

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 07 October 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 Ms J S Bourton, Cllr S J Edwards, Cllr Mrs S Jureko, Cllr P R Ridgwell, Cllr R Silvester (at 7.16 pm), Cllr A Thorne, Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); Mrs Susan Vincent (ex BPC Chairman); Mr M Carter (ex BPC Councillor); Mrs G Omrod; Mrs Malster; other members of the public.

1. APOLOGIES FOR ABSENCE

Cllr Mrs E Milner

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. Cllrs Mrs Ahern, Saxby and Vant declared an interest in Item 13 Accounts although not technically required to do so. Cllr Baldwin declared an interest in Item 28 and duly signed the Declaration of Interests Book. Cllr Thorne declared an interest in Planning Item F/2002/550 and duly signed the Declaration of Interests book.

3. REPORT FROM THE POLICE

Pc Keith Grant had provided statistics for :

45 crimes recorded for the month of August 2002 of which 24% show as detected

70 crimes recorded for the month of September 2002 of which 11% show as detected

05 crimes recorded for the month of October 2002 of which 0% show as detected

A letter had been received (ref NKB/SJG/AB dated 03 September 2002) and circulated to all Councillors, from Suffolk Constabulary, regarding Security Issues post-11 September 2001.

Councillors were reminded that the Mildenhall (Brandon) Policing Forum would be conducted on Tuesday 12 November 2002 at 7:00 pm in the Brandon Community Centre. All welcome to attend.

Section 17 of Crime & Disorder Act 1998 – Brandon Town Council is aware of its duties and responsibilities under this Act and regularly receives reports from Senior Police and Beat Officers of Suffolk Constabulary, who are invited to attend every Full Town Council Meeting.

4. REPORT FROM RAF LAKENHEATH

Squadron-Leader Turner, RAF Commander, had sent his apologies, owing to a bout of influenza. He had telephoned the Town Clerk to confirm that the new Holding Area on the A1065 had proved very effective in reducing congestion at the entrance to RAF Lakenheath.

5. PRESENTATION FROM KEYSTONE COMMUNITY PARTNERSHIP

Mr Gary Winter of Keystone Community Partnership had today sent his apologies, on this occasion.

6. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Full Brandon Town Council Meeting of Monday 02 September 2002. Proposed : Cllr Vant; seconded : Cllr Thorne; **CARRIED** : 10 for, 0 against, 1 abstention. Resolution Record No. BTC109/07/Oct/02 :

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 02 SEPTEMBER 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

7. MATTERS ARISING FROM MINUTES

Cllr Vant enquired if Cllr Saxby had any news to report on the matter of Broadband High-Speed Internet provision for Brandon. Cllr Saxby had been advised that it would cost approx. £200,000 to upgrade the Brandon Exchange. Cllr Saxby had attended a Business-In-Community Forum and it had been agreed that the Forum would also press for the connection.

Cllr Ms Bourton enquired if any further response had been received from Keystone Community Partnership, subsequent to the letter circulated with Councillors' Agenda papers for the Full Town Council Meeting. No more information had been received.

8. PUBLIC FORUM/BRANDON BY-PASS PUBLIC MEETING/BAG RESUME/TO RECEIVE REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC110/07/Oct/02** :

THAT STANDING ORDERS BE SUSPENDED FOR THE PUBLIC FORUM SECTION OF THE TOWN COUNCIL MEETING.

PUBLIC MEETING TO DISCUSS PROPOSED BRANDON BY-PASS

The Town Clerk advised that Mr Richard Spring, MP, would be available to attend and Chair a Public Meeting in Brandon if the date of Friday 29 November 2002 were to be confirmed. The purpose of the Meeting would be to enable full and frank discussion of the lack of progress in relation to the provision of the agreed By-pass for Brandon. The Resolution No. BTC99/02/Sep/02 to call such a Public Meeting had already been ratified. The proposed date was agreed and confirmed. A resume of the previous Brandon Action Group activity, in this regard, had been circulated to Councillors with their Agenda papers for the Full Town Council Meeting.

