

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at Old School House, Market Hill, Brandon on Monday 12th February 2024 at 7pm

Present: Cllr P Wittam (Chair), Cllr G Brocklehurst, Cllr P Etherington, Cllr P Gorringe, Cllr J Hughes, Cllr H Kostecki, Cllr V Lukaniuk, Cllr D Palmer, Cllr M Pinnell, Cllr P Ridgwell, Cllr J Savage, Cllr N Siebert, Cllr C Watts

Also Present: 20+ members of the public.

Cllr Wittam thanked Rev. Sharron Coburn for all her tireless work in the community and wished her well in her new role and he further wished Rev. Dennis luck in his.

1 APOLOGIES for absence and approval of reasons tendered.
Cllr B Brabbs – apologies accepted.

2 DECLARATION OF INTEREST and additions to Members Register of Interest.
Cllr G Brocklehurst and Cllr N Siebert – Non-pecuniary interest – item 13.

3 CO-OPTION TO BRANDON TOWN COUNCIL

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

Four applications were received. Each candidate introduced themselves and gave a small presentation about what they would bring to Brandon Town Council. Councillors then asked them various questions. Cllr Etherington commented that the vote should be a show of hands, not a paper vote. Therefore, because the method of voting was incorrect and because of coercive behaviour displayed by some Councillors she would not be voting. The vote then took place. By majority vote, the new member of the Council was Mr Malcolm Pinnell. The Declaration of Acceptance of Office was duly signed and the Register of Interests and other paperwork will be returned to the office in due course. Cllr Pinnell then took his seat at the table.

4 TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH

Sqn Ldr Geary was unable to attend the meeting but sent the following report:-

In addition to their continuing deployed operational commitments and the local routine training sorties required to retain currency and competency on the aircraft, which included some night flying activity this month, 48FW aircraft participated in Exercises in Italy and Portugal during January 2024. Additionally, the Station hosted a HQ USAFE Agile Combat Employment Conference in the latter part of the month.

It was a relatively quiet month for visitors to the Station however, the 48FW Protocol Team have been busy this month preparing for a plethora of visits that are planned for February and March.

Planning started for the 2024 Suffolk and Norfolk Shows this month. We attended the Suffolk Show Initial Planning Conference at Trinity Park on 17th January, and we've started discussing potential contributions to the Norfolk Show with the Military Village lead planner.

On 26th January, I delivered a presentation on my RAF Career and my role as the RAF Commander to Year 11 students at Springwood School in Norfolk.

The members of the British American Committee will be meeting at RAF Mildenhall this week. The

Signed.....

Sqn Ldr will provide a read out of the meeting next month. 48FW will be conducting an Active Shooter Table-Top Exercise, which will include input from the local Emergency Services, in the latter part of the month.

Finally, 48FW will be celebrating their successes and recognising their best people at the Annual Awards Ceremony later this week.

A representative from Suffolk police gave a report in PC Harmans absence. He then took questions from the Councillors and public.

4 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the Brandon Town Council Precept Meeting of Thursday 4th January 2024.

Proposer: Cllr P Etherington

Seconder: Cllr J Hughes

Resolution Record No: **BTC/161/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE PRECEPT MEETING OF THURSDAY 4TH JANUARY 2024 BE APPROVED.

- Of the Brandon Town Council Full Council Meeting of Monday 8th January 2024.

Proposer: Cllr V Lukaniuk

Seconder: Cllr H Kostecki

Resolution Record No: **BTC/162/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF FULL COUNCIL MEETING OF MONDAY 8TH JANUARY 2024 BE APPROVED.

6 MATTERS ARISING for information exchange only of the Precept Meeting of 4th January 2024 and the Full Council Meeting of 8th January 2024.

Cllr Ridgwell commented that it is important that we try for a bypass because of the money that is available and when they build a bypass they 'fill in' with houses.

Cllr Lukaniuk presented a member of the public with answers to their questions from the last meeting.

7 URGENT BUSINESS any items the Chairman considers a matter of urgent business.
None.

8 TO RECEIVE WRITTEN REPORT from the Town Clerk.
Report was received.

Signed.....

- 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.

Cllr Pinnell thanked the Council for the confidence they have shown by co-opting him and he commented that he would work for the best of Brandon.

Cllr Lukaniuk reported that potholes had been repaired in Thetford Road, Tescos and London Road. The bushes have been cut back in Green Road and also the bushes in Bury Road. The leaves have been cleared by West Suffolk Council in Oaklands Drive.

Cllr Wittam commented that there are several 'irons in the fire' at District in relation to Brandon but he is unable to comment further as they are works in progress.

Cllr Ridgwell raised his concerns about the fence at the bridge. Cllr Wittam commented that it was Suffolk Highways responsibility. He further raised his concerns about the damage to the brick wall surrounding the bird estate. He was concerned that some residents have bricked up the wind holes which are there as a safety measure and wondered if it might be possible to have it surveyed to see if it is structurally sound. Cllr Lukaniuk stated that he agreed with Cllr Ridgwell but as the walls are owned by the householder the responsibility is theirs so it would probably not be possible.

A member of the public raised their concerns about the speed that vehicles travel along Rattlers Road and wondered if speed humps could be installed. Cllr Savage commented that this issue had been raised previously and that PC Harman was aware of the situation. Cllr Lukaniuk commented that there is a speed bump there already and also suggested that himself and Cllr Savage could look into additional speed humps.

A resident raised some concerns about Abbeycroft Leisure having to cancel lots of events and having to give refunds. They were concerned about the S137 grant they had been awarded. Cllr Etherington commented that if a grant isn't spent it can be claimed back. Cllr Wittam commented that Mrs Prior would look into this.

10 **CORRESPONDENCE**

- Letter from resident – re Rev. Sharron Coburn – information was received and addressed.
- Letter from resident – re post box on High Street - information was received. Mrs Prior gave an explanation on the matter.

11 **ACCOUNTS** To approve the payments for January 2024.

Cllr Lukaniuk queried a payment regarding an ecology report in relation to the new cemetery.

Cllr Etherington explained that this was something we have already agreed to and therefore the payment of this would have been preapproved.

Proposer: Cllr P Etherington

Seconder: Cllr N Siebert

Resolution Record No: **BTC/163/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR JANUARY 2024.

Signed.....

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
02/01/2024		Suffolk County Council	Licence for Bus Shelters	£150.00	£0.00	£150.00	BACS
17/01/2024	SKP-2401-0143	Freedom Recycling Ltd	Empty Skip	£220.00	£44.00	£264.00	BACS
13/11/2023	1434621200	Trade Point	Impact Driver & Jigsaw	£158.32	£31.66	£189.98	Direct Debit
14/11/2023	1435079469	Trade Point	Economy Pipe Insullation	£8.25	£1.65	£9.90	Direct Debit
12/12/2023	IV109157	Aurora Ltd	Magenta Toner - Delivery	£9.99	£2.00	£11.99	BACS
16/12/2023	INV-3794	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/12/2023	M008 KO	BT	Phone OSH	£94.54	£18.91	£113.45	Direct Debit
19/12/2023	M073 LB	BT	Phone OSH	£84.33	£16.87	£101.20	Direct Debit
20/12/2023	M049 5H	BT	Phone OSH	£38.20	£7.64	£45.84	Direct Debit
27/12/2023		Creative Pension Trust	Pensions - December	£780.52	£0.00	£780.52	Direct Debit
22/01/2024		Creative Pension Trust	Pensions - January	£671.48	£0.00	£671.48	Direct Debit
01/01/2023	11086	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
02/01/2024	12975106	Wave - Anglian Water	Water Cemetery Yard	£51.54	£0.00	£51.54	Direct Debit
03/01/2024	1450776	YU Energy	Electric OSH	£148.39	£7.42	£155.81	Direct Debit
03/01/2024	1450779	YU Energy	Electric BRPF Yard	£185.06	£9.25	£194.31	Direct Debit
04/01/2024	1478422	YU Energy	Electric Pillar 8 Market Hill	£29.22	£1.46	£30.68	Direct Debit
04/01/2024	1479762	YU Energy	Electric Pillar 9 Market Hill	£20.25	£1.01	£21.26	Direct Debit
04/01/2024	1479855	YU Energy	Electric Cemetery Yard	£17.89	£0.89	£18.78	Direct Debit
04/01/2024	1454927	YU Energy	Electric Christmas Tree Pillar	£74.27	£3.71	£77.98	Direct Debit
04/01/2024	1471640	YU Energy	Gas OSH	£125.15	£6.26	£131.41	Direct Debit
14/01/2024	20304023024	IONOS Cloud Ltd	Domain - Web Address	£10.00	£2.00	£12.00	Direct Debit
18/01/2024	2819701	Everflow Water	Water OSH	£21.27	£0.00	£21.27	Direct Debit
28/01/2024	1215028	West Suffolk Council	Trade Waste	£75.80	£0.00	£75.80	Direct Debit
04/01/2024	2631	Amazon	Folding Table - Meetings	£31.62	£6.33	£37.95	BACS
13/01/2024	275	Amazon	Bot. Water - Meetings - Credit	£-10.66	£-2.13	£-12.79	BACS
17/01/2024	13	Amazon	Shredder	£205.83	£41.17	£247.00	BACS
17/01/2024	26961	Amazon	AA Batteries -Thermostat OSH	£2.50	£0.50	£3.00	BACS
04/01/2024	3754 AJH991	Travis Perkins Ltd	Rocksalt - Grit Bins	£51.48	£10.30	£61.78	BACS
30/01/2024	3754 AJK494	Travis Perkins Ltd	Rocksalt - Grit Bins	£30.00	£6.00	£36.00	BACS
05/01/2024	SINV01928260	Ian Smith Group Ltd	A4 Paper	£49.50	£9.90	£59.40	BACS
09/01/2024		Mrs J Prior	Bottled Water - Meetings	£7.80	£0.00	£7.80	BACS
17/01/2024	1012952	Sonata Security Ltd	Fix/Service Intruder Alarm	£151.65	£30.33	£181.98	BACS
15/01/2024	INV22231	Hampshire Flag Co Ltd	New Town Flag	£154.74	£30.95	£185.69	BACS
16/01/2024	292442	Shaw & Sons Ltd	Register of Burials Book	£268.00	£53.60	£321.60	BACS
19/01/2024	FBCA-0411	Fed. of Burial & Crem.	Yearly Membership Fee	£175.00	£26.60	£201.60	BACS
20/01/2024	101805	MHE Consulting Ltd	Site Survey/Report - New Cem	£812.50	£162.50	£975.00	BACS
23/01/2024	1085630886	Stannah Lift Services Ltd	Fit 4 x Guide Rollers to Lift	£1,282.50	£256.50	£1,539.00	BACS
23/01/2024		Mrs A Barnes	Reim. 2 Water Cans - Cem.	£25.00	£0.00	£25.00	BACS
23/01/2024	74826	Alan R. Cross & Son	Replace Emerg Light - OSH	£151.61	£30.32	£181.93	BACS
23/01/2024	74826B	Alan R. Cross & Son	Replace Lamps - Victoria Ave.	£185.45	£37.09	£222.54	BACS
24/01/2024	994025	J & D Green	Cleaning of 3 Bus Shelters	£30.00	£0.00	£30.00	BACS
26/01/2024	4214	Didlington Nurseries Ltd	Trees for Victoria Ave/Lode	£60.00	£0.00	£60.00	BACS
30/01/2024	62656	Chase Timber Products	Screws - Herb Garden OSH	£22.05	£4.41	£26.46	BACS
31/01/2024	62694	Chase Timber Products	Post Mix - Tree Cages	£18.72	£3.74	£22.46	BACS
31/01/2024	62725	Chase Timber Products	Stakes/Post Mix - Thetford Rd	£145.95	£29.19	£175.14	BACS
31/01/2024	62726	Chase Timber Products	Wooden Rails - The Orchard	£16.50	£3.30	£19.80	BACS
31/01/2024	96863	Sky High Access Ltd	Boom Lift - Christmas Light.	£384.00	£76.80	£460.80	BACS
31/01/2024	273044	Fengate Fasteners Ltd	PPE, Softener Tablets -OSH	£32.94	£6.59	£39.53	BACS
31/01/2024	20240000105	Finevale Service Station	Fuel	£42.23	£8.44	£50.67	BACS
05/02/2024		HMRC	NICS	£2,647.73	£0.00	£2,647.73	BACS

Signed.....

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR DECEMBER 2023

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

13 GRANT APPLICATION discussion to consider S137 grant from Brandon Royal British Legion Club Ltd.

A representative from the Royal British Legion gave an overview as to why the grant money was so desperately needed, in order to keep the Royal British Legion open. Cllr Lukaniuk asked how much money was left in the grant budget and stated that he supported the application. Cllr Wittam commented that he will have a discussion with the other District Councillor's about helping with the rest of the funds needed from their locality budgets.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/164/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT TO THE BRANDON ROYAL BRITISH LEGION CLUB FOR £2500.00

14 TO NOTE MINUTES OF EVENTS COMMITTEE MEETING of 24th January 2024.

The minutes from the above Events Committee meeting were noted and received.

15 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 5th February 2024.

The minutes from the above Planning Committee meeting were noted and received.

16 RESOLUTION from Cllr P Etherington No. 459

Brandon Town Council resolves to form a working party of three Councillors to review income from Old School House, consider any other possible revenue sources and report back to the Council at the March Council meeting for their decision.

Cllr Etherington asked if Councillors Pinnell and Savage would like to join the working party.

Cllr Wittam suggested it should be a committee rather than a working party to which

Cllr Etherington agreed. Cllr Siebert offered her help also.

Proposer: Cllr P Etherington

Seconder: Cllr P Wittam

Resolution Record No: **BTC/165/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO FORM A REVENUE REVIEW COMMITTEE WITH THE FOLLOWING MEMBERS:- CLLR ETHERINGTON, CLLR PINNELL, CLLR SAVAGE AND CLLR SIEBERT IN ORDER TO REVIEW THE INCOME OF THE COUNCIL.

Signed.....

17 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 N Siebert

Seconder: Cllr P Etherington

Resolution Record No: **BTC/166/12/Feb/24**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting
held at Old School House, Market Hill, Brandon on Monday 12th February 2024 at 7pm

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

18 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 8th January 2024.

Proposer: Cllr P Etherington

Seconder: Cllr J Savage

Resolution Record No: **BTC/167/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 8TH JANUARY 2024 BE APPROVED.

19 TO NOTE MINUTES OF H.R. COMMITTEE MEETING of 29th January 2024.

The minutes from the above H.R. Committee meeting were noted and received.

20 MATTERS ARISING

Mrs Prior commented that the History Society had asked to borrow the tithe map. Cllr Lukaniuk questioned where they would be taking it and when and if they had insurance. Mrs Prior would ask the History Society the relevant queries.

Mrs Prior asked the Council if Mrs Allen as the Acting Town Clerk is able to authorise any streetlights repairs in the same way the previous Town Clerk did particularly as we will be reimbursed through the Decarbonisation Fund. Mrs Prior asked, as a representative of the Events Committee, about the remaining events budget as she was wanting to provide activities for local children for the summer and maybe easter holidays. Mrs Prior mentioned a number of activities that she had researched such as Punch and Judy and Circus Workshops. She had been talking to other local groups that might want to contribute to this also. The Councillors were all in agreement.

Proposer: Cllr P Wittam

Seconder: Cllr J Hughes

Resolution Record No: **BTC/168/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO GIVE MRS ALLEN THE AUTHORITY TO AUTHORISE ANY FURTHER QUOTATIONS FOR STREET LIGHTING REPAIRS AND TO SPEND THE REMAINDER OF THE EVENTS BUDGET ON ACTIVITIES FOR THE COMMUNITY DURING SCHOOL HOLIDAY TIME.

Signed.....

Mrs Prior also informed the Councillors that the D-Day event had been scaled back to just observe D-Day on 6th June.

Mrs Prior further informed the Councillors about progress that had been made in the garden at Old School House with a view to it becoming more of a community garden.

21 RESOLUTION from Cllr N Siebert No. 460

Brandon Town Councils Human Resources Committee put to Full Council their proposal regarding accepting the quotation for H.R. and Health and Safety.

Proposer: Cllr N Siebert

Seconder: Cllr P Wittam

Resolution Record No: **BTC/169/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCILS RESOLVES TO ACCEPT THE QUOTATION FOR H.R. AND HEALTH AND SAFETY FOR FIVE YEARS.

22 RESOLUTION from Cllr N Siebert No. 461

Brandon Town Councils Human Resources Committee put to Full Council their proposal regarding the vacant Town Clerk role.

There was a discussion about how best to fill the vacant role of Town Clerk.

23 QUOTES

23.1 RESOLUTION from Cllr P Wittam No. 462

Brandon Town Council resolves to consider quotations to sign a five-year contract for a new photocopier.

Mrs Prior had prepared an overview of the quotations we had received and information regarding the photocopier, we had been enquiring about. Cllr Ridgwell asked if we had considered buying one. After a short discussion a contractor was chosen.

Proposer: Cllr P Wittam

Seconder: Cllr N Siebert

Resolution Record No: **BTC/170/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION TO SUPPLY A NEW PHOTOCOPIER CONTRACT FOR FIVE YEARS.

Signed.....

23.2 RESOLUTION from Cllr P Wittam No. 463

Brandon Town Council resolves to consider the quotation to supply and fit a mobile GSM unit with sim and line monitoring for 2 years on the Lift.

Cllr Lukaniuk questioned if we needed to have this work undertaken. Cllr Wittam commented that we do need to have the work done. Mrs Prior explained that when our full fibre is installed, we would lose the phone line that is connected to the lift and there needs to be a way of making contact in an emergency. After a brief discussion a vote ensued.

Proposer: Cllr P Wittam

Seconder: Cllr P Etherington

Resolution Record No: **BTC/171/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION TO SUPPLY AND FIT A MOBILE GSM UNIT WITH SIM AND LINE MONITORING FOR 2 YEARS ON THE LIFT.

24 RESOLUTION from Cllr P Wittam No. 464

Brandon Town Council resolves to discuss the implications of the West Suffolk District Council's new Local Plan for Brandon

This item was deferred until the next meeting.

Proposer: Cllr P Etherington

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/172/12/Feb/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO DEFER THIS ITEM TO THE NEXT MEETING.

The meeting closed at 9.08pm

Signed.....