



**You are summoned to the Meeting of Attleborough Town Council  
To be held on Monday 7<sup>th</sup> November 2022 at 7.00pm**

This meeting will be held at the Town Hall

Michelle Barron  
1<sup>st</sup> 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 Attleborough Town Lands Charity appointment of Trustee - for ratification**

### **6 Minutes of the Town Council meeting held on 3<sup>rd</sup> October 2022**

For acceptance and approval.

### **7 Planning Matters**

#### **a) Planning Applications (Applications agreed and responses made) – for confirmation by members**

#### **b) 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

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.

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

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

## **8 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 September 2022 – for information
- f) Reconsider External Auditors Opt-Out of SAAA Option – for acceptance and approval
- g) Donation of £250 and Town Council wreaths Donation to Royal British Legion Poppy Appeal –  
for acceptance and approval

## **9 Quotations to Install New Electrical Connection Cabinet in Queens Square**

for acceptance and approval

**10 Supply & Install Enclosed Standpipe Queens Square** – for acceptance & approval

**11 Application of S106 money 3PL/2010/1041** – for consideration

## **12 Councillors Reports**

## **13 Correspondence**

- a) Email regarding Christmas Lights
- b) Street Lighting near Grosvenor Park
- c) Request to use Christmas Lights from Festive Food & Gift Fayre

## **14 Public Participation (10 Minutes)**

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

For discussion only.

## **16 Exclusion of Press & Public**

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

## **17 Leases** - for consideration

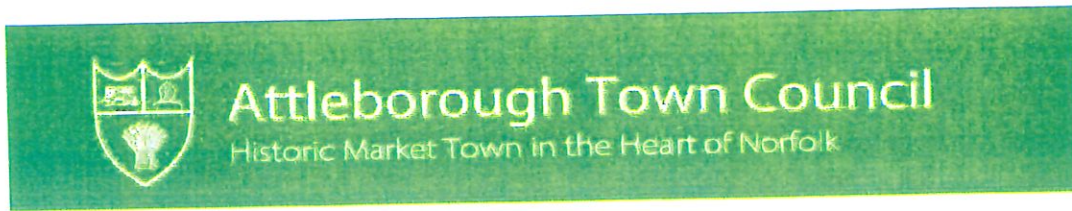
- a) Request from the Scouts
- b) Request from the Football Team
- c) Community Cars

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Expected Meeting Length is 2 Hours

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)

6)



**Minutes of the meeting of the Attleborough Town Council  
Held on Monday, 3<sup>rd</sup> October 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 A Busk   Cllr P Wenham   Cllr R Bond  
In attendance – Michelle Barron – Town Clerk  
In attendance – Anne Willett – Clerks Assistant (minute taker)  
Dist. Cllr K Martin, Public x 2

087.22) Mayors Welcome – Cllr Leslie welcomes everyone to the meeting.

088.22) Apologies for absence –

Cllr Tyrer  
Cllr Redfern

089.22) Declarations of Interest

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

Cllr Ellis – Item 7a – Christmas Lights  
Cllr Taylor – Item 7a – Christmas Lights

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

Cllr Ellis -Item 7a – Christmas Lights

090.22) Public Participation –

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

091.22) Minutes of the Town Council meeting held on 5<sup>th</sup> September 2022

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

RESOLVED - to accept the minutes of the Town Council meeting held on 5<sup>th</sup> September 2022

ACTION: TOWN CLERK

092.22) Planning Matters

a) Planning Applications –

On the motion of Cllr Mackinnon, seconded by Cllr Ellis, 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/2022/1014/F – ATTLEBOROUGH: Banham Poultry Ltd, Station Rd –** Demolition of existing stores & security buildings. Erection of new holding lairage, new site reception, security & office building. Extension to lairage & vehicle washdown facility – No objections.

**3PL/2022/1042/O – ATTLEBOROUGH: Plots 11 to 19 Gaskin Way –** Outline Planning Permission (all matters reserved) for the erection of 9no. detached dwellings with garages, 5no. two storey dwellings and 4no. single storey dwellings – No objections.

**3PL/2022/1075/HOU – ATTLEBOROUGH: 12 Franklin Way –** Addition of garage to existing house (revised scheme) – No objections

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was **RESOLVED** - to accept and approve the above comments

**ACTION: TOWN CLERK**

Cllr Ellis left the meeting

**093.22) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Lane, seconded by Cllr Westby, it was **RESOLVED** to accept and approve the following payment list dated 3 October 2022  
Total £24,520.11

Cllr Ellis returns to meeting

**b) To agree direct debits –**

On the motion of Cllr Montague, seconded by Cllr Dale, it was **RESOLVED** to approve and accept the direct debit list dated October 2022  
Total £25,091.17

**c) To receive Income –**

On the motion of Cllr Westby, seconded by Cllr Montague, it was **RESOLVED** to approve and accept the income list for September 2022  
Total £308,487.44

Cllr Taylor left the meeting

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

**e) Income & Expenditure August 2022 –** Noted for information

**f) Completion of Audit 2021-22 & External Auditors Report**

On the motion of Cllr Ellis, seconded by Cllr Wenham, it was **RESOLVED** to accept and approve Completion of Audit 2021-22 & External Auditors Report.  
**Reconsider Opt-Out of SAAA Option –** Town Clerk explained it was proving difficult to appoint an alternative Auditor and made a request for four Cllrs to agree to her in writing to reconsider Opt-Out of SAAA Option.

