

**DRAFT**

**ATTLEBOROUGH TOWN COUNCIL**

**Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on 2 June 2008 at 7pm.**

**PRESENT**

Cllrs N Keach (Chair), G Farrow, R Laurence, S Schucroft, S Middlebrook, A Marchant, K Pettitt, D Francis, R Reynolds; H Elias (Town Clerk); District Councillor, members of the press and public.

**1 TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllrs V Dale (holiday), and B Waters (holiday)

**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 Middlebrook and carried by Council that the meeting be adjourned for a time for members of the public to speak.**

Topics raised were: Leisure facilities and Breckland Council's involvement. Peat on pavement from baskets quickly swept up. Thanks were expressed to Caretaker Mr Hopkins. Queens square Car Park. Help given to football clubs.

**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) Breckfest Event on Recreation Ground:

A request has been received from Breckland for access to the ground from 6am on Thursday 11 September – lunchtime on Tuesday 16 September for set-up and dismantling of equipment. Parts of the ground will be unavailable at times. Clerk to check that Football Club had been contacted about the event. **ACTION: Town Clerk**

**It was proposed by Cllr Laurence and carried by Council that permission for access for set-up and dismantling of machinery be granted from 6am Thursday 11/09/08-Tuesday 11/09/08. ACTION: Town Clerk**

ii) Fence at Connaught Bowls Club:

Bowls Club will pay 50% of the cost. Three quotes have been received as follows:

ANGLIAN FENCING LTD.	£1,525 + VAT
DAVID H REEVE	£1,280 + VAT
K M SERVICES	£1527 + VAT

**It was proposed by Cllr Keach and carried by Council that the quote from David H Reeve of £1,280 be accepted. ACTION: Town Clerk**

**4 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW**

Cllrs Reynolds declared a prejudicial interest in Item 14 as his company is the recipient of a Council cheque

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

The Deputy Mayor welcomed new Councillors, Mr Alan Marchant and Mrs Karen Pettitt, to the Council.

## **DRAFT**

### **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)

None

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

i) Planning x 2: Breckland have issued a draft site specifics document detailing land which has been offered for development by landowners and developers under the LDF. The application to build three three-storey town houses behind Barclays Bank has been withdrawn

ii) Town Hall: The penalty to hirers in addition to the cost of damages for damage caused was discussed.

iii) Festival: Two meetings had been held. The details of the minutes were questioned. They will be corrected at the next meeting on 23 June.

iv) Others: None

### **9 TO RECEIVE REPRESENTATIVES' REPORTS**

Mr Laurence requested dates for the Old Buckenham Airfield Meetings and the Twinning Association meetings. **ACTION: Town Clerk**

### **10 TO CO-OPT NEW MEMBERS - ONE CASUAL VACANCY IN BURGH / HAVERSCROFT WARD & TWO IN QUEENS WARD** (see enclosed letters)

Four people had expressed an interest in three vacancies. The **Burgh Haverscroft vacancy** was decided first: **Mrs Glennis Firman was co-opted by 8 votes-1.**

**Mr Adam Sturt was co-opted into the first Queens Ward vacancy by 8 votes** (1 spoilt paper).

The second **Queens vacancy** was divided equally between Mr John Taylor (4 votes) and Ms Samantha Taylor (4 votes) with 1 spoilt paper. **The Chairman gave his casting vote in favour of Ms Samantha Taylor.**

### **11 TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES**

It was agreed to postpone this until the following month when the three new Councillors had been able to express their preferences.

### **12 TO CONFIRM NEW MEMBERS ON COUNCIL COMMITTEES**

It was agreed to postpone this until the following month when the three new Councillors had been able to express their preferences

### **13 TO RECEIVE DETAILS OF MAY'S FINANCIAL STATEMENT**

(refer to enclosed documents)

A large payment for street lights resulted in Council being slightly overspent for the time of year.

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

**The list of cheques was approved by Council.**

## DRAFT

### **15 TO RATIFY THE CHANGES IN SPECIFICATIONS TO THE REFURBISHMENT OF THE TOILETS**

The Finance Committee had requested blanks for future installation of heaters if required. This was vetoed by Interpublic on health & safety grounds. Underfloor heating could be installed with timed controls. Added costs of extra urinal, underfloor heating and pressure washer lances would result in a project total of £104,000. It was noted that four local builders had shown an interest in the works. Projected starting date was the end of August with an opening date in October or November. A grand opening ceremony was mooted.

