

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 02 June 2003 at 7:00 pm at the (New) Forest School, Bury Road, Brandon

Present: Cllr R F Banks (Chairman), Mrs S M Dean (Vice Chairman), Cllr Mrs J A Ahern, Cllr P S Baldwin, Cllr Ms J S Bourton, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr A P Saxby, Cllr Mrs C M Silvester, Cllr R Silvester and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); 2 police officers – Insp Bennett and Sgt Benford; 6 members of the public.

It was announced that the meeting would be tape recorded as agreed by Council. Cllr Saxby did not wish his voice to be recorded. The Vice Chairman stated that Parliament is taped and televised and is reported in “Hansard”. She noted that this was a Public Meeting. The Chairman stated that the Vice Chairman “is a professional” and referred to her status as a JP in this regard. Cllr Saxby requested a named vote on the issue.

Resolution Record No. **BTC018/02/Jun/03**

It was proposed by Cllr Mrs Jureko and seconded by Cllr Mrs Dean and **CARRIED** : 8 for (Cllrs Mrs Dean, Ms Bourton, Mrs Silvester, Silvester, Mrs Milner, MacLoughlin, Baldwin and Mrs Jureko), 3 against (Cllrs Mrs Ahern, Saxby, Vant), (1 abstention Cllr Banks).

THAT THE BRANDON TOWN COUNCIL MEETINGS BE TAPED CONFIRMING RESOLUTION RECORD NO.BTC005/14/MAY/2003 ALREADY PASSED.

1. APOLOGIES FOR ABSENCE

Cllr Ashley (business appointment) and Cllr Edwards (business commitment).

2. 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 a prejudicial interest in Agenda Item 26. Suffolk Property Review and duly signed the Declaration of Interest book. Cllr Vant declared a prejudicial interest in Agenda Item 26. Suffolk Property Review and duly signed the Declaration of Interest book.

3. RATIFICATION OF MINUTES OF PREVIOUS MEETING (PUBLIC ITEMS) ON 14 MAY 2003

Resolution Record No. **BTC019/02/June/03** :

It was proposed by Cllr Mrs Jureko and seconded by Cllr Mrs Dean and **CARRIED** : 7 for, 2 against, 3 abstentions (1 named, Cllr Baldwin, having declared an interest and been absent from the room for part of the meeting).

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF WEDNESDAY 14 MAY 2003 (PUBLIC ITEMS) BE ACCEPTED AND SIGNED AS A TRUE RECORD.

The Minutes of the Annual Town Meeting were not due to be adopted until the 2004 ATM but had been produced for Members' comments. Cllr Saxby did not wish the Minutes to be approved. They referred to his outgoing Chairman's report at the 2003 ATM. Attention was drawn in these Minutes to incorrect statements in that report. It was noted that Cllr Saxby had allegedly omitted the fact of his own investigation by the Ethical Standards Officer of the

Standards Board for England. It was stated that Cllr Saxby knew, at the ATM on 14 May 2003, that a report had been made of his possible breach of the Town Council's Code of Conduct to the Standards Board for England by Resolution of the Full Brandon Town Council on 07 April 2003. It was confirmed that any Councillor who witnessed a possible breach of the Council's Code of Conduct was duty bound to report it to the Standards Board for England. Cllr Saxby said he did not receive the official letter from the Standards Board for England until 15 May 2003. A member raised the possibility of electioneering by Cllr Saxby in relation to comments made by him in the Press on 16 April 2003 and noted that former councillor Mr Peter Ridgwell had been very upset by the allegedly untrue comments. A letter had been received from a resident and circulated to Councillors in relation to Cllr Saxby's written report to the Annual Town Meeting. Cllr Saxby requested an uncensored version of the letter. It was agreed that the Town Council would send an acknowledgement to the resident.

4. MATTERS ARISING

Cllr Saxby stated that his name did not appear to be recorded per his request in relation to the Accounts. He was advised that he was referring to the second resolution (BTC010/14/May/03) appertaining to the confidential accounts and not to the first resolution (BTC009/14/May/03), which was the relevant one. It was agreed that the item had been correctly recorded.

Cllr Mrs Ahern queried why the new Chairman's name had already appeared at the head of the Minutes. It was explained that the first business of the Annual General Meeting is the Election of the new Chairman and the signing of his Declaration of Acceptance of Office. This had also been an Election Year when certain other conditions applied to tenure of Councillors.

Cllr Silvester was confirmed as the official Brandon Town Council representative on the Brandon Communities Partnership. Cllrs Ms Bourton, Jureko and Milner were noted as members of the Brandon Communities Partnership in their own right.

The position of BTC representative to the Forest Primary School was discussed. Cllr Mrs Milner advised that the position might change in the near future and the appointment was deferred.

The appointments to the two vacant positions on the Brandon Remembrance Playing Fields Trust and the BRPF Steering Group respectively were deferred.

The East and West Ward Lighting Committees (not full committees of Council) would be placed on the next BTC Full Council Agenda.

5. REPORT FROM THE POLICE

The Chairman adjourned the Meeting and welcomed Insp Bennett and Sgt Benford. Insp Bennett advised that 2002 had been an extremely successful year for the Suffolk Constabulary. The first Anti-Social Behaviour Order in the area had been obtained. The number of incidents of crime had reduced. Insp Bennett looked forward to seeing Suffolk Constabulary and Brandon Town Council working closely together in the future for the benefit of the town. Insp Bennett referred to the incident over the weekend of 31 May/01 Jun when a decorative lamp post on Market Hill had been severely damaged by a vehicle. The responsible person may have been identified.

Cllr Silvester spoke of cars parking on Market Hill. Insp Bennett said that he had insufficient resources to place an officer there full time. Cllr Mrs Milner noted that it was important to ask the young people of the town what they wanted. Insp Bennett agreed. The Chairman thanked Insp Bennett for attending.

6. REPORT FROM RAF LAKENHEATH

Sqn Ldr Turner had sent his apologies owing to a clash of Meetings. Cllr Saxby wished to complain about a low-flying plane over Brandon at 0400 hours. Cllr MacLoughlin noted that Brandon is situated near an airport. The Meeting was reconvened.

Resolution Record No. **BTC020/02/June/03** :

It was proposed by Cllr Mrs Jureko and seconded by Cllr Silvester and **CARRIED** : unanimous.

THAT THE MEETING BE RECONVENED FOLLOWING THE REPORT FROM THE POLICE.

Resolution Record No. **BTC021/02/June/03** :

It was proposed by Cllr Saxby and seconded by Cllr Mrs Milner and **CARRIED** :

THAT BRANDON TOWN COUNCIL WRITES TO RAF LAKENHEATH TO ENQUIRE WHY A PLANE WAS FLYING LOW OVER BRANDON AT 0400 HOURS.

7. REPORT FROM COUNTY AND/OR DISTRICT COUNCILLORS

None tabled – it was noted that new District Councillor E Stewart who would be able to provide reports to Council.

8. PUBLIC FORUM

The Meeting was adjourned for Public Forum. Mr P R Ridgwell reported a blockage on the river caused by sand. He wished Brandon Town Council to write to the Environment Agency to complain. Cllr MacLoughlin advised that the Fishing Club had also reported this problem. Mr Ridgwell wished Brandon Town Council to write to the Post Office (One Stop Shop) in Brandon to complain that the shop had been closed unexpectedly one day and caused inconvenience to people. The Chairman reconvened the meeting and it was agreed by vote of Council to write these letters.

9. TOWN CLERK'S REPORT

This had been circulated to Councillors and is reproduced in part hereunder.

CEMETERY BENCH VANDALISM NIGHT OF 20/21 MAY 2003

The police (Pc788 Grant) had inspected the damage per the request of the bench owner and requested increased foot patrols around the cemetery. Recommend contact Allianz Cornhill Insurers with the Crime Number to enquire if BTC could claim under the Cemetery Policy.

DILAPIDATED BUILDING AT BRANDON STATION

Cllrs Ashley and Baldwin had reported significant damage to the old Calder's site building, Weeting Road, Brandon. This was reported to FHDC Building Control Dept on 20 May 03 and FHDC responded that the owners, located in Stevenage, had agreed to demolish the building and, in the meantime, to meet its obligations under the Building Act 1984 and the Building Regulations 2000 by providing safe fencing to the area.

VEHICULAR DAMAGE TO LAMP POST NO 371 ON MARKET HILL

Damage reported to Police by a resident and also by Town Clerk. Decorative Lamp Post No. 371 on Market Hill had been hit by a vehicle, over the weekend of 31 May - 01 Jun 03. Damage discussed with A M Street Lighting and report received by fax. Cost of repair will be in excess of £1,200 + VAT including emergency call out and make-safe charge (£375 + VAT anyway).

Resolution Record No. **BTC022/02/June/03** :

It was proposed by Cllr Baldwin and seconded by Cllr Ms Bourton and **CARRIED** : unanimous.

THAT BRANDON TOWN COUNCIL REPLACES THE LAMP POST NO. 371 ON MARKET HILL, BRANDON AND AUTHORIZES THE TOWN CLERK TO OBTAIN A QUOTATION FROM A M STREET LIGHTING IN THIS REGARD.

PROVISION OF PUBLIC LAVATORIES IN BRANDON

FHDC had been contacted and responded that no such additions are planned for Brandon at this time, following a survey by FHDC two years ago. FHDC had enquired whether BTC could contribute financially to such provision.

CHARITY DONATION TO BRANDON DADS – S.137 AGREED £150 – 00

The organizer of the Brandon Dads Charity Bike Ride had very sadly passed away. His widow, Mrs Barbara Sparks, had requested that the BTC Donation be made payable to her to be forwarded to the Charity. Cllr Mrs Ahern confirmed this information and thanked individual Councillors who had sponsored the bike ride.

Resolution Record No. BTC 023/02/June/03 :

It was proposed by Cllr MacLoughlin and seconded by Cllr Silvester and **CARRIED** : unanimous.

THAT BRANDON TOWN COUNCIL AUTHORIZES THE PAYMENT OF THE LGA 1972 S.137 DONATION ALREADY AGREED TO MRS BARBARA SPARKS IN RESPECT OF THE BRANDON DADS CHARITY BIKE RIDE COLLECTION.

Resolution Record No. BTC024/02/June/03 :

It was proposed by Cllr Baldwin and seconded by Cllr Ms Bourton and **CARRIED** : unanimous.

THAT BRANDON TOWN COUNCIL SENDS A LETTER OF CONDOLENCE TO MRS BARBARA SPARKS AND FAMILY.

DAMAGE TO OLD SCHOOL HOUSE (OLD FOREST SCHOOL AREA)

Damage and fallen slates on the roof of Old School House (old Forest School Section was reported to SCC) on 23 May 2003. SCC has responded that they were aware of the damage and would take steps to remedy the situation. It was stressed that children walk past there daily.

NEW NOTICE BOARD OUTSIDE OLD SCHOOL HOUSE

Harry Stebbing is halfway through construction and carving. He reports that the delay is caused by this being a “one off” being non-standard construction with back opening fitment.

HANGING BASKETS FOR SUMMER 2003

Clr Vant declared a Prejudicial Interest in this item and left the room at 2015 hours. The baskets will be installed on Fri 06 June 2003 by the Townkeepers. HSS scaffolding to be hired at a cost of £100 + VAT for one week for baskets and to facilitate cutting of cemetery hedges. They will try to keep it down to one week because of costs.

NINE STILES WALK 2003 [REMINDER]

FRIDAY 20 JUNE 2003

CEMETERY MEETING 2003 [REMINDER] WEDNESDAY 09 JULY 2003

MILBANK TRUCKS LTD, AIRFIELD, EARLS COLNE, COLCHESTER and MILBANK TRUCKS DEPOT, BRANDON

NCC Planning Consent No. 3/00/0027 no restrictions on use of A1065 therein.

Breckland District Council 3PL/2000/0027/F the former depot site, Mundford Road, Weeting LGA Section 106 Agreement in place. HGV's not to use Brandon High Street between the hours of 2100 and 0700 daily. Breckland District Council 3PL/2001/0435/F to vary condition no. 15 of previous Planning Consent “DELIVERIES OF BULK MATERIALS TO THE SITE ON ANY DAY OF THE WEEK SHALL NOT TAKE PLACE BETWEEN

2100 AND 0700 UNLESS PREVIOUSLY AGREED IN WRITING WITH THE PLANNING AUTHORITY”

The Town Clerk had contacted Milbank Trucks Ltd to discuss the above planning restrictions and was advised that all drivers had been instructed both verbally and in writing to comply with the existing planning consent conditions.

Resolution Record No. **BTC025/02/June/03** :

It was proposed by Cllr Silvester and seconded by Cllr Ms Bourton and **CARRIED** :
9 for, 2 against, 1 abstention.

THAT BRANDON TOWN COUNCIL REQUESTS A COPY OF THE LETTER SENT BY MILBANK INDUSTRIES TO ALL ITS DRIVERS INSTRUCTING THEM TO COMPLY PER THE PLANNING CONDITIONS AND TERMS OF THE S.106 AGREEMENT WITH NORFOLK COUNTY AND BRECKLAND DISTRICT COUNCILS RESPECTIVELY.

BUS SHELTERS – PLEASE SEE MAIN AGENDA

Adshell would not be interested in quoting to put a metal back on the George Street bus shelter and a new bush shelter would cost approx. £5,000 + VAT.

MISSING SIGN IN WOODLANDS RISE

FHDC had been contacted and inspected the area and made a note of the missing numbers. Cllr Mrs Milner had been pleased with the FHDC response. Sign to be replaced asap. Missing Signs in Putney Close and Norwood Drive would be reported to FHDC immediately.

10. URGENT BUSINESS

A letter had been forwarded from a resident seeking to place a Memorial Rose Bush and Plaque in the Brandon Cemetery. It was agreed to accede to this request and to ask the resident to liaise with the Senior Townkeeper in this matter.

Resolution Record No. **BTC026/02/June/03** :

It was proposed by Cllr Mrs Jureko and seconded by Cllr Ms Bourton and **CARRIED**:
unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO THE REQUEST BY A RESIDENT TO PLACE A MEMORIAL ROSE BUSH AND PLAQUE IN THE BRANDON CEMETERY SUBJECT TO DISCUSSIONS WITH THE SENIOR TOWNKEEPER.

11. WARD REPORTS FROM COUNCILLORS

Cllr Mrs Milner expressed her thanks to FHDC re. Woodlands Rise signage. She expressed concern at the lack of dropped kerbs in Hillside having witnessed difficulties in this area. She noted that the trees outside Breckland School were overhanging onto the pavement causing pedestrians to step into the road.

12. PLANNING APPLICATIONS

Resolution Record No. **BTC027/02/Jun/03** :

It was proposed by Cllr Saxby and seconded by Cllr Mrs Milner and **CARRIED** :

10 for, 0 against, 2 abstentions (Cllr MacLoughlin declared an interest and did not vote in case his business might be called upon to work in connection with any plan).

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO THE PLANNING APPLICATIONS HEREUNDER DESCRIBED EXCEPT FOR F/2003/0357/COU REQUIRING FURTHER INFORMATION.

F/2003/0289/FU/FU/FU: 51 The Rookery, Brandon. Erection of side conservatory (demolition of existing conservatory) and detached garage in rear garden for Mr & Mrs Nuttall.
Resolved : NO

OBJECTION

F/2003/0357/COU: 15 Wimbledon Avenue, Brandon. Change of use from industrial to part

industrial part retail for (tba).

Resolved : DEFER ***

***DEFER PENDING FURTHER INFORMATION AND REQUEST PLANS ASAP

F/2003/0358/FUL: 15 Crown Street, Brandon. Erection of front and side extension, rear conservatory and detached double garage (demolition of existing garage) for Mr T Vick.

Resolved : NO

OBJECTION

F/2003/0364/LBC: Riverside Lodge, 78 High Street, Brandon. Replacement of roof tiles and replacement dormer windows for Mr DJB Arnold.

Resolved : NO OBJECTION

F/2003/0375/CO: 27 and 29 High Street, Brandon. Change of use to restaurant and erection of single-storey rear extension (demolition of existing single-storey rear extensions) for Mr N Guthrie.

Resolved : NO

OBJECTION

F/2003/0392/COU: 162 London Road, Brandon. Change of use for use as Bed and Breakfast accommodation for Mr Gerald Robert Riggs.

Resolved : NO

OBJECTION

F/2003/0397/FU/FU/FU: 32 Manor Road, Brandon. Erection of side extension (demolition of existing garage) for Mr and Mrs M Wharf.

Resolved : NO OBJECTION

F/2003/0400/FUL: 15 Falcon Drive, Brandon. Erection of side and rear extensions for Mr and Mrs J Whitta.

Resolved : NO

OBJECTION

F/2003/0404/FUL: 113 St Benedicts Road, Brandon. Erection of car port to side of property for Mr and Mrs Jordan.

Resolved : NO

OBJECTION

F/2003/0408/FUL : 6 West Drive, Brandon. Erection of rear conservatory for Mr and Mrs Martin.

Resolved : NO OBJECTION

13. APPROVAL OF MAY 2003 ACCOUNTS FOR PAYMENT

Cllr MacLoughlin declared an interest in line item Brandon Remembrance Playing Fields, duly signed the Declaration of Interest book and did not vote. The Town Clerk noted for the record with the permission of the Chairman "so be it" that she wished to protest at the behaviour and attitude of Cllr Saxby towards her.

Resolution Record No. **BTC028/02/Jun/03** :

It was proposed by Cllr Baldwin and seconded by Cllr Jureko and **CARRIED** :

10 for, 1 against (Cllr Saxby), 1 abstention (Cllr MacLoughlin did not vote; ref. line item BRPF).

THAT THE PAYMENTS ON THE LIST SUBMITTED FOR MAY 2003 (PUBLIC ITEMS) AND REPRODUCED HEREUNDER BE APPROVED.

Date	Amount	Supplier	Net Total	VAT
May-31	101.45	Finevale Services	89.31	12.14
May-31	399.50	S P Landscapes	340.00	59.50
May-31	14.95	Border Building	12.70	2.25
May-31	477.38	Kent's Insurance	477.38	
May-31	46.50	P/cash Imprest	46.50	
May-31	5,000.00	BRPF Grant s.142	5,000.00	
May-31	41.38	P/cash Imprest	41.38	
May-31	23.04	Canon copies	19.61	3.43
May-31	6.00	J Green windows	6.00	

May-31	81.56	J Powell & Son	69.41	12.15
May-31	39.26	J Powell & Son	33.41	5.85
May-31	50.00	SALC Cllr training	50.00	
May-31	81.40	ARCO Limited	69.28	12.12
May-31	41.12	Pearsons Ltd	35.00	6.12
May-31	200.00	B/Lads AFC s.31	200.00	0.00
May-31	150.00	Accident R s.137	150.00	
May-31	150.00	B Sparks s.137	150.00	
May-31	500.00	B/land Y/C s.137	500.00	
May-31	500.00	B N/Watch s.31	500.00	
May-31	180.00	NABBH s.137	180.00	

Date	Amount	Supplier	Net Total	VAT
May-31	64.00	British Gas month	64.00	
May-31	Quarterly	Anglian Water	Quarterly	quarterly
May-31	537.33	A M Asset lighting	457.30	80.03
May-22	18.04	TXU Energi-20/2	17.18	0.86
May-13	864.87	TXU Energi-no 20	736.06	128.81
May-23	68.68	TXU Energi-no 49	65.41	3.27
May-26	59.38	TXU Energi-no 51	56.55	2.83
May-22	223.44	BT fax/internet	190.17	33.27
May-22	124.99	BT main tel line	106.38	18.61
May-31	81.00	Univ of Glos (4/18)	81.00	
May-07	21.40	FHDC garage rent	18.20	3.20
May-15	22.66	FHDC Rates Cem	22.66	
May-15	232.67	FHDC Rates OSH	232.67	
TOTAL	10,402.00		10,017.56	384.44

Resolution Record No. **BTC029/02/Jun/03** :

It was proposed by Cllr Ms Bourton and carried by Cllr Silvester and **CARRIED** : 10 for, 1 against (Cllr Saxby), 1 abstention.

THAT THE PAYMENTS ON THE LIST SUBMITTED FOR MAY 2003 (CONFIDENTIAL ITEMS) AS CIRCULATED TO COUNCILLORS BE APPROVED.

14. TO RECEIVE A REPORT FROM THE HEDGEROW TRUST

An apology had been received from the representative who would mail some information to Council for consideration in the hope of promoting awareness of the Trust.

15. SECOND DRAFT OF 2002/2003 ACCOUNTS

Deferred until 07 July 2003 Meeting owing to short time elapsed since last meeting.

16. OUTSTANDING MONIES DUE TO BRANDON TOWN COUNCIL

A small amount of Burial Fees and Memorial Fees only.

17. ALLOTMENT GARDENS

Location of available suitable land was the main issue. A resident was assisting with the identification of possible areas for Allotment Gardens. Any question of Compulsory Purchase would have to be addressed by FHDC as the Principal Authority but different Statutory Powers would apply which would preclude this from being attached to the existing application for the cemetery.

18. THETFORD ROAD PLAY AREA EQUIPMENT INSTALLATION PROGRESS

Wicksteed Leisure had delayed commencement of installation whilst awaiting building of the

equipment. A pre-contract site meeting had been requested, with the Chairman and Town Clerk, which had initially been set for Wednesday 04 June 2003 but subsequently cancelled by Wicksteed Leisure. Safety helmets had been ordered. Cllr Ms Bourton noted that luminous jackets and footwear would also be required if the area were to be treated as a building site. Cllr Baldwin advocated hiring this equipment instead of purchasing for the small amount of time for which it would be necessary.

19. UPDATE ON LUBBOCK FINE INDEPENDENT EXTERNAL AUDITORS “LIGHTER TOUCH” AUDIT FOR 2001/2002

The Town Clerk confirmed that the Intermediate Audit for Councils with a Precept in excess of £100,000 (as previously advised) had progressed. A list of certain sample Financial Resolutions had been prepared.

20. RISK MANAGEMENT STRATEGY REPORT

I. COMPARISONS BY TOWN CLERK OF THREE LOCAL TOWNS

BRANDON	MILDENHALL	NEWMARKET
£152,000.00	£142,00.00	£250,00.00
1 office staff : Town Clerk	4 office staff : TC + DTC	3 office staff : TC + 2
2 town keepers/cemetery	2 town keepers/cemetery	2 town keepers/cemetery
back up : nil	back up : nil	back up : new DTC post
Onus on Town Clerk	Onus split responsibility	Onus split responsibility

The main area of concern would be the Statutory requirements, Local Government Act 1972 and 2000, Accounts and Audit Regulations 1996 and 2002, Freedom of Information Act 2000, Data Protection Act 1998, Crime & Disorder Act 1998 Section 17, NALC Standing Orders 2002 (and amendements) plus BTC own Standing Orders.

Recommendations: (i) ideally a part-time Deputy Town Clerk
(ii) possibly a part-time Administrative Assistant
(iii) negotiation with SALC to provide a Clerk from their register on an hourly basis – approx £12 p.h. going rate current

II. Serious concerns regarding the workload of the Townkeepers as previously discussed. When one is absent through holiday leave, illness, long term sick leave, the Council is in difficulties because of the Health & Safety requirements per gravedigging. Particularly difficult in Summer, with Hanging Baskets to water and more work on grounds required.

Resolution Record No. **BTC030/02/Jun/03** :

It was proposed by Cllr Silvester and carried by Cllr Mrs Milner and **CARRIED** : 8 for, 0 against, 4 abstentions.

THAT THE JUNE 2003 RISK MANAGEMENT STRATEGY REPORT BE ADOPTED AND FURTHER CONSIDERED.

21. PROVISION OF DROP KERBS IN BRANDON – DDA 1998

It was agreed to ask former Cllr Bruce Weetman for a copy of the list, which he had prepared some years previously, to identify the locations for drop kerbs in Brandon. Many locations had been selected and it would be a costly process to provide the specified amount. The Disability Discrimination Act 1998 requires such provision.

It was agreed to write to Suffolk County Council, with a copy to County Cllr Bill Bishop, requesting urgent action on the provision of drop kerbs throughout Brandon.

Cllr Mrs Ahern made specific reference to Queen’s Road, Brandon, in this regard.

Resolution Record No. **BTC031/02/Jun/03** :

It was proposed by Cllr Saxby and seconded by Cllr Vant and **CARRIED** : unanimous.
THAT BRANDON TOWN COUNCIL WRITES TO SUFFOLK COUNTY COUNCIL TO REQUEST URGENT ACTION ON THE PROVISION OF DROP KERBS WHEREVER NECESSARY THROUGHOUT BRANDON.

22. BUS SHELTERS IN BRANDON

Estimate from ADSHELL as a guideline price for new bus shelters in the town. The approximate cost would be £5,000 + VAT but they were not interested in undertaking the provision as such. The Chairman volunteered to obtain further quotations within the Town for the costs to repaint the bus shelters and replace missing metal backs where necessary.

Resolution Record No. **BTC032/02/Jun/03** :

It was proposed by Cllr Silvester and seconded by Cllr Mrs Ahern and **CARRIED** : unanimous.

THAT BRANDON TOWN COUNCIL AUTHORIZES THE CHAIRMAN TO OBTAIN QUOTATIONS LOCALLY TO REPAINT BRANDON BUS SHELTERS AND REPLACE MISSING METAL BACKS AS NECESSARY.

23. VANDALISM OF MEMORIAL BENCH IN THE CEMETERY

Reported on Police action taken in Town Clerk's report under Item 9.

24. RELATIONSHIP WITH BRANDON, MANITOBA, CANADA

This was deferred until the next Meeting to allow Cllr Ashley to speak on the issue.

25. OWNERSHIP OF CHARITY LAND IN BRANDON

This was deferred until the next Meeting to allow Cllr Ashley to speak on the issue.

26. SCC PROPERTY REVIEW/ACQUISITION OLD SCHOOL HOUSE

Cllr Baldwin declared an interest and left the room. A Working Party Meeting of Councillors and the District Valuer had been held prior to the Full Town Council Meeting. It was agreed to appoint an agent to act on behalf of Brandon Town Council in negotiations as to the value of the Old School House and Garden.

Resolution Record No. **BTC033/02/Jun/03** :

It was proposed by Cllr Silvester and seconded by Cllr Ms Bourton and **CARRIED** : unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO APPOINT AN AGENT TO NEGOTIATE ON ITS BEHALF WITH THE DISTRICT VALUER IN RESPECT OF THE VALUE OF THE OLD SCHOOL HOUSE AND GARDEN, MARKET HILL, BRANDON.

27. EXISTING CEMETERY WORKS IMPLEMENTED

- (i) A training session on Memorial safety testing had been investigated as to costs (approximately £200) and availability, via Perfitts of Diss, who had the equipment ("topple tester") and expertise to teach the townkeepers.
- (ii) The tree trimming and general maintenance continued. The Chairman had met with the Townkeepers since his appointment. The Annual Cemetery Meeting would take place as agreed on Wednesday 09 July 2003.
- (iii) The Senior Townkeeper had continued his Health & Safety reviews and submitted a further list of improvements/repairs/maintenance required at the Cemetery. These would be attended to in order of priority.

28. REPORT FROM POLICE ON CEMETERY BANDALISM

This item had been discussed within Item 9. Town Clerk's Report.

It was agreed to take Items 29 and 30 in Confidential Session owing to the possibility of disclosure of exempt information.

Resolution Record No. **BTC034/02/Jun/03** :

It was proposed by Cllr Mrs Jureko and seconded by Cllr Mrs Dean and **CARRIED** : unanimous.

THAT PURSUANT TO THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED CONCERNING STAFFING ISSUES, QUOTATIONS, LAND ACQUISITIONS.

The Chairman agreed to allow a short break from 8:55 pm to 9:00 pm.

COUNCILLOR REPRESENTATIVES COMMUNITY GROUPS for 2003/2004:
[as updated 02 June 2003 Meeting]

- (A) BRANDON ACTION GROUP [2]
Cllr Eric ASHLEY, Cllr Mrs Sue JUREKO
 - (B) CITIZENS ADVICE BUREAU [1]
Cllr Reg SILVESTER
 - (C) BRANDON HERITAGE CENTRE [1]
Cllr Mrs Sue JUREKO
 - (D) BRANDON NEIGHBOURHOOD WATCH – no councillor required at this time.
 - (E) BRANDON POOR’S ESTATE [2]
Cllr Norman VANT [until Oct 2003], Mrs Sonya JONES-WEETMAN [2004]
 - (F) BRANDON REMEMBRANCE PLAYING FIELD [2] – requests two names.
Cllr Eric ASHLEY, A N OTHER (no further appointment made)
 - (G) BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP [5]
Cllr Mrs Sue JUREKO, Cllr Mrs Susan DEAN, Cllr Mrs Christa SILVESTER
Cllr Ms Sue BOURTON, A N OTHER (no further appointment made)
 - (H) COMMUNITY ASSOCIATION REPRESENTATIVE [1]
Cllr Mrs Eileen MILNER, Cllr Mrs Christa SILVESTER
 - (I) KEYSTONE DEVELOPMENT TRUST [1]
Cllr Ms Sue BOURTON
 - (J) LINGHEATH TRUST CHARITY AND EDMUND ATMERE CHARITY [2]
Cllr Norman VANT, Cllr Alan SAXBY
- N.B. A separate affirmative vote was requested by Cllr Vant, in this regard, authorized by Cllr Banks as Chairman and duly taken. It should be noted that Cllr Mrs Ahern had declared an interest, left the room and did not vote on this item. Majority vote in favour : 11 for, 0 against, 0 abstentions, 1 out of room. Resolution Record No. BTC003/14/May/03
- (K) PUBLIC TRANSPORT LIAISON OFFICER [1]
Mr Peter Ridgwell was appointed to liaise with BTC via the Town Clerk
 - (L) SUFFOLK ASSOCIATION OF LOCAL COUNCILS [1]
Cllr Ronald BANKS
 - (M) SUFFOLK PROPERTY REVIEW FOR BRANDON STEERING GROUP
Cllr Mrs Susan DEAN, Cllr Reg SILVESTER
- It should be noted that Cllr Baldwin had declared an interest, left the room and did not vote on this item.
- (N) BRANDON COMMUNITIES PARTNERSHIP [1]
Cllr Reg SILVESTER