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ATTLEBOROUGH TOWN COUNCIL

Minutes of the ANNUAL meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 11 May 2009 at 7pm.

PRESENT

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

1 TO ELECT THE CHAIR / TOWN MAYOR 2009-2010:

a) To receive nominations for Town Mayor:

It was reported that Cllr Keach was unable to take on the role of Mayor due to increased work commitments.

Cllr Farrow proposed Cllr Vera Dale as Town Mayor.

Cllr Waters proposed Cllr G Farrow as Mayor. Cllr Farrow declared that he did not wish to stand as Mayor at present. He would like to see Mrs Dale bring her projects to fruition.

b) To elect the Town Mayor:

The Council passed the resolution to elect Cllr Vera Dale as Mayor.

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

Cllr Dale made her formal acceptance of office.

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

Mrs Dale explained that Cllr Keach had sent his apologies and was disappointed not to be able to take on the role as his work patterns were changing. He had not wished to take on the work half-heartedly. She stated that he would have made an exceptional Mayor.

2 TO ELECT A VICE-CHAIR / DEPUTY MAYOR

It was proposed by Cllr Dale and carried by Council that Cllr Geoff Farrow be Deputy Mayor / Vice Chair.

Mrs Dale presented Mr Farrow with the Deputy Mayor's medallion.

3 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs Mrs D Francis (ill health), N Keach and R Laurence (both work commitments).

The Mayor welcomed Councillors, District Councillors, and members of the press and public.

4 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

None. Cllr Middlebrook requested that Item 27 be heard above the line. This was acceptable to 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 Waters and carried by Council that the meeting be adjourned to allow members of the public to speak.

Items raised were: Attleborough Boxing Club will move to the former Pro Plas premises in Deopham Road on 1 July. A request was made for Council to write to the Dereham & District Boxing Club to ask for the redundant equipment at Loggers Gym to be transferred to the Attleborough Boxing Club. Litter was in the town centre at 10am on Saturday and still there at 12.40pm. SNT aim to clear litter. Possible BMX trail locations.

The meeting was reconvened.

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6 TO CONFIRM AND SIGN THE MINUTES OF THE PREVIOUS MEETING (factual discrepancies only)

The minutes were agreed and signed with the addition of “Apologies: H Elias (holiday)”

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

The trees in the Dell play area which had been agreed for removal with Breckland’s tree officer had been removed, apart from the fruit tree with nesting blue-tits which will be removed at a later date.

8 TO RECEIVE AND APPROVE COMMITTEE MINUTES

- i) Planning x 3: The minutes of 18 April should read “Tuesday”, not “Thursday”. The Sainsbury’s application to extend the store had been declined.
- ii) Town Hall: The windows would be installed at the end of May. The panelling coating was being researched. The original fire retardant coating was very toxic and would require the panelling to be taken back to bare wood. The rooms would need to be well-ventilated and the hall would not be available to hirers. The Clerk was in contact with a firm who were trying to find a less toxic alternative which could be applied to a rubbed-down surface.
- iii) Open Spaces: A site meeting had taken place on Gaymer’s Meadow with dog walkers to stake out the proposed site for a possible BMX trail. There had been a great deal of misunderstanding on the part of some dog owners and it was hoped that their fears had been allayed. Councillors had been disappointed that the views of the young people had been brushed aside. The Council had no other suitable site, although it had been suggested that the land next to the by-pass near Queens Road might be suitable if the Highways Agency released it for sale. **ACTION: Town Clerk**
Dog fouling was a nuisance to the Youth Football Club, although the Town Council provided dog bins.

9 TO RECEIVE REPRESENTATIVES’ REPORTS

- i) The Twinning Association are hosting a group from France on 20 May. The Cllr Dale had booked a holiday so Cllr Pettitt and the Deputy Mayor will attend.
- ii) Carnival: There will be a Carnival Fund Day on 20 June followed by Party in the Park.

10 TO RECEIVE THE REPORTS OF DISTRICT COUNCILLORS

District Cllrs A Byrne and P Francis sent their apologies.
Infrastructure is being put into Victory Park, the new industrial estate along London Road next to Haverscroft Industrial Estate. The refusal of the Sainsbury’s planning application was noted, also the inconsistency of recommendations sent from the Town Council regarding applications in the conservation area. It was noted that there was already a variety of materials used for windows in the conservation area.

Cllr S Taylor left at 7.45pm

With the agreement of the council the following item was dealt with in public

27 TO AGREE THE TOWN HALL COMMITTEE’S RECOMMENDATION FOR THE BAR FRANCHISE FOR THE TOWN HALL BAR

Three quotes had been received from The Griffin, Mr J Taylor and Tipples Brewery. A fourth had been received, then withdrawn due to the costs involved. Other local licensees had made a

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site visit, but not tendered. A set of guidelines had been issued to interested parties. The recommendation from the Town Hall Committee was for the Griffin to take on the franchise from 1 August 2009. A policy of wristbands to prevent under-age drinking at young people's parties was requested.

It was proposed by Cllr Middlebrook and carried by Council that the franchise be awarded to The Griffin.

Cllrs Dale and Schucroft abstained from the vote.

11 TO AGREE NEW COMMITTEES AND THEIR MEMBERSHIP (see enclosed document)

Council agreed that the Committees should remain as in the previous year. Cllr Middlebrook is to be on Finance, not Planning. Cllr Sturt is unable to attend Tuesday meetings as he will start a degree course in September. He resigned from Planning, but continues on the LDF. Cllr Marchant will join Planning.

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

Cllr Marchant offered to act as representative for the ACE Centre, Cllr Pettitt will be the representative on Breckland's Cultural Strategy Group and also the Sport & Recreation facilities Forum, depending on when they meet. Cllr Laurence is to be contacted to confirm he will continue as the representative for Banham Poultry and the Old Buckenham Airfield. The Clerk was directed to circulate the list for confirmation and to contact Mr John Evans to ascertain if he would be willing to act as the representative for the East Harling Internal Drainage Board

ACTION: Town Clerk

13 TO RECEIVE AN UPDATE ON THE CASUAL VACANCY IN BURGH/HAVERSCROFT WARD

To date no-one has contacted Breckland Council to offer themselves as a candidate. Neither have ten electors from the ward requested a poll. The Council will be able to co-opt at either of the next two full Council meetings.

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

Mrs James has acted as the internal auditor for several years. Her costs would be £22 per hour, last year two days plus reports, 16.5 hours plus 60 miles @ 40p per mile – anticipated cost c£363.00 for the work and £24 for travelling – TOTAL c £387.00

Another internal auditor has contacted the Clerk offering a fixed daily rate of £275. Mr Brighton has no knowledge of the Council and Council is satisfied with Mrs James's work.

It was proposed by Cllr Farrow and carried by Council that Mrs James be re-appointed Internal Auditor for the 08-09 audit.

15 TO RECEIVE AND APPROVE THE END OF YEAR STATEMENT 2008-2009 (see enclosed document)

The Annual Return was discussed and the variances noted. It was reported that the computer package was paying for itself in hours saved by the office staff. The anomalies were being ironed out, and the end of year process was much less stressful.

It was proposed by Cllr Farrow and carried by Council that Section One of the Annual Return be signed.

The responsibilities of Council under Section Two and the Council's internal controls were outlined.

It was proposed by Cllr Farrow and carried by Council that Section Two of the Annual Return be signed

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The Annual Return was signed by the Town Mayor and the Town Clerk / RFO.

The end of year balance sheet was discussed

It was proposed by Cllr Farrow and carried by Council that the end of Year Balance Sheet be approved.

The End of Year Balance sheet was signed by the Town Mayor and Town Clerk / RFO.

16 TO RECEIVE AND APPROVE THE FINANCIAL STATEMENT FOR APRIL 2009
(see enclosed spreadsheet)

The first half of the precept has been paid. The Council is in budget. There were no queries about the statement.

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

It was proposed by Cllr Waters and carried by Council that the list of payments be authorised

18 TO AGREE THE REPAIR OF THE CHURCH CLOCK

Three quotes had been sought, but only two received. Both firms would take away the mechanism, lubricate the works, re-align the hands and lower the strike side weight for safety.

Michlmayr: £1221.00 + VAT

Clive Homer: £1465.00

Both firms recommended an annual service:

Michlmayr: £120 per year

Clive Homer: £225 per year

It was proposed by Cllr Pettitt and carried by Council that the quote from Michlmayr's be accepted including the annual service. ACTION: Town Clerk

19 TO AGREE THE PURCHASE OF A STRIMMER

One of the trimmers is not working as it should. Quotes for a replacement Stihl FS130R have been received as follows:

Ben Burgess: £384 + VAT

Randell NFM: £400 + VAT

Breckland Mowers: £470 + VAT

It was proposed by Cllr Reynolds and carried by Council that the equipment be purchased from Ben Burgess. ACTION: Town Clerk

20 TO DISCUSS THE USE OF THE WALL OF THE PUBLIC CONVENIENCES FOR ADVERTISING

A request had been received from the owner of the one stop shop in Church Street for permission to advertise his shop on the wall of the public conveniences facing Queen's Square car park. It was noted that the Council had objected to the planning application for a take-away. It was suggested that a glass fronted noticeboard could contain a map of the town paid for by advertising local business around the map. There is currently no map of the town on display outside. Concerns were expressed that fly posting could make the area appear untidy. It was agreed to make enquiries regarding advertising and revenue. **ACTION: Town Clerk**

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

i) Request for a charity information stall on Queens Square on a Saturday morning – "Venture Farm" – re-homing of cats plus information on how to care for animals and funding for those who cannot afford it. Council have no objections to this.

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ii) Request from Connaught Bowls Club for permission to extend the Clubhouse: Councillors requested further information and plans. **ACTION: Town Clerk**

iii) Request for contribution towards costs of move at short notice from Kerry Butcher Accountancy: Mrs Butcher's requests were considered.

It was proposed by Cllr Reynolds and carried by Council that £8.20 be repaid for the cutting of a Town Hall back door key.

iv) Notice of LDF Core Strategy DPD Inspection Pre-hearing meeting Tuesday 19 May 2pm: Cllr Farrow agreed to attend. **ACTION: Cllr Farrow**

Cllr Sturt left at 8.35pm.

v) Information on outsourcing of BDC's Planning & Building Control Services: available in the Clerk's Office.

vi) Town & Parish Council Forum Newsletter: covering CCTV, a sustainable Communities surgery on Thursday 23 July at Attleborough Town Hall, Breckland Youth Council, Local Government Review, outsourcing of Breckland's Planning Department. Available in the Clerk's Office.

vii) CPRE request for ATC to participate in their "Clean up Norfolk" event as part of national volunteers week 1-7 June 2009:

viii) Creative Arts East – programme of events and information on funding received: available in the Town Hall.

ix) Animal Aid – Request for ATC to adopt its compassionate charter:

x) Norfolk Policing Plan 2009/2010: for reference in the Clerk's Office, covering its vision, pledge and principles.

xi) Freedom of Information Act CD: for information in the Clerk's Office

The following was received, but no resolutions may be passed:

xii) Attleborough Heritage Group Graveyard Survey: the group requests permission to record all gravestones in the Attleborough Graveyards and cemetery; this will involve some removal of vegetation and possible cleaning of gravestones. The group is taking advice on the best way to carry this out without causing any damage and all tasks will be risk assessed before work commences.

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

i) Sunday 24 May: There will be a car boot sale in Connaught Hall Car Park

ii) Road alterations at the roundabout at the junction of Besthorpe Road with Kingfisher Way are a vast improvement.

iii) Handover of land to the rear of Cyprus Road. The solicitor has sent some queries to Breckland's solicitors. There is no further information on the handover of other open spaces.

iv) The hedges at McCarthy & Stone's land in Queens Road are dangerously overgrown with brambles at eye level.

v) Breckland Youth Council members could be invited to help. The Mayor had had a meeting with the Attleborough area's two representatives – one lived in Attleborough, the other lived in one of the surrounding villages.

vi) Police invitation: it was suggested that the new Police Inspector, Linda Cross, could be invited to a Council meeting.

23 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA

i) Parking ii) Co-option iii) Heritage Group Graveyard Project

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24 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION (NB 10 minutes maximum)

A resolution was passed to adjourn the meeting to allow members of the public to speak.

Items raised were: the reason for awarding the franchise to the Griffin; the lack of a Council CAB Representative; parking; potholes in Whitworth Avenue and Cypress Road; the possibility of employing someone to act as dog / litter / traffic warden; the reason for items being discussed below the line.

25 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 1 JUNE 2009 AT 7PM

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

This was not necessary, as the item was heard in public after Item 10.

THE FOLLOWING ITEMS WILL BE DISCUSSED BELOW THE LINE / *IN CAMERA* / IN CONFIDENCE

27 TO AGREE THE TOWN HALL COMMITTEE'S RECOMMENDATION FOR THE BAR FRANCHISE FOR THE TOWN HALL BAR

With Council's agreement this item was dealt with after Item 10.

The meeting closed at 8.50 pm

Chair: