

## **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of the meeting held in Attleborough Town Hall, Queens Square, Attleborough,  
Norfolk, on Monday 10 March 2008 at 7pm.**

### **PRESENT**

Cllrs V Dale (Chair), N Keach, B Waters, G Farrow, S Schucroft, S Middlebrook, D Francis, J Sparke, A Free (arrived later); H Elias (Town Clerk); District Councillors, members of the press and public.

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

Apologies were accepted from: Cllrs P Neal (unavailable), J Burton (on holiday), J Horswell (family illness), R Laurence (family emergency & work commitments), R Reynolds (on holiday), M Byrne (family commitment).

### **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.**

No matters were raised by the public  
**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) Repair / Replacement of heating / air conditioning unit in Clerk's Office:

Air conditioning unit has a failed compressor and inverter board. Quotes have been received as follows:

- |   |              |
|---|--------------|
| a) Fresh Air Company: To replace the existing parts on the existing Sharp unit - failed outside compressor, new inverter board & refrigerant                      | £1,265 + VAT |
| b) Fresh Air Co: To put a new more up-to-date & more efficient Mitsubishi unit including safe disposal of the existing Sharp unit                                 | £1,270 + VAT |
| c) Anglia Air Conditioning Ltd: To install a replacement system (not including out of hours working, alterations to mains electrics supply or planning permission | £1,766 + VAT |

**It was proposed by Cllr Middlebrook and carried by Council that The Fresh Air Co. install the new Mitsubishi unit at a cost of £1270 + VAT**

#### ii) Cemetery Gates replacement:

Woody's insurers have agreed to pay up to a certain sum for the replacement gates, with Woody's paying the insurance excess. A new quote has been received from Breckland Technical for a pair of double gates, with wheels, matching steel arc and furniture £1,945 plus high security lock £100 plus fitting £250 to include collection of old gates & post. After some discussion it was agreed prices should be sought for the old gates.

**It was proposed and carried that the quote by Breckland be accepted subject to further information on the price of the old gates being obtained**

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

None

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

No queries were raised

## **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)

- i) The Youth Football Club lease was with the football club's solicitors
- ii) The dangerous stay wire is to be removed by the end of the month
- iii) Connaught Plain railings were replaced and have not been damaged since
- iv) Alcohol signs are still to be provided by Breckland Council

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

i) Planning x 2: Woody's application for a waste transfer station in West Carr Road has been withdrawn

ii) Town Promotion: Town guides have been distributed to households and local shops in the villages. The mini-guide is to be printed imminently. The Car Boot sale was a success with 20 stalls. Attleborough Bloom will have £6,500 from next year's Council budget for pots and planters.

**It was proposed by Cllr Sparke and carried by Council that pots and tubs to the value of £3,798 be ordered.**

iii) Open Spaces: The existing part of the cemetery used for babies' graves is now full. The groundsman has identified another area which can be squared off and used for baby graves. The committee has agreed that a Council vehicle is not necessary. It has not been possible to complete noise checks on the skatepark. Skateboard baffle board has been damaged.

iv) Finance: No queries

v) Others, including Representatives' Reports: None

## **9 TO DISCUSS ITEMS RAISED AT THE ANNUAL TOWN ASSEMBLY** (refer to enclosed list)

It was noted that it had been difficult to hear questions from the floor, and it was not always possible to hear the responses either. Roving mikes were suggested to alleviate the problem.

**ACTION: Town Clerk**

The list of topics raised was discussed. A meeting had taken place 18 months ago with regard to cycle paths. The CCTV was in progress and suggestions for the siting of new cameras were welcomed. The damage to Connaught Plain railings could be prevented by directing HGVs to Breckland Lodge roundabout to join the A11, rather than directing them along Exchange Street to join the Watton Road or the A11 to Norwich. The County Council Representative should be lobbied to push this through. **ACTION: Town Clerk**

## **10 TO DISCUSS FOLLOW-ON FROM OPEN MEETING ON SPORTS & LEISURE FACILITIES**

The forum meeting now had two female representatives. Working parties had been set up to research aspects of future opportunities. Breckland had sent two officers to provide information and give support. The Mayor commended the group for their commitment to the hard work ahead.

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

New specifications had been given to builders to include building buttresses to shore up the party wall. One quote had been received so far.

## **12 TO APPROVE THE AMENDED FINANCIAL STANDING ORDERS (refer to draft amendments enclosed)**

The changes were described as contained in the Finance Committee minutes.

**It was proposed by Cllr Keach and carried by Council that the changes be accepted.**

The Mayor and Clerk signed the amended version of the Financial Standing Orders.

## **13 TO AGREE TO INSTRUCT THE SOLICITOR TO ACT REGARDING THE TRANSFER OF THE PLAY PARKS FROM BRECKLAND**

Previous correspondence has indicated that Breckland intend the hand-over to take place by the end of the financial year. No further details of the hand-over have been received.

**It was proposed by Cllr Keach and carried by Council that the solicitor be instructed to act on Council's behalf in this matter. ACTION: Town Clerk**

## **14 TO RECEIVE AN UPDATE ON THE YOUTH FORUM / COUNCIL INITIATIVE**

The Mayor and Cllr Farrow had met with The Reaction Group who were in favour of setting up a Youth Council. It was envisaged 12-18 year olds would be involved. A date for a general meeting was to be agreed to include others from churches, sporting activities, and those not currently affiliated to a formal group. It was suggested the High School Council could also be involved. Cllr Middlebrook to investigate. **ACTION: Cllr Middlebrook**

## **15 TO AGREE THE REFURBISHMENT OF THE TOILETS**

The next stage is to agree the transfer conditions from Breckland. The conditions were read out. The solicitor recommends local and drainage searches be carried out.

**It was proposed by Cllr Keach and carried by Council that the searches be undertaken, and the conditions be accepted.**

The Finance Committee has reduced the options for refurbishment to a choice of two companies. The options and quotes will be discussed at the next Finance meeting.

## **16 TO AGREE THE MAINTENANCE AND CLEANING OF THE TOILETS IN THE INTERIM PERIOD**

The Town Council will be responsible for cleaning the Queens Square toilets as of 1 April 2008. The options were discussed. Cllr Reynolds is investigating a steam cleaner. Quotes have been received as follows to include twice daily cleaning 7 days per week. Emergency call out, cleaning materials and graffiti removal will be extra.

Clean, Clean, Clean (existing cleaners): For a preliminary clean to deal with sparge pipes, drain pipes etc, and obliterate graffiti from both toilets	£250-00 + VAT
For a daily clean as discussed (subject to detailed specification)	£92.85 per week + VAT
Karen Maran Cleaning Services (Town Hall cleaner)	£140 per week

**It was proposed by Cllr Middlebrook, and carried by Council that Karen Maran Cleaning Services be awarded the work in the interim period before the toilets are refurbished. ACTION: Town Clerk**

## **17 TO AGREE A STRATEGY FOR PUBLICISING THE COUNCIL'S ACTIVITIES**

The member who had requested this item was not present. A general discussion took place with a request to place the item on the following month's agenda. **ACTION: Town Clerk**

## **18 TO DISCUSS THE POSSIBILITY OF A BOTTLE BANK / RECYCLING BANKS ON TOWN COUNCIL PROPERTY**

The Football Club driveway has been identified as a suitable site for a bottle bank. It was decided no other type of recycling would be suitable. Breckland Council are able to organise the bottle banks (3 types for different coloured glass). An income to the Town Council would be derived from the bottle banks. Figures supplied by Breckland were studied.

**It was proposed by Cllr Waters and carried by Council that the bottle banks be sited on the Football Club driveway. ACTION: Town Clerk**

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

The planning application at Fiddler's Green had not been passed as it was against policy. Breckland was starting to value its surplus land. Town Council directed Clerk to contact Breckland re its previous claims for Breckland's surplus land. **ACTION: Town Clerk**

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

It was suggested that "dual fuel" deals should be investigated for the Town Hall. **ACTION: Town Clerk**

## **21 TO RECEIVE DETAILS OF JANUARY'S & FEBRUARY'S FINANCIAL STATEMENTS (refer to enclosed documents)**

A query was raised as to large amounts in the January Admin budget – these were to do with the Christmas Lights. The Council's finances are on track.

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

i) Breckland District Council: Use of Queens Square Car Park for National Chopper Motorcycle Club on Sunday 23 March. Noted

ii) Norfolk Rural Community Council: Membership Application. It was agreed that membership was not appropriate.

iii) Wymondham & District CAB: merger with Gt Yarmouth Bureau new bureau to be called Yare Valley & District Citizens Advice Bureau – assignment of lease for office in Town Hall to new bureau. Council's consent is required.

**It was proposed by Cllr Dale and carried by Council that the lease be assigned in the new bureau's name.**

iv) Reply from Attleborough & District Chamber of Commerce: to Council's letter re AGM. Noted.

## **23 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA. (AOB- information only - No resolutions may be passed)**

### Agenda Items:

i) Press & Publicity strategy

### AOB:

i) Cllr Keach thanked members for the extra workload they had taken on recently.

ii) Cllr Dale reiterated her thanks and commended members' community spirit

iii) Cllr Dale reported that the Boxing Club had spent donations received wisely, and commended the club for its achievements.

**24 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 period of public participation.**

Items raised were: Concern at the location of the proposed bottle bank; car boot sale early starts causing disturbance; proposed number of toilets for 4,000 new houses; Active Norfolk; map showing sporting activities within a 15 mile radius.  
The meeting was reconvened.

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

The press and public left of their own accord.

Cllr Mrs Francis left at 8.25pm. Cllr Free arrived at 8.25pm.

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

**26 TO DISCUSS STAFFING ISSUES**

It was noted that correct procedures must be followed in dealing with staffing issues and that this might take longer than the originally anticipated timetable. **ACTION: Town Clerk**

**27 TO DISCUSS A DEVELOPER'S INITIAL SUGGESTIONS AND THE TIMESCALE FOR MAKING THEM PUBLIC**

The Mayor reported on a meeting with various members of the community concerning development proposals. It was suggested that developers should address the whole Council with their plans. . **ACTION: Town Clerk**  
It was stressed that strategic plans were being discussed for the future shape of Attleborough over the next 20 years. It was noted that the turnout for the LDF exhibition had been greater than anticipated. Comments collected had been sent to the Planning Policy team at Breckland.

**28 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 7 APRIL 2008 AT 7PM**

**The meeting closed at 8.50pm.**

**Chair:**