

ANNUAL MEETING OF ATTLEBOROUGH TOWN COUNCIL
**Minutes of the Annual Meeting of the Council held in Attleborough Town Hall,
Queens Square, Attleborough, Norfolk, on 12 May 2008 at 7pm.**

PRESENT

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

1 TO ELECT THE CHAIR / TOWN MAYOR 2008-2009:

a) To receive nominations for Town Mayor and b) To elect the Town Mayor

It was proposed by Cllr Waters and carried unanimously by Council that Cllr Dale be elected Mayor for the year 08-09.

Cllr Keach explained that due to new work commitments he would not be able to fulfil the office of Chair / Town Mayor. Thanks were expressed to Mrs Dale for her hard work, in particular for her efforts for young people and in overcoming obstacles.

c) To receive acceptance of office of the new Town Mayor

Cllr Dale pronounced the official acceptance of office to members of the council, public and press and to the Clerk.

d) New Mayor's introduction to the year and e) Outgoing Chair's report and resume

Cllr Dale thanked members for all their support and explained what an honour it was to be elected Mayor again. She listed the achievements of the Council and described the events she had attended as Mayor, with particular reference to the Carnival, Christmas Carnival, meeting the French contingent for the Twinning, and attending the Parade of the Anglian Regiment on its return to Dereham. She had enjoyed meeting the youth in town and finding out what they wanted. Ongoing projects included the refurbishment of the toilets, and the handover of the playparks expected at the end of June.

2 TO ELECT A VICE-CHAIR / DEPUTY MAYOR

It was proposed by Cllr Dale and carried by Council that Cllr Keach remain as Vice-Chair.

Cllr Keach pledged to support the Mayor in her endeavours.

3 TO ACCEPT APOLOGIES FOR ABSENCE

None

4 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

Cllrs Middlebrook and Reynolds declared a prejudicial interest in Item 20 as their companies were recipients of monies from the Council.

5 TO PASS A RESOLUTION TO ADJOURN THE MEETING FOR A TIME OF PUBLIC PARTICIPATION (NB: 10 minutes maximum – a second period of public participation will take place at the end of the meeting)

It was proposed by Cllr Keach and carried by Council that the meeting be adjourned for a period of public participation

Congratulations were expressed to Mrs Dale and Mr Keach. Items raised were the Bazaar at Holly Court.

The meeting was reconvened

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

i) Continental Market: A request has been received to hold a continental market in town. They are usually held in the Connaught Hall Car Park.

It was proposed by Cllr Reynolds and carried by Council that it support the Continental market event

ii) Smoking litter roadshow: A request had been received from Breckland for stands on Queens Square.

It was proposed by Cllr Keach and carried that permission be granted for the roadshow to take place on Queens Square.

7 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING (factual discrepancies only)

The minutes were agreed and signed.

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

Item 7: 18: Bottle Banks: These have been positioned at the far end of the football club drive

Item 13: Breckfest: The event will now take place at the Recreation Ground rather than Gaymer's. Details of the premises licence were explained.

Item 19 ii): Stay wire in Besthorpe Road This has been removed. Thanks were expressed to the Diss Express for their help in the campaign.

Item 19 vii): Ballwall: The rubberised surface over the tarmac has been put in place.

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

i) Planning x 2: There had been one contentious application – the development of town houses behind Barclays Bank. Seven members of the public had attended a meeting to express their objections. Other letters of objection had been received. It was noted that District Councillor P Francis had “called in” the application for consideration by Breckland's Development Control Committee.

ii) Town Promotion: The Festival Committee would meet regularly. The next meeting would be on either 19 or 21 May.

iii) Open Spaces: It was noted that cleanliness in Queens Square had improved. The situation would be monitored further before contacting Breckland again.

The cemetery is running out of space. Local landowners have been contacted. A discussion ensued as to possibilities. A temporary ban on forward reservations was not ideal, but there was no choice at present to do otherwise.

It was proposed by Cllr Reynolds and carried by Council that as a temporary measure the Council would not accept forward bookings of new plots in the cemetery. ACTION:

Town Clerk

iv) Town Hall: Plans are to be drawn up for two-storey building with storage on the ground floor and office / archive rooms of the first floor.

v) Finance x 2: The Mayor expressed her thanks to Cllr Farrow for his help with the end of year figures and forms.

