

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Held at 7.00pm on Monday 7 July 2008

At the Forest School, Bury Road, Brandon.

Present: Cllr. R Silvester, Cllr. D Bimson, Cllr. K Butcher, Cllr. G Hughes, Cllr. L Jacobs, Cllr. Mrs S Jureko, Cllr. P Ridgwell, Cllr. A Simmons, Cllr. N Vant, Cllr. Mrs M Young, Cllr. S Edwards (8.55pm).

Also present: Mrs C Mason (Town Clerk), Sgt. Liam Garrard, PCSO Alan Davey, Cllr. B Bishop and 18 members of the public.

The meeting commenced at 7.00 pm.

1. TO CONFIRM THE APPOINTMENT OF CLLR. R SILVESTER AS CHAIRMAN OF BRANDON TOWN COUNCIL FOR A THIRD TERM OF OFFICE

Resolution Record No. **BTC/20/07/Jul/08**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL ACKNOWLEDGES THE EXISTENCE OF

THE MINUTE DATED 14 MAY 1984 IN WHICH THE TERM OF OFFICE OF CHAIRMANSHIP IS LIMITED TO TWO CONTINUOUS YEARS BUT AGREES THAT IT BE SPECIFICALLY OVERRIDDEN.

Councillors felt it unnecessary to confirm the actual vote taken at the Annual General Meeting held on the 12 May 2008.

2. APOLOGIES FOR ABSENCE

Cllr. E Ashley, Cllr. P McLoughlin.

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

None.

4. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 June 2008 (Public items) [LGA 1972 Sch.12].

Resolution Record No. **BTC/21/07/Jul/08**

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

CARRIED: 9 for 1 abstention.

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 JUNE 2008 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

5. MATTERS ARISING for information exchange only

Of the Full Brandon Town Council Meeting of Monday 2 June 2008 (Public items) [LGA 1972 Sch.12].

None.

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

Resolution Record No. **BTC/22/07/Jul/08**

Proposed by Cllr. N Vant and seconded by Cllr. D Bimson.

CARRIED: Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A spokesperson for the allotment holders asked for clarification in relation to the provision of water at the allotment site. In response, the Chairman said a petrol driven pump with hose, together with three water containers (one thousand litres capacity) are to be purchased. This will enable water to be extracted from the river.

A request from an allotment holder to keep bees at the Brandon allotments:

Resolution Record No. **BTC/23/07/Jul/08**

Proposed by Cllr. N Vant and seconded by Cllr. Mrs S Jureko.

CARRIED: Unanimous.

ACTING ON ADVICE FROM THE ENVIRONMENT AGENCY, IT WAS RESOLVED THAT ON HEALTH & SAFETY GROUNDS, BEE KEEPING WOULD NOT BE ALLOWED ON THE ALLOTMENT SITE.

Following an application from residents for lockable gates on Coulson Lane, an email was read out from the Area Rights of Way Officer: *For legal reasons (the route is part of Brandon Public Footpath No. 2) this is not a workable option. However, authorisation has been granted for a staggered barrier at the junction with the High Street and a second adjacent to Westoe House.*

7. TO RECEIVE A REPORT FROM THE POLICE

The Chairman welcomed Sgt. Liam Garrard to the meeting.

General crime: Detection rate since April 2008 is 32%. The recent incident at Tesco has involved all officers from Brandon. A police pod was set up outside the store resulting in several potential leads. This is to be repeated in the near future.

PCSO Alan Davey will be retiring on the 14 August 2008. On behalf of Members, the Chairman thanked PCSO Davey for the many years of service he has given to Brandon. Questions to Sgt. Garrard included usage by vehicles of the footpath at Gas House Drove and a recent burglary involving the deployment of a police helicopter.

8. TO RECEIVE A REPORT FROM RAF LAKENHEATH

With little to report, questions were invited. No issues were raised.

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

Cllr. B Bishops report included issues on the Boundary Committee for England Structural Review in Norfolk & Suffolk, the new Factory Shop on London Road (formerly Jans), the repairs to the wall at the Church Institute, the new crossing on Thetford Road and the Healthy Living Centre plans.

Cllr. A Simmons reported at the last inspection, Forest Heath District Council has been upgraded from *Fair Council* to *Good Council*. Reports from meetings attended were previously circulated.

Cllr. D Bimson reported on the parking issues relating to the Almshouses at Coulson Lane. 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).

Provision of water at the allotments.

Cllr. A Simmons and Cllr. Mrs M Young declared an interest in this item. The Members Book of Interests was duly signed.

Resolution Record No. **BTC/24/07/Jul/08**

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

CARRIED: 8 for 2 abstentions.

THAT BRANDON TOWN COUNCIL APPROVES THE PURCHASE OF THREE WATER CONTAINERS, ONE PETROL DRIVEN PUMP WITH HOSES AT AN APPROXIMATE COST OF FIVE HUNDRED POUNDS.

Cllr. G Hughes expressed his concern that the switch over from analogue to digital television could be financially onerous to some residents. Further investigations of probable costs to be obtained.

11. ACCOUNTS

11.1 Approval of payments: Public Items - June 2008 Discussion permitted upon.

11.2 Confidential Items - June 2008 (Staff Salaries/Local Gov. Pensions).

11.3 To approve the Annual Return for the year ending 31 March 2008.

Resolution Record No. **BTC/25/07/Jul/08**

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

CARRIED: Unanimous.

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

Date	Amount	Supplier	Net Total	VAT
Jun-08	975.25	TWR Accountants (BTC Accounts)	830.00	145.25
Jun-08	91.65	L & M Signs (Sign for Allotment x 2)	78.00	13.65
Jun-08	218.00	Forest Heath District Council (Rates)	218.00	
Jun-08	122.73	Finevale Service Station	104.45	18.28
Jun-08	138.14	Thetford Garden Centre (x3 Invoices)	117.57	20.57
Jun-08	452.67	RBS Software Solutions (End Year Closedown)	385.25	67.42
Jun-08	10.22	Travis Perkins	8.70	1.52
Jun-08	45.87	Neat Ideas	39.04	6.83
Jun-08	152.55	Pearsons (Thetford) Ltd	129.83	22.72
Jun-08	57.00	Suffolk Solutions (PAT)	57.00	
Jun-08	84.82	C Mason (Travel to SALC x 2)	84.82	
Jun-08	5,742.45	Carillion (Lamps at Victoria Avenue)	4,887.19	855.26
TOTAL:	8,091.35		6,939.85	1,151.50

Resolution Record No. **BTC/26/07/Jul/08**

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

CARRIED: Unanimous.

THAT AUTHORITY BE GIVEN TO THE TOWN CLERK TO PAY THE AUGUST INVOICES PRECEDING THEIR APPROVAL AT THE NEXT BRANDON TOWN COUNCIL MEETING.

11.3 To approve the Annual Return for the year ending 31 March 2008.

Resolution Record No. **BTC/27/07/Jul/08**

Proposed by Cllr. S Edwards and seconded by Cllr. A Simmons.

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES ALL SECTIONS OF THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2008.

12. PLANNING MATTERS

Resolution Record No. **BTC/28/07/Jul/08**

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

CARRIED: Unanimous.

THAT BRANDON TOWN COUNCIL APPOINTS A PLANNING WORKING GROUP MADE UP OF FIVE COUNCILLORS, THREE TO BE QUORATE.

FURTHERMORE, REMAINING COUNCILLORS TO BE GIVEN COPIES OF THE PLANNING LISTS IN THEIR MONTHLY AGENDA PACK.

Cllr. A Simmons, Cllr. P Ridgwell, Cllr. L Jacobs, Cllr. Mrs M Young, Cllr. G Hughes were duly appointed.

13. PARKING AT MARKET HILL

Suffolk County Council is proposing to consult on an Order banning all parking, and an alternative Order banning parking except for a few disabled bays. General parking on Market Hill is not considered to be an option.

14. BRANDON RAILWAY STATION

Tim Swaine from Keystone Development Trust is to be invited to the next Town Council meeting.

15. ALLOTMENT MATTERS

15.1 To approve the draft lease for the allotment site between the Charity Trustees of The Brandon Remembrance Playing Field and Brandon Town Council. Circulated prior to the meeting.

Cllr. A Simmons and Cllr. Mrs M Young declared an interest in this item. The Members Book of Interests was duly signed.

Resolution Record No. **BTC/28/07/Jul/08**

Proposed by Cllr. D Bimson and seconded by Cllr. Mrs S Jureko.

CARRIED: 8 for 2 abstentions.

THAT BRANDON TOWN COUNCIL APPROVES THE DRAFT LEASE WITH ONE AMENDMENT. UNDER 1 ALLOTMENT: THE WORDING KNOWN AS THE STAUNCH MEADOW BE INSERTED AFTER THAT PIECE OF LAND.

15.2 To consider a request to keep bee hives at the allotment site.

Discussed under agenda item 6.

16. ANNUAL CEMETERY MEETING

The annual cemetery date was set for the 4 August 2008 at 7.00pm. Councillors to meet at the cemetery compound. Apologies were received in advance from Cllr. Mrs M Young. Agenda item 24 was now heard.

24. Cllr. N Vant requested part of agenda item 24 be discussed in the public section of the meeting. Members did agree that in principle grave digging should be bought back in house. Detailed discussion and vote to be heard in the confidential section of the meeting.

17. CLERKS MONTHLY LOG OF INSTRUCTIONS ISSUED AND ACTIONS TAKEN

Noted.

18. RENOVATION WORK TO THE OLD SCHOOL HOUSE

Based on the current programme, works are approximately one and a half weeks behind schedule. The handover date will be given at the next monthly meeting.

19. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/29/07/Jul/08**

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

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 7 July 2008
At the 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 2 June 2008.

Resolution Record No. **BTC/30/07/Jul/08**

CARRIED:

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 2 JUNE 2008 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

21. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES

Of the Full Brandon Town Council Meeting of Monday 2 June 2008

CONFIDENTIAL

Resolution Record No. **BTC/31/07/Jul/08**

CARRIED: 9 for 1 abstention.

It was agreed to match fund the purchase of a crime prevention item of equipment.

22. THE ORCHARD

Resolution Record No. **BTC/32/07/Jul/08**

CARRIED:

THAT BRANDON TOWN COUNCIL ACCEPTS THE QUOTATION FROM

T.J.M. DOMESTIC GROUNDWORKS FOR THE CONSTRUCTION OF A NEW PATHWAY AT THE ORCHARD, COULSON LANE, BRANDON. FURTHERMORE, APPROVAL WAS GIVEN FOR THE SUPPLY AND LAYING OF A GEO-TEXTILE MEMBRANE UNDERNEATH THE HARDCORE.

Agenda item 24 was now heard.

24. RESOLUTION NO.135

That Brandon Town Council takes grave digging back in house.

It was agreed to adjourn a decision on how and when to bring grave digging "in house".

23. CEMETERY FEES

Deferred to allow for agenda item 24 to be resolved.

The meeting terminated at 9.45pm.