

Brandon Town Council
Full Council Meeting
Monday 8th November 2021

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

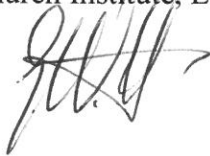
BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

3rd November 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 8th November 2021 at 7pm

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 GEARY - RAF LAKENHEATH**
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 11th October 2021.
- 5 **CO-OPTION TO BRANDON TOWN COUNCIL**
To receive applications for co-option to Brandon Town Council.
- 6 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 11th October 2021.
- 7 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 8 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 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.

10 CORRESPONDENCE

- Suffolk County Council – Road Closure.
- Dept. for Environment Food & Rural Affairs – Notice - Nitrate Pollution Prevention Regs.
- Email from Susan Smith – Request for a grit bin on Teal Walk.

11 ACCOUNTS To approve the payments for October 2021 (see attached.)

12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR SEPTEMBER 2021

13 GRANT APPLICATION discussion to consider S137 grants from Shoestring Theatre Company, Brandon Heritage Centre and 1st Brandon Scout Group.

14 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 1st November 2021.

15 TO NOTE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING of 26th October 2021.

16 RESOLUTION from Cllr P Etherington No. 400

The New Cemetery Working Party recommends to the Full Council that the proposed cemetery project proceeds.

17 RESOLUTION from Cllr S Skinner No. 401

The New Cemetery Working Party recommends that a professional ITT expert, to handle the tendering process.

18 RESOLUTION from Cllr S Skinner No. 402

The New Cemetery Working Party recommends to employ a Professional to write a business plan for the New Cemetery.

19 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.

20 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 11th October 2021.

21 STAFFING

22 MATTERS ARISING

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 11th October 2021 at 7pm

Present: Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr P Etherington, Cllr J Hughes,
Cllr V Lukaniuk, Cllr D Moore, Cllr D Palmer, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

In the absence of Cllr Skinner (Chair) Cllr Etherington chaired the meeting.

Also Present: 7 members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr S Skinner, Cllr J Lloyd-Blackwell
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
Sqn Ldr Geary did not attend the meeting.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 13th September 2021.
Proposer: Cllr N Vant
Seconder: Cllr S Annear
Resolution Record No: **BTC/85/11/Oct/21**
CARRIED: By majority vote: 10 for, 1 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH SEPTEMBER 2021 BE APPROVED.

- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 13th September 2021.

Cllr Wittam stated that he had had many calls regarding Monkey Stile concerning the litter and it being overgrown. Cllr Etherington confirmed that the footpath had been cleared of litter twice since the last meeting. This was confirmed by the Town Clerk. Cllr Etherington stated that the pathway would continue to be litter picked and the pathway would be strimmed. It was agreed that Cllr Ridgwell would contact the residents adjacent to Monkey Stile to ask them to cut back the Leylandii hedge which is encroaching on the footpath.

Cllr Ridgwell asked if it would be possible to purchase the old Community Centre site to be used as car parking. Cllr Etherington stated that it would be highly unlikely that this would be possible and to put it on a future agenda as a resolution.

Cllr Annear asked if any progress had been made regarding employing HugoFox to set up a new website. The Clerk confirmed that no action had been taken at this time.

Signed.....

Cllr Ridgwell queried the progress of the repair of the wall fronting the police building.

Cllr Etherington confirmed that the Town Keepers had tidied the area. Cllr Lukaniuk stated that he would report further in the public forum.

Cllr Annear asked if any changes to the current car parking system i.e. charging for parking was imminent. Cllr Palmer stated that there were no plans to change the current system at George Street but changes are imminent at Bury Road car park.

Cllr Lukaniuk asked Cllr Etherington if any contact had been made regarding the signal box.

Cllr Etherington confirmed that she had had some conversation regarding the station but was not dealing with the signal box. Details were contained in the written report from Cllr Etherington contained in the agenda pack.

6 URGENT BUSINESS any items the Chairman considers a matter of urgent business.

None.

7 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received.

8 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.

Proposer: Cllr N Vant

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/86/11/Oct/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A representative from Abbeycroft Leisure gave a short but informative presentation of the activities that Abbeycroft Leisure offer and the new facilities at Brandon Leisure Centre. He stated that new Shapemaster equipment will be launched at the Brandon facility shortly and that the siting of the health facilities there enables a full health/fitness integration system. A general discussion took place between a number of the Councillors, the public and the representative. Cllr Lukaniuk thanked the representative for the tour of the facilities and commented he was impressed with the changes made. Cllr Moore queried the ability of the centre to cater for disabled persons. The representative confirmed that the equipment that was previously used by disabled people was still available. Cllr Ridgwell raised the issue of a number of rumours circulating in Brandon that the doctors maybe moving to the Leisure Centre. The AbbeyCroft representative stated he was not aware of this being the case. The AbbeyCroft representative then informed the meeting that the 27th October will be the Leisure Centre open day for all to attend.

