

Brandon Town Council
Full Council Meeting
Tuesday 22nd September 2020

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Tuesday 22nd September 2020 at 7.00pm

Present: Cllr P Wittam (Chair), Cllr S Corciulo, Cllr V Lukaniuk, Cllr D Palmer,
Cllr P Ridgwell, Cllr S Skinner

Also Present: 5 members of the public.

The meeting was opened by the Chair Cllr P Wittam who announced to those present the sad passing of Bob Jones a well-loved member of Brandon Town Council and he requested one minutes silence in his honour.

1 APOLOGIES for absence and approval of reasons tendered – None. Cllr Palmer was present but due to technical difficulties was unable to participate fully in the later part of the meeting.

2 DECLARATION OF INTEREST and additions to Members Register of Interest – None.

3 TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH
Report not received.

4 TO RECEIVE AND CONFIRM MINUTES

- Of the Brandon Town Council Meeting of Monday 13th July 2020.

Proposer: Cllr P Wittam

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/16/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH JULY 2020 BE APPROVED.

- Of the Brandon Town Council Cemetery Meeting of Monday 10th August 2020.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/17/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE CEMETERY MEETING OF MONDAY 10TH AUGUST 2020 BE APPROVED.

5 CO-OPTION TO BRANDON TOWN COUNCIL

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

No applications were received.

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6 MATTERS ARISING for information exchange only of the Full Council Meeting of 13th July and 10th August 2020 – None.

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

8 TO RECEIVE REPORTS from County, District and Town Councillors and Community Groups Representatives.

A report was received from Cllr Lukaniuk in his role of County Councillor. Item one - Cllr Lukaniuk informed the meeting that Brandon station (located in Norfolk) has received listed status having been nominated by Suffolk County Council. This has now shed a different complexion on its preservation and use. Network Rail and the Railway Preservation Trust have funds which they will invest into the site. This may take some time before the project comes to fruition. Item two – Cllr Lukaniuk reported that the last football match at Brandon Remembrance playing fields had to be halted whilst the players and officials cleared an amount of dog mess which was on the pitch. No reports were received from District or Town Councillors.

9 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received.

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

A member of the public again reminded Council that confidential topics need to be added to the agenda minutes. A resident commented on the apparent lack of efforts to attract new Councillors. Cllr Lukaniuk replied that Councillors are working on co-opting new people to the Council. A resident commented that he had not seen any dogs using the playing fields as a toilet. Cllr Wittam confirmed he had seen it happening and it has been a problem for a long period, he also found several drug related items. Another resident asked what measures were in place to improve the training record of staff. Another member of the public was pleased regarding the news about Brandon station. He asked if there was any news regarding the signal box. Cllr Ridgwell commented that the signal box was going to be demolished. Cllr Lukaniuk commented that the signal box was actually in Suffolk and when he met with the Preservation Society regarding the station, he was told that it was a different matter and would be dealt with separately. He commented that the costs previously published to demolish the signal box were extensive. The resident arrived at Brandon market at 12pm on the previous Thursday and expressed a desire for a market in the afternoon rather than the morning, that currently takes place. Cllr Wittam remarked that this would be useful. The resident commented that dog mess is experienced in public places in Weeting too. A further resident expressed her thanks for the efforts with Brandon market on Thursdays. They commented that the notice board outside Old School House was in poor condition. The Clerk made note of this comment and commented that a new notice board was required at Old School House and the cemetery. Locality budget money was pledged by the District Councillors to improve the situation. Another member of the public wished it noted that the 21st August 2021 will be a one-day Brandon Festival. Details to be announced.

Signed.....

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11 CORRESPONDENCE

- Brandon Allotment Association – Letter of thanks – letter received. Cllr Wittam confirmed he had received a letter from Inspector Mark Shipton regarding re-establishing contact with local Councils. It was suggested that an online meeting was convened the day before a full Council meeting, so any information can be conveyed to the Council. All those present felt this should be pursued.

12 ACCOUNTS To approve the payments for July/August 2020 (see attached).

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/18/22/Sep/20**

CARRIED: Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
16/07/2020		CMS		£45.00	£0.00	£45.00	105692
13/03/2020	5790	Door Services Plus Ltd	Shutter Doors - New Yard	£1,271.00	£254.20	£1,525.20	105693
04/06/2020	104266	Thetford Garden Centre	Plant food & Insecticide	£28.30	£5.65	£33.95	105694
28/07/2020	104284	Thetford Garden Centre	Town Costs	£47.46	£9.49	£56.95	105694
10/07/2020	K07563	Ernest Doe & Sons Ltd	Town Costs	£39.08	£7.81	£46.89	105695
31/07/2020	K09086	Ernest Doe & Sons Ltd	Oil for Mower	£7.99	£1.60	£9.59	105695
31/07/2020	K09087	Ernest Doe & Sons Ltd	New Strimmer	£480.00	£96.00	£576.00	105695
13/07/2020	INV/2020/0004	Wittam Info. Tech. Ltd	Software Support	£1.09	£0.00	£1.09	105709
13/07/2020	SM21868	Rialtas Business Sols Ltd	Software Support	£260.00	£52.00	£312.00	105697
15/07/2020	59047	Blademaster	Re sharpen Mower Blades	£15.00	£3.00	£18.00	105698
15/07/2020	505639	J & D Green	Bus Shelter Cleaning	£50.00	£0.00	£50.00	105699
20/07/2020	505644	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105699
17/07/2020		Parish Audit Service	Internal Audit	£800.00	£0.00	£800.00	105700
28/07/2020	49780	Chase Timber Products	New Yard Security	£75.68	£15.14	£90.82	105701
31/07/2020	49827	Chase Timber Products	New Yard Security	£26.34	£5.27	£31.61	105701
31/07/2020	200184	Fengate Fasteners Ltd	Town Costs	£22.39	£4.48	£26.87	105702
31/07/2020	20200000669	Finevale Service Station	Fuel	£138.87	£27.76	£166.63	105703
19/05/2020	7246625	Wave - Anglian Water	Water Cemetery Yard	£408.08	£0.00	£408.08	Direct Debit
01/05/2020	1069056006	Trade UK	Summer Bedding & Compost	£36.42	£7.28	£43.70	Direct Debit
21/06/2020	M030 QD	BT	Phone OSH	£44.49	£8.90	£53.39	Direct Debit
22/06/2020	M007 EV	BT	Phone OSH	£19.94	£3.99	£23.93	Direct Debit
29/06/2020	H18A302A86	E.ON	Electric Pillar 8 Market Hill	£0.23	£0.01	£0.24	Direct Debit
29/06/2020	H18A349227	E.ON	Electric Cemetery Yard	£14.86	£0.74	£15.60	Direct Debit
10/07/2020	H109029AE6	E.ON	Electric New Yard	£13.37	£2.67	£16.04	Direct Debit
05/07/2020	H108EEB423	E.ON	Electric OSH	£100.02	£5.00	£105.02	Direct Debit
01/07/2020	7456028	Wave - Anglian Water	Water Cemetery Yard	£561.67	£0.00	£561.67	Direct Debit
07/07/2020	97343625	Quadiant UK Limited	Postage	£50.00	£0.00	£50.00	Direct Debit
18/07/2020	600414	Everflow	Water OSH	£15.28	£0.00	£15.28	Direct Debit
01/07/2020	115173	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
27/07/2020		Creative Pension Trust	Pensions	£331.57	£0.00	£331.57	Direct Debit
28/07/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
23/06/2020	19045	Mildenhall Skip Hire	Skip Hire	£158.33	£31.67	£190.00	BACS
07/07/2020	10749343	Archant Comm. Media	Advertising	£71.42	£14.28	£85.70	BACS
07/07/2020	10749344	Archant Comm. Media	Advertising	£18.00	£3.60	£21.60	BACS
05/08/2020		HMRC	NICS	£1,167.29	£0.00	£1,167.29	BACS

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04/08/2020	K09303	Ernest Doe & Sons Ltd	Strimmer Line	£59.25	£11.85	£71.10	105695
10/08/2020	K09748	Ernest Doe & Sons Ltd	Mower Service Parts	£62.93	£12.60	£75.53	105695
12/08/2020	K09903	Ernest Doe & Sons Ltd	Strimmer Service Parts	£54.57	£10.91	£65.48	105695
18/08/2020	K91506	Ernest Doe & Sons Ltd	Strimmer Trade-in	-£40.00	£0.00	-£40.00	105695
05/08/2020	61297	Budget Computers	Microsoft Support	£136.00	£0.00	£136.00	105704
17/08/2020	283780	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105699
18/08/2020	BTC025	Terry Hawkins	Website Charges	£186.00	£0.00	£186.00	105705
27/08/2020	2020053476	Quadient UK Limited	Hire of Franking Machine	£433.57	£86.71	£520.28	105706
31/08/2020	2DCA283B-0001	Wittam Info. Tech.	New Website	£1,125.00	£0.00	£1,125.00	105709
31/08/2020	20200000772	Finevale Service Station	Fuel	£67.62	£13.52	£81.14	105703
31/08/2020	6210279623	Lyreco UK Ltd	Stationery	£40.09	£8.02	£48.11	105707
18/08/2020	105383	Bearing Supplies	Bearings for mower	£16.64	£3.33	£19.97	105708
05/06/2020	1075115620	Trade UK	Compost	£35.37	£7.08	£42.45	Direct Debit
23/06/2020	1078757291	Trade UK	PPE	£39.99	£0.00	£39.99	Direct Debit
21/07/2020	M031 U&	BT	Phone OSH	£44.49	£8.90	£53.39	Direct Debit
22/07/2020	M008 IP	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
06/08/2020	Q010 Q8	BT	Phone OSH	£152.40	£30.48	£182.88	Direct Debit
07/08/2020		Siemens	Photocopier	512.00	102.40	614.40	Direct Debit
07/08/2020		Siemens	Photocopier	37.93	7.58	45.51	Direct Debit
28/07/2020	H18BF098CD	E.ON	Electric Pillar 9 Market Hill	£0.71	£0.04	£0.75	Direct Debit
29/07/2020	H18C0958CD	E.ON	Electric Cemetery Yard	£14.14	£0.71	£14.85	Direct Debit
02/08/2020	H10955BA92	E.ON	Electric New Yard	£33.08	£1.65	£34.73	Direct Debit
03/08/2020	115215	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
10/08/2020	714177810	British Gas	Gas OSH	£39.45	£1.97	£41.42	Direct Debit
18/08/2020	625175	Everflow	Water OSH	£17.64	£0.00	£17.64	Direct Debit
24/08/2020		Creative Pension Trust	Pensions	£320.51	£0.00	£320.51	Direct Debit
28/08/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
21/08/2020	10779232	Archant Comm. Media	Advertising	£240.00	£48.00	£288.00	BACS
25/08/2020		CMS		£45.00	£0.00	£45.00	BACS
05/09/2020		HMRC	NICS	£1,105.42	£0.00	£1,105.42	BACS

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JUNE 2020

The Income and Expenditure Statement against Budget for June was received.

14 RESOLUTION from Cllr S Skinner No. 359

Brandon Town Council resolves to establish a Christmas lighting group.

Cllr Skinner informed Council that he had viewed a suitable supplier of Christmas trees locally and wanted to officially establish a Christmas lighting group. Cllr Palmer stated he would like to join the group.

Secunder: Cllr P Wittam

Resolution Record No: **BTC/19/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A CHRISTMAS LIGHTING GROUP.

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15 RESOLUTION from Cllr S Skinner No. 360

Brandon Town Council resolves to establish a cemetery liaison group.

Cllr Skinner had seen the need for a liaison group between staff and Councillors. Cllr Palmer and Cllr Lukaniuk were both willing to join. Cllr Lukaniuk asked if Cllr Skinner was going to Chair the group. This was confirmed.

Seconder: Cllr P Wittam

Resolution Record No: **BTC/20/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A CEMETERY LIAISON GROUP.

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 P Wittam

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/21/22/Sep/20**

CARRIED: Unanimous

17 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 13th July 2020.

Proposer: Cllr V Lukaniuk

Seconder: Cllr S Skinner

Resolution Record No: **BTC/22/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH JULY 2020 BE APPROVED.

- Of the Brandon Town Council Cemetery Meeting of Monday 10th August 2020.

Proposer: Cllr P Wittam

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/23/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE CEMETERY MEETING OF MONDAY 10TH AUGUST 2020 BE APPROVED.

18 DISCUSSION re website.

A general discussion took place on work required on the website.

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19 DISCUSSION re Christmas event.

A discussion regarding local sourcing of materials and a plan of work required took place.

20 MATTERS ARISING

Councillors discussed local plan initiated by West Suffolk Council. A discussion took place regarding the upcoming interviews for the town keeper's position. A Councillor has been attempting to contact the West Suffolk Tree Officer but had at this time no meaningful reply.

The meeting closed at 8:50pm

