



# 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> March 2024 at 7.00pm.  
Held at the Town Hall, Queens Square.**

**Present:**

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

**205.23) Welcome** – Cllr Tyrer welcomed everyone to the meeting

**206.23) Apologies for absence** – Cllr T Taylor, Cllr Bond

**207.23) 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 Fraser – Item 18

**208.23) Public Participation** –

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

**209.23) Minutes of the Town Council meeting held on 5<sup>th</sup> February 2024** –

On the motion of Cllr Ashby, seconded by Cllr Dale, it was,  
**RESOLVED** – to accept and approve the minutes of the Town Council meeting held on  
5<sup>th</sup> February 2024

**Minutes of the Town Council Extra-ordinary meeting held on 12th February 2024**

On the motion of Cllr Mackinnon, seconded by Cllr S Taylor, it was,  
**RESOLVED** – to accept and approve the minutes of the Town Council Extra- Ordinary meeting  
held on 12th February 2024

**ACTION: TOWN CLERK**

**210.23) Financial Matters**

**a) To authorise payments** –

On the motion of Cllr S Taylor, seconded by Cllr Dale, it was,  
**RESOLVED** - to accept and approve the following payment list dated March 2024  
Total £15,096.68

**b) To agree direct debits** –

Cllr S Taylor queried a direct debit payment, Cllr Ashby informed members internal processes  
would take place

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was,  
**RESOLVED** - to approve and accept the direct debit list dated March 2024 Total £28,271.87

**c) To receive Income –**

On the motion of Cllr S Taylor, seconded by Cllr De Souza, it was,  
**RESOLVED** - to approve and accept the income list for February 2024 Total £5,298.40

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

**e) Income & Expenditure January 2024 –** Noted for information

**f) Subscription to Peninsula service proposal for monthly fee of £185.00 for ratification**

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

**RESOLVED –** to ratify subscription to Peninsula service proposal monthly fee of £185.00

**ACTION: TOWN CLERK**

**211.23) To Consider An Emergency Access Road Through The Jubilee Wood Site For The Purposes Of The 3G Pitch Construction**

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

**RESOLVED –** to agree but have a further conversation and asked to be kept informed

**ACTION: TOWN CLERK**

**212.23) Councillors Reports**

- Cllr Mackinnon offered her services to organise this year's Book Sale
- Dist. Cllr S Taylor had attended site meeting at Mill Lane, and lobbied MP to assist with flooding and met with Anglian Water which led to repair work on a collapsed drain on New North Road. Also attended a Scrutiny meeting.
- Cllr Tyrer had attended a 5 Market Towns for an update on review for Neighbourhood Plan and on integrating with Local Plan and ADP to make sure it is coordinated and an update on brief for Cemetery Land.

**213.23) Clerks Report**

- The Clerk summarised her report which included new lighting at culvert Mill Lane, Town Hall accessibility, A Little More Kindness, Allotments, Emergency Plan enacted during a recent power cut the Town Hall offered tea, warmth, and a chat. Open Spaces Workshop an ongoing project focusing on three areas Birch Drive, Blackthorn Road and St Edmunds Close. Decoy Common, Jubilee Wood. Will be arranging a consultation soon. A meeting has been arranged with ATFC and I am trying to finalise Scouts Lease. D-Day in June and in contact with RBL. Looking at Wheel Park and obtaining quotes.

**214.23) Correspondence**

a) Request from Banham Poultry to use Gaymers Meadow on Saturday 27<sup>th</sup> July 2024

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

**RESOLVED –** to approve the request from Banham Poultry but to ask for copies of Risk Assessment and Public Liability Insurance.

b) Attleborough Dinosaur Hunt 2024

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

**RESOLVED –** to support Attleborough Dinosaur Hunt 2024

**ACTION: TOWN CLERK**

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

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

**216.23) Items for Next Agenda –**

2 Councillor vacancies for Co-option

Open spaces consultation

**217.23) Date of Next Meeting** – Monday 8<sup>th</sup> April 2024

**218.23) Exclusion of Press & Public**

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

**219.23) Bar Lease Update**

The Clerk informed members the Lessee had been uncertain regarding the resolution that had been made. The Clerk had suggested he put any concerns in writing to present to Council, but nothing had been received. The Clerk had produced an Addendum for Lessee to sign.

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

**RESOLVED** – the Chairman and Deputy Chairman would sign on behalf of Attleborough Town Council.

**ACTION: TOWN CLERK**

**220.23) Rent increase to be considered for existing Gaymers Bowls Lease**

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

**RESOLVED** - Leave rent the same but review in two years.

Cllr Dale abstained

**ACTION: TOWN CLERK**

The Clerk left the meeting

**221.23) Recommendations to be made to Full Council on the Permanent Appointment of Town Clerk and review of salary -**

Cllr Ashby informed members that at the previous Personnel meeting it had been resolved to agree the permanent appointment of the Clerk and award the Clerks salary in line with pay scale recommended by NALC and there will be an appraisal process as I personally think we have an excellent Clerk who we want to pay appropriately and that can be part of the appraisal process.

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

**RESOLVED** – to agree permanent appointment of Town Clerk and award salary in line with pay scale recommended by NALC with further pay discussions during forthcoming appraisal.

**ACTION: TOWN CLERK**

The Clerk returned to meeting

Cllr S Fraser left the meeting

**222.23) Caretaker Role Update By The Clerk And Consideration Of Proposals** –

The Clerk explained the need for an additional Caretaker to aid existing Caretaker. The advertised vacancy had proven difficult to fill so a solution would be to advertise for a sub-contracting caretaker. We received four expressions of interest but on receiving the spec three declined to reply but we have received one applicant. Cllr S Taylor stated that she felt the subject should be discussed in public to discuss below the line is not transparent. The Clerk explained that because the issue involved the long-standing Caretaker, care needed to be taken in discussing his employment.

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

**RESOLVED** – to defer to an EGM meeting to be discussed above the line.

**ACTION: TOWN CLERK**

**Public Participation 1st Session**

- Resident thanked Clerk for discussing the lift in the Town Hall

**Public Participation 2nd Session**

- It was queried if there would be a community allotment and would community become involved with Blackthorn Road
- That would be part of the Consultation
- Would there be chippings available for Grosvenor Park allotments
- The Clerk would ask when the next load of chippings become available
- The dates for the book sale were requested, these would be Friday 12<sup>th</sup> April, Saturday 13<sup>th</sup> April & Sunday 14<sup>th</sup> April 2024
- It was queried if the ADP was active
- It will be, it takes time to evolve.