

BRANDON TOWN COUNCIL
Minutes of the Annual General Meeting of the Full Brandon Town Council
Held at 7.00pm on Monday 8th May 2006
At the (New) Forest School, Bury Road, Brandon.

Present: Cllr. R Silvester, Cllr. N Vant, Cllr. P Ridgwell, Cllr. Mrs S Jureko, Cllr. Mrs M Young, Cllr. P MacLoughlin (7.10pm) Cllr. Mrs C Silvester, Cllr. A Simmons, Cllr. Mrs C Arnold, Cllr. G Hughes, Cllr. D Bimson.

Also present: Mrs C Mason (Town Clerk), Cllr. B Bishop, Cllr. Mrs S Vincent, 1 member of the public and 1 member of the press.

The meeting commenced at 7.00pm.

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

The Town Clerk called for Nominations to the post of Chairman of Brandon Town Council for 2006/2007.

Resolution Record No. **BTC/01/08/May/06**

Proposed by Cllr. N Vant and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT COUNCILLOR REGINALD SILVESTER BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2006/2007.

The newly elected Chairman duly signed the Declaration of Acceptance of Office and took the Chair. Cllr. R Silvester thanked Members for their continued support.

2. ELECTION OF VICE-CHAIRMAN

The Chairman called for Nominations to the post of Vice Chairman of Brandon Town Council for 2006/2007.

Resolution Record No. **BTC/02/08/May/06**

Proposed by Cllr. R Silvester and seconded by Cllr. N Vant.

CARRIED: Unanimous.

THAT COUNCILLOR MRS SUSAN JUREKO BE ELECTED VICE CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2006/2007.

3. APOLOGIES FOR ABSENCE and approval of reasons tendered [LGA 1972 s.85].
Councillor S Edwards.

4. DECLARATIONS OF INTERESTS AND ADDITIONS TO REGISTER OF MEMBERS INTERESTS (per Parish Councils code of conduct 2001/Local Government Act 2000).

Cllr. D Bimson declared an interest in Agenda Item 10: Planning Applications.

Cllr. Mrs C Arnold declared an interest in Agenda Item 23 line item: The Lode.

5. APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2006/7

- | | |
|---------------------------------------|---------------------------------------|
| 5.1 Brandon Action Group | Cllr. Mrs S Jureko, Cllr. R Silvester |
| 5.2 Citizens Advice Bureau | Cllr. R Silvester |
| 5.3 Brandon Heritage Centre | Cllr. Mrs S Jureko |
| 5.4 Brandon Neighbourhood Watch | Cllr. P Ridgwell |
| 5.5 Brandon Remembrance Playing Field | Cllr. P McLoughlin |

5.6	Community Association Representative	Cllr. Mrs C Silvester
5.7	Keystone Development Trust	Cllr. Mrs C Arnold
5.8	Public Transport Liaison Officer	Cllr. P Ridgwell
5.9	Suffolk Association of Local Councils	Cllr. R Silvester, Cllr. A Simmons
5.10	Suffolk Property Review for Brandon	Cllr. R Silvester. Cllr. P Ridgwell
5.11	Brandon Communities Partnership	Cllr. Mrs C Arnold, Cllr. R Silvester
5.12	FHDC Crime & Disorder Reduction	Cllr. Mrs C Silvester, Cllr. G Hughes

REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES 2006/7

5.13	East Ward Lighting Committee	Cllr. Mrs M Young, Cllr. P Ridgwell
5.14	West Ward Lighting Committee	Cllr. Mrs S Jureko, Cllr. D Bimson
5.15	Brandon Tn. Council Cemetery Committee	The Full Council

6. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Full Brandon Town Council Meeting of Monday 3rd April 2006 (Public Items) [LGA 1972 Sch.12].

Amendments to Minutes: Page 132 Item 11.1 – The Resolution should readbut are opposed to additional traffic being directed through Brandon.

After Agenda Item 18: Insertion of the wording: After giving his verbal resignation to the Town Council, Cllr. S Newbon left the meeting (9.35pm.).

Resolution Record No. **BTC/03/08/May/06**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. G Hughes.

CARRIED: Unanimous.

THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 3RD APRIL 2006 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

7. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 3rd April 2006 (Public Items) [LGA 1972 Sch.12].

Cllr. N Vant raised a question on p.127 reference Matters Arising: Allotments. In response, the Clerk said the Town Council were still waiting to receive the legal documentation from the Brandon Remembrance Playing Fields Committee. Cllr. Mrs C Arnold said the lease for the allocated piece of land will be drawn up in conjunction with the legal work for the Multi Games Area.

8. TO RECEIVE REPORTS (if any) from County and /or District Councillors.

Key points in County Councillor Bill Bishop's report:

The Town Council were thanked for flying the St Georges Day flag.

There is to be a change to the Brandon to Mildenhall bus timetable.

The new Brandon Country Park tea room is scheduled to be completed by early June. There is to be an official opening at the end of July.

Cllr. Bishop expressed his concern that the footpaths along the Nine Stiles Walk were very overgrown and at some points along the route were almost impassable. It was suggested a letter be sent to the landowners requesting the shrubbery is cut back.

Cllr. R Silvester and Cllr. Mrs C Arnold considered the decision to move the Tourist Information Centre from the High Street up to Brandon Country Park was a retrograde step for Brandon. A letter to this effect is to be sent to Forest Heath District Council.

9. URGENT BUSINESS – any items the Chairman considers a matter of urgent business (pursuant to Section 100B (4) (16) LGA 1972).

a) Cllr. R Silvester reported he and the Town Clerk had attended a presentation by Forest Heath District Council entitled ‘New Ways of Dealing with Planning Applications’. With changes proposed to the present planning system, Cllr. R Silvester felt it imperative that a planning committee is formed. Further discussion deferred until the next Town Council meeting.

b) Mrs Linda Merick will be leaving the employment of Brandon Town Council on the 12th May 2006.

Resolution Record No. **BTC/04/08/May/06**

Proposed by Cllr. Mrs C Silvester and seconded by Cllr. Mrs C Arnold.

CARRIED: Unanimous.

THAT THE TOWN CLERK BE AUTHORISED TO ADVERTISE THE POSITION OF ADMINISTRATION ASSISTANT FOR 15 -20 HOURS PER WEEK.

An advertisement to be placed in the Thetford & Brandon Times, Brandon Life, Jobline and on the Town Council notice board.

10. PLANNING APPLICATIONS: Notifications circulated: Plans at the meeting.

Resolution Record No. **BTC/ 05/08May/06**

Proposed by Cllr. N Vant and seconded by Cllr. P Ridgwell.

NOT CARRIED: 4 for 5 against 2 abstentions.

THAT BRANDON TOWN COUNCIL OBJECTS TO PLANNING APPLICATION F/2006/0341/FUL RESUBMISSION OF F/2006/005/FUL: ERECTION OF ONE AND A HALF STOREY DWELLING WITH INTEGRAL GARAGE (DEVELOPMENT AFFECTING A PUBLIC RIGHT OF WAY AND DEPARTURE FROM THE DEVELOPMENT PLAN), SITE AT GREENACRES, COULSON LANE, BRANDON, ON THE GROUNDS OF ACCESS PROBLEMS ONTO THE LONDON ROAD.

Resolution Record No. **BTC/06/08/May/06**

Cllr. D Bimson declared an interest in Planning Application F/2006/0330/OUT and did not vote. The Members Book of Interests was duly signed.

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. P Ridgwell.

CARRIED: 9 for 1 abstention.

THAT BRANDON TOWN COUNCIL APPROVES ENBLOC THE PLANNING APPLICATIONS HEREUNDER DESCRIBED

F/2006/0314/FUL Erection of a single storey rear extension.

98 Crown Street, Brandon

F/2006/0330/OUT Outline Application – Erection of two single storey semi-detached dwellings and alterations to vehicular access (demolition of existing bungalow).

26 Mile End, Brandon

F/2006/0336/FUL Erection of a single storey rear extension and single storey conservatory to front.

6 Falcon Drive, Brandon

F/2006/0366/FUL Erection of rear conservatory.

37 Spruce Drive, Brandon

Planning Applications GRANTED
F/2006/0132/FUL Erection of a single storey side extension.
17 Willow Close, Brandon

Planning Application REFUSED
F/2006/0129/FUL Erection of 2 single storey residential units and conversion of existing two-storey workshop building to create a residential unit (demolition of existing outbuildings).
Land at rear of 21-23 London Road, Brandon

Planning Applications WITHDRAWN
None to date

TREE PRESERVATION ORDERS / TREE REDUCTION AND REMOVAL.

