

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held at the Church Institute, London Road, Brandon on Monday 11th October 2021 at 7pm

**Present:** Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr P Etherington, Cllr J Hughes,  
Cllr V Lukaniuk, Cllr D Moore, Cllr D Palmer, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

In the absence of Cllr Skinner (Chair) Cllr Etherington chaired the meeting.

**Also Present:** 7 members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr S Skinner, Cllr J Lloyd-Blackwell
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**  
Sqn Ldr Geary did not attend the meeting.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**  
- Of the Brandon Town Council Meeting of Monday 13th September 2021.  
**Proposer:** Cllr N Vant  
**Seconder:** Cllr S Annear  
Resolution Record No: **BTC/85/11/Oct/21**  
**CARRIED:** By majority vote: 10 for, 1 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH SEPTEMBER 2021 BE APPROVED.

- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 13<sup>th</sup> September 2021.  
Cllr Wittam stated that he had had many calls regarding Monkey Stile concerning the litter and it being overgrown. Cllr Etherington confirmed that the footpath had been cleared of litter twice since the last meeting. This was confirmed by the Town Clerk. Cllr Etherington stated that the pathway would continue to be litter picked and the pathway would be strimmed. It was agreed that Cllr Ridgwell would contact the residents adjacent to Monkey Stile to ask them to cut back the Leylandii hedge which is encroaching on the footpath.  
Cllr Ridgwell asked if it would be possible to purchase the old Community Centre site to be used as car parking. Cllr Etherington stated that it would be highly unlikely that this would be possible and to put it on a future agenda as a resolution.  
Cllr Annear asked if any progress had been made regarding employing HugoFox to set up a new website. The Clerk confirmed that no action had been taken at this time.

Signed.....

Cllr Ridgwell queried the progress of the repair of the wall fronting the police building.

Cllr Etherington confirmed that the Town Keepers had tidied the area. Cllr Lukaniuk stated that he would report further in the public forum.

Cllr Annear asked if any changes to the current car parking system i.e. charging for parking was imminent. Cllr Palmer stated that there were no plans to change the current system at George Street but changes are imminent at Bury Road car park.

Cllr Lukaniuk asked Cllr Etherington if any contact had been made regarding the signal box.

Cllr Etherington confirmed that she had had some conversation regarding the station but was not dealing with the signal box. Details were contained in the written report from Cllr Etherington contained in the agenda pack.

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

None.

**7 TO RECEIVE WRITTEN REPORT** from the Town Clerk.

Report was received.

**8 PUBLIC FORUM** monthly event limited to 3 minutes duration maximum per resident, this will include reports from County, District and Town Councillors also Community Group Representatives.

**Proposer:** Cllr N Vant

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/86/11/Oct/21**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A representative from Abbeycroft Leisure gave a short but informative presentation of the activities that Abbeycroft Leisure offer and the new facilities at Brandon Leisure Centre. He stated that new Shapemaster equipment will be launched at the Brandon facility shortly and that the siting of the health facilities there enables a full health/fitness integration system. A general discussion took place between a number of the Councillors, the public and the representative. Cllr Lukaniuk thanked the representative for the tour of the facilities and commented he was impressed with the changes made. Cllr Moore queried the ability of the centre to cater for disabled persons. The representative confirmed that the equipment that was previously used by disabled people was still available. Cllr Ridgwell raised the issue of a number of rumours circulating in Brandon that the doctors maybe moving to the Leisure Centre. The AbbeyCroft representative stated he was not aware of this being the case. The AbbeyCroft representative then informed the meeting that the 27<sup>th</sup> October will be the Leisure Centre open day for all to attend.

A member of the public asked the Council if they had any influence on the state of the buildings in the High Street, as a number had fallen into serious disrepair. Councillor Etherington noted the comments.

A resident asked if there was any news on the negotiations with West Suffolk regarding the street lighting. They also commented that the High Street was a conservation area so could the Council not write to the traders regarding their obligations to preserve the area. Cllr Etherington commented the points would be looked into.

Signed.....

