

Brandon Town Council
Full Council Meeting
Monday 14th May 2018

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held on Monday 14th May 2018 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.05 pm

Present: Cllr B Brabbs, Cllr P Callaghan, Cllr P Etherington, Cllr I Horner,
Cllr T Kent, Cllr V Lukaniuk, Cllr D Palmer, Cllr P Ridgwell,
Cllr R Silvester, Cllr E Stewart, Cllr N Vant

Also Present: 15+ members of the public

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

That Cllr P Etherington be elected as the new Chairman

Proposed: Cllr I Horner

Seconded: Cllr E Stewart

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

2. ELECTION OF VICE CHAIRMAN

That Cllr T Kent be elected the new Vice Chairman

Proposed: Cllr I Horner

Seconded: Cllr P Etherington

BRANDON TOWN COUNCIL ACCEPTS CLLR T KENT AS THE NEW VICE CHAIRMAN

3. APOLOGIES FOR ABSENCE and approval of reasons tendered

Cllr S Smith, Cllr T Simmons, Cllr P MacLoughlin

4. DECLARATIONS OF INTEREST

Cllr J R Brabbs – Pecuniary Interest

5. TO RECEIVE, CONFIRM AND SIGN MINUTES of the Full Brandon Town

Signed.....

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Council Meeting of Monday 9th April 2018

Proposer: Cllr I Horner

Seconder: Cllr E Stewart

Resolution Record No. **BTC/136/14/May/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE AMMENDED
MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 9TH
APRIL 2018 BE APPROVED

6. MATTERS ARISING

- Cllr E Stewart requested a copy of the letter sent to Network Rail by Brandon Town Council regarding the Signal Box. The Town Clerk subsequently tried repeatedly to contact them to no avail.

7. PUBLIC FORUM monthly event limited to 3 minutes duration maximum per resident.

- Mrs Meadows asked as to whether a co-opted Councillor is permitted to vote, and was assured that they can.
- Cllr T Kent queried present staffing levels
- Cllr B Brabbs gave his congratulations to Roy Brame for his appointment as Mayor of Thetford

8. TO RECEIVE A REPORT FROM RAF LAKENHEATH

- Sqn Ldr Neild was unable to attend

9. TO RECEIVE WRITTEN REPORTS from County and District Councillors and Community Groups Representatives

- Cllr Lukaniuk stated that a complaint to Standards made previously has been attended to, and Cllr Lukaniuk was fully exonerated.
- Cllr Lukaniuk stated that the Brandon Bikers Bash event had 175 bikes present and that there were no incident reports.
- Cllr D Palmer attended a 3hr seminar about Highways in the region, during which he posted questions.
- Cllr P Ridgwell stated that the costs of running Brandon Country Park are to be footed by Forest Heath District Council, and that the salaries of its executives are to be increased.

10. TO RECEIVE VERBAL REPORTS from the Town Clerk and of the Chairman's Itinerary. Both to be limited to 3 minutes duration per report.

- The Town Clerk reported that Brandon Town Council has a new temporary member of grounds staff on board, whom is proving excellent, and that developments on the new cemetery are progressing.

11. CORRESPONDENCE was received from: the Poors Estate, NSPCC, School

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Readers, The Desert Rats Association, Brandon Neighbourhood Watch, NHS Community Engagement Group, Brandon In Bloom, West Suffolk's Homeless Reduction Strategy and the Cinnamon Trust.

12. URGENT BUSINESS

Cllr Lukaniuk stated that he has spoken with both parties regarding the subject of the potential closure of Fledglings Nursery. Cllr N Vant asked what the statutory obligations were.

13. ACCOUNTS to approve the payments for April 2018

Proposer: Cllr E Stewart

Seconded: Cllr B Brabbs

Resolution Record No. **BTC/137/14/May/18**

CARRIED: Carried with 1 vote against – Cllr P Ridgwell

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PAYMENTS FOR APRIL 2018.

