

## **BRANDON TOWN COUNCIL**

Minutes of the Full Brandon Town Council Annual General Meeting  
Held on Monday 16 May 2011

In the Council Chamber, The Old School House, Market Hill, Brandon at 7.00pm.

**Present:** Cllr. G Hughes, Cllr. N Vant, Cllr. P Ridgwell, Cllr. T Simmons Cllr. K Butcher, Cllr. R Silvester, Cllr. A Billingham, Cllr. Mrs L Challiss, Cllr. R Crowther, Cllr. Lee Jacobs, Cllr. M Skinner.

**Also present:** Mrs C Mason (Town Clerk) and 7 members of the public.

The meeting commenced at 7.00pm.

### **1. ELECTION OF CHAIRMAN AND SIGNING OF THE CHAIRMAN'S DECLARATION OF OFFICE**

Nominations were called for the post of Chairman of Brandon Town Council.

It was proposed by Cllr. D Bimson and seconded by Cllr. A Billingham that Cllr. T Simmons be elected.

It was proposed by Cllr. P Ridgwell and seconded by Cllr. N Vant that Cllr. R Silvester be elected.

It was proposed by Cllr. R Crowther and seconded by Cllr. Mrs L Challiss that Cllr. G Hughes be elected.

By written ballot the following votes were recorded: Cllr. T Simmons 2 votes, Cllr. R Silvester

4 votes, Cllr. G Hughes 4 votes. There was 1 abstention.

A second written ballot was taken and the following votes were recorded: Cllr. R Silvester 4 votes and Cllr. G Hughes 5 votes. There was 1 abstention and 1 spoilt vote.

Resolution Record No. **BTC/01/16/May/11**

**CARRIED:** By majority vote.

**THAT COUNCILLOR GEOFF HUGHES BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR THE YEAR 2011/12.**

The newly elected Chairman signed The Declaration of Acceptance of Office and took the Chair. He thanked members for their support.

### **2. ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the post of Vice Chairman of Brandon Town Council.

It was proposed by Cllr. K Butcher and seconded by Cllr. N Vant that Cllr. R Silvester be elected Vice Chairman. There were no further nominations.

Resolution Record No. **BTC/02/16/May/11**

**CARRIED:** By majority vote.

**THAT COUNCILLOR REGINALD SILVESTER BE ELECTED VICE CHAIRMAN OF BRANDON TOWN COUNCIL FOR THE YEAR 2011/12.**

### **3. APOLOGIES FOR ABSENCE**

Cllr. T Kent, Cllr. D Bimson, Cllr. P MacLoughlin

**4. DECLARATIONS OF INTEREST** and additions to Members Register of Interests.  
None.

## 5. APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS

Citizens Advice Bureau	Cllr. T Simmons, Cllr. R Crowther
Brandon Heritage Centre	Cllr. R Silvester Cllr. M Skinner
Brandon Neighbourhood Watch	Cllr. P Ridgwell
Brandon Remembrance Playing Field	Cllr. Mrs L Challiss
Community Association Representative	Cllr. G Hughes
Public Transport Liaison Officer	Cllr. P Ridgwell
FHDC Health Forum	Cllr. A Billingham
Brandon Poor's Estate	Cllr. D Bimson Cllr. L Jacobs
Atmere & Lingheath Trust Charities	Cllr. N Vant Cllr.R Silvester
Brandon Country Park	Cllr. T Kent
Brandon Voluntary Forum	Cllr. G Hughes
Brandon Town Council Web Site	Cllr. N Vant
Brandon Allotments	Cllr. T Simmons
Safer Neighbourhood Team	Cllr. G Hughes

## 6. REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES

East Ward Lighting Committee	Cllr. K Butcher Cllr. P Ridgwell, Cllr. R Silvester
West Ward Lighting Committee	Cllr. A Billingham Cllr. D Bimson Cllr. G Hughes
Cemetery Committee	Full Council
Emergency Panel	Cllr. G Hughes Cllr. T Simmons Cllr. L Challiss Cllr. D Bimson Cllr. A Billingham Cllr. K Butcher
Planning Panel	Cllr. G Hughes Cllr. L Jacobs Cllr. P Ridgwell Cllr. R Silvester Cllr. T Simmons Cllr. T Kent

