

ATTLEBOROUGH TOWN COUNCIL

Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on 3 November 2008 at 7pm.

PRESENT

Cllrs V Dale (Chair), B Waters, G Farrow, R Laurence, S Schucroft, K Pettitt, Mrs D Francis, G Firman, R Reynolds: District Cllr P Francis, County Cllr A Byrne; H Elias (Town Clerk); members of the press and public.

1 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs N Keach (family illness), S Middlebrook (family illness), A Sturt (work commitment), S Taylor (family commitment)

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 Waters and carried by Council that the meeting be adjourned to allow the public to speak.

Items raised were: Queens Road allotments; the railway crossing disrupting traffic flow in town.

The meeting was reconvened

3 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

The Clerk declared an interest in item 24 and left the meeting for the discussion.

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

The Hallowe'en Market event had been fun with young people and children dressing up. The Mayor had attended a "People First" training session at the Adult Education Centre about voting. It had been led by a person with Down's Syndrome, and had been a very good and interesting concept.

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

The minutes were agreed and signed with the following amendments:

Page 1, Item 2, Questions raised with Inspector Hayes: should read "Police actively take youngsters who have been involved in anti-social behaviour and underage drinking home to their parents..."

Page 2 Item 10 Representatives Reports: "Snetterton" should read "Shropham".

Page 3, Item 13, To agree quotes for Town Hall Projects: The following sentence should be added after the narrative: "A more detailed proposal was submitted by Wensum Valley Services Ltd."

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: Quick Stop advertising boards had been referred back to Breckland Council. The Carvers Lane development by Norfolk Homes had been granted permission by Breckland

who had been advised that it was not lawful to impose a S106 agreement on a development if it would make development of the site unprofitable. The District Valuer had checked the figures and agreed with the developer's assessment of the financial situation. A condition had been made that, should the developer eventually sell at a much larger profit, affordable homes would be required as part of a S106 agreement. Meanwhile empty houses were being sold *en bloc* to housing associations for affordable homes.

ii) Health & Safety: No queries were raised

iii) Town Hall: It was noted that quotes were being sought for the cleaning. The committee were not dissatisfied with the current contractor.

The former Attleborough Area Partnership directors were pushing for the Hidden History signs to be manufactured urgently to satisfy the conditions on the project. £1,298 had been transferred to the Council for the project along with the handsets and recording equipment to complete the hidden history part of the project. Three quotes for signs had been received and discussed. The Committee recommended the quote from Guru Graphics for 40 signs & 80 clips @ £568

It was proposed by Cllr Dale and carried by council that the signs and fixings be manufactured as per the quote from Guru Graphics at £568. ACTION: Town Clerk Costs of fixing would have to be sought. It was noted that the Council should not be out of pocket as a result of a defunct partnership project.

iv) Open Spaces: It was noted that the rubbish bin nearest the Town Hall had been vandalised. Suggestions were made as to the locations of litter bins which will be installed over the winter months.

v) Finance: It was noted that the budget and precept figures would be finalised at the Finance Committee meeting in time for approval at the December full Council meeting.

vi) Others: None

8 TO RECEIVE REPRESENTATIVES' REPORTS

None

9 TO RECEIVE DETAILS OF OCTOBER'S FINANCIAL STATEMENT (refer to enclosed documents)

No queries were received. The budget is still on track.

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

A query was raised about the non-domestic rates on the public toilets, which are being refurbished; also if there are penalty clauses for late delivery of the project. The project is on track to finish by Christmas, and the Clerk was directed to contact the Valuation Office about the rates suspension. **ACTION: Town Clerk.**

It was proposed by Cllr Pettitt and carried by Council that the cheques be authorised as listed.

11 TO AGREE QUOTES FOR TOWN HALL PROJECTS:

i) To agree a quote for replacement / repair of windows

A query was raised as to whether the glass must be replaced by the modern "heritage style" glass, (striated and bull's eye) or if plain glass was acceptable. The Clerk is to investigate.

