



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 2nd October 2023 at 7.00pm

This meeting will be held at the Town Hall and streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk) and is opened to the public

Sharon Smyth

26th September 2023

Locum Clerk

AGENDA

To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -

1 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 Declarations of Interest

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

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

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

4 Public Participation (10 Minutes)

5 Minutes of the Town Council meeting held on 4th September 2023 - For acceptance and approval.

a) Minutes of the Extraordinary meeting held on 18th September 2023

6 Planning Matters

a) Planning Applications (Applications agreed and responses made) – for confirmation by members

b) Planning Applications (Not due yet) – for consideration and resolution

3PL/2023/0911/F – ATTLEBOROUGH: Corner Farm West Carr Road – Change of use of land to domestic use for installation of 30 no. ground mounted array sited 415w PV panels. 5kw batteries to store excess energy sited & installed in garage roof space.

3PL/2023/0914/VAR – ATTLEBOROUGH: Cakes Hill Barn Ellingham Road – Variation of Condition No 6 on 3PL/2016/0166/F - Removal of agricultural occupancy condition

3PL/2023/0886/HOU – ATTLEBOROUGH: 3 Speckled Wood Close – Front entrance porch with cloakroom & single storey side lounge extension

3PL/2023/0930/LU – ATTLEBOROUGH: Oaks End, 54A Cyprus Road – Stationing of a log cabin mobile home within residential garden for ancillary use- certificate of lawfulness – proposed use

7 Financial Matters

a) To authorise payments – for acceptance and approval

b) To agree direct debits – for acceptance and approval

c) To receive Income – for acceptance and approval

d) Petty cash – for information

e) Income & Expenditure August 2023 – for information

f) Completion of Audit 2021-22 & External Auditors Report & Reconsider Opt-Out of SAAA Option – for acceptance and approval

- 8 **Planning & Highways Committee** – for consideration and resolution
- a) Terms of Reference
 - b) Elect Committee Members
- 9 **Land at London Road, Attleborough** – for information
- 10 **Attleborough SUE Street Lighting Arrangements** - for consideration and resolution
- 11 **Jubilee Wood Update on Investigation as to the Development of Project** – for information
- 12 **Request from A Little More Kindness** - for consideration and resolution
- 13 **Councillors Reports**
Town, District and County Councillors can give a brief report on relevant information
- 14 **Correspondence** -for consideration and resolution
- a) Norfolk Playing Fields Association -
 - b) Residents Safety Concerns Blackthorn Road
 - c) Building Development on Carvers Lane, Attleborough
 - d) Concerns Regarding Wheel Park
 - e) Former Library Connaught Rd – Registered as an Asset of Community Value ACV
 - f) Requests From ATFC
 - Request regarding Dead Man’s Hut/laying the membrane
 - g) Request to install wooden bench in Attleborough Cemetery
- 15 **Play Areas -Walk-About** – for discussion
- 16 **Play Area Improvement and the associated application for S106 monies Ref: 3PL/2011/0398 £46,694.84**
for consideration and resolution
- 17 **Car Parking Strategy** – for consideration and resolution
- 18 **Carvers Lane, Attleborough POS Adoption** – for consideration and resolution
- 19 **Attleborough Development Partnership** - for consideration and resolution
- a) Agenda
 - b) Terms of Reference
 - c) Appointment of two Councillors for membership
- 20 **St Edmunds Close Sale of Land £10,000** - for consideration and resolution
- 21 **Matters Arising** - for consideration and resolution
- a) ANP Review Action
- 22 **Public Participation (10 Minutes)**
- 23 **Any items which the Chairman decides are urgent**
For discussion only.

Expected Meeting Length is 2 Hours



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council Held on Monday 4th September 2023 at 7.00 pm Held at the Town Hall, Queens Square.

Present:

Cllr T Taylor - presiding
 Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr S Fraser Cllr S Mackinnon
 Cllr T Ashby Cllr R Bond Cllr A Westby Cllr J Ellis Cllr D DeSouza
 In attendance – Sharon Smyth – Locum Clerk
 In attendance – Anne Willett – Clerks Assistant (minute taker)
 Andrew Holdsworth, Assistant Director for Economy & Growth,
 Megan Free, Attleborough Partnerships & Project Manager,
 Paul Claussen, Executive Member for Economic Development & Growth, Public x 7

074.23) Welcome – Cllr T Taylor standing in for Cllr Tyrer opened the meeting and welcomed everyone.

075.23) Apologies for absence –

Cllr E Tyrer
 Cllr P Leslie
 Cllr P Wenham
 Cllr D Lane

076.23) 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 –
 Cllr T Taylor – Item 8a
 Cllr S Taylor – Item 8a
 Cllr J Ellis Item 8a

077.23) Love Your Market Town Fund

Cllr Claussen explained the aim is to supply funding to small groups to make a difference and we are asking for people to come forward with their initiatives.
 Andrew Holdsworth informed members small grants up to £1,000 made available to Community groups and organisations like Town Councils who want to bring forward new activities in the Towns that generate footfall and interest. Forms are available on Breckland website asking for an Expression of Interest by 22nd September 2023. The only criteria it must be something new, funds can't be used to support existing programmes. The last date for projects to be delivered and impact evaluated is 5th April 2024.

078.23) Public Participation –

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

079.23) Minutes of the Town Council meeting held on 7th August 2023

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 7th August 2023.

ACTION: TOWN CLERK

080.23) Planning Matters

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

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.

Cllr T Taylor abstained

b) Planning Applications (Not due yet) –

30B/2023/0035/DOB – ATTLEBOROUGH: Land at Haverscroft House Farm London Rd –

3PL/2016/0325/F Schedule 4 Library Contributions – No objections

30B/2023/0032/OB – ATTLEBOROUGH: Land to South West of Ellingham Rd – Discharge of the planning obligation on 3PL/2018/0791/O relating to the S106 – 1.2 – to provide the open space (provide the open space as agreed, so ready to transfer to the Management Company) –

No objections

3PL/2023/0797/VAR – ATTLEBOROUGH: Whitethorn Barn West Carr Rd- Variation of Condition 2 on 3PL/2022/0673/HOU – General design changes - No objections

3PL/2023/0833/HOU – ATTLEBOROUGH: 12 Barley Way – Single storey rear/side extension & loft conversion including roof lights - No objections

30B/2023/0037/DOB – ATTLEBOROUGH: Land at Haverscroft House Farm London Road – Discharge of Obligation 1.5 (iii) Schedule 6, Affordable Housing, relating to 3PL/2016/0325/F – All affordable dwellings have been completed & occupied. - No objections

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

RESOLVED – approve the above comments for planning responses

Cllrs T Taylor & S Taylor abstained

ACTION: TOWN CLERK

Cllr V Dale takes the Chair in Cllr T Taylors absence. Cllr T Taylor & Cllr S Taylor leave the meeting, Cllr J Ellis unwell and cannot leave the meeting.

081.23) Financial Matters

a) To authorise payments –

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

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

Total £10,316.39.

Cllr J Ellis abstained. Cllr T Taylor & Cllr S Taylor return to the meeting.

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 September 2023

Total £18,104.16

c) To receive income –

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

RESOLVED to approve and accept the income list for August 2023

Total £ 7,536.80

d) Petty cash – Noted for information

e) Income & Expenditure July 2023 – Noted for information

f) Additional signatories on Bank Accounts –

On the motion of Cllr Ashby, Seconded by Cllr J Taylor, it was
RESOLVED – to appoint Cllr Dale and Cllr Mackinnon as additional signatories for Internet Banking.

ACTION: TOWN CLERK

082.23) To Note the Appointment & to Declare a Named Proper Officer until such time as a full-time Clerk is appointed

On the motion of Cllr Ashby, seconded by Cllr Dale, it was
RESOLVED – to note the appointment and to declare Locum Clerk Sharon Smyth a named Proper Officer until such time as a full-time Clerk is appointed.

ACTION: TOWN CLERK

083.23 Separate Planning Committee –

On the motion of Cllr Mackinnon, seconded by Cllr Dale, it was
RESOLVED – to re-instate a Planning & Highways Committee, to be held on the 1st & 3rd Monday of each month, for a 6-month trial period and to include Cllr S Taylors amendment for a 30-minute meeting.

Cllr Ashby against.

ACTION: TOWN CLERK

084.23) Carvers Lane Attleborough - POS Adoption –

On the motion of Cllr Ashby, seconded by Cllr S Taylor, it was
RESOLVED – to ask for additional information on play area and equipment provided to enable a decision to be made at Environment meeting being held Monday 18th September 2023.

ACTION: TOWN CLERK

085.23) Hedge Cutting Quotes

On the motion of Cllr Bond, seconded by Cllr Westby, it was
RESOLVED – to accept CGM quotation Initial Cut £5,570.49, subsequent/yearly cuts £3,676.52 for 5-year period.

ACTION: TOWN CLERK

086.23) October Book Sale

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

RESOLVED – to hold the Book Sale at the Town Hall 13th, 14th & 15th October 2023

ACTION: CLLRS

087.23) Private & Confidential Paperwork

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

RESOLVED – to review at next SORC Committee meeting.

ACTION: TOWN CLERK

088.23) Environment Additional Committee Members

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

RESOLVED to elect Cllr Dale, Cllr Mackinnon, Cllr Westby as additional committee members

ACTION: TOWN CLERK

089.23) London Road Fencing

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

RESOLVED to accept KM Services quotations £4,104.50 & £870

ACTION: TOWN CLERK

090.23) Church Wall to Agree Tender

After a discussion the Church wall tender was not agreed

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

RESOLVED – The Church Wall tender deferred pending engagement with Conservation Officer and Church Faculty.

ACTION: TOWN CLERK

091.23) Repair to Tennis Court Fencing Quote

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

RESOLVED – to request KM Services supply an alternative quote to present to next Environment Committee meeting.

ACTION: TOWN CLERK

092.23) Councillors Reports

- Cllr S Taylor had attended a Local Plan briefing and was concerned ATC had not reviewed its Neighbourhood Plan, we need to meet the deadline to interject with Local Plan. Locum Clerk confirmed Locality funding is now open for applications and if applied for you could then engage a consultant. Cllr S Taylor requested an EGM prior to Environment Committee meeting being held on Monday 18th September for discussion, Cllr Mackinnon seconded this request.
- Cllr Mackinnon together with 5 others will be supporting a Quiz & Chips night at the Light House but will be attending as individuals not Councillors.
- Cllr T Taylor reported she and Cllr Tyrer had attended the Dog Show at Gaymers Meadow hosted by the Fun Fest Team and was amazed how fantastic it was and how lucky we are to have the Fun Fest Team organising events for the Town.

093.23) Correspondence

a) Request for possible funeral ceremony held in Town Hall -

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

RESOLVED – to agree on this one occasion to allow it.

ACTION: TOWN CLERK

094.23) Grants Requests

a) Hope For Tomorrow Small Grant Request

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

RESOLVED - to approve the grant request for £1,060

b) Ladies & Gaymers Bowls Large Grant Request

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

RESOLVED - to approve the remainder of the budget £641 and donate proceeds from the Book Sale up to a maximum £1,000

Cllr S Taylor suggested we post on social media our grants budget has all been donated but we will still accept applications.

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

RESOLVED – ATC can still accept applications but no funding available until next year's budget April 2024.

ACTION: TOWN CLERK

095.23) Public Participation (10 Minutes) –

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

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

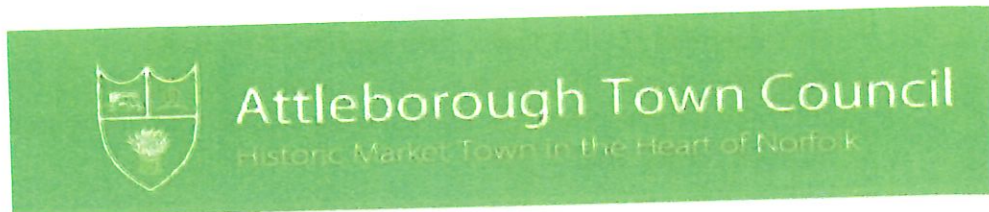
Meeting closed 8.35pm

Public Participation 1st Session

- Resident stated vehicles making deliveries outside One Stop causes traffic jams and suggested ATC contact them to see if deliveries could be made when general traffic less busy.
- ATC would also consider writing a letter to County to highlight this.
- Resident stated during a previous Council meeting a reference had been made to a member of public having Confidential paperwork. The resident confirmed this was himself and he had taken the paperwork which he had received whilst he was a Councillor to a meeting and thought members should be made aware of this.
- Cllr Taylor thanked the resident and thought this maybe covered in the Code of Conduct but this can be looked at going forward.

Public Participation 2nd Session

- Resident suggested it may be a good idea to pause applications until January 2024 and also queried ANP not being reviewed and money wasted
- Cllr Bond stated the money had not been wasted with the Plan being in place it had made contributions and influenced the Local Plan so it has been worth having. This is a long-term project until 2043 but we must review our Neighbourhood Plan to enable us to contribute to the revised Local Plan.
- Resident queried the Neighbourhood Plan hadn't made any difference to the houses that were being built in and around the Town.
- The Locum Clerk informed the resident a Neighbourhood Plan does not have the remit to stop house being built but whatever policies we have should be taken into consideration.
- Cllr S Taylor stated It is concerning Homes England didn't carry out their second consultation on Queens Square and we will be putting pressure on them.
- Resident stated he hoped we wouldn't end up with a Linear Park on a closed road.
- The Chair stated that we all appreciated the sentiments the resident was putting forward but unfortunately, we don't have the answers here with us tonight.
- Cllr S Taylor wanted to clarify she did not know the fencing contractor that had been appointed at tonight's meeting personally.



Minutes of the meeting of the Attleborough Town Council Extra-ordinary meeting.
Held on Monday 18th September 2023 at 6.30pm
Held at the Town Hall, Queens Square.

Present:

Cllr T Taylor - presiding
Cllr A Westby Cllr S Taylor Cllr J Taylor Cllr S Fraser Cllr P Wenham
Cllr S MacKinnon Cllr J Ellis Cllr R Bond Cllr De Souza Cllr V Dale
In attendance – Sharon Smyth – Locum Town Clerk
Anne Willett – Clerks Assistant- Minute Taker
Public - None Present

Cllr T Taylor opens the meeting and welcomes everyone.

16.23) Apologies for absence –

Cllr P Leslie
Cllr T Ashby
Cllr D Lane
Cllr E Tyrer

17.23) 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

18.23) Public Participation (10 Minutes) – None present

19.23 ANP Review Discussion

Cllrs stated it was most important to carry out the review, adding if we don't review, it would be doing a disservice to the Community and as legislation changes we need to keep track of that. Cllr T Taila informed members she had along with Cllr Tyrer met with Sharon Locum Clerk to discuss, the recommendation is to review every 5 years, at this stage we want to assess what the recommendation would be by Breckland as the planning authority and to what extent to review it to. Cllr Leslie and Cllr Tyrer had previously attended discussions with Breckland and Simon Wood, Planning Director had thought any amendments would be minor if we were to review. Cllr Tyrer had suggested a delegation to include himself, Cllr T Taylor and Sharon to continue those discussions and gage and bring back to Council, at this point their input would only be the level of review advised. Cllrs very mindful of the cost of consultancy and would need to obtain indicative costs so would know how much would be needed to allocate from precept.

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

RESOLVED – Cllr Tyrer, Cllr T Taylor and Sharon approach Breckland Council to see what level we need to review and then from that come back to Council so we can decide how we review.

ATC Extraordinary meeting 18.09.23

On the motion of Cllr T Taylor, seconded by Cllrs S Taylor

Resolved – in order to progress this, to explore our funding opportunity and start reviewing costs of consultants with Cllr Bond and Cllr Westby assisting Sharon

ACTION: Town Clerk/RB/AW

20.23 Public Participation (10 Minutes) – None present

Meeting closed 6.45pm

6a)

Planning Applications received to-date

3PL/2023/0845/F – ATTLEBOROUGH: Former Lloyds Bank Exchange Street – Conversion of first floor to provide 1 no. Class c3 apartment & associated works. - No objections

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 – No objections

Anne Willett

From: planning@breckland.gov.uk
Sent: 20 September 2023 14:05
To: Attleborough Clerk
Subject: Planning Consultation PC 3PL/2023/0911/F

(6b)

CONSULTATION - FULL

REFERENCE: 3PL/2023/0911/F

PROPOSAL: Change of use of land to domestic use for installation of 30no. ground mounted array sited 415w PV Panels. 5kw batteries to store excess energy sited & installed in garage roof space

LOCATION: ATTLEBOROUGH: Corner Farm West Carr Road

APPLICANT: Ms Sharon Johnson

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1qix3g-00041S-5o&d=4%7Cmail%2F90%2F1695215400%2F1qix3g-00041S-5o%7Cin6r%7C57e1b682%7C26595217%7C13522537%7C650AF0903B79853C09386D6F918D61A7&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=0Ok4YyedmBLqzw3IRdZ3crFONtA> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **11th October 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **11th October 2023**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

Anne Willett

From: planning@breckland.gov.uk
Sent: 20 September 2023 13:50
To: Attleborough Clerk
Subject: Planning Consultation PC 3PL/2023/0914/VAR

CONSULTATION - VARIATION OF COND'S

REFERENCE: 3PL/2023/0914/VAR
PROPOSAL: Variation of Condition No 6 on 3PL/2016/0166/F - Removal of agricultural occupancy condition.
LOCATION: ATTLEBOROUGH: Cakes Hill Barn Ellingham Road
APPLICANT: Mr S Suggitt

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1qiwp5-0007gp-3G&d=4%7Cmail%2F90%2F1695214800%2F1qiwp5-0007gp-3G%7Cin6n%7C57e1b682%7C26595217%7C13522537%7C650AED07046CD2CADE6F128606A368F5&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=wKlc3y0qSApU8VBxy4d28vaQr1U> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **11th October 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

Any comments that the Town/Parish Council may wish to make should be received by **11th October 2023**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

[B]Please note - When receiving the planning application consultation email, please remove the live link (in blue) before replying or forwarding the email to a third party. This link gives anyone you forward it to the

Anne Willett

From: Attleborough Clerk
Sent: 12 September 2023 12:48
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0886/HOU

Hi Anne,

For the Agenda.

Thanks!

Sharon.

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 12 September 2023 09:04
To: Attleborough Clerk <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0886/HOU

CONSULTATION - HOUSEHOLDER

REFERENCE: 3PL/2023/0886/HOU
PROPOSAL: Front Entrance Porch with Cloakroom and Single Storey Side Lounge Extension
LOCATION: ATTLEBOROUGH: 3 Speckled Wood Close
APPLICANT: Mr & Mrs Mlynarska-Kita

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

3RD OCT

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1qfyNM-0000Ng-6J&d=4%7Cmail%2F90%2F1694505600%2F1qfyNM-0000Ng->

Anne Willett

From: Anne Willett on behalf of Attleborough Clerk
Sent: 23 September 2023 06:34
To: Anne Willett
Subject: FW: Planning Consultation PC 3PL/2023/0930/LU

Follow Up Flag: Follow up
Flag Status: Flagged

From: planning@breckland.gov.uk <planning@breckland.gov.uk>
Sent: 22 September 2023 14:35
To: Attleborough Clerk <townclerk@attleboroughtc.org.uk>
Subject: Planning Consultation PC 3PL/2023/0930/LU

CONSULTATION - CERT.LAW.PROP.USE

REFERENCE: 3PL/2023/0930/LU
PROPOSAL: Stationing of a log cabin mobile home within residential garden for ancillary use - certificate of lawfulness - proposed use
LOCATION: ATTLEBOROUGH: Oaks End, 54A Cyprus Road
APPLICANT: Michelle Monck

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

Representations should be made either online on the Breckland website at:

<https://url6.mailanyone.net/scanner?m=1qjgLG-0005Bo-5H&d=4%7Cmail%2F90%2F1695389400%2F1qjgLG-0005Bo-5H%7Cin6e%7C57e1b682%7C26595217%7C13522537%7C650D9886DBD18C17DDC11C2B972128AD&o=%2Fphtw%3A%2Fwtslrw.nckabekod.p.u%2Fgvginnal&s=xtcMpSyUivj6VBwPJqSTx7oxv6o> or by email to planning@breckland.gov.uk

Alternatively if you are unable to submit comments electronically please forward your comments in writing by **13th October 2023**, quoting the above reference number. Representations submitted in relation to planning applications will be available for public inspection.

7a)

PAYMENTS OCTOBER 2023		DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ
PAID TO							
ARROWCLEAN		WINDOW CLEANING	TH	£ 45.00	£ -	£ 45.00	BACS
COMMUNITY CAR SCHEME		FUNDING GRANT AUGUST & SEPTEMBER	ADMIN	£ 550.00	£ -	£ 550.00	BACS
COMMUNITY CAR SCHEME		JOURNEYS AUGUST & SEPTEMBER	ADMIN	£ 520.37	£ -	£ 520.37	BACS
ERNEST DOE		SAFETY BOOTS WORK WEAR	O/S	£ 37.50	£ 7.50	£ 45.00	BACS
ERNEST DOE		BRUSH CUTTER REPAIR TO MICRO SWITCH	O/S	£ 67.60	£ 13.52	£ 81.12	BACS
GAYMERS BOWLS CLUB		DONATION	ADMIN	£ 641.00	£ -	£ 641.00	BACS
HOPE FOR TOMORROW		DONATION	ADMIN	£ 1,060.00	£ -	£ 1,060.00	BACS
KERRY BUTCHER		PAYROLL JUL/AUG/SEP	ADMIN	£ 255.00	£ 51.00	£ 306.00	BACS
NEWSQUEST MEDIA GROUP		ADVERTING CLERK VACANCY	ADMIN	£ 480.00	£ 96.00	£ 576.00	BACS
MAYDAY		PHOTOCOPIER USAGE	ADMIN	£ 58.75	£ 11.75	£ 70.50	BACS
MICROSHADE		HOSTED APPLICATION SERVICE	ADMIN	£ 517.66	£ 103.53	£ 621.19	BACS
NETCENTRAL		ICT SUPPORT & ZOOM	ADMIN	£ 187.16	£ 31.19	£ 187.16	BACS
NORFOLK GEEKS		WEBSITE MAINTENANCE/SUPPORT	ADMIN	£ 70.00	£ -	£ 70.00	BACS
NUTS N BOLTS		SCALE AWAY, MOP, MOULD SPRAY	TH	£ 20.99	£ 4.20	£ 25.19	BACS
PKF LITTLEJOHN		GOV & ACCOUNTABILITY RETURN YR ED 31 MAR	ADMIN	£ 1,680.00	£ 336.00	£ 2,016.00	BACS
SCREWFIX		EAR DEFENDERS SAFETY GLASSES	O/S	£ 24.93	£ 4.99	£ 29.92	BACS
THURLOW NUNN		TROUSERS WORKWEAR	O/S	£ 27.46	£ 5.49	£ 32.95	BACS
VIKING		CLEANING SUPPLIES TOWN HALL	TH	£ 133.71	£ 24.34	£ 158.05	BACS
VIKING		FLASH DRIVE, STATIONERY, STAMPS	ADMIN	£ 110.38	£ 11.08	£ 121.46	BACS
VIKING		INK CARTRIDGES PK4 X 2	ADMIN	£ 229.21	£ 45.84	£ 275.05	BACS
				£ -	£ -		
				£ 6,716.72	£ 746.43	£ 7,431.96	

76)

DD OCTOBER 2023

Name	Description	Service	Bill Freq	Net	Vat	Total
Barclaycard	Barclays	Admin	Monthly	£ 10.00	£ -	£ 10.00
Vodafone	mobiles	Admin	Monthly	£ 55.43	£ 11.08	£66.51
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 15.63	£ -	£15.63
Biffa	Waste collection	Rec	Monthly	£ 457.91	£ 91.58	£549.49
Biffa	Waste collection	TH	Monthly	£ 218.47	£ 43.70	£262.17
Wave	Water	Town Hall	Quarterly			
BT	Cloud	TH	Quarterly			
BT OnePhone	Mobiles/Broadband	OS	Monthly	£ 294.98	£ 59.00	£353.98
Wave	Water	Queens Sq	Quarterly	£ 21.08	£ 4.23	£25.31
Wave	Water	Gaymers Bowl	Quarterly			
Wave	Water	Queens Sq	Quarterly			
Anglian Water	Water	Chapel Rd	Quarterly	£ 104.71	£ -	£104.71
Breckland Council	Rates	TH	Monthly	£ 1,420.00	£ -	£1,420.00
Breckland Council	Rates	Cemetery	Monthly	£ 160.00	£ -	£160.00
Breckland Council	Rates	TH Office	Monthly	£ 192.61	£ -	£192.61
Total Gas & Power	Electricity	Public Toilets	Monthly	£ 81.37	£ 4.07	£85.44
Total Gas & Power	Elect Skate Park	OS	Monthly	£ 767.38	£ 153.47	£920.85
Total Gas & Power	Electricity	TH	Monthly	£ 305.67	£ 15.28	£320.95
Phs Group	waste collection	TH	Annual	£ 84.50	£ 16.90	£101.40
Upp	Broadband	TH	Monthly	£ 55.00	£ 11.00	£66.00
Fuel Genie	Fuel	OS	Monthly	£ 599.69	£ 119.90	£719.59
						£5,381.04
HMRC Tax/Nic	BACS	HMRC	Monthly	£ 3,745.34	£ -	£ 3,745.34
Norfolk Pension	BACS	Pension	Monthly	£ 3,570.07	£ -	£ 3,570.07
Staff Salary	BACS	Salaries	Monthly	£ 13,506.01	£ -	£ 13,506.01
						£ 20,821.42
TOTAL						£26,202.46

7c)

INCOME SEPTEMBER 2023	
Banked Monies	
Hall Bookings	£ 547.50
Memorial	£ 2,255.00
Community car grant September	£ 275.00
Pavilion Pre School Rent	£ 750.00
Pavilion Water Rate	£ 89.58
Bus Stop Infrastructure Improvements	£ 18,563.50
Total	£ 22,480.58

7d)

4400
18

4230 4230 4230 4230 4230 4010 4010

DATE	DETAILS	REC'D	OUT	BAL	MISC	POSTAGE	TOWN HALL	OPEN SPACES	MEETINGS REFRESHMENTS	MILEAGE	EVENTS	VAT
1.9.23	B FWD	594 38	26	355 82	10 00	-	16 49	24 01	98 48	31 50	53 26	4
4.9.23	LIDL Milk + Biscuits		3	351 43					3			
7.9.23	Post Office Signed for X P		6	345 73		6 20			2 44			
18.9.23	ALIVE MILK		2	343 29					2			
21.9.23	LIDL Milk + Biscuits		2	341 10					2			
4.9.23	244 Cash 000109	17 73		358 83								
17.9.23	244 Cash 000110	26 45		385 28								
8						6 20			8 52			
9			14 72	385 28								
10												
11		638 56	14 72	385 28	10 00	6 20	16 49	24 01	107 00	31 50	53 26	4
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												

9

8

7

6

5

4

3

2

1

10c

101

3

2

1

3

9

6

13:50

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

7e)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1050 Income	31	0	(31)			0.0%	
1376 Precept	323,982	647,963	323,982			50.0%	
1378 Grant payment Community Cars	1,375	3,300	1,925			41.7%	
1382 S106 Income Received	0	46,694	46,694			0.0%	
1391 interest received on saving ac	813	0	(813)			0.0%	
Administration :- Income	326,201	697,957	371,756			46.7%	0
4000 Staff Costs	112,283	375,000	262,717		262,717	29.9%	
4001 Other Employment Costs	0	20,000	20,000		20,000	0.0%	
4002 website	280	5,000	4,720		4,720	5.6%	
4004 Health & Safety	0	3,643	3,643		3,643	0.0%	
4005 Training	2,427	7,000	4,573		4,573	34.7%	
4010 Travelling Expenses	32	500	469		469	6.3%	
4020 Miscellaneous Expenses	24	2,000	1,976		1,976	1.2%	
4023 Subscriptions	1,358	2,500	1,142		1,142	54.3%	
4025 Insurances	10,515	13,000	2,485		2,485	80.9%	
4027 Bookkeeping	555	2,500	1,945		1,945	22.2%	
4029 Photocopier Usage Fee	354	2,500	2,146		2,146	14.2%	
4031 Computer	3,133	9,000	5,867		5,867	34.8%	
4040 Community Car Scheme	2,722	7,840	5,118		5,118	34.7%	
4041 Grants S137	0	1,000	1,000		1,000	0.0%	
4042 Local Grants	18,299	20,000	1,701		1,701	91.5%	
4044 Highway Improvements	0	8,000	8,000		8,000	0.0%	
4051 Bank Charges	117	300	183		183	38.9%	
4056 Consultancy	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees	(1,545)	2,800	4,345		4,345	(55.2%)	
4058 Legal Fees	0	10,000	10,000		10,000	0.0%	
4059 Civic Reception	0	1,000	1,000		1,000	0.0%	
4060 Civic Allowances	0	1,000	1,000		1,000	0.0%	
4061 Elections	0	12,150	12,150		12,150	0.0%	
4076 SumUP card charges	0	20	20		20	0.0%	
4099 Contingency	0	1,000	1,000		1,000	0.0%	
4121 Telephone	2,461	6,000	3,539		3,539	41.0%	
4122 Postages	0	100	100		100	0.0%	
4123 Stationery	265	2,000	1,735		1,735	13.3%	
4140 Fuel	(231)	0	231		231	0.0%	
4147 Photocopier Lease payments	590	1,500	910		910	39.3%	
4190 Equipment Purchase	306	2,000	1,694		1,694	15.3%	
4230 Supplies	98	700	602		602	14.1%	
4231 Advertising	250	1,000	750		750	25.0%	
Administration :- Indirect Expenditure	154,293	524,053	369,760	0	369,760	29.4%	0
Net Income over Expenditure	171,907	173,904	1,997				

Continued over page

07/09/2023

Attleborough Town Council Current Year

13:50

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 Street Lights</u>							
4402 Public Lighting	10,767	25,000	14,233		14,233	43.1%	
Street Lights :- Indirect Expenditure	<u>10,767</u>	<u>25,000</u>	<u>14,233</u>	<u>0</u>	<u>14,233</u>	<u>43.1%</u>	<u>0</u>
Net Expenditure	<u>(10,767)</u>	<u>(25,000)</u>	<u>(14,233)</u>				
<u>113 Toilets</u>							
4112 Water	73	750	677		677	9.8%	
4113 Electricity	416	1,786	1,370		1,370	23.3%	
4225 Refuse Collections	35	0	(35)		(35)	0.0%	
4230 Supplies	0	500	500		500	0.0%	
4255 Safety Checks	0	200	200		200	0.0%	
Toilets :- Indirect Expenditure	<u>524</u>	<u>3,236</u>	<u>2,712</u>	<u>0</u>	<u>2,712</u>	<u>16.2%</u>	<u>0</u>
Net Expenditure	<u>(524)</u>	<u>(3,236)</u>	<u>(2,712)</u>				
<u>114 Christmas Lights</u>							
1050 Income	4,000	0	(4,000)			0.0%	
Christmas Lights :- Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				<u>0</u>
Net Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				
<u>115 Archive</u>							
4121 Telephone	0	100	100		100	0.0%	
4145 Maintenance/Repairs	115	100	(15)		(15)	115.0%	
4230 Supplies	0	100	100		100	0.0%	
4255 Safety Checks	84	115	31		31	72.7%	
Archive :- Indirect Expenditure	<u>199</u>	<u>415</u>	<u>216</u>	<u>0</u>	<u>216</u>	<u>47.8%</u>	<u>0</u>
Net Expenditure	<u>(199)</u>	<u>(415)</u>	<u>(216)</u>				
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	5,000	5,000		5,000	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>118 Events</u>							
1393 Income Events	1,294	0	(1,294)			0.0%	
Events :- Income	<u>1,294</u>	<u>0</u>	<u>(1,294)</u>				<u>0</u>

