



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 4th October 2021 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr P Leslie - presiding
Cllr J Ellis Cllr S Marsh Cllr A Westby Cllr V Dale
Cllr T Taylor Cllr E Tyrer (Arrived 8.05pm) Cllr A Busk
Cllr D Lane Cllr A Smith Cllr V Dale
In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 2

071.21) Mayors Welcome –

Cllr Leslie welcomed everyone and started the meeting due to a full agenda

072.21) Apologies for absence –

Cllr Crouch – health reasons

073.21) Councillor Vacancies

Three vacancies were announced due to the resignations of Cllr Cousins, Cllr Francis and Cllr Grave. A short discussion took place on how to recruit more candidates, several good suggestions including looking at the demographics were made which the Town Clerk will put in place.

ACTION: TOWN CLERK

074.21) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests –
Cllr Dale – Item 11 – Tenancy Report
Cllr Taylor – Item 16 – Councillor Standards Complaint
Cllr Taylor – Item 9a) – Anthony Collins fee for negligence claim
Cllr Busk – Item 16 – Councillor Standards Complaint

075.21) Public Participation - Resident's Questions - None received

076.21) Minutes of the Town Council meeting held on 6th September 2021

On the motion of Cllr Westby, seconded by Cllr Marsh, it was
RESOLVED to accept the minutes of the Town Council meeting held 6th September 2021

ACTION: TOWN CLERK

077.21) Planning Matters–

a) Planning Applications –

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

RESOLVED to approve and accept the following recommendations already agreed and submitted prior to meeting.

b) Planning Applications

Planning Applications (Not due yet)

3PL/202/1246/F – ATTLEBOROUGH: Land opposite Oaktree West Carr Road- Development of 3 new build dwellings – No objections

3PL/2021/1317/HOU – ATTLEBOROUGH: 4 Arlington Close – Single Storey Front & Rear Extension & Two Storey Front Extension – No objections

3PL/2021/ 1325/F – ATTLEBOROUGH: Land north of Unit 1 Focus Business Park – Erection of two new industrial buildings comprising Class B2, B8 & E with ancillary plant, external lighting, car parking, cycle parking & associated infrastructure – No objections.

ACTION: TOWN CLERK

078.21) Councillor Reports

- Cllr Leslie informed members on behalf of Dist. Cllr Martin who was absent, there had been planning progress on the “Old Grampian” site.
- Cllr Dale informed Breckland have their five-year land supply and have to build 612 houses per year, to make up for the shortfall over previous years, it worked out at 3,800 over the next five years.
- Cllr Westby, Chair of Personnel reported current staffing levels would be maintained. There was a vacancy for one member of Grounds staff and a part-time Caretaker. Michelle, Town Clerk would commence her training after initial six month settling in period.
- Cllr Lane reported the first meeting of the Events & Communications Committee had taken place and draft minutes had been circulated.

079.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 4 October 2021 Total £14,127.89.

To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated October 2021 Total £22,596.99

c) To receive Income –

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

RESOLVED to approve and accept the income list for September 2021 Total £3,144.65

d) Petty Cash payments – Noted for information

e) Income & Expenditure August 2021 – some queries but noted for information

f) Completion of Audit 2020-21 and External Auditors Report –

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

RESOLVED to accept and approve Completion of Audit 2020-21 and External Auditors Report

g) Precept 2nd Instalment – Noted for information

ACTION: TOWN CLERK

080.21) Correspondence

a) Climate & Ecological Emergency (CEE) Bill –

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

RESOLVED – we won't be supporting this bill but we will proactively look at the environmental management of the Council.

b) Proposed Plan for a Murder Mystery Trail around Attleborough –

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

RESOLVED – to accept and approve the Proposed Plan for a Murder Mystery Trail around Attleborough

c) Application for a licence for the removal of buried human remains –

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

RESOLVED – to accept and approve the application for a licence for the removal of buried human remains.

ACTION: TOWN CLERK

Cllr Dale left the meeting at 7.50pm.

081.21) Tenancy Report

- Discussions took place regarding various leases, it was noted some had expired and any future leases would be discussed at ATC full Council meetings.
- New valuations would need to be carried out, it was asked why leases had been allowed to expire. There had been references in the GP&F (General Purpose & Finance) minutes for actions to be done that were not followed through. It was during the period ATC were having issues and these took precedent, as a result action had already been taken against previous Clerk and ATC had to wait for a new legal officer to be appointed.
- No rent was charged on advice from solicitor, had rent been charged it would effectively unilaterally be agreeing with extension rules and ATC would lose the right to evict or renegotiate.

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

RESOLVED – to obtain three tenders to carry out valuations on all properties and have it presented for the selection of that person at the next meeting

ACTION: TOWN CLERK

- Rents were queried at being set too low. Improvements had been made to the Pavilion Pre-School Nursery and since 1984 £12,000 had been spent on it to make it habitable with other improvements over the years totalling £28,500. It was suggested ATC carry out a root and branch assessment to get an understanding of what rent had been paid and what rent should have been paid to enable a proper assessment.
- Once we have new valuations we approach the tenants to provide evidence of expenditure for upkeep etc. allowing us to make an informed decision about levels of rental and the type of controls we want going forward. Hope to conclude by Spring 2022.

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

RESOLVED - following the valuation we will gather information together of the relevant sites that we can make an informed decision and then appoint the legal processes to get the leases in place.

ACTION: TOWN CLERK/ALL CLLRS

Cllr Dale returned to the meeting

082.21) Any other items which the Chairman decides are urgent

Town Council intend to purchase a 55" Television + stand for under £500 as per Financial Regulations, to enable people to join the meeting virtually, it could also be used to display agendas and other items.

083.21 Councillor Email Accounts

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

RESOLVED - All Cllrs to be added to Microsoft 365 email account with automatic backup to Cloud

084.21) Public Participation (10 Minutes) - None received

085.21) 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.

Cllr Taylor left the meeting

086.21) Councillor Standards Complaint –

Cllr Busk noted that he had an interest in Item 16, gave a brief statement and left the meeting.

Cllr Leslie requested a recorded vote.

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

RESOLVED - to send the proposed Standards Complaint to Breckland Council's monitoring officer.

Approved by Cllrs Lane, Smith, Westby, Ellis, Marsh, Dale, Tyrer and Leslie.

There were no opposed votes and no abstentions.

ACTION: PL

Meeting closed 9.39 pm