

## BRANDON TOWN COUNCIL

Minutes of the Annual Brandon Town Council Cemetery Meeting  
 held on Monday 12th August 2024 at Brandon Cemetery, Church Road, Brandon at 7pm

**Present:** Cllr P Wittam (Chair), Cllr W Bland, Cllr G Brocklehurst, Cllr L Challiss, Cllr P Gorringe, Cllr V Lukaniuk, Cllr M Pinnell, Cllr P Ridgwell, Cllr J Savage

**Also Present:** 6 members of the public

- 1 **APOLOGIES FOR ABSENCE** and approval of reason tendered.  
 Cllr J Hughes, Cllr H KostECKI, Cllr N Siebert, Cllr C Watts – apologies accepted.
  
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interests.  
 None.
  
- 3 **ACCOUNTS** to approve the payments for July 2024.  
 Cllr Lukaniuk queried the payment for Richard Jackson and proposed that we do not pay it until we see an itemised invoice and the vote be to pay the rest, excluding this payment. A vote ensued.  
**Proposer:** Cllr V Lukaniuk  
**Seconder:** Cllr G Brocklehurst  
 Resolution Record No: **BTC/63/12/Aug/24**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR JULY 2024.

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
04/07/2024	10611	Hylton Gott Ltd	Number Plate - Gator	£10.00	£2.00	£12.00	BACS
18/07/2024	677173	Power Tools UK Ltd	Safety Boots	£102.15	£1.15	£103.30	BACS
26/07/2024	FBS69422	Flexabee Ltd	Evacuation Chair Training	£395.00	£79.00	£474.00	BACS
14/05/2024	1495599167	Trade UK	Safety Boots	£47.99	£0.00	£47.99	Direct Debit
30/05/2024	6979	Evolve Business Sols Ltd	Photocopier - Copies	£207.28	£41.46	£248.74	Direct Debit
16/06/2024	INV-6322	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/06/2024	M015 DU	BT	Phone OSH	£101.22	£20.24	£121.46	Direct Debit
21/06/2024	M079 82	BT	Phone OSH	£87.72	£17.54	£105.26	Direct Debit
22/06/2024	M055 V6	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
01/07/2024	11946	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
02/07/2024	1804673	YU Energy	Electric OSH	£131.16	£6.56	£137.72	Direct Debit
02/07/2024	1804675	YU Energy	Electric BRPF Yard	£86.56	£4.33	£90.89	Direct Debit
02/07/2024	1804671	YU Energy	Electric Pillar 8 Market Hill	£13.23	£0.66	£13.89	Direct Debit
02/07/2024	1804676	YU Energy	Electric Pillar 9 Market Hill	£17.97	£0.90	£18.87	Direct Debit
02/07/2024	1804674	YU Energy	Electric Cemetery Yard	£10.47	£0.52	£10.99	Direct Debit
02/07/2024	1804677	YU Energy	Electric Christmas Tree Pillar	£8.97	£0.45	£9.42	Direct Debit

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02/07/2024	13741367	Wave - Anglian Water	Water Cemetery Yard	£53.61	£0.00	£53.61	Direct Debit
18/07/2024	3459809	Everflow Water	Water OSH	£27.05	£0.00	£27.05	Direct Debit
22/07/2024		Creative Pension Trust	Pensions - July	£645.69	£0.00	£645.69	Direct Debit
28/07/2024	1252981	West Suffolk Council	Trade Waste	£78.25	£0.00	£78.25	Direct Debit
01/07/2024	4059	Evolution Town Plan.	New Cemetery Fees - Meeting	£747.50	£149.50	£897.00	BACS
01/07/2024	YEAEUI	Amazon	Keyboard/Mouse & Stationery	£22.49	£4.48	£26.97	BACS
03/07/2024	AQAEUI	Amazon	Blue Tac	£0.92	£0.18	£1.10	BACS
03/07/2024	1171	Amazon	Thumb Tacks	£3.32	£0.67	£3.99	BACS
03/07/2024	117626	Amazon	Highlighters	£4.37	£0.88	£5.25	BACS
17/07/2024	AAEUI	Amazon	Clear Gloss - Craft Activities	£6.63	£1.33	£7.96	BACS
16/07/2024	38464	Amazon	Sparkling Water - Meetings	£31.64	£6.32	£37.96	BACS
17/07/2024	12533	Amazon	Acrylic Markers - Craft Acts.	£7.27	£1.46	£8.73	BACS
17/07/2024	51665	Amazon	A4 Laminator Pouches	£8.29	£1.66	£9.95	BACS
17/07/2024	98354	Amazon	Guillotine	£52.51	£10.50	£63.01	BACS
21/07/2024	GYAEUI	Amazon	Still Water - Meetings	£3.70	£0.74	£4.44	BACS
21/07/2024	V3AEUI	Amazon	Still Water - Meetings	£3.70	£0.74	£4.44	BACS
21/07/2024	KDAEUI	Amazon	Still Water - Meetings	£3.70	£0.74	£4.44	BACS
21/07/2024	UNAEUI	Amazon	Still Water - Meetings	£3.70	£0.74	£4.44	BACS
21/07/2024	7IAEUI	Amazon	Still Water - Meetings	£3.70	£0.74	£4.44	BACS
28/07/2024	2024-18	Amazon	Service Kit for Gator	£8.40	£1.68	£10.08	BACS
04/07/2024		Mrs J Prior	Reimbursement - Postage	£5.09	£0.00	£5.09	BACS
05/07/2024	SINV01950803	Ian Smith Group Ltd	Stationery - A4 Paper	£55.26	£11.05	£66.31	BACS
09/07/2024	536887	Richard Jackson Ltd	New Cemetery Fees - Meeting	£1,030.20	£206.04	£1,236.24	BACS
10/07/2024		Mrs A Barnes	Reim. Refresh. for AIB Judges	£56.40	£0.00	£56.40	BACS
16/07/2024	461670	Ben Burgess & Co Ltd	Side Window for Gator	£120.43	£24.09	£144.52	BACS
26/07/2024	295167	J & D Green	Cleaning 5 Bus Shelters	£50.00	£0.00	£50.00	BACS
30/07/2024	2560	Blazetech Fire Prot.	Annual Fire Ext. Service	£272.75	£54.55	£327.30	BACS
30/07/2024	QL205737-1	SLCC Enterprises Ltd	iLCA Training - D Allen	£120.00	£24.00	£144.00	BACS
30/07/2024	QL205736-3	SLCC Enterprises Ltd	iLCA Training - J Prior	£120.00	£24.00	£144.00	BACS
31/07/2024	283613	Fengate Fasteners Ltd	Watr Soft. Tabs, Fan, Tap Conn.	£61.49	£12.30	£73.79	BACS
31/07/2024	20240000729	Finevale Service Station	Fuel	£171.30	£34.26	£205.56	BACS
05/08/2024		HMRC	NICS	£2,249.90	£0.00	£2,249.90	BACS

#### 4 ISSUES RAISED DURING THE TOUR OF THE BRANDON CEMETERY

Cllr Brocklehurst asked who was responsible for the upkeep of the commemorative benches in the cemetery. Mrs Prior explained that Brandon Town Council wasn't responsible for the maintenance and upkeep of family benches that had been placed in the cemetery but that the condition of them was monitored and they are removed, if discovered to be unsafe.

A member of the public asked if we notify the families about this. Mrs Prior confirmed that if we hold the details, we do contact them, to give them the opportunity to repair or replace, if required. The same member of the public raised her concerns about a rosemary bush that was growing in one of the cremation areas in the cemetery. Mrs Prior commented she would write to the families concerned, to remind them of the cemetery regulations.

There were questions about the old yard building and what it is used for. Mrs Barnes explained this to the Councillors. There was a discussion about a possible tour of the old yard building. Mrs Prior explained that unless you are an actual employee of Brandon Town Council, you would be classed as a member of the public and unfortunately, the public, is not allowed in the yard due to health and safety.

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The tour noted that a number of benches were in a poor state of repair. Mrs Prior commented that the relevant benches will be removed and stored whilst we make every attempt to make contact with the families concerned, to see what they would like to do. Cllr Pinnell suggested having a contract for memorial benches.

The tour continued around to the churchyard wall. Cllr Wittam pointed out the ivy that was growing on the wall. Cllr Wittam was advised that the Town Keepers are aware of this and it was a work in progress.

A member of the public asked why we are responsible for the churchyard. It was explained that there are historical reasons dating back many years.

Another member of the public raised their concerns about some ivy growing on a shed and bungalow walls, from the churchyard. They stated that there was to be a meeting with Samphire Homes regarding this. Cllr Wittam asked that all relevant information, from the meeting be fed back to the office.

Cllr Wittam commented that the Town Keepers had done a good job controlling the moss on the paths.

Cllr Lukaniuk then thanked the Town Keepers for pressure washing the benches and suggested a coat of oil. Mrs Prior informed Cllr Lukaniuk that it was already on the planned works schedule. Cllr Lukaniuk further commented that he thought the cemetery was the best it had ever looked further commenting on how well the trees looked with the canopy lift. A round of applause followed.

Cllr Brocklehurst stated that he felt that the Annual Cemetery Meeting was important as it gave the opportunity for a relaxed, informal tour and chat, which enabled a better understanding of how the upkeep is approached. Cllr Wittam disagreed. Cllr Wittam commented that it was an unnecessary use of time. A resident stated it allows the public a voice regarding any concerns they may have. A brief discussion followed regarding changing the date of the Annual Cemetery Meeting.

- 5 URGENT BUSINESS** any items the Chairman considers a matter of urgent business  
– to be submitted no less than 48hrs prior to the meeting or by discussion with the  
Chairman.  
None.

The meeting closed at 7.48pm

Signed.....