

BRANDON TOWN COUNCIL

Minutes of the Annual General Meeting of the Full Brandon Town Council Wednesday 14 May 2003 at 7:00 pm at the (New) Forest School, Bury Road, Brandon

Present: Cllr R F Banks (Chairman), Mrs S M Dean (Vice Chairman), Cllr A P Saxby, Cllr Mrs J A Ahern, Cllr E V Ashley, Cllr P S Baldwin, Cllr Ms J S Bourton, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr Mrs C M Silvester, Cllr R Silvester and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); 1 police officer - Sgt Benford; 1 RAF Officer - Sqn Ldr M Turner, RAF Lakenheath Commander; 2 members of the press; 10 members of the public.

1. ELECTION OF CHAIRMAN AND SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Saxby called for nominations to the post of Chairman of Brandon Town Council.

Cllr Ms J S BOURTON was nominated by Cllr R Silvester and seconded by Cllr Mrs C M Silvester.

Cllr R F BANKS was nominated by Cllr E A Ashley and seconded by Cllr Mrs J A Ahern.

Cllr Mrs S M DEAN was nominated by Cllr P S Baldwin and seconded by Cllr Mrs E Milner.

The Town Clerk explained the voting procedures, in this regard, with the candidate attracting the smallest number of votes standing down for the next round. The voting would be by undisclosed, signed ballot (to authenticate the slips). Mrs Jones-Weetman was invited to act as independent adjudicator for the counting of the votes.

The first round of voting produced : Cllr Banks 5, Mrs Dean 4, Ms Bourton 3.

The second round of voting produced : Cllr Banks 5, Mrs Dean 5, spoiled votes 2.

The outgoing Chairman utilized his casting vote in favour of Cllr R F BANKS who was thus elected Chairman of Brandon Town Council for 2003/2004 and duly signed the Chairman's Declaration of Acceptance of Office.

Resolution Record No. **BTC001/14/May/03** :

CARRIED : by majority vote

THAT COUNCILLOR RONALD FRANCIS BANKS BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2003/2004.

2. ELECTION OF VICE CHAIRMAN

The Chairman, Cllr Banks, asked for nominations for the post of Vice Chairman. Cllr Mrs S M DEAN was proposed by Cllr P S Baldwin and seconded by Cllr Mrs E Milner. There being no other nominations, Cllr Mrs S M DEAN was elected Vice Chairman of Brandon Town Council for 2003/2004.

Resolution Record No. **BTC002/14/May/03** :

CARRIED : by majority vote

THAT COUNCILLOR MRS SUSAN MARY DEAN BE ELECTED VICE CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2003/2004.

3. APOLOGIES FOR ABSENCE

Cllrs S J Edwards (overseas) and P T MacLoughlin. The reasons for absence were accepted. Cllr Mrs Milner left the room briefly at 7:25 pm.

4. DECLARATIONS OF INTEREST and ADDITIONS TO REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

N.B. Councillors must sign the Declarations Book before leaving the Meeting.

Cllr Baldwin declared a prejudicial interest in Agenda Items 6. Representatives to Suffolk Property Review and 27. SCC Property Review and duly signed the Declaration of Interest book; Cllr Mrs Ahern declared a prejudicial interest in Agenda Items 6. and 19. Ling Heath Charity Trust element only and declared an interest in Item 25. 2000/2001 Financial Statement and duly signed the Declaration of Interest book; Cllr Saxby declared an interest in Agenda Item 25. 2000/2001 Financial Statement and duly signed the Declaration of Interest book; Cllr Vant declared an interest in Agenda Item 25. 2000/2001 Financial Statement and duly signed the Declaration of Interest book.

5. APPOINTMENT OF COUNCILLORS TO COMMITTEES (IF ANY)

Deferred to next meeting.

