



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday 12th June 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr T Taylor - presiding
Cllr S Taylor Cllr V Dale Cllr P Leslie Cllr J Ellis
Cllr D De Souza Cllr J Taylor Cllr S Fraser Cllr T Ashby
Cllr R Bond Cllr A Westby
In attendance – Anne Willett – Clerks Assistant (minute taker)
Chris Criscione, MPC Public x 12

021.23) Welcome – Cllr Taylor Chaired the meeting in Cllr Tyrers' absence and apologised for the slightly late start as Homes England presentation had over ran.

022.23) Apologies for absence –

Cllr Mackinnon
Cllr Lane
Cllr Wenham
Cllr Tyrer
Michelle Barron

023.23) Declarations of Interest

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

Cllr Westby - Item 17d
Cllr S Taylor - Item 17e
Cllr S Frazer - Item 17e

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

Cllr T Taylor - Item 17e

024.23) Homes England Update –

In January approval had been given for structuring plan of where things would go on site. The Section 106 strategy had been submitted and would be how the benefits would be delivered, that range from open space recreation to Broadband and energy efficiency. Also submitted the first reserved matters update, a detailed application for the first piece of infrastructure, for early delivery of the first part of the link road being determined in June. There are plans for further engagement with the public as well as key stakeholder groups.

025.23) Public Participation –

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

026.23) Minutes of the Town Council meeting held on 18th May 2023

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 18th May 2023.

ACTION: TOWN CLERK

027.23) Planning Matters

a) Planning Applications –

On the motion of Cllr Leslie, seconded by Cllr Westby, 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/2023/0464/F – ATTLEBOROUGH: Scout Hut, Station Road – Demolition of existing single storey Building, construction of new single storey building and associated works-

No objection

Cllr Taylor abstained

ACTION: TOWN CLERK

028.23) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated June 2023

Total £42,289.75

b) To agree direct debits –

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

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

Total £26,681.08

c) To receive Income –

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

RESOLVED to approve and accept the income list for May 2023

Total £6,020.10

d) Petty cash – Noted for information

e) Income & Expenditure April 2023 – Noted for information

f) Annual review of Insurance schedule -

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

RESOLVED – to accept Annual review of Insurance schedule 3 Year Term £8,897.58

ACTION: TOWN CLERK

029.23) Conclusion of Financial Year 2022-23

a) Internal Audit Report for the year ended 31 March 2023 –

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

RESOLVED – to accept and approve Internal Audit Report for the year ended 31 March 2023

b) End of year financial reports 31 March 2023 –

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

RESOLVED – to accept and approve End of year financial reports 31 March 2023

c) Completion of Annual Return 31 March 2023 –

- Section 1 – Annual Governance Statement for Attleborough Town Council
- Section 2 – Accounting Statements for Attleborough Town Council

On the motion of Cllr J Taylor, seconded by Cllr Leslie, it was
RESOLVED - to accept and approve Section 1 – Annual Governance Statement for
Attleborough Town Council and Section 2 – Accounting Statements for Attleborough
Town Council

ACTION: TOWN CLERK

030.23) Revision of Grants and Budget –

On the motion of Cllr Ashby, Cllr Dale, it was

RESOLVED - to defer Revision of Grants & Budget to an EGM to be held on Monday 19th June
and to include Grant applications.

ACTION: TOWN CLERK

031.23 Removal of cemetery spoil and creation of community composting. –

On the motion of Cllr Leslie, Cllr S Taylor, it was

RESOLVED - to give permission for the Clerk to organise dispersion or removal of the soil as is
most cost effective and mound new graves at a higher level. Also contact other authorities
for advice.

ACTION: TOWN CLERK

032.23) New Website –

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

RESOLVED – defer until we have an understood proposal in front of us.

033.23) Play Area Proposals –

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

RESOLVED – defer to next ATC meeting to give members more time to consider.

034.23) Refurbishment of Town Hall –

After a brief discussion it was decided as a listed building to consult first with a conversation
officer regarding putting a door from kitchen into Committee room. Cllr Ashby requested a
cost benefit analysis for refurbishment.

035.23) Grants Requests –

- a) Attleborough Scouts
- b) Attcare
- c) Attleborough Funfest

This item deferred to EGM being held on Monday 19th June 2023

036.23) Councillors Reports - None

037.23) Correspondence

a) New housing development on West Carr Road –

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

RESOLVED – to write to NCC Highways to support a review of the safety

b) Norfolk Day 27th July Queens Square –

Cllr T Taylor & Cllr S Taylor abstained

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

RESOLVED – to suspend Standing Orders for member of public to speak

Lesley Harper gave a brief outline of Norfolk Day. The benefit was highlighted of it being held on market day and also to maybe make use of Town Square and help to promote the Town.

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

RESOLVED – to approve the use of Queens Square on 27th July 2023 for Norfolk Day

c) Dog walk fencing at London Road –

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

RESOLVED – to obtain 3 quotes to supply and fix a length of 6ft chain link fence on our land and obtain 3 quotes to supply only.

d) Request to use Queens Square 27th June & 12th September 2023 –

Motion 1 - Cllr Ashby, seconded by Cllr Leslie, to accept request but make a hire charge – 5 votes

Motion 2 - Cllr S Taylor, seconded by Cllr Ellis, to accept request and not to charge – 4 votes

Motion 1 carries

RESOLVED – to accept request and charge for the hire of Queens Square
Cllr Westby & Cllr T Taylor abstained

Cllrs S Taylor, T Taylor & S Fraser leave the meeting

e) Request for Councils permission from Attleborough Bloomers to seek sponsorship for tubs & planters –

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

RESOLVED – for Cllr Leslie to take the Chair for Item 17e

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

RESOLVED – to approve Attleborough Bloomers seeking sponsorship for tubs planters

Cllrs S Taylor, T Taylor & S Fraser return to the meeting

ACTION: TOWN CLERK

038.23) Committee membership - Personnel members for the term 2023 – 2027

Cllr Taylor informed members that in Cllr Tyrers absence he had made a suggestion for Cllrs Ashby, Westby and Bond to be appointed. Cllr Dale asked if Breckland had been contacted, Cllr Taylor on Cllr Tyrers request had contacted Rory Ringer and was informed ATC can appoint members but members should be mindful of public perception. Cllr Dale stated she would like to put herself forward and that she felt her integrity had been questioned noted in the minutes.

Cllr De Souza, seconded by Cllr Ellis, proposed Cllr Ashby – 6 votes

Cllr Ashby, seconded by Cllr De Souza, proposed Cllr Bond – 7 votes

Cllr Leslie, seconded by Cllr Bond, proposed Cllr Dale – 4 votes

Cllr Ashby, seconded by Cllr De Souza, proposed Cllr Westby – 9 votes

RESOLVED – to appoint Cllrs Ashby, Westby and Bond to Personnel Committee

Cllr S Taylor abstained.

ACTION: TOWN CLERK

039.23) Public Participation (10 Minutes) –

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

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

Meeting closed 8.35pm

Public Participation 1st Session

- Resident asked what was the first part of the link road and how many other sections would there be?
- On Buckenham Road a new roundabout will be created taking you to new development, Homes England only responsible for part one.
- Tony Perkins stated Fun Fest Team had been successful with their events and would like to ask the Council to look favourable on their Grant Application.
- Cllr Taylor confirmed she had attended fashion show and it was fantastic.
- Resident queried AttCare seeking grant application but accounts don't reflect money ring fenced from Judicial Review
- Cllr Taylor had only just received payment transfer details. Money would help towards their running costs for next calendar year. Grant application request was for something different.

Public Participation 2nd Session

- Resident queried information in Town Guide not current
- An email had been sent to producers with updated information and a copy would be forwarded to resident for their information.
- Resident queried why council meeting had been cancelled
- Chairman postponed as Town Clerk on leave
- Resident asked how and when the council are consulting regarding 20 Minute Town
- At present that information not to hand but will discuss with Chair
- Resident queried what will happen to old bus stop shelter after new bus stop installed
- This would be picked up with a second briefing with NCC still to be arranged
- AttCare portacabin queried at Station Road surgery
- A planning application being made for a portacabin on land owned by Doctors surgery to provide extra capacity