**g) Precept 2<sup>nd</sup> Instalment –** Noted for information

**ACTION: TOWN CLERK**

**094.22) Decoy Common footpath improvement quotations –**

On the motion of Cllr Bond, seconded by Cllr Westby, it was **RESOLVED** to accept and approve quotation 2a £10,503 + vat from MBW Contractors  
**ACTION: TOWN CLERK**

**095.22) Topographical Survey Land off B1077 Station Rd –**

On the motion of Cllr Mackinnon, seconded by Cllr Wenham, it was  
RESOLVED – to accept and approve quotation £500 + vat from BBS BB Surveys Ltd  
ACTION: TOWN CLERK

**096.22) Councillors Reports**

- Dist. Cllr Martin informed Planning meeting would take place at Breckland Tuesday 4<sup>th</sup> October 2022. Council meeting Thursday 6<sup>th</sup> October with Leisure Centre on agenda.
- Cllr Dale had attended Cabinet meeting where Leisure Centre was discussed, it was nice to see no objections.
- Cllr Lane had attended Lighthouse opening which had amazing potential, thanked Council staff for their work during T/L Queens funeral and announced the forthcoming Book Sale.

**097.22) Correspondence**

- a) Residents' Concerns Speeding Hargham Rd – Happy as a Council to support this and will raise at the next SNAP meeting
- b) Grant Application – St. Marys Church –  
On the motion of Cllr Montague, seconded by Cllr De Souza, it was  
RESOLVED – to accept and approve grant application for £250
- c) Resident Concern Queens Road crossing for children –  
On the motion of Cllr Leslie, seconded by Cllr Westby, it was  
RESOLVED - to reiterate to Highways our support that this is a legitimate safety concern which needs to be addressed.
- d) Request for key to Recreation Ground –  
On the motion of Cllr Lane, seconded by Cllr Smith, it was  
RESOLVED – to allow access to Recreation Ground by pedestrian entrance as Town Council Insurance Company expressed concerns about security.

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

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

**099.22) Any other items which the Chairman decides are urgent –**

Cllr Leslie announced work would commence on London Road new play area and new Wheel Park at the end of October 2022.

**100.22) Exclusion of Press & Public**

On the motion of Cllr seconded by Cllr 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.

**101.22) Attleborough Leisure Centre Project –**

On the motion of Cllr Leslie, seconded by Cllr Lane, it was  
RESOLVED to support the request from Breckland to have the £258k S106 money allocated to Gaymers Meadow, moved over to the Academy site to fund an 11 a side 3G pitch.

On the motion of Cllr Bond, seconded by Cllr Busk, it was  
RESOLVED - that Council is not opposed to offering a sum in principle to support this project.  
However, to alleviate the concerns of members we need the following:

- A clear understanding of usage available to the public

- A clear understanding of the management structure
- A clear understanding of what is happening with the land at the back of the academy/cemetery.
- Agreement that by gifting Breckland the piece of cemetery land for an access road, we can also use this to retain access to the field at the back.

Meeting closed 8.50pm

Public Participation 1st Session

- Resident requested flower tributes for T/L Queen Elizabeth 11 be removed from Queens Square
- Town Clerk confirmed this would be done
- Resident queried when Newsletter being produced
- Town Clerk confirmed would be hitting doorsteps during period 30th October to 2nd November 2022.

Public Participation 2nd Session

- Resident queried if it could be considered to switch Christmas Lights off one hour earlier than usual in view of the energy crisis.
- Christmas Lights would be switched on at 4.15pm on 26<sup>th</sup> November 2022 and then sometime after that daily at 3.30pm until midnight but Christmas Light Committee may look into switching off at 11pm.

7a)

Planning Applications received to-date

3PL/2022/0826/F - ATTLEBOROUGH: Flat 1, Queens House, Queens Square – Installation of 1.8m timber fencing to create private amenity balcony to the rear – No objections

3PL/2022/1096/F – ATTLEBOROUGH: AND OLD BUCKENHAM Wayside Buckenham Rd – Change to boundary line & repositioning of garage to plot 9 (retrospective) - No objections

3PL/2022/1112/F – ATTLEBOROUGH: Wood Farm, Deopham Road – Erection of extension to existing single storey timber frame office building (Finn Geotherm UK Ltd) - No objections

