

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 10 June 2002 at 7:00 pm at Community Centre, Bury Road, Brandon

Present: Cllr A P Saxby (Chairman), Cllr E V Ashley, Cllr P S Baldwin, Cllr S J Edwards, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr P R Ridgwell, Cllr R Silvester and
Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); Squadron-Leader Mike Turner (RAF Commander, RAF Lakenheath); Pc Keith Grant (Police); Neil Jarvis (English Nature)
and Mike Taylor (Forestry Commission); members of the Public.

1. APOLOGIES FOR ABSENCE

Cllrs Mrs J A Ahern (Vice-Chairman), Ms J S Bourton, Mrs S M Jones-Weetman and
A Thorne.

2. DECLARATIONS OF INTEREST [PCC of C 2001/LGA 2000]

Cllr P Baldwin declared an interest in Agenda Item 36 and duly signed the Declaration
of Interests book. Cllr Mrs E Milner declared an interest in Agenda Item 8. and
duly signed the Declaration of Interests book. Cllrs Saxby and Vant declared an interest
in
Agenda Items 13 (designated "18 Mar" end of list Accounts line item
PriceWaterhouseCooper) and 32 (PriceWaterhouseCooper) and duly signed the
Declaration of Interests book.

3. REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

The Chairman reminded Councillors of the requirement to register any new interest,
under the Parish Council's Model Code of Conduct 2001, within 28 days of each
new interest becoming relevant.

4. REPORT FROM THE POLICE

Standing Orders were suspended and the Chairman invited Pc Grant, Community
Beat
Officer, to address the Meeting. Statistics recorded to 10 June 2002 included :

55 crimes recorded for the month of April 2002 of which 27% show as detected
67 crimes recorded for the month of May 2002 of which 9% show as detected
18 crimes recorded for the month of June 2002 of which 0% show as detected

In addition, there have been increased foot patrols in the Town over the last month
and
ten (10) fixed penalty tickets issued to motorists driving along Stores Street, or
parking on Market Hill and/or on the footpath.

The Jubilee Celebrations had passed without problem, as did the recent England

Football Match celebrations.

In addition, Pc Grant had addressed the problem of cars parked for sale on verges.

Cllr Ridgwell asked a question in relation to the legality of parking near the junction in Bury Road. Pc Grant responded that increased foot patrols would monitor this.

Cllr Saxby thanked Pc Grant for his time in kindly attending the meeting.

5. REPORT FROM RAF LAKENHEATH

The Chairman invited Squadron-Leader Turner, RAF Commander, to address the Meeting. The Base schools would close this week and a reduction in traffic could be

anticipated. Security and protection of US personnel remained an issue, not the least of which being the impact upon surrounding populace of the proposed permanent closure of Lords Walk. The USAF were still trying to resolve that situation and the associated traffic congestion of the A1065 at the main entrance to RAF Lakenheath. Cllr Vant suggested phasing of the traffic lights. Sqn-Ldr Turner advised that those traffic lights had been replaced, during rush-hour periods, by police controls at that point. Cllr Vant requested that Sqn-Ldr Turner convey the public's concerns, over the road closures question, back to RAF

Lakenheath/MoD/USAF. Cllr Silvester wondered if these roads would be re-opened, if the MoD found that it did not have the necessary legal powers to enforce the closures. Sqn-Ldr Turner could not comment at this stage. Cllr Mrs Milner enquired if an alternative route would be provided. Cllr Vant commented that a bypass would be a good idea. Cllr Ashley was concerned about the bridge in Lakenheath. Cllr Ridgwell referred to the plane-spotters in Greece and asked if there were any similar restrictions around RAF Lakenheath. Sqn-Ldr Turner replied that there should be no problem, if plane-spotters were behaving in a responsible manner and not attempting to climb fences.

Cllr Saxby thanked Sqn-Ldr Turner for his time in kindly attending the meeting.

6. PRESENTATION AND REPORT FROM ENGLISH NATURE

As a result of various questions put to him, by the general public and residents of Brandon, Mr Neil Jarvis, of English Nature, had asked to attend the Meeting to inform

Councillors as to the current status of ongoing projects in Brandon Country Park. He had previously supplied various literature for Councillors and brought with him maps of the areas being "clear-felled" at this time. The intention was to provide a rare wildlife habitat and conservation area, in the region of 35 hectares, within a national project. Mr Jarvis had been asked if the clearing was for a housing estate and could categorically state that this was not the case, nor was the intention to provide farming land on a commercial basis; the cleared areas would be grazed by some sheep (or possibly cattle) to create the desired habitat for wildlife; the area was guaranteed to be heath land site for at least twenty-five years. The intention was to provide N,E,S,W, disabled access and facilities across the site. An article, which Mr Jarvis had written on this project, would be appearing in the "Brandon Life" of Friday 28 June 2002.

Cllr Saxby observed that the area was very much used by dog-walkers and enquired if there would be restrictions applied. Mr Jarvis replied that by-laws state that dogs must be under control, but not necessarily on a lead. Cllr Saxby enquired if the area would be de-stumped. Mr Jarvis replied that he would re-assess the situation later, with regard to finances in this regard. Cllr Ashley enquired why Santon Street had been closed. Mr Taylor believed that Santon Street was not a right-of-way. Cllr Vant enquired if it could be re-opened, if it proved to be a right-of-way. Mr Taylor advised that the Forestry Commission no longer owned that section.

