



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL
OLD SCHOOL HOUSE BRANDON
MONDAY 10TH MARCH 2025 7.00 P.M.

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

MINUTES

1	Apologies for Absence Apologies received from Cllr P Ridgwell, Cllr S. Skinner. The Clerk reminded the Councillors that apologies need to be sent in writing to the Clerk or Chair.
2	Declarations of Interest and requests for Dispensations None.
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 10th February 2025. A query was made on the minutes, which would be amended. Resolution Record No: BTC/151/10/Mar/25 RESOLVED
5	Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 3 rd March 2025 Received and noted.
6	Chairmans Report Chairman gave a verbal update about the memorial garden project, that he had received from the secretary at the Brandon Remembrance Playing Fields. Which included the following:- <ul style="list-style-type: none">• Trees have been taken down and stumps removed, apart from one large stump on the edge of the ditch.• Main area has been cleared, with a few bits on fishing lake side of the roadway to do.• Next step is to level off the area and build up banks, around the edges.

	<ul style="list-style-type: none"> • Local company will be delivering 200 tonnes of topsoil, to build up the area. • Ditch area near the allotments will be cleared, to help with drainage. • Rachel from Brandon in Bloom has done a preliminary drawing, for tree planting proposal and design area. • Planting window has been missed for this year. Planting will now be next autumn. • Banks will be seeded and glassed, including wildflower plants. • £2000 has been spent on clearing the area. • Estimated £1500 for the banking, grassing and seeding.
7	<p>Public Participation Time The meeting was adjourned.</p> <p>A resident commented on the following:-</p> <ul style="list-style-type: none"> • Thanks for agreeing to live stream the new cemetery meetings. • Returning wildlife to the new cemetery site since clearing the land. • Found old documents from 2012 show the planning application had virtually been granted on the new cemetery. Requested application to be progressed. • Found old documents and plans on the bypass from 2009/10. Requested Council progress. Chairman explained this project was unlikely to happen in the current economic climate. <p>Meeting re-opened.</p>
8	<p>Reports from County and District Councillors Cllr Lukaniuk, firstly thanked staff for the new trees on Victoria Avenue and commented on the loss of Mr G's. Town Councillors agreed it's a loss of an important amenity. As County Councillor, he then reported:-</p> <ul style="list-style-type: none"> • He had met with an engineer re the parapets on the bridge. County are seeking cheaper quotes. • St Peters Approach has now been asphalted. <p>As District Councillor, he reported:- All District Councillors will be making a decision on 18th March, as to their preference for a Unitary Council, there are three options as follows:-</p> <ul style="list-style-type: none"> • Unitary Council for the whole of Suffolk • Two Unitary Councils, Eastern Suffolk and Western Suffolk • Eastern Suffolk, Ipswich and Felixstowe on their own and West Suffolk on its own. <p>There will then be a six-month consultation on forming the details of the Unitary Council.</p>
9	<p>Reports from Town Councillors Cllr Challiss reported that a Pride event is on in the Church Institute at the weekend. Cllr Pinnell reported on his time at Breckland School last week. The children were all concerned about Mr G's closing.</p>

	Cllr Brocklehurst reported that Brandon in Bloom have a litter pick on 22 nd and 23 rd March. RBL putting on refreshments on the Saturday.
10	Accounts To approve and note payments made in February 2025. Resolution Record No: BTC/152/10/Mar/25 RESOLVED
11	Grant Applications To consider S137 grant from 1 st Brandon Scout Group A representative from Brandon Scout Group gave an overview as to why they had put in a grant application. A number of Councillors asked questions and thanked the scouts for all they do. Cllr Pinnell proposed and Cllr Wittam seconded that £4000 be granted to 1 st Brandon Scout Group. Resolution Record No: BTC/153/10/Mar/25 RESOLVED
12	Income & Expenditure Statement against budget for January 2025 Received and noted.
13	SALC Internal Audit Service – Letter of Engagement To appoint SALC as internal auditor for the period 1 st April 2024 – 31 st March 2025, by approving the letter of engagement. The Clerk explained that we have asked SALC to undertake our audit this year. It will be an in-depth audit, to learn what we have to do to progress ourselves as a quality Council. Resolution Record No: BTC/154/10/Mar/25 RESOLVED
14	Defibrillators To consider adding to the current program of AED's <ul style="list-style-type: none"> • Purchase and site four defibrillators via funds from 'project ' allocation. • Set up and manage a network to fundraise and maintain. • Provide facilities for training. Cllr Gorringe gave an overview;- <ul style="list-style-type: none"> • Looking to purchase four more defibrillators. • More defibrillators are needed in the East of Brandon. • Agreed in principle with the owner of the shop on Thetford Road to have one installed. • Looking for £5,000 out of the project fund. £3,000 for the machines and £2,000 for spares. • Training on how to use the defibrillators with East Anglian Air Ambulance is free. There was further discussion about the following:- <ul style="list-style-type: none"> • Who resets the defibrillators if used and the process in doing so. • The clerk suggested a cascade system for the defibrillators. • Cllr Brocklehurst reported Breckland School have also agreed in principle to have one installed on the outside of their building. • Suffolk Highways need to be contacted to see if the defibrillators can be attached to Street Lights for the electric supply.

	<p>Cllr Brocklehurst proposed and Cllr Hughes seconded that £5,000 be used from the projects fund, out of next year's budget, to purchase four defibrillators for £3,000 and use £2,000 for the spares.</p> <p>Resolution Record No: BTC/155/10/Mar/25</p> <p>RESOLVED</p>
15	<p>Permissions for No Cold Calling Zone signs</p> <p>To allow permission for 2 x NCCZ Signs to be erected on Swallow Drive, Brandon.</p> <p>Future requests to be dealt with by Town Clerk.</p> <p>Delegate powers to Town Clerk to manage future requests.</p> <p>The Clerk commented that any requests that are made, would be emailed to the Councillors, for information.</p> <p>Resolution Record No: BTC/156/10/Mar/25</p> <p>RESOLVED</p>
16	<p>New Cemetery Committee Recommendations to Full Council</p> <p>To accept new plan.</p> <p>Cllr Brocklehurst commented we are still working with our original contractor who have provided further plans, for the frontage and hedging on boundaries for biodiversity. This is to be attached to the planning application.</p> <p>Resolution Record No: BTC/157/10/Mar/25</p> <p>RESOLVED</p>
17	<p>TRO Update</p> <p>To review and approve questions for the public consultation</p> <p>https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=3nXBblzbHkyJx7vuLJCvgtCkAqMO3wBCuGnv8IQ_NWpUMkk2WFJCMEtXSUVRMkFNSkVSUTZVT1hLQS4u&Token=e04b82b52ce845748273b578f05f11d3</p> <p>The Clerk:-</p> <ul style="list-style-type: none"> • Thanked Mrs Prior for compiling the form and the Councillors for their comments. • The Clerk explained about all the ways the public consultation will be published, apart from going in the town magazine and the cost of paper, this will be zero cost to the Council. • Put out for the month of April. • Councillors to have stand on the Market, to help promote consultation. <p>Resolution Record No: BTC/158/10/Mar/25</p> <p>RESOLVED</p>
18	<p>Brandon Creative Forum</p> <p>To allow Brandon Creative Forum to hang decorative lamps down Victoria Avenue and approval to decorate the railings at Old School House from 29th November 2025 into the new year of 2026</p> <p>Resolution Record No: BTC/159/10/Mar/25</p> <p>RESOLVED</p>
19	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p>

	<ul style="list-style-type: none"> • Light up the Town was very successful with positive feedback being received. Hope to work with CPP Market Place in the future. Thanks to Councillors and staff for stewarding. • Progressing with the new cemetery. • Information board for The Orchard to arrive end of March. • BRPF had a meeting in Council Chamber which was attended by Natural England, Environment Agency and Norfolk and Suffolk Councils. Ali is to take them on a walk around Brandon next time, to show them, heritage and environmental sites that maybe of interest. • Now focusing on financial year end, internal and external audits to follow. • Asbestos, building surveys and 5 yr fixed wiring tests have gone out for contract re health and safety and should be completed by the next meeting. • Annual Town meeting to be a separate meeting from the AGM, on 1st May, to invite people who had received grants to give feedback on how the money has been spent.
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The meeting closed at 8.12 PM

Chairman

Date