BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting held on Monday 13th May 2019 in the Council Chamber, Old School House, Market Hill, Brandon at 7.00pm

Present: Cllr V Lukaniuk (Chair), Cllr G Brocklehurst, Cllr P Callaghan, Cllr D Palmer,

Cllr M Rickard, Cllr P Ridgwell, Cllr E Stewart, Cllr C Whiteman, Cllr P Wittam

Also Present: 15+ members of the public.

1 ELECTION OF CHAIRMAN AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Councillors Callaghan and Lukaniuk were nominated. Cllr Lukaniuk was duly elected as Chairman of Brandon Town Council.

Proposer: Cllr P Wittam

Seconder: Cllr G Brocklehurst

BRANDON TOWN COUNCIL ACCEPTS CLLR V LUKANIUK AS THE NEW CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED.

2 ELECTION OF VICE CHAIRMAN

That Cllr P Wittam be elected as new Vice Chairman.

Proposer: Cllr V Lukaniuk **Seconder:** Cllr D Palmer

BRANDON TOWN COUNCIL ACCEPTS CLLR P WITTAM AS THE NEW VICE CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED.

3 RESOLUTION No. 316

Brandon Town Council resolves to authorise the chairman to:

- 1) execute the signing of the three land transfer documents for the cemetery site on Manor Road.
- 2) authorise Ashtons Legal to complete the land transfers on 14th May 2019 or thereafter as appropriate.
- 3) following completion of the land transfers for Ashtons Legal to submit the Stamp Duty Land Tax Return to HMRC for and on behalf of the Town Council and thereafter.
- 4) apply to register the land transferred to the Town Council at HM Land Registry. Planning permission has been secured for the reconfigured site. The next step is for legal transfers of land between West Suffolk Council, the Brandon Hall Farm Trustees and the Town Council, so that freehold legal titles are vested in the Town Council. Completion of the transfers will be followed by registration of title and the Council can then proceed with planning for the development of the site.

Proposer: Cllr P Wittam

Seconder: Cllr G Brocklehurst

Resolution Record No: BTC/01/13/May/19

CARRIED: Unanimous

Signed			
Signed	 	 	

BRANDON TOWN COUNCIL RESOLVES TO AUTHORISE THE CHAIRMAN TO:

- 1) EXECUTE THE SIGNING OF THE THREE LAND TRANSFER DOCUMENTS FOR THE CEMETERY SITE ON MANOR ROAD.
- 2) AUTHORISE ASHTONS LEGAL TO COMPLETE THE LAND TRANSFERS ON 14TH MAY 2019 OR THEREAFTER AS APPROPRIATE.
- 3) FOLLOWING COMPLETION OF THE LAND TRANSFERS FOR ASHTONS LEGAL TO SUBMIT THE STAMP DUTY LAND TAX RETURN TO HMRC FOR AND ON BEHALF OF THE TOWN COUNCIL AND THEREAFTER.
- 4) APPLY TO REGISTER THE LAND TRANSFERRED TO THE TOWN COUNCIL AT HM LAND REGISTRY. PLANNING PERMISSION HAS BEEN SECURED FOR THE RECONFIGURED SITE. THE NEXT STEP IS FOR LEGAL TRANSFERS OF LAND BETWEEN WEST SUFFOLK COUNCIL, THE BRANDON HALL FARM TRUSTEES AND THE TOWN COUNCIL, SO THAT FREEHOLD LEGAL TITLES ARE VESTED IN THE TOWN COUNCIL. COMPLETION OF THE TRANSFERS WILL BE FOLLOWED BY REGISTRATION OF TITLE AND THE COUNCIL CAN THEN PROCEED WITH PLANNING FOR THE DEVELOPMENT OF THE SITE.
- **4 APOLOGIES** for absence and approval of reasons tendered None.
- 5 DECLARATION OF INTEREST and additions to Members Register of Interest.

Cllr D Palmer – Non-pecuniary interest agenda item 14. Cllr P Wittam Non-pecuniary agenda item item 23.

6 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the Brandon Town Council Meeting of Monday 1st April 2019.

Proposer: Cllr P Wittam **Seconder:** Cllr D Palmer

Resolution Record No: BTC/02/13/May/19

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 1ST APRIL 2019 BE APPROVED.

MATTERS ARISING for information exchange only of the Full Council meeting of 1st April.
 None.

Signad		
JIKITEU.	 	

- **8 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
 - A resident described an incident on a pavement on Bury Road where a cyclist collided with her. She was advised to report the matter to the police as it is illegal to ride bicycles on pavements. The Clerk was requested to contact the police in this matter.
 - A member of the public wished that the new Councillors identify and introduce themselves to the gallery.
 - Another resident expressed concern regarding parking near the gates to Brandon Town Cemetery and requested support for the introduction for a one way system in Church Street. They also brought to the attention of the Council the number of cars jumping the lights at Tesco's.
 - A query was received regarding the no entry signage at George Street as he had witnessed two near incidents with cars going the wrong way. The Chairman said that he would take this matter up with Highways.
 - A resident brought to the attention of the Council the amount of weeds appearing in paths. The Chairman will investigate this further.

9 TO RECEIVE A REPORT FROM RAF LAKENHEATH

The new RAF Commanding Officer will be attending the June meeting.

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

Reports were received.

11 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received.

12 CORRESPONDENCE

- The Desert Rats Association Annual Open Day and Memorial Service information was received and Chairman informed gallery.
- 13 URGENT BUSINESS and any items the Chairman considers a matter of urgent business.
 - Clerk to write to Reg Silvester regarding parking on Coulson Lane.
- **14 ACCOUNTS** to approve the payments for April 2019.

Proposer: Cllr P Wittam **Seconder:** Cllr E Stewart

Resolution Record No: BTC/03/13/May/19 CARRIED: 7 for, 1 interest, 1 abstention

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PAYMENTS FOR APRIL 2019.

15/03/2019 K72175 Emest Doe & Sons Ltd Yard 12.08 2.42 14.50 201166 200/04/2019 K73431 Emest Doe & Sons Ltd Yard 12.08 2.42 14.50 201166 20106/03/2019 104113 Thetford Garden Centre Yard 91.65 18.33 10.99 201166 21/03/2019 0785192404 U.t.d Plum Pudding Plece 7.50 1.50 9.00 201166 21/03/2019 3794 AF215 Travis Perkins Ltd Yard 96.07 19.21 11.50 201166 21/03/2019 3794 AF215 Travis Perkins Ltd Yard 96.07 19.21 11.50 201166 26/03/2019 3794 AF2631 Travis Perkins Ltd Yard 4.95 0.99 5.94 201166 26/03/2019 11552 Simpsons Nurseries Ltd Victoria Avenue 54.16 10.83 64.99 201166 26/03/2019 45022 Chase Timber Thetford Road 34.76 6.95 41.71 201166 20106/03/2019 45228 Chase Timber Thetford Road 34.76 6.95 41.71 201166 20106/03/2019 45228 Chase Timber Thetford Road 34.76 6.95 41.71 201166 20106/03/2019 45228 Chase Timber Orchard 51.46 10.3 61.76 201166 20106/03/2019 416737 J. & D. Green Cleaning Windows OSH 16.50 0.00 16.50 201167 20103/2019 20103/2019 177573 Fengate Fasteners Ltd Cleaning Windows OSH 16.50 0.00 16.50 201167 29/03/2019 37526888 Arco Ltd Yard Costs 128.06 25.61 135.67 201176 29/03/2019 37526888 Arco Ltd Yard Costs 128.06 25.61 135.67 201176 29/03/2019 21702 21000000431 Finevale Service Station Fuel 44.458 22.92 173.50 201176 20107/04/2019 21702 20166 20166 20166 20167 20107/04/2019 21702 20166 20167 20167 20167 20107/04/2019 21702 20167 20167 20167 20167 20107								
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Description	15/03/2019	K72175	Ernest Doe & Sons Ltd	Yard	4.34	0.87	5.21	201160
1,03/2019	22/03/2019	K72490	Ernest Doe & Sons Ltd	Yard	12.08	2.42	14.50	201160
21/03/2019 078S192402 EU Ltd	09/04/2019	K73431	Ernest Doe & Sons Ltd	Yard	76.50	15.30	91.80	201160
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Signed.....

15 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL

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

16 TO RECEIVE MINUTES of the Planning meeting of 25th March 2019 and 29th April Planning Application.

The minutes from the last Planning Meeting and 29th April Planning Application were received.

17 TO REVIEW THE TERMS OF REFERENCE for Planning, Finance and

Staffing Committees.

Defer until next Full Council meeting.

18 TO APPOINT MEMBERS to Planning, Finance and Staffing Committees.

Defer until next Full Council meeting.

19 TO THE REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Defer until next Full Council Meeting.

20 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2019/20

Brandon Neighbourhood Watch
 Brandon Remembrance Playing Fields
 Public Transport Liaison Officer
 SALC
 Brandon Country Park
 Cllr P Wittam
 Cllr D Palmer
 Cllr P Callaghan
 Cllr D Palmer

21 APPOINTMENT OF REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2019/20

- Lighting Working Party - Cllr D Palmer, Cllr V Lukaniuk, Cllr P Wittam

- Cemetery Committee- Emergency Panel- The Full Council- The Full Council

- New Cemetery Working Party - Defer until next Full Council Meeting

22 RESOLUTION No. 317

The clerk is to investigate and advise the Chairman of the situation of co-option. Decision deferred until the next Full Council meeting.

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Signeu	 	

23 ELECTION OF TWO PEOPLE TO BE APPOINTED AS TRUSTEES OF THE LINGHEATH AND ATMERE TRUSTS

Cllr P Callaghan and Cllr P Ridgwell were nominated as Brandon Town Council representatives to the Lingheath and Atmere Trusts.

24 REVIEW OF INVENTORY OF LAND AND ASSETS including buildings and office equipment.

Clerk reviewed situation of land and assets.

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

Clerk assured Council of cover being in place. Clerk to further investigate tree insurance cover.

26 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 dates and times of Full Council Meetings as proposed were accepted being the second Monday of the month at 7pm.

27 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING in the Town Council.

Cllr Eddie Stewart was confirmed in the continuing role of Safeguarding Officer for Brandon Town Council.

Proposer: Cllr P Wittam **Seconder:** Cllr V Lukaniuk

Resolution Record No: BTC/04/13/May/19

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO CONFIRM THE CONTINUING ROLE OF CLLR E STEWART AS SAFEGUARDING OFFICER FOR BRANDON TOWN COUNCIL.

28 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 E Stewart **Seconder:** Cllr P Wittam

Resolution Record No: BTC/05/13/May/19

CARRIED: Unanimous

The meeting closed at 8:45pm

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