

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 6 April 2009

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

Present: Cllr. R Silvester, Cllr. K Butcher, Cllr. G Hughes, Cllr. P Ridgwell, Cllr. A Simmons, Cllr. N Vant, Cllr. P MacLoughlin, Cllr. Mrs S Jureko, Cllr. S Edwards, Cllr. Mrs M Young,
Cllr. L Jacobs, Cllr. S LeGrys.

Also present: Mrs C Mason (Town Clerk) 1 member of the press.

The meeting commenced at 7.00 pm.

1. APOLOGIES FOR ABSENCE

Cllr. E Ashley, Cllr. D Bimson.

2. DECLARATIONS OF INTERESTS AND ADDITIONS TO REGISTER OF MEMBERS INTERESTS

Cllr. A Simmons declared an interest in agenda item 14.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 March 2009 (Public items).

Resolution Record No. BTC/131/06/Apr/09

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

CARRIED: 10 for 2 abstentions (due to absence).

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 MARCH 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

4. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 5 February 2009 (Public items).

Cllr. G Hughes again asked members for their comments on areas of perceived deprivation.

Cllr. P Ridgwell enquired when the new street light at Heron Avenue was due to be installed.

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

Resolution Record No. **BTC/132/06/Apr/09**

Proposed by Cllr. G Hughes and seconded by Cllr. S Edwards.

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

No members of the public were present.

6. TO RECEIVE A REPORT FROM THE POLICE

Crime figures for the previous month were circulated. No other report available.

7. TO RECEIVE A REPORT FROM RAF LAKENHEATH

Heard later in the meeting.

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

Cllr. P MacLoughlin said a significant number of rubbish bags had been left on the roadside between Brandon and Elveden. Cllr. Simmons agreed to investigate the matter.

The meeting was reconvened.

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

Cllr. G Hughes asked that two matters of urgent business be considered: the installation of additional signage at the Thetford Road zebra crossing and the completion of the Emergency Community Report.

A letter of concern was read out regarding the resurfacing of Gas House Drove. Contents were noted.

Resolution Record No. **BTC/133/06/Apr/09**

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

CARRIED: Unanimous.

THAT STANDING ORDER BE SUSPENDED TO ALLOW A REPORT FROM RAF LAKENHEATH.

7. TO RECEIVE A REPORT FROM RAF LAKENHEATH

Following the success of the recently held RAF Community Engagement presentation, it is anticipated a second event will be organised. It was suggested to the Squadron Leader that an weekend, afternoon or evening session would generate a bigger audience. A vote of thanks was given for a most commendable event.

Standing orders were reinstated.

10. ACCOUNTS

10.1 Approval of payments: Public Items – March 2009. Discussion permitted upon.

10.2 Confidential Items – March 2009. (Staff Salaries/Local Gov. Pensions).

Resolution Record No. **BTC/134/06/APR/09**

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

CARRIED: Unanimous.

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

Date	Amount	Supplier	Net	VAT
Mar-09	10.00	Clerks & Councils Subscription	10.00	
Mar-09	13,606.00	Suffolk County Council (Maintenance & Energy Costs)	11,831.30	1,774.70
Mar-09	83.31	Lyreco (Stationery)	72.44	10.87
Mar-09	331.45	Anglian Water (Cemetery)	331.45	
Mar-09	177.00	P. M. Robson Funeral Supply	177.00	
Mar-09	24.00	Brandon Life (Advert)	24.00	
Mar-09	29.98	Finevale Service Station	26.07	3.91
Mar-09	8.91	Travis Perkins	7.75	1.16
Mar-09	26.45	SAGE	23.00	3.45
Mar-09	17.25	SALC (Clerks Networking)	15.00	2.25
Mar-09	78.78	Neopost (New Postal Rates)	68.50	10.28
Mar-09	120.00	Reeves Cleaning	120.00	
Mar-09	100.63	Whiteside Computer Services	87.50	13.13
Mar-09	25.00	Suffolk Acre Subscription	25.00	

Mar-09	119.18	C Mason -SALC x 2 Stowmarket x 1	119.18	
Mar-09	434.70	John Wood Nurseries	378.00	56.70
Mar-09	90.00	Association Burial Authorities Subscription	90.00	
Mar-09	1,949.02	John Atkins fees for The Orchard	1,694.80	254.22
Mar-09	23.68	Travis Perkins	20.59	3.09
TOTAL:	17,629.11		15,460.68	1,854.42

11. FINANCIAL STANDING ORDERS

Resolution Record No. **BTC/135/06/Apr/09**

Proposed by Cllr. S Edwards and seconded by Cllr. N Vant.

CARRIED: Unanimous.

THAT THE FINANCIAL STANDING ORDERS 2009 BE APPROVED AND ADOPTED BY BRANDON TOWN COUNCIL, SUBJECT TO THE ADDITION OF A CONTRACT REGISTER.

Cllr. Hughes congratulated the town clerk on the detailed review of the Financial Standing Orders.

12. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Resolution Record No. **BTC/136/06/Apr/09**

Proposed by Cllr. G Hughes and seconded by Cllr. K Butcher.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL ADOPTS THE REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT DOCUMENT AND INCLUDES IT WITH THE FINANCIAL STANDING ORDERS.

13. VACANCY FOR A TEMPORARY ASSISTANT TOWN KEEPER

Date and time agreed to select candidates for the vacancy of an assistant town keeper:

Thursday 9 April 2009 at 1.45pm. Cllrs. Silvester, Simmons and Hughes were appointed to carry out the selections.

14. NOMINATION OF A REPRESENTATIVE TO THE BRANDON ALLOTMENT ASSOCIATION

Cllr. A Simmons declared an interest but did not leave the room. The Members Book of Interests was duly signed.

Resolution Record No. **BTC/137/06/Apr/09**

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

THAT COUNCILLOR A SIMMONS BE SELECTED TO SERVE AS THE BRANDON TOWN COUNCIL REPRESENTATIVE ON THE BRANDON ALLOTMENT ASSOCIATION.

15. CEMETERY

Resolution Record No. **BTC/138/06/Apr/09**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES THE POSITIONING OF SIXTEEN NEW SIDE BY SIDE PLOTS AT BRANDON CEMETERY.

16. CHALK DUST ON THETFORD ROAD

Resolution Record No. **BTC/139/06/Apr/09**

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

CARRIED: Unanimous.

THAT A STRONGLY WORDED LETTER BE SENT TO THE APPROPRIATE AGENCIES, RECOMMENDING URGENT PRESSURE IS PUT ON THE DEVELOPERS TO ALLEVIATE THE UNACCEPTABLE QUANTITY OF CHALK DUST ON THE THETFORD ROAD, BRANDON.

17. APPRAISAL

Date for the town clerk's appraisal: Thursday 9 April 2009.

18. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS

TAKEN - Contents noted.

19. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/140/06/Apr/09**

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

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 6 April 2009

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

20. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 March 2009.

Resolution Record No. **BTC/141/06/Apr/09**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 MARCH 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

21. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 March 2009.

None arising.

22. NEW CEMETERY

Resolution Record No. **BTC/142/06/Apr/09**

CARRIED:

THAT THIS COUNCIL INSTRUCTS JOHN ATKINS TO DEAL WITH THE CHANGE OF USE PLANNING APPLICATION FOR THE PROPOSED NEW CEMETERY.

Agenda item 23 was now heard.

23. CEMETERY GATES

Cllr. N Vant declared an interest in this item and left the room. The Members Book of Interests was duly signed.

Resolution Record No. **BTC/143/06/Apr/09**

CARRIED:

AS AN EXCEPTION, BRANDON TOWN COUNCIL APPROVES AN ADDITIONAL PAYMENT TO THE CONTRACTOR TO COVER THE COST OF ADDITIONAL MATERIALS REQUIRED TO COMPLETE THE PAINTING OF THE CEMETERY GATES.

Cllr. S Edwards left the meeting at 9.25pm.

Agenda item New Cemetery 22.2 was now heard.

* Confidential *

The meeting ended at 9.37pm.