



**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

**You are summoned to the Meeting of  
Attleborough Town Council  
To be held on Monday, 7 December 2020 at 7.00pm**

**THIS MEETING WILL BE HELD VIRTUALLY AND WILL BE STREAMED LIVE FOR THE PUBLIC TO VIEW VIA A LINK WHICH WILL BE AVAILABLE ON THE COUNCIL'S WEBSITE. THE LINK WILL BE ACTIVATED PRIOR TO THE START OF THE MEETING.**

**THIS MEETING IS IN LINE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

*Cllr Philip Leslie*

2 December 2020

Attleborough Town Mayor

**AGENDA**

**To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -**

**1) Mayor's Welcome**

**2) Apologies for absence**

To receive and accept apologies for absence.

**3) Declarations of Interest**

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

*(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)*

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

**4) Public Participation**

Members of the public may now participate in the meeting and speak in this item. The registration details will be available on the website. <https://attleboroughtc.org.uk/> **10 Mins**

**5a) Minutes of the Town Council meeting held on 2 November 2020**

– for acceptance and approval **5 Mins**

**6) Planning Matters**

**a) Planning Applications** – Applications agreed and responses made **10 Mins**  
– for confirmation by members.

- 7) Financial Matters** **15 Mins**  
a) **To authorise payments** – for acceptance and approval  
b) **To agree direct debits** – for acceptance and approval  
c) **To receive Income** – for acceptance and approval  
d) **Petty Cash payments** – for information  
e) **Income & Expenditure Report October 2020** – for information
- 8) Correspondence** **5 Mins**  
a) **Residents proposal for Queens Road to reduce speed limit to 20mph until after Cyprus Road** – for consideration
- 9) Project – Website & Social Media** **15 Mins**  
a) **Website & Social Media** – for consideration and resolution
- 10) Old Library site made available to Town Council for potential offices** **15 Mins**  
– for consideration and resolution  
**George Ridgway to report**
- 11) Christmas Closing** - for information **5 Mins**
- 12) Any other items which the Chairman decides are urgent** **10 Mins**  
Any items for discussion only
- 13) Exclusion of Press and Public**  
To pass a resolution excluding 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
- 14) Update from Investigation Committee** **20 Mins**  
a) **Judicial Review**  
b) **Investigation Report**

**MAXIMUM MEETING TIME TWO HOURS**



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Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

### Minutes of the Virtual meeting of the Attleborough Town Council Held on Monday, 2 November 2020 at 7.00 pm

#### Present:

Cllr P Leslie - presiding  
Cllr K Montague      Cllr B Bulmer      Cllr J Ellis      Cllr V Dale  
Cllr T Taylor      Cllr E Tyrer      Cllr A Westby      Cllr Grave  
Cllr W Loades      Cllr Busk (arr. 19.07)  
In attendance – Anne Willett – CEO's Assistant (minute taker)

#### 072.20) Mayor's Welcome

Cllr Leslie introduced the meeting and welcomed everyone. Cllr Taylor reported in view of second wave of Covid the Help Line 01953 686538 would be available 8am-8pm 7 days a week to offer support, to co-ordinate and direct to other services and any new volunteers would be welcome.

#### 073.20) Apologies for absence

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was **RESOLVED** to accept apologies from Cllr Roper and Cllr Cousins, with potential to accept apologies from Cllr Crouch to be ratified by email.

**ACTION: CLLR PL**

#### 074.20) Declarations of Interest

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

The following declarations of interest were received –  
Cllr Taylor- Agenda item 7a payment Anthony Collins –  
Cllr Taylor - Agenda Item 7f Connaught Hall Grant Application Donation Request  
Cllr Tyrer- Agenda Item 11 Church Wall

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

Cllr Taylor declared a pecuniary interest in Agenda Item 15a Litigation case.  
On the motion of Cllr Leslie, seconded by Cllr Ellis, it was **RESOLVED** to let both Cllrs remain but to abstain from voting

#### 075.20) 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.)

#### 076.20a) Minutes of the Town Council meeting held on 5 October 2020

On the motion of Cllr Dale, seconded by Cllr Ellis, it was **RESOLVED** to accept the minutes of the meeting of the Town Council meeting held on 5 October 2020.

