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## **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of the meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 3 August 2009 at 7pm.**

### **PRESENT**

Cllrs G Farrow (Chair), B Waters, N Keach, S Schucroft, S Middlebrook, Mrs D Francis, R Reynolds, G Firman, K Pettitt, A Marchant; District Cllrs S Rogers, A Stasiak, P Francis, K Martin; H Elias (Town Clerk); members of the public.

Cllr Farrow welcomed those present and made a statement concerning the sudden death of Cllr Nathan Bray. He expressed the Council's deepest sympathies to his wife, Anneliese, and their families. Council held a minute's silence as a mark of respect.

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

Apologies were accepted from Cllr V Dale (holiday), A Sturt, S Taylor (unwell),

### **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: Car parking; communication with Breckland.

**The meeting was reconvened.**

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

Cllr Firman declared a personal interest in Item 11 as a family member is employed by Ridgeons.

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

The Mayor had had a busy month with a hog roast at Peter Beales, Holly Court Garden Party, civic services at Diss and Swaffham, judging artwork at the ACE Centre, and meetings at the Talking Newspaper and Home-start. The Deputy Mayor had attended a reception at the ACE Centre to view the artwork.

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

The minutes of the July full Council meeting were agreed and signed with the following amendments:

Item 4: Chairman's Report: "an especial" was changed to "a special".

Item 8: Representatives' Reports i): Boxing Club: first sentence was changed to "An enquiry has been made of the Council and LAG re donations given to the Attleborough branch of the Dereham & District Boxing Club."

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

Item 21 ii) Request for extension of footway near Victory Park – Norfolk CC uses a points system based on footfall to prioritise the installation of new footways where they are most needed across the county. Any new footway at Victory Park is likely to be a planning condition or s106 agreement.

McCarthy & Stone: the site in Queens Road is being cleared.

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

i) Planning x 1: No queries were raised.

ii) Town Hall: Amended plans had not yet been received for the Town Hall shed. No firm date has been agreed to install the flooring in the corridor and stair well. The franchise has been taken over by the Griffin. Agreement over transfer of the CCTV cameras and bar alarm has not yet been reached. These will be discussed at the next Town Hall Committee meeting.

iii) Open Spaces: A request was made to write to the Highways Agency for them to plant the A11 roundabout at Breckland Lodge, as it was the gateway to the town. The slide at the Recreation Ground is out of use due to damage to the safety surface. Various options and costings were discussed for the play area. More quotes were requested. **ACTION: Town Clerk**

iv) Finance: The office has upgraded to a colour photocopier. Provision may need to be made for 370 street lights, which might have to be replaced at a cost of up to £1,000 each. Clerk was directed to undertake further research into details of agreement. **ACTION: Town Clerk**

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

i) Boxing Clubs: The Dereham & District Boxing Club's Leys Lane venue is still closed. The Attleborough Amateur Boxing Club appears to be going from strength to strength.

ii) Twinning: No further news.

iii) Connaught Hall: It was planned over several years to refurbish the kitchen, stage curtains, blackout curtains; funding is being sought.

iv) CCTV: The project in Attleborough should be finished by the end of October and in all five market towns by the end of February 2010. Two cameras will be relocated, one in Queens Square car park west, the other at Connaught Hall to keep it free of tree foliage. There will be a new one in Station Road at the obelisk. There will be a wireless receiver at Barclays Bank and the water tower at the former Gaymer's Cyder factory, and equipment in the Town Hall.

v) Others: A request was made to write to Rev'd Michael Aisbitt. His last service had taken place on 26 July. **ACTION: Town Clerk**

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

Cllr A Byrne had sent his apologies.

Parking: Exception was taken by District Councillors at the tone and wording of the letter to Breckland's Chief Executive about car parking. The Town Council's views are unique within the district and are at odds with those of Breckland Councillors who were voted into office on a political manifesto which included free parking. Many town parking spaces are not owned by Breckland and there could be a conflict between different policies for different spaces. The Town Council should also look at its own land.

Parade: The Light Dragoons might march through Dereham again. No details were available.

Barclays Bank building: the redevelopment had not been completed correctly, leading to privacy and other issues.

Local Government Reform: this had been deferred.

ATYFC: funding was still being sought to upgrade the youth changing facilities. "Awards for All" funding has been closed down.

Pride In Breckland: funding up to £300 is available from Breckland for community projects.

Toilets: It was noted that the shiplap on the front has warped. The main contractor is in discussions with the builder. The final retained sum has not yet been paid.

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

There were no queries about the statement. The Council is within budget.

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

Cllr Firman declared a personal interest in the cheque to Ridgeons as a member of her family is employed there.

