



ATTLEBOROUGH TOWN COUNCIL

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**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 6th September 2021 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr P Leslie - presiding

Cllr J Ellis	Cllr L Grave	Cllr J Francis	Cllr S Marsh
Cllr T Taylor	Cllr E Tyrer	Cllr A Westby	Cllr A Busk
Cllr D Lane	Cllr A Smith	Cllr V Dale	Cllr K Montague

In attendance – Michelle Barron – Town Clerk

In attendance – Anne Willett – Clerks Assistant (minute taker)

Joel Fayers (MPC), Jenny Orford (Homes England)

Dist. Cllr K Martin, Sergeant Shelley, PC Damion Wicks, Beat Manger

Public x 8

053.21) Mayors Welcome – Cllr Leslie welcomed everyone and asked the new Town Clerk Michelle Barron to introduce herself. Michelle explained she had relocated to Norfolk 10 years ago and had become involved in numerous Community Groups, managed Rocklands Community shop and is a Councillor for Gt Ellingham, previous experience had been in the transport sector. Michelle looked forward to become part of a team that would listen to its constituents and local businesses, support the Councillors and improve communication, having already met some local retailers today to start to build those relationships.

054.21) Apologies for absence -

Cllr Crouch – Prior appointment

Cllr Cousins – Resignation received

055.21) Declarations of Interest

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

Cllr Taylor, Cllr Tyrer, Cllr Montague, Cllr Busk – Item 18

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

– None received

056.21) Public Participation - 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.) -

057.21) Minutes of the Town Council meeting held on 2nd August 2021

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

RESOLVED to amend **Min 043.21) add making** "It would be lawful for the Council to consider making a Standards Complaint." **Min 043.21) add** "If the draft complaint is approved by members it will be made to the Monitoring Officer at Breckland Council for his consideration".

On the motion of Cllr Westby, seconded by Cllr Lane, it was **RESOLVED** to accept the minutes of the Town Council meeting held 2nd August 2021 with the amendments to **Min 043.21**.

ACTION: TOWN CLERK

058.21) Homes England Presentation

Joel Fayers, MPC introduced himself and Jenny Orford, Senior Planning Manager, Homes England, MPC will be assisting Homes England on the Community engagement side of the project. Here to talk about the first phase of the development and will be attending your meetings regularly in the future. Jenny Orford explained Homes England are a housing accelerator bringing influence, expertise and resources to the project, who intervene to build more affordable homes where needed. Working on this project we are taking a market developer role focusing on design and delivery of infrastructure. A large consultant team has been appointed to bring the technical skills and Joel's part of that is on communication and engagement, one of the most important parts of the project. We collaborate closely with stakeholders and will be involving the Town Council. Joel thanked Jenny and explained time scales would be set out that needed to be met and any questions would be answered along the way. An event is to be held, a market stall outside the front of the Town Hall on Thursday 23rd September 8am-2pm, everyone welcome. We look to involve as many different groups as possible and will report back to the Council in November. Cllr Leslie and Cllr Tyrer thanked both representatives for attending the meeting.

059.21) Planning Matters–

a) Planning Applications –

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

b) Planning Applications

3PL/2021/1191/F – ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House - The construction of a single storey one-bedroom dwelling with car parking on site, together with a private garden and the part demolition and rebuilding of a flint wall to Eden Lane. –

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

RESOLVED – No objections

ACTION: TOWN CLERK

060.21) Councillor Reports

- Dist. Cllr Martin reported new bus stop signs in place on Hargham Rd, New Rd & London Rd. Permission given for appeal decision Land North of Blackthorn Rd. Old Grampian Food site, 25% affordable housing allowed but still waiting for email confirmation. Old Hamilton Acorn Brush factory site has good community potential and a presentation to the Council may be arranged.
- Cllr Lanes report had been circulated in the meeting pack and no questions were raised
- Cllr Smith & Cllr Taylor in the company of Sgt Shelley and PC London had toured the town and everything was in order.
- Cllr Tyrer wanted to clarify for transparency his “behind the scenes” meetings with Home England was to outline the wishes of the Town and take it forward and would like approval from Cllrs to be able to have these discussions. Cllr Leslie stated as long as these meetings are productive conversations with key stakeholders to facilitate them coming to the table with offers for us, he was happy and we have Member Officer Protocol and Standing Orders to abide by. Cllr Taylor suggested in a public forum when referring to these meetings to avoid using the term “behind the scenes” from now on as gives the wrong impression.

061.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 6 September 2021 Total £7,758.57. It was noted RBL donation is usually brought to Council for approval

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated September 2021

Total £22,784.87

c) To receive Income –

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

RESOLVED to approve and accept the income list for August 2021

Total £2,856.00

d) Petty Cash payments – Noted for information

e) Income & Expenditure July 2021 – Noted for information

f) Quotations for Renewal of Health & Safety Retained Service Contract

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

RESOLVED to accept and approve Milne Marketing quote £5,175 for 5 years

Cllr Dale abstained from vote due to already using one of the tenders.

