

## **BRANDON TOWN COUNCIL**

Minutes of the of the Full Brandon Town Council Meeting  
Held on Monday 4 January 2010  
At the Old School House, Market Hill, Brandon at 7.00pm.

**Present:** Cllr. S Edwards, Cllr. N Vant, Cllr. D Bimson, Cllr. P Ridgwell, Cllr. G Hughes, Cllr. A Simmons, Cllr. S Le Grys, Cllr. P MacLoughlin, Cllr. R Silvester, Cllr. Mrs S Jureko,

**Also present:** Mrs C Mason (Town Clerk), Cllr. Bill Bishop, one member of the public.

Meeting commenced at 7.00pm.

### **1. APOLOGIES FOR ABSENCE**

Cllr. L Jacobs, Cllr. K Butcher.

**2. DECLARATIONS OF INTEREST** and additions to Members Register of Interests [per Parish Council's Code of Conduct 2001 / Local Government Act 2000].

None.

### **3. TO RECEIVE, CONFIRM AND SIGN MINUTES**

Of the Full Brandon Town Council Meeting of Monday 7 December 2009 (Public Items).  
Resolution Record No. **BTC/106/04/Jan/10**

Proposed by Cllr. A Simmons and seconded by Cllr. G Hughes.

**CARRIED:** Unanimous.

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 7 DECEMBER 2009 BE ACCEPTED AS A TRUE RECORD.

### **4. MATTERS ARISING** for information exchange only

Of the Full Brandon Town Council Meeting of Monday 7 December 2009 (Public items).

A site visit has been carried out at the allotment site to determine the viability of reinstating the access barrier. It was agreed a gate would be a more practicable option. Further discussion deferred until the next meeting.

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

Resolution Record No. **BTC/107/04/Jan/10**

Proposed by Cllr. G Hughes and seconded by Cllr. S Le Grys.

**CARRIED:** Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM

A member of the public raised the issue of the expense of the Christmas lights and the condition of the Old Fire Station on London Road.

### **6. TO RECEIVE A REPORT FROM THE POLICE**

Crime figures for the month of December were circulated and noted.

### **7. TO RECEIVE A REPORT FROM RAF LAKENHEATH**

There will be no flying for one week in February. Aircraft deployment to Afghanistan is now complete. With no further issues to report, question were invited.

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

Cllr. B Bishop: Richard Spring MP is looking at government level into the question of homelessness within the area. The item of play equipment (jeep) earmarked for Brandon Country Park is now to be located at High Lodge. The play area at the Country Park is to be upgraded. Budget cuts at Forest Heath District Council will have an effect on certain projects and services. Brandon, however, will not be affected.

Cllr. Bishop was asked when the overdue report relating to the review of the zebra crossing on Thetford Road would be available. It was suggested Jon Noble, Suffolk County Council, be contacted for information.

Cllr. A Simmons: A local resident has been presented with a cheque for £300 for completing a Warm Front questionnaire. Five additional prizes have been awarded throughout West Suffolk.

The meeting was reconvened.

**9. URGENT BUSINESS** – any items the Chairman considers a matter of urgent business. There were no matters of urgent business.

## 10. ACCOUNTS

10.1 Approval of payments: Public items – December 2009. Discussion permitted.

10.2 Confidential Items – December 2009 (Staff Salaries).

Resolution Record No. **BTC/108/04/Jan/10**

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

**CARRIED:** Unanimous.

**THAT BRANDON TOWN COUNCIL APPROVES AGENDA ITEMS TEN ONE AND TEN TWO EN-BLOC.**

Date	Amount	Supplier	Net Total	VAT
Dec-09	14.00	J & D Green	14.00	
Dec-09	65.64	Finevale Service Station	57.08	8.56
Dec-09	155.25	Lowestoft Glazing Services Ltd	135.00	20.25
Dec-09	120.00	Reeves Cleaning	120.00	
Dec-09	93.89	Ian Smith Stationers Ltd	81.64	12.25
Dec-09	374.00	P M Robson	374.00	
Dec-09	55.51	Travis Perkins	48.27	7.24
Dec-09	134.01	Fengate Fasteners	116.53	17.48
Dec-09	103.50	Stannah Lift Services Ltd	90.00	13.50
Dec-09	125.64	British Gas	119.66	5.98
Dec-09	430.10	RBS Software	374.00	56.10
Dec-09	25.00	Bunches & Bows	25.00	
Dec-09	51.00	Chamber of Trade	51.00	
Dec-09	62.50	C Mason (mileage)	62.50	
<b>TOTAL:</b>	<b>1,810.04</b>		<b>1,668.68</b>	<b>141.36</b>

## 11. INTERNAL AUDIT

Resolution Record No. **BTC/109/04/Jan/10**

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

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES A QUOTATION OF SIX HUNDRED AND FIFTY POUNDS (NO VAT), SUBMITTED BY THE INTERNAL AUDITOR FOR THE 2009/10 AUDIT.

## **12. THE LODGE**

Advice to be sought from the Environmental Agency and the National Rivers Authority prior to any further discussion relating to the dredging of The Lode. Cllr. N Vant to make enquiries regarding the use of a ditching bucket/ hedging tractor. An agenda item for the February meeting.

## **13. HEDGEROW SURVEY**

Resolution Record No. **BTC/110/04/Jan/10**

Proposed by Cllr. S Le Grys and seconded by Cllr. G Hughes.

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO BE ACTIVELY INVOLVED WITH THE SUFFOLK HEDGEROW SURVEY.

## **14. ALLOTMENTS**

Discussed in agenda item 4 Matters Arising.

## **15. TERMS OF REFERENCE**

Resolution Record **No.BTC/111/04/Jan/10**

Proposed by Cllr. R Silvester and seconded by Cllr. G Hughes.

**CARRIED:** 8 for 1 abstention

PRIOR TO ADOPTION, BRANDON TOWN COUNCIL AGREES THAT THE PROPOSED TERMS OF REFERENCE DO NOT NECESSITATE THE INCLUSION OF ITEM FIVE I.E. OFFICERS TO BE TREATED WITH DUE REGARD TO THE REQUIREMENTS OF THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007, AND SHOULD BE REMOVED. FURTHERMORE, A RESPONSE TO QUESTIONS PUT TO OFFICERS SHOULD BE RECEIVED WITHIN FOURTEEN DAYS OF THE TOWN COUNCIL MEETING.

Resolution Record No. **BTC/112/04/Jan/10**

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

**CARRIED:** 6 for 3 abstentions.

WITH AN INADEQUATE RESPONSE FROM CHIEF INSPECTOR NICK BENNETT, BRANDON TOWN COUNCIL AGREES ALL CORRESPONDENCE RELATING TO THIS ISSUE BE FORWARDED TO SIMON ASH, CHIEF CONSTABLE, SUFFOLK CONSTABULARY.

## **16. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN**

Signage: A recorded letter to be sent to the manufacturer giving a final date for the completion of the fingerposts.

## **17. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:**

Resolution Record No. **BTC/112/04/Jan/10**

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

**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 Meeting  
Held at 7.00pm on Monday 4 January 2010  
In the Council Chamber, Old School House, Brandon

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

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

Of the Full Brandon Town Council Meeting of Monday 7 December 2009.

Resolution Record No. **BTC/113/04/Jan/10**

**CARRIED:**

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 7 DECEMBER 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

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

Of the Full Brandon Town Council Meeting of Monday 7 December 2009.

None arising.

**20. CEMETERY MATTERS**

Resolution Record No. **BTC/114/04/Jan/10**

**CARRIED:**

THAT BRANDON TOWN COUNCIL AGREES TO FORMALLY REQUEST FROM THE LAND OWNER, AN AREA OF LAND FOR THE PROPOSED NEW CEMETERY TOTALLING THREE ACRES.

**21. OFFICE LEASE**

Resolution Record No. **BTC/115/04/Jan/10**

**CARRIED:**

THAT THIS COUNCIL APPROVES THE HEADS OF TERMS RELATING TO THE LETTING OF THE FIRST FLOOR OFFICE.

**22. SKATE PARK, BRANDON REMEMBRANCE PLAYING FIELDS**

After discussing the memorandum submitted by Cllr. A Simmons, it was agreed no further action to be taken at this present time.

**23. EMPLOYMENT MATTER**

\*Confidential \*

There being no further business the meeting closed at 8.30pm.