A query was raised as to why the cheque to Kerry Butcher Accountancy was £8.30 and not £8.20 as in the Town Hall minutes. It was explained that the original invoice had been checked and found to be £8.30; the amount had been misquoted in the letter to Council.

A discussion ensued about the fire-retardant finish on the bar room panelling.

**It was proposed by Cllr Keach and carried by Council that the cheques be approved for payment including the one to Classic Finishes held over from the previous month.**

#### **12 TO APPROVE THE INTERNAL AUDITOR'S REPORT AND AGREE THE ACTION REQUIRED**

The Internal Auditor's Report was discussed. Overall Mrs James had been pleased. The street lights are to be added to the Asset Register and more details of the repair and maintenance arrangement should be sought from Breckland. Thanks were expressed to Mrs Elias and Mrs Blyth for their hard work in improving the processing of the Council's finances. It was noted that the computer system was coming into its own. District Cllr P Francis reiterated that if the Town Council instigated a phased programme of upgrading the lights Breckland could grant monies to wards the cost. It was suggested that Breckland's minutes should be consulted.

**ACTION: Town Clerk**

**It was proposed by Cllr Keach and carried by Council that the Internal Auditor's report be approved.**

#### **13 TO PASS A RESOLUTION THAT THE COUNCIL'S INTERNAL AUDIT MEASURES ARE ADEQUATE AND EFFECTIVE**

**It was proposed by Cllr Keach and carried by Council that the Council's Internal Audit measures are deemed adequate and effective.**

#### **14 TO APPROVE THE UPDATED FINANCIAL RISK ASSESSMENT**

The changes as detailed in the Finance Committee minutes of 21 July were explained.

**It was proposed by Cllr Keach and carried by Council that the updated Financial Risk Assessment be approved.**

The Financial Risk Assessment was signed by the Deputy Mayor and the Clerk.

#### **15 TO AGREE TO DISTRIBUTE THE NEWSLETTER & ANNUAL REPORT TO HOUSES IN ATTLEBOROUGH**

The newsletter contains a questionnaire regarding the provision of play facilities and equipment. Currently a few hundred are printed and deposited for collection at points such as the Library, ACE Centre, Pavilion Preschool, TIC, internal Town Hall noticeboard and the Council office. Distribution to every house of the Annual Report and newsletter together would allow better coverage of the Council's activities and canvass opinion on play facilities. Quotes had been sought; The Post Office had not responded; Spider Solutions had quoted, also Archant Group (EDP and Wymondham & Attleborough Mercury) who would require them to be taken / sent to the Ipswich or Gt Yarmouth depots. The Clerk was directed to investigate more local solutions.

**ACTION: Town Clerk**

#### **16 TO RECEIVE INFORMATION ON THE LDF PLANNING INSPECTION**

The Attleborough area had been represented at the examination in public of the Core Strategy by the Mayor, Deputy Mayor, Clerk and Cllr Marchant, and the focus groups Taking Attleborough Forward (TAF) and the Besthorpe & Burgh Common Action Group. A large part of the proceedings was technical, but the Inspector was made aware of the particular issues

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around Attleborough caused by its infrastructure, geography and traffic before the Attleborough session. Various agencies had based their research on a maximum of 4,000 new homes while new guidance from regional government was that these numbers should be a minimum. This would create supply problems for the utilities and infrastructure providers. A clause that a relief road should be provided before building commenced was considered restrictive and would be modified as a the minor amendment. The Inspector was fair and had a good grasp of the issues. His report was due to be published on 30 September. The next stage of the LDF is the Site Specifics document and Area Action Plan. Hope was expressed that Breckland would keep the town fully informed during the process.

#### **17 TO RECEIVE INFORMATION ON THE CASUAL VACANCY IN QUEENS WARD**

When the agenda was published the period for electors of the ward to request a poll had not expired. This has passed and the Council is free to co-opt. To date no-one has put themselves forward for this vacancy. It was explained that Council is free to co-opt whoever it chooses and the opportunity should be taken to co-opt to fill gaps in Council's expertise. There is also a vacancy in Burgh / Haverscroft Ward following the death of Cllr Bray which will run to a different timetable.

#### **18 TO RECEIVE AN UPDATE ON THE PROPOSED TOWN NOTICEBOARD**

Codair had sold enough advertising to local businesses to produce a larger map than the Wymondham one.

#### **19 TO RECEIVE AN UPDATE ON THE HANDOVER OF THE PLAYPARKS**

The legal papers had not yet been received. A clause should be added to clarify that the development clawback of 50% will not apply to land sold for recreational purposes.

#### **20 TO AGREE THE PURCHASE OF LITTER BINS**

The Clerk has authorisation to spend up to £1,000 on bins and benches without referring back to full Council. However the best deal is at just over £1,000. Quotes for metal bins were:

Whitehouse Enterprises: £350 + VAT each – 3 bins for £1,000 + VAT; Teepee: £264 + VAT each – 3 bins for £1,000 + VAT; Glasdon: 5 bins for £1,067.76 + VAT

The Open Spaces Committee agreed that polyethylene bins would not be substantial enough.

**It was proposed by Cllr Reynolds and carried by Council that 5 metal bins be purchased from Glasdon at a cost of £1,067.76. ACTION: Town Clerk**

#### **21 TO RECEIVE AN UPDATE ON PARKING MEASURES IN TOWN**

It was agreed that this item had been fully discussed under District Councillors' reports above.

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

i) Town map: three complaints about the business going to a firm outside the town. It was noted that Codair had offered the best all-round value-for-money package at the time, and that some of the local businesses approached had not wished to take on the work.

ii) Request for financial sponsorship from Shaun Blyth, All England U15 Ski-ing champion (NB: s137 grants cannot be given to individuals). It was suggested that Shaun Blyth should approach Sport England and also the Attleborough Charities.

iii) Request from Morley & Attleborough Methodist Youth Club: for grant of £500 to purchase a PS3 game. This was not granted.

iv) Thanks from 1<sup>st</sup> Attleborough (St Mary's) Scout Group; the grant will help scouts, children from Chapel Road School, and older Scouts training to help with climbing supervision with disabilities access the climbing wall.

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v) Gambling Act 2005 Draft Revised Statement of Principles consultation period. View the principles on Breckland's website [www.breckland.gov.uk](http://www.breckland.gov.uk) or contact the Licensing Team on 01362 656870

vi) Hazardous Household Waste: Norfolk CC list of amnesty dates and recycling centres. Ketteringham 5 & 6 September 8am-6pm; Snetterton Heath 10 & 11 October 8am-4pm. Any queries please call 0344 800 8004 or [www.norfolk.gov.uk/hazardouswaste](http://www.norfolk.gov.uk/hazardouswaste)

vii) Letter from Christopher Fraser, MP re land adjoining the A11: The Highways Agency believe the land may have development potential and it is obliged under Treasury rules to obtain the best possible price for the land potential.

The following were received after the agenda was published. (No resolutions may be passed)

viii) "Attleborough In Gloom" / Xmas Lights / Carnival: complaint about the lack of colour and quality of the displays, plans for future Christmas lights displays, and support for Carnival. Council had requested shrubs be planted in tubs due to previous vandalism although members agreed the displays had not been as colourful and steps would be taken for next year's display; the current Xmas Carnival Committee did an excellent job, the Town Council paid the majority of the costs and was monitoring them; traditionally the Carnival has been organised separately from the Town Council although individual Councillors might be involved.

ix) Inspector Lynne Cross: will attend the full Council meeting on 5 October and asked about issues she should address. Parking, emergency vehicles, policing the alcohol free zone, the number of arrests and convictions and boy racers were suggested

x) Police surgeries: the Safer Neighbourhood Team (SNT) will be at Lidl on Saturday 8 August & Sunday 9 August 2-6pm. The team will be joined the Dog Warden who will be able to microchip dogs at a cost of £7.50.

xi) Queens Square Monday 24 August 9am onwards. Breckland are holding an Environmental Road Show.

xii) Gaymer's Car Park: potholes have become dangerous. The underlying surface was poor, and would need constant repair with Type I Planings and a whacker plate.

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

i) "Keep Clear" road signs for the junction at Surrogate Street and Thieves Lane have been authorised and will be in next year's Norfolk CC Highways budget.

ii) The bench at M & Co is overgrown with bushes. Also by the chemist's.

iii) Children's activity on the market on Thursday 6 August run by Cllrs Pettitt & Firman.

iv) Car Boot Sale: Connaught Hall Car Park on 30 August – proceeds to Attleborough In Bloom and the Mayor's Youth fund.

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

i) Parking ii) Playparks iii) Distribution of Newsletter & Annual Report

### **25 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 members of the public to speak.**

Items raised were: Carnival, Attleborough In Bloom, Christmas Lights; an open invitation to the Attleborough Amateur Boxing Club; disappointment that business should go out of town; compilation of services that local businesses offer; "Respect Zone" on Recreation Car Park.

**The meeting was reconvened.**

**26 THE DATE OF THE NEXT MEETING WAS CONFIRMED as Monday 7 September 2009 at 7pm**

**The meeting closed at 9.40pm**

**Chair:**