Mrs Omrod was disappointed at the price obtained by SCC for the swimming pool at Forest School. Mrs Omrod was concerned that Streetlight 478 in The Drove, Brandon, was not working. Cllr Silvester arrived at 7:16 pm. Mrs Omrod enquired who she could approach for various funding. Cllr Silvester advised that SCC County Councillor Bill Bishop had a locality budget available for Brandon. Mrs Omrod was also concerned about "fly-tipping" in Brandon.

Mr Carter enquired why the Objection to the 1999/2000 Brandon Parish Council Accounts had been continued for so long and thus incurred considerable expense. Cllr Vant stated that the "whistleblowers" were being blamed for doing their duty as residents of Brandon. The Appointed Auditor, PriceWaterhouseCoopers, had found that an amount of £21,000 had been spent "contrary to law". Cllr Vant opined that the matter could have been settled in the original year of objection but Brandon Parish Council had not been told for four months that an objection had been lodged so this time had been wasted. Mrs Malster stated that the integrity of the Council was in question. Cllr Ashley stated that Brandon Parish Council had enquired if the objection could be halted and had been informed that it could not be stopped

once initiated. Cllr Silvester said that Mrs Vincent had offered an apology to the Council which had been accepted. Cllr Silvester said that some Councillors had asked the then Parish Clerk to write to the three objectors and ask them to rescind their complaint. Cllr Mrs Ahern wished to clarify that the three objectors, namely herself, Cllr Saxby and Cllr Vant, had never received such a letter from the then Parish Clerk. Cllr Thorne noted that there had been a breach of the law and enquired why the “whistleblowers” were being blamed for doing their duty as residents of Brandon. Cllr Silvester stated that the actual voting of the Brandon Parish Council, in favour of the queried expenditure, had been a majority and not dependent upon the individual or casting vote of Mrs Vincent. Cllr Vant stated, with reference to the Statement of Reasons from PriceWaterhouseCooper, that it was the vote of Mrs Vincent which had made the decision not lawful. Mrs Omrod noted that a mistake had been made and asked that the matter now be left. Cllr Saxby reminded Councillors that they must always declare an interest whenever applicable.

REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS

County Cllr Bill Bishop was not present. District Cllr Silvester informed Councillors and public that the surgery in the High Street was now back to full strength. FHDC had received an NCC grant via WREN and spent approx. £40,000 on the Brandon Remembrance Playing Fields including the provision of disabled fishing pegs there. The Project Officer for Heritage Grants would have a sum of approx. £300,000 available for allocation to Brandon High Street. District Councillor Edwards reported that the name of Simon Gordon had been agreed for the small housing development on his former garage premises.

Proposed : Cllr Saxby (from the Chair); seconded :Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC111/07/Oct/02** :

THAT STANDING ORDERS BE REINSTATED AT THE CONCLUSION OF THE PUBLIC FORUM SECTION OF THE TOWN COUNCIL MEETING.

9. FHDC STREET LIGHTING IMPROVEMENTS ON COUNCIL ESTATES FHDC had requested input from Councillors, if they were aware of any areas of their Estates in Brandon which would benefit from inclusion in the FHDC 2003/2004 lighting upgrade programme for Brandon. Councillors were asked to advise the Town Clerk of their findings as soon as possible.

10. URGENT BUSINESS

Any items that the Chairman considers a matter of urgent business pursuant to Section 100(B)(4)(16) of the Local Government Act 1972.

(1) RBL Remembrance Sunday Parade and Service – details read out by Town Clerk including 2 minutes Silence on Market Hill on 11 Nov 02.

(2) Cllr Mrs Milner (having sent her apologies for the Brandon Town Council Meeting) had advised that the Minor Authority post on the Forest School Board of Governors would be decided that evening, but wished it to be recorded that she would not participate and vote in this regard.

(3) A resident of London Road, Brandon, had written to express concerns that some new residents of London Road were hanging laundry on string tied between the trees in Victoria Avenue. It was agreed that the Town Clerk should write to those concerned and request them to discontinue the practice. There might be slight problems with language difficulties in this

regard.

