

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at Old School House, Market Hill, Brandon on Monday 9th September 2024 at 7pm

Present: Cllr P Wittam (Chair), Cllr W Bland, Cllr L Challiss, Cllr P Gorringe, Cllr V Lukaniuk, Cllr M Pinnell, Cllr P Ridgwell, Cllr J Savage, Cllr N Siebert, Cllr C Watts

Also Present: 10+ members of the public.

The Chair, Cllr Wittam, thanked Brandon in Bloom, commenting on how well they did in the Anglia in Bloom competition winning gold for best medium town and many other awards. Cllr Wittam asked for a round of applause, for Rachel, all the Brandon in Bloom volunteers and the Town Keepers.

1 APOLOGIES for absence and approval of reasons tendered.

Cllr G Brocklehurst, Cllr J Hughes, Cllr H Kostecki – apologies received.

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

None.

3 TO RECEIVE A REPORT FROM SQN LDR EATON - RAF LAKENHEATH

Sqn Ldr Eaton gave an operational update. Lakenheath Alliance for Peace have published the dates for future Peace Camps that are to be held outside the Main Gate to RAF Lakenheath. These are planned for the last Saturday of every month, starting 31st August 2024. Their intention is to hold a larger event in April 2025. The August event passed off without incident.

There will be an extended flying window 9th-20th September primarily due to NATO exercise commitments.

The Medical Group will be conducting an Exercise at RAF Feltwell 7th-11th October and there will be increased military activity in the area during this period. This may include explosive detonations and aircraft arrivals/departures.

Sqn Ldr asked us to please inform Vikki Quamina 48FW.CRA@us.af.mil of the Town Council's plans for Remembrance Events to enable maximum opportunity for participation by members of the USVF. Cllr Ridgwell had a number of queries, which the Sqn Ldr answered.

4 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the Brandon Town Council Full Council Meeting of Monday 8th July 2024.

Proposer: Cllr N Siebert

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/68/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 8TH JULY 2024 BE APPROVED

Signed.....

- Of the Brandon Town Council Extraordinary General Meeting of Friday 24th July 2024.

Proposer: Cllr V Lukaniuk

Seconder: Cllr W Bland

Resolution Record No: **BTC/69/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF FRIDAY 24TH JULY 2024 BE APPROVED

- Of the Brandon Town Council Cemetery Meeting of Monday 12th August 2024.

Proposer: Cllr V Lukaniuk

Seconder: Cllr J Savage

Resolution Record No: **BTC/70/09/Sep/24**

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

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE CEMETERY MEETING OF MONDAY 12TH AUGUST 2024 BE APPROVED

- 5 MATTERS ARISING** for information exchange only of the Full Council Meeting of 8th July 2024 and 12th August 2024.

Cllr Ridgwell asked Cllr Wittam if item 24, from the July meeting, that had been deferred, would be brought back to a future meeting and be in the public part of the meeting. Cllr Wittam commented the item may possibly come back at a future meeting. Cllr Ridgwell then queried about the new recycling scheme and if the Councillors had anything to say about it. Cllr Wittam commented it is still out for consultation at West Suffolk Council and it will come back to be discussed further. He further queried about bottle banks being taken away. Cllr Wittam further explained that it was still all under review.

- 6 URGENT BUSINESS** any items the Chairman considers a matter of urgent business.

Cllr Watts explained about the upcoming planned events and how more volunteers were needed to join the committee. Cllr Challiss and Cllr Savage both volunteered.

- 7 TO RECEIVE WRITTEN REPORT** from the Town Clerk.

Report was received. Cllr Pinnell commented that the 9 Stiles Walk was very good this year and he enjoyed it immensely. Cllr Siebert commented that the summer activities were absolutely amazing and were well organised. Cllr Wittam commented it was very well organised and beneficial to the families of Brandon.

- 8 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.

A member of the public raised concerns that the new cemetery has been going on for a number of years, with nothing, seemingly going on and they think that they public should be given a full report, on all the actions that have been taken and all monies spent so far.

Signed.....

They also raised concerns about what might happen to the land, that had been purchased by the Council, if it was decided not to put the cemetery there and also that planning permission had been granted and why it had been allowed to expire. They were also concerned about a number of rumours they had heard regarding the new cemetery. Cllr Wittam reassured the member of the public, that they were just rumours and that we are currently working on costings of the new cemetery. Lastly, they asked if the bank on Church Road was being cut and about the state of St Peters approach. Cllr Wittam commented he had raised these issues with Suffolk Highways. Cllr Lukaniuk under his County Council role commented that during the July meeting Cllr Pinnell had asked for HGV figures. He further commented that he would get these to him, as soon as he receives them. Cllr Lukaniuk further commented that the bannisters on the bridge had gone out to tender and would cost fifty thousand to be repaired. He is waiting for more information. Cllr Lukaniuk also commented that Highways had been out and patched Coulson Lane. He also listed a number of other jobs that West Suffolk and Suffolk Highways had completed. Cllr Wittam reported he had attended the 80th Anniversary of the ‘Bloody 100th’ at RAF Mildenhall. Cllr Challiss updated the meeting on progress she had made on the yellow box on Rattlers Road/London Road junction. She reported that Suffolk Highways have confirmed, it will be repainted. She has also been in touch with Royal Mail regarding the irregularity of mail deliveries. She had been told her enquiry has been escalated and is waiting for them to get back to her. Cllr Challiss informed that meeting that, she will keep us updated.

9 CORRESPONDENCE

- Letter from resident to Royal Mail re post box at 14 High Street. Cllr Wittam requested that we also write a letter to Royal Mail about the post box.

- Email from Trading Standards re approval needed for installation of 4 No Cold Calling Zone signs in Rowan Drive, Brandon, on streetlights. A vote ensued to allow the installation of the signs.
Proposer: Cllr P Wittam
Seconder: Cllr N Siebert
Resolution Record No: **BTC/71/09/Sep/24**
CARRIED: Unanimous

- Email from Imogen Radford – Healing Waters re permission to erect display boards – this item was deferred until the next meeting once our new Town Clerk was in situ.

10 ACCOUNTS To approve the payments for August 2024.

Cllr Lukaniuk had a query about the invoice, relating to the clock. Mrs Prior commented she would get back to him, on his query.

Proposer: Cllr M Pinnell
Seconder: Cllr W Bland
Resolution Record No: **BTC/72/09/Sep/24**
CARRIED: Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR AUGUST 2024.

Signed.....

| Invoice Date | Invoice No. | Supplier | Expense Type | Nett | VAT | Gross | Payment |
|--------------|--------------|--------------------------|--------------------------------|-----------|---------|-----------|--------------|
| 09/08/2024 | no-BTC090824 | Total Photography | ID Badges | £5.98 | £0.00 | £5.98 | BACS |
| 01/08/2024 | | Mr T Kent | Repair Window (strimming) | £281.47 | £0.00 | £281.47 | BACS |
| 05/06/2024 | 1503215113 | Trade Point | Compost for planters | £97.92 | £19.58 | £117.50 | Direct Debit |
| 16/07/2024 | INV-7018 | Hugofox Limited | Website Subscription | £29.99 | £6.00 | £35.99 | Direct Debit |
| 18/07/2024 | M016 HG | BT | Phone OSH | £101.22 | £20.24 | £121.46 | Direct Debit |
| 20/07/2024 | M080 E6 | BT | Phone OSH | £87.72 | £17.54 | £105.26 | Direct Debit |
| 20/07/2024 | M056 ZT | BT | Phone OSH | £40.49 | £8.10 | £48.59 | Direct Debit |
| 01/08/2024 | 12089 | Cranberry Comms. | Microsoft 365 | £119.95 | £23.99 | £143.94 | Direct Debit |
| 02/08/2024 | 1871136 | YU Energy | Electric OSH | £138.85 | £6.94 | £145.79 | Direct Debit |
| 02/08/2024 | 1871138 | YU Energy | Electric BRPF Yard | £98.43 | £4.92 | £103.35 | Direct Debit |
| 02/08/2024 | 1871135 | YU Energy | Electric Pillar 8 Market Hill | £14.96 | £0.75 | £15.71 | Direct Debit |
| 02/08/2024 | 1871139 | YU Energy | Electric Pillar 9 Market Hill | £17.76 | £0.89 | £18.65 | Direct Debit |
| 02/08/2024 | 1871140 | YU Energy | Electric Cemetery Yard | £11.05 | £0.55 | £11.60 | Direct Debit |
| 02/08/2024 | 1871141 | YU Energy | Electric Christmas Tree Pillar | £9.27 | £0.46 | £9.73 | Direct Debit |
| 18/08/2024 | 3542279 | Everflow Water | Water OSH | £26.54 | £0.00 | £26.54 | Direct Debit |
| 26/08/2024 | | BNP Paribas Leasing Sol | Photocopier - Quarterly Rental | £269.00 | £53.80 | £322.80 | Direct Debit |
| 27/08/2024 | | Creative Pension Trust | Pensions - August | £645.69 | £0.00 | £645.69 | Direct Debit |
| 28/08/2024 | 1252981 | West Suffolk Council | Trade Waste | £78.25 | £0.00 | £78.25 | Direct Debit |
| 18/07/2024 | 1003573536 | Travis Perkins Ltd | Bitumen Macadam - Cem. Path | £53.28 | £10.66 | £63.94 | BACS |
| 21/08/2024 | 1005229066 | Travis Perkins Ltd | Hire of Compactor - Cem. Paths | £32.74 | £6.55 | £39.29 | BACS |
| 19/07/2024 | 104693 | Thetford Garden Centre | Cobbles - Craft Events | £13.33 | £2.67 | £16.00 | BACS |
| 30/07/2024 | 74045 | Blademaster | Servicing Mower Blades | £20.00 | £4.00 | £24.00 | BACS |
| 01/08/2024 | 133252 | Smith of Derby | Annual Service - Town Clock | £254.00 | £50.80 | £304.80 | BACS |
| 02/08/2024 | 253197 | Amazon | Blue Roll | £19.58 | £3.92 | £23.50 | BACS |
| 05/08/2024 | 46483 | Amazon | Liquid Seaweed Fertiliser | £63.90 | £0.00 | £63.90 | BACS |
| 15/08/2024 | K88989 | Ernest Doe & Sons Ltd | Belt for Mower | £52.59 | £10.52 | £63.11 | BACS |
| 19/08/2024 | 295177 | J & D Green | Window Cleaning OSH | £20.00 | £0.00 | £20.00 | BACS |
| 26/08/2024 | SB20241251 | PKF Littlejohn LLP | External Audit | £840.00 | £168.00 | £1,008.00 | BACS |
| 30/08/2024 | 285418 | Fengate Fasteners Ltd | Hammerite, Teak Oil, PPE | £265.51 | £53.10 | £318.61 | BACS |
| 31/08/2024 | 20240000836 | Finevale Service Station | Fuel | £128.45 | £25.69 | £154.14 | BACS |
| 05/09/2024 | | HMRC | NICS | £2,250.10 | £0.00 | £2,250.10 | BACS |

11 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JUNE AND JULY 2024

The Income and Expenditure Statements against Budget for June and July 2024 were received. Cllr Lukaniuk commented about the amount of money Suffolk County Council had reimbursed us, for the upgrading of the streetlights to LED. Cllr Pinnell raised a few points about budgeted items and the percentage already used. Cllr Wittam explained that these items would be looked at, when we undertake the budgeting.

12 GRANT APPLICATION discussion to consider S137 grants from SARS, Brandon Town Community Football Club and Brandon Happy to Sing Choir.

A representative from SARS gave an overview of what the charity does. Cllr Lukaniuk asked if £500 was enough to make a difference. Cllr Wittam proposed that we give them £1000, to which Cllr Lukaniuk seconded. Cllr Wittam commented that if the representative contacted him, he would help by organising a charity bike ride. A vote ensued.

Proposer: Cllr P Wittam

Secunder: Cllr V Lukaniuk

Resolution Record No: **BTC/73/09/Sep/24**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT FROM SARS FOR THE AMOUNT OF £1000.00.

Cllr Lukaniuk gave a brief overview of the football club. Cllr Lukaniuk proposed we pay them £500. Cllr Siebert commented that the work they are doing on the playing fields and the efforts they are making to fund raise for this is amazing.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/74/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT FROM BRANDON COMMUNITY FOOTBALL CLUB FOR THE AMOUNT OF £500.00.

A representative from Brandon Happy to Sing Choir gave an overview of the Choir and as to why they had put in a grant application. Cllr Lukaniuk asked if £500 would cover buying a P.A. system and microphones. The representative commented they would need to raise another £400. A vote took place.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Gorringer

Resolution Record No: **BTC/75/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT FROM BRANDON HAPPY TO SIGN CHOIR FOR THE AMOUNT OF £500.00.

13 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 5th August 2024 and 2nd September 2024.

The minutes from the above Planning Committee meetings were noted and received.

14 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 N Siebert

Resolution Record No: **BTC/76/09/Sep/24**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting
held at Old School House, Market Hill, Brandon on Monday 9th September 2024 at 7pm

THIS PAGE IS CONFIDENTIAL
ONLY THE RESOLUTIONS MAYBE DISPLAYED
AS A MATTER OF PUBLIC RECORD

15 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 8th July 2024.

Proposer: Cllr V Lukaniuk

Seconder: Cllr W Bland

Resolution Record No: **BTC/77/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 8TH JULY 2024 BE APPROVED.

- Of the Brandon Town Council Extraordinary General Meeting of Friday 24th July 2024.

Proposer: Cllr M Pinnell

Seconder: Cllr P Gorringe

Resolution Record No: **BTC/78/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF FRIDAY 24TH JULY 2024 BE APPROVED.

16 MATTERS ARISING

Mrs Prior explained to all present, that an events meeting had taken place earlier that day and she was checking it was ok, for the Events Committee to spend money from the budget, without it having to be passed by Full Council. She explained in some circumstances the Council could miss out, due to having to wait to have it passed by Full Council. Cllr Lukaniuk commented he was happy to propose it, stating that we can spend up to the budget. A vote ensued.

Proposer: Cllr V Lukaniuk

Seconder: Cllr M Pinnell

Resolution Record No: **BTC/79/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ALLOW THE EVENTS COMMITTEE TO SPEND THE REMAINING EVENTS BUDGET WITHOUT IT HAVING TO BE PASSED BY FULL COUNCIL.

Signed.....

Mrs Prior produced a quotation for work needed, after a fire alarm inspection. A vote then ensued to allow the work to be undertaken.

Proposer: Cllr P Wittam

Seconder: Cllr M Pinnell

Resolution Record No: **BTC/80/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE WORK TO BE UNDERTAKEN.

Mrs Prior read out a letter from a local group, which asked if we could help them out with storage of archives, at Old School House, until the end of the year, while they find an alternative solution. A vote ensued.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/81/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ALLOW A LOCAL GROUP TO STORE THEIR ARCHIVES AT OLD SCHOOL HOUSE UNTIL THE END OF THE YEAR.

Cllr Lukaniuk brought up about the budget allowed earlier in the year to spray the weeds on the High Street and Market Hill and asked that they be sprayed again, as there was money left in that budget. Cllr Lukaniuk commented he would instruct the contractor to carry out the work. Mrs Prior commented she would contact the contractor, due to this being an admin job. Cllr Lukaniuk also asked if we could have a quote to spray the Ivy in the cemetery and to arrange a site visit.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/82/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO SPEND THE REMAINING BUDGET TO SPRAY THE WEEDS IN THE HIGH STREET AND ON MARKET HILL.

17 RESOLUTION from Cllr P Wittam No. 484

Brandon Town Council resolves to employ our new Town Clerk.

Cllr Pinnell gave an overview of the interview. Cllr Lukaniuk asked if we had seen their C.V. and had received references. Cllr Pinnell answered his queries.

Proposer: Cllr M Pinnell

Seconder: Cllr P Gorringe

Resolution Record No: **BTC/83/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO EMPLOY OUR NEW TOWN CLERK.

Signed.....

18 RESOLUTION from Cllr P Wittam No. 485

Brandon Town Council resolves to purchase a laptop for the use of the new Town Clerk.

Cllr Wittam explained the capacities, that he thought would be required, for the laptop. A vote then took place.

Proposer: Cllr V Lukaniuk

Seconder: Cllr M Pinnell

Resolution Record No: **BTC/84/09/Sep/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO PURCHASE A LAPTOP FOR THE USE OF THE NEW TOWN CLERK.

The meeting closed at 8.37pm

Signed.....