ACTION: Town Clerk

Although the brief given was the same the quotes have been sent for different specifications:
S Carr quoted for two new windows (including glazing, excluding decorating) £8,973.00
(NB: £6,000 would be required in advance on confirmation of the order)

J.T. Large & Sons: One new window and repair TIC window £2,397.64 + VAT

Pronto Joinery Ltd: Two bow windows (supply only) £3,596 + VAT

The Clerk was directed to contact J T Large & Sons to obtain a revised quote for two new windows. **ACTION: Town Clerk**

It was proposed by Cllr Reynolds and carried by Council that if the revised quote is the lowest Council should authorise the Clerk to instruct J & T Large to start the work.

ACTION: Town Clerk

12 TO AGREE QUOTES FOR OPEN SPACES PROJECTS

i) To agree quotes for woodworm treatment in cemetery chapel:

Two quotes have been received:

Beadle Property Care Ltd

£448 + VAT

Essex & East Anglia Preservation Ltd

£485.30 + VAT

It was proposed by Cllr Reynolds and carried by Council that the work be given to Beadle Property Ltd. ACTION: Town Clerk

ii) To agree quotes for the repair of the kissing gate in St Mary's churchyard:

The pillars are leaning and affecting the opening and closing of the gate in Church Street.

Existing bricks and flint should be used. No quotes have been received to date.

13 TO AGREE THE PURCHASE OF AN ACCOUNTANCY PACKAGE

A query was raised as to why an "off the shelf" package had not been purchased. The two packages investigated are specifically designed for local councils and their requirements. Following the change from Receipts & Payments accounting to Income & Expenditure accounting, end of year procedures have become very complicated and take up an inordinate amount of time. The audit requirements will be simplified. Scribe 2000 is payable annually, with no set-up help. RBS has a higher initial costs but has expert set-up assistance tailored to an individual council, on site initial training, and lower ongoing costs with expert back-up.

Scribe 2000:

£442.50 annual cost

RBS Omega:

£1,395 + £200 annual costs.

It was proposed by Cllr Reynolds and carried by Council that the RBS package be purchased. ACTION: Town Clerk

14 TO RECEIVE CONFIRMATION OF ARRANGEMENTS FOR REMEMBRANCE SUNDAY AND ARMISTICE DAY

Sunday 9 November: The parade meets at 10.20am in Edenside car park. Cllr Keach will carry the walking flag; the Mayor and Clerk follow with the wreath, other councillors and spouses / partners follow. The parade stops at the war memorial for a short service and the two minutes' silence; the Mayor and other group leaders lay wreaths. The parade moves to the church for a service. In inclement weather the parade may walk straight to church with wreaths being laid in the church. Councillors represent the town's residents. Cllrs Waters and Laurence gave their apologies; they will be elsewhere. Tuesday 11 November: those who can meet at the War Memorial c10.50am for a short Act of Remembrance starting at c10.55am which will include the two minutes' silence, readings and a prayer.

15 TO RECEIVE AN UPDATE ON THE YOUTH FACILITY

The Steering Group meets regularly and has discussed the costs of moving the temporary building as well as possibilities for funding, and future activities.

16 TO DISCUSS A FURTHER REQUEST FOR THE CONTINENTAL MARKET TO BE HELD ALONGSIDE THE WEEKLY MARKET

The organisers of the continental market have requested that they be allowed to use Queen's Square car park as they do not consider Connaught Hall to be suitable. Breckland Council do not wish to grant permission for them to hold a market over a weekend and would like to run it alongside the weekly market on Thursday 27 November. Breckland have requested the Town Council's permission to do this.

It was proposed by Cllr Farrow that permission be given on condition that the market organisers were charged £250, and the Town Council received 50% of the fee.

The Clerk was directed to contact Breckland Council. **ACTION: Town Clerk**

17 TO RECEIVE DISTRICT COUNCILLORS' REPORTS

Mr A Byrne sent his apologies as he was in a Planning meeting.

It was reported that the LDF Core Strategy was going ahead, although there were questions over the proposed jobs at Snetterton and the utility supplies. Not enough land had been designated for employment in Attleborough and infrastructure was needed.

District Councillors had attended the Taking Attleborough Forward Group. The LDF had yet to propose if Attleborough were to have two shopping centres or one, and the location(s). District Councillors had issues with the figures for housing from the Regional Assembly. The proposed 4,000 houses needed jobs within the town. It was unlikely that a bridge or relief road would be built by developers. 1,500 affordable homes were to be included in the 4,000 total.

