

DRAFT

ATTLEBOROUGH TOWN COUNCIL

Minutes of an EXTRAORDINARY meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 24 May 2010 at 7pm.

PRESENT

Cllrs G Farrow, (Chair), K Pettitt, B Waters, S Schucroft, V Dale, G Firman, A Marchant, J Taylor, S Taylor, J McBride, R Reynolds; H Elias (Town Clerk). District Cllrs S Rogers and K Martin; one member of the public.

1 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs N Keach and A Sturt, (both work commitment). The press sent their apologies.

The Mayor reported that Jacqueline Swain, one of the Tourist Volunteers, had died suddenly the previous week. The Council held a minute's silence as mark of respect.

2 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

None

3 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 Waters and carried by Council that the meeting be adjourned for the public to speak.

No items were raised. **The meeting was reconvened.**

4 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING (previously circulated – factual discrepancies only)

The minutes were agreed and signed with one amendment:

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

None

6 TO RECEIVE INFORMATION ON PLANNING

The Planning Committee had taken place at 6.30pm. the minutes would be approved at the full Council meeting in June.

7 TO RECEIVE DISTRICT COUNCILLORS' REPORTS (all information on Breckland matters)

i) Shared Services: The agreements between Breckland and South Norfolk over shared services have broken down.

ii) LDF: the LDF Attleborough Area Action Plan is behind schedule.

iii) Victory Park: Rix Petroleum have withdrawn their planning application.

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8 TO RECEIVE DETAILS OF THE END OF YEAR FINANCIAL STATEMENT (refer to enclosed documents)

The figures on the Balances Sheet, Reserves and Income and Expenditure Account were explained.

9 TO AGREE TO EARMARK FUNDS FROM THE GENERAL RESERVE

A rule of thumb is to keep between $\frac{1}{4}$ and $\frac{1}{3}$ of the amount of the precept in the general reserve ie. between £61,000 and £81,000. Any more should be in reserves earmarked for particular projects. As there was more than the recommended amount a discussion followed as to how this should be allocated.

It was proposed by Cllr Farrow and carried by Council that:

£10,000 should be allocated to the Cemetery Projects Earmarked Fund

£10,000 to the Play Parks Improvements Projects and £10,000 to the Town Hall Shed Project

It was decided not to allocate extra funds towards machinery as there was already £5,000 in each year's budget, the residue of which was allocated to a reserve which was building steadily over the years. In future it was suggested that grass cutting might be contracted out.

A query was raised about the allotments; there are 33 allotments and over 40 people on the waiting list. It might be possible to use some land for allotments before burial use if land is found. It was noted that there was a Town Charities meeting on 3 June and that discussions over land for allotments might be possible.

10 TO APPROVE THE ANNUAL RETURN PART 1

The variations between financial years 08-09 and 09-10 were explained:

Box 2: the precept rose less than 15%. Box 3: the previous year included the one-off commuted sum for the toilets of £275,000. Interest was down £10,000, the Mayor's Youth Fund donations were down £6,000. Box 4: Staff costs rose less than 15%. Box 6: Other expenditure was down by £79,170 due to the toilets refurbishment of £106,000 occurring in the previous year. Grants paid out were £6,000 lower and litter bins also £3,000 less in the year 09-10. Box 7: Difference was less than 15%. Box 9: Fixed assets were up less than 15% mostly due to the rise in insurance value of the Town Hall.

It was proposed by Cllr Pettitt and carried by Council that the Annual Return Part 1 be signed.

Part 1 of the Annual Return was signed by the Mayor and the Clerk, as Responsible Financial Officer.

11 TO RECEIVE THE MONTHLY BUDGET SUMMARY FOR APRIL (see document)

This was presented as the previous year's accounts have been closed. The Council is well within budget due to payment of the first instalment of the precept.

