

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 03 March 2003 at 7:00 pm at the (New) Forest School, Bury Road, Brandon

Present: Cllr A P Saxby (Chairman), Cllr Mrs J A Ahern (Vice-Chairman), Cllr E V Ashley, Cllr P S Baldwin, Cllr Ms J S Bourton, Cllr Mrs S Jones-Weetman, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr P R Ridgwell, Cllr R Silvester, Cllr A Thorne and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); 15 members of the public.

Cllr Mrs Milner, in her capacity as Forest School Head Teacher, explained the location of fire safety exits to Members and general public at the commencement of proceedings.

1. APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr S J Edwards (computer course).

2. 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 Saxby declared an interest in Agenda Item 14. and duly signed the Declaration of Interests book. Cllr Baldwin declared an interest in Agenda Item 25. and duly signed the Declaration of Interests book. Cllr Mrs Jones-Weetman declared an interest in Agenda Items 17. and 28. and duly signed the Declaration of Interests book.

Cllr Silvester expressed concern that important Agenda items, particularly Items 29. and 35. (to include the matter of the Town Clerk's Resignation) currently tabled in the confidential section of the Meeting might not be addressed within the allotted time. He stated that the integrity of the Council was at risk. He proposed, seconded by Cllr Ms Bourton, conducting the business of the confidential section first. Cllr Baldwin was concerned that the press and public, once having been temporarily excluded, might not return for the public part of the meeting if this proposal were to be endorsed. Cllr Ms Bourton emphasised that one item, namely Item 29, must be discussed that evening.

The motion failed on a vote of 3 for, 8 against, 0 abstentions, 1 did not vote.

3. RATIFICATION OF MINUTES OF PREVIOUS MEETING (PUBLIC ITEMS)

Cllr Mrs Ahern questioned the spelling of the name of a member of the public. It was confirmed by that member that the spelling in the Minutes was correct. Minutes of the Full Brandon Town Council Meeting of Monday 03 February 2003 (Public Items) were accepted and signed as a true record.

Resolution Record No. **BTC197/03/Mar/03** :

CARRIED : 9 for, 0 against, 2 abstentions, 1 did not vote.

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 03 FEBRUARY 2003 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

4. MATTERS ARISING FROM MINUTES

None

Resolution Record No. **BTC198/03/Mar/03** :

CARRIED : unanimous.

THAT THE MEETING BE TEMPORARILY ADJOURNED TO RECEIVE REPORTS IF ANY FROM THE POLICE, RAF COMMANDER, MR RACKHAM OF PURFITTS STONEMASONS, COUNTY AND DISTRICT COUNCILLORS.

5. REPORT FROM THE POLICE

Insp N K Bennett (Brandon & Mildenhall Police Sector Commander) had sent his apologies. A response had been received and previously circulated to Councillors, from Suffolk Constabulary, in relation to Council's queries on the vandalism of the Christmas Lights. The response time logged on the Police Computer (accurate to within 1 second) was 10 minutes from call to despatch to arrival at the scene. A general letter had been received from the Suffolk Constabulary Western Area Commander, Superintendent M Green, outlining some of the innovations and key actions identified and implemented during 2002/2003, as a result of the Parish Satisfaction Survey and Western Area Policing Manifesto. Correspondence had been previously circulated to all Councillors with the details. Supt Green was extremely pleased to report that the vast majority of residents felt that living in West Suffolk was safe.

The monthly crime statistics had been provided to the Town Clerk by the Community Beat Officer, Pc Keith Grant.

32 crimes recorded for the month of December 2002 of which 21% show as detected
41 crimes recorded for the month of January 2003 of which 31% show as detected
48 crimes recorded for the month of February 2003 of which 12% show as detected

Section 17 of Crime & Disorder Act 1998 : Brandon Town Council continues to be aware of its duties and responsibilities under this Act.

6. REPORT FROM RAF LAKENHEATH

Squadron-Leader M Turner, RAF Lakenheath Commander, had sent his apologies because of a clash of Council Meetings requiring his attendance.

7. HEALTH & SAFETY OF HEADSTONES

Mr Rackham, of Purfitts Stonemasons, had kindly agreed to talk to Members on the subject of Safety of Memorials and Headstones, making specific reference to Health & Safety issues and associated Insurance implications. He stated that all Insurers were anxious that Burial Authorities should be aware of their responsibilities in this important regard. He kindly provided information sheets for Members. He spoke of tests conducted by a Newcastle University Professor, who recommended that headstones should be capable of withstanding a force of 70 kgs. Mr Rackham considered 35 kgs to be realistic and demonstrated a device which "bleeped" when that level of force had been achieved during testing. This equipment was expensive (approx, £1,000 to purchase) but it might be possible for Town and Parish Councils to hire the item to conduct their own tests on headstones. Mr Rackham could organise training for the Townkeepers in the use of this equipment for testing for failed memorials.

Mr Rackham stressed that Memorials should only be erected by qualified persons, with proof of their own minimum of £5m Public Liability Insurance cover, and using approved ground anchor systems. New Cemetery Regulations with specific reference to Memorial fixings had

been produced and could be accessed via the Internet. The Town Clerk would investigate this information and report back to the Council. Cllr Thorne questioned how frequently memorials should be tested for stability; to which Mr Rackham responded (i) initially; (ii) then after one year; (iii) then after three years. He stated that care should be taken that the Council did not leave itself open to claims of “criminal damage” by removing or altering headstones which, technically, belong to the person who owns the memorial and/or exclusive right of burial.

Cllr Saxby sought advice on the use of Commonwealth-style gravestones and indicated that new, stricter rules should be introduced for the new Brandon Cemetery.

Mr Rackham advised Members that the general public as a rule prefer the traditional-style headstones to the Commonwealth-style memorials.

8. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

None given – apology received from County Cllr Bill Bishop.

Resolution Record No. **BTC199/03/Mar/03** :

CARRIED : unanimous.

THAT THE MEETING BE RECONVENED FOLLOWING REPORTS IF ANY FROM THE POLICE, RAF COMMANDER, MR RACKHAM OF PURFITTS STONEMASONS, COUNTY AND DISTRICT COUNCILLORS.

9. TOWN CLERK’S REPORT

The Town Clerk gave a verbal report, updating Councillors on the month’s main activities. The verbal report which was noted contained information which included : that Energy quotations were still being researched; that Insurance quotations were currently being sought to use same Insurance Company rather than split Liability/Fidelity/Third Party from physical; Brandon Communities Day Together 29 Mar 03.

10. URGENT BUSINESS

(A) S.137 Request for Breckland Youth Club regarding Table Tennis Table

Noted that a request had been received from Breckland Youth Club to transfer ownership of a table tennis table from BTC to BYC. Defer to 07 April 03 Agenda.

(B) Request from Resident (Mr Wing) for pollarding of trees in The Avenue, Brandon

Resolution Record No. **BTC200/03/Mar/03** :

CARRIED : unanimous.

THAT (1) THE FOREST HEATH DISTRICT COUNCIL ARBORICULTURIST BE CONSULTED AS TO THE CORRECT PROCEDURE AND TIMING FOR POLLARDING THE TREES IN THE AVENUE, BRANDON AND (2) THAT QUOTATIONS FOR THE PROCEDURE BE SOUGHT.

(C) Licensing Application Breckland Bingo & Social Club

No objection was made to the Notice of Application for renewal of the Gaming Licence in respect of Breckland Bingo & Social Club, The Cinema, London Road, Brandon, Suffolk.

(D) Town Clerk’s Resignation offering three months’ notice

Being a staffing matter the Resignation could not be discussed in the Public Section of the meeting. It was agreed that it could be properly discussed under Confidential Agenda Item 35. Concern was expressed that, in the time allocated for the meeting, Council might not

reach that final Agenda Item.

Resolution Record No. **BTC201/03/Mar/03** :

CARRIED : unanimous.

THAT DISCUSSION OF AGENDA ITEM 35. TO INCLUDE TOWN CLERK'S RESIGNATION OFFERING THREE MONTHS' NOTICE BE COMMENCED NO LATER THAN 9:30 PM TO ALLOW THE PROBLEM TO BE ADEQUATELY ADDRESSED AND DISCUSSED.

11. REPORTS FROM BRANDON TOWN COUNCILLORS

(i) Cllr Ashley (Brandon Remembrance Playing Fields (BRPF) representative) Had previously circulated copies of correspondence, in relation to the purchase of archaeological finds from BRPF, to all Councillors. The overall total was given as £11,000. The copy correspondence commenced in 1987 through to 1991 and finally 30 January 2003. It was noted by Cllr Silvester, speaking as FHDC representative on BRPF Trust, that the BRPF figures concurred with the amount of £11,000 having been received.

