



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

## Minutes of the meeting of the Attleborough Town Council Held on Monday 5<sup>th</sup> February 2024 at 7.00 pm Held at the Town Hall, Queens Square.

### Present:

Cllr T Taila - presiding  
Cllr S Taylor   Cllr V Dale   Cllr J Taylor   Cllr A Westby  
Cllr P Wenham   Cllr S Mackinnon   Cllr A Reynolds   Cllr T Ashby,  
In attendance – Sharon Smyth – Town Clerk  
Anne Willett – Clerks Assistant (minute taker) Public x 7

**181.23) Welcome** – Cllr T Taylor opened the meeting and welcomed everyone and Chaired the meeting in Cllr Tyrer's absence.

A minute's silence was then observed for The Late Cllr Joe Ellis.

Cllr T Taylor announced the resignation of Cllr Philip Leslie and asked for any other apologies.

**182.23) Apologies for absence** – Cllr Fraser, Cllr DeSouza, Cllr Tyrer, Cllr Bond

### **183.23) 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

### **184.23) Public Participation** –

**RESOLVED** that the meeting be adjourned to allow the Public to speak – None

### **185.23) Minutes of the Town Council meeting held on 8<sup>th</sup> January 2024** –

On the motion of Cllr Wenham, seconded by Cllr Mackinnon, it was **RESOLVED** – to accept and approve the minutes of the Town Council meeting held on 8<sup>th</sup> January 2024

**ACTION: TOWN CLERK**

### **186.23) Financial Matters**

#### **a) To authorise payments** –

On the motion of Cllr Dale, seconded by Cllr Mackinnon, it was **RESOLVED** - to accept and approve the following payment list dated February 2024  
Total £16,285.90

#### **b) To agree direct debits** –

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

**RESOLVED** - to approve and accept the direct debit list dated February 2024 Total £30,057.39

The Clerk asked as members of staff received their salaries as the same amount of monies each month if it would be possible to pay by Standing Order.

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

**RESOLVED** – to change from BACS payment to set up Standing Orders to pay those members of staff whose salary amount remains the same each month.

**c) To receive Income –**

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

**RESOLVED** - to approve and accept the income list for January 2024 Total £9,401.73

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

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

**f) Purchase Mower & Trailer for Grounds Staff –**

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

**RESOLVED** – to ratify purchase of mower & trailer

**g) To Consider Two New Chain Saws -**

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

**RESOLVED** - to defer to the next Environment meeting

**h) Repair to Tennis Court fencing Quotations –**

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

**RESOLVED** - to accept KM Services quotation for £734.50 and request wire is tightened on fencing at London Road.

**i) London Rd Dog Area Fencing Quotations -**

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

**RESOLVED** – to defer to next Environment meeting and obtain 3 comparable quotes

**ACTION: TOWN CLERK**

#### **186.23) To Replace two signatories on Bank Account -**

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

**RESOLVED** – to appoint Town Clerk and Cllr T Taylor as replacement signatories

**ACTION: TOWN CLERK**

#### **187.23) Attleborough Neighbourhood Plan Proposals – Follow Ups From Shared Priorities Workshop**

Town Clerk read out a report provided by Megan Free “*As outlined in proposal a shared priorities workshop was held in October, its purpose to identify short-medium term projects. As members of Planning & Highways sub committee are in the process of defining the scope of the review for the ANP it seems timely for Cllrs to discuss what projects could be integrated into the Plan. As a legally binding document developers are obligated to consider the Neighbourhood Plan in their decision-making process regarding developments. This includes allocation of S106 funds for specific projects i.e. Splash Pad, BMX Track, various bus shelters and RTI displays Wayfinding to deliver signage and implementation of a crossing at Queens Road. These are subject to amendments and additions it is also crucial to recognise that despite the shared commitment of ATC and BDC. To expedite the delivery of these projects these are limited funding opportunities available for this purpose, consequently I aim to ensure I fully explore and exhausts all potential funding avenues including the ones presented*”

**188.23) A Little More Kindness –**

The Town Clerk informed members she had received a quote for £832 to install electric supply to container. Breckland Council has said we can go ahead with project but ATC would have to fund the remarking of the disabled parking bays on Queens Square carpark. Cllr S Taylor queried if Breckland required their own contractor to mark out the bays or as alternative Cllr S Taylor may have contractors who could help as it is for a charitable project. On the motion of Cllr Mackinnon, seconded by Cllr Ashby, it was

**RESOLVED** – if unable to have parking bays marked out for free approval given for payment to be made to Breckland Council.

**ACTION: TOWN CLERK**

**189.23) AttCare Recruitment Volunteers & Trustees -**

Cllr T Taylor enquired from members if anyone would like to put themselves forward. It was agreed for Cllr Mackinnon to volunteer.

**190.23) S106 Bus Shelter Norwich Road –**

Funds had been received from NCC for bus shelters on Norwich Road, Town Clerk working with Megan Free on this and looking at sites, progress will be reported back to the next meeting.

**191.23) D-Day 80 Grants -**

The Town Clerk will get confirmation on the Beacon and register for the available grant.

**192.23) To Consider Quotes for a Landscape Architect to Carry Out Project Design & Costings for Jubilee Wood -**

There was a brief discussion concerning the three quotes mainly regarding the difference in cost although they had all received the same spec.

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

**RESOLVED** – to accept the quotation from The Landscape Partnership for £3,266.00 Excl. VAT

**ACTION: TOWN CLERK**

**193.23) Standing Orders/Meetings Protocol –**

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

**RESOLVED** – to accept Standing Orders/Meetings Protocol

**ACTION: TOWN CLERK**

**194.23) Financial Regulations -**

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

**RESOLVED** – to accept Financial Regulations

**ACTION: TOWN CLERK**

**195.23) Co-option Procedure**

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

**RESOLVED** – to accept Co-option Procedure

**196.23) Councillors Reports**

- Cllr S Taylor had attended Dist. Cllr Surgery topics discussed were buses and bus shelters. Matters relating to Town Council were lane leading to rear of Town Hall car park and Town Hall accessibility. Also attended Attcare meeting.

- Town Clerk would in future produce a Clerks report but updated members with quotations for new lift costing between £40,000 - £50,000 or stair lift £8,000. Also, quotations being produced for front door buzzer/intercom + motion sensor lights for toilets and corridors.
- Cllr Mackinnon attended Planning training which was very useful and worthwhile.
- Town Clerk gave an update on streetlights and invoices for Public Lighting, these are made up of repairs and maintenance of street lights, energy costs and also includes a reserve amount for replacements.
- Cllr Ashby queried the downstairs front office and it's use and whether this could be used as Reception. Town Clerk would circulate dates for a workshop where options could be discussed and contact Swaffham Town Council for advice as they had recently carried our refurbishments.

### **197.23) Request to Use Town Hall for Fund Raising**

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

**RESOLVED** – to approve Saturday 11<sup>th</sup> May & Saturday 15<sup>th</sup> June 2024 and offer an alternative date for Thursday 22<sup>nd</sup> February 2024.

### **198.23) Correspondence**

a) Requests to use open spaces for various Events

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

**RESOLVED** – to approve all events but contact ATFC to confirm they are not to charge for car park at Gaymers. The request for 3 Tommy silhouettes on Queens Square by Poppy Memorial also approved.

b) Year 12 Work Experience Enquiry

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

**RESOLVED** – to accept allowing preparation of Meeting agenda and attendance to a Council meeting.

c) UK Power Networks – Whitehouse Lane, Attleborough – No comments

**ACTION: TOWN CLERK**

### **199.23) Public Participation (10 Minutes) –**

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

### **200.23) Items for Next Agenda –**

Workshop for Town Hall Accessibility

### **201.23) Date of Next Meeting –** Monday 4<sup>th</sup> February 2024

### **202.23) Exclusion of Press & Public**

On the motion of Cllr Wenham, seconded by Cllr Dale, 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.

### **203.23) Consultation for S106 Release of Funds from LAM Ref 111 & 244 – Attleborough Leisure 3G Project –**

Town Clerk explained to members this had already been agreed and Cllrs were supportive, the Town Council continues to support.

**204.23) To Consider Matters Relating to a Lease**

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

**RESOLVED** - to half the current rate of £160 down to £80 per event, but wish for this to apply to each and every event booked in future. The invoice issued must be paid within 7 days of the date of the event. If unpaid by 14 days an administration fee of £20 would be added. If unpaid by 28 days, the tenancy would be in breach.

Meeting closed 8.45pm

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

- Resident queried Chainsaws and if staff are qualified to use
- Town Clerk replied Chainsaw training had been arranged for staff
- It was queried if quotations for Landscape had all been given same scope
- Town Clerk confirmed they had.