A site meeting had been held with InterPublic. Extra specifications had been agreed to the toilets: two doors for the storage area, an extra urinal, blank electricity sockets plates for possible later heating, two bank plates for Radar keys. One local company had expressed an interest in the building works to date. The Council wanted the extra specifications at a total of £102,000.

Details of the financial end of year figures, and the increased price of agricultural land were discussed.

It was proposed by Cllr Keach and carried by Council that £75,000 of the Council's reserves should be earmarked for cemetery land acquisition, and £1,305.01 be given to the Mayor's Youth Fund.

10 TO RECEIVE REPRESENTATIVES' REPORTS

Cllr Keach had attended the Police Liaison Meeting. Crime figures had been reported.

11 TO AGREE NEW COMMITTEES AND THEIR MEMBERSHIP

It was suggested that the six committees be reduced to four and that they would not meet monthly unless necessary. Committees would not meet in August or December except for Planning. Planning would be twice monthly, and would combine the LDF & Transport elements as necessary. Open Spaces and Town Hall would continue; Town Promotion would be divided between the other committees as follows:

Attleborough In Bloom would report to Open Spaces, the Tourist & Information Centre would be the responsibility of the Town Hall Committee. The Town Guide project had been completed. The mini guide would be amended and printed in house as required. The Festival Committee would report to the full Council.

The Mayor and Deputy Mayor are *ex-officio* members of all committees.

Festival Committee: Cllrs Farrow, Dale, Mrs Francis, (plus Mrs Pettitt, Mr Amos and Mrs Banham)

Finance Committee: Cllrs Keach, Reynolds, Farrow, Laurence

Open Spaces: Cllrs Reynolds, Keach, Farrow

Planning, LDF & Transport: Cllrs Farrow, Middlebrook, Laurence, Schucroft, Waters, Byrne & Mrs Francis

Town Hall: Cllrs Middlebrook, Waters, Schucroft, Byrne

It was noted that five vacancies would be filled in the ensuing months.

12 TO APPOINT REPRESENTATIVES TO OTHER BODIES (see enclosed suggestion list)

The following were agreed by Council:

Attleborough Charities: Cllr Waters.

Banham Poultry: Cllr Laurence

East Harling Drainage Board: Mr John Evans

Old Buckenham Airfield: Cllr Laurence

Press: Town Clerk

Town Archive: Cllr Waters

Youth Forum: Cllrs Farrow and Dale

Attleborough Heritage Group: Cllr Waters

CCTV Focus Group: Cllr Dale

Lochs Residents Association: Cllr Farrow

Police Liaison: Cllrs Keach and Dale

Sports & Recreation Forum: Cllr Reynolds

Twining Association: Cllr Laurence

Others will be finalised at the next meeting after new members are co-opted. It was agreed that at present there was no need for a St Luke's Hospital Liaison Group, although it had been agreed with St Luke's management that a meeting could be set up by either party if necessary.

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

Mr Alan Marchant had expressed an interest in Burgh / Haverscroft Ward and Mrs Pettitt in Queens Ward. The third vacancy was still available for co-option the following month.

It was proposed by Cllr Dale and carried by Council that Mr Alan Marchant be co-opted to Burgh / Haverscroft Ward.

A proposal to appoint Mr Marchant as Press Officer was made, then withdrawn.

It was proposed and carried by Council that Mrs Pettitt be co-opted as member for Queens Ward.

14 TO CONSIDER RECEIPT OF A LUMP SUM AT THE HANDOVER OF THE PLAYPARKS IN LIEU OF AN ANNUAL SUM

Breckland have offered the alternative of a lump sum of £33,000 at the handover of the playparks as an alternative to the £2,686.57 per year for 30 years. Comparisons of lump sums and monthly instalments were given. 30 years instalments @ £2,686.57 = £80,597.10.

However, £33,000 invested @ 5% would yield £1,650x 30 = £49,500 + the original investment of £33,000 which would give a total of £82,500. Yields will fluctuate according to interest rates. (NB: This amount does not include the s106 agreement attached to Lomond Road)
It was proposed by Cllr Keach and carried by Council that the £33,000 lump sum be taken and invested. ACTION: Town Clerk

15 TO AGREE TO APPLY FOR PREMISES LICENCES ON GAYMER'S MEADOW AND QUEEN'S SQUARE

The Breckfest Event had had to be moved from Gaymer's Meadow to the Recreation Ground as it does not have a premises licence under the new licensing laws. The Carnival Committee holds the premises licence for the Recreation Ground for licensable activities. The Town Council has the power not to grant permission for events as owners/ managers of the Recreation Ground. It is also possible to licence streets for specific events. More information is needed on this. **ACTION: Town Clerk**

It was proposed by Cllr Mrs Francis and carried by Council that premises licences for Gaymer's Meadow and Queens Square be applied for. ACTION: Town Clerk

16 TO RECEIVE THE REPORTS OF DISTRICT COUNCILLORS

The campaign against Post Office closures is ongoing.

The prospective development sites for the next stage of the LDF will be discussed at the next Panel 1 meeting in June.

The Chair of Norfolk CC will be present at the official opening of the new Puffin crossing in Norwich Road on Friday afternoon.

Lighthouse Charity in Thorpe Drive is seeking funding from Breckland for a youth outreach on Friday and Saturday nights.

The Connaught Bowls Club is holding an anniversary celebration of its opening.

17 TO AGREE THE RE-APPOINTMENT OF MRS PAULINE JAMES AS INDEPENDENT INTERNAL AUDITOR

It was proposed by Cllr Farrow and carried by Council that Mrs James be re-appointed the independent internal auditor for the Council.

18 TO RECEIVE AND APPROVE THE FINANCIAL STATEMENT FOR APRIL 2008 (see enclosed spreadsheet)

There were no queries about April's statement.

It was proposed by Cllr Farrow and carried by Council that the Financial Statement for April be approved.

19 TO RECEIVE AND APPROVE THE END OF YEAR STATEMENT 2007-2008 (see Finance Committee Minutes)

The Mayor thanked Cllr Farrow and Mrs Blyth for their hard work in preparing the figures. There were no queries about the end of year statement.

It was proposed by Cllr Keach and carried by Council that the end of year statement for 2007 - 2008 be approved

20 TO AUTHORISE PAYMENT OF BILLS AND CHEQUES (see attached list)

Queries were raised about the balance of the damages being returned to hirers. It was agreed that the Town Hall Committee should discuss the damages deposit procedures. **ACTION: Members of the Town Hall Committee**

A request was made for the grants list, and for information to be sought from recipients of grants as to how the money donated was spent. **ACTION: Town Clerk**

21 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to summary list)

The Mayor had received two letters of resignation. Mr Horswell had other commitments as his businesses were going through a time of growth. Mr Free had resigned due to pressure of work being on call for both Wymondham and Attleborough. Mrs Dale thanked them both for their work for the town and their help in various Council projects.

i) Request from AIB Committee for permission to plant shrubbery area by town sign in Empire Terrace – money has been donated; services of groundsmen and future maintenance need to be considered.

ii) Request from AIB Committee to support Deeply Rooted Garden Centre’s wish to landscape Breckland Lodge Roundabout – County Council require Town Council’s agreement before they will consider it.

It was proposed by Cllr Laurence and carried by Council that permission be granted for both planting projects.

iii) Letter of introduction from Inspector Adam Hayes, newly stationed at Attleborough Police Station

iv) Letter of thanks from Nelson’s Journey charity programme for bereaved children for recent donation

v) Norfolk County Council consultation document on accommodation & community services for older people and carers in Norfolk. Response required by 31 May

vi) NHS Norfolk – Proposal for a new GP led health centre (possible to replace the nurse-led walk-in centre) consultation document. Response required by 4 July

The above letters were discussed.

22 TO RECEIVE INFORMATION ON TOWN AFFAIRS (NB: information only – no resolutions may be passed)

i) Cllr Waters gave her apologies for the meeting in June

ii) It was reported that Karen Maran Cleaning Services were doing a “fantastic” job with the toilets. They are useable.

23 TO RECEIVE ITEMS FOR NEXT MONTH’S AGENDA

i) Voting rights for Sports & Leisure Forum Representative. ii) Council Representatives iii) Co-options

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 Waters and carried by Council that the meeting be adjourned for a period of public participation.

Items raised were: Cleaners. Toilet provision at the fair. Bus shelter on Queens Square. Re-siting of litter bins on Queens Square.

The meeting was reconvened.

25 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 2 JUNE 2008 AT 7PM

The meeting closed at 8.45pm

Chair:

