



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday 7th August 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr E Tyrer - presiding

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

In attendance – Michelle Barron – Town Clerk

In attendance – Anne Willett – Clerks Assistant (minute taker)

Andrew Holdsworth, Assistant Director for Economy & Growth,

Megan Free, Attleborough Partnerships & Project Manager, Public x 15

056.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and apologised for the slightly late start due to previous meeting had over run.

057.23) Apologies for absence –

Cllr J Ellis

Cllr D De Souza

058.23) Declarations of Interest

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

Cllr T Taylor – Item 8a & Item 13c

Cllr S Taylor – Item 8a & Item 13c

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

Cllr T Taylor – Item 8a & Item 13c

Cllr S Taylor – Item 8a & Item 13c

059.23) Attleborough Partnership & Project Manager

Andrew Holdsworth gave a quick recap main aim to get public sector working better in Attleborough bringing resources and projects together. Thetford a role model had worked well. Recruitment resulted in bringing Megan on board. The intention for first few weeks is for Megan to get to know everybody, so I'll let Megan say a few words. Megan explained she would be trying to get some understanding around potential projects in Attleborough. Coming from Attleborough herself and had lived there for over 19 years so it would be a very personal role to her. Some of the potential priorities would include CIC Community Interest Company, delivery of the Link Road particularly impacting on traffic congestion and improvement of healthcare provision.

060.23) Public Participation –

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

061.23) Minutes of the Town Council meeting held on 3rd July 2023

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

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

061.23a) Minutes of the ATC Extraordinary Council meeting held on 19th June 2023 –

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

RESOLVED – to accept and approve the minutes of the ATC Extraordinary Council meeting held on 19th June 2023.

061.23b) Minutes of the ATC Extraordinary meeting held on 25th July 2023 6pm –

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

RESOLVED – to accept and approve the minutes of the ATC Extraordinary Council meeting held on 25th July 2023 6pm. Cllr Dale abstained

061.23c) Minutes of the ATC Extraordinary meeting held on 25th July 2023 6.30pm –

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

RESOLVED – to accept and approve the minutes of the ATC Extraordinary Council meeting held on 25th July 2023 6.30pm. Cllr Dale abstained

ACTION: TOWN CLERK

062.23) Planning Matters

a) Planning Applications (Applications agreed and responses made) –

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

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

Cllr T Taylor and Cllr S Taylor abstained

b) Planning Applications (Not due yet) –

3PL/2023/0723/A – ATTLEBOROUGH: Abbeygate Cars Exchange Street – 1no. internally illuminated fascia sign & 1no. 4.5m free standing internally illuminated pylon sign- No comments.

3PL/2023/0719/F – ATTLEBOROUGH: West Carr Road (plot 5) – Change of use from farmland & erection of 3-bedroom modern bungalow with a garage & outside storage & large rear garden – Cllr Lane voiced her concerns from a personal perspective.

3PL/2023/0730/HOU – ATTLEBOROUGH: 45 Chapel Road – Demolish conservatory, new 2 storey rear extension & alterations - Cllr Lane mindful of replacing one storey building with a two-storey building.

3PL/2023/0709/LU – ATTLEBOROUGH: 8 Nuthatch Way – Proposed Rear extension at 6m wide 4m deep within the L shaped house design – No comments

3PL/2023/0685/HOU – ATTLEBOROUGH: Corner Farm West Carr Road – Installation of No30 ground mounted array 415w PV panels. 5kw batteries to store excess energy sited & installed in the garage roof space – No comments.

3PL/2023/0699/F- ATTLEBOROUGH: West Carr Industrial Units West Carr Road - Use of land for temporary siting of static caravan for 2 years for combined overnight security of West Carr Industrial Units site incorporating residential use (Retrospective) - Cllrs requested more information needed

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

RESOLVED – approve the above comments for planning responses

Cllrs T Taylor & S Taylor abstained

ACTION: TOWN CLERK

Cllr S Taylor highlighted other Councils are more robust with planning comments and there is a need to make better representation. Cllr Tyrer and Cllr Lane suggested for September meeting agenda item to form a separate Planning Committee.

063.23) Financial Matters

a) To authorise payments –

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

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

Total £7,651.06

Cllrs T Taylor & S Taylor abstained

b) To agree direct debits –

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

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

Total £24,326.41

c) To receive Income –

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

RESOLVED to approve and accept the income list for July 2023

Total £17,575.12

Cllr Lane queried the football club charging £3 to park cars at Gaymers for their football tournament. Town Clerk had not been informed but would investigate.

d) Petty cash – Noted for information

e) Income & Expenditure June 2023 – Noted for information

ACTION: TOWN CLERK

064.23) Review IT Structure/Systems –

a) Software

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

RESOLVED – to contact third party companies to enquire we are getting value for money

b) Hardware

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

RESOLVED – to contact third party companies to enquire we are getting value for money

ACTION: TOWN CLERK/PL

065.23 Play Area Proposals –

Town Clerk gave a brief outline on different play equipment which included accessible and sensory equipment, some play areas have no accessible equipment. Also discussed was the urgency to complete the play area proposals., installing a zip wire, maintaining existing equipment and revisit ANP Master Plans, arranging site visits and advertise on ATC website.

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

RESOLVED – to look at ANP Masterplans, carry out site visits with information to hand, complete a list and bring back to Full Council

ACTION: TOWN CLERK/CLLRS

066.23)Carvers Lane Attleborough - POS Adoption –

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

RESOLVED -. Look at S106 agreement who is responsible for parcel of land 3PL/2022/0812/VAR get details and bring back to ATC for resolution.

ACTION: TOWN CLERK

067.23)Councillors Reports –

- Cllr T Taylor gave an Environment Committee update – Cllr Bond had been nominated representative on the Church Yard Project. Project plan being prepared for planting at Decoy and Gaymers, had further conversation about re-enforcing A11 boundaries for safety reasons at Decoy. MUGA lighting being explored but would need to consult

with Environment Agency and residents. Would support Cllr S Taylor comments this Council needs to be more involved in planning consultations. Attended an NCC Civic Reception and % Market Town meeting which included car parking consultation and car parking strategy.

- Cllr S Taylor had along with Cllr Ashby had meetings with Megan Free who had impressed them. Also met with Homes England and hopefully the Link Road will be top priority and is a necessity and would like ATC to push for it. Also attended NCC Civic Reception with Cllr T Taylor. Dist. Cllrs Surgery last Saturday had been well attended main concerns were Link Road and shared partnership improvements to Leisure facility.
- Cllr Lane enquired if Environment has its own budget, could that be clarified. Also asked if Cllr Surgeries were open to every member of Community, Cllr S Taylor confirmed opened to everyone.
- Cllr Ashby confirmed the planning application for Single-storey extension to existing Sports Hall and refurbishment works to the existing hall etc. Attleborough Sports Hall Queens Square had been approved.

068.23) Correspondence

a) Road markings in Attleborough Town Centre –

On the motion of Cllr Tyrer, seconded by Cllr T Taylor, it was
RESOLVED – forward to NCC highways as a Town Council we would like authority to inspect & review.

b) Car Parked in Approach Road -

On the motion of Cllr Tyrer, seconded by Cllr Mackinnon, it was
RESOLVED – to seek legal advice.

Cllr T Taylor & Cllr S Taylor leave meeting

c) Large Grant Request from The Attleborough Christmas Lights –

On the motion of Cllr Lane, seconded by Cllr Ashby, it was
RESOLVED – to approve grant but to request ATC receives recognition in any advertising
Cllr T Taylor & Cllr S Taylor return to meeting

d) Besthorpe A11 Junction –

On the motion of Cllr Tyrer, seconded by Cllr Ashby, it was
RESOLVED – to pass to NCC Highways

e) Resident Concerns regarding removal of Hedge in garden of Remembrance

On the motion of Cllr T Taylor, seconded by Cllr J Taylor, it was
RESOLVED – we continue as planned with replanting of car park boundary hedge and postpone planting of other hedge until consultation has taken place.

f) Request to consider Public Participation be part of any Agenda for EGM Meetings