ACTION: TOWN CLERK

062.21) Correspondence

a) Matthews Homes – Streetlight Proposals at Grampian Food Site –

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

RESOLVED Not to approve streetlight proposals.

b) Once Upon a Body – Charity Event Request to use Queens Square –

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

Resolved to accept and approve.

c) Commonwealth War Graves Request to erect a memorial –

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

Resolved to accept and approve.

d) The Queens Green Canopy -

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

Resolved to accept and approve.

e) Bakeaholics Christmas Fayre & Christmas Grotto –

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

Resolved to accept and approve.

ACTION: TOWN CLERK

063.21) Standing Orders Review Committee

a) Standing Orders Review Committee Terms of Reference –

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

RESOLVED to make amendments - the Committee should comprise of at least five members & appointed by the Council annually and to remove paragraphs two & four on page 2

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

RESOLVED to accept and approve amended document

b) Nominate and elect members of the Standing Orders Review Committee

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

RESOLVED to appoint Cllr Taylor to the committee.

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

RESOLVED to appoint Cllr Westby to the committee.

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

RESOLVED to appoint Cllr Marsh to the committee.

064.21) Events & Communication Committee

a) Events & Communication Committee Terms of Reference –

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

RESOLVED to make amendments the Committee should comprise of at least five members & appointed by the Council annually and to remove paragraphs three and five on page 2

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

RESOLVED to accept and approve amended document

b) **Nominate and elect members of the Events & Communication Committee**

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

RESOLVED to appoint Cllr Smith as Committee member

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

RESOLVED to appoint Cllr Taylor as Committee member

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

RESOLVED to appoint Cllr Lane as Committee member

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

RESOLVED to appoint Cllr Ellis as Committee member

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

RESOLVED to appoint Cllr Dale as Committee member

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

RESOLVED to appoint Cllr Tyrer as Committee member

065.21) Emergency Committee

After a discussion it was decided to set up an Emergency Committee would take time not really necessary when we have a Standing Order Review Committee already in place.

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

RESOLVED - Assign the plan to the Committee already set up but we make an assignment that the communications tree is put into place with the Town Clerk who can then communicate that to ourselves for approval to go to the public.

ACTION: TOWN CLERK

066.21) SNAP (Local Police) Meeting Recommendation

The Town Council will host the meetings once every three months and the Engagement Office Paula Gilluley will provide us with a list of agencies for attendance.

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

RESOLVED to host meetings, set agendas, prepare minutes and send out invitations.

067.21) Any other items which the Chairman decides are urgent

Cllr Leslie reported he had received a letter of resignation from Cllr Cousins and expressed his thanks to Cllr Cousins for being on the Council and wished him well for the future. The vacancy would be advertised in due course.

068.21) Public Participation (10 Minutes)

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

069.21) Exclusion of Press & Public

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

RESOLVED – to exclude the press and public from the meeting given the sensitive nature of the business to be discussed.

070.21) Report on Potential Claim against Nicolas Hancox Solicitors –

On the motion of Cllr Philip Leslie, seconded by Cllr Andy Westby, it was

RESOLVED that the Council instruct Anthony Collins Solicitors to pursue items 7.2 and 7.3 of their report dated the 27 August 2020, in regard to the potential claim against Nicholas Hancox Solicitors.

Meeting closed 9.44pm

Public Participation 1st Section

- Resident queried whether by Cllr Crouch leaving the July meeting half way through had he forfeited his place on the Council, was this ever followed through?
- Yes, it was followed through and by attending the meeting even in part is considered an attendance
- Resident queried although Community Car Scheme had resume, a lot of people were not aware and needed to be advertised more widely
- Better communications needed and the new Events & Communications Sub-Committee would address such matters. Cllr Lane would contact the resident regarding the Community Car Scheme.
- Sergeant Shelley explained at present quarterly SNAP (Safer Neighbourhood Action Panel) meetings where community issues are raised is being police led and it shouldn't be, it should be police attended, so a request was made for a Chair and Vice Chair to run the meetings in conjunction with the police, volunteers willing to work with police to establish a SNAP in that format.
- Agenda Item 14a) recommendation will be made for Council to start hosting SNAP meetings
- Resident queried whether skate park had been approved
- The ambition of the Council is to have a new skate park by summer holidays 2022
- Resident concerned about the war memorial as in need of care and cleaning
- The war memorial will receive attention but we have to be careful in selecting the right specialist to ensure the memorial is not damaged.

Public Participation 2nd Section

- A student from the Academy asked why aren't Councils investing in hydrogen
- To produce hydrogen, it uses a lot of energy, so still 10-20 years away. Rolls Royce are working with Government to produce micro generators and seeking greater use of renewable energy and we are supporting solar energy.
- Any investigations into wind power?
- It is being explored, Homes England are reviewing it.
- A resident commented on the Emergency Plan, suggested exploring what is already out there and organise how to pull emergency services together