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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 5 July 2010 at 7pm.**

### **PRESENT**

Cllrs G Farrow, (Chair), K Pettitt, B Waters, S Schucroft, A Sturt, G Firman, V Dale  
S Middlebrook, J McBride, R Reynolds; H Elias (Town Clerk); two District Councillors; a member of the public.

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

Apologies were accepted from Cllrs N Keach and A Marchant (both work commitment), J Taylor and S Taylor, (both family commitment).

### **2 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW**     None

**3 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW THE PUBLIC TO SPEAK.** (This includes matters on the agenda. 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 for the public to speak.**

**Items raised were:** Respect Zones; anti-social behaviour and drinking of alcohol on Queens Square; parking signs in Exchange Street removed; street lights and part night-lighting; crime; trip hazards. **The meeting was reconvened.**

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

The Mayor and the Deputy Mayor had had a busy month. Including a site visit to Gaymer's Meadow about the running track, a Civic Service, a meeting with developers, a larger councils' meeting in Costessey about internal audit requirements and community buildings, plus Carnival events in town.

**5 TO CONFIRM AND SIGN THE MINUTES OF THE JUNE FULL COUNCIL MEETING AND THE EXTRAORDINARY COUNCIL MEETING ON 14 JUNE** (previously circulated – factual discrepancies only)

The minutes were agreed and signed with the addition of the letter "n" on "bee" Item 8 i): Snetterton Circuit Liaison Group.

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

A query was raised about previous planning proposals by Sainsbury's. Nothing has been received since then.

### **7 TO RECEIVE AND APPROVE COMMITTEE MINUTES**

**i) Planning x 2:** No queries

**ii) Festival:** Sponsorship has been offered to cover the cost of Morris dancers. There will be an "old-fashioned" fun fair with swing boats and helter-skelter. Youth groups will play music on Sunday and there will be vintage buses.

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iii) Cemetery Working Group: It is still hoped that land will be offered under the LDF.

iv) Other: None

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

No reports were given.

### **9 TO RECEIVE DISTRICT COUNCILLORS' REPORTS** (all information on Breckland matters)

It had been a quiet month at Breckland, although there were many projects in the pipeline. However, the new Chief Executive Officer will be announced at their full Council meeting in August.

### **10 TO RECEIVE THE MONTHLY BUDGET SUMMARY FOR JUNE** (see document)

The Open Spaces budget had spent 51.32% of its net budget due to large one-off capital payments on play equipment and fencing. Overall the Council is on target with its budget due to the first instalment of the precept.

### **11 TO AUTHORISE PAYMENT OF CHEQUES** (see list)

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

### **12 TO DEAL WITH MATTERS TO DO WITH OPEN SPACES**

i) To consider the provision of a 400m running track at Gaymer's Meadow: At the site meeting at Gaymer's Meadow members of the public had voted in favour of a running track. Some dog owners had expressed concern that this would affect the ambience there and could be the start of a great deal of change. It was noted that the track would be used by the public for general fitness, not just the boxing club. Comments about dog fouling were made. It was noted that the regular grass cutting would quickly remove the lines, and the Clerk was directed to obtain quotes for a small line marking machine. **ACTION: Town Clerk**

**It was proposed by Cllr Reynolds and carried by Council that in principle the project be taken forward to provide a running track.**

ii) To discuss quotes for skatepark lighting: Several quotes with variations had been received. (see quotes). Quotes for the simplest replacement of 12 lights with toughened glass and wire mesh were as follows:

Marrisons:	£3,090 + VAT
A R Cross & Son	£3,056 + VAT
Browns Electrical	£1,480 + VAT

**It was proposed by Cllr Reynolds and carried by Council that Marrisons should replace the lights. ACTION: Town Clerk**

iii) To discuss the Respect Signs and their location:

It was suggested that two signs could be put up near the Football Club gate. Police have stated that they need a sign to move the youngsters away from residences. They hope to have funding for benches round one of the trees. Other locations for the signs were suggested. It was noted that no punishment was stated on the signs.

**It was proposed by Cllr Reynolds and carried by Council that two signs should be erected in the corner near the residential area as agreed with the Police. ACTION: Town Clerk**

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iv) To agree the Working at Heights Risk Assessment: Amendments were made. The two groundsmen should work together when working at heights or with ladders / steps. Work should not be attempted above 12 feet from the ground. The Cemetery Keeper had requested a chainsaw attachment to a pole. It was decided that he would need a chainsaw certificate for work with such equipment.

v) To receive an update on the Obelisk: The insurers have given permission for Perfitt's to carry out the work.

vi) To agree quotes for Environmental Studies on the proposed Dell Cemetery Extension: Quotes had been received for an Environment Agency Tier 1 Assessment covering geology, hydrogeology, aquifers, flow processes, groundwater protection zones, number of burials anticipated as follows:

Cemetery Development Services: £1,200 + VAT

Plandescil: (who would need further guidance from the EA re their requirements) £1,300 + VAT

TGMS: £1,500 + VAT

**It was proposed by Cllr Reynolds and carried by Council that the Tier 1 Assessment for the Dell cemetery extension required by the Environment Agency be carried out by Cemetery Development Services.**

vii) Other: None.

### **13 To deal with matters about the Town Hall**

i) To agree a new publicity brochure: Amendments were finalised.

ii) To agree the quote for the 5-year fixed wire testing: a third quote had not yet been obtained. The item was deferred to the following meeting.

iii) To receive an update on the TIC: a meeting was to take place on 8 July to meet new volunteers and to air their views. **ACTION: Town Clerk, Cllrs Farrow, Pettitt and Dale**

iv) To receive an update on the bar franchise: the Clerk had spoken to the franchise holder, who was behind with his payments. There had also been a complaint about a bar cancellation.

v) Other: Wedding Fayre: Cllr Pettitt offered to organise a wedding fayre to promote the Town Hall and local businesses who provided wedding services. **ACTION: Cllr Pettitt**

Other: Sewerage Pipe: The landlord had had the sewerage pipe repaired. It should be monitored.

### **14 TO DEAL WITH MUNICIPAL MATTERS**

i) To receive information about the Attleborough Surveyor's Land Charity: the charity has a permanent endowment which earns interest. The monies are invested in a separate bank account from the Town Council's money and the interest is transferred across to the Town Council's account, as the Town Council has the management of the money for the benefit of the town's residents. The Internal Auditor has recommended that a short AGM be held at a time convenient to the members when the terms of the charity, the accounts and the annual report are made public. It was agreed that the AGM should take place on Monday 16 August at 7pm after the Planning Meeting. **ACTION: Town Clerk, All Members.**

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

i) Request for a footpath to St Luke's Hospital: the Clerk has replied with an explanation of how Norfolk allocates its priorities for installing new footways; it is unlikely there is sufficient footfall for a path to be constructed.

ii) Request from Lighthouse Charity to use the skatepark for an event on 3 September: The request was granted with the proviso that the event finished at 6pm rather than 9pm, that the organisers ensured no litter was left and that they could provide a Risk Assessment.

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iii) Request for a donation to Norfolk Accident Rescue Service: £250 was allowed in the budget for late requests from charities in addition to £6,260 allocated to local charities. If the Council wished to donate to other charities later in the year beyond the budget allocation it would have to be taken from the contingency. The S137 limit for 2010-2011 is £6.15 per elector.

**It was proposed by Cllr Dale and carried by Council that £125 should be donated to Norfolk Accident Rescue Service**

iv) Request for a donation to Norfolk & Suffolk Victim Support: it was noted that the Police also run a victim support scheme. The consensus was that on this occasion no donation would be sent.

v) Tuesday 20 July, Queens Square car park, 7am-3pm - waste electrical & electronic recycling eco day information in Clerk's Office.

vi) Norfolk Police: - Revised structure for local delivery: personnel changes locally will result in an existing Superintendent being replaced by a Chief Inspector.

vii) Letter of thanks for donation from Town Twinning Association

viii) Information about Councils from Eric Pickles MP: summary from County Association see also [www.communities.gov.uk/news/newsroom/1606947](http://www.communities.gov.uk/news/newsroom/1606947)

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

i) Potholes: These were reported at the corner of Blackthorn Road and Foxglove Road; at the corner of Surrogate Street and Church Street;

ii) Carnival Banner: This should be taken down from Queens Square.

iii) Allotments: The Clerk was directed to write to all allotment holders reminding them that all allotments should be kept tidy and in good order.

iv) Litter: a public-spirited resident had been picking up litter on the Recreation Ground regularly; a member had discovered this was Mr John Martin and the Council would like to thank him for his efforts.

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

i) Five-year fixed wiring test

### **18 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: Respect zones and signs; Police Liaison Meetings; 400m running track; line marking equipment; use of the skatepark after 9pm;

**The meeting was reconvened.**

### **19 THE DATE OF THE NEXT MEETING WAS CONFIRMED as Monday 2 August 2010 at 7pm.**

### **20 TO PASS A RESOLUTION EXCLUDING THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**It was proposed by Cllr Pettitt and carried by Council that the press and public be excluded to discuss exempt items**

Members of the public left.

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

**21 TO REVIEW THE ADMIN ASSISTANT'S SALARY FOLLOWING SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD**

It was noted that Ms Miller had successfully completed her three month trial period.  
**It was proposed by Cllr Pettitt and carried by Council that Ms Miller should receive the previously agreed pay rise.**

**22 TO RECEIVE AN UPDATE ON THE CLERK'S REPLACEMENT**

Mrs Elias left the meeting at 8.30pm. The minutes were then taken by Cllr Pettitt.

Mr P Neal from Quality People was invited back into the meeting to give background information and a progress report. A discussion followed.

**It was proposed by Cllr Dale and carried by Council that Quality People would draw up a list of suitable candidates for interview for the Council to shortlist.**

**The meeting closed at 9.10pm**

**Chair:**