## PRESENTATION FROM LEIGH DRIVER, BRANDON 2011 PROJECT

Resolution Record No. **BTC/03/16/May/11**

Proposed by Cllr. R Silvester and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT STANDING ORDERS BE SUSPENDED TO ALLOW THE PRESENTATION FROM LEIGH DRIVER, BRANDON 2011 PROJECT.

Brandon 2011 is a community arts and heritage project celebrating and documenting life in Brandon, both past and present through new music, theatre, dance, film and the visual arts. A number of events will be taking place throughout the year organised by the community by the community. If interested in taking part contact Leigh Driver on [info@brandon2011.org](mailto:info@brandon2011.org) or telephone 07882 891022.

Agenda items 9, 10, 11 and 12 were now heard.

**9. PUBLIC FORUM** – Monthly event limited to 3 minutes duration maximum per resident relating to public agenda items.

It was brought to the Town Council's attention that The Duke of Wellington public house is in danger of closure by the brewery. A petition has been set up by concerned residents.

**10. TO RECEIVE A REPORT FROM THE POLICE**

Crime statistics for the 4 April through to 9 May were circulated. There were 781 recorded crimes within this time period. The same period last year saw 97 crimes recorded. This is a decrease of 27%.

**11. TO RECEIVE REPORTS** (if any) from County and /or District Councillors.  
No business has been conducted whilst in purdah.

**12. TO RECEIVE A REPORT FROM RAF LAKENHEATH**

Squadron Leader J Neilds will be retiring on the 1 October 2011. It is anticipated the new incumbent will be introduced to members at the next town meeting. The Large Vehicle Inspection has commenced and will be running until next year. At present, the level of flying is fairly reduced. This will continue through the summer months. Questions were invited.

The meeting was reconvened.

**7. TO RECEIVE, CONFIRM AND SIGN MINUTES**

Of the Brandon Town Council Meeting of Monday 4 April 2011(Public Items).

Amendment to minutes: The time of the Safer Neighbourhood Team public meeting should read 6.00pm to 7.00pm; a donation from Cllr. Bishop's locality budget has secured one person to run the Flowerpot for a further six months.

Resolution Record No. **BTC/04/16/May/11**

Proposed by Cllr. T Simmons and seconded by Cllr. K Butcher.

**CARRIED:** 7 for 4 abstentions (new councillors).

**THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 4 APRIL 2011 BE ACCEPTED AS A TRUE RECORD.**

**8. MATTERS ARISING** for information exchange only

Of the Brandon Town Council Meeting of Monday 4 April 2011 (Public Items).

Cllr. P Ridgwell questioned the necessity to close the indoor bowls facility at the Brandon Leisure Centre.

**13. URGENT BUSINESS**

There were no matters of urgent business.

**14. ACCOUNTS**

14.1 Approval of payments: Public Items – April 2011. Discussion permitted.

14.2 Approval of Confidential Items - April 2011 (Staff salaries).

Resolution Record No. **BTC/05/16/May/11**

Proposed by Cllr. K Butcher and seconded by Cllr. T Simmons.

