

## **BRANDON TOWN COUNCIL**

Minutes of the Full Brandon Town Council Meeting  
Held on Monday 7 March 2011

In the Council Chamber, The Old School House, Market Hill, Brandon at 7.00pm.

**Present:** Cllr. S Edwards, Cllr. G Hughes, Cllr. N Vant, Cllr. D Bimson, Cllr. P Ridgwell, Cllr. T Simmons, Cllr. Mrs S Jureko, Cllr. L Jacobs, Cllr. Mrs M Young, Cllr. K Butcher, Cllr. R Silvester (7.15pm).

**Also present:** Mrs C Mason (Town Clerk), Squadron Leader J Neilds, and nine members of the public.

The meeting commenced at 7.00pm.

### **1. APOLOGIES FOR ABSENCE**

Cllr. S Le Grys, Cllr. B Bishop.

**2. DECLARATIONS OF INTEREST** and additions to Members Register of Interests.  
None.

### **3. TO RECEIVE, CONFIRM AND SIGN MINUTES**

Of the Brandon Town Council Meeting of Monday 7 February 2011(Public Items).

Addition to minutes agenda item 17: To read ...Cllr. Simmons left the room and did not vote.  
Resolution Record No. **BTC/123/07/Mar/11**

Proposed by Cllr. G Hughes and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 7 FEBRUARY 2011 BE ACCEPTED AS A TRUE RECORD.

### **4. MATTERS ARISING** for information exchange only

Of the Brandon Town Council Meeting of Monday 7 February 2011 (Public Items).

There were no matters arising.

**5. PUBLIC FORUM** – monthly event limited to 3 minutes duration maximum per resident relating to public agenda items.

Resolution Record No. **BTC/124/07/Mar/11**

Proposed by Cllr. K Butcher and seconded by Cllr. Mrs S Jureko.

**CARRIED:** Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

The owner of David Watson Transport expressed his disappointment at the town council's response to his planning application to vary the S106 agreement allowing vehicles to use the A1065 through Brandon. In response, the Chairman reiterated the council's position on the application but emphasised on-going correspondence solely involved Breckland District Council's breach of planning protocol.

A member of the public stated as a result of correspondence sent to the Local Government Ombudsman relating to the David Watson planning application, the matter has been referred to the complaints department at Breckland Council.

## **A PRESENTATION ON THE LIBRARY CONSULTATION PROPOSALS**

Helen Boothroyd, Children, Young People and School Library Service Manager gave a general presentation on the consultation proposals. The deadline for the community, businesses, library users and staff, district, borough, town and parish councils to submit their ideas on how their local library service could continue with the county council paying at least 30% less, and in many cases, substantially less than 30% is 30 April 2011. Questions were invited.

### **6. TO RECEIVE A REPORT FROM THE POLICE**

Crime figures for the period 4 February 2011 to 4 March 2011: There were 59 recorded crimes within this time period, a decrease of 51% over last year. Two SNT priorities, anti-social behaviour in Church Road and Tesco's were closed at the last public meeting.

### **7. TO RECEIVE A REPORT FROM RAF LAKENHEATH**

The Squadron Leader said RAF Lakenheath had received many individual messages of support following the recent shooting incident at Frankfurt International Airport. Feltwell base was again hosting the 4th July celebrations. There is to be a Red Arrows flying display at 6.00pm. All welcome to attend. Questions were invited.

### **8. TO RECEIVE REPORTS (if any) from County and /or District Councillors.**

A query had been previously raised regarding the permitted paint colours for retail outlets in a conservation area. Forest Heath District Council has advised works carried out do not require planning permission.

### **9. BETFRED UPDATE**

In relation to the shop front and signage to BetFred, David Burnip, CEO Forest Heath District Council, considered it appropriate to explain to the town council why frequent requests by Cllr. Edwards to the planning enforcement officer had not been followed up. The time limit for enforcing this matter has now expired and legally can no longer be pursued. It was further stated Forest Heath District Council are presently liaising with the company head office in Warrington, with a view to rectify the situation. An apology was received from David Burnip.

The meeting was reconvened.

10. URGENT BUSINESS – any items the Chairman considers a matter of urgent business. Road closure on the A11 at Elveden for two nights commencing on the 10 March 2011 from 8.00pm to 8.00am.

### **11. ACCOUNTS**

11.1 Approval of payments: Public Items – February 2011. Discussion permitted.

11.2 Approval of Confidential Items – February 2011 (Staff salaries).

11.3 To receive a quotation for the annual internal audit.

Resolution Record No. **BTC/125/07/Mar/11**

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

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES AGENDA ITEMS ELEVEN ONE AND ELEVEN TWO EN-BLOC.

<b>Date</b>	<b>Amount</b>	<b>Supplier</b>	<b>Net Total</b>	<b>VAT</b>
Feb-11	40.17	Finevale Service Station	33.48	6.69
Feb-11	11.98	Lyreco UK Limited	9.98	2.00
Feb-11	7.41	Thetford Garden Centre	6.17	1.24
Feb-11	132.00	St John Ambulance	110.00	22.00
Feb-11	144.00	Sage(UK) Limited	120.00	24.00
Feb-11	235.00	Mark Skinner Funeral Service	235.00	
Feb-11	14.00	J & D Green	14.00	
Feb-11	9.47	Fengate Fasteners Limited	7.89	1.58
Feb-11	105.96	Ian Smith Office Supplies Limited	88.30	17.66
Feb-11	1.85	Travis Perkins Limited	1.54	0.31
Feb-11	197.78	Viridor Waste Management Limited	164.82	32.96
Feb-11	24.00	Suffolk Association of Local Councils	20.00	4.00
Feb-11	33.83	DHM Solutions Software	28.19	5.64
Feb-11	384.03	Anglian Water (Cemetery)	384.03	
<b>TOTAL:</b>	<b>1,341.48</b>		<b>1,223.40</b>	<b>118.08</b>

### 11.3 Resolution Record No. **BTC/126/07/Mar/11**

Proposed by Cllr. T Simmons and seconded by Cllr. G Hughes.

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES THE QUOTATION OF SIX HUNDRED AND NINETY FIVE POUNDS RECEIVED FROM PETER BRIGHTON, FOR THE 2010/11 INTERNAL AUDIT.

### 12. PLANNING APPLICATION 30B/2010/0001/OB

At his request, a copy of the letter received from The Local Ombudsman has been forwarded to Matthew Hancock MP. No further update at present.

### 13. STANDING ORDERS

Resolution Record No. **BTC/127/07/Mar/11**

Proposed by Cllr. G Hughes and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT STANDING ORDERS, TOGETHER WITH THE CODE OF PRACTICE FOR LOCAL COUNCILS IN HANDLING COMPLAINTS AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BE APPROVED AND ADOPTED IN FULL BY BRANDON TOWN COUNCIL.

### 14. FINANCIAL STANDING ORDERS

Resolution Record No. **BTC/128/07/Mar/11**

Proposed by Cllr. G Hughes and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT FINANCIAL STANDING ORDERS AND THE CONTRACT REGISTER BE APPROVED AND ADOPTED IN FULL BY BRANDON TOWN COUNCIL.

### 15. REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL / RISK ASSESSMENT 2010 TO 2011

Resolution Record No. **BTC/129/07/Mar/11**

Proposed by Cllr. G Hughes and Cllr. D Bimson.

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES AND ADOPTS A) THE EFFECTIVENESS OF INTERNAL CONTROL PROCEDURE DOCUMENTATION FOR THE YEAR 2010 TO 2011 AND B) THE RISK ASSESSMENT AND ACTION PLAN DOCUMENTATION FOR THE YEAR 2011 TO 2011.

#### **16. BRANDON COUNTRY PARK**

The future of Suffolk's Country Parks and Recreation Sites: Cllr. D Bimson gave a report on the meeting held on 15 February 2011 at Endeavour House, Ipswich. Key points included the very short timetable for proposals to be submitted; the lack of funding as precepts have already been set; the availability of help and advice to interested parties; a request from Brandon Town councillors to convene a meeting with all key parties.

Minutes of the Brandon Country Park Panel meeting held on the 23 February 2011 were circulated at the meeting. Contents were noted.

#### **17. ADVERTISEMENT**

Resolution Record No. **BTC/130/07/Mar/11**

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

**CARRIED:** 9 for 1 abstention.

THAT BRANDON TOWN COUNCIL AGREES NO FURTHER ACTION AT THIS PRESENT TIME.

#### **18. TIME FOR CARERS**

A report detailing the work of the 'Time for Carers' project was given by Cllr. Mrs S Jureko. Key points: ninety people took up the offer of financial help of £100; an electric buggy was purchased for the Brandon Country Park; a trip to the Elveden Tea Rooms; joint working with Crossroads for the Home Share Scheme; two social events at Brandon Nursing Home; computer lessons for carers. The 'Time for Carers' funding will cease at the end of March 2011.

#### **19. BRANDON REMEMBRANCE PLAYING FIELDS**

The Trustees of the Brandon Remembrance Playing Fields Committee have confirmed they are willing for the sum of one thousand pounds to be deducted from their annual grant to cover inspections, maintenance and insurance of the play area.

#### **20. CLERK'S MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN**

Resolution Record No. **BTC/131/07/Mar/11**

Proposed by Cllr. Mrs M Young and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

THAT FOLLOWING A SITE VISIT FROM ANDY EVERSLED, FHDC, BRANDON TOWN COUNCIL APPROVES THE REPLACEMENT OF SEVEN LIME TREES IN VICTORIA AVENUE, BRANDON.

Resolution Record No. **BTC/132/07/Mar/11**

Proposed by Cllr. P Ridgwell and seconded by Cllr. N Vant.

**CARRIED:** Unanimous.

THAT A LETTER OF COMPLAINT BE SENT TO THE PASSENGER TRANSPORT DEPARTMENT AT SUFFOLK COUNTY COUNCIL, ASKING WHY THE NEW BUS

TIME TABLES WERE PRINTED WITHOUT PRIOR CONSULTATION WITH BRANDON TOWN COUNCIL.

Cllr. R Silvester left the meeting at 9.00pm.

## **21. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

Resolution Record No. **BTC/133/07/Mar/11**

Proposed by Cllr. K Butcher and seconded by Cllr. D Bimson.

**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

Of the Full Brandon Town Council Meeting

Held at 7.00pm on Monday 7 March 2011

In the Council Chamber, Old School House, Market Hill, Brandon.

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

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

Of the Full Brandon Town Council Meeting of Monday 7 February 2011.

Resolution Record No. **BTC/134/07/Mar/11**

Proposed by Cllr. T Simmons and seconded by Cllr. N Vant.

**CARRIED:** Unanimous.

THAT THE CONFIDENTIAL MINUTES OF THE BRANDON TOWN COUNCIL MEETING OF MONDAY 7 FEBRUARY 2011 BE ACCEPTED AS A TRUE RECORD.

## **23. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES**

There were no matters arising.

## **24. CEMETERY MATTERS**

\* Confidential \*

There being no further business the meeting closed at 9.45pm.