12 TO DEAL WITH MATTERS TO DO WITH OPEN SPACES

i) To discuss the request for a 400m running track at Gaymer's Meadow:

The request was received at the previous meeting. It was agreed to hold a site meeting at Gaymer's Meadow on Monday 14 June at 7pm to discuss details. The request had been for six lanes marked out on the grass to standard measurements, but a suggestion was made that perhaps something more permanent could be provided. The Clerk was directed to contact various clubs and send out a press release. **ACTION: Town Clerk**

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ii) To receive an update on the transfer of play areas:

No further news. The matter was transferred to Breckland's Finance Committee some time ago. District Cllr S Rogers offered to chase the matter. **ACTION: District Cllr S Rogers.**

iii) To receive an update on Attleborough In Bloom:

The flowers are to be put in the tubs and baskets during the week. The three tubs in Surrogate Street have been planted by the Junior School as part of their studies, but will be watered by both the school and our caretaker.

13 TO DEAL WITH MATTERS ABOUT THE TOWN HALL

i) Councillors' photographs: A request was made to put the pictures of Councillors in frames and stand them in the TIC window.

ii) Bow windows: A request was made for the two bow windows to be painted. The caretaker is currently finishing painting the play equipment at the Recreation Ground.

iii) Bar Franchise: the franchise holder has been reminded about prompt payment.

iv) Damp treatment in the kitchen: this will be chased now that winter is over. **ACTION: Town Clerk**

14 TO DEAL WITH MUNICIPAL MATTERS

i) Litter Bins: the bin next to the telephone box in Station Road has rusted through and is dangerous. District Cllr S Rogers offered to repair it. **ACTION: District Cllr S Rogers**

ii) Litter: New North Road – possible a Mr Richardson's land. Clerk was directed to contact him. **ACTION: Town Clerk**

iii) Fly tipping: In Carvers Lane.

iv) Skip: At 12 Connaught Road – rubbish has been pulled out. A dog was reported there.

v) Potholes: the corner of Foxglove and Blackthorn.

15 TO RECEIVE AN UPDATE ON THE PARKING RECOMMENDATIONS BY BRECKLAND COUNCIL

Breckland's Overview and Scrutiny Committee has made 17 recommendations for parking within Attleborough: free parking to continue; enforcement of restrictions to provide a turnover of spaces; an agency agreement with the Town Council; three hours free short-stay parking; Designated long and short stay areas; Police on-street enforcement until decriminalisation of parking; possible re-design of Queens Square car park to provide extra spaces; Network Rail to be contacted to expand the station car park; Norfolk CC to be contacted regarding use of land behind the Adult Training Centre for parking; improvements at Horse-Pit and Edenside car parks; interactive signs to be investigated as the town grows; promotion of the Harling and Wayland Flexibus services; adequate parking provision in future town centre developments; permit parking should not be introduced at present, but be reviewed; progress should be monitored. The recommendations are to be put to Cabinet shortly.

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

i) Running Track: Letter from resident in favour.

ii) Each: Request for funding: It was agreed that £125 should be donated from S137 Funds reserved for late requests. **ACTION: Town Clerk**

iii) Public Consultation for Wells Field Study Centre: Requests for suggestions to find a new use for the building.

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

- i) Recreation Play park: Many comments had been received as to how much better and how much more cared for the Recreation Ground play area looked, and how much more space there was.
- ii) Tony Perkins Butchers: Comments were made that the new frontage was “a credit to the town”. The Clerk was directed to write to Mr Perkins.
- iii) Respect Zone Signage: The Police had asked if our groundsmen could put up the signage in the Recreation ground. The Council had understood it was for the Connaught Hall Car Park. A suggestion was made that it might be better in the High Street.

18 TO RECEIVE ITEMS FOR NEXT MONTH’S AGENDA

- i) Respect Zone signage
- ii) Annual Return Part 2

19 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.

20 THE DATE OF THE NEXT FULL COUNCIL MEETING was confirmed as Monday 7 June 2010 at 7pm.

The meeting closed at 8.03pm

Chair: