



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 10TH FEBRUARY 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorrington, Hughes, Kostecki, Lukaniuk, Pinnell, Savage, Siebert, Skinner. Clerk: Cunnell

MINUTES

1	Apologies for Absence Apologies received from Cllr C. Watts.
2	Declarations of Interest and requests for Dispensations Cllr Skinner – Non-pecuniary interest - item 14.
3	To receive a report from Sqn Ldr Eaton – RAF Lakenheath Sqn Ldr Eaton was unable to attend the meeting but sent in a report that was noted.
4	Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meetings on 13th January 2025. Resolution Record No: BTC/135/10/Feb/25 RESOLVED
5	Chairmans Report Chairman gave a verbal update:- <ul style="list-style-type: none">• 27th January attended Holocaust Memorial Service in Abbey Gardens.• What a difference it has made to Brandon Town Council having a qualified Town Clerk. The Clerk has already secured funding and is working with other organisations on positive projects for Brandon.• Work has started on a project on the Brandon Remembrance Playing Fields. It will be known as The Queen Elizabeth Memorial Garden. The grant funding the Clerk secured and money from my Locality Budget will pay for this project. A possibility of Brandon Town Council providing a centre-piece memorial stone or something of that nature, in memory of our late queen.• Lastly the Chairman read out the Nolan Principles.
6	Public Participation Time The meeting was adjourned.

	<p>A resident had emailed to ask if the New Cemetery Committee meetings could be live streamed. All Councillors were in agreement.</p> <p>A member of the public queried about the amount of rubbish by the bridge, due to the dustbin having been removed. Cllr Savage will contact West Suffolk Council regarding a replacement bin.</p> <p>A resident had a query re item 14 on the agenda. Councillors commented that it had been discussed that a brick, not stone gateway along with other changes to the layout be made.</p> <p>Meeting re-opened.</p>
7	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk, as County Councillor, reported:-</p> <ul style="list-style-type: none"> • The resurfacing in St Peters is being completed starting 15th for two days. Elizabeth Road and parts of George Street have also been resurfaced. • Meeting on Thursday with Head of Structures regarding the bridge parapets. • A TV crew from the BBC have been in contact regarding a documentary about eight buildings at risk. The railway station building maybe included. Photographs of the inside and outside of the building are required.
8	<p>Reports from Town Councillors</p> <p>Cllr Siebert reported that Brandon Town Council have helped fund a warm space at the Royal British Legion in conjunction with Brandon Creative Forum on a Wednesday. The Community Café will run on a Monday, Wednesday and Friday during the school summer holidays in order to provide free school meals.</p> <p>The Clerk commented that the funding came from the Prosperity Fund Grant and that Brandon Creative Forum are producing craft projects for Apple Blossom Day in the Orchard, later in the year.</p> <p>Cllr Brocklehurst reported that Brandon in Bloom can now officially confirm that Brandon will again be visited by the judges on the National RHS scheme. The theme is Jane Austin if shop keepers wish to decorate their windows.</p>
9	<p>Accounts</p> <p>To approve and note payments made in January 2025</p> <p>A query was raised about an invoice on the payments list for data sets. The Clerk replied it was for traffic statistics that were required as part of the TRO for HGV vehicles that is a later agenda item.</p> <p>Resolution Record No: BTC/136/10/Feb/25</p> <p>RESOLVED</p>
10	<p>Grant Applications</p> <p>To consider S137 grant from Brandon Pride Suffolk UK</p> <p>A number of representatives from Brandon Pride gave an overview of what the group are looking to achieve. A number of Councillors made comments about the group and their work. Cllr Wittam proposed and Cllr Siebert seconded that the grant of £500 to Brandon Pride be paid.</p> <p>Resolution Record No: BTC/137/10/Feb/25</p> <p>RESOLVED</p>

11	<p>Income & Expenditure Statement against budget for December 2024 Received and noted.</p>
12	<p>Financial Year End arrangements To discuss and agree the following:</p> <ol style="list-style-type: none"> 1. To agree in principle movement of any underspend into appropriate reserves at the end of the year Resolution Record No: BTC/138/10/Feb/25 RESOLVED 2. Minimum bank balance to be maintained The Clerk recommended that £40,000 be in the bank as a minimum, with the rest of the money in the savings, which can be transferred instantly if necessary. Resolution Record No: BTC/139/10/Feb/25 RESOLVED 3. £2000 available in year, to agree possible uses Councillors discussed the item but no projects were agreed upon. The public are requested to contact the Council with any ideas for future projects in Brandon. Resolution Record No: BTC/140/10/Feb/25 RESOLVED
13	<p>Minutes of Previous Meetings To receive and note minutes of the New Cemetery Committee Meeting of 15th January 2025 Amendment: replace stone gateway with brick. Resolution Record No: BTC/141/10/Feb/25 RESOLVED</p>
14	<p>Proposals from New Cemetery Committee To agree the following recommendations to contractor: -</p> <ul style="list-style-type: none"> • A couple of gaps in the northern part of the hedge to allow pedestrian access to future phases • The entrance to be adapted to reflect the brick gateway <p>Councillors discussed the item including the need for the hedgerow as part of the biodiversity net gain (BNG) element. Resolution Record No: BTC/142/10/Feb/25 RESOLVED</p>
15	<p>Minutes of Previous Meetings To receive and note minutes of the Events Committee Meeting of 27th January 2025 Received and noted.</p>
16	<p>Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 3rd February 2025 Received and noted.</p>
17	<p>TRO Update To review comments received and agree to a public consultation to apply for TRO</p>

	<p>The Clerk thanked the Councillors for their comments. The Clerk thanked Cllr Bland for all his work on the statistics.</p> <p>There was a discussion about the following:-</p> <ul style="list-style-type: none"> • Need for public consultation • How the public consultation could be carried out • How concerns about business would be represented • Businesses can apply for exemption • Write to Norfolk County Council asking why the partial HGV ban we had put in place, has not been enforced. <p>Resolution Record No: BTC/143/10/Feb/25 RESOLVED</p>
18	<p>The Brandon Poors Estate</p> <p>Nominate two Trustees</p> <p>Cllr Skinner and Cllr Challiss put their names forward to be trustees of The Brandon Poors Estate.</p> <p>Resolution Record No: BTC/144/10/Feb/25 RESOLVED</p>
19	<p>Appointment of Councillor to Community Group – Brandon Remembrance Playing Fields</p> <p>Appoint a Councillor</p> <p>Cllr Challiss put her name forward to be trustee of Brandon Remembrance Playing Field.</p> <p>Resolution Record No: BTC/145/10/Feb/25 RESOLVED</p>
20	<p>Civility and Respect Pledge</p> <p>Decision required: To sign up to the Civility and Respect Pledge</p> <p>https://www.nalc.gov.uk/campaigns/civility-and-respect.html</p> <p>The Clerk gave information about the pledge explaining it was best practice for the Council.</p> <p>Resolution Record No: BTC/146/10/Feb/25 RESOLVED</p>
21	<p>Support Memorial Bench Application</p> <p>To support an application for a memorial bench in Brandon</p> <p>The Clerk explained about supporting an application for a memorial bench in Brandon. She explained further how the resident would be taking full responsibility for the licensing and maintenance of the bench.</p> <p>Resolution Record No: BTC/147/10/Feb/25 RESOLVED</p>
22	<p>Memorial Bench Policy</p> <p>To adopt Memorial Bench Policy</p> <p>The Clerk thanked Cllr Pinnell for his input on the policy and explained that a policy needs to be in place.</p> <p>Resolution Record No: BTC/148/10/Feb/25 RESOLVED</p>
23	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p>

	<ul style="list-style-type: none"> • Reminder - CPP market place event "Light up the Town." Thanked Councillors who are assisting (Tuesday 25th February) • Reminder - PSCO on the market on Thursday • Staff are currently working on reserves and underspend. • TRO development of questions. • H&S audit of sites. Action plan – 70% complete. The rest is in progress. • Contractor engaged for GOV.UK domain and emails. We were told it would take 4-6 weeks and we instructed approximately 2 weeks ago. • Trees x 2 to replace struggling trees in avenue. Ordered and paid for. • Plans and proposal for Jetty have been sent to Suffolk County Council and Environment Agency have engaged to discuss work permits. Awaiting comments from both. • Meeting with local police and Breckland School around engagement with the community with 4 students attending the events meeting to discuss youth events and their participation in projects and events within the town. • Started the 'Warm Space' and craft Cafe at RBL which will produce items for the Apple Blossom Day as part of the prosperity funding. • Removal of broken speed signs by SCC, will be happening. • Request public to contact the Council about future projects for Brandon.
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The meeting closed at 8.38 PM

Chairman

Date