Cllr Ridgwell asked why, if the Lottery funding was £500,000, the project was over twenty-five years only. Mr Jarvis replied that the project is over a very large area and will most certainly be for longer than a twenty-five year period. Cllr Saxby commented on the close proximity of the designated area to the proposed Brandon By-Pass. Mr Taylor was aware of the location and stated that there was also a scheduled monument there; possibly an earth barrow.

Cllr Saxby thanked Messrs Jarvis and Taylor for their time in kindly attending the meeting and re-instated Standing Orders.

7. REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS

County Cllr Bill Bishop was unable to attend the meeting, but had given a brief, verbal report to the Town Clerk, prior to the meeting. He had nothing significant to relate, at this time; but anticipated developments, in respect of the Suffolk Property Review for Brandon, in due course.

District Cllr Reg Silvester advised that several ongoing projects in Brandon were awaiting further SRB/MTI funding and that £1.9m had been designated for this area in respect of Skate park/BRPF Building/Flowerpot. He was working with FHDC Planners on the formulation of a new design for the façade of the Bowling Alley project, to ensure its compatibility with surrounding architecture within the Market Hill area.

District Cllr Stephen Edwards congratulated Cllr Reg Silvester on having been elected Chairman of Forest Heath District Council, at its AGM on Wednesday 22 May 2002.

District Cllr Steve Richards had been elected to the post of Vice-Chairman of FHDC.

8. CO-OPTED GOVERNOR OF FOREST COMMUNITY PRIMARY SCHOOL

Cllr Mrs Milner, having previously declared an interest in this Item, left the room. Cllr Mrs Jones-Weetman, whilst unable to be present at this meeting, had expressed her interest in being nominated for co-option to this post via the Town Clerk. Cllr

Silvester felt that Cllr Ms Bourton might also be interested in the post but, unfortunately, was not present at the meeting and had not indicated such an interest to the Town Clerk. Proposed : Cllr Vant; seconded : Cllr Mrs Jureko; **CARRIED** : 6 for, 1 against, 1 abstention, 1 out of room. Resolution Record No.

BTC21/10/Jun/02 : THAT CLLR MRS SONIA JONES-WEETMAN BE NOMINATED BY BRANDON TOWN COUNCIL FOR CONSIDERATION BY THE GOVERNING BODY OF THE FOREST COMMUNITY PRIMARY SCHOOL AS THE ADDITIONAL CO-OPTED GOVERNOR REPRESENTING THE MINOR AUTHORITY.

9. ELECTION OF COUNCILLORS TO COMMUNITY GROUPS

Remaining nominations recorded under Resolution Record No. **BTC22/10/Jun/02** :

(D) BRANDON NEIGHBOURHOOD WATCH – deferred for consultation.

The Town Clerk had consulted the Chairman of Brandon Neighbourhood Watch, in this regard, and had been advised that the matter would be discussed at the next BNW Meeting and the decision relayed back to the Town Council in due course.

(G) BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP

It had been proposed by Cllr Mrs Ahern, seconded by Cllr Mrs Jureko and agreed unanimously at the BTC Meeting, on Monday 13 May 2002, to continue with the existing five Councillors, namely : Cllrs Ashley, Mrs Jones-Weetman, Mrs Jureko, Saxby and Thorne; until a higher percentage of Councillors could be present. This being the case, Cllr Silvester enquired why the BRFPSG representatives now numbered five (5) instead of the previous figure of three (3). Proposed : Cllr Saxby (from the Chair); seconded : Cllr Baldwin; **CARRIED** : 6 for, 0 against, 3 abstentions because of having previously participated on BRPF (named: Cllrs Mrs Jureko, Silvester and Vant). Resolution Record No. **BTC23/10/Jun/02** : THAT THE NUMBER OF BRANDON TOWN COUNCILLORS NOMINATED TO THE BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP BE REDUCED BACK TO THREE IN EACH YEAR.

Resolution Record No. **BTC24/10/Jun/02** : THAT COUNCILLORS SAXBY, ASHLEY AND MRS JUREKO BE CONFIRMED AS BRANDON TOWN COUNCIL REPRESENTATIVES ON THE BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP.

(H) COMMUNITY ASSOCIATION REPRESENTATIVE

Proposed : Cllr Ashley; seconded : Cllr Mrs Jureko; **CARRIED** : unanimously. THAT CLLR MRS MILNER BE CONFIRMED AS BRANDON TOWN COUNCIL'S REPRESENTATIVE TO THE COMMUNITY ASSOCIATION.

(K) PUBLIC TRANSPORT LIAISON OFFICER – deferred. Cllr Ridgwell was proposed by Cllr Vant but would like to research the post further before accepting.

10. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Brandon Town Council Annual General Meeting of Monday 13 May 2002. Cllr Mrs Ahern had previously indicated that she wished the following amendments to be made. Item 19 Ling Heath Trust she had declared an interest, signed the book, left the room. Item 25 Co-option the comment attributed to Cllr

Vant should have been attributed to Cllr Mrs Ahern. Proposed : Cllr Mrs Jureko; seconded : Cllr Saxby; **CARRIED** : unanimous. Resolution Record No. **BTC25/10/Jun/02** : THAT THE MINUTES OF THE BRANDON TOWN COUNCIL ANNUAL GENERAL MEETING OF MONDAY 13 MAY 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD WITH THE AMENDMENTS AS NOTED.

The Minutes of the Health & Safety Committee were deferred to the next Meeting on 01 July 2002.

11. MATTERS ARISING FROM MINUTES

Cllr Vant commented upon the new system of page numbering, commencing at 001 for the relevant year, instead of the old method of continuous numbering year after year. The Town Clerk explained that this would run more coherently alongside the Resolution Record No. system which she had introduced. Cllr Vant was happy with the new system.

12. PLANNING APPLICATIONS

Decisions from Brandon Full Town Council Meeting of Monday 10 June 2002.

Discussion took place on the names submitted by FHDC, after consultation with Consignia (Royal Mail), for two small building projects in Brandon.

Street Naming and Numbering : Four bungalows and garages at Mile End Garage, London Road, Brandon. Proposed: "Numbers 1 – 4 Mile End Close, Brandon, Suffolk". Later amended to Kings Court. ***** OBJECTION *****

Brandon Town Council considered both of the above proposals to be inappropriate and suggested an alternative for consideration : 1 – 4 CROSSBILL CLOSE (there being a habitat for these birds in the Brandon area). Proposed : Cllr Baldwin; seconded : Cllr Ridgwell; **CARRIED** : 6 for, 3 against, 0 abstentions. Resolution Record No. **BTC26/10/Jun/02** : THAT BRANDON TOWN COUNCIL SUGGESTS

THE NAME 1 – 4 CROSSBILL CLOSE FOR THE STREET NAME AND NUMBERS OF THE FOUR BUNGALOWS AND GARAGES AT MILE END GARAGE, LONDON ROAD, BRANDON.

Street Naming and Numbering : Five dwellings with garages including private access

and drainage in Coulson Lane, Brandon. Proposed: "Numbers 1 – 5 Coulson Court, Brandon, Suffolk". Later amended to Bennet Court. ***** OBJECTION *****

Brandon Town Council considered the above proposal to be inappropriate and suggested alternatives for consideration : (A) 1 - 5 ENGINE HOUSE COURT (being

the site of the first Brandon Fire Station, thus carrying historical significance) or (B) 1 – 5 SUFFOLK COURT. Proposed : Cllr Baldwin; seconded : Cllr Mrs Milner;

CARRIED : unanimous. Resolution Record No. **BTC27/10/Jun/02** : THAT BRANDON TOWN COUNCIL SUGGESTS THE NAMES EITHER 1 – 5 ENGINE HOUSE COURT OR 1 – 5 SUFFOLK COURT FOR THE FIVE DWELLINGS

WITH GARAGES INCLUDING PRIVATE ACCES AND DRAINAGE IN
COULSON LANE, BRANDON.

Proposed : Cllr Edwards; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous.
Resolution Record No. **BTC28/10/Jun/02** : THAT BRANDON TOWN COUNCIL
RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/305, 319,
323, 337 and 344.

F/2002/305 : 22 Downham Way, Brandon. Erection of single-storey front extension
for Mr & Mrs D Potter. Resolved : **NO**

OBJECTION

F/2002/319 : 17 Mount Road, Brandon. Erection of rear conservatory for Mr & Mrs
Dixon. Resolved : **NO**

OBJECTION

F/2002/323 : 4 Falcon Drive, Brandon. Erection of single-storey front extension for
Mr R Markiewicz. Resolved : **NO**

OBJECTION

F/2002/337 : 7 Downham Way, Brandon. Erection of single-storey extension to
side. Resolved : **NO**

OBJECTION

F/2002/344 : 42 Oakland Drive, Brandon. Erection of conservatory to front for Mr
&
Mrs Schultheiss. Resolved : **NO**

OBJECTION

13. APPROVAL OF MAY 2002 ACCOUNTS FOR PAYMENT

Pay No.	Date	Amount	Supplier	Chq No.	Nett Total	VAT
44	May 31	145.00	J Services JUB	547	145.00	0.00
45	May 31	140.00	J Stannard	548	140.00	0.00
46	May 31	58.44	J Powell & Sons	549	49.74	8.70
47	May 31	475.88	Leathes Prior Legal	550	405.00	70.88
48	remove	remove	BRFP instalment	551	remove	remove
49	May 31	100.00	Cash Sweets JUB	552	100.00	0.00
50	May 31	refunded	Hewden Hire JUB	553	canx	canx
51	May 31	89.30	Hewden Hire JUB	554	76.00	13.30
52	May 31	102.58	Oaktree W/s JUB	555	87.30	15.28
53	May 31	291.99	Thetford Garden C	556	248.50	43.49
54	May 31	35.00	Glen Fox Locks	557	35.00	0.00
55	May 31	141.15	Finevale Services	558	127.57	13.58

