

BRANDON TOWN COUNCIL

Minutes of a Meeting of the Full Town Council

Monday 08 April 2002 at 7:00 pm at Community Centre, 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 Mrs S M Jones-Weetman, Cllr Mrs S Jureko), Cllr Mrs E Milner, Cllr R Silvester, Cllr A Thorne and Cllr N A Vant.

Also Present: Mrs L S Sherer (Town Clerk); Sqd Ldr M Turner (RAF Lakenheath); Insp Nick Bennett (Police); members of the Public.

PRIOR TO THE COMMENCEMENT OF THE MEETING THE CHAIRMAN CALLED FOR ONE MINUTE'S SILENCE AS A MARK OF RESPECT TO THE LATE HM QUEEN ELIZABETH THE QUEEN MOTHER.

1. APOLOGIES FOR ABSENCE

Cllrs Ms J S Bourton and S J Edwards.

2. DECLARATIONS OF INTEREST [PCC of C 2001/LGA 200]

Cllr Mrs Ahern declared an interest in Items 15 + 16 + 19 + 32 (PriceWaterhouseCooper); Cllr Saxby (Chairman) declared an interest in Items 16 + 32 (PriceWaterhouseCooper); Cllr Vant declared an interest in Items 16 + 32 (PriceWaterhouseCooper).

3. REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

The Chairman reminded Councillors of the requirement to register any new interest, under the Parish Council's Model Code of Conduct 2001, within 28 days of each new interest becoming relevant. This would become a regular Agenda Item in the future to enable the Town Clerk to issue Notices of Additions to Members' Register of Interests, to the Standards' Committee and Monitoring Officer of Forest Heath District Council, within the requisite timescale.

4. REPORT FROM R A F LAKENHEATH (SQD LDR M TURNER)

The Chairman suspended Standing Orders to allow Sqd Ldr Turner to give his report to the Meeting. Sqd Ldr Turner informed the Meeting that there would be no flights at RAF Lakenheath between the hours of 1030 and 1430 on Tuesday 09 April 2002 as a mark of respect to the late HM Queen Elizabeth The Queen Mother. Additionally, a two minutes' silence would be held at 1130 hours. He confirmed that RAF Lakenheath intended to support the Brandon Jubilee Celebrations as much as possible and a representative would continue to attend the Jubilee Group meetings. The Chairman thanked Sqd Ldr for kindly attending the Town Council Meeting.

5. REPORT FROM THE POLICE (INSP NICK BENNETT)

Inspector Bennett, Mildenhall Sector Commander, reported that the new Community Beat Officer for Brandon was not yet in post but would shortly be appointed as interviews had now been held. He gave an indication of crime statistics in Brandon, as reported by the Beat Officer, Pc Keith Grant, as follows :

67 crimes recorded for the month of Jan 02, of which 29% show as detected
78 crimes recorded for the month of Feb 02, of which 23% show as detected
85 crimes recorded for the month of Mar 02, of which 8% show as detected

Cllr Thorne commented on the apparent lack of progress regarding pavement parking in the Market Hill area. Inspector Bennett advised that new figures would be available, in the next quarter, on the number of fixed penalty notices issued in that area. Cllr Mrs Ahern wished it to be noted that parking all over the pavements on the Estates had not decreased. Cllr Mrs Milner reported that the selling of cars on grass verges was a continuous problem. Cllr Vant enquired as to the exact nature of the offence, in such cases. Inspector Bennett advised that he would check the legislation in this regard. The Chairman thanked Inspector Bennett for kindly attending the meeting.

6. REPORTS FROM COUNTY COUNCILLORS

County Cllr Bill Bishop had given his apologies as he would be away on holiday. He had, however, called to advise the Town Clerk that he had no significant items to report to the Town Council, at this time, with the exception of the Suffolk Property Review - detailed hereunder as Item 36 in the Confidential Section of the Agenda.

7. REPORTS FROM DISTRICT COUNCILLORS

District Cllr Silvester was able to report the good news that two successful applications for grants (in the region of £20,000 each) had been agreed for the refurbishment of the Sports and Social Club. Cllr Mrs Jones-Weetman enquired as to the procedure operated by FHDC in respect of abandoned cars and asked for specific assistance in relation to one such abandonment in Spruce Drive.