3OB/2022/0055/OB ATTLEBOROUGH: Phases 3,4, & 5, Honeysuckle/Carvers Lane - Modifications sought to take account of changes to the planning permission which are sought pursuant to a section 73 application reference 3PL/2022/0812/VAR and to modify the affordable housing provisions in order meet Homes England's Grant Funding Requirements in order that the applicant can voluntarily deliver the development as 100% affordable housing - No objections

3PL/2022/1123/F - ATTLEBOROUGH: Shell Garage, A11 Bypass – Decommissioning & removal of old fuel tanks & installation of new underground fuel tanks & associated works - No objections

3PL/2022/1106/HOU – ATTLEBOROUGH: 9 Queens Court – Two storey front extension - No objections

3PL/2022/1148/HIU – Attleborough: 106 Norwich Road – Demolition of previous extensions & erection of rear extension – No objections



76)

**Michelle Barron**

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**From:** planning@breckland.gov.uk  
**Sent:** 18 October 2022 09:35  
**To:** Michelle Barron  
**Subject:** Planning Consultation PC 3PL/2022/1152/LB

**CONSULTATION - LISTED BUILD CONSENT**

**REFERENCE:** 3PL/2022/1152/LB  
**PROPOSAL:** Replace 2 no. front & 1 no. rear windows with Hardwood ones painted black like for like  
**LOCATION:** ATTLEBOROUGH: Burgh Farmhouse Burgh Common  
**APPLICANT:** Mr Howes

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=1oki3x-0003JR-3g&d=4%7Cmail%2F90%2F1666081800%2F1oki3x-0003JR-3g%7Cin6f%7C57e1b682%7C26595217%7C13522537%7C634E6535AEF4C55271987967D74D874C&s=H-ZmN2h5NhYkY4HUoF2sqiFgim4&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 **8th November 2022**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **8th November 2022**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

[B]Please note - When receiving the planning application consultation email, please remove the live link (in blue) before replying or forwarding the email to a third party. This link gives anyone you forward it to the ability to submit comments on behalf of your Parish Council. The live link has the Parish Council's details embedded into it, and must remain in your control only.[]

**Anne Willett**

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**From:** Michelle Barron  
**Sent:** 19 October 2022 14:30  
**To:** Anne Willett  
**Subject:** FW: Planning Consultation PC 3PL/2022/1164/A

**From:** planning@breckland.gov.uk <planning@breckland.gov.uk>  
**Sent:** 19 October 2022 12:50  
**To:** Michelle Barron <townclerk@attleboroughtc.org.uk>  
**Subject:** Planning Consultation PC 3PL/2022/1164/A

### CONSULTATION - ADVERTISEMENT

**REFERENCE:** 3PL/2022/1164/A

**PROPOSAL:** Proposed 2no. internally illuminated fascia signs, a projecting logo sign and individually applied lettering above the existing windows along the ground floor.

**LOCATION:** ATTLEBOROUGH: Lloyds Bank, Exchange Street

**APPLICANT:** DPSK Ltd

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=1ol7a9-000B2e-6E&d=4%7Cmail%2F90%2F1666179600%2F1ol7a9-000B2e-6E%7Cin6d%7C57e1b682%7C26595217%7C13522537%7C634FE46589A23C60548108D67A8CE934&s=nBGUTm4KA2O\\_YC5cf0eyh3Tjlwl&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal](https://url6.mailanyone.net/scanner?m=1ol7a9-000B2e-6E&d=4%7Cmail%2F90%2F1666179600%2F1ol7a9-000B2e-6E%7Cin6d%7C57e1b682%7C26595217%7C13522537%7C634FE46589A23C60548108D67A8CE934&s=nBGUTm4KA2O_YC5cf0eyh3Tjlwl&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 **9th November 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 October 2022 10:06  
**To:** Anne Willett  
**Subject:** FW: OB Consultation Letter

**From:** planning@breckland.gov.uk <planning@breckland.gov.uk>  
**Sent:** 24 October 2022 10:05  
**To:** Michelle Barron <townclerk@attleboroughtc.org.uk>  
**Subject:** OB Consultation Letter

### **NOTIFICATION OF APPLICATION**

#### **APPLICATION TO MODIFY OR DISCHARGE A PLANNING OBLIGATION**

**REFERENCE:** 3OB/2022/0058/OB

**PROPOSAL:** Discharge the outstanding Affordable Housing and Open space Obligation conditions on the approved S106 - on pp 3PL/2021/0165/D

**LOCATION:** ATTLEBOROUGH: Land South of New Road West of Hargham road

**APPLICANT:** Lovell Partnerships

The above application was accepted on **18th October 2022**.

Please note that this is not a normal planning application, but is an application to modify or discharge a legal agreement relating to a planning permission.

I would welcome any observation you may wish to make by **14th November 2022**.

You can view the application details by clicking on the link below.

