

BRANDON TOWN COUNCIL

Minutes of the Annual General Meeting of the Full Town Council
Monday 13 May 2002 at 7:10 pm at Community Centre, Bury Road, Brandon

Present: Cllr A P Saxby (Chairman), Cllr Mrs J A Ahern (Vice-Chairman), Cllr E V Ashley (left 8:55 pm), Cllr P S Baldwin (left temporarily and returned), Cllr Ms J S Bourton (left 8:55 pm), Cllr Mrs S M Jones-Weetman, Cllr Mrs S Jureko, Cllr P R Ridgwell (after co-option and signature of Declaration at 8.55 pm) and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); Insp Nick Bennett and Pc Keith Grant (Police); members of the Public.

1. APOLOGIES FOR ABSENCE

Cllrs Mrs E Milner (attended Annual Town Meeting; left at 6:18 pm owing to prior commitment), S J Edwards, R Silvester, A Thorne; also Sqd Ldr M Turner (RAF Lakenheath).

2. DECLARATIONS OF INTEREST [PCC of C 2001/LGA 2000]

Cllrs Mrs Ahern, Saxby and Vant declared an interest in Agenda Items 16 (designated "18 Mar" end of list Accounts line item PriceWaterhouseCooper) and 32 (PriceWaterhouseCooper) and duly signed the Declaration of Interests book.

3. REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

The Chairman reminded Councillors of the requirement to register any new interest, under the Parish Council's Model Code of Conduct 2001, within 28 days of each new interest becoming relevant. Cllr Mrs Jureko sought clarification from the Town Clerk in relation to registration of a Partner's Charity involvement and was advised that it was not necessary to add this information to her Register of Interests, already lodged with the FHDC Monitoring Officer. It would, however, be necessary to declare an interest on this, within a Meeting, should matters appertaining to that particular Charity be raised.

The Chairman invited Inspector Bennett, Mildenhall Police Sector Commander, to report to the Meeting on various matters, including crime figures which had been reported in the Press and which appeared to show an increase for the Brandon area. Inspector Bennett felt that the printed figure of 27% increase did not reflect the large amount of hard work and effort which his officers were putting into Brandon across the board. He was able to report the good news that the number of Burglary Dwellings had shown a decrease. A new Duty Pattern would be introduced from Monday 10 June 2002 which would facilitate flexible deployment of officers. The four promised additional uniformed patrol officers would increase the staffing levels in Brandon from 11 + 2 (sergeants) + 2 DC's up to 15 + 2 (sergeants) + 2DC's.

Pc Grant, Community Beat Officer, gave an indication of crime statistics in Brandon:

88 crimes recorded for the month of Mar 02, of which 16% show as detected
55 crimes recorded for the month of Apr 02, of which 22% show as detected
36 crimes recorded for the month of May 02, of which 5% show as detected

Cllr Saxby, from the Chair, thanked the Police for their efforts on a crime which he had recently reported. The recurring question of cars with for sale signs, being parked on grass verges, was raised. Pc Grant reported that he had put notices on those vehicles. Those particular vehicles had since been removed. Cllr Mrs Ahern noted that some had since returned. Pc Grant advised that he would investigate this again. Cllr Saxby observed that the public would be very happy if the Police could continue to monitor this problem. Cllr Saxby thanked the Police for attending the meeting and for their efforts in Brandon.

4. ELECTION OF BRANDON TOWN COUNCIL CHAIRMAN 2002/2003

The Town Clerk called for Nominations to the post of Chairman of Brandon Town Council for 2002/2003. One nomination was received : Cllr A P Saxby. Proposed : Cllr Vant; seconded : Cllr Mrs Ahern; **CARRIED** : 6 for, 1 against, 0 abstention. Resolution Record No. : **BTC1/13/May/02** : THAT COUNCILLOR ALAN PETER SAXBY BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2002/2003.

5. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The newly-elected Chairman duly signed the Declaration of Acceptance of Office and took the Chair.

6. ELECTION OF BRANDON TOWN COUNCIL VICE-CHAIRMAN 2002/2003

The Chairman called for Nominations to the post of Vice-Chairman of Brandon Town Council for 2002/2003. One nomination was received : Cllr Mrs J A Ahern. Proposed : Cllr Vant; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. : **BTC2/13/May/02** : THAT COUNCILLOR MRS JENNIFER ALFREDA AHERN BE ELECTED VICE-CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2002/2003.

7. CONFIRMATION OF SCHEDULE : FULL TOWN COUNCIL MEETINGS

The previously agreed schedule to December 2002 was confirmed.

8. RESOLUTION TO DISBAND COMMITTEES

Resolution Notice No. 85 - Cllr Mrs Ahern - "That Brandon Town Council disbands the Finance, Staffing & Personnel and Health & Safety Committees". The Chairman confirmed that the Town Clerk had consulted SALC for assurance that such a move was legal. SALC had confirmed that it would be in order to disband the existing Committees provided that all decisions would be ratified at Full Town Council in the public domain (with the exception of prohibited matters under the LGA 1972). Cllr Mrs Ahern told the Meeting that, as none of the Committees had executive powers, then all items were being discussed again at the next Full Town Council. Working Groups could be just as effective at preparing reports and information for the Full Town Council, under the guidance of the Town Clerk, but would not require her attendance (thus saving on time and resources). Also, there would be no requirement to hire an external meeting venue (thus saving on finances). Cllr Vant felt that the existing Committees had not proved as effective as anticipated and had, in fact, appeared to delay the decision-making process as all

matters still had to be decided at Full Council.

Proposed : Cllr Mrs Ahern; seconded : Cllr Ms Bourton; **CARRIED** : unanimous. Resolution Record No. : **BTC3/13/May/02** : “THAT BRANDON TOWN COUNCIL DISBANDS THE FINANCE, STAFFING & PERSONNEL AND HEALTH & SAFETY COMMITTEES.

9. ELECTION OF COUNCILLORS TO COMMUNITY GROUPS

All recorded under Resolution Record No. **BTC4/13/May/02** :

(A) BRANDON ACTION GROUP - Cllrs Mrs AHERN and VANT

Proposed : Cllr Saxby, from the Chair; seconded : Cllr Mrs Jureko; **CARRIED** : unan.

Cllr Mrs Ahern noted that no meeting of BAG had been held for almost two years. Cllr Ashley wished the Town Council to write to BAG and request information. He felt very strongly that the new By-Pass question should be progressed with all possible haste.

(B) CITIZENS ADVICE BUREAU - Cllr SILVESTER

Proposed : Cllr Ms Bourton; seconded : Cllr Mrs Jureko; **CARRIED** : 6, 1, 0

(C) BRANDON HERITAGE CENTRE - Cllr Mrs JUREKO

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unan.

(D) BRANDON NEIGHBOURHOOD WATCH - deferred for consultation.

E) BRANDON POOR'S ESTATE - deleted until 2003 re-election date.

(F) BRANDON REMEMBRANCE PLAYING FIELD - Cllr ASHLEY

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : 4, 2, 1

(G) BRANDON REMEMBRANCE PLAYING FIELD STEERING GROUP

It was proposed by Cllr Mrs Ahern, seconded by Cllr Mrs Jureko and agreed unanimously, to continue with the existing five Councillors, namely : Cllrs ASHLEY, Mrs JONES-WEETMAN, Mrs JUREKO, SAXBY and THORNE; until a higher percentage of Councillors could be present.

(H) COMMUNITY ASSOCIATION REPRESENTATIVE - deferred.

Cllr Ashley proposed Cllr Mrs Milner but, in light of her absence to accept, it was agreed as a courtesy to defer the matter until the next meeting.

(I) KEYSTONE COMMUNITY PARTNERSHIP - Cllr Ms BOURTON

Proposed : Cllr Mrs Jones-Weetman; seconded : Cllr Mrs Jureko; **CARRIED** : 6, 1, 0

(J) LINGHEATH TRUST CHARITY AND EDMUND ATMERE CHARITY-

deleted until 2003 re-election date.

(K) PUBLIC TRANSPORT LIAISON OFFICER - deferred.

(L) SUFFOLK ASSOCIATION OF LOCAL COUNCILS - Cllr SAXBY
Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : 6 for, 0 against, 1 abstention.

(M) SUFFOLK PROPERTY REVIEW FOR BRANDON STEERING GROUP

Cllr SAXBY (predominantly evening meetings) or the Town Clerk, Linda Sherer (predominantly daytime meetings). Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : 6 for, 0 against, 1 abstention.

(N) BRANDON COMMUNITIES PARTNERSHIP - Cllr Mrs JONES-WEETMAN. Cllr Ms Bourton declared an interest as a member of the partnership in her own right; was not required to leave the room; did not vote on the matter. Proposed : Cllr Mrs Jureko; seconded : Cllr Mrs Ahern; **CARRIED** : 6 for, 0 against, 1 abstention (named: Cllr Ms Bourton).

10. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Full Brandon Town Council Meeting of Monday 08 April 2002.
Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC5/13/May/02** : THAT THE MINUTES OF THE FULL TOWN COUNCIL MEETING OF MONDAY 08 APRIL 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

Proposed : Cllr Mrs Jureko; seconded : Cllr Saxby; **CARRIED** : unanimous. Resolution Record No. **BTC6/13/May/02** : THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING OF MONDAY 08 APRIL 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

The ratification of minutes of the Healthy & Safety Committee of Monday 08 April 2002 was deferred until the next meeting of the Full Town Council.

11. MATTERS ARISING FROM MINUTES

The Town Clerk reported that Cllr Silvester had clarified, under Item 7 of Full Town Council Minutes, that the two grant applications for Brandon Remembrance Playing Fields had not yet been agreed.

Cllr Vant raised the question of a replacement bench at Brandon Remembrance Playing Field. He was concerned that there appeared to be contradictory responses from BRFP each time the question was asked - from yes to no, back to yes, back to no (accompanied by a "risk assessment" report). He was also concerned that the responses might be seen to be linked to requests for financial assistance from the Town Council. He noted that these funds, although part of the precept served upon FHDC, had to be formally approved by the Town Council on each occasion. He did not feel that he could vote for the release of these funds to BRPF in the current circumstances. Cllr Saxby, from the Chair, reported that he was also very concerned at the contradictory responses being given as he had been approached by residents who most definitely did want a seat in the identified location. He did not

feel that the “risk assessment” submitted by BRPF was very convincing. Cllr Mrs Jones-Weetman said the responsibility for cleaning up dog excrement rested with the dog owners.

Proposed : Cllr Vant; seconded : Cllr Saxby (from the Chair); **CARRIED** : 5 for, 0 against, 2 abstentions. Resolution Record No. **BTC7/13/May/02** : THAT BRANDON TOWN COUNCIL WRITES TO THE TRUSTEES OF THE BRANDON REMEMBRANCE PLAYING FIELD TO REPEAT ITS REQUEST FOR A BENCH SEAT AT THE LOCATION ALREADY SPECIFIED.

12. PLANNING APPLICATIONS

Decisions from Brandon Full Town Council Meeting of Monday 13 May 2002:

F/2001/660 : AMENDED PLANS. Change of use of ground floor to Bowling Alley and associated services and first floor extension to form bar, function room and leisure facility. **Resolved : ****

OBJECTION ***

Proposed : Cllr Vant; seconded : Cllr Mrs Jureko; **CARRIED** : 5 for, 1 against, 1 abstention. Resolution Record No. **BTC8/13/May/02** : THAT OBJECTION BE MADE ON THE FOLLOWING GROUNDS TO F/2001/660 AMENDED:

Objection on the following grounds:

- (A) THE BUILDING IS IN A CONSERVATION AREA AND DOES NOT APPEAR TO CONFORM TO THE APPEARANCE OF THE ADJACENT BUILDINGS ON MARKET HILL, BRANDON;
- (B) THE ROOFLINE IS DIFFERENT FROM THE ORIGINAL PLANS SUBMITTED AND HAS THE APPEARANCE OF AN INDUSTRIAL BUILDING WHICH DOES NOT CONFORM TO THE APPEARANCE OF THE ADJACENT BUILDINGS ON MARKET HILL, BRANDON;
- (C) THE METAL ROOF IS NOT ACCEPTABLE IN A CONSERVATION AREA AND DOES NOT CONFORM TO THE APPEARANCE OF THE ADJACENT BUILDINGS ON MARKET HILL, BRANDON.

Proposed : Cllr Mrs Jones-Weetman; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC9/13/May/02** : THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/225, 232, 247, *258, 277 + 278.

F/2002/225 : 67 Thetford Road, Brandon. Erection of rear extension to replace existing for Mr M Dodd. **Resolved : NO**

OBJECTION

F/2002/232 : Circular 18/84 : High Lodge Visitor Centre, off Thetford Road, Brandon. Erection of single-storey building to provide retain/reception facilities. (Development affecting a public right-of-way). High Lodge Visitor Centre, off Thetford Road, Brandon. **Resolved : NO OBJECTION**

F/2002/247 : 1 Oaklands Drive, Brandon. Demolition of existing garage and erection of single-storey side and rear extensions for Ms Crane and Ms Baugh.

Resolved : **NO**

OBJECTION

***F/2002/258 : Oak House, High Street, Brandon.** Change of use of part of dwelling to B8 use (storage and distribution for mail order) for Mr and Mrs S Dean.

Resolved : **NO**

OBJECTION

F/2002/277 : 37 Wimbledon Avenue, Brandon. Retrospective Application: change of use to garage/workshop/MOT testing centre for Mr M R French.

Resolved : **NO**

OBJECTION

F/2002/278 : Unit 2, Station Way, Brandon. Alteration to loading door to increase height to 4.5 metres for Industrial Property Assets. Resolved : **NO**

OBJECTION

13. PLANNING APPLICATION REF BOWLING ALLEY, MARKET HILL

Dealt with under Item 12. above.

14. COMPLETION OF CHAIRMAN AND COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE/REGISTERS OF INTERESTS

The Town Clerk reported that all Councillors had signed their Declaration of Acceptance of Office and Register of Interests, within the required timescale, as per the Local Government Act 2000/Parish Councils' Model Code of Conduct 2001.

15. URGENT BUSINESS [SECTION 100(B)(4)(16) LGA 1972]

(i) The Town Council had been invited, in a letter from FHDC, to nominate two people from the community to receive tickets for access to Angel Hill, Bury St Edmunds, on the occasion of H M The Queen's Jubilee Visit on Wednesday 17 July 2002. There would be no seating available. There would be no opportunity to meet HM The Queen. There would be no car parking reserved. Nominations must be received by the Mayor of St Edmundsbury Borough Council by 31 May 2002 latest. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs

Ahern; **CARRIED** : 6 for, 0 against, 1 abstention. Resolution Record No.

BTC10/13 May/2002 : THAT MR CHARLES WHARF AND MRS AUDREY RAWLINSON BE CONTACTED IN RELATION TO THIS INVITATION.

(ii) Licence Applications : (a) Tesco Store, London Road, Brandon; (b) One Bell Public House, High Street, Brandon; (c) High Lodge, Santon Downham, Brandon. No objections recorded.

(iii) Vandalism and removal of a bench in Victoria Avenue, Brandon had occurred and been reported to the Police. The Townkeepers had addressed the Health & Safety issue by removing the bench completely for further appraisal at the Cemetery depot.

The Town Clerk would investigate the respective costs of possible repair versus replacement.

(iv) Letter of complaint re Gas House Drove/Lode Street holes in road and associated dirt and dust. It was agreed that the area in question is a private road. It was decided that the Town Council write to the resident and suggest further discussion with Forest Heath District Council who would have granted the original planning permission for this development.

16 & 32. APPROVAL OF ACCOUNTS FOR PAYMENT - PUBLIC ITEMS

It was necessary to defer part of Item 16 (line item PriceWaterhouseCooper "Mar PWC" invoice) and entire Item 32 (PriceWaterhouseCooper) until the Full Town Council Meeting scheduled for Monday 10 June 2002. The necessity was occasioned by the reduced number of Councillors which would remain, if three left the room following declaration of interest in the abovementioned items: thus rendering the Meeting non-quorate. Proposed : Cllr Mrs Jureko; seconded : Cllr Ashley; **CARRIED** : unanimous. Resolution Record No. **BTC11/13/May/02** : **THAT THE PAYMENT LIST SUBMITTED FOR APRIL 2002 BE APPROVED AS LISTED (EXCLUDING CONFIDENTIAL ITEMS) HEREUNDER WITH THE EXCEPTION OF LINE ITEM PRICEWATERHOUSECOOPER APRIL INVOICE.**

Pay No.	Date	Amount	Supplier	Chq No.	Net Total	VAT
1	Apr-30	£247.50	Jane Langley	509	£247.50	£0.00
2	Apr-30	£230.30	Gordon Press Ltd	510	£196.00	£34.30
3	Apr-30	£537.33	East Contract Apr	511	£457.30	£80.03
4	Apr-30	£20.00	Suffolk ACRE	512	£20.00	£0.00
5	Apr-30	£6.00	J Green (windows)	513	£6.00	£0.00
6	Apr-30	£25.98	Pearsons - skips	514	£22.10	£3.88
7	Apr-30	£464.00	SALC 2002/03	515	£464.00	£0.00
8	Apr-30	£76.62	GasForce repairs	516	£65.21	£11.41
9	Apr-30	£30.00	Employers' Org.	517	£30.00	£0.00
10	Apr-30	£81.08	Glasdon UK Ltd	518	£69.01	£12.07
11	Apr-30	£1,975.76	Royal Mint JUB	519	£1,681.50	£294.26
12	Apr-30	£657.71	Kents Insurance	520	£657.71	£0.00
13	Apr-30	£7.97	Border Building	521	£6.55	£1.42
14	Apr-30	£100.00	Brandon Heritage	522	£100.00	£0.00
15	Apr-30	£200.00	Brandon Lads FC	523	£200.00	£0.00
16	Apr-30	£150.00	East Air Ambul.	524	£150.00	£0.00
17	Apr-30	£100.00	Brandon			
"Buzz"		525	£100.00	£0.00		
18	Apr-30	£100.00	Brandon "Extra"	526	£100.00	£0.00
19	Apr-30	£100.00	Samaritans	527	£100.00	£0.00
20	Apr-30	£150.00	Accident Rescue	528	£150.00	£0.00
21	Apr-30	£500.00	B. N/Hood Watch	529	£500.00	£0.00
22	Apr-30	£48.70	Cash Imprest	530	£48.70	£0.00
23	Apr-30	£26.97	Canon copies	531	£22.95	£4.02
24	Apr-30	£63.00	SLCC 2002/03	532	£63.00	£0.00
25	Apr-30	£811.93	J D Powell & Son	533	£691.00	£120.93
26	Apr-3	£6,323.85	Moons Plant Hire	534	£5,382.00	£941.85
27	Apr-30	£61.36	FHDC Trade Bin	535	£52.22	£9.14

28	Canx	Canx	Canx	536	canx	canx
29	Apr-30	£537.33	East Contract May	537	£457.30	£80.03
30	Apr-30	£29.98	Thetford Garden	538	£25.50	£4.48
31	Apr-30	£69.97	Finevale Services	539	£62.52	£7.45
32	Apr-30	£47.86	TXU Energi	540	£45.58	£2.28
33	Apr-30	£8.25	SALC AGM 2002	541	£8.25	£0.00
34	Apr-30	£75.00	Lords Race JUB	542	£75.00	£0.00
35	Apr-30	£10.00	1.2.3.Bounce JUB	543	£10.00	£0.00
36	Apr-30	£135.00	1.2.3.Bounce JUB	544	£135.00	£0.00
37	Apr-30	£172.57	BT fax/internet	545	£146.87	£25.70
38	Apr-30	£132.55	BT main tel line	546	£112.81	£19.74
39	Check	£ 8.50	Barclays Bank	DD	£8.50	£0.00
0	Awaited	Monthly	British			
Gas	DD	monthly	monthly			
0	Awaited	Quarterly	Anglian			
Water	DD	quarterly	quarterly			
0	Awaited	Quarterly	TXU Energi-			
20/2	DD	quarterly	quarterly			
40	Apr-15	£929.34	TXU Energi-no 20	DD	£790.93	£138.41
0	Awaited	Quarterly	TXU Energi-no			
49	DD	quarterly	quarterly			
0	Awaited	Quarterly	TXU Energi-no			
51	DD	quarterly	quarterly			
0	Awaited	Quarterly	BT			
fax/internet	DD	quarterly	quarterly			
0	Awaited	Quarterly	BT main tel			
line	DD	quarterly	quarterly			
	Apr-15	£20.96	FHDC Garage	DD	£17.85	£3.11
	Apr-15	£21.83	FHDC Rates Cem	DD	£21.83	£0.00
	Apr-15	<u>£254.41</u>	FHDC Rates OSH	DD	<u>£254.41</u>	<u>£0.00</u>
xTx	TOTAL	cf £15,549.61			£13,755.10	£1,794.51

NB WITHDRAW PWC CHQ NOT TO PAY

NB JUB suffix indicates Queen's Golden Jubilee cost item

17. PREPARATION OF ASSET REGISTER

The Town Clerk reported that this matter is ongoing and in conjunction with the Risk Assessment procedures now introduced and operating.

18. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR

The Town Clerk reported that this matter is ongoing and that she has been in communication with the Audit Commission to confirm Brandon Town Council's progress in this regard.

19. LING HEATH TRUST AND NOMINATIVE TRUSTEES

A letter had been received, signed by six of the Trustees, in response to Brandon

Town Council's enquiries. Cllr Vant spoke to the matter in his capacity as one of Brandon Town Council's chosen representatives to the Ling Heath Trust who had been precluded from taking up his post. The two people still in post were, in actual fact, no longer Town Councillors and had not been reporting back to the Town Council.

Cllr Vant outlined the ongoing problem whereby confusion had occurred in 1999 regarding the "handover" dates to Brandon Town (then Parish) Council's preferred nominees to the Ling Heath Trust. Cllr Vant read out this letter, in its entirety, as he was concerned at various inaccuracies therein contained. He would like assurances that proper market rents were being charged for property rented from the Ling Heath Trust as specified in the Ling Heath Trust Deed. Proposed : Cllr Vant; seconded : Cllr Saxby; **CARRIED** : 5 for, 1 abstention, 1 out of room. Resolution Record No. **BTC12/13/May/02** : THAT BRANDON TOWN COUNCIL INVITES MR POCOCK AND MR BISHOP IN THEIR CAPACITIES AS LING HEATH TRUST NOMINATIVE TRUSTEES REPRESENTING THE BRANDON TOWN COUNCIL TO ATTEND THE NEXT MEETING OF THE FULL BRANDON TOWN COUNCIL ON MONDAY 10 JUNE 2002 TO DISCUSS THE LING HEATH TRUST AND RECEIVE REPORTS FROM ITS MEETINGS.

20. BRANDON REMEMBRANCE PLAYING FIELDS

Already dealt with under Agenda Item 11. matters arising.

21. ADOPTION OF GOLDEN JUBILEE GROUP REPORT

Cllr Mrs Ahern enquired whether sufficient volunteers had come forward to act as stewards on Bank Holiday Monday 03 June 2002. Cllr Ms Bourton kindly offered to assist on the day. Cllr Mrs Ahern kindly offered to supervise the arrangements for welcoming the Jazz Band. Cllr Saxby reported that he was organising the Fun Run in the Brandon Country Park. Proposed : Cllr Ms Bourton; seconded : Cllr Mrs Jureko; **CARRIED** : 6 for, 1 against, 0 abstention. Resolution Record No. **BTC13/13/May/02** THAT THE REPORTS OF THE GOLDEN JUBILEE GROUP MEETINGS ON 17 APRIL 02 AND 08 MAY 2002 BE ADOPTED BY THE TOWN COUNCIL.

22. UPDATE RE COMPLETION OF 2001/2002 DISTRICT AUDIT

This could not be completed until a decision was made by PriceWaterhouseCooper in relation to the objection to the Accounts for 1999/2000. This impacted upon all the accounts for the ensuing financial years.

23. PAYMENTS RECEIVED 2001/2002 FINANCIAL YEAR

The Town Clerk would be able to provide Income and Expenditure Accounts for the 2001/2002 financial year to the next meeting of the Full Brandon Town Council on Monday 10 June 2002. However, it would not yet be possible to provide a full sheet of accounts for adoption because of the ongoing problem noted in Item 22. above in relation to the objection to the Accounts for 1999/2000.

24. HISTORY OF BRANDON UPDATE

The Town Clerk had spoken to Mr Pocock who had advised that no information had actually been paid for because the person appointed to compile the History of Brandon/Town Guide had resigned from the project owing to ill health. Cllr Mrs

Ahern noted that funds had been set aside by the Town (then Parish) Council, some years ago, for this purpose and that a sub-committee had been formed to carry out preliminary investigations. Cllr Vant advised that he was happy to prepare the Website, as already offered, but could not undertake all the associated research and information-gathering that such a project would necessitate.

It was agreed that the Town Clerk should contact the Local History Recorder and Mr Jim Weeks in this regard.

25. CO-OPTION TO FILL CASUAL VACANCY ON BRANDON TOWN COUNCIL (EAST WARD FOR THE PARISH OF BRANDON)

One application had been received: that of Mr Peter Richard Ridgwell. Cllr Saxby asked if Councillors had any questions they wished to ask of the candidate. He invited Mr Ridgwell to speak to the Meeting. Mr Ridgwell advised the Meeting that he had lived in Brandon for 15 years, did voluntary work for people and animals, would like to contribute to Brandon through the Town Council. Mr Ridgwell left the room whilst voting took place. Cllr Vant wondered if the matter should be deferred because of the reduced number of Councillors present. Cllr Mrs Jureko felt that the candidate had demonstrated enthusiasm for the Town Council in applying to be co-opted. **CARRIED** : 5 for, 2 against, 0 abstentions. Resolution Record No. **BTC14/13/May/02** : THAT MR PETER RICHARD RIDGWELL BE CO-OPTED TO FILL THE VACANCY ON BRANDON TOWN COUNCIL (EAST WARD FOR THE PARISH OF BRANDON) UNTIL THE NEXT ELECTIONS TO BE HELD IN MAY 2003.

Cllr Ridgwell duly signed the Declaration of Acceptance of Office and agreed to complete the required Register of Interests within the statutory twenty-eight days of his co-option. Cllr Ridgwell took his seat and joined the meeting at 8:55 pm.

Cllrs Ms Bourton and Ashley left the Meeting at 8:55 pm.

26. ARRANGEMENTS FOR CEMETERY PEA STICKS COLLECTION

This matter was progressing and individual quotations obtained would be discussed within the confidential part of the Agenda [LGA 1972 S100 (A) (4)].

27. APPROVAL FOR STATUE IN CEMETERY SECTION III

A request had been received for the erection of a small statue of a dog approximately 12” [0.30m] in height in Section III of the Brandon Cemetery. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC15/13/May/02** : THAT THE REQUEST FOR A SMALL STATUE BE APPROVED BEING WITHIN THE SIZE AND LOCATION PERMITTED BY BRANDON TOWN COUNCIL.

28. NALC STANDING ORDERS POST CODE OF CONDUCT ADOPTION

The National Association of Local Councils is currently preparing an updated version of Standing Orders. Brandon Town Council’s own Standing Orders remained in draft format and had not been formally adopted in their entirety. It was agreed to proceed using the existing NALC “Green Book” Standing Orders until publication of the revised version by NALC.

29. REQUEST FOR STREETLIGHT IN CROWN STREET, BRANDON

It was agreed to defer this request to the next Full Brandon Town Council Meeting pending report from West Ward Lighting Committee and further quotations.

30. RISK ASSESSMENT OF THE LODE, BRANDON

The Lode had been risk assessed by The Town Clerk, senior Town Keeper and Chairman of Health & Safety Committee, Cllr Thorne, on Monday 15 April 2002. It had been cleared by the Town Keepers on Wednesday 17 April 2002. The Town Clerk had instigated weekly Risk Assessments, each Wednesday morning, to check and record various areas of the Town on a “rolling programme” as recommended by the SALC Risk Assessment Seminary she had attended on behalf of Brandon Town Council.

31. REPORT OF RISK ASSESMENT SEMINAR

In the absence of Cllr Thorne, who had attended the Risk Assessment Seminar as Chairman of the then Health & Safety Committee, the Town Clerk will prepare a report and recommendations for regular Risk Assessments (also see Item 30. above).

32. CORRESPONDENCE FROM PRICEWATERHOUSECOOPER

Already dealt with under Item 16. of this Agenda - deferred to next Meeting.

33. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC16/13/May/02** : “THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW FOR THE FOLLOWING REASONS: STAFFING ISSUES; QUOTATIONS. [Section 100(A)(4) LGA 1972]

34. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY

Cllr Ridgwell enquired if three (3) acres would be sufficient for future needs. Cllr Saxby replied that four (4) acres would be preferable but negotiations would need to begin with a second owner. Nothing further to report at this time.

Cllr Baldwin returned to the Meeting at 9:05 pm.

35. QUOTATIONS FOR COMPLETION OF THETFORD ROAD PLAY AREA

The resurfacing work had been completed to a satisfactory standard and inspected by Cllr Saxby. The Town Clerk would seek quotations for colour-coded line-painting to enable various sports to take place on the ball court. The overhanging trees onto the Electricity power lines were to be cut back by 24seven general and the resulting debris would be removed by the Townkeepers.

36. BRANDON TOWN COUNCIL AND SUFFOLK PROPERTY REVIEW

Nothing further to report at this stage. Defer to next Meeting.

37. STAFF OVERTIME PAYMENT

Linda Sherer left the room to enable free discussion of this item. It was agreed to pay the Town Clerk for fifty (50) hours overtime, built up from January to April 2002, which had not been possible to take as time-in-lieu owing to pressures of work.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC17/13/May/02** : THAT BRANDON TOWN COUNCIL AGREES TO A ONE-OFF PAYMENT TO THE TOWN CLERK FOR FIFTY (50) HOURS TO COMPENSATE FOR OVERTIME WORKED FROM JANUARY TO APRIL 2002, NOT ABLE TO BE TAKEN AS TIME-IN-LIEU, AND THANKS LINDA SHERER FOR HER EXCELLENT WORK IN UPGRADING THE ADMINISTRATION OF THE COUNCIL IN ACCORDANCE WITH LOCAL GOVERNMENT PROCEDURES.

38. QUOTATIONS : NOTICE BOARDS/VILLAGE SIGN REFURBISHMENT

Quotations for replacement of the main notice board outside the Town Council Offices in Old School House had been received. The specification had stated that the board must be double-fronted (polycarbonate glass) and back opening. The price from Harry Stebbing of Great Hockham, Norfolk, was £835.60 + VAT including posts, free delivery and hand carved lettering to the front. The price from Greenbarnes Ltd of Brackley, Northamptonshire, was £--- including delivery + VAT. The price from Filcris Ltd of Royston, Hertfordshire was £--- including delivery + VAT for normal board plus additional £--- + VAT for back opening facility thus total £--- + VAT. Proposed : Cllr Mrs Ahern; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC18/13/May/02** : THAT THE FIRM OF HARRY STEBBING OF GREAT HOCKHAM, NORFOLK, BE APPOINTED TO SUPPLY THE NEW MAIN DOUBLE-FRONTED (POLYCARBONATE GLASS) TOWN NOTICE BOARD OUTSIDE THE TOWN COUNCIL OFFICES AT OLD SCHOOL HOUSE AT A COST OF £835.60 + VAT.

The quotations for Village Sign Refurbishment would arrive shortly and would be submitted to the next Meeting of the Brandon Town Council.

39. CEMETERY TRACTOR REPLACEMENT

It was agreed to defer this matter until the Cemetery Meeting scheduled for Wednesday 17 July 2002.

40. BURIAL FEES AND ASSOCIATED CHARGES FOR 2002/2003

The Town Clerk had been informed that a decision had been reached in 2000 to increase the Burial Fees and associated charges by an amount of 10% per annum until the fees reached a more competitive level with those of surrounding areas. The requirement to purchase a new Cemetery would be an added strain upon the financial resources of the Town Council. This increase would be carried forward from 2000 as it had not been applied in 2001 and thus it was recommended that the fee increase for 2002 should be 10% + 10%. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Baldwin; **CARRIED** : unanimous. Resolution Record No. **BTC19/13/May/02** : THAT BRANDON TOWN COUNCIL INCREASES THE BURIAL FEES AND ASSOCIATED CHARGES FOR BRANDON CEMETERY FOR THE YEAR 2002/2003 BY 10% PLUS 10%.

41. REPLACEMENT WORK CLOTHES FOR TOWN KEEPERS

It was agreed to defer this matter until the Cemetery Meeting scheduled for Wednesday 17 July 2002.

42. TO APPROVE CONTRACTUAL ANNUAL INCREMENTS

Proposed : Cllr Mrs Ahern; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC20/13/May/02** : THAT THE CONTRACTUAL ANNUAL INCREMENTS FOR THE TOWNKEEPERS BE FORMALLY APPROVED BY BRANDON TOWN COUNCIL AND BACKDATED TO 01 APRIL 2002.

43. UNPAID INVOICE AND ACTION TAKEN TO RECOVER

The Town Clerk reported that there had been a delay in receipt of payment of an invoice from the past financial year but that communications were ongoing in this regard.

44. QUOTATION FOR CEMETERY DEPOT WALL REPAIRS

It was agreed to defer this matter until the next Full Brandon Town Council Meeting on 10 June 2002.

Meeting closed at 9:25pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 10 June 2002.