A member of the public asked the Council if they had any influence on the state of the buildings in the High Street, as a number had fallen into serious disrepair. Councillor Etherington noted the comments.

A resident asked if there was any news on the negotiations with West Suffolk regarding the street lighting. They also commented that the High Street was a conservation area so could the Council not write to the traders regarding their obligations to preserve the area. Cllr Etherington commented the points would be looked into.

Signed.....

Cllr Lukaniuk reported to Council that the previous Barclays Bank site had been sold and was being redeveloped. He felt he may ask the developer if there was a chance, they could install public toilets. He further added that there was currently a 9% vacancy rate in Brandon High Street, when previously before lockdown it was 5.4%. He then added that he has an upcoming meeting and will be progressing the rebuilding of the wall on the corner of Store Street/School Lane.

Cllr Palmer reported that the scout hut had now been refurbished and that an invitation had been made to Councillors to view the work undertaken. He informed the meeting that currently three streetlights were out in Brandon west and the streetlighting in Green Road had been changed to LED. Cllr Lukaniuk suggested that Councillors should take Cllr Palmer's example of inspecting streetlights and carryout similar inspections.

Cllr Wittam confirmed that Brandon had received one hundred and forty visits by the Enforcement Officers in September with nineteen tickets being issued.

Cllr Ridgwell stated that residents of Brandon pay a lot of money to West Suffolk Council in Council tax but the town is looking shabby.

Cllr Vant stated that a Councillor at Mildenhall had managed to get West Suffolk to attend to their issue of weeds growing in the town centre area, he suggested that as Brandon had three District Councillors perhaps, they could follow the same example. Cllr Palmer commented that he had West Suffolk out recently regarding issues with weeds, but he was informed they did not have any funds.

Cllr Lukaniuk stated Suffolk County Council pay West Suffolk to do weed spraying. A general discussion ensued regarding the responsibilities of higher authorities to carryout weed spraying. A representative of Brandon in Bloom reported on the success of their entry to the RHS competition. Cllr Etherington brought the meetings attention to her written report regarding the station, to which no further correspondence had been received. A general exchange took place between Cllr Etherington and Cllr Ridgwell regarding the station.

THE VICE CHAIRMAN RECONVENED THE MEETING.

9 CORRESPONDENCE

- The Queens Platinum Jubilee Beacons 2nd June 2022 – information received.
- WPS Hallam – Credit note (Profit Share Rebate.) – information received.

10 ACCOUNTS To approve the payments for September 2021.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/87/11/Oct/21**

CARRIED: Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
13/09/2021	2021/023	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
16/09/2021		Pumpkin Events	Grant	£1,300.00	£0.00	£1,300.00	BACS
15/09/2021		Mr G Cock	Reim. - Zoom, D.O, Combi Drill	£382.18	£65.00	£447.18	BACS
15/09/2021	BC210937	Link Global Services Ltd	Christmas Lighting	£2,946.75	£589.35	£3,536.10	BACS
17/09/2021	44819	City B Group Ltd	Gazebo Weights	£532.00	£106.40	£638.40	BACS

Signed.....

