



**You are summoned to the Meeting of Attleborough Town Council  
To be held on Monday 5<sup>th</sup> December 2022 at 7.00pm**

This meeting will be held at the Town Hall

Michelle Barron  
28th November 2022  
Town Clerk

## **AGENDA**

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

**1 Mayors 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 (10 Minutes)**

**5 Minutes of the Town Council meeting held on 7<sup>th</sup> November 2022**

For acceptance and approval.

**6 Planning Matters**

Planning Applications (Not due yet)

**3PL/2022/1270/F – ATTLEBOROUGH: Hill Common Farm (Free), Hill Common Attleborough –**

The Demolition of existing dwelling & the erection of a replacement dwelling

**3PL/2022/1289/F – ATTLEBOROUGH: 4 Garnier Meadow – Erection of orangery to no 4**

(formerly Plot 6 ) on approved application 3PL/2021/1041/D

**7 Financial Matters**

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 – for information

e) Income & Expenditure October 2022 – for information

**8 Quotations to Install CCTV Systems**

- a) Public Toilets, Queens Square - for acceptance and approval
- b) Wheel Park, Recreation Ground, Station Road - for acceptance and approval

**9 Hire Charges for the use of ATC Owned Facilities – for consideration**

**10 Charges for Attleborough Cemetery – for consideration**

**11 Kings Coronation - for consideration**

**12 Councillors Reports**

**13 Correspondence**

- a) Repairs on Southbound A11, resulting in using Attleborough as a 'rat run'
- b) Disabled parking concerns
- c) Concerns regarding traffic and school children crossing Queens Road
- d) Residents' concerns regarding Expansion Plan

**14 Public Participation (10 Minutes)**

**15 Any items which the Chairman decides are urgent**

For discussion only.

Expected Meeting Length is 2 Hours

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**Minutes of the meeting of the Attleborough Town Council  
Held on Monday, 7<sup>th</sup> November 2022 at 7.00 pm  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr P Leslie - presiding  
Cllr A Westby   Cllr D Lane   Cllr A Smith   Cllr J Ellis   Cllr V Dale  
Cllr T Taylor   Cllr S Mackinnon   Cllr K Montague   Cllr D De Souza  
Cllr R Bond   Cllr E Tyrer  
In attendance – Michelle Barron – Town Clerk  
In attendance – Anne Willett – Clerks Assistant (minute taker)  
Public x 4

102.22) Mayors Welcome – Cllr Leslie opened the meeting

103.22) Apologies for absence –  
Cllr P Wenham

104.22) Declarations of Interest

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

Cllr T Taylor – Item 13a, 13c

Cllr J Ellis – Item 13a, 13c

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

Cllr E Tyrer – Item 8g

105.22) Public Participation –

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

106.22) Attleborough Town Lands Charity appointment of Trustee –

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

RESOLVED to ratify the appointment of Victoria Gray as Trustee

107.22) Minutes of the Town Council meeting held on 3<sup>rd</sup> October 2022

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

RESOLVED - to accept the minutes of the Town Council meeting held on 3<sup>rd</sup> October 2022 with the following amendment **Public Participation 2<sup>nd</sup> Session** Christmas Lights would be switched on at 4.15pm on 27<sup>th</sup> November 2022 not 26<sup>th</sup> November 2022 as stated.

ACTION: TOWN CLERK

### 108.22) Planning Matters

#### a) Planning Applications –

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

#### b) Planning Applications

Planning Applications (Not due yet)

**3PL/2022/1152/LB – ATTLEBOROUGH: Burgh Farmhouse, Burgh Common** – Replace 2 no. front & 1 no. rear windows with Hardwood ones painted black like for like – No objections

**3PL/2022/1164/A – ATTLEBOROUGH: Lloyds Bank, Exchange Street** – Proposed 2 no. internally illuminated fascia signs, a projecting logo sign & individually applied lettering above the existing windows along the ground floor – No objections.

**3PL/2022/0058/OB – ATTLEBOROUGH: Land south of New Rd West of Hargham Rd** – Discharge the outstanding Affordable Housing & Open space Obligation conditions on the approved S106 – on pp 3PL/2021/0165/D – No objections

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

**RESOLVED** - to accept and approve the above comments

**ACTION: TOWN CLERK**

c) **Breckland Local Plan Update – Commonplace Platform** – Noted for information

### 109.22) Financial Matters

#### a) To authorise payments –

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

**RESOLVED** to accept and approve the following payment list dated 7 November 2022

Total £63,918.58

#### b) To agree direct debits –

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

**RESOLVED** to approve and accept the direct debit list dated November 2022

Total £26,842.34

#### c) To receive Income –

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

**RESOLVED** to approve and accept the income list for October 2022

Total £16,371.15

#### d) Petty cash – Noted for information

#### e) Income & Expenditure September 2022 – Noted for information

#### f) Reconsider External Auditors Opt-Out of SAAA Option –

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

**RESOLVED** - not to opt-out of SAAA

Cllr Tyrer left the meeting

#### g) £250 Town Council wreaths Donation to Royal British Legion Poppy Appeal –

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

**RESOLVED** - to donate £250 to Royal British Legion Poppy Appeal.

**ACTION: TOWN CLERK**

Cllr Tyrer returns to the meeting

### 110.22) New Connection Cabinet fitted in Queens Square Quotations –

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

**RESOLVED** - to accept the quotation from Harling Electrical

**ACTION: TOWN CLERK**

**111.22) Supply & Install Enclosed Standpipe Queens Square –**

On the motion of Cllr Taylor, seconded by Cllr Smith, it was **RESOLVED** - to accept the quotation from L A Shaw.

**ACTION: TOWN CLERK**

**112.22) Application of S106 money 3PL/2010/1041 –**

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

**RESOLVED** to request to use S106 as a contribution towards Recreation car park re-surfacing

**ACTION: TOWN CLERK**

**113.22) Councillors Reports**

- Cllr Smith reported the SNAP meeting had been well attended with the bulk of discussions focusing on speeding in and around Attleborough.
- Cllr Lane reported Emergency Responders Day was good with excellent feedback and looked forward to working more together. Christ Community Church launch very successful and already doing wonderful things i.e. setting up a food bank and a warm room.
- Cllr De Souza's role within Anglian Water is to help people with cost of living and they have arranged a drop-in centre offering advice to the community. It was suggested the downstairs room no longer used for TIC would be ideal, Cllr De Souza would organise some dates to be ratified at a future meeting

**ACTION: DeS**

**114.22) Correspondence**

a) Email regarding Christmas Lights

Cllr Ellis responded every bulb and every loom were as energy efficient as possible.

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

**RESOLVED** – to respond to resident that lights would be switched off at 11pm to reduce costs and refer them to The Christmas Lights Committee.

b) Street Lighting near Grosvenor Park –

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

**RESOLVED** – to supply resident with relevant contact details as not under ATC jurisdiction

c) Request to use Christmas Lights from Festive Food & Gift Fayre

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

**RESOLVED** – to refer this request to Christmas Lights Committee. Going forward refer requests for using electric/water facilities on Queens Square to Events Committee.

**ACTION: TOWN CLERK**

**115.22) Public Participation (10 Minutes) –**

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

**116.22) Any other items which the Chairman decides are urgent – None**

**117.22) Exclusion of Press & Public**

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

**RESOLVED** - to pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

**118.22) Leases**

- a) Request from the Scouts – to ask Scouts for more information
- b) Request from Football Team – Football Club maintains property in present lease therefore, any dilapidation remains their responsibility.
- c) Community Cars - All appointments have to be audited and vetted through the Town Council. No personal benefit allowed to drivers.

Meeting closed 9pm

#### Public Participation 1st Session

- Resident asked if it would be possible to enquire whether a hub could be set up all in one building to contain four to five banks + a Post Office as had been done successfully in Rochford, Essex.
- This would certainly be worth investigating if you could forward information to the Clerk.
- Resident queried if there was any progress with request for bus shelters at Hargham Road, New Road and London Road
- Representation had been made to Highways, this would be chased up and would enquire about bus shelters not now being used in St Stephens, Norwich.
- Resident queried why Tourist Information Centre was no longer at Town Hall
- This was being looked into to move into Library.

#### Public Participation 2nd Session

- Further comments made regarding using TIC office as a reception for Town Hall
- This not practical and can be put to better usage, plans for a bell/intercom on ground level so staff will be able to go to see residents unable to use stairs.
- Resident commented London Road play area progressing well and suggested to make sure the electrical box on the square is large enough.

6)

Anne Willett

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**From:** Michelle Barron  
**Sent:** 21 November 2022 13:21  
**To:** Anne Willett  
**Subject:** FW: Planning Consultation PC 3PL/2022/1270/F

**From:** planning@breckland.gov.uk <planning@breckland.gov.uk>  
**Sent:** 21 November 2022 11:20  
**To:** Michelle Barron <townclerk@attleboroughtc.org.uk>  
**Subject:** Planning Consultation PC 3PL/2022/1270/F

**CONSULTATION - FULL**

**REFERENCE:** 3PL/2022/1270/F  
**PROPOSAL:** The Demolition of existing dwelling & the erection of a replacement dwelling  
**LOCATION:** ATTLEBOROUGH: Hill Common Farm (Free), Hill Common Attleborough  
**APPLICANT:** Free

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1ox4qF-000AFr-5w&d=4%7Cmail%2F90%2F1669029600%2F1ox4qF-000AFr-5w%7Cin6g%7C57e1b682%7C26595217%7C13522537%7C637B5EDF67C381031B002CEA5DB915E9&s=0y1O8k7k2haNvmdmPyVgQtlr22A&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal> or by email to [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk)

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **12th December 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.



## Anne Willett

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**From:** Michelle Barron  
**Sent:** 24 November 2022 14:16  
**To:** Anne Willett  
**Subject:** FW: Planning Consultation PC 3PL/2022/1289/F

**From:** planning@breckland.gov.uk <planning@breckland.gov.uk>  
**Sent:** 24 November 2022 09:50  
**To:** Michelle Barron <townclerk@attleboroughtc.org.uk>  
**Subject:** Planning Consultation PC 3PL/2022/1289/F

### CONSULTATION - FULL

**REFERENCE:** 3PL/2022/1289/F  
**PROPOSAL:** Erection of orangery to no. 4 (formerly Plot 6) on approved application 3PL/2021/1041/D.  
**LOCATION:** ATTLEBOROUGH: 4 Garnier Meadow  
**APPLICANT:** James Mallory Homes

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1oy8t8-0006er-4W&d=4%7Cmail%2F90%2F1669283400%2F1oy8t8-0006er-4W%7Cin6b%7C57e1b682%7C26595217%7C13522537%7C637F3E9AEB452E997EA2B3B419D20744&s=KQcNJ9cT0YQSKeHgrpovO d46IU&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvgninnal> or by email to [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk)

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **15th December 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.



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DD DECEMBER 2022

Name	Description	Service	Bill Freq	Net	Vat	Total
Siemens	Photocopy service	Admin	Annual			
Vodafone	mobiles	Admin	Monthly	£ 53.20	£ 9.74	£62.94
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 8.22	£ -	£8.22
Biffa	Waste collection	Rec	Monthly	£ 108.48	£ 21.70	£130.18
Biffa	Waste collection	TH	Monthly	£ 179.58	£ 35.91	£215.49
Wave	Water	Town Hall	Quarterly		£ -	
BT	Telephone	TH	Quarterly			
BT OnePhone	Mobiles	OS	Monthly			
BT OnePhone	Broadband	OS	Monthly			
Wave	Water	Gaymers Bowl	Quarterly	£ 278.62	£ 55.73	£334.35
Wave	Water	Pavilion	Quarterly	£ 123.72	£ 24.75	£148.47
Anglian Water	Water	Chapel Rd	Quarterly		£ -	
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Cemetery	Monthly	£ 243.00	£ -	£243.00
Total Gas & Power	Electricity	Public Toilets	Quarterly			
Total Gas & Power	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly	£ 181.88	£ 9.09	£190.97
Total Gas & Power	Electricity	TH	Quarterly			
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly	£ 592.48	£ 118.49	£710.97
						<b>£3,285.99</b>
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 4,482.21	£ -	£ 4,482.21
Norfolk Pension	BACS	Pension	Monthly	£ 4,582.80	£ -	£ 4,582.80
Staff Salary	BACS	Salaries	Monthly	£ 14,917.40	£ -	£ 14,917.40
						<b>£ 23,982.41</b>
<b>TOTAL</b>						<b>£27,268.40</b>

7c)

INCOME NOVEMBER 2022		
		Banked Monies
	£	Hall Bookings
515.80		
	£	Memorial
120.00		
	£	Refund on Business Rates Cemetery
219.11		
	£	Total
854.91		

7d)

4503  
101

4230

4230

4230

4230

4230

4230

4230

4230 ARCHIVE	4230 OPEN SPACES	4230 STATIONERY	MEETING REFRESHMENTS	MILEAGE	MARKET	ADMIN	TIC	JUBILEE	VAT
—	52 50	—	81	42 43 65	—	140 00	—	110 35	17 45
—	—	—	—	—	—	—	—	—	—
—	41 32	—	15 86	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	41 32	—	15 86	—	—	—	—	—	—
—	93 82	—	97 78	43 65	—	140 00	—	110 35	35 04

DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL
1-11-22	BFD.	8 70	57 45	5 354 85	4 42 14	20 51 23	
"	Community Car Driver Journals		32 50	322 35	32 50		
6-11-22	Round Land window Display		8 00	314 35	6 67		
8-11-22	Car Park Fee		1 60	312 75	1 60		
8-11-22	Aldridge Safety Pins		6 00	306 75	6 00		
9-11-22	Sainsbury's Diesel		49 59	257 16			
10-11-22	Lidl Sandwiches		15 86	241 30			
25-11-22	QD Window Display		22 01	219 29	22 01		
25-11-22	Sussex Neck Basket Window Display		47 95	171 34	39 96		
			183	51 171	34 108 74		
		8 70	57 183	51 171	34 113 16	20 51 23	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2022

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	85,528	0	(85,528)			0.0%	
1105 Burial Fees	415	0	(415)			0.0%	
1376 Precept	611,286	611,286	0			100.0%	
1378 Grant payment Community Cars	1,925	3,960	2,035			48.6%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 interest received on saving ac	190	0	(190)			0.0%	
Administration :- Income	<b>720,689</b>	<b>615,246</b>	<b>(105,443)</b>			<b>117.1%</b>	<b>0</b>
4000 Staff Costs	160,798	300,000	139,202		139,202	53.6%	
4001 Other Employment Costs	0	2,000	2,000		2,000	0.0%	
4002 website	390	5,000	4,610		4,610	7.8%	
4004 Health & Safety	1,105	2,500	1,395		1,395	44.2%	
4005 Training	998	7,000	6,003		6,003	14.3%	
4010 Travelling Expenses	44	750	706		706	5.8%	
4020 Miscellaneous Expenses	275	2,000	1,725		1,725	13.8%	
4023 Subscriptions	1,220	2,500	1,280		1,280	48.8%	
4025 Insurances	9,201	10,000	799		799	92.0%	
4027 Bookkeeping	510	2,000	1,490		1,490	25.5%	
4029 Photocopier Usage Fee	371	2,500	2,129		2,129	14.8%	
4031 Computer	4,496	9,000	4,504		4,504	50.0%	
4040 Community Car Scheme	4,131	6,000	1,869		1,869	68.9%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	3,700	3,000	(700)		(700)	123.3%	
4051 Bank Charges	143	500	357		357	28.6%	
4055 Judicial Review Claim	0	3,000	3,000		3,000	0.0%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(100)	2,500	2,600		2,600	(4.0%)	
4058 Legal Fees	1,342	15,000	13,658		13,658	8.9%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4076 SumUP card charges	9	0	(9)		(9)	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	3,059	4,000	941		941	76.5%	
4122 Postages	14	500	486		486	2.8%	
4123 Stationery	484	2,000	1,516		1,516	24.2%	
4147 Photocopier Lease payments	885	1,500	615		615	59.0%	
4190 Equipment Purchase	984	2,000	1,016		1,016	49.2%	
4230 Supplies	207	250	43		43	82.9%	
4231 Advertising	664	1,000	336		336	66.4%	
4298 Covid General Expenses	0	500	500		500	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Premises Licence	0	500	500		500	0.0%	
4503 Jubilee	4,715	0	(4,715)		(4,715)	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>199,645</b>	<b>394,500</b>	<b>194,855</b>	<b>0</b>	<b>194,855</b>	<b>50.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>521,045</b>	<b>220,746</b>	<b>(300,299)</b>				
<u>112 Street Lights</u>							
4402 Public Lighting	9,918	25,000	15,082		15,082	39.7%	
<b>Street Lights :- Indirect Expenditure</b>	<b>9,918</b>	<b>25,000</b>	<b>15,082</b>	<b>0</b>	<b>15,082</b>	<b>39.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,918)</b>	<b>(25,000)</b>	<b>(15,082)</b>				
<u>113 Toilets</u>							
1050 Income	3	0	(3)			0.0%	
<b>Toilets :- Income</b>	<b>3</b>	<b>0</b>	<b>(3)</b>				<b>0</b>
4112 Water	421	750	329		329	56.1%	
4113 Electricity	652	1,786	1,134		1,134	36.5%	
4145 Maintenance/Repairs	0	500	500		500	0.0%	
4190 Equipment Purchase	0	100	100		100	0.0%	
4220 Cleaning	0	100	100		100	0.0%	
4230 Supplies	103	500	397		397	20.6%	
4255 Safety Checks	35	200	165		165	17.5%	
<b>Toilets :- Indirect Expenditure</b>	<b>1,211</b>	<b>3,936</b>	<b>2,725</b>	<b>0</b>	<b>2,725</b>	<b>30.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,208)</b>	<b>(3,936)</b>	<b>(2,728)</b>				
<u>114 Christmas Lights</u>							
4400 Expenditure	15,000	20,000	5,000		5,000	75.0%	
<b>Christmas Lights :- Indirect Expenditure</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>75.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,000)</b>	<b>(20,000)</b>	<b>(5,000)</b>				
<u>115 Archive</u>							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	0	100	100		100	0.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	115	0	(115)		(115)	0.0%	
<b>Archive :- Indirect Expenditure</b>	<b>115</b>	<b>300</b>	<b>185</b>	<b>0</b>	<b>185</b>	<b>38.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(115)</b>	<b>(300)</b>	<b>(185)</b>				

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>116 Attleborough Neighbourhood Pla</b>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<b>118 Events</b>							
1050 Income	158	0	(158)			0.0%	
1393 Income Events	274	0	(274)			0.0%	
Events :- Income	<u>432</u>	<u>0</u>	<u>(432)</u>				<u>0</u>
4400 Expenditure	176	10,000	9,824		9,824	1.8%	
Events :- Indirect Expenditure	<u>176</u>	<u>10,000</u>	<u>9,824</u>	<u>0</u>	<u>9,824</u>	<u>1.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>256</u>	<u>(10,000)</u>	<u>(10,256)</u>				
<b>201 Open Spaces</b>							
1000 Booking Fees	0	500	500			0.0%	
1050 Income	166	200	34			83.1%	
1100 Allotment Income	160	1,500	1,340			10.7%	
1105 Burial Fees	5,220	15,000	9,780			34.8%	
1106 Sports Letting	525	1,000	475			52.5%	
1150 Re-imburement of Utilities	145	100	(45)			145.5%	
1152 Repayment church wall damage	300	1,000	700			30.0%	
Open Spaces :- Income	<u>6,517</u>	<u>19,300</u>	<u>12,783</u>			<u>33.8%</u>	<u>0</u>
4020 Miscellaneous Expenses	170	700	530		530	24.3%	
4110 Rates	1,217	800	(417)		(417)	152.1%	
4112 Water	482	1,500	1,018		1,018	32.1%	
4113 Electricity	288	1,500	1,212		1,212	19.2%	
4140 Fuel	2,900	3,500	600		600	82.8%	
4143 Equipment Hire	260	750	490		490	34.7%	
4144 Tree Work	1,895	2,000	105		105	94.8%	
4145 Maintenance/Repairs	2,483	25,000	22,517		22,517	9.9%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4190 Equipment Purchase	319	3,000	2,681		2,681	10.6%	
4199 Allotments	1,198	0	(1,198)		(1,198)	0.0%	
4225 Refuse Collections	1,294	2,000	706		706	64.7%	
4230 Supplies	4,328	7,500	3,172		3,172	57.7%	
4255 Safety Checks	643	1,000	358		358	64.3%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4296 Company Vehicle	292	1,500	1,208		1,208	19.5%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	360	360		360	0.0%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>17,769</b>	<b>59,610</b>	<b>41,841</b>	<b>0</b>	<b>41,841</b>	<b>29.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,252)</b>	<b>(40,310)</b>	<b>(29,058)</b>				
<u>210 Attleborough in Bloom</u>							
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
<b>Attleborough in Bloom :- Indirect Expenditure</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(750)</b>	<b>(750)</b>				
<u>211 Markets</u>							
1050 Income	0	500	500			0.0%	
<b>Markets :- Income</b>	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4298 Covid General Expenses	0	200	200		200	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
<b>Markets :- Indirect Expenditure</b>	<b>0</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(200)</b>	<b>(200)</b>				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	39,235	40,000	765		765	98.1%	
4194 Litter bins	0	3,000	3,000		3,000	0.0%	
<b>Open Spaces Capital Exps. :- Indirect Expenditure</b>	<b>39,235</b>	<b>43,000</b>	<b>3,765</b>	<b>0</b>	<b>3,765</b>	<b>91.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(39,235)</b>	<b>(43,000)</b>	<b>(3,765)</b>				
<u>301 Town Hall</u>							
1000 Booking Fees	6,900	8,000	1,100			86.2%	
1007 Bar Rent	160	500	340			32.0%	
<b>Town Hall :- Income</b>	<b>7,060</b>	<b>8,500</b>	<b>1,440</b>			<b>83.1%</b>	<b>0</b>
4110 Rates	8,645	13,000	4,355		4,355	66.5%	
4111 Gas	807	2,800	1,993		1,993	28.8%	
4112 Water	543	1,000	457		457	54.3%	
4113 Electricity	1,640	4,000	2,360		2,360	41.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2022

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	188	2,000	1,812		1,812	9.4%	
4220 Cleaning	270	1,500	1,230		1,230	18.0%	
4225 Refuse Collections	2,813	5,000	2,187		2,187	56.3%	
4230 Supplies	587	1,500	913		913	39.1%	
4255 Safety Checks	146	600	454		454	24.3%	
4257 Major Repairs	0	20,000	20,000		20,000	0.0%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	180	250	70		70	72.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>15,819</b>	<b>55,650</b>	<b>39,831</b>	<b>0</b>	<b>39,831</b>	<b>28.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,760)</b>	<b>(47,150)</b>	<b>(38,390)</b>				
<b>311 TIC</b>							
4122 Postages	2	0	(2)		(2)	0.0%	
4230 Supplies	0	100	100		100	0.0%	
<b>TIC :- Indirect Expenditure</b>	<b>2</b>	<b>100</b>	<b>98</b>	<b>0</b>	<b>98</b>	<b>1.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2)</b>	<b>(100)</b>	<b>(98)</b>				
<b>501 Contingency</b>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
<b>Contingency :- Indirect Expenditure</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(25,000)</b>	<b>(25,000)</b>				
<b>Grand Totals:- Income</b>	<b>734,701</b>	<b>643,546</b>	<b>(91,155)</b>			<b>114.2%</b>	
<b>Expenditure</b>	<b>298,889</b>	<b>643,546</b>	<b>344,657</b>	<b>0</b>	<b>344,657</b>	<b>46.4%</b>	
<b>Net Income over Expenditure</b>	<b>435,812</b>	<b>0</b>	<b>(435,812)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>435,812</b>						



8a)

IT Support Cloud Services Voice & Data Installations

**FAO Michelle Barron**  
Attleborough Town Council  
Town Hall  
Queens Square  
Attleborough  
Norfolk  
NR17 2AF

7<sup>th</sup> October 2022

## Quotation

I have pleasure in providing the following quotation for the works for Attleborough Town Council;

### **Installation of CCTV system in public toilet block**

Supply and install a new 4-channel Dahua network video recorder fitted with a single 4TB hard disk. Supply and install two Dahua 5-megapixel Dome cameras at either end to the front of the toilet block. Deep bases to be supplied for each camera to conceal cabling.

In the plant room to the rear of the building, install the Dahua network video recorder along with the supply and install of a 24" monitor for replaying footage.

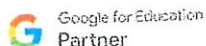
**Total: £1662.21 + VAT**

### **Netcentral Solutions Ltd**

Unit 3G Snetterton Business Park, Harling Road, Snetterton, Norfolk NR16 2JU

tel 01953 859805 email [support@net-central.co.uk](mailto:support@net-central.co.uk)

Company Registration No. 05893717 VAT Registration No. GB929247692



**Microsoft Partner**  
Small and Midmarket Cloud Solutions

8a)



07971 987009 ☐  
01508 578809 ☎  
info@corefiresecurity.co.uk ✉  
Chequers, The Rosery,  
Mulbarton, Norwich NR14 8AL  
Company no. 9501096

Attleborough Town Council  
Town Hall  
Queens Square  
Attleborough  
Norfolk  
NR17 2AF

FAO: Anne and Michelle

Estimated costs for CCTV systems at the following locations:

WC Public Toilets adjacent to town hall

A proposal for a high definition, vandal proof where possible turret cameras covering across the entrance doors to the toilets for any criminal evidence of damage during or out of hours use. NVR 4 channel unit to be housed within a secure box and located to the rear toilet secure area, we will utilise existing electrical supplies for all our high and low voltage power we require for this system to operate correctly. The system will be stand alone and if you require evidence this can be extracted from the unit via a USB stick. If you require remote monitoring this can be added at a later stage with additional cost. If you proceed with these works, the toilets will need to be closed and areas cleared by your staff to enable cable routes during the works for at least 1-2 days, we do understand that these possible works are time sensitive.

Estimated costs will be around £3,290.00

8a)

**Anne Willett**

---

**From:** Dave Clarke <Dave.Clarke@nsl247.com>  
**Sent:** 22 November 2022 17:24  
**To:** Anne Willett  
**Subject:** CCTV Estimation  
**Attachments:** night image.png; Quote\_013970.pdf; Datasheet\_IPCamAVD2700.pdf; Datasheet\_SNVR0812 (1).pdf

Good evening Anne

As per our recent telephone conversation please see the attached estimation for the CCTV at the WC block, I have based this on the basic information provided  
2 cameras with a network video recorder and approximately 30 days on site storage. Video link to the town hall via a wireless network link, a local PC (please select a pc that would normally be used by an authorised member of staff) will be supplied with the software to enable viewing the CCTV at the town hall and to retrieve video footage.  
I have provide a photo off the night image of the suggested camera which has no natural light, a data sheet for the suggested products.  
As discussed this is purely an estimation for the WC block and is subject to the forth coming site survey. Please see section 5 for the purchase estimated price on the Quotation 13970

**Data Sheets**

SNVR 0812 this is identical to the 0411 but 8 channel instead of 4 channel  
AVD2700 this is the same camera but I have quoted the 8MB not the 2MB

I hope this give you an insight into the cost and how we are able to achieve your requirements.  
I look forward to seeing you on the 29th

Kind Regards

**Dave Clarke**

Regional Manager

T: 01953 665 430 D: 01953 665 431

M: 07388 990 436

@: [Dave.Clarke@nsl247.com](mailto:Dave.Clarke@nsl247.com)

**Head Office:** Security House, 226 Radlett Road, Colney Street, St Albans, AL2 2EN

**24/7 Control Room:** 03333 209 712 (option 2)

**Regional Office (Norfolk):** Rookery Business Park, Silver Street, Attleborough, NR17 2LD

T: 01953 665 430



Intruder Alarm Systems



**REGIONAL PARTNER**

2021-22 SEASON



SCHEDULE TO TERMS AND CONDITIONS  
DETAILS OF SECURITY ARRANGEMENTS

Quote no. 13970

1) SITE DETAILS

Client: Attleborough Town Council  
Site: WC Block  
Address: Queens Square  
Attleborough  
NR17 2AF  
Phone: 01953 456194 Fax:  
Contact: Town Hall  
Emergency contact: tbc tbc  
Phone: tbc tbc  
Mobile:  
Fax:  
Email:

2) DURATION OF CONTRACT

From: TBA To: TBA

3) INVOICING

Address: Town Hall  
Queens Square  
Attleborough  
NR17 2AF  
Contact: Anne Phone: 01953 456194  
Fax:  
Email: anne@attleboroughtc.org.uk

22/11/2022

Page 1 of 4



Quote no. 13970

4) CCTV MAINTENANCE

Minimum maintenance period      12 months

Yearly maintenance charge      £250.00      plus VAT

Payment method      Direct debit

Maintenance option selected      Standard Service  
(see Schedule)

Call out charge:      £90.00      Per hour thereafter: £65.00

CCTV engineer call outs	First hour	Subsequent hours
CCTV engineer normal hours	£45.00	£45.00
CCTV engineer out of hours	£54.00	£54.00

Alarm call outs	First hour	Subsequent hours
Alarm normal hours	£45.00	£45.00
Alarm out of hours	£54.00	£54.00

All prices in this quote exclude VAT, which will be additional at the applicable rate

CCTV Maintenance

22/11/2022

Page 2 of 4



Quote no. 13970

5) CCTV SALE ITEMS

Item description	Type	Quantity
Geovision GV-AVD8710	Cameras	2
Geovision GV-SNVR0412	NVR	1
WD Purple 2TB HDD	Hard Drives	1
LigoWave DLB 5-20ac 5Ghz PTP Kit	Wifi	1
Day Rate Engineer	Labour	3

Purchase Price for Supply and Installation      £3498.01

Deposit paid      £0.00

Balance Payable      £3498.01

Payment Method      Cheque/Credit Card/Direct Debit

Call out charge:      £90.00      Per hour thereafter:      £65.00

CCTV engineer call outs	First hour	Subsequent hours
CCTV engineer normal hours	£45.00	£45.00
CCTV engineer out of hours	£54.00	£54.00

Alarm call outs	First hour	Subsequent hours
Alarm normal hours	£45.00	£45.00
Alarm out of hours	£54.00	£54.00





Quote no. 13970

6) RECORD OF ATTENDANCE

A Log Book is to be completed on every shift as a record of attendance.

7) KEYS

Keys are held by Nationwide as follows:

Nationwide offer the chance to survey all premises prior to commencement of Contract. This service is available by ticking the yes box and returning the quotation to Nationwide. If neither box is ticked, Nationwide withhold the right, to interpret this to mean the Client does not require this service.

Yes

No

Print Client Name: \_\_\_\_\_

Clients Signature: \_\_\_\_\_

Nationwide Representative: \_\_\_\_\_

Date: \_\_\_\_\_

drive



02:45:12 279

1x



## GV-AVD2700 2MP H.265 Low Lux WDR Pro IR Vandal Proof IP Dome



- 1/2.9" progressive scan low lux CMOS
- Min. illumination at 0.001 lux
- Triple streams from H.265, H.264 and MJPEG
- Up to 30 fps at 1920 x 1080
- Intelligent IR
- IR distance up to 30 m (98.4 ft)
- Day and Night function (with removable IR-cut filter)
- Vandal resistance (IK10 for metal casing)
- Ingress protection (IP67)
- 3-axis mechanism (pan / tilt / rotate)
- Built-in micro SD card slot (SD / SDHC / SDXC / UHS-I, Class 10) for local storage
- Two-way audio
- DC 12V / PoE (IEEE 802.3af)
- Wide Dynamic Range Pro (WDR Pro)
- Defog
- 3D noise reduction
- Motion detection
- Tampering Alarm
- Text overlay
- Privacy mask
- ONVIF (Profile G, S, T) conformant

### Introduction

The Vandal Proof IP Dome is an outdoor camera designed with IK10 vandal resistance and IP67 ingress protection. GV-AVD2700 supports H.265 video codec to achieve better compression ratio while maintaining high quality pictures at reduced network bandwidths. The camera is equipped with an automatic IR-cut filter and IR LEDs for day and night surveillance. With Wide Dynamic Range Pro (WDR Pro), it can process scenes with contrasting intensities of light and produce clear image. Adjustable in 3 axis (pan, tilt and rotate), it offers an entry-level surveillance solution with all the essential features and excellent image quality.

### Active Tampering Alarm

Tampered



Focus Change



Camera Shift

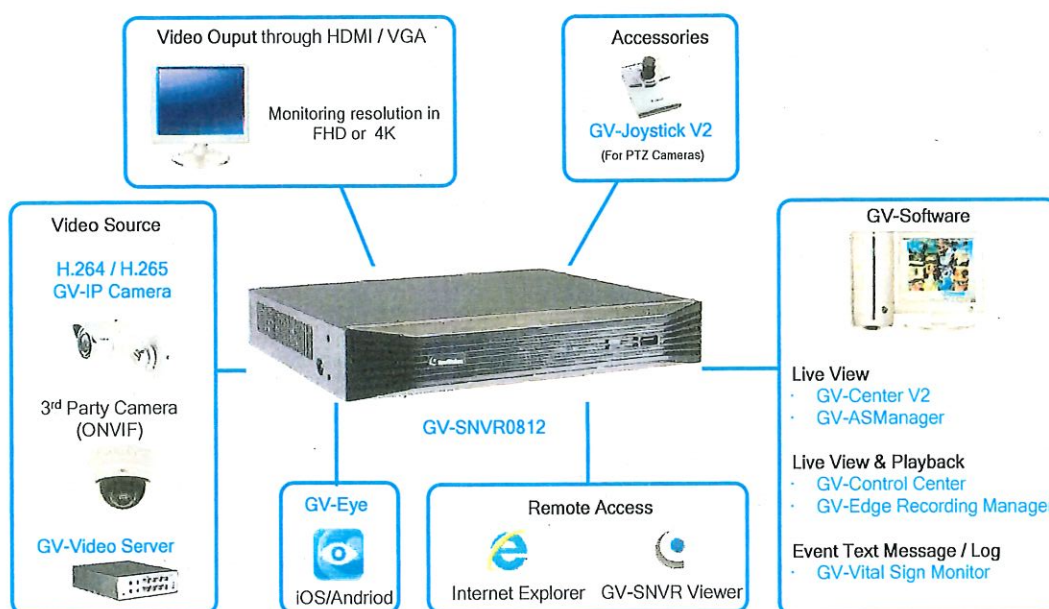


## GV-SNVR0812



### Introduction

The GV-SNVR0812 is an H.264/H.265 Linux-embedded Standalone Network Video Recorder which records video files directly to the internal hard drive, supporting up to 8 channels of GV-IP devices for network surveillance. GV-SNVR0812 has 8 built-in PoE+ (IEEE 802.3at) ports, functioning to carry network and power to the connected IP devices. Featuring up to 4K resolution video output, GV-SNVR0812 eliminates the need of a separate PC to view and play back videos. Its USB ports allow you to insert USB flash drive to import or export system settings, update firmware, save snapshot files as well as back up video in AVI format.



### Features

- 8-Channel video recording
- Up to 3840 x 2160 resolution for each channel\*
- Dual stream support
- 8-Port PoE+ (IEEE 802.3at) for camera connection
- 4K (HDMI) / 1080P (HDMI/VGA) video output
- 2-way Audio
- 1 SATA HDD drawer (3.5") for up to 10 TB storage
- Automatic search and setup of IP devices
- Support for third-party IP devices through ONVIF and RTSP protocol
- Continuous, motion, scheduled and alarm-triggered recording
- Timeline playback
- Multi-channel playback
- Display of HDD status and system temperature
- DST (Daylight Saving Time) support
- NTP (Network Time Protocol) support
- GeoVision DDNS server support
- E-mail notification for recording error and password retrieval
- Recording export
- Remote live view through Web browser
- Fisheye dewarping (up to 2176 x 2048 for 1 channel at once)
- Support for GV-Video Server through RTSP protocol
- PTZ control using GV-Joystick or on-screen panel
- Smart device access (iOS and Android)
- Support for 14 languages

\*The resolutions of Main Stream and Sub Stream both must meet the requirements noted under Specifications.



IT Support Cloud Services Voice & Data Installations

8b)

**FAO Michelle Barron**  
Attleborough Town Council  
Town Hall  
Queens Square  
Attleborough  
Norfolk  
NR17 2AF

23<sup>rd</sup> November 2022

## Quotation

I have pleasure in providing the following quotation for the works for Attleborough Town Council;

### Installation of CCTV system at Skatepark

Supply and install a new 8-channel Dahua network video recorder fitted with a single 8TB hard disk in the maintenance building. Supply and install 5x Dahua 5-megapixel Starlight IP cameras on the existing lighting columns. One located at each corner, and one facing the pathway to/from the site. Each camera will be fitted to a deep base to contain the camera connections and then onto a pole-mount bracket with the cable run internally of the lighting columns.

In addition, on the maintenance building a Mikrotik 4G router will be installed externally to provide remote access to the system from the town hall. A SIM card will need to be supplied (we would suggest Giffgaff and can assist with the supply and installation)

Total: £4033.46 + VAT

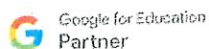
**Note:** The above price assumes that ductwork has been run to each corner of the skate park, with a draw rope left in place, in order for us to pull cabling from the maintenance building. However, alternatively we can supply and install the ductwork providing trenches are dug to a minimum depth of 450mm. The additional cost to install and supply ductwork with inspection chambers and labour is £1507.55 + VAT

### Netcentral Solutions Ltd

Unit 3G Snetterton Business Park, Harling Road, Snetterton, Norfolk NR16 2JU

tel 01953 859805 email support@net-central.co.uk

Company Registration No. 05893717 VAT Registration No. GB929247692



8b)

New Skate Park, Attleborough

A proposal for a high definition, vandal proof where possible turret cameras and fully function dome cameras covering across the park areas for any criminal evidence of damage during or out of hours use. The cameras will need to be mounted on their individual camera poles to be sited at the edge of the skate park for maximum coverage of this area. NVR 8 channel unit to be housed within a secure box and located in the game keeper's office and all visuals will be relayed back to the council offices via a 4G network, so that council staff can view the system always live when required. If the network ever goes down, you will always have evidence from the NVR in the game keeper's office and you can extract evidence at any time via a USB stick. One dome to look across to the far children's play area as John has informed me there is constant damage to this area with broken glass caused by others.

To install the camera poles, we will require your ground staff to install and supply all ducting that will be required from the game keeper's office up to each camera pole for any network cable infrastructure that will require. Install and supply electrical supply to each camera pole for all the power required for the cameras to function and record.

Install the concrete pad we will require for each base around 2 meters cubed as recommended from the manufacturers data sheets. We do understand that these possible works are time sensitive and we will try and work in with your time table if possible.

Estimated costs will be around £12k-15k

If you decide to go ahead with our proposal, we will require a 50% deposit before any works or materials are purchased for any of the above projects. We thank for your time in this matter so far and thank you for the opportunity to estimate for these possible works.

Yours sincerely



Des Meyer  
Contracts Manager



## Hire Prices 2023 (Proposed)

### Town Hall Booking Tariff

Small Committee Room (Seats 12)	£10 per hour
West Wing (Seats 12)	£10 per hour
Front Room (Informal setting)	£8 per hour

### Large Function Room (including use of the kitchen)

Sunday - Thursday	£15 per hour
Friday & Saturday Day Rate (9am-5pm)	£18 per hour
Friday & Saturday (5pm- 1am)	£145
Additional hours prior to 5pm	£18

**Seating for a maximum of 100 persons.**

### Queens Square

Hire of Queens Square for an Event\* run by a commercial enterprise. £150  
Full Day Rate (8 hours)

\*Only events deemed a suitable use of Council Land will be considered, and subject to the hire not being on a sole use basis



**Attleborough Town Council**

Historic Market Town in the Heart of Norfolk

### Town Hall Booking Tariff

Small Committee Room £8 per hour  
(Seats 12)

#### **Large Function Room (including use of the kitchen)**

Sunday - Thursday £12 per hour  
Friday & Saturday Day Rate (9am-5pm) £15 per hour  
Friday & Saturday (5pm- 1am) £120  
Additional hours prior to 5pm £15

**Seating for a maximum of 100 persons.**

#### **Visit:**

Opening times  
Monday - Thursday 10am - 2pm  
Friday 10am - 12 noon

---

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

01953 456194 [enquires@attleboroughtc.org.uk](mailto:enquires@attleboroughtc.org.uk) [www.attleboroughtc.org.uk](http://www.attleboroughtc.org.uk)





Dear Councillors,

**1. Introduction**

Our Cemetery Fees have not been updated for the last decade and as such we are very substantially under charging for our services. Cemetery Fees are a substantial part of our council income, and as such, it is my recommendation that we review our pricing to bring us in line with other Parishes.

I have shown below a table of comparison, which you may find useful to view prior to the meeting. My new fees proposal for 2023 is in section 3

**2. ATC Cemetery Fees when compared to other Breckland Market Towns.**

Green text relates to prices for non-residents.

	ATC	A	B	C	D
Exclusive rights of burial	£150 <b>100</b> £450	£550 <b>50</b> £1380	£500 <b>50</b> £1000	£239.50 £16 admin fee £479	£542 up to <b>60</b> two persons £1193
Internment	£150 £450	£300 £690	£750 £1500	£501.25 £1002.50	£667 £1467
Child	Up to 12 no charge	Up to 4 no charge 5-11 £285 £475	Over 10 £750 £1500	0 up to 18	Under 1 year £61.90 1-12 £74 £136 £162.50
Digging Fees	£265 burial £30 ashes	Outsourced	£270 ashes £90 ashes	Outsourced	Outsourced
Exclusive rights ashes	£75 No charge under 12 £225	£330 £440	£250 £500	£141.50 £16 admin fee £282	£108.50 £238.50
Ashes Internment	£75 £225	£170 £330	£400 £800	£192.25 £348.50	£141 £309.50
Memorials	£75 up to 1m £225 £50 up to 18" £150 Additional inscription £15 £45	£190 up to 3'6 £380 £190 Tablet or vase up to 12" £380	Headstone £100 Ashes Tablet £80 Additional inscription £150	Up to 3ft £209 £418 3ft – 4ft6 £358 £716	Up to 3ft £201 £442 Over 3ft 312.50 £688

		£105 per Additional inscription <b>£210</b>		Additional inscription £113	
Administration	None	Burial searches £25 for one year. £25 per additional year Certified copies £30	None listed	Burial searches, registration and certificate. Certified copies. All £32.25 each £16 admin for exclusive rights	Registration and certificate. Searches. All £23.50

### 3. Proposal

My proposal below is based on a combination factor. I have calculated the mean figures from the other market towns, and then in some areas made a judgement whether to tweak these slightly to come to a figure which seems reasonable baring in mind not all services are exactly like for like. I am aware that this does represent a significant increase, but would remind members that this has not been done for many years which is why our pricing strategy is so outdated. Of course all prices can be adjusted.

All prices below are for the funerals of residents. For non-residents the price would be adjusted accordingly.

a: The exclusive rights of burial fee should be increased from £150 to £375, and the time reduced from 100 years to 50 years.

b: Internment fees should increase to £500. The mean value of the other towns would be £554.56 but I feel uncomfortable going above the £500 mark which I feel would be excessive.

c: For children I propose that we continue not to charge for internment of children, and also to increase the age for this to under 18's given the sensitivity of such a requirement.

d: Digging fees to remain the same but increase ashes to £50 as the current figure of £30 doesn't even cover staff time. This is still cheaper than Watton but we feel relative to cost.

e: exclusive rights of burial for ashes. The average price would be £197 which we could round down to £195.

F: ashes internment to increase to £200

g: Memorials. We currently charge £15 per additional inscription. This should increase to £100. Headstone up to 1m £175. Up to 18" (and I would also include vases up to 12" in this) £125

h: Administration: We spend a significant amount of time on funeral and transfer administration. The most common and time consuming is the Issue of exclusive rights of burial or transfer of deeds of Grant, which I am proposing a £30. For searches I would propose we do not charge for the first search, but add a £20 fee for additional searches.

Michelle Barron - Town Clerk.

## Attleborough Town Council Events & Communications Committee Report to Councillors December 2022

*The Events & communications terms of Reference were passed at Full Council on 06/09/21.  
The mandate of the committee is to explore, propose, support, review and promote community events as well as communicate public information from the council.*

### Events

Event	Date	Comments	Profit	Cost to TC
Produce Stall		Discussed - yet to happen		
Town Trails		Discussed and research undertaken. Yet to happen but with the new website about to launch the possibility is there to include Trails on the site.		
Great Big Green Week	18-26 Sept 2021	It was decided there was not enough time to organise events to mark this week.		
Apple Day	21 <sup>st</sup> Oct 2021	Event did not go ahead.		
Trafalgar Day	21 <sup>st</sup> Oct 2021	Flag raised on Square but no community event.		
Book Sale	29/30/31 <sup>st</sup> Oct 2021	Excellent feedback	£703	
Remembrance Services	Nov 2021	Lead taken by RBL		
Christmas Food Fair	18/19 <sup>th</sup> Dec	Lead taken by local business		
Free Cinema	17 <sup>th</sup> Feb 2022	'Encanto' – 2 showings -Excellent response 'King and I' – Low response		£100
Shrove Tuesday	1/3/2022	Event did not go ahead		
Book Sale	11/12/13 <sup>th</sup> March 2022	Excellent feedback	£807	
<b>Jubilee Events:</b>				
Bookmarks	June 2022	Excellent feedback - Distribution issues		
Newsletter	June 2022	Excellent feedback - Delivered by hand		
Official Beacon Lighting	2 <sup>nd</sup> June 2022	Well attended		
Firepit Event on Square	3 <sup>rd</sup> June 2022	Excellent response – lead taken by local Church		
Children's Discos	3 <sup>rd</sup> June 2022	Excellent support and Feedback		
Jubilee Fair and Parade	4 <sup>th</sup> June 2022	Excellent support and Feedback		
<b>Total Jubilee Costs:</b>				£4715
Art Exhibition	26/27/28 <sup>th</sup> Aug 2022	Excellent feedback	£182	
Book Sale	6/7/8/9 <sup>th</sup> Oct 2022	Excellent feedback	£1013	
Emergency Responders Day	29 <sup>th</sup> Oct 2022	Excellent feedback		
Remembrance Services	Nov 2022	Lead taken by RBL		

### Communication

Project	Date	Comments	Cost to TC
Noticeboards		Ordered but delay on delivery	
Newsletter	Nov 2022	8 pages 'What's on' produced and distributed by Royal Mail to every household and available in local shops and businesses. Some distribution issues. Good feedback.	£1069.98
Website	Ongoing	Website due to be launched imminently.	
Social Media	Ongoing	Markedly more regular than 12 months ago and receiving high numbers of 'Likes' and 'Comments'.	
Local Media	Ongoing	Interaction still very limited.	
Interaction with community groups	Ongoing	Improved dramatically but still a lot to do.	
Councillor Residents interaction	Ongoing	Improved due to the number of opportunities to speak to the electorate at TC community events.	

13 a)

Dear Sir

At a recent consultation in Spooner row village Hall, which I assume you were not invited to, it became apparent to me as the local district councillor for South Norfolk that the changeover to the repairs on the SOUTHBOUND stretch of the A11 from Tuttle lane to Spooner row will **ultimately**, exact date unknown, mean anyone going south to Attleborough and beyond from Spooner row. ( and all those villages who use this a quick connect onto the A11 i.e. Bunwell and Carlton rode) will IN THEORY, as suggested by the engineers, have to go back into Wymondham, the wrong direction with extra miles etc then use a new crossover at Browick to the other carriageway and then go south.

I spoke to Andy Dyer, site engineer who quietly admitted that this is less than ideal but said this is the **official** diversion

I then said, everyone living in our locale will NOT do that and will use a local rat run going through Besthorpe and then Attleborough town and if going further south onto the A11 **through** the town.

This is a matter that **national highways** have decided. I presume that a new crossover at Spooner row is too expensive to provide.

I explained I was less than happy about that, as I am sure you and probably most of the Town councillors are, to say nothing of the residents of Besthorpe

I write because it may be a matter that the town wish to discuss with National Highways given the extra traffic that this will bring into the town for several MONTHS next year .

The switchover of carriageways will happen about Christmas time but they were a bit sheepish to say the least about when this new arrangement will come into force

I am writing in my capacity as the local district councillor and have copied in the County councillor for my area but your county councillor may also have a view, although as you are aware national Highways are not county Highways although they ( National Highways ) are keen to say they have consulted with them

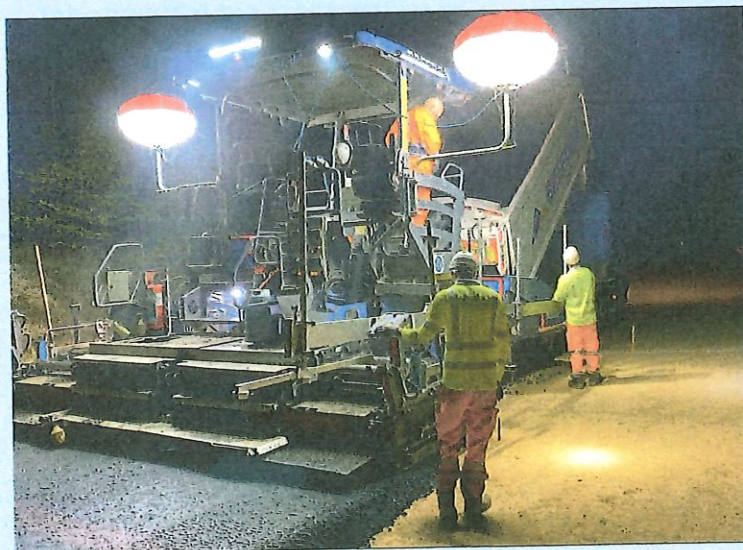
If you wish to discuss with me please ring 01953 600720 or e mail me

