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ATTLEBOROUGH TOWN COUNCIL

Minutes of the meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 12 April 2010 at 7pm.

PRESENT

Cllrs V Dale (Chair), G Farrow, S Schucroft, K Pettitt, A Sturt, G Firman, S Middlebrook, A Marchant, J Taylor, S Taylor, J McBride, R Reynolds; H Elias (Town Clerk); members of the public and press and a District Councillor were present.

1 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs B Waters (holiday) and N Keach (work commitment).

2 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

Cllr V Dale declared a personal interest in Item 15 iv) Gaymer's Bowls Club Parking suggestion and took no part in the discussion as the Bowls Club is adjacent to her business. The Deputy Mayor took over the Chair for this item.

Cllr R Reynolds declared a prejudicial interest in Item 12 Bills & Cheques and did not take part in the vote as he was a cheque recipient.

3 TO RECEIVE THE CHAIRMAN'S REPORT (refer to diary list)

The first half of March had been busy starting with the Annual Assembly. Mrs Dale had opened the *Sugar Rush* sweet shop and attended an Army Presentation, a Boxing Club Open Day, a Justice Service, a Larger Councils meeting and represented the Council at a former Mayor's memorial service. The second half of the month had been quieter, representing the Council at a public meeting about parking and attending the TAF and Town Team meetings. The most interesting event had been a Gypsy & Traveller Conference.

4 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING

The minutes were agreed and signed

5 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION

At this point in the meeting no members of the public were present.

6 TO MAKE RECOMMENDATIONS ON NEW PLANNING APPLICATIONS

Applications discussed:

i) **3PL/2010/0240/F** Applicant: Mr Ross Macmillan, Location: 12 Varrick Way - single storey rear extension to dwelling - No objections.

ii) **3PL/2010/0278/F** Applicant: Mr A Long, Location: The Cottage London Road - Demolish flat roof addition to sill level, remove roof & chimney, rebuild two storey addition & new hipped roof - No objections. Comment: It was noted that this would be an improvement on the property.

iii) **3PL/2010/0292/F** Applicant: Mrs C Pratt, Location: 9 Queens Court - Single storey front extension to house - No objections

iv) **3PL/2010/0306/F** Applicant: Mr R Mitchell, Location: 7 Barley Way - Proposed two storey side & rear extension - No objections. Comment: Rear extension on a large plot.

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Breckland Council decisions & information received to date:

Planning permission granted:

- i) **3PL/2009/0997/F** Mr A Barham - 1 Cyprus Road - Erection of detached two storey dwelling with detached garage
- ii) **3PL/2010/0062/F** Mr Aves - 35 Mill Lane - Front extension to house
- iii) **3PL/2010/0078/F** Mr N Hood - 1 Cider Close - Proposed loft conversion involving raising existing ridge line & enlargement of existing dormer
- iv) **3PL/2010/0081/F** Mr T Perkins - Church Street - Replace existing shop front
- v) **3PL/2010/0095/F** Mrs C Christman - 35 New North Road – Two storey side extension & front porch
- vi) **3PL/2010/0115/F** Mr J Fitzgerald – 10 Fairfield Drive - Extension to bungalow to inc. extending lounge at rear & additional bedroom & hall at front.
- v) **3PL/2010/0118F** Applicant: Mr & Mrs Anderson Location: 29 Tummel Way - Variation of condition 3 on pp **3PL/2009/1092** re obscurity of glazing.

Planning permission refused:

- i) **3PL/2009/0998/F** Applicant: Mr A Barham, 1 Cyprus Road - Erection of detached single storey dwelling with garage
- ii) **3PL/2010/0044/LB** Applicant: Mr Rick Mowser, Unit 2 1 High St - Alterations -

Retrospective

The following had been withdrawn:

- i) **3PL/2010/0037/F** Mr P Ley – Halford House, High Street – Demolish part of barn / garage, erect 8 2-storey dwellings and extend retail outbuilding to dentist.
- ii) **3PL/2010/0066/F** Mr E W Wright - Westleigh London Road – Erection of garage & formation of new access onto London Road

Enforcement Appeal:

- i) **APP/F2605/C/09/2111115** Mr A Jones – The appeal against Enforcement Order **ENF/2008/0190/CAS** on 13 &14 April had been cancelled/postponed. A new date will be notified.

Tree Preservation Order

- i) **TPO/2010/03** Location: Westcroft, London Road, Attleborough – 2 Horse chestnut trees

Correspondence, consultations and other information:

- i) **3PL/2010/0008/F** Letter from Breckland re parking for the application
- ii) **3PL/2009/0604/F** Land at Docking Wood, Leys Lane – change of use to allow standing caravans – this had been deferred by Breckland Council with regard to the provision of passing places on the narrow road.
- iii) **3PL/2009/1143/F** Anaerobic Digester off Crows Hall Lane – this had been deferred by Breckland Council.
- iv) **3PL/2010/0033/F** Proposed residential development, Slough Lane – a report had been given to Breckland’s Development Control Committee for consideration.
- v) **REV Programme** Information re A11 and Snetterton from Breckland Council.

7 TO RECEIVE A BRIEF UPDATE ON ANY ITEMS NOT LISTED BELOW (NB

Information only – no resolutions may be passed)

i) Rix Petroleum Presentation: Councillors had commented on the lack of publicity; the turnout from members of the public had been disappointing; also Breckland officers had seemed poorly informed of the issues. Town Councillors had expressed concern that the decision might already have been made; they reiterated that Snetterton would be a better location and that they could see no justification for an extra depot in Attleborough. It was noted that District Councillors should represent the townspeople rather than commercial ventures.

8 TO RECEIVE AND APPROVE COMMITTEE MINUTES: (refer to enclosed documents)

i) General Purposes: These were noted.

ii) Other: None

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9 TO RECEIVE REPRESENTATIVES' REPORTS

Cllr Farrow had attended a seminar on Employment Law. He had noted that if an agency worker were taken on for more than 12 months that person could claim the right to a job. A session on *How to calculate the Clerk's pay* had been included; he was confident that Attleborough was within the correct remit and that this was one aspect of being a Quality Council.

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

- i) Deputy Leader: It was reported that District Councillor A Stasiak was to be the next Deputy Leader at Breckland. This will have to be ratified by Breckland's full Council.
- ii) Participatory Budgeting: Many thanks were given to Cllrs K Pettitt and S Taylor, who had helped organise an alternative venue at the last minute. The scheme had given away £5,000 to various projects including Connaught Hall, Morley School, Attleborough Scouts, Sparklers Playgroup and the Attleborough Amateur Boxing Club.
- iii) Anaerobic Digester: Planning permission for this had been granted due to Environment Agency permits being granted controlling the production. It would cost over £4m to build.

11 TO RECEIVE DETAILS OF MARCH'S FINANCIAL STATEMENT (refer to enclosed document)

It was noted that these were not the end-of-year figures as RBS Omega was sending someone to do the end-of-year procedures on 13 May. Adjustments needed to be made for Income & Expenditure accounting in the way of debtors, creditors, accruals & pre-payments after the bank statements had been reconciled.

12 TO AUTHORISE PAYMENT OF BILLS AND CHEQUES (refer to list)

It was noted that as HMRC had not supplied the relevant information there was only one wage cheque rather than five. These will be written as soon as possible then ratified at the following meeting, so that May's meeting will have double amounts for salaries.

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

13 TO REVIEW ESSENTIAL DOCUMENTS (previously circulated)

- i) ATC Standing Orders: As the Council would decide on committees at the May meeting it was agreed to defer the review to the following meeting. **ACTION: All Councillors, Town Clerk**
- ii) ATC Financial Regulations: As changes might be made to a Finance Committee at the following meeting it was agreed to defer the review to the following meeting. **ACTION: All Councillors, Town Clerk**
- iii) ATC General Risk Assessment: This was discussed and amended. **ACTION: Town Clerk**
- iv) ATC Financial Risk Assessment: This was discussed and deferred **ACTION: Town Clerk**

14 TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT & FINANCIAL CONTROLS (see attached documents)

i) To review the effectiveness of the Internal Audit:

It was proposed by Cllr Dale and carried by Council that the document be signed.

The Mayor and Clerk signed the review of effectiveness of the Internal Audit.

ii) To review the effectiveness of Internal Controls:

It was proposed by Cllr Dale and carried by Council that the document be signed.

The Mayor and Clerk signed the review of effectiveness of the Internal Controls.

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15 TO DEAL WITH MATTERS TO DO WITH OPEN SPACES

i) To agree arrangements for grass cutting / grounds maintenance: The Cemetery Keeper had returned to work so outsourcing grounds maintenance was not necessary.

ii) To receive an update on the transfer of play areas: No further news.

iii) To agree to outsource the Recreation Ground fencing project: It was suggested that a wheeled digger and driver should be hired to drag the existing concrete posts out of the ground. The groundsmen could clip the wire free beforehand and re-fill the post holes with topsoil afterwards. A skip should be arranged. The area would need to be fenced off during work.

ACTION: Town Clerk & Groundsmen

It was proposed by Cllr Reynolds & carried by Council that, after the groundsmen have finished the clearing work, Breckland Technical should install the bow-topped fencing.

ACTION: Town Clerk

Cllr Dale declared a personal interest in the following item and took no part in the discussion as the Bowls Club is adjacent to her business. The Deputy Mayor took over the Chair for this item.

iv) To discuss the Gaymer's Bowls Club suggestion re parking at the Recreation Ground: A discussion ensued as to the safety aspects of allowing parking on a regular basis within the fence. It was suggested that the Bowls Club could use the Football Club Drive for parking. It was agreed to arrange a site visit with representatives of the Bowls Club on Monday 19 April at 7pm. **ACTION: Town Clerk & Councillors.**

v) To receive an update on Attleborough In Bloom: Various requests have been made by sponsors – Milbank's Estate Agents will sponsor the three tubs on Connaught Plain to be planted in their house colours, the Town Council to arrange the watering; the Junior School will plant and tend the three tubs on Surrogate Street with the Council undertaking additional watering, London Tavern will sponsor and plant the large tub by the Queens Square bus stop. PB Plants will provide the plants & soil at the same price as last year.

16 TO DEAL WITH MATTERS ABOUT THE TOWN HALL

i) TIC - CCTV installation: the servers were still unbearably noisy and were causing problems for the volunteers. Two to three spare cameras were available in the district.

District Cllr S Rogers left the meeting.

ii) Brochure: Further amendments were suggested.

iii) Other: Town Hall Cleaning: The cleaner has requested permission to seek other companies with industrial cleaning equipment – there were particular problems with food and glass being ground into the carpet after a recent weekend with an 18th birthday party and a christening. The purchase of industrial cleaning equipment was discussed and local firms suggested. It was suggested that the letter be amended to state that we expect the hall to be left as clean and tidy as possible and that any excessive cleaning costs will be charged per hour and taken from the damages deposit. The Clerk was directed to discuss the collection of glasses at functions with the bar franchise holder and to ascertain if there were any H & S implications for the Town Council. **ACTION: Town Clerk**

17 TO DEAL WITH MUNICIPAL MATTERS

i) To receive information re planning permission for the flagpole on Queens Square: District Cllr A Stasiak had offered to look into this – no further information had been received. It was suggested that planning permission should be sought in any case. **ACTION: Town Clerk**

ii) To receive an update on the cost to Council of the Christmas Lights: (see attached sheet)

It was noted that the cost to the Council had reduced to £17,506.67 for Christmas 2009 from a high of £20,247 for Christmas 2007.

iii) Other: None

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18 TO AGREE A TOP-UP SUM TO PURCHASE PLAY EQUIPMENT AT THE RECREATION GROUND

The Mayor is keen to provide a climbing cube from the Youth Fund by the end of the civic year. She asked Council if it would pay the difference if she were able to guarantee a minimum of £5,000. The Cube will cost about £7,000 and there is currently c£3,500 in the Mayor's fund. A further £120 had been pledged.

It was proposed by Cllr Farrow and carried by Council that Council would pay the difference between the £5,000 and the cost of the cube. ACTION: Town Clerk

19 TO RECEIVE AN UPDATE ON THE "TOWN TEAM" PUBLIC MEETING LED BY JTP PLANNING CONSULTANTS

The Town Team is to be renamed ACT – Attleborough Community Team. It is to be an apolitical, independent group which will break down into sub-committees. JTP will attend the second meeting. It was stressed that JTP's vision was only a vision. Concerns were expressed that the documents were misleading as residents might assume that what was depicted had been granted planning permission. Council is worried that the houses will be built without the promised infrastructure, and that jobs will not be attracted to the town. It was feared that Breckland's policy is not coherent as the problems with Snetterton's utilities have not been solved.