(ii) Cllr Ridgwell regarding closure of Dr Palmer's Dental Practice
Cllr Ridgwell was pleased to report that Dr Palmer had now received some interest in the purchase of the Dental Practice in Bury Road and hoped to keep the Practice open until a new dentist could take over in the summer.

12. PLANNING APPLICATIONS

Cllr Vant questioned whether The Flowerpot in London Road, Brandon was in a Conservation Area. If so, it would not be permitted to add plastic UPVC windows to the building. Cllr Silvester replied that a precedent had been set by permitting another property in that area to install the plastic UPVC windows; however, the application in respect of The Flowerpot had been withdrawn anyway.

Resolution Record No. **BTC202/03/Mar/03** :

CARRIED : unanimous.

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/743, 070, 075, 085, 112, 120, 123 AND TE/E/8.0 AND TPO/03/08 LISTED HEREUNDER.

F/2002/743 : 19 Mile End, Brandon. Amended. Erection of 3 dwellings (demolition of existing dwelling) for Mrs D Avery. *** NO OBJECTION

*F/2003/070 : The Flowerpot, London Road, Brandon. Replacement of existing wooden windows and doors with white UPVC for FHDC. *** WITHDRAWN

F/2003/075 : 14 Riverside Way, Brandon. Side extension to contain new lounge with master bedroom with en-suite for Mr & Mrs M Rickard. *** NO OBJECTION

F/2003/085 : 17 St Peters Approach, Brandon. Extension for disabled person under FHDC disbled facilities grant works for Mr P Hunt. *** NO OBJECTION

F/2003/112 : 20 Bracken Rise, Brandon. Erection of front and side extension and replacement detached garage for Mr D Reynolds. *** NO OBJECTION

F/2003/120 : 27 Edmund Road, Brandon. Erection of side extension for Mr T Cronin. *** NO OBJECTION

F/2003/123 : 22 Bracken Rise, Brandon. Erection of front, side and rear extensions for Mr G Rickard. *** NO OBJECTION

TE/E/8.0/Bran : 24 Cedar Way, Brandon. (Condition 4 of F/81/617). Removal of oak tree not protected by any TPO. *** NO OBJECTION

TPO/03/08 : 46 Woodcock Rise, Brandon. Felling of one oak tree (TOP 01/99). *** NO OBJECTION

12. APPROVAL OF FEBRUARY 2003 ACCOUNTS FOR PAYMENT

Date	Amount	Supplier	Net Total	VAT
CANX	CANX	East Contracting		
CANX	CANX	East Contracting		
Feb-28	16.35	L Clemens petrol	16.35	
Feb-28	856.58	District Audit	729.00	127.58
Feb-28	2,086.15	PWLB Loan	2,086.15	
Feb-28	115.98	Tindalls	98.71	17.27
CANX	CANX	East Contracting		
Feb-28	729.68	Asset M/ment	621.00	108.68
Feb-28	537.33	Asset M/ment Jan	457.30	80.03
Feb-28	537.33	Asset M/ment Feb	457.30	80.03
Feb-28	103.27	ARCO boots	87.89	15.38
Feb-28	192.23	J Powell & Son	163.60	28.63
Feb-28	70.00	PDBA	70.00	
Feb-28	25.65	RCJ Bathrooms	25.65	
Feb-28	92.43	Finevale Services	84.61	7.82
Feb-28	51.00	SCC Room Hire	51.00	
Feb-28	64.00	British Gas month	64.00	
awaited	quarterly	Anglian Water	Quarterly	Quarterly
changed	cheque	Eastern Contract	Changed	Changed
awaited	quarterly	TXU Energi-20/2	Quarterly	Quarterly
Feb-28	864.87	TXU Energi-no 20	736.06	128.81
awaited	quarterly	TXU Energi-no 49	Quarterly	Quarterly
awaited	quarterly	TXU Energi-no 51	Quarterly	Quarterly
Feb-28	184.96	BT fax/internet	157.42	27.54
Feb-28	119.68	BT main tel line	101.86	17.82
Feb-01	81.00	Univ of Glos (2/18)	81.00	
Feb-03	20.96	FHDC Garage	17.85	3.11
none		FHDC Rates Cem		
none		FHDC Rates OSH		
TOTAL cf	6,749.45		6,106.75	642.70

The Town Clerk explained that Eastern Contracting, who held the Street Lighting Maintenance Contract for the Town Council, had recently been bought out by Alfred McAlpine Asset Management Ltd (AM Asset). There had been some confusion by AM Asset as to how it would accept payment of the monthly fees, which had previously been paid by direct debit. AM Asset advised that it could not accept payment by direct debit and would require a cheque each month for the maintenance fee agreement. AM Asset subsequently advised, some two months later, that it could accept standing orders but not direct

debits. This had caused the cancellation of cheques written (as shown in the above list) and revised payment methods being implemented. The matter should be entirely resolved for the March payments list, which would be presented to the 07 April 2003 Full Brandon Town Council Meeting for approval.

Resolution Record No. **BTC203/03/Mar/03** :

CARRIED : 10 for, 0 against, 0 abstentions, 2 did not vote.

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

Resolution Record No. **BTC204/03/Mar/03** :

CARRIED : 10 for, 0 against, 0 abstentions, 2 did not vote.

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

Resolution Record No. **BTC205/03/Mar/03** :

CARRIED : unanimous.

THAT THE PRECEPT LEAFLET FIGURES FOR 2003/2004 FOREST HEATH DISTRICT COUNCIL TAX AS CIRCULATED TO ALL COUNCILLORS BE APPROVED.

14. TO AUTHORISE LGA S.137 PAYMENT RELEASE OF CHEQUE

Cllr Saxby declared an interest and left the room. Cllr Mrs Ahern momentarily took the chair. As a formality in relation to an LGA S.137 payment, the Town Clerk sought separate permission to release the actual cheque for £25, in respect of donation for the November 2002 Royal British Legion Wreath; which amount having already been agreed in the 2002/2003 Precept figures. No further discussion of the matter was required.

Resolution Record No. **BTC206/03/Mar/03** :

CARRIED : 10 for, 0 against, 1 abstention (Cllr Baldwin), 1 out of room (Cllr Saxby)

THAT THE TOWN CLERK BE AUTHORIZED TO DESPATCH TO THE ROYAL BRITISH LEGION THE CHEQUE FOR AN LGA S.137 GRANT OF £25 IN RESPECT OF THE NOVEMBER 2002 WREATH AS ALREADY AGREED IN THE 2002/2003 PRECEPT FIGURES.

15. RENEWAL OF FHDC GRASS CUTTING CONTRACT

A letter from FHDC had previously been circulated to all Councillors seeking BTC comments on the options available at renewal of contracts in twelve month's time. The Chairman sought Members' opinions. Cllr Baldwin felt the Townkeepers would not have time to take on this extra work so the grass cutting should be left with FHDC. Cllr Silvester explained that the intention of FHDC in so consulting was to endeavour to negotiate more competitive contracts. Cllr Baldwin stated that this sounded like devolving responsibility and proposed that Brandon Town Council write to FHDC advising that it had no wish to undertake this additional burden.

Resolution Record No. **BTC207/03/Mar/03** :

CARRIED : unanimous.

THAT THIS COUNCIL RESPONDS TO THE DISTRICT SAYING THAT BRANDON TOWN COUNCIL IS NOT OF A MIND TO UNDERTAKE THE RESPONSIBILITY ON DISTRICT'S BEHALF.

16. LETTER OF COMPLAINT ABOUT A COUNCILLOR

Extension of Footpath 5, Brandon

Mr M Carter had taken offence at comments allegedly made by Cllr Vant, at the Full Brandon Town Council Meeting, of Monday 03 February 2003. Mr Carter had written to the Clerk in this regard and the letter had been circulated to all Councillors per NALC Standing Orders/Complaints Circular 2/86. Cllr Vant stated that the quotation attributed to him, in Mr Carter's letter, was incorrect. Cllr Vant had prepared a rebuttal statement, which was circulated to all Councillors. This rebuttal statement contained five alleged examples, noting occasions when Cllr Vant believed that Mr Carter had allegedly not declared an interest, during 1996 and 1997, whilst the latter was a Brandon Parish Councillor. Mr Carter rose to dispute these allegations. Cllr Vant concluded by stating that he would "see Mr Carter in Court or the Standards' Board for England". Mr Carter stated that he would be writing another letter. Cllr Silvester said that this dispute had been going on for a long time and he would like it to finish and not involve the Council any more.

17. DEVELOPMENTS IN THE PROVISION OF ALLOTMENT GARDENS FOR BRANDON

Cllr Mrs Jones-Weetman declared an interest and left the room. Some of the relevant information would have to be disclosed within the Confidential Section of the meeting as it appertained to financial and contract matters. The Town Clerk had made approaches to various bodies in an attempt to secure land for allotments but the problem continued of landowners wishing to retain large plots of land for building. Enquiries were ongoing and would continue until the problem was resolved.

18. EXTRA LIBRARY OPENING HOURS

Cllr Baldwin welcomed the letter from SCC advising of additional opening hours allocated to the Brandon Library to include Sunday Opening. He felt that the financial responsibility for the provision of extra hours in addition to those already offered did not lie with Brandon Town Council. Cllr Silvester commented that as SCC had increased the Council Tax by 18% they could afford to pay the extra hours.

Resolution Record No. **BTC208/03/Mar/03** :

CARRIED : unanimous

THAT SCC BE ADVISED THAT BRANDON TOWN COUNCIL WELCOMES THE ADDITIONAL OPENING HOURS FOR THE BRANDON LIBRARY ON SUNDAYS BUT IS UNABLE TO COMMIT FINANCIAL RESOURCES TOWARDS ANY EXTRA HOURS AT THIS TIME.

19. THETFORD ROAD PLAY AREA

Cllr Thorne had visited the Thetford Road Play Area with the Town Clerk and Senior Townkeeper in order to assess the situation in respect of replacement play equipment (per RoSPA report and recommendations). It was noted that one of the swings was missing and that another was dangerously wrapped around the top bar of the unit. The safety tiles had been turned upside down again in spite of the Townkeepers' best efforts in making daily checks to remedy this problem. Links in the swing chains were very worn and quite rusty in some cases and the point was made that every link must be inspected and meet the Health & Safety requirements on a regular basis. Cllr Thorne and the Town Clerk had sought to obtain the minimum three quotations required by Council's Standing Orders for replacement swings and seesaw plus safety surfacing.

The three quotations had been provided by (1) Messrs Wicksteed Leisure, (2) Adventure Playgrounds and (3) Sutcliffe Play and were circulated to Councillors for consideration. Cllr Thorne went through the different quotations with Council and recommended that "wetpore"

safety surfacing would be more appropriate than safety tiles for the reason stated above. He advised Council that Wicksteed Leisure was not initially the cheapest quotation but their presentation package had been the most efficient and had included relevant certificates, regulations and warranties, in addition to the actual quotation figures.

Cllr Thorne reminded Councillors that FHDC had an amount left in its Leisure Grants Budget which was still allocated to Brandon Town Council and this would provide 50% matched funding for the play equipment. This immediately made the proposition more viable and, when combined with the amount in reserves saved from the original Ball Court construction by the Chairman's negotiations with Base Leisure, there would certainly be sufficient funds in the Brandon Town Council reserves to support this project. NB Council had previously resolved that some of the funds saved from the Ball Court would go to towards the Orchard Project.

Resolution Record No. **BTC209/03/Mar/03** :

CARRIED : unanimous

THAT THE QUOTATION OPTION ONE FROM WICKSTEED LEISURE IN THE AMOUNT OF £11,451.20 BE ACCEPTED FOR THE PROVISION OF NEW PLAY EQUIPMENT AT THE THETFORD ROAD PLAY AREA TO BE 50% MATCH FUNDED BY FOREST HEATH DISTRICT COUNCIL BUT THAT ADDITIONAL DISCOUNT BE REQUESTED.

20. NALC STANDING ORDER NO. 76 PLANNING APPLICATIONS

The Town Clerk enquired if members wished to rescind optional NALC Standing Order No. 76 of those recently adopted by Brandon Town Council, as she could find no evidence that the measures contained within S/O No. 76 had been applied in the recent past (since December 2000 to current).

Resolution Record No. **BTC210/03/Mar/03** :

CARRIED : 10 for, 2 against, 0 abstentions

THAT NALC STANDING ORDER NO. 76 FROM THE MOST RECENTLY-ADOPTED STANDING ORDERS BE RESCINDED IN RESPECT OF PLANNING APPLICATIONS.

21. FEBRUARY 2003 RISK ASSESSMENT REPORTS

The Senior Townkeeper continues to monitor the Thetford Road Play Area and its equipment on a weekly basis. Reports are provided to the office. Additionally, Cllr Thorne, the Town Clerk and senior Townkeeper had visited the Thetford Road Play Area in relation to the provision of replacement equipment. As a result of Mr Rackham's talk, earlier in the meeting, the Cemetery and Headstones would be reviewed and quotations obtained for the use of the headstone force-testing device.

22. ADOPTION OF MEETINGS SCHEDULE TO DECEMBER 2003

The proposed Meetings Schedule for the remainder of the year had been previously circulated to Members. The dates, shown hereunder, were agreed with the proviso that all meetings be reviewed at 9:30 pm, in order to assess the progress made and to identify whether or not it would be necessary to continue until 10:00 pm.

Resolution Record No. **BTC211/03/Mar/03** :

CARRIED : unanimous

THAT THE MEETINGS SCHEDULE FOR BRANDON TOWN COUNCIL TO THE END OF DECEMBER 2003 AND AS REPRODUCED HEREUNDER BE ADOPTED BUT

WITH THE ADDITION THAT ALL MEETINGS BE REVIEWED AT 9:30 PM TO ASCERTAIN PROGRESS MADE AND TO IDENTIFY WHETHER OR NOT THE MEETING SHOULD CONTINUE UNTIL 10:00 PM.

REVISED SCHEDULE BRANDON TOWN COUNCIL MEETINGS 2003

To be held at the

FOREST PRIMARY SCHOOL, BURY ROAD, BRANDON IP27 0FB

MONDAY	06 JANUARY 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	03 FEBRUARY 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	03 MARCH 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	07 APRIL 2003		7:00 PM – 9:30 PM (10 PM)	
WEDNESDAY	14 MAY 2003	A T M	6:00 PM – 6:45 PM	A T M
WEDNESDAY	14 MAY 2003	A G M	7:00 PM – 9:30 PM (10 PM)	A G M
MONDAY	02 JUNE 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	07 JULY 2003		7:00 PM – 9:30 PM (10 PM)	
IN RECESS	AUGUST 2003		NO MEETINGS SCHEDULED	
MONDAY	01 SEPTEMBER 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	06 OCTOBER 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	03 NOVEMBER 2003		7:00 PM – 9:30 PM (10 PM)	
MONDAY	01 DECEMBER 2003		7:00 PM – 9:30 PM (10 PM)	

23. LACK OF AFFORDABLE HOUSING IN BRANDON

Cllr Ashley had asked for this item to be added to the Agenda. He explained that he did not agree with the proposed sale of FHDC housing stock. He questioned where people were going to live if this path were taken. Cllr Mrs Jones-Weetman had heard that the FHDC housing stock was to be sold to recognised Housing Associations. Cllr Silvester informed the Meeting that FHDC was in discussion with two Housing Associations at the moment and assured Members that the funds secured from the sale of the existing housing stock must go back into housing provision. The Chairman enquired as to the status of “right-to-buy” in such cases and Cllr Silvester responded that the initial “right” would transfer with the tenant. Mrs Jones-Weetman asked when the proposed ballot of council house tenants would take place and received the response that it would be conducted in Autumn 2003.

24. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Resolution Record No. **BTC212/03/Mar/03** :

CARRIED : unanimous.

“THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW FOR THE FOLLOWING REASONS: STAFFING ISSUES; QUOTATIONS. [Section 100(A)(4) LGA 1972]

With reference to Items 32 and 33 in respect of applications for S.137 Grants, the Chairman enquired why the two items were in confidential when Agenda Item 14 on a similar subject had been discussed in public. The Town Clerk explained that Item 14 had already been previously agreed by Council and the question was simply one of authorizing despatch of the relevant cheque. The Town Clerk continued that it was usual practice to conduct initial discussions on grant applications in confidential session, to avoid hurt and/or embarrassment to the applicant/s in the event that the application was turned down. The resolution on the decision must always be published in the public domain, but the reasons from confidential session are not required to be.

The Chairman proposed that Items 32 and 33 be moved from confidential section to public section. This was seconded by Cllr Vant.

Motion failed: 4 for (Cllrs Saxby, Mrs Ahern, Vant and Mrs Milner), 6 against (Cllrs Ridgwell, Ms Bourton, Thorne, Mrs Jureko, Ashley and Baldwin), 2 abstentions (Cllrs Silvester and Mrs Jones-Weetman).

