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## **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 2 February 2009 at 7pm.**

### **PRESENT**

Cllrs V Dale (Chair), N Keach, B Waters, G Farrow, S Schucroft, S Middlebrook, G Firman, A Sturt, K Pettitt, R Reynolds, A Marchant; H Elias (Town Clerk); District Cllr K Martin, a member of the public and the press.

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

Apologies were accepted from Cllrs Mrs D Francis (unwell), S Taylor (family commitment) and R Laurence (work 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 Keach and carried by Council that the meeting be adjourned to allow the public to speak. No items were raised. The meeting was reconvened**

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

Cllr Middlebrook declared an interest in Item 7v) as he is employed by the High School.

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

A cheque had been received from a coffee morning for the youth project. The Mayor had attended a panto by the East Coast Truckers, and also the funeral of Mrs Betty Banks, a former TIC volunteer. Mrs Dale, Cllr Farrow and the Clerk had attended a multi-agency meeting with a local resident who seemed to be under the misapprehension that the skatepark could be moved. However, there was no money to move it, the meeting had been costly in time of officers and employees, and the suggestions made had revisited actions previously discussed and undertaken.

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

The minutes were agreed and signed with the following amendment:

Item 18v): the words “and Exchange Street” should be inserted between “Connaught Plain” and “had been chased”.

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

Item 6: 18v) Connaught Plain / Exchange Street 7.5 tonne limit: A feasibility study has been allowed for in Norfolk CC 2009-2010 budget.

Item 11: Attleborough Task Force: This has been cancelled on three occasions.

Lomond Road: Cllr Farrow has met the resident who wrote to the Council, Anglian Water has been contacted and the Lochs Residents Association informed.

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

i) Planning x 2: Breckland Council is considering contracting out its Planning Department. Concern was expressed that planning decision were becoming more and more distant from the local community. An application for 24 homes off Slough Lane was recommended for refusal; it

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is mostly outside the current settlement boundary and 24 homes is beneath the limit for s106 planning obligation agreements.

ii) Health & Safety: No queries were raised.

iii) Town Hall: the timetable for improvements was discussed

iv) Open Spaces: trees in Gaymer's Meadow had not yet been topped. It was not necessary to buy a saw. Shrubs will be bought for the AIB pots.

v) Finance: Attleborough High School have requested payment towards the £420 cost of 12 aerosol cans for refurbishing the skatepark. The amount had not been agreed in advance.

**It was proposed by Cllr Keach and carried by Council that £200 be donated to the High School for the skatepark painting project (s137 grants). ACTION: Town Clerk**

vi) LDF & Transport: Views on the consultation document should be sent to the Clerk for inclusion in the Council's official response. It was noted that there was a shortfall in the funding provision for infrastructure in the proposed Core Strategy and Development and Control Policies Proposed Submission Document.

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

Connaught Hall: This was doing well. Grants were being applied for towards improving the décor.

Restorative Justice: Cllr Schucroft had been invited to a meeting regarding residents of Queens Square and nuisance vehicles. A contract had been drawn up with the drivers and a positive outcome was expected.

Heritage Group: Cllr Waters had resigned as the President. She was now an ordinary member, not on the Committee.

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

Cllr Martin had attended a meeting with the Norfolk Police Authority. It has to make £6.4m savings in the next financial year. Redundancies were expected. Three proposals for the police levy had been made at 3%, 3.9% and 4.9%, adding 10p per week, 13p per week and 17p per week respectively to the current levy. PCSOs were appreciated as a visible presence in the community. Burglaries could increase due to the credit crunch.

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

The Clerk explained the new format statement. The balance of the £275,000 from the toilets had been invested for the running costs. The arrangement would mature in April.

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

Figures were rounded by the accounts package.

**It was proposed by Cllr Keach and carried by Council that the cheques be approved for payment. ACTION: Town Clerk**

## **12 TO RECEIVE AN UPDATE ON THE TOILETS**

The new facilities were being well-used. Users were complimentary. There had been a few teething troubles which had been remedied by visits from Interpublic. The flashing had been repaired at no extra cost. The market stalls were housed in the storage area. The toilets would be entered for the "Loo of the Year Award". **ACTION: Town Clerk**

## **13 TO AGREE A QUOTE FOR PLAIN GLASS IN THE TOWN HALL WINDOWS**

The previous quotes agreed by Council had been for laminated glass which was unacceptable to Breckland's Planning Department. A new quote for plain non-laminated glass had been received from the joiners of £550 including VAT.

