

**BRANDON TOWN COUNCIL**  
Minutes of the Meeting of the Full Brandon Town Council  
Held at 7.00 pm on Monday 1 October 2007  
At the Forest School, Bury Road, Brandon.

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

**Also present:** Mrs C Mason (Town Clerk).

The meeting commenced at 7.02 pm.

**1. APOLOGIES FOR ABSENCE** and approval of reasons tendered [LGA 1972 s.85].  
Cllr. Mrs C Silvester.

**2. DECLARATIONS OF INTERESTS AND ADDITIONS TO REGISTER OF MEMBERS INTERESTS** (per Parish Councils code of conduct 2001/Local Government Act 2000).  
None.

**3. TO RECEIVE, CONFIRM AND SIGN MINUTES**  
Of the Full Brandon Town Council Meeting of Monday 3 September 2007 (Public Items) [LGA 1972 Sch.12].  
Resolution Record No. **BTC/57/01/Oct/07**  
Proposed by Cllr. S Edwards and seconded by Cllr. K Butcher.  
**CARRIED:** Unanimous.  
THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 3 SEPTEMBER 2007 ARE APPROVED.

**4. MATTERS ARISING** for information exchange only  
Of the Full Brandon Town Council Meeting of Monday 3 September 2007 (Public Items) [LGA 1972 Sch.12].  
None.

**5. PUBLIC FORUM** – monthly event limited to 3 minutes duration maximum per resident relating to public agenda items.  
Resolution Record No. **BTC/58/01/Oct/07**  
Proposed by Cllr. G Hughes and seconded by Cllr. S Edwards.  
**CARRIED:** Unanimous.  
THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

**6. TO RECEIVE A REPORT FROM RAF LAKENHEATH**  
No report was available. Although not confirmed, Cllr. P McLoughlin said he understood RAF Lakenheath are intending reopening Lord's Walk.

**7. TO RECEIVE A REPORT FROM THE POLICE**  
No report was available.

**8. TO RECEIVE REPORTS** (if any) from County and /or District Councillors.  
The Forest Heath Funding Fair will be taking place at the Red Lodge Millennium Centre on

Thursday 8 November 2007.

The Chairman reconvened the meeting.

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

The Chairman said he would be bringing up one item of urgent business in the confidential section of the meeting.

## 10. ACCOUNTS

10.1 Approval of payments : Public Items – September 2007 Discussion permitted upon. Resolution Record No. BTC/59/01/Oct/07

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. N Vant.

CARRIED: Unanimous.

### **THAT PAYMENTS ON THE LIST SUBMITTED FOR SEPTEMBER 2007 AND REPRODUCED HEREUNDER ARE APPROVED.**

| Date         | Amount          | Supplier                            | Net Total       | VAT           |
|--------------|-----------------|-------------------------------------|-----------------|---------------|
| Sep-07       | 30.26           | Shaw & Sons Ltd                     | 25.75           | 4.51          |
| Sep-07       | 6.00            | J & D Green (Window Cleaners)       | 6.00            |               |
| Sep-07       | 108.82          | Pearsons (Thetford) Ltd             | 92.61           | 16.21         |
| Sep-07       | 120.45          | Finevale Service Station            | 102.51          | 17.94         |
| Sep-07       | 110.69          | Thetford Glass (Replacement Window) | 94.20           | 16.49         |
| Sep-07       | 411.25          | CGM (Orchard Maintenance)           | 350.00          | 61.25         |
| Sep-07       | 47.82           | Neat Ideas                          | 40.70           | 7.12          |
| Sep-07       | 12.00           | SALC (AGM 2007)                     | 10.21           | 1.79          |
| Sep-07       | 494.52          | Glasdon (Memorial Bench)            | 420.87          | 73.65         |
| Sep-07       | 252.82          | Kents Insurance (New Van Insurance) | 252.82          |               |
| Sep-07       | 381.13          | Connaught Gasforce Ltd              | 324.37          | 56.76         |
| Sep-07       | 1,212.30        | BMR Car & Van Hire                  | 1,082.80        | 129.50        |
| Sep-07       | 76.65           | British Gas                         | 73.00           | 3.65          |
| Sep-07       | 29.38           | SALC (Budget Workshop)              | 25.00           | 4.38          |
| Sep-07       | 65.28           | Travel Expenses (to SALC)           | 65.28           |               |
| <b>TOTAL</b> | <b>3,359.37</b> |                                     | <b>2,966.12</b> | <b>393.25</b> |

10.2 Confidential Items – August 2007 (Staff Salaries/Local Gov. Pensions).

Resolution Record No. BTC /60/01/Oct/07

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. N Vant.

CARRIED: Unanimous.

**THAT PAYMENTS ON THE LIST SUBMITTED FOR SEPTEMBER 2007(CONFIDENTIAL ITEMS – STAFF SALARIES/LOCAL GOV. PENSIONS) AS CIRCULATED TO COUNCILLORS ARE APPROVED.**

## 11. REQUEST FOR ADDITIONAL STREET LIGHTING

To discuss further the installation of an additional street light at Park View, Brandon.

Resolution Record No. **BTC/61/01/Oct/07**

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

**CARRIED:** 8 for 2 against 1 abstention.

THAT BRANDON TOWN COUNCIL AGREES TO THE INSTALLATION OF AN ADDITIONAL STREET LIGHT AT PARK VIEW BRANDON, AT A COST OF SEVEN HUNDRED AND NINETY EIGHT POUNDS AND SEVENTY PENCE PLUS VAT.

## **12. ALLOTMENTS**

At the request of Cllr. G Hughes this agenda item was deferred until later in the meeting.

## **13. EMERGENCY PLAN**

To receive a report from the Emergency Planning working group.

Cllr. G Hughes recommended a box containing evacuee documentation sheets and related items i.e. high viz vest and blankets be kept in the Council offices, at the Brandon Leisure Centre and to six nominated Members: Cllr. G Hughes, Cllr. R Silvester, Cllr. A Simmons, Cllr. Mrs M Young, Cllr. K Butcher, Cllr. Mrs S Jureko.

Resolution Record No. **BTC/62/01/Oct/07**

Proposed by Cllr. G Hughes and seconded by Cllr. Mrs M Young.

**CARRIED:** Unanimous.

THAT THIS COUNCIL AGREES TO APPOINT SIX NOMINATED MEMBERS TO EACH HOLD RELEVANT PAPERWORK AND RELATED ITEMS APPERTAINING TO THE TOWN COUNCIL'S COMMUNITY EMERGENCY PLAN.

## **14. CHRISTMAS LIGHTS SWITCHING ON CEREMONY**

14.1 To confirm the date and time for the Christmas Lights switching on ceremony.

Date agreed as 7 December 2007 at 4.00pm.

14.2 To discuss a request for a children's fairground ride to be sited on the Market Hill.

Resolution Record No. **BTC/63/01/Oct/07**

Proposed by Cllr. S Edwards and seconded by Cllr. Mrs S Jureko.

**CARRIED:** Unanimous.

THAT THIS COUNCIL AGREES TO A REQUEST FOR A CHILDREN'S FAIRGROUND RIDE TO BE SITED ON THE MARKET HILL DURING THE LIGHTING UP CEREMONY, ON THE CONDITION THAT THE APPLICANT MAKES A MINIMUM DONATION OF TWENTY FIVE POUNDS TO ST NICHOLAS HOSPICE.

## **15. POSTAGE**

To discuss the purchase of a franking machine for Town Council postage costs.

Resolution Record No. **BTC/64/01/Oct/07**

Proposed by Cllr. R Silvester and seconded by Cllr. N Vant.

**CARRIED:** 6 for 5 against.

THAT THIS COUNCIL APPROVES THE PURCHASE OF A FRANKING MACHINE FOR THE SUM OF TWO HUNDRED AND NINETY NINE POUNDS PLUS VAT.

## **16. TRANSPORT ISSUES**

16.1 To comment on proposed improved facilities for bus passengers in Brandon.

a) The potential loss of a section of the footpath on the B1107 Thetford Road (referred to as London Road on the documentation).

b) An additional pedestrian crossing in less than a quarter of a mile could have an adverse effect on traffic movement. SCC to be consulted regarding hatching the space opposite the brick foot path at the George Street Car Park

16.2 To comment on the proposed new controlled pedestrian crossing on Bury Road, Brandon.

a) Three pelican crossings in less than a quarter of a mile could have an adverse effect on traffic movement.

Deferred from earlier in the meeting.

## **12. ALLOTMENTS**

The Town Council are to write to the Trustees of the Brandon Remembrance Playing Fields confirming details of our exact intentions for the designated area of allotment land at the Staunch Meadow.

- a) To lease an area of land 100 metres x 130 metres.
  - b) Have permission to lay a temporary driveway to the entrance of the allotments.
  - c) Have permission to erect a gate and fence around the perimeter of the allotments.
  - d) Have permission to plant prickly shrubs around the border of the allotments.
  - e) Have permission for access to the allotments by Town Keepers and officials at any time.
- It is understood the Trustees would like an initial rent of £100 per annum, a review after three years and an initial lease to run for ten years.

The lease will be drawn up based on these requirements.

Tenancy agreements will be limited to Brandon residents only.

Resolution Record No. **BTC/65/01/Oct/07**

Proposed by Cllr. G Hughes and seconded by Cllr. L Jacobs.

**CARRIED:** 11 for 1 abstention.

**THAT A WORKING PARTY BE APPOINTED TO FINALISE THE TERMS AND CONDITIONS OF THE ALLOTMENT LEASE. CLLR. A SIMMONS, CLLR. N VANT AND CLLR. L JACOBS WERE DULY APPOINTED.**

## **17. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN**

Cllr. N Vant raised a question in relation to The Orchard project. Concerns were expressed that the subsequent stage of the project i.e laying of paths, levelling and seeding was not to be carried out until next Spring. John Atkins to be contacted regarding these issues.

## **18. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:**

Resolution Record No. **BTC/66/01/Oct/07**

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

**CARRIED:** Unanimous.

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning: QUOTES: LAND: STAFF: CONTRACTS

### **BRANDON TOWN COUNCIL**

Confidential Minutes

Minutes of the Full Brandon Town Council Meeting

Held at 7.00 pm on Monday 1 October 2007

At the Forest School, Bury Road, Brandon

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

## **19. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES**

Of the Brandon Town Council Meeting of Monday 3 September 2007 (Public Items) [LGA 1972 Sch.12].

Resolution Record No. **BTC/67/01/Oct/07**

**CARRIED:**

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

**20. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES**

Of the Brandon Town Council Meeting of Monday 3 September 2007 (Public Items) [LGA 1972 Sch.12].

None.

**21. CONTAINER**

To discuss relevant additional information in relation to the siting of a container within the cemetery compound.

Whilst planning permission is not required, Forest Heath District Council have expressed concerns that the siting of a container in this location would be highly injurious to the character of the surrounding area. Taking these comments into consideration, it was decided a sectional steel garage would be a more appropriate option.

Resolution Record No. **BTC/68/01/Oct/07**

**CARRIED:**

THAT BRANDON TOWN COUNCIL APPROVES THE PURCHASE OF A 10 X 31 SECTIONAL STEEL GARAGE.

**22. CHRISTMAS LIGHTS 2007**

To discuss the quotation received from Ray Lake Electrical for the installation of the Christmas lights 2007.

Resolution Record No. **BTC/69/01/Oct/07**

**CARRIED:**

THAT THIS COUNCIL ACCEPTS THE QUOTATION FROM RAY LAKE ELECTRICAL FOR THE DECORATING OF THE OLD SCHOOL HOUSE AND CHRISTMAS TREE

**23. URGENT BUSINESS**

Carried forward from the Public section of the agenda.

In relation to the Coulson Lane footpath, Cllr. R Silvester believed it imperative repairs to the damaged section of the footpath (barrier end) be carried out as soon as possible.

Resolution Record No. **BTC/70/01/Oct/07**

**CARRIED:**

THAT BRANDON TOWN COUNCIL OBTAINS QUOTATIONS TO RESURFACE THE DAMAGED SECTION (BARRIER END) OF THE COULSON LANE FOOTPATH.

The meeting closed at 9.14pm.