#### 077.20b) Minutes of the Personnel Committee meeting held on the 21 October 2020 –

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

**RESOLVED** to accept the minutes of the meeting of the Personnel Committee meeting held on 21 October 2020.

**ACTION: CEO**

**078.20) Planning Matters –**

**078.20a) Planning Applications –**

On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was **RESOLVED** to approve and accept the following recommendations already agreed and submitted prior to meeting: -

**079.20b) Planning Correspondence –**

**i) S106 Monies Available –** noted for information

**080.20) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Leslie, seconded by Cllr Loades, it was **RESOLVED** to accept and approve the following payment list dated 2 November 2020 Total £43,116.50 excluding payment to Anthony Collins for £18,619 + VAT, total £22,342.80

**b) To agree direct debits –**

On the motion of Cllr Montague, seconded by Cllr Bulmer, it was **RESOLVED** to approve and accept the direct debit list dated November 2020 Total £ 24,824.77

**c) To receive Income –**

On the motion of Cllr Dale, seconded by Cllr Loades, it was **RESOLVED** to approve and accept the income list for October 2020 Total £297,816.50

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

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

**f) Connaught Hall Grant Application donation of £250 –**

On the motion of Cllr Dale, seconded by Cllr Westby, it was **RESOLVED** to approve donation for £250

**ACTION CEO:**

**g) Damage to church wall update –**

Payment plan agreed with first party. Insurance company for second party confirmed indemnity had been granted in respect of this matter. Church wall is insured and a report will be issued within next two weeks

**h) Cygnet Close Play Area Quotations –**

On the motion of Cllr Leslie, seconded by Cllr Bulmer, it was **RESOLVED** we don't approve the progression of these quotes we seek urgent quotes for the barking of the area, once 3 quotes received we permit Cllrs to resolve these by email

**ACTION: CLLRS**

**081.20) Correspondence**

**a) Remembrance Sunday, plans for Sunday including “Doorstep Remembrance –**

Cllr Tyrer working on assumption Remembrance Day cancelled looking to do something but will conform to guidelines.

**b) Openreach Agreement for works at land off Station Road –**

On the motion of Cllr Leslie, seconded by Cllr Montague, it was **RESOLVED** to accept and approve

**c) Attleborough Day Centre request for donation during second wave of Covid**

Cllr Leslie requested Cllrs are emailed the amount of money left in Covid 19 Response Fund and to request Attleborough Day Centre complete a Grant Application form

d) **Fire Fighters Charity letter of thank you** – Noted for information

e) **Grampian Site Fire** – Cllr Leslie has made a request to Norfolk Constabulary for a meeting.

**ACTION: CLLR PL**

**082.20) Project – Council Policies (cont.)**

**Amended Sanding Orders (Oct 2020)**

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

**RESOLVED** I feel we probably strike 18e from the Standing Orders, this is an amendment to acceptance with the ability to review on the new procurement system in January 2021

**ACTION: ALL CLLRS**

**083.20) Move outstanding Community Led Projects back by one month**

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

**RESOLVED** we reschedule the relative months spoken, Website & Social Media to December and Modernisation to January 2021 for the projects to report back to Council

**ACTION: CLLRS LG/AW**

**084.20) Trip Incident at St Mary's Church –**

During a discussion Cllr Tyrer stated any repairs would probably need a faculty approval from the diocese, a PCC meeting due to be held on Tuesday where he would bring to their attention and report back.

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

**RESOLVED** we get the framework in place with St Marys Church, we ask for the remedial work to happen as soon as possible but also we cordon the area off with immediate effect.

**ACTION: CLLRS PL/ET**

**085.20) Councillor Vacancy –**

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

**RESOLVED** we consider in New Year and seek to do this in a fair way

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

- Cllr Leslie and Cllr Tyrer formulating a letter to Rosecroft school regarding drop off zone asking to meet with school
- Old Library site made available to Town Council and could potentially become Town Council offices

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

**RESOLVED** to invite George Ridgway to December meeting

- Repair to John Deere contact Ernest Doe to clarify costs and email to Cllrs
- Honey Fungus growing on felled tree in Queens Square, Grounds staff to look at how to treat this
- Tree in Queens square car park has not been replaced, contact contractors as their responsibility.