[Click here to view the application or leave your comments](#)

Should you have any queries about this application, please telephone Business Support on 01362 656870

**Email disclaimer:**

The information contained in this email is confidential and intended only for the person or organisation to which it is addressed. If you have received it by mistake, please disregard and notify the sender immediately. Unauthorised disclosure or use of such information may be a breach of legislation or confidentiality and the content may be legally privileged. Any improper dissemination, forwarding, printing, or copying of this email is strictly prohibited. Emails



8b)

DD NOVEMBER 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	£ 22.77	£ -	£22.77
Biffa	Waste collection	Rec	Monthly	£ 445.60	£ 89.12	£534.72
Biffa	Waste collection	TH	Monthly	£ 206.28	£ 41.26	£247.54
Wave	Water	Town Hall	Quarterly	£ -	£ -	
BT	Telephone	TH	Quarterly	£ 335.48	£ 67.09	£402.57
BT OnePhone	Mobiles	OS	Monthly	£ 152.00	£ 30.40	£182.40
BT OnePhone	Broadband	OS	Monthly	£ 125.10	£ 25.02	£150.12
Wave	Water	Cemetery	Quarterly	£ -	£ -	
Wave	Water	Public Toilets	Quarterly	£ -	£ -	
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	£ 251.39	£ 12.57	£263.96
Total Gas & Power	Elect Skate Park	OS	Quarterly	£ 292.07	£ 14.60	£306.67
Total Gas & Power	Gas	TH	Quarterly	£ -	£ -	
Total Gas & Power	Electricity	TH	Quarterly	£ 809.77	£ 40.48	£850.25
Phs Group	waste collection	TH	Annual			
Fuel Genie	Fuel	OS	Monthly	£ 383.54	£ 76.71	£460.25
						<b>£4,968.59</b>
HMRC Tax/Nic	BACS	HMRC Tax & Nic		£ 3,236.66	£ -	£ 3,236.66
Norfolk Pension	BACS	Pension		£ 4,346.92	£ -	£ 4,346.92
Staff Salary	BACS	Salaries		£ 14,290.17	£ -	£ 14,290.17
						<b>£ 21,873.75</b>
<b>TOTAL</b>						<b>£26,842.34</b>

8c)

INCOME OCTOBER 2022	
Banked Monies	
Car Scheme Fund Breckland Oct	£ 275.00
Hall Bookings	£ 263.93
Bar Rent	£ 160.00
Memorial	£ 980.00
VAT Repayment	£ 14,692.22
<b>Total</b>	<b>£ 16,371.15</b>



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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%	
1376 Precept	611,286	611,286	0			100.0%	
1378 Grant payment Community Cars	1,650	3,960	2,310			41.7%	
1382 S106 Income Received	21,346	0	(21,346)			0.0%	
1391 interest received on saving ac	189	0	(189)			0.0%	
Administration :- Income	<u>719,999</u>	<u>615,246</u>	<u>(104,753)</u>			<u>117.0%</u>	<u>0</u>
4000 Staff Costs	138,692	300,000	161,308		161,308	46.2%	
4001 Other Employment Costs	0	2,000	2,000		2,000	0.0%	
4002 website	320	5,000	4,680		4,680	6.4%	
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	137	2,000	1,863		1,863	6.8%	
4023 Subscriptions	1,220	2,500	1,280		1,280	48.8%	
4025 Insurances	9,201	10,000	799		799	92.0%	
4027 Bookkeeping	255	2,000	1,745		1,745	12.8%	
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	3,856	6,000	2,144		2,144	64.3%	
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	113	500	387		387	22.7%	
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	(1,400)	2,500	3,900		3,900	(56.0%)	
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	8	0	(8)		(8)	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	2,495	4,000	1,505		1,505	62.4%	
4122 Postages	14	500	486		486	2.8%	
4123 Stationery	413	2,000	1,587		1,587	20.7%	
4147 Photocopier Lease payments	590	1,500	910		910	39.3%	
4190 Equipment Purchase	984	2,000	1,016		1,016	49.2%	
4230 Supplies	164	250	86		86	65.7%	
4231 Advertising	652	1,000	348		348	65.2%	
4298 Covid General Expenses	0	500	500		500	0.0%	
4300 Premises Licence	0	500	500		500	0.0%	



03/10/2022

## Attleborough Town Council Current Year

12:25

Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4503 Jubilee	4,715	0	(4,715)		(4,715)	0.0%	
Administration :- Indirect Expenditure	<u>174,485</u>	<u>394,500</u>	<u>220,015</u>	<u>0</u>	<u>220,015</u>	<u>44.2%</u>	<u>0</u>
Net Income over Expenditure	<u>545,514</u>	<u>220,746</u>	<u>(324,768)</u>				
<u>112 Street Lights</u>							
4402 Public Lighting	9,918	25,000	15,082		15,082	39.7%	
Street Lights :- Indirect Expenditure	<u>9,918</u>	<u>25,000</u>	<u>15,082</u>	<u>0</u>	<u>15,082</u>	<u>39.7%</u>	<u>0</u>
Net Expenditure	<u>(9,918)</u>	<u>(25,000)</u>	<u>(15,082)</u>				
<u>113 Toilets</u>							
1050 Income	3	0	(3)			0.0%	
Toilets :- Income	<u>3</u>	<u>0</u>	<u>(3)</u>				<u>0</u>
4112 Water	421	750	329		329	56.1%	
4113 Electricity	401	1,786	1,385		1,385	22.4%	
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	0	500	500		500	0.0%	
4255 Safety Checks	35	200	165		165	17.5%	
Toilets :- Indirect Expenditure	<u>856</u>	<u>3,936</u>	<u>3,080</u>	<u>0</u>	<u>3,080</u>	<u>21.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(853)</u>	<u>(3,936)</u>	<u>(3,083)</u>				
<u>114 Christmas Lights</u>							
4400 Expenditure	0	20,000	20,000		20,000	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>				
<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%	
Archive :- Indirect Expenditure	<u>115</u>	<u>300</u>	<u>185</u>	<u>0</u>	<u>185</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(115)</u>	<u>(300)</u>	<u>(185)</u>				