8. URGENT BUSINESS [SECTION 100(B)(4)(16) LGA 1972]

(1) Cllr Vant had kindly offered to prepare a Website for Brandon Town Council but required confirmation of the Town Council's support for such an initiative prior to commencement. Cllr Vant was asked to expound and responded that he would be prepared to do the work free-of-charge although Council had set aside an amount of £1,000 in the past for this eventuality. He had assumed, however, in making this offer that information previously garnered would be made available to him for this project. The Town Clerk had contacted Mr Pocock, in this regard, but had been advised that the information previously collated would remain Mr Pocock's property as he had conducted the original research. This referred to information originally intended to form part of a Town Guide-type publication, which matter had been halted when the publisher had become very ill and resigned from the task. Cllr Mrs Ahern confirmed that the publisher had been appointed, some years ago, to prepare a Town Guide on behalf of the Council. Cllr Baldwin explained that there had been a Town Guide Committee, consisting of three people, with Mr Pocock as Co-ordinator. Cllr Baldwin wished the Council to write to Mr Pocock and request the return of the information paid for by the Council. Proposed : Cllr Baldwin; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC103/08/Apr/02** : THAT THE TOWN COUNCIL WRITES TO MR DAVID POCOCK TO REQUEST THE RETURN OF THE TOWN GUIDE INFORMATION RESEARCHED BY THE TOWN GUIDE COMMITTEE AND PAID FOR BY BRANDON (PARISH) COUNCIL.

Cllr Mrs Jureko noted that she would like to see Town Guide on paper as well.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC104/08/Apr/02** : THAT CLLR VANT BE AUTHORIZED TO PREPARE A WEBSITE FOR BRANDON TOWN COUNCIL UNDER THE EDITORIAL CONTROL OF THE TOWN CLERK BUT COLLATED BY CLLR VANT AND THAT HE BE THANKED FOR HIS KIND OFFER TO UNDERTAKE THIS

ENTERPRISE FREE-OF-CHARGE TO THE TOWN COUNCIL.

(2) A request had been received for the scattering of ashes upon a grave at Brandon Cemetery, as opposed to interment therein. Councillors expressed concerns as to the legality of this procedure and possible Health & Safety implications. It was agreed to refuse the request until further enquiries could be made of a solicitor and/or the Home Office.

(3) Cllr Mrs S P Hufton had resigned and thus created a further Casual Vacancy for the Brandon (East Ward) Town Council. The Town Clerk had followed the necessary procedures and awaited confirmation from the Returning Officer, Forest Heath District Council, that co-option would again be permitted for this vacancy. It was envisaged that co-option interviews would be conducted within the Annual General Town Meeting on Monday 13 May 2002.

(4) FHDC had advised that the Licence Application for the Brandon Remembrance Playing Fields Sports' Social Club had been granted and approved.

(5) The former Transfer of Justices' Licence Application for Tesco Store, London Road, Brandon, had been withdrawn. A Notice of Application for Transfer of Licence for CRS Ltd Off-Licence, High Street, Brandon had been received.

(6) A copy of the Forest Heath Owners and Occupiers Action Group "Newsletter" had been received and circulated to all Councillors.

9. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Full Brandon Town Council Meeting of Monday 04 March 2002. Proposed : Cllr Vant; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No.

BTC105/08/Apr/02 : THAT THE MINUTES OF THE FULL TOWN COUNCIL MEETING OF MONDAY 04 MARCH 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Proposed : Cllr Thorne; seconded : Cllr Baldwin; **CARRIED** : unanimous. Resolution Record No. **BTC106/08/Apr/02** : THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING OF MONDAY 04 MARCH 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Proposed : Cllr Thorne; seconded : Cllr Baldwin; **CARRIED** : unanimous. Resolution Record No. **BTC107/08/Apr/02** : THAT THE MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING OF MONDAY 04 MARCH 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

10. MATTERS ARISING FROM MINUTES

Re. Item 33 - Cllr Vant enquired whether the Town Council had received a reply from BT in relation to the request for provision of high speed ADSL Internet for Brandon. He had noted that BT were (a) very difficult to contact and did not provide an address for correspondence, only a telephone recorded message and website and (b) did not reply to any e-mails sent to their website address. The Town Clerk had contacted BT via the available communication routes, had e-mailed Richard Spring, MP, expressing the Town Council's concerns in this regard, had contacted action and support groups and had enlisted the help of the EEDA Business in the Community representative for Brandon. The situation would be monitored

and reported back to the Town Council.

11. ADOPTION OF PARISH COUNCILS' CODE OF CONDUCT 2001

Resolution Notice 84, Cllr Saxby (from the Chair) - "That this Council resolves to adopt the Parish Council's Code of Conduct 2001". Cllr Vant raised the question of omission of the "Freemasons" from the requirement to declare in a Councillor's Register of Interests. He had raised this question at the SALC-led Seminar, concerning introduction of the Parish Councils' Code of Conduct 2001, but had not received a definitive reply. He had asked the Town Clerk to contact SALC to clarify the situation, which action had been taken and the result was awaited. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Silvester; **CARRIED** : 6 for, 1 against, 3 abstentions (of which 1, Cllr Mrs Ahern, wished it to be noted that she had abstained on grounds of protest). Resolution Record No. **BTC108/08/Apr/02** : THAT THIS COUNCIL RESOLVES TO ADOPT THE PARISH COUNCILS' CODE OF CONDUCT 2001.

The Town Clerk informed the Meeting that she would supply written confirmation to The Standards' Board for England, to SALC and to the FHDC's Monitoring Officer, that adoption of the 2001 Code had taken place within the requisite timescale to comply with LGA 2000 regulations. This would ensure that costs for advertisement of adoption would be borne by SALC and FHDC and not have any cost implications for Brandon Town Council.

12. DECLARATION OF INTEREST PRE-CODE OF CONDUCT ADOPTION

The Town Clerk expressed concern that, although Councillors appeared to have correctly reported their individual interests, within the Council Meetings in 2001/2002, the Declaration of Interest Book had not been completed at the end of each Meeting. Cllr Vant advised the Town Clerk that her predecessor had erroneously advised Councillors that no such entries were necessary.

13. REGISTER OF INTERESTS POST-CODE OF CONDUCT ADOPTION

The Town Clerk reminded Councillors of the necessity to provide their completed Register of Interests forms within 28 days of adoption of the Code on 08 April 2002 - i.e. by Sunday 05 May 2002 BDI.

14. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Town Clerk reminded Councillors of the necessity to provide their completed Declaration of Acceptance of Office (Chairman and Councillors) forms within 56 days of adoption of the Code on 08 April 2002 - i.e. by Sunday 02 June 2002 BDI.

15. PLANNING APPLICATIONS

Cllr Mrs Ahern declared an interest in F/2002/181 (St Benedicts Road) as a resident. Cllrs Mrs Ahern, Mrs Jureko and Mrs Milner declared an interest associated with Golden Jubilee Working Group membership which included an architect. Cllr Mrs Ahern wished it to be noted that the unfenced play area adjoining is owned by FHDC.

F/2002/152 : 45 St Nicholas Walk, Brandon. RESUBMISSION. Erection of single-storey rear extension for Mr T Jenkins. **Resolved : ** OBJECTION *****

Cllr Mrs Ahern expressed concern over the size of the intended extension and proposed that Brandon Town Council object on the grounds that the completed building would be too close to the boundary fence. Cllr Vant noted that it appeared to be quite a distance from the fence. Cllr Silvester explained that he was aware of the application and advised that FHDC

officers had not objected to the extension because it was low-level. Cllr Silvester had objected on behalf of a resident and the resubmission was considerably shorter and had no window; it was not illegal and, although he would support the Town Council's letter to object, he did not think the reasons given would be valid. Cllr Ashley noted that the houses in that area were quite close together. Proposed : Cllr Mrs Ahern; seconded : Cllr Silvester; **CARRIED**: 3 for, 0 against, 7 abstentions. Resolution Record No. **BTC109/08/Apr/02** : **THAT AN OBJECTION BE LODGED TO PLANNING APPLICATION (RESUBMISSION) F/2002/152 ON THE GROUNDS THAT A LETTER OF COMPLAINT HAS BEEN RECEIVED FROM A RESIDENT/ NEIGHBOUR AND THAT THE FINISHED SIZE OF THE EXTENSION WOULD BE TOO LARGE AND TOO CLOSE TO THE BOUNDARY FENCING.**

F/2002/139 : 107 Thetford Road, Brandon. Replacement of flat roof over existing rear extension with a pitched roof for Mr M Talbot. Resolved: **NO OBJECTION.**

F/2002/142 : Omar Homes Ltd, London Road, Brandon. Erection of storage building (maximum 8 metres to ridge) for a temporary period for Omar Homes Ltd. Resolved: **NO OBJECTION.**

F/2002/172 : 16 Woodlands Rise, Brandon. Erection of two single-storey side extensions for Mr Wing. Resolved: **NO OBJECTION.**

F/2002/181 : 71 St Benedicts Road, Brandon. Erection of two-storey side extension for Mr & Mrs J C Reeve (Architect : Mr K R Drane). Resolved: **NO OBJECTION.**

TC97: 81 Bridge Street, Brandon. One telephone pole and associated wires on land adjacent to 81 Bridge Street, Brandon for BT Plc. Resolved : **NO OBJECTION.**

TPO/02/12 : Fouroaks, 14 Chesnut Close, Brandon. Lifting the canopy and removal of branches of four oak trees. Resolved : **NO OBJECTION.**

