



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council  
Held on Monday 4<sup>th</sup> December 2023 at 7.00 pm  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr T Tyrer - presiding  
Cllr S Taylor   Cllr V Dale   Cllr J Taylor   Cllr S Fraser  
Cllr D DeSouza   Cllr P Wenham   Cllr J Ellis   Cllr T Ashby  
In attendance – Sharon Smyth – Locum Clerk  
Anne Willett – Clerks Assistant (minute taker)  
Public x 7

**143.23) Welcome** – Cllr T Taylor deputised for Cllr Tyrer and chaired the meeting and welcomed everyone.

**144.23) Apologies for absence** –  
Cllr A Westby, Cllr P Leslie, Cllr E Tyrer, Cllr R Bond, Cllr S Mackinnon

**145.23) Declarations of Interest**

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

Cllrs S Taylor and S Fraser – Item 8

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

Cllrs S Taylor and T Taylor – Item 20

**146.23) Public Participation** –

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

**147.23) Minutes of the Town Council meeting held on 6<sup>th</sup> November 2023** –

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

**RESOLVED** – to accept and approve the minutes of the Town Council meeting held on 6<sup>th</sup> November 2023.

**ACTION: TOWN CLERK**

**148.23) Matters Arising-** ANP Review Update

The Clerk had met with Andrew Darcy and discussed how process would be conducted going forward. ATC would give Breckland Council a scope and brief and would then report to either an EGM or Planning Committee meeting.

**149.23) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was  
**RESOLVED** to accept and approve the following payment list dated December 2023  
Total £26,772.64

**b) To agree direct debits –**

On the motion of Cllr Ashby, seconded by Cllr S Taylor, it was  
**RESOLVED** to approve and accept the direct debit list dated December 2023 Total £25,404.98

**c) To receive Income –**

On the motion of Cllr Dale, seconded by Cllr Wenham, it was  
**RESOLVED** to approve and accept the income list for November 2023 Total £4,665

**d) Petty cash –** Noted for information

**e) Income & Expenditure October 2023 –** Noted for information

**ACTION: TOWN CLERK**

**150.23) Funding Request from Breckland District Council for the Attleborough Leisure Project**

Members were invited to make any comments but none were made

**151.23) Budget & Precept Request for 2024/25 –**

On the motion of Cllr J Taylor, seconded by Cllr Wenham, it was  
**RESOLVED** – to accept and approve the budget and precept request increase 3.26% figure  
agreed at £669051

**ACTION: TOWN CLERK**

**152.23) 4 New Welcome/Gateway to Attleborough Signs**

On the motion of Cllr S Taylor, seconded by Cllr Wenham, it was  
**RESOLVED** – to opt for if possible Green sign with dark oak legs and to include Town Crest and additional  
drive carefully slogan wording to be confirmed.

**ACTION: TOWN CLERK**

**153.23) IT Services & Support Proposal -**

The Town Clerk and Cllr Ashby gave a brief but detailed report  
On the motion of Cllr Ashby, seconded by Cllr J Taylor, it was  
**RESOLVED** to accept Tecplicity quotation for IT services and support

**ACTION: TOWN CLERK**

Cllr Dale abstained

**154.23) Website & Support Proposal -**

The Town Clerk explained in detail more about each quote. Cllr Ashby explained the need for  
a new website and thought accepting a version used by many existing Councils better value  
for money than choosing a bespoke website.

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

**RESOLVED** to accept Parish Council Websites quotation for website and support proposal

**ACTION: TOWN CLERK**

Cllr T Taylor thanked Cllr Ashby for his time he had put into the previous two agenda items.

**155.23) Update on the S106 Application for the Play Area improvement at Lomond Road –**

The S106 money had already been allocated to the Leisure Project but the Town Clerk would  
continue to look for alternative funding.

**ACTION: TOWN CLERK**

**156.23) Councillors Reports**

- Cllr Ashby had received feedback from a resident during Cllr surgery that he very much wanted the hedge to remain around the ashes Garden of Remembrance. It was noted that the consultation signs in the Garden of Remembrance for the hedge removal had been taken down. New notices would be posted for a further two weeks and any feedback reported to the next Environment Committee meeting.
- Cllr T Taylor reminded everyone of the Public Forum being held Tuesday 5<sup>th</sup> December at Connaught Hall. Also informed members the saplings had been planted at the train station that had been funded from Book Sale proceeds.

**157.23) Correspondence**

- a) **Larry Gray funfair annual visit request Monday 13<sup>th</sup> - Sunday 19<sup>th</sup> May 2024  
& also, July 2024 dates to be confirmed depending on Carnival**

On the motion of Cllr Dale, seconded by Cllr S Taylor, it was **RESOLVED** to agree to the proposed dates for Larry Gray funfair visit

- b) **Fundraising Opportunity: Metal Detecting Event on Your Land**

On the motion of Cllr Dale, seconded by Cllr De Souza, it was **RESOLVED** - to allow request on this occasion with option to review and to reiterate the land must be reinstated to original condition.

- c) **Traffic Regulation Order for Buckenham Road, Attleborough** - No objections

**ACTION: TOWN CLERK**

**158.23) Christmas Closing Period –**

The Town Hall would be closed from 12 noon Friday 22<sup>nd</sup> December 2023 and re-open 10am Tuesday 2<sup>nd</sup> January 2024. A contact telephone number would be made available in case of an emergency.

**ACTION: TOWN CLERK**

**159.23) Public Participation (10 Minutes) –**

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

**160.23) Any other items which the Chairman decides are urgent –**

Cllr T Taylor reminded members to ensure they respond to emails from the office where applicable.

**161.23) Exclusion of Press & Public**

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

**RESOLVED** - To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

Cllr S Taylor requested Item 21 on the agenda be discussed before Item 20, this was agreed

**162.23) Town Hall Bar Franchise Review –**

The bar lease was discussed and the Clerk was instructed to contact the lessee with the Council's response.

**ACTION: TOWN CLERK**

Cllrs T Taylor, S Taylor and S Fraser leave the meeting.

On the motion of Cllr Ashby, seconded by Cllr De Souza, it was **RESOLVED** – to nominate Cllr Dale to Chair remainder of meeting in Cllr T Taylors absence

**163.23) Funding Request from Breckland District Council for the Attleborough Leisure Project**

A brief discussion took place and members agreed the Leisure Project was much needed for Attleborough, making it more accessible to the public.

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

**RESOLVED** - the Town Council agrees to fund the full amount £55,790.

Meeting closed 8.40pm

DRAFT

**Public Participation 1<sup>st</sup> Session**

- Resident thanked Cllr Ellis for the Christmas Lights and thought they looked brilliant
- Cllr Ellis replied it had been a team effort.
- Resident queried precept regarding ANP
- Cllr T Taylor stated there would be annual increase in-line with inflation. The Town Clerk stated ANP Review this year would take place and had allocated same amount as previous year.
- It was asked if Post Office sign would be included in Item for Gateway signs
- No, we are still waiting for prices
- Item 8 would be discussed in public for information and Item 20 would be discussed below the line.

**Public Participation 2<sup>nd</sup> Session**

- Regarding metal detecting item any items that are found on land must notify to the relevant authority within 14 days.

DRAFT