

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 8th March 2021 at 7.00pm

**Present:** Cllr P Wittam (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 S Skinner, Cllr N Vant

**Also Present:** 5+ members of the public.

The Chairman opened the meeting and reminded those present that the meeting will be recorded and live streamed.

- 1 **APOLOGIES** for absence and approval of reasons tendered – None.
  
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr S Skinner – Non-pecuniary interest - item 26 & 27. Cllr S Annear – Non-pecuniary interest – item 14.
  
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
Sqn Leader Turnbull did not attend the meeting.
  
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 15th February 2021.  
**Proposer:** Cllr N Vant  
**Seconder:** Cllr P Etherington  
Resolution Record No: **BTC/80/08/Mar/21**  
**CARRIED:** By majority vote: 12 for, 1 ineligible to vote, 1 unable to vote due to technical issues.  
  
BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 15TH FEBRUARY 2021 BE APPROVED.
  
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 15th February 2021.  
Cllr Moore wished it to be known that the Brandon & District Model Engineering Society do not have an overdraft at the bank as stated by Cllr Lukaniuk at the previous meeting.
  
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.  
Cllr Wittam raised the issue of Monkey Stile Lane namely the amount of rubbish that appears there. The Chairman assured those present that this public footpath was the responsibility of Brandon Town Council and requested that the Clerk arranges for the area to be cleared and maintained.

Signed.....

Cllr Ridgwell endorsed this and stated that the land adjacent to the foot path which also was littered with cans and detritus belonged to a Mr Lingham. Cllr Wittam requested the Clerk to investigate the ownership of the land and arrange with the owner for the rubbish to be cleared. Cllr Vant stated that previously it had been determined that Monkey Stile and Gas House Lane were the responsibility of Suffolk County Council.

Cllr Wittam gave an overview of the construction and operation of the new website and described the method by which new content can be added and old data deleted. Cllr Vant raised issue with the previous statement stating that the Clerk was still experiencing some problems editing the website. Cllr Wittam stated that whilst he was in the office recently the Clerk successfully edited some material and received technical backup to undertake other work. The Clerk informed Council that the office had been able to operate the website more efficiently recently and that some time had been set aside with Cllr Vant to work through the content and operation of the website. Cllr Wittam informed Council that the website designer had agreed to give unlimited assistance with the website at zero cost. This is because the designer has a small logo on the front page and if this can be retained the technical assistance will remain free. Cllr Etherington queried as to the lost data which includes several agendas, minutes and the document file. Cllr Wittam explained that some data had been corrupted, but the information was easily available at the office and it was an easy task to locate this information and upload it to the website.

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

Cllr Lukaniuk informed Council that work would not start on the cycle path at the rear of the Church Institute until after the election. He added that some of the adjacent landowners had started clearing the area ready for work to commence. Cllr Lukaniuk stated that when the scheme is complete, he would be in a position to confirm the cost of the work. He reported that the subsidence in the High Street is slowly getting worse which is due to a water leak of some description. He confirmed that West Suffolk had raised Council Tax by some 7% which is £11 based on a band D property. Regarding parking Cllr Lukaniuk confirmed that there had been 46 visits to Brandon resulting in 16 tickets.

Cllr Vant stated that there was an item later on in the agenda to receive a report regarding the cycle track of which he had questions, which he could ask now or later. Cllr Lukaniuk requested that they are dealt with at this point. Cllr Vant stated that he could not see the logic of this cycle path as you could not enter from Coulson Lane Passageway as that is a footpath, and he queried how many cyclists there were living in Coulson Lane. He also asked the view of the Rights of Way Officer at Suffolk County Council as there was considerable consultation regarding the change of use of Victoria Avenue, there has been none on this issue. Cllr Lukaniuk stated that Suffolk County Council have been out to site and have approved the change of use to allow dual use. He added that the work would be carried out at nil cost to Brandon Town Council. Cllr Etherington advised that part of the route must accommodate motor vehicles, cyclists and pedestrians, Cllr Etherington queried why there had been no consultation with the Town Council. Cllr Wittam stated this was a government initiative to install more cycle lanes throughout the UK and this was driven by Suffolk County Council. Cllr Lukaniuk stated that this had been brought to Council approximately a year ago and felt that if some Councillors did not have their signature on the initiative, they would oppose it.

Cllr Wittam reported that as District Councillors they had expressed their dismay at the 7% increase in Council Tax, but the majority at District had stated that approximately one million pounds was being spent upgrading the Brandon Leisure Centre. He further informed the meeting that the

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considerable amount being spent at the Leisure Centre does not improve the leisure facilities as it is mainly concerned with providing rental office space.

Cllr Palmer reported that the proposed housing development at North Court had been refused. He further stated that Cllr Lukaniuk and himself had met two officers from West Suffolk Council regarding the overgrown pathways at Tower Close and that these would now be cleared within the next two weeks.

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

Report was received.

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

**Proposer:** Cllr P Wittam

**Seconder:** Cllr N Vant

Resolution Record No: **BTC/81/08/Mar/21**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A resident stated he had been in contact with West Suffolk regarding the maintenance of Monkey Stile Lane who had informed him that this was not publicly maintainable and it would not be possible for Brandon Town Council to hand this back. They further commented about the filing of the minutes on the website and stated how they felt the filing system could be changed. They also commented on agenda item 25 to update the cemetery records. The resident referred to the previous meeting where he had stated that the old Forest Heath Councils appeared to be paying twice for the provision of street lighting. They asked if there was any comment from District Councillors regarding this matter. The Clerk responded to the resident regarding the digitising of the cemetery computer records commenting that this was previously discussed and would not be available to the public on the website due to GDPR restrictions.

A member of the public enquired if anyone was aware what was happening with the signal box and commented that they had LED lighting in Weeting sometime ago. They noted that the Weeting Steam Rally will be taking place on the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> of July and the Brandon Festival on 21<sup>st</sup> August, both subject to Covid regulations. Cllr Lukaniuk stated he was awaiting a reply from Network Rail regarding the signal box. Cllr Lukaniuk corrected the member of the public by stating that there were developments taking place in Weeting in respect of fifty-six houses being built on the old cricket pitches.

Cllr Vant replied regarding the issue of the cemetery records being digitised, he stated that this is an excellent idea and will safeguard the records in the event of a fire.

Another resident again commented on the matter of the expenditure on the street lighting and asked if our Councillors could progress this matter. They also asked if the Clerk could write directly to Suffolk County Council to get a definitive answer. The resident requested that the Terms of Reference for the Planning Committee be published.

Another member of the public made the meeting aware of the pending County elections and stated that any prospective candidates could place a paid advertisement in the Brandon Life by 21<sup>st</sup> April. Cllr Wittam commented that other publications are also available.

THE CHAIRMAN RECONVENED THE MEETING.

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## 10 CORRESPONDENCE

- Beck Row Parish Council – Forming Local Group of Parish Councils – information was received.
- Suffolk Highways – Street Lighting Maintenance and Energy Costs for 2020/2021 – information was received.
- WPS Hallam – Council Guard Insurance Scheme – information was received.
- Brandon in Bloom – Anglia in Bloom – information was received.

## 11 ACCOUNTS To approve the payments for February 2021.

Cllr Ridgwell queried reimbursement expenses requested by the Clerk. The Clerk provided an explanation of the items. Cllr Vant queried why no invoice had been received from Cranberry Communications, the Clerk explained that due to our strict monthly cut off, as an invoice had not been received in this time period it was excluded.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/82/08/Mar/21**

**CARRIED:** Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
03/02/2021	23319	Mildenhall Skip Hire	Skip Hire	£158.33	£31.67	£190.00	BACS
09/02/2021	INV-1754	Right Track Training	Staff Training - MT	£120.00	£0.00	£120.00	BACS
25/02/2021		CMS		£45.00	£0.00	£45.00	BACS
25/02/2021		B & D S of Model Eng	Grant	£500.00	£0.00	£500.00	BACS
25/02/2021		PCC	Grant	£5,000.00	£0.00	£5,000.00	BACS
11/12/2020	1122770170	Trade UK	Christmas Event	£17.50	£3.50	£21.00	Direct Debit
18/01/2021	H10BCB1879	E.ON	Electric OSH	£170.85	£8.54	£179.39	Direct Debit
27/01/2021	H10BEEC73E	E.ON	Christmas Tree Pillar	£11.07	£0.55	£11.62	Direct Debit
27/01/2021	H196CC871E	E.ON	Electric Cemetery Yard	£90.38	£4.52	£94.90	Direct Debit
29/01/2021	H196F40D03	E.ON	Electric Pillar 8 Market Hill	£16.85	£0.84	£17.69	Direct Debit
29/01/2021	H196F09715	E.ON	Electric Pillar 9 Market Hill	£9.15	£0.46	£9.61	Direct Debit
04/02/2021	H10C099B5E	E.ON	Electric OSH	£35.08	£1.75	£36.83	Direct Debit
07/02/2021	H10C179FA5	E.ON	Electric New Yard	£137.24	£6.86	£144.10	Direct Debit
20/01/2021	958694725	British Gas	Gas OSH	£113.41	£5.67	£119.08	Direct Debit
22/01/2021	M038 L3	BT	Phone OSH	£40.50	£7.90	£47.40	Direct Debit
22/01/2021	M014 7X	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
07/02/2021	Q012 YR	BT	Phone OSH	£155.64	£31.12	£186.76	Direct Debit
05/02/2021	97343630	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
07/02/2021		Siemens	Photocopier	£472.00	£94.40	£566.40	Direct Debit
18/02/2021	856383	Everflow	Water OSH	£14.25	£0.00	£14.25	Direct Debit
03/12/2020	104316	Thetford Garden Centre	Town Costs	£6.66	£1.33	£7.99	BACS
23/12/2020	104320	Thetford Garden Centre	Christmas Event	£16.66	£3.33	£19.99	BACS
03/02/2021	92732163	Quadient UK Ltd	Ink for Franking Machine	£101.99	£20.40	£122.39	BACS
08/02/2021	3754 AGH640	Travis Perkins Ltd	Water Softener Salt	£24.84	£4.97	£29.81	BACS
15/02/2021	101051	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
15/02/2021		Mr G Cock	Reimbursement	£131.26	£0.00	£131.26	BACS
24/02/2021	K20692	Ernest Doe & Sons Ltd	Strimmer Harness	£32.94	£6.59	£39.53	BACS
28/02/2021	K20953	Ernest Doe & Sons Ltd	New Strimmer	£552.00	£110.40	£662.40	BACS
25/02/2021	51843	Chase Timber Products	New Fence - Cemetery	£79.84	£15.97	£95.81	BACS
26/02/2021	211276	Fengate Fasteners Ltd	Town Costs	£61.24	£12.25	£73.49	BACS
28/02/2021		Mrs A Barnes	Reimbursement - Key Cutting	£10.00	£0.00	£10.00	BACS
05/03/2021		HMRC	NICS	£1,279.94	£0.00	£1,279.94	BACS

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**12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JANUARY 2021**

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

**13 RESOLUTION from Cllr D Palmer No. 376**

Brandon Town Council resolves to approve the final payment to Brandon Remembrance Playing Fields Association.

Cllr Wittam requested the Clerk to explain why this matter is before Council. The Clerk explained that no request had been received and that he had expediated the matter. Cllr Lukaniuk stated that he felt this payment should be automatically set at times during the financial year. Cllr Wittam stated that this is something that should be discussed at a later date. Cllr Vant stated he thought that the payments were automatic. Cllr Ridgwell commented that the payments are usually made in April/May and September. The Clerk stated that the payment usually made in September had not been made, hence his enquiries as to whether the money was still required. Cllr Skinner suggested that this is discussed in the new financial year.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/83/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE FINAL PAYMENT TO BRANDON REMEMBRANCE PLAYING FIELDS ASSOCIATION.

**14 GRANT APPLICATIONS** discussion to consider S137 grants from Citizens Advice West Suffolk.

Cllr Lukaniuk queried if Brandon Town Council have fully committed the S137 grant monies, he also added that the District Councillors had given money from their locality budgets to the Citizens Advice Bureau. He asked the Clerk to confirm the current situation. The Clerk replied that some minimal funding was still available. Cllr Etherington pointed out that the rental costs of their building on Market Hill had increased and this money was to cover the shortfall. The Clerk confirmed this by reading text from the application form.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/84/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM CITIZENS ADVICE WEST SUFFOLK FOR £500.

**15 TO NOTE MINUTES OF PLANNING COMMITTEE** of 1st March 2021.

Cllr Lukaniuk outlined the February planning applications and the minutes from the last Planning meeting were received. The Clerk asked Cllr Lukaniuk why no statutory planning application notice was visible regarding the change of use for the Five Bells, as a query regarding the development had been received from a member of the public. Cllr Lukaniuk stated that he would enquire regarding this with the Planning Department at West Suffolk.

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**16 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 25th February 2021.

Cllr Skinner stated that matters regarding the new cemetery were progressing and that a report will be made to the public in due course. The minutes from the last New Cemetery Working Party meeting were received. Cllr Vant asked that some information regarding the new cemetery be reported in the public section of the meeting, this was reiterated by Cllr Etherington.

**17 TO REVIEW THE TERMS OF REFERENCE** for the New Cemetery Working Party.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/85/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO ADOPT THE TERMS OF REFERENCE FOR THE NEW CEMETERY WORKING PARTY.

**18 REPORT** from Cllr V Lukaniuk on the progress, including cost, of the proposed cycle track between Coulson Lane and Victoria Avenue.

Cllr Wittam stated that this item had already been discussed at extreme depth earlier in the meeting and did not require further discussion.

**19 RESOLUTION from Cllr N Vant No. 377**

Brandon Town Council resolves to appoint the following members to the Planning Committee – Cllr Annear, Cllr Atkins, Cllr Brabbs, Cllr Lloyd-Blackwell, Cllr Moore and Cllr Vant.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/86/08/Mar/21**

**CARRIED:** By majority vote: 11 for, 1 against, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO APPOINT THE FOLLOWING MEMBERS TO THE PLANNING COMMITTEE – CLLR ANNEAR, CLLR ATKINS, CLLR BRABBS, CLLR LLOYD-BLACKWELL, CLLR MOORE AND CLLR VANT.

**20 RESOLUTION from Cllr S Skinner No. 378**

Brandon Town Council resolves to appoint the following member to the New Cemetery Working Party – Cllr Annear. Cllr Wittam requested that Cllr Lukaniuk and himself also be added.

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/87/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO APPOINT THE FOLLOWING MEMBERS TO THE NEW CEMETERY WORKING PARTY – CLLR ANNEAR, CLLR LUKANIUK AND CLLR WITTAM.

Signed.....

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**21 RESOLUTION from Cllr P Etherington No. 379**

Brandon Town Council resolves to design a brief for the redesign and completion of the website, investigate and obtain quotes with a view to presenting them at the April Council meeting.

Cllr Etherington stated that she wished to withdraw this resolution on the proviso that this maybe brought back to Council at a later date.

**22 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/88/08/Mar/21**

**CARRIED:** Unanimous

Signed.....

## BRANDON TOWN COUNCIL

Confidential Minutes  
of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 8th March 2021 at 7.00pm

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

### 23 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 15th February 2021.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr J Hughes

Resolution Record No: **BTC/89/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 ineligible to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 15TH FEBRUARY 2021 BE APPROVED.

### 24 MATTERS ARISING – None.

### 25 RESOLUTION from Cllr S Skinner No. 380

Brandon Town Council resolves to update computer archive of cemetery records.

**Seconder:** Cllr S Corciulo

Resolution Record No: **BTC/90/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO UPDATE COMPUTER ARCHIVE OF CEMETERY RECORDS.

Cllr Wittam proposed that the meeting is adjourned due to the late hour and is reconvened at 6pm on Thursday 11<sup>th</sup> March.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/91/08/Mar/21**

**CARRIED:** Unanimous

Cllr Ridgwell stated that he may not be able to attend the continuation of the meeting due to other commitments.

The meeting closed at 9.30pm

Signed.....



Brandon Town Council  
Full Council Meeting  
Monday 8th March 2021

Continuation of Full Council meeting dated 8<sup>th</sup> March. The Chairman reminded those present that the meeting was still discussing confidential matters.

Cllr Skinner stated his declaration of interest as being a funeral director.

Cllr Corciulo and Ridgwell were not present.

**26 RESOLUTION from Cllr S Skinner No. 381**

Brandon Town Council resolves to engage the services of a company to prepare high-level design and definitive cost base for the new Brandon cemetery.

Cllr Skinner gave an overview of the New Cemetery Working Party's discussion regarding the design of the new cemetery. Cllr Wittam suggested that there should be consultation with the public in this matter. Cllr Skinner replied that this would be desirable, but this plan is just to enable the Council to obtain rough costings on the development.

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/92/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A COMPANY TO PREPARE HIGH-LEVEL DESIGN AND DEFINITIVE COST BASE FOR THE NEW BRANDON CEMETERY.

**27 RESOLUTION from Cllr S Skinner No. 382**

Brandon Town Council resolves to engage the services of a company to set out the boundary of the new Brandon cemetery.

Cllr Skinner gave an overview of the requirements of marking the boundary of the new cemetery. It should be noted that Council requested the pegs be concreted in place to stop vandals relocating the boundary markers. The Clerk noted this.

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/93/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A COMPANY TO SET OUT THE BOUNDARY OF THE NEW BRANDON CEMETERY.

Signed.....

## 28 QUOTES

**28.1** To consider quotations to repair the wall in the churchyard.

Cllr Wittam gave a brief overview on the subject. Cllr Etherington commented that the repairs to the wall would be of benefit to the householder.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/94/08/Mar/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO PROCEED TO REPAIR THE WALL IN THE CHURCHYARD.

Cllr Lukaniuk stated that we requote using local companies. Cllr Wittam stated that it should be specified that an oil-based paint be used as this was proved to be a far more durable coating than readily available paints. Items 28.2 to 28.4 were deferred to a later meeting.

**28.2** To consider quotations to paint OSH internally – Deferred.

**28.3** To consider quotations to paint OSH externally – Deferred.

**28.4** To consider quotations to paint the metal railings at OSH – Deferred.

## URGENT BUSINESS

At the request of the Chairman Cllr Wittam informed Council that communications had been received from West Suffolk.

The meeting closed at 7.30pm

Signed.....