**It was proposed by Cllr Keach and carried that the new quote be accepted.**

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### **14 TO AGREE QUOTES FOR THE TOWN HALL FLOORING**

The Town Hall Committee had recommended that the Committee Room and a “splash area” around the bar be covered in Karndean “Hickory Peppercorn”, that an area in front of the double fire doors have coir matting put down, and that the remainder of the Bar Room and function room be carpeted in Belgrove “Camellia”.

Four quotes had been received as follows:

New Line (UK)	£4,453.66 + VAT
Springfield Flooring Services	£ 4,950.00
Carpet Call	£5,795 + VAT
Richard Jourdan Flooring	£6,217.40 + VAT

**It was proposed by Cllr Middlebrook and carried by Council that the quote from New Line for £4,453.66 + VAT be accepted.**

**It was proposed by Cllr Dale and carried by Council that the dance floor should be sanded and sealed by the same company for £200.00 + VAT**

### **15 TO AMEND THE FINANCIAL STANDING ORDERS** (refer to enclosed document)

A discussion took place on the Finance Committee’s recommendation to increase the amount available to the Clerk and committees to spend without bringing the item to full Council to £500.

**It was proposed by Cllr Keach and carried by Council that the amount remain at £350.00 Paragraph 10a should be amended to add “with the proviso that three quotes are sought and the Committee Chairs informed”**

**Paragraph 3f iv) should be amended to “TIC petty cash shall have a float of £25 and be taken to the Clerk’s office daily”**

**Paragraph 9 “regularly” should be replaced by “annually”**

**Paragraph 17e “regularly” should be replaced by “twice a week”**

### **16 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED** (refer to attached summary of correspondence)

i) Request from Old Buckenham Parish Council to put pressure on Banham Poultry to improve the appearance of the derelict building on the station site. Clerk was directed to send a copy of the letter to Banham Poultry. **ACTION: Town Clerk**

ii) Compliments to Council: were received from an allotment holder.

iii) Letter from The Lighthouse charity: about their Ignite project for young people. The particular grant-finding trail that the steering group is pursuing states that the venue should have no religious connections. Clerk was directed to write to The Lighthouse suggesting they approach the Attleborough Charities. **ACTION: Town Clerk**

iv) Norfolk CC Traffic Order: to close 3F375 footway link between Wayland Close to Queens Road for the installation of a new water supply from 16 February – 18 February 2009.

v) Norfolk CC: are installing a bus stop clearway at Queens Square bus stop.

vi) Norfolk Association of Local Councils: Information on the power of well-being.

vii) Rural Service Network: offering free membership to the Community Group of the Network.

The following were received after the agenda was sent out and no resolutions may be passed on them:

viii) Request for a litter bin at Memorial Cottages / Footpath No. 6

ix) Footway defects: Copy of letter to Norfolk CC re state of the footway in Church Street

x) Phoenix Boxing Club: meets on Thursday evenings and Saturday mornings at the High School and is going for “Clubmark Status”

xi) Norfolk Association of Local Councils: are presenting two sessions on the New Rural Economy (The Gold Summit) on Saturday 7 March 10am-12.30pm in Fakenham & Thursday 12 March 7pm – 9.30pm in Hethel. Those wishing to attend please inform the Clerk by 2 March.

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xii) Norfolk Association of Local Councils: are presenting two sessions on a Localist Green Economy on Wednesday 11 March 6pm -8.30pm in Swaffham and Saturday 14 March 10am-12.30pm in Norwich. Those wishing to attend please inform the Clerk by 3 March.

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

- i) The panelling in the Bar Room needs maintenance. The item is to be discussed by the Town Hall Committee.
- ii) The Town Charities' AGM will take place on Thursday 12 February
- iii) Connaught Plain Railings have been damaged again
- iv) The Railway Station needs painting
- v) Many vehicles pull into the wrong lane at Connaught Plain to negotiate the bend into Exchange Street.

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

- i) Litter

### **19 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 Keach and carried by Council that the meeting be adjourned to allow the public to speak. No items were raised. The meeting was reconvened**

### **20 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 9 MARCH 2009 AT 7PM**

**It was noted that the Annual Town Assembly will take place on Monday 2 March, with doors opening to the public at 6pm and the meeting starting at 7pm**

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

**It was proposed by Cllr Keach and carried by Council that the press and public be excluded.**

The member of the public and the District Councillor left the meeting.

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### **THE FOLLOWING ITEM WILL BE DISCUSSED IN CONFIDENCE / ON CAMERA / BELOW THE LINE**

### **22 TO DISCUSS TOWN HALL REVENUES**

Various options were discussed.

**A proposal was put to full Council by Cllr Keach and carried by Council. ACTION: Town Clerk**

**The meeting closed at 8. 53 pm**

**Chair:**