56	May 31	37.25	Petty Cash Imprest	559	37.25	0.00
57	May 27	64.00	British Gas month	DD	64.00	0.00
0	May 07	quarterly	Anglian Water	DD	qtrly	qtrly
0	awaited	monthly	Eastern Contract	DD	monthly	monthly
58	May 30	18.65	TXU Energi-no20/2	DD	17.76	0.89
59	May 14	863.42	TXU Energi-no 20	DD	734.83	128.59
60	May 30	132.38	TXU Energi-no 49	DD	126.08	6.30
0	May 02	quarterly	TXU Energi-no 51	DD	qtrly	qtrly
0	awaited	quarterly	BT fax/internet	DD	qtrly	qtrly
0	awaited	quarterly	BT main tel line	DD	qtrly	qtrly
61	May 15	20.96	FHDC Garage	DD	17.85	3.11
62	May 15	20.00	FHDC Rates Cem	DD	20.00	0.00
63	May 15	<u>257.00</u>	FHDC Rates OSH	DD	<u>257.00</u>	<u>0.00</u>
xtx	TOTAL cf	2933.00			2688.88	304.12

REMOVE BRFP CHQ AND DO NOT PAY

48	May 31	5000.00	BRFP instalment	551	5000.00	0.00
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REMOVE PWC CHQ AND DO NOT PAY

XX	Mar 18	5875.00	PriceWaterhouse	490	5000.00	875.00
					claimed in Mar 02	
					1794.51	

NB JUB suffix indicates Queen's Golden Jubilee cost item

Cllrs Saxby and Vant had earlier declared an interest in Agenda Item 13.; here described as "18 Mar" (PriceWaterhouseCooper); but were not required to leave the room as no discussion of the matter was to take place and they did not participate in a vote on that line item. As this payment was proposed but not seconded and therefore not voted upon then it must necessarily be withdrawn again from the cheque run. Deferred until the Full Brandon Town Council Meeting of 01 July 2002.

Line Item 48 (Brandon Remembrance Playing Field) of the above accounts was discussed in detail and eventually deferred until the Full Brandon Town Council Meeting of 01 July 2002.

Proposed : Cllr Vant; seconded : Cllr Mrs Jureko; **CARRIED** : 7 for, 1 against, 1 abstention. Resolution Record No. **BTC29/10/Jun/02** : THAT THE PAYMENT LIST SUBMITTED FOR MAY 2002 PUBLIC ITEMS BE APPROVED AS LISTED ABOVE WITH THE EXCEPTION OF LINE ITEMS 48 (BRPF) AND "18 MAR" PRICewaterhouseCOOPER.

Proposed : Cllr Baldwin; seconded : Cllr Vant; **CARRIED** : 8 for, 0 against,

1 abstention. Resolution Record No. **BTC30/10/Jun/02** : THAT THE PAYMENT LIST SUBMITTED FOR MAY 2002 CONFIDENTIAL ITEMS BE APPROVED AS CIRCULATED TO COUNCILLORS.

Line Item 48, Brandon Remembrance Playing Field Grant Aid from Brandon Town Council. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Vant; *that payment of this grant aid be deferred until after the next Meeting of the Brandon Remembrance Playing Field Trust on Monday 17 June 2002.*

Cllr Silvester rose to speak, having additional knowledge in his capacity as FHDC representative to the BRPF Trust, on the matter of Brandon Town Council's request for a replacement bench in a specific location on the Brandon Remembrance Playing Field. He explained that the dog warden had been called out, on numerous occasions, because of unpleasant mess left by dogs with irresponsible owners. The BRPF Trust felt that the positioning of this bench, where requested by the Town Council, would encourage such irresponsible dog owners to sit down and allow their dogs to create further mess. He also felt that the Town Council should not give the impression of seeking to influence the BRPF Trust decisions. Cllr Saxby reminded the Meeting that the Brandon Remembrance Playing Field is for the use of all the people of Brandon and not reserved just for sportsmen and women. He pointed out that the new Referee Rules stated that any football club must clear the pitch before the commencement of any game. Cllr Silvester concluded by saying that he felt the Town Council should not make personal demands upon a management committee and reminded Members that they did, in fact, have the option to decide not to fund again, at the end of any given year, if Members were unhappy with the way in which grant aid was being dispersed. Cllr Mrs Milner felt that the Town Council was not trying to interfere with the running of the Brandon Remembrance Playing Field, it simply wished the area to be available for the enjoyment of everyone in Brandon.

Cllr Ridgway enquired if the problem was caused by the cost of the bench. Cllr Saxby replied that cost was not the issue, it was purely a matter of principle as to location. Line Item 48, Brandon Remembrance Playing Field Grant Aid from Brandon Town Council. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Vant; **CARRIED** : 5 for, 2 against, 2 abstentions (one of whom requested to be named: viz. Cllr Mrs Milner). Resolution Record No. **BTC31/10/Jun/02** : THAT (1) ANY DECISION IN RESPECT OF PAYMENT OF THIS GRANT AID BE DEFERRED UNTIL AFTER THE NEXT MEETING OF THE BRANDON REMEMBRANCE PLAYING FIELD TRUST ON MONDAY 17 JUNE 2002; AND THAT (2) CHEQUE NO 551 BE WITHDRAWN FROM THE CHEQUE RUN PENDING DECISION OF COUNCIL AT THE NEXT FULL BRANDON TOWN COUNCIL MEETING ON MONDAY 01 JULY 2002.

