

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at Old School House, Market Hill, Brandon on Monday 8th July 2024 at 7pm

Present: Cllr P Wittam (Chair), Cllr G Brocklehurst, Cllr P Gorringe, Cllr J Hughes, Cllr H Kostecki, Cllr V Lukaniuk, Cllr M Pinnell, Cllr P Ridgwell, Cllr J Savage, Cllr C Watts

Also Present: 9 members of the public.

Cllr Wittam firstly informed the meeting that Cllr David Palmer had resigned from the Council. Cllr Ridgwell asked a question about item 24 on the agenda.

1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr N Siebert – 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. There have been several command changes in the last month as listed:-

- 11th June Major Lt Col McCleod assumes Command 492nd FGS Sqn
- 13th June Col Alfaric assumes Command of the 48th Dental Sqn
- Col Arki has now assumed Command as 48th Ops Group Commander
- Col Schroeder has assumed Command of 495th FGS
- 17 June Major Ferguson assumes Command of the 494th FGS Sqn
- Lt Col Sepassi has assumed Command of the 48th CMS
- 21st June 48th Fighter Wing Commander changed to Col Arthaud from General Campo
- 1st July Maj Menge assumed Command of 48 Communications Squadron

Lakenheath Alliance for Peace are proposing to establish a Peace Camp between 15th and 25th July. The main protest days are scheduled for 16th and 20th July. There is likely to be increased Suffolk Police presence during this period and it is possible that traffic flow into and out of the Base could be disrupted.

4 **PRESENTATION FROM MR WALSH – WEST SUFFOLK COUNCIL – “SIMPLER RECYCLING.”**

Firstly, the Chairman thanked Mr Walsh and his team from West Suffolk Council for the wonderful work West Suffolk had done around the town in readiness for Anglia in Bloom. Mr Walsh and Mr Christie gave an informative presentation about the Simpler Recycling initiative, they explained all about the history of waste management and how waste has increased over the years and the need for more recycling. The changes are to commence from 1st April 2026 with businesses starting a year earlier. The representatives explained all about how important it is for residents to get on board to help improve with recycling. After the representatives from West Suffolk Council had finished the presentation, the public and Councillors were given the opportunity to ask questions.

Signed.....

Firstly, it was asked by a resident if the brown bins costs would still stand. They further commented about the mention of reducing the waste in the black bin and consideration needing to be made for people with babies and the elderly with care needs, which have waste that needs putting in the black bin. A resident then commented about the problem with the use of plastic bottles. They were informed by one of the representatives that as an incentive, money would be given back to people recycling their bottles, under the new scheme. Another member of the public asked about the lack of information and costs. The representatives explained that West Suffolk Council would be receiving 1.7 million pounds from the government for bins and vehicles, which will hopefully cover most of the cost. Another resident enquired what would happen with public bins. A representative commented that recycling bins have been put on streets but they still are not used properly. The representative commented that it is a change that needs to be made and we all need to work together and make this as successful as we can.

Cllr Watts queried if the brown bin cost is to stay, could the compost scheme at the Brandon County Park be available twice a year and earlier in the planting season. They also asked if maybe an additional brown bin could be purchased at a reduced cost as sometimes during the year, one brown bin is not enough.

Cllr Lukaniuk thanked Mr Walsh and Mr Christie for the presentation and his team for tidying the High Street. He then queried how the recycling would work. It was explained that there would be a weekly food waste collection starting to reduce the amount of black bin waste and maybe another recycling bin to separate different recyclable goods, but this is yet to be decided. Cllr Brocklehurst voiced his concerns about smells due to bins not being collected as regular and with the food waste bins that produce juice, would they be sealed containers. It was explained that they would be sealed. Cllr Watts suggested that maybe the black bin could be reduced in size, if requested, due to people not having the space. Cllr Savage queried if children were being educated about the proposed recycling scheme. A representative commented that they are looking at an education programme and including it in the curriculum. Cllr Hughes queried if householders would be notified. Householders would be notified nearer the time via different methods. Cllr Ridgwell asked if the new government instructions were the same as the old government. It was explained that legislation is already in place but it could be changed. Cllr Ridgwell further commented that manufacturers need to cut back on packaging and also asked if our Council Tax will be reduced due to the householder having to recycle more. He further asked where the incentive was to recycle. Cllr Pinnell commented that he could not see how three week's collection for the black bin would work. Cllr Wittam commented about the possibility of having communal bins which he had seen elsewhere in the country. A member of public queried about recycling centres and the need to encourage people to use them more and make them more accessible. Cllr Ridgwell commented that a three-week black bin collection will cause fly tipping and voiced his opinion about the differences on recycling in different counties. The representatives then thanked the Council for allowing them to make their presentation, before leaving the meeting.

