

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Annual General Meeting
held virtually using Zoom on Wednesday 5th May 2021 at 7.00pm

Present: Cllr P Wittam (Chair), Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, 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: 1+ member of the public.

1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors Skinner and Wittam were nominated and seconded.
Cllr Skinner was proposed by Cllr Etherington and seconded by Cllr Moore.
Cllr Wittam was proposed by Cllr Lukaniuk and seconded by Cllr Ridgwell.
A vote duly took place. Cllr Skinner was duly elected as Chair by majority vote.
Resolution Record No: **BTC/01/05/May/21**
CARRIED: By majority vote: 9 Skinner, 3 Wittam, 1 abstention.

BRANDON TOWN COUNCIL ELECTS CLLR S SKINNER AS THE NEW CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS NOTED.

Due to Covid regulations the Declaration of Acceptance of Office will be signed in the presence of the Town Clerk within seven working days.

2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors Wittam and Etherington were nominated and seconded.
Cllr Wittam was proposed by Cllr Lukaniuk and seconded by Cllr Ridgwell.
Cllr Etherington was proposed by Cllr Skinner and seconded by Cllr Lloyd-Blackwell.
A vote duly took place. Cllr Etherington was duly elected as Vice Chair by majority vote.
Resolution Record No: **BTC/02/05/May/21**
CARRIED: By majority vote: 9 Etherington, 3 Wittam, 1 abstention.

BRANDON TOWN COUNCIL ELECTS CLLR P ETHERINGTON AS THE NEW VICE CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS NOTED.

Due to Covid regulations the Declaration of Acceptance of Office will be signed in the presence of the Town Clerk within seven working days.

3 APOLOGIES for absence and approval of reasons tendered.
Cllr S Corciulo

4 DECLARATION OF INTEREST and additions to Members Register of Interest.
Cllr P Etherington – Non-pecuniary interest – item 33.1.

Signed.....

5 TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH

Sqn Leader Turnbull did not attend the meeting.

6 TO RECEIVE AND CONFIRM MINUTES

- Of the Brandon Town Council Meeting of Monday 12th April 2021

Cllr Ridgwell commented that reference to World War 2 was incorrect as the minutes should have referenced the Korean War. The Clerk noted this, and the amendment would be made.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/03/05/May/21**

CARRIED: By majority vote: 12 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH APRIL 2021 BE APPROVED.

7 MATTERS ARISING for information exchange only of the Full Council meeting of 12th April 2021 – None.

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

9 TO RECEIVE WRITTEN REPORTS from County and District Councillors, Working Party and Community Groups Representatives

Cllr Lukaniuk as District Councillor reported the old bingo hall was being dismantled. The roof is not asbestos but a concrete product and was being unbolted and being dropped into the interior of the building to be taken away. The plaque which Council approved at the last meeting had been fixed to the memorial bench.

Cllr Ridgwell informed Council that the Heritage Centre reopens on Saturday 22nd May 2021.

Cllr Vant reminded the District Councillors that a resident had previously raised concerns that Councils in the old Forest Heath area paid for their estate lighting, whereas those in the St Edmundsbury Council did not. He further commented that the Council Tax in the Brandon area is being raised to meet that of the old St Edmundsbury area, but we will still be expected to pay for the cost of our estate lighting, but those outside of the old Forest Heath area will not. He asked that our District Councillors please address this issue. Cllr Lukaniuk replied that this arrangement had been in place for decades. He stated that he would discuss the matter with the Clerk to investigate how this matter could be taken forward. He assured the meeting that he would make further enquiries. Cllr Wittam agreed with Cllr Lukaniuk's statement and added that it was previous Council's that had accepted responsibility for the estate lighting, and it would now be a difficult task to reverse the situation. He assured the meeting that Brandon's District Councillors would persevere at District level on this issue. Cllr Palmer agreed to work with the other District Councillors.

10 TO RECEIVE WRITTEN REPORT from the Town Clerk

Report was received.

Signed.....

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

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/04/05/May/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A member of the public congratulated those elected as Chair and Vice Chair. They commented that there had been no planning applications made in Weeting. They further informed Council that Roy Brame had been elected Chair of Breckland Council, with Mike Nairn as Vice Chair. They suggested that Brandon Festival maybe asking for some grant funding in the future. The member of the public further commented on the poor state of repair on the Brandon industrial area, he remembered that there used to be a team tasked with keeping the area maintained, but this seems to no longer be the case. Cllr Skinner agreed with this comment and asked that the Town Clerk write a letter to West Suffolk on the matter.

THE CHAIRMAN RECONVENED THE MEETING

12 CORRESPONDENCE

- Ministry of Housing, Communities & Local Government – Welcome Back Fund – information was received. The Clerk stated he was aware of some funds being held by West Suffolk that were available to premises with outside seating areas for the provision of additional tables and chairs. The Clerk had been in conversation with Cllr Lukaniuk regarding two premises that may wish to take up the offer.

13 ACCOUNTS to approve the payments for April 2021.

Cllr Ridgwell queried payments made regarding the skip located at the new cemetery yard. The Clerk confirmed that Brandon Town Council did own the skip and that it is been observed the bottom section had become rotten so required welding and repairing. Following repairs, it was thoroughly cleaned and repainted by Council staff. The Clerk stated that the cost of a new skip would be approximately £1500, the repairs and refurbishment would allow the skip to continue in use for a number of years, by which time alternative means of disposal of waste maybe in place. Further debate took place between the Clerk and Cllr Ridgwell on the subject.

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/05/05/May/21**

CARRIED: Unanimous

Signed.....

Brandon Town Council
Full Council Meeting
Wednesday 5th May 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
12/04/2021	415378	Clarkes of Walsham Ltd	Legs for Notice Board OSH	£96.60	£19.32	£115.92	BACS
13/04/2021	100868	Culford Waste Ltd	Trade Waste	£241.67	£48.33	£290.00	BACS
16/04/2021	160421/76	Trade Paints (UK) Ltd	Paint for Skip	£44.15	£8.83	£52.98	BACS
23/04/2021		CMS		£45.00	£0.00	£45.00	BACS
01/04/2021	115690	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
02/04/2021	8767918	Wave - Anglian Water	Water Cemetery Yard	£32.29	£0.00	£32.29	Direct Debit
01/04/2021		Creative Pension Trust	Pensions	£309.44	£0.00	£309.44	Direct Debit
19/03/2021	962689048	British Gas	Gas OSH	£105.09	£5.25	£110.34	Direct Debit
21/03/2021	M040 VU	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/03/2021	M016 F5	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
29/03/2021	H19A786F86	E.ON	Electric Pillar 8 Market Hill	£11.55	£0.58	£12.13	Direct Debit
29/03/2021	H19A712A13	E.ON	Electric Cemetery Yard	£10.72	£0.54	£11.26	Direct Debit
30/03/2021	H19A7962D0	E.ON	Electric Pillar 9 Market Hill	£7.70	£0.39	£8.09	Direct Debit
05/04/2021	97343632	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/04/2021	933921	Everflow	Water OSH	£34.14	£0.00	£34.14	Direct Debit
26/04/2021		Creative Pension Trust	Pensions	£331.57	£0.00	£331.57	Direct Debit
28/04/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
29/03/2021	1127	SC Construction Sols.	New Cemetery Survey	£425.00	£85.00	£510.00	BACS
31/03/2021	52174	Chase Timber Products	Ashes Plots - Cemetery	£89.60	£17.92	£107.52	BACS
20/04/2021	52405	Chase Timber Products	The Lode - Fencing	£123.64	£24.74	£148.38	BACS
06/04/2021	101100	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
14/04/2021	107668	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
01/04/2021	24373	S.A.L.C.	Membership Subscription	£1,236.30	£0.00	£1,236.30	BACS
12/04/2021	24708	S.A.L.C.	Councillor Training	£600.00	£120.00	£720.00	BACS
07/04/2021	116339	AOS Online LLP	Refuse Sacks	£59.40	£11.88	£71.28	BACS
16/04/2021	5271	Ace Drainage Ltd	Unblock OSH Drains	£95.00	£19.00	£114.00	BACS
19/04/2021	23764	Hyprosteps Ltd	Skip Repairs	£440.00	£88.00	£528.00	BACS
27/04/2021	69930	Alan R Cross & Son	Fire Alarm Problem	£80.00	£16.00	£96.00	BACS
28/04/2021	K24539	Ernest Doe & Sons Ltd	Pressure Washer Repair	£50.00	£10.00	£60.00	BACS
05/05/2021		HMRC	NICS	£1,583.36	£0.00	£1,583.36	BACS

Cllr Palmer stated he had another meeting to attend, the Clerk was aware of this matter and had received Cllr Palmer's apologies.

14 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MARCH 2021

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

15 REVIEW OF DELEGATION ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

The Clerk informed council that this item was included in the agenda as it was stated in our standing orders, he did not believe that this was relevant to this meeting at this time. The Chair accepted this point and if no councillors had any objection the meeting would move onto the next agenda item.

Signed.....

16 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

The Chair introduced the subject and asked the Clerk to elaborate. The Clerk again stated that this was a provision of the standing orders and related to the operating parameters of working parties and committees of Brandon Town Council. Cllr Etherington stated that as the New Cemetery Working Party had just been established and had only few meetings, she suggested that the Terms of Reference stand.

Cllr Lukaniuk raised issue with item ten of the Terms of Reference for the Planning Committee. A general discussion ensued regarding this matter culminating in Cllr Etherington suggesting that the Planning Committee resolve this at their next meeting and resubmit the document to full Council in a revised form for approval.

Cllr Skinner proposed that a vote is taken to defer the Terms of Reference for the Planning Committee until the next full Council meeting.

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/06/05/May/21**

CARRIED: Unanimous

Cllr Skinner proposed that a vote is taken to confirm the existing Terms of Reference for the New Cemetery Working Party as previously established.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/07/05/May/21**

CARRIED: Unanimous

17 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2021/22

- Brandon Neighbourhood Watch - Cllr P Ridgwell, Cllr J Hughes
- Brandon Remembrance Playing Fields - Cllr D Palmer, Cllr L Atkins
- SALC - Cllr D Palmer, Mr G Cock – Town Clerk

Proposer: Cllr N Vant

Seconder: Cllr S Skinner

Resolution Record No: **BTC/08/05/May/21**

CARRIED: By majority vote: 11 for, 1 abstention.

18 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2021/22

- East Ward Lighting Working Party - Cllr S Skinner, Cllr L Atkins
- Central Ward Lighting Working Party - Cllr J Lloyd-Blackwell,
- West Ward Lighting Working Party - Cllr J Hughes

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/09/05/May/21**

CARRIED: Unanimous

Signed.....

Brandon Town Council
Full Council Meeting
Wednesday 5th May 2021

- Planning Panel

- Cllr P Wittam, Cllr S Annear, Cllr D Moore,
- Cllr N Vant, Cllr B Brabbs, Cllr L Atkins,
- Cllr V Lukaniuk, Cllr J Lloyd-Blackwell

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/10/05/May/21**

CARRIED: Unanimous

- Cemetery Committee

- The Full Council

Proposer: Cllr P Wittam

Seconder: Cllr N Vant

Resolution Record No: **BTC/11/05/May/21**

CARRIED: Unanimous

- Emergency Panel. A general discussion took place regarding the merits of reworking the document or abolishing it completely. A vote ensued to defer a decision on this subject until a later date.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/12/05/May/21**

CARRIED: Unanimous

- New Cemetery Working Party – it was agreed that the existing members of the working party are retained, along with the addition of Cllr L Atkins.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTC/13/05/May/21**

CARRIED: Unanimous

- Christmas and Events Working Party

- Cllr L Atkins, Cllr S Annear, Cllr J Lloyd-Blackwell,
- Cllr J Hughes, Mrs A Barnes (MOS)

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/14/05/May/21**

CARRIED: Unanimous

19 APPOINTMENT OF ANY NEW COMMITTEES

Cllr Annear queried the addition of a committee for issues regarding the railway. It was explained that we already have a group monitoring development at the station. There were no other committees suggested or required.

Signed.....

20 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Cllr Vant stated he has no issues with the existing Standing Orders but raised issue with 5.21 and 5.22 of the Financial Regulations which appeared to contradict each other. Cllr Wittam commented on the benefits of the use of a petty cash system. A debate took place as to the amount that should be held. The Clerk stated that he could see both sides of the argument but from an operational point of view found the administration of a petty cash system onerous. He added that Brandon Town Council had accounts with many local suppliers and did not feel the need for a petty cash system.

