



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

## 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 ratified 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.