

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 7 September 2009

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

Present: Cllr. S Edwards, Cllr. K Butcher, Cllr. G Hughes, Cllr. P Ridgewell, Cllr. A Simmons, Cllr. N Vant, Cllr. R Silvester, Cllr. Mrs S Jureko, Cllr. D Bimson, Cllr. Mrs M Young, Cllr. P MacLoughlin, Cllr. S Le Grys, Cllr. L Jacobs.

Also present: Mrs C Mason (Town Clerk), Cllr. B Bishop, 2 Representatives from Brandon Safer Neighbourhood Team, 3 members of the public.

The meeting commenced at 7.00 pm.

1. APOLOGIES FOR ABSENCE

Cllr. E Ashley.

Cllr. S J Edwards presented the preceding Chairman, Cllr. R Silvester with a framed photograph in recognition of his four year term of office.

2. DECLARATIONS OF INTERESTS AND ADDITIONS TO REGISTER OF MEMBERS INTERESTS

None.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Full Brandon Town Council Meeting of Monday 6 July 2009 (Public items).

Resolution Record No. **BTC/45/07/Sept/09**

Proposed by Cllr. R Silvester and seconded by Cllr. A Simmons.

CARRIED: 9 for 3 abstentions (due to absence).

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 6 JULY 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Of the Full Brandon Town Council Cemetery Meeting of Wednesday 5 August 2009.

Amendment to minutes. Resolution Record No. **BTC/44/05/Aug/09 to read:**

BRANDON TOWN COUNCIL AGREES THAT THE TREES LINING THE FOOTPATHS AT BRANDON CEMETERY ARE REDUCED TO FIVE TO SEVEN BOUGHS.....

Resolution Record No. **BTC/46/07/Sept/09**

Proposed by Cllr. R Silvester and seconded by Cllr. Mrs S Jureko.

CARRIED: 9 for 1 abstention (due to absence).

THAT THE AMENDED MINUTES OF THE FULL BRANDON TOWN COUNCIL CEMETERY MEETING OF MONDAY 5 AUGUST 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

4. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 6 July 2009 (Public items).

Due to a typographical error, the totals column on the payments listing schedule (agenda item 10.1) necessitates correction.

Of the Full Brandon Town Council Cemetery Meeting of Wednesday 5 August 2009.

None arising.

5. PRESENTATION FROM NIGEL MCCURDY, STRATEGIC DIRECTOR

(SERVICES) FOREST HEATH DISTRICT COUNCIL

Deferred to the October Town Council meeting.

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

Resolution Record No. **BTC/47/07/Sept/09**

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

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A resident asked whether the public were to be consulted if an in-depth archaeological dig is required at the site of the proposed new cemetery.

Due to antisocial behaviour, a member of the public requested the bench on London Road be moved from its current position to a more suitable location. Discussed fully later in the meeting.

7. TO RECEIVE A REPORT FROM THE POLICE

Crime statistics for the previous month were given. Issues raised included the problems relating to homeless persons in Brandon; drinking in public places and related police powers (previous minutes to be checked for discussion on this matter); the driving incident at Aldi car park; monitoring the speed of disability carriages on footpaths; motorists parking at the High Street traffic lights to use the ATM machine.

8. TO RECEIVE A REPORT FROM RAF LAKENHEATH

A second RAF Community Engagement Presentation is to be held at The Church Institute, Brandon on either the 16th or 30th October 2009. Further details to follow. Night flying has recommenced and will continue until early next year. Questions raised included the perception of crime rate in Brandon by USAF personnel; the return of the Mildenhall Air Show; tours of RAF Lakenheath as agreed at the previous presentation. Squadron Leader Nields to investigate all issues raised.

The meeting was reconvened.

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

Cllr. Bishop reported on the public exhibition by a group of landowners on the proposed by-pass and the regeneration of Brandon; the decision of Forest Heath District Council relating to the Change of Use planning application for the new cemetery; the closure of White Hart Lane for 2/3 days; the demolition and replacement fencing of the damaged wall at Coulson Lane, Brandon.

Cllr. Simmons reported Forest Heath District Council is holding an Orientation Event: Tackling Obesity through Community and Clinical Engagement on 1 October 2009, 12-3pm at Brandon Leisure Centre. Anybody with an interest or responsibility for Obesity or Healthy Weight is invited.

The meeting was reconvened.

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

None.

11. ACCOUNTS

11.1 Retrospective approval of payments: Public Items – July 2009.

11.2 Approval of payments: Public items – August 2009.

Resolution Record No. **BTC/48/07/Sept/09**

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

CARRIED: Unanimous.

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

Date	Amount	Supplier	Net Total	VAT
Jul-09	124.10	Finevale Service Station	107.91	16.19
Jul-09	241.50	RBS Software Solutions	210.00	31.50
Jul-09	35.65	Lyreco (Stationery)	31.00	4.65
Jul-09	86.99	Tindalls (Stationery)	75.65	11.34
Jul-09	52.76	Anglian Water	52.76	
Jul-09	54.64	Thetford Garden Centre	47.51	7.13
Jul-09	112.00	Studio Five (Photographs)	97.39	14.61
Jul-09	55.60	Society of Local Council Clerks	53.60	2.00
Jul-09	359.00	P.M. Robson Funeral Supply	359.00	
Jul-09	13.50	NALC (LCR Subscription)	13.50	
Jul-09	900.00	Peter Brighton (Auditor)	900.00	
Jul-09	37.00	SALC (Legal Topic Notes & CD Rom)	37.00	
Jul-09	14.00	J & D Green (Window Cleaner)	14.00	
Jul-09	120.00	Reeves Cleaning	120.00	
Jul-09	10.00	SLCC (Seminar)	10.00	
Jul-09	218.96	EON (OSH)	208.53	10.43
Jul-09	92.38	EON (Caretakers Store)	87.98	4.40
Jul-09	54.00	Suffolk Solutions (PAT)	54.00	
Jul-09	24.49	EON (Xmas Tree Lights)	23.32	1.17
Jul-09	47.00	Ian Smith (Stationery)	40.87	6.13
Jul-09	953.24	Canon (Photocopier Cancellation)	828.90	124.34
TOTAL:	3,606.81		3,372.92	233.89

Date	Amount	Supplier	Net Total	VAT
Aug-09	125.58	Finevale Service Station	109.19	16.39
Aug-09	379.00	P.M. Robson Funeral Supply	379.00	
Aug-09	56.35	SLCC (Regional Conference)	49.00	7.35
Aug-09	79.26	Thetford Garden Centre	68.92	10.34
Aug-09	430.10	Archant Regional (Job Advertisement)	374.00	56.10
Aug-09	14.00	J & D Green (Window Cleaner)	14.00	
Aug-09	107.54	Ian Smith (Stationery)	93.51	14.03
Aug-09	48.00	Brandon Life (Job Advertisement)	48.00	
Aug-09	15.95	Vaughtons (Chain of Office Engraving)	13.87	2.08
Aug-09	115.00	FHDC (Playgrounds Course)	100.00	15.00
Aug-09	87.98	UK Fire (Service of Extinguishers)	76.50	11.48
Aug-09	44.95	Studio Five (Photographs)	39.09	5.86
Aug-09	31.19	C Mason - Travel	31.19	
Aug-09	33.49	Vaughtons (Velvet Wrap for Chain)	29.12	4.37
Aug-09	4.63	Travis Perkins	4.03	0.60
Aug-09	13.50	Suffolk Acre (AGM)	13.50	

TOTAL: 1,586.52

1,442.92 143.60

11.3 Retrospective approval of confidential items – July 2009 (Staff Salaries).

11.4 Confidential Items – Aug 2009 (Staff Salaries).

Resolution Record No. **BTC/49/07/Sept/09**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES AGENDA ITEMS ELEVEN THREE AND ELEVEN FOUR EN-BLOC.

12. BENCH ON LONDON ROAD

Resolution Record No. **BTC/50/07/Sept/09**

Proposed by Cllr. P MacLoughlin and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO REPOSITION THE BENCH ON LONDON ROAD TO A MORE CONVENIENT LOCATION I.E. THE SMALL AREA OF LAND DIRECTLY BEHIND THE BUS SHELTER. FURTHERMORE, PRIOR TO THE WORK BEING CARRIED OUT, ENQUIRIES TO BE MADE AS TO THE OWNERSHIP OF THE LAND.

13. PUBLIC CONVENIENCE FACILITY, BURY ROAD CAR PARK

Resolution Record No. **BTC/51/07/Sept/09**

Proposed by Cllr. R Silvester and seconded by Cllr. G Hughes.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL IS NOT PREPARED TO TAKE OVER THE RUNNING OF THE TOILET FACILITIES AT THE BURY ROAD CAR PARK UNTIL THEY ARE FULLY REFURBISHED BY FOREST HEATH DISTRICT COUNCIL. FURTHER INFORMATION TO BE SOUGHT.

14. THE ORCHARD PICNIC

Before agreeing an official opening date, the Breckland Brass Band to be contacted for their availability.

15. THE LODGE

Resolution Record No. **BTC/52/07/Sept/09**

Proposed by Cllr. R Silvester and seconded by Cllr. P MacLoughlin.

CARRIED: Unanimous.

THAT PRIOR TO SEEKING QUOTATIONS TO CARRY OUT THE DREDGING OF THE LODGE, THE WATERWAYS AUTHORITY IS CONTACTED FOR ADVICE.

16. NINE STILES WALK

Date arranged for Friday 25 September 2009 at the earlier time of 6.00pm. Cllr. Mrs S Jureko to lead.

17. STREET LIGHTING COMMITTEES

East and West Ward Street Lighting Committee members to liaise on a suitable date and time to carry out the street lighting inspection.

18. PARKING ON MARKET HILL, BRANDON

Correspondence received from the Chief Constable Simon Ash states ‘a thorough review of

the issues relating to parking on Market Hill is going ahead in October 2009'. No further discussion at this point.

19. COMPANIES HOUSE REGISTRATION

Cllr. N Vant and Cllr. P MacLoughlin both declared an interest in this agenda item and left the room. The Members Book of Interests was duly signed.

Resolution Record No. **BTC/53/07/Sept/09**

Proposed by Cllr. Mrs M Young and seconded by Cllr. D Bimson.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO SEEK VERIFICATION FROM THE COMPANIES INVESTIGATION UNIT THAT THE INVALID REGISTRATION ADDRESS CURRENTLY BEING USED BY BASKET BUDDY LIMITED HAS BEEN REMOVED FROM THE COMPANIES HOUSE REGISTER. FURTHERMORE, ADDITIONAL GUIDANCE IS OBTAINED FROM OUR ACCOUNTANT.

20. HIRE OF INDUSTRIAL CHIPPER

Resolution Record No. **BTC/54/07/Sept/09**

Proposed by Cllr. S Le Gryns and seconded by Cllr. N Vant.

CARRIED: Unanimous.

THAT THE QUOTATION SUBMITTED BY CHIPPER-TECH FOR THE DAILY SUM OF EIGHTY FIVE POUNDS PLUS VAT IS ACCEPTED.

21. APPLICATION FOR AN ADVISORY DISABLED PARKING BAY

Resolution Record No. **BTC/55/07/Sept/09**

Proposed by Cllr. S Le Gryns and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL AGREES TO SUPPORT THE VIEWS OF OFFICERS AND RESIDENTS IN RELATION TO THE PROPOSED DISABLED PARKING BAY AT 33 THE ROOKERY, BRANDON.

22. ADMINISTRATION ASSISTANT VACANCY

Resolution Record No. **BTC/56/07/Sept/09**

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

CARRIED: Unanimous.

THAT (1) AN INTERVIEW PANEL OF THREE COUNCILLORS BE CONVENED TO APPOINT A SUITABLE CANDIDATE FOR THE POSITION OF TEMPORARY PART TIME ADMINISTRATION ASSISTANT; AND (2) THAT IN ADDITION TO THE TOWN CLERK, COUNCILLORS EDWARDS, HUGHES, SILVESTER BE APPOINTED TO THE INTERVIEW PANEL.

Interview date set as Tuesday 8 September from 2.00pm – 5pm.

23. CEMETERY MATTERS

The decision 'minded to approve' was made by the Planning Committee on the 26 August 2009. The application will now be re-discussed at the next Forest Heath District Council planning meeting.

24. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN

With regard to the delay in the manufacture of the fingerposts, it was agreed the procurement officer at Forest Heath District Council be informed of the situation and advice taken. The cost of repairing the 'jeep' for the Thetford Road play area is to be obtained from the manufacturer (Hags). To be discussed further at the October town council meeting.

25. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/57/07/Sept/09**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. R Silvester.

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 September 2009

In the Council Chamber, Old School House, Brandon

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

26. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 6 July 2009

Resolution Record No. **BTC/58/07/Sept/09**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 6 JULY 2009 BE ACCEPTED AND SIGNED AS A TRUE RECORD

27. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 6 July 2009.

None.

There being no further business the meeting closed at 9.03pm.