

## BRANDON TOWN COUNCIL

Minutes of the Annual General Meeting of the Full Brandon Town Council  
Held at 7.00 pm on Monday 21 May 2007  
At the (New) Forest School, Bury Road, Brandon.

**Present:** Cllr. R Silvester, Cllr. Mrs S Jureko, Cllr. P Ridgwell, Cllr. N Vant, Cllr. A Simmons, Cllr. Mrs M Young, Cllr. S Edwards, Cllr. P McLoughlin, Cllr. L Jacobs, Cllr. K Butcher, Cllr. S Edwards, Cllr. D Bimson.

Also present: Mrs C Mason (Town Clerk), PC Paul Crouch and 4 members of the public.

The meeting commenced at 7.05 pm.

Cllr. R Silvester welcomed newly elected Councillors Lee Jacobs and Keith Butcher to the meeting.

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

Nominations were called for to the post of Chairman of Brandon Town Council. One nomination was received: Cllr. R Silvester.

Resolution Record No. **BTC/01/21/May/07**

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

**CARRIED:** 8 for 2 abstentions.

**THAT COUNCILLOR REGINALD SILVESTER BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2007/2008.**

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.

Resolution Record No. **BTC/02/21/May/07**

Proposed by Cllr. A Simmons and seconded by Cllr. Mrs S Jureko.

**CARRIED:** 8 for 2 abstentions.

**THAT COUNCILLOR STEPHEN EDWARDS BE ELECTED VICE CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2007/2008.**

Agenda item 12 and Agenda item 9 were now heard.

### **12. TO REVIEW STANDING ORDERS**

Resolution Record No. **BTC/03/21/May/07**

Proposed by Cllr. A Simmons and seconded by Cllr. Mrs S Jureko.

**CARRIED:** Unanimous.

**THAT BRANDON TOWN COUNCIL ADJOURNS THIS ITEM UNTIL THE NEXT FULL COUNCIL MEETING, IN ORDER THAT APPENDICES TO THE STANDING ORDERS 1/85 CODE OF COMPLAINTS AND 1/86 ACCESS TO INFORMATION ACT CAN ALSO BE REVIEWED.**

### **9. COUNCIL VACANCY**

To consider an application for co-option to Brandon Town Council.

Resolution Record No. **BTC/04/21/May/07**

Proposed by Cllr. A Simmons and seconded by Cllr. Mrs S Jureko.

**CARRIED:** Unanimous.

THAT MR GEOFF HUGHES BE ACCEPTED FORTHWITH AS A CO-OPTED MEMBER OF BRANDON TOWN COUNCIL.

**3. APOLOGIES FOR ABSENCE** and approval of reasons tendered [LGA 1972 s.85].  
Cllr. Mrs C Silvester.

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

None.

### **5. APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS**

- 5.1 Brandon Action Group: Cllr. Mrs S Jureko Cllr. R Silvester.
- 5.2 Citizens Advice Bureau: Cllr. A Simmons.
- 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. L Jacobs.
- 5.8 Public Transport Liaison Officer: Cllr. P Ridgwell.
- 5.9 Suffolk Association of Local Councils: Cllr. A Simmons Cllr. R Silvester.
- 5.10 Suffolk Property Rew for Brandon Steering Group: Cllr. R Silvester Cllr. P Ridgwell.
- 5.11 Brandon Communities Partnership: Cllr. R Silvester.
- 5.12 FHDC Crime and Disorder Reduction Ptnership: Cllr. Mrs C Silvester Cllr. G Hughes.
- 5.13 The Brandon Poors Estate: Cllr. D Bimson Cllr. Mrs S Jureko.
- 5.14 The Edmund Atmere Charity & Lingheath Trust Charity: Cllr. N Vant Cllr. R Silvester.

### **REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES 2007/08**

- 5.15 East Ward Lighting Committee: Cllr. Mrs M Young Cllr. P Ridgwell.
- 5.16 West Ward Lighting Committee: Cllr. Mrs S Jureko Cllr. D Bimson.
- 5.17 Brandon Town Council Cemetery Committee: Full Council.

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

Of the Full Brandon Town Council Meeting of Monday 2 April 2007 (Public Items) [LGA 1972 Sch.12].

Amendment to minutes: Item 4: Matters arising should read....to Sgt. Grant's report on the removal of the Market Hill planters.

Resolution Record No. **BTC/05/21/May/07**

Of the Full Brandon Town Council Meeting of Monday 21 May 2007 (Public Items) [LGA 1972 Sch.12].

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

**CARRIED:** 6 for 4 abstentions.

THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 APRIL 2007 BE ACCEPTED AS A TRUE RECORD.

## 7. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 2 April 2007 (Public Items) [LGA 1972 Sch.12].

Signage in Brandon: Cllr. Mrs S Jureko informed Members she would be attending a further meeting with the Procurement Officer and Tracey Robertson on the 5 June 2007. Cllr. A Simmons will also be attending.

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

District Councillor S Edwards: The Annual General Meeting of Forest Heath District Council is scheduled for Wednesday 23 May 2007. The new Chairman for 2007/2008 will be appointed and committees for the year duly selected.

## 9. COUNCIL VACANCY

Discussed earlier in the meeting.

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

None.

## 11. ACCOUNTS

To receive and approve payments.

11.1 Public Items – April 2007 Discussion permitted upon.

Resolution Record No. **BTC/06/21/May/07**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. A Simmons.

**CARRIED:** 8 for 2 abstentions.

**THAT PAYMENTS ON THE LIST SUBMITTED HEREUNDER FOR APRIL 2007 AND REPRODUCED HEREUNDER ARE APPROVED.**

Date	Amount	Supplier	Net Total	VAT
Apr-07	462.17	ARCO (Work Gear x 5 Invoices)	393.33	68.84
Apr-07	764.20	SALC (Subscription)	764.20	0.00
Apr-07	56.73	Finevale Service Station	48.28	8.45
Apr-07	66.73	Border Building Supplies	56.78	9.95
Apr-07	207.49	Pearsons (Thetford) Ltd	176.58	30.91
Apr-07	246.75	Pearsons Ltd (Continental Market Skip)	210.00	36.75
Apr-07	93.38	Neat Ideas (Stationery)	79.47	13.91
Apr-07	6.00	J & D Green (Window Cleaners)	6.00	
Apr-07	555.61	Alfred McAlpine (Unit 190 St Francis Close)	472.86	82.75
Apr-07	80.00	Suffolk Solutions (PAT)	80.00	
Apr-07	69.32	SALC (Training)	59.00	10.32
Apr-07	41.13	Signs 60 (Information Sign)	35.00	6.13
Apr-07	10.00	Studio Five (BTC Photo)	8.51	1.49
Apr-07	154.04	Canon	131.10	22.94
Apr-07	70.50	TWR Accountnts (End of year payroll)	60.00	10.50
Apr-07	235.00	S. P. Landscapes (Pollard 1 Lime Tree)	200.00	35.00
Apr-07	80.00	Craig Computer Services	80.00	
Apr-07	52.20	Thetford Garden Centre	44.43	7.77
Apr-07	345.79	SCC (New Streetlight Rattlers Road)	294.29	51.50
Apr-07	358.51	Kents Insurance Brokers	358.51	
Apr-07	229.33	Powergen	218.41	10.92
Apr-07	289.88	Powergen	276.08	13.80
<b>TOTALS</b>	<b>4,474.76</b>		<b>4,052.83</b>	<b>421.93</b>

11.2 Confidential Items – April 2007 (Staff Salaries/Local Gov. Pensions).

Resolution Record No. **BTC/07/21/May/07**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. A Simmons.

**CARRIED:** 8 for 2 abstentions.

THAT PAYMENT ON THE LIST SUBMITTED FOR APRIL 2007 (CONFIDENTIAL ITEMS – STAFF SALARIES/LOCAL GOV. PENSIONS) AS CIRCULATED TO COUNCILLORS IS APPROVED.

11.3 To receive a quotation from Didlington Nurseries for the Town Centre hanging baskets.

Resolution Record No. **BTC/08/21/May/07**

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

**CARRIED:** 8 for 2 abstentions.

THAT THE QUOTATION OF TWELVE POUNDS AND FIFTY PENCE PLUS VAT PER HANGING BASKET, RECEIVED FROM DIDLINGTON NURSERIES BE ACCEPTED.

## **12. TO REVIEW STANDING ORDERS**

Discussed earlier in the meeting.

## **13. TO ADOPT THE LUBBOCK FINE EXTERNAL AUDITOR'S REPORT FOR THE YEAR ENDING 31 MARCH 2006**

Resolution Record No. **BTC/09/21/May/07**

Proposed by Cllr. G Hughes and seconded by Cllr. Mrs M Young.

**CARRIED:** 9 for 1 abstention.

THAT BRANDON TOWN COUNCIL ADOPTS THE LUBBOCK FINE EXTERNAL AUDITORS REPORT FOR THE YEAR ENDING 31 MARCH 2006.

## **14. TO APPOINT AN INDEPENDENT INTERNAL AUDITOR FOR THE 2006/2007 END OF YEAR ACCOUNTS**

Resolution Record No. **BTC/10/21/May/07**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. D Bimson.

**CARRIED:** 9 for 1 abstention.

THAT BRANDON TOWN COUNCIL APPOINTS THAIN WILDBUR ROLPHAS THE INTERNAL AUDITOR FOR THE 2006/2007 END OF YEAR ACCOUNTS.

## **15. ALLOTMENTS**

To receive a report following the meeting between Brandon Town Council and Trustees of the Brandon Remembrance Playing Fields.

The Archaeological Service at Suffolk County Council have requested an evaluation of the playing field area designated for the Town Council allotments. The cost will be £1,622 plus vat. To assist the evaluation, Cllr. P McLoughlin offered to stake out the precise allotment location.

Resolution Record No. **BTC/11/21/May/07**

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

**CARRIED:** 8 for 2 abstentions.

THAT BRANDON TOWN COUNCIL CONTINUES AT PRESENT TO PURSUE THE ACQUISITION OF LAND FOR ALLOTMENTS.

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

The Lode: Cllr. P McLoughlin said he would provide the willow (as recommended by the Environmental Agency) to help combat the riverbank erosion.

No further issues were raised.

**17. THE ORCHARD, COULSON LANE, BRANDON**

To receive an update on The Orchard renovation project.

Phase One has been completed. A site meeting between John Atkins and the working party to agree the next stage of the project has been arranged for Tuesday 29 May 2007 at 12.00 noon.

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

Resolution Record No. **BTC/12/21/May/07**

Proposed by Cllr. S Edwards 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

**BRANDON TOWN COUNCIL**

Confidential Minutes

Of the Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 21 May 2007

At the (New) Forest School, Bury Road, Brandon.

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 2 April 2007.

Resolution Record No. **BTC/155/02/Apr/07**

**CARRIED:**

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 APRIL 2007 ARE ACCEPTED AND SIGNED AS A TRUE RECORD.

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

Of the Full Brandon Town Council Meeting of Monday 2 April 2007.

None arising.

**21. MAJOR PROJECTS**

\*CONFIDENTIAL\*

The meeting terminated at 8.20 pm.