

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held at Old School House, Market Hill, Brandon on Tuesday 11th April 2023 at 7pm

**Present:** Cllr S Skinner (Chair), Cllr B Brabbs, Cllr P Etherington, Cllr J Hughes, Cllr V Lukaniuk, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

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

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr J Lloyd-Blackwell, Cllr D Moore – not approved. Cllr D Palmer – apologies accepted, attended another meeting.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr S Skinner – Non-pecuniary Interest – Item 17.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**  
Sqn Ldr Geary reported that he had four Parish Council meetings to attend that evening. He continued by adding that whilst the weather in February had been good for flying the weather in March had not been so good for training. RAF Lakenheath had undertaken a major exercise in conjunction with RAF Marham and another in Poland. An active shooter exercise had been undertaken at the base which did not involve any outside personnel. A piece of land outside gate two had been acquired and was being used for deliveries to the base. The results of the 2022 Commander in Chief Awards had been announced and for the second year in succession RAF Lakenheath had been awarded the best USAF base in the whole of the air force. He confirmed that a number of service personnel volunteers would be attending at the Coronation Event on the Brandon Remembrance Playing Fields on 6<sup>th</sup> May. He informed the meeting that shortly the change over in command at RAF Lakenheath would be taking place. A discussion took place between Cllr Vant regarding an earlier question at a previous meeting, relating to the noise profile of the F35's on take off and landing.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**  
- Of the Brandon Town Council Full Council Meeting of Monday 13th March 2023.  
**Proposer:** Cllr S Skinner  
**Seconder:** Cllr P Etherington  
Resolution Record No: **BTC/206/11/Apr/23**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH MARCH 2023 BE APPROVED.

Signed.....

**5 MATTERS ARISING** for information exchange only of the Full Council Meeting of 13<sup>th</sup> March 2023.

Cllr Etherington asked how the petition for the phlebotomist was going. The Clerk explained that due to GDPR concerns it was not currently active. Cllr Ridgwell asked about news on the clock. The Clerk explained it was in the process of being repaired.

**6 URGENT BUSINESS** any items the Chairman considers a matter of urgent business – to be submitted no less than 48hrs prior to the meeting or by discussion with the Chairman.  
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 S Skinner

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/207/11/Apr/23**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

Cllr Lukaniuk confirmed that he was in discussion with Suffolk County Council regarding the drain cover adjacent to the Great Eastern which was badly damaged and he was also aware of the dangerous nature of the pot holes in Thetford Road. Cllr Lukaniuk thanked the Brandon in Bloom volunteers for weeding the High Street. He also noted that the frontage of the Post Office in the High Street had been decorated and asked that anyone visiting the premises should thank them for their efforts.

Cllr Wittam noted that West Suffolk were fully focused on the upcoming election. He announced that the BUPA Dental Care in Bury Road was closing. He had made many calls and has written to BUPA and the NHS Health Commissioners on the subject and was awaiting responses. A resident queried payment made for lighting unit 542 as they felt that this was unnecessary.

THE CHAIRMAN RECONVENED THE MEETING

**9 CORRESPONDENCE**

- Email from John Griffiths – West Suffolk - thanking Councillors for their service – information received.

Signed.....

**10 ACCOUNTS** To approve the payments for March 2023.

Cllr Lukaniuk queried the payment of £750 for a snow generating machine. The Clerk confirmed that this came from this year's 2022/23 budget which had been approved by full Council. This purchase is a forward purchase for 2023/24 season and is less than the cost of hiring a machine.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/208/11/Apr/23**

**CARRIED:** Unanimous

**BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR MARCH 2023.**

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
13/02/2023		Go Awesome	Entertainment - Coronation Evt	£375.00	£0.00	£375.00	BACS
14/02/2023	2575	FX Live Ltd	Snow Machine	£750.00	£150.00	£900.00	BACS
06/03/2023		CFM Event Hire	Hire of PA System - Coronation	£345.00	£0.00	£345.00	BACS
07/03/2023		I Am Tim	Entertainment - Coronation Evt	£120.00	£0.00	£120.00	BACS
08/03/2023		AOS Online	3 x Boxes of Refuse Sacks	£73.56	£14.71	£88.27	BACS
15/03/2023		Brandon Heritage Centre	S137 Grant	£1,975.00	£0.00	£1,975.00	BACS
20/03/2023	1001	Daren Morgan Magic	Entertainment - Coronation Evt	£150.00	£0.00	£150.00	BACS
30/11/2022		RBL Poppy Appeal	Donation	£100.00	£0.00	£100.00	BACS
31/01/2023	1343151740	Trade UK	Compost - Cemetery Planters	£41.67	£8.33	£50.00	Direct Debit
11/02/2023	IN433953	Aurora Ltd	Photocopier - Copies	£372.17	£74.43	£446.60	Direct Debit
14/03/2023		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit
16/02/2023	INV-2610	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/02/2023	M063 GT	BT	Phone OSH	£39.72	£7.94	£47.66	Direct Debit
22/02/2023	M039 OP	BT	Phone OSH	£32.79	£6.56	£39.35	Direct Debit
27/02/2023		Creative Pension Trust	Pensions - February	£636.72	£0.00	£636.72	Direct Debit
30/03/2023		Creative Pension Trust	Pensions - March	£636.72	£0.00	£636.72	Direct Debit
28/02/2023	963929401	British Gas	Gas OSH	£438.68	£21.93	£460.61	Direct Debit
01/03/2023	10420	Cranberry Comms.	Microsoft 365	£121.90	£24.38	£146.28	Direct Debit
01/03/2023	1C56-0017	E.ON	Electric Christmas Tree Pillar	£12.32	£0.62	£12.94	Direct Debit
01/03/2023	A292-0019	E.ON	Electric Pillar 8 Market Hill	£38.55	£1.93	£40.48	Direct Debit
01/03/2023	755A-0012	E.ON	Electric Cemetery Yard	£21.39	£1.07	£22.46	Direct Debit
06/03/2023	3E73-0019	E.ON	Electric BRPF Yard	£174.09	£8.70	£182.79	Direct Debit
06/03/2023	6C32-0019	E.ON	Electric OSH	£111.07	£5.55	£116.62	Direct Debit
06/03/2023	5A54-0018	E.ON	Electric Pillar 9 Market Hill	£18.90	£0.94	£19.84	Direct Debit
18/03/2023	2137058	Everflow Water	Water OSH	£10.46	£0.00	£10.46	Direct Debit
31/03/2023		Unity Trust Bank	Bank Charges	£0.90	£0.00	£0.90	Direct Debit
31/03/2023		Unity Trust Bank	Service Charge	£39.30	£0.00	£39.30	Direct Debit
24/02/2023	47018	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
06/03/2023	46789	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
01/03/2023	SIN2315491	PRL PRS Ltd	Music Licence	£101.73	£20.34	£122.07	BACS
01/03/2023	SINV041780	WorkNest Ltd	Health & Safety Consultancy	£2,792.32	£558.46	£3,350.78	BACS
01/03/2023	26754	S.A.L.C.	Payroll Service - 6 Months	£258.00	£51.60	£309.60	BACS
02/03/2023	5843	Amazon	Bubble Machine - Coronation	£32.48	£6.50	£38.98	BACS
02/03/2023	1874	Amazon	Craft Items - Coronation Evt	£7.73	£1.55	£9.28	BACS
02/03/2023	884	Amazon	Craft Items - Coronation Evt	£4.99	£1.00	£5.99	BACS
02/03/2023	52078	Amazon	Bubble Solution - Coronation	£14.96	£2.99	£17.95	BACS

Signed.....

03/03/2023	3754 AIJ816	Travis Perkins Ltd	Cemetery Yard - Tap Repairs	£4.74	£0.95	£5.69	BACS
06/03/2023	3754 AIJ935	Travis Perkins Ltd	Cemetery Yard - Tap Repairs	£20.07	£4.02	£24.09	BACS
07/03/2023	3754 AIK041	Travis Perkins Ltd	Cemetery Yard - Tap Repairs	£9.58	£1.92	£11.50	BACS
14/03/2023	9528672	Suffolk County Council	Unit 150 Heather Way - Lantern	£390.82	£78.16	£468.98	BACS
14/03/2023	9528686	Suffolk County Council	Unit 546 Church End - Lantern	£390.89	£78.18	£469.07	BACS
14/03/2023	9528695	Suffolk County Council	Unit 387 Saffron Close - Lantern	£453.74	£90.75	£544.49	BACS
14/03/2023	9528698	Suffolk County Council	Unit 85 Swallow Drive - Lantern	£453.74	£90.75	£544.49	BACS
14/03/2023	9528699	Suffolk County Council	Unit 231 Warren Cl - Col/Lan	£2,641.08	£528.22	£3,169.30	BACS
14/03/2023	9528700	Suffolk County Council	Unit 309 Rattlers Road - Lantern	£453.74	£90.75	£544.49	BACS
28/03/2023	9529491	Suffolk County Council	Street Lighting Main/Energy	£38,891.75	£7,778.35	£46,670.10	BACS
15/03/2023	57476	West Suffolk College	Excel Course - Mrs Allen/Prior	£250.00	£0.00	£250.00	BACS
17/03/2023	1085527984	Stannah Lift Services Ltd	Quarterly Lift Service	£116.67	£23.33	£140.00	BACS
20/03/2023	SINV01892808	Ian Smith Group Ltd	Stationery & Toilet Rolls	£82.37	£16.47	£98.84	BACS
25/03/2023	2309	B.R.P.F.	Rent	£550.00	£0.00	£550.00	BACS
29/03/2023		Mrs A Barnes	Reim. Obelisks, Coron. Items	£105.46	£10.01	£115.47	BACS
30/03/2023		Mr G Cock	Reim. Cleaning Mats, Mileage	£92.92	£1.32	£94.24	BACS
31/03/2023	255794	Fengate Fasteners Ltd	PPE	£240.57	£48.11	£288.68	BACS
31/03/2023	20230000306	Finevale Service Station	Fuel	£108.70	£21.73	£130.43	BACS
05/04/2023		HMRC	NICS	£2,382.54	£0.00	£2,382.54	BACS

#### 11 TO RECEIVE INCOME AND EXPENDITURE STATEMENTS AGAINST BUDGET FOR FEBRUARY 2023

The Income and Expenditure Statement against Budget for February 2023 was received.

#### 12 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 3<sup>rd</sup> April 2023.

The minutes from the above Planning Committee Meeting were noted and received. Cllr Lukaniuk noted a typo error which the Clerk assured Council that this would be amended.

#### 13 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 Wittam

Resolution Record No: **BTC/209/11/Apr/23**

**CARRIED:** Unanimous

Signed.....

## BRANDON TOWN COUNCIL

Confidential Minutes  
of the Full Brandon Town Council Meeting  
held at Old School House, Market Hill, Brandon on Tuesday 11th April 2023 at 7pm

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

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

- Of the Brandon Town Council Meeting of Monday 13th March 2023.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr N Vant

Resolution Record No: **BTC/210/11/Apr/23**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH MARCH 2023 BE APPROVED.

### 15 MATTERS ARISING

None.

### 16 RESOLUTION from Cllr S Skinner No. 428

Brandon Town Council resolves to approve payment for the Commercial Combined Insurance for the year 2023/24.

Cllr Lukaniuk queried what the policy covered. The Clerk offered a copy of the policy which he had brought to the meeting. A short debate took place regarding this item. A vote took place.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/211/11/Apr/23**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE PAYMENT FOR THE COMMERCIAL COMBINED INSURANCE FOR THE YEAR 2023/24.

Signed.....

## 17 QUOTES

### 17.1 RESOLUTION from Cllr S Skinner No. 429

To consider quotation to reduce three Yew trees in the churchyard by approximately 20-25% and remove all brushwood and debris.

A general discussion took place regarding this issue. It was agreed by all that as no monies had been budgeted for this work in the 2023/24 year the general opinion was that this work was unnecessary.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/212/11/Apr/23**

**FAILED:** Unanimous

The Clerk raised the issue of the costs to repair and maintain the street lighting in Brandon which were exhibiting large unbudgeted expenditure. A short discussion took place.

The meeting closed at 8.02pm

Signed.....