14. LING HEATH TRUST REPORT FROM NOMINATIVE TRUSTEES

The Town Council had invited the two people (no longer Councillors) still occupying the Council's Nominative Trustee posts, on The Ling Heath Trust, to attend this Meeting to furnish a report to Brandon Town Council. They had

declined to do so and had furnished a letter to the Town Clerk. Cllr Vant rose to comment that this was, in fact, the rudest letter he had ever seen addressed to a Council. In addition, he identified several inaccuracies in the letter, wherein the Ling Heath Trust claimed that the Town (then Parish) Council's Nominative Representatives had never reported back to the Council. He cited the name of the late Harvey Adam as having done so. He noted that the Trustees Document, a copy of which had been circulated to all Councillors that evening, did not support the claims of the Ling Heath Nominative Trustees that they were not required to report back to the Town (then Parish) Council who had, in fact, nominated them in the first place. Proposed : Cllr Vant; seconded: Cllr Silvester; **CARRIED** : 8 for, 0 against, 1 abstention. Resolution Record No. **BTC 32/10/Jun/02** : THAT (1) THE COUNCIL REPEATS ITS REQUEST FOR THOSE PEOPLE STILL OCCUPYING THE COUNCIL'S NOMINATIVE TRUSTEE POSTS ON THE LING HEATH TRUST TO ATTEND THE NEXT MEETING OF THE FULL BRANDON TOWN COUNCIL ON MONDAY 01 JULY 2002 TO REPORT AND DISCUSS THE CHARITY'S ACHIEVEMENTS; AND (2) THAT THE LING HEATH TRUST BE REQUESTED TO SPECIFY IN WRITING THE EXACT DATE AND TIME UPON WHICH THEY WILL CONCEDE THAT THE TOWN COUNCIL'S PREFERRED NOMINATIVE TRUSTEES MAY TAKEUP THEIR POSTS.

15. URGENT BUSINESS [SECTION 100(B)(4)(16) LGA 1972]

(i) Request from SALC for donation to leaving present of Mr Tony Ward, Chairman, after 22 years. No proposal received. (ii) FHDC Standards' Committee would meet on Monday 24 June 2002 at 6:00 pm at the FHDC Offices in Mildenhall.

16. ACCOUNTS FROM CHARITABLE BODIES/COUNCIL GRANT AID

The Accounts for Brandon Remembrance Playing Fields Draft Income & Expenditure 2001/2002 (Feb), Brandon Poors Estate Trustees' Annual Report and Financial Statements 2001 (Mar), Ling Heath Trust Draft Income & Expenditure 2002 (Mar), were made available at the Meeting and would be held in the Town Council Offices for perusal.

17. PUBLIC FORUM/BY-PASS FOR BRANDON

No members of the public wished to speak, so it was unnecessary to suspend Standing

Orders at this time. An information Bulletin had been received from FHDC, advising of major road works around Brandon, scheduled for September/October 2002 on the A1065 Mile End and London Road, Brandon. Cllr Ashley felt, very strongly, that Brandon was suffering because of the continued delays over the provision of a much-needed by-pass. The Town Clerk reported that she had spoken to B.A.G., who had not met for almost two years. Cllr Vant felt that this matter must be progressed; perhaps a Working Group could be set up. Cllr Baldwin suggested that the Town Council should contact the Authorities, to enquire what action they have taken on the

by-pass situation over the last two years. Proposed : Cllr Baldwin; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC33/10/Jun/02** : THAT THE COUNCIL INVITES REPRESENTATIVES OF SUFFOLK COUNTY COUNCIL ENVIRONMENT AND TRANSPORT DEPARTMENT TO THE NEXT FULL BRANDON TOWN COUNCIL MEETING ON 01 JULY 2002 TO ANSWER QUESTIONS ON SCC PROGRESS TO DATE ON THE PROVISION OF A BY-PASS FOR BRANDON.

18. APPOINTMENT OF INDEPENDENT AND EXTERNAL AUDITORS

The Town Clerk reported that this matter was ongoing and that she had received further communications from the Audit Commission, in this regard. A copy of the SALC Financial Procedural Guidance entitled “Governance and Accountability in Local Councils in England and Wales – Update” had been circulated to all Councillors with their Agenda papers. The Audit Commission had confirmed that it had approved the appointment of Lubbock Fine as External Auditor to Brandon Town Council from April 2002. The Town Clerk would shortly be contacted, to make arrangements for Lubbock Fine to perform the Audit up to 31 March 2002. Lubbock Fine would forward the official copy of the Annual Return, to be completed by the Council and signed by the Town Clerk as RFO and PO of the Council, the Chairman and Internal Auditor. This is separate from and additional to the Independent Internal Auditor, which is also required for 2001/2002 and beyond, for which the Town Clerk is currently seeking quotations from various firms.