**It was proposed by Cllr Farrow and carried by Council that the changes in specifications and costs for the toilets project of £104,000 be ratified.**

### **16 TO AGREE THAT REPRESENTATIVES ON THE SPORTS & LEISURE FORUM SHOULD HAVE THE RIGHT TO CAST VOTES AS REPRESENTATIVES OF THE COUNCIL**

After much discussion it was agreed that the Council's Representatives on the Sports & Leisure should **NOT** have the right to vote on behalf of the Council, but report back to the Council who would decide what assistance should be given. Cllr Reynolds requested Forum minutes to date.  
**ACTION: Town Clerk**

### **17 TO AGREE A DATE FOR A MEETING TO REVIEW THE STANDING ORDERS, THE RISK ASSESSMENT, THE HEALTH & SAFETY POLICY AND THE COMPLAINTS PROCEDURE.**

The Council is also required to agree a Pensions Policy and lodge it with the Norfolk Pension Fund as soon as possible.

**It was agreed that the Council should hold an extraordinary meeting on 9 June at 7pm to review its important documents and the LDF Site Specifics draft document. ACTION: ALL Councillors.**

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

Mrs Howard-Alpe gave Mr Byrne's and Mr Martin's apologies.  
Post Office closure meetings: It has emerged that closures are central government-led.  
Telephone kiosk closures: Breckland is fighting to save those which are well-used.  
Norfolk Health Scrutiny: Concern had been expressed about hospital cleanliness and the dispensing of anti-inflammatory drugs by pump. The group had been asked to monitor the situation and report back.

Cllr Reynolds left the room and returned.

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

i) Lighthouse Charity – thanks for donation to the Sparklers Group; the information leaflet is in the Clerk's office and further information is available on request.

The following had not been received in time for the Agenda distribution:  
**(NB: information only - no resolutions may be passed)**

- ii) Letter complaining about hedge cutting and spraying at Gaymer's Meadow damaging wildlife
- iii) Letter complaining of anti-social behaviour in Ferguson Way. Copies have been sent to individual councillors.

## **DRAFT**

- iv) Norfolk CC propose a more comprehensive traffic order for 20mph limits on Sunart Close, Etive Close, Morar Drive, Kishorn Way, and Tummel Way
- v) Norfolk CC have issued a Temporary Traffic Order to close Station Road 20 m either side of the level crossing from 9pm on 21 June – 12 noon on 22 June.
- vi) Norfolk CC will re-issue traffic regulation orders to cover all the 30 minute parking bays in Queens Square (Monday – Saturday 8am-6pm with no return in 60 minutes)

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

- i) It was reported that the Dereham branch of the Boxing Gym was not happy that the Attleborough branch had all new equipment (provided partly by the Town Council's donation of £4,000 to be used specifically for the Attleborough branch), when Dereham's branch did not have new equipment. Cllr Reynolds reported he had arranged a meeting to resolve the situation.
- ii) "slow down" signs donated to Attleborough are having little effect. A request for chicanes or for roving speed checks (SAMS) to slow traffic was made.

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

- i) Rubbish on Queens Square ii) Boxing Club iii) LDF iv) Pensions Policy v) Annual Return

### **22 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 Middlebrook and carried by Council that the meeting be adjourned for a time to allow members of the public to speak.**

Topics raised were: Breckfest; Congratulations to the Diss Express on its coverage of the town; Ball games on Queens Square; Anti-social behaviour when people leave pubs;  
**The meeting was reconvened.**

**23 THE DATE OF THE NEXT MEETING was confirmed as Monday 7 July 2008 at 7pm**

**THERE WILL BE AN EXTRAORDINARY MEETING on Monday 9 June to review the essential documents.**

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

The public left of their own accord. Cllr Mrs Francis left.  
**The public part of the meeting closed at 8.35pm**

---

**THE FOLLOWING ITEMS WILL BE DISCUSSED IN CONFIDENCE / *IN CAMERA* / BELOW THE LINE**

### **25 TO RECEIVE AN UPDATE ON STAFFING**

Mrs Winser's last day working for Attleborough Town Council will be 4 July 2008.

**It was proposed by Cllr Keach and carried by Council that a presentation be made to Mrs Winser in appreciation of her many years' service to the Town Council.**

**The meeting closed at 9.37 pm**

**Chair:**