

BRANDON TOWN COUNCIL
Minutes of the Meeting of the Full Brandon Town Council
Held at 7.00pm on Monday 7 April 2008
At the Forest School, Bury Road, Brandon.

Present: Cllr. R Silvester, Cllr. P Ridgwell, Cllr. Mrs S Jureko, Cllr. A Simmons, Cllr. K Butcher, Cllr. D Bimson, Cllr. P McLoughlin, Cllr. S Edwards, Cllr. G Hughes, Cllr. E Ashley, Cllr. L Jacobs.

Also present: Mrs C Mason (Town Clerk), Cllr. B Bishop, 1 member of the public.

The meeting commenced at 7.00 pm.

1. APOLOGIES FOR ABSENCE

Cllr. Mrs C Silvester, Cllr. N Vant, Cllr. Mrs M Young, PC Paul Crouch.

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 3 March 2008 (Public items) [LGA 1972 Sch.12].

Resolution Record No. **BTC/136/07/Apr/08**

Proposed by Cllr. S Edwards and seconded by Cllr. K Butcher.

CARRIED: 7 for 3 abstentions.

THAT THE MINUTES OF THE MEETING OF THE FULL BRANDON TOWN COUNCIL OF MONDAY 3 MARCH 2008 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

4. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 3 March 2008 (Public items) [LGA 1972 Sch.12].

None.

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

Resolution Record No. **BTC/137/07/Apr/08**

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

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A member of the public raised an issue regarding the suitability of the Staunch Meadow for the allotments. A response was given by Cllr. A Simmons. No other matters were raised.

6. TO RECEIVE A REPORT FROM THE POLICE

A written report was submitted by PC Crouch.

SNT priorities: There has been an increase in crime at Center Parcs. Three persons have been arrested in possession of stolen items from a series of burglaries. Investigations are ongoing.

Funding has been allocated for replacing the fence over the next three years. CCTV is being improved. Surveys will be completed this week by all residents from the Warren Heath/Knappers Way area. Early feedback is that the biggest concern from the residents is lack of parking. A different approach is to be made regarding youths gathering on Market Hill but not necessarily committing any criminal offences. Young people have been moved on from Market Hill but this has led to an increase in complaints from residents in other areas. PC Crouch will be going on a course to enable him to use a head cam. A Community engagement exercise is to be held on Saturday 19 April at Brandon Leisure Centre between 2pm and 4pm. It is hoped all agencies will be represented.

7. TO RECEIVE A REPORT FROM RAF LAKENHEATH

This item was heard later in the meeting.

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

District Councillor Bill Bishop referred to the meeting to be held in the Council Chamber at Forest Heath District Council on Tuesday 8 April in relation to the Local Government Review consultation. Members were urged to attend.

Questions to Cllr. Bishop: Cllr. P Ridgwell felt there was still some confusion whether council tax payments could still be made at the Forest Heath District Council cash office. Cllr. S Edwards agreed to look into 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).

a) A request to dig graves in Brandon Cemetery with a mechanical digger has been received from Brandon Funeral Services.

Resolution Record No. BTC/138/07/Apr/08

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL DOES NOT APPROVE THE ALTERATION OF THE CURRENT CEMETERY REGULATIONS TO ALLOW THE USE OF MACHINERY FOR GRAVE DIGGING.

b) A request from the Town keepers to cut down to an appropriate level, two diseased trees adjacent to the churchyard. No objections were made.

Resolution Record No **BTC/139/07/Apr/08**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL GOES BACK INTO OPEN SESSION TO HEAR THE REPORT FROM RAF LAKENHEATH.

In light of a recent low flying incident on the approach to RAF Lakenheath, Squadron Leader Neild said he has been given an undertaking this was purely a practising procedure and would not be routinely carried out. A question regarding late flying was raised and a satisfactory reply was provided.

The meeting was reconvened.

10. ACCOUNTS

10.1 Approval of payments: Public Items – March 2008 Discussion permitted upon.

10.2 Confidential Items – March 2008 (Staff Salaries/Local Gov. Pensions).

Resolution Record No. **BTC/140/07/Apr/08**

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

CARRIED: Unanimous.

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

Date	Amount	Supplier	Net Total	VAT
Mar-08	42.54	Neat Ideas	36.20	6.34
Mar-08	25.00	Suffolk ACRE (Membership Renewal)	25.00	
Mar-08	56.20	Fengate Fasteners Ltd	47.83	8.37
Mar-08	31.48	Finevale Service Station	26.79	4.69
Mar-08	145.20	British Gas	138.29	6.91
Mar-08	303.59	Anglian Water (Cemetery)	303.59	
Mar-08	73.58	Thetford Garden Centre	62.62	10.96
Mar-08	3,958.31	Allianz Cornhill (Insurance)	3,958.31	
Mar-08	86.39	Travis Perkins	73.52	12.87
Mar-08	22.11	K B Leach	18.82	3.29
Mar-08	158.50	Pearsons (Thetford) Ltd	134.89	23.61
Mar-08	76.96	Neopost Ltd (New Weigh Scales)	65.50	11.46
Mar-08	402.51	FHDC (Business Rates - Cemetery)	402.51	
Mar-08	75.75	FHDC (Business Rates - Old School House)	75.75	
Mar-08	43.98	SCC (Street Light 1172 Park View)	37.43	
Mar-08	50.00	SAVO (Manual Handling Course)	50.00	6.55
Mar-08	339.12	ARCO (Work Gear)	288.61	
Mar-08	135.32	Neat Ideas	115.17	50.51
Mar-08	105.75	Sage (Membership)	90.00	20.15
Mar-08	108.10	L & M Signs (Wording in Work Truck)	92.00	15.75
				16.10
TOTAL	6,240.39		6,042.83	197.56