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Expenditure	53	2,000	1,947		1,947	2.7%	
4504 Coronation	804	5,000	4,196		4,196	16.1%	
4505 Newsletter	727	5,000	4,273		4,273	14.5%	
Events :- Indirect Expenditure	<u>1,585</u>	<u>12,000</u>	<u>10,415</u>	<u>0</u>	<u>10,415</u>	<u>13.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(291)</u>	<u>(12,000)</u>	<u>(11,709)</u>				
<u>201 Open Spaces</u>							
1020 Grants & Wayleaves	5,000	0	(5,000)			0.0%	
1050 Income	280	0	(280)			0.0%	
1100 Allotment Income	922	1,700	778			54.2%	
1105 Burial Fees	10,555	10,000	(555)			105.5%	
1106 Sports Letting	6,765	0	(6,765)			0.0%	
1120 Sale of land Dairy Court	4,000	0	(4,000)			0.0%	
1150 Re-imburement of Utilities	132	0	(132)			0.0%	
1151 Insurance claim	100	0	(100)			0.0%	
1152 Repayment church wall damage	200	0	(200)			0.0%	
Open Spaces :- Income	<u>27,953</u>	<u>11,700</u>	<u>(16,253)</u>			<u>238.9%</u>	<u>0</u>
4020 Miscellaneous Expenses	0	784	784		784	0.0%	
4058 Legal Fees	482	0	(482)		(482)	0.0%	
4110 Rates	798	1,817	1,019		1,019	43.9%	
4112 Water	659	1,500	841		841	43.9%	
4113 Electricity	392	2,250	1,858		1,858	17.4%	
4140 Fuel	2,078	5,725	3,647		3,647	36.3%	
4143 Equipment Hire	138	750	612		612	18.4%	
4144 Tree Work	600	3,500	2,900		2,900	17.1%	
4145 Maintenance/Repairs	13,737	25,000	11,263		11,263	54.9%	
4146 Play Equipment	0	5,000	5,000		5,000	0.0%	
4189 Wheel Park	260	0	(260)		(260)	0.0%	
4190 Equipment Purchase	1,575	3,000	1,425		1,425	52.5%	
4191 Street Furniture	3,522	0	(3,522)		(3,522)	0.0%	
4199 Allotments	150	0	(150)		(150)	0.0%	
4225 Refuse Collections	1,129	2,250	1,121		1,121	50.2%	
4230 Supplies	2,066	7,500	5,434		5,434	27.6%	
4255 Safety Checks	585	1,000	416		416	58.5%	
4296 Company Vehicle	523	10,000	9,477		9,477	5.2%	
4300 Premises Licence	70	360	290		290	19.4%	
4400 Expenditure	0	1,000	1,000		1,000	0.0%	
4501 Play Areas Consultancy	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>28,763</u>	<u>72,436</u>	<u>43,673</u>	<u>0</u>	<u>43,673</u>	<u>39.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(810)</u>	<u>(60,736)</u>	<u>(59,926)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Attleborough in Bloom</u>							
4230 Supplies	0	250	250		250	0.0%	
4400 Expenditure	0	500	500		500	0.0%	
Attleborough in Bloom :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	5,541	20,000	14,459		14,459	27.7%	
4194 Litter bins	0	1,000	1,000		1,000	0.0%	
Open Spaces Capital Exps. :- Indirect Expenditure	<u>5,541</u>	<u>21,000</u>	<u>15,459</u>	<u>0</u>	<u>15,459</u>	<u>26.4%</u>	<u>0</u>
Net Expenditure	<u>(5,541)</u>	<u>(21,000)</u>	<u>(15,459)</u>				
<u>301 Town Hall</u>							
1000 Booking Fees	4,190	10,000	5,810			41.9%	
1007 Bar Rent	(640)	500	1,140			(128.0%)	
Town Hall :- Income	<u>3,550</u>	<u>10,500</u>	<u>6,950</u>			<u>33.8%</u>	<u>0</u>
4110 Rates	7,683	14,560	6,877		6,877	52.8%	
4111 Gas	758	4,200	3,442		3,442	18.0%	
4112 Water	0	1,000	1,000		1,000	0.0%	
4113 Electricity	1,304	4,000	2,696		2,696	32.6%	
4145 Maintenance/Repairs	0	3,500	3,500		3,500	0.0%	
4190 Equipment Purchase	0	2,000	2,000		2,000	0.0%	
4220 Cleaning	180	1,500	1,320		1,320	12.0%	
4225 Refuse Collections	2,236	5,000	2,764		2,764	44.7%	
4230 Supplies	767	1,500	733		733	51.2%	
4231 Advertising	0	1,000	1,000		1,000	0.0%	
4255 Safety Checks	409	600	191		191	68.2%	
4257 Major Repairs	0	30,000	30,000		30,000	0.0%	
4300 Premises Licence	180	0	(180)		(180)	0.0%	
Town Hall :- Indirect Expenditure	<u>13,518</u>	<u>68,860</u>	<u>55,342</u>	<u>0</u>	<u>55,342</u>	<u>19.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,968)</u>	<u>(58,360)</u>	<u>(48,392)</u>				
<u>501 Contingency</u>							
4400 Expenditure	0	25,000	25,000		25,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	362,998	720,157	357,159			50.4%	
Expenditure	215,190	757,750	542,560	0	542,560	28.4%	
Net Income over Expenditure	<u>147,808</u>	<u>(37,593)</u>	<u>(185,401)</u>				
Movement to/(from) Gen Reserve	<u>147,808</u>						

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Attleborough Town Council - NO0015

7f)

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2023

8)

PLANNING & HIGHWAYS COMMITTEE

Terms of Reference

Membership, appointments and titular appointments

The Committee shall comprise up to 8 members with full delegated powers. Membership shall be refreshed each civic year at the Annual Meeting of the Town Council in May. The Committee shall elect a Chairman and Vice Chairman at the Annual Meeting. The Committee's Terms of Reference shall be reviewed annually at the Annual Meeting. Any change in Committee membership shall be considered at the next ordinary Council Meeting.

Meetings and quorum

The Committee shall meet monthly on **3rd Monday** of the month at 6.30pm for a maximum of half an hour unless considering a major application in which case more time will be allocated.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

Committee remit

The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.

The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.

The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters other than strategic planning policy matters which shall be referred to Town Council.

The Committee shall consider public car parking and transport issues

The Committee shall consider street naming matters and may make such observations, comments and suggestions as it sees fit to the District Council.

The Committee shall consider highways matters (including obstructions) and may make such observations, comments and suggestions as it sees fit to the County Council.

The Committee shall keep under review and monitor the management arrangements of street lighting provided by the Town Council.

The Committee shall consider all licensing matters except those relating to the Town Hall.