

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 2 November 2009

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

Present: Cllr. S Edwards, Cllr. K Butcher, Cllr. G Hughes, Cllr. P Ridgewell, Cllr. A Simmons, Cllr. N Vant, Cllr. R Silvester, Cllr. Mrs S Jureko, Cllr. S Le Grys, Cllr. Mrs M Young, Cllr. P MacLoughlin, Cllr. E Ashley.

Also present: Mrs C Mason (Town Clerk), Cllr. B Bishop, a representative from KAVO, Lynda Pope, Head of Finance, Forest Heath District Council, four members of the public, one member of the press.

The meeting commenced at 7.00 pm.

1. APOLOGIES FOR ABSENCE

Cllr. L Jacobs, Cllr. D Bimson.

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

None.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES

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

Resolution Record No. **BTC/70/02/Nov/09**

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

CARRIED: Unanimous.

THAT RESOLUTION RECORD NO. BTC/66/05/OCT/09 BE AMENDED TO READ: THAT IN RESPONSE TO AN EMAIL SENT TO DISTRICT COUNCILLORS BY CHIEF INSPECTOR NICK BENNETT, BRANDON TOWN COUNCIL AGREES TO SEND A STRONGLY WORDED LETTER, COPIED TO THE CHIEF CONSTABLE, DEMANDING 1) AN APOLOGY FOR DEROGATORY COMMENTS DIRECTED TOWARDS CERTAIN COUNCILLORS AND 2) AN EXPLANATION OF WHY THE ORIGINAL EMAIL WAS ONLY CIRCULATED TO DISTRICT COUNCILLORS. FURTHERMORE, COPIES OF ALL DOCUMENTATION RELATING TO THE INCIDENTS REFERRED TO BY MEMBERS ARE TO BE SENT WITH OUR RESPONSE.

Resolution Record No. **BTC/71/02/Nov/09**

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

CARRIED: Unanimous.

THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 5 OCTOBER 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 October 2009.

Further discussion took place in relation to agenda item 23.

Resolution Record No. **BTC/72/02/Nov/09**

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

CARRIED: 9 for 2 abstentions.

THAT BRANDON TOWN COUNCIL WRITES TO CHIEF INSPECTOR NICK BENNETT REQUESTING A FURTHER EMAIL BE SENT TO THE RECIPIENTS OF THE ORIGINAL EMAIL, POINTING OUT THAT UPON FURTHER INVESTIGATION, THE ACCUSATIONS THAT THE TOWN COUNCIL MEETING AND CONDUCT OF CERTAIN COUNCILLORS WERE OUT OF ORDER, ARE UNFOUNDED.

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

Resolution Record No. **BTC/73/02/Nov/09**

Proposed by Cllr. R Silvester and seconded by Cllr. P MacLoughlin.

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM

A resident asked whether car access to the meadow could be restricted due to joy riders using the site for skid pan practice. It was suggested car registration numbers are taken and the police informed.

An allotment holder expressed his concern that the three new plots bordering the hard standing area were not aesthetically pleasing and requested consideration be given to their removal. An agenda item.

6. A SHORT PRESENTATION FROM KAVO SUPPORT & VOLUNTARY SERVICE

K.A.V.O., which stands for ‘Keystone Area Voluntary Organisations’ is funded by The Big Lottery and co-ordinated by Keystone Development Trust. Their aim is to support a wide variety of voluntary and community groups in this area and enable them to improve, or increase the amount of services that they provide. Presently there are ten groups in Brandon already signed up. Membership forms were circulated.

7. PRESENTATION FROM LYNDA POPE, HEAD OF FINANCE, FOREST HEATH DISTRICT COUNCIL

Finance information was circulated. Questions were invited and addressed.

8. TO RECEIVE A REPORT FROM THE POLICE

A written report giving crime statistics for the previous month was circulated.

9. TO RECEIVE A REPORT FROM RAF LAKENHEATH

Approval has been given for the airfield to be open outside published hours for aircraft returning from temporary overseas duty on Sunday 1st November and Sunday 8 November.

Squadron Leader Niels was formally thanked for arranging a second RAF Community Engagement Presentation. An apology was given to the Squadron Leader by Cllr. Hughes for the very poor attendance at this event.

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

Cllr. A Simmons reported there are two vacancies on Anglian Community Leisure Trustee Board; work to the refuse collection depot was almost complete. Replies to questions previously raised: The number of new dwellings anticipated for Brandon between 2010 and 2031 is approximately seven hundred and sixty; total income generated by recycling for 2008/9 was £585,297. Based on 26,994 households, this equates equally to £21.68 per household. Questions included the cost of providing the Forest Heath News; wheelie bins for a disabled resident; the recently held Parish Forum.

Cllr. Bishop was asked whether he had any further information relating to the six months review of the zebra crossing on Thetford Road; whether The Old Fire Station was up for sale; whether the Harvey Adams Centre is to be closed.

The meeting was reconvened.

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

The Overview & Scrutiny Committee, Forest Heath District Council, is to hold a training session ‘Delivering Quality Services and how Scrutiny can help to improve Performance’ on Wednesday 4 November 2009. All councillors are invited to attend.

12. ACCOUNTS

12.1 Approval of payments: Public items – October 2009.

12.2 Confidential Items – October 2009 (Staff Salaries).

Resolution Record No. **BTC/74/02/Nov09**

Proposed by Cllr. A Simmons and seconded by Cllr. S Le Grys.

CARRIED: Unanimous.

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

Date	Amount	Supplier	Net Total	VAT
Oct-09	394.00	P. M. Robson Funeral Supply	394.00	
Oct-09	103.50	Stannah Lift Services Limited	90.00	13.50
Oct-09	19.88	Walters Ltd (Copy charges)	17.29	2.59
Oct-09	23.81	Travis Perkins Trading Co Ltd	20.71	3.10
Oct-09	1,707.75	BDO Stoy Hayward LLP	1,485.00	222.75
Oct-09	26.09	Fengate Fasteners Ltd	22.69	3.40
Oct-09	14.00	J & D Green	14.00	
Oct-09	125.93	CIT Vendor Finance (UK) Limited	109.50	16.43
Oct-09	740.52	Gemini (Grave markers)	643.92	96.60
Oct-09	17.25	Suffolk Association of Local Councils	15.00	2.25
Oct-09	285.20	Chase Timber Products Ltd	248.00	37.20
Oct-09	62.04	Ian Smith Office Products Ltd	53.95	8.09
Oct-09	98.31	Neopost Limited	85.49	12.82
Oct-09	48.00	Brandon Life Limited	48.00	
Oct-09	53.24	Anglian Water	53.24	
Oct-09	37.96	Thetford Garden Centre	33.01	4.95
Oct-09	80.35	C Mason (Travel x2)	80.35	
Oct-09	64.75	Finevale Services	56.31	8.44
Total	3,837.83		3,470.46	432.12

13. EXTERNAL AUDITORS REPORT

Resolution Record No. **BTC/75/02/Nov/09**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL FORMALLY APPROVES THE EXTERNAL AUDITORS REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2009.

14. THETFORD ROAD PLAY AREA INSPECTION REPORT

Resolution Record No. **BTC/76/02/Nov/09**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES THE CERTIFIED PLAYGROUND INSPECTION REPORT SUBMITTED BY WICKSTEED LEISURE LIMITED FOR THE THETFORD ROAD PLAY AREA.

15. PRECEPT MEETING 2010/2011

Date set as Monday 23 November at 7.00pm.

16. BRANDON PARKING REVIEW WORKING GROUP

Resolution Record No. **BTC/77/02/Nov/09**

Proposed by Cllr. K Butcher and seconded by Cllr. S Le Grys.

CARRIED: Unanimous.

THAT THIS COUNCIL APPOINTS COUNCILLOR SIMMONS TO BE THE TOWN COUNCIL REPRESENTATIVE ON THE BRANDON PARKING REVIEW WORKING GROUP. FURTHERMORE, THE TOWN COUNCIL MANDATE TO PREVENT PARKING ON MARKET HILL WILL STAND.

17. CEMETERY MATTERS

Proposed by Cllr. A Simmons and seconded by Cllr. S Le Grys that subject to cost, an independent valuation is carried out to ascertain the value of four acres of land at Manor Road, Brandon.

Cllr. R Silvester motioned an amendment that this agenda item be moved to the confidential section of the meeting to enable matters of a financial nature to be discussed. Seconded by Cllr. P Ridgewell.

Resolution Record No. **BTC/78/02/Nov/09**

AMENDMENT CARRIED: 7 for 4 against.

18. STREET LIGHTS

Resolution Record No. **BTC/79/02/Nov/09**

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

CARRIED: Unanimous.

THAT THE REPORT PREPARED BY THE WEST WARD STREET LIGHTING COMMITTEE IS APPROVED.

19. PLAY EQUIPMENT

The offer by the Brandon Remembrance Playing Fields Trustees to donate an item of play equipment to the town council has been withdrawn.

20. CHRISTMAS LIGHTS

Resolution Record No. **BTC/80/02/Nov/09**

Proposed by Cllr. A Simmons and seconded by Cllr. P MacLoughlin.

CARRIED: Unanimous.

THAT THE QUOTATION OF THREE THOUSAND AND SIXTY EIGHT POUNDS PLUS VAT SUBMITTED BY RAY LAKE ELECTRICAL FOR THE DECORATION OF THE CHRISTMAS TREE AND OLD SCHOOL HOUSE BE ACCEPTED.

21. ALLOTMENTS

Resolution Record No. **BTC/81/02/Nov/09**

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

CARRIED: 10 for 1 abstention.

THAT BRANDON TOWN COUNCIL AGREES TO CREATE AND RELEASE THREE ADDITIONAL HALF / THREE QUARTER SIZE ALLOTMENT PLOTS ON THE AREA OF LAND BORDERING THE HARD STANDING AREA.

22. EMERGENCY TEAM MEMBERS REVIEW

Cllr. S Le Grys to be added to the emergency team members register. Cllr. G Hughes to arrange a date for a team meeting.

23. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN

Signage in Brandon: With still no response from the manufacturer, Cllr. Mrs M Young agreed to visit the company to ascertain a reason for the delay in the production of the fingerposts.

24. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/82/02/Nov/09**

Proposed by Cllr. G Hughes 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 2 November 2009

In the Council Chamber, Old School House, Brandon

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

25. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 November 2009

Resolution Record No. **BTC/83/02/Nov/09**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 5 OCTOBER 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

26. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 5 October 2009.

None arising.

17. CEMETERY MATTERS

Confidential

27. LAND REGISTRATION

Confidential

There being no further business the meeting finished at 9.45pm.