

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 06 January 2003 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 (at 7:05 pm), Cllr P S Baldwin, Cllr Ms J S Bourton, Cllr S J Edwards (at 7:55 pm), Cllr Mrs S Jones-Weetman, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr P R Ridgwell, and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); Insp N K Bennett, Mildenhall and Brandon Police Sector Commander; members of the public.

1. APOLOGIES FOR ABSENCE

Cllr R Silvester (overseas), Cllr S J Edwards (notified late arrival owing to prior commitment) and Cllr A Thorne (illness).

2. VOTE OF NO CONFIDENCE

Proposed : Cllr Ms J S Bourton; seconded : Cllr P R Ridgwell. Resolution Notice No. 90 : "That the Chairman, Cllr Mr A Saxby, no longer holds the confidence of the Members of this Council". Cllr Ms Bourton had provided notes duly circulated to Councillors with the Agenda papers. Cllr Ms Bourton rose to speak and indicated that she did not intend to pursue the other points listed in the circulated notes and that her main cause for concern was the treatment of the Clerk by the chairman at the Full Brandon Town Council Meeting held on Monday 04 November 2002 which had resulted in the Clerk's offering her resignation at the time. Cllr Saxby then acknowledged that he had spoken in haste to the Clerk at that time and had since apologised and believed that the matter was now closed. Cllr Saxby invited comments from other Councillors. Cllr Baldwin rose to explain that he had been concerned at the extended list of points of complaint, which had been noted in Cllr Ms Bourton's supporting statement to this resolution and he was not prepared to support all of them. However, he did consider that Cllr Saxby had spoken very badly on that occasion (04 November 2002) bearing in mind that the Chairman's position means that he is operating as the "mouthpiece" of the Council. Therefore, Cllr Baldwin would support the item on the list appertaining to incorrect treatment of the Clerk. Cllr Mrs Jones-Weetman rose to state that Brandon Town Council now had a good Clerk and she hoped that any misunderstandings could be sorted out in the matter. Cllr Mrs Jones-Weetman wished to make it clear that she did not agree with the other items on the list; only with the item appertaining to the Clerk's treatment. She wished to support Cllr Saxby as chairman, based on his overall performance to date in concluding meetings quickly (she alluded to previous "four-hour" meetings and continuations). She concluded that she was very sad that the chairman had upset the Clerk. Cllr Vant rose to state that the original supporting statement had included more points which now appeared to have been dropped. He stated that the bullying of Clerks had also been conducted by others in the chair and he referred to Cllr Ms Bourton and various other un-named, past chairmen of Brandon Town Council. Cllr Vant spoke in praise of Cllr Saxby and stated that he trusts this chairman (Cllr Saxby) as he is "straight" and direct.

Cllr Mrs Milner hoped the Council could now proceed with the business of working for the people of Brandon and said that she did not intend to vote on this item. Cllr Ashley rose to agree with Cllr Mrs Milner. He also stated that he did not like the Council Meetings having to be held in the Community Centre. He wished to see the Council "get its act together" and get out of that building. Cllr Ms Bourton rose to reply and emphasized that the main issue

was the relationship between the Chairman and the Clerk. She reminded Members that all Councillors are equal and that (except in the case of an equality of votes which permits a casting vote) that the chairman has only one vote (National Association of Local Councils Standing Orders).

Before voting commenced Cllr Vant requested a named vote.

FOR	AGAINST	ABSTAINED	ABSENT
Cllr Ms Bourton	Cllr Saxby	Cllr Ashley	Cllr Edwards
Cllr Ridgwell	Cllr Mrs Ahern	Cllr Mrs Jones-Weetman	Cllr Silvester
Cllr Baldwin	Cllr Mrs Jureko	Cllr Mrs Milner	Cllr Thorne
	Cllr Vant		

Motion failed 3 for, 4 against, 3 abstentions, 3 absent.

Identified in Resolution Record book as **BTC156/06/Jan/03** failed.

3. DECLARATIONS OF INTEREST and ADDITIONS TO REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

N.B. Councillors must sign the Declarations Book before leaving the Meeting.

Cllr Baldwin declared an interest in Agenda Item 25. and duly signed the Declaration of Interests book. Cllr Mrs Jones-Weetman declared an interest in Agenda Items 14. (Precept: two lines only, viz. grants and allotments) and 17. and duly signed the Declaration of Interests book. The Meeting was temporarily adjourned to allow for reports.

4. REPORT FROM THE POLICE

Inspector Bennett reported that a number of youths had been interviewed in connection with the vandalism to the Brandon Christmas Lights. He was unable to give specific details, because young people were involved and the investigation was ongoing. In general terms, he was able to report a good reduction in recorded crime and that the Mildenhall and Brandon Police Sector were well placed at the top of the Western Area statistics. Inspector Bennett informed the Meeting that the Senior Traffic Warden, Michael Finch, would be retiring on 13 January 2003 and that a replacement was to be appointed (no timescale given). The Police have launched a safety campaign, namely "Lights Save Lives", aimed at reducing the risks to children who cycle without proper lights on their bikes. Children riding with correct lights will be praised and have their details entered in prize draw to win one of three bikes as a reward. The competition is funded in partnership by FHDC and Moon's Cycles of Newmarket.

Cllr Vant enquired if this would keep cyclists off the pavement. Cllr Mrs Milner noted that the 40mph sign on London Road was not working again. Inspector Bennett understood this was a problem with the electricity supplier (24Seven) and was assured that the Town Clerk had reported this problem. Inspector Bennett, in reply to Cllr Mrs Ahern's question, responded that safety helmets were not compulsory.

Cllr Baldwin asked if the CCTV was of any benefit during the recent vandalism of the Brandon Christmas Lights. Inspector Bennett reported that the cameras were not turned around over the Market Hill at that time. Cllr Baldwin pointed out that Brandon Town Council had contributed towards the installation of the CCTV. Cllr Baldwin felt that CCTV cameras should be fully-manned to provide a 24-hour watch

service and wished FHDC to be requested to facilitate this. The chairman thanked Inspector Bennett for his time in kindly attending the Meeting.

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

5. REPORT FROM RAF LAKENHEATH

Squadron-Leader Turner, RAF Commander, had sent his apologies owing to a prior engagement.

6. REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS

County Councillor Bill Bishop had sent his apologies for this and the next several Meetings, because of ill health. District Councillors Edwards (predicted late arrival) and Silvester (absent overseas) had sent their apologies.

7. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Full Brandon Town Council Meeting of Monday 04 November 2002. Proposed : Cllr Mrs Jones-Weetman; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC157/06/Jan/03** :

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 04 NOVEMBER 2002 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Minutes of the Full Brandon Town Council Meeting of Monday 16 December 2002. Proposed : Cllr Mrs Ahern; seconded : Cllr Baldwin; **CARRIED** : 9 for, 1 abstention. Resolution Record No. **BTC158/06/Jan/03** :

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 16 DECEMBER 2002 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Cllr Saxby wished to point out that Cllr Vant had been correct in his interpretation of Standing Orders at the time of the Monday 16 December 2002 Meeting in relation to the proposed vote of no confidence in the chairman. The original proposer had referred to a prepared list and therefore had had the opportunity of placing the item on the Agenda, in the approved manner, with due reference to the Brandon Town Council's 10-day rule intended to allow Councillors ample opportunity to prepare for any item.

8. MATTERS ARISING FROM MINUTES

Cllr Baldwin referred to the Precept items and would like to see quotations for the possible purchase of a "scaffolding tower", to compare with costs for hire of this equipment.

9. ADOPTION OF NALC 2002 STANDING ORDERS

The updated National Association of Local Councils' Standing Orders had been published in 2002 and it was necessary to formally adopt these to conform with the External Auditors requirements for the future. Proposed : Cllr Ms Bourton; seconded: Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC159/06 Jan/03** :

THAT (i) THAT NALC STANDING ORDERS 2002 BE FORMALLY ADOPTED BY BRANDON TOWN COUNCIL SUBJECT TO THE ADDITION OF PREVIOUSLY RESOLVED BRANDON TOWN COUNCIL AMENDMENTS; THAT (ii) DECISION OVER THE NUMBER OF OFFICIAL COPIES TO BE PURCHASED BE DEFERRED

UNTIL AFTER THE ELECTIONS ON 01 MAY 2003; AND THAT (iii) NALC CIRCULAR 2/86 CODE OF COMPLAINTS BE INCLUDED.

10. URGENT BUSINESS

(A) The matter of the vandalism of the Brandon Christmas Lights was noted, in the light of a large repair bill (£800) just received for the damage incurred. Councillors reiterated their concerns, noted in Item 4. Police herewith, in relation to the length of time taken for Police response to the complaint and lack of 24-hour manned CCTV coverage on Market Hill and elsewhere in Brandon. It was resolved that Brandon Town Council should write to both FHDC and the Chief Constable of Suffolk, bemoaning the delayed Police response time and seeking full and comprehensive, manned CCTV cover for Brandon on a 24-hour-a-day basis and enclosing a copy of the repair bill as evidence. Proposed : Cllr Baldwin; seconded: Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC160/06/Jan/03**

THAT BRANDON TOWN COUNCIL WRITES TO (i) FOREST HEATH DISTRICT COUNCIL AND (ii) THE CHIEF CONSTABLE OF SUFFOLK EXPRESSING STRONG RESERVATIONS AT THE INADEQUATE CCTV COVERAGE ALLOCATED TO BRANDON AND DECRYING THE DELAYED POLICE RESPONSE TIME TO THE CHRISTMAS LIGHTS VANDALISM INCIDENT.

(B) Cllr Mrs Ahern noted that the By-Pass Public Meeting, chaired by Richard Spring, MP (to whom she had sent a letter of appreciation), was deemed a success and she hoped that Brandon Town Council would do its utmost to promote a By-Pass for Brandon. She wondered if Any Other Business could be returned to the Agenda for matters of report. The Town Clerk advised that AOB was considered "bad practice", by SALC and University of Gloucestershire, as it could lead to illegal expenditure being inadvertently agreed within this section. Their advice was to ensure that everything of import had its own Agenda item. Cllr Vant felt there should be some mechanism for ensuring that items do not become "lost" from Meeting to Meeting.

The Town Clerk advised that the immediately preceding Minutes were checked during preparation of each Agenda and suggested that the addition of Town Clerk's report and Councillors' reports to the existing Agenda format would cover the issue.

(C) An invoice had been received for emergency repairs carried out to a damaged streetlight and payment was sought immediately by the electrical companies involved. The Town Clerk explained that 24Seven had also now instigated a policy that every invoice must be paid in advance. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimously. Resolution Record No. **BTC161/06/Jan/03** :

THAT (i) PAYMENT OF THE NOVEMBER EMERGENCY CALL OUT CHARGES OF EASTERN CONTRACTING AND 24SEVEN MAY BE PLACED ON THE PAYMENTS LIST FOR APPROVAL IN FEBRUARY 2003; AND THAT (ii) IT IS NOTED THAT ALL FUTURE NON-EMERGENCY INVOICES FROM EASTERN CONTRACTING AND 24SEVEN WILL BE PAYABLE IN ADVANCE OF WORKS COMPLETED.

Cllr Edwards joined the Meeting at 7:55 pm.

(D) No objections were raised to the Application for Grant of New Justices Off Licence re: T & W Wines Limited to Trevor Keith HUGHES and Shirley SHELLY.

11. FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 (Core Classes only) was adopted by Council and signed by the Town Clerk, as Proper Officer of the Council, for onward transmission to the

Information Commissioner. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC162/06/Jan/02** :
THAT BRANDON TOWN COUNCIL, UNDER THE FREEDOM OF INFORMATION ACT 2000, ADOPTS THE MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS (CORE CLASSES ONLY).

Particular note : "the Authority must apply the Data Protection Principles when considering the disclosure of information relating to living individuals. An Authority must NOT release third party information if to do so would mean breaching one of the principles."

12. PLANNING APPLICATIONS

The Town Clerk reported that there had been no result as yet on the Bowling Alley Application Appeal. Cllr Mrs Ahern requested more information on F/2002/736 (extension of time limit for submission of details). Cllr Ridgwell also questioned F/2002/768 in the same area and the plans were produced for discussion. Cllr Mrs Ahern stated that the application was for a major development, of 19 dwellings in the first stage, which would further congest the highways and contribute to an overloaded town infrastructure. Cllr Vant stated he was against any further major development until Brandon gets a by-pass. Cllr Ridgwell noted the possibility of increased danger if additional vehicles were parked in Thetford Road.

Proposed : Cllr Vant; seconded : Cllr Mrs Ahern; **CARRIED** : 8 for, 0 against, 2 abstentions. Resolution Record No. **BTC163/06/Jan/03** :
THAT BRANDON TOWN COUNCIL RESOLVES OBJECTION TO PLANNING APPLICATION F/2002/768 ON THE GROUNDS LISTED HEREUNDER.

Objection on the following grounds :

- (A) THAT BRANDON TOWN COUNCIL OBJECTS TO ANY MORE MAJOR DEVELOPMENT FOR THE TOWN UNTIL BRANDON HAS A BY-PASS TO ALLEVIATE THE SEVERE TRAFFIC CONGESTION PROBLEMS ALREADY EXISTING THERE.
- (B) THAT THE PROPOSED MAJOR DEVELOPMENT WOULD FURTHER CONGEST THE EXISTING ROADWAYS IN THE AREA OF THETFORD ROAD, BRANDON.
- (C) THAT FURTHER MAJOR DEVELOPMENT IN BRANDON WOULD HAVE AN ADVERSE EFFECT ON THE ALREADY OVERLOADED INFRASTRUCTURE OF THE TOWN.

Proposed : Cllr Mrs Jureko; seconded : Cllr Mrs Milner; **CARRIED** : unanimous. Resolution Record No. **BTC164/06/Jan/03** :
THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/669, 672, 681, 722, 736, 743, 754, 778, 782 AND top/02/47 AS LISTED HEREUNDER.

F/2002/669 : 22 Cedar Way, Brandon. Resubmission. Erection of single-storey side extension for Mr Peter Wadden. Resolved : NO OBJECTION

F/2002/672 : 38 St Margarets Drive, Brandon. Erection of front, rear and side extensions for Mr & Mrs Clawson. Resolved : NO OBJECTION

F/2002/681 : 39 Spruce Drive, Brandon. Erection of side extension to create garage and erection of porch to front for Mr John Lawson. Resolved : NO OBJECTION

F/2002/722 : 23 Kestrel Drive, Brandon. Erection of rear conservatory for Mr and Mrs O Killingworth. Resolved : NO OBJECTION

F/2002/736 : Land off Thetford Road, Brandon. Section 73: Extension of time limit for submission of details for residential development. (Variation of condition 1 of planning permission F/97/453). (Major Development) for Concorde (Gibraltar) Ltd. Resolved : NO OBJECTION

F/2002/743 : 19 Mile End, Brandon. Outline Application. Erection of 3 dwellings (demolition of existing dwelling) for Mrs D Autry. Resolved : NO OBJECTION

F/2002/754 : 51 High Street, Brandon. Section 73: Extension of time limit for change of use from first floor offices to one residential 3-bedroom flat with 2 car-parking spaces (variation of condition 1 of planning permission F/98/057) for Mr N J Laughton. Resolved : NO OBJECTION

F/2002/778 : 19 Firs Way, Brandon. Erection of conservatory for Mrs Margaret Annette Mullings. Resolved : NO OBJECTION

F/2002/782 : Land between Primrose Drive and Petunia Way, Brandon. Submission of details under outline permission F/2002/439 for the erection of 4 dwellings and construction of new vehicular accesses. Resolved : NO OBJECTION

TPO/02/47 : 38 Rattlers Road, Brandon. Deadwooding and crown lift of 6 Oak trees and one Chestnut tree - TPO/03/2001. Tree belt adjacent. Resolved : NO OBJECTION

13. APPROVAL OF NOVEMBER AND DECEMBER 2002 ACCOUNTS FOR PAYMENT

Date	Amount	Supplier	Net Total	VAT
Nov-30	111.06	Finevale Services	101.96	9.10
Nov-30	44.65	Weeting Tyres	38.00	6.65
Nov-30	108.99	Pearsons Ltd	92.75	16.24
Nov-30	38.50	Butterworths book	38.50	
Nov-30	111.63	RoSPA Play M/S	95.00	16.63
Nov-30	182.13	ILAM H& S course	155.00	27.13
Nov-30	27.46	SCC re water	27.46	
Nov-30	340.75	As Time Goes By	290.00	50.75
Nov-30	55.00	St John ref LC	55.00	
Nov-30	46.55	P/cash Imprest	46.55	
Nov-30	9.62	St John ref LC	VAT only	9.62
Nov-30	17.71	Canon copies	15.07	2.64
Nov-30	387.75	SP Landscapes	330.00	57.75
Nov-30	64.00	British Gas month	64.00	
awaited	Quarterly	Anglian Water	quarterly	quarterly
Nov-30	537.33	Eastern Contract	457.30	80.03
Nov-30	12.64	TXU Energi-20/2	12.04	0.60
Nov-12	864.87	TXU Energi-no 20	736.06	128.81
Nov-15	44.51	TXU Energi-no 49	42.39	2.12
Nov-30	12.87	TXU Energi-no 51	12.26	0.61
Nov-21	160.04	BT fax/internet	136.21	23.83

Nov-21	137.05	BT main tel line	116.64	20.41
Nov-30	20.96	FHDC Garage	17.85	3.11
Nov-30	20.00	FHDC Rates Cem	20.00	
Nov-30	257.00	FHDC Rates OSH	257.00	
TOTAL cf	3,613.07		3,157.04	456.03

Proposed : Cllr Ms Bourton; seconded : Cllr Mrs Milner; **CARRIED** : unanimous. Resolution Record No. **BTC165/06/Jan/03** : THAT THE PAYMENTS ON THE LIST SUBMITTED FOR NOVEMBER 2002 (PUBLIC ITEMS) AND REPRODUCED ABOVE BE APPROVED.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC166/06/Jan/03** : THAT THE PAYMENTS ON THE LIST SUBMITTED FOR NOVEMBER 2002 (CONFIDENTIAL ITEMS) AS CIRCULATED TO ALL COUNCILLORS BE APPROVED.

CHEQUES TO BE AUTHORIZED FOR PAYMENT 07 OCTOBER 2002 MEETING - PUBLIC ITEMS

Date	Amount	Supplier	Total	VAT
Dec-31	52.62	J Powell & Son	44.78	7.84
Dec-31	43.39	RCJ Bathrooms	37.00	6.39
Dec-31	151.48	AXA Insurance	151.48	
Dec-31	15.00	Public Meet cash	15.00	
Dec-31	55.54	Chairman All.ce	55.54	
Dec-31	44.63	P/cash Imprest	44.63	
Dec-31	40.00	Finevale tel cards	40.00	
Dec-31	78.00	SLCC 2003 Sub.	78.00	
Dec-31	70.00	C Wharfe clock	70.00	
Dec-31	82.00	Univ. of Glos.	82.00	
Dec-31	3,266.50	Ray Lake Lights	2,780.00	486.50
Dec-31	793.12	Ray Lake vandals	675.00	118.12
Dec-31	292.28	Eastern Contract	248.75	43.53
Dec-31	22.50	Imagine bouquet	22.50	
Dec-31	44.55	SALC books	44.55	
Dec-31	940.00	TWR Intl Auditor655	140.00	
Dec-31	22.93	Border Building	19.51	3.42
Dec-31	77.79	Finevale	69.18	8.61
Dec-31	101.58	Pearsons Ltd	86.45	15.13
Dec-31	34.66	Tindalls	29.50	5.16
Dec-31	143.90	AFS copier rental	122.47	21.43
Dec-31	127.50	SCC room hire	127.50	
Dec-31	741.11	Chase Fencing	630.73	110.38
Dec-31	17.21	G + I Autoparts	14.65	2.56
Dec-27	64.00	British Gas mth	64.00	
awaited	qtrly	Anglian Water	qtrly	qtrly
Dec-05	537.33	Eastern Contract	457.30	80.03
Dec-31		TXU Energi-20/2		
Dec-12	864.87	TXU Energi-no20	736.06	128.81
awaited		TXU Energi-no49		
awaited		TXU Energi-no51		
awaited	qtrly	BT fax/internet	qtrly	qtrly
awaited	qtrly	BT main tel line	qtrly	qtrly
awaited	awaited	Univ of Glos	awaited	awaited
Dec-03	20.96	FHDC Garage	17.85	3.11

Dec-16	20.00	FHDC Rates Cem	20.00
Dec-16	257.00	FHDC Rates OSH	257.00
TOTAL cf	9,022.45		7,841.43 1,181.02

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC167/06/Jan/03** :
THAT THE PAYMENTS ON THE LIST SUBMITTED FOR DECEMBER 2002 (PUBLIC ITEMS) AND REPRODUCED ABOVE BE APPROVED.

The Town Clerk informed the Meeting that the newly-appointed Independent Internal Auditors (per Accounts and Audit Regulations 1996), Messrs Thain Wildbur Rolph of Brandon, in conducting the 2001/2002 Audit, had identified a further amount of £1,000 VAT which could be claimed in VAT from the 2000/2001 year.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC168/06/Jan/03** :
THAT THE PAYMENTS ON THE LIST SUBMITTED FOR DECEMBER 2002 (CONFIDENTIAL ITEMS) AS CIRCULATED TO ALL COUNCILLORS BE APPROVED.

Cllr Baldwin commented upon payment no. 210, cheque no. 651 and referred to earlier discussions appertaining to CCTV coverage for Brandon. He suggested that the letter addressed to the Chief Constable of Suffolk, reference CCTV, should also include the invoice for damage incurred because of the vandalism of the Christmas Tree Lights. Proposed : Cllr Ashley; seconded : Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC169/06/Jan/03** :
THAT BRANDON TOWN COUNCIL IN ITS LETTER TO THE CHIEF CONSTABLE CONCERNING CCTV AND POLICE RESPONSE TIMES SHOULD INCLUDE A COPY OF THE INVOICE FOR DAMAGE CAUSED BY VANDALISM TO THE BRANDON CHRISTMAS LIGHTS IN 2002.

14. CONSIDERATION OF 2003/2004 PRECEPT SECOND DRAFT

Cllr Mrs Jones-Weetman had earlier declared an interest in Agenda Item 14. (two lines only, viz. grants and allotments) and did not vote on those items.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC170/06/Jan/03** :
THAT THE AMENDMENTS AS DISCUSSED AND AGREED BE MADE TO THE PRECEPT SECOND DRAFT SUGGESTING A FIGURE OF £159,351 - 30 FOR CONSIDERATION PENDING ADOPTION AT THE NEXT FULL BRANDON TOWN COUNCIL MEETING ON MONDAY 03 FEBRUARY 2003.

The Chairman suggested a five-minute adjournment at this point (9:10 pm). Proposed: Cllr Saxby (from the Chair); seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC171/06/Jan/03** :
THAT THE MEETING BE ADJOURNED AT 9:10 PM AND RECONVENED AT 9:15 PM.

Cllr Ms Bourton and Cllr Edwards left the meeting during the adjournment.

15. ADOPTION AND AGREEMENT OF 2001/2002 ANNUAL RETURN FOR LOCAL COUNCILS AND STATEMENT OF ASSURANCE FIGURES

Copies of the Statement of Assurance, containing proposed figures and the report of the Independent Internal Auditor for 2001/2002, had previously been circulated to all Councillors with the Agenda. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern;

CARRIED : unanimous. Resolution Record No. **BTC172/06/Jan/03** :

THAT (i) THE ANNUAL RETURN FOR 2001/2002 FOR BRANDON TOWN COUNCIL BE APPROVED AND ADOPTED; AND THAT (ii) THE CHAIRMAN AND THE TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER OF THE COUNCIL BE AUTHORIZED TO SIGN THE STATEMENT OF ASSURANCE FOR 2001/2002

The 2001/2002 Statement of Assurance would be signed after the Meeting, by the Chairman and Town Clerk/RFO/Proper Officer of the Council, as the figures required formal adoption by Council and a Resolution Record No. for the Audit Commission's appointed External Auditors, Lubbock Fine of London.

Cllr Mrs Ahern noted that Brandon Town Council had previously owned some "ladder stiles" (historical value only - believed to be currently located at Mr Carter's Foord Farm).

16. ADOPTION OF AUDITED ANNUAL ACCOUNTS FOR 2001/2002

Copies of the Independent Internal Auditors' report and the Brandon Town Council Annual Return for 2001/2002 had previously been circulated to all Councillors. Proposed : Cllr Mrs Milner; seconded : Cllr Mrs S Jureko; **CARRIED** : 6 for, 0 against, 3 abstentions. Resolution Record No. **BTC173/06/Jan/03** :

THAT THE AUDITED 2001/2002 ANNUAL ACCOUNTS FOR BRANDON TOWN COUNCIL, AS PROVIDED BY THE INDEPENDENT INTERNAL AUDITORS, BE AGREED AND ADOPTED BY BRANDON TOWN COUNCIL SUBJECT TO ANY AMENDMENT BY THE EXTERNAL AUDITORS, LUBBOCK FINE.

17. REQUEST FOR PROVISION OF ALLOTMENTS IN BRANDON

Cllr Mrs Jones-Weetman declared an interest and left the room. Cllr Saxby advised that he had had discussions with FHDC and various areas previously suggested, such as the Sangalls, had already been designated for other uses. The area required would be approximately one acre. Actual required sizes per Garden Allotment to be checked (in the region of 30' x 60' or 9m x 18m). Suggestions to be investigated by the Town Clerk included :

FHDC : part of Brandon Remembrance Playing Fields or the (old) Cemetery

Cllr Saxby : BTC-owned land at Gravel Hill

Cllr Ridgwell : next to the new Cemetery/or near to Dove Cottage (ownership?)

Cllr Mrs Ahern : the meadow next to BTC-owned The Lode (approach to Mr Arnold)

Cllr Mrs Milner : Towlers Court (behind school) back of Elizabeth Road (FHDC)

This item to be placed on the next Full Brandon Town Council Agenda for Monday 03 February 2003.

18. ADDITIONAL FIREFIGHTING PRECAUTIONS TAKEN

The Town Clerk reported that Cllr Baldwin had very kindly conducted a training session for the staff in the correct and appropriate use of Fire Extinguishers.

19. THETFORD ROAD PLAY AREA

The Town Clerk reminded Councillors that this matter had been on the Agenda for some time. It was necessary to take action based on the RoSPA report (received and circulated in October 2002) to effect repairs. As the Council was contemplating the replacement of

swings/additional child swing, it was imperative for the Working Party to meet and bring a recommendation to Council. It would be inefficient for money to be spent on repairs and then need the items to be replaced with new equipment at a further cost. This item would be placed on the next Full Brandon Town Council Agenda for Monday 03 February 2003.

20. PROPOSAL REGARDING HEADSTONES IN BRANDON CEMETERY

Cllr Mrs Ahern had previously proposed that all headstones henceforth must be Commonwealth War Grave-type. Various Funeral Directors had contact the Town Council offices to express concerns as to the necessity for this with particular reference to the cost factor to bereaved families. Mr Mark Skinner of Brandon Funeral Services was invited to address the Meeting. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Baldwin;

CARRIED : unanimous. Resolution Record No. **BTC174/06/Jan/03** :

THAT THE MEETING BE TEMPORARILY ADJOURNED TO ALLOW MR MARK SKINNER, BRANDON FUNERAL SERVICES, TO SPEAK TO MEMBERS REGARDING BRANDON CEMETERY HEADSTONES.

From his observation and discussions with the senior Townkeeper, Mr Skinner did not feel that the existing Brandon Cemetery headstones/memorials presented any current danger. He suggested that Councillors consult an expert with specialist knowledge. He was of the opinion that the type and style of fixing currently used was acceptable to Insurance companies. He stated that the Commonwealth War Graves Commission does not approve of Authorities "copying" Military Cemeteries.

Cllr Saxby observed that Councillors are becoming increasingly concerned by the Health & Safety implications of unsafe headstones. Mr Skinner concluded with the observation that the ground anchorage in the existing Brandon Cemetery is "sound".

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC175/06/Jan/03** :

THAT, IN THE LIGHT OF NEW INFORMATION RECEIVED, BRANDON TOWN COUNCIL RESOLVES TO DELAY THE APPLICATION OF RESOLUTION RECORD NO. BTC155/04/NOV/02 WHILST EXPERT ADVICE IS SOUGHT FROM MR RACKHAM OF PERFITT'S STONEMASONS.

21. NOVEMBER AND DECEMBER RISK ASSESSMENT REPORTS

The Townkeeper had continued to monitor the Thetford Road Play Area on a weekly basis except during the Christmas and New Year Holiday period and his reports were on file. The FHDC Arboriculturalist had been contacted and asked to investigate the condition of the willow tree in The Lode. He had reported that the tree was in reasonable condition and did not require removal. He recommended topping out and general attention during the year.

22. COUNCILLOR CO-OPTED GOVERNOR FOREST PRIMARY SCHOOL

Cllr Mrs Milner declared an interest, duly signed the Declarations of Interest book and left the room for the duration of this item. Cllr Mrs Jones-Weetman had withdrawn, as Council's nomination for this post, for family reasons. It was decided to enquire as to the term of office for this appointment given the proximity of Town Council Elections on 01 May 2003. Proposed : Cllr Vant; seconded : Cllr Mrs Jones-Weetman; **CARRIED** :

unanimous. Resolution Record No. **BTC176/06/Jan/03** :

THAT A DECISION ON NOMINATION OF A COUNCILLOR TO THE POST OF CO-OPTED GOVERNOR OF FOREST PRIMARY SCHOOL BE DEFERRED PENDING THE CLARIFICATION OF LENGTH OF TENURE.

23. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC177/06/Jan/03** :

"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]

24. RATIFICATION OF CONFIDENTIAL MINUTES OF PREVIOUS MEETING

Confidential Minutes of the Full Brandon Town Council Meeting of Monday 04 November 2002. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED**: 7 for, 0 against, 2 abstentions. Resolution Record No. **BTC178/06/Jan/03** :

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 04 NOVEMBER 2002 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

26. DEVELOPMENTS REGARDING NEW CEMETERY PURCHASE

It was agreed by all present to take Agenda Items 26, 27 + 28 before Agenda Item 25. to enable Cllr Baldwin to participate before leaving the room because of declaration of interest on the latter. Cllr Mrs Ahern expressed concern about the condition of the land at Hall Meadow. It would be necessary to have the land tested. A compulsory purchase must be completed by the principal authority, Forest Heath District Council. Cllr Mrs Ahern suggested "The Tip" landfill site. It was agreed to place this item on the next Full Brandon Town Council Agenda for Monday 03 February 2003.

27. APPROVAL OF OVERTIME PAYMENT FOR ADDITIONAL DUTIES IN DECEMBER

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC179/06/Jan/03** : THAT THE OVERTIME PAYMENT FOR ADDITIONAL DUTIES IN DECEMBER 2002 BE APPROVED.

28. APPROVAL OF STAFF HOLIDAYS (CHRISTMAS 2002)

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC180/06/Jan/03** : THAT THE HOLIDAY ARRANGEMENTS AS DETAILED ON THE AGENDA BE APPROVED FOR ALL STAFF.

25. SCC PROPERTY REVIEW : ACQUISITION OF OLD SCHOOL HOUSE

This item was taken at the end of the Meeting after Agenda Item 28. and Cllr Baldwin declared an interest and left the Meeting. Concern was expressed at the difference in value between the official SCC District Valuer's figures and that obtained by the Town Council independently. Cllr Vant noted that the response from Keystone Community Partnership to the letter stating Brandon Town Council's conditions for the sale of Old School House had failed to address certain issues. The Town Clerk was asked to compare and contrast the two lists of conditions and to write to Keystone Community Partnership highlighting the anomalies. Cllr Vant stressed that "exclusive use" meant exclusive and that a "peppercorn" rent of £1 for 999 years would be the only acceptable alternative if the freehold were not available.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC 181/06/Jan/03** :

THAT BRANDON TOWN COUNCIL RESPONDS TO KEYSTONE COMMUNITY PARTNERSHIP (i) TO QUERY THE VALUE PLACED ON OLD SCHOOL HOUSE AND GARDEN AND (ii) RE-ITERATES THE CONDITIONS OF ANY PROPOSED SALE WITH SPECIFIC EMPHASIS ON THE EXCLUSIVE USE AND "PEPPERCORN" RENT IN LIEU OF FREEHOLD ASPECT OF THESE CONDITIONS.

Meeting closed at 10:10 pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 03 February 2003 at 7:00 pm.