

BRANDON TOWN COUNCIL
Minutes of the Meeting of the Full Brandon Town Council
Held at 7.00 pm on Monday 2 July 2007
At the (New) Forest School, Bury Road, Brandon.

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

Also present: Mrs C Mason (Town Clerk), PC Paul Crouch, PC Marie Moore, PCSO Anne-Marie Murkin, PCSO Suzanne Ashford.

The meeting commenced at 7.00 pm.

1. APOLOGIES FOR ABSENCE and approval of reasons tendered [LGA 1972 s.85].
Cllr. Mrs C Silvester, Cllr. D Bimson, Squadron Leader P Harrison.

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

Resolution Record No. **BTC/26/02/Jul/07**

Of the Full Brandon Town Council Meeting of Monday 4 June 2007 (Public Items) [LGA 1972 Sch.12].

Proposed by Cllr. N Vant and seconded by Cllr. G Hughes.

CARRIED: 8 for 3 abstentions.

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 4 JUNE 2007 BE ACCEPTED AS A TRUE RECORD.

4. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 4 June 2007 (Public Items) [LGA 1972 Sch.12].

Cllr. A Simmons asked whether the time of arrival at the meeting should be recorded in the minutes. In response, the Clerk said this was the standard procedure for council minutes.

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

Resolution Record No. **BTC/27/02/Jul/07**

Proposed by Cllr. A Simmons and seconded by Cllr. Mrs M Young.

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

6. TO RECEIVE A REPORT FROM RAF LAKENHEATH

No report was available.

7. TO RECEIVE A REPORT FROM THE POLICE

The Chairman welcomed PC Crouch to the meeting.

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

District Councillor A Simmons reported that Forest Heath District Council has approved the Healthy Living Centre planning application. The western end of the development is to be scaled down and the impact on the loss of mature trees on the car park site is to be reduced. The scheme will now be put to Suffolk County Council in September.

The Chairman reconvened the meeting.

9. TO ADOPT APPENDICES TO STANDING ORDERS

Appendix 1: Circular 1/85 Code of Complaints.

Appendix 2: Circular 1/86 Access to Information.

Resolution Record No. **BTC/28/02/Jul/07**

Proposed by Cllr. N Vant and seconded by Cllr. G Hughes.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL ADOPTS APPENDICES TO STANDING ORDERS
APPENDIX ONE: CIRCULAR 1/85 CODE OF COMPLAINTS AND APPENDIX TWO:
CIRCULAR 1/86 ACCESS TO INFORMATION.

In light of this resolution, Cllr. N Vant requested that future abridged confidential minutes are summarised prior to circulation.

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

a) Approval of the statement of accounts for the year ending 31 March 2007.

Resolution Record No. **BTC/29/02/Jul/07**

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

CARRIED: Unanimous.

THAT THE STATEMENT OF ACCOUNTS PREPARED BY THE INTERNAL AUDITOR
FOR THE YEAR ENDING 31 MARCH 2007 IS APPROVED.

b) Forest Heath Parish Forum to be held on Tuesday 10 July 2007 at the Jubilee Centre, Mildenhall from 7pm -9pm. Attendees: Cllr. A Simmons, Cllr. L Jacobs, Cllr. Mrs S Jureko, Mrs Christine Mason.

c) Prior to quotations being sought for the remedial work to two willow trees at The Lode, it was agreed the Town Keepers be asked to ascertain whether the work could be carried out 'in house'. In the event this option cannot be pursued, three quotations to be obtained.

d) Brandon Town Council Representative for the Brandon Poor's Estate Charity: With only one vacancy at present, Cllr. Mrs S Jureko volunteered to step down as the second appointee.

11. ACCOUNTS

11.1 Approval of payments : Public Items – June 2007 Discussion permitted upon.

Resolution Record No. **BTC/30/02/Jul/07**

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

CARRIED: Unanimous.

THAT PAYMENTS ON THE LIST SUBMITTED FOR JUNE 2007 AND REPRODUCED
HEREUNDER ARE APPROVED.

Date	Amount	Supplier	Net Total	VAT
Jun-07	127.33	Finevale Service Station	108.37	18.96
Jun-07	6.00	J & D Green	6.00	
Jun-07	34.80	Thetford Garden Centre	29.62	5.18
Jun-07	6.73	Travis Perkins	5.73	1.00

Jun-07	135.74	British Gas	129.28	6.46
Jun-07	174.14	Neat Ideas	148.20	25.97
Jun-07	4,334.58	Country Grounds Maintenance (Orchard)	3,689.00	645.58
Jun-07	64.63	Thetford Glass Co Ltd	55.00	9.63
Jun-07	3,137.25	Martin O'Shea (Party Wall Survey)	2,670.00	467.25
Jun-07	44.64	C Mason (Travel SALC Exec. Meeting)	44.64	
TOTAL	8,065.84		6,885.84	1,180.03

11.2 Confidential Items – June 2007 (Staff Salaries/Local Gov. Pensions).

Resolution Record No. **BTC/31/02/Jul/07**

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

CARRIED: Unanimous.

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

12. EMERGENCY PLAN

To receive a report from the working party following a meeting with David Bird, Emergency Planning Officer at Forest Heath District Council.

Resolution Record No. **BTC/32/02/Jul/07**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES THE PURCHASE OF TWENTYFLUORESCENT JACKETS WITH APPROPRIATE IDENTIFICATION INSIGNIA AND ONE MULTILINGUAL PHRASE BOOK. ADDITIONALLY, AN ARTICLE TO BE PLACED IN THE BRANDON LIFE AND THE THETFORD & BRANDON TIMES REQUESTING, ON A PURELY VOLUNTARY BASIS, NAMES AND ADDRESSES OF ANY RESIDENTS IN NEED OF MORE SPECIALISED ASSISTANCE.

13. ALLOTMENTS -UPDATE

Instructions have been given for the archaeological dig to be carried out. It is envisaged this will be in two to three weeks. Planning consent for change of use is required. A letter confirming the Town Council's proposal for allotments is to be sent to Forest Heath District Council.

14. SIGNAGE

To respond to questions relating to the proposed new signage.

Wording for the welcome signs to read 'Welcome to Brandon Please Drive Carefully'

A Flintknapper design on each.

No Forest Heath District Council logo.

Single sided only.

Two single finger posts indicating Town Centre and amenities for visitors (B&B, eateries etc) to be sited outside the Ram public house and at the Lock.

Two signs to be placed either side of the river worded 'Little Ouse River.'

Three finger posts to be replaced/updated in green/gold.

15. ANNUAL CEMETERY MEETING

Date agreed for the annual cemetery meeting as Thursday 2 August 2007. To meet at the Cemetery, Church Road, Brandon at 7.00pm.

16. NEW BANK MANDATE

New signatories to be included on the bank mandate: Cllr. A Simmons, Cllr. K Butcher, Cllr. G Hughes.

17. CLERK'S MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN

No issues were raised.

18. REQUEST FOR ADDITIONAL STREET LIGHTING

It was agreed to defer any discussion on the provision of an additional streetlight at Park View Brandon, until all residents have been consulted.

19. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/33/02/Jul/07**

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

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 Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 2 July 2007

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

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

20. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 4 June 2007.

Resolution Record No. **BTC/34/02/Jul/07**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 4 JUNE 2007 ARE ACCEPTED AND SIGNED AS A TRUE RECORD.

21. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

A query was raised in relation to the Emergency Plan.

The meeting terminated at 9.20pm.