

ATTLEBOROUGH TOWN COUNCIL

Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 5 January 2009 at 7pm.

PRESENT

Cllrs V Dale (Chair), N Keach, G Farrow, S Schucroft, A Marchant, S Middlebrook, K Pettitt, A Sturt, R Reynolds, G Firman, R Laurence, S Taylor; H Elias (Town Clerk);
District Cllrs P Francis, A Stasiak, members of the press and public.

1 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr B Waters, Mrs D Francis (both unwell)

The Mayor welcomed Councillors, District Councillors, members of the press and public and wished them a happy and healthy New Year.

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 Reynolds declared an interest in Item 10 as his company was in receipt of a cheque.

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

The Mayor had attended a prize giving at the High School which was very enlightening, and had enjoyed a very pleasant Carol Service at Watton for Breckland Council's Chair. She had read a lesson at the carol service in Attleborough – otherwise the month had been relatively quiet.

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

The minutes were agreed and signed with the following amendment:

Item 7 i) Planning: "Residents had sent a letter thanking the Council for agreeing to take on the open spaces behind 26 & 31 Cyprus Road."

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

Item 18 v): The weight limit at Connaught Plain and Exchange Street had been chased, but no response had been received.

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

i) Planning x 2: No queries were raised.

8 TO RECEIVE REPRESENTATIVES' REPORTS

None were received.

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

The new format reports from the RBS accounting package were discussed. The Festival is awaiting two more donations, after which it will have more than covered its costs. Several anomalies have been noted: the cost centres for AIB and the Mayor's Youth Fund do not give a true picture as they do not include money received in the previous financial year. A request was made to separate the fuel and the telephone top-up in the accounts. **ACTION: Town Clerk**

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

It was proposed by Cllr Pettitt and carried by Council that the cheques be authorised for payment.

11 TO RECEIVE INFORMATION ON THE ATTLEBOROUGH TASK FORCE AND APPOINT TWO VOTING MEMBERS (refer enclosed documents)

It was noted that the Town Council had not received an official invitation, only a room booking, and that Trevor Holden Breckland's CEO had apologised for the oversight. The Attleborough Task Force is designed to be a meeting of elected representatives similar to Thetford's Task Force and deal with all aspects of the town; it was not intended to be an LDF meeting though the LDF would have an influence. It was noted that Town Council representation with two voting members seemed comparatively lightweight; also that it was imperative that the Town Council were involved.

It was proposed by Cllr Keach and carried by Council that Cllrs Reynolds and Farrow be the voting members; the Mayor will also attend. ACTION: Cllrs Dale, Reynolds and Farrow.

12 TO RECEIVE AN UPDATE ON THE TOILETS AND AGREE A CLEANER

The toilets will be handed over officially on Monday 12 January. It had been discovered that the plaster in the Market store was not drying and the flashing on the roof appeared to have slipped. Interpublic have offered to have the work done; no other builder is likely to take on the work during the refurbishment. A price has not been given. It was suggested that the work should be done and the details agreed later, the final cheque could be withheld until agreement had been reached.

Interpublic had recommended a daily clean and inspection with a second clean if necessary. Quotes had been received as follows:

Karen Maran Cleaning Services: £90 per week plus £8 additional cleans on a weekday and £10 for an additional weekend clean. Cleaning materials not included

Breckland Industrial: Daily Clean £175 per week plus £9 per additional clean. Cleaning materials not included

Breckland Homeclean: £220 + VAT per week plus £11 + VAT per hour. Cleaning materials included.

It was proposed by Cllr Middlebrook and carried by Council that Karen Maran Cleaning Services be awarded the contract with the proviso that it was for 12 months and that one month's notice is to be given by either party. ACTION: Town Clerk

13 TO CONSIDER OFFICIALLY TAKING OVER THE HIDDEN HISTORY PROJECT

Cllr Marchant had spoken to the Heritage Lottery officer. The Heritage Lottery was keen to either finish the project immediately or endeavour to have the signs put up as soon as possible. The difficulties of locating the signs were discussed. Permission had only been granted to place signs on lamp posts which had no other signs on them; partial signage was not an option.

It was proposed by Cllr Farrow and carried by Council that the project be reluctantly given up and the money for the signs returned to the Heritage Lottery. ACTION: Town Clerk

14 TO AGREE A QUOTE FOR PLAIN GLASS IN THE TOWN HALL WINDOWS

The Historic Buildings officer at Breckland had agreed that plain rather than striated glass could be used and a quote for 8mm laminated plain glass had been received for £700. However, the Planning Department had stipulated that laminated glass was not acceptable and further quotes were being sought. **ACTION: Town Clerk**

15 TO AGREE THE REPLACEMENT AIR CONDITIONING / HEATING UNIT IN THE SECOND FLOOR OFFICE

The Fresh Air Company had been called to repair the unit which was not possible. Quotes for a new unit were as follows:

Mitsubishi (with 3 year parts guarantee)	£1,270 + VAT
Daikin (with 5 year parts guarantee)	£1,320 + VAT

It was proposed by Cllr Middlebrook and carried by Council that the Daikin model be installed at a cost of £1,320 + VAT. ACTION: Town Clerk

16 TO RECEIVE DISTRICT COUNCILLORS' REPORTS

Cllr Martin sent his apologies as he had a previous family commitment.

A request was made to move the District Councillors' Reports further up the agenda. It was suggested that they could be included after the Representatives Reports. **ACTION: Town Clerk**

Mr Webster had lodged an appeal against the Fiddlers Green planning refusal. The LDF Core Strategy is out for consultation for 6 weeks. It had been agreed that the District Council member for Snetterton should be invited to the Attleborough Task Force meetings in view of the joint Action Plan which was to be drawn up.

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

i) Request from Attleborough High School for £420 for the cost of 12 aerosol cans for refurbishing the skatepark during the spring term. The cost was commented on and a request was made for a copy of the invoice. **ACTION: Town Clerk**

ii) Thanks to Council from Attleborough High School for donations for prizes.

iii) Norfolk Police Authority: Invitation to attend the authority's budget meeting on Thursday 29 January at 7pm in Wymondham. Names are needed in advance for security reasons.

iv) Scope house to house collections will take place 6-26 April 2009 & 5-25 April 2010

v) Norfolk CC Traffic Order: to close Station Road 20 meters either side of the crossing from 23.00 on 10 January to 09.30hrs on 11 January & 23.00hrs on 17 January to 09.30hrs on 18 January 2009

The following were also received but no resolutions may be passed on them:

vi) Lomond Road / Lochs Estate: Cllrs Farrow and Schucroft declared an interest as their homes are on the estate. A resident detailed the problems with sewage backing up the system. Anglian Water and Norfolk CC have not taken responsibility for the sewage.

vii) First Responders: an update on the group with examples of the community working effectively together.

viii) Attleborough Market: A stall holder has withdrawn.

ix) Norfolk Landscape Archaeology; Invitation to the Steering & Liaison Group's National Mapping Project meeting on Wednesday 28 January At Birkbeck Hall in the Great Hospital, Norwich 3.30pm – 5.30pm

x) Attleborough In Bloom: The team has resigned. The Open Spaces meeting will discuss the project.

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

- i) Lochs Estate Sewerage: Cllr Farrow offered to meet the Lochs Residents Association
- ii) Recreation Ground: Complaints have been received regarding dogs – larger signs are required to show that dogs are not allowed on the Recreation Ground. It was noted that Breckland Council have been promising dog fouling signs for two years.

19 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA

- i) Town Hall Windows

20 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 Schucroft and carried by Council that the meeting be adjourned to allow the public to speak

No items were raised.

The meeting was reconvened

21 The date of the next meeting was confirmed as Monday 2 February 2009 at 7pm

The meeting closed at 8. 40 pm

Chair: