

Brandon Town Council  
Full Council Meeting  
Monday 13th May 2019

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held on Monday 13th May 2019 in the Council Chamber, Old School House,  
Market Hill, Brandon at 7.00pm

**Present:** Cllr V Lukaniuk (Chair), Cllr G Brocklehurst, Cllr P Callaghan, Cllr D Palmer,  
Cllr M Rickard, Cllr P Ridgwell, Cllr E Stewart, Cllr C Whiteman, Cllr P Wittam

**Also Present:** 15+ members of the public.

### 1 ELECTION OF CHAIRMAN AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Councillors Callaghan and Lukaniuk were nominated. Cllr Lukaniuk was duly elected as Chairman of Brandon Town Council.

**Proposer:** Cllr P Wittam

**Secunder:** Cllr G Brocklehurst

BRANDON TOWN COUNCIL ACCEPTS CLLR V LUKANIUK AS THE NEW CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED.

### 2 ELECTION OF VICE CHAIRMAN

That Cllr P Wittam be elected as new Vice Chairman.

**Proposer:** Cllr V Lukaniuk

**Secunder:** Cllr D Palmer

BRANDON TOWN COUNCIL ACCEPTS CLLR P WITTAM AS THE NEW VICE CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED.

### 3 RESOLUTION No. 316

Brandon Town Council resolves to authorise the chairman to:

- 1) execute the signing of the three land transfer documents for the cemetery site on Manor Road.
- 2) authorise Ashtons Legal to complete the land transfers on 14th May 2019 or thereafter as appropriate.
- 3) following completion of the land transfers for Ashtons Legal to submit the Stamp Duty Land Tax Return to HMRC for and on behalf of the Town Council and thereafter.
- 4) apply to register the land transferred to the Town Council at HM Land Registry. Planning permission has been secured for the reconfigured site. The next step is for legal transfers of land between West Suffolk Council, the Brandon Hall Farm Trustees and the Town Council, so that freehold legal titles are vested in the Town Council. Completion of the transfers will be followed by registration of title and the Council can then proceed with planning for the development of the site.

**Proposer:** Cllr P Wittam

**Secunder:** Cllr G Brocklehurst

Resolution Record No: **BTC/01/13/May/19**

**CARRIED:** Unanimous

Signed.....

BRANDON TOWN COUNCIL RESOLVES TO AUTHORISE THE CHAIRMAN TO:

- 1) EXECUTE THE SIGNING OF THE THREE LAND TRANSFER DOCUMENTS FOR THE CEMETERY SITE ON MANOR ROAD.
- 2) AUTHORISE ASHTONS LEGAL TO COMPLETE THE LAND TRANSFERS ON 14TH MAY 2019 OR THEREAFTER AS APPROPRIATE.
- 3) FOLLOWING COMPLETION OF THE LAND TRANSFERS FOR ASHTONS LEGAL TO SUBMIT THE STAMP DUTY LAND TAX RETURN TO HMRC FOR AND ON BEHALF OF THE TOWN COUNCIL AND THEREAFTER.
- 4) APPLY TO REGISTER THE LAND TRANSFERRED TO THE TOWN COUNCIL AT HM LAND REGISTRY. PLANNING PERMISSION HAS BEEN SECURED FOR THE RECONFIGURED SITE. THE NEXT STEP IS FOR LEGAL TRANSFERS OF LAND BETWEEN WEST SUFFOLK COUNCIL, THE BRANDON HALL FARM TRUSTEES AND THE TOWN COUNCIL, SO THAT FREEHOLD LEGAL TITLES ARE VESTED IN THE TOWN COUNCIL. COMPLETION OF THE TRANSFERS WILL BE FOLLOWED BY REGISTRATION OF TITLE AND THE COUNCIL CAN THEN PROCEED WITH PLANNING FOR THE DEVELOPMENT OF THE SITE.

**4 APOLOGIES** for absence and approval of reasons tendered – None.

**5 DECLARATION OF INTEREST** and additions to Members Register of Interest.

Cllr D Palmer – Non-pecuniary interest agenda item 14. Cllr P Wittam Non-pecuniary agenda item 23.

**6 TO RECEIVE, CONFIRM AND SIGN MINUTES**

- Of the Brandon Town Council Meeting of Monday 1st April 2019.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr D Palmer

Resolution Record No: **BTC/02/13/May/19**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 1ST APRIL 2019 BE APPROVED.

**7 MATTERS ARISING** for information exchange only of the Full Council meeting of 1st April.

- None.

Signed.....

- 8 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
- A resident described an incident on a pavement on Bury Road where a cyclist collided with her. She was advised to report the matter to the police as it is illegal to ride bicycles on pavements. The Clerk was requested to contact the police in this matter.
  - A member of the public wished that the new Councillors identify and introduce themselves to the gallery.
  - Another resident expressed concern regarding parking near the gates to Brandon Town Cemetery and requested support for the introduction for a one way system in Church Street. They also brought to the attention of the Council the number of cars jumping the lights at Tesco's.
  - A query was received regarding the no entry signage at George Street as he had witnessed two near incidents with cars going the wrong way. The Chairman said that he would take this matter up with Highways.
  - A resident brought to the attention of the Council the amount of weeds appearing in paths. The Chairman will investigate this further.
- 9 TO RECEIVE A REPORT FROM RAF LAKENHEATH**  
The new RAF Commanding Officer will be attending the June meeting.
- 10 TO RECEIVE WRITTEN REPORTS** from County and District Councillors, Working Party and Community Groups Representatives.  
Reports were received.
- 11 TO RECEIVE WRITTEN REPORT** from the Town Clerk.  
Report was received.
- 12 CORRESPONDENCE**
- The Desert Rats Association – Annual Open Day and Memorial Service – information was received and Chairman informed gallery.
- 13 URGENT BUSINESS** and any items the Chairman considers a matter of urgent business.
- Clerk to write to Reg Silvester regarding parking on Coulson Lane.
- 14 ACCOUNTS** to approve the payments for April 2019.  
**Proposer:** Cllr P Wittam  
**Seconder:** Cllr E Stewart  
Resolution Record No: **BTC/03/13/May/19**  
**CARRIED:** 7 for, 1 interest, 1 abstention

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PAYMENTS FOR APRIL 2019.

Signed.....

Brandon Town Council  
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Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
15/03/2019	K72175	Ernest Doe & Sons Ltd	Yard	4.34	0.87	5.21	201160
22/03/2019	K72490	Ernest Doe & Sons Ltd	Yard	12.08	2.42	14.50	201160
09/04/2019	K73431	Ernest Doe & Sons Ltd	Yard	76.50	15.30	91.80	201160
05/03/2019	104113	Thetford Garden Centre	Yard	91.65	18.33	109.98	201161
21/03/2019	078S192342	EU Ltd	Yard	29.45	5.89	35.34	201162
22/03/2019	078S192404	EU Ltd	Plum Pudding Piece	7.50	1.50	9.00	201162
21/03/2019	3754 AFB315	Travis Perkins Ltd	Yard	96.07	19.21	115.28	201163
10/04/2019	3754 AFC263	Travis Perkins Ltd	Yard	4.95	0.99	5.94	201163
25/03/2019	805411	Wicksteed Leisure Ltd	Play Areas	91.50	18.30	109.80	201164
26/03/2019	11552	Simpsons Nurseries Ltd	Victoria Avenue	54.16	10.83	64.99	201165
26/03/2019	45062	Chase Timber	Thetford Road	34.76	6.95	41.71	201166
03/04/2019	45179	Chase Timber	Thetford Road	47.03	9.41	56.44	201166
09/04/2019	45228	Chase Timber	Orchard	51.46	10.3	61.76	201166
17/04/2019	45332	Chase Timber	Orchard	10.82	2.16	12.98	201166
27/03/2019	416707	J & D Green	Cleaning Windows OSH	16.50	0.00	16.50	201167
25/04/2019	416739	J & D Green	Cleaning Windows OSH	16.50	0.00	16.50	201167
27/03/2019		David Palmer	Reimbursement	14.40	0.00	14.40	201168
29/03/2019	177573	Fengate Fasteners Ltd	Consumables	79.25	15.85	95.10	201169
08/04/2019	177910	Fengate Fasteners Ltd	Yard - Replacement Ladder	130.00	26.00	156.00	201169
29/03/2019	935266888	Arco Ltd	Yard Costs	128.06	25.61	153.67	201170
29/03/2019	935312982	Arco Ltd	Yard PPE	9.00	1.80	10.80	201170
31/03/2019	6210262583	Lyreco UK Ltd	Stationery	36.89	7.38	44.27	201171
31/03/2019	20190000343	Finevale Service Station	Fuel	144.58	28.92	173.50	201172
30/04/2019	20190000461	Finevale Service Station	Fuel	95.18	19.05	114.23	201172
01/04/2019	21702	Suff. Ass. Of Loc. Cou.	Subscription	1159.42	0.00	1159.42	201173
03/04/2019		Alison Barnes	Reimbursement	39.95	0.00	39.95	201174
07/04/2019	8666	Brandon Life Ltd	Advertisement	29.00	0.00	29.00	201175
11/04/2019	1IN35676	Weeting Tyres Ltd	Mower Puncture	18.00	3.60	21.60	201176
18/04/2019	BPT-02208	Brandon Pat Testing	Pat Testing Yard	55.99	11.20	67.19	201177
20/04/2019	BTC017	Terry Hawkins	Website Updates	90.00	0.00	90.00	201178
17/04/2019	102192	Bearing Supplies Ltd	Mower Spares	5.87	1.17	7.04	201179
06/03/2019	97343612	Neopost	Postage	50.00	0.00	50.00	Direct Debit
21/03/2019	M015 &P	BT	Phone OSH	20.47	4.09	24.56	Direct Debit
01/04/2019		Flagship Homes	Garage Rental	131.44	0.00	131.44	Direct Debit
26/02/2019	955451027	Trade UK	Yard	14.16	2.83	16.99	Direct Debit
28/03/2019	H16FCC1AA7	E.ON	Pillar 8 Market Hill	9.14	0.46	9.60	Direct Debit
28/03/2019	H16FD956B2	E.ON	Pillar 9 Market Hill	7.03	0.35	7.38	Direct Debit
29/03/2019	H101EDA68F	E.ON	Christmas Tree Pillar	5.78	0.29	6.07	Direct Debit
29/03/2019	H16FE7B6C1	E.ON	Cemetery Yard	57.60	2.88	60.48	Direct Debit
07/04/2019	H1020FEE0D	E.ON	Old School House	111.01	5.55	116.56	Direct Debit
04/04/2019	M035 4L	BT	Phone OSH	25.00	5.00	30.00	Direct Debit
16/04/2019	224324	Everflow	Water OSH	20.62	0.00	20.62	Direct Debit
28/04/2019	1095468	Forest Heath	Yard Waste	74.33	0.00	74.33	Direct Debit
28/04/2019	1095390	Forest Heath	OSH Waste	27.30	0.00	27.30	Direct Debit
05/03/2019		HMRC	NICS	971.38	0.00	971.38	BACS
27/03/2019	9224624	Suffolk County Council	Street Lighting Maintenance	21863.79	4372.76	26236.55	201187
01/04/2019	36998259	WPS Insurance Brokers	Insurance	5350.24	0.00	5350.24	201188
15/04/2019	SINV008452	Ellis Whittam	Health & Safety Consultancy	2593.00	518.60	3111.60	201189
15/04/2019	SINV008453	Ellis Whittam	Health & Safety Consultancy	15.85	0.00	15.85	201189
02/04/2019	1986	Evolution	New Cemetery	1498.95	299.79	1798.74	201190
30/04/2019	2009	Evolution	New Cemetery	390.00	78.00	468.00	201190
		VOID					201191
05/05/2019		HMRC	NICS	1218.43	0.00	1218.43	201192

Signed.....

**15 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL**

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

**16 TO RECEIVE MINUTES** of the Planning meeting of 25th March 2019 and 29th April Planning Application.

The minutes from the last Planning Meeting and 29th April Planning Application were received.

**17 TO REVIEW THE TERMS OF REFERENCE** for Planning, Finance and Staffing Committees.

Defer until next Full Council meeting.

**18 TO APPOINT MEMBERS** to Planning, Finance and Staffing Committees.

Defer until next Full Council meeting.

**19 TO THE REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Defer until next Full Council Meeting.

**20 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2019/20**

- |                                      |                    |
|--------------------------------------|--------------------|
| - Brandon Neighbourhood Watch        | - Cllr P Wittam    |
| - Brandon Remembrance Playing Fields | - Cllr D Palmer    |
| - Public Transport Liaison Officer   | - Cllr P Ridgwell  |
| - SALC                               | - Cllr P Callaghan |
| - Brandon Country Park               | - Cllr D Palmer    |

**21 APPOINTMENT OF REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2019/20**

- |                              |   |
|------------------------------|---|
| - Lighting Working Party     | - Cllr D Palmer, Cllr V Lukaniuk, Cllr P Wittam |
| - Cemetery Committee         | - The Full Council                              |
| - Emergency Panel            | - The Full Council                              |
| - New Cemetery Working Party | - Defer until next Full Council Meeting         |

**22 RESOLUTION No. 317**

The clerk is to investigate and advise the Chairman of the situation of co-option. Decision deferred until the next Full Council meeting.

Signed.....

**23 ELECTION OF TWO PEOPLE TO BE APPOINTED AS TRUSTEES OF THE LINGHEATH AND ATMERE TRUSTS**

Cllr P Callaghan and Cllr P Ridgwell were nominated as Brandon Town Council representatives to the Lingheath and Atmere Trusts.

**24 REVIEW OF INVENTORY OF LAND AND ASSETS** including buildings and office equipment.

Clerk reviewed situation of land and assets.

**25 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER** in respect of all insured risks.

Clerk assured Council of cover being in place. Clerk to further investigate tree insurance cover.

**26 TO DETERMINE** the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council.

The dates and times of Full Council Meetings as proposed were accepted being the second Monday of the month at 7pm.

**27 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council.

Cllr Eddie Stewart was confirmed in the continuing role of Safeguarding Officer for Brandon Town Council.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/04/13/May/19**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO CONFIRM THE CONTINUING ROLE OF CLLR E STEWART AS SAFEGUARDING OFFICER FOR BRANDON TOWN COUNCIL.

**28 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 E Stewart

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/05/13/May/19**

**CARRIED:** Unanimous

The meeting closed at 8:45pm

Signed.....