**CARRIED:** Unanimous

THAT BRANDON TOWN COUNCIL APPROVES AGENDA ITEMS FOURTEEN ONE AND FOURTEEN TWO EN BLOC

Date	Amount	Supplier	Net Total	VAT
Apr-11	13.19	Sage (UK) Limited - P60 forms	10.99	2.20
Apr-11	947.00	SALC - Subscription	947.00	
Apr-11	18.00	Salc Training	15.00	3.00
Apr-11	6,699.18	Suffolk County Council - Street Lights	5,582.66	1,116.52
Apr-11	83.79	Finevale Service Station - Petrol/Diesel	69.82	13.97
Apr-11	155.98	Chase Timber - Mesh & Stakes	129.98	26.00
Apr-11	54.76	Thetford Garden Centre - Strimmer line etc	45.64	9.12
Apr-11	154.44	Forest Heath DC - Trade Refuse	155.44	
Apr-11	14.00	J & D Green - windowcleaner	14.00	
Apr-11	180.00	L & V Timber - treated stakes - allotment	150.00	30.00
Apr-11	10.95	Travis Perkins - staples	9.13	1.82
Apr-11	67.70	Ian Smith Office Supplies - Stationery	56.42	11.28
Apr-11	386.97	Suffolk County Council - Speed Limit extn	386.97	
<b>TOTAL:</b>	<b>8,785.96</b>		<b>7,573.05</b>	<b>1,213.91</b>

**15. ANNUAL PUBLIC HEALTH REPORT 2011**

Members agreed there was inadequate comparable information within the report to give a considered response.

**16. BRANDON COUNTRY PARK**

Contents noted. Up to date financial and operational figures need to be obtained before the town council could consider the running of Brandon Country Park.

**17. MARKET HILL**

Response from Brandon Town Council on the proposed Prohibition of Driving Order.

Resolution Record No. **BTC/06/16/May/11**

Proposed by Cllr. R Silvester and seconded by Cllr. P Ridgwell.

**CARRIED:** 8 for 2 abstentions.

THAT THE PEDESTRIAN AREA COMMENCING AT THE DOCTORS SURGERY THROUGH TO LONDON ROAD SHOULD REMAIN, AND PREFERABLY THE ERECTION OF A BARRIER IN STORES STREET TO PREVENT THROUGH TRAFFIC.

**18. RESOLUTION** from Cllr. R Silvester No. 141

'To discuss the future of The Heritage Centre'.

With the threat of possible closure due to the withdrawal of funding (property not running costs) from Forest Heath District Council, Cllr. R Silvester requested this matter be discussed at the November precept meeting.

**19. STAFF APPOINTMENT**

Resolution Record No. **BTC/07/16/May/11**

Proposed by Cllr. T Simmons and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL CONFIRMS THE APPOINTMENT OF THE ADMINISTRATION ASSISTANT FOLLOWING A SIX MONTHS PROBATIONARY PERIOD.

**20. SPRING CLEAN LITTER PICK 2011**

Date agreed as Sunday 12 June 2011 at 9.45am.

**21. CLERK'S MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN**

Contents noted.

**22. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

Resolution Record No. **BTC/08/16/May/11**

Proposed by Cllr. K Butcher and seconded by Cllr. T Simmons.

**CARRIED:** Unanimous.

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACTS

**BRANDON TOWN COUNCIL**

Confidential Minutes

Of the Full Brandon Town Council Annual General Meeting

Held at 7.00pm on Monday 16 May 2011

In the Council Chamber, Old School House, Market Hill, Brandon.

THIS PAGE IS CONFIDENTIAL  
ONLY THE RESOLUTIONS MAY BE DISPLAYED  
AS A MATTER OF PUBLIC RECORD

**23. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES**

Of the Full Brandon Town Council Meeting of Monday 4 April 2011.

Resolution Record No. BTC/09/16/May2011

Proposed by Cllr. K Butcher and seconded by Cllr. N Vant.

**CARRIED:** 7 for 4 abstentions (new councillors).

THAT THE CONFIDENTIAL MINUTES OF THE BRANDON TOWN COUNCIL MEETING OF MONDAY 4 APRIL 2011 BE ACCEPTED AS A TRUE RECORD.

**24. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES**

There were no matters arising.

**25. CEMETERY MATTERS**

Cllr. M Skinner declared an interest in this item and left the meeting. The Declaration of Interests Book was duly signed.

To date no response from the London Planning Practice. The CPO is presently being progressed by Forest Heath District Council.

There being no further business the meeting closed at 8.50pm.