F/2006/0174/TPO Crown lift 3 Birch trees to seven metres above ground and crown lift 1 Birch tree to five metres above ground.
8, Walton Way, Brandon
Granted

F/2006/0224/TPO Fell 1 Beech tree.
68 Rattlers Road, Brandon
Refused

STREET NAMING AND NUMBERING

None to date.

DELEGATION PLANNING MEETING and case Officer Recommendations

None to date

NOTICES OF PLANNING APPEALS SINCE 1st April 2006

None to date

AGENDAS / MINUTES FROM FHDC SINCE 1st April 2006

None to date

11. ACCOUNTS

To receive and approve payments.

11.1 Public Items – April 2006. Discussion permitted upon.

Resolution Record No. **BTC/07/08/May/06**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. Mrs C Silvester.

CARRIED: Unanimous.

THAT PAYMENT ON THE LIST SUBMITTED FOR APRIL 2006 AND REPRODUCED
HEREUNDER ARE APPROVED.

Date	Amount	Supplier	Net Total	VAT
Apr-06	1,499.27	e.on Energy (monthly charge for Dec)	1,275.97	223.30
Apr-06	1,499.27	e.on Energy (monthly charge for Jan)	1,275.97	223.30
Apr-06	1,499.27	e.on Energy (monthly charge for Feb)	1,275.97	223.30

Apr-06	8.22	SALC (Clerks networking day)	7.00	1.22
Apr-06	848.35	Tindalls (fireproof safe)	722.00	126.35
Apr-06	56.40	Multi Signs (Dog fouling signs)	48.00	8.40
Apr-06	4.00	SALC (Copy of burial book)	4.00	0.00
Apr-06	1,415.88	John Atkins (repairs to Cemetery wall)	1,205.00	210.88
Apr-06	225.60	John Atkins (Feasibility study - New Cemetery)	192.00	33.60
Apr-06	1,949.91	J Atkins (Feasibility study - O.S.H.)	1,659.50	290.41
Apr-06	8.18	Viking Direct (stationery)	6.96	1.22
Apr-06	243.97	Anglian Water (cemetery)	243.97	0.00
Apr-06	97.13	Finevale Service Station (fuel)	82.66	14.47
Apr-06	745.20	SALC (Subscription)	745.20	0.00
Apr-06	88.12	T.W.R. & Co (payroll software training)	75.00	13.12
Apr-06	152.05	Pearsons (waste removal)	129.40	22.65
Apr-06	9.00	Clerks & Councils Direct (subscription fee)	9.00	0.00
Apr-06	6.00	J & D Green (window cleaner)	6.00	0.00
Apr-06	112.73	FHDC (trade refuse)	95.94	16.79
Apr-06	1,458.22	FHDC (OSH rates)	1,458.22	0.00
Apr-06	236.53	FHDC (cemetery rates)	236.53	0.00
Apr-06	35.83	Neat Ideas (stationary)	30.49	5.34
Apr-06	411.71	Kents Insurance Brokers (truck insurance)	411.71	0.00
Apr-06	22.52	Unicom (universal utilities, telephone bill)	19.17	3.35
Apr-06	135.13	Brandon Test Centre (truckservice)	115.00	20.13
Apr-06	86.36	Brandon Test Centre (new wing mirror)	73.50	12.86
Apr-06	672.10	EDF Energy (transfer of mains supply)	572.00	100.10
Apr-06	64.50	Suffolk PAT Testing (safety electrical testing)	64.50	0.00
Apr-06	71.86	Arco (Town keepers jackets)	61.16	10.70
Apr-06	467.00	Easton College (chain saw course)	467.00	0.00
Apr-06	40.51	Border Building Supplies	34.48	6.03
TOTALS	14,170.82		12,603.30	1,567.52
Apr-06	26.94	Vodafone (town keeper mobile)	23.97	2.97
Apr-06	512.31	A M Government Services Ltd	436.01	76.30
TOTALS	14,710.07		13,063.28	1,646.79

11.2 Confidential Items – April 2006. (Staff Salaries/Local Gov. Pensions).

Resolution Record No. BTC/08/08/May/06

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. N Vant.

CARRIED: Unanimous.

THAT PAYMENT ON THE LIST SUBMITTED FOR APRIL 2006 (CONFIDENTIAL ITEMS – STAFF SALARIES/LOCAL GOV. PENSIONS) AS CIRCULATED TO COUNCILLORS IS APPROVED.

12. LOCAL TRANSPORT PLAN

To receive comments on the previously circulated Cabinet Report and Minutes.