**ACTION: PL**

**087.20) Exclusion of Press and Public**

On the motion of Cllr Leslie, seconded by Cllr Grave, 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.

As agreed earlier by Cllr Leslie Items 15b and 15C would be discussed first as Cllr Taylor had requested. Cllr Taylor declared her pecuniary interest in the Litigation Item 15a and would leave the meeting.

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

**088.20) Update from Investigation Committee**

**a) Judicial Review**

On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** that we take the invoice back to Anthony Collins for further analysis

**b) Investigation Report**

**c) Staffing Support**

**ACTION: PL/AW**

Meeting closed at 9.20 pm

**Notes of Residents' Questions**

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

**Question 1**

There is another payment relating to the court action against ATC, how much has this cost the town so far? Is there in reality any course of redress against the individuals to recover costs due their poor mismanagement / conduct?

A) This is an ongoing incurrence of costs, some have been listed in tonight's meeting, others done through previous solicitor, there will be a full report on this so far as we are able in the coming weeks on the Judicial Review and give explanations so far as legally possible as to what has happened.

**Question 2**

How many people do we employ for £12,964.15 per month? How many are part time? How many are full time. Our office is only open 14 hours a week! How is this value for money?

A) As part of the Personnel Committee Terms of Reference but also as part of a resolution we are currently doing a full staff review where as far as possible will be reported back on. We are aware of costs incurred to the Council through litigation and other means that we are wrestling to get control of and this links to our Modernisation project which Cllr Westby is heading up as we try to change the service level of the Council. We are trying our best to work as a Council to move forward and have a fresh view of what we need to do. At the appropriate time information will be divulged as appropriate.

**Planning Applications received to-date**

- 3PL/2020/1157/F – Attleborough: St Elmos, 7 Edenside Drive** – Extension to provide 2 no. Studio Flats to Provide Residential Accommodation for Persons with Learning Disabilities and Quiet/Therapy Room - This was very controversial when originally approved as a residence for those with learning difficulties, with strong neighbour objections. Suggest that only 3 parking spaces could be a problem and neighbours may object to the new builds which will be close to adjoining properties.
- 3NM/2020/0064/NMA – Attleborough: Rosen Inn Fiddlers Green Attleborough** – Amendment to 3PL/2020/0821/D – Increase Roof Height by 500mm Eaves & Ridge Installation of additional Dormer Window on double garage – No objections
- 3PL/2020/1171/F – Attleborough: Oak Lodge Unit 1, Wayland Close** – Change of use from Sui generis to C2(residential institution) & proposed single storey extension and internal alterations to the “House” & proposed two storey extensions & internal alterations to the “Flats” to provide suitable layouts for supported living. – No objections
- 3PL/2020/1213/HOU – Attleborough: 100 Hargham Road Attleborough** – Single Storey Rear Extension – No objections – subject to no neighbour objections. Bungalows are quite close together which maybe a problem for residents of adjacent properties.
- 3PL/2020/1259/LU – Attleborough: 44 Arlington Gardens, Attleborough** – Rendering of the front of the house and the first three metres from the front of the house down both sides. – Not seeking views as application merely seeks a legal determination based on the scheme submitted.
- 3PL/2020/1257/VAR – Attleborough: Wayside, Buckenham Road** – Variation of Condition (No 2) on application ref 3PL/2020/0202/F (residential development of 9 dwellings) in respect of change to access road into site and relocation of garage to Plot 9. – No objections
- 3PL/2020/1299/HOU – Attleborough: Catkin, Slough Lane** – Proposed Attached Annexe, Inclusive of Existing Workshop for Family Member. – No objections
- 3PL/2020/1306/HOU – Attleborough: 130 Hargham Road** - Single Storey Front & Rear Extension. Loft Conversion with Rooms in Roof. – No objections –subject to this is a semi-detached bungalow with a large extension planned in a fairly limited site. I would think that there may well be neighbour objections.
- 3PL/2020/1316/HOU - Attleborough: 2 Cyprus Road** - Proposed Single Storey Side Extension – No objections – There seems to be plenty of room for the extension, but it may be that there will be a neighbour objection.
- 3PL/2020/1335/CU – Attleborough: Cakes Hill Barn, Ellingham Road** - Temporary planning permission for the change of use agricultural dwelling to a holiday let – No objections