5 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the Brandon Town Council Full Council Meeting of Monday 10th June 2024.

Cllr Ridgwell spotted a date error with the minutes. This will be rectified.

Proposer: Cllr J Hughes

Seconder: Cllr H Kostecki

Resolution Record No: **BTC/42/08/Jul/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF FULL COUNCIL MEETING OF MONDAY 10TH JUNE 2024 BE APPROVED

Signed.....

6 MATTERS ARISING for information exchange only of the Full Council Meeting of 10th June 2024.

Cllr Lukaniuk commented that under a resolution passed at the last Council meeting, the weeds had been sprayed in the High Street, under budget and that West Suffolk Council had cleared them up. Also, the High Street has been pressure washed by Valentino. Cllr Lukaniuk commented that in future we will deal with the weeds in the High Street.

Cllr Ridgwell commented that if the meeting was a 'normal' meeting, we would still have Cllr Etherington and Cllr Brabbs who were loyal Councillors and have done a lot for the town and now with Cllr Palmer resigning we have lost three decent Councillors because of the way the meeting was dealt with in May and he thought it was terrible. Cllr Wittam commented it had been noted.

Cllr Ridgwell further enquired, relating to last month's minutes, which play areas West Suffolk Council are taking away. Cllr Lukaniuk commented he didn't know of any play areas being taken away. Cllr Lukaniuk further commented that some play areas needed the grass cutting, which he had flagged up with West Suffolk Council and that week, the grass was cut. Cllr Gorringe commented that the swings in Teal Walk have been removed due to rotting posts. Cllr Ridgwell asked if West Suffolk were going to keep on top of the grass cutting and if not, were we going to ask our Town Keepers to cut more areas. Cllr Wittam commented it was something to be discussed in the future.

7 URGENT BUSINESS any items the Chairman considers a matter of urgent business.
None.

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, this will include reports from County, District and Town Councillors also Community Group Representatives.

Cllr Wittam first asked Cllr Gorringe and Cllr Pinnell, as they have recently undertaken their Councillor training, to explain about the right procedure for the public forum. Cllr Pinnell then raised a point of order. Cllr Pinnell commented that Cllr Wittam had put four items on the agenda in confidential, which he didn't think needed to be in confidential and further suggested that item 24 be moved into the public part of the meeting as it was in the public's interest. Cllr Pinnell further commented that he was happy to raise a motion to move the item into the public section allowing the public to discuss it. Cllr Ridgwell was happy to second the motion. Cllr Wittam commented that under the circumstances he would take further advice and defer the resolution and it then would come back and it would go in the public section.

Cllr Gorringe then commented that during training they had learnt that during the public forum, the public can only speak about items on the agenda. Other items can be brought up to be discussed at the next meeting.

Cllr Wittam commented that if you wish to bring something up that wasn't on the agenda you can write to himself or the office for it to be brought up under 'urgent business'. He further commented that items raised tonight can be noted and put on the next agenda. Cllr Pinnell then read out from the Standing Orders, Section 3, E that related to the matter of the public, only discussing things that were on the agenda. Cllr Wittam also commented that you can approach your Ward Councillors if you have matters of concern who could resolve your query prior to the meeting.

Signed.....

A member of the public queried who was responsible for the Standing Orders and where they come from. Cllr Pinnell answered that SALC and NALC produce them and all Town Councils follow them.

Cllr Lukaniuk reported as County Councillor, that he had an HGV count undertaken on Rattlers Road due to complaints and the count came back that not many HGV travelling on Rattlers Road so Suffolk County Council will not be acting on it. Cllr Pinnell asked Cllr Lukaniuk if he could see the figures from the HGV count. Cllr Lukaniuk commented he would get the figures to Cllr Pinnell. Cllr Lukaniuk further commented that there were collapsable bollards going into Victoria Avenue to give easier access for machinery for any tree works.

Cllr Brocklehurst commented, in relation to the Standing Orders, that members of the public could leave their email addresses with the office in order to receive a copy of the agenda. He further commented that it is Anglia in Bloom judging on Wednesday at 12.30pm. Cllr Hughes commented that 'Brandon Happy to Sing Choir' will be singing during the judging.

Cllr Ridgwell commented that on 15th June, he attended the meeting about the railway station and it was packed with standing room only. From this Cllr Ridgwell felt that we should have a proper community hall. Cllr Wittam commented that there are methods of fund raising. Cllr Ridgwell is hoping when new houses are built the builders will contribute and we may get a community hall. A resident enquired when the Nine Stiles Walk would be taking place this year. Mrs Barnes who leads the event, being present, commented that it was on Sunday 18th August.

A member of the public queried about item 17 on the agenda stating that if there is no annual cemetery meeting, how will the Council know what is happening in the cemetery. Cllr Wittam commented that this will be discussed and he will explain his reasoning for his resolution, if he gets a seconder, later in the meeting. Cllr Brocklehurst asked what the member of publics concerns were. This was then explained.

A resident raised their concerns that West Suffolk Council had been tidying up the town for the Anglia in Bloom judging but before that they had not been seen. The resident commented further that it should be the whole of Brandon, that is tidied, especially the industrial estate. Cllr Wittam agreed with the resident and deferred to Cllr Lukaniuk, for assistance, as he had arranged this with West Suffolk. Cllr Lukaniuk commented that West Suffolk had sorted the High Street but it would be a bit ambitious to do the whole of Brandon. He further commented that Suffolk County Council had sprayed the weeds in the by roads and he had a meeting next week about the industrial estate as he agreed the condition of the industrial estate had lapsed. Cllr Lukaniuk further commented that parts of the industrial estate were privately owned.

A member of the public asked about item 16 on the agenda, and queried why it had to be a resolution and why it wasn't live streamed like the Full Council Meeting. They further commented that people that work and cannot attend the meeting should be able to then view it on the live stream.

Cllr Wittam commented, we would take the comments on board, for when we discuss it later in the meeting.

Cllr Ridgwell informed the Council that as of last week, the Brandon station car park is chargeable. Another resident commented, in relation to item 16 on the agenda, that they did not think Councils had a Full Council meeting in August hence why we had the cemetery meeting.

10 CORRESPONDENCE

- Email from Forest Academy – Grant update – information received.

Signed.....

11 ACCOUNTS To approve the payments for June 2024.

Cllr Gorringe queried about the purchasing defibrillator pads. Cllr Brocklehurst explained the need for them.

Proposer: Cllr V Lukaniuk

Seconder: Cllr C Watts

Resolution Record No: **BTC/43/08/Jul/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL APPROVES THE PAYMENTS FOR JUNE 2024.

| Invoice Date | Invoice No. | Supplier | Expense Type | Nett | VAT | Gross | Payment |
|--------------|--------------|---------------------------|--------------------------------|------------|--------|------------|--------------|
| 10/06/2024 | | Glade Academy | S137 Grant | £1,000.00 | £0.00 | £1,000.00 | BACS |
| 10/06/2024 | | Brandon Festival | S137 Grant | £550.00 | £0.00 | £550.00 | BACS |
| 11/06/2024 | no-btc110624 | Total Photography | ID Badges | £47.34 | £9.47 | £56.81 | BACS |
| 12/06/2024 | | BRPF | Grant | £33,000.00 | £0.00 | £33,000.00 | BACS |
| 17/06/2024 | | Com. Action Suffolk | Safeguarding Course x 2 | £70.00 | £0.00 | £70.00 | BACS |
| 19/06/2024 | 507 | Defib World | Defib Electrode Pads x 3 | £178.99 | £34.80 | £213.79 | BACS |
| 19/06/2024 | 001 B/C | R J Farthing & Son | Weed Spraying - HS & MH | £160.00 | £32.00 | £192.00 | BACS |
| 16/05/2024 | INV-5360 | Hugofox Limited | Website Subscription | £29.99 | £6.00 | £35.99 | Direct Debit |
| 18/05/2024 | M014 9N | BT | Phone OSH | £102.44 | £20.49 | £122.93 | Direct Debit |
| 21/05/2024 | M078 4G | BT | Phone OSH | £87.72 | £17.54 | £105.26 | Direct Debit |
| 22/05/2024 | M054 RK | BT | Phone OSH | £40.49 | £8.10 | £48.59 | Direct Debit |
| 01/06/2024 | 11805 | Cranberry Comms. | Microsoft 365 | £119.95 | £23.99 | £143.94 | Direct Debit |
| 02/06/2024 | 1740203 | YU Energy | Electric OSH | £135.56 | £6.78 | £142.34 | Direct Debit |
| 02/06/2024 | 1740205 | YU Energy | Electric BRPF Yard | £128.41 | £6.42 | £134.83 | Direct Debit |
| 02/06/2024 | 1740201 | YU Energy | Electric Pillar 8 Market Hill | £14.03 | £0.70 | £14.73 | Direct Debit |
| 02/06/2024 | 1740206 | YU Energy | Electric Pillar 9 Market Hill | £23.28 | £1.16 | £24.44 | Direct Debit |
| 02/06/2024 | 1740204 | YU Energy | Electric Cemetery Yard | £10.92 | £0.55 | £11.47 | Direct Debit |
| 02/06/2024 | 1740208 | YU Energy | Electric Christmas Tree Pillar | £9.27 | £0.46 | £9.73 | Direct Debit |
| 04/06/2024 | 1774447 | YU Energy | Gas OSH | £44.70 | £2.24 | £46.94 | Direct Debit |
| 18/06/2024 | 3379212 | Everflow Water | Water OSH | £27.05 | £0.00 | £27.05 | Direct Debit |
| 24/06/2024 | | Creative Pension Trust | Pensions - June | £674.59 | £0.00 | £674.59 | Direct Debit |
| 25/06/2024 | | I.C.O. | GDPR Registration | £35.00 | £0.00 | £35.00 | Direct Debit |
| 28/06/2024 | 1252981 | West Suffolk Council | Trade Waste | £78.25 | £0.00 | £78.25 | Direct Debit |
| 28/06/2023 | | Unity Trust Bank | Bank Charges | £0.30 | £0.00 | £0.30 | Direct Debit |
| 30/06/2024 | | Unity Trust Bank | Service Charge | £42.15 | £0.00 | £42.15 | Direct Debit |
| 03/06/2024 | R9842/LOR | Ray Tuttle Lift Sers. Ltd | 6 Month LOLER - Lift Inspect. | £102.06 | £20.41 | £122.47 | BACS |
| 06/06/2024 | 1KAEUI | Amazon | Rust Remover | £12.07 | £2.41 | £14.48 | BACS |
| 07/06/2024 | 23535 | Amazon | Frames - Bus Shelters | £37.50 | £7.50 | £45.00 | BACS |
| 17/06/2024 | 10711 | Amazon | SOM Hose & Connectors | £19.16 | £3.83 | £22.99 | BACS |
| 06/06/2024 | 4014 | Evolution Town Plan. | New Cem. Fees 29/2 to 4/6 | £298.60 | £59.72 | £358.32 | BACS |
| 10/06/2024 | 2646 | Didlington Nurseries Ltd | Summer Bedding for Planters | £36.75 | £7.35 | £44.10 | BACS |
| 12/06/2024 | | Mrs J Prior | Reim. Toilet Rolls/Postage | £15.93 | £2.16 | £18.09 | BACS |
| 17/06/2024 | | Mrs A Barnes | Reim. Mileage to Ernest Doe | £24.30 | £0.00 | £24.30 | BACS |
| 18/06/2024 | 1085680304 | Stannah Lift Services Ltd | Quarterly Lift Service | £116.67 | £23.33 | £140.00 | BACS |
| 24/06/2024 | 288526 | J & D Green | Window Cleaning OSH | £20.00 | £0.00 | £20.00 | BACS |
| 28/06/2024 | 281503 | Fengate Fasteners Ltd | Hand Tools & PPE | £78.85 | £15.77 | £94.62 | BACS |
| 30/06/2024 | 2024000621 | Finevale Service Station | Fuel | £202.27 | £40.44 | £242.71 | BACS |
| 05/07/2024 | | HMRC | NICS | £2,358.16 | £0.00 | £2,358.16 | BACS |

Signed.....

Cllr Pinnell called a point of order to explain, re the Standing Orders, that the meeting would need to be extended due to it being over the two-hour time period. Cllr Pinnell then put the motion forward to extend the meeting over the two-hour period. A vote ensued.

Proposer: Cllr M Pinnell

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/44/08/Jul/24**

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

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MAY 2024

The Income and Expenditure Statement against Budget for May 2024 was received.

13 GRANT APPLICATION discussion to consider S137 grant from SARS.

Cllr Wittam explained to the meeting that the representatives from SARS were unable to attend due to work commitments and illness and he therefore deferred the item to the September meeting.

14 TO NOTE MINUTES OF NEW CEMETERY COMMITTEE MEETING of 6th June 2024.

The minutes from the above New Cemetery Committee meeting were noted and received.

15 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 1st July 2024.

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

16 RESOLUTION from Cllr J Savage No. 478

Brandon Town Council resolves to live stream the Planning Committee meetings and consider holding the meetings in the evening.

Proposer: Cllr J Savage

Seconder: Cllr P Ridgwell

Resolution Record No: **BTC/45/08/Jul/24**

CARRIED: Unanimous

Cllr Wittam explained that this should have been brought up at the Planning meeting as they can make their own decisions being an autonomous committee. Cllr Savage commented she put this resolution forward due to it being discussed at the last Full Council meeting. She further commented about having more transparency. She then decided that having the meetings in the evening was too much pressure on members of staff. Cllr Wittam commented on an amendment being made to which Cllr Savage agreed.

Cllr Lukaniuk stated that the Planning Committee have no obligation to live stream the meetings and that they do not live stream at County or District. He commented that it should have gone to the Planning Committee to make the decision. Cllr Wittam commented that meetings at District are live streamed. Cllr Brocklehurst commented that he saw no reason why we cannot live stream and we are then being fully transparent.

Signed.....

A vote then ensued on the amendment of the resolution, to remove, 'to consider holding the meetings in the evening.'

Proposer: Cllr G Brocklehurst

Seconder: Cllr H Kostecki

Resolution Record No: **BTC/46/08/Jul/24**

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

Brandon Town Council resolves to live stream the Planning Committee meetings.

Proposer: Cllr G Brocklehurst

Seconder: Cllr H Kostecki

Resolution Record No: **BTC/47/08/Jul/24**

CARRIED: By majority vote: 7 for, 1 against, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO LIVE STREAM THE PLANNING COMMITTEE MEETINGS.

17 RESOLUTION from Cllr P Wittam No. 479

Brandon Town Council resolves to cease the Annual Cemetery Meeting, from next year (walk around the cemetery.) The meeting to be held in the Council Chamber in future as a Full Council Meeting.

Cllr Wittam agreed with a member of staff that most Councils do not hold meetings in August.

Cllr Wittam asked for a seconder for his resolution and as no one would second the resolution it was not discussed further.

18 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/48/08/Jul/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 8th July 2024 at 7pm

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

19 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 10th June 2024.

Proposer: Cllr H Kostecki

Seconder: Cllr M Pinnell

Resolution Record No: **BTC/49/08/Jul/24**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 10TH JUNE 2024 BE APPROVED.

20 MATTERS ARISING

Cllr Wittam explained to the meeting about costs the office had been given on utilities due to the contract ending in the next few months. After discussion it was decided to defer the matter due to fluctuating prices.

Cllr Wittam then explained that due to receiving confirmation from West Suffolk Council, elections were called for the vacancies on the Council, if it is contested, we had to decide whether or not to pay a considerable amount of money for polling cards. After discussion it was decided not to pay for the issue of polling cards as it would be a waste of public funds due to the historic low turnout at elections.

Lastly Cllr Wittam brought up correspondence received from the Office of the Traffic Commissioner, in reference to the Goods Vehicle Operators Licence made by BYF Transport, which was discussed at last months meeting, stating that the application had been withdrawn.

21 RESOLUTION from Cllr P Wittam No. 480

Brandon Town Council resolves to consider quotations to purchase and install a 'Clocking on/off Machine' and to have the same installed.

Cllr Wittam explained his resolution. Cllr Pinnell explained about his reasons for needing an H.R. Committee and that he would be bringing this back to Council under a 'special motion' and then this item could be discussed by the H.R. committee. The item was then deferred.

22 RESOLUTION from Cllr P Wittam No. 481

Brandon Town Council resolves to accept the quotation from TownsWeb Archiving to migrate our current burial records search system onto a new system.

There were discussions about what the system actually offered the Council as the office were looking into different providers for the service at a lower cost due to the big increase, the item was deferred.

Signed.....

23 RESOLUTION from Cllr P Wittam No. 482

Brandon Town Council resolves to consider quotations for Evacuation Chair Training.

Cllr Wittam read out his resolution and explained which company was the best value for money. A vote ensued.

Proposer: Cllr P Wittam

Seconder: Cllr J Savage

Resolution Record No: **BTC/50/08/Jul/24**

CARRIED: By majority vote: 8 for, 2 against.

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT A QUOTATION FOR EVACUATION CHAIR TRAINING.

24 RESOLUTION from Cllr P Wittam No. 483

Brandon Town Council resolves to review the annual distribution of grant monies.

This item was deferred as referenced earlier in the meeting.

The meeting closed at 9.45pm

Signed.....