

ATTLEBOROUGH TOWN COUNCIL

Minutes of the meeting held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 7 April 2008 at 7pm.

PRESENT

Cllrs V Dale (Chair), N Keach, B Waters, G Farrow, J Horswell, S Schucroft, R Laurence, D Francis, R Reynolds, S Middlebrook; H Elias (Town Clerk); District Councillors, members of the press and public.

1 TO ACCEPT APOLOGIES FOR ABSENCE:

Apologies were accepted from: Cllr Mrs M Byrne (family commitment).

It was announced that three resignations had been received by the Mayor: Mrs Sparke had resigned due to ill-health, but hoped to stand for Council again when she was well; Mr Neal and Mr Burton had left the Council, but they were still actively involved in town affairs. Mr Neal was remaining as Chair of the Attleborough In Bloom sub-committee and Mr Burton was heavily involved with the Boxing Club and the Sports & Leisure Forum. The Mayor thanked all three for their hard work for the residents of Attleborough over past years. There were now three vacancies, one in Burgh Haverscroft Ward and two in Queens Ward. One person had shown an interest in becoming a councillor to date.

2 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION (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 a period of public participation.

Matters raised by the public were: cricket square on Gaymer's Meadow; the lack of water or electricity on Gaymer's for the proposed event; the state of the exit at Gaymer's car park;
The meeting was reconvened.

3 TO PUT TO THE CHAIR ANY URGENT BUSINESS [under the Local Government Act 1972 Section 100 (B)(4)(b)]

i) Servicing contract for air conditioning units in Town Hall:

Cost for service is £440. There are 10 units in the Town Hall.

It was proposed by Cllr Middlebrook and carried by Council that The Fresh Air Co. carry out the service. ACTION: Town Clerk

ii) Sports & Leisure Forum – funds

The new forum had not received funding from Breckland as it had hoped. If the Town Council donated money, the forum might obtain match funding from Breckland. The Treasurer was to be Mr Burton. Stephen Askew should be lobbied. **ACTION: Cllr Reynolds**

It was proposed by Cllr Dale and carried by Council that £1,000 be donated to the new Sports & Leisure Forum.

4 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

i) Cllr Horswell declared an interest in Item 16 as his company is a cheque recipient.

ii) Cllr Middlebrook declared an interest as he is a cheque beneficiary

iii) Cllr Laurence declared an interest in item 19i) as his address is Queens Square

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

The Mayor had attended the Homestart AGM in Thetford, which covers the Attleborough area. "Ziggy's" should read "Stig's" Car Parts. The Mayor commented that she had been an observer at the Sports & Leisure Forum's meeting and the members were working hard to improve facilities in Attleborough.

6 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING
(previously circulated)

The minutes were agreed and signed

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

Item 13: Playparks. The transfer has now been put back to the end of June 2008.

Item 18: Bottle Banks - These have not yet been delivered

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

i) Planning x 2: No questions

ii) Town Hall: The crockery for the Mayor's Ball has arrived.

There have been 3,000 "visitors" to the webcam site. It was reported that people in USA were "overjoyed" to see Attleborough

It was proposed by Cllr Middlebrook and carried by Council that the existing camera be kept and relocated to a permanent position in the Clerk's Office. ACTION: Cllr Middlebrook

iii) Open Spaces: Cemetery Gates – The Council wish to dispose of the old gates. A revised quote may be required.

iv) Finance: It was noted that the previous year the contingency of £1,000 had been provided for the Mayor's Ball which was later included in the donation to the Christmas Lights.

It was proposed by Cllr Keach and carried by Council that £1,000 contingency be granted for the Mayor's Ball for this and future years

A query was raised about interest rates and alternatives for banking. It was explained that alternative banking had been investigated, but that because of the Council's requirements and the substantial sums invested, it received free banking. Chasing higher interest rates for the investments would require current accounts to be set up at other banks which would mean the loss of the free banking facility estimated to be worth just less than £700.

v) Others, including Representatives' Reports: None

9 TO AGREE THE REFURBISHMENT OF THE TOILETS

Finance Committee recommended Interpublic's fully accessible unisex units. The company had won awards. Their design of toilet was easy to maintain and as vandal proof as possible. Part of the building would be used for storage for market stalls with matching dimpled steel doors. Toilets would have timer to set opening and closing times at start and end of day. Finance Committee had discussed merits of Interpublic taking on all the building work or just providing the fittings with the Council providing the builders, and recommended that the total project was managed by Interpublic. A discussion ensued as to the possible savings of each option, the cleaning of the new toilets; toilets in the Town Hall would be available during the building works, estimated to last 14 weeks. Quotes for Interpublic to do all the work were £107,127 plus £3,000 for a second urinal + VAT, & £96,796 for Interpublic to design and supply the toilets with the Town Council organising the building works. A completion date should be agreed.

It was proposed and carried by Council that two fully accessible cubicles should be provided with Interpublic doing all the work.

10 TO RECEIVE AN UPDATE ON THE TOILET CLEANING

Karen Maran Cleaning Services were cleaning in the interim period till building work began. To date there had not been any complaints.