6. APPOINTMENTS TO COMMUNITY GROUPS FOR 2003/2004 :

- (A) BRANDON ACTION GROUP [2]
Cllr Eric ASHLEY, Cllr Mrs Sue JUREKO
- (B) CITIZENS ADVICE BUREAU [1]
Cllr Reg SILVESTER
- (C) BRANDON HERITAGE CENTRE [1]
Cllr Mrs Sue JUREKO
- (D) BRANDON NEIGHBOURHOOD WATCH – no councillor required at this time.
- (E) BRANDON POOR'S ESTATE [2]
Cllr Norman VANT [until Oct 2003], Mrs Sonya JONES-WEETMAN [2004]
- (F) BRANDON REMEMBRANCE PLAYING FIELD [2] – requests two names.
Cllr Eric ASHLEY, A N OTHER (defer until next Meeting)
- (G) BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP [5]
Cllr Mrs Sue JUREKO, Cllr Mrs Susan DEAN, Cllr Mrs Christa SILVESTER
Cllr Ms Sue BOURTON, A N OTHER (defer until next Meeting)
- (H) COMMUNITY ASSOCIATION REPRESENTATIVE [1]
Cllr Mrs Eileen MILNER, Cllr Mrs Christa SILVESTER
- (I) KEYSTONE DEVELOPMENT TRUST [1]
Cllr Ms Sue BOURTON
- (J) LINGHEATH TRUST CHARITY AND EDMUND ATMERE CHARITY [2]
Cllr Norman VANT, Cllr Alan SAXBY

N.B. A separate affirmative vote was requested by Cllr Vant, in this regard, authorized by Cllr Banks as Chairman and duly taken. It should be noted that Cllr Mrs Ahern had declared an interest, left the room and did not vote on this item. Majority vote in favour : 9 for, 0 against, 2 abstentions, 1 out of room.

Resolution Record No. **BTC003/14/May/03** :

CARRIED : unanimous

(1) THAT CLLRS ALAN PETER SAXBY AND NORMAN ALAN VANT BE APPOINTED AS BRANDON TOWN COUNCIL REPRESENTATIVES TO THE LING HEATH TRUST AND (2) THAT IT BE NOTED THAT THE APPOINTMENTS ARE FOR A PERIOD OF FOUR YEARS' DURATION.

(K) PUBLIC TRANSPORT LIAISON OFFICER [1]

Mr Peter Ridgwell was appointed to liaise with BTC via the Town Clerk

(L) SUFFOLK ASSOCIATION OF LOCAL COUNCILS [1]

Cllr Ronald BANKS

(M) SUFFOLK PROPERTY REVIEW FOR BRANDON STEERING GROUP

Cllr Mrs Susan DEAN, Cllr Reg SILVESTER

It should be noted that Cllr Baldwin declared a prejudicial interest, left the room and did not vote on this item.

(N) BRANDON COMMUNITIES PARTNERSHIP [1]

Cllr Mrs Sue JUREKO, Cllr Ms Sue BOURTON, Cllr Mrs Eileen MILNER

Cllrs Ms Bourton, Mrs C M Silvester and R Silvester apologised to the Chairman and left this meeting at 7:46 pm to attend another meeting.

7. RATIFICATION OF MINUTES OF PREVIOUS MEETING (PUBLIC ITEMS) ON 07 APRIL 2003

Resolution Record No. **BTC004/14/May/03** :

CARRIED : 6 for, 1 against (Cllr Saxby), 2 abstentions (not present at the Meeting).

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 07 APRIL 2003 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

8. MATTERS ARISING

For information exchange only – none raised.

9. TO CONSIDER THE RECORDING OF TOWN COUNCIL MEETINGS

The Town Clerk wished to tape record all Meetings, to assist in the preparation of the minutes, with the agreement of Council. Cllr Saxby again expressed strong opposition to this proposal and Cllrs Mrs Ahern and Vant again supported him in this attempt. The Town Clerk had verified the situation in this respect and obtained written advice from SALC that the procedure was permitted. Cllr Baldwin proposed, duly seconded by Cllr Mrs Jureko : “The tape recording of all Brandon Town Council Meetings with each tape to be wiped after the official adoption of the relevant set of minutes.” This official adoption would usually, but not invariably, occur at the next Full Town Council Meeting.

Cllr Mrs Milner suggested an amendment to the proposal, duly seconded by Cllr Mrs Jureko : “That two tape recordings be made of each Council Meeting for safety with one tape being located at the Chairman’s home and one tape in the Town Council Offices.”

The amendment was **CARRIED** with the following votes recorded : 4 for, against 3 (Cllrs Ahern, Saxby, Vant), 2 abstentions.

Resolution Record No. **BTC005/14/May/03** :

THAT TWO TAPE RECORDINGS BE MADE OF EACH COUNCIL MEETING FOR SAFETY WITH ONE TAPE BEING LOCATED AT THE CHAIRMAN’S HOME AND ONE TAPE IN THE TOWN COUNCIL OFFICES.

The tape recorder was switched on and began taping at 7:55 pm.

10. REPORT FROM THE POLICE

Resolution Record No. **BTC006/14/May/03** :

CARRIED : unanimous.

THAT THE MEETING BE TEMPORARILY ADJOURNED TO RECEIVE REPORTS FROM THE POLICE, RAF COMMANDER, COUNTY AND/OR DISTRICT COUNCILLORS.

The Chairman welcomed Sgt Benford to the Meeting.

The monthly crime statistics had been provided by the Community Beat Officer, Pc Keith

Grant.

64 crimes recorded for the month of March 2003 of which 14% show as detected

61 crimes recorded for the month of April 2003 of which 9% show as detected

27 crimes recorded for the month of May 2003 of which 14% show as detected

Sgt Benford reported that a prolific car thief had been apprehended and that this type of crime had reduced as a result. The Market Hill parking problem was being addressed. He stated that the Police would welcome any suggestions from the Town Council for a solution to this problem. Cllr Mrs Ahern noted too much speeding in St Benedicts Road. Sgt Benford advised that there are mobile speed trap vehicles on duty in the town. He noted that the Western Area Police Manifesto had been published (invitations to seminar at Newmarket Racecourse Millenium Stand had been circulated by the Town Clerk). Cllr Mrs Jureko suggested a No Parking sign on Market Hill. The Chairman thanked Sgt Benford for attending.

11. REPORT FROM RAF LAKENHEATH

Squadron-Leader M Turner, RAF Lakenheath Commander, advised that the rumours that the Lakenheath and Mildenhall Bases were to be closed were untrue. A review was underway to consolidate forces. Cllr Mrs Milner raised the problem of low-flying aircraft over Hillside. Cllr Ashley had seen planes flying four abreast. The Chairman noted that visits had been arranged to the Base in the past for Councillors. Sqn-Ldr Turner agreed to investigate the reinstatement of this practice. Cllr Mrs Ahern left the room temporarily at 8:20 pm. The Chairman thanked Sqn-Leader Turner for attending.

12. REPORT FROM COUNTY AND/OR DISTRICT COUNCILLORS

None present.

Resolution Record No. **BTC007/14/May/03** :

CARRIED : unanimous.

THAT THE MEETING BE RECONVENED FOLLOWING REPORTS

13. TOWN CLERK'S REPORT

The Town Clerk had circulated a report, updating Councillors on the previous month's main activities and had raised the question of a celebration of the 110th Anniversary of the formation of Brandon Parish Council. Cllr Mrs Milner suggested that the new Play Equipment installation in Thetford Road, Brandon could be designated a commemoration in this regard. All agreed with this suggestion.

Cllr Ashley referred to the previous relationship between Brandon, Manitoba, Canada and Brandon, Suffolk and wondered if it could be resurrected. The Town Clerk had located a book and two commemorative glasses in the Town Council Offices from Brandon, Manitoba.

14. CHAIRMAN'S URGENT BUSINESS

None at this time.

15. WARD REPORTS FROM COUNCILLORS

None at this time.

16. PLANNING APPLICATIONS

Resolution Record No. **BTC008/14/Apr/03** :

CARRIED : unanimous.

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2003/237, 243, 0280/FUL, 0283/COU, 0347/FUL, 0357/COU AND 0358/FUL HEREUNDER DESCRIBED.

F/2003/237 : 7 St Stephens Crescent, Brandon. Erection of detached wooden shed/garage in rear garden for Mr Danny Coote. Resolved : NO OBJECTION

F/2003/243 : 100 London Road, Brandon. Erection of two-storey rear extension and insertion of rear gable end to existing roof for Mr Harvey.

Resolved : NO OBJECTION

F/2003/0280/FUL : 4 St Nicholas Walk, Brandon. Erection of side extension including velux windows for V Watkins. Resolved : NO OBJECTION

F/2003/0283/COU : Unit 2A, Station Way, Brandon. Change of use to the manufacture, preparation and storage of race cars and parts for Mr C Hathaway.

Resolved : NO OBJECTION

F/2003/0347/FUL : 11 Heron Avenue, Brandon. Erection of front and rear extensions for Mr & Mrs F Field. Resolved : NO OBJECTION

F/2003/0357/COU : 15 Wimbledon Avenue, Brandon. Change of use from industrial to part industrial part retail for Lancaster Kitchens Ltd.

Resolved : NO OBJECTION

F/2003/0358/FUL : 15 Crown Street, Brandon. Erection of front and side extension, rear conservatory and detached double garage (demolition of existing garage).

OBJECTION

Resolved : NO

17. APPROVAL OF APRIL 2003 ACCOUNTS FOR PAYMENT

Resolution Record No. **BTC009/14/May/03** :

CARRIED : 5 for, 1 against (Cllr Saxby), 0 abstentions, 3 did not vote.

THAT THE PAYMENTS ON THE LIST SUBMITTED FOR APRIL 2003 (PUBLIC ITEMS) AND REPRODUCED HEREUNDER BE APPROVED.

Date	Amount	Supplier	Net Total	VAT	St Lights
Apr-30	£33.75	P/cash Imprest	33.75		
Apr-30	£11.99	Audit Regs. 2003	11.99		
Apr-30	£3,672.58	Allianz Cornhill	3,672.58		
Apr-30	£556.80	SALC m/ship	556.80		
Apr-30	£6.00	J D Green w/dows	6.00		
Apr-30	£13.76	Canon copies	11.71	2.05	
Apr-30	£24.99	L Sherer taperecorder	24.99		
Apr-30	£7.63	Weeting Tyres	6.50	£1.13	
Apr-30	£64.30	FHDC trade bin	54.72	£9.58	
Apr-30	£185.14	Foxley Est. (saw)	157.57	£27.57	
Apr-30	£16.35	L Clemens (miles)	16.35		
Apr-30	£64.00	British Gas month	64.00		
Apr-30	qrtrly	Anglian Water	qrtrly	qrtrly	
Apr-30	£537.33	A M Asset lighting	457.30	80.03	457.30
Apr-30	qrtrly	TXU Energi-20/2	qrtrly	qrtrly	qrtrly
Apr-14	£864.87	TXU Energi-no 20	736.06	128.81	736.06
Apr-30	qrtrly	TXU Energi-no 49	qrtrly	qrtrly	
Apr-30	qrtrly	TXU Energi-no 51	qrtrly	qrtrly	
Apr-30	qrtrly	BT fax/internet	qrtrly	qrtrly	
Apr-30	qrtrly	BT main tel line	qrtrly	qrtrly	
Apr-30	£81.00	Univ of Glos (4/18)	81.00	0.00	
Apr-07	£21.40	FHDC garage rent	18.20	3.20	

Apr-15	£22.66	FHDC Rates Cem	22.66	0.00	
Apr-15	£232.67	FHDC Rates OSH	232.67	0.00	
TOTAL cf	£6,417.22		6,164.85	252.37	1,193.36

Resolution Record No. **BTC010/14/May/03** :

CARRIED : unanimous.

THAT THE PAYMENTS ON THE LIST SUBMITTED FOR APRIL 2003
(CONFIDENTIAL ITEMS) AS CIRCULATED TO COUNCILLORS BE APPROVED.

18. DISCUSSION OF FIRST DRAFT OF 2002/2003 ACCOUNTS

Deferred until 02 June 2003 Meeting to allow new Councillors the time to study the full year's payments sheet.

19. REPORTS AND ACCOUNTS FROM CHARITIES AND TRUSTS IN BRANDON

The Chairman advised that the reports and accounts as received could be inspected at the Town Council Offices, on a daily basis between 9:00 am and 1:00 pm, by any members of the public; which fact had already been drawn to the attention of councillors, press and public during the earlier Public Meeting. To include: Ling Heath Trust, Brandon Poor's Estate, Edmund Atmere Charity, Brandon Remembrance Playing Fields Trust, Neighbourhood Watch.

20. OUTSTANDING MONIES DUE TO COUNCIL FROM 2002/2003 YEAR

Memorial Fees only for March Memorials and end of March 2003 Burial Fees. These amounts would be shown as outstanding in the 2002/2003 Year End Accounts.

21. ALLOTMENT GARDENS

Discussed at the Public Meeting. Residents would assist in identifying land which might be available for this purpose. The Town Clerk would continue to investigate locations which might then become the subject of compulsory purchase.

22. LICENSING APPLICATIONS

None at this time.

23. THETFORD ROAD PLAY AREA EQUIPMENT INSTALLATION PROGRESS

It was anticipated that work would commence by the end of May but this factor would be influenced by the weather and other circumstances. Cllr Saxby noted that the area should be treated as a building site when installation commenced. The question of Health and Safety issues and public liability insurance was raised and the Town Clerk confirmed that (a) Allianz Cornhill held Brandon Town Council's Insurance Cover in this regard; (b) that a copy of Wicksteed Leisure's Public Liability Cover would be lodged at the Town Council Offices before equipment installation was commenced; (c) written confirmation would be provided by Wicksteed Leisure that Brandon Town Council had no Income Tax or National Insurance liabilities in respect of this installation.

24. UPDATE ON LUBBOCK FINE INDEPENDENT EXTERNAL AUDITORS "LIGHTER TOUCH" AUDIT FOR 2001/2002

The Town Clerk confirmed that the Intermediate Audit for Councils with a Precept in excess of £100,000 (as previously advised) was progressing. A request for copies of certain sample Financial Resolutions had been attended to.

25. FORMAL ADOPTION OF FULL 2000/2001 ACCOUNTS

Cllrs Mrs Ahern, Saxby and Vent declared an interest and left the room. The actual figures had already been adopted and submitted to District Audit and duly signed by the Chairman and Vice Chairman.

District Audit now only required the full Annual Statement of Accounts to be signed by the Chairman, Vice Chairman and Responsible Financial Officer/Proper Officer of the Council (i.e. the Town Clerk) by Resolution of Council and that year could be closed.

Resolution Record No. **BTC011/14/May/03** :

CARRIED : 5 for, 3 out of room (named Cllrs Mrs Ahern, Saxby, Vant), 1 abstention.
THAT THE FULL ANNUAL STATEMENT OF ACCOUNTS FOR BRANDON TOWN (THEN PARISH) COUNCIL PER THE FIGURES AGREED AND CONFIRMED BY DISTRICT AUDIT FOR THE 2000/2001 FINANCIAL YEAR BE FORMALLY ADOPTED AND SIGNED BY THE CHAIRMAN AND VICE CHAIRMAN OF BRANDON TOWN COUNCIL .

26. RISK ASSESSMENTS AND RISK MANAGEMENT STRATEGY

Cllrs Mrs Ahern, Saxby and Vant returned to the Meeting.

The Town Keeper had continued his weekly Risk Assessments of the Thetford Road Play Area. The Town Clerk raised the issue of Risk Management Strategy for the whole Council with particular reference to the problems which would arise if the Town Clerk were absent for a considerable length of time. This would need to be addressed as a requirement of the Accounts and Audit Regulations 1996 and 2002 and Local Government Act 2000. The Town Clerk was requested to prepare a report for the next meeting of the Full Brandon Town Council.

27. SCC PROPERTY REVIEW/ACQUISITION OLD SCHOOL HOUSE

Cllr Baldwin declared an interest and left the room. It was agreed to defer discussion of this item until the next meeting of the Full Brandon Town Council to allow the new Chairman and new Councillors time to acquaint themselves with the facts of the Property Review and plans for the new Healthy Living Centre.

28. EXISTING CEMETERY WORKS IMPLEMENTED

- (i) A training session on Memorial safety testing would be investigated as to costs and availability, via Perfitts of Diss, who had the equipment (“topple tester”) and expertise to teach the townkeepers.
- (ii) The tree trimming and general maintenance continued and the pea sticks had been cut and removed by S P Landscapes, per Council Resolution in this regard.
- (iii) The Senior Townkeeper had continued his Health & Safety reviews and submitted a list of improvements/repairs/maintenance required at the Cemetery.

29. ANY COMPLAINTS AGAINST COUNCILLORS

It was agreed to defer this item to the next meeting of the Full Brandon Town Council.

Resolution Record No. **BTC012/14/May/03** :

CARRIED : unanimous.

THAT THIS ITEM BE DEFERRED UNTIL THE NEXT MEETING OF THE FULL BRANDON TOWN COUNCIL TO ALLOW FOR THE RECEIPT OF FURTHER INFORMATION FROM THE STANDARDS BOARD FOR ENGLAND IN THIS RESPECT.

30. ESTABLISHMENT OF AN “IN-HOUSE” STANDARDS COMMITTEE

It was agreed to defer this item to the next meeting of the Full Brandon Town Council.

31. TEMPORARY EXCLUSION OF PRESS AND PUBLIC

Resolution Record No. **BTC013/14/May/03** :

CARRIED : unanimous.

THAT PURSUANT TO THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED CONCERNING STAFFING ISSUES, QUOTATIONS, LAND ACQUISITIONS.

COUNCILLOR REPRESENTATIVES COMMUNITY GROUPS for 2003/2004:

- (A) BRANDON ACTION GROUP [2]
Cllr Eric ASHLEY, Cllr Mrs Sue JUREKO
 - (B) CITIZENS ADVICE BUREAU [1]
Cllr Reg SILVESTER
 - (C) BRANDON HERITAGE CENTRE [1]
Cllr Mrs Sue JUREKO
 - (D) BRANDON NEIGHBOURHOOD WATCH – no councillor required at this time.
 - (E) BRANDON POOR’S ESTATE [2]
Cllr Norman VANT [until Oct 2003], Mrs Sonya JONES-WEETMAN [2004]
 - (F) BRANDON REMEMBRANCE PLAYING FIELD [2] – requests two names.
Cllr Eric ASHLEY, A N OTHER (defer until next Meeting)
 - (G) BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP [5]
Cllr Mrs Sue JUREKO, Cllr Mrs Susan DEAN, Cllr Mrs Christa SILVESTER
Cllr Ms Sue BOURTON, A N OTHER (defer until next Meeting)
 - (H) COMMUNITY ASSOCIATION REPRESENTATIVE [1]
Cllr Mrs Eileen MILNER, Cllr Mrs Christa SILVESTER
 - (I) KEYSTONE DEVELOPMENT TRUST [1]
Cllr Ms Sue BOURTON
 - (J) LINGHEATH TRUST CHARITY AND EDMUND ATMERE CHARITY [2]
Cllr Norman VANT, Cllr Alan SAXBY
- N.B. A separate affirmative vote was requested by Cllr Vant, in this regard, authorized by Cllr Banks as Chairman and duly taken. It should be noted that Cllr Mrs Ahern had declared an interest, left the room and did not vote on this item. Majority vote in favour : 11 for, 0 against, 0 abstentions, 1 out of room.
- (K) PUBLIC TRANSPORT LIAISON OFFICER [1]
Mr Peter Ridgwell was appointed to liaise with BTC via the Town Clerk
 - (L) SUFFOLK ASSOCIATION OF LOCAL COUNCILS [1]
Cllr Ronald BANKS
 - (M) SUFFOLK PROPERTY REVIEW FOR BRANDON STEERING GROUP
Cllr Mrs Susan DEAN, Cllr Reg SILVESTER
- It should be noted that Cllr Baldwin had declared an interest, left the room and did not vote on this item.
- (N) BRANDON COMMUNITIES PARTNERSHIP [1]
Cllr Reg SILVESTER