

**DRAFT**

## **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 7 June 2010 at 7pm.**

### **PRESENT**

Cllrs G Farrow, (Chair), K Pettitt, B Waters, S Schucroft, G Firman, A Sturt, J Taylor, S Taylor, S Middlebrook, A Marchant, J McBride, R Reynolds; H Elias (Town Clerk). District Cllr K Martin; members of the public.

### **1 TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllrs N Keach (work commitment) and V Dale (holiday).

### **2 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW**

None

### **3 TO RECEIVE A PRESENTATION FROM JUSTIN SMITH OF CEMETERY DEVELOPMENT SERVICES ON THE PROCESS OF CREATING NEW BURIAL GROUNDS.**

Mr Smith introduced himself and explained that regulations for cemeteries were becoming stricter. The Environment Agency's primary objective was to protect groundwater and prevent abstraction points becoming polluted. Cemeteries were viewed on a par with landfill sites in this respect. Contaminants include nitrates, nitrites, bacteria and CJD prions, which could be carried in water. The type of soil determines how far contaminants will spread. Light soil poses most risk. 20-30 burials per year is considered medium risk.

New cemeteries and any extension to an existing cemetery fall under the new controls. Councils need the Environment Agency's permission before planning permission will be granted on a site. Assessments include: Tier 1-a desk study, Tier 2 – includes soil and water data. Other data required includes water table levels, well registers and boreholes.

Restrictions include the following: no cemetery is allowed in a groundwater source protection zone, water extraction boreholes are protected by a buffer zone, no burials are allowed within 30m of a spring or watercourse, or within 10m of a land drain, burials are not allowed into graves which are waterlogged, and pumping out is only allowed into an authorised type of container with removal by specialist firms. However, woodland burials have fewer restrictions and there are no restrictions on ashes burials.

Mitigation measures can be taken including: increasing the height of the soil level, dewatering a site with extremely deep drains, although this is now considered to be water abstraction and requires a licence, use of sealed concrete burial chambers although these are expensive, and use of zeolitic materials which absorb contaminants.

It was noted that most burial authorities do not charge enough to cover their expenses – actual cost in a new cemetery is c£2,000 per grave over 75 years. Other costs include layout, water and parking provision. The location of a new cemetery is important and should not be too far away from residences. It would take at least two years to complete a cemetery if a council already has land and five years at least if land has to be found and purchased.

### **4 TO RECEIVE QUESTIONS ON THE PRESENTATION**

Queries were raised on contaminants, woodland burials, ashes burials, and the amount of land needed.

## DRAFT

### **5 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW THE PUBLIC TO SPEAK.** (This includes matters on the agenda. Maximum 10 minutes in duration – NB: a second period of public participation will be allowed at the end of the meeting)

It was proposed by Cllr Schucroft and carried by Council that the meeting be adjourned to allow the public to speak.

Items raised were: Anti-social behaviour at the skatepark & recreation ground. The ownership of the skatepark.

**The meeting was reconvened.** A member of the public left the meeting at 7.55pm.

### **6 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 24 MAY** (previously circulated – factual discrepancies only)

The minutes were agreed and signed.

### **7 TO RECEIVE AND APPROVE COMMITTEE MINUTES**

i) Planning: These were noted.

ii) Festival: These were noted.

iii) Other: A query was raised as to why there were no longer any Police Liaison minutes. It was explained that the SNAP meetings appeared to have taken over this function. However, the Police had commented that there appeared to be little direct liaison between the Police and the Council and the Mayor was to meet the Police the following Friday.

### **8 TO RECEIVE A BRIEF UPDATE ON ANY ITEMS NOT LISTED BELOW** (NB Information only – no resolutions may be passed)

i) Snetterton Circuit Liaison Group: This is mostly concerned with noise pollution. The local church had requested a change of times for practices on Sundays as services were being disturbed. Other complaints had been investigated. The bunding was in place and would be landscaped the following year. Monitors had been placed on access roads to Snetterton. The next meeting would take place on 21 October.

ii) Attleborough Town Charities: The Committee had considered sites for allotment to rent to the Town Council. The only site they would consider was one part of Decoy Common, which raised a query as the wildlife and the costs of providing water.

iii) Bar Franchise: The franchise holder had paid two months arrears.

iv) Litter Bins: Four litter bins were on order. It was noted that base of the one near the Methodist Church was dangerous.

v) Litter & fly-tipping: Carvers Lane fly tipping had been removed; the skip in Connaught Road had gone and the RSPCA had been informed about the dog.

vi) Obelisk Repair: A query was raised about the claim to repair the obelisk. The Clerk will chase this. **ACTION: Town Clerk**

### **9 TO RECEIVE DISTRICT COUNCILLORS' REPORTS** (all information on Breckland matters)

District Cllr A Byrne had sent his apologies.

i) Shared Services with South Norfolk: arrangements for these had failed.

ii) Part night street lighting: a letter had been received from Norfolk CC – work will begin around August to modify the lights.

iii) LDF: Housing targets were being scrapped by the new government which might affect the proposed expansion of Attleborough.