23/07/2021	1181541182	Trade UK	Parts for Hoover	£8.04	£1.61	£9.65	Direct Debit
10/08/2021	299173	Corona Corporate Sols.	Photocopier - Copies	£222.78	£44.56	£267.34	Direct Debit
17/08/2021		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit
20/08/2021	959762762	British Gas	Gas OSH	22.79	1.13	23.92	Direct Debit
26/08/2021		Creative Pension Trust	Pensions - August	£441.94	£0.00	£441.94	Direct Debit
23/09/2021		Creative Pension Trust	Pensions - September	£461.16	£0.00	£461.16	Direct Debit
21/08/2021	M045 EY	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/08/2021	M021 OR	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
27/08/2021	H1A38C0E02	E.ON	Electric Cemetery Yard	£11.43	£0.57	£12.00	Direct Debit
28/08/2021	H1A3A19032	E.ON	Electric Pillar 9 Market Hill	£4.57	£0.23	£4.80	Direct Debit
29/08/2021	H1A3A491B9	E.ON	Electric Pillar 8 Market Hill	£13.72	£0.69	£14.41	Direct Debit
08/09/2021	H1A2FF7762	E.ON	Electric OSH 19/7/21 - 7/9/21	£158.00	£7.90	£165.90	Direct Debit
01/09/2021	116025	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
13/09/2021	97343638	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/09/2021	1149944	Everflow	Water OSH	£17.21	£0.00	£17.21	Direct Debit
28/09/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
30/09/2021		Unity Bank Trust	Bank Charges	£37.10	£0.00	£37.10	Direct Debit
30/04/2021		Brandon Bowling Club	Water New Yard	£27.97	£0.00	£27.97	BACS
02/09/2021	K32894	Ernest Doe & Sons Ltd	Belt for Mower	£30.30	£6.06	£36.36	BACS
09/09/2021	K33358	Ernest Doe & Sons Ltd	Belt for Mower	£40.14	£8.03	£48.17	BACS
14/09/2021	K33610	Ernest Doe & Sons Ltd	PPE - Safety Boots	£60.00	£12.00	£72.00	BACS
28/09/2021	K34364	Ernest Doe & Sons Ltd	Oil for Mower	£9.26	£1.85	£11.11	BACS
29/09/2021	K34434	Ernest Doe & Sons Ltd	Air Filter for Gator	£18.71	£3.74	£22.45	BACS
30/09/2021	K34513	Ernest Doe & Sons Ltd	Strimmer Line	£71.09	£14.22	£85.31	BACS
06/09/2021	222742	Fengate Fasteners Ltd	PPE, Xmas Light, Consumbles	£270.61	£54.12	£324.73	BACS
30/09/2021	224391	Fengate Fasteners Ltd	Christmas Lighting	£629.24	£125.85	£755.09	BACS
30/09/2021	224392	Fengate Fasteners Ltd	Consumables	£110.78	£22.16	£132.94	BACS
09/09/2021	63453	Blademaster	Hedge Cutter Service	£15.00	£3.00	£18.00	BACS
10/09/2021	509578994	WPS Hallam Ins. Brokers	Insurance - Cherry Picker Xmas	£16.83	£0.00	£16.83	BACS
10/09/2021	SINV01811906	Ian Smith Group	A4 Paper	£23.50	£4.70	£28.20	BACS
10/09/2021	SINV01811907	Ian Smith Group	Stationery	£14.68	£2.94	£17.62	BACS
15/09/2021	SINV01812623	Ian Smith Group	Toilet Paper	£8.99	£1.80	£10.79	BACS
15/09/2021	53910	Chase Timber Products	Christmas Lighting	£57.00	£11.40	£68.40	BACS
17/09/2021	1085347607	Stannah Lift Services Ltd	Quarterly Lift Service	£116.67	£23.33	£140.00	BACS
20/09/2021	101005	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
29/09/2021	101023	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
23/09/2021	SB20213150	PKF Littlejohn LLP	External Audit	£840.00	£168.00	£1,008.00	BACS
23/09/2021	8	Brandon Rem. Play. Flds	Rent for New Yard	£500.00	£0.00	£500.00	BACS
30/09/2021		Kevin Green Hist. Build.	Repair to Churchyard Wall	£4,320.00	£0.00	£4,320.00	BACS
30/09/2021	25125	S.A.L.C.	Payroll Service - 6 Months	£192.00	£38.40	£230.40	BACS
30/09/2021		Mr S Skinner	Reimbursement - Xmas Pres.	£41.32	£1.54	£42.86	BACS
30/09/2021		Mr G Cock	Reim. - Printing N.C./Xmas	£24.69	£4.93	£29.62	BACS
30/09/2021	20210000921	Finevale Service Station	Fuel	£113.79	£22.75	£136.54	BACS
05/10/2021		HMRC	NICS	£1,791.93	£0.00	£1,791.93	BACS

11 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JULY AND AUGUST 2021

The Income and Expenditure Statement against Budget for July and August 2021 were received.

Signed.....

12 GRANT APPLICATION discussion to consider S137 grant from Abbeycroft Leisure.

Cllr Lukaniuk informed the meeting that this was a resurrection of a previous scheme from 2018/19 which Cllr Lukaniuk and the other District Councillors had contributed to. The scheme started with forty-three attendees, but this reduced in number over time. Cllr Wittam asked what plans there were for more engagement with family and community groups and to maintain that engagement. Cllr Etherington asked the representative from AbbeyCroft Leisure to confirm what numbers normally take part. The representative confirmed twenty to forty normally take part. Cllr Annear asked if the Council could afford the grant. The Clerk confirmed that the monies were available. Cllr Wittam stated that a former Councillor ran a successful scheme for some time, he suggested that AbbeyCroft contact him as he obviously had some expertise with running such schemes. Cllr Etherington asked the representative from AbbeyCroft to keep the Council updated regularly on the progress of the scheme. A vote ensued to grant £3000 to AbbeyCroft Leisure to enable “Teen Chill” to be operated in Brandon at the Brandon Leisure Centre or suitable venues.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/88/11/Oct/21**

CARRIED: By majority vote: 10 for, 1 against.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM ABBEYCROFT LEISURE FOR £3000.

13 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 4th October 2021.

Cllr Brabbs gave an overview of the planning applications and decisions made.

14 TO NOTE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING of 20th September 2021.

A general discussion ensued regarding the minutes led by Cllr Wittam. Cllr Vant also added to the discussion by his comments. Cllr Hughes queried if anything discussed would alter the consultation questions put to the public. Cllr Etherington replied that the questions put to the public would remain valid. Cllr Vant queried the requirement of further meetings to resolve the progress of the project. Cllr Palmer stated that he found the third Monday of the month inconvenient as he had another regular meeting on that day. Cllr Etherington stated that the meeting on the third Monday of the month for this working party was not set in stone. A general discussion took place regarding the proposed consultation meeting.

15 RESOLUTION from Cllr P Etherington No. 393

Brandon Town Council resolves to engage a professional company to live stream the proposed EGM in which the result of the New Cemetery is decided, at an approximate cost of £200.

Deferred.

16 RESOLUTION from Cllr V Lukaniuk No. 394

Brandon Town Council resolves to undertake the spraying of the weeds three times annually in the High Street, as far as the Aldi entrance.

Signed.....

Cllr Lukaniuk outlined the resolution. Cllr Etherington commented that it was unfair that the High Street received attention when the whole of Brandon needs maintenance. Cllr Lukaniuk commented that a start must be made starting with the High Street. Cllr Moore added that surely spraying the weeds in the High Street must be done with the permission of the shop keepers, as a proportion of the pavement area falls within their property. He also raised concern regarding the safety of spraying toxic chemicals in a public area. The Clerk ensured the meeting that a member of staff was trained to spray the weeds and that all precautions would be taken. A vote then ensued to amend the resolution to add the wording "for a trial period of one year."

Seconder: Cllr P Wittam

Resolution Record No: **BTC/89/11/Oct/21**

CARRIED: By majority vote: 5 for, 4 against, 2 abstentions.

Brandon Town Council resolves to undertake the spraying of the weeds three times annually in the High Street, as far as the Aldi entrance, for a trial period of one year.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/90/11/Oct/21**

CARRIED: By majority vote: 5 for, 4 against, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO UNDERTAKE THE SPRAYING OF THE WEEDS THREE TIMES ANNUALLY IN THE HIGH STREET, AS FAR AS THE ALDI ENTRANCE, FOR A TRIAL PERIOD OF ONE YEAR.

17 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 Wittam

Seconders: Cllr B Brabbs

Resolution Record No: **BTC/91/11/Oct/21**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 11th October 2021 at 7pm

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

18 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 13th September 2021.

Proposer: Cllr N Vant

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/92/11/Oct/21**

CARRIED: By majority vote: 10 for, 1 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH SEPTEMBER 2021 BE APPROVED.

19 QUOTES

To consider quotations to re-pollard approximately 360 lime trees and remove brushwood, cord and debris over a four-year period.

A prolonged discussion took place regarding the additional information provided by the Clerk and the proposed system of pollarding the lime trees in Brandon. A contract is to be drawn up to provide annual tree maintenance for the lime trees over a four-year period.

Proposer: Cllr P Etherington

Seconder: Cllr D Moore

Resolution Record No: **BTC/93/11/Oct/21**

CARRIED: By majority vote: 10 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A CONTRACTOR TO RE-POLLARD THE LIME TREES IN BRANDON ON A FOUR-YEAR CONTRACT.

20 MATTERS ARISING

None.

The meeting closed at 9.00pm

Signed.....



BRANDON

TOWN COUNCIL

Town Clerks Report

The winter bedding plants have now arrived, and the Towns Keepers are also planting some special bulbs ready for the Spring.

The Pumpkin Festival at the Country Park was well attended.

Yet to come is the Remembrance Day Service which will be held in the Cemetery around the Brandon War Memorial. Some of our friends from RAF Mildenhall & RAF Lakenheath will be attending, along with representatives from Brandon groups, who will lay wreaths in remembrance of the fallen.

Christmas preparations are well underway, and I can assure there will be a few surprises. Many people from Brandon have requested a stall on Market Hill, so the day will be a truly local affair.

I would remind everyone that potholes, street lighting and street side issues outside those at the Cemetery, Orchard, Market Hill, and the Lode should be reported directly to West Suffolk or Suffolk County Council.

Brandon Town Council has undertaken an extensive survey of lighting issues and has notified Suffolk County Council of these issues.

Accounts for Payment October 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
30/09/2021	2828	P & R Garden Supplies	Plants for BIB Planters	£2,013.73	£402.74	£2,416.47	BACS
01/10/2021	1000164994	Christmas Tree World	Christmas Tree - 1/2 Payment	£5,095.00	£969.50	£6,064.50	BACS
30/09/2021	814233	G Signs & Design Ltd	Road Closure Signs	£252.50	£50.50	£303.00	BACS
04/10/2021	2021/0010	Church Institute	Hire of Hall for Council Meet.	£105.00	£0.00	£105.00	BACS
01/10/2021	2164	FX Live Ltd	Snow Machine - Xmas - 1/2 Pay	£365.00	£73.00	£438.00	BACS
08/10/2021	11021330	Archant Comm. Media	Advert - Road Closure	£355.29	£71.06	£426.35	BACS
05/10/2021		Brandon Rem. Play.	Grant - First Half	£14,514.00	£0.00	£14,514.00	BACS
14/10/2021		AbbeyCroft Leisure	Grant	£3,000.00	£0.00	£3,000.00	BACS
13/10/2021	2021/0012	Church Institute	Hire of Hall for Council Meet.	£45.00	£0.00	£45.00	BACS
14/10/2021		Mrs A Barnes	Reimbursement - Xmas	£152.54	£0.00	£152.54	BACS
15/10/2021	INV114121	Progreen Weed Cont.	Weed Killer for High Street	£107.75	£21.55	£129.30	BACS
15/10/2021		DJ Jay Disco & Enter.	Entertainment for Xmas Event	£380.00	£0.00	£380.00	BACS
01/10/2021	1000164994	Christmas Tree World	Christmas Tree - Final Payment	£5,095.00	£969.50	£6,064.50	BACS
26/10/2021	2959	Benberts Ltd	Santa Suit - Xmas Event	£176.21	£35.24	£211.45	BACS
22/10/2021	11936	Apex Signs	Signs for Planters	£1,188.00	£237.60	£1,425.60	BACS
17/09/2021	3E73-0001	E.ON	Electric New Yard	£48.33	£2.42	£50.75	Direct Debit
07/10/2021	755A-0001	E.ON	Electric Cemetery Yard	£11.07	£0.55	£11.62	Direct Debit
07/10/2021	1C56-0001	E.ON	Electric Xmas Tree Pillar	£0.10	£0.00	£0.10	Direct Debit
07/10/2021	A292-0001	E.ON	Electric Pillar 8 Market Hill	£31.72	£1.59	£33.31	Direct Debit
07/10/2021	5A54-0001	E.ON	Electric Pillar 9 Market Hill	£5.29	£0.26	£5.55	Direct Debit
07/10/2021	3E73-0002	E.ON	Electric New Yard	£46.61	£2.33	£48.94	Direct Debit
21/09/2021	961760144	British Gas	Gas OSH	£37.11	£1.85	£38.96	Direct Debit
21/09/2021	M046 IK	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/09/2021	M022 4B	BT	Phone OSH	£19.74	£3.95	£23.69	Direct Debit
02/10/2021	9544068	Wave – Anglian Water	Water Cemetery Yard	£43.35	£0.00	£43.35	Direct Debit

Accounts for Payment October 2021

04/10/2021	116092	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
18/10/2021	1193709	Everflow	Water OSH	£16.83	£0.00	£16.83	Direct Debit
25/10/2021		Creative Pension Trust	Pensions - October	£416.64	£0.00	£416.64	Direct Debit
28/10/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
04/10/2021	54108	Chase Timber Products	Christmas Lighting	£38.00	£7.60	£45.60	BACS
06/10/2021	SINV01816486	Ian Smith Group Ltd	Stationery	£14.67	£2.93	£17.60	BACS
11/10/2021	70862	Alan R. Cross & Son	Fix Lights on Victoria Avenue	£84.00	£16.80	£100.80	BACS
11/10/2021	70879	Alan R. Cross & Son	Replace Faulty Smoke Detector	£132.77	£26.55	£159.32	BACS
18/10/2021	101043	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
19/10/2021	21083	Amberol Limited	Planters for BTC & BIB	£10,946.73	£2,189.35	£13,136.08	BACS
20/10/2021	3754 AGZ630	Travis Perkins Ltd	Yard Repair	£23.57	£4.71	£28.28	BACS
20/10/2021	3754 AGZ643	Travis Perkins Ltd	Yard Repair	£33.56	£6.71	£40.27	BACS
25/10/2021	2856	P & R Garden Supplies	Compost re BIB Planters	£104.17	£20.83	£125.00	BACS
26/10/2021		Mr G Cock	Reimb. Zoom, Digital Ocean	£71.19	£0.75	£71.94	BACS
29/10/2021	226225	Fengate Fasteners Ltd	Consumables	£14.28	£2.86	£17.14	BACS
29/10/2021	226226	Fengate Fasteners Ltd	Ladder	£210.00	£42.00	£252.00	BACS
31/10/2021	20210001024	Finevale Ser. Station	Fuel	£123.20	£24.63	£147.83	BACS
05/11/2021		HMRC	NICS	£1,542.57	£0.00	£1,542.57	BACS

25/10/2021

Brandon Town Council 2021/22

Page 1

12:34

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

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	220	480	260			
1190 Interest on Investments	163	10	0	(10)			
Administration :- Income	296,718	292,633	286,617	(6,016)			0
1101 Insurances	6,416	6,467	6,736	269		269	
1110 Audit Fees (External)	1,560	(1,360)	1,500	2,860		2,860	
1111 Audit Fees (Internal)	860	510	1,000	490		490	
1120 Legal Fees	3,700	2,691	3,200	509		509	
1125 Website Upkeep	362	30	300	270		270	
1130 Office Equipment/Furniture	124	0	400	400		400	
1131 Computer Equipment	75	274	2,500	2,226		2,226	
1132 Stationery	265	134	500	366		366	
1133 Payroll	386	0	500	500		500	
1138 Misc Expenses	540	90	600	510		510	
1140 Staff Training	1,167	438	1,500	1,063		1,063	
1141 Councillor Training	75	625	500	(125)		(125)	
1142 Chairman's Allowance	0	0	200	200		200	
1143 SW/HW Support	2,959	1,184	2,000	816		816	
1144 SALC/NALC	0	1,236	1,300	64		64	
1145 Subscriptions	1,518	116	500	384		384	
1146 Information/Books/Software etc	380	413	100	(313)		(313)	
1148 Lift servicing	652	566	1,000	434		434	
1150 Advertising	374	0	300	300		300	
1156 Postage	637	646	1,000	354		354	
1160 Mileage	25	195	150	(45)		(45)	
1165 Photocopier Rental	1,913	984	1,500	516		516	
1166 Photocopier Charges	483	414	600	186		186	
1167 Election Costs	0	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,273	624	1,000	376		376	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	74	250	176		176	
Administration :- Indirect Expenditure	25,844	16,351	35,136	18,785	0	18,785	0
Net Income over Expenditure	270,873	276,282	251,481	(24,801)			
102 Staff							
1201 Staff Salaries (Gross)	70,227	41,033	105,849	64,816		64,816	
1202 LGA Superannuation	3,932	2,530	3,176	646		646	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

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	8,124	14,819	6,695		6,695	
Staff :- Indirect Expenditure	88,476	51,686	123,844	72,158	0	72,158	0
Net Expenditure	(88,476)	(51,686)	(123,844)	(72,158)			
103 PWLB							
1301 Public Works Loan board	13,559	6,779	13,600	6,821		6,821	
PWLB :- Indirect Expenditure	13,559	6,779	13,600	6,821	0	6,821	0
Net Expenditure	(13,559)	(6,779)	(13,600)	(6,821)			
104 Grants							
1401 Grants	29,028	0	29,028	29,028		29,028	
1402 S137	9,700	1,825	10,000	8,175		8,175	
Grants :- Indirect Expenditure	38,728	1,825	39,028	37,203	0	37,203	0
Net Expenditure	(38,728)	(1,825)	(39,028)	(37,203)			
201 Cemetery/Town							
2177 Burial Fees	10,526	4,000	10,000	6,000			
2178 Ashes Interment Fees	4,256	2,308	4,000	1,692			
2179 Memorial Fees	2,753	412	2,000	1,588			
Cemetery/Town :- Income	17,535	6,720	16,000	9,280			0
2101 Cemetery/Town Costs	4,441	1,636	4,000	2,364		2,364	
2107 Cemetery Works	739	1,550	25,000	23,450		23,450	
2110 Water Charges (Cemetery/OSH)	357	80	500	420		420	
2111 Electricity	1,459	607	750	143		143	
2116 Garage Rental	500	0	500	500		500	
2131 New Equipment	(168)	9,400	1,000	(8,400)		(8,400)	
2132 Trade Waste	1,402	659	2,000	1,341		1,341	
2133 Bus Shelter Cleaning	200	100	200	100		100	
2140 Town Keepers Mobile Calls	0	30	0	(30)		(30)	
Cemetery/Town :- Indirect Expenditure	8,930	14,062	33,950	19,888	0	19,888	0
Net Income over Expenditure	8,605	(7,342)	(17,950)	(10,608)			
301 Old School House							
3110 Gas Supply	790	266	800	534		534	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	132	100	(32)		(32)	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3114 Electricity (Old School House)	984	532	1,000	468		468	
3117 Water charges OSH	132	119	250	131		131	
3120 Window Cleaning	198	113	250	137		137	
3125 Fire Extinguisher Servicing	184	251	200	(51)		(51)	
3178 Old School House Maintenance	1,773	6,453	1,000	(5,453)		(5,453)	
Old School House :- Indirect Expenditure	4,129	7,867	3,700	(4,167)	0	(4,167)	0
Net Expenditure	(4,129)	(7,867)	(3,700)	4,167			
401 General							
2121 Machinery Servicing	20	1,186	500	(686)		(686)	
2122 Fuel & Oil	970	874	1,500	626		626	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	1,162	65	1,000	935		935	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	175	(25,862)	200	26,062		26,062	
4102 Christmas Lighting	2,241	(20,652)	6,000	26,652		26,652	
4104 Truck Maintenance & Tax	50	269	500	231		231	
4105 Town Clock Repairs	0	0	500	500		500	
4110 Civic Expenditure	7	211	0	(211)		(211)	
4112 Events	3,036	(9,962)	4,000	13,962		13,962	
General :- Indirect Expenditure	7,660	(53,870)	17,060	70,930	0	70,930	0
Net Expenditure	(7,660)	53,870	(17,060)	(70,930)			
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	245	1,200	955		955	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	174	245	10,900	10,655	0	10,655	0
Net Expenditure	(174)	(245)	(10,900)	(10,655)			
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 30/09/2021

Month No: 6

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	299,353	302,617	3,264			
Expenditure	212,538	44,945	303,218	258,273	0	258,273	
Net Income over Expenditure	<u>101,715</u>	<u>254,408</u>	<u>(601)</u>	<u>(255,009)</u>			
Movement to/(from) Gen Reserve	<u>101,715</u>	<u>254,408</u>					

Brandon Town Council
 Planning Committee Meeting
 Monday 1st November 2021

BRANDON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on
 Monday 1st November 2021 at the Church Institute, Victoria Avenue, Brandon. IP27 0JA
 at 7.00pm

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

1. APOLOGIES FOR ABSENCE

Cllr P Wittam

2. DECLARATIONS OF INTEREST

None.

3. TO RECEIVE AND CONFIRM MINUTES of Planning Committee Meeting
 of 4th October 2021.

Proposer: Cllr N Vant

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTCP/99/01/Nov/21**

CARRIED: Unanimous

THE PLANNING COMMITTEE RESOLVES THAT THE MINUTES OF THE
 PLANNING COMMITTEE MEETING OF MONDAY 4TH OCTOBER 2021 BE
 APPROVED.

4. PUBLIC PARTICIPATION

None.

5. PLANNING MATTERS

5.1 LIST OF APPLICATIONS FROM: 4/10/21 TO: 1/11/21

DC/21/1861/HH

Planning Application – Alder House, 1A Gas House Drove, Brandon

Two storey front extension and conversion of garage to habitable rooms. Detached double garage and alterations to elevations and roof. Cllr Lukaniuk opened the discussion stating that it was a large plot and he would support the development as it would not impact on surrounding properties. Cllr Vant informed the meeting that he had noted neighbouring properties had written expressing their concern about the reduction in light to their properties. Cllr Annear added that some of the development would be close to the boundary.

Signed.....

Cllr Vant explained the process of excavating footings. Cllr Brabbs suggested that these aspects would be better investigated by the Planning Department at West Suffolk, as they had more experience in these matters.

Proposer: Cllr V Lukaniuk

Seconder: Cllr L Atkins

Resolution Record No: **BTCP/100/01/Nov/21**

CARRIED: Unanimous - **SUPPORT**

DC/21/1905/FUL

Planning Application – 17 High Street, Brandon

Installation of extractor ventilation system. Cllr Brabbs expressed concern regarding the possible smells that may emanate from the system. He and other residents living near the town centre noted that during prevailing wind conditions smells from many of the takeaway outlets were detected at residential properties. Cllr Annear also expressed concern on this subject. Cllr Brabbs stated that in many cases the issue was due to lack of maintenance of the system as highlighted by the amount of grease/fat running from the joints of the ducting. Cllr Lukaniuk suggested this be referred to the Conservation Officer.

Proposer: Cllr V Lukaniuk

Seconder: Cllr B Brabbs

Resolution Record No: **BTCP/101/01/Nov/21**

CARRIED: Unanimous - **SUPPORT**

DC/21/1989/HH

Planning Application – 30 Manor Road, Brandon

Single storey rear extension to dwelling and garage. Cllr Brabbs stated that he could not see any objections to this application although it was a fairly substantial extension. It did not appear an overdevelopment of the plot.

Proposer: Cllr J Lloyd-Blackwell

Seconder: Cllr S Annear

Resolution Record No: **BTCP/102/01/Nov/21**

CARRIED: Unanimous - **SUPPORT**

5.2 ANY APPLICATION RECEIVED AFTER THE AGENDA WAS PRODUCED

DC/21/2006/HH

Planning Application – 26 The Rookery, Brandon

Single storey rear conservatory. Cllr Brabbs introduced the application to which no members of the Committee had concern or comment about.

Proposer: Cllr S Annear

Seconder: Cllr D Moore

Resolution Record No: **BTCP/103/01/Nov/21**

CARRIED: Unanimous - **SUPPORT**

Signed.....

DC/21/2015/ADV

Planning Application – Unit A, 20 Highbury Road, Brandon

Various non-illuminated signage on facia and free standing within property boundary.

Cllr Brabbs described the application to those present. A general discussion took place regarding the rebranding of the establishment. No adverse comments were made and a vote ensued.

Proposer: Cllr L Atkins

Seconder: Cllr B Brabbs

Resolution Record No: **BTCP/104/01/Nov/21**

CARRIED: Unanimous - **SUPPORT**

6. CORRESPONDENCE

None.

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

Cllr Lukaniuk suggested to the Committee that the Planning meetings are moved from evening to lunchtime so that members did not have to meet in inclement weather. This suggestion was generally discussed. Cllr Vant added that this would preclude any working members of the Council being able to attend, likewise any working applicants would also be disadvantaged. This view was supported by Cllr Brabbs and a show of hands confirmed that the majority of members of the Committee did not want the meeting rescheduled to lunchtime.

The meeting closed at 7.19pm

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Tuesday 26th October 2021

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting
held on Tuesday 26th October 2021 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr S Skinner (Chair), Cllr S Annear, Cllr P Etherington, Cllr J Hughes, Cllr V Lukaniuk,
Cllr N Vant, Cllr P Wittam

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr D Palmer, Cllr L Atkins, Mrs A Barnes.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr S Skinner – Non-pecuniary interest.

3 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the New Cemetery Working Party Meeting on 20th September 2021.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTCNC/94/26/Oct/21**

CARRIED: Unanimous.

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF MONDAY 20TH SEPTEMBER 2021 BE APPROVED.

- 4 **MATTERS ARISING** for information exchange only of the New Cemetery Working Party Meeting on 20th September 2021.
Cllr Wittam stated that the declaration made by Cllr Etherington and supported by Cllr Vant at a previous meeting was incorrect. Cllr Etherington apologised to the meeting. Cllr Vant stated he did not say it was a legal responsibility only that it was a moral responsibility.
- 5 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
None.
- 6 **RESOLUTION from Cllr P Etherington No. 395**
To note the result of the Public Consultation and recommend to the Full Council that the proposed cemetery project proceeds.
Cllr Etherington elaborated on the resolution that she had put to the meeting. A general discussion took place and it was agreed that the resolution be amended to read “to note the result of the public consultation and to continue to consult via mail and other means available.”
Seconder: Cllr V Lukaniuk
Resolution Record No: **BTCNC/95/26/Oct/21**
CARRIED: Unanimous.

Signed.....

Brandon Town Council resolves to note the result of the public consultation and to continue to consult via mail and other means available and recommend to the Full Council that the proposed cemetery project proceeds.

Proposer: Cllr J Hughes

Seconder: Cllr P Wittam

Resolution Record No: **BTCNC/96/26/Oct/21**

CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO NOTE THE RESULT OF THE PUBLIC CONSULTATION AND TO CONTINUE TO CONSULT VIA MAIL AND OTHER MEANS AVAILABLE AND RECOMMEND TO THE FULL COUNCIL THAT THE PROPOSED CEMETERY PROJECT PROCEEDS.

7 RESOLUTION from Cllr P Etherington No. 396

To note the result of the Public Consultation and recommend the agreement in principle to take out a loan to cover the cost of the proposed cemetery project be put to Full Council.

This resolution was withdrawn.

8 RESOLUTION from Cllr S Skinner No. 397

To recommend that a professional ITT expert to handle the tendering process, be put to Full Council - *see Note from NALC LTN 87 - Procurement "A procurement process by a local council is subject to the requirements in s 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. High value contracts are subject to Find a Tender/Contracts Finder website and it is considered that the Council will require technical and/or legal advice from someone who specialises in public procurement.*

Cllr Skinner outlined the resolution and Cllr Etherington gave a general overview. Cllr Vant described the tendering process. A general discussion then ensued with Cllr Vant stating that worst case scenario would result in a possible ten percent fee for an I.T.T professional to prepare tendering documentation.

Seconder: Cllr P Wittam

Resolution Record No: **BTCNC/97/26/Oct/21**

CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO RECOMMEND THAT A PROFESSIONAL ITT EXPERT TO HANDLE THE TENDERING PROCESS, BE PUT TO FULL COUNCIL.

9 RESOLUTION from Cllr S Skinner No. 398

To employ a Professional to write a business plan for the New Cemetery be put to Full Council.

Cllr Etherington gave a general overview of the resolution which was duly voted on.

Seconder: Cllr N Vant

Resolution Record No: **BTCNC/98/26/Oct/21**

CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO EMPLOY A PROFESSIONAL TO WRITE A BUSINESS PLAN FOR THE NEW CEMETERY BE PUT TO FULL COUNCIL.

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Tuesday 26th October 2021

10 RESOLUTION from Cllr S Skinner No. 399

To note that the New Cemetery Working Party's recommendation that Brandon Town Council borrows up to a maximum of £800,000 using a PWLB loan for the completion of the New Cemetery be put to Full Council.

This resolution was withdrawn.

Cllr Vant suggested to the meeting that business of the New Cemetery Working Party could be dealt with by Full Council but in a separate meeting dealt with by means of an E.G.M. This would not prolong normal Full Council meetings by adding further business to that meeting.

The meeting closed at 7.51pm

Signed.....