

**BRANDON TOWN COUNCIL**  
Minutes of the Meeting of the Full Brandon Town Council  
Held at 7.00pm on Monday 5th June 2006  
At the (New) Forest School, Bury Road, Brandon.

**Present:** The Chairman Cllr. R Silvester, Cllr. P McLoughlin, Cllr. Mrs S Jureko, Cllr. P Ridgwell, Cllr. D Bimson, Cllr. N Vant, Cllr. Mrs C Arnold, Cllr. A Simmons, Cllr. Mrs M Young.

**Also present:** Mrs C Mason (Town Clerk), Squadron Leader Jo Daniels, Mr Colin Wills, Chairman of the Lakenheath British-American Community Relations Committee, 3 members of the public and 1 member of the press.

The meeting commenced at 7.00pm.

**1. APOLOGIES FOR ABSENCE** and approval of reasons tendered [LGA 1972 s.85].  
Cllr. S Edwards, Cllr. Mrs C Silvester, Cllr. G Hughes and Cllr. E Ashley.

**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 Annual General Meeting of Brandon Town Council of Monday 8th May 2006 (Public Items) [LGA 1972 Sch.12].

An amendment to the minutes: Item 3 Apologies for absence should include Cllr. E Ashley.  
Resolution Record No. **BTC/17/05/Jun/06**

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

**CARRIED:** Unanimous.

THAT THE AMENDED MINUTES OF THE ANNUAL GENERAL MEETING OF BRANDON TOWN COUNCIL OF MONDAY 8TH MAY 2006 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

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

Of the Annual General Meeting of the Full Brandon Town Council Meeting of Monday 8th May 2006 (Public Items) [LGA 1972 Sch.12].

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/18/05/Jun/06**

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

**CARRIED:** Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM AND REPORTS.

A member of the public expressed concern that military aircraft were flying directly over Breckland Middle School. A question was also raised regarding the security aspect of small aircraft flying into USAF air space. In response, Squadron Leader Jo Daniels gave her assurance that both these issues were subject to strict monitoring procedures.

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

Key points in Squadron Leader Jo Daniels report:

Preparations are underway for the Independence Day celebrations at RAF Feltwell. All Councillors are invited to attend this event. Date: 3rd July commencing at 12 am until 12 pm. Weekday flying rehearsals for Madingley Memorial Day will commence shortly.

To promote their ongoing positive relationship with Forest Heath District Council, RAF Lakenheath will be meeting with Planners on the 23rd June.

Due to a new posting, Squadron Leader Jo Daniels informed the meeting she would be presently leaving RAF Lakenheath. Her replacement will be Squadron Leader Paul Harrison. After concluding her report, Squadron Leader Jo Daniels introduced the Chairman of the British-American Community Relations Committee, Mr Colin Wills.

Mr Wills explained the objectives of the committee; namely to help US families widen their contacts with local people, to provide a forum for addressing and resolving issues of mutual concern and to help solve problems that may arise among any large numbers of people living and working together.

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

Main issues in Sgt. Jo Garrard's report:

As from the 16th July policing in Brandon is changing. There are to be six additional Community Police Officers and four additional Community Support Officers working within the area. Predominately on foot patrol, community issues and anti social behaviour will be their principal duties.

Crime figures peaked in April. Half of these have been detected. Theft from motor vehicles in the last 6-8 weeks stands at six. There have been two recent burglaries but on both occasions nothing has been taken.

Knife Amnesty: a bright red wheelie bin is in situ at Brandon Police Station. A count will be made at the end of June.

World Cup: There will be zero tolerance on drink related crimes. Suffolk Constabulary has produced an information pack, which will be issued to all licensees.

The telephone number of the Western Area Community Information Hotline is 01284 7744029. This is a confidential 24hr answerphone service.

PC Anna Wybro is leaving to work with the Area Support Team. An officer has been appointed to replace PC Wybro and will commence work on the 10th July. A new Station Clerk will also be joining Brandon. Opening hours of the police station may be extended to 6.30 pm and the possibility of opening on a Saturday morning. This has yet to be confirmed.

Questions to Sgt. Jo Garrard:

To keep residents informed on local policing matters, Cllr. P Ridgwell suggested Sgt Garrard write a monthly article for the Brandon Life. A positive response was received.

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

No reports were given.

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).

a) A letter has been received from Suffolk County Council Environment & Transport Department concerning the proposed withdrawal of the existing 40mph speed limit on the A1065 at Wangford and the introduction of a shorter standalone 40mph limit. A copy of the plan was circulated to Members for comments.

b) The Chairman read out a letter from The Friends of Brandon Station.  
Cllr. Mrs C Arnold and Cllr. Mrs M Young declared an interest in this item and left the room.  
The Declarations of Interest Book was duly signed.

Resolution Record No. **BTC/19/05/Jun/06**

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

**CARRIED:** 5 for 1 against.

THAT BRANDON TOWN COUNCIL AGREES TO DONATE THE SUM OF  
£100 TOWARDS THE BRANDON MURAL PROJECT.

c) Repairs to the Brandon Town Council Clock and Light Service.

Resolution Record No. **BTC/20/05/Jun/06**

Proposed by Cllr. N Vant and seconded by Cllr. Mrs C Arnold.

**CARRIED:** Unanimous.

THAT STANDING ORDERS BE SET ASIDE FOR AGENDA ITEM 9: URGENT  
BUSINESS C).

Resolution Record No. **BTC/21/05/Jun/06**

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

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL ACCEPTS THE WRITTEN QUOTATION FROM  
SMITHS OF DERBY FOR THE REPAIRS TO THE STRIKE MECHANISM AND LIGHT  
SERVICE OF THE TOWN CLOCK FOR THE SUM OF TWO THOUSAND FOUR  
HUNDRED POUNDS PLUS VAT.

A vote of thanks was given to Mr Young for the prior remedial work he had carried out to the  
Town Clock.

Standing Orders were subsequently reinstated.

**10. PLANNING APPLICATIONS:** Notifications circulated: Plans at the meeting.

Resolution Record No. **BTC/ 22/05/Jun/06**

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

**CARRIED:** 7 for 1 against.

THAT BRANDON TOWN COUNCIL APPROVES EN BLOC THE PLANNING  
APPLICATIONS HEREUNDER DESCRIBED.

F/2006/0287/OUT Outline application: erection of a two storey dwelling.  
Land between 7 and 9 Edmund Road, Brandon.

F/2006/0387/FUL Resubmission of F/2006/0129/FUL: Erection of one residential unit and  
conversion of existing two storey workshop building to create a residential unit (Demolition  
of existing outbuildings).  
Rear of 21/23 London Road, Brandon.

F/2006/0397/COU Retrospective application: Change of use from residential to house of  
multiple occupancy.  
1 Walton Way, Brandon.

F/2006/0420/FUL Erection of a building for storage of mobility equipment.  
Towlers Court, London Road, Brandon.

F/2006/0433/CCA County Application: erection of timber canopy, insertion of a new  
window and other internal alterations.

Forest Primary School, Bury Road, Brandon.

F/2006/0436/OUT Resubmission of F/2005/0864/OUT Outline application – erection of 4 dwellings with associated parking and construction of a new vehicular access (Development Affecting a Public Right of Way).

Former Pumping Station, Lingheath Road, Brandon.

F/2006/0447/FUL Erection of extension to garage to provide playroom.  
223 London Road, Brandon.

### **Planning Applications GRANTED**

F/2006/0225/FUL Erection of a front extension and front conservatory  
43 Pinewood Drive, Brandon.

F/2006/0237/FUL Erection of extension to crop store building.  
Brick Kiln Lane, Brandon Fields Estate, Brandon.

F/2006/0269/FUL Erection of a new garden wall (maximum height 1.8m) and a brick arch; and extension to existing garden wall.  
1 Primrose Drive, Brandon.

F/2006/0209/FUL Erection of log cabin in garden to provide temporary additional office space.  
Elbourne Surgery, 31 High Street, Brandon.

F/2006/0223/FU3 Construction of a multi-use synthetic sports pitch, including fencing and floodlighting, and relaying of existing basketball court (Additional plans received 11/4/06) (Major Development).

Brandon Leisure Centre, Church Road, Brandon.

### **Planning Application REFUSED**

F/2006/0182/FUL Resubmission of F/2005/0946/FUL – erection of a one-and-a-half storey dwelling.

Land at The Orchard Rear of 11 Rattlers Road, Brandon.

Planning Applications WITHDRAWN

### **TREE PRESERVATION ORDERS / TREE REDUCTION AND REMOVAL.**

F/2006/0187/TPO Prune lower branches (approx 5 and a half metres above ground) of 1 Horse Chestnut tree.

Land adjacent to 30 & 31 Riverside Way, Brandon.

Consent Granted

### **STREET NAMING AND NUMBERING**

None to date.

### **DELEGATION PLANNING MEETING and case Officer Recommendations**

F/2006/0330/OUT Outline application: erection of two single storey semi detached dwellings and alterations to vehicular access (demolition of existing bungalow).

26 Mile End, Brandon.

Refuse

## NOTICES OF PLANNING APPEALS SINCE 1st May 2006

Proposed Development: Change of use of ground floor from Class A1 (Retail) to Class A2 (Financial and Professional Services).

3-5 High Street, Brandon.

## AGENDAS / MINUTES FROM FHDC SINCE 1st May 2006

None to date

### 11. ACCOUNTS

To receive and approve payments.

11.1 Public Items – May 2006. Discussion permitted upon.

Resolution Record No. BTC/23/05/Jun/06

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. P McLoughlin.

CARRIED: Unanimous.

THAT PAYMENT ON THE LIST SUBMITTED FOR MAY 2006 AND REPRODUCED  
HEREUNDER ARE APPROVED.

| Date          | Amount          | Supplier  | Net Total       | VAT           |
|---------------|-----------------|---|-----------------|---------------|
| May-06        | 77.59           | Canon (photocopier rental and accessories)        | 66.03           | 11.56         |
| May-06        | 80.60           | Neat Ideas (stationary)                           | 69.93           | 10.67         |
| May-06        | 1,499.27        | e.on Energy (monthly energy charge)               | 1,275.97        | 223.30        |
| May-06        | 516.50          | Brandon Test Centre (work to pick up)             | 439.57          | 76.93         |
| May-06        | 55.37           | Finevale (fuel)                                   | 47.12           | 8.25          |
| May-06        | 144.82          | Border Building                                   | 123.26          | 21.56         |
| May-06        | 107.89          | Viking Direct (stationary)                        | 91.82           | 16.07         |
| May-06        | 35.25           | Frank Briston (hire of generator & hammer drill)  | 30.00           | 5.25          |
| May-06        | 425.00          | P Layton (repair of wall/gateBTC office)          | 425.00          | 0.00          |
| May-06        | 171.99          | Powergen (OSH)                                    | 163.80          | 8.19          |
| May-06        | 28.15           | Powergen (Flood lights)                           | 26.81           | 1.34          |
| May-06        | 182.13          | Thain Wildbur Rolph                               | 155.00          | 27.13         |
| May-06        | 518.17          | K B Leach (Chain saw & accessories)               | 441.00          | 77.17         |
| May-06        | 59.00           | K B Leach (Boots)                                 | 59.00           | 0.00          |
| May-06        | 340.00          | P Layton (repair of wall adjacent to cemetery)    | 340.00          | 0.00          |
| May-06        | 20.00           | Suffolk Acre (subscription)                       | 20.00           | 0.00          |
| May-06        | 89.14           | Viking Direct (stationary)                        | 79.63           | 9.51          |
| May-06        | 562.03          | Alfred McAlpine (street light repairs)            | 478.32          | 83.71         |
| May-06        | 940.00          | Lubbock Fine (external audit)                     | 800.00          | 140.00        |
| May-06        | 20.00           | SALC (emergency planning seminar)                 | 17.02           | 2.98          |
| May-06        | 115.16          | Arco (clothing)                                   | 98.01           | 17.15         |
| May-06        | 90.64           | Clerk's travel expenses (three training seminars) | 90.64           | 0.00          |
| <b>TOTALS</b> | <b>6,078.70</b> |   | <b>5,337.93</b> | <b>740.77</b> |
| May-06        | 26.94           | Vodafone (town keeper mobile)                     | 23.97           | 2.97          |
| <b>TOTALS</b> | <b>6,105.64</b> |   | <b>5,361.90</b> | <b>743.74</b> |

11.2 Confidential Items – May 2006. (Staff Salaries/Local Gov. Pensions).

Resolution Record No. **BTC/24/05/Jun/06**

Proposed by Cllr. P McLoughlin and seconded by Cllr. Mrs S Jureko.

CARRIED: Unanimous.

THAT PAYMENT ON THE LIST SUBMITTED FOR MAY 2006 (CONFIDENTIAL ITEMS – STAFF SALARIES/LOCAL GOV. PENSIONS) AS CIRCULATED TO COUNCILLORS IS APPROVED.

#### **12. BUS SHELTER, LONDON ROAD**

To discuss the replacement of the bus shelter at London Road, Brandon.  
Cllr. P McLoughlin offered to ascertain the cost of refurbishing the bus shelter at London Road. To be discussed further at the next Town Council meeting.

#### **13. ALLOTMENTS**

Provision of Town Council allotments – to receive an update.  
Kester Cunningham John Solicitors are presently drawing up the lease for the proposed area of land. It is anticipated the allotments could be available for renting from January 2007. Quotations for laying a gravel track, fencing, two gates and thorny shrubbery are to be obtained shortly.

#### **14. NINE STILES WALK**

To agree a date/time for the annual Nine Stiles Walk.  
Date agreed as Friday 7th July 2006. Start time: 6.30 pm.

#### **15. FORMATION OF A PLANNING PANEL**

To appoint Members to serve on a planning panel.  
Resolution Record No. **BTC/25/05/Jun/06**  
Proposed by Cllr. A Simmons and seconded by Cllr. D Bimson.  
**CARRIED:** 7 for 1 against.

THAT BRANDON TOWN COUNCIL APPROVES THE INSTIGATION OF A BI-MONTHLY PLANNING PANEL FOR A TRIAL PERIOD OF SIX MONTHS.MEMBERSHIP TO BE OPEN TO ALL COUNCILLORS BUT THREE TO FORM A QUORUM.

#### **16. PROPOSED YELLOW LINES, CHURCH ROAD, BRANDON & OTHER LOCAL TRANSPORT ISSUES**

To comment on an email received from Colin Bird at Suffolk County Council.  
Members queried two points: The location of a new pedestrian crossing on Bury Road and the proposed enhanced bus facilities on George Street. S.C.C. to be contacted for further information.

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

The Town Clerk had circulated a report updating Councillors on the previous month's main activities. An amendment to the Clerk's log: Under Chainsaw Course this should read Dennis Everist....  
No further issues were raised.

#### **18. BRANDON TOWN COUNCIL'S MAJOR PROJECTS**

Old School House – to discuss the current status of the Old School House planning application.  
Planning Permission has now been GRANTED by Forest Heath District Council with the following conditions:  
a) That work must commence within 3 years.  
b) The development must be in strict accordance with the approved details.

c) External facing materials to match existing.

The next stage of the project is to make the Buildings Regulations Application. Tenders will then be sought.

**19. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:**

Resolution Record No. **BTC/26/05/Jun/06**

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

**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

NB. The public and Press are entitled to return to be told of any Resolutions.

**BRANDON TOWN COUNCIL**  
Confidential Minutes  
Of the Meeting of the Full Brandon Town Council  
Held at 7.00 pm on Monday 5th June 2006  
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 Annual General Meeting of the Full Brandon Town Council of Monday 8th May 2006.

Resolution Record No. **BTC/27/05/Jun/06**

**CARRIED:**

THAT THE CONFIDENTIAL MINUTES OF THE ANNUAL GENERAL MEETING OF THE FULL BRANDON TOWN COUNCIL OF MONDAY 8TH MAY 2006 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

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

Of the Annual General meeting of the Full Brandon Town Council of Monday 8th May.

\*CONFIDENTIAL\*

**22. BRANDON TOWN COUNCIL'S MAJOR PROJECTS**

\*CONFIDENTIAL\*

**23. EMPLOYMENT MATTER – ADMINISTRATIVE ASSISTANT VACANCY**

Resolution Record No. **BTC/28/05/Jun/06**

**CARRIED:**

THAT BRANDON TOWN COUNCIL DELEGATES AUTHORITY TO A PANEL COMPRISING OF THE MEMBERS NAMED HEREUNDER TO SHORTLIST, INTERVIEW AND SELECT A CANDIDATE TO FILL THE CURRENT JOB VACANCY FOR ADMINISTRATIVE ASSISTANT WITH THIS COUNCIL - CLLR. R SILVESTER, CLLR. N VANT, CLLR. MRS M YOUNG, CLLR. A SIMMONS.

**24. ADVERSE POSSESSION OF LAND**

\*CONFIDENTIAL\*

The meeting terminated at 9.35 pm.