Cllr Etherington suggested that the Council abide by the Clerk's decision. Cllr Skinner proposed that item 5.22 of the Financial Regulations be deleted.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/15/05/May/21**

CARRIED: By majority vote: 9 for, 2 against, 1 abstention.

A vote then ensued to approve existing Standing Orders.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/16/05/May/21**

CARRIED: Unanimous

21 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

The Clerk explained that this item was not applicable to Brandon Town Council but as it appeared on our Standing Orders to be reviewed it was included.

22 REVIEW OF INVENTORY OF LAND AND ASSETS

The Clerk advised that this was currently under review and would be reported back at a later date.

23 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER in respect of all insured risks

The Clerk assured Council of cover being in place and displayed the relevant documents.

24 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

The Clerk explained that we had membership subscriptions to SALC and The Federation of Burial and Cremation Authorities. Cllr Wittam requested costs of these subscriptions. Not voted on. Bring forward to next meeting.

Signed.....

Brandon Town Council
Full Council Meeting
Wednesday 5th May 2021

A debate between a number of Councillors ensued regarding the continuation of the meeting beyond the two-hour limit. The Clerk was consulted, who despite it being a very long day wished to finalise the meeting due to other impending work at the office. A vote ensued.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/17/05/May/21**

CARRIED: By majority vote: 9 for, 3 against.

At 9.08pm Cllr Wittam left the meeting, along with Cllr Ridgwell.

25 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Council reviewed and approved the existing Complaints Procedure.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/18/05/May/21**

CARRIED: Unanimous

26 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

Council reviewed and approved the existing procedures for handling requests made under the Freedom of Information Act 2000.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/19/05/May/21**

CARRIED: Unanimous

Procedures for handling requests made under the Data Protection Act 1998 is to be deferred to a later date.

Proposer: Cllr S Skinner

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/20/05/May/21**

CARRIED: Unanimous

27 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Clerk requested that the item be deferred as he was aware of new information becoming available.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/21/05/May/21**

CARRIED: Unanimous

Signed.....

28 TO DETERMINE the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council.

The Clerk stated that the venue may change but the dates were fixed.

Proposer: Cllr N Vant

Seconder: Cllr P Etherington

Resolution Record No: **BTC/22/05/May/21**

CARRIED: Unanimous

29 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING in the Town Council

Cllr Hughes stated she is a registered Safeguarding Officer, and the Clerk was to discuss the issue with her further personally outside of the meeting. The Chair proposed that the item was deferred until the Clerk had had a chance to talk to Cllr Hughes.

Proposer: Cllr N Vant

Seconder: Cllr P Etherington

Resolution Record No: **BTC/23/05/May/21**

CARRIED: Unanimous

30 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 J Lloyd-Blackwell

Resolution Record No: **BTC/24/05/May/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting Annual General Meeting
held virtually using Microsoft Teams on Wednesday 5th May 2021 at 7.00pm

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

31 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 12th April 2021.

Proposer: Cllr P Etherington

Seconder: Cllr N Vant

Resolution Record No: **BTC/25/05/May/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH APRIL 2021 BE APPROVED.

32 MATTERS ARISING.

Cllr Vant enquired regarding the painting of Old School House. The Clerk confirmed that the contractor had been contacted and they would due to start July but would be meeting in June to discuss the schedule of works and arrangements thereof.

The Clerk informed the meeting that the lift engineers had visited site for the standard service visit, but no further mention had been made about the seals. Cllr Vant suggested that the leakage maybe due to lack of use.

33 STAFFING

33.1 To review staff wages.

The Clerk outlined his proposals to structure the wage system for all staff within Brandon Town Council using the NJC wage system. A debate took place between various Councillors and the Clerk regarding detail of the proposals. Cllr Etherington stated that she felt the move to a wage structure would be of benefit to the Council. It was proposed that the NJC wage scale was adopted by Brandon Town Council as a basis for wage negotiations.

The Clerk is to send figures to the Councillors on the proposed wage increases for staff.

Proposer: Cllr S Annear

Seconder: Cllr J Hughes

Resolution Record No: **BTC/26/05/May/21**

CARRIED: By majority vote: 8 for, 1 abstention, 1 not voting due to a declared interest.

The meeting closed at 9.57pm

Signed.....