19. BRANDON WEBSITE/HISTORY PROJECT

The Town Clerk had been in contact with Mr Jim Weeks, who had very kindly offered to donate any information he had, in relation to the Brandon Town Guide sub-committee which had been formed some years ago.

20. POSTBOX DOWNHAM WAY/TARMAC KNAPPERS WAY

Cllr Ridgwell wished the Town Council to write to Consignia/Royal Mail to request a postbox in Downham Way. Cllr Silvester wondered rhetorically if there had been any improvement in the postal service for Brandon since it had become a Town Council. Proposed : Cllr Ridgwell; seconded : Cllr Mrs Milner; **CARRIED** : 6 for, 0 against, 3 abstentions. Resolution Record No. **BTC34/10/Jun/02**: THAT BRANDON TOWN COUNCIL WRITES TO CONSIGNIA/ROYAL MAIL TO REQUEST A POSTBOX IN DOWNHAM WAY.

Cllr Ridgwell wished the Town Council to write to SCC and request tarmac in Knappers Way, over the dirt track outside the Library to the corner. He was advised that a letter had previously been sent to SCC, but without response. Proposed : Cllr Ridgwell; seconded : Cllr Mrs Jureko; **CARRIED** : 7 for, 0 against, 2 abstentions. Resolution Record No. **BTC35/10/Jun/02** : THAT BRANDON TOWN COUNCIL WRITES TO SUFFOLK COUNTY COUNCIL TO REQUEST

TARMAC ON THE DIRT TRACK OUTSIDE THE LIBRARY TO THE CORNER OF KNAPPERS WAY, BRANDON.

21. ADOPTION OF GOLDEN JUBILEE REPORT AND ACCOUNTS

Cllr Saxby reported that the event went very well and was well attended. Cllr Silvester

complimented Cllr Mrs Milner and Cllr Saxby for all their hard work. The Chairman,

Cllr Alan Saxby, expressed the gratitude of the Town Council to all the members of the

Brandon Golden Jubilee Working Group and in particular to Cllr Mrs Eileen Milner, who had worked extremely hard on the project. He commended her efforts involving distribution of the Jubilee Commemorative Medallions to the children of Brandon; the medallions were so popular that more will need to be ordered, to avoid any disappointments. Cllr Mrs Milner wished especially to thank Cllr Saxby, who had spent the entire day on the practicalities of the Jubilee Celebrations. Cllr Mrs Milner offered to investigate the purchase of additional medallions, in Bury St Edmunds and report back to Council on timescale and costs. The Accounts would be presented at a later meeting, when all invoices had been paid.

22. UPDATE RE COMPLETION OF 2001/2002 DISTRICT AUDIT

This could not be completed until a decision was made by PriceWaterhouseCooper in

relation to the objection to the Accounts for 1999/2000. This impacted upon all the accounts for the ensuing financial years.

23. PAYMENTS RECEIVED 2001/2002 FINANCIAL YEAR

Defer pending outcome of 22. above. Draft income sheet would be provided to the next Brandon Full Town Council Meeting on 01 July 2002.

24. TRIAL BALANCE FOR 2001/2002

This could not be completed until a decision was made by PriceWaterhouseCooper in

relation to the objection to the Accounts for 1999/2000. This impacted upon all the accounts for the ensuing financial years. Defer pending outcome of 22.

above. Draft trial balance sheet for 2001/2002 only would be provided to the next Brandon Full Town Council Meeting on 01 July 2002.

25. CO-OPTION TO FILL CASUAL VACANCY ON BRANDON TOWN COUNCIL (EAST WARD FOR THE PARISH OF BRANDON)

Cllr Silvester commented that he had not been impressed by the only application which

had, in fact, been received after the deadline anyway. It was agreed to re-advertise the

Casual Vacancy as soon as possible. Proposed : Cllr Edwards; seconded: Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC36/10/Jun/02**

: THAT THE SECOND CASUAL VACANCY ON BRANDON TOWN COUNCIL (EAST WARD FOR THE PARISH OF BRANDON) BE RE-ADVERTISED IMMEDIATELY.

26. LITTER BIN/REPLACEMENT BENCH/VICTORIA AVENUE

Resolution Notice 86 : Cllr Vant. Since notification of this Resolution, the actual bench itself in Victoria Avenue had been vandalized and subsequently removed by the Townkeepers for Health & Safety reasons. Cllr Vant agreed to incorporate this requirement into his earlier resolution notice concerning the provision of a litter bin. Cllr Silvester hoped the replacement of this bench would not attract further anti-social behaviour. The Town Clerk had obtained quotations and various options for the style of a replacement bench and was requested to obtain similar for provision of a litter bin. The Town Clerk enquired if Members wished to advertise the scrap remaining, from the vandalized bench, in the local press. Members felt this to be unnecessary and asked the Town Clerk to deal with the matter of disposal. Proposed : Cllr Vant; seconded : Cllr Ridgwell; **CARRIED** : 7 for, 0 against, 2 abstentions. Resolution Record No. **BTC37/10/Jun/02** : THAT BRANDON TOWN COUNCIL REPLACES THE BENCH IN VICTORIA AVENUE AT A COST OF £578 PLUS VAT + DELIVERY FROM GLASDON (UK) LIMITED WITH THE “HENGROVE”-STYLE SEAT IN BLACK ENVIROPOL VANDAL-RESISTANT, ROBUST DESIGN WITH BLACK END SECTIONS [SPECIFICATIONS AS PER CATALOGUE PAGE 11].

It was agreed that this area was the responsibility of the Brandon Town Council and that FHDC would not provide a litter bin. Proposed : Cllr Vant; seconded : Cllr Mrs Milner; **CARRIED**: 7 for, 0 against, 2 abstentions. Resolution Record No. **BTC38/10/Jun/02** : LITTER BIN NEXT TO THE REPLACEMENT BENCH IN VICTORIA THAT

(1) BRANDON TOWN COUNCIL PROVIDES A AVENUE, BRANDON; AND
(2) THAT THE TOWN CLERK SEEKS QUOTATIONS FOR PURCHASE OF A SUITABLE LITTER BIN.

27. REPORT ON RISK ASSESSMENT ROLLING PROGRAMME

The Town Clerk gave a verbal report on the rolling programme of Risk Assessments.

Thetford Road Play Area trees had been assessed by 24Seven, who were responsible for cutting overhanging branches near their power lines, and this would be performed in the near future. Cllr Silvester noted, at this point, that the grass in Thetford Road Play Area was ready for cutting again. Five supermarket trolleys had been removed from The Lode. The Pea Sticks had been cleared from the Cemetery by S P Landscapes. The Townkeepers continued to assess the Cemetery on a daily basis.

28. NALC STANDING ORDERS POST CODE OF CONDUCT ADOPTION

The anticipated, new NALC publication had not yet appeared. Cllr Saxby provided a further copy of the existing NALC “Green Book”, which the Town Clerk would copy and present to Cllr Ridgwell for his records.

29. REQUEST FOR STREETLIGHT IN CROWN STREET, BRANDON

The necessary quotation had been received from Eastern Contracting. A further quotation was required and awaited from 24Seven for the power supply.

30. BRANDON ORCHARD PROJECT

Nothing further to report. The Town Clerk would approach FHDC again re. this.

31. PROPOSED PERMANENT ROAD CLOSURES - RAF LAKENHEATH

Cllrs Saxby, Edwards, Silvester and the Town Clerk had attended a meeting at FHDC

Offices on Tuesday 18 May 2002, with representatives of MoD, SCC and RAF Lakenheath. There had been a strong request for a Public Meeting, to be held as soon as possible. Cllr Saxby commended the Brandon Town Councillors for the way they had stood together over this very important issue. Probable Public Meeting date set for Tuesday 16 July 2002.

32. CORRESPONDENCE FROM PRICEWATERHOUSECOOPER

None received – deferred to next Meeting.

33. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Baldwin; seconded : Cllr Silvester; **CARRIED** :

unanimous. Resolution Record No. **BTC39/10/Jun/02** : “THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW FOR THE FOLLOWING REASONS: STAFFING ISSUES; QUOTATIONS. [Section 100(A)(4) LGA 1972]

34. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY

A copy letter from Messrs GRIMLEYS had been forwarded by the County Land Agent, Brian Cannon, and circulated to all members for discussion. The letter sought clarification of how the figures had been calculated. Cllr Vant felt the letter was couched in very vague terms. Cllr Saxby observed that this matter needed to move forward, as soon as possible, and advised that he was concerned that a right-of-way may have been granted around the area in question. Cllr Baldwin felt that the County Land Agent should be instructed to respond to correspondence, every time, on behalf of Brandon Town Council, owing to the urgency of providing a new Cemetery.

35. EXISTING CEMETERY PLAN FORMAT

Cllr Baldwin had met with the Senior Townkeeper, Kevin Briston, to identify a format

for progression in grave allocation throughout the Cemetery. Mr Briston had provided

a marked plan, showing spaces used to date in Section IV Lawn Cemetery. Cllr Baldwin explained the proposal to Members, who felt that the recommendations were entirely logical. Cllr Silvester enquired as to the current monthly usage of the Cemetery. The Town Clerk would provide figures for the next meeting of the Full Brandon Town Council on Monday 01 July 2002. Proposed : Cllr Baldwin; seconded: Cllr Silvester : unanimous. Resolution Record No. **CARRIED BTC40/10/Jun/02** : THAT THE CEMETERY INTERMENT PLAN AS PROPOSED BY CLLR BALDWIN AND THE SENIOR TOWNKEEPER BE ADOPTED AS A LOGICAL PROGRESSION OF SPACE ALLOCATION.

36. BRANDON TOWN COUNCIL/SUFFOLK PROPERTY REVIEW

Nothing further to report at this time.

