



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday 6th November 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr E Tyrer - presiding

Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr S Fraser Cllr A Westby

Cllr D DeSouza Cllr T Taylor Cllr P Wenham Cllr J Ellis

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

Public x 13

120.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and offered the Town Councils help to those residents affected by the flooding and would like to thank all of the community that got involved and also Breckland emergency services and other key stakeholders. ATC had held a public meeting that was well attended, the purpose of that meeting was for people to tell the Town Council about their experiences and for Norfolk County Council, Breckland Council and other key agencies to investigate what happened and try to ensure it doesn't happen again.

121.23) Apologies for absence –

Cllr S Mackinnon, Cllr Leslie, Cllr T Ashby, Cllr R Bond, Cllr Lane, Town Clerk S Smyth

122.23) Declarations of Interest

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

Cllr T Taylor, Cllr S Taylor, Cllr S Fraser – Item 7a

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

Cllr Westby – Item 18

123.23) Public Participation –

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

124.23) Minutes of the Town Council meeting held on 2nd October 2023 –

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 2nd October 2023.

ACTION: TOWN CLERK

125.23) Matters Arising –

a) ANP Review Update – Andrew Darcy from Breckland Council had made contact with office to facilitate a meeting. Cllr Tyrer had an informal discussion with Simon Wood and ANP Review should be minor.

Cllr S Taylor, Cllr T Taylor, Cllr S Fraser leave the meeting

125.23) Financial Matters

a) To authorise payments –

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

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

Total £13,878.64

Cllr S Taylor, Cllr T Taylor, Cllr S Fraser return to the meeting

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated November 2023 Total £25,466.42

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 October 2023 Total £8,385

d) Petty cash – Noted for information

e) Income & Expenditure September 2023 – Noted for information

f) Budget Process and Timetable – Noted for information, Town Clerk to present Budget at December meeting

ACTION: TOWN CLERK

126.23) RBL Poppy Appeal Donation

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

RESOLVED - to donate £250 for Poppy Wreath

ACTION: TOWN CLERK

Cllr Tyrer reminded Cllrs the Remembrance Parade will take place on Sunday 11th November which will be followed by a service at St Marys Church and extended the invite to members of the public.

127.23) Athletic Club Running Track Replacement White Line Marker & Associated Costs –

The cost of marking out the running track per year had been calculated to over £4,000 which included the cost of purchasing a new line marking machine.

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

RESOLVED – to defer until after discussions with the Athletic Club

ACTION: TOWN CLERK

128.23) Michlmayr Specification and Quotation for Church Clock –

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

RESOLVED - to accept the Michlmayr quotation £496 + VAT

ACTION: TOWN CLERK

129.23) Land Transfer - Blackthorn Road, Attleborough

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

RESOLVED – to adopt the Land Transfer – Blackthorn Road, Attleborough

ACTION: TOWN CLERK

130.23) Purchase of Land St Edmunds Close – Update -

Defer to December meeting

131.23) Town Hall Motion Sensor Lighting for Toilet Corridor & Front Door Bell and PA System + Microphone –

Cllr S Taylor had received feedback from residents that the Town Hall needs to be more accessible. Lights for the toilets are difficult to find, the corridor and toilets would benefit from motion sensor lighting and the front door would benefit from having a door bell fitted. Cllr Tyrer would like to see the accessibility of the Town Hall assessed as a bigger project, there have been discussions about the lift, also how can we promote the Town Hall and the issues raised by Cllr S Taylor. Swaffham have updated their building after liaising with conservation officer and sourced funding, so if we are looking at this as a project to benefit the community we could do the same.

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

RESOLVED – the Town Clerk progress what is within her discretionary spend and defer the larger project to Environment Committee.

ACTION: TOWN CLERK

132.23) IT Services & Support Proposal

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

RESOLVED – to defer to December meeting together with the Website.

ACTION: TOWN CLERK

133.23) Councillors Reports

- Cllr T Taylor gave a very detailed verbal report on Flooding which is to be posted on ATC Website to update the public. The Emergency Plan update is an agenda item for tonight's meeting. On a much lighter note Attleborough Christmas Lights have been rated the Best No 1 in Norfolk. Cllr Tyrer congratulated the Attleborough Lights Committee on a great achievement and everyone involved.
- Cllr S Taylor reported she had received correspondence from an elderly lady living on Hargham Road, although they are were near the flooding they do have some issues as well coming from their toilets inside their properties. It was also nice for the leader of Breckland Council to recognise how hard everyone in the Town had pulled together and the Community spirit we have here in Attleborough, that was a really proud moment and nice to hear as a member sat there representing the Town.
- Cllr Dale gave a report on behalf of Cllr Mackinnon who thanked everyone, Cllrs, Staff and volunteers for making the book sale a successful event. £1,059 was the total money raised from the sale of books, some money had been used to buy supplies to help with the flooding and donation to the Bowls Club, the remainder will be allocated by agreement. We are desperate for space to store the leftover books so please contact the Town Clerk if you can help. The next book sale will take place on 11th to 14th April 2024. Cllr T Taylor suggested a possible solution for storing books would be for Councillors to each take 2/3 boxes and store them. For future events the office will compile a list of all volunteers so no one is left out.

134.23) To Adopt General Power of Competence

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

RESOLVED – to adopt General Power of Competence

ACTION: TOWN CLERK

135.23) Correspondence -

- a) Rosecroft Primary School Parking

Make representation to Norfolk County Council, Cllr S Taylor informed members traffic is not allowed near to a school in Wymondham, perhaps make investigations and adapt to help with

our situation. Respond to resident we fully sympathise and we will do what we can but that may be limited. Make a request to Rosecroft School to inform all parents to be considerate to residents living nearby.

b) Town Hall Lift

This has been discussed during previous Item 13 how to improve accessibility and the lift will be part of that project.

c) Residents Request for Daughters Sponsorship

Cllrs discussed whether appropriate to donate to a single child if this is part of a school trip. Although a good initiative it does create a difficult precedent. Perhaps donate money from book sale or donate money to school.

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

RESOLVED – to allow request for car wash and market stall but ask for more information regarding schools' involvement

ACTION: TOWN CLERK

Cllr Westby leaves meeting

136.23) Jubilee Wood Topographical Survey and Ground Conditions Quotations

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

RESOLVED – to accept Evans Rivers and Coastal quotation £750 for Flood Risk Assessment

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

RESOLVED – to accept BHA Consulting £3,070 Ground Conditions subject to additional options costs agreed by Full Council.

ACTION: TOWN CLERK

Cllr S Taylor & Cllr De Souza Abstained

Cllr Westby returns to meeting

137.23) 4 New Welcome/Gateway to Attleborough Signs

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

RESOLVED – to defer to next Environment meeting

ACTION: TOWN CLERK

138.23) Revised Emergency Plan –

Cllr T Taylor informed members she had revised the Emergency Plan together with Debbie Read, Emergency Planning Officer at Breckland and it was noted the previous Emergency Plan had never been submitted to Breckland. Cllr T Taylor suggested putting forward Cllr Fraser for Deputy Community Coordinator as he had shown extraordinary commitment during the flooding but it was decided to defer to next meeting. Cllr S Taylor praised staff and especially Cllr T Taylor for dealing with her first case as her role of Community Coordinator but it was important to understand our previous Clerks failing to submit Emergency Plan meant emergency services didn't know who to contact. Cllr De Souza arrived within an hour, Rob Walker from Breckland needs recognition for arriving within the hour and staying until 11pm. The majority of Cllrs had made a very proactive response.

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

RESOLVED – to accept revised Emergency Plan

ACTION: TOWN CLERK

139.23) Public Participation (10 Minutes) –

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

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

Accessibility of Town Hall

141.23) Exclusion of Press & Public

On the motion of Cllr J Taylor, seconded by Cllr T Taylor, 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.

142.23) Staff Matters – To View Personnel Terms of Reference in Conjunction with Recruitment Procedures.

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

RESOLVED – to accept the recommendation of the Personnel Committee to appoint J Ketley as Senior Groundsman and S Ede as part-time Caretaker.

Meeting closed 8.50pm

Public Participation 1st Session

- Resident complained contractor had not cleared away after hedge cutting
- Cllr Tyrer replied this would be sorted.

Public Participation 2nd Session

- Resident asked what remedial work had been done on site by contactors as mentioned in the Flood Report.
- Cllr T Taylor replied maintenance to the water course itself under strict instruction from the IDB. Cllr S Taylor stated it wasn't enforcement they weren't made to do it, when the Planning Officers were on site on the Tuesday there was some vegetation that needed removing and they agreed to do, it was 100 metres from Norwich Road culvert up.
- Resident was informed Item 16 To Adopt General Power of Competence which is an ability Councils have if they have more than two thirds of the elected Council still in office when it declares it is eligible and a Clerk qualified to CILCA standard.
- Cllr Tyrer informed resident it was Councils decision to appoint Coordinators for Emergency Plan
- Cllr Tyrer informed resident Item 17b on agenda had been dealt with in resolution made Item 13
- Cllr S Taylor asked resident how many times he has raised the lift whilst serving as a Town Councillor and why he had not lobbied the Clerk during her whole employment. On checking the minutes, I have not seen you have raised the lift once as a Councillor.