Cllr Lukaniuk reported to Council that the previous Barclays Bank site had been sold and was being redeveloped. He felt he may ask the developer if there was a chance, they could install public toilets. He further added that there was currently a 9% vacancy rate in Brandon High Street, when previously before lockdown it was 5.4%. He then added that he has an upcoming meeting and will be progressing the rebuilding of the wall on the corner of Store Street/School Lane.

Cllr Palmer reported that the scout hut had now been refurbished and that an invitation had been made to Councillors to view the work undertaken. He informed the meeting that currently three streetlights were out in Brandon west and the streetlighting in Green Road had been changed to LED. Cllr Lukaniuk suggested that Councillors should take Cllr Palmer's example of inspecting streetlights and carryout similar inspections.

Cllr Wittam confirmed that Brandon had received one hundred and forty visits by the Enforcement Officers in September with nineteen tickets being issued.

Cllr Ridgwell stated that residents of Brandon pay a lot of money to West Suffolk Council in Council tax but the town is looking shabby.

Cllr Vant stated that a Councillor at Mildenhall had managed to get West Suffolk to attend to their issue of weeds growing in the town centre area, he suggested that as Brandon had three District Councillors perhaps, they could follow the same example. Cllr Palmer commented that he had West Suffolk out recently regarding issues with weeds, but he was informed they did not have any funds.

Cllr Lukaniuk stated Suffolk County Council pay West Suffolk to do weed spraying. A general discussion ensued regarding the responsibilities of higher authorities to carryout weed spraying. A representative of Brandon in Bloom reported on the success of their entry to the RHS competition. Cllr Etherington brought the meetings attention to her written report regarding the station, to which no further correspondence had been received. A general exchange took place between Cllr Etherington and Cllr Ridgwell regarding the station.

THE VICE CHAIRMAN RECONVENED THE MEETING.

## 9 CORRESPONDENCE

- The Queens Platinum Jubilee Beacons 2<sup>nd</sup> June 2022 – information received.
- WPS Hallam – Credit note (Profit Share Rebate.) – information received.

## 10 ACCOUNTS To approve the payments for September 2021.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/87/11/Oct/21**

**CARRIED:** Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
13/09/2021	2021/023	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
16/09/2021		Pumpkin Events	Grant	£1,300.00	£0.00	£1,300.00	BACS
15/09/2021		Mr G Cock	Reim. - Zoom, D.O, Combi Drill	£382.18	£65.00	£447.18	BACS
15/09/2021	BC210937	Link Global Services Ltd	Christmas Lighting	£2,946.75	£589.35	£3,536.10	BACS
17/09/2021	44819	City B Group Ltd	Gazebo Weights	£532.00	£106.40	£638.40	BACS

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23/07/2021	1181541182	Trade UK	Parts for Hoover	£8.04	£1.61	£9.65	Direct Debit
10/08/2021	299173	Corona Corporate Sols.	Photocopier - Copies	£222.78	£44.56	£267.34	Direct Debit
17/08/2021		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit
20/08/2021	959762762	British Gas	Gas OSH	22.79	1.13	23.92	Direct Debit
26/08/2021		Creative Pension Trust	Pensions - August	£441.94	£0.00	£441.94	Direct Debit
23/09/2021		Creative Pension Trust	Pensions - September	£461.16	£0.00	£461.16	Direct Debit
21/08/2021	M045 EY	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/08/2021	M021 OR	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
27/08/2021	H1A38C0E02	E.ON	Electric Cemetery Yard	£11.43	£0.57	£12.00	Direct Debit
28/08/2021	H1A3A19032	E.ON	Electric Pillar 9 Market Hill	£4.57	£0.23	£4.80	Direct Debit
29/08/2021	H1A3A491B9	E.ON	Electric Pillar 8 Market Hill	£13.72	£0.69	£14.41	Direct Debit
08/09/2021	H1A2FF7762	E.ON	Electric OSH 19/7/21 - 7/9/21	£158.00	£7.90	£165.90	Direct Debit
01/09/2021	116025	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
13/09/2021	97343638	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/09/2021	1149944	Everflow	Water OSH	£17.21	£0.00	£17.21	Direct Debit
28/09/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
30/09/2021		Unity Bank Trust	Bank Charges	£37.10	£0.00	£37.10	Direct Debit
30/04/2021		Brandon Bowling Club	Water New Yard	£27.97	£0.00	£27.97	BACS
02/09/2021	K32894	Ernest Doe & Sons Ltd	Belt for Mower	£30.30	£6.06	£36.36	BACS
09/09/2021	K33358	Ernest Doe & Sons Ltd	Belt for Mower	£40.14	£8.03	£48.17	BACS
14/09/2021	K33610	Ernest Doe & Sons Ltd	PPE - Safety Boots	£60.00	£12.00	£72.00	BACS
28/09/2021	K34364	Ernest Doe & Sons Ltd	Oil for Mower	£9.26	£1.85	£11.11	BACS
29/09/2021	K34434	Ernest Doe & Sons Ltd	Air Filter for Gator	£18.71	£3.74	£22.45	BACS
30/09/2021	K34513	Ernest Doe & Sons Ltd	Strimmer Line	£71.09	£14.22	£85.31	BACS
06/09/2021	222742	Fengate Fasteners Ltd	PPE, Xmas Light, Consumbles	£270.61	£54.12	£324.73	BACS
30/09/2021	224391	Fengate Fasteners Ltd	Christmas Lighting	£629.24	£125.85	£755.09	BACS
30/09/2021	224392	Fengate Fasteners Ltd	Consumables	£110.78	£22.16	£132.94	BACS
09/09/2021	63453	Blademaster	Hedge Cutter Service	£15.00	£3.00	£18.00	BACS
10/09/2021	509578994	WPS Hallam Ins. Brokers	Insurance - Cherry Picker Xmas	£16.83	£0.00	£16.83	BACS
10/09/2021	SINV01811906	Ian Smith Group	A4 Paper	£23.50	£4.70	£28.20	BACS
10/09/2021	SINV01811907	Ian Smith Group	Stationery	£14.68	£2.94	£17.62	BACS
15/09/2021	SINV01812623	Ian Smith Group	Toilet Paper	£8.99	£1.80	£10.79	BACS
15/09/2021	53910	Chase Timber Products	Christmas Lighting	£57.00	£11.40	£68.40	BACS
17/09/2021	1085347607	Stannah Lift Services Ltd	Quarterly Lift Service	£116.67	£23.33	£140.00	BACS
20/09/2021	101005	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
29/09/2021	101023	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
23/09/2021	SB20213150	PKF Littlejohn LLP	External Audit	£840.00	£168.00	£1,008.00	BACS
23/09/2021	8	Brandon Rem. Play. Flds	Rent for New Yard	£500.00	£0.00	£500.00	BACS
30/09/2021		Kevin Green Hist. Build.	Repair to Churchyard Wall	£4,320.00	£0.00	£4,320.00	BACS
30/09/2021	25125	S.A.L.C.	Payroll Service - 6 Months	£192.00	£38.40	£230.40	BACS
30/09/2021		Mr S Skinner	Reimbursement - Xmas Pres.	£41.32	£1.54	£42.86	BACS
30/09/2021		Mr G Cock	Reim. - Printing N.C./Xmas	£24.69	£4.93	£29.62	BACS
30/09/2021	20210000921	Finevale Service Station	Fuel	£113.79	£22.75	£136.54	BACS
05/10/2021		HMRC	NICS	£1,791.93	£0.00	£1,791.93	BACS

## 11 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JULY AND AUGUST 2021

The Income and Expenditure Statement against Budget for July and August 2021 were received.

Signed.....

**12 GRANT APPLICATION** discussion to consider S137 grant from Abbeycroft Leisure.

Cllr Lukaniuk informed the meeting that this was a resurrection of a previous scheme from 2018/19 which Cllr Lukaniuk and the other District Councillors had contributed to. The scheme started with forty-three attendees, but this reduced in number over time. Cllr Wittam asked what plans there were for more engagement with family and community groups and to maintain that engagement.

Cllr Etherington asked the representative from AbbeyCroft Leisure to confirm what numbers normally take part. The representative confirmed twenty to forty normally take part. Cllr Annear asked if the Council could afford the grant. The Clerk confirmed that the monies were available.

