



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday, 3rd April 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr P Leslie - presiding

Cllr D Lane	Cllr A Smith	Cllr V Dale	Cllr S Mackinnon	
Cllr T Taylor	Cllr D De Souza	Cllr K Montague	Cllr E Tyrer	Cllr J Ellis
Cllr R Bond	Cllr P Wenham	Cllr A Westby	Cllr A Busk	

In attendance – Michelle Barron – Town Clerk
In attendance – Anne Willett – Clerks Assistant (minute taker)
Dist. Cllr Martin, Dist. Cllr Ashby
Public x 9

194.22) Mayors Welcome – Cllr Leslie opened the meeting stating another year was almost over and it was good to see so many of you here.

195.22) Apologies for absence – None received

196.22) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

197.22) Public Participation –

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

198.22) Minutes of the Town Council meeting held on 6th March 2023

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 6th March 2023.

199.22) Planning Matters

a) Planning Applications –

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

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

Cllrs Dale & Taylor abstained

b) Planning Applications (Not due yet)

3PL/2023/0277/HOU – ATTLEBOROUGH: Greenacres, 108 Besthorpe Road – Proposed single storey rear extension - No objections

3PL/2023/0285/HOU - ATTLEBOROUGH: 51 Hargham Road – Single storey front extension including changing the small adjoining flat roof to pitched – No objections.

3PL/2023/0229/HOU – ATTLEBOROUGH: 54 New Road – Installation of one external flue to allow the fitting of one woodburner in the sitting room – No objections.

3PL/2023/0196/F – ATTLEBOROUGH: Queens House Queens Square (Church Street) - Conversion of existing office building to two hot food takeaway shops (suigeneris) at ground floor and 4 no 1-bedroom residential flats and new external stairs to serve the flats – Noted a concern from local resident – No objections.

3PL/2023/0278/D – ATTLEBOROUGH: Sustainable Urban Extension Land South of Attleborough - Reserved Matters application relating to Sub-Phase 1a (Infrastructure) of the consented Attleborough Sustainable Urban Extension, seeking approval of details regarding the northern roundabout junction with Buckenham Road, the High Street and the section of the Link Road connecting the High Street to the western boundary of Phase 1, a new junction on Buckenham Road to the south of Slough Lane, a southern attenuation basin, foul sewer to the proposed Sewage Pumping Station (to be in the southwestern corner of the SUE), temporary site works compound and details relating to layout, scale, appearance and landscaping following outline permission 3PL/2017/0996/O (as amended by 3PL/2021/1668/VAR). Information has also been submitted pursuant to the discharge of Conditions 6, 7, 10, 13, 14, 15, 16, 20, 23, 24, 27, 31, 38, 42 & 43 of the outline consent - No objections.

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

RESOLVED - to accept and approve the above comments.

Cllrs Dale & Taylor abstained

ACTION: TOWN CLERK

200.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 3 April 2023

Total £8,989.00

b) To agree direct debits –

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

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

Total £26,372.60

c) To receive Income –

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

RESOLVED to approve and accept the income list for March 2023

Total £3,264.50

d) Petty cash – Noted for information

e) Income & Expenditure February 2023 – Noted for information

ACTION: TOWN CLERK

201.22 Public Statements of Support for and Achievements of Attleborough Town Council

a) **Press release** - Cancelled due to Purdah, may revisit later this month

b) **Letter to chair of Breckland Council and Others** – Cancelled due to Purdah, may revisit later this month

202.22) Financial Regulations & Procurement Policy –

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

RESOLVED – to accept and approve Financial Regulations & Procurement Policy

ACTION: TOWN CLERK

203.22) Grants Award Policy –

On the motion of Cllr Lane, seconded by Cllr Westby, it was **RESOLVED** – to accept and approve Grants Award Policy with the following amendments remove “ or associate” replace “ Cheque “ with “Bacs” where necessary.

204.22) Councillors Reports –

- Dist. Cllr Martin stated he only had two meetings left before the end of his era which was 40 years and had remained on the back bench throughout. Cllr Leslie thanked Dist. Cllr Martin for all his hard work.
- Cllr Taylor stated it had been an honour to work alongside Dist. Cllr Martin. Dist. Cllr Surgery had taken place where a parking issue had been raised and Scouts lease.
- Cllr Lane during an Events Committee meeting had discussed the predicament concerning the Youth Club having to look for new premises and was pleased to report they would be offering them a home here at the Town Hall and the Youth could be offered support in our Town.

