

Brandon Town Council
Full Council Meeting
Monday 15th February 2021

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Monday 15th February 2021 at 7.00pm

Present: Cllr P Wittam (Chair), Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr S Corciulo, Cllr P Etherington, Cllr J Hughes, Cllr J Lloyd-Blackwell, Cllr V Lukaniuk, Cllr D Moore, Cllr S Skinner, Cllr N Vant

Also Present: 5+ members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr D Palmer, Cllr P Ridgwell absent.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr D Moore – Non-pecuniary interest - item 13. Cllr P Etherington – Non-pecuniary interest – items 24, 25.1 & 25.3.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
Sqn Leader Turnbull informed the meeting that the BBC had reported that the schools at RAF Lakenheath would be reopening. This was following a review and the vaccination programme being undertaken. No new Covid infections have been reported on base. Personnel are now isolating as per UK regulations and are not coming onto base until isolation has been served.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
 - Of the Brandon Town Council Meeting of Monday 14th December 2020.
Proposer: Cllr N Vant
Seconder: Cllr V Lukaniuk
Resolution Record No: **BTC/63/15/Feb/21**
CARRIED: By majority vote: 8 for, 1 abstention, 3 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 14TH DECEMBER 2020 BE APPROVED.

 - Of the Brandon Town Council Meeting of Monday 11th January 2021.
Proposer: Cllr S Skinner
Seconder: Cllr S Corciulo
Resolution Record No: **BTC/64/15/Feb/21**
CARRIED: By majority vote: 9 for, 1 abstention, 2 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 11TH JANUARY 2021 BE APPROVED.

Signed.....

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- Of the Brandon Town Council Precept Meeting of Thursday 21st January 2021.

Proposer: Cllr P Wittam

Seconder: Cllr J Hughes

Resolution Record No: **BTC/65/15/Feb/21**

CARRIED: By majority vote: 10 for, 2 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE PRECEPT MEETING OF THURSDAY 21ST JANUARY 2021 BE APPROVED.

- 5 MATTERS ARISING** for information exchange only of the Full Council Meeting of 11th January 2021 – None.
- 6 URGENT BUSINESS** any items the Chairman considers a matter of urgent business – None.
- 7 TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.
Cllr Lukaniuk reported that Suffolk had increased their Council Tax by 1.99%. Cllr Lukaniuk is currently dealing with subsidence due to water erosion adjacent to the Aldi entrance. This may cause some inconvenience whilst the work is being carried out.
Cllr Lukaniuk also reported that the Parking Officer had visited Brandon eighty-eight times and had to date issued twenty-eight parking enforcement tickets.
- 8 TO RECEIVE WRITTEN REPORT** from the Town Clerk.
Report was received.
- 9 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
Proposer: Cllr P Wittam
Seconder: Cllr N Vant
Resolution Record No: **BTC/66/15/Feb/21**
CARRIED: By majority vote: 10 for, 2 unable to vote due to technical issues.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM

A Member of the public stated that the new website appeared much better, but it would be improved if there were pictures of the Councillors available.

A resident updated the Council regarding Brandon in Bloom being nominated to represent Anglia in Bloom in the Britain in Bloom competition. They thanked Councillor Wittam and his son for assisting with the erecting of the NHS flags in the High Street. They informed Council that they had received details of the street lighting arrangements from surrounding towns. This demonstrated that towns in the old Forest Heath area paid for their street lighting whereas those in St Edmundsbury did not. They asked that the District Representatives take this matter forward.

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Cllr Vant informed Council that the street lighting issue is a result of a historical decision taken by Council adopting responsibility of the street lighting. It was in his opinion that to reverse the situation would be extremely protracted due to the large number of concrete lighting columns in Brandon that now need replacing. The resident replied that this was a general situation applicable to the old Forest Heath area and a different system seemed to apply elsewhere. Cllr Lukaniuk agreed to take this further at District level.

THE CHAIRMAN RECONVENED THE MEETING.

10 CORRESPONDENCE – None.

11 ACCOUNTS To approve the payments for January 2021.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/67/15/Feb/21**

CARRIED: By majority vote: 10 for, 2 unable to vote due to technical issues.

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
14/01/2021		Brandon Neigh. Watch	Grant	£400.00	£0.00	£400.00	BACS
14/01/2021		Brandon in Bloom	Grant	£300.00	£0.00	£300.00	BACS
14/01/2021		Fledgelings Pre-school	Grant	£500.00	£0.00	£500.00	BACS
25/01/2021		CMS		£45.00	£0.00	£45.00	BACS
25/01/2021		Mr D Clark	Relinquished Burial Plot	£224.00	£0.00	£224.00	BACS
03/11/2020	1111790108	Trade UK	Christmas Event	£109.16	£21.84	£131.00	Direct Debit
05/01/2021	115490	Cranberry Comms.	Microsoft 365 Subscription	£217.41	£43.48	£260.89	Direct Debit
20/12/2020	M037 HH	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
20/12/2020	M013 3J	BT	Phone OSH	£20.20	£4.04	£24.24	Direct Debit
22/12/2020	956684339	British Gas	Gas OSH	£84.91	£4.24	£89.15	Direct Debit
16/12/2020	H10B5DCOFF	E.ON	Electric OSH	£16.32	£0.82	£17.14	Direct Debit
27/12/2020	H10B81F713	E.ON	Christmas Tree Pillar	£33.94	£1.70	£35.64	Direct Debit
27/12/2020	H19502314C	E.ON	Electric Cemetery Yard	£62.73	£3.14	£65.87	Direct Debit
28/12/2020	H195071F08	E.ON	Electric Pillar 8 Market Hill	£11.55	£0.58	£12.13	Direct Debit
28/12/2020	H19512C715	E.ON	Electric Pillar 9 Market Hill	£4.81	£0.24	£5.05	Direct Debit
06/01/2021	H10B9E1EA7	E.ON	Electric New Yard	£130.75	£6.54	£137.29	Direct Debit
02/01/2021	8341951	Wave - Anglian Water	Water Cemetery Yard	£47.87	£0.00	£47.87	Direct Debit
11/01/2021	97343629	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/01/2021	817481	Everflow	Water OSH	£15.82	£0.00	£15.82	Direct Debit
25/01/2021		Creative Pension Trust	Pensions	£303.71	£0.00	£303.71	Direct Debit
26/01/2021		Digital Ocean/Paypal	Website Hosting	£15.35	£0.00	£15.35	Direct Debit
26/01/2021		Digital Ocean/Paypal	Website Hosting	£7.68	£0.00	£7.68	Direct Debit
28/01/2021	1127508	West Suffolk Council	Trade Waste	£71.88	£0.00	£71.88	Direct Debit

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28/10/2020	60183	Blademaster	Re sharpen Mower Blades	£15.00	£3.00	£18.00	BACS
30/11/2020	SB20204163	PKF Littlejohn LLP	External Audit	£800.00	£160.00	£960.00	BACS
01/01/2021		Federation of Burials	Membership	£150.00	£23.20	£173.20	BACS
11/01/2021	283709	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
13/01/2021	283711	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
17/01/2021	88335	Sky High Access Ltd	MEWP Hire - Christmas	£300.00	£60.00	£360.00	BACS
20/01/2021	2DCA283B-0006	Wittam Info. Tech. Ltd	Technical Support - OSH	£20.00	£0.00	£20.00	BACS
20/01/2021	2DCA283B-0007	Wittam Info. Tech. Ltd	Technical Support - J Hughes	£20.00	£0.00	£20.00	BACS
26/01/2021	2DCA283B-CN-01	Wittam Info. Tech. Ltd	Credit Note Re Invoice 6	-£20.00	£0.00	-£20.00	BACS
22/01/2021		Mr G Cock	Reimbursement	£27.78	£0.00	£27.78	BACS
26/01/2021	51557	Chase Timber Products	Town Costs	£22.25	£4.45	£26.70	BACS
29/01/2021	209813	Fengate Fasteners Ltd	Town Costs	£105.25	£21.05	£126.30	BACS
31/01/2021	6210284424	Lyreco UK Ltd	Stationery	£31.68	£6.34	£38.02	BACS
31/01/2021	20210000098	Finevale Service Station	Fuel	£38.46	£7.69	£46.15	BACS
05/02/2021		HMRC	NICS	£898.72	£0.00	£898.72	BACS

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR DECEMBER 2020

The Income and Expenditure Statement against Budget for December was received.

13 GRANT APPLICATIONS discussion to consider S137 grants from Brandon and District Society of Model Engineers and St Peter's Church.

Cllr Vant outlined the lack of income that this and similar groups are currently experiencing due to the Covid lockdown. Cllr Lukaniuk asked Cllr Moore for details of where the Model Engineers facilities are based. Cllr Moore replied that the track is currently sited at the site of the Weeting Steam Rally. Cllr Lukaniuk queried giving funds to what appeared to be a Norfolk based entity. Cllr Moore replied that the group were originally based in Brandon and the track was sited on Brandon Remembrance Playing Fields but had to relocate due to the volume of vandalism they encountered. He further added that the group was started in Brandon but now covers Brandon, Weeting and surrounding areas. A general discussion ensued regarding the legality of funding a group which appeared to be partly located in Norfolk. Cllr Vant informed Council that S137 funds could be used as it benefited "some or all" Brandon residents. A vote ensued for the approval of the grant to Brandon and District Society of Model Engineers.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTC/68/15/Feb/21**

CARRIED: By majority vote: 7 for, 1 against, 2 abstention, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM BRANDON AND DISTRICT SOCIETY OF MODEL ENGINEERS FOR £500.

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Cllr Vant described the charitable works undertaken by St Peter's PCC in respect of those people in Brandon that required small amounts of assistance to resolve short term problems. He stated that the PCC work resolved issues far more efficiently than the Atmere Trust was able, hence the donation from the Atmere Trust to the PCC earlier. Cllr Wittam stated that he believed that the request was for £7000 but asked the Clerk to confirm this figure. The Clerk stated that £7000 had been requested, but only £5000 was now available. A vote ensued for the approval of the grant to St Peter's Church.

Proposer: Cllr N Vant

Seconder: Cllr P Wittam

Resolution Record No: **BTC/69/15/Feb/21**

CARRIED: By majority vote: 11 for, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM ST PETER'S CHURCH FOR £5,000.

- 14 CO-OPTION** from the meeting held on 12th October 2020. To note and confirm the two new members to the Council are:- Cllr Louise Atkins and Cllr Penny Etherington.
The information was confirmed and noted.

- 15 REPORT** from the Planning Committee.

Cllr Lukaniuk outlined the January planning applications.

- 16 RESOLUTION from Cllr S Skinner No. 373**

Brandon Town Council resolves to take responsibility for the provision of the Christmas lighting in the High Street. Cllr Skinner outlined his proposed methodology for the lighting of the High Street at Christmas. He stated that the current outlay would reduce to a minimal amount once the initial hardware had been purchased. Cllr Etherington voiced her support of the scheme which would assist the shop keepers during these hard times. Cllr Lukaniuk supported the resolution but wished the issue of the weeds to be included in the resolution. Cllr Etherington stated that we stick to the resolution before Council, if Cllr Lukaniuk wants the weeds sprayed, can he investigate a rebate from District that we are already paying for in the Council Tax.

Seconder: Cllr P Wittam

Resolution Record No: **BTC/70/15/Feb/21**

CARRIED: By majority vote: 11 for, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO TAKE RESPONSIBILITY FOR THE PROVISION OF THE CHRISTMAS LIGHTING IN THE HIGH STREET.

- 17 RESOLUTION from Cllr N Vant. 374**

Brandon Town Council resolves to appoint a Planning Committee to sit until the 2021 Annual Meeting.

Cllr Wittam stated that he would like to set up a separate review of the terms of reference and additional members. Cllr Vant outlined his amended proposal. Cllr Wittam stated that it is not possible to replace the current Planning Committee.

Signed.....

Cllr Vant stated that a number of the Councillors were undergoing training in this aspect and would be better qualified than some current Councillors. Cllr Wittam stated that he was currently working on the Local Plan at District level.

He further added that the terms of reference could be reviewed as can the membership which is open to any Councillor that wishes to stand and that we do not need a resolution for members to join the Planning Committee, they just need to put themselves forward and they will be welcomed.

Cllr Wittam stated that he did not see it necessary to review the membership of the Planning Committee, but it was likely that the terms of reference could be reviewed. Cllr Vant queried if new members could be appointed at this meeting. Cllr Wittam confirmed that Councillors could put their names forward. Cllr Vant stated he would like to be first. A general discussion ensued resulting in Cllr Atkins, Cllr Brabbs, Cllr Lloyd-Blackwell and Cllr Vant wishing to be included as members of the Planning Committee. Cllr Vant confirmed that he wished the resolution withdrawn as additional members had now been appointed.

18 REPORT from the New Cemetery Working Party Group.

Cllr Skinner informed the meeting of the priorities decided by the working party and confirmed that at the next full Council meeting further information will be available and options will need to be ratified by Council in order to proceed further. The Clerk added further minor information regarding progress.

19 DISCUSSION regarding updating the Emergency Action Plan.

Cllr Wittam confirmed that the Emergency Action Plan did need updating and suggested contacting West Suffolk and Suffolk County Council so that our plan dovetails into any overall emergency plan. The Clerk confirmed that the plan did need updating and he would take the Chairs suggestion on board. Cllr Hughes offered her assistance as she had some first aid training.

20 DISCUSSION regarding progress towards completion of the website and staff training.

The Clerk stated that the problems encountered with cancelling the previous meeting were unintentional and were due to lack of operational knowledge of the system. The Clerk confirmed that some issues remained unresolved e.g. Cllr Vant suggested altering a web page but this proved not possible. The Chair suggested using the web designer who he was confident would be able to assist. Cllr Etherington stated that in her opinion the website was not fit for purpose and that a number of documents which should appear were not available. Cllr Wittam stated that Cllr Etherington's comments were in stark contrast to the view of a member of the public made earlier. Cllr Vant added that a number of documents were missing and some alterations to the current web pages were needed in order that they were more readable. Cllr Wittam stated that the website had been built to be easily manipulated, but he would have words with the web designer to give further assistance.

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21 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 P Wittam

Seconder: Cllr P Etherington

Resolution Record No: **BTC/71/15/Feb/21**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Monday 15th February 2021 at 7.00pm

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

22 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 14th December 2020.

Proposer: Cllr P Etherington

Seconder: Cllr S Skinner

Resolution Record No: **BTC/72/15/Feb/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 14TH DECEMBER 2020 BE APPROVED.

- Of the Brandon Town Council Precept Meeting of Thursday 21st January 2021.

Proposer: Cllr P Etherington

Seconder: Cllr D Moore

Resolution Record No: **BTC/73/15/Feb/21**

CARRIED: By majority vote: 11 for, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE PRECEPT MEETING OF THURSDAY 21ST JANUARY 2021 BE APPROVED.

23 MATTERS ARISING

Cllr Skinner informed those present that threats had been made against Councillors and staff.

24 RESOLUTION from Cllr S Skinner No. 375

Brandon Town Council resolves to confirm the format of payments to staff.

Seconder: Cllr L Atkins

Resolution Record No: **BTC/74/15/Feb/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO CONFIRM THE FORMAT OF PAYMENTS TO STAFF.

Signed.....

25 QUOTES

- 25.1** To consider quotations to supply Husqvarna R420TsX Mower, from various local suppliers. Cllr Brabbs asked the Clerk if the price of the mower included for it being made road legal. The Clerk confirmed that the price included number plates and flashing beacon.

Proposer: Cllr S Skinner

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/75/15/Feb/21**

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

BRANDON TOWN COUNCIL RESOLVES TO PURCHASE THE HUSQVARNA R420TSX MOWER.

- 25.2** To consider quotations to supply Stihl FS240 strimmer.
 Item 25.2 was disregarded.

- 25.3** To consider quotations to supply Stihl FS360 strimmer.
 The Clerk had outlined above the preference for this model on health and safety grounds.

Proposer: Cllr P Wittam

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/76/15/Feb/21**

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

BRANDON TOWN COUNCIL RESOLVES TO PURCHASE THE STIHL FS360 STRIMMER.

Cllr Wittam thanked all those present for a constructive meeting.

The meeting closed at 9.26pm

Signed.....