Cllr Wittam stated that a former Councillor ran a successful scheme for some time, he suggested that AbbeyCroft contact him as he obviously had some expertise with running such schemes.

Cllr Etherington asked the representative from AbbeyCroft to keep the Council updated regularly on the progress of the scheme. A vote ensued to grant £3000 to AbbeyCroft Leisure to enable "Teen Chill" to be operated in Brandon at the Brandon Leisure Centre or suitable venues.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/88/11/Oct/21**

**CARRIED:** By majority vote: 10 for, 1 against.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM ABBEYCROFT LEISURE FOR £3000.

**13 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 4th October 2021.

Cllr Brabbs gave an overview of the planning applications and decisions made.

**14 TO NOTE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING** of 20<sup>th</sup> September 2021.

A general discussion ensued regarding the minutes led by Cllr Wittam. Cllr Vant also added to the discussion by his comments. Cllr Hughes queried if anything discussed would alter the consultation questions put to the public. Cllr Etherington replied that the questions put to the public would remain valid. Cllr Vant queried the requirement of further meetings to resolve the progress of the project. Cllr Palmer stated that he found the third Monday of the month inconvenient as he had another regular meeting on that day. Cllr Etherington stated that the meeting on the third Monday of the month for this working party was not set in stone. A general discussion took place regarding the proposed consultation meeting.

**15 RESOLUTION from Cllr P Etherington No. 393**

Brandon Town Council resolves to engage a professional company to live stream the proposed EGM in which the result of the New Cemetery is decided, at an approximate cost of £200.

**Deferred.**

**16 RESOLUTION from Cllr V Lukaniuk No. 394**

Brandon Town Council resolves to undertake the spraying of the weeds three times annually in the High Street, as far as the Aldi entrance.

Signed.....

Cllr Lukaniuk outlined the resolution. Cllr Etherington commented that it was unfair that the High Street received attention when the whole of Brandon needs maintenance. Cllr Lukaniuk commented that a start must be made starting with the High Street. Cllr Moore added that surely spraying the weeds in the High Street must be done with the permission of the shop keepers, as a proportion of the pavement area falls within their property. He also raised concern regarding the safety of spraying toxic chemicals in a public area. The Clerk ensured the meeting that a member of staff was trained to spray the weeds and that all precautions would be taken. A vote then ensued to amend the resolution to add the wording "for a trial period of one year."

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/89/11/Oct/21**

**CARRIED:** By majority vote: 5 for, 4 against, 2 abstentions.

Brandon Town Council resolves to undertake the spraying of the weeds three times annually in the High Street, as far as the Aldi entrance, for a trial period of one year.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/90/11/Oct/21**

**CARRIED:** By majority vote: 5 for, 4 against, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO UNDERTAKE THE SPRAYING OF THE WEEDS THREE TIMES ANNUALLY IN THE HIGH STREET, AS FAR AS THE ALDI ENTRANCE, FOR A TRIAL PERIOD OF ONE YEAR.

## 17 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 P Wittam

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/91/11/Oct/21**

**CARRIED:** Unanimous

Signed.....

## BRANDON TOWN COUNCIL

Confidential Minutes  
of the Full Brandon Town Council Meeting  
held at the Church Institute, London Road, Brandon on Monday 11th October 2021 at 7pm

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

### 18 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 13th September 2021.

**Proposer:** Cllr N Vant

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/92/11/Oct/21**

**CARRIED:** By majority vote: 10 for, 1 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH SEPTEMBER 2021 BE APPROVED.

### 19 QUOTES

To consider quotations to re-pollard approximately 360 lime trees and remove brushwood, cord and debris over a four-year period.

A prolonged discussion took place regarding the additional information provided by the Clerk and the proposed system of pollarding the lime trees in Brandon. A contract is to be drawn up to provide annual tree maintenance for the lime trees over a four-year period.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr D Moore

Resolution Record No: **BTC/93/11/Oct/21**

**CARRIED:** By majority vote: 10 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A CONTRACTOR TO RE-POLLARD THE LIME TREES IN BRANDON ON A FOUR-YEAR CONTRACT.

### 20 MATTERS ARISING

None.

The meeting closed at 9.00pm

Signed.....