

# **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on 1 December 2008 at 7pm.**

## **PRESENT**

Cllrs V Dale (Chair), N Keach, B Waters, G Farrow, A Marchant, S Middlebrook, R Laurence, S Taylor, K Pettitt, A Sturt, S Schucroft, Mrs D Francis, R Reynolds, H Elias (Town Clerk); District Cllr P Francis, members of the press and public.

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

Apologies were accepted from Cllr G Firman (unwell)

The Mayor welcomed Councillors, District Councillors, members of the press and public.

## **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 Keach and carried by Council that the meeting be adjourned to allow the public to speak.**

Items raised were: The Hidden History project – The Lottery is looking for a body or person to take on management to finish the project. The Partnership directors are not able to do this.

**The meeting was reconvened**

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

None

## **4 TO RECEIVE THE CHAIRMAN'S REPORT (refer to diary list)**

The Mayor had attended a Saturday morning coffee morning in the church Hall which was more like a social club, It was very well attended by regular members and was an asset to the town. Charities make use of the facility and book tables for fundraising. Mrs Dale had taken part in the Lights Switch-on along with Claire Weller and schools were also involved. The Christmas tree on Queens Square had been given in memory of Irene Martin by her family. The switch-on had been watched on the webcam. The Christmas Lights and Christmas Carnival Committee were congratulated on all their hard work

## **5 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING (previously circulated)**

The minutes were agreed and signed.

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

No updates were given.

## **7 TO RECEIVE AND APPROVE COMMITTEE MINUTES: (refer to enclosed documents)**

i) Planning x 2: Residents had sent a letter thanking the Council for agreeing to take on Cyprus Road. District Cllr P Francis's contribution to the transfer at nil consideration was gratefully acknowledged. McCarthy and Stone have re-submitted their application for sheltered housing on the site of 25 Queens Road. This development is sorely needed in town.

ii) Town Hall: No queries were raised

iii) Open Spaces: No queries were raised

iv) Finance: No queries were raised

v) Others: None

## **8 TO RECEIVE REPRESENTATIVES' REPORTS**

None

## **9 TO AGREE THE PRECEPT FOR 2009-2010** (see enclosed sheets)

The Finance Committee had met the Christmas Lights Committee and reiterated that the £24,000 cap on the Council's contribution stood and would not be increased as it took up a large percentage of the town's precept. The process for agreeing the precept was explained. The largest committee increase would be for the Town Hall, so as to maintain it as a facility for the town. All the committees had reduced their initial proposals. The recommendation was for the precept to increase by 4.05%, to £231,170 which would be an increase for a Band D household of £2.42 for the year or 4.65p per week.

**It was proposed by Cllr Keach and carried by Council that the precept of £231,170 be accepted. ACTION: Town Clerk**

The Mayor personally thanked Cllrs Keach and Farrow for the hours they had put into the Council's proposals to keep the precept as low as possible. The Council appreciated the effort the Christmas Lights Committee put in to organising such a superb display, but without the contribution from the precept the lights could not be paid for, therefore the town's people pay, and there must be an upper limit.

## **10 TO RECEIVE DETAILS OF NOVEMBER'S FINANCIAL STATEMENT** (refer to enclosed documents)

It was noted that not all the Festival donations pledged had been received, so the cost centre shows a loss.

## **11 TO AUTHORISE PAYMENT OF BILLS AND CHEQUES** (refer to list)

The large cheque to Breckland was noted for street lighting. Queries were raised as to how the cost of street lighting could be reduced. It was explained that the electricity was not metered and costs paid were actually a levy, which some towns paid via the council tax, others via a special expenses charge. Lights were owned by many organisations and individuals. The current arrangement had been made when some street lights had been transferred to the Town Council in the belief that funding would be available to refurbish lights as and when needed. The Clerk had been informed that no funding was available for such municipal items. The Clerk was asked to produce a spreadsheet comparing street lights costs over the previous years.  
**ACTION: Town Clerk**

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

## **12 TO AGREE QUOTES FOR OPEN SPACES PROJECTS**

### **i) To agree quotes for the repair of the kissing gate in St Mary's churchyard**

Workmen able to repair flintwork had been contacted. One builder from whom a quote was sought was working in Norway and unavailable. Two other quotes had been received. The Clerk had confirmed that both quotes included the strengthening of the centre of the pillars.

Nick Knights Building & Home	£1,470 incl VAT =	£1,251 + VAT
Richard Stannard Home Maintenance (not VAT registered)		£1,850.00

**It was proposed by Cllr Reynolds and carried by Council that the work be awarded to Nick Knights Building & Home. ACTION: Town Clerk**

### **13 TO RECEIVE AN UPDATE ON THE YOUTH FACILITY**

The group were working on a business plan to enable them to seeking funding. The project will be sub-divided; the first stage is to move the building, the second is to obtain supplies, the third is for its use. Each stage will need a business plan. A site meeting should be held as the building is very large.

### **14 TO CONSIDER A REPRESENTATIVE FOR THE INFANT SCHOOL GOVERNING BODY**

The commitment of a governor would be two meetings per term at 4.30pm plus committee meetings. District Cllr Mrs Howard-Alpe is also a governor. However, no member of the Town Council was able to give the required commitment.

### **15 TO CONSIDER OFFICIALLY TAKING OVER THE HIDDEN HISTORY PROJECT**

Information given by Mr Milburn and the background to the project were discussed. The project had been split between different groups, with the Town Council receiving £1,295 for the signs for the Heritage walk. Council had been advised not to go ahead with ordering the signs until the Lottery had approved the official handover of the project to a suitable organisation or project manager, who would take overall responsibility for completing the project.

**It was proposed by Cllr Keach and carried by Council that the meeting be adjourned to receive further details of the project.**

**The meeting was reconvened.**

It was agreed to discuss the item further at the following month's meeting. **ACTION: Town Clerk**

### **16 TO RECEIVE DISTRICT COUNCILLORS' REPORTS**

Cllr Keith Martin had sent his apologies as he was attending another meeting.

It was noted that the LDF Core Strategy had been approved by Breckland. The District Council was insisting that infrastructure was in place before the houses. The Community & Enterprise Centre (ACEC) board meeting had taken place. A new Head of Centre was about to take office and a change of direction in policy was likely. The Norwich Northern Distributor Route should begin in 2012. It would be 16 miles long and cost £116m; however, the final route around the SSSI had not been agreed. A comment was made about stopping the traffic around the War Memorial on Armistice Day (11/11/08). The Mayor had sent her apologies, but other Town & District Councillors had attended the short Act of Remembrance.

It was announced that Mrs Howard-Alpe is now Mrs Miller and correspondence should be addressed to: [shirley.miller@breckland.gov.uk](mailto:shirley.miller@breckland.gov.uk)

### **17 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to attached summary of correspondence)**

- i) Transfer of land to rear of Cyprus Road to the Town Council: Breckland's solicitors will shortly be instructed to deal with legal formalities
- ii) Donation: Thanks from the Royal British Legion
- iii) Donation: Thanks from the Scouts and a request for further funds in next financial year for their activities
- iv) Dates of Spring Fair from Larry Gray: The Clerk was directed to inform the Police of the fair's dates. **ACTION: Town Clerk**

The following were for information only. No resolutions were passed:

- v) Request for a donation from the Norfolk Accident Rescue Service

vi) Breckland Town & Parish Forum Newsletter is available from the Clerk's office. The next Open Evening / Forum will be held on Thursday 19 March 2009 in the Conference Suite, Elizabeth House, Dereham.

vii) Breckland Financial Inclusion Strategy & Action Plan: Consultation document is available in the Clerk's Office. The consultation runs until Tuesday 17 February.

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

- i) A new club, the Phoenix Boxing Club, is being set up in one of the schools.
- ii) Grants for projects should be explored.
- iii) Streetlights around the Lomond Road (Lochs) estate were defective, but had not been adopted by Norfolk CC. The developers were still responsible. A safety post on an emergency access route had been put into a hedge.
- iv) Cllr Waters had been interviewed on Maggie Thacker's radio programme about the Town Archive. The town had been promoted and several telephone calls and letters had been received as a result.
- v) A request was made to chase the implementation of a 7.5 tonne weight limit on HGVs turning right into Exchange Street from Connaught Plain.
- vi) CCTV Review – a firm from Cambridge was undertaking a survey
- vii) Kerbs at Queens Square car park are dangerous. The Clerk has already raised these with Breckland's Street Scene team on several occasions.

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

- i) Hidden History Project
- ii) Use of Town Hall Rooms

**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 to allow the public to speak.**

Members of the public wished councillors a Merry Christmas and a Happy New Year, and this was reciprocated.

**The meeting was reconvened.**

**21 The date of the next meeting was confirmed as Monday 5 January 2009 at 7pm**

**The meeting closed at 8.45 pm**

**Chair:**