

BRANDON TOWN COUNCIL
Minutes of the Meeting of the Full Brandon Town Council
Held at 7pm on Monday 18th October 2004
At the (New) Forest Primary School, Bury Road, Brandon

Present : The Chairman Cllr. Ms J S Bourton, The Vice Chairman Cllr. Mrs E Milner, Cllr. Mrs J A Ahern, Cllr. P S Baldwin, Cllr. Mrs S Jureko, Cllr. S A Newbon, Cllr. P R Ridgwell, Cllr. A P Saxby and Cllr. N A Vant,

Also present : RAF Lakenheath Squadron Leader Jo Daniels, Col.Machanan, Mrs Christine Arnold representing the Brandon Remembrance Playing Field, 1 member of the press, 1 member of the public.

1. APOLOGIES FOR ABSENCE

Cllr. V Ashley, Cllr. Mrs C Silvester and Cllr. R Silvester.

2. DECLARATIONS OF INTERESTS AND ADDITIONS TO REGISTER OF MEMBERS INTERESTS [PCC of C 2001/LGA 2000]

None

3. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Brandon Town Council Full Meeting on Monday 6th September 2004 (Public Items) [LGA 1972 Sch.12]

Resolution Record No. **BTC/126/18/Oct/04**

Proposed by Cllr. Mrs E Milner and seconded by Cllr. N Vant.

CARRIED : 7 for 0 against 1 abstention.

THAT THE MINUTES OF THE BRANDON TOWN COUNCIL FULL MEETING OF MONDAY 6TH SEPTEMBER 2004 BE ACCEPTED AND SIGNED AS A TRUE RECORD

4. MATTERS ARISING

From the Brandon Town Council Full Meeting of Monday 6th September 2004

None

5. RESOLUTION from Cllr. A Saxby. Resolution no. 105:

Resolution Record No. **BTC/127/18/Oct/04**

Proposed by Cllr. Saxby and seconded by Cllr. Mrs J Ahern

CARRIED: 8 for 1 against 0 abstentions

THAT BRANDON TOWN COUNCIL POLICY IS NOT TO MAKE DONATIONS TO NON-LOCAL CHARITIES

6. RESOLUTION from Cllr. Mr A Saxby. Resolution no. 106

Proposed by Cllr. A Saxby and seconded by Cllr. N Vant

Resolution Record No. **BTC/128/18/Oct/04**

CARRIED : 6 for 3 against 0 abstentions

Recorded Vote: For Cllrs Mrs J A Ahern, Mr P S Baldwin, M/S J S Bourton, Mrs E Milner, Mr A P Saxby and Mr N Vant. Against: Cllrs Mrs S Jureko, Mr S A Newbon and Mr P R Ridgwell.

AGENDA ITEM WARD REPORTS FROM COUNCILLORS BE REMOVED FROM THE STANDARD AGENDA

7. RESOLUTION from the Vice Chairman Cllr. Mrs E Milner. Resolution no. 111
Resolution Record No. **BTC/129/18/Oct/04**

Proposed by Cllr. Mrs E Milner and seconded by Cllr. Mrs S Jureko.

CARRIED : 8 for 0 against 1 abstention

THAT BRANDON TOWN COUNCIL RESOLVES TO ENSURE ALL COUNCIL BUSINESS IS CARRIED OUT EFFICIENTLY, EFFECTIVELY AND IN ACCORDANCE WITH STANDING ORDERS AT ALL TIMES

The meeting was adjourned for the public forum and reports

8. PUBLIC FORUM

Mrs Christine Arnold representing the Brandon Remembrance Playing Fields Committee addressed the meeting.

She stated FHDC has offered £50,000 conditional funding towards the cost of providing 3 new tennis / netball courts. These could be in use as early as next summer.

Before money is released, specific criteria laid down by FHDC has to be met. This involves the setting up of a three way Partnership between Forest Heath, Lottery Funds and Brandon Town Council. Mrs Arnold stressed that the Town Council would only be required to make a token financial gesture.

Further discussion on this matter is continued in Agenda Item 19.2

9. TO RECEIVE A REPORT FROM RAF LAKENHEATH

Before commencing Squadron Leader Jo Daniels introduced Col.Machanan to the meeting.

Key topics covered in her report included :

The recent commencement of Night Flying and subsequent noise complaints.

The Civic Leaders Tour – more to be held over the next few months.

Community Projects – to include support for a Cycle Path, Lodes and the Orchard.

Questions from Councillors :

Concerns were raised at the number of cars parked on grass verges outside the base and not using the designated viewing area.

The lack of driving / parking knowledge shown by new personnel.

Squadron Leader Jo Daniels said all points raised would be investigated.

10. TO RECEIVE REPORTS (if any) from County Councillors and/or District Councillors
None

The meeting reconvened

11. URGENT BUSINESS – any items the Chairman considers a matter of urgent business (pursuant to Section 100B (4) (16) LGA 1972)

The Chairman Cllr. Ms S Bourton brought attention to a letter she received on 30th September 2004 from Brandon Halloween Spooktacular requesting the use of the Council Office's electricity for this years event.

Resolution Record No. **BTC/130/18/Oct/04**

Proposed by Cllr. Mrs J Ahern and seconded by Cllr. Mrs E Milner.

CARRIED : 7 for 1 abstention

BRANDON TOWN COUNCIL AGREES THE USE OF ELECTRICITY BY BRANDON HALLOWEEN SPOOKTACULAR

For information only : Temporary Closure of Road U6107 St. Peters Place, Brandon
Period of closure : 1st – 21st November 2004

12. WARD REPORTS FROM COUNCILLORS

13. PLANNING APPLICATIONS: Notifications previously circulated : plans at Meeting.
Resolution Record No. **BTC/131/18/Oct/04**

Proposed by The Vice Chairman Cllr Mrs E Milner and seconded by Cllr Mrs S Jureko

CARRIED: Unanimous

**THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO THE
PLANNING APPLICATIONS HEREUNDER DESCRIBED**

F/2004/0775/OUT: OUTLINE APPLICATION: 1, The Drove, Brandon. Erection of a single storey dwelling. Applicant(s): Mr C Parrott, Ellendean, Hockwold Road, Weeting, Norfolk, IP27 0QE.

F/2004/0803/FUL: Unit 6, Station Way, Brandon. Subdivision of B1/B8 unit into two B1/B8 units, including new roller shutter door and additional/alterations to windows and doors. Applicant(s): Mr I Manns, 15 Napier Place, Thetford, Norfolk, IP24 3RL.

F/2004/0788/COU: Evergreen, Bury Road, Brandon. Change of Use from residential dwelling to Care Home for children. Applicant(s): Mr J Branagan, Acorn Cottage, 70, High Street, Brandon.

F/2004/0818/LBC: Old School House, Church End, Brandon. Alterations to west elevation to include bricking up of existing door way, making good existing wall and re-panelling internal wall. Applicant(s): Mr Robert Hills, Old School House, Church End, Brandon, IP27 0JE.

F/2004/0813/FUL: Retrospective application: 15, Stuart Close, Brandon. Erection of two-storey side extension (amendment to that approved under F/2000/551). Applicant(s): Mr P King, 2, South Street, Hockwold, Norfolk, IP26 4UG.

F/2004/0800/RMA: Cross boundary application: Land off Fengate Drove, Brandon. Submission of details under outline permission F/2001/415 for the erection of 68 dwellings plus associated roads, car parking and public green space. (Major Development). Applicant(s): NBH Ltd and The Fairfield Partnership, Emblem Homes, The White House, 10 Clifton, York, YO30 GAE.

13.1 Planning Applications GRANTED

F/2004/0611/FUL: Land off Bracken Rise, Brandon. Erection of one bungalow and detached double garage. Applicant(s): Baker & Nisbet Ltd, 4 Holly Lane, Lakenheath, Suffolk.

F/2004/0632/FUL: 22, Falcon Drive, Brandon. Erection of rear conservatory. Applicant(s): Mr Steven Molyneux, 22, Falcon Drive, Brandon.

F/2004/0635/FUL: 3, The Street, Brandon. Erection of rear conservatory. Applicant(s): Ms J Mojsiejonek, 3, The Street, Brandon.

F/2004/0602/FUL: 3, Seymour Avenue, Brandon. Erection of two-storey side extension

(demolition of rear conservatory) Applicant(s): Mr & Mrs N Osborne, 3, Seymour Avenue, Brandon.

F/2004/0591/FUL: Land at 81A, The Old Coach House, London Road, Brandon.
Resubmission: conversion of barn to form dwelling and erection of detached double garage.
Applicant(s): Mrs & Mrs J Rought, The Old Coach House, 81A London Road, Brandon.

F/2004/0601/FUL: Land off Chalk Road, Brandon. Erection of single storey stable block.
Applicant(s): Ms Scannon, Firfield, Chalk Road, Brandon.

F/2004/0629/FUL: 26, Hillside, Brandon. Alterations to roof of house and garage and insertion of dormer window in rear elevation. Applicant(s): Mr J White, 26 Hillside, Brandon.

F/2004/0653/FUL: 8-14, London Road, Brandon. Environmental enhancements to street.
Applicant(s): Mr Mike McConnell, Project Manager, Brandon Historic Economic Regeneration Scheme. Forest Heath District Council, Mildenhall.

F/2004/0658/FUL: 33, St Margaret's Drive, Brandon. Erection of side and rear extension, demolition of existing attached garage and erection of detached double garage. Mr & Mrs D Masters, 39, St Margaret's Drive, Brandon.

F/2004/0620/FUL: 34, Manor Road, Brandon. Erection of side and rear extension.
Applicant(s): Mr T Carrick, 34, Manor Road, Brandon.

F/2004/0638/TPO: 16, Pinewood Drive, Brandon. Removal of one Scots Pine. Applicant(s); Mr E Field. 8, Pinewood Drive, Brandon.

F/2004/0639/TPO: 16, Pinewood Drive, Brandon. Removal of one Scots Pine. Applicant(s); Mr H D Ellerby, 6, Pinewood Drive, Brandon.

F/2004/0721/TPO: Rear of 9, Market Hill, Brandon. Crown reduction of 30% to one Walnut Tree. Applicant(s); Mr G Lingham, New House, Gas House Drove, Brandon, Suffolk.

F/2004/0800/RMA: Cross boundary application: Land off Fengate Drove, Brandon.
Submission of details under outline permission F/2001/415 for the erection of 68 dwellings plus associated roads, car parking and public green space. (Major Development).
Applicant(s): NBH Ltd and The Fairfield Partnership, Emblem Homes, The White House, 10 Clifton, York, Y030 GAE.

13.2 Planning Applications REFUSED

F/2004/0681/FUL: 55B, High Street, Brandon. Installation of new shop front. Applicant(s): Mr B Mehmet, 55b, High Street, Brandon.

13.3 TREE PRESERVATION ORDERS / TREE REDUCTION AND REMOVAL.

F/2004/0811/TPO: 1, Lingheath Road, Brandon. Lifting canopy to 7 metres to two Beech.
Applicant(s): Miss N Cobbold, 1 Lingheath Road, Brandon.

F/2004/0830/TPO: 23, Bracken Rise, Brandon. Felling of one Oak tree. Applicant(s): Mr R T Cooper 23, Bracken Rise, Brandon, Suffolk.

13.4 STREET NAMING AND NUMBERING

None to date.

13.5 DELEGATION PLANNING MEETING and case Officer Recommendations

F/2004/0682/FUL: 240, London Road, Brandon. Erection of two-storey dwelling (demolition of existing dwelling) Baker & Nisbet Ltd, 4 Holly Lane, Lakenheath, Suffolk.

Recommendation: Approve. To be reported to the next Committee.

13.6 NOTICES OF PLANNING APPEALS SINCE 6th September 2004

F/2004/0189/FUL. DOE/WO APPEAL REF: APP/H3510/A/04/1160884: Land at Bracken Rise, Brandon. Erection of two bungalows. An appeal has been made to the Secretary of State in respect of the above site. Appeal starting date: 7th September 2004. Appellant's name: Baker & Nisbet Ltd.

13.7 AGENDAS / MINUTES FROM FHDC SINCE 6th September 2004

Agenda for the Local Development Framework Working Group Meeting held at 4 pm on Thursday 16th September 2004 at the Council Chamber, District Offices, College Heath Road, Mildenhall.

14. ACCOUNTS :

To receive and approve September payments

14.1 Public items – discussion permitted

Resolution Record No. **BTC/132/18/Oct/04**

Proposed by the Vice Chairman Cllr. Mrs E Milner and seconded by Cllr. Mrs S Jureko

CARRIED: 8 in favour 1 against 0 abstentions

THAT THE PAYMENTS ON THE LIST SUBMITTED FOR SEPTEMBER 2004 (PUBLIC ITEMS) AND PRODUCED HEREUNDER ARE APPROVED

Date	Amount	Supplier	Net Total	VAT
Sep-30	47.73	Petty Cash Imprest	47.73	
Sep-30	150.00	Gatehouse S.137	150.00	
Sep-30	46.33	Petty Cash Imprest	46.33	
Sep-30	44.78	Petty Cash Imprest	44.78	
Sep-30	91.59	FHDC - Annual Trade Refuse	77.95	13.64
Sep-30	3,084.38	S P Landscapes Ltd.	2,625.00	459.38
Sep-30	35.00	Brandon Test Centre - MOT	35.00	
Sep-30	763.75	Lubbock Fine - External Audit	650.00	113.75
Sep-30	6.00	J & D Green - Window Cleaning	6.00	
Sep-30	2.51	Canon Copies	2.14	0.37
Sep-30	144.06	Pearsons (Thetford) Ltd.	122.60	21.46
Sep-30	6,127.63	Brooks & Wood Ltd.- Orchard	5,215.00	912.63
Sep-30	681.50	Didlington Nurseries	580.00	101.50
Sep-30	108.69	ROSPA Playground Inspection	92.50	16.19
TOTALS	11,333.95		9,695.03	1,638.92
Sep-30	33.50	British Gas	27.64	5.86

Sep-30	quarterly	Anglian Water	quarterly	quarterly
Sep-30	538.54	A M Government Services Ltd	458.33	80.21
Sep-30	quarterly	Powergen - 20/2 OSH Box	quarterly	quarterly
Sep-30	quarterly	Powergen -no 27 Street Lights	quarterly	quarterly
Sep-30	quarterly	Powergen -no 49 OSH	quarterly	quarterly
Sep-30	quarterly	Powergen -no 51 Cemetery	quarterly	quarterly
Sep-30	199.47	Unicom tel/fax/internet	169.76	29.71
Sep-30	22.00	FHDC garage rent	18.15	3.85
Sep-30	24.00	FHDC Rates Cem	24.00	
Sep-30	223.00	FHDC Rates OSH	223.00	
TOTALS	1,040.51		920.88	119.63

14.2 Confidential Items (Staff salaries/Local Gov. Pension)

Proposed by the Vice Chairman Cllr. Mrs E Milner and seconded by The Chairman Cllr. Ms S Bourton

Resolution Record No. **BTC/133/18/Oct/04**

CARRIED : Unanimous

AT PAYMENT ON THE LIST SUBMITTED FOR SEPTEMBER 2004 (CONFIDENTIAL ITEMS – STAFF SALARIES) AS CIRCULATED TO COUNCILLORS IS APPROVED.

15. ADOPTION OF THE LUBBOCK FINE EXTERNAL AUDIT

COMMISSION REPORT FOR THE YEAR ENDED 31ST MARCH 2004

Resolution Record No. **BTC/134/18/Oct/04**

Proposed by Cllr. Mrs E Milner and seconded by Cllr. S Newbon

CARRIED : Unanimous

THAT BRANDON TOWN COUNCIL ADOPT THE LUBBOCK FINE EXTERNAL AUDIT COMMISSION REPORT FOR THE YEAR ENDED 31ST MARCH 2004

16. TO BE ADVISED ON CEMETERY WORKS – Due to illness a report was not available. Cllr. A Saxby advised the meeting the cemetery wall is in a serious state of disrepair and is in need of urgent remedial attention. A structural engineer to be consulted and recommendations discussed at the next Town Council meeting.

A request from Mrs Denise Barrett to plant a rose bush in the memorial garden of the Brandon Cemetery was approved.

17. JUSTICES LICENCE APPLICATIONS - none

18. ALLOTMENT GARDENS – TO BE ADVISED OF ANY DEVELOPMENTS – as suitable land has not become available no report was necessary

19. BRANDON REMEMBRANCE PLAYING FIELDS

19.1 In response to a letter received from the Brandon Remembrance Playing Fields Committee regarding the non-attendance at meetings of the Brandon Town Council representative, Cllr. S Newbon replied that meetings were often cancelled at short notice and rearranged dates were not always convenient. Cllr. Mrs E Milner asked if the B.R.P.F.C. inline with other local organisations could send copies of their monthly minutes to the Town Council.

19.2 Funding Request – Section 137 Local Government Act 1972

Resolution Record No. **BTC/135/18/Oct/04**

Proposed by Cllr. P Baldwin and seconded by Cllr. Mrs J Ahern

CARRIED : 5 for 2 against 2 abstentions

Recorded Vote: For Cllrs Mrs J A Ahern, Mr P S Baldwin, M/S J S Bourton, Mr S A Newbon and Mr N A Vant. Against: Cllrs Mr A P Saxby and Mr P R

Ridgewell. Abstentions: Cllrs Mrs S Jureko and Mrs E Milner.

THAT BRANDON TOWN COUNCIL AGREE THAT ANY SURPLUS OF PRECEPT FUNDS IN THE BUDGET FOR THE BRANDON REMEMBERANCE PLAYING FIELDS, UP TO A MAXIMUM OF £5000, BE ALLOWED TO BE PUT TOWARDS THE PARTNERSHIP SCHEME. AN ADDITIONAL DONATION OF £100 TO BE GIVEN UNDER SECTION 137

Resolution Record No. **BTC/136/18/Oct/04**

It was proposed by the Chairman Ms S Bourton and seconded by Cllr. Mrs J Ahern

CARRIED : Unanimous

THAT THIS MEETING ADJOURN FOR A SHORT BREAK

20. BRANDON TOWN COUNCIL CHRISTMAS LIGHTS AND SWITCHING ON CEREMONY

20.1 Christmas Tree donation

Resolution Record No. **BTC/137/18/Oct/04**

Proposed by the Chairman Ms S Bourton and seconded by Cllr. S Newbon

CARRIED : Unanimous

THAT BRANDON TOWN COUNCIL ACCEPT THE DONATION OF A CHRISTMAS TREE FROM ELEV DEN ESTATE

20.2 Christmas Tree and Old School House decorative lighting

Resolution Record No. **BTC/138/18/Oct/04**

Proposed by the Chairman Cllr. Ms S Bourton and seconded by Cllr. S Newbon

CARRIED : 6 for 3 against 0 abstention

THAT BRANDON TOWN COUNCIL ACCEPT THE QUOTATION OF £2835.00 + VAT TO PROVIDE CHRISTMAS LIGHTS TO THE TOWN HALL AND CHRISTMAS TREE

20.3 St Nicholas Hospice 'Light up a life' request

Resolution Record No. **BTC/139/18/Oct/04**

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

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL INVITE ST. NICHOLAS HOSPICE 'LIGHT UP A LIFE' TO TAKE PART IN THE TOWN'S SWITCHING ON CEREMONY

20.4 Sound amplification at the Christmas switching on ceremony

St Nicholas Hospice to be advised additional sound amplification would be required at the ceremony

20.5 Date of Christmas switching on ceremony

Confirmed as 3rd December 2004. Time 4pm until late – all in favour

An invitation to attend to be sent to Lord & Lady Iveagh

21. REQUEST FOR POST BOX AT THE JUNCTION OF DOWNHAM WAY AND BEECHFIELDS, BRANDON – REQUEST MADE BY COUNCILLOR P R RIDGEWELL

Resolution Record No. **BTC/140/18/Oct/04**

Proposed by Cllr. P Ridgewell and seconded by Cllr. S Newbon

CARRIED: 7 for 1 against 0 abstention

THAT BRANDON TOWN COUNCIL CONTACT ROYAL MAIL REQUESTING AN ADDITIONAL POST BOX TO BE SITED AT THE JUNCTION OF DOWNHAM WAY AND BEECHFIELDS, BRANDON

22. REQUESTS FOR ADDITIONAL LIGHTING

22.1 St. Nicholas Walk, Brandon – A letter received from a resident to be given to the relevant committee

22.2 ‘Old part of St. Benedict’s Road – Request by Cllr. P Ridgwell
Cllr. S Newbon requested an additional area be considered – Church Road West
Resolution Record No. **BTC/141/18/Oct/04**

Proposed by Cllr. S Newbon and seconded by Cllr. P Baldwin

CARRIED : Unanimous

THAT THE STREET LIGHTING COMMITTEES REASSESS THE NEED FOR ADDITIONAL STREET LIGHTING IN THE ABOVE NAMED AREAS

23. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

Resolution Record No. **BTC/142/18/Oct/04**

Proposed by the Chairman and seconded by Cllr. Mrs J Ahern

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 : CONFIDENTIAL MINUTES; STAFFING ISSUES; QUOTATIONS. (Section 100(A)(4) LGA 1972)

BRANDON TOWN COUNCIL

Confidential Minutes

of the Full Brandon Town Council Meeting

held at 7pm on Monday 18th October 2004

At the (New) Forest Primary School, Bury Road, Brandon

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

24. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES -

Of the Full Brandon Town Council Meeting of Monday 6th September 2004.

Resolution Record No. **BTC/143/18/Oct/04**

CARRIED :

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 6TH SEPTEMBER 2004 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

25. MATTERS ARISING FROM CONFIDENTIAL MINUTES

From the Full Brandon Town Council Meeting of Monday 6th September 2004 - none

26. RESOLUTION from Cllr. R Silvester. Resolution No. 109:

Due to illness Cllr. R Silvester was not present at the meeting. No further discussion is necessary.

27. EMPLOYMENT MATTER – ADMINISTRATIVE ASSISTANT VACANCY

RESOLUTION from Cllr. R Silvester, Cllr. Mrs C Silvester, Cllr. P Ridgwell and Cllr. P MacLoughlin. Resolution No.110.

Resolution Record No. **BTC/144/18/Oct/04**

CARRIED:

THAT THE DECISION MADE IN RESOLUTION RECORD NO. BTC/124/06/Sept/04
WILL STAND.

Resolution Record No. **BTC/145/18/Oct/04**

CARRIED :

*****Confidential Staffing Issue*****

28. EMPLOYMENT MATTER – TOWN KEEPER – Deferred until the next meeting

**29. BRANDON TOWN COUNCIL GROUNDWORK SERVICES – CONTRACTING
AND STAFFING ISSUES**

RESOLUTION from Brandon Town Council Groundwork Services Working Party at the meeting held on Wednesday 22nd September 2004. Attended by Cllr Ms S Bourton (Chairman), Cllr V Ashley, Cllr P Baldwin, Cllr. Mrs S Jureko, Cllr P Ridgwell, and Cllr. R Silvester. Resolution No.112

*****Confidential Staffing Issue*****

Resolution Record No. **BTC/146/18/Oct/04**

CARRIED :

The Meeting terminated at 9.55 pm