Continued over page

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>				
<u>118 Events</u>							
1050 Income	158	0	(158)			0.0%	
1393 Income Events	274	0	(274)			0.0%	
<b>Events :- Income</b>	<b>432</b>	<b>0</b>	<b>(432)</b>				<b>0</b>
4400 Expenditure	176	10,000	9,824		9,824	1.8%	
<b>Events :- Indirect Expenditure</b>	<b>176</b>	<b>10,000</b>	<b>9,824</b>	<b>0</b>	<b>9,824</b>	<b>1.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>256</b>	<b>(10,000)</b>	<b>(10,256)</b>				
<u>201 Open Spaces</u>							
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	4,655	15,000	10,345			31.0%	
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%	
<b>Open Spaces :- Income</b>	<b>5,952</b>	<b>19,300</b>	<b>13,348</b>			<b>30.8%</b>	<b>0</b>
4020 Miscellaneous Expenses	150	700	550		550	21.4%	
4110 Rates	974	800	(174)		(174)	121.8%	
4112 Water	482	1,500	1,018		1,018	32.1%	
4113 Electricity	288	1,500	1,212		1,212	19.2%	
4140 Fuel	2,516	3,500	984		984	71.9%	
4143 Equipment Hire	260	750	490		490	34.7%	
4144 Tree Work	1,895	2,000	105		105	94.8%	
4145 Maintenance/Repairs	1,150	25,000	23,850		23,850	4.6%	
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	740	2,000	1,260		1,260	37.0%	
4230 Supplies	3,384	7,500	4,116		4,116	45.1%	
4255 Safety Checks	643	1,000	358		358	64.3%	
4295 Cemetery expenses	0	1,000	1,000		1,000	0.0%	

03/10/2022

## Attleborough Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	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>14,291</b>	<b>59,610</b>	<b>45,319</b>	<b>0</b>	<b>45,319</b>	<b>24.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,339)</b>	<b>(40,310)</b>	<b>(31,971)</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	6,636	8,000	1,364			82.9%	
1007 Bar Rent	0	500	500			0.0%	
<b>Town Hall :- Income</b>	<b>6,636</b>	<b>8,500</b>	<b>1,864</b>			<b>78.1%</b>	<b>0</b>
4110 Rates	7,410	13,000	5,590		5,590	57.0%	
4111 Gas	807	2,800	1,993		1,993	28.8%	
4112 Water	543	1,000	457		457	54.3%	
4113 Electricity	830	4,000	3,170		3,170	20.8%	

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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	225	1,500	1,275		1,275	15.0%	
4225 Refuse Collections	2,413	5,000	2,587		2,587	48.3%	
4230 Supplies	506	1,500	994		994	33.7%	
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>13,248</b>	<b>55,650</b>	<b>42,402</b>	<b>0</b>	<b>42,402</b>	<b>23.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,612)</b>	<b>(47,150)</b>	<b>(40,538)</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>733,021</b>	<b>643,546</b>	<b>(89,475)</b>			<b>113.9%</b>	
<b>Expenditure</b>	<b>252,325</b>	<b>643,546</b>	<b>391,221</b>	<b>0</b>	<b>391,221</b>	<b>39.2%</b>	
<b>Net Income over Expenditure</b>	<b>480,696</b>	<b>0</b>	<b>(480,696)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>480,696</b>						

9)



**JSP ELECTRICAL**

Attleborough, Norfolk

07494513455

ESTIMATE NO:0055  
DATE: 06/09/22

**TO:**  
Attleborough Town Council  
Town Hall  
Queens Sqaure  
Attleborough  
Norfolk  
NR17 2AF

**FOR:**  
New connection cabinet to be fitted in queens square

DESCRIPTION	HOURS	RATE	AMOUNT
To fit a new cabinet in queens square  Allowing a fuseboard & 3x waterproof double sockets to be placed inside the new cabinet  This will be installed on a concrete pad and connected into the existing supply within queens sqaure  Total price for labour and materials			£925
		TOTAL	£925

Thank you for your business!