7a)

1

PAYMENTS 7 DECEMBER 2020						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	
AMTECH	BARRIER TECH SANITISER 5LTR	OPENSAPCES	£ 120.00	£ 24.00	£ 144.00	BACS
ANGLIAN DOORS SERVICES	REPAIR TO PUBLIC TOILET DOOR	PUBLIC TOILETS	£ 360.00	£ 72.00	£ 432.00	BACS
ARROWCLEAN	NOVEMBER WINDOW CLEANING	TH	£ 45.00	£ -	£ 45.00	BACS
ATTLEBOROUGH DAY CENTRE	COVID-19 RESPONSE FUND DONATION	ADMIN	£ 250.00	£ -	£ 250.00	BACS
ATTLEBOROUGH PCC	ATTLEBOROUGH & BESTHORPE PARISH MAGAZINE 2021	ADMIN	£ 90.00	£ -	£ 90.00	BACS
BEN BURGESS	CHIPPER HIRE	OPENSAPCES	£ 255.00	£ 51.00	£ 306.00	BACS
BODO	WELD HINGE ON GAYMERS MEADOW GATE	OPENSAPCES	£ 70.00	£ 14.00	£ 84.00	BACS
V BROWN	FABRIC FACE COVERINGS ASSTD STYLES & SIZES	COVID	£ 120.00	£ 5.00	£ 125.00	BACS
COOLERAID	ANNUAL MAINTENANCE X 3 WATER COOLERS	OPENSAPCES	£ 75.00	£ 15.00	£ 90.00	BACS
CORONA CORPORATE LTD	PHOTOCOPIER MACHINE COLLECTION & PREFORM DATA WIPE	ADMIN	£ 295.00	£ 59.00	£ 354.00	BACS
ANTHONY COLLINS	SOLICITORS FEE COMPLAINTS 2020	ADMIN	£ 7,000.00	£ 1,400.00	£ 8,400.00	BACS
CONNAUGHT HALL	GRANT DONATION	ADMIN	£ 250.00	£ -	£ 250.00	BACS
ERNEST DOE	REPLACE DIFFERENTIAL ON TRACTOR	OPENSAPCES	£ 2,637.59	£ 527.52	£ 3,165.11	BACS
C G DUFFIELD	CEMETERY TANK EMPTIED	CEMETERY	£ 120.00	£ 24.00	£ 144.00	BACS
EFIRE	FIRE ALARM & EMERGENCY LIGHTING SERVICE VISIT	TH	£ 180.00	£ 36.00	£ 216.00	BACS
EVANS	SKIP HIRE	OPENSAPCES	£ 116.67	£ 23.33	£ 140.00	BACS
JEWSON	LOW LEVEL PLATFORM HIRE X 23 DAYS	OPENSAPCES	£ 230.00	£ 46.00	£ 276.00	BACS
LITTLE GREEN BUTTON	ANNUAL SUBSCRIPTION	ADMIN	£ 175.00	£ 35.00	£ 210.00	BACS
MICROSHADE	HOSTED APPLICATION SERVICE	ADMIN	£ 408.20	£ 81.64	£ 489.84	BACS
NETCENTRAL	ICT SUPPORT, ZOOM SUBSCRIPTION NOV	ADMIN	£ 155.97	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS	WEBSITE MAINTENANCE NOV/DEC	ADMIN	£ 165.00	£ -	£ 165.00	BACS
NUTS N BOLTS	SUPPLIES OCT & NOV	TH	£ 22.56	£ 4.52	£ 27.08	BACS
RIALTAS	ANNUAL SUPPORT & MAINTENANCE LICENCE	ADMIN	£ 387.00	£ 77.40	£ 464.40	BACS
THURLOW NUNN	MOLE TRAP, TONG RIVETER	OPENSAPCES	£ 59.83	£ 11.96	£ 71.79	BACS
VIKING	FACE MASKS,	TH/OPEN SPACES	£ 59.98	£ -	£ 59.98	BACS
VIKING	PPI GLOVES	TH	£ 37.98	£ -	£ 37.98	BACS
VIKING	CLOTHS	TH	£ 9.98	£ 2.00	£ 11.98	BACS
VIKING	FIRST AID KIT, BLEACH	OPENSAPCES	£ 65.75	£ 13.15	£ 78.90	BACS
PETTY CASH	CASH TOP UP	AMIN	£ 83.04	£ -	£ 83.04	CHQ 000074
BUSSEYS	DPF BLOCKED& CARRY OUT VEHICLE CHECK	VAN	£ 124.50	£ 22.90	£ 147.40	PAID BACS 24/11/20
BUSSEYS	REPLACE FRONT BRAKE PADS/DISCS, DRIVE SHAFT LEAKS, GLOW PLUGS	VAN	£ 834.78	£ 166.96	£ 1,001.74	BACS
			£ 14,803.83	£ 2,743.57	£ 17,547.40	