At the request of Cllr Mrs Ahern, the Chairman agreed to ask for a vote on an early 5-minute adjournment (at 8:38 pm).

Resolution Record No. **BTC213/03/Mar/03** :

CARRIED : unanimous

THAT THE MEETING BE TEMPORARILY ADJOURNED FOR FIVE MINUTES AT 8:38 PM UNTIL 8:43 PM.

N.B. The Meeting did not reconvene until 8:45 PM.

It was agreed by majority decision to take Item 25. at the end of the Meeting, to allow Cllr Baldwin to participate in the remaining Agenda Items before declaring an interest and leaving the building.

26. DEVELOPMENTS IN RESPECT OF NEW CEMETERY PURCHASE

The compulsory purchase option, via Forest Heath District Council, was being pursued. The Town Clerk had contacted the Environment Agency regarding water tables in the area. The Environment Agency was not permitted to recommend suitable firms to conduct the measurements, but suggested consulting the Yellow Pages for Environmental experts.

It was agreed that Item 35. be discussed next to ensure adequate time for its consideration.

35. TOWN CLERK'S RESIGNATION WITH THREE MONTHS' NOTICE

The following discussions are confidential staffing matters and fuller notes will be despatched to Councillors under separate cover and will not be placed in the public domain. The Resolution, however, must be so displayed.

Resolution Record No. **BTC214/03/Mar/03** :

CARRIED : 10 for (named Cllrs Baldwin, Mrs Jones-Weetman, Mrs Jureko, Thorne, Vant, Ashley, Ridgwell, Ms Bourton, Silvester and Mrs Milner), 1 against (named Cllr Saxby); 1 abstention (named Cllr Mrs Ahern in case she did not have enough information to make a decision).

THAT THE TOWN CLERK BE REQUESTED TO RESCIND THE THREE MONTHS' NOTICE TENDERED FROM 26 FEBRUARY 2003 UNTIL 30 MAY 2003 IN VIEW OF HER EXCELLENT WORK AND MANY IMPROVEMENTS MADE TO THE TOWN COUNCIL'S ADMINISTRATION SINCE HER APPOINTMENT.

Resolution Record No. **BTC215/03/Mar/03** :

CARRIED : unanimous.

THAT THIS COUNCIL AGREES TO USE A PROPERLY CONSTITUTED COMPLAINTS PROCEDURE FOR ANY FUTURE COMPLAINTS BASED ON THE CURRENT SCC MODEL WITH UPDATES TO INCORPORATE ALL NEW LEGISLATION.

ITEM 29. COMPLAINT FROM THE POLICE

This item was taken partly in conjunction with 35. above and all discussions remain confidential at this time.

The following items were deferred without discussion until the next Meeting of the Full Brandon Town Council scheduled for Monday 07 April 2003:

- 27. TO RECEIVE, CONFIRM & SIGN MINUTES of the Full Brandon Town Council Meeting of 03 February 2002 (Confidential Items)**
- 28. ALLOTMENT GARDENS** to be advised of any financial implications to date
- 30. TOWNKEEPING STAFF DUTIES PENDING** – per list circulated
- 31. TO SET BURIAL AND CEMETERY FEES FROM 01 APRIL 2003**
Report for comparison between neighbouring parishes to be tabled at the meeting
- 32. TO CONSIDER LGA S.137 PAYMENT TO BRANDON DADS** – Cllr Ahern
“That the Council pursuant to Section 137 of the local Government Act 1972 incurs the following expenditure which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.” To discuss amount and record same.
- 33. TO CONSIDER LGA 2.137 PAYMENT TO SUFFOLK ACCIDENT RESCUE SERVICE**
“That the Council pursuant to Section 137 of the local Government Act 1972 incurs the following expenditure which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.” To discuss amount and record same.
- 34. TO RESCIND RESOLUTION BTC103/02/Sep/02** - additional part-time Town Keeper

The Meeting closed at 10:01 PM.

N.B. PLEASE NOTE THAT ANY COUNCILLOR MAY PROPOSE AN AMENDMENT TO MINUTES PRIOR TO THEIR SIGNATURE BY THE CHAIRMAN IF THE MAJORITY OF COUNCILLORS VOTE IN FAVOUR OF THAT AMENDMENT.