| Date | Total £ | Supplier | Chq No | Nett £ | VAT £ |
|----------|------------|---|-----------|-----------|----------|
| 16.04.18 | 73.19 | Bearing Supplies - Mower | 105189 | 60.99 | 12.20 |
| 16.04.18 | 7.64 | Fengate Fasteners – Consumables | 105190 | 6.37 | 1.19 |
| 16.04.18 | 151.18 | Arco – Groundsman PPE | 105191 | 125.98 | 25.20 |
| 16.04.18 | 412.50 | C Whitaker - Consultancy | 105192 | 412.50 | 0 |
| 16.04.18 | 48.00 | Simon Long - Shredding | 105193 | 40.00 | 8.00 |
| 16.04.18 | 81.53 | Finevale - Fuel | 105194 | 67.94 | 13.59 |
| | | | | | |
| 16.04.18 | 265.00 | LS Electrical - Yard | 105196 | 265.00 | 0 |
| 16.04.18 | 109.98 | Thetford Garden Centre – Strimmer Line | 105197 | 91.65 | 18.33 |
| 16.04.18 | 90.00 | Terry Hawkins – Web Site update | 105198 | 90.00 | 0 |
| 16.04.18 | 20.40 | Fengate Fasteners – Toch Bench | 105199 | 17.00 | 3.40 |
| 16.04.18 | 5164.20 | Ellis Whittam - Consultancy | 105200 | 4314.60 | 849.60 |
| 16.04.18 | 91.20 | Alan Cross – Fire alarms OSH | 105201 | 76.00 | 15.20 |
| 16.04.18 | 7.51 | Travis Perkins - Consumables | 105202 | 6.26 | 1.25 |
| 16.04.18 | 497.65 | Neopost – Contract renewal | 105203 | 414.71 | 82.94 |
| 17.04.18 | 89.90 | Fengate Fasteners Ltd | 105204 | 74.92 | 14.98 |
| 17.04.18 | 227.47 | Reimbursement – Cllr Brabbs | 105205 | 189.91 | 37.56 |
| 17.04.18 | 47.96 | Reimbursement – G Cock | 105206 | 44.37 | 3.59 |
| 17.04.18 | 960.00 | G H Bullard – Consultancy Fee | 105207 | 800.00 | 160.00 |
| 18.04.18 | 830.10 | HM Customs & Revenue | 105208 | 830.10 | 0 |
| 18.04.18 | 3152.95 | FHDC - Election | 105209 | 3152.95 | 0 |
| | | | | | |
| | | | | | |

| Date | Total | Supplier | Chq No | Nett | VAT |
|------|-------|----------|-----------|------|-----|
|------|-------|----------|-----------|------|-----|

Signed.....

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|-------------------------|---------|-------------------------------------|--------|---------|--------|
| 16.04.18 | 141.20 | EON - Yard | DD | 117.67 | 23.53 |
| 16.04.18 | 10.35 | EON – No 8 Pillar | DD | 9.86 | 0.49 |
| 16.04.18 | 10.23 | EON – No 9 Pillar | DD | 9.74 | 0.49 |
| 16.04.18 | 74.22 | EON - OSH | DD | 71.64 | 3.58 |
| 16.04.18 | 100.59 | BT - OSH | DD | 91.11 | 9.48 |
| | | | | | |
| | | | | | |
| To be Authorised | | | | | |
| 25.04.18 | 144.00 | Fengate Fasteners – Access Platform | 105210 | 120.00 | 24.00 |
| 25.04.18 | 2.70 | Fengate Fasteners - PPE | 105211 | 2.25 | 0.45 |
| 25.04.18 | 728.16 | Rialtas Bus Sol – Fin.year end | 105212 | 606.80 | 121.36 |
| 25.04.18 | 43.13 | Travis Perkins -Postcrete | 105213 | 35.94 | 7.19 |
| 09.05.18 | 65.99 | Brandon PAT Testing | 105214 | 54.99 | 11.00 |
| 09.05.18 | 84.12 | Travis Perkins - Hire | 105215 | 71.66 | 12.46 |
| 09.05.18 | 16.50 | J & D | 105216 | 16.50 | 0 |
| 09.05.18 | 108.00 | Alan R Cross - Alarm | 105217 | 90.00 | 18.00 |
| 09.05.18 | 108.00 | C Whitaker Consultancy | 105218 | 108.00 | 0 |
| 09.05.18 | 891.68 | HMRC | 105219 | 891.68 | 0 |
| 09.05.18 | 102.76 | Brandon PAT Testing | 105220 | 85.63 | 17.13 |
| | | | | | |
| 25.04.18 | 7.90 | Eon – Xmas Lights | DD | 7.52 | 0.38 |
| 09.05.18 | 1924.99 | FHDC – Playground Inspections | DD | 1604.16 | 320.83 |
| | | | | | |

14. RECEIPT OF THE MINUTES of the last meeting of the Finance Committee.

The Minutes were duly received.

15. CONSIDERATION OF the recommendations of the Finance Committee.

Cllr P Callaghan outlined the proposals therein

Proposed: Cllr T Kent

Seconded: Cllr N Vant

BRANDON TOWN COUNCIL ACCEPTS THE RECOMMENDATIONS OF
THE FINANCE COMMITTEE

16. RECEIPT OF THE MINUTES of the last meeting of the Planning Committee.

The Minutes were duly received.

**17. RESOLUTION from Cllr P Callaghan No. 272 - RESOLUTION
WITHDRAWN**

18. APPOINTMENT OF MEMBERS to the Planning, Finance and Staffing

Signed.....

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Committees.

Planning – Cllrs Lukaniuk, Stewart, Kent, Simmons
Finance – Cllrs Kent, Ridgwell, Callaghan, Horner, Smith
Staffing – Cllrs Etherington, Brabbs, Vant, Horner, Kent

Proposed: Cllr I Horner

Seconded: Cllr N Vant

CARRIED: Unanimous

19. APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS, 2018-2019.

- | | |
|--|------------------------------------|
| - Brandon Neighbourhood Watch | - Cllr P Ridgwell |
| - Brandon Remembrance Playing Fields | - Cllrs D Palmer & P MacLoughlin |
| - Community Association Representative | - Deferred to next Council meeting |
| - Public Transport Liaison Officer | - Cllr P Ridgwell |
| - FHDC Health Forum | - Cllr Smith |
| - SALC | - Cllr P Callaghan |
| - Brandon Country Park | - Cllrs T Kent & D Palmer |
| - Safer Neighbourhood Team | - Cllr E Stewart |

Proposed: Cllr I Horner

Seconded: Cllr V Lukaniuk

CARRIED: Unanimous

20 REPRESENTATIVES FOR BTC COMMITTEES AND WORKING PARTIES, 2018-19

Proposed: Cllr I Horner

Seconded: Cllr V Lukaniuk

- | | |
|-------------------------------------|---|
| - East Ward Lighting Working Party | - Cllrs P MacLoughlin / P Ridgwell |
| - West Ward Lighting Working Party. | - Cllrs V Lukaniuk & D Palmer |
| - Cemetery Committee | - The Full Council |
| - Website Working Party. | - Cllrs P Callaghan & S Smith |
| - Emergency Panel. | - Cllr S Smith, and the remainder to be deferred to next Full Council Meeting |

21. RESOLUTION from Cllr P Callaghan No. 273 - RESOLUTION WITHDRAWN

22. RESOLUTION from Cllr P Callaghan No. 274 - RESOLUTION WITHDRAWN

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23. 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.

To be deferred until the next Full Council Meeting

24. RESOLUTION from Cllr P Callaghan No. 275

Seconder: Cllr D Palmer

Resolution Record No. **BTC/138/14/May/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO DESIGNATE CLLR STEWART AS THE LEAD SAFEGUARDING PERSON IN THE TOWN COUNCIL AND AUTHORISES HIM TO UNDERTAKE LOCAL SAFEGUARDING BOARD AND SUFFOLK SAFEGUARDING ADULTS BOARD TRAINING AS REQUIRED

25 RESOLUTION from Cllr B Brabbs No. 276

Seconder: Cllr E Stewart

Resolution Record No. **BTC/139/14/May/18**

CARRIED: Carried with 1 abstention

BRANDON TOWN COUNCIL RESOLVES TO RECEIVE LEGAL OPINION RELATED TO CLLR BRABBS' APPOINTMENT TO THE POORS ESTATE, BRANDON, AND TO RESOLVE TO NOTIFY THE CHARITY ACCORDINGLY.

26 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

Proposed: Cllr I Horner

Seconded: Cllr T Kent

Resolution Record No. **BTC/140/14/May/18**

CARRIED: Unanimous

27 MATTERS ARISING

28 TO RECEIVE an update on the New Cemetery

The meeting closed at 9:05pm.

Signed.....