(4) The Licensing ACT 1964 – Threshers Wine Shop – 3-5 High Street, Brandon. No objection raised to Application for Transfer of Licence : Margaret Potter and Kylie Naruszewicz from Margaret Potter and Stephen Barry Arnold.

(5) Community Emergency Planning Seminar – 30 October 2002 – noted.

11. ADOPTION NALC ADVICE FREEDOM OF INFORMATION ACT 2000

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : 11 for, 0 against, 1 abstention. Resolution Record No. **BTC112/07/Oct/02** :

THAT THE NATIONAL ASSOCIATION OF LOCAL COUNCILS' RECOMMENDED "PUBLICATION SCHEME FOR LOCAL COUNCILS" UNDER THE FREEDOM OF INFORMATION ACT 2000 BE ADOPTED WITH PARTICULAR REFERENCE TO THE "CORE CLASSES OF INFORMATION" SECTION.

12. PLANNING APPLICATIONS

Decisions from Brandon Full Town Council Meeting of Monday 07 October 2002:Cllr Thorne declared an interest in F/2002/550, duly signed the Declaration of Interests book and did not participate in the voting.

F/2002/516 : 8 Gas House Drove, Brandon. Erection of rear conservatory for Mr & Mrs Thompson. Resolved : NO OBJECTION

F/2002/548 : 6 - 8 Church Road, Brandon. Retrospective Application : change of use to form two independent dwellings for M C Jenkins. Resolved : NO OBJECTION

F/2002/549 : 14 Crown Street, Brandon. Erection of conservatory to rear/side to replace existing for Mr & Mrs Sole. Resolved : NO OBJECTION

F/2002/550 : 23 Mile End Road, Brandon. Erection of single-storey side extension to existing garage for Mr A V Billingham. Resolved : NO OBJECTION

F/2002/551 : Larksmead, Gas House Drove, Brandon. Erection of detached garage and rear conservatory for Mr & Mrs Izzard. Resolved : NO OBJECTION

322/158/01 : 7 Robert Linge Crescent, Brandon. Proposed Stopping up at B1077 Brandon for Mr Mayes. Resolved : NO OBJECTION

Proposed : Cllr Ms Bourton; seconded : Cllr Silvester; **CARRIED** : 10 for, 0 against, 2 abstentions (including Cllr Thorne). Resolution Record No. **BTC113/07/Oct/02** :
THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/516, 548, 549, 550, 551 AND SCC QUERY 322/158/01.

13. APPROVAL OF SEPTEMBER 2002 ACCOUNTS FOR PAYMENT

Cllrs Mrs Ahern, Saxby and Vant had declared an interest at Item 2. of the Agenda. Proposed : Cllr Mrs Jureko; seconded : Cllr Baldwin; **CARRIED** : 5 for, 1 against (named Cllr Ashley), 6 abstentions (including Cllrs Mrs Ahern, Saxby and Vant). Resolution Record No. **BTC114/07/Oct/02** :

