

## **BRANDON TOWN COUNCIL**

Minutes of the Full Brandon Town Council Meeting

Held on Monday 7 July 2014

In the Council Chamber, The Old School House, Market Hill, Brandon at 7.00pm.

**Present:** Cllr. R Silvester, (Chairman), Cllr. N Vant, Cllr. P Ridgwell, Cllr. I Horner,  
Cllr. T Simmons, Cllr. D Bimson, Cllr. G Hughes, Cllr. R Crowther, Cllr. K Butcher,  
Cllr. Mrs L Challiss, Cllr. L Jacobs.

**Also present:** Mrs C Mason (Town Clerk), Inspector Rose, Cllr. Bill Bishop and six members of the public.

The meeting commenced at 7.00pm.

### **1. APOLOGIES**

Cllr. S Edwards.

**2. DECLARATIONS OF INTEREST** and additions to Members Register of Interests.

None.

### **3. TO RECEIVE, CONFIRM AND SIGN MINUTES**

Of the Brandon Town Council Meeting of Monday 2 June 2014.

Resolution Record No. **BTC/22/07/Jul/14**

Proposed by Cllr. G Hughes and seconded by Cllr. I Horner.

**CARRIED:** Unanimous.

THAT THE MINUTES OF THE BRANDON TOWN COUNCIL MEETING OF MONDAY 2 JUNE 2014 BE ACCEPTED AS A TRUE RECORD.

**4. MATTERS ARISING** for information exchange only of the Brandon Town Council meeting of Monday 2 June 2014. Matters raised included signage at Mundford Roundabout; the condition of Green Road; inadequate speed signage on Green Road; the attendance of three councillors at a recent speed check campaign in Thetford & Green Road; the disrepair of the wall at Wellington Close/Thetford Road (SE); logs for The Lode (PM); drainage at Sweden Place and Thetford Road (RS) ongoing issues with the level crossing barriers at Brandon Station; trees at Gas House Drove (RS); tree at 250 London Road (RS).

**5. PUBLIC FORUM** – Monthly event limited to 3 minutes duration maximum per resident.

Resolution Record No. **BTC/23/07/Jul/14**

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

**CARRIED:** Unanimous.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

Members of the public raised matters relating to signage at Mundford roundabout; the condition of sections of the perimeter fencing at the BRPF; unsatisfactory repairs to the threshold to the Playing Fields; allotment management; missing stile along the Nine Stiles Walk.

## 6. TO RECEIVE A REPORT FROM THE POLICE

Crime figures from 1 June to 1 July were circulated at the meeting. There were 46 recorded crimes relevant to Brandon within this time period. The same time period last year saw 47 crimes recorded. A question was raised regarding the safety aspect of cycling on pavements; traffic signage and speeding on Green Road. Once again an invitation was extended to all councillors to accompany police officers on their patrols.

**7. TO RECEIVE REPORTS** (if any) from County and /or District Councillors. Issues raised in Cllr. B Bishop's report included the unrepaired street light in Bury Road car park; the possibility of widening the entrance to the car park; the opening of the Music Arts Project in Wimbledon Avenue; the picnic area at The Brandon Remembrance Playing Fields.

Cllr. D Bimson said a donation from the Forest Heath District Councillor's Locality Budgets has been given to The Music Arts Project. Cllr. T Simmons reported the inaccurate arms of the fingerposts are to be replaced. Questions to Councillors included the Brandon slipway (RS); the lack of wheelie bins behind shops on Market Hill; compensation for loss of trade at Maceys, Thetford Road.

**8. URGENT BUSINESS** – any items the Chairman considers a matter of urgent business.

There were no urgent matters.

## 9. ACCOUNTS

9.1 & 9.2 Resolution Record No. **BTC/24/07/Jul/14**

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

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES EN BLOC THE JUNE 2014 ACCOUNTS FOR PAYMENT AND THE AUTHORISATION OF PAYMENTS OF THE JULY ACCOUNTS PRIOR TO THEIR APPROVAL AT THE SEPTEMBER MEETING.

Date	Amount	Supplier	Net Total	VAT
Jun-14	14.00	J & D Green	14.00	
Jun-14	71.98	Ian Smith Office Supplies Limited	59.98	12.00

Jun-14	445.26	Arco Limited	371.05	74.21
Jun-14	376.94	Brunning Electrical Services	314.12	62.82
Jun-14	48.00	Graham Smith & Sons	40.00	8.00
Jun-14	150.28	Finevale Service Station	125.23	25.05
Jun-14	7.80	Cooleraid Limited	6.50	1.30
Jun-14	19.99	Thetford Garden Centre	16.66	3.33
Jun-14	15.54	Fengate Fasteners Limited	12.95	2.59
Jun-14	18.00	SALC	15.00	3.00
Jun-14	200.00	BRPF	200.00	
Jun-14	102.54	Brandon Test Centre	85.45	17.09
Jun-14	41.00	Brandon Test Centre	41.00	
Jun-14	750.00	Peter Brighton - P. C. Internal Audit Service	750.00	
<b>TOTAL:</b>	<b>2,261.33</b>		<b>2,051.94</b>	<b>209.39</b>

### 9.3 Resolution Record No. **BTC/26/07/Jul/14**

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

**CARRIED:** Unanimous.

THAT BRANDON TOWN COUNCIL APPROVES A \$137 DONATION OF ONE HUNDRED POUNDS TO A) THE VOLUNTARY NETWORK AND B) SUFFOLK ACCIDENT RESCUE SERVICE.

### 10. ANNUAL INTERNAL AUDIT REPORT

Resolution Record No. **BTC/26/07/Jul/14**

Proposed by Cllr. G Hughes and seconded by Cllr. I Horner.

**CARRIED:** Unanimous.

THAT THE ANNUAL INTERNAL REPORT FOR THE FINANCIAL YEAR ENDING MARCH 2014 BE APPROVED.

Cllr. G Hughes requested a vote of thanks be given to the staff for their help and co-operation to the Internal Auditor during the course of the review.

### 11. CEMETERY MEETING

Date arranged for the Annual Cemetery Inspection Meeting: Tuesday 5th August 2014 at 7.00pm.

### 12. NINE STILES WALK

Date confirmed for the Nine Stiles Walk: Sunday 17th August 2014. The format will be as last year.

### **13. SUFFOLK CODE OF CONDUCT**

Adoption of the Suffolk Code of Conduct deferred for further clarification of wording in the Notifying Interests Guidance Notes 2.2.

### **14. COMMUNITY GOVERNANCE REVIEW FOR WANGFORD**

Contents noted. Questions to be raised with Peter Heard a) What liabilities, if any, would fall to Brandon Town Council? b) How was the decision reached for Brandon Town Council to be amalgamated with Wangford?

### **15. LITTLE OUSE GROUP**

Resolution Record No. **BTC/27/07/Jul/14**

Proposed by Cllr. D Bimson and seconded by Cllr. K Butcher.

**CARRIED:** Unanimous.

**THAT BRANDON TOWN COUNCIL APPOINTS CLLR. G HUGHES AS THE TOWN COUNCIL REPRESENTATIVE ON THE LITTLE OUSE GROUP.**

16. Resolution from Cllr. P Ridgwell No. 151

Resolution Record No. **BTC/28/07/Jul/14**

Proposed by Cllr. P Ridgwell and seconded by Cllr. T Simmons.

**CARRIED:** Unanimous.

**THAT BRANDON TOWN COUNCIL WRITES TO COACH SERVICES ASKING WHETHER THE 201 BUS ROUTE COULD BE CHANGED TO LOOP THROUGH THE PADDOCKS & ST DOMINICS DRIVE AND VICE VERSA.**

### **17. ROYAL MAIL**

Cllr. L Jacobs said TNT presently collect, handle and process mail but pass it to Royal Mail for final delivery. Rural areas only have three weekly deliveries. To help safeguard a daily delivery the town council were urged to forward objections to the Communications Workers Union (CWU).

### **18. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

Resolution Record No. **BTC/29/07/Jul/14**

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

**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: CONTRACT.*

**BRANDON TOWN COUNCIL**

Confidential Minutes

Of the Full Brandon Town Council Meeting  
Held at 7.00pm on Monday 7 July 2014  
In the Council Chamber, Old School House, Market Hill, Brandon.

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

**19. TO RECEIVE, CONFIRM AND SIGN THE CONFIDENTIAL MINUTES**

Of the Brandon Town Council Meeting of Monday 2 June 2014  
Resolution Record No. **BTC/30/07/Jul/14**

**CARRIED:** Unanimous.

THAT THE CONFIDENTIAL MINUTES OF THE BRANDON TOWN MEETING OF MONDAY 2 JUNE 2014 BE ACCEPTED AS A TRUE RECORD.

**20. MATTERS ARISING** from the confidential minutes of the Brandon Town Council Meeting of Monday 2 June 2014.

There were no matters arising.

**21. NEW CEMETERY**

Confidential

**22. GRAVEL PIT**

Confidential