



## **ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
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### **Minutes of the Virtual meeting of the Attleborough Town Council Held on Monday, 5 October 2020 at 7.00 pm**

#### **Present:**

Cllr P Leslie - presiding  
Cllr K Montague      Cllr B Bulmer      Cllr B Cousins      Cllr J Ellis  
Cllr T Taylor      Cllr E Tyrer (arr. 7.45)      Cllr A Westby      Cllr V Dale  
Cllr W Loades      Cllr Grave      Cllr Roper      Cllr Busk  
In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council  
Anne Willett – CEO's Assistant (minute taker)

#### **056.20) Mayor's Welcome**

Cllr Leslie introduced the meeting and welcomed everyone. Acknowledged difficult times with potential fears of further lock downs with Covid and thanked those working to help.

#### **057.20) Resignation of Town Councillor –**

The resignation of Cllr Redmond was noted.

#### **058.20) Apologies for absence**

Apologies were received from Cllr Crouch  
Cllr Tyrer – Arriving late due to prior commitment

#### **059.20) Declarations of Interest**

##### **a) To receive and consider declarations of interest in items below –**

The following declarations of interest were received –

Cllr Ellis - Agenda item 11a Christmas Lights  
Cllr Taylor- Agenda item 11a Christmas Lights

##### **b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –**

Cllr Taylor declared a pecuniary interest in Agenda Item 14a Litigation case.

#### **060.20) Resident's Questions**

**RESOLVED** that the meeting be adjourned to allow the Mayor to address questions submitted from various residents. (See Resident's Questions Notes attached.)

#### **061.20a) Minutes of the Town Council meeting held on 7 September 2020**

On the motion of Cllr Grave, seconded by Cllr Ellis, it was

**RESOLVED** to accept the minutes of the meeting of the Town Council meeting held on 7 September 2020.

#### **062.20b) Minutes of the Extraordinary Town Council meeting held on the 21 September 2020 –**

On the motion of Cllr Westby, seconded by Cllr Loades, it was

**RESOLVED** to accept the minutes of the meeting of the Extraordinary Town Council meeting held on 21 September 2020.

**ACTION: CEO**

**063.20) Planning Matters –**

**063.20a) Planning Applications -**

**RESOLVED** to approve and accept the following recommendations already agreed and submitted prior to meeting: -

**3PL/2020/0976/HOU – Attleborough: 58 Cedar Drive –** Single storey extension to the front & rear elevations - Withdrawn.

**3PL/2020/0987/HOU – Attleborough: Still Waters, Long Street –** Extensions and alterations to include first floor extension and provision of a garage. – No objections

**3PL/2020/0996/HOU – Attleborough: 21B Plasset Drive Attleborough –** Single storey Front Extension – No objections

**3PN/2020/0046/PNE – Attleborough: 4 Lushers Meadow -** Sun Room – No objections

**3PL/2020/0993/F- Attleborough: Land to rear of 1a-1c Connaught Plain –** First floor extension above existing single storey structure to rear of 1a-1c Connaught Plain to provide 2 no. residential units. – Parking- it seems more living accommodation is being proposed but no parking provision is stated on the application. Reservations about land at rear of Connaught Plain, this is over development and the lack of car parking provision is not acceptable.

**3SR/2020/0008/SCR – OLD BUCKENHAM: Land off Attleborough Road Old Buckenham and partly in Attleborough –** Request for a Screening Opinion for a Solar Farm – To alert you of a potential future application in your Ward/Town/Parish and it is for your information only.

**064.20b) Planning Correspondence –**

**i) Changes to the current planning system –** Cllr Tyrer making representation on behalf of Town with regards to this matter.

**ii) FUL/2020/0043 - Anglian Business Centre, West Carr Road, Attleborough –** No objections

**iii) Transport for Attleborough – London Road pedestrian & cycling improvements –** Cllr Tyrer to make representation on this – CEO requests to receive a copy

**iv) Planning White Paper consultation –** Breckland to make representation as consultees

**v) Electoral Review of Norfolk –** Closing date for consultation responses 23<sup>rd</sup> November 2020 – no comment

**vi) Attleborough London Road – Parking suspension and road closure –** Noted

**ACTION: CEO/ET/CLLRS**

**065.20) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Montague, seconded by Cllr Roper, it was

**RESOLVED** to accept and approve the following payment list dated 5 October 2020 Total £6,078.39

**b) To agree direct debits –**

On the motion of Cllr Dale, seconded by Cllr Cousins, it was

**RESOLVED** to approve and accept the direct debit list dated October 2020 Total £28,505.94

**c) To receive Income –**

On the motion of Cllr Bulmer, seconded by Cllr Loades, it was

**RESOLVED** to approve and accept the income list for September 2020 Total £2,855.00

**d) Petty Cash payments** – Noted for information

**e) Income & Expenditure Report August 2020** – Noted for information

**f) Royal British Legion Poppy Appeal Donation of £250** –

On the motion of Cllr Cousins, seconded by Cllr Busk, it was

**RESOLVED to increase donation to £300.00**

**ACTION CEO:**

**Town Council wreaths** – Cllr P Leslie & Cllr E Tyrer will represent the Town

On the motion of Cllr Montague, seconded by Cllr Grave, it was

**RESOLVED** to approve use of area by Poppy Memorial

**ACTION: PL/ET**

**Request for gazebo on Queens Square on 30 & 31 October 2020 for Poppy appeal**

On the motion of Cllr Cousins, seconded by Cllr Westby, it was

**RESOLVED** to approve request for gazebo on Queens Square

**ACTION: CEO**

**g) Damage to church wall** – use of a payment plan to recover costs from first driver to hit wall

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was

**RESOLVED** In principle to agree payment plan for the recovery of funds but to be circulated to Councillors before issue