Harling Electrical LTD  
 Unit 6C Snetterton Business Park  
 Harling Road  
 Snetterton  
 Norfolk  
 NR16 2JU  
 01953860876  
 office@harlingelectrical.co.uk  
 http://www.harlingelectrical.co.uk  
 VAT Registration No.: 250433341  
 Company Registration No. 10318724



# Estimate

## ADDRESS

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

ESTIMATE NO. 2742  
 DATE 01/09/2022  
 EXPIRATION DATE 15/09/2022

DATE	ACTIVITY	QTY	RATE	VAT	AMOUNT
	Labour Install electrical outlets for vendor hook up on Queens Square. 2x double 13A sockets & 2x 16A caravan style sockets. Ground works, supply of cabinet, and installation of cabinet by Attleborough Town Council Andy & Ryan	1	400.00	20.0% S	400.00
	Hager MCB SP - 40A 'B'	1	8.00	20.0% S	8.00
	3-Core 6mm SWA Gland Pack - 20 Cleat - No 7 / 15-20mm	5	4.95	20.0% S	24.75
	Gland Pack 20 BW	1	3.65	20.0% S	3.65
	FuseBox Consumer Unit - 6 Way RCBO	1	70.00	20.0% S	70.00
	FuseBox RCBO - 16A 'B'	4	20.80	20.0% S	83.20
	FuseBox Blank Module	2	2.65	20.0% S	5.30
	Conduit 20mm - White	2	3.25	20.0% S	6.50
	Conduit 20mm Female Adaptor - White	8	0.35	20.0% S	2.80
	Twin & Earth 2.5mm	8	0.90	20.0% S	7.20
	Double Socket - Metal Clad	2	9.45	20.0% S	18.90
	16A Interlock Socket - 2P+E	2	30.00	20.0% S	60.00
	16A Plug - 2P+E	2	4.00	20.0% S	8.00
	13A Trailing Socket	2	5.00	20.0% S	10.00
	3-Core 1.5mm Flex	2	0.60	20.0% S	1.20

Please review, sign and return\* the estimate below. Feel free to contact us if you have any questions.

SUBTOTAL 709.90  
 VAT TOTAL 141.90

Follow Us  
 Facebook - Twitter - Instagram - Linked In

We look forward to working with you.

TOTAL

**£851.40**

Thanks for your business!  
Harling Electrical LTD  
01953 860876

\*If you are unable to scan and return a signed copy of our estimate please reply to this email stating your acceptance. Work cannot be started without written acceptance.

Accepted By

Accepted Date

Follow Us  
Facebook - Twitter - Instagram - Linked In

10)

22 September 2022

Anne Willett  
Clerks Assistant  
Attleborough Town Council  
Town Hall  
Queens Square  
Attleborough  
Norfolk  
NR17 2AF

Dear Anne

**Re: Proposed Standpipe Enclosure.**

We thank you for your valued enquiry and have the pleasure of confirming our quotation for the following works.

**The Works (Overview only and not necessarily in sequence)**

Our price is based on the verbal information provided by yourselves during our visit.

- Erect safety fencing around the works area, all plant and shrubs to be removed by others. Note our proposed works is on the green side only. No street works allowed for, all by others.
- Excavate a single trench not exceeding 2 meters long and 1 meter deep.
- Supply and lay a single 25mm diameter MDPE water pipe from the proposed standpipe position to the rear of the footpath and cap off pipes both ends. Pipe bedded on and surrounding in a 150mm thick layer of . Provide water marker tape over and backfill the trench with excavated material.
- Shutter up and form a 500mm x 500mm x 150mm deep concrete pad. Water pipe will exit the centre of the pad.
- Supply and fit standpipe box. We have allowed for the FOX S Pillar standpipe enclosure. Details attached. Please this is only our proposal, the Council must make the judgement if the proposed cover is suitable and fit for purpose.

**All for the sum of £1816.00 plus VAT**



T: 01953 861258  
M: 07715 475909 - 07767 605935  
E: info@la-shawbuilders.co.uk

VAT number. 595 4633 02

Bouley Barn, Short Green,  
Winfarthing, Diss,  
Norfolk, IP22 2EH

Registered in England: 110 3110942



### General Notes

- Site setup, we assume that water and electric will be available for use.
- Free use of welfare facilities on site.
- We have assumed that no service cables are in the proposed excavation area. No allowance has been made for moving any services.
- Planting back around the excavated area all by others.
- We would be able to commence work in October.
- Water mains extension all by Anglia Water including all street works and reinstatement works. All fees and programming of AWA by Attleborough Council.

### Contact Terms and Conditions

- All figures quoted are subject to 20% VAT being added.
- Our quotation is valid for 20 days.
- An Invoice will be submitted every three weeks during the contract period. Invoices will include for materials on site. Payment for each invoice submitted must be paid within five days of the invoice date.

We hope the above is of interest and await your instruction. Please do not hesitate to call if you would like to discuss any of the above.

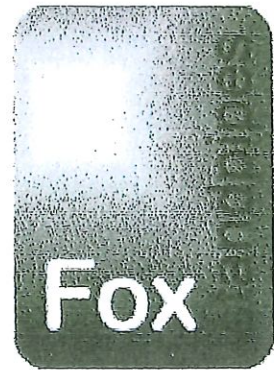
Yours Sincerely



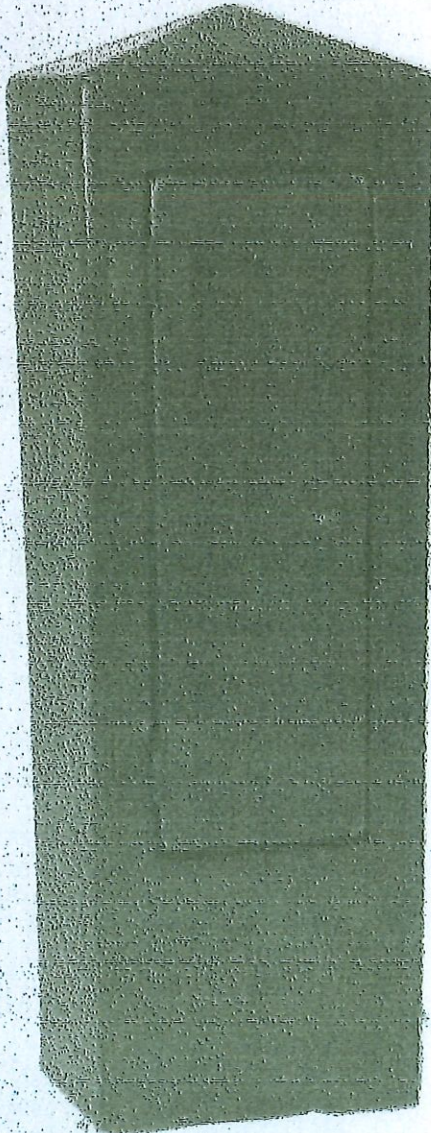
Kevin Shaw  
L A Shaw Building Contractor Ltd

Tel: 01327 311011  
Mobile: 07841 483258  
Email: sales@kaver.co.uk  
Web: www.fox-standpipes.co.uk

foxstandpipes  
7-11 Siddeley Way  
Royal Oak Estate  
Daventry  
Northants  
NN11 8PA



## FOX S Pillar Standpipe Enclosure, Surface Mount

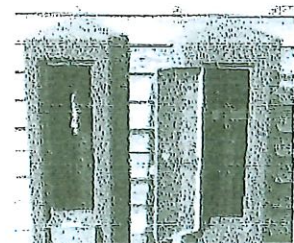


The FOX S Pillar standpipe enclosure offers the same features and benefits of our standard pillar in a format designed for surface mount bolt-down installation.

FOX pillars are used by water companies throughout the UK. A quality and cost effective solution frequently specified for new build and upgrade applications.

### Key Features

- Surface mount bolt-down or back-to-wall installation. Bolt down through integral base flange or rear of enclosure.
- Quality GRP construction with UV stable gel coat finish
- Generous access door
- Quarter turn latch fitted as standard, will accept standard padlock for security (padlock not supplied). Other latch options available on request.
- 1/2" or 3/4" hose union tap fitted with in-line double check valve and insulated MDPE plumbing to suit
- Installed height 1.1m (to match standard FOX Pillar when installed part buried)
- Readily configured to customer requirements, isolation valve, drain valve, multi-tap etc.



1/2" or 3/4" hose union tap fitted as standard with in-line double check valve and insulated MDPE pipe work to suit.