10.3 To consider a request from St Peter's Church, Brandon for a donation towards the Flower Festival.

Resolution Record No. **BTC/141/07/Apr/08**

Proposed by Cllr. R Silvester and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES A DONATION OF TWENTY FIVE POUNDS TOWARDS THE ST PETER'S CHURCH FLOWER FESTIVAL.

10.4 To approve the transfer of funds from the current account to an Instant Access High Interest account.

Resolution Record No. **BTC/142/07/Apr/08**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES THE TRANSFER OF FUNDS FROM THE CURRENT ACCOUNT TO AN INSTANT ACCESS HIGH INTEREST ACCOUNT.

11. ALLOTMENTS

To receive an updated report from Cllr. A Simmons.

The allotment area has been ploughed and fenced. The metal gates will be positioned shortly. Until a water supply is laid on, Cllr. Simmons suggested the annual rent for each plot be set at a reduced rate of £20 for the first year and £30 thereafter. The site will be ready as from the 1 May 2008.

Resolution Record No. **BTC/143/07/Apr/08**

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

CARRIED: 7 for 3 against.

THAT BRANDON TOWN COUNCIL AGREES THAT THE ANNUAL RENT FOR AN ALLOTMENT PLOT BE SET AT TWENTY POUNDS FOR THE FIRST YEAR AND SUBJECT TO THE PROVISION OF WATER, THIRTY POUNDS THEREAFTER.

12. APPOINTMENT OF INTERNAL AUDITOR

To appoint an independent internal auditor for the end of year accounts.

Resolution Record No. **BTC/144/07/Apr/08**

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

CARRIED: 8 for 2 abstentions.

THAT THIS COUNCIL APPROVES THE APPOINTMENT OF TWR ACCOUNTANTS TO UNDERTAKE THE INTERNAL AUDIT FOR 2007/08.

13. RIVERBANK EROSION AT THE LODE

To discuss further the issue of the riverbank erosion at the Lode.

For Health & Safety reasons it was agreed The Lode be closed to the public. The NRA to be contacted for advice.

14. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN

No issues were raised.

15. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/145/07/Apr/08**

Proposed by Cllr. G Hughes and seconded by Cllr. Mrs S Jureko.

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

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

16. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 3 March 2008.

Resolution Record No. **BTC/146/07/Apr/08**

Proposed by Cllr. S Edwards and seconded by Cllr. K Butcher.

CARRIED: 7 for 3 abstentions.

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 3 MARCH 2008 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

17. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 3 March 2008.
Confidential – Staffing matter.

18. THE ORCHARD

To receive quotations for the next phase of The Orchard restoration.

Only one quotation has been received for the next phase of The Orchard project. After consideration of the cost involved, members agreed not to go ahead with the levelling and seeding of the two specified areas.

Resolution Record No. **BTC/147/07/Apr/08**

CARRIED:

THAT BRANDON TOWN COUNCIL ALLOWS THE TWO TOWN KEEPERS A DAYS OVERTIME TO CLEAR UP THE ORCHARD AND THAT A SET ROUTE FOR A SOFT PATH IS MARKED OUT. FURTHERMORE, QUOTATIONS FOR A GRAVEL/HOGGING PATHWAY ARE TO BE OBTAINED.

Cllr. R Silvester, Cllr. A Simmons and Cllr. Mrs S Jureko to meet at The Orchard to mark out a designated pathway. Date and time agreed as Tuesday 15 April at 11.00am.

Cllr. N Vant and Cllr. Mrs M Young to be advised of the meeting.

19. THE LEASE – OFFICES AT THE OLD SCHOOL HOUSE

19.1 To discuss the level of rent and service charges to be paid by our tenants.

Resolution Record No. **BTC/148/07/Apr/08**

CARRIED:

THAT DEPENDENT ON THE ROOMS TAKEN, BRANDON TOWN COUNCIL AGREES THAT THE VALUATION PROVIDED BY BARKER MATTHEW STOREY WOULD BE THE BASIS FOR FIXING THE LEVEL OF RENT TO BE PAID BY OUR TENANTS.

19.2 Approval to instruct Kester Cunningham John Solicitors to draw up the new lease.

Resolution Record No. **BTC/149/07/Apr/08**

CARRIED:

THAT BRANDON TOWN COUNCIL INSTRUCTS KESTER CUNNINGHAM JOHN SOLICITORS TO DRAW UP A NEW LEASE FOR OUR TENANTS.

20. STAFFING MATTER

Confidential

21. RENOVATION WORK TO THE OLD SCHOOL HOUSE

To receive a report following the March meeting with John Atkins & R G Carter.

The renovation works are still on schedule. Another void, believed to be a soft water cistern, has been found. This is to be filled with reject stone and capped with a concrete plug. The next monthly update meeting will be held on 25 April 2008.

The meeting terminated at 9.00 pm.