

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Annual General Meeting
held at Old School House, Market Hill, Brandon on Monday 15th May 2023 at 7.00pm

Present: Cllr B Brabbs, Cllr G Brocklehurst, Cllr P Etherington, Cllr J Hughes, Cllr H Kostecki, Cllr V Lukaniuk, Cllr T Nolan, Cllr D Palmer, Cllr P Ridgwell, Cllr J Savage, Cllr N Siebert, Cllr C Watts, Cllr P Wittam

Also Present: 5 members of the public.

1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

Cllr Wittam was nominated by Cllr Lukaniuk and seconded by Cllr Ridgwell.

A vote duly took place. Cllr Wittam was duly elected as Chair.

Resolution Record No: **BTC/01/15/May/23**

CARRIED: By majority vote: 9 for, 1 against, 3 abstentions.

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

2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

Cllr Brocklehurst was nominated by Cllr Wittam and seconded by Cllr Ridgwell.

A vote duly took place. Cllr Brocklehurst was duly elected as Vice Chair.

Resolution Record No: **BTC/02/15/May/23**

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

BRANDON TOWN COUNCIL ELECTS CLLR G BROCKLEHURST AS THE NEW VICE CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED.

3 APOLOGIES for absence and approval of reasons tendered.

None.

4 DECLARATION OF INTEREST and additions to Members Register of Interest.

None.

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

Sqn Ldr Geary sent his apologies as he could not attend the meeting due to being on annual leave.

Signed.....

6 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the Brandon Town Council Meeting of Tuesday 11th April 2023.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Ridgwell

Resolution Record No: **BTC/03/15/May/23**

CARRIED: By majority vote: 5 for, 8 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF TUESDAY 11TH APRIL 2023 BE APPROVED.

7 MATTERS ARISING for information exchange only of the Full Council meeting of 11th April 2023.

None.

8 URGENT BUSINESS and any items the Chairman considers a matter of urgent business – to be submitted no less than 48hrs prior to the meeting or by discussion with the Chairman.

None.

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

Proposer: Cllr V Lukaniuk

Seconder: Cllr G Brocklehurst

Resolution Record No: **BTC/04/15/May/23**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

Cllr Lukaniuk informed the meeting that the High Street in Brandon will be resurfaced imminently. He also informed Council that the Norwich bound platform at Brandon Station is now fully operational. Lastly, he reported that the wheelchair ramp in St Peter's Approach adjacent to the bus stop would be constructed in August.

Cllr Palmer announced that the Forest Surgery now has a full phlebotomy service offering one hundred places every Saturday. He also reported that the Brandon Day Care Centre had now secured funding from Norfolk County Council and Suffolk County Council to enable it to continue operating.

THE CHAIRMAN RECONVENED THE MEETING.

11 CORRESPONDENCE

None.

Signed.....

Brandon Town Council
Full Council Meeting
Monday 15th May 2023

12 ACCOUNTS to approve the payments for April 2023.

Cllr Ridgwell queried the expenditure to amend drawings for the new cemetery. The Clerk explained why the expense had occurred and the logic behind the company's name. Cllr Ridgwell also queried staff training in Leicester. The Clerk explained that the training was for Kerry Leicester (employee) to enable her to undertake her tasks unaccompanied. Cllr Lukaniuk stated that he assumed new employees would be employed with full qualifications. The Clerk stated that at the salary level offered by Council this was not feasible.

Proposer: Cllr G Brocklehurst

Seconder: Cllr J Hughes

Resolution Record No: **BTC/05/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR APRIL 2023.

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
28/03/2023	522630431	James Hallam Ltd	Insurance	£437.66	£0.00	£437.66	BACS
05/04/2023	522884882	James Hallam Ltd	Insurance	£10,516.26	£0.00	£10,516.26	BACS
03/02/2023	1342793145	Trade Point	Multi Meter & Rock Salt	£50.00	£10.00	£60.00	Direct Debit
03/02/2023	1342793137	Trade Point	Hose Reel	£24.99	£5.00	£29.99	Direct Debit
16/03/2023	INV-2639	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/03/2023	966892410	British Gas	Gas OSH	£319.42	£15.97	£335.39	Direct Debit
21/03/2023	M064 KF	BT	Phone OSH	£39.72	£7.94	£47.66	Direct Debit
22/03/2023	M040 6T	BT	Phone OSH	£32.79	£6.56	£39.35	Direct Debit
01/04/2023	10471	Cranberry Comms.	Microsoft 365	£121.90	£24.38	£146.28	Direct Debit
02/04/2023	11843873	Wave - Anglian Water	Water Cemetery Yard	£38.60	£0.00	£38.60	Direct Debit
03/04/2023	A292-0020	E.ON	Electric Pillar 8 Market Hill	£30.01	£1.50	£31.51	Direct Debit
03/04/2023	755A-0013	E.ON	Electric Cemetery Yard	£18.22	£0.91	£19.13	Direct Debit
05/04/2023	6C32-0020	E.ON	Electric OSH	£129.08	£6.46	£135.54	Direct Debit
06/04/2023	1C56-0018	E.ON	Electric Christmas Tree Pillar	£20.72	£1.04	£21.76	Direct Debit
06/04/2023	5A54-0019	E.ON	Electric Pillar 9 Market Hill	£20.39	£1.02	£21.41	Direct Debit
06/04/2023	3E73-0020	E.ON	Electric BRPF Yard	£208.40	£10.42	£218.82	Direct Debit
18/04/2023	2200334	Everflow Water	Water OSH	£44.20	£0.00	£44.20	Direct Debit
24/04/2023		Creative Pension Trust	Pensions - April	£636.72	£0.00	£636.72	Direct Debit
28/04/2023	1215028	West Suffolk Council	Trade Waste	£75.76	£0.00	£75.76	Direct Debit
01/04/2023	26971	S.A.L.C.	1 yr Membership Subscription	£1,320.67	£0.00	£1,320.67	BACS
12/04/2023	ETUK11576	EasTec UK Ltd	Staff Training - K Leicester	£495.00	£99.00	£594.00	BACS
13/04/2023	ETUK11577	EasTec UK Ltd	Staff Training - K Leicester	£445.00	£89.00	£534.00	BACS
20/04/2023	12956	Amazon	2 x Hi Vis - Coronation Event	£6.64	£1.34	£7.98	BACS
20/04/2023	4691	Amazon	6 x Hi Vis - Coronation Event	£17.22	£3.48	£20.70	BACS
20/04/2023	185690	Amazon	Craft Gems - Coronation Event	£4.38	£0.88	£5.26	BACS
20/04/2023	1059	Amazon	Craft Gems - Coronation Event	£7.07	£1.41	£8.48	BACS
21/04/2023	32536	Amazon	2 x Hi Vis - Coronation Event	£8.32	£1.66	£9.98	BACS
21/04/2023	K63085	Ernest Doe & Sons Ltd	Mower Belt & Strimmer Head	£95.08	£19.02	£114.10	BACS
26/04/2023	602	Some Bloke Designs	New Cemetery - Store Plans	£217.60	£0.00	£217.60	BACS
26/04/2023	30591	Rialtas Business Sols.	Accounts Year End Close	£755.00	£151.00	£906.00	BACS
28/04/2023	SM28058	Rialtas Business Sols.	Annual Software Support	£247.13	£49.42	£296.55	BACS
28/04/2023	257561	Fengate Fasteners Ltd	Cable Ties	£15.94	£3.19	£19.13	BACS
30/04/2023		Mrs J Prior	Reim. Photo Printed	£3.74	£0.75	£4.49	BACS
30/04/2023		Mr G Cock	Reim. Postage	£29.75	£0.00	£29.75	BACS
30/04/2023	20230000409	Finevale Service Station	Fuel	£66.77	£13.36	£80.13	BACS
05/05/2023		HMRC	NICS	£2,375.54	£0.00	£2,375.54	BACS

Signed.....

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MARCH 2023

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

14 TO NOTE MINUTES OF EVENTS COMMITTEE MEETING of 19th April 2023.

The minutes from the last Events Committee Meeting were noted and received.

15 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 27th April 2023.

The minutes from the last Planning Committee Meeting were noted and received. Cllr Lukaniuk stated that the planning committee had supported the application for a pizza outlet at the former Barclays Bank premises with the proviso that the frontage be replaced with wood. He also stated that the comments were not on the website. The Clerk confirmed that the comments had been submitted to the planning department and he would follow this up. Cllr Ridgwell commented that the application should have been brought to Full Council due to its importance in the town and why didn't the company purchase the Collins Fish Shop site. Cllr Wittam stated that the Collins site is not up for sale as the family did not want to relinquish the property. Cllr Brabbs stated that the planning department are aware of the problems associated with the site and traffic wardens have been introduced to the area. He further added that there is no vehicular access to the High Street from the rear car park.

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

The Clerk informed Council that he would deal with SALC, NALC and West Suffolk and report to Full Council.

17 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

The Chair advised Council that these terms should remain as standing.

18 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2023/24

- Brandon Remembrance Playing Fields - Cllr N Siebert

- SALC - Cllr D Palmer, Mr G Cock – Town Clerk

Proposer: Cllr B Brabbs

Seconder: Cllr P Wittam

Resolution Record No: **BTC/06/15/May/23**

CARRIED: Unanimous

Signed.....

19 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2023/24

Cllr Lukaniuk organised the District Councillors to undertake the monitoring and reporting of the street lights in their wards.

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| - East Ward Lighting Working Party | - Cllr P Wittam |
| - Central Ward Lighting Working Party | - Cllr J Savage |
| - West Ward Lighting Working Party | - Cllr V Lukaniuk, Cllr J Hughes |
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| - Planning Panel | - Cllr V Lukaniuk, Cllr G Brocklehurst, Cllr H Kostecki
Cllr P Wittam, Cllr T Nolan |
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| - Cemetery Committee | - The Full Council |
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| - Emergency Panel – a revised emergency plan is currently in development and will be brought to Full Council for approval. | |
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| - New Cemetery Working Party | - Cllr P Etherington, Cllr J Hughes, Cllr V Lukaniuk,
Cllr G Brocklehurst, Cllr P Wittam |
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| - Christmas and Events Working Party | - Cllr J Hughes, Cllr N Siebert, Cllr C Watts,
Mrs A Barnes (MOS), Mrs J Prior (MOS)
Mrs J Blanchard (MOP) |

20 APPOINTMENT OF ANY NEW COMMITTEES

None.

21 REVIEW AND ADOPTION OF SUFFOLK CODE OF CONDUCT

Reviewed and accepted.

22 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS – as amended 01/03/2018 AND FINANCIAL REGULATIONS – updated July 2019

Reviewed and accepted.

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

The Clerk confirmed that any representation to external bodies dealt with by the office would be reported in full, to Full Council.

Signed.....

24 REVIEW OF INVENTORY OF LAND AND ASSETS

Cllr Ridgwell commented on the valuations given by the Clerk and asked if this was done by a professional person. The Clerk confirmed he had estimated the costs based on average values. Cllr Lukaniuk stated that the valuations were a rough guide and not set in stone as they could vary with market forces.

25 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.

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

The Clerk informed Council that the current subscriptions to other bodies were as follows:- SALC and The Federation of Burial and Cremation Authority.

27 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Council reviewed and approved the existing Complaints Procedure.

28 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 requested that wording applicable to the EEA be amended to apply to the UK only. These documents were then approved. A vote ensued.

Proposer: Cllr B Brabbs

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/07/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE DATA PROTECTION ACT 1998.

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

Council reviewed and approved the existing policy for Dealing with the Press/Media.

Signed.....

Items 19, 21, 22, 24, 27 and 29 were approved on block.

Proposer: Cllr V Lukaniuk

Seconder: Cllr J Hughes

Resolution Record No: **BTC/08/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE APPOINTING MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2023/24, ADOPTION OF THE SUFFOLK CODE OF CONDUCT, ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS, REVIEW OF INVENTORY OF LAND AND ASSETS, REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE AND REVIEW OF THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA.

- 30 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.

Proposer: Cllr V Lukaniuk

Seconder: Cllr G Brocklehurst

Resolution Record No: **BTC/09/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO CONFIRM THE TIME AND PLACE OF ORDINARY MEETINGS FOR FULL COUNCIL FOR 2023/24.

- 31 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council

Cllr Hughes stated she had completed recent training and would like to continue in the role as the Safeguarding Officer for Brandon Town Council.

Proposer: Cllr V Lukaniuk

Seconder: Cllr C Watts

Resolution Record No: **BTC/10/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO CONFIRM CLLR J HUGHES AS THE LEAD SAFEGUARDING OFFICER FOR BRANDON TOWN COUNCIL.

Cllr Wittam thanked the staff at Old School House for their hard work in preparing for the Town Meeting and the Annual General Meeting of the Council. He further added that thanks should also be to the Town Keepers for their sterling work and he looks forward to working with them in the coming year.

- 32 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 V Lukaniuk

Seconder: Cllr G Brocklehurst

Resolution Record No: **BTC/11/15/May/23**

CARRIED: Unanimous

Signed.....

Brandon Town Council
Full Council Meeting
Monday 15th May 2023

BRANDON TOWN COUNCIL

Confidential Minutes

of the Full Brandon Town Council Meeting Annual General Meeting
held at Old School House, Market Hill, Brandon on Monday 15th May 2023 at 7.00pm

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ONLY THE RESOLUTIONS MAYBE DISPLAYED
AS A MATTER OF PUBLIC RECORD

33 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Tuesday 11th April 2023.

Proposer: Cllr B Brabbs

Seconder: Cllr P Etherington

Resolution Record No: **BTC/12/15/May/23**

CARRIED: By majority vote: 5 for, 8 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE
FULL COUNCIL MEETING OF TUESDAY 11TH APRIL 2023 BE APPROVED.

34 MATTERS ARISING

The Clerk requested permission to transfer funds between bank accounts following year end.

Cllr Wittam stated that this was already agreed at the precept meeting. The Clerk wished to make it clear exactly what was happening and wanted it formalised. A vote then ensued.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/13/15/May/23**

CARRIED: Unanimous

BRANDON TOWN COUNCIL APPROVES THE CLERK TO TRANSFER FUNDS BETWEEN
BANK ACCOUNTS AS ALREADY AGREED AT THE PRECEPT MEETING.

The meeting closed at 8.10pm

Signed.....