

Brandon Town Council
Full Council Meeting
Monday 9th November 2020

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Monday 9th November 2020 at 7.00pm

Present: Cllr P Wittam (Chair), Cllr L Atkins, Cllr S Corciulo, Cllr P Etherington, Cllr V Lukaniuk, Cllr D Palmer, Cllr S Skinner

Also Present: 5+ members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr P Ridgwell absent.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest – None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
Sqd Leader Turnbull was unable to attend the meeting due to other work commitments.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
- Of the Brandon Town Council Meeting of Monday 12th October 2020.
Proposer: Cllr P Wittam
Seconder: Cllr S Skinner
Resolution Record No: **BTC/35/09/Nov/20**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH OCTOBER 2020 BE APPROVED.

5 **CO-OPTION TO BRANDON TOWN COUNCIL**

To receive applications for co-option to Brandon Town Council.

Four applications were received. The candidates presented themselves to Council. Following legal advice received from NALC the Clerk informed Council that we are obliged to accept candidates providing the number of candidates do not exceed the number of vacancies. Cllr Wittam stated that he did not agree with legal advice tendered by the Clerk. The declaration of Acceptance of Office was duly signed and Register of Interests will be returned in due course to the office. The new members to the Council are Cllr Bob Brabbs, Cllr June Hughes, Cllr David Moore and Cllr Norman Vant.

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6 MATTERS ARISING for information exchange only of the Full Council Meeting of 12th October 2020.

Cllr Vant asked that the new Councillors show on screen their Acceptance of Office duly signed. Cllr Vant also stated that during the last meeting in the public forum there was an item about dog fouling on the Playing Fields and what he said had been reversed. He stated that all those in his experience clear up after their dogs and there was very little mess. Cllr Etherington then asked where the minutes of the meeting of 16th October were. Cllr Wittam replied he would come to that in the confidential section of the meeting.

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

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

Cllr Lukaniuk thanked ground staff for the presentation of the cemetery for Remembrance Sunday. He also congratulated Brandon in Bloom for the wonderful display at the wedge. He then informed Council that Norfolk County Council are about to decide regarding the aggregate plant at Brandon Station. The issues being do they have permitted develop rights and if not, they will need to submit a planning application. Cllr Lukaniuk reported he had sorted out several collapsed drains in the town and had more work to do on this subject. He also reported that he had received complaints regarding parking at Riverside Way and Wellington Close which require a traffic regulation order which are not being handled with until May 2021 once they have new administration in Suffolk County Council. Cllr Skinner asked if the parking restriction in the High Street could be increased from thirty minutes to one hour. Cllr Lukaniuk stated he would get this looked at.

Cllr Palmer informed Council that the alterations to the Brandon Leisure Centre were about to commence and should take forty-four weeks to complete. Plans of the alterations are available at Old School House to view. He further stated that the modifications to the Brandon Lock to incorporate an eel pass is due to start later this month.

Cllr Skinner confirmed that the Cemetery group and Christmas lightning group had both met. In the cemetery it was discussed that the removal of the ivy was underway, the concrete base from the old garage had been removed and the layout of the ashes plots to be placed there and the alignment of the new fence. The ground staff are now fully trained on how to use the hydraulic platform and work to erect the Christmas lights will commence on 16th November to be finished by the end of the week.

9 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received. The Clerk thanked Cllr Lukaniuk for rectifying the town clock following the power failure and realigning the chimes.

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

Cllr Wittam made clear that public have three minutes maximum for residents to make a statement to the Council. A member of the public stated that it was sad that Brandon Town Council was not present at the Remembrance Day service at the Wall Memorial but understood due to Covid and stated that the event is a local Council responsibility to organise. Cllr Wittam replied that he would ensure that we work together on the event for next year. Cllr Vant queried with Cllr Lukaniuk as to how the meeting with the R.S.P.B. about potential developments went. Cllr Wittam stated that it was

Signed.....

Natural England and not the R.S.P.B. He also went on to say that Brandon is not developing due to the environmental restrictions. A meeting is planned to discuss developments in Brandon and would be reported back to Council at the December meeting. A resident asked why we are not getting S106 money from other areas as this is now a possibility. Cllr Palmer reported that some monies had been requested however it is unlikely we will receive much if any as towns tend to use the money for their own projects. He also asked District and County Councillors to donate their allowances to the town. Another member of the public stated that no planning applications had been approved in Weeting and will not be until next year. They also asked what news there was of the signal box. Cllr Lukaniuk informed the resident that the signal box is in Suffolk and had been designated to be demolished, as it will never be rebuilt in an alternative location. Therefore, Greater Anglia had been asked to leave it in place due to the costs of removal. A resident stated the estimated cost is between six hundred thousand pounds to one million, to remove it. A further resident questioned Cllr Palmer as to why drawings of the Leisure Centre had not been published showing the reduction in area of useable space. Cllr Palmer replied that the plans are at the Council Office. A discussion took place on the alterations being made.

The Chairman became temporarily incapacitated due to technical issues. Cllr Atkins queried who she needed to speak to regarding the development and further funding of the park at the Brandon Remembrance Playing Fields. Cllr Palmer said to contact himself regarding the matter.

The Vice Chair took over the meeting. Another member of the public firstly thanked the Council for the donation to the RBL Covid support group and stated they can still be contacted for help. They also queried a previous resolution which supported the provision of a small tree nursery for use at the new cemetery. Cllr Lukaniuk stated that the species of tree nor the layout of the new cemetery had been decided and therefore no decision had been made about the planting.

The Chairman re-joined the meeting. The member of the public also pointed out that the website was not accessible to all browsers and the minutes were also not accessible and asked if the emails are now secure. Cllr Wittam replied that all emails on the new website are secure and only the recipient can read them, and this applies to the administrator also. Lastly the member of the public queried a payment to E. Whittam and its relationship to a possible overspend, this refers to question two where the resident could not check previous minutes on the website. The Chair made a statement regarding the payment to E. Whittam. Cllr Lukaniuk then stated that he was never made aware that BTC had embarked on a contract. Cllr Etherington stated that it was the Ellis Whittam H.R. that we should not replace. She went on to say that their health and safety as she explained at the meeting of 16th October was extremely useful. Lastly a resident commented that BTC have co-opted four new members and was this the full Council. Cllr Wittam confirmed after consulting the Clerk, that fourteen Councillors is the full quantity of Councillors.

11 DISCUSSION re the future of Brandon Station.

Cllr Wittam led the discussion stating that now the demolition of Brandon Station has been halted and should be redeveloped is the prime mover in what should be done with it. He continued that the task was now to find a lasting use for the Station. The Chair asked the Councillors for their input and stated that one of the ideas he had was to use it as the Brandon Heritage Centre. He went on to say that it would free up the current Heritage Centre that perhaps could become a Community Hall. Cllr Lukaniuk stated that it was the Suffolk Building Preservation Trust that had listed Brandon Station. Cllr Lukaniuk stated that he had been in contact with Suffolk County Council regarding funding a building in Norfolk and there is no S106 money for this building as they see it as a Norfolk project. He commented that we have several new Councillors and asked if any of them would like to lead on the project. Cllr Wittam agreed with Cllr Lukaniuk and asked Cllr Etherington if she would

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like to comment. Cllr Etherington welcomed the opportunity, she felt that the idea to move the Heritage Centre was good and that Brandon Creative Forum are looking for a base of operation. Cllr Wittam asked Cllr Etherington to put this forward for further discussion at the next Full Council Meeting. Cllr Etherington asked if this could be done by a formal working party that could include members of the public and suggested Cllr Atkins as a good candidate.

12 CORRESPONDENCE

- West Suffolk Council – Variation to Brandon PSPO – information received. Cllr Wittam suggested other areas being the car park of the old bingo hall and the orchard. Cllr Etherington asked if there would be increased cost to more areas being covered. The Clerk will investigate this further.
- Britain in Bloom – Certificate of Recognition for Brandon Cemetery – information received. Cllr Wittam congratulated the ground staff.

13 ACCOUNTS To approve the payments for October 2020.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/36/09/Nov/20**

CARRIED: By majority vote: 6 for, 1 abstention

| Invoice Date | Invoice No | Supplier | Expense Type | Nett | VAT | Gross | Payment |
|--------------|------------|--------------------------|-------------------------------|-----------|---------|-----------|--------------|
| 19/10/2020 | E Whittam | Jolliffe & Co LLP | Health & Safety Consultancy | £3,083.72 | £616.74 | £3,700.46 | BACS |
| 23/10/2020 | | CMS | | £45.00 | £0.00 | £45.00 | BACS |
| 27/10/2020 | 93694 | Culford Waste Ltd | Trade Waste | £125.00 | £25.00 | £150.00 | BACS |
| 22/09/2020 | M010 SF | BT | Phone OSH | £19.50 | £3.90 | £23.40 | Direct Debit |
| 28/09/2020 | H18FAA4324 | E.ON | Electric Pillar 8 Market Hill | £7.99 | £0.40 | £8.39 | Direct Debit |
| 28/09/2020 | H18FADA1DE | E.ON | Electric Pillar 9 Market Hill | £8.45 | £0.42 | £8.87 | Direct Debit |
| 29/09/2020 | H18FB8EEEA | E.ON | Electric Cemetery Yard | £14.13 | £0.71 | £14.84 | Direct Debit |
| 12/10/2020 | H10A73BFC5 | E.ON | Electric OSH | £123.86 | £6.19 | £130.05 | Direct Debit |
| 09/10/2020 | 97343627 | Quadiant UK Ltd | Postage | £50.00 | £0.00 | £50.00 | Direct Debit |
| 01/10/2020 | 115322 | Cranberry Comms. | Microsoft 365 Subscription | £94.00 | £18.80 | £112.80 | Direct Debit |
| 26/10/2020 | | Creative Pension Trust | Pensions | £320.51 | £0.00 | £320.51 | Direct Debit |
| 28/10/2020 | 1127508 | West Suffolk Council | Trade Waste | £71.92 | £0.00 | £71.92 | Direct Debit |
| 29/04/2020 | 417304213 | Denmans | Town Costs | £34.50 | £6.90 | £41.40 | BACS |
| 18/09/2020 | C.N. | Denmans | Town Costs | -£30.95 | -£6.19 | -£37.14 | BACS |
| 20/08/2020 | 104290 | Thetford Garden Centre | Watering Can | £5.83 | £1.16 | £6.99 | BACS |
| 05/10/2020 | 23777 | Suff. Assn. of Loc. Cou. | Payroll Service | £198.00 | £39.60 | £237.60 | BACS |
| 09/10/2020 | 939485099 | Arco Ltd | PPE | £50.62 | £9.45 | £60.07 | BACS |
| 28/10/2020 | 939696625 | Arco Ltd | PPE | £108.85 | £21.77 | £130.62 | BACS |
| 12/10/2020 | 204094 | Fengate Fasteners Ltd | PPE & Town Costs | £59.95 | £11.99 | £71.94 | BACS |
| 30/10/2020 | 205452 | Fengate Fasteners Ltd | PPE & Town Costs | £223.52 | £32.11 | £255.63 | BACS |
| 12/10/2020 | 268403 | J & D Green | Cleaning Windows OSH | £16.50 | £0.00 | £16.50 | BACS |
| 14/10/2020 | 268407 | J & D Green | Cleaning Bus Shelters | £50.00 | £0.00 | £50.00 | BACS |
| 13/10/2020 | 50614 | Chase Timber Products | Town Costs | £4.73 | £0.95 | £5.68 | BACS |
| 20/10/2020 | 50695 | Chase Timber Products | Waste Storage Area | £54.15 | £10.83 | £64.98 | BACS |
| 20/10/2020 | 50696 | Chase Timber Products | Waste Storage Area | £7.89 | £1.58 | £9.47 | BACS |

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| 16/10/2020 | K13824 | Ernest Doe & Sons Ltd | Mower Repairs | £12.81 | £2.56 | £15.37 | BACS |
| 23/10/2020 | K14249 | Ernest Doe & Sons Ltd | Mower Spares | £70.40 | £14.08 | £84.48 | BACS |
| 20/10/2020 | 9240760 | Suffolk County Council | Relocate Lighting Column | £1,265.42 | £253.08 | £1,518.50 | BACS |
| 22/10/2020 | | West Suffolk Council | Premises Licence | £180.00 | £0.00 | £180.00 | BACS |
| 28/10/2020 | | West Suffolk Council | Premises Licence | £180.00 | £0.00 | £180.00 | BACS |
| 27/10/2020 | 5885 AAH196 | Travis Perkins Ltd | Equipment Hire | £94.10 | £18.82 | £112.92 | BACS |
| 25/10/2020 | 2DCA283B-0002 | Wittam Info. Tech. Ltd | Website Upkeep | £30.00 | £0.00 | £30.00 | BACS |
| 25/10/2020 | 2DCA283B-0003 | Wittam Info. Tech. Ltd | Access Control | £30.00 | £0.00 | £30.00 | BACS |
| 28/10/2020 | | Mr G Cock | Reimbursement | £91.71 | £2.69 | £94.40 | BACS |
| 31/10/2020 | 20200000981 | Finevale Service Station | Fuel | £102.62 | £20.52 | £123.14 | BACS |
| 05/11/2020 | | HMRC | NICS | £1,240.62 | £0.00 | £1,240.62 | BACS |

14 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR SEPTEMBER 2020

The Income and Expenditure Statement against Budget for September was received.

15 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 Etherington

Seconder: Cllr L Atkins

Resolution Record No: **BTC/37/09/Nov/20**

CARRIED: Unanimous

16 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 12th October 2020.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/38/09/Nov/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH OCTOBER 2020 BE APPROVED.

17 DISCUSSION re Christmas Event – update on current situation.

Cllr Skinner and the Clerk updated Council on the progress and plan regarding the Christmas lights and trees. The Clerk informed Councillors that the Council had received a request for funding from a local group.

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18 QUOTES

To consider quotations from Chapel Doors Ltd and Anglia Door Systems Ltd to repair the front door at Old School House.

Deferred due to a temporary repair having been undertaken.

19 MATTERS ARISING

The Clerk requested confirmation that we make a similar donation to the previous year to R.B.L for poppy wreaths. It was agreed that we donate the same figure again.

The meeting closed at 9:43pm

Signed.....