



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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**Minutes of the Annual meeting of the Attleborough Town Council
Held on Monday, 9th May 2022 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

		Cllr P Leslie - presiding	
Cllr J Ellis	Cllr A Westby	Cllr T Taylor	Cllr D Lane
Cllr K Montague	Cllr A Busk	Cllr A Smith	Cllr P Wenham
Cllr E Tyrer	Cllr S Mackinnon	Cllr R Bond	Cllr V Dale
Cllr R Redfern			

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

001.22) Election of Chairman/Town Mayor for the municipal year 2022-2023

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was
RESOLVED to elect Cllr Leslie, as Chairman/Town Mayor of Attleborough Town Council for the municipal year 2022-2023.

002.22) Election of Deputy Chairman/Deputy Mayor for the municipal year 2022-2023

On the motion of Cllr Dale, seconded by Cllr Montague, it was
RESOLVED to elect Cllr Bond as Deputy Chairman/Deputy Town Mayor of Attleborough Town Council for the municipal year 2022-2023

Cllr Leslie thanked the previous Deputy Mayor Cllr Tyrer for his hard work and support during the previous term

003.22) Apologies for absence – none received

004.22) Declarations of Interest

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

Cllr Taylor – Item 21

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None

005.22) Councillor Co-Option Vacancy –

The current vacancy is being advertised for co-option at next meeting

006.22) Public Participation -

RESOLVED that the meeting be adjourned to allow the Public to speak – see notes attached

007.22) Minutes of the Town Council meeting held on 4th April 2022

On the motion of Cllr Wenham, seconded by Cllr Montague, it was
RESOLVED - to accept the minutes of the Town Council meeting held on 4th April 2022.

ACTION: TOWN CLERK

008.22) Planning Matters

a) Planning Applications –

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

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

b) Planning Applications (Not due yet)

3PL/2022/0479/D – ATTLEBOROUGH: Land adjacent to Meadow Cottage – Reserved matters application for two detached houses & garages following Outline permission on 3PL/2020/0855/O – No objections

3PL/2022/0257/F – ATTLEBOROUGH: Land south of West Carr Road – Change of use of land from agricultural land to B2 use (Non-waste storage area) (Part Retrospective) – No objections

3PL/2022/0465/F – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – Erection of awning to front of premises – No objections

3PL/2022/0466/A – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street – New shop sign ('Eddy's Café') with lighting bar above – No objections

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

RESOLVED to accept with no objections

ACTION: TOWN CLERK

009.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 9th May 2022

Total £30,006.87

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated May 2022

Total £27,222.44

c) To receive Income –

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

RESOLVED to approve and accept the income list for April 2022

Total £336,123.41

d) Petty Cash payments – Noted for information

e) Income & Expenditure March 2022 – Noted for information

f) Annual review of Insurance schedule –

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

RESOLVED to accept and approve the annual review of insurance schedule

ACTION: TOWN CLERK

010.22) Ride on Mowers for Cemetery

Deferred to the next meeting

011.22) Correspondence

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

RESOLVED to suspend Standing Orders to enable Fun Fest Representative to answer questions

The fireworks to be held on Sunday 6th November 2022 due to the pyrotechnic expert already booked for 5th November and also so as not to clash with other fireworks events.

a) Attleborough Fun Fest Team, Fireworks Event Sunday 6th Nov 2022, request for funding –

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

RESOLVED to donate £3,000 for the Fireworks event Sunday 6th November 2022 but to review ATC Grants Policy

ACTION: TOWN CLERK

012.22) Committee Terms of Reference for the municipal year 2022-23

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review

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

RESOLVED to accept and approve Terms of Reference for all of the above

ACTION: TOWN CLERK

013.22) Committee Members for the municipal year 2022-2023

To nominate members for the following committees:

- a) Environment

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

RESOLVED to elect Cllrs Busk, Mackinnon, Dale, Leslie, Westby, Lane, Wenham, Taylor, Ellis, Bond, Redfern & Smith as members.

- b) Events & Communications

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

RESOLVED to elect Cllrs, Mackinnon, Dale, Lane, Wenham, Taylor, Ellis, Bond, Redfern & Smith as members.

- c) Standing Order Review

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

RESOLVED to elect Cllrs, Mackinnon, Leslie, Westby, Taylor, & Bond, as members.

ACTION: TOWN CLERK

014.22) Meeting Schedule for Ordinary Meetings for the municipal year 2022-2023

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

RESOLVED to accept and approve without any amendments the meeting schedule for ordinary meetings for the municipal year 2022-23

ACTION: TOWN CLERK

015.22 Representatives on outside bodies Municipal Year 2022-2023

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

RESOLVED to defer to the next Council meeting to consider guidelines for representations and partnerships going forward.

016.22) Annual Review of Documents

- Standing Orders
- Annual Review of Effectiveness of Internal Controls
- Financial Regulations & Procurement Policy
- Financial Risk Assessment
- Member Officer Protocol
- Code of Conduct
- Meetings Protocol
- Virtual Meetings Policy & Guidance
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Equality Policy
- Freedom of Information Act 2000 – Policy & Procedure
- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Communication & Media Policy
- Smoke Free Policy
- Whistleblowing Policy

- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal
- Co-Option Procedure

On the motion of Cllr Leslie, seconded by Cllr Dale, it was
RESOLVED to accept and approve annual review of all the above documents

017.22) Public Participation (10 Minutes) –

RESOLVED that the meeting be adjourned to allow the Public to speak – None

018.22) Any other items which the Chairman decides are urgent –

- We have been given some information on the temporary closure of the Post Office, this is displayed on our website with a link to give people the opportunity to make comments and I would encourage everyone to do so. Our Town Clerk will put together some information regarding what services are available and where. As a Council our Proper Officer will write to the Post Office regarding our concerns and on behalf of the public as well.
- We are also making enquiries regarding a mobile bank visiting the Town
- We are arranging a meeting for our Community groups with a provisional date during September 2022.

019.22) Exclusion of Press & Public

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

020.22) Heads of Terms UPP Broadband

On the motion of Cllr Leslie, seconded by Cllr Montague, it was
RESOLVED to accept and approve Heads of Terms UPP Broadband

021.22) Leases Update

Cllr Leslie gave an update

Meeting closed 8.40pm

Public Participation 1st Session

- A representative from the Fun Fest Team asked for support for their Fireworks event being held 6th November 2022 and asked the Council to consider favourably
Council Leslie discussed later in the meeting.
- Resident asked for confirmation for the hours the Skate Park allowed to operate
It was confirmed 9am – 9pm.
- Community car driver queried not much had happened in the previous 6 months to advertise the service.
Breckland Council would be contacted to ask them to advertise the scheme in their communications with the vulnerable. Also it would be decided where best to target advertising posters.
- Dist. Cllr advised of forthcoming Cabinet Meeting and would be nice to see Cllrs attend. Historical information regarding the Skate Park from Breckland would be useful. Also concerns regarding the Post Office closure.