The Mayor thanked the District Council. Breckland Council had agreed to pass land behind Cyprus Road to the Town Council at nil cost to the Council apart from legal costs.

Breckland Council had arranged for research to be undertaken into the level of sports facilities in the area. This would be a district-wide assessment undertaken by associates of Parkway Leisure about current facilities, the population and future needs. A report would be produced. A query was raised by the Town Council as to whether the report would be made public. It was noted that sports provision was a civic facility not a profit centre. The Clerk was directed to contact Breckland about the report. **ACTION: Town Clerk**

18 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to attached summary of correspondence)

i) Letter from NCC Youth Service re project for young people from Chapel Road – support for Duke of Edinburgh Award. Council suggested the group could “adopt” Queens Square, become members of the Youth Council, make tea or help the Silver Thread Club, Holly Court or carry out weeding outside buildings in the conservation area. **ACTION: Town Clerk**

ii) Request from Scouts for help towards a security gate at the Scout Hut by the bowling green. The Scouts have suggested that the invoice could be paid for by the Town Council to cut costs, but as the project is not being paid for by donations this is not possible.

It was proposed by Cllr Schucroft and carried by Council that a donation of £100 be sent to the Scouts towards the new gate. ACTION: Town Clerk

iii) Request for views on busking, street entertainment etc from Billy Busker (William Pitwood) It was suggested that he contact the Christmas Carnival and the Festival organisers, and that Mr Pitwood be reminded of licensing and public liability requirements. **ACTION: Town Clerk**

iv) Thanks for benches at Gaymer's Meadow from dog walkers – the letter was read out.

v) Thanks for supporting Breckfest – the Mayor and Clerk are to have a debrief meeting with Mark Stokes, Strategic Director at Breckland.

The following have arrived since the agenda was distributed. No resolutions may be passed.

vi) Thanks from Attleborough Players for £350 donation (Finance Committee)

vii) A request for a new Twinning Representative has been received. Cllr Pettitt volunteered.

viii) A request for a governor at the Infant School has been received. Meetings take place at 4.30pm twice a term, plus committee meetings. To be discussed at the next full Council meeting.

ix) Official confirmation from Breckland that it has agreed to the transfer to the Town Council of land behind 23-25 & 31-33 Cyprus Road, subject to conditions.

x) Request for the Breckland Youth Activity Week 2009 to use Queens Square Car Park from 5-7pm for activities including an ice-rink. It was noted the car park belongs to Breckland Council.

xi) Yare Valley and District CAB Annual Report is available for reference in the Clerk's Office.

xii) South Norfolk's LDF Gypsy and Traveller Local Development document has been received for reference in the Clerk's Office. Two sites on the A11 have been proposed, one is just outside Attleborough's parish boundary.

xiii) DCLG consultation document "The making and enforcement of byelaws". Consultation ends on 20 November.

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

i) The sponsor of the book about those listed on the War Memorial has pulled out due to the credit crunch. Cllr Waters will contact the author again in Spring. Suggestions were made as to sales outlets.

20 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA

i) Churchyard Pillars ii) Precept iii) Town Hall windows update iv) Infant School Governor

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 Waters and carried by Council that the meeting be adjourned for the public to speak

No items were raised. Individuals expressed enjoyment at being present at the meeting.

The meeting was re-convened.

22 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 1 DECEMBER 2008 AT 7PM

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

It was proposed by Cllr Waters and carried by Council that the press and public be excluded under the Public Bodies (Admission to Meetings) Act 1960

The press and public left the room.

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

24 TO AGREE STAFF SALARIES FOR 2009-2010

The Clerk declared a prejudicial interest and left the room for the discussions. The minutes were taken by Cllr Pettitt. Salaries and hours were discussed and agreed for the 2009-2010 financial year. Queries were raised about salary differentials; also the proposed accounts package and the extra hours required in the office.

It was proposed by Cllr Laurence and carried by Council that the salary proposals put forward by the Finance Committee be accepted.

The meeting closed at 9. 40 pm

Chair: