

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held at the Church Institute, London Road, Brandon on Monday 13th June 2022 at 7pm

**Present:** Cllr S Skinner (Chair), 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 C Whiteman

**Also Present:** 2 members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr J Lloyd-Blackwell - not in receipt of emailed agenda. Cllr P Wittam - apologies received via Cllr Lukaniuk.
- 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 was unable to attend the meeting. He did however email the following:-  
All three Fighter Squadrons completed routine training sorties in the UK throughout May to retain competency and currency on the aircraft.  
During the Memorial Day weekend, the 492<sup>nd</sup> FS participated in a flyover of Cambridge University and the 494<sup>th</sup> FS participated in a flyover of Normandy. 48FW suspended flying activity over the QPJ Bank Holiday weekend.  
Suffolk Show (31 May – 1 Jun 22). USVF provided a large footprint in the Military Village at the Suffolk Show. Security Forces, Military Working Dogs, Special Ops Wg, Medical, Fire, Flying Squadrons, Logistics and Fitness capabilities were all represented at the Show. In addition, the Honour Guard and a marching contingent of USVF personnel also participated in the QPJ Pageant Parade at the Suffolk Show.  
In response to the issues raised at the last Council meeting, “I spoke with the 48FW Operations Group and the Runway 06 departure routes are currently being reviewed by the team to see whether high power climbs over Brandon can be reduced when operating of Runway 06.” An update is to be provided at the next meeting.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**  
- Of the Brandon Town Council Meeting of Monday 9th May 2022.  
Cllr Ridgwell asked that wording be added to item 17 to state what was actually being voted on as it was unclear. He also corrected the vote count which was incorrect. The Clerk will get the amendments made.  
**Proposer:** Cllr S Skinner  
**Seconder:** Cllr J Hughes  
Resolution Record No: **BTC/31/13/Jun/22**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 9TH MAY 2022 BE APPROVED.

Signed.....

- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 9<sup>th</sup> May 2022.  
Cllr Lukaniuk queried if the gentleman that had requested help for a school placement for their child at the last meeting had received assistance. The Clerk stated that Cllr Lloyd-Blackwell had been dealing with this issue.
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.  
Cllr Skinner wished to thank all concerned with the Jubilee weekend, for their time and effort.
- 7 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.  
Report was received.

Cllr C Whiteman arrived at 7.25pm.

- 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 N Vant  
Resolution Record No: **BTC/32/13/Jun/22**  
**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

Cllr Lukaniuk stated that whilst Norfolk were giving subsidy for the bus services, Suffolk would not be doing so. He further stated that he had been invited to the open day of the Brandon and District Model Engineering Society and wished to apologise that he had not appreciated the skills and efforts that the club put into their work.

Cllr Moore asked if we had received a grass cutting schedule yet as he wished to make sure that the areas around Wellington Close were cut properly. Cllr Lukaniuk added that things are not being done when they should be.

Cllr Moore commented that it would appear people are not clearing up after their dogs again and asked if more notices could be placed. A general discussion ensued about the issue of grass cutting. A member of the public stated that an area of land in Thetford Road adjacent to Braundon Court requires attention. The Clerk was to speak to Havebury Housing about this issue. They also added that land which the West Suffolk grass cutting contractors were unable to cut is becoming an eyesore, again the Clerk is to chase this point.

Another member of the public asked for assistance regarding the parking of customers to the Chinese takeaway on London Road as they were on occasion blocking the entrance to their property.

Cllr Ridgwell asked if there was any way that the land once occupied by the bingo hall could be purchased to be used as a car park.

THE CHAIRMAN RECONVENED THE MEETING.

Signed.....

## 9 CORRESPONDENCE

- Letter of thanks - Festival of Suffolk 2022 – Torch Relay – information was received.

## 10 ACCOUNTS To approve the payments for May 2022.

Cllr Lukaniuk queried the purchase of the chain harrow. The Clerk confirmed that this was to remove and flatten molehills and to improve the quality of the grass.

**Proposer:** Cllr S Skinner

**Seconded:** Cllr P Etherington

Resolution Record No: **BTC/33/13/Jun/22**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR MAY 2022.

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
29/04/2022		AOS Online	Refuse Sacks	£70.92	£14.18	£85.10	BACS
03/05/2022	141	Face It Face Painting	QJ Event	£250.00	£0.00	£250.00	BACS
04/05/2022		DJ Jay Disco & Enter.	QJ Event	£400.00	£0.00	£400.00	BACS
05/05/2022		Mrs A Barnes	Reimbursement - Key Cutting	£29.50	£0.00	£29.50	BACS
05/05/2022		Mrs A Barnes	Reimbursement - QJ Rivets	£36.00	£0.00	£36.00	BACS
06/05/2022	K45859	Ernest Doe & Sons Ltd	4ft Drag Harrow	£286.00	£57.20	£343.20	BACS
12/05/2022		Fledgelings Pre-School	S137 Grant	£2,082.00	£0.00	£2,082.00	BACS
12/05/2022		Brandon Festival	S137 Grant	£1,000.00	£0.00	£1,000.00	BACS
12/05/2022		Happy to Sing Choir	S137 Grant	£500.00	£0.00	£500.00	BACS
13/05/2022		Tillys Tearooms	Torch Relay Refreshments	£75.70	£0.00	£75.70	BACS
20/05/2022		Friends of IES Breckland	Prom - Chairmans Donation	£50.00	£0.00	£50.00	BACS
16/05/2022	2022/00706	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
17/05/2022	12	Uncle Mick Deckchairs	Deckchair Hire - QJ	£270.00	£0.00	£270.00	BACS
25/05/2022		CNC Group	Teddy Bears - QJ Event	£200.00	£40.00	£240.00	BACS
12/05/2022		The Toy Den	Market Hill QJ Event	£120.00	£0.00	£120.00	BACS
16/03/2022	1247482294	Trade UK	Acrylic - Notice Board	£17.50	£3.50	£21.00	Direct Debit
21/04/2022	M053 B3	BT	Phone OSH	£39.72	£7.94	£47.66	Direct Debit
22/04/2022	M029 W&	BT	Phone OSH	£32.79	£6.56	£39.35	Direct Debit
08/05/2022	Q017 HW	BT	Phone OSH	£178.60	£35.72	£214.32	Direct Debit
03/05/2022	116554	Cranberry Comms.	Microsoft 365 Subscription	£130.10	£26.02	£156.12	Direct Debit
09/05/2022	1516711	Everflow Water	Water OSH	£24.51	£0.00	£24.51	Direct Debit
18/05/2022	1545142	Everflow Water	Water OSH	£37.58	£0.00	£37.58	Direct Debit
14/05/2022	954890272	British Gas	Gas OSH	£83.81	£4.19	£88.00	Direct Debit
07/05/2022		Siemens	Photocopier - Quarterly Rental	£472.00	£94.40	£566.40	Direct Debit
03/05/2022	A292-0008	E.ON	Electric Pillar 8 Market Hill	£84.53	£4.23	£88.76	Direct Debit
05/05/2022	6C32-0007	E.ON	Electric OSH	£159.83	£7.99	£167.82	Direct Debit
09/05/2022	5A54-0008	E.ON	Electric Pillar 9 Market Hill	£27.01	£1.35	£28.36	Direct Debit
09/05/2022	1C56-0007	E.ON	Electric Christmas Tree Pillar	£21.76	£1.09	£22.85	Direct Debit
09/05/2022	3E73-0009	E.ON	Electric New Yard	£202.64	£10.13	£212.77	Direct Debit
28/05/2022	1178310	West Suffolk Council	Trade Waste	£69.32	£0.00	£69.32	Direct Debit

Signed.....

04/05/2022	arc677-0010	TownsWebArchiving	Burial Records Search - 1 Year	£271.85	£54.37	£326.22	BACS
04/05/2022	65827	BladeMaster	Servicing Mower Blades	£15.00	£3.00	£18.00	BACS
05/05/2022	2989	Evolution Town Plan.	New Cem. Fees 25/1 to 4/5	£1,632.60	£326.52	£1,959.12	BACS
09/05/2022	1190144	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
12/05/2022	K46193	Ernest Doe & Sons Ltd	Strimmerline	£50.00	£10.00	£60.00	BACS
13/05/2022	SINV01851025	Ian Smith Group Ltd	A4 Paper - QJ Flyer	£67.90	£13.58	£81.48	BACS
16/05/2022	29740	Rialtas Business Sols	Accounts Year End Close	£600.00	£120.00	£720.00	BACS
19/05/2022	61778	Budget Computers	CCTV Online	£80.00	£0.00	£80.00	BACS
19/05/2022	56392	Chase Timber Products	Posts for Notice Board	£25.94	£5.19	£31.13	BACS
30/05/2022	56484	Chase Timber Products	Post Mix - QJ	£45.00	£9.00	£54.00	BACS
31/05/2022	56543	Chase Timber Products	Post Mix - QJ	£16.00	£3.20	£19.20	BACS
25/05/2022	AA08323	Ayentee Accountancy	Internal Audit	£750.00	£150.00	£900.00	BACS
27/05/2022	72084	Alan R. Cross & Son	New Fire Detector - New Yard	£181.85	£36.37	£218.22	BACS
31/05/2022		Mr G Cock	Reim. Postage, Clean. Mats.	£26.10	£0.54	£26.64	BACS
31/05/2022	238693	Fengate Fasteners Ltd	QJ, Padlocks, PPE, Town Costs	£350.54	£70.11	£420.65	BACS
31/05/2022	20220000529	Finevale Service Station	Fuel	£223.43	£44.68	£268.11	BACS
05/06/2022		HMRC	NICS	£2,299.63	£0.00	£2,299.63	BACS

## 11 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL 2022

The Income and Expenditure Statement against Budget for April 2022 was received.

## 12 RESOLUTION from Cllr S Skinner No. 415

Brandon Town Council resolves to seek sponsorship for Town Council planters.

Cllr Skinner outlined the resolution which was envisaged to enhance and improve the current planting. A vote then ensued.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/34/13/Jun/22**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO SEEK SPONSORSHIP FOR TOWN COUNCIL PLANTERS.

## 13 TO APPROVE Brandon Remembrance Playing Fields Grant request for 50% of their allocation.

A general discussion ensued regarding the communication from the Brandon Remembrance Playing Field trustees.

Cllr Palmer requested that a named vote take place.

For: Cllr Whiteman, Cllr Lukaniuk, Cllr Atkins, Cllr Hughes, Cllr Skinner, Cllr Annear, Cllr Moore, Cllr Vant, Cllr Ridgwell, Cllr Palmer

Against: Cllr Brabbs, Cllr Etherington

**Proposer:** Cllr S Skinner

**Seconder:** Cllr D Palmer

Resolution Record No: **BTC/35/13/Jun/22**

**CARRIED:** By majority vote: 10 for, 2 against.

Signed.....

BRANDON TOWN COUNCIL RESOLVES TO APPROVE BRANDON REMEMBRANCE PLAYING FIELDS GRANT REQUEST FOR 50% OF THEIR ALLOCATION.

- 14 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 6th June 2022.  
The minutes from the last Planning Meeting were noted and received.

**15 REVIEW OF INVENTORY OF LAND AND ASSETS**

The Clerk explained the addition of the items to the previous year's list. A vote ensued.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/36/13/Jun/22**

**CARRIED:** Unanimous

**16 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 J Hughes

Resolution Record No: **BTC/37/13/Jun/22**

**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 13th June 2022 at 7pm

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

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

- Of the Brandon Town Council Meeting of Monday 9th May 2022.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/38/13/Jun/22**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 9TH MAY 2022 BE APPROVED.

### 18 MATTERS ARISING – None.

### 19 ANNUAL RETURN AND FINANCIAL STATEMENT FOR YEAR ENDING 2021/22

19.1 To resolve to approve Section 1 of the Annual Governance Statement 2021/22.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/39/13/Jun/22**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2021/22.

19.2 To resolve to approve Section 2 of the Annual Governance Statement 2021/22.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr C Whiteman

Resolution Record No: **BTC/40/13/Jun/22**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE SECTION 2 OF THE ANNUAL GOVERNANCE STATEMENT 2021/22.

The meeting closed at 8.10pm

Signed.....