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

i) Town & Parish Forum Newsletter: Information from Breckland Council.

The following were received after the agenda was published. (No resolutions may be passed).

ii) Bus service complaints: Norfolk CC are to receive a grant from central government to improve the reliability and service along the A11 corridor. They hope to see an improvement by September 2010 to include an evening and Sunday service.

iii) Maturing Investments: Confirmation from the bank that the monies had been re-invested into bonds.

iv) Police: SNT: The latest priority was to address anti-social behaviour and associated crime in springtime. The next SNAP meeting will be on Thursday 29 April at 7.30pm in Attleborough Town Hall.

v) Holt Hall & Wells Field Study Centres: response to Council's letter lobbying to keep the centres open as opportunities for young people to enjoy.

vi) Norfolk Infrastructure Fund: Proposal by Norfolk CC to establish a fund to help pay for necessary infrastructure from second homes funding. Consultation deadline is 23 April.

vii) Christ Community Church New Day: Suggestion for projects for young people 11-16 August to benefit the local community. Members raised queries about hidden costs to the council, and if the helpers would be CRB checked.

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

i) Potholes: reported at the junction of Foxglove and Blackthorn Roads, in Thieves Lane by the fire station, in Buckenham Road, in West Carr Road and in New North Road.

ii) Planning conditions on the convenience shop at Edenside/ Connaught Plain. Concerns were expressed about the opening times and licensing hours.

iii) Direction signs around town: Many of these were pointing in the wrong direction.

iv) Litter bin at Station: This had rotted off its base.

v) Dell: It had been reported that young people were throwing stones in the area.

vi) Dell Hedging: Thanks to Mr Wade for the new hedging.

vii) Police Meeting 1 April: The Mayor had been asked to speak to representatives of 23 surrounding parishes explaining the benefits of the SNAP meetings – even the off-duty SNT

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members had been present. However, only three parishes sent representatives and much hard work by the Police had gone unappreciated.

viii) Spikelets Litter Pick: Breckland had arranged a community litter pick with Spike the hedgehog and local children at Decoy Common. Unfortunately no children from Attleborough had taken part, only from surrounding villages. It was noted that previously there had been one field allocated as a dog walking area at Decoy Common, but this appeared to have been disregarded and there was nowhere free of dog fouling.

ix) Quarterly Newsletter Proposal: The producers of the Diss Council's quarterly newsletter have put forward a proposal to publish and distribute a newsletter for the Council paid for by advertising. The Council has previously published its own newsletter and had decided not to go down the advertising route. It was agreed to discuss this in more detail at the next meeting.

22 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA

i) Quarterly newsletter ii) Dog fouling iii) Name badges iv) Standing Orders
v) Financial Standing Orders vi) Financial Risk Assessment

23 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 Schucroft and carried by Council that the meeting be adjourned for the public to speak.

Items discussed: Breckland Council fence.

The meeting reconvened.

24 To confirm the date of the next meeting as Monday 10 May 2010 at 7pm. (Annual Meeting of the Council) (General Purposes Meeting 26 April)

25 TO PASS A RESOLUTION EXCLUDING THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Cllr Farrow and carried by Council that the press and public should be excluded from the meeting.

The press and public left the meeting.

THE FOLLOWING WAS DISCUSSED IN CONFIDENCE / *IN CAMERA* / BELOW THE LINE

26 TO DISCUSS EMPLOYING A PART-TIME CARETAKER

Mr Hopkins had resigned. An advertisement had been placed in local shops and press.

It was proposed by Cllr Pettitt and carried by Council that the rate of pay should be the same as the previous Caretaker's starting rates.

27 TO RECEIVE AN UPDATE ON THE CEMETERY KEEPER

Mr Briggs had returned to work on 8 April. Members were pleased at his return. April was the start of a new leave and sick-leave year. Accrued holiday time was outstanding from the previous leave year and a request had been received for Council to pay the time rather than carry it over to the next leave year.

It was proposed by Cllr Reynolds and carried by Council that the accrued holiday from the previous year and time in lieu could be paid and not carried over to the current year.

The meeting closed at 9.10pm

Chair: