

Brandon Town Council
Full Council Meeting
Monday 14th June 2021

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 14th June 2021 at 7pm

Present: Cllr S Skinner (Chair), Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr S Corciulo, Cllr P Etherington, Cllr J Hughes, Cllr J Lloyd-Blackwell, Cllr V Lukaniuk, Cllr D Moore, Cllr D Palmer, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

Also Present: 6 members of the public.

Cllr Skinner welcomed everyone to the meeting and described the safety procedures.

- 1 **APOLOGIES** for absence and approval of reasons tendered – None. Cllr Hughes arrived at 8pm.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr P Etherington – Non-pecuniary interest – item 27.1. Cllr V Lukaniuk – Pecuniary interest – Item 23.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
The Clerk was informed that personnel changes at the base have taken place. Sqn Ldr Turnbull is no longer in post and a new RAF representative will attend future meetings.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.
Proposer: Cllr N Vant
Seconder: Cllr P Etherington
Resolution Record No: **BTC/29/14/Jun/21**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF WEDNESDAY 5TH MAY 2021 BE APPROVED.

- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 5th May 2021.
Cllr Etherington queried the progress with the District Councillors regarding the reduction of costs for providing street lighting in Brandon by West Suffolk Council. Cllr Palmer replied that all Councils in the old Forest Heath area pay, towns in other Suffolk areas do not pay. He confirmed he was in discussion with Ian Ship with regard to a general discussion at West Suffolk Council to achieve parity next year with St Edmundsbury. Cllr Ridgwell confirmed his query on the subject had been answered.

Signed.....

6 URGENT BUSINESS any items the Chairman considers a matter of urgent business – None.

7 TO RECEIVE REPORTS from County, District and Town Councillors and Community Groups Representatives.

Cllr Lukaniuk reported an update regarding the aggregate plant adjacent to the Station, this concerned four breaches of planning permissions. He reported that Norfolk County Council seemed to be slow in acting. This also included the extra siding which had been put in without any permission. Cllr Lukaniuk further reported that Elveden was seeing far more HGV's coming through from Brandon.

Cllr Etherington asked Cllr Lukaniuk to give updates on the following subjects: -

Funded school travel, The Suffolk Waste Partnership offering guidance with composting, Queens Platinum Jubilee – tree planting, Brandon Signal Box and the Welcome Back Fund which Brandon Town Council has applied to for considerable funding.

Cllr Lukaniuk requested a list of the points raised which he will answer in due course.

Cllr Moore asked Cllr Lukaniuk if there was any news regarding the “residents only parking” sign for Wellington Close, as the situation is becoming intolerable. Cllr Lukaniuk replied that he would like to meet on site to discuss the issue.

Cllr Moore made comment that the recent grass cutting in and around Brandon is below standard.

Cllr Lukaniuk replied that it is an absolute mess and very poor. He was promised action by West Suffolk. Cllr Palmer added that West Suffolk are experienced labour problems and poorly trained staff. Cllr Moore further added the grass cutting in Bury is very good. Cllr Vant commented that the grass in The Rookery area had not been collected and is lying on the surface and there had been no strimming. Cllr Ridgwell stated last Monday no strimming had taken place on the bird's estate and Brandon residents were paying more for less service.

Cllr Wittam reported that he was involved in the West Suffolk Local Plan which had received over three thousand comments on proposed developments. Cllr Wittam urged residents to take part in the survey by looking on the West Suffolk webpage.

Cllr Palmer reported that there is a Development Committee meeting on the 23rd, there appeared to be nothing contentious on this agenda.

Cllr Ridgwell informed the meeting that the Heritage Centre would not be opening on Sundays, only Thursday's mornings and Saturdays.

Cllr Wittam requested that the Nine Styles walk through to Small Fen Lane is kept clear. The Clerk replied that staff had undertaken the walk and made notes on the issues which ground staff will be working on to resolve. Cllr Vant added that it is the responsibility of the relevant landowner to maintain the public footpath across their land.

8 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received.

Signed.....

9 PUBLIC FORUM Monthly event limited to 3 minutes duration maximum per resident.

Proposer: Cllr S Skinner

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/30/14/Jun/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A member of the public confirmed that the proposed crematorium in Weeting had been refused planning permission. The seventy-six houses (cricket pitch) may not get the go ahead. They commented that the new crematorium at Scoulton was reported as running under capacity. The Brandon Festival planned for 21st August at Brandon Remembrance Playing Fields required additional members to assist with the organisation.

THE CHAIRMAN RECONVENED THE MEETING.

10 CORRESPONDENCE

- West Suffolk Council – Brandon Industrial Area – information was received.

11 ACCOUNTS To approve the payments for May 2021.

Cllr Vant queried payment to Cranberry Communications, reasoning that this is not now required as we are not using Teams at this time. The Clerk confirmed he would be speaking to our IT Technician to ensure the deletion of this subscription will not affect the functionality of other programs.

Cllr Wittam commented that the subscription could be reduced to a minimal level to maintain emails without other functions.

Cllr Wittam queried the amount of mileage being claimed by Cllr Atkins as he felt this was excessive. The Clerk informed Council that the claim was for approximately 70 miles in each direction to deliver and collect the burial records to be scanned. He further added that the alternative being a courier charging £450 for door-to-door service. Cllr Wittam then listed a number of payments which he requested further information on. The Clerk replied he did not have that detailed information to hand at the meeting and that he had requested any queries to be made prior to the meeting.

Cllr Lukaniuk questioned the cost of the strimmer battery. The Clerk confirmed that this was for an additional battery to give further run time when using the electric strimmer before having to return to the yard to recharge.

Proposer: Cllr S Skinner

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/31/14/Jun/21**

CARRIED: Unanimous

Signed.....

Brandon Town Council
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Monday 14th June 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
04/05/2021		L Atkins	Reimbursement - Mileage	£138.60	£0.00	£138.60	BACS
12/05/2021		Mrs A Barnes	Reimbursement	£130.44	£6.80	£137.24	BACS
25/05/2021		CMS		£45.00	£0.00	£45.00	BACS
13/05/2021		Mini First Aid Suffolk	First Aid Course - 1/2 payment	£27.50	£0.00	£27.50	BACS
20/05/2021		Mini First Aid Suffolk	First Aid Course - remainder	£27.50	£0.00	£27.50	BACS
26/03/2021	1149158050	Trade UK	Hazard Cabinet/Fire Ass. Sign	£215.83	£43.15	£258.98	Direct Debit
31/03/2021	264070	Corona Corporate Sols.	Photocopier - Toner Waste	£13.50	£2.70	£16.20	Direct Debit
19/04/2021	H19BCA1E1E	E.ON	Electric OSH	£113.99	£5.70	£119.69	Direct Debit
25/04/2021	H19B162FEB	E.ON	Electric New Yard	£274.35	£35.71	£310.06	Direct Debit
27/04/2021	H19C539048	E.ON	Electric Cemetery Yard	£10.83	£0.54	£11.37	Direct Debit
29/04/2021	H19C744311	E.ON	Electric Pillar 8 Market Hill	£19.98	£1.00	£20.98	Direct Debit
29/04/2021	H19C752E47	E.ON	Electric Pillar 9 Market Hill	£5.05	£0.25	£5.30	Direct Debit
07/05/2021	H19CE887BC	E.ON	Electric New Yard	£42.58	£2.13	£44.71	Direct Debit
20/04/2021	965674403	British Gas	Gas OSH	£86.83	£4.34	£91.17	Direct Debit
21/04/2021	M041 ZG	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/04/2021	M017 JS	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
06/05/2021	Q013 1H	BT	Phone OSH	£164.71	£32.94	£197.65	Direct Debit
04/05/2021	115764	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
05/05/2021	97343633	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
07/05/2021		Siemens	Photocopier	£472.00	£94.40	£566.40	Direct Debit
18/05/2021	980112	Everflow	Water OSH	£16.83	£0.00	£16.83	Direct Debit
28/05/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
08/03/2021	104349	Thetford Garden Centre	Compost/Seeds	£14.30	£1.66	£15.96	BACS
26/04/2021	104367	Thetford Garden Centre	Seeds	£27.47	£5.50	£32.97	BACS
14/04/2021	K23660	Ernest Doe & Sons Ltd	Fluids for Gator	£37.49	£7.50	£44.99	BACS
26/04/2021	K24449	Ernest Doe & Sons Ltd	Battery for Strimmer	£200.00	£40.00	£240.00	BACS
28/04/2021	K24580	Ernest Doe & Sons Ltd	Hose for Mower	£33.73	£6.75	£40.48	BACS
06/05/2021	K25093	Ernest Doe & Sons Ltd	Cable for Mower	£46.10	£9.22	£55.32	BACS
19/05/2021	K25843	Ernest Doe & Sons Ltd	New Mower	£9,200.00	£1,840.00	£11,040.00	BACS
24/05/2021	K26077	Ernest Doe & Sons Ltd	Strimmer Line	£60.43	£12.09	£72.52	BACS
29/04/2021	arc677-0008	TownsWebArchiving	Update Burial Records	£380.17	£76.03	£456.20	BACS
11/05/2021	arc677-0009	TownsWebArchiving	Burial Records Search	£255.50	£51.10	£306.60	BACS
29/04/2021	52502	Chase Timber Products	Post Mix for Notice Board	£30.80	£6.16	£36.96	BACS
30/04/2021	20210000399	Finevale Service Station	Fuel	£149.24	£29.84	£179.08	BACS
31/05/2021	20210000505	Finevale Service Station	Fuel	£113.60	£22.71	£136.31	BACS
30/04/2021	506710776	WPS Hallam Ins. Brokers	Vehicle Insurance	£695.88	£0.00	£695.88	BACS
30/04/2021	6210287368	Lyreco UK Ltd	Stationery	£68.05	£13.61	£81.66	BACS
03/05/2021	107687	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
07/05/2021	3754 AGN687	Travis Perkins Ltd	Town Costs	£4.58	£0.92	£5.50	BACS
19/05/2021	3754 AGO607	Travis Perkins Ltd	Notice Board - Cemetery	£3.14	£0.63	£3.77	BACS
10/05/2021	INV-7682	Globalbagtag.com Ltd	Vehicle Tracker	£50.00	£10.00	£60.00	BACS
10/05/2021	215413	Fengate Fasteners Ltd	Tools & Consumables	126.91	25.38	152.29	BACS
14/05/2021	28871	Rialtas Business Sols	Accounts Year End Close	£560.00	£112.00	£672.00	BACS
14/05/2021	17612669	Currys PC World	Laptop	£274.16	£54.83	£328.99	BACS
31/05/2021	72977	The CDS Group	New Cemetery Design	£675.00	£135.00	£810.00	BACS
31/05/2021		Mrs A Barnes	Mobile Phone	£18.76	£0.00	£18.76	BACS
31/05/2021		Mr M Goodson	Mobile Phone	£10.87	£0.00	£10.87	BACS
31/05/2021		Mr G Cock	Reimbursement	£127.88	£8.84	£136.72	BACS
05/06/2021		HMRC	NICS	£1,487.54	£0.00	£1,487.54	BACS

Signed.....

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL 2021

The Income and Expenditure Statement against Budget for April 2021 was received.

13 TO REVIEW THE TERMS OF REFERENCE for the Planning Committee.

A general discussion ensued regarding the need for a Vice/Deputy Chair. It was pointed out by the Clerk that Standing Orders allows a committee in the absence of the Chair to elect a Chair to officiate for that meeting only. The Terms of Reference were duly passed.

Proposer: Cllr P Wittam

Seconder: Cllr D Moore

Resolution Record No: **BTC/32/14/Jun/21**

CARRIED: Unanimous

14 TO NOTE MINUTES OF PLANNING COMMITTEE of 7th June 2021.

The minutes from the last Planning Meeting were noted and received.

15 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP of 19th May 2021.

The minutes from the last New Cemetery Working Party Group were noted and received.

16 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

Information was received and noted. No comments were received.

17 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE DATA PROTECTION ACT 2018

Proposer: Cllr J Lloyd-Blackwell

Seconder: Cllr S Skinner

Resolution Record No: **BTC/33/14/Jun/21**

CARRIED: Unanimous

18 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Proposer: Cllr P Etherington

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/34/14/Jun/21**

CARRIED: Unanimous

19 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING in the Town Council.

The Clerk informed Council that Cllr Hughes was suitably qualified to undertake the role of Safeguarding Officer for Brandon Town Council.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/35/14/Jun/21**

CARRIED: Unanimous

20 TO NOTE - Cllr D Palmer is to join the West Ward Lighting Working Party and the Christmas & Events Working Party - The information was noted.

Cllr Wittam enquired of Cllr Lloyd-Blackwell if she had noted the lighting columns that were out in the High Street. Cllr Lloyd-Blackwell confirmed that she was aware of the lights that were out. Cllr Wittam asked further questions as to the locations which the Councillor had noted.

21 RESOLUTION from Cllr P Etherington No. 385

Brandon Town Council resolves to form a small working party of 3/4 persons to consider the website.

Cllr Etherington introduced and outlined the methodology for the working party. Cllr Wittam queried what the scope of the working party would be, to which Cllr Etherington it would include everything. Cllr Wittam declared that he would not be voting on the subject. The working party consists of the Clerk, Cllr Vant, Cllr Skinner, Cllr Etherington and Cllr Annear.

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/36/14/Jun/21**

CARRIED: By majority vote: 13 for, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO FORM A SMALL WORKING PARTY OF 3/4 PERSONS TO CONSIDER THE WEBSITE. THE WORKING PARTY CONSISTS OF THE TOWN CLERK, CLLR SKINNER, CLLR ETHERINGTON, CLLR VANT AND CLLR ANNEAR.

22 RESOLUTION from Cllr V Lukaniuk No. 386

Brandon Town Council resolves to seek planning permission from West Suffolk Council to park vehicles at The Lode to assist shop keepers as per a previous motion (BTC/85/9/Mar/20).

Cllr Lukaniuk introduced the resolution to Council and a robust debate ensued. A named vote was requested by Cllr Lukaniuk.

For – Cllr Lukaniuk, Cllr Wittam, Cllr Corcuilo, Cllr Moore, Cllr Palmer.

Against – Cllr Skinner, Cllr Annear, Cllr Atkins, Cllr Brabbs, Cllr Etherington, Cllr Hughes, Cllr Lloyd-Blackwell, Cllr Ridgwell, Cllr Vant

Seconder: Cllr P Wittam

Resolution Record No: **BTC/37/14/Jun/21**

FAILED: 9 against, 5 for.

23 RESOLUTION from Cllr V Lukaniuk No. 387

Brandon Town Council resolves to grant permission to the language school the use of the council chamber Saturdays only, 10am to 3pm with an additional charge to the school.

Cllr Lukaniuk introduced the resolution. He extolled the language school and their low impact on Old School House. Cllr Etherington informed Council that an amount of furniture had been located in the room, to which Cllr Lukaniuk countered. Following a discussion it was agreed that a three month trial would be agreeable with the stipulation that nothing should be fixed to the wall and the room left completely clear.

Seconder: Cllr J Lloyd- Blackwell

Resolution Record No: **BTC/38/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO GRANT PERMISSION TO THE LANGUAGE SCHOOL THE USE OF THE COUNCIL CHAMBER SATURDAYS ONLY, 10AM TO 3PM WITH AN ADDITIONAL CHARGE TO THE SCHOOL. THIS ARRANGMENT TO BE REVIEWED IN THREE MONTHS.

Cllr Skinner informed Council that the meeting was nearing the two-hour cut off and suggested that we take a vote to continue the meeting beyond the time limit to enable the meeting to continue to conclusion. A vote ensued.

Proposer: Cllr N Vant

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/39/14/Jun/21**

CARRIED: By majority vote: 11 for, 3 against.

24 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

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.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/40/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 14th June 2021 at 7.00pm

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

25 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.

Proposer: Cllr V Lukaniuk

Seconder: Cllr D Moore

Resolution Record No: **BTC/41/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF WEDNESDAY 5TH MAY 2021 BE APPROVED.

26 MATTERS ARISING – None.

27 STAFFING

27.1 To review staff wages.

Cllr Skinner introduced the subject and asked the Clerk to describe the proposal put to Council. A debate took place with some of the grades proposed by the Clerk being amended.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/42/14/Jun/21**

CARRIED: By majority vote: 13 for, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO ADOPT THE NJC PAY SCALE WITH THE AGREED SPINAL POINTS.

Signed.....

28 QUOTES

- 28.1** To consider quotation to replace the lantern on Unit 441 on Woodlands Rise.

A short discussion took place, followed by a vote.

Proposer: Cllr V Lukaniuk

Seconder: Cllr L Atkins

Resolution Record No: **BTC/43/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPLACEMENT OF THE LIGHTING FIXTURE.

- 28.2** To consider quotation to completely replace Unit 256 on Rought Avenue.

A short debate took place regarding the lighting fixtures in Brandon. A vote was then taken.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/44/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPLACEMENT OF THE LIGHTING UNIT.

- 28.3** To consider quotation to dismantle and rebuild collapsed section of wall in the Churchyard. Cllr Skinner gave his opinion on the subject and opened it to discussion. A general debate took place resulting that it was generally accepted that the contractor be contacted and booked to carry out the repair work.

Proposer: Cllr S Annear

Seconder: Cllr L Atkins

Resolution Record No: **BTC/45/14/Jun/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPAIR OF ST PETERS CHURCHYARD WALL.

The meeting closed at 9.34pm

Signed.....