

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 8th November 2021 at 7pm

Present: Cllr S Skinner (Chair), Cllr S Annear, Cllr B Brabbs, Cllr P Etherington, Cllr J Hughes, Cllr J Lloyd-Blackwell, Cllr V Lukaniuk, Cllr D Moore, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

Also Present: 5+ members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr L Atkins, Cllr D Palmer
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr S Skinner - Non-pecuniary interest - items 17 and 18. Cllr P Etherington, Cllr P Ridgwell, Cllr V Lukaniuk – Non-pecuniary interests – item 13.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
Sqn Ldr Geary reported to Council that the 494th Squadron had returned from operations and Lakenheath had a full compliment of squadrons on base. Members of RAF Lakenheath had taken part in a simulated crash exercise at RAF Honnington which proved successful. The High Sheriff and Lord Lieutenant of Suffolk had visited RAF Lakenheath on 21st October. The visit highlighted issues with surrounding roads and housing of base personnel. Sqn Ldr stated that he and his wife will be attending the Remembrance Day service in Brandon, with Capt. Trujillio-Castrillo. Lastly he stated the F35's will start arriving on base in early December.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 11th October 2021.
Proposer: Cllr N Vant
Seconder: Cllr P Etherington
Resolution Record No: **BTC/105/08/Nov/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 11TH OCTOBER 2021 BE APPROVED.

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

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

One application was received. The Declaration of Acceptance of Office was duly signed and Register of Interests will be returned in due course to the office. The new member to the Council was Clark Whiteman.

Signed.....

6 MATTERS ARISING for information exchange only of the Full Council Meeting of 11th October 2021.

Cllr Ridgwell stated that he had spoken to the residents of the property adjoining Monkey Stiles and they had assured him that the hedge would be cut back in January. He further stated that he had observed Council machines in and around the Saint's estates removing weeds and debris.

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

The Chairman, Cllr Skinner brought to the table the issue of the street lighting in Brandon which had been discussed previously and asked Cllr Lloyd-Blackwell to elaborate on work she had completed on the subject. Cllr Lloyd-Blackwell informed Council that having completed a full survey of the street lighting in Brandon including the industrial area she had found thirty-seven lighting fixtures inoperative, not including the Brandon Leisure Centre which had no lighting at all for people attending the recycling area.

Cllr Lukaniuk reported that the four streetlights in Boundary Close were still the property of the site developers as they had not been adopted by West Suffolk Council. Cllr Lukaniuk proceeded to ask if Brandon Town Council owns the planters in the High Street. Cllr Skinner confirmed that we are the custodian's although Brandon in Bloom are responsible for the operation and maintenance.

Cllr Whiteman asked if we own the street lighting in Brandon and who pays for the lighting.

Cllr Vant explained the situation. Cllr Lukaniuk stated that we only own approximately one hundred. The Clerk corrected that statement, stating that Brandon Town Council is currently responsible for five hundred and fifty-one.

Cllr Lloyd-Blackwell suggested that Councillors each take a turn to survey the lighting fixtures in Brandon.

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, this will include reports from County, District and Town Councillors also Community Group Representatives.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/106/08/Nov/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A resident thanked the Town Keepers for their efforts and diligence carrying out their tasks within the town. The resident remarked that the road markings onto Thetford Road have become badly worn and the road surface at the junction of George Street and Thetford Road had again broken up with a large pothole being formed. Cllr Lukaniuk replied to the resident comments that the estimated waiting time to get road markings replaced was approximately two years. He added that the road surface adjoining the railway crossing was particularly bad, but the problem with this position is that no road works can take place within a specified distance of the railway tracks.

A member of the public commented that many vehicles were now parking on green areas.

Cllr Wittam stated that he would pursue this issue.

Signed.....

Cllr Lukaniuk reported that the HGV review was currently taking place. The wall adjoining Old School House which had been demolished some time ago was planned to be repaired in the next few weeks. A number of Polish children from the area visited the Brandon Cemetery and were impressed with its presentation.

Cllr Wittam reported in his capacity as District Councillor that he had attended a meeting of local Councils (ex-Forest Heath) at Beck Row, along with Cllr Lukaniuk and the Town Clerk. He reported that a number of the issues discussed were similar between the local Councils, these being street lighting, weed clearance of roads and footpaths and general maintenance. He further reported that an officer from Suffolk County Council had recently visited Brandon and was disturbed by the HGV traffic in the High Street. Cllr Lukaniuk suggested that more investment in general maintenance of the infrastructure is needed.

Cllr Ridgwell informed Council that the Heritage Centre is now closed and will reopen Easter next year.

THE CHAIRMAN RECONVENED THE MEETING.

10 CORRESPONDENCE

- Suffolk County Council – Road Closure – information received.
- Dept. for Environment Food & Rural Affairs – Notice - Nitrate Pollution Prevention Regs – information received. The Clerk outlined the nature of the notice received.
- Email from Susan Smith – Request for a grit bin on Teal Walk – information received.

11 ACCOUNTS To approve the payments for October 2021.

The Clerk brought to the Councillors attention the sheet which was circulated at the meeting which showed two items that had been unavailable at the time of the agenda being circulated.

Cllr Ridgwell queried a number of accounts for payment, this was explained to him in detail by the Clerk and Cllr Vant.

Proposer: Cllr P Etherington

Seconder: Cllr J Hughes

Resolution Record No: **BTC/107/08/Nov/21**

CARRIED: Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
30/09/2021	2828	P & R Garden Supplies	Plants for BIB Planters	£2,013.73	£402.74	£2,416.47	BACS
01/10/2021	1000164994	Christmas Tree World	Christmas Tree - 1/2 Payment	£5,095.00	£969.50	£6,064.50	BACS
30/09/2021	814233	G Signs & Design Ltd	Road Closure Signs	£252.50	£50.50	£303.00	BACS
04/10/2021	2021/0010	Church Institute	Hire of Hall for Council Meet.	£105.00	£0.00	£105.00	BACS
01/10/2021	2164	FX Live Ltd	Snow Machine - Xmas - 1/2 Pay	£365.00	£73.00	£438.00	BACS
08/10/2021	11021330	Archant Comm. Media	Advert - Road Closure	£355.29	£71.06	£426.35	BACS
05/10/2021		Brandon Rem. Play.	Grant - First Half	£14,514.00	£0.00	£14,514.00	BACS
14/10/2021		AbbeyCroft Leisure	Grant	£3,000.00	£0.00	£3,000.00	BACS
13/10/2021	2021/0012	Church Institute	Hire of Hall for Council Meet.	£45.00	£0.00	£45.00	BACS
14/10/2021		Mrs A Barnes	Reimbursement - Xmas	£152.54	£0.00	£152.54	BACS
15/10/2021	INV114121	Progreen Weed Control	Weed Killer for High Street	£107.75	£21.55	£129.30	BACS
15/10/2021		DJ Jay Disco & Enter.	Entertainment for Xmas Event	£380.00	£0.00	£380.00	BACS
01/10/2021	1000164994	Christmas Tree World	Christmas Tree - Final Payment	£5,095.00	£969.50	£6,064.50	BACS
26/10/2021	2959	Benberts Ltd	Santa Suit - Xmas Event	£176.21	£35.24	£211.45	BACS
22/10/2021	11936	Apex Signs	Signs for Planters	£1,188.00	£237.60	£1,425.60	BACS

Signed.....

17/09/2021	3E73-0001	E.ON	Electric New Yard	£48.33	£2.42	£50.75	Direct Debit
07/10/2021	755A-0001	E.ON	Electric Cemetery Yard	£11.07	£0.55	£11.62	Direct Debit
07/10/2021	1C56-0001	E.ON	Electric Xmas Tree Pillar	£0.10	£0.00	£0.10	Direct Debit
07/10/2021	A292-0001	E.ON	Electric Pillar 8 Market Hill	£31.72	£1.59	£33.31	Direct Debit
07/10/2021	5A54-0001	E.ON	Electric Pillar 9 Market Hill	£5.29	£0.26	£5.55	Direct Debit
07/10/2021	3E73-0002	E.ON	Electric New Yard	£46.61	£2.33	£48.94	Direct Debit
12/10/2021	H1A5B5CF9B	E.ON	Electric OSH	£94.86	£4.74	£99.60	Direct Debit
21/09/2021	961760144	British Gas	Gas OSH	£37.11	£1.85	£38.96	Direct Debit
21/09/2021	M046 IK	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/09/2021	M022 4B	BT	Phone OSH	£19.74	£3.95	£23.69	Direct Debit
02/10/2021	9544068	Wave - Anglian Water	Water Cemetery Yard	£43.35	£0.00	£43.35	Direct Debit
04/10/2021	116092	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
18/10/2021	1193709	Everflow	Water OSH	£16.83	£0.00	£16.83	Direct Debit
25/10/2021		Creative Pension Trust	Pensions - October	£416.64	£0.00	£416.64	Direct Debit
26/10/2021	97343639	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
28/10/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
04/10/2021	54108	Chase Timber Products	Christmas Lighting	£38.00	£7.60	£45.60	BACS
06/10/2021	SINV01816486	Ian Smith Group Ltd	Stationery	£14.67	£2.93	£17.60	BACS
11/10/2021	70862	Alan R. Cross & Son	Fix Lights on Victoria Avenue	£84.00	£16.80	£100.80	BACS
11/10/2021	70879	Alan R. Cross & Son	Replace Faulty Smoke Detector	£132.77	£26.55	£159.32	BACS
18/10/2021	101043	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
19/10/2021	21083	Amberol Limited	Planters for BTC & BIB	£10,946.73	£2,189.35	£13,136.08	BACS
20/10/2021	3754 AGZ630	Travis Perkins Ltd	Yard Repair	£23.57	£4.71	£28.28	BACS
20/10/2021	3754 AGZ643	Travis Perkins Ltd	Yard Repair	£33.56	£6.71	£40.27	BACS
25/10/2021	2856	P & R Garden Supplies	Compost re BIB Planters	£104.17	£20.83	£125.00	BACS
26/10/2021		Mr G Cock	Reimb. Zoom, Digital Ocean	£71.19	£0.75	£71.94	BACS
29/10/2021	226225	Fengate Fasteners Ltd	Consumables	£14.28	£2.86	£17.14	BACS
29/10/2021	226226	Fengate Fasteners Ltd	Ladder	£210.00	£42.00	£252.00	BACS
31/10/2021	20210001024	Finevale Service Station	Fuel	£123.20	£24.63	£147.83	BACS
05/11/2021		HMRC	NICS	£1,542.57	£0.00	£1,542.57	BACS

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR SEPTEMBER 2021

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

13 GRANT APPLICATION discussion to consider S137 grants from Shoestring Theatre Company, Brandon Heritage Centre and 1st Brandon Scout Group.

A short discussion ensued regarding the grant application from Shoestring Theatre Company and a vote ensued.

Proposer: Cllr J Lloyd-Blackwell

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/108/08/Nov/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM SHOESTRING THEATRE COMPANY FOR £620.

Signed.....

In regard to the grant application from the Heritage Centre, Cllr Vant queried if Brandon Town Council has sufficient budgeted grant money available. The Clerk replied that to satisfy all applications would take all the budgeted funds. Cllr Lukaniuk stated that money held as savings should not preclude a group receiving grant money. Cllr Ridgwell informed the Council that the money was to purchase uniforms for display purposes. Cllr Wittam added that the Council should support the Heritage Centre. Cllr Annear stated that District and County Councillors have their locality budgets which could be used for this purpose. A vote then ensued.

Proposer: Cllr V Lukaniuk

Seconder: Cllr C Whiteman

Resolution Record No: **BTC/109/08/Nov/21**

FAILED: By majority vote: 4 for, 7 against, 1 abstention.

A short discussion ensued regarding the grant application from 1st Brandon Scout Group. Cllr Vant noted from the application that the monies are required for serious repairs to the electrical system discovered whilst upgrading the building. Cllr Annear added that the Scout organisation are paying a percentage of the costs from their own funds. A vote then ensued.

Proposer: Cllr D Moore

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/110/08/Nov/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM 1ST BRANDON SCOUT GROUP FOR £2000.

- 14 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 1st November 2021.
The minutes from the last Planning Meeting were noted and received.

- 15 TO NOTE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING** of 26th October 2021.
The minutes from the last New Cemetery Working Party Group were noted and received.

16 RESOLUTION from Cllr P Etherington No. 400

The New Cemetery Working Party recommends to the Full Council that the proposed cemetery project proceeds.

Cllr Etherington opened the discussion. Cllr Wittam contested the need to proceed at this time.

Cllr Etherington explained the process we are required to follow. Cllr Vant adding that this project has been thirty years in fruition. Cllr Lukaniuk queried the situation with the public consultation.

Cllr Skinner updated Councillors in regard of the current situation. A vote was then taken.

Proposer: Cllr P Etherington

Seconder: Cllr N Vant

Resolution Record No: **BTC/111/08/Nov/21**

CARRIED: By majority vote: 8 for, 3 against, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES THAT THE PROPOSED CEMETERY PROJECT PROCEEDS.

Signed.....

17 RESOLUTION from Cllr S Skinner No. 401

The New Cemetery Working Party recommends that a professional ITT expert, to handle the tendering process.

Cllr Skinner introduced the subject and described the process of tendering. Cllr Lukaniuk queried what details would be included. Cllr Skinner replied with some detail of inclusions. A vote then ensued.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/112/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO RECOMMEND THAT A PROFESSIONAL ITT EXPERT TO HANDLE THE TENDERING PROCESS.

18 RESOLUTION from Cllr S Skinner No. 402

The New Cemetery Working Party recommends to employ a Professional to write a business plan for the New Cemetery.

Cllr Skinner opened the discussion and explained the need for the business plan. Cllr Whiteman queried how long we have before the old cemetery is full. Cllr Etherington gave a brief explanation in answer to this point. A vote then ensued.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTC/113/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO EMPLOY A PROFESSIONAL TO WRITE A BUSINESS PLAN FOR THE NEW CEMETERY.

19 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 D Moore

Resolution Record No: **BTC/114/08/Nov/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 8th November 2021 at 7pm

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

20 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 11th October 2021.

Proposer: Cllr P Etherington

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/115/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE
FULL COUNCIL MEETING OF MONDAY 11TH OCTOBER 2021 BE APPROVED.

21 STAFFING

22 MATTERS ARISING

Cllr Lukaniuk queried when the trees in the cemetery would be attended to. The Clerk informed them that the contractor is due to start early January.

The meeting closed at 9.02pm

Signed.....