

BRANDON TOWN COUNCIL

Minutes of the Meeting of the Full Brandon Town Council

Monday 04 November 2002 at 7:00 pm at Community Centre, Bury Road, Brandon

Present: Cllr A P Saxby (Chairman), Cllr Mrs J A Ahern (Vice-Chairman), Cllr E V Ashley (at 7:15 pm), Cllr P S Baldwin, Cllr Mrs S Jones-Weetman, Cllr Mrs S Jureko, Cllr P R Ridgwell, and Cllr N A Vant.

Also Present: Linda Sherer (Town Clerk); Sqn-Ldr Mike Turner - RAF Commander Lakenheath, Acting Inspector Neil Patterson - Suffolk Constabulary; members of the public.

1. APOLOGIES FOR ABSENCE

Cllr Mrs J S Bourton, Cllr S J Edwards, Cllr Mrs E Milner, Cllr R Silvester and Cllr A Thorne.

The Chairman advised the Meeting that he and Cllr Mrs Jureko had attended the Service of Thanksgiving for the life of Henry Joly de Lotbiniere, at St Peter's Church, Brandon, on Saturday 02 November 2002 and had also represented the Town Council in this regard.

2. DECLARATIONS OF INTEREST and ADDITIONS TO REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]

N.B. Councillors must sign the Declarations Book before leaving the Meeting.

Cllr Baldwin declared an interest in Agenda Item 26. and duly signed the Declaration of Interests book. Cllr Mrs Jones-Weetman declared an interest in Agenda Items 15. and 18. and duly signed the Declaration of Interests book. Standing Orders suspended to allow invited guests to address the Meeting.

3. REPORT FROM THE POLICE

Acting Inspector Neil Patterson attended the Meeting, on behalf of Inspector Bennett, and invited questions from Councillors. Cllr Pat Baldwin commended the Police for addressing the problem of illegal parking, on Market Hill, on the preceding Sunday. Cllr Vant noted the ongoing incidence of cars parked on grass verges and bearing "for sale" signs. Pc Keith Grant had provided statistics :

70 crimes recorded for the month of September 2002 of which 23% show as detected
51 crimes recorded for the month of October 2002 of which 14% show as detected
09 crimes recorded in first 4 days of November 2002 of which 0% show as detected

Suffolk Constabulary has recently been adjudged the best performing force in England at this time - No.1 in the Police League Tables (and third overall England and Wales combined figures).

Section 17 of Crime & Disorder Act 1998 – Brandon Town Council continues to be aware of its duties and responsibilities under this Act.

4. REPORT FROM RAF LAKENHEATH

Squadron-Leader Turner, RAF Commander, reported on RAF and USAFE involvement in the forthcoming Remembrance Sunday Services throughout the area. He advised that the new Community Liaison Officer was Sal Davidson, replacing Linda Laws. He noted that Thanksgiving Day would be celebrated extensively by the American contingent at the end of

November. Cllr Mrs Ahern noted that she had telephoned the Lakenheath Base in August, to complain about a low-flying aircraft, but was still waiting to receive a reply. Cllr Saxby again asked about the Lords Walk and footpath temporary closure situation. Sqn-Ldr Turner advised that there was a discussion forum scheduled for December. He had little further to report at this time. Cllr Saxby again referred to the Public Meeting, which had been held in Lakenheath, on 16 July 2002 and again indicated his displeasure at the conduct of that meeting and his perceived lack of straight answers to direct questions. It was felt by the Meeting in general that no notice had been taken of the general public's concerns, however strongly these may have been expressed, during these so-called "public consultation" exercises.

5. REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS

County Councillor Bill Bishop had sent his apologies for this and the next several Meetings, because of ill health. District Councillors Edwards and Silvester had sent their apologies owing to an Extraordinary Planning Meeting at FHDC. Cllr Saxby commented unfavourably on the priorities involved when Town Councillors are also District Councillors. Standing Orders re-instated.

6. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Full Brandon Town Council Meeting of Monday 07 October 2002. Proposed : Cllr Vant; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC130/04/Nov/02** :

THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 07 OCTOBER 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

7. MATTERS ARISING FROM MINUTES

Cllr Vant reported that the general consensus of opinion was that BT would not expedite Broadband for Brandon, despite numerous entreaties to them and website "hits". Cllr Saxby would pursue the matter of Broadband High-Speed Internet provision for Brandon, in conjunction with Cyril Brown of Brandon Communities Partnership. It was agreed that the matter should be publicized via the "Brandon Life"; again asking interested parties to register their interest with BT and, more usefully, with Derek Haden, promoter of Broadband for Brandon.

8. CONFIRMATION OF TOWN COUNCIL MEETING DATES TO MAY 2003

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC131/04/Nov/02** :

THAT THE TOWN COUNCIL MEETING DATES, UP TO AND INCLUDING MAY 2003, BE CONFIRMED AS FOLLOWS : MONDAY 06 JANUARY 2003, MONDAY 03 FEBRUARY 2003, MONDAY 03 MARCH 2003, MONDAY 07 APRIL 2003 AND WEDNESDAY 07 MAY 2003 (BECAUSE OF THE STATUTORY TIMETABLE IN AN ELECTION YEAR AND A BANK HOLIDAY SCHEDULED ON MONDAY 05 MAY 2003).

9. SCC RESPONSE TO A1065 BRANDON ROADWORKS COMPLAINTS

Correspondence, already circulated to Councillors with their Agenda papers, was noted, viz. (1) Temporary Closure of Road : Ref JHN/NJP/311/341 – A134 Ingham, A1065 Brandon (14 October – 20 December 2002); (2) Roadworks on A1065 Brandon : Ref 326/A1065/02 PR/MA – Mile End Road and London Road, Brandon (14 October for at least six weeks); (3) Response to Council's complaints and objections re complete closure of road for Roadworks in Brandon : Ref 326/A1065/02/ MA/MA – stating complete closure of road "is necessary for

the safety of the workforce and the travelling public.” Only certain classes of traffic will be permitted through the road closure, for access purposes. Access will be available for residents, businesses and public transport vehicles; (4) Temporary Closure of parts of various roads in the Parishes of Fornham St Genevieve, Brandon, Mildenhall and Tuddenham – dated 25 October 2002 from Alan Gillespie.

10. URGENT BUSINESS

Any items that the Chairman considers a matter of urgent business pursuant to Section 100(B)(4)(16) of the Local Government Act 1972.

(1) The Town Council’s Website – <http://www.brandon.suffolk.gov.uk/> had been created single-handedly by Cllr Vant and was now receiving a considerable number of “hits”. Cllr Vant was thanked and commended for all his efforts in bringing the project to conclusion and it was noted that he had saved the Town Council in excess of £1,700 by doing all the groundwork and preparing the pages himself. It was agreed to advertise the site in the “Brandon Life” and the Press to encourage public participation. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC132/04/Nov/02** : THAT THE WEBSITE ADDRESS BE ADDED TO THE BRANDON TOWN COUNCIL LETTERHEAD FOR ALL CORRESPONDENCE.

(2) The results of the Forest Primary School, Brandon Consultation, of 16 October 2002, had been published and were circulated to Councillors at the Meeting for information.

11. ADOPTION OF FREEDOM OF INFORMATION ACT 2000 SCHEDULES

Three separate schedules had been circulated to Councillors with their Agenda papers.

- (i) Freedom of Information Act 2000 – from SALC Legal Advisor, Keith Stevens
- (ii) Freedom of Information Act 2000 Publication Scheme Core Classes and Documents – from NALC
- (iii) Freedom of Information Act 2000 General Guidelines – from the Information Commissioner. Particular note : “the Authority must apply the Data Protection Principles when considering the disclosure of information relating to living individuals. An Authority must NOT release third party information, if to do so would mean breaching one of the principles.”

Cllr Vant expressed himself as very much in favour of the Publication Scheme. Proposed : Cllr Mrs Ahern; seconded : Cllr Saxby; **CARRIED** : unanimous. Resolution Record No. **BTC133/04/Nov/02** : THAT THE MODEL “PUBLICATION SCHEME FOR LOCAL COUNCILS – CORE CLASSES” UNDER THE FREEDOM OF INFORMATION ACT 2000 BE ADOPTED BY BRANDON TOWN COUNCIL FORTHWITH.

12. PLANNING APPLICATIONS

Proposed : Cllr Mrs Ahern; seconded : Cllr Vant; **CARRIED** : 7 for, 1 against, 0 abstentions. Resolution Record No. **BTC134/04/Nov/02** : THAT BRANDON TOWN COUNCIL RESOLVES OBJECTION TO PLANNING APPLICATION F/2002/643 ON THE GROUNDS LISTED HEREUNDER.

F/2002/643 : Gas House Drove, Brandon. Submission of details under outline permission F/2001/734. Erection of one dwelling and garage. (Development affecting a Public Right of Way), Gas House Drove, Brandon for Mr G Lingham.

Objection on the following grounds:

- (A) THAT GAS HOUSE DROVE IS NOT A MADE UP ROAD;
- (B) RESIDENTS IN THAT VICINITY HAVE EXPRESSED CONCERNS ABOUT ANY FURTHER BUILDING IN GAS HOUSE DROVE;
- (C) IT IS CONSIDERED THAT THIS APPLICATION REPRESENTS A DEPARTURE FROM THE LOCAL DEVELOPMENT PLAN;
- (D) THIS APPLICATION AFFECTS THE SETTING OF A PUBLIC RIGHT-OF-WAY.

Proposed : Cllr Mrs Jones-Weetman; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. BTC135/04/Nov/02 : THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS F/2002/605, 613, 614, 617, 642 AND TPO/02/33 AS LISTED HEREUNDER.

F/2002/605 : 23 Pond Lane, Brandon. Erection of sun lounge extension to front elevation for Mr & Mrs Richardson. Resolved : NO OBJECTION

F/2002/613 : 4 The Hill, The Drove, Brandon. Renewal : continued use of room as hairdressing salon for Ms Glynis Clawson. Resolved : NO OBJECTION

F/2002/614 : The Peach Bower, 8 – 10 Market Hill, Brandon. Replacement vent duct to restaurant for Mr & Mrs Feng. Resolved : NO OBJECTION

F/2002/617 : 17 Edmund Road, Brandon. Erection of single-storey front and rear extensions for Mr K Calvert. Resolved : NO OBJECTION

F/2002/642 : New House, Gas House Drove, Brandon. Erection of detached double garage for Mr G Lingham. Resolved : NO OBJECTION

TPO/02/33 : 12 Kingfisher Drive, Brandon. Felling of one Beech tree – TPO/02/2001. Resolved : NO OBJECTION

13. APPROVAL OF OCTOBER 2002 ACCOUNTS FOR PAYMENT

With reference to line item 157, HSS Hire for scaffolding tower, Cllr Baldwin enquired if it would be more cost effective to purchase such a tower for future use; instead of paying hire charges twice a year, every year.

With reference to line item 163, Brandon Remembrance Playing Fields Grant Aid third instalment, Cllr Saxby stated that the Playing Fields were for the use of all the residents of Brandon. He emphatically expressed his disapproval that the Brandon Lads U16 Team have been forced to play at Weeting, so that the BRPF pitch does not suffer from overuse. Cllr Saxby stated that he would be speaking to BRPF himself on this matter. Cllr Baldwin enquired if Cllr Ashley had anything further to report on this. Cllr Ashley was concerned about nettles on the new Skatepark and signs. The Town Clerk to advise FHDC of these concerns and request action to remedy.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : 7 for, 0 against, 1 abstention. Resolution Record No. **BTC136/04/Nov/02** :

THAT THE PAYMENT LIST SUBMITTED FOR OCTOBER 2002 PUBLIC ITEMS AND REPRODUCED HEREUNDER BE APPROVED.

Date	Amount	Supplier	Net Total	VAT
Oct-31	49.48	K Briston - miles	49.48	
Oct-31	121.50	HSS Hire tower	103.40	18.10
Oct-31	3.30	Fengate Fasteners	2.80	0.50
Oct-31	91.28	Finevale Services	80.66	10.62
Oct-31	30.12	J Powell & Son	25.63	4.49
Oct-31	101.75	Tindalls	86.60	15.15
Oct-31	47.24	P/Cash Imprest	47.24	
canx	Canx	Canx	canx	canx
Oct-31	5,000.00	BRPF 3rd Instal	5,000.00	
Oct-31	160.00	Car Tax Truck	160.00	
Oct-31	22.49	Canon copies	19.14	3.35
Oct-31	64.00	British Gas month	64.00	
awaited	Quarterly	Anglian Water	quarterly	quarterly
Oct-31	537.33	Eastern Contract	457.30	80.03
Oct-31	18.65	TXU Energi-20/2	17.76	0.89
Oct-31	864.87	TXU Energi-no 20	736.06	128.81
Oct-31	132.38	TXU Energi-no 49	126.08	6.30
Oct-31	12.87	TXU Energi-no 51	12.26	0.61
awaited	Quarterly	BT fax/internet	quarterly	quarterly
awaited	Quarterly	BT main tel line	quarterly	quarterly
Oct-15	20.96	FHDC Garage	17.85	3.11
Oct-15	20.00	FHDC Rates Cem	20.00	
Oct-15	257.00	FHDC Rates OSH	257.00	
TOTAL cf	7,555.22		7,283.26	271.96

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous.

BTC137/04/Nov/02 :

THAT THE PAYMENT LIST SUBMITTED FOR OCTOBER 2002 CONFIDENTIAL ITEMS AS CIRCULATED TO COUNCILLORS BE APPROVED.

14. BRANDON REMEMBRANCE SUNDAY SERVICE AND SILENCE

The Town Clerk had circulated a reminder to Councillors that the Service would take place on Sunday 10 November 2002, with a separate Two Minutes' Silence being conducted on Market Hill, on Monday 11 November 2002 at 11 am. Cllr Saxby informed the Meeting that he would be representing Brandon Town Council at the Service. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No.

BTC138/04/Nov/02 :

THAT A SECTION 137 DONATION BE MADE TO THE BRANDON ROYAL BRITISH LEGION, IN RESPECT OF REMEMBRANCE SUNDAY WREATH, AT A VALUE OF £25.

15. CONSIDERATION OF 2003/2004 PRECEPT FIRST DRAFT

Cllr Mrs Jones-Weetman declared an interest, in her capacity as Youth Leader and left the room for discussion of the item in connection with Breckland Youth Club. Proposed : Cllr Vant; seconded : Cllr Mrs Jureko; **CARRIED** : 5 for, 1 against, 2 abstentions (one absent from room, viz. Cllr Mrs Jones-Weetman). Resolution Record No. **BTC139/04/Nov/02 :** THAT A SECTION 137 GRANT TO BRECKLAND YOUTH CLUB BE AGREED IN PRINCIPLE FROM THE 2003/2004 PRECEPT IN THE AMOUNT OF £500.

Cllr Mrs Jones-Weetman rejoined the Meeting.

Page 1, Line 4, ADMIN (Confidential Section) of Precept was necessary to comply with Health & Safety Regulations appertaining to Cemetery Staff and Town Keepers. Proposed : Cllr Ashley; seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No.

BTC140/04/Nov/02 :

THAT AN AMOUNT OF £7,775 BE INCLUDED IN THE 2003/2004 PRECEPT FOR THE APPOINTMENT OF AN ADDITIONAL PART-TIME TOWN KEEPER TO FACILITATE COMPLIANCE WITH HEALTH & SAFETY REGULATIONS.

Page 2, Line 3, Chairman's Allowance, ADMIN. Proposed : Cllr Baldwin; seconded: Cllr Mrs Jones-Weetman; **CARRIED** : 5 for, 1 against, 2 abstentions. Resolution Record No.

BTC141/04/Nov/02 :

THAT AN AMOUNT OF £250 BE INCLUDED IN THE 2003/2004 PRECEPT FOR THE CHAIRMAN'S ALLOWANCE.

Page 2, Line 12 + 13, ADMIN. Cllr Mrs Ahern noted that the Brandon Town Council telephone and fax (including internet) bills had been reduced in 2002/2003. Cllr Saxby complimented the Town Clerk on saving money for BTC.

Page 2, Line 14, CEM. Cllr Saxby noted the requirement for Cemetery compulsory purchase.

Page 2, Line 23, CEM. Proposed : Cllr Baldwin; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC142/04/Nov/02** :

THAT AN AMOUNT OF £2,000 BE INCLUDED IN THE 2003/2004 PRECEPT FOR RESERVES IN RELATION TO FUTURE REPLACEMENT OF TOWN KEEPER'S TRUCK.

Cllr Vant noted that a Land Rover or similar vehicle would be a reliable option.

Concern was expressed in relation to the question of unsafe headstones in a cemetery and the difficulties in locating the owners responsible for these headstones in order to notify owners that repairs must be effected. The Town Clerk to make enquiries of other Towns and Parishes in order to compare notes and exchange solutions.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC143/04/Nov/02** :

THAT THE AMENDMENTS TABLED ABOVE BE MADE TO THE FIRST DRAFT OF THE 2003/2004 PRECEPT DOCUMENT FOR FURTHER DISCUSSION AT THE NEXT FULL BRANDON TOWN COUNCIL MEETING SCHEDULED FOR MONDAY 16 DECEMBER 2002.

Cllr Mrs Jones-Weetman again declared an interest at this point and left the room.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : 6 for, 0 against, 2 abstentions (one out of room, viz. Cllr Mrs Jones-Weetman). Resolution Record No.

BTC144/04/Nov/02 :

THAT A SECTION 137 GRANT TO THE BLUE BADGE HOLDERS CHARITY BE AGREED IN PRINCIPLE FROM THE 2003/2004 PRECEPT IN THE AMOUNT OF £180 FOR THE PURCHASE OF A WHEELCHAIR.

16. ADOPTION OF ANNUAL ACCOUNTS FOR 2000/2001

The Town Clerk circulated details of the documentation, provided that morning by District Audit, stating its findings as to the financial position of Brandon Parish Council as at 31 March 2001. Proposed : Cllr Mrs Jureko; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : 5 for, 1 against, 2 abstentions (named, Cllrs Saxby and Mrs Ahern). Resolution Record No. **BTC145/04/Nov/02** :

THAT THE STATEMENT OF ACCOUNTS, AS PROVIDED BY DISTRICT AUDIT, IN RELATION TO THE ACCOUNTS OF BRANDON PARISH COUNCIL FOR 2000/2001 BE AGREED AND ADOPTED BY BRANDON TOWN COUNCIL.

17. ADOPTION OF ANNUAL ACCOUNTS FOR 2001/2002 AND ADOPTION AND SIGNING OF 2001/2002 STATEMENT OF ASSURANCE TO EXTERNAL AUDITORS (LUBBOCK FINE)

This item was deferred, owing to the late arrival of the District Audit certified figures for 2000/2001. It was agreed to place this item on the Agenda for the next Full Brandon Town Council Meeting on Monday 16 December 2002.

18. REQUEST FOR PROVISION OF ALLOTMENTS IN BRANDON

Cllr Mrs Jones-Weetman declared an interest and left the room. The Town Clerk briefly explained Brandon Town Council's responsibilities under the Allotments Acts.

Cllr Ashley remembered that an amount had been precepted for, some years ago, and then allocated to the Old School House. He suggested land locations such as four acres in front of Brandon Hall or the Sangalls on London Road. Cllr Baldwin thought the Sangalls might belong to FHDC and not BTC. Cllr Mrs Jureko remembered a previous suggestion of an acre at the new Cemetery. Cllr Mrs Ahern suggested "Eight Acre Piece" but noted that this currently belonged to the Brandon Poor's Estate. Cllr Vant was concerned that allotments would cost a lot of money to maintain. The Town Clerk outlined the services which would need to be provided in addition to the purchase of the actual land. Cllr Vant hoped that a fair and realistic rent could be charged for each allotment rental. The Town Clerk to contact surrounding Parishes, plus Forest Heath District Council, for the purpose of information gathering, in this regard.

Proposed : Cllr Mrs Jureko; seconded : Cllr Vant; **CARRIED** : 6 for, 1 against, 1 abstention (out of room, Cllr Mrs Jones-Weetman). Resolution Record No. **BTC146/04/Nov/02** :
THAT BRANDON TOWN COUNCIL IS AWARE OF ITS RESPONSIBILITIES UNDER THE 1908 AND 1950 ALLOTMENTS ACTS AND WILL SEEK TO PROVIDE ALLOTMENT GARDENS FOR THE BENEFIT OF THE LOCAL GOVERNMENT ELECTORS OF THE PARISH OF BRANDON.

19. THETFORD ROAD PLAY AREA UPDATE/THE LODE UPDATE

An inspection of the Lode revealed concerns as to the state of the large tree at the entry side of the water and erosion of the bank just past the lifebuoy. The Senior Town Keeper measured the extent of the eroded section and noted it for future reference and comparison. The situation will be monitored and reported back to the Town Council next month. Proposed : Cllr Mrs Jureko; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC147/04/Nov/02** :

THAT THE FOREST HEATH DISTRICT COUNCIL ARBORICULTURALIST BE REQUESTED TO INSPECT THE CONDITION OF THE LARGE TREE AT THE ENTRY SIDE OF THE WATER IN THE LODE AND PROVIDE A REPORT TO BRANDON TOWN COUNCIL.

The Working Party in relation to provision of a child's swing in Thetford Road Play Area and recommendation as to the replacement or otherwise of the existing swings had yet to meet. Cllr Saxby hoped to be able to provide a report to the next Full Brandon Town Council Meeting on Monday 16 December 2002. Also see Agenda Item 21. below, namely RoSPA inspection report.

20. APPROVAL OF TOWN CLERK'S COMMUNICATIONS TO THE 2001/2002 EXTERNAL AUDITORS (LUBBOCK FINE)

The Town Clerk had circulated copies of her correspondence to Lubbock Fine and sought Council's approval of actions taken to date to keep Lubbock Fine/SALC/Audit Commission fully informed, in view of the accounting delays of PriceWaterhouse-Cooper and District Audit. The correspondence was noted and approved.

Proposed : Cllr Mrs Jureko; seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC148/04/Nov/02** :

THAT BRANDON TOWN COUNCIL ENDORSES THE CORRESPONDENCE CONDUCTED BY THE TOWN CLERK WITH MESSRS LUBBOCK FINE, EXTERNAL AUDITORS, APPOINTED BY THE AUDIT COMMISSION IN RESPECT OF THE 2001/2002 ACCOUNTS OF TOWN AND PARISH COUNCILS THROUGHOUT ENGLAND.

21. TO ADOPT OCTOBER RISK ASSESSMENT AND ROSPA REPORTS

The Official RoSPA Report had been received and was tabled at the Meeting, in respect of Thetford Road Play Area. The Town Clerk again raised the question of replacement swings for Thetford Road Play Area and the Working Party noted that it would be dealing with the matter as soon as possible. Proposed : Cllr Mrs Jureko; seconded : Cllr Ashley; **CARRIED** : unanimous. Resolution Record No. **BTC149/04/Nov/02** :

THAT (1) THE OFFICIAL ROSPA REPORT ON THE THETFORD ROAD PLAY AREA BE ADOPTED BY BRANDON TOWN COUNCIL; (2) THAT THE ACTIONS RECOMMENDED BY THE ROSPA INSPECTOR BE TAKEN BY THE TOWN CLERK AFTER FURTHER REFERENCE TO THE TOWN COUNCIL; AND (3) THAT THE RISK ASSESSMENT REPORTS FOR OCTOBER 2002, AS PREPARED BY THE TOWN CLERK AND SENIOR TOWN KEEPER, BE ADOPTED BY BRANDON TOWN COUNCIL.

22. RESPONSE FROM ANGLIA RAILWAYS

A letter from Anglia Railways had been circulated to Councillors, at the commencement of the Meeting, the contents of which were noted. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Vant; **CARRIED** : unanimous. Resolution Record No. **BTC150/04/Nov/02** : THAT CLLR PETER RIDGWELL BE APPOINTED THE COUNCIL'S PUBLIC TRANSPORT LIAISON REPRESENTATIVE WITH IMMEDIATE EFFECT.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC151/04/Nov/02** :

THAT CLLR PETER RIDGWELL BE AUTHORIZED TO CONTACT ANGLIA RAILWAYS AND OTHER PUBLIC TRANSPORT BODIES, IN ORDER TO OBTAIN INFORMATION ON BEHALF OF THE TOWN COUNCIL, SUBJECT TO CONSULTATION WITH THE TOWN CLERK ON MATTERS OF PROCEDURE.

23. PUBLIC LIGHTING REPAIRS/REQUEST FOR LIGHT OAKLANDS DRIVE

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC152/04/Nov/02** :

THAT (1) THE SMALL REPAIRS AUTHORIZED BY THE TOWN CLERK BE APPROVED; AND (2) THE REQUEST FOR ADDITIONAL LIGHT IN OAKLANDS DRIVE AT A COST OF APPROXIMATELY £928 + VAT BE THE SUBJECT OF INVESTIGATION BY THE WEST WARD LIGHTING COMMITTEE AND A REPORT BACK TO THE TOWN COUNCIL.

24. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC153/04/Nov/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]

25. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY PLUS DISCUSSION RE HEADSTONES (HEALTH & SAFETY IMPLICATIONS)

The Town Clerk had conducted further investigations into the procedures for Compulsory Purchase of land and believed that the responsibility may well lay with Forest Heath District Council as the Principle Authority. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jones-Weetman; **CARRIED** : unanimous. Resolution Record No. **BTC154/04/Nov/02** :

(1) THAT BRANDON TOWN COUNCIL AUTHORIZES THE COUNTY LAND AGENT TO CONTACT THE OWNERS OF THE THREE ACRES OF LAND IN QUESTION SEEKING A FINAL DECISION WITHIN THIRTY DAYS AND ADVISING THAT THE ROUTE OF COMPULSORY PURCHASE WILL THEN COMMENCE; AND (2) THAT BRANDON TOWN COUNCIL THEN PURSUES THE ROUTE OF COMPULSORY PURCHASE OF FOUR ACRES OF LAND, TO PROVIDE A NEW CEMETERY FOR THE PEOPLE OF BRANDON, VIA FOREST HEATH DISTRICT COUNCIL (THE PRINCIPLE AUTHORITY).

The question of unsafe headstones in the Brandon Cemetery was raised and the recommendation was to adopt the style of Commonwealth War Grave-type Headstones (i.e. in one piece and 1/3 in the ground and 2/3 above). Cllr Baldwin was concerned at the higher price of this type of headstone and the consequent cost implications for the bereaved. Proposed : Cllr Mrs Ahern; seconded : Cllr Vant; **CARRIED** : 7 for, 1 against, 0 abstentions. Resolution Record No. **BTC155/04/Nov/02** :

(1) THAT BRANDON TOWN COUNCIL RESOLVES THAT THE HEADSTONES FOR ALL NEW INTERMENTS IN BRANDON CEMETERY WITH EFFECT FROM 01 JANUARY 2003 MUST CONFORM TO THE COMMONWEALTH WAR GRAVE-TYPE STYLE AND STANDARDS (IN ONE PIECE WITH ONE-THIRD IN THE GROUND AND TWO-THIRDS ABOVE THE GROUND); (2) THAT ALL FUNERAL DIRECTORS AND MONUMENTAL MASONS BE INFORMED FORTHWITH; AND (3) ADVERTISE TESTING.

27. TO RECEIVE UPDATE ON STAFF APPRAISALS

It was agreed by all present to take this Agenda Item before Agenda Item 26. to enable Cllr Baldwin to participate before leaving the room because of declaration of interest on the latter. The Townkeepers' Staff Appraisals had taken place on Monday 14 October 2002, conducted by the BTC Chairman, Cllr Saxby and BTC Vice-Chairman, Cllr Mrs Ahern. The Staff had declared themselves to be happy in their work and keen to pursue further training courses. The Chairman and Vice-Chairman were happy with the work of the Townkeepers. The completed Appraisal Forms were lodged in the respective Personnel Files of each candidate.

Cllr Mrs Ahern considered it might be appropriate to give more responsibility to the Senior Town Keeper as Health & Safety Regulations increased.

Discussion took place of a matter not on the Agenda and not forming part of the Meeting. This would need to be referred to another Meeting as an advertised Agenda Item.

26. SCC PROPERTY REVIEW : ACQUISITION OF OLD SCHOOL HOUSE

This item was taken at the end of the Meeting after Agenda Item 27. and Cllr Baldwin declared an interest and left the Meeting. SCC Property Review for Brandon and Keystone had held a Meeting on Monday 28 October 2002, at which Brandon Town Council's Working Party Notes had been discussed. The point had been made by Keystone, in relation to Brandon Town Council's request for a guaranteed place on the new Keystone Trust Board, that all members of that new Trust would be elected by members of said new Trust and that no one person or entity could command a place by automatic right.

There was some concern expressed by Keystone that it might not be possible to include Brandon Town Council in the plans at all, if there was no room for manoeuvre on this issue of representation on the new Keystone Trust Board. Cllr Saxby had been in discussions with Richard Radcliffe, of FHDC and Keystone, on this matter and it was agreed to hold a Working Party (including Mr Radcliffe) on Monday 25 November 2002 at 7:00 pm at a venue to be decided. Cllr Saxby noted that the Old School House was in a condition that would soon require repair and maintenance.

The Town Clerk had again contacted the County Valuer, to request the valuation figure for Old School House. The response had been that the delay was occasioned because the Valuer intended to inspect all the properties, involved in the Healthy Living Centre project, on the same day and he had been awaiting various decisions in this regard.

Meeting closed at 9:22 pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 16 December 2002.