



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.