CA/02/07 : Connaught House, 75 High Street, Brandon. Felling of one Thuja tree, one Pear, one Norway Spruce, one Laburnum and two Yews. Pollarding of 11 Lime Trees, reduction in crown of one Lawson Cypress and one Holly and cutting back of one Sycamore. Resolved: **NO OBJECTION.**

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F/2002/192 : 34 St Dominics Drive, Brandon. Retrospective Application : erection of conservatory to rear for Mrs E J Fisher. Resolved: **NO OBJECTION.**

F/2002/193 : Omar Homes Ltd, London Road, Brandon. Erection of translucent inspection warehouse for Omar Homes Ltd. Resolved: **NO OBJECTION.**

F/2002/196 : 12 Saffron Close, Brandon. Erection of single-storey rear extension for Mr & Mrs V Waterlow. Resolved: **NO OBJECTION.**

Proposed : Cllr Mrs Jureko; seconded : Cllr Silvester; **CARRIED** : 9 for, 0 against, 1 abstention. Resolution Record No. **BTC110/08/Apr/02** : **THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/139, 142, 172, 181, TC97, TPO02/12, CA/02/07, 192, 193 + 196**

16 & 32. APPROVAL OF ACCOUNTS FOR PAYMENT - PUBLIC ITEMS

Cllrs Ahern, Saxby (Chairman) and Vant declared an interest in line item 270 of the accounts for payment, in connection with PriceWaterhouseCoopers, and left the room.

A temporary Chairman was required. Proposed : Cllr Silvester; seconded : Cllr Ashley; **CARRIED** : unanimous (3 outside Meeting). Resolution Record No. **BTC111/08/Apr/02** : THAT CLLR P S BALDWIN BE ELECTED AS TEMPORARY CHAIRMAN OF THE MEETING IN THE ABSENCE OF CLLR SAXBY. Cllr Baldwin signed the temporary Declaration of Acceptance of Office.

Proposed : Cllr Silvester; seconded : Cllr Ashley; **CARRIED** : unanimous (3 outside Meeting). Resolution Record No. **BTC112/08/Apr/02** : THAT ITEM 32 BE TAKEN IN CONJUNCTION WITH ITEM 16 CURRENT.

The question of payment to PriceWaterhouseCooper was discussed in some detail. Cllr Silvester proposed that Brandon Town Council should write to PriceWaterhouseCooper and explain that the Town Council was having difficulty in approving payment of the interim invoice as the Town Council had received no resolution of the ongoing problem. Cllr Ashley agreed and further expressed his concern that the people of Brandon were suffering because of this lack of a solution.

Proposed : Cllr Silvester; seconded : Cllr Ashley; **CARRIED** : unanimous (3 outside Meeting). Resolution Record No. **BTC113/08/Apr/02** : THAT BRANDON TOWN COUNCIL WRITES TO PRICEWATERHOUSECOOPER TO EXPLAIN THAT THE TOWN COUNCIL IS HAVING DIFFICULTY IN APPROVING PAYMENT OF THE INTERIM INVOICE OF £5,000 + VAT BECAUSE THERE APPEARS TO HAVE BEEN NO PROGRESS TOWARDS RESOLUTION OF THE PROBLEM.

Proposed : Cllr Mrs Jureko; seconded : Cllr Silvester; **CARRIED** : unanimous (3 outside Meeting). Resolution Record No. **BTC114/08/Apr/02** : THAT THE PAYMENT LIST SUBMITTED FOR MARCH 2002 BE APPROVED AS LISTED (EXCLUDING CONFIDENTIAL ITEMS) HEREUNDER SUBJECT TO THE AMENDMENT REMOVING LINE ITEM 270 PRICEWATERHOUSECOOPER £5,000 + VAT.

Pay No.	Date	Amount	Supplier	Chq No.	Net Total	VAT
266	Mar-18	£46.37	Petty cash imprest	486	£46.37	£0.00
267	Mar-19	£29.76	L Sherer miles	487	£29.76	£0.00
268	Mar-18	£54.00	G Fox locksmith	488	£54.00	£0.00
269	Mar-18	£100.00	Sage maintenance	489	£85.00	£15.00
271	Mar-18	£52.87	M T Panks	491	£45.00	£7.87
272	Mar-18	£71.58	Finevale Services	492	£66.13	£5.45
273	Mar-18	£479.18	Eastern Contract	493	£407.81	£71.37
274	Mar-18	£6.00	J & D Green	494	£6.00	£0.00
275	Mar-18	£50.00	Univ of Glos.	495	£50.00	£0.00
276	Mar-18	£143.90	AFS photocopier	496	£122.47	£21.43
277	Mar-18	£144.37	SCC room hire	497	£144.37	£0.00
278	Mar-18	£136.60	Anglian Water	498	£136.60	£0.00
279	Mar-18	£555.17	Cornhill Insurance	499	£555.17	£0.00

280	Mar-18	£19.69	Baker Ross Ltd**	500	£19.69	£0.00
281	Mar-18	£62.10	Viking Direct	501	£52.64	£9.46
282	Mar-18	£3,271.02	AXA Insurance	502	£3,271.02	£0.00
283	Mar-31	£700.00	M Daniels Jazz***	503	£700.00	£0.00
284	Mar-31	£29.07	Finevale Services	504	£26.39	£2.68
285	Mar-31	£107.07	British Gas	505	£101.98	£5.09
286	Mar-31	£158.21	Eastern Contract	506	£134.65	£23.56
287	Mar-31	£794.30	Eastern Contract	507	£676.00	£118.30
288	Mar-04	£20.20	FHDC Garage	DD	£17.20	£3.00
289	Mar-14	£929.34	TXU Energi Elec.	DD	£790.93	£138.41
290	Mar-17	£18.00	FHDC Rates	DD	£18.00	£0.00
291	Mar-17	<u>£281.00</u>	FHDC Rates	DD	<u>£281.00</u>	<u>£0.00</u>
Total c/f		£8,259.80			£7,838.18	£421.62

** Golden Jubilee item - see Grants section - LS

*** Golden Jubilee item - see Grants section - this chq will NOT BE PAID until 03 Jun 02 - LS

CHEQUE NOT AUTHORIZED FOR PAYMENT AND WITHDRAWN FROM CHEQUE RUN

270	Mar-18	£5,875.00	PriceWaterhouse	490	£5,000.00	£875.00
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Cllrs Mrs Ahern, Saxby (Chairman) and Vant were recalled to the Meeting.

17. PRODUCTION OF COUNCIL'S ASSET REGISTER

The Town Clerk advised that it was a Legal requirement for a Town or Parish Council to compile and produce an Asset Register. She would collate and process the available data as soon as practicable to comply with these regulations on behalf of the Town Council.

18. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR

The Town Clerk advised that the Audit Regulations would shortly insist on the appointment of another Auditor for Town and Parish Councils. This is a Legal requirement. In addition to the requirement of a Town or Parish Council's own, internal Auditor, to check procedures on a quarterly basis; there should be (a) an externally appointed, independent Internal Auditor (at a cost to the Town Council) whose work would be used as a basis for the District Auditor to complete the annual Audit (at an additional cost to the Town Council). The Town Clerk was requested to obtain quotations from suitably-qualified Firms and report back to the Town Council.

19. CORRESPONDENCE FROM LINGHEATH TRUST

None received.

20. BRANDON REMEMBRANCE PLAYING FIELDS UPDATE

It had come to the attention of Cllrs Saxby and Vant that the BRPF Caretaker had recently been made redundant. Cllr Silvester explained that this had been by mutual agreement and that all Employment Law decrees had been adhered to. Cllr Vant reminded the Town Council that it had earlier been agreed that the replacement bench would be as near as possible to the former location. Cllr advised that some concerns had been expressed regarding misuse of the area for dog-walking with its associated mess. The Town Clerk was requested to contact FHDC to clarify the position in respect of the bench.

21. ADOPTION OF GOLDEN JUBILEE GROUP REPORT

An amendment was proposed by Cllr Mrs Jureko to include the name of the Chairman of that Group, Cllr Mrs E Milner, who had been present at the meeting of 20 Mar 02 and had, in fact, kindly prepared the Notes previously circulated to Councillors. Proposed : Cllr Mrs Jureko; seconded : Cllr Saxby; **CARRIED** : unanimous. Resolution Record No. **BTC115/08/Apr/02** : THAT THE REPORT OF THE GOLDEN JUBILEE GROUP MEETING 20 MAR 02 BE ADOPTED BY THE TOWN COUNCIL SUBJECT TO THE ADDITION OF CLLR MRS MILNER'S NAME AS CHAIRMAN OF THE MEETING.

Cllr Mrs Milner read out a letter which had been published in the "Brandon Life" and which appeared to be critical of the Jubilee Working Group's arrangements. She was very disappointed that the Group's efforts to provide a fun and memorable day for the people of Brandon were being questioned. It had been decided to separate the activities, into the different age groups, because it was realized that older children did not want to sit down with younger ones. Cllr Mrs Milner again expressed her concern at the lack of support from the community for the proposed events - there had been only ONE volunteer from the general public, to act as a steward on the day; there had been NO volunteers from the business sector; there had been only EIGHT members on the Golden Jubilee Working Group of which FOUR were Town Councillors in their own right. Cllr Saxby called for names of volunteers who would be prepared to act as stewards on the day; received four : Cllrs Jureko, Milner, Silvester and Saxby.

Cllr Saxby then asked the question as to whether the project should go ahead, in the circumstances. Cllr Mrs Ahern observed that no food providers had yet been appointed and was also disappointed at the abysmal level of support for the day. She wondered whether it might be necessary to consider a reduction in the level of events for 03 Jun 02. Cllr Mrs Milner noted that both the Police and Sqd Ldr Turner, of RAF Lakenheath, had been kind enough to offer their help and that FHDC had been very helpful to date with advice. Cllr Mrs Jureko felt that it was a great pity that one critical letter had spoiled things. Cllr Saxby considered that the matter should be decided at the next meeting of the Golden Jubilee Working Group, scheduled for Wednesday 17 Apr 02 at 7:00 pm. Proposed : Cllr Mrs Ahern; not seconded; motion failed. "That every school child in Brandon receives a medallion, that the street party is cancelled, that the Jazz Band plays in the evening as booked". Proposed : Cllr Mrs Jureko; not seconded; amendment failed. "That every school child in Brandon receives a medallion, that the entire day's events be held, that no food be provided". Cllr Vant considered Cllr Mrs Ahern's proposal to have merit as a "fall-back" position. Proposed : Cllr Baldwin; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC115/08/Apr/02** : THAT THE JUBILEE WORKING GROUP BE GIVEN THE AUTHORITY BY BRANDON TOWN COUNCIL TO TAKE WHATEVER STEPS THEY CONSIDER APPROPRIATE IN RELATION TO THE EXTENT OF HM THE QUEEN'S GOLDEN JUBILEE CELEBRATIONS IN BRANDON FOR MONDAY 03 JUNE 2002.

22. BRANDON ORCHARD PROJECT UPDATE

The commencement of the project is being organized by FHDC and progress will be reported to the Town Council at each meeting.

23. CONTRIBUTIONS TO NOTES ON 01 OCT 2001 FULL COUNCIL

Cllr Saxby had prepared Minutes of the 01 Oct 02 Full Town Council Meeting, to the best of his recollection, and these had previously been circulated to Councillors. He invited

contributions or amendments from Councillors. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC116/08/Apr/02** : THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF 01 OCTOBER 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

24. DETERMINATION OF BURIAL FEES AND CHARGES FOR 2002/2003

It was noted that the Brandon Town Council Cemetery Fees were considerably below this Area's average. The Town Clerk was tasked to compile some comparison tables to facilitate the setting of more realistic figures - e.g. Newmarket and Mildenhall in Suffolk. Cllr Mrs Ahern could produce information in respect of some Norfolk Towns. A report would be furnished to the next meeting of the Full Brandon Town Council on Monday 13 May 2002.

25. CO-OPTION PROCEDURES TO REPLACE CLLR B D WEETMAN

The Town Clerk advised Councillors that the requisite statutory procedures had been followed, in conjunction with the FHDC Returning Officer, to fill the Brandon Town Council (East Ward) Casual Vacancy created by the resignation of Cllr Weetman.

No calls for an election had been received by FHDC, so permission had been granted to enable co-option. The closing date for receipt of co-option applications was Wednesday 24 April 2002 at 12 noon. The co-option interviews would be held within the Full Brandon Town Council Meeting on Monday 13 May 2002. The resignation of Cllr Mrs S P Hufton, received that morning, 08 April 2002, would be dealt with by exactly the same process.

26. FHDC PROPOSALS FOR USAF WIND BAND ON MARKET HILL

FHDC had sought Council's approval for an event to be held on Market Hill, on the late afternoon of Thursday 30 May 2002 and had agreed to ensure that all street cleansing etc. would be completed afterwards. Brandon Town Council raised no objection to the proposal as the market would not be comprised by the arrangements.

27. FHDC PROPOSALS FOR MARKET HILL CHALK PAINTING

FHDC had sought Council's approval for an event to be held on Market Hill, on bank Holiday Monday, 06 May 2002, and had agreed to ensure that all street cleansing etc. would be completed afterwards. Brandon Town Council raised no objection to the proposal.

28. REPORT OF INTERNAL AUDITOR ON COUNCIL'S PROCEDURES

Cllr Mrs Ahern, Brandon Town Council's appointed Internal Auditor, gave a verbal report of her findings, based on the recommended 10-page SALC checklist provided by the Town Clerk. Cllr Mrs Ahern was very pleased to report that she had found everything to be in order, all the books had been made up to date for 2001/2002 and all the new procedures put in place by the Town Clerk, Mrs Linda Sherer, were proving to be very effective in the running of the Town Council offices. Cllr Mrs Ahern considered that, as the Internal Audit Report would be a quarterly process and would act as a mini staff appraisal every ninety days, it would not be necessary to carry out a full staff appraisal on Mrs Sherer in October of each year. Proposed: Cllr Mrs E Milner; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC117/08/Apr/02** : THAT THE FULL BRANDON TOWN COUNCIL CONGRATULATES MRS LINDA SHERER ON THE EFFICIENT AND SATISFACTORY PERFORMANCE OF HER DUTIES, AS TOWN CLERK FOR BRANDON, SINCE HER APPOINTMENT ON 01 JANUARY 2002.

29. REQUEST FOR STREETLIGHT IN CROWN STREET, BRANDON

A letter had been received from a resident of Crown Street, Brandon, requesting the provision of an additional streetlight in that road. It was agreed to delegate this request to the West Ward Lighting Committee.

30. CLOSURES OF RAF LAKENHEATH/MILDENHALL ROADS

A letter had been received, circulated to all Councillors, from Sqd Ldr Mike Turner, RAF Commander, RAF LAKENHEATH, relating to certain roads and footpaths around the Bases at RAF Mildenhall and RAF Lakenheath which had been temporarily closed by Suffolk County Council to enhance security in the aftermath of the terrible events of 11 September 2001. The letter advised that the Ministry of Defence has commenced consultations with SCC with the aim of seeking permanent closure of the roads and footpaths concerned.

Great concern was expressed by all Councillors at this news. Cllr Mrs Milner stated that the roads were so congested in the area that both staff and children in schools were forced to arrive very late for class. In fact, the entire community was suffering as a result of these temporary closures and this problem would be exacerbated by any permanent introduction of same. Cllr Vant predicted that security issues would be stressed to strengthen the case for permanent closure. Cllr Silvester suggested more guards on the gates instead of permanent road closure, with which sentiment Cllr Mrs Jones-Weetman agreed. Proposed : Cllr Silvester; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC118/08/Apr/02** : THAT BRANDON TOWN COUNCIL PROTESTS TO RAF LAKENHEATH, SUFFOLK COUNTY COUNCIL AND THE MINISTRY OF DEFENCE, IN THE STRONGEST POSSIBLE TERMS, AGAINST THE PROPOSED PERMANENT ROAD CLOSURES FOR LINCOLN ROAD, MILDENHALL; LORDS WALK AND EARLSFIELD ROAD, LAKENHEATH; FOOTPATH 28, MILDENHALL AND FOOTPATH 6, LAKENHEATH.

31. DATE AND TIME OF NINE STILES WALK, BRANDON

This was set as Friday 05 July 2002 at 7:00 pm commencing at the kissing gate, near The Orchard, Coulson Lane.

32. CORRESPONDENCE FROM PRICEWATERHOUSECOOPER

Already dealt with under Item 16. of this Agenda.

33. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Baldwin; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC119/08/Apr/02** : "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]

34. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY

Proposed : Cllr Silvester; seconded : Cllr Baldwin; **AGREED** : unanimous. Resolution Record No. **BTC120/08/Apr/02** : (1) THAT NEGOTIATIONS BE CONDUCTED THROUGH THE COUNTY LAND AGENT TO REPEAT BRANDON TOWN COUNCIL'S OFFER OF £--- PER ACRE FOR THE THREE ACRES OF LAND AT HALL MEADOW, BRANDON AND THAT IT BE TAKEN INTO ACCOUNT THAT IT MAY BE NECESSARY TO INCREASE THIS OFFER BY ---% INFLATION TO A TOTAL OF £--- PER ACRE FOR THE PURCHASE OF THESE THREE ACRES OF LAND FOR A

NEW CEMETERY.

35. QUOTATIONS FOR COMPLETION OF THETFORD ROAD PLAY AREA

Cllr Mrs Milner expressed concern about children playing on the Thetford Road Ball Court area. Quotations had been received, including one from the original Company, T P Farrow and from Moons. After consideration as to quality of work, resources available, timescale and cost, it was agreed to accept the quotation from Moons.

Proposed : Cllr Silvester; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC121/08/Apr/02** : THAT THE QUOTATION SUBMITTED BY MOONS OF NEWMARKET BE ACCEPTED IN THE SUM OF £5,382 + VAT BASED ON QUALITY OF WORK, RESOURCES AVAILABLE, TIMESCALE FOR COMPLETION AND COST.

36. BRANDON TOWN COUNCIL AND SUFFOLK PROPERTY REVIEW

The Town Clerk had prepared a Confidential Report for Councillors, in relation to the proposed inclusion of the Old School House and Garden, on Market Hill, to form part of the overall Suffolk Property Review plan for Brandon. Considerable debate ensued and Councillors were most insistent that Brandon Town Council should not suffer financial or other loss as a result of participating in the project. Cllr Saxby felt that Brandon Town Council should fully commit to the SCC proposal for the new Community Building which should prove to be a great asset for the people of Brandon. He anticipated significant future costs for the Old School House building, as it stood, because of the necessity for Disability Discrimination Act compliance, age of building, central heating, plumbing and other factors associated with maintenance of the fabric of the building. Cllr Silvester endorsed Cllr Saxby's remarks. Cllr Milner observed that Brandon Town Council must be specific in its requirements from the outset and participate fully in the entire process. Cllr Vant felt that Brandon Town Council should not be expected to pay a future high rent for the use of office space and a Council Chamber in the new Community Building when it had already made the substantial donation of Old School House and Garden to the project. Cllr Mrs Ahern felt Brandon Town Council should insist on keeping the address of Old School House, Market Hill and recommended close scrutiny of all the plans at every stage of development. Cllr Ashley felt that this donation should not be taken lightly as it represented a considerable contribution by Brandon Town Council to the SCC Property Review for Brandon. Cllr Baldwin enquired if there would be a cash surplus available to Brandon Town Council when the valuations of the Old School House and Garden had been taken into account. The Town Clerk would make further enquiries in this regard. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Silvester; **CARRIED** : 5 for, 2 against, 2 abstentions. Resolution Record No. **BTC122/08/Apr/02** : (1) THAT BRANDON TOWN COUNCIL AGREES TO DONATE THE OLD SCHOOL HOUSE AND GARDEN TO THE SUFFOLK PROPERTY REVIEW FOR BRANDON AND TO PARTICIPATE FULLY IN THE DEVELOPMENT PROCESS FOR THE NEW BRANDON COMMUNITY BUILDING SUBJECT TO AND ALWAYS PROVIDED THAT AGREEMENT IS REACHED BETWEEN ALL PARTIES CONCERNED ON ALL ASPECTS OF THE PROJECT; (2) THAT ALL DECISIONS ARE SUBJECT TO LEGAL ADVICE IN ORDER TO ENSURE THAT BRANDON TOWN COUNCIL DOES NOT SUFFER ANY LOSS AS A RESULT OF ITS DECISION TO CONTRIBUTE THE OLD SCHOOL HOUSE AND GARDEN TO THE SUFFOLK PROPERTY REVIEW FOR BRANDON PROJECT.

Cllr Silvester left the Meeting at 9:44 pm.

37. STAFF TRAINING COSTS

Already agreed within adoption of Finance Committee Minutes of 04 March 2002.
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38. QUOTATIONS : NOTICE BOARDS/VILLAGE SIGN REFURBISHMENT

Defer to next Meeting pending receipt of further quotations for consideration.

39. STAFFING LEVELS IN CASE OF HOLIDAY LEAVE/SICKNESS

Quotations to be obtained from various Contract Agencies for consideration.

40. BURIAL FEES AND ASSOCIATED CHARGES FOR 2002/2003

Defer to next Meeting

41. OLD SCHOOL HOUSE TEMPORARY ROOM HIRE CHARGES

Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC123/08/Apr/02** : THAT THE TEMPORARY ROOM HIRE CHARGES AT OLD SCHOOL HOUSE BE INCREASED BY 3.5% TO £3.10 PER HOUR FROM 01

APRIL 2002.

42. CONFIRM ACCEPTANCE OF AXA INSURANCE RENEWAL

It was agreed that a review of Insurances would be undertaken following the Risk Assessments procedures and compilation of Council's Asset Register. Cllr Saxby requested that further quotations be obtained from other Insurers, at a later date, once the Risk Assesments and Asset Register had been completed.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC124/08/Apr/02** : THAT THE INSURANCE RENEWAL QUOTATION SUBMITTED BY AXA INSURANCE BE ACCEPTED.

43. QUOTATIONS FOR BRANDON TOWN COUNCIL HANGING BASKETS

The Town Clerk had contacted six suppliers for quotations of whom four had expressed interest. After consideration of quality, resources, timescales and costs, it was agreed to appoint Mrs Jane Langley for the 2002 Summer Hanging Baskets. It was understood that she would also be preparing those contributed by the Chamber of Commerce, who would be invoiced separately for the service. Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : 7 for, 0 against, 2 abstentions. Resolution Record No. **BTC125/08/Apr/02** : THAT THE QUOTATION SUBMITTED BY MRS JANE LANGLEY OF £13.67 PER BASKET FOR EIGHTEEN HANGING BASKETS BE ACCEPTED FOR BRANDON IN SUMMER 2002.

Meeting closed at 9:54pm. Next Meeting as per approved Schedule Annual General Meeting of Brandon Town Council on Monday 13 April 2002 (Full Town Council).