On the motion of Cllr Dale, seconded by Cllr Lane, it was
RESOLVED – to approve

g) Request for possible funeral ceremony held in Town Hall –

On the motion of Cllr Bond, seconded by Cllr J Taylor, it was
RESOLVED – to make contact to find out more details and what would be involved

h) Car Boot –

On the motion of Cllr Leslie, seconded by Cllr Lane, it was
RESOLVED – to refuse request but to suggest Connaught Hall

i) Gaymers Meadow Horse & Traps - This situation had already been dealt with

j) D-Day 80 Beacons/ June 2024 –

On the motion of Cllr Tyrer, seconded by Cllr Dale, it was
RESOLVED – to explore with RBL and Town Crier

K) Request for Small Grant from St Marys Church Sharing Table –

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

RESOLVED – to accept request

I) Residents Letter regarding Bus Shelter – – Cllr Lane suggests to discuss under Item 16

069.23) Councillor Surgeries

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

RESOLVED - to amalgamate Dist. Cllrs & Cllr Surgeries within the Town Hall

070.23) October Book Sale

Cllr Taylor would like to see the Book Sales continue. Cllr Lane stated the Events Committee had not been dissolved just hadn't been reformed. The book sales had started well raising a lot of money but the last one wasn't supported well by Cllrs.

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

RESOLVED to postpone and add to agenda for September meeting

071.23) Gold Standard Bus Shelter –

Cllr Tyrer stated there had been several debates, an EGM and a resolution had been made.

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

RESOLVED – not to re-visit the Gold Standard Bus Stop a resolution was made.

A vote was taken Against 4 votes, For 8 votes.

A lengthy debate occurred after which the Town Clerk stated the Council have just voted not to re-visit this, it doesn't matter because you are actually all voting for the same thing and I wish you could see it, the indicative design that was voted for that had cover and shelter from both edges that is what we wanted to protect people from the elements. The NCC proposed model fits that same brief so actually what we are all talking about is the same brief so we can respect the vote tonight and be happy.

072.23) Public Participation (10 Minutes) –

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

073.23) Any other items which the Chairman decides are urgent –

Cllr S Taylor requested all Private & Confidential paperwork is no longer emailed but printed on purple paper marked Private & Confidential, handed during meeting and collected back in to avoid and breaches.

Our Town Clerk is leaving us for pastures new and I would like to thank her personally and on behalf of all the Councillors past and present for all her hard work and the professionalism she has brought to the Council and you have done a magnificent job.

Agenda Items next meeting

Planning Committee

Car Parking Strategy

Confidential Paperwork

Update on Leisure Centre

Megan will be attending meetings

Meeting closed 9.40pm

Public Participation 1st Session

- Resident stated he was still waiting an explanation fully of the account
- Town Clerk explained the person who raised it had been contacted but would also provide this information
- It was queried what percentage ATC would be contributing towards employment costs for Attleborough Partnership & Project Manager
- Town Clerk stated a monetary value had been agreed to a maximum of £7,000
- How would this lady help provide the Link Road?
- That would be for wider discussion between Breckland Council and developers
- Who holds S106 funds
- Breckland District and County Councils
- Resident queried £273,000 difference on accounts
- Town Clerk would respond
- Resident queried Hedge Cutting Tender what happened to machinery bought
- No machinery bought this is carried out by contractors

Public Participation 2nd Session

- Resident had gone around Town, there are 18 bus stops, only 2 have shelters. Most have pavement but a few are grassed and need to be paved when shelters put in.
- Cllr Tyrer acknowledged this and stated now we have decided on the design for the new bus stop similar designs should be rolled out around the Town
- Resident asked for Public Participation at the end of meeting rather than beginning
- Can do both
- Can Wi Fi be accessed in the Town Hall chamber
- Wi Fi should be rectified shortly
- Resident queried Councillor Surgery not available when advertised
- This would be looked into
- Resident queried use of Master Plan not being used for new Skate Park and why no announcement had been made about looking for a replacement Clerk
- Will look into this
- Resident queried open space if left as wildflower still needs to be cut and maintained