Julian Halls Wymondham South District councillor

## Scheme construction

Since starting our work in May 2022, we have:

- reconstructed 8,600 metres of new road
- removed 30,000 cubic metres of concrete, which is the same as 15 Olympic swimming pools
- installed 10,000 metres of new drainage
- laid 72,000 tonnes of new asphalt
- installed 6,000 metres of new safety barriers



## Traffic management (stage 3)

We'll soon have completed our road reconstruction work on the northbound carriageway.

We will then work on the southbound carriageway.

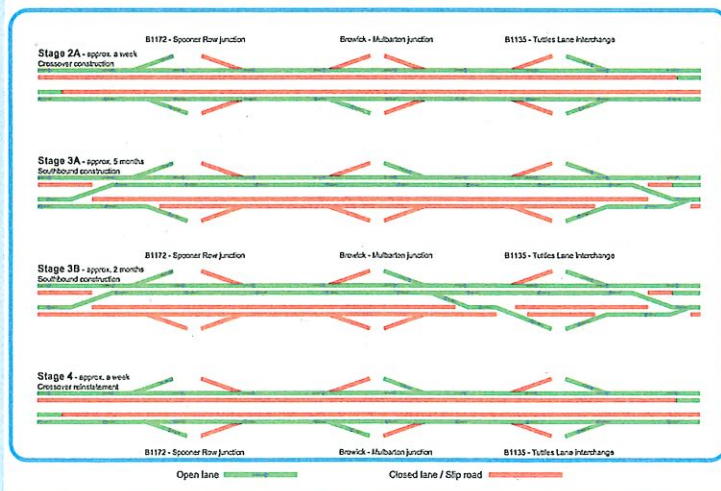
To do this, our contraflow roadworks will switch onto the northbound carriageway, where there will be a lane for traffic going in each direction.

We plan this to happen in mid-December 2022.

We'll need to close the slip roads for safety.

There will be clearly-signed diversion routes, including a route for long-distance traffic (to ease local congestion).

### Stages overview



## Environment – Carbon savings

### We care about reducing carbon

- Our temporary speed cameras are powered by renewable energy
- 30,000 tonnes of concrete are being removed from the existing road, which is being recycled into the new road surface

This will save 971 tonnes of CO<sub>2</sub> emissions, which is equivalent to how much carbon 6,961 new trees could absorb in 10 years

- Instead of diesel, we use vegetable oil to run our on-site generators

This has saved 180 tonnes of CO<sub>2</sub> emissions so far this year, equivalent to 101 flights between London and Sydney

- We've developed a way of warming up the asphalt during the manufacturing process which reduces carbon emissions by up to 15%
- We are exploring innovative ways of creating renewable energy, such as kinetic floor tiles in the site compound that generate electricity when they're walked on

13b)

Disabled parking for 27th November for Christmas Carnival

Hi,

Could you confirm if parking is available for the Christmas Carnival please? I did speak to the Mayor and several councillors last year about the lack of provision for those who are less mobile who feel alienated by this. I did suggest a drop off and pick up point might be a solution.

Not all those who have mobility issues have blue badges, myself included, and would love to enjoy the festivities with their families.

I look forward to your prompt response, and hope I and others can feel part of our community again.

Regards

Hi Anne,

Many thanks for passing my email on to the organiser.

Could I ask that my original email be passed on to all town councillors please?

My daughter did speak to the organiser last year and was told no provision and to park on the road or in Lidl. Never spaces available by the church and I don't want a fine from Lidl for over staying. Hence why I spoke to the mayor and several councillors in the hope that something could be sorted for this year.

It's such a shame that the less mobile and elderly aren't able to participate in this community event because of lack of provision of even a place to pick up and drop off in the town.

Kind regards



13c)

**Request from resident**

Hello, I have raised concerns regarding the amount of traffic and school children crossing the junction of Cyprus Road and Queens Rd next to Edwards Court entrance, to Norfolk County Council. I have included my information sent to the Council and their response in this email. Norfolk County Council have advised me that the issue must be raised with yourselves. Please see below:

Hello, I would like to make Norfolk County Council aware of the dangerous road & pedestrian situation we have in Attleborough. At the junction of the B1077 and Cyprus Road (Edwards Court) there is no safe crossing patrol for our school children. There is no signage either indicating to road users that there are pedestrians crossing at this particular site. During term times this crossing is extremely busy for children age 4 to 16+, and their carers, parents, grandparents who are trying to safely walk children to school. This road is extremely busy, usually with buses and articulated lorries, and we are finding it very unsafe to cross this road to our schools. Please can a safe place to cross and/or road signage be put in place to prevent any unnecessary casualties or harm from being caused. Many thanks for your help.

Response from Norfolk County Council:

Dear Xxxx,

Thank you for contacting the Norfolk County Council.

I am sorry to hear about this situation.

Requests for new Traffic Regulation Orders or signs are normally made to Norfolk County Council via the local Town/Parish Council or Norwich City Councillor who will represent a wider consensus of the community need.

TROs include: Yellow line waiting restrictions, Parking bays, Speed limits, Weight restrictions, One-way streets, Pedestrianised streets, Access only orders, Signing and lining, HGV signing and restrictions.

Any requests that are considered to have a genuine chance of meeting policy criteria will be added to a programme for future investigation.

More information on TROs can be found via this link:

<https://www.norfolk.gov.uk/roads-and-transport/roads/traffic-orders-notices-and-restrictions/traffic-regulation-orders>

Contact details for the Parish Council in your area can be found here:

Attleborough Town Council

<https://attleboroughtc.org.uk/>

Please do not hesitate to contact us again if we can be of further assistance.

Yours sincerely,

**Eleanor Hoadley, Customer Service Assistant**

Customer Services

Please could I ask that this situation is looked into as a priority. Thank you and I look forward to hearing from you soon.

### Residents' Concerns Regarding Expansion Plan

Regarding the expansion plan which have been approved, it seems to me that somethings are missing. During the last couple of years, we have lost the bank and the post office which for those without transport was disastrous and yet no alternative seems to be proposed. The use of the internet is NOT an alternative as many older people do not have or cannot afford them and the same applies to computers, additionally some cannot use them for medical or other reasons.

There is a second reason against expansion, that being health care, our doctors are not able to provide the level of care which is needed and the pharmacists is currently offering a very poor service causing some like myself who has to rely on taxis to pay out £60 a month to collect our medicines, going on line has already given as a reason for not doing.

It would seem obvious that these essential services should be fixed before adding to the population unless of course the planners know something they are not telling everyone about remembering not all the population are ON LINE or own smart phones.

XXXXXXXXXX