Member's comments were noted but as the final document deadline of 31 March 2006 had passed, it was deemed unproductive to forward these comments onto the Suffolk County Council Strategic Transport Policy Manager, Peter Grimm.

13. FOOTPATH AT MANOR ROAD

To receive an update in relation to our request for a safety barrier at Footpath 5, Manor Road.

David Barnes from the Rights of Way office has agreed to erect a post and rail barrier on the highway verge and the 'old style' footpath fingerpost replaced with one of the 'new style' posts. Costs for both items are to be met by Suffolk County Council.

14. TO ADOPT THE LUBBOCK FINE EXTERNAL AUDITOR'S REPORT FOR THE YEAR ENDING 31 MARCH 2005

Resolution Record No. **BTC/09/08/May/06**

Proposed by Cllr. Mrs C Silvester and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL ADOPTS THE LUBBOCK FINE EXTERNAL AUDITORS REPORT FOR THE YEAR ENDING 31 MARCH 2005.

15. TO APPOINT AN INDEPENDENT INTERNAL AUDITOR FOR THE 2005/2006 END OF YEAR ACCOUNTS

Resolution Record No. **BTC/10/08/May/06**

Proposed by Cllr. R Silvester and seconded by Cllr. Mrs S Jureko.

CARRIED: 10 for 1 abstention.

THAT BRANDON TOWN COUNCIL AGREE TO THE APPOINTMENT OF THAIN WILDBUR ROLPH & CO AS THE INDEPENDENT AUDITOR FOR THE 2005/2006 END OF YEAR ACCOUNTS.

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

The Town Clerk had circulated a report updating Councillors on the previous month's main activities. Additional points raised:

Siting of the new seat at the Thetford Road play area: With the play area currently being used by youths on motorbikes, the Senior Town keeper has suggested the Town Council review their decision to place a new bench at this site.

Resolution Record No. **BTC/11/08/May/06**

Proposed by Cllr. N Vant And seconded by Cllr. Mrs M Young.

CARRIED: Unanimous.

THAT THE DECISION MADE BY BRANDON TOWN COUNCIL TO SITE A NEW BENCH INSIDE THE THETFORD ROAD PLAY AREA SHOULD STAND.

17. BRANDON TOWN COUNCIL'S MAJOR PROJECTS

17.1 Cemetery Wall: Rebuilding work to the cemetery wall has been completed and a final inspection has been carried out by John Atkins. The work necessitated the release of a negligible percentage of the allocated contingency fund.

17.2 To approve an amended planning application in respect of the Old School House.

Resolution Record No. **BTC/12/08/May/06**

Proposed by Cllr. G Hughes and seconded by Cllr. N Vant.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVE THE AMENDED PLANNING APPLICATION IN RESPECT OF THE OLD SCHOOL HOUSE, BUT DEFERS THE RESUBMISSION TO FOREST HEATH DISTRICT COUNCIL FOR SEVEN DAYS; THUS ENABLING HEALTH & SAFETY ADVICE TO BE SOUGHT IN RESPECT OF THE TILES ON THE FRONT PATHWAY.

18. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/13/08/May/06**

Proposed by Cllr. R Silvester and seconded by Cllr. A 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

NB. The public and Press are entitled to return to be told of any Resolutions.

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

19. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 3rd April 2006.

Resolution Record No. **BTC/14/08/May/06**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 3RD APRIL 2006 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

20. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

* CONFIDENTIAL *

21. BRANDON TOWN CENTRE HANGING BASKETS

To receive a quotation from Didlington Nurseries for the Town Centre Hanging Baskets.

Resolution Record No. **BTC/15/08/May/06**

CARRIED:

THAT BRANDON TOWN COUNCIL ACCEPTS THE WRITTEN QUOTATION RECEIVED FROM DIDDLINGTON NURSERIES TO FILL AND PLANT SIXTEEN HANGING BASKETS AT A COST OF £XXX EACH EXCLUDING VAT.

22. IDENTIFICATION CARDS

Resolution Record No. **BTC/16/08/May/06**

CARRIED:

CONFIDENTIAL

**23. REGISTRATION OF THE LAND AT THE EAST OF THE LODGE
ADVERSE POSSESSION OF LAND AT 2 VICTORIA AVENUE
GRAVEL HILL PIT, THETFORD ROAD PLAY AREA**

CONFIDENTIAL

24. BRANDON TOWN COUNCIL'S MAJOR PROJECTS

CONFIDENTIAL

The meeting terminated at 9.32 pm.