37. JUBILEE NOTICE BOARD/VILLAGE SIGN REFURBISHMENT

The Jubilee Notice Board quotation had been decided; it remained simply to choose the heading style and colour. Proposed : Cllr Silvester; seconded : Cllr Saxby (from the Chair); **CARRIED** : unanimous. Resolution Record No. **BTC41/10/Jun/02** : THAT COUNCILLORS REMAIN BEHIND AFTER THE MAIN MEETING TO FORM A WORKING PARTY TO SELECT THE STYLE AND COLOUR OF THE JUBILEE NOTICE BOARD HEADING AND BE GIVEN DELEGATED POWERS TO ACT ON THAT DECISION.

A quotation had been received from BAJCO for refurbishment of the town sign itself of £368.50 + VAT. A further quotation would be required for the brickwork below the sign. A quotation had been received from Harry Stebbing of £500 + VAT. It was agreed to accept the quotation from BAJCO for the sign itself and to seek quotations for the brickwork from other parties including Mr Vincent. Proposed : Cllr Mrs Jureko; seconded : Cllr Edwards; **CARRIED** : unanimous. Resolution Record No. **BTC42/10/Jun/02** : THAT BRANDON TOWN COUNCIL APPOINTS BAJCO TO REFURBISH THE TOWN SIGN ITSELF AND SEEKS QUOTATIONS FOR THE BRICKWORK REPAIRS FROM OTHER PARTIES.

38. CEMETERY WALL AND GATE REPAIRS

The quotation was offered in two parts and it was decided to clarify the work required to identify the most economic option.

39. QUOTATIONS FOR CIVIC REGALIA AND DESIGN THEREOF

The Town Clerk had obtained some literature, including price lists, for discussion with regard to the possible provision of amended Civic Regalia for Brandon Town Council.

However, more specific instructions were required as to size/shape/design of any such Medallion and Chain of Office. This could not be decided by the Town Clerk, as it was a matter for Members to design and decide. Proposed : Cllr Mrs Milner; seconded: CllrMrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC43/10/Jun/02** : THAT THE MATTER OF AMENDED CIVIC REGALIA FOR BRANDON TOWN COUNCIL BE DEFERRED FOR FUTURE DISCUSSION.

40. QUOTATIONS FOR TOWN CLOCK REFURBISHMENT

Cllr Baldwin and the Town Clerk had met with three firms, who specialized in Town Clock Refurbishment and had obtained the necessary quotations. Cllr Baldwin explained that each candidate had approached the situation from a different angle. He expounded upon the suggestions from each company, namely A J Scadding, D Bearcroft and As Time Goes By (who had taken the trouble to suggest moving the outside bell to the front of the Old School House Building on a bracket, £4,200 + VAT + £257 crane hire per day). Proposed : Cllr Silvester; seconded: Cllr Ashley; **CARRIED** : unanimous. Resolution Record No. **BTC44/10/Jun/02** : THAT THE QUOTATION OF "AS TIME GOES BY" FOR REFURBISHMENT

OF THE BRANDON TOWN CLOCK ON THE OLD SCHOOL HOUSE BE ACCEPTED AT THE PRICE OF £4,200 + VAT + CRANE HIRE (£257 PER DAY + VAT FOR TWO DAYS) AND THAT WORK COMMENCES AS SOON AS PRACTICABLE FOLLOWING THE GRANTING OF ANY NECESSARY PLANNING PERMISSION.

41. PROVISION FOR TOWN CLERK HOLIDAY COVER - DECEMBER

Quotations had been received from five companies, all of which were in the region of

£10 p.h. minimum and £15 p.h. minimum for evening meetings. The Town Clerk was

concerned that this would be very expensive for the Town Council and so offered, therefore, to minute the December 2002 Full Brandon Town Council Meeting herself, on return from approved Annual Leave (29 Nov – 14 Dec 2002). This would entail moving the scheduled Meeting date from 02 December to 16 December and for the Chairman to monitor the answerphone messages and correspondence at the Town Council Offices himself. Cllr Saxby agreed to this suggestion, as it would save money for the Town Council. Cllr Vant noted that the change of date would require a Resolution to amend Standing Orders for that month only. Cllr Silvester hoped that the workload would not be too great, on the Town Clerk's return and Members thanked the Town Clerk for offering to re-arrange her plans in this way.

42. REQUEST TO PURCHASE LAND ADJOINING 2 VICTORIA AVENUE

Correspondence had been circulated in which a resident had enquired if he could purchase an area of land adjacent to his property. He had been unable to ascertain the ownership of this land, despite enquiries to SCC, Land Registry, FHDC and other parties. He enquired if the Town Council owned the land and if they would be prepared to sell it to him. Proposed: Cllr Silvester; seconded : Cllr Vant;

CARRIED : unanimous. Resolution Record No. **BTC45/10/Jun/02** : THAT BRANDON TOWN COUNCIL IS UNABLE TO DISCUSS DISPOSAL OF LAND AT THIS TIME.

43. QUOTATIONS FOR COURT PAINTING THETFORD ROAD PLAY AREA

Awaited and deferred.

Meeting closed at 9:31pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 01 July 2002.

WORKING PARTY TO DECIDE STYLE AND COLOUR OF JUBILEE NOTICE BOARD

The Working Party selected Style H3 with Emblem 4 from the Harry Stebbing Brochure