11 TO AGREE THE QUOTES FOR DEMOLITION OF THE TOWN HALL SHED

Quotes had been received as follows on the revised specification:

Ady's Property Solutions

£9,225 + VAT

Anglian Demolition & Asbestos £7,200 + VAT
Philip Wing Landscaping & Construction £6,700 + VAT
Party Wall legislation may apply as the sheds are built into the dividing garden wall.
It was proposed by Cllr Reynolds and carried by Council that the quote from Philip Wing be accepted. ACTION: Town Clerk

12 TO AGREE A STRATEGY FOR PUBLICISING THE COUNCIL'S ACTIVITIES

More could be done to publicise the Council's activities. The latest included the donation of £1,000 to the Sports & Leisure Forum and the toilets refurbishment project. The need for a Press Officer was discussed. All councillors are to contribute material via the Clerk's Office and Cllr Laurence is to write articles. **ACTION: Town Clerk, Cllr Laurence & All Councillors**

13 TO AGREE THE USE OF GAYMER'S MEADOW FOR A MAJOR EVENT

Breckland Council are planning a major event in Attleborough on 13 September following the handover of the Olympic torch from Beijing to London, to include a family afternoon followed by a rock concert for 5-6,000 people. Tracking will be put down to prevent damage to the ground. Organisers have been asked to involve local businesses where possible.
It was proposed by Cllr Reynolds and carried by Council that the Town Council grant permission for Breckland Council to use its grounds for the major event.

14 TO INFORM COUNCIL OF PLANS FOR ATTLEBOROUGH FESTIVAL

This will take place on 20 & 21 September at the Town Hall, Connaught Hall and Queens Square (both days), St Mary's church Hall on the Saturday only, and the Boxing Club on the Sunday morning only. Events will include jazz and other bands on the square, an art exhibition, craft displays, club & artisan demonstrations, children's & young people's activities and a car boot sale. As many Councillors as possible are needed to help. Cllr Farrow will chair sub-committee meetings. **ACTION: Cllr Farrow**

15 TO RECEIVE DISTRICT COUNCILLORS' REPORTS

It was reported that local government consultations had taken place regarding Local Government Reorganisation. The public will be consulted in July. The *status quo* is not an option. Cost of change has not been disclosed, but central government will not pay. The number of councillors for Attleborough at a higher tier will be reduced. Breckland Council favour the "City, Coast, Country" option.

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

A query was raised as to whether the designation of two electricity bills for the Town Hall & Open Spaces should have been reversed.

17 TO RECEIVE DETAILS OF MARCH'S FINANCIAL STATEMENTS (refer to enclosed documents)

This had not been finalised.

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

- i) NCC Temporary Traffic Order closure of Station Road 14 & 15 April
- ii) Letter from Andrea Long, Breckland Council's Planning Policy Team re responses and Council letter to the LDF Exhibition in the Town Hall

iii) Letter from Trevor Holden of Breckland re Local Government Reform: outline unitary proposal submission to Boundary Commission consultation document (*City, Coast, Country* is available in the Clerk's Office)

The following were received after distribution of the list:

- iv) LDF Minerals & Waste consultation period has been extended to 5pm on 25 April 2008.
- v) Request from Animal Aid that its Compassionate Charter be considered by councils. (Charter in Clerk's Office for reference)
- vi) A resident's Self-Help Guide – Emergency Planning (Clerk's Office for reference)

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

- i) Cllr Laurence declared an interest in Queens Square and asked if the grassed area in front of Bank Cottages was part of the area registered as a village green.
- ii) The dangerous stay wire in Besthorpe Road has not been moved.
- iii) A new leaflet promoting the Town Archive has been published.
- iv) A meeting was requested with Norfolk CC re mini roundabout in Besthorpe Road.
- v) Litter on A11 and around the town has increased again.
- vi) A request to access the station car park via the football club drive was made.
- vii) The newly-installed ballwall is to have a rubberised surface over the tarmac. Ball wall was popular.
- viii) Signs.

20 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA

- i) Carers stall on Queens Square
- ii) Annual Return
- iii) Festival

21 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 Laurence and carried by Council that the meeting be adjourned
Items raised were: charges for refurbished toilets (none); CCTV Review; Breckland Event - policing; emergency co-ordinator; re-instatement of grassy area on Norwich Road; excessive drinking in town.

The meeting was reconvened

22 TO PASS A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed and carried that the press and public be excluded.

THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE / *IN CAMERA* / BELOW THE LINE

23 TO DISCUSS STAFFING ISSUES

Procedures had been modified for compliance. A proposal was carried.

24 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 12 MAY 2008 AT 7PM (Annual Meeting of the Council)

The meeting closed at 9.20pm

Chair:

**CONFIDENTIAL ITEMS – FOR TOWN COUNCILLORS
ONLY - FULL COUNCIL 07/04/08**

**THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE / *IN CAMERA* /
BELOW THE LINE**

23 TO DISCUSS STAFFING ISSUES

Procedures had been modified for compliance. A meeting had been held with the Burials Assistant. The solicitor had checked possible redundancy payments. These should be £783.73. The next stage is to serve the notice and allow for an appeal. **ACTION: Town Clerk**
It was proposed by Cllr Keach and carried by Council that Mrs Winser should be made redundant.