



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, 7th February 2022 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr P Leslie - presiding

Cllr J Ellis	Cllr A Westby	Cllr V Dale	Cllr D Lane
Cllr T Taylor	Cllr K Montague	Cllr A Busk	Cllr A Smith
Cllr P Wenham	Cllr E Tyrer	Cllr S Mackinnon	Cllr A Roberts

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Joel Fayers, MPC Dist. Cllr K Martin
Public x 8

136.21) Mayors Welcome – Cllr Leslie welcomed everyone and stated it was his daughters sixteenth birthday and admitted to having cake before coming to the meeting.

137.21) Apologies for absence – None received

138.21) Declarations of Interest

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

Cllr T Taylor – Items 9a, 12, 19

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

Cllr V Dale – Item 18

Cllr J Ellis - Items 9a, 12

138.21) MPC to give an update on SUE

Joel Fayers gave a brief update stating their two recent events had been well attended, with feedback being processed and fed into the upcoming design infrastructure plans submission. Most recently initial works had started on site such as trial trenching, boreholes, etc. but neighbouring residents had been made aware. Social media channels had been launched and more engagement with stakeholders and Town Council would take place during March regarding S106.

139.21) Public Participation - Resident's Questions –

RESOLVED that the meeting be adjourned to allow the Public to speak –

140.21) Minutes of the Town Council meeting held on 10th January 2022

Amendment to minutes to “Add Cllr E Tyrer as present”

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

RESOLVED - to accept the minutes of the Town Council meeting held on 10th January 2022 with the above amendment

ACTION: TOWN CLERK

141.21) Planning Matters

a) Planning Applications –

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

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

b) Planning Applications (Not due yet)

3PL/2022/0048/HOU – ATTLEBOROUGH: 111 Besthorpe Road – Rear flat roof extension with skylight

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

RESOLVED to accept with no objections

3PL/2022/0070/F – ATTLEBOROUGH: Crosslands, Deopham Road – Change of use of land from equestrian to agricultural & erection of new agricultural building

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

RESOLVED to accept with no objections

c) Removal of storage container from car park at rear of Town Hall

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

RESOLVED to move the container to the Recreation Ground for Grounds staff use.

ACTION: TOWN CLERK

142.21) Councillor Reports

- Cllr Lane – newsletter would be produced quarterly, forward planning would include youth disco, celebration of Pancake Day due to take place 1st March 2022 & plant swap on Queens Square 24th April 2022. Attended a meeting of Attleborough Contextual Safeguarding Group and would suggest taking up the initiative for this group as now moving onto another area.
- Cllr Dale attended training on how housing associations allocate houses, how to deal with homelessness and also licensing training.
- Cllr Westby and Town Clerk attended AGM for East Harling Drainage Board who are keen to become involved with the SUE
- Cllr Taylor attended usual meetings along with SNAP and Contextual Safeguarding meetings.
- Dist. Cllr Martin stated work had started on site at Wayland Close and the planning meeting next week has one application from Attleborough.

Cllr Ellis left the meeting

143.21) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 7th February 2022

Total £17,320.69

Cllr Ellis returned to the meeting

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 February 2022

Total £30,008.95

c) To receive Income –

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

RESOLVED to approve and accept the income list for January 2022

Total £14,852.28

d) Petty Cash payments – Noted for information

e) Income & Expenditure December 2021 – Noted for information

f) Appointment of Internal Auditor

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

RESOLVED to appoint Kerry Butcher Accountancy as internal auditor

g) Quotations for tree work Cemetery

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

RESOLVED to accept quoted price £1,895 + Vat @ 20%

h) Quotations for Notice Boards

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

RESOLVED to accept Supplier A

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

RESOLVED to have half & half notice boards at Recreation Ground & Gaymers Meadow. All

Boards to be engraved with Attleborough

ACTION: TOWN CLERK

144.21) Correspondence

a) Resident request for tree work to rear of their property –

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

RESOLVED to obtain 3 quotes for a Tree Survey, bring the report to Council and act on the findings.

b) Tracy Turner request to use Town Hall free of charge

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

RESOLVED – to accept & approve

c) Resident concern speed limit on Buckenham Road –

As part of the SUE will check to see if speed limits are reviewed and email resident.

d) Connaught Bowls Club concerns for state of repair of driveway to Recreation Ground

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

RESOLVED – to obtain 3 quotes to resurface driveway to Recreation Ground and mark out for car parking for next Environment meeting

e) Resident concern for safe footpath over A11 at Besthorpe and new bus stop at junction of Norwich Road, Morley Road –

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

RESOLVED to contact Highways as a Town Council we would like to see this happen and flag this linked to Decoy Common.

f) High Sheriff Visit 18th March 2022.

Cllr Tyrer to arrange High Sheriff visit to School and Cllrs to contact local groups, charities and let Cllr Leslie or Town Clerk know the details

ACTION: CLLRS/PL/TOWN CLERK

145.21) Committee Membership

On the motion of Cllr Mackinnon, seconded by Cllr Smith, received 9 votes

On the motion of Cllr Lane, seconded by Cllr Ellis, received 4 votes

it was **RESOLVED** to appoint Cllr Mackinnon to Standing Order Review Committee

On the motion of Cllr Wenham, seconded by Cllr Lane,

it was **RESOLVED** to appoint Cllr Wenham to Environment Committee

On the motion of Cllr Roberts, seconded by Cllr Smith,

On the motion of Cllr Wenham, seconded by Cllr Ellis,

it was **RESOLVED** to appoint Cllr Wenham & Cllr Roberts to Events & Communications Committee

ACTION: TOWN CLERK

Cllr Ellis leaves the meeting

146.21) Christmas Lights

During a discussion

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

RESOLVED to suspend Standing Orders for member of public to take part

Member of public asked if Annual raffle would be included in review?

Cllr Leslie confirmed Council needs to validate monies given from public funds.

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

RESOLVED to set up a Review Committee to assist the Clerk to review Christmas Lights and bring to Council any recommendations

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

RESOLVED to appoint Chair, Deputy Chair, Cllr Dale, Cllr Mackinnon to the Review Committee

ACTION: TOWN CLERK

Cllr Ellis returns to meeting

147.21) New Website

A few adjustments needed Cllrs should have preview before next meeting

ACTION: PL

148.21) Public Participation (10 Minutes)–

RESOLVED that the meeting be adjourned to allow the Public to speak –

149.21) Any other items which the Chairman decides are urgent - None

150.21) Exclusion of Press & Public

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

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

Town Clerk left meeting

151.21) Newly appointed staff Completion of probation periods –

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

RESOLVED – that newly appointed Michelle Barron had completed her probationary period without any problems.

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

RESOLVED – to give all three newly appointed staff members' permanent contracts.

ACTION: TOWN CLERK

Town Clerk returned to meeting

Cllr Dale left the meeting for Item 18

Cllrs Taylor, Tyrer, Montague & Busk left the meeting for Item 19

152.21) Tenancy Review Initial Report/Actions

Cllr Leslie gave an update to members

153.21) Ongoing Legal Advice/Actions

Cllr Leslie gave an update to members

Meeting closed 11pm

Public Participation 1st Section

- Larry Gray outlined his concerns regarding the siting of the new Wheel Park and how it would affect the fun fair which had been part of Attleborough for over 50 years and requested a meeting with the Town Council to discuss.
- Cllr Leslie thanked Larry for his past service and confirmed a meeting would be arranged within the next month.
- Discussions took place regarding Queens Square car parking restrictions trial. There was great concern regarding where employees would park their cars if they could no longer use Queens Square and this may cause on road parking in residential areas.
- Cllr Leslie stated as a Council we would make representation for some sort of provision but it would be limited what we could do but we will raise our concerns with Breckland. There are good solutions but it will need a policy change at Breckland.

Public Participation 2nd Section

- A question was asked about Lloyds Bank carpark
- No information but can enquire at Breckland but Lloyds are providing a mobile banking service and we have asked to be added to their list. Town Clerk informed Post Office will process cash & cheques
- Resident stated lowering the speed limit along Buckenham Road won't solve the problem as the road and pavements are too narrow.
- There is no easy solution but with the SUE this should improve in the future. Community Speed Watch could assist but there are restrictions where they are allowed to operate we could discuss at next SNAP meeting and contacting PC Andy London.
- It was queried why lockable posts have been put in the Cemetery
- The Clerk explained these had been put in to stop cars damaging graves and headstones which caused distress to relatives.
- Cllr Taylor stated that since the road improvements because the sign for London Tavern had been damaged numerous times it had been removed. Unloading bay not adequate. Along London Road the traffic calming measures impede the emergency services vehicles so unable to use the road and the reflectors don't show clearly in the dark.
- These issues will be discussed with Highways.