

BRANDON TOWN COUNCIL
Minutes of the Meeting of the Full Brandon Town Council
Held at 7pm on Monday 4th July 2005
At the (New) Forest School, Bury Road, Brandon

Present: Cllr. R Silvester (in the Chair), Cllr. Mrs C Silvester, Cllr. N Vant, Cllr. P Ridgewell, Cllr. S Newbon, Cllr. Mrs M Young, Cllr. S Edwards, Cllr. P McLoughlin and later in the meeting Cllr. V Ashley (7.35pm)

Also present: Mrs C Mason (Acting Town Clerk), Squadron Leader Jo Daniels
2 members of the public

The meeting commenced at 7.00pm

1. APOLOGIES FOR ABSENCE

Cllr. Mrs E Milner, Cllr. Mrs S Jureko, Cllr. Mrs C Arnold

On behalf of Brandon Town Council, Cllr. R Silvester asked that sincere condolences be conveyed to Cllr. Mrs Jureko on the recent loss of her husband.

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

Cllr. N Vant declared an interest in Item 15: Brandon Town Council Hanging Baskets and duly signed the Members Book of Interests

3. TO RECEIVE, CONFIRM AND SIGN MINUTES

of the Brandon Town Council Full Meeting of Monday 6th June 2005 (Public items) [LGA 1972Sch.12}

Resolution Record No: **BTC/047/04/Jul/05**

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

CARRIED: 6 for 0 against 1 abstention

THAT THE MINUTES OF THE MEETING OF THE FULL BRANDON TOWN COUNCIL OF MONDAY 6TH JUNE 2005 BE ACCEPTED AND SIGNED AS A TRUE RECORD

4. MATTERS ARISING for information exchange only

Cllr. N Vant asked why the Clerk's monthly instruction / action log had not been included in the meeting pack. In response, Mrs Mason said this was at present being formulated and would be available at the September meeting

5. PUBLIC FORUM

Resolution Record No. **BTC/048/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED : Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM AND REPORTS

No issues were raised by the public

6. TO RECEIVE A REPORT FROM RAF LAKENHEATH

In her short report Squadron Leader Jo Daniels spoke about the successful 4th July

celebrations at RAF Feltwell, the Grand Opening of the Commissary on the 12th July and the Lords Walk inquiry due to be held on the 5th July 2005. The Squadron Leader confirmed a formal objection to the Closure Order has been received from Brandon Town Council.

7. TO RECEIVE A REPORT FROM THE POLICE

None

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

None

Resolution Record No. **BTC/049/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Edwards

CARRIED: Unanimous

THAT THE MEETING OF THE COUNCIL RECONVENES

9. URGENT BUSINESS – any items the Chairman considers a matter of urgent business [pursuant to section 100B (4) (16) LGA 10972]

A letter has been received from Mr Pat Baldwin enquiring:

a) whether the old tractor mower, currently being used by the Town Keepers will be offered for sale when the new mower is purchased – the new mower will be in addition to the current machine and therefore will not be for sale

b) the possibility of reinstating the chimes of the Town Clock to ring during daylight hours.

Resolution Record No. **BTC/050/04/Jul/05**

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

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL INSTRUCTS A SUITABLY QUALIFIED PERSON TO REPAIR FORTHWITH THE CHIMING MECHANISM OF THE TOWN CLOCK

In a letter to the Town Council, Keystone Development Trust reiterated a previous explanation that the Keystone Board is an elected body and therefore cannot accept representatives nominated by other organisations. Both individual and corporate members are invited to nominate candidates to stand.

Resolution Record No. **BTC/051/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT COUNCILLOR MRS MARGARET YOUNG BE NOMINATED FOR ELECTION TO THE BOARD OF THE KEYSTONE TRUST

The Town Council have been informed by Brandon Action Group that the appointment of Cllr. R Silvester as the Council Representative is wholly unacceptable. After a short discussion the Council unanimously agreed the Council had democratically elected Cllr. Silvester and as such this decision would stand.

To help resolve the problem of rats at the Lode, Forest Heath District Council have asked that the Town Council cut back the overgrown hedges and trees on the bank opposite the footpath and place bait boxes in the affected areas. Signs asking people not to feed the ducks due to rat infestation are to be ordered

Cllr. Mrs M Young kindly offered to provide, free of charge the appropriate signage.

In view of recent events the Chairman Cllr. Mrs E Milner asked, in her absence, that the

following statement be minuted:

'No hearsay will be minuted unless the person who gave it is willing to be named in the minutes' - all in favour

10. PLANNING APPLICATIONS: Notifications circulated: plans at meeting
Cllr. S Newbon declared an interest in planning applications F/2005/0467/OUT and F/2005/0496/FUL and left the room

10.1 Planning applications received since the last meeting

Resolution Record No. **BTC/052/04/Jul/05**

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

CARRIED: 5 for 0 against 2 abstentions

THAT BRANDON TOWN COUNCIL OBJECTS TO PLANNING APPLICATION F/2005/0467/OUT : RESUBMISSION: OUTLINE APPLICATION – ERECTION OF 1 DWELLING (DEVELOPMENT AFFECTING A PUBLIC RIGHT OF WAY) LAND ADJACENT TO GREENACRES, COULSON LANE, BRANDON, ON THE GROUNDS OF VEHICULAR ACCESS, PEDESTRIAN SAFETY AND OVER DEVELOPMENT IN THE IMMEDIATE AREA

Resolution Record No. **BTC/053/04/Jul/05**

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

CARRIED: 6 for 1 against 0 abstentions

THAT BRANDON TOWN COUNCIL OBJECTS TO PLANNING APPLICATION F/2005/0496/FUL: CREATION OF NEW VEHICULAR ACCESS 18 LONDON ROAD, BRANDON ON THE GROUNDS OF SAFETY

Resolution Record No. **BTC/054/04/Jul/05**

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

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATION F/2005/0474/FUL REPLACEMENT OF SHOP FRONT, 23 HIGH STREET, BRANDON

Cllr. R Silvester and Cllr. Mrs C Silvester declared an interest in planning application F/2004/1071/FUL and left the room. The Members Book of Interests was duly signed. Cllr. S Edwards was formally invited by Cllr. R Silvester to take the Chair in his absence
Resolution Record No. **BTC/055/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. P MacLoughlin

CARRIED: 3 for 1 against 2 abstentions

THAT BRANDON TOWN COUNCIL HAS NO OBJECTIONS TO PLANNING APPLICATION F/2004/1071/FUL AMENDED PLANS: CROSS BOUNDARY APPLICATION: ERECTION OF CONCRETE BLOCK MANUFACTURING PLANT (MAJOR DEVELOPMENT) (DEPARTURE FROM THE DEVELOPMENT PLAN) LIGNACITE LTD. NORFOLK HOUSE, HIGH STREET, BRANDON

Land to the east of Lignacite works, Brandon: Mineral extraction: Lignacite Ltd
Grid Ref:5788028730

No issues were raised. The detailed paperwork will be kept on file at the office.

Resolution Record No. **BTC/056/04/Jul/05**

Proposed by Cllr. Mrs M Young and seconded by Cllr. S Edwards

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO THE PLANNING APPLICATIONS HEREUNDER DESCRIBED

F/2005/0464/FUL Erection of extension to garage and erection of replacement rear conservatory 78 Rattlers Road, Brandon
NO OBJECTION

F/2005/0478/FUL Erection of detached garage and rear conservatory 2 Kingsfisher Drive, Brandon
NO OBJECTION

10.2 DECISIONS and other information from FHDC since 1st June 2005

10.2.1.Planning Applications GRANTED

F/2005/0067/OUT Outline application: erection of one dwelling (Development Affecting a Public Right of Way) Land at Coulson Cottage, Coulson Way, Brandon
Approve

F/2005/0313/COU Renewal – use of land for storage of building materials and equipment Land off Twickenham Avenue, Brandon
Approve for a Temporary Period

F/2005/0337/FUL Erection of a front conservatory
18 Pinewood Drive, Brandon
Approve with conditions

F/2005/0340/FUL Erection of two storey side extension
15 Church Road, Brandon
Approve with conditions

F/2005/0227/TPO Felling of 1 English Oak tree and 1 Scots Pine
27 Bracken Rise, Brandon
Grant consent with conditions

F/20050335/FUL Erection of side and rear extension
7 Field Road, Brandon
Approve with conditions

F/2005/0316/CR3 County Application – new single storey extension together with alterations to existing visitor centre to provide improved facilities including new coffee shop, Visitor Centre, Brandon Country Park, Brandon
No objections

10.2.2 Planning applications REFUSED

f/2005/0169/FUL Erection of bungalow attached to No.4 by new garage for No.4 (Development Affecting a Public Right of Way)
4 The Hill, The Drove, Brandon
Refuse

F2005/0280/FUL Erection of two-storey extension
27 Bracken Rise, Brandon
Refuse

10.2.3. Planing applications WITHDRAWN

None to date

10.2.4. Planning DELEGATION PANEL MEETING

F/2005/0208/FUL Erection of two-storey extension

27 Bracken Rise, Brandon

Refuse

F/2005/0348/FUL Felling of two Birch trees

2 & 4 Walton way, Brandon

Part Refuse/Part Approve

Split decision

10.3 TREE PRESERVATION ORDERS / TREE REDUCTION AND REMOVAL

Felling of 6 Birch trees

2 & 4 Walton Way, Brandon

Split Decision

10.4 STREET NAMING & NUMBERING

None to date

10.5 DELEGATION PLANNING MEETING and case Officer Recommendations

None to Date

10.6 NOTICES OF PLANNING APEALS SINCE 6th June 2005

None to Date

10.7 AGENDAS / MINUTES FROM FHDC SINCE 6th June 2005

None to Date

11. ACCOUNTS

To receive and approve payments

11.1 Public Items – June 2005

Resolution Record No. **BTC/057/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. S Edwards

CARRIED: 7 for 1 against 0 abstentions

**THAT THE PAYMENTS ON THE LIST SUBMITTED FOR JUNE 2005 (PUBLIC ITEMS)
AND PRODUCED HEREUNDER ARE APPROVED**

Chq. No.	Amount	Supplier	Net Total	VAT
103118	80.27	Finevale Service Station	68.31	11.96
103119	6.00	J & D Green	5.11	0.89
103140	800.00	C Mason	800.00	
103120	143.90	AFS	122.47	21.43
103121	98.94	Border Building Supplies	84.21	14.73
103122	22.20	Tindalls	18.90	3.30
103124	307.11	Arco	261.37	45.74
103125	219.96	Recroot	187.20	32.76
103128	558.73	Kester Cunningham John	475.52	83.21
103126	28.08	Arco	23.90	4.18
103127	51.94	Brandon Test Centre	44.20	7.74
103129	35.66	Cannon	30.35	5.31
103130	55.67	J Powel & Sons	47.38	8.29

103131	111.90	Anglian Water	95.24	16.66
103132	59.15	British Gas	50.35	8.80
103133	59.89	Neat Ideas	52.31	7.58
103134/35	2,449.89	Anglia Trailer Centre	2,085.00	364.89
103136	325.06	Unicom	276.65	48.41
103137	106.46	Pearsons	90.60	15.86
103138	52.85	Neat Ideas	44.98	7.87
103139	132.00	Dr Hadley-Brown	132.00	
	117.50	Thain Wilbur Rolph & Co	100.00	17.50
103141	5,524.85	Bartrums Mowers	4,702.00	822.85
TOTALS	11,348.01		9,798.05	1,549.96

Resolution Record No. **BTC/058/04/Jul/05**

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

CARRIED: Unanimous

THAT ADDITIONAL PAYMENTS FOR JUNE 2005 (PUBLIC ITEMS) AND PRODUCED HEREUNDER ARE APPROVED

Amount	Supplier	Net Total	VAT
20.50	D A Palmer Plumber	20.50	
1,468.75	Thain Wilbur Rolph	1,250.00	218.75
923.56	FHDC Rates Office	923.00	
224.00	FHDC Rates Cemetery	923.00	
137.65	Finevale	120.13	17.52
66.98	Border Builders	57.01	9.97
Totals		2,589.14	251.74

11.2 Confidential Items (Staff Salaries/ Loc Gov. Pension)

Resolution Record No. **BTC/059/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr.S Newbon

CARRIED: Unanimous

THAT PAYMENT ON THE LIST SUBMITTED FOR JUNE 2005 AND JULY 2005 (CONFIDENTIAL ITEMS – STAFF SALARIES) AS CIRCULATED TO COUNCILLORS ARE APPROVED

11.3 Approval to release the first instalment of precepted funds of £10,000 to Brandon Remembrance Playing Field Committee

Cllr. Mrs M Young declared an interest in this item and left the meeting

Resolution Record No. **BTC/060/04/Jul/05**

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

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL RELEASE THE FIRST INSTALMENT OF PRECEPTED FUNDS OF £10,000 TO BRANDON REMEMBRANCE PLAYING FIELD COMMITTEE

11.3 To approve the purchase of a 4 drawer filing cabinet. Cost £109.99

Resolution Record No. **BTC/061/04/Jul/05**

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

CARRIED : Unanimous

THAT APPROVAL BE GIVEN FOR THE PURCHASE OF A 4 DRAWER FILING CABINET

12. JUSTICES LICENCE APPLICATIONS

12.1 Application for Transfer: The Cinema, London Road, Brandon

12.2 Application for Transfer: C.R.S. Ltd. Off Licence, High Street, Brandon

12.3 Application for Transfer : D.H. Cooper & D. F. Owen / The Brandon Brewery Co. Ltd. 76 High Street, Brandon

Resolution Record No. **BTC/062/04/Jul/05**

Proposed by Cllr. P MacLoughlin and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL HAS NO OBJECTIONS TO THE CURENT JUSTICES LICENCE TRANSFER APPLICATIONS APERTAINING TO THE PREMISES KNOWN AS THE CINEMA, LONDON ROAD, BRANDON, C.R.S. LTD OFF LICENCE, HIGH STREET, BRANDON AND D.H.COOPER & D.F.OWEN / THE BRANDON BREWERY CO. LTD. HIGH STREET, BRANDON

13. STREET LIGHTING

Quotations for street light repairs

Unit 360 Bury Road and 308 Cedar Way

Resolution Record No. **BTC/063/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs M Young

CARRIED: Unanimous

THAT SUBJECT TO CLARIFICATION OF THE COSTS INVOLVED THE QUOTATION RECEIVED FROM ALFRED McALPINE INFRASTRUCTURE SEVICES DATED THE 31ST MAY 2005 BE ACCEPTED

14. RESOLUTION from Councillor E Ashley. Resolution No. 122

‘That Brandon Town Council resolves to consider Cllr. Ashley’s complaint against Cllr. P Ridgewell’

In order to clarify the legality of setting aside standing orders (Charles Arnold Baker) to move this item to the confidential section of the agenda Cllr. R Silvester proposed an adjournment of 5 minutes. The meeting was duly reconvened.

Resolution Record No. **BTC/064/04/Jul/05**

Proposed by Cllr. S Edwards and seconded by Cllr. P MacLoughlin

CARRIED: Unanimous

THAT WITH NO DEFINITIVE CONCLUSION REACHED DISCUSSION ON THIS RESOLUTION BE DEFERRED UNTIL THE NEXT FULL BRANDON TOWN COUNCIL MEETING TO BE HELD ON MONDAY 5TH SEPTEMBER 2005.

15. BRANDON TOWN COUNCIL HANGING BASKETS

Cllr. N Vant having previously declared an interest in this item left the room.

Councillors were informed the Hanging Baskets were now in situ but unfortunately the Market Hill planters had been vandalised. The police have been requested to review the CCTV footage for the weekend in question.

Regrettably Breckland Middle School Gardening Club will now not be taking on the responsibility of maintaining the three new planters outside numbers 8-14 London Road. Forest Heath District Council will be instructing their contractors to carry out the necessary

maintenance.

16. BRANDON TOWN COUNCIL GROUNDWORK SERVICES

16.1 To receive quotations for a 21'' self propelled lawn mower – deferred for quotations to be obtained

16.2 To approve the hire cost of a chipper. Cost £60 per day/£100 per week

Resolution Record No. **BTC/065/04/Jul/05**

Proposed by Cllr. S Edwards and seconded by Cllr. S Newbon

CARRIED: 7 for 1 against 0 abstentions

THAT BRANDON TOWN COUNCIL APPROVE THE HIRE OF A CHIPPER FOR ONE WEEK AT A COST OF £100

16.3 To approve the purchase of a socket set and torque wrench. Cost approx. £150

Resolution Record No. **BTC/066/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs Young

CARRIED: 7 for 1 against 0 abstentions

THAT BRANDON TOWN COUNCIL APPROVE THE PURCHASE OF A SOCKET SET AND TORQUE WRENCH AT AN APPROXIMATE COST OF £150

16.4 To receive quotations for a spray backpack – deferred for quotations to be sought

17. ORCHARD, COULSON LANE, BRANDON

17.1 Site visit: There is to be an on site meeting on the 26th July 2005 at 2pm with Mr David Fincham (owner of the adjoining land), Tracey Housley the Wildlife Project

Manager at Suffolk Wildlife Trust, a spokesman from the Probation Service Gavin Marsden and Guy Belcher from Forest Heath District Council. All Councillors are invited to attend.

17.2 Update on damaged wall: Ownership has yet to be established

18. MARKET HILL PARKING

Resolution Record No. **BTC/067/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs M Young

CARRIED: 7 for 2 against 0 abstentions

THAT BRANDON TOWN COUNCIL APPROACH SUFFOLK COUNTY COUNCIL WITH REGARD TO THE PROVISION OF LOCKABLE BOLLARDS TO PREVENT AD HOC ACCESS TO MARKET HILL

19. MANOR ROAD ENTRANCE TO PUBLIC FOOTPATH

Resolution Record No. **BTC/068/04/Jul/05**

Proposed by Cllr. V Ashley and seconded by Cllr. Mrs C Silvester

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL CONSULT SUFFOLK COUNTY COUNCIL HIGHWAYS/FOOTPATHS FOR AUTHORITY TO ERECT A SAFETY BARRIER ON THE GRASS VERGE AT THE ENTRANCE OF FOOTPATH 5 MANOR ROAD, BRANDON

20. PUBLIC SEATING

Resolution Record No. **BTC/069/04/Jul/05**

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

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL SEEK QUOTATIONS FOR THE PURCHASE OF THREE REPLACEMENT SEATS AS PER DETAILED IN THE PUBLIC SEATING UPDATE REPORT

Cllr. E Ashley left the meeting at 9.30pm

RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/070/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED: Unanimous

‘That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Pres be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning: CONFIDENTIAL MINUTES: QUOTES: STAFFING ISSUES. (Section 100(A)(4) LGA 1972)’

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

21. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 6th June 2005

Resolution Record No. **BTC/071/04/Jul/05**

Proposed by Cllr. S Newbon and seconded by Cllr. S Edwards

CARRIED: Unanimous

THAT THE CONFIDENTIAL MINTES OF THE FULL BRANDONTOWN COUNCIL MEETING OF MONDAY 6th JUNE 2005 BEACCEPTED AND SIGNED AS A TRUE RECORD

22. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 6th June 2005

None

23. OMEGA FINANCIAL ACCOUNTS PROGRAMME

To approve the attendance of Cllr. Mrs M Young at the Omega training session

Resolution Record No. **BTC/072/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Edwards

CARRIED: Unanimous

THAT COUNCILLOR MRS M YOUNG ATTEND THE OMEGA TRAINING SESSION TO BE HELD ON THE 12TH JULY 2005

24. NALC FINANCIAL REGULATIONS

To establish a Finance Committee

Resolution Record No. **BTC/073/04/Jul/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED : Unanimous

THAT THE CHAIRMAN COUNCILLOR MRS E MILNER, THE VICE CHAIRMAN COUNCILLOR R SILVESTER AND CLLR MRS M YOUNG ARE APPOINTED TO SERVE ON THE BRANDON TOWN COUNCIL FINANCE COMMITTEE. TO BE FORMULATED FOLLOWING THE INSTALLATION OF THE OMEGA FINANCIAL SYSTEM

25. NEW BANK MANDATE
Confidential

26. EMPLOYMENT MATTERS
Confidential

ANY OTHER MATTERS
Confidential

The meeting terminated at 10.05pm