76)

DD NOVEMBER 2020

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly			
Vodafone	mobiles	Admin	Monthly	£ 118.50	£ 23.73	£142.23
Bank Charges	Barclays	TH	Monthly	£ 6.70	£ -	£6.70
Bank Charges	Lloyds	TH	Monthly	£ 6.50	£ -	£6.50
Viridor	Waste collection	Rec	Monthly	£ 100.20	£ 20.04	£120.24
Viridor	Waste collection	TH	Monthly	£ 153.74	£ 30.75	£184.49
Anglian Water	Water	Pavilion	Quarterly	£ 45.45	£ 9.08	£54.53
Anglian Water	Water	Recreation Ground	Quarterly	£ 240.71	£ 48.13	£288.84
Anglian Water	Water	Public Toilets	Quarterly			
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Public Toilets	Monthly	£ 192.00	£ -	£192.00
Breckland Council	Rates	Cemetery	Monthly	£ 75.00	£ -	£75.00
BT	Telephones	TH	Quarterly			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly	£ 110.73	£ 5.06	£121.57
Total Gas & Power	Gas	TH	Quarterly	£ 298.04	£ 14.91	£312.95
Total Gas & Power	Electricity	TH	Quarterly			
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel	OS	Monthly	£ 153.94	£ 30.79	£184.73
						<b>£2,924.78</b>
HMRC Tax/Nic	BACS		Monthly	£ 4,377.14	£ -	£4,377.14
Norfolk Pension	BACS		Monthly	£ 4,268.14	£ -	£ 4,268.14
Staff Salary	BACS		Monthly	£ 13,054.72	£ -	£ 13,054.72
						<b>£21,700.00</b>
<b>TOTAL</b>						<b>£24,624.78</b>

7c)

INCOME NOVEMBER 2020	
Banked Monies	
Burials	£ 550.00
Hall bookings	£ 864.00
<b>Total</b>	<b>£ 1,414.00</b>

7d))

4230  
301

DATE	DETAILS	REC'D	OUT	BALANCE	4020 101 MISC	422 101 POSTAGE	TOWN HALL
1.11.20	BFWD	1874	46 105 10	382 28	343 02	44 34	24 98
19.10.20	Lidl milk, Sugar, coffee			3 99	378 29	3 99	
2.11.20	Bestharp Farm shop Pansies			25 00	353 29		
5.11.20	Post office			1 50	351 79	1 50	
2.11.20	Lidl milk			1 30	350 49	1 30	
12.11.20	Lidl milk			1 30	349 19	1 30	
25.11.20	Lidl Milk sugar			1 95	347 24	1 95	
10.11.20	Cash cheque 000073	17 72			364 96		
30.11.20	Staff Subsistence 29 Oct - 26 Nov			48 00	316 96		
				83 04	316 96	8 54	1 50
				1892 18 83	04 316 96	351 56	45 84 24 98

4230	4230	4230	4230	4230
15	24	101	101	24
ARCHIVE	OPEN	MEETING	MILEAGE	MARKET
SPACES	SPACES	RESEARCH	RESEARCH	ADMIN
				TIC
				VAT

104 82	8 13	—	168 30	—	710 00	—	78 59
25 00							—
—	25 00	—	—	—	48 00	—	—
—	129 82	8 13	—	168 30	—	768 00	78 59