



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the Annual meeting of the Attleborough Town Council
Held on Thursday, 18th May 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr E Tyrer - presiding

Cllr D Lane	Cllr S Taylor	Cllr V Dale	Cllr S Mackinnon	
Cllr T Taylor	Cllr D De Souza	Cllr J Taylor	Cllr P Leslie	Cllr J Ellis
Cllr R Bond	Cllr P Wenham	Cllr A Westby	Cllr S Fraser	Cllr T Ashby

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Public x 13

001.23) Welcome – Cllr Leslie welcomed everyone and thanked Cllrs, members of the public, community groups and everyone who had contributed to the success over the last few years during his term as Mayor. Cllr Leslie also congratulated newly elected and re-elected members as well as elected Dist. Cllrs.

002.23) Election of Chairman/Town Mayor for the municipal year 2023-2024

On the motion of Cllr Wenham, seconded by Cllr Ellis, it was **RESOLVED** to elect Cllr Tyrer as Chairman/Town Mayor to Attleborough Town Council for the municipal year 2023-2024
Cllr Tyrer took his seat as Chairman/Town Mayor and thanked Cllr Leslie for steering the ship over the last few years.

003.23) Election of Deputy Chairman/Deputy Mayor for the municipal year 2023-2024

On the motion Cllr Ellis, seconded by Cllr Leslie, it was **RESOLVED** to elect Cllr T Taylor as Deputy Chairman/Deputy Mayor to Attleborough Town Council for the municipal year 2023-2024
Cllr Tyrer congratulated Cllr T Taylor and thanked Cllr Bond for all his hard work as Deputy Mayor during the past year.

004.23) Apologies for absence – None received

005.23) Declarations of Interest

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

Cllr S Taylor – Item 14 Cllr T Taylor – Item 14

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

Cllr S Taylor – Item 10e

006.23) Public Participation –

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

007.23) Minutes of the Town Council meeting held on 3rd April 2023

On the motion of Cllr Mackinnon, seconded by Cllr De Souza, it was

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 3rd April 2023.

ACTION: TOWN CLERK

008.23) Planning Matters

a) Planning Applications –

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

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

Cllr Taylor abstained

b) Planning Applications (Not due yet)

3PL/2023/0435/LB – ATTLEBOROUGH: Corner Farm West Carr Road – Installation of 20 x solar panels to the roof of the existing garage extension – No comments

3PL/2023/0434/HOU- ATTLEBOROUGH: Corner Farm West Carr Road - Installation of 20 x solar panels to the roof of the existing garage extension – No comments

3PL/2023/0485/F – ATTLEBOROUGH: Plot 4, West Carr Road – Redesign of existing plot into 4-bedroom dwelling and change of use of land to rear to garden land. – Noted outside boundary settlement.

ACTION: TOWN CLERK

009.23) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 15 May 2023

Total £30,024.97

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated May 2023

Total £29,206.62

c) To receive Income –

On the motion of Cllr Leslie, seconded by Cllr De Souza, it was

RESOLVED to approve and accept the income list for April 2023

Total £377,010.42

d) Petty cash – Noted for information

e) Income & Expenditure March 2023 – Noted for information

f) Asset Register –

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

RESOLVED – to accept and approve the asset register

g) Insurance schedule –

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

RESOLVED – to accept and approve insurance schedule

h) Subscriptions –

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

RESOLVED – to accept and approve subscriptions

ACTION: TOWN CLERK

010.23) Correspondence

a) Request for extra play equipment –

It was discussed there is S106 money available but important to open up to wider community and consultation. Inform resident Council are looking into this and a further response will be made in due course.

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

RESOLVED – Town Clerk to put information together to bring to Full Council for members to assess then open up to wider community and go to consultation.

b) Residents' concerns Decoy Common –

It was decided to defer to Full Council for further discussion on how to take Decoy , Common further.

c) First Bus Service 13c to Wymondham College ceasing from 14th May –

Members discussed the importance of safe guarding children and the need to make representation to First Bus.

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

RESOLVED – for the Town Clerk to write to Wymondham College to engage their support and First Bus to make them aware of our concerns taking members comments into consideration.

d) Grant application from Boxing Club –

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

RESOLVED – to accept grant application from Boxing Club

Cllr S Taylor left meeting

e) Grant application from Attleborough Fire Station –

On the motion of Cllr T Taylor, seconded by Cllr Wenham, it was

RESOLVED - to accept grant application from Attleborough Fire Station

ACTION: TOWN CLERK

Cllr S Taylor returned to meeting

011.23) Committee Terms of Reference for the municipal year 2023-2024

To review the following terms of reference for consideration and approval:

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review
- e) Illumination Committee (recommendation for dissolution)
- f) Jubilee Woodland Committee

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

RESOLVED – to accept the Committee Terms of Reference for the above on block with the amendment to f) Jubilee Woodland to have at least 5 members and amendment for e) Illumination Committee to be dissolved.

ACTION: TOWN CLERK

012.23) Committee Members for the municipal year 2023-2024

The following Councillors elected to become members of the following Committees:

- a) Environment - Cllrs J Taylor, Leslie, T Taylor, De Souza, Bond, Wenham, S Taylor, Ellis
- b) Events & Communications-

On the motion of Cllr T Taylor, seconded by Cllr S Taylor, it was

RESOLVED - to defer to next meeting

- c) Standing Order Review - Cllrs T Taylor, S Taylor, Westby, Leslie, Tyrer
- d) Jubilee Woodland Committee

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

RESOLVED – to include in Cllr Tyrers' discussion to engage as a working group

e) Illumination Committee - Dissolved

f) Personnel Committee (2023-2027)

There was a discussion around the impartiality of prospective Personnel Committee members. Cllr Tyrer saw a division of views and would discuss with Breckland for clarification on conflict of interest. In the interim period the existing Chair of Personnel remained. Cllr Bond stated as a member of previous Personnel Committee he had seen nothing but professionalism and would like that noted. Cllr Tyrer stated item f) would be revisited at the next full Council meeting.

On the motion of Cllr T Taylor, seconded by Cllr De Souza, it was

RESOLVED – to appoint Cllrs to Environment and Standing Order Review Committees, dissolve Illumination Committee and defer Personnel Committee and Jubilee Woodland Committee to next meeting.

ACTION: TOWN CLERK

013.23) Meeting Schedule for Ordinary Meetings for the municipal year 2023—2024 –

On the motion of Cllr De Souza, seconded by Cllr T Taylor, it was

RESOLVED – to accept Schedule for Ordinary Meetings for municipal year 2034-2024 but remove dates for Events Committee.

ACTION: TOWN CLERK

014.23) Representatives on outside bodies Municipal Year 2023-2024

- Attleborough Health, Care and Well Being Trust – Cllr R Bond
- Attleborough Charities – Cllr V Dale
- Attleborough Heritage Group – Dismissed last year
- Banham Poultry – Cllr Dale and Dist. Cllr Ashby
- BDC Gypsy and Travellers Strategy- Dismissed last year
- Community Emergency Coordinator – Dismissed last year
- Connaught Hall – Dismissed last year
- East Harling Internal Drainage Board – Cllr Westby
- Snetterton Circuit Liaison Group – Dismissed last year
- SNAP Police Liaison – Cllr De Souza and Cllr T Taylor
- Press & Media – Dismissed last year
- Town Archives - Dismissed last year
- Football Club – Dismissed last year

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

RESOLVED – to accept on block the nominated Cllrs above as representatives on outside bodies for the municipal year 2023-2024

ACTION: TOWN CLERK

015.23) Annual Review of Documents

- Standing Orders
- Annual Review of Effectiveness of Internal Controls
- Financial Regulations & Procurement Policy
- Financial Risk Assessment
- Member Officer Protocol
- Code of Conduct
- Meetings Protocol
- Virtual Meetings Policy & Guidance
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Equality Policy
- Freedom of Information Act 2000 – Policy & Procedure

- Grants Awards Policy (noted as S137 payments)
- Lost/Found Child Policy
- The Flying of Model Planes & Drones on Council Land Policy
- Communication & Media Policy
- Smoke Free Policy
- Whistleblowing Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal
- Co-Option Procedure

It was suggested a roaming review with dates would be helpful

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

RESOLVED – to accept the above on block with two amendments. First amendment to **Health & Safety Policy 2.1** ‘change Attenborough to Attleborough’ **2.2** ‘Remove Cllr Leslie as Mayor and replace with Cllr Tyrer’. Second amendment to **Financial Regulations** ‘add a review date’

ACTION: TOWN CLERK

016.23) Grosvenor Park Tennis Court – Repeated Vandalism

There was a discussion on how best to deal with the problem

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

RESOLVED – to report all vandalism to Police and raise at next SNAP meeting, speak to other Councils that have a similar facility for any advice, enquire from former Councillor if there are any organisations that run a summer school to get young people involved and Investigate an anti-vandal net to enable court to be left open. Raise vandalism on Social Media to make people aware.

ACTION: TOWN CLERK

017.23) Gold Standard Bus Stop Queens Square -

This had been approved in principal but no decision had been made on design. A discussion took place about bringing an efficient bus service to Attleborough and it was decided to invite Norfolk County Council back again for another presentation and have an informative discussion before making a decision.

ACTION: TOWN CLERK

018.23) Public Participation (10 Minutes) –

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

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

020.23) Items for next Agenda due to the length of this meeting

- Play Area Proposals
- Removal of Cemetery Spoil
- Website Trial
- Refurbishment to Town Hall
- Revise budget for Grants and budget as a whole
- Cllr Tyrer to discuss Working Groups that report back to ATC meetings

Meeting closed 9.25pm

Public Participation 1st Session

- Recognition was given by a former Councillor to outgoing Council and what had been achieved including, Wheel Park, London Road Play Area, Decoy Common. A huge amount had been done over past two years, Michelle Town Clerk and Cllr Leslie were mentioned for their hard work and part in this.
- Resident reported at the wheel park parts of concrete breaking up especially where it is joined
- Town Clerk confirmed the contractors would be called out to inspect.
- Resident commented more needed to be done for children, more Youth Clubs needed and much more provision for children
- Town Clerk confirmed a Youth Club was scheduled to start in the Town Hall during July. Cllrs are aware there needs to be more provided for the youth and are working hard to improve the situation
- It was reported the grass at Gaymers needed cutting
- The Clerk informed members the grounds staff had to prioritise making access onto Gaymers more secure as there were reports of ponies and traps being raced there which was causing significant problems.
- A resident had asked what they can do if living next door to a house with an overgrown garden? Would 'Bloomers' be able to help? Or Breckland Council
- Depends who property belongs to.

Public Participation 2nd Session

- Resident asked when Gaymers grass would be cut
- Not until Monday
- How are horse & traps getting into Gaymers
- Obtaining access down far end
- Is there a possibility of Grosvenor Park residents forming a working group and helping with tennis court?
- We will look at issues and try to find a solution.
- It was queried if there was a time scale on bus stop? And would Live streaming return
- Town Clerk would enquire regarding bus stop. BT in process of installing a dedicated internet connection direct to Town Hall.