



BRANDON TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 12TH MAY 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorringer, Hughes, Kostecki, Lukaniuk, Pinnell, Savage, Siebert, Skinner, Watts. Clerk: Cunnell,
Minute Taker: Prior

MINUTES

Cllr Wittam announced that Cllr Bland had been elected as a board member of SALC and is Vice Chair.

25/1	<p>Election of Chair</p> <p>Cllr Bland nominated Cllr Wittam, seconded by Cllr Savage. Cllr Gorringer nominated Cllr Brocklehurst, seconded by Cllr Pinnell. Cllr Wittam won the vote, by seven votes to six.</p> <p>Cllr Wittam was elected as Chair for the year 2025/26 and signed the Acceptance of Office.</p>
25/2	<p>Election of Vice Chair</p> <p>Cllr Wittam nominated Cllr Bland, seconded by Cllr Skinner. Cllr Lukaniuk nominated Cllr Brocklehurst, seconded by Cllr Gorringer. Cllr Brocklehurst won the vote, by seven votes to six.</p> <p>Cllr Brocklehurst was elected as Vice Chair for the year 2025/26 and signed the Acceptance of Office.</p>
25/3	<p>Apologies for Absence</p> <p>No apologies received.</p>
25/4	<p>Declarations of Interest and requests for Dispensations</p> <p>Cllr Wittam – non-pecuniary interest re item 25/11 and 25/12. Cllr Wittam stated he would not take part in the debate or vote and would be happy to leave the meeting, if necessary. The consensus was, Cllr Wittam would remain in the room during these items. At future meetings handover to Vice Chair for planning.</p>
25/5	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath</p> <p>Received and noted.</p>

	<p>Cllr Pinnell raised the following:-</p> <ul style="list-style-type: none"> • Issue of noise levels with the F35 being louder than F15, which has been all over social media. • A Military Aviation Noise Contour Report was undertaken in 2017 for the F15. Could we instigate having another one undertaken? • To contact Sqn Ldr Eaton to find a way forward to mitigate noise levels.
25/6	<p>Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 14th April 2025, New Cemetery Committee Meeting of 15th January 2025 and the Planning Committee Meeting of 7th April 2025. RESOLVED</p>
25/7	<p>Chairmans Report Chairman gave a verbal report:-</p> <ul style="list-style-type: none"> • Tomorrow is the Election of Chair at West Suffolk District Council. • At West Suffolk, committees and working parties will remain the same, mixed in with Devolution, over the coming year.
25/8	<p>Public Participation Time</p> <p>The meeting was adjourned.</p> <p>A member of the public asked as Cllr Wittam is on West Suffolk Planning Committee, could what he hears there, influence his decision in Brandon. Previously, Councillors have left the room. Cllr Wittam explained how it would not influence his decision.</p> <p>Cllr Pinnell then raised a point of order re 13b of Standing Orders re dispensations. The Town Clerk explained about dispensations. Then another point of order was raised re 13d. The Town Clerk explained further how dispensations work.</p> <p>Cllr Wittam concluded that when planning comes up on the agenda, he would leave the room and the Vice Chair can Chair that part of the meeting.</p> <p>Meeting re-opened.</p>
25/9	<p>Reports from County and District Councillors Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • Attempting to sort the speeding issue on Green road:- • 30mph roundalls have gone in. • Attempting to put in a Speed Indicator Device, at no cost to the Town Council. • The maintenance and management would be under, Suffolk County Council. <p>Cllr Lukaniuk as District Councillor reported:-</p>

	<ul style="list-style-type: none"> Local government reorganisation. The government has acknowledged that West Suffolk would prefer multiple Unitary Councils in Suffolk. Business case now needs to be put forward for them to accept. <p>Cllr Savage as District Councillor reported:-</p> <ul style="list-style-type: none"> Supports the Speed Indicator Device on Green Road. Member of public at last meeting raised a query about the bin being removed by the river. Contacted West Suffolk and all bins are being looked at and replaced.
25/10	<p>Reports from Town Councillors</p> <p>Cllr Pinnell reported he had attended a meeting with the Town Clerk, Cllr Wittam and Cllr Savage to get information about the slip/jetty. Plans on promoting the jetty and river. This project is a fantastic idea and will be great for Brandon</p> <p>Cllr Brocklehurst reported that he had had a meeting with the gas contractors who will be working on Thetford Road in the coming weeks, could painting of bus shelter be co-ordinated with this, staff to liaise with Highways.</p> <p>Cllr Challiss asked if the Council could inform the public about roadworks. The Town Clerk commented that if we are informed, we do share the information.</p> <p>Cllr Siebert thanked all the Councillors that attended the RBL, VE Day event. Cllr Wittam attended the Apple Blossom Day event and received positive feedback from attendees.</p> <p>Cllr Brocklehurst thanked Mrs Prior for organising the VE Day two minutes silence, on Market Hill, at short notice.</p> <p>Cllr Wittam left the meeting at 7.34pm. Cllr Brocklehurst as Vice Chair took over as Chair for the planning items.</p>
25/11	<p>Planning Applications to Consider</p> <p>To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/25/0239/FUL – 81D London Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRIW3EPDHR000</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were made:-</p> <ul style="list-style-type: none"> There were no objections by neighbours on the portal. The environmental team would like a Contained Land Questionnaire carried out, before they would sign off the application. <p>After further discussion about previous applications. Cllr Lukaniuk proposed and Cllr Siebert seconded, to support the application.</p> <p>RESOLVED</p>

25/12	<p>Late Planning Applications Received after Agenda was Published</p> <p>To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.</p> <p>DC/25/0774/HH – 10 Coronation Place, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVVRC4PDJRD00</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were made:-</p> <ul style="list-style-type: none"> • There was room for the extension. • There were no objections from neighbours on the portal. <p>Cllr Lukaniuk proposed and Cllr Hughes seconded, to support the application. RESOLVED</p> <p>Cllr Wittam returned to the meeting at 7.47pm.</p>
25/13	<p>New Cemetery Report</p> <p>The Town Clerk commented no further updates had been given.</p>
25/14	<p>Accounts</p> <p>Cllr Gorringe proposed and Cllr Brocklehurst seconded, to note and approve payments made in April 2025 RESOLVED</p>
25/15	<p>Grant Applications</p> <p>To consider S137 grant from Fledgelings Preschool Brandon Nominal Code: 1402</p> <p>Fledgelings withdrew their grant application. The Town Clerk explained, after the visit of herself and some of the Councillors, to the Fledgelings site, they decided to withdraw their application. Will resubmit an application in the future with expanded projects.</p>
25/16	<p>Income & Expenditure Statement against budget for March 2025</p> <p>Received and noted.</p>
25/17	<p>Speed Indicator Sign</p> <p>Cllr Lukaniuk will be attempting to place a speed indicator device (SID) in Green Road, at no cost to Brandon Town Council. Noted.</p>
25/18	<p>Weed Spraying</p> <p>Brandon Town Council resolves to instruct a contractor to spray the weeds on the Market Hill and High Street (not beyond the Aldi entrance.) Not to exceed £350.</p> <p>Cllr Lukaniuk gave an overview and explained of the success of the previous weed spraying and hoped to continue with this.</p>

	<p>Cllr Lukaniuk proposed and Cllr Gorrington seconded that the weed spraying continued but not to exceed £350.</p> <p>RESOLVED</p>
25/19	<p>Council Committee Structure for 2025/26</p> <p>Full Council – All Councillors</p> <p>Events Committee:- Cllr Hughes, Challiss, Savage, Skinner, Watts,</p> <p>Committee Officers:- Mrs A Barnes, Mrs J Prior</p> <p>Noted.</p>
25/20	<p>Standing Orders 2025</p> <p>To adopt Standing Orders 2025.</p> <p>The Town Clerk explained the changes, which are due to the new procurement act. Cllr Brocklehurst queried that in the Standing Orders it states that meetings should only run for two hours. The Town Clerk explained this is why Standing Orders are suspended, to continue the meeting. It was proposed by Cllr Wittam and seconded by Cllr Skinner to adopt Standing Orders 2025.</p> <p>RESOLVED</p>
25/21	<p>Financial Regulations 2025</p> <p>To adopt Financial Regulations 2025.</p> <p>The Town Clerk explained of the changes to the procurement act and mirroring of the Standing Orders. It was proposed by Cllr Skinner and seconded by Cllr Siebert to adopt Financial Regulations 2025.</p> <p>RESOLVED</p>
25/22	<p>Asset Register</p> <p>Review Asset Register.</p> <p>Cllr Pinnell asked about values, the Town Clerk explained that if there was no evidence of the purchase price, it was counted as a pound. The main change is the adding of the new cemetery land. The review of the Asset Register was proposed by Cllr Skinner and seconded by Cllr Brocklehurst.</p> <p>RESOLVED</p>
25/23	<p>Insurance</p> <p>Confirmation of arrangements for insurance cover.</p> <p>The Town Clerk explained about our insurance arrangements and what is expected of us. The insurance cover confirmation was proposed by Cllr Wittam and seconded by Cllr Siebert.</p> <p>RESOLVED</p>
25/24	<p>Scheme of Delegation</p> <p>To adopt Scheme of Delegation.</p> <p>The Town Clerk explained that we have not had one before and that the document sets responsible, roles and responsibilities. It was proposed by Cllr Bland and seconded by Cllr Skinner, to adopt the Scheme of Delegation.</p>

	RESOLVED
25/25	<p>Financial Risk Assessment</p> <p>To adopt Financial Risk Assessment.</p> <p>The Town Clerk explained that it is an important document, as part of our audit. This is how we prove due diligence with our accounts and it is on the website for transparency, so residents know what we are doing. It was proposed by Cllr Bland and seconded by Cllr Watts, to adopt the Financial Risk Assessment.</p> <p>RESOLVED</p>
25/26	<p>Internal Control Statement/Report</p> <p>To adopt Internal Control Statement.</p> <p>The Town Clerk explained this was part of financial regulations. A Councillor has to check that the officers are undertaking all they should be financially. Cllr Pinnell queried an item on the list. The Town Clerk explained. It was proposed by Cllr Pinnell and seconded by Cllr Bland, to adopt the Internal Control Statement.</p> <p>RESOLVED</p>
25/27	<p>Meetings Calendar</p> <p>Received and noted.</p>
25/28	<p>Safeguarding</p> <p>It was proposed by Cllr Bland and seconded by Cllr Skinner, that the lead person/persons for safeguarding were Cllr Hughes and Mrs Prior.</p> <p>RESOLVED</p>
25/29	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p> <ul style="list-style-type: none"> • SALC are in on Monday for our Internal Audit. Thanked Councillors who helped prepare the documents for the audit. • Brandon Commission will be meeting at OSH on Monday.

The meeting closed at 8.15 PM

Chairman

Date