

Brandon Town Council
Full Council Meeting
Monday 14th June 2021


Note: In the case of non-members, this Agenda is for information only

BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

8th June 2021

TO ALL MEMBERS OF THE FULL COUNCIL

You are hereby summoned to join the **FULL BRANDON TOWN COUNCIL MEETING** to be held at the Church Institute, London Road, Brandon on Monday 14th June 2021 at 1900hrs


Graham Cock
Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

AGENDA

- 1 **APOLOGIES** for absence and approval of reasons tendered.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
- 4 **TO RECEIVE AND CONFIRM MINUTES**
- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 8th March 2021.
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 7 **TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.
- 8 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 9 **PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
- 10 **CORRESPONDENCE**
- West Suffolk Council – Brandon Industrial Area

- 11 **ACCOUNTS** To approve the payments for May 2021 (see attached).
- 12 **TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL 2021**
- 13 **TO REVIEW THE TERMS OF REFERENCE** for the Planning Committee.
- 14 **TO NOTE MINUTES OF PLANNING COMMITTEE** of 7th June 2021.
- 15 **TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 19th May 2021.
- 16 **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**
- 17 **REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE DATA PROTECTION ACT 2018**
- 18 **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 19 **TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council.
- 20 **TO NOTE** - Cllr D Palmer is to join the West Ward Lighting Working Party and the Christmas & Events Working Party.
- 21 **RESOLUTION from Cllr P Etherington No. 385**
Brandon Town Council resolves to form a small working party of 3/4 persons to consider the website.
- 22 **RESOLUTION from Cllr V Lukaniuk No. 386**
Brandon Town Council resolves to seek planning permission from West Suffolk Council to park vehicles at The Lode to assist shop keepers as per a previous motion (BTC/85/9/Mar/20).
- 23 **RESOLUTION from Cllr V Lukaniuk No. 387**
Brandon Town Council resolves to grant permission to the language school the use of the council chamber Saturdays only, 10am to 3pm with an additional charge to the school.
- 24 **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.
- 25 **TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**
- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.
- 26 **MATTERS ARISING**

27 STAFFING

27.1 To review staff wages.

28 QUOTES

28.1 To consider quotation to replace the lantern on Unit 441 on Woodlands Rise.

28.2 To consider quotation to completely replace Unit 256 on Rought Avenue.

28.3 To consider quotation to dismantle and rebuild collapsed section of wall in the Churchyard.

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Annual General Meeting
held virtually using Zoom on Wednesday 5th May 2021 at 7.00pm

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

Also Present: 1+ member of the public.

1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors Skinner and Wittam were nominated and seconded.
Cllr Skinner was proposed by Cllr Etherington and seconded by Cllr Moore.
Cllr Wittam was proposed by Cllr Lukaniuk and seconded by Cllr Ridgwell.
A vote duly took place. Cllr Skinner was duly elected as Chair by majority vote.
Resolution Record No: **BTC/01/05/May/21**

CARRIED: By majority vote: 9 Skinner, 3 Wittam, 1 abstention.

BRANDON TOWN COUNCIL ELECTS CLLR S SKINNER AS THE NEW CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS NOTED.

Due to Covid regulations the Declaration of Acceptance of Office will be signed in the presence of the Town Clerk within seven working days.

2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors Wittam and Etherington were nominated and seconded.
Cllr Wittam was proposed by Cllr Lukaniuk and seconded by Cllr Ridgwell.
Cllr Etherington was proposed by Cllr Skinner and seconded by Cllr Lloyd-Blackwell.
A vote duly took place. Cllr Etherington was duly elected as Vice Chair by majority vote.
Resolution Record No: **BTC/02/05/May/21**

CARRIED: By majority vote: 9 Etherington, 3 Wittam, 1 abstention.

BRANDON TOWN COUNCIL ELECTS CLLR P ETHERINGTON AS THE NEW VICE CHAIRMAN, AND THE DECLARATION OF ACCEPTANCE OF OFFICE WAS NOTED.

Due to Covid regulations the Declaration of Acceptance of Office will be signed in the presence of the Town Clerk within seven working days.

3 APOLOGIES for absence and approval of reasons tendered.

Cllr S Corciulo

4 DECLARATION OF INTEREST and additions to Members Register of Interest.

Cllr P Etherington – Non-pecuniary interest – item 33.1.

Signed.....

5 TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH

Sqn Leader Turnbull did not attend the meeting.

6 TO RECEIVE AND CONFIRM MINUTES

- Of the Brandon Town Council Meeting of Monday 12th April 2021

Cllr Ridgwell commented that reference to World War 2 was incorrect as the minutes should have referenced the Korean War. The Clerk noted this, and the amendment would be made.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/03/05/May/21**

CARRIED: By majority vote: 12 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH APRIL 2021 BE APPROVED.

7 MATTERS ARISING for information exchange only of the Full Council meeting of 12th April 2021 – None.

8 URGENT BUSINESS and any items the Chairman considers a matter of urgent business – None.

9 TO RECEIVE WRITTEN REPORTS from County and District Councillors, Working Party and Community Groups Representatives

Cllr Lukaniuk as District Councillor reported the old bingo hall was being dismantled. The roof is not asbestos but a concrete product and was being unbolted and being dropped into the interior of the building to be taken away. The plaque which Council approved at the last meeting had been fixed to the memorial bench.

Cllr Ridgwell informed Council that the Heritage Centre reopens on Saturday 22nd May 2021.

Cllr Vant reminded the District Councillors that a resident had previously raised concerns that Councils in the old Forest Heath area paid for their estate lighting, whereas those in the St Edmundsbury Council did not. He further commented that the Council Tax in the Brandon area is being raised to meet that of the old St Edmundsbury area, but we will still be expected to pay for the cost of our estate lighting, but those outside of the old Forest Heath area will not. He asked that our District Councillors please address this issue. Cllr Lukaniuk replied that this arrangement had been in place for decades. He stated that he would discuss the matter with the Clerk to investigate how this matter could be taken forward. He assured the meeting that he would make further enquiries. Cllr Wittam agreed with Cllr Lukaniuk's statement and added that it was previous Council's that had accepted responsibility for the estate lighting, and it would now be a difficult task to reverse the situation. He assured the meeting that Brandon's District Councillors would persevere at District level on this issue. Cllr Palmer agreed to work with the other District Councillors.

10 TO RECEIVE WRITTEN REPORT from the Town Clerk

Report was received.

Signed.....

11 PUBLIC FORUM Monthly event limited to 3 minutes duration maximum per resident.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/04/05/May/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A member of the public congratulated those elected as Chair and Vice Chair. They commented that there had been no planning applications made in Weeting. They further informed Council that Roy Brame had been elected Chair of Breckland Council, with Mike Nairn as Vice Chair. They suggested that Brandon Festival maybe asking for some grant funding in the future. The member of the public further commented on the poor state of repair on the Brandon industrial area, he remembered that there used to be a team tasked with keeping the area maintained, but this seems to no longer be the case. Cllr Skinner agreed with this comment and asked that the Town Clerk write a letter to West Suffolk on the matter.

THE CHAIRMAN RECONVENED THE MEETING

12 CORRESPONDENCE

- Ministry of Housing, Communities & Local Government – Welcome Back Fund – information was received. The Clerk stated he was aware of some funds being held by West Suffolk that were available to premises with outside seating areas for the provision of additional tables and chairs. The Clerk had been in conversation with Cllr Lukaniuk regarding two premises that may wish to take up the offer.

13 ACCOUNTS to approve the payments for April 2021.

Cllr Ridgwell queried payments made regarding the skip located at the new cemetery yard. The Clerk confirmed that Brandon Town Council did own the skip and that it is been observed the bottom section had become rotten so required welding and repairing. Following repairs, it was thoroughly cleaned and repainted by Council staff. The Clerk stated that the cost of a new skip would be approximately £1500, the repairs and refurbishment would allow the skip to continue in use for a number of years, by which time alternative means of disposal of waste maybe in place. Further debate took place between the Clerk and Cllr Ridgwell on the subject.

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/05/05/May/21**

CARRIED: Unanimous

Signed.....

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
12/04/2021	415378	Clarkes of Walsham Ltd	Legs for Notice Board OSH	£96.60	£19.32	£115.92	BACS
13/04/2021	100868	Culford Waste Ltd	Trade Waste	£241.67	£48.33	£290.00	BACS
16/04/2021	160421/76	Trade Paints (UK) Ltd	Paint for Skip	£44.15	£8.83	£52.98	BACS
23/04/2021		CMS		£45.00	£0.00	£45.00	BACS
01/04/2021	115690	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
02/04/2021	8767918	Wave - Anglian Water	Water Cemetery Yard	£32.29	£0.00	£32.29	Direct Debit
01/04/2021		Creative Pension Trust	Pensions	£309.44	£0.00	£309.44	Direct Debit
19/03/2021	962689048	British Gas	Gas OSH	£105.09	£5.25	£110.34	Direct Debit
21/03/2021	M040 VU	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/03/2021	M016 F5	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
29/03/2021	H19A786F86	E.ON	Electric Pillar 8 Market Hill	£11.55	£0.58	£12.13	Direct Debit
29/03/2021	H19A712A13	E.ON	Electric Cemetery Yard	£10.72	£0.54	£11.26	Direct Debit
30/03/2021	H19A7962D0	E.ON	Electric Pillar 9 Market Hill	£7.70	£0.39	£8.09	Direct Debit
05/04/2021	97343632	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/04/2021	933921	Everflow	Water OSH	£34.14	£0.00	£34.14	Direct Debit
26/04/2021		Creative Pension Trust	Pensions	£331.57	£0.00	£331.57	Direct Debit
28/04/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
29/03/2021	1127	SC Construction Sols.	New Cemetery Survey	£425.00	£85.00	£510.00	BACS
31/03/2021	52174	Chase Timber Products	Ashes Plots - Cemetery	£89.60	£17.92	£107.52	BACS
20/04/2021	52405	Chase Timber Products	The Lode - Fencing	£123.64	£24.74	£148.38	BACS
06/04/2021	101100	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
14/04/2021	107668	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
01/04/2021	24373	S.A.L.C.	Membership Subscription	£1,236.30	£0.00	£1,236.30	BACS
12/04/2021	24708	S.A.L.C.	Councillor Training	£600.00	£120.00	£720.00	BACS
07/04/2021	116339	AOS Online LLP	Refuse Sacks	£59.40	£11.88	£71.28	BACS
16/04/2021	5271	Ace Drainage Ltd	Unblock OSH Drains	£95.00	£19.00	£114.00	BACS
19/04/2021	23764	Hyprosteps Ltd	Skip Repairs	£440.00	£88.00	£528.00	BACS
27/04/2021	69930	Alan R Cross & Son	Fire Alarm Problem	£80.00	£16.00	£96.00	BACS
28/04/2021	K24539	Ernest Doe & Sons Ltd	Pressure Washer Repair	£50.00	£10.00	£60.00	BACS
05/05/2021		HMRC	NICS	£1,583.36	£0.00	£1,583.36	BACS

Cllr Palmer stated he had another meeting to attend, the Clerk was aware of this matter and had received Cllr Palmer's apologies.

14 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MARCH 2021

The Income and Expenditure Statement against Budget for March 2021 was received.

15 REVIEW OF DELEGATION ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

The Clerk informed council that this item was included in the agenda as it was stated in our standing orders, he did not believe that this was relevant to this meeting at this time. The Chair accepted this point and if no councillors had any objection the meeting would move onto the next agenda item.

Signed.....

16 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

The Chair introduced the subject and asked the Clerk to elaborate. The Clerk again stated that this was a provision of the standing orders and related to the operating parameters of working parties and committees of Brandon Town Council. Cllr Etherington stated that as the New Cemetery Working Party had just been established and had only few meetings, she suggested that the Terms of Reference stand.

Cllr Lukaniuk raised issue with item ten of the Terms of Reference for the Planning Committee. A general discussion ensued regarding this matter culminating in Cllr Etherington suggesting that the Planning Committee resolve this at their next meeting and resubmit the document to full Council in a revised form for approval.

Cllr Skinner proposed that a vote is taken to defer the Terms of Reference for the Planning Committee until the next full Council meeting.

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/06/05/May/21**

CARRIED: Unanimous

Cllr Skinner proposed that a vote is taken to confirm the existing Terms of Reference for the New Cemetery Working Party as previously established.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/07/05/May/21**

CARRIED: Unanimous

17 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2021/22

- Brandon Neighbourhood Watch - Cllr P Ridgwell, Cllr J Hughes
- Brandon Remembrance Playing Fields - Cllr D Palmer, Cllr L Atkins
- SALC - Cllr D Palmer, Mr G Cock – Town Clerk

Proposer: Cllr N Vant

Seconder: Cllr S Skinner

Resolution Record No: **BTC/08/05/May/21**

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

18 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2021/22

- East Ward Lighting Working Party - Cllr S Skinner, Cllr L Atkins
- Central Ward Lighting Working Party - Cllr J Lloyd-Blackwell,
- West Ward Lighting Working Party - Cllr J Hughes

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/09/05/May/21**

CARRIED: Unanimous

Signed.....

- Planning Panel

- Cllr P Wittam, Cllr S Annear, Cllr D Moore,
- Cllr N Vant, Cllr B Brabbs, Cllr L Atkins,
- Cllr V Lukaniuk, Cllr J Lloyd-Blackwell

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/10/05/May/21**

CARRIED: Unanimous

- Cemetery Committee

- The Full Council

Proposer: Cllr P Wittam

Seconder: Cllr N Vant

Resolution Record No: **BTC/11/05/May/21**

CARRIED: Unanimous

- Emergency Panel. A general discussion took place regarding the merits of reworking the document or abolishing it completely. A vote ensued to defer a decision on this subject until a later date.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/12/05/May/21**

CARRIED: Unanimous

- New Cemetery Working Party – it was agreed that the existing members of the working party are retained, along with the addition of Cllr L Atkins.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTC/13/05/May/21**

CARRIED: Unanimous

- Christmas and Events Working Party

- Cllr L Atkins, Cllr S Annear, Cllr J Lloyd-Blackwell,
- Cllr J Hughes, Mrs A Barnes (MOS)

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/14/05/May/21**

CARRIED: Unanimous

19 APPOINTMENT OF ANY NEW COMMITTEES

Cllr Annear queried the addition of a committee for issues regarding the railway. It was explained that we already have a group monitoring development at the station. There were no other committees suggested or required.

Signed.....

20 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Cllr Vant stated he has no issues with the existing Standing Orders but raised issue with 5.21 and 5.22 of the Financial Regulations which appeared to contradict each other. Cllr Wittam commented on the benefits of the use of a petty cash system. A debate took place as to the amount that should be held. The Clerk stated that he could see both sides of the argument but from an operational point of view found the administration of a petty cash system onerous. He added that Brandon Town Council had accounts with many local suppliers and did not feel the need for a petty cash system.

Cllr Etherington suggested that the Council abide by the Clerk's decision. Cllr Skinner proposed that item 5.22 of the Financial Regulations be deleted.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/15/05/May/21**

CARRIED: By majority vote: 9 for, 2 against, 1 abstention.

A vote then ensued to approve existing Standing Orders.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/16/05/May/21**

CARRIED: Unanimous

21 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

The Clerk explained that this item was not applicable to Brandon Town Council but as it appeared on our Standing Orders to be reviewed it was included.

22 REVIEW OF INVENTORY OF LAND AND ASSETS

The Clerk advised that this was currently under review and would be reported back at a later date.

23 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER in respect of all insured risks

The Clerk assured Council of cover being in place and displayed the relevant documents.

24 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

The Clerk explained that we had membership subscriptions to SALC and The Federation of Burial and Cremation Authorities. Cllr Wittam requested costs of these subscriptions. Not voted on. Bring forward to next meeting.

Signed.....

A debate between a number of Councillors ensued regarding the continuation of the meeting beyond the two-hour limit. The Clerk was consulted, who despite it being a very long day wished to finalise the meeting due to other impending work at the office. A vote ensued.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/17/05/May/21**

CARRIED: By majority vote: 9 for, 3 against.

At 9.08pm Cllr Wittam left the meeting, along with Cllr Ridgwell.

25 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Council reviewed and approved the existing Complaints Procedure.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/18/05/May/21**

CARRIED: Unanimous

26 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

Council reviewed and approved the existing procedures for handling requests made under the Freedom of Information Act 2000.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/19/05/May/21**

CARRIED: Unanimous

Procedures for handling requests made under the Data Protection Act 1998 is to be deferred to a later date.

Proposer: Cllr S Skinner

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/20/05/May/21**

CARRIED: Unanimous

27 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Clerk requested that the item be deferred as he was aware of new information becoming available.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/21/05/May/21**

CARRIED: Unanimous

Signed.....

28 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 Clerk stated that the venue may change but the dates were fixed.

Proposer: Cllr N Vant

Seconder: Cllr P Etherington

Resolution Record No: **BTC/22/05/May/21**

CARRIED: Unanimous

29 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING in the Town Council

Cllr Hughes stated she is a registered Safeguarding Officer, and the Clerk was to discuss the issue with her further personally outside of the meeting. The Chair proposed that the item was deferred until the Clerk had had a chance to talk to Cllr Hughes.

Proposer: Cllr N Vant

Seconder: Cllr P Etherington

Resolution Record No: **BTC/23/05/May/21**

CARRIED: Unanimous

30 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 Etherington

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/24/05/May/21**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting Annual General Meeting
held virtually using Microsoft Teams on Wednesday 5th May 2021 at 7.00pm

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

31 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 12th April 2021.

Proposer: Cllr P Etherington

Seconder: Cllr N Vant

Resolution Record No: **BTC/25/05/May/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH APRIL 2021 BE APPROVED.

32 MATTERS ARISING.

Cllr Vant enquired regarding the painting of Old School House. The Clerk confirmed that the contractor had been contacted and they would due to start July but would be meeting in June to discuss the schedule of works and arrangements thereof.

The Clerk informed the meeting that the lift engineers had visited site for the standard service visit, but no further mention had been made about the seals. Cllr Vant suggested that the leakage maybe due to lack of use.

33 STAFFING

33.1 To review staff wages.

The Clerk outlined his proposals to structure the wage system for all staff within Brandon Town Council using the NJC wage system. A debate took place between various Councillors and the Clerk regarding detail of the proposals. Cllr Etherington stated that she felt the move to a wage structure would be of benefit to the Council. It was proposed that the NJC wage scale was adopted by Brandon Town Council as a basis for wage negotiations.

The Clerk is to send figures to the Councillors on the proposed wage increases for staff.

Proposer: Cllr S Annear

Seconder: Cllr J Hughes

Resolution Record No: **BTC/26/05/May/21**

CARRIED: By majority vote: 8 for, 1 abstention, 1 not voting due to a declared interest.

The meeting closed at 9.57pm

Signed.....

Brandon Town Council

Town Clerks Report

I am pleased to report that our Town keepers are continuing to address many of the matters which have been raised as being of concern.

This includes the renovation of the Old Notice Board which will be installed to replace the now outdated one at the Brandon Cemetery.

Erection of fencing to stop litter blowing into the Lode from the Aldi car Park.

Adding extra seating to the areas of Brandon where it has been identified as being required.

Other projects include work to compliment BiB work at the Wedge.

Whilst the winter planting continue to provide colour, the addition splash of colour provided by the summer bedding will be arriving soon.

Grass cutting throughout Brandon by West Suffolk has commenced, this is I am informed is slightly delayed by staffing issues.

We continue to see litter deposited in the Coulson Lane Passageway daily. This like any littering in Brandon has a cost to each Council Tax payer in Brandon.

Suffolk County Council have the power to fine those observed littering £175.00 for each offence, up to a maximum of £2,500.00.

It took our Towns Keepers an amount of time to clear the Orchard the other week, please take your rubbish home, or put it in the bin.

Redecoration of Old School House will be starting in the next weeks, areas will be not accessible at certain times.

The Nine Stiles Walk will be taking place again in August, led by a Town Keeper. Please look at the notice board regularly for further details.

Accounts for Payment May 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
04/05/2021		L Atkins	Reimbursement - Mileage	£138.60	£0.00	£138.60	BACS
12/05/2021		Mrs A Barnes	Reimbursement	£130.44	£6.80	£137.24	BACS
25/05/2021		CMS		£45.00	£0.00	£45.00	BACS
13/05/2021		Mini First Aid Suffolk	First Aid Course - 1/2 payment	£27.50	£0.00	£27.50	BACS
20/05/2021		Mini First Aid Suffolk	First Aid Course - remainder	£27.50	£0.00	£27.50	BACS
26/03/2021	1149158050	Trade UK	Hazard Cabinet/Fire Ass. Sign	£215.83	£43.15	£258.98	Direct Debit
31/03/2021	264070	Corona Corporate Sols.	Photocopier - Toner Waste	£13.50	£2.70	£16.20	Direct Debit
19/04/2021	H19BCA1E1E	E.ON	Electric OSH	£113.99	£5.70	£119.69	Direct Debit
25/04/2021	H19B162FEB	E.ON	Electric New Yard	£274.35	£35.71	£310.06	Direct Debit
27/04/2021	H19C539048	E.ON	Electric Cemetery Yard	£10.83	£0.54	£11.37	Direct Debit
29/04/2021	H19C744311	E.ON	Electric Pillar 8 Market Hill	£19.98	£1.00	£20.98	Direct Debit
29/04/2021	H19C752E47	E.ON	Electric Pillar 9 Market Hill	£5.05	£0.25	£5.30	Direct Debit
07/05/2021	H19CE887BC	E.ON	Electric New Yard	£42.58	£2.13	£44.71	Direct Debit
20/04/2021	965674403	British Gas	Gas OSH	£86.83	£4.34	£91.17	Direct Debit
21/04/2021	M041 ZG	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/04/2021	M017 JS	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
06/05/2021	Q013 1H	BT	Phone OSH	£164.71	£32.94	£197.65	Direct Debit
04/05/2021	115764	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
05/05/2021	97343633	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
07/05/2021		Siemens	Photocopier	£472.00	£94.40	£566.40	Direct Debit
18/05/2021	980112	Everflow	Water OSH	£16.83	£0.00	£16.83	Direct Debit
28/05/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
08/03/2021	104349	Thetford Garden Centre	Compost/Seeds	£14.30	£1.66	£15.96	BACS
26/04/2021	104367	Thetford Garden Centre	Seeds	£27.47	£5.50	£32.97	BACS
14/04/2021	K23660	Ernest Doe & Sons	Fluids for Gator	£37.49	£7.50	£44.99	BACS
26/04/2021	K24449	Ernest Doe & Sons	Battery for Strimmer	£200.00	£40.00	£240.00	BACS

Accounts for Payment May 2021

28/04/2021	K24580	Ernest Doe & Sons	Hose for Mower	£33.73	£6.75	£40.48	BACS
06/05/2021	K25093	Ernest Doe & Sons	Cable for Mower	£46.10	£9.22	£55.32	BACS
19/05/2021	K25843	Ernest Doe & Sons	New Mower	£9,200.00	£1,840.00	£11,040.00	BACS
24/05/2021	K26077	Ernest Doe & Sons	Strimmer Line	£60.43	£12.09	£72.52	BACS
29/04/2021	arc677-0008	TownsWebArchiving	Update Burial Records	£380.17	£76.03	£456.20	BACS
11/05/2021	arc677-0009	TownsWebArchiving	Burial Records Search	£255.50	£51.10	£306.60	BACS
29/04/2021	52502	Chase Timber Products	Post Mix for Notice Board	£30.80	£6.16	£36.96	BACS
30/04/2021	20210000399	Finevale Service Station	Fuel	£149.24	£29.84	£179.08	BACS
31/05/2021	20210000505	Finevale Service Station	Fuel	£113.60	£22.71	£136.31	BACS
30/04/2021	506710776	WPS Hallam Ins. Brokers	Vehicle Insurance	£695.88	£0.00	£695.88	BACS
30/04/2021	6210287368	Lyreco UK Ltd	Stationery	£68.05	£13.61	£81.66	BACS
03/05/2021	107687	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
07/05/2021	3754 AGN687	Travis Perkins Ltd	Town Costs	£4.58	£0.92	£5.50	BACS
19/05/2021	3754 AGO607	Travis Perkins Ltd	Notice Board - Cemetery	£3.14	£0.63	£3.77	BACS
10/05/2021	INV-7682	Globalbagtag.com Ltd	Vehicle Tracker	£50.00	£10.00	£60.00	BACS
10/05/2021	215413	Fengate Fasteners Ltd	Tools & Consumables	126.91	25.38	152.29	BACS
14/05/2021	28871	Rialtas Business Sols	Accounts Year End Close	£560.00	£112.00	£672.00	BACS
14/05/2021	17612669	Currys PC World	Laptop	£274.16	£54.83	£328.99	BACS
31/05/2021	72977	The CDS Group	New Cemetery Design	£675.00	£135.00	£810.00	BACS
31/05/2021		Mrs A Barnes	Mobile Phone	£18.76	£0.00	£18.76	BACS
31/05/2021		Mr M Goodson	Mobile Phone	£10.87	£0.00	£10.87	BACS
31/05/2021		Mr G Cock	Reimbursement	£127.88	£8.84	£136.72	BACS
05/06/2021		HMRC	NICS	£1,487.54	£0.00	£1,487.54	BACS

13/05/2021

Brandon Town Council 2021/22

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration							
1176 Precept	286,001	292,403	286,137	(6,266)			
1177 Misc Income	10,164	0	0	0			
1180 Room Hire	390	0	480	480			
1190 Interest on Investments	163	0	0	0			
Administration :- Income	296,718	292,403	286,617	(5,786)			0
1101 Insurances	6,416	5,771	6,736	965		965	
1110 Audit Fees (External)	1,560	(1,360)	1,500	2,860		2,860	
1111 Audit Fees (Internal)	860	(800)	1,000	1,800		1,800	
1120 Legal Fees	3,700	2,691	3,200	509		509	
1125 Website Upkeep	362	0	300	300		300	
1130 Office Equipment/Furniture	124	0	400	400		400	
1131 Computer Equipment	75	0	2,500	2,500		2,500	
1132 Stationery	265	0	500	500		500	
1133 Payroll	386	0	500	500		500	
1138 Misc Expenses	540	45	600	555		555	
1140 Staff Training	1,167	0	1,500	1,500		1,500	
1141 Councillor Training	75	0	500	500		500	
1142 Chairman's Allowance	0	0	200	200		200	
1143 SW/HW Support	2,959	160	2,000	1,840		1,840	
1144 SALC/NALC	0	0	1,300	1,300		1,300	
1145 Subscriptions	1,518	0	500	500		500	
1146 Information/Books/Software etc	380	0	100	100		100	
1148 Lift servicing	652	0	1,000	1,000		1,000	
1150 Advertising	374	0	300	300		300	
1156 Postage	637	50	1,000	950		950	
1160 Mileage	25	0	150	150		150	
1165 Photocopier Rental	1,913	0	1,500	1,500		1,500	
1166 Photocopier Charges	483	(14)	600	614		614	
1167 Election Costs	0	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,273	0	1,000	1,000		1,000	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	0	250	250		250	
Administration :- Indirect Expenditure	25,844	6,543	35,136	28,593	0	28,593	0
Net Income over Expenditure	270,873	285,860	251,481	(34,379)			
102 Staff							
1201 Staff Salaries (Gross)	70,227	6,767	105,849	99,082		99,082	
1202 LGA Superannuation	3,932	309	3,176	2,867		2,867	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1203 NI Contributions	14,317	0	14,819	14,819		14,819	
Staff :- Indirect Expenditure	88,476	7,076	123,844	116,768	0	116,768	0
Net Expenditure	(88,476)	(7,076)	(123,844)	(116,768)			
103 PWLB							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	13,559	0	13,600	13,600	0	13,600	0
Net Expenditure	(13,559)	0	(13,600)	(13,600)			
104 Grants							
1401 Grants	29,028	0	29,028	29,028		29,028	
1402 S137	9,700	0	10,000	10,000		10,000	
Grants :- Indirect Expenditure	38,728	0	39,028	39,028	0	39,028	0
Net Expenditure	(38,728)	0	(39,028)	(39,028)			
201 Cemetery/Town							
2177 Burial Fees	10,526	1,750	10,000	8,250			
2178 Ashes Interment Fees	4,256	560	4,000	3,440			
2179 Memorial Fees	2,753	0	2,000	2,000			
Cemetery/Town :- Income	17,535	2,310	16,000	13,690			0
2101 Cemetery/Town Costs	4,441	(255)	4,000	4,255		4,255	
2107 Cemetery Works	739	(425)	25,000	25,425		25,425	
2110 Water Charges (Cemetery/OSH)	357	32	500	468		468	
2111 Electricity	1,459	0	750	750		750	
2116 Garage Rental	500	0	500	500		500	
2131 New Equipment	(168)	0	1,000	1,000		1,000	
2132 Trade Waste	1,402	311	2,000	1,689		1,689	
2133 Bus Shelter Cleaning	200	0	200	200		200	
Cemetery/Town :- Indirect Expenditure	8,930	(337)	33,950	34,287	0	34,287	0
Net Income over Expenditure	8,605	2,647	(17,950)	(20,597)			
301 Old School House							
3110 Gas Supply	790	0	800	800		800	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	0	100	100		100	
3114 Electricity (Old School House)	984	0	1,000	1,000		1,000	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3117 Water charges OSH	132	34	250	216		216	
3120 Window Cleaning	198	0	250	250		250	
3125 Fire Extinguisher Servicing	184	0	200	200		200	
3178 Old School House Maintenance	1,773	97	1,000	903		903	
Old School House :- Indirect Expenditure	4,129	131	3,700	3,569	0	3,569	0
Net Expenditure	(4,129)	(131)	(3,700)	(3,569)			
401 General							
2121 Machinery Servicing	20	0	500	500		500	
2122 Fuel & Oil	970	(0)	1,500	1,500		1,500	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	1,162	0	1,000	1,000		1,000	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	175	0	200	200		200	
4102 Christmas Lighting	2,241	0	6,000	6,000		6,000	
4104 Truck Maintenance & Tax	50	0	500	500		500	
4105 Town Clock Repairs	0	0	500	500		500	
4110 Civic Expenditure	7	0	0	0		0	
4112 Events	3,036	0	4,000	4,000		4,000	
General :- Indirect Expenditure	7,660	(0)	17,060	17,060	0	17,060	0
Net Expenditure	(7,660)	0	(17,060)	(17,060)			
402 Recreation							
4201 The Lode - Lifebelts	0	0	200	200		200	
4202 The Orchard, Coulson Lane	0	0	500	500		500	
4204 Thetford Rd Play Area	0	0	1,000	1,000		1,000	
4205 Playing Fields	0	0	2,000	2,000		2,000	
4206 Horticultural Work	174	(0)	1,200	1,200		1,200	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	174	(0)	10,900	10,900	0	10,900	0
Net Expenditure	(174)	0	(10,900)	(10,900)			
403 Street Lights							
4302 Street Lighting Energy	15,392	0	18,000	18,000		18,000	
4303 Street Lights Repairs	9,645	(0)	8,000	8,000		8,000	
Street Lights :- Indirect Expenditure	25,037	(0)	26,000	26,000	0	26,000	0
Net Expenditure	(25,037)	0	(26,000)	(26,000)			

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	314,253	294,713	302,617	7,904			
Expenditure	212,538	13,414	303,218	289,804	0	289,804	
Net Income over Expenditure	<u>101,715</u>	<u>281,299</u>	<u>(601)</u>	<u>(281,900)</u>			
Movement to/(from) Gen Reserve	<u>101,715</u>	<u>281,299</u>					

Brandon Town Council
Planning Committee Meeting
Monday 7th June 2021

BRANDON TOWN COUNCIL

Minutes of the Planning Committee Meeting
held on Monday 7th June 2021 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr V Lukaniuk (Chair), Cllr S Annear, Cllr L Atkins, Cllr B Brabbs,
Cllr J Lloyd- Blackwell, Cllr D Moore, Cllr S Skinner, Cllr P Wittam, Cllr N Vant
Mr G Cock – Town Clerk

Also Present: 1 member of the public.

1. ELECTION OF THE CHAIRMAN

The Chairman asked for nominations for the post of Chair of the Brandon Town Council Planning Committee. Cllr Vant proposed Cllr Brabbs and this was seconded by Cllr Lukaniuk.

Proposer: Cllr N Vant

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTCP/27/07/Jun/21**

CARRIED: Unanimous

THE PLANNING COMMITTEE ELECTS CLLR B BRABBS AS CHAIRMAN

2. TO SET THE TERMS OF REFERENCE for the Planning Committee.

Cllr Brabbs introduced the subject to the committee and distributed a draft Terms of Reference. A general discussion took place with an amendment to item 3, requested by Cllr Vant in that it should read “the committee will consist of a minimum of seven Councillors appointed annually by Full Council. Cllr Wittam requested that an additional item 14, be added reading “Subject to clause 10, Brandon Town Council Planning Committee has delegated responsibility from Full Council to make a final decision in respect of planning issues.

3. APOLOGIES FOR ABSENCE

None.

4. DECLARATIONS OF INTEREST

None.

5. TO RECEIVE AND CONFIRM MINUTES of Planning Committee Meeting of 29th April 2021.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTCP/28/07/Jun/21**

CARRIED: Unanimous

THE PLANNING COMMITTEE RESOLVES THAT THE MINUTES OF THE
PLANNING COMMITTEE MEETING OF THURSDAY 29TH APRIL 2021 BE
APPROVED.

Signed.....

6. PUBLIC PARTICIPATION

A member of the public described to the Planning Committee a number of issues which he found objectionable and read out an email which he had sent to the Planning Department at West Suffolk regarding DC/21/0891/FUL. The list of issues was extensive and concerned other matters relating to the site not appertaining to the planning application.

7. PLANNING MATTERS

7.1 LIST OF APPLICATIONS FROM: 29/4/21 TO: 7/6/21

DC/21/0891/FUL

Planning Application – 90 High Street, Brandon

A general discussion ensued regarding the application and additional information that was provided by the resident. It was noted that the expiry date for the reply was the 8th June (having been extended from the 31st May). Given the new information it was agreed that the Clerk would contact the Planning Department at West Suffolk to discuss the issue further and make appropriate reply.

7.2 ANY APPLICATION RECEIVED AFTER THE AGENDA WAS PRODUCED

DC/21/1114/HH

Planning Application - 17 Seymour Avenue, Brandon

The Planning Committee considered the application and could not find any objections and therefore all members supported the application.

8. CORRESPONDENCE - Letter re Downham Way.

A copy of the letter regarding DC/20/2056/HH had been circulated to all members of the Planning Committee. Cllr Vant queried why this development had been deemed acceptable in a residential environment. Cllr Lukaniuk explained to the committee the logic behind the decision that had been made at a previous meeting. He gave numerous examples of similar style developments in Brandon.

9. ANY OTHER BUSINESS – AT THE DISCRETION OF THE CHAIRMAN

None.

The meeting closed at 7.28pm

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Wednesday 19th May 2021

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting
held on Wednesday 19th May 2021 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr L Atkins, Mrs A Barnes, Cllr P Etherington, Mr T Kent, Cllr V Lukaniuk,
Cllr D Palmer, Cllr S Skinner, Cllr N Vant, Cllr P Wittam

1 ELECTION OF CHAIR

Cllr S Skinner was nominated.

Proposer: Cllr P Etherington

Seconder: Mrs A Barnes

Resolution Record No: **BTCNC/27/19/May/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY ELECTS CLLR S SKINNER AS CHAIRMAN

2 APOLOGIES for absence and approval of reasons tendered.

Cllr S Annear and Cllr J Hughes – Councillor Training.

3 DECLARATION OF INTEREST and additions to Members Register of Interest.

Cllr S Skinner – Non-pecuniary interest. Mrs A Barnes – Pecuniary interest.

4 TO ADOPT THE TERMS OF REFERENCE OF THE NEW CEMETERY WORKING PARTY

Cllr Lukaniuk queried whether “Council” in item number 7 referred to the Full Council. It was confirmed this was so and the Terms of Reference amended to read as such.

Proposer: Cllr N Vant

Seconder: Cllr P Wittam

Resolution Record No: **BTCNC/28/19/May/21**

CARRIED: Unanimous

5 TO RECEIVE AND CONFIRM MINUTES

- Of the New Cemetery Working Party Meeting on 29th March 2021.

Cllr Vant referred to page 2 of the Minutes and asked if in future this could be spaced under paragraphs or headings.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTCNC/29/19/May/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF MONDAY 29TH MARCH 2021 BE APPROVED

Signed.....

6 TO DISCUSS the site layout of the new cemetery and the water table drawings.

The Chairman explained that we needed to make recommendations to the Council, then arrange a meeting with the architects to provide them with a brief from which they would be able to give an estimate of cost.

Cllr Etherington explained that an estimate was required when applying for a Public Works Loan Board loan along with other information including results of a public consultation. It was agreed that, as interest rates were currently so low, the Council should look to apply for a loan to cover the full amount, dependent upon the estimate. This would lessen the impact on future generations and needed to be actioned as soon as possible due to the likelihood of interest rates rising in the future.

It was agreed that an itemised estimate was required as soon as possible.

CDS should be asked to arrange for the archaeology to be done as soon as possible.

It was agreed the access road with parking and turning area plus an east/west path dividing the site into 4 quadrants was a good idea. The architects would need to be aware of the proposed raising of the ground levels and make allowances when considering the road and path levels. Future access for depositing soil would also need to be considered.

The Working Party agreed that the toilet/store was probably positioned in the best place on the site as per layout. It would be an accessible toilet open during funerals and include a store for Town Keepers.

There was agreement that sewerage, water and electric services were required on site.

Mr Kent recommended that should we decide to use post and rail fencing then post savers should be considered to extend the life of the fencing. There was discussion about the boundary fencing and it was agreed the Clerk would be asked to prepare an estimate for Estate Fencing around whole site, with native hedging to the west and north.

Cllr Palmer recommended that the Clerk send a letter to West Suffolk Planning requesting an extension to the Planning Application due to Covid-19. This was agreed. Cllr Palmer also reminded everyone that everything that was done on the site regards the landscaping, road, toilet building etc would need West Suffolk Planning approval.

The Clerk would be asked if the Land Registry for the New Cemetery site had been rectified.

Once the architects have produced the information required for the loan application, the Council could have a pitch one Saturday at Brandon Market in order to consult the public and show them the plans for the New Cemetery.

It was agreed that a meeting should be arranged at the earliest opportunity following ratification by the full Council, between the architect, Graham Cock, Cllr Skinner, Mr T Kent and Cllr Etherington to inform them of the requirements discussed at this meeting.

The meeting closed at 8.20pm

Signed.....