Further long discussion took place regarding recovery of costs from second driver who hit wall via small claims court

On the motion of Cllr Leslie, seconded by Cllr Loades, it was,

**RESOLVED** The Town Council to attempt recovery of the funds of the second incident in the small claims court without the help of a solicitor, Cllr Montague to assist with claim process

**ACTION: CEO/KM**

**h) Receipt of Precept 2<sup>nd</sup> Instalment £290,599.50** - Noted

#### **066.20) Project – Council Policies**

**a) Complaints Policy & Procedure (Oct 2020)**

**b) Grievance Policy & Procedure (Oct 2020)**

**c) Disciplinary Policy & Procedure (Oct 2020)**

**d) Member/Officer Protocol (Oct 2020)**

**e) Personnel Committee Terms of Reference (Oct 2020)**

On the motion of Cllr Taylor, seconded by Cllr Grave, it was

**RESOLVED** to accept all the policies presented.

**ACTION: ALL CLLRS**

#### **067.20) Personnel Committee Membership**

It was noted the new Terms of Reference had a membership of 5 to include the Mayor & Deputy Mayor.

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was

**RESOLVED** to appoint Cllr Westby, Cllr Dale, Cllr Roper as Personnel Committee members.

**ACTION: PL/BB/AW/VD/JR**

#### **068.20) Correspondence**

- a) **Christmas Lights “Switch On”** – Cllr Ellis confirmed light switch on will be Sunday, 29 November 2020 at 4.15pm and will pursue the suggestion of inviting a person from working in the NHS to switch on the lights.
- b) **Locations for new cycle racks** – suggested sites, around Queens Square, by railings from Toms Fish Bar and card shop or outside Big C charity shop. Agreed Cllr Tyrer will consider the different options and report back to Council of best site for new cycle racks.
- c) **ATTCARE request for agreement of support from Attleborough Town Council of a funding application and project** –  
On the motion of Cllr Leslie, seconded by Cllr Montague, it was **RESOLVED** to accept the request in principle  
**ACTION: ET/JE/ALL CLLRS**

**069.20) Any other items which the Chairman decides are urgent**

Finalising programme for the next consultation on London Road park towards end of October and will make a public statement and invite people to participate in this consultation

**ACTION: PL**

**070.20) Exclusion of Press and Public**

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was **RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Cllr Taylor declared her pecuniary interest in the Litigation Item and would leave the meeting but return for Staff Grievances.

9.pm Members of Town Council staff left for the remainder of the meeting.

On the motion of Cllr Montague, seconded by Cllr Loades, it was **RESOLVED** to extend meeting by 15 minutes

**071.20) Update from Investigation Committee/Solicitor**

- a) Litigation – discussed for information only
- b) Staff Grievances – it was agreed this item will not appear on future agendas

Meeting closed at 9.15pm

## **Notes of Residents' Questions**

The Chairman read out questions, previously submitted and responded as below: -

### **Question 1**

The Town Council is to be congratulated on the culture change that has evolved since the EGM on 20th July, & the 'Recommended changes to council policies and procedures - for consideration and resolution' appearing later on the Agenda are very encouraging.

Please could you provide an update in as far as confidentiality allows, on the investigation into whether the Council was previously following its then current rules & procedures – as per the question unanimously approved at the Parish Poll at the open meeting at Connaught Hall on 12th March?

- A) We are conducting an investigation into all matters leading up to and including Parish Poll and will be able to make public within next 4-6 weeks. Parish Poll submitted to Breckland there is no recourse for this not happening but is very much Covid depending potentially May

### **Question 2**

Councillors' Apologies for absence

!) How many times may a Councillor send his or her Apologies for absence to a Full Council Meeting?

!!) Is the existence of a 'Standing Apology' legally valid unless for medical reasons?

- A) There is a six-month rule according to Section 85 of the Local Government Act 1972

### **Question 3**

Hi. I have just read an article that the town council has paid for the repair of the church wall after it was destroyed by an uninsured driver. Could you explain why it is the responsibility of the town council and not the church and why couldn't they claim on their insurance?

- A) It has been a long standing agreement with the Church to maintain the wall. The car drivers involved were not insured, this will be discussed in Item 8 on tonight's agenda, the church wall was not insured and this matter will also be part of the investigation.

### **Question 4**

1) From the documents released (very late I would add) for tonight's meeting I note Judicial Review, whilst I appreciate full disclosure might be possible, Pandora's box has been opened so some form explanation is reasonable. What have ATC done now at is so awful it warrants judicial review!

2) What is, or is there, a timeframe for the release of notice/documents relating to council meetings? If such timeframes are in existence, are these by agreement of the full council or is there a regulatory element? As three working days leaves little time to digest fully and/or react, i.e. pose relevant, searching or valid questions to council.

A) Court case should be concluded within next two weeks, action taken against Councillors earlier last year unlawful. An appeal launched and conceded, a report will be issued sometime in the future.

A) Statutory period 3 days, will look as a Council to improve this