# FOX S Pillar

## Standpipe Enclosure, Surface Mount

### Detailed Description:

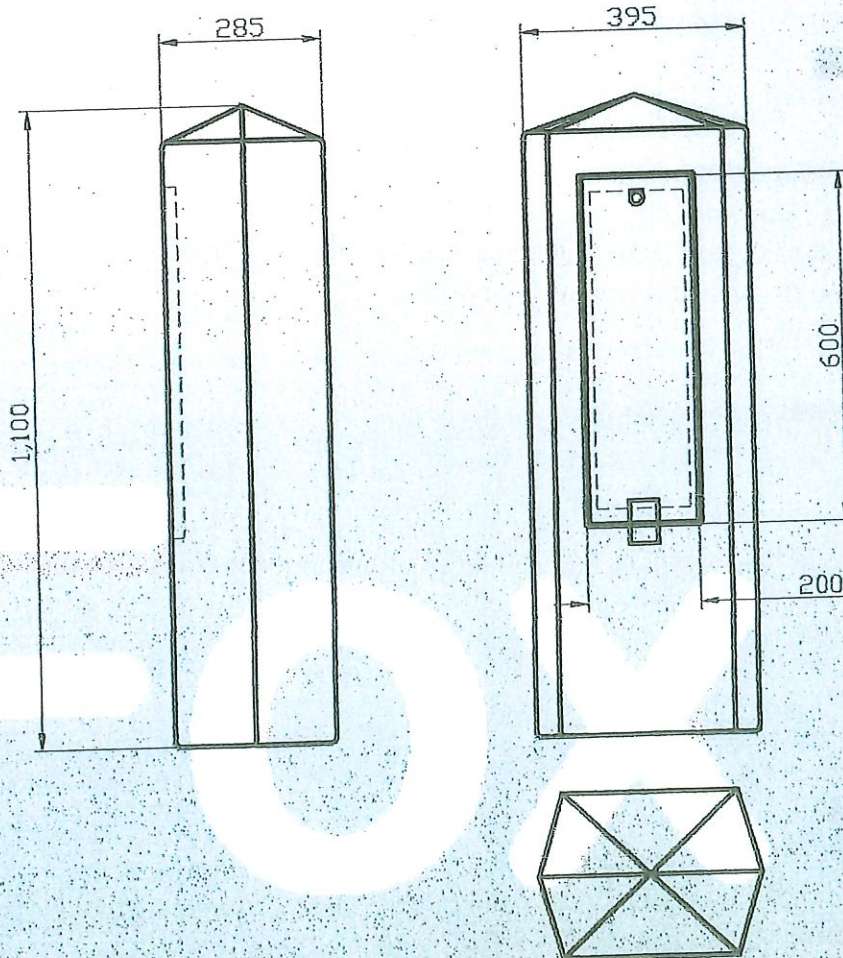
FOX S pillar surface mount standpipe enclosure. FRP construction using Lloyds approved materials and finished with UV stable Olive Green gel-coat. Side hinge access door fitted with 1/4 turn latch to accept padlock (not supplied), side hinging available as option. Fitted with BS1010 DZR 1/2" or 3/4" hose union bib tap, insulated MDPE pipe work to suit with in-line double check valve. Isolation valve can be fitted as option. Specification readily adapted to customer requirements.

*The installer is responsible for ensuring the suitability of the specification for the application.*

Standard parts, alternative configuration on request:

Part No.	Description
FS001	FOX S Pillar, Single piece FRP body with Olive Green gel-coat finish, side hinged access door with 1/4 latch to accept padlock (not supplied), Housing Only
FS050	As above with 1/2" hose union tap, in-line double check valve, insulated 20mm MDPE pipe work
FS075	As above with 3/4" hose union tap, in-line double check valve, insulated 25mm MDPE pipe work

### Dimensions:



dimensions in mm

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foxstandpipes is a trading name of Kaveri Laminates Ltd, registered in England & Wales, Company Number: 06809979

## Anne Willett

---

**From:** Steve Daniels <steve@danielsplumbers.co.uk>  
**Sent:** 27 September 2022 19:51  
**To:** Anne Willett  
**Subject:** Estimate 3831

Good evening Anne,

Hope you are well?

Thank you for the opportunity to tender for this contract, please see as follows.

### EST-3831

Location: Town green garden.

Dig out hole ready for new stainless steel standpipe.  
Supply and install new stainless steel standpipe.  
Supply and install quick setting concrete around stainless steel standpipe.  
Make good to soil around new stainless steel standpipe.  
Leave all areas clean and tidy.

The cost of this work comes to £1,162.88+VAT

Location: Town green garden.

Dig out hole for new custom wooden standpipe.  
Supply and install new custom wooden standpipe.  
Supply and install quick setting concrete around custom wooden standpipe.  
Make good to soil around new custom wooden standpipe.  
Leave all areas clean and tidy.

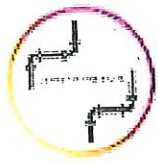
The cost of this work comes to £842.89+VAT

Valid for 30 days

I hope that this meets with your approval but, should you have any questions then please do not hesitate to contact me.

Best wishes

*Steve Daniels*  
*Daniels Plumbers Ltd*  
*3 Wymondham Road*  
*East Carleton*  
*Norfolk*  
*NR14 8HY*  
*01508 570552*



danielsplumbersltd

...





danielsplumbersltd

...



13a)

Email correspondence regarding Christmas Lights

Hi

Could someone explain to me that considering we are in a so call energy crisis that Christmas lights are going up and most of them are not energy efficient.

And the cost, wouldn't it be better spent on services what people need not something what 90% of the residents will not even see as no one comes into town in after 4.00

XXXXXXXXXX

Attleborough resident

13b)

**Subject: Street Lighting near Grosvenor park**

Dear Sir/madam,

Would it be possible to put in a request for added street lighting to be considered along London Road, leading up to Grosvenor Park and up to the first entrance of the estate from the direction of the town.

Also, possibly within the garden/park area of the entrance to Grosvenor Park.

It is incredibly dark if you were to walk home from town along this route. As a woman I feel unsafe on this stretch home and even my partner who walks this route often after being in town, often comments on how dark and unsettling it feels waking this stretch by himself.

Your consideration for this request would be greatly appreciated.

Kind regards

XXXXXXX