THAT THE PAYMENT LIST CHEQUES TO BE AUTHORIZED FOR PAYMENT 07
OCTOBER 2002 MEETING – PUBLIC ITEMS

Date	Amount	Supplier	Net Total	VAT
Sep-30	5,000.00	BRPF 2nd instal	5,000.00	2.21
Sep-30	14.85	Border Building	12.64	0.88
Sep-30	5.88	Eastern Contract	5.00	0.49
Sep-30	3.30	Fengate Fasten	2.81	8.09
Sep-30	104.27	Finevale Services	96.18	11.30
Sep-30	75.85	Shaw & Sons	64.55	21.43
Sep-30	143.90	AFS Photocopier	122.47	
Sep-30	45.56	cash p/c imprest	45.56	
Sep-30	4.79	L Sherer miles	4.79	
Sep-30	235.00	Rudlings Wakelam	200.00	£35.00
Sep-30	19.93	Border Building	16.96	2.97
Sep-30	182.13	Gasforce	155.00	27.13
Sep-30	32.00	Brandon Test C.	32.00	
Sep-30	18.76	Canon copies	15.97	2.79
Sep-30	5,520.15	As Time Goes By	4,698.00	822.15
Sep-30	211.88	ARCO clothing	180.32	31.56
Sep-30	16,142.15	PriceWaterhouse	13,738.00	2,404.15
Sep-30	64.00	British Gas month	64.00	
awaited	quarterly	Anglian Water	quarterly	quarterly
Sep-30	537.33	Eastern Contract	457.30	80.03
Sep-30	18.65	TXU Energi-20/2	17.76	0.89
Sep-30	864.87	TXU Energi-no 20	736.06	128.81
Sep-30	132.38	TXU Energi-no 49	126.08	6.30
Sep-30	12.87	TXU Energi-no 51	12.26	0.61
awaited	quarterly	BT fax/internet	quarterly	quarterly
awaited	quarterly	BT main tel line	quarterly	quarterly
Sep-15	20.96	FHDC Garage	17.85	3.11
Sep-15	20.00	FHDC Rates Cem	20.00	
Sep-15	257.00	FHDC Rates OSH	257.00	
TOTAL cf	29,688.46		26,098.56	3,589.90

Proposed : Cllr Mrs Jureko; seconded: Cllr Vant; **CARRIED** : unanimous.

BTC115/07/Oct/02:

THAT THE PAYMENT LIST SUBMITTED FOR SEPTEMBER 2002 CONFIDENTIAL ITEMS AS CIRCULATED TO COUNCILLORS BE APPROVED.

14. APPROVAL OF JUNE AND SEPTEMBER QUARTERLY BALANCES

Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC116/07/Oct/02** :

THAT THE QUARTERLY BASIC TRIAL BALANCES FOR JUNE AND SEPTEMBER 2002 BE APPROVED AND ACCEPTED.

15. CANCELLATION OF CO-OPTION PROCESS FOR BRANDON TOWN COUNCIL (VACANCY EAST WARD FOR THE PARISH OF BRANDON)

Proposed : Cllr Ms Bourton; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC117/07/Oct/02** :

THAT THE CO-OPTION PROCESS FOR BRANDON TOWN COUNCIL (VACANCY EAST WARD FOR THE PARISH OF BRANDON) BE NOW CANCELLED AS WITHIN SIX MONTHS OF LOCAL ELECTIONS (THURSDAY 01 MAY 2003).

16. DISCUSSION OF FIRST DRAFT OF PRECEPT 2003/2004 FIGURES

The Town Clerk advised that the Precept Papers would be forwarded to all Councillors with their Agenda for the next Full Brandon Town Council Meeting on Monday 04 November 2002.

17. SCC RESPONSE REGARDING A1065 ROADWORKS

Correspondence from Suffolk County Council Department of Transport had been circulated to all Councillors. The major point of concern being the temporary complete closure of the A1065 Brandon from a point approx. 150 metres south west of Hillside to a point approx. 150 metres north east of Crown Street. Great disquiet was expressed by all present at this proposal. The Town Clerk had already written to SCC to express Council's serious concerns, following the September Full Town Council Meeting but, in their response to this correspondence, SCC had been adamant that complete closure must and would take place for a three week period.

Cllr Thorne expressed particular concern at the possibility of Hillside and Woodlands Rise becoming a "rat run" route, for many vehicles, resulting in a gridlock situation which could impede the progress of emergency vehicles. Cllr Ms Bourton advised the Meeting that even the Bus companies had not been advised by SCC.

18. 2001/2002 ACCOUNTS ASSURANCE CERTIFICATE SIGNATURE

Deferred to the next Full Brandon Town Council Meeting on 04 November 2002 as a result of the delayed resolution of the Objection to the Accounts 1999/2000 by PriceWaterhouseCoopers.

19. ADOPTION OF ANNUAL ACCOUNTS 2000/2001 UNAUDITED PLUS ANNUAL ACCOUNTS 2001/2002 UNAUDITED

The adoption of the Accounts for 2000/2001 was deferred until the next Full Brandon Town Council Meeting on 04 November 2002 pending the final report of the District Auditor.

The adoption of the accounts for 2001/2002 was deferred until the next Full Brandon Town Council Meeting on 04 November 2002 pending the final report of the District Auditor for 2000/2001 and the report of the Independent Internal Auditor for 2001/2002 .

20. DISTRICT AUDITORS' 2000/2001 REPORT - CURRENT STATUS

Final inspection visit date to be confirmed. Delays caused because of tardy response from PriceWaterhouseCoopers in respect of the 1999/2000 Accounts position. Probable date week beginning Monday 14 October 2002.

21. THETFORD ROAD PLAY AREA – NEW EQUIPMENT PURCHASES

Deferred until the next Full Brandon Town Council Meeting on Monday 04 Nov 02.

22. APPROVAL OF CORRESPONDENCE TO LUBBOCK FINE AUDITORS

Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC118/07/Oct/02** :

THAT THE CORRESPONDENCE FORWARDED BY THE TOWN CLERK TO MESSRS LUBBOCK FINE, EXTERNAL AUDITORS FOR 2001/2002 ACCOUNTS, AS CIRCULATED TO COUNCILLORS, BE NOTED AND APPROVED BY COUNCIL.

23. RISK ASSESSMENTS CONDUCTED IN SEPTEMBER 2002

The Town Clerk and Senior Town Keeper had continued the rolling programme of Risk

Assessments. Matters identified were attended to as quickly as possible after assessment. The required Electrical Inspection had been conducted by Eastern Contracting. The Senior Town Keeper had attended the recommended ILAM Course on Safety in Childrens' Playgrounds to facilitate efficient and accurate safety inspections. The RoSPA Inspection of the Thetford Road Play Area had been conducted by the official Inspector. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC119/07/Oct/02** :
THAT THE RISK ASSESSMENT REPORT AS CIRCULATED TO COUNCILLORS FOR SEPTEMBER 2002 BE NOTED, APPROVED AND ADOPTED.

24. VARIOUS TOWN MATTERS CIRCULATED TO ALL COUNCILLORS

Proposed : Cllr Ridgwell; and not seconded : *“That yellow hatched markings be placed on road at junctions of High Street and Leo’s Co-op Car Park and junction of High Street (Bridge Street) and Riverside Way.”*

Proposed : Cllr Ridgwell; seconded : Cllr Mrs Jureko; **MOTION** defeated: 2 for, 3 against, 7 abstentions. *“To write to Eastern Counties to re-instate bus stop sign on telegraph pole outside 193 Thetford Road and ask for bus stops to be sited in area of Knappers Way/Thetford Road.*

Proposed : Cllr Ridgwell; seconded : Cllr Mrs Jureko; **CARRIED** : 10 for, 0 against, 2 abstentions. Resolution Record No. **BTC120/07/Oct/02** :
TO WRITE TO ANGLIA RAILWAYS TO ENQUIRE WHY THE NEW CAMBRIDGE TO NORWICH TRAIN SERVICE DOES NOT STOP AT BRANDON.

25. BRANDON ORCHARD PROJECT

The Town Clerk had informed Mrs Harwood of proposed timetable and progress to date and the latter had expressed her approval of the Nature Reserve designation. The FHDC Countryside Officer and suggested that retention of the existing flint wall might be possible with due attention to Health & Safety matters. Cllr Ms Bourton enquired if the Orchard was in the Conservation Area. The matter was deferred pending the receipt of further information.

26. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC121/07/Oct/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]

27. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY

The Town Clerk sought clarification on the “double fees” rule applying to non-residents of Brandon who had pre-purchased Exclusive Right of Burial in Brandon Cemetery. Proposed : Cllr Silvester; seconded : Cllr Mrs Ahern; **CARRIED** : 11 for, 1 against, 0 abstentions. Resolution Record No. **BTC122/07/Oct/02** :

(1) THAT ALL INTERMENTS IN BRANDON CEMETERY BE CHARGED AT THE RATE APPLICABLE ON THE DAY OF INTERMENT IRRESPECTIVE OF THE DATE UPON WHICH THE EXCLUSIVE RIGHT OF BURIAL WAS ORIGINALLY PURCHASED AND BY WHOM; AND (2) THAT THE DOUBLE FEES RULE APPLIES TO ALL NON-RESIDENTS OF BRANDON WITH THE EXCEPTION OF OUTSIDE

NURSING HOME RESIDENTS WHO HAVE RESIDED IN BRANDON ITSELF WITHIN THE THREE YEARS PRIOR TO THEIR INTERMENT.

The Town Clerk sought clarification on the rule applying to Interments on Saturdays, Sundays, Bank and Public Holidays, in Brandon Cemetery. Proposed : Cllr Edwards; seconded : Cllr Thorne; **CARRIED** : 10 for, 2 against, 0 abstentions. Resolution Record No. **BTC123/07/Oct/02** :

(1) THAT NO INTERMENTS BE PERMITTED IN BRANDON CEMETERY ON WEEKENDS, BANK HOLIDAYS AND PUBLIC HOLIDAYS, UNLESS IN THE EVENT OF EXCEPTIONAL CIRCUMSTANCES WHICH MUST RECEIVE THE APPROVAL OF THE FULL BRANDON TOWN COUNCIL AT ITS MONTHLY MEETING BEFORE ANY SUCH INTERMENT MAY BE CONDUCTED.

A letter had been received and circulated to all Councillors, from the SCC County Land Agent, Brian Cannon, accompanied by a copy of the response from the vendors of the land in question. [Confidential matter removed] Proposed : Cllr Baldwin; seconded : Cllr Mrs Ahern; **CARRIED** : 9 for, 0 against, 3 abstentions. Resolution Record No.

BTC124/07/Oct/02 :

THAT, BECAUSE OF THE ONGOING DELAYS IN REACHING AN AGREEMENT WITH THE VENDORS OF THE LAND IN QUESTION, COUPLED WITH THE URGENT REQUIREMENT FOR A NEW CEMETERY BASED UPON THE GRAVE SPACE AUDIT CONDUCTED IN JUNE AND JULY OF 2002, THAT BRANDON TOWN COUNCIL PURSUES THE ROUTE OF COMPULSORY PURCHASE OF LAND TO PROVIDE A NEW CEMETERY FOR THE PEOPLE OF BRANDON.

28. SCC PROPERTY REVIEW : ACQUISITION OF OLD SCHOOL HOUSE

“Notes of Old School House Working Party Meeting held at 7.00 pm on 23 September 2002. Present: Cllr J Ahern, Cllr E Ashley, Cllr S Jones-Weetman, Cllr S Jureko, Cllr P Ridgwell, Cllr a Saxby, Cllr A Thorne & Cllr N Vant. Apologies: Cllr P Baldwin, Cllr J Bourton, Cllr S Edwards, Cllr R Silvester. Cllr A Saxby was elected as Chairman, Cllr A Saxby agreed to take the notes. The Working Party decided to create a list of the minimum requirements for BTC to become involved in the “Brandon Healthy Living Centre” project. The requirements were:

[Confidential items removed]

It was proposed that the 10 points be approved by Full Council in our October meeting, and once approved that they be sent to the relevant organisations.”

Proposed : Cllr Mrs Ahern; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC125/07/Oct/02** :

THAT BRANDON TOWN COUNCIL ADOPTS THE NOTES OF THE WORKING PARTY HELD IN OLD SCHOOL HOUSE, MARKET HILL, BRANDON, ON MONDAY 23 SEPTEMBER 2002.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC126/07/Oct/02** :

THAT BRANDON TOWN COUNCIL FORWARDS THE DECISIONS OF THE WORKING PARTY, HELD ON MONDAY 23 SEPTEMBER 2002, IMMEDIATELY TO SUFFOLK COUNTY COUNCIL/KEYSTONE COMMUNITY PARTNERSHIP, AS ADDITIONAL CONDITIONS TO THE EARLIER CORRESPONDENCE AND ORIGINAL LIST OF REQUIREMENTS AND WITH PARTICULAR EMPHASIS ON POINT 9., VIZ. “BTC MUST HAVE A MEMBER ON THE KEYSTONE BOARD”.

Cllr Vant requested the Town Clerk to seek the valuation of Old School House from the County Valuer as soon as possible.

29. STAFF APPRAISALS AND NALC SALARY SCALE ADVICE

[Confidential items removed]

30. AMENDED CIVIC REGALIA/BTC CORPORATE IMAGE

Quotations obtained from various Companies had been circulated to all Councillors with their Agenda papers. Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; 3 for, 5 against, 4 abstentions (including the Chairman, Cllr Saxby). MOTION defeated: *That Brandon Town Council purchases an amended Civic Medallion and part-link Chain from Fattorini Ltd as per the quotation circulated.*

31. THETFORD ROAD PLAY AREA FENCING REPAIRS

Proposed : Cllr Baldwin; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC127/07/Oct/02** :

(1) THAT THE QUOTATIONS PROVIDED BY CHASE FENCING IN THE SUM OF £366.11 + VAT FOR A TWO-RAIL FENCE AND £264.62 + VAT TO PROVIDE A NEW GATE AND POSTS BE APPROVED AND WORK COMMENCED IMMEDIATELY TO REPAIR THE WOODEN FENCING AT THETFORD ROAD PLAY AREA; AND (2) THAT THE CHAIRMAN, CLLR SAXBY AND THE TOWN CLERK BE DELEGATED TO ARRANGE ANY FURTHER REPAIRS DEEMED NECESSARY AT THE THETFORD ROAD PLAY AREA AT THIS TIME.

32. QUOTATION FOR REMOVAL OF FIVE TREES IN CHURCHYARD

Proposed : Cllr Vant; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC128/07/Oct/02** :

THAT THE QUOTATION PROVIDED BY S P LANDSCAPES IN THE SUM OF £235 + VAT FOR FELLING AND REMOVAL OF FIVE TREES FROM THE CHURCHYARD PER DIOCESAN FACULTY GRANTED AND £95 + VAT TO GRIND OUT STUMPS, LEAVING ARISINGS AND HOLES TO BE CLEARED AND REINSTATED BY OTHERS, BE ACCEPTED AND WORK COMMENCED AS SOON AS POSSIBLE.

33. NALC TRAINED CLERKS/2002/2003/2004 PAY SCALE INCREASES

The Town Clerk had circulated information to all Councillors with their Agenda papers in relation to the requirement for all Councils to employ a Trained Clerk with approved qualifications. NALC Training Development Officer had produced a Portfolio Guide to launch the AQA Certificate in Local Administration. SALC would conduct the County Training Partnerships. The SLCC Induction Pack had been rewritten to link with the new documentation. Cllr Mrs Ahern noted that Brandon Town Council is ahead of the game in this respect because its own Town Clerk was already enrolled upon the University of Gloucestershire Local Policy BA (Hons) Degree Course, which was of a higher level than the AQA Certificate in Local Administration, and therefore would not be required to provide the AQA Portfolio.

Information on the NALC Salary Scale and approved Increases had been circulated to all Councillors with their Agenda papers. Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne;

CARRIED : unanimously. Resolution Record No. **BTC129/07/Oct/02** :

THAT THE NALC RECOMMENDED PAY SCALE INCREASES AS CIRCULATED TO ALL COUNCILLORS, RELATING TO THE YEARS 2002/2003/2004 AND

BACKDATED TO 01 APRIL 2002, BE APPROVED AND ADOPTED BY BRANDON TOWN COUNCIL FOR ALL STAFF MEMBERS.

Meeting closed at 9:17 pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 04 November 2002.