205.22) Town Hall Refurbishment – Deferred to AGM

On the motion of Cllr Leslie, seconded by Cllr Taylor, it was **RESOLVED** to suspend Standing Orders to receive representation from members of the public for next agenda item.

206.22) Attleborough Retailers Group –

Lesley Harper gave a presentation regarding Attleborough Retailers Group. Lesley had recently met with a group of shopkeepers and businesses to discuss ways to improve the footfall in Attleborough. The small Steering group that had been set up decided to hold an Easter Raffle and Coronation Word Trail, most of the shops in Town were visited and had been amazingly supportive, donating over 40 prizes with the number still growing, raffle would be drawn Sunday 16th April. Most businesses and shops had agreed to take part in Coronation Word Trail and Lesley asked if ATC could print forms and posters for this. There were already people helping with advertising and promotion and it was hoped ATC could help with this in the future. A You Tube link had been set up for businesses. Future meetings to be held at London Tavern had been arranged for the Steering Group on 25th April, 23rd May 2023, with a full meeting on 27th June 2023 and from July 2023, regular steering meetings would be held. All members were very supportive and Cllr Leslie thanked Lesley for all the hard work she had carried out for the Community.

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was **RESOLVED** – to promote on Social Media and do a limited amount of printing.
Cllr Taylor abstained

207.22) Correspondence

a) Request for disabled parking bay –

On the motion of Cllr Bond, seconded by Cllr Tyrer, it was **RESOLVED** – it was agreed by Council the correspondence received should be forwarded to Norfolk County Council Highways.

b) Request from Pride Homecare to extend their annual event to Recreation Ground –

On the motion of Cllr Mackinnon, seconded by Cllr Taylor, it was **RESOLVED** – to accept and approve the request, to include risk assessments, insurance and the proviso toilets are provided.

c) Request from Fun Fest Team to use Gaymers Field 3rd September 2023 for Dog Show –

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

RESOLVED - to accept and approve the request to use Gaymers. Also, to add Floodlights to the next Environment meeting.

d) Request from Fun Fest Team for use of Recreation Ground for Firework Display 5th November 2023 and for a donation towards the cost –

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

RESOLVED - to accept and approve the use of Recreation Ground for Firework Display and provide Fun Fest Team with revised Grants Policy for donation application

ACTION: TOWN CLERK

208.22) Public Participation (10 Minutes) –

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

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

210.22) Exclusion of Press & Public

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

RESOLVED - to exclude the press and public from the meeting given the sensitive nature of the Business to be discussed.

211.22) Queens Square Bus Stop –

After a brief discussion

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

RESOLVED – as far as Attleborough TC are concerned there are greater and more pressing needs required by Attleborough. Town Clerk to chase S106 monies

Meeting closed 8.30pm

Public Participation 1st Session

- A representative from Dodds Road Stores informed members they were trying to apply for street furniture to be situated at London and Hargham roads, to advertise the fact the Post Office is located at Dodds Road.
- An indicative vote from Cllrs showed support and a request would be made to Norfolk County Council Highways from the Town Clerk.
- Tony Perkins representing Fun Fest Team gave more information regarding two items on the agenda, the Dog Show and Firework display. Gaymers field would benefit from water and electric facilities for future events that could be held there. Last years Fireworks was a huge success with £3000 donated from ATC and we would like to ask this year for some help towards funding.
- Town Clerk suggested sending the Fun Fest Team the revised Grant Award Policy

Public Participation 2nd Session

- A resident requested a large rubbish bin for the lay by along London Road just before Peter Beales Roses and thanked Bloomers for the work they do. Also received advice cards regarding postal votes and when bins emptied received cards advising about small electrical goods.
- Town Clerk would enquire about rubbish bin.
- Cllr Lane passed on thanks from a resident for the work Bloomers do and asked Cllr Wenham what areas they look after.
- We look after Queens Square, the tubs, St Marys and help with Train Station as well, Cllr Taylor added these are tended on a frequent basis but there are no limits to what they do within Town. Queens Square is the only area owned by ATC and the tubs.