## **DRAFT**

### **10 TO RECEIVE DETAILS OF THE INTERNAL AUDITOR'S REPORT AND AGREE ANY ACTION REQUIRED (refer to enclosed documents)**

The Internal Auditor's report and comments were noted. She noted that the accounts were improving year on year. Her suggestions for this year were already being dealt with by the Office. The Mayor thanked Mrs Elias and Ms Miller for their hard work in preparing the end of year figures and it was noted that the computer accounts system had simplified the process although it still took a full day to complete.

### **11 TO APPROVE THE ANNUAL RETURN PART 2**

Part 2 of the Annual Return was considered.

**It was proposed by Cllr Pettitt and carried by Council that Part 2 of the Annual Return be signed.**

Part 2 of the Annual Return was signed by the Town Mayor and the Town Clerk.

### **12 TO RECEIVE THE MONTHLY BUDGET SUMMARY FOR MAY (see document)**

The Council is well within budget.

### **13 TO AUTHORISE PAYMENT OF CHEQUES (see list)**

A query was raised as to when the donations to the Twinning Association and the Air Ambulance were agreed. It was explained that the budgeting process for the precept had allocated these sums. The Air Ambulance operated a consortium procurement system for the First Responders and the £500 was in fact for Attleborough First Responders. Radar Key purchase was also queried. These are bought in bulk then sold to those entitled to them at cost price.

**It was proposed by Cllr Pettitt and carried Council that the cheques be authorised for payment. ACTION: Town Clerk**

### **14 TO DEAL WITH MATTERS TO DO WITH OPEN SPACES**

i) To agree a date for the Cemeteries Working Group to meet: It was agreed that the Cemetery Working Party would meet in the Town Hall at on Monday 14 June 6pm before the site meeting at Gaymer's Meadow.

ii) To discuss quotes for skatepark lighting: This item was deferred to allow members further time to consider the various options.

iii) To discuss the Respect Signs and their location: Two of the signs were produced for Councillors to consider. After much discussion members commented that the wording was not appropriate for a play area / Recreation Ground and that enforcement should be actioned with the maximum punishment. It was suggested that the signs with their current wording would be better placed around the town centre in areas such as the High Street, Connaught Hall, Exchange Street and Station Road or in the streets approaching the Recreation Ground entrances and near the Snooker Club. A query was raised to the number of signs where the fittings were and whether the Police would be able to enforce them if they were put up. The Town Mayor will discuss the signs and their wording at his meeting with the Police and how resources can best be used.

iv) To receive an update on Attleborough In Bloom: All the tubs and baskets are in place and planted including a new one in Queens Square paid for by Mr & Mrs Turner of Bank Cottage. The project has been organised slightly differently this year with the Junior School adopting and planting the three large tubs in Surrogate Street, Milbank's Estate Agents sponsoring the three tubs on Connaught Plain with their "house" colours, M & A (Martin & Acock) sponsoring a tub by the war memorial and the London Tavern sponsoring the tub by the Queens Square bus shelter. Other sponsors include Attleborough Scaffold Hire, Martin Christopher Opticians Ltd, Robert Kemp Cars,

## **DRAFT**

Zuari, Bingham Hall Associates, T E Dye Motor Engineers, Ashley Care Group, Attleborough Surgeries, Breckland Industrial, Cecil Amey, Codair, Cutz Hair Shop, Dingles Motors, The Flower Box, Donna Kissinger Estate Agents, Marrison Electrical, Nuts N Bolts, Randell NFM, Rosedale Funeral Homes, She Fashion, Stagheath Ltd (DJ's Bar), Stuart Group Ltd, St Luke's Group (Mild Professional Homes) and Tony Perkin Butcher's. By the second town sign at Empire Terrace in London Road the Civil Service Retirement Fellowship (CSRF) have paid for bulbs to be planted Peter Beales Roses who look after the rose garden in St Mary's in addition to making a donation.

v) To receive information about playparks: the equipment has been repaired and is back in place at the London Road Play area. District Cllr S Rogers had agreed to enquire about the progress of the transfer of play areas. A query was raised about fencing adjoining the Recreation Ground Play area and the Gaymer's Bowls Club – this belongs to the Bowls Club. Eventually it was hoped to have more attractive perimeter fencing.

vi) Other: None

## **15 TO DEAL WITH MATTERS ABOUT THE TOWN HALL**

i) Photographs of Councillors: These are to be placed in the TIC window as well as on noticeboards.

ii) TIC: The Council is short of volunteers for Wednesday and Friday afternoons and to cover some holidays. The Clerk is to write an article / send out a press release. **ACTION: Town Clerk**

## **16 TO DEAL WITH MUNICIPAL MATTERS**

i) Website: Cllr Middlebrook is uploading addresses which will be transferred to members' own e-mail addresses.

ii) Hedges: The hedges along Blenheim Drive have been cut.

iii) Streetlighting: Lamp 924 is on during daylight hours.

## **17 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to summary of correspondence received since last meeting below)**

i) Request from ACT for donation: to cover the cost of membership of Action for Market Towns. Queries were raised as to whether ACT had a constitution and bank account. It was noted that the Town Council already allows ACT free use of the Town Hall and that the budget for grants had been reduced for this financial year. There was very little for unbudgeted requests. The Town Council is not a member of Action for Market Towns.

ii) Letter from ACT: re Rix Petroleum planning application. Appreciation that County, District and Town Councillors, community groups and local businesses have worked together to achieve the best outcome for Attleborough.

iii) Norfolk RCC: Unsuccessful bid for COMMA funding for play area.

iv) Breckland's Green Agenda: Collection of electrical goods at sites other than recycling centres.

The following were not received before publication of the agenda. (NB: No resolutions may be passed).

v) Road Closure: The B1077 Norwich Road from its junction with the S572 Norwich Road to its junction with U33096 Mill Lane in Attleborough and Besthorpe (including over the Besthorpe Junction Bridge) will be closed from 28 June – 7 July for resurfacing.

vi) Police: Recent SNT priorities have included targeting ASB and criminal damage at the Recreation Ground and Bowls Club, Station Road. Speeding issues in Attleborough, Old Buckenham and Rushford. The next SNT meeting will take place on Thursday 24 June at 7.30pm in the Town Hall Attleborough.

vii) Part night street lighting. The Clerk will re-iterate the Council's previous concerns about switching off lights between 12 midnight and 5am (GMT) & 1am-6am (BST).

## **DRAFT**

- vii) The Big Society: Topics which the new Devolution & Localism Bill will cover.
- viii) Norfolk CC Fire Service: Consultation on proposals for a Safety Plan 2011-14. The consultation runs till 15 August. Comments can be made on [www.norfolkfireservice.gov.uk](http://www.norfolkfireservice.gov.uk) e-mail: [consultation@fire.norfolk.gov.uk](mailto:consultation@fire.norfolk.gov.uk) Tel: 01603 810351. Further details from the Town Clerk.
- ix) Resignation of Town Clerk: the Mayor read out a letter from the Clerk resigning as of the beginning of September to take up a new post. She thanked the Town Council for training her and for allowing her to develop the role. The Mayor called an Extraordinary full Council meeting for Tuesday 15 June to discuss the recruitment of a new clerk.

### **18 TO RECEIVE INFORMATION ON TOWN AFFAIRS** (NB information only – No resolutions may be passed)

- i) Peter Beales Roses: had won a Gold Award at the Chelsea Flower Show. The Clerk was directed to write a letter of congratulation. **ACTION: Town Clerk**
- ii) Wymondham Archivist Janet Smith: was retiring after 20 years. Attleborough's Archives, located in the Town Hall have been available to the public for over ten years.
- iii) Station Road: "Keep Clear" sign painted on the road has been worn away. The general condition of the road is very poor.
- iv) Potholes: In New North Road from Station Road, also in Surrogate Street & Thieves Lane

### **19 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA**

To be confirmed.

### **20 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION** (NB: 10 minutes maximum)

**It was proposed by Cllr Waters and carried by Council that the meeting be adjourned for the public to speak.**

No items were raised.

**The meeting was reconvened.**

### **21 THE DATE OF THE NEXT FULL COUNCIL MEETING** was confirmed

**There will be an extraordinary full Council meeting on Tuesday 15 June at 7pm with the regular full Council meeting taking place on Monday 5 July 2010 at 7pm.**

**The meeting closed at 9.12pm**

**Chair:**