

Brandon Town Council  
Full Council Meeting  
Monday 12th July 2021

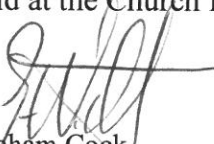
Note: In the case of non-members, this Agenda is for information only

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

6<sup>th</sup> July 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 12th July 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 GEARY - RAF LAKENHEATH**
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**  
- Of the Brandon Town Council Meeting of Monday 14th June 2021.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 14th June 2021.
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 7 **TO RECEIVE WRITTEN 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**  
- Suffolk County Council – Availability of Street Lighting Equipment for BTC owned lights.

- 11 **ACCOUNTS** To approve the payments for June 2021 (see attached).
- 12 **TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MAY 2021**
- 13 **GRANT APPLICATION** discussion to consider S137 grant from Brandon Festival.
- 14 **TO DISCUSS**, formulate and comment on Planning Application SCC/0048/21F – IES Breckland.
- 15 **NINE STILES WALK** date, time meeting place and a Councillor volunteer to help lead the walk with Ali Barnes, Town Keeper.
- 16 **RESOLUTION from Cllr L Atkins No. 388**  
Brandon Town Council resolves to support the fund raising by Mark Skinner, in memory of Liam Hills, to remove and replace Brandon Council's B.R.P.F. playground equipment.
- 17 **RESOLUTION from Cllr P Etherington No. 389**  
Brandon Town Council resolves to instruct the Town Clerk to take up the offer of a 30-day free HugoFox website trial. The design will be similar to this earlier example (see PowerPoint illustration.)
- 18 **RESOLUTION from Cllr D Palmer No. 390**  
Brandon Town Council resolves to commit to 5% of the cost of Brandon's new skate park. This is to be built on land belonging to B.R.P.F.
- 19 **RESOLUTION from Cllr V Lukaniuk No. 391**  
Brandon Town Council resolves to allow shop keepers to park at 'The Orchard' in Coulson Lane, (southern perimeter only.)
- 20 **REVIEW OF INVENTORY OF LAND AND ASSETS**
- 21 **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.*
- 22 **TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**  
- Of the Brandon Town Council Meeting of Monday 14th June 2021.
- 23 **MATTERS ARISING**
- 24 **ANNUAL RETURN AND FINANCIAL STATEMENT FOR YEAR ENDING 2020/21**
  - 24.1 To resolve to approve Section 1 of the Annual Governance Statement 2020/21.
  - 24.2 To resolve to approve Section 2 of the Annual Governance Statement 2020/21.

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held at the Church Institute, London Road, Brandon on Monday 14th June 2021 at 7pm

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

**Also Present:** 6 members of the public.

Cllr Skinner welcomed everyone to the meeting and described the safety procedures.

- 1 **APOLOGIES** for absence and approval of reasons tendered – None. Cllr Hughes arrived at 8pm.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr P Etherington – Non-pecuniary interest – item 27.1. Cllr V Lukaniuk – pecuniary interest – Item 23.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
The Clerk was informed that personnel changes at the base have taken place. Sqn Ldr Turnbull is no longer in post and a new RAF representative will attend future meetings.
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.  
**Proposer:** Cllr N Vant  
**Seconder:** Cllr P Etherington  
Resolution Record No: **BTC/29/14/Jun/21**  
**CARRIED:** Unanimous  
  
BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF WEDNESDAY 5TH MAY 2021 BE APPROVED.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 5th May 2021.  
Cllr Etherington queried the progress with the District Councillors regarding the reduction of costs for providing street lighting in Brandon by West Suffolk Council. Cllr Palmer replied that all Councils in the old Forest Heath area pay, towns in other Suffolk areas do not pay. He confirmed he was in discussion with Ian Ship with regard to a general discussion at West Suffolk Council to achieve parity next year with St Edmundsbury. Cllr Ridgwell confirmed his query on the subject had been answered.

Signed.....

**6 URGENT BUSINESS** any items the Chairman considers a matter of urgent business – None.

**7 TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.

Cllr Lukaniuk reported an update regarding the aggregate plant adjacent to the Station, this concerned four breaches of planning permissions. He reported that Norfolk County Council seemed to be slow in acting. This also included the extra siding which had been put in without any permission. Cllr Lukaniuk further reported that Elveden was seeing far more HGV's coming through from Brandon.

Cllr Etherington asked Cllr Lukaniuk to give updates on the following subjects: -

Funded school travel, The Suffolk Waste Partnership offering guidance with composting, Queens Platinum Jubilee – tree planting, Brandon Signal Box and the Welcome Back Fund which Brandon Town Council has applied to for considerable funding.

Cllr Lukaniuk requested a list of the points raised which he will answer in due course.

Cllr Moore asked Cllr Lukaniuk if there was any news regarding the “residents only parking” sign for Wellington Close, as the situation is becoming intolerable. Cllr Lukaniuk replied that he would like to meet on site to discuss the issue.

Cllr Moore made comment that the recent grass cutting in and around Brandon is below standard.

Cllr Lukaniuk replied that it is an absolute mess and very poor. He was promised action by West Suffolk. Cllr Palmer added that West Suffolk are experienced labour problems and poorly trained staff. Cllr Moore further added the grass cutting in Bury is very good. Cllr Vant commented that the grass in The Rookery area had not been collected and is lying on the surface and there had been no strimming. Cllr Ridgwell stated last Monday no strimming had taken place on the bird's estate and Brandon residents were paying more for less service.

Cllr Wittam reported that he was involved in the West Suffolk Local Plan which had received over three thousand comments on proposed developments. Cllr Wittam urged residents to take part in the survey by looking on the West Suffolk webpage.

Cllr Palmer reported that there is a Development Committee meeting on the 23<sup>rd</sup>, there appeared to be nothing contentious on this agenda.

Cllr Ridgwell informed the meeting that the Heritage Centre would not be opening on Sundays, only Thursday's mornings and Saturdays.

Cllr Wittam requested that the Nine Styles walk through to Small Fen Lane is kept clear. The Clerk replied that staff had undertaken the walk and made notes on the issues which ground staff will be working on to resolve. Cllr Vant added that it is the responsibility of the relevant landowner to maintain the public footpath across their land.

**8 TO RECEIVE WRITTEN REPORT** from the Town Clerk.

Report was received.

Signed.....

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

**Proposer:** Cllr S Skinner

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/30/14/Jun/21**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A member of the public confirmed that the proposed crematorium in Weeting had been refused planning permission. The seventy-six houses (cricket pitch) may not get the go ahead. They commented that the new crematorium at Scoulton was reported as running under capacity. The Brandon Festival planned for 21<sup>st</sup> August at Brandon Remembrance Playing Fields required additional members to assist with the organisation.

THE CHAIRMAN RECONVENED THE MEETING.

**10 CORRESPONDENCE**

- West Suffolk Council – Brandon Industrial Area – information was received.

**11 ACCOUNTS** To approve the payments for May 2021.

Cllr Vant queried payment to Cranberry Communications, reasoning that this is not now required as we are not using Teams at this time. The Clerk confirmed he would be speaking to our IT Technician to ensure the deletion of this subscription will not affect the functionality of other programs.

Cllr Wittam commented that the subscription could be reduced to a minimal level to maintain emails without other functions.

Cllr Wittam queried the amount of mileage being claimed by Cllr Atkins as he felt this was excessive. The Clerk informed Council that the claim was for approximately 70 miles in each direction to deliver and collect the burial records to be scanned. He further added that the alternative being a courier charging £450 for door-to-door service. Cllr Wittam then listed a number of payments which he requested further information on. The Clerk replied he did not have that detailed information to hand at the meeting and that he had requested any queries to be made prior to the meeting.

Cllr Lukaniuk questioned the cost of the strimmer battery. The Clerk confirmed that this was for an additional battery to give further run time when using the electric strimmer before having to return to the yard to recharge.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/31/14/Jun/21**

**CARRIED:** Unanimous

Signed.....



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 Ltd	Fluids for Gator	£37.49	£7.50	£44.99	BACS
26/04/2021	K24449	Ernest Doe & Sons Ltd	Battery for Strimmer	£200.00	£40.00	£240.00	BACS
28/04/2021	K24580	Ernest Doe & Sons Ltd	Hose for Mower	£33.73	£6.75	£40.48	BACS
06/05/2021	K25093	Ernest Doe & Sons Ltd	Cable for Mower	£46.10	£9.22	£55.32	BACS
19/05/2021	K25843	Ernest Doe & Sons Ltd	New Mower	£9,200.00	£1,840.00	£11,040.00	BACS
24/05/2021	K26077	Ernest Doe & Sons Ltd	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

Signed.....

**12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL 2021**

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

**13 TO REVIEW THE TERMS OF REFERENCE** for the Planning Committee.

A general discussion ensued regarding the need for a Vice/Deputy Chair. It was pointed out by the Clerk that Standing Orders allows a committee in the absence of the Chair to elect a Chair to officiate for that meeting only. The Terms of Reference were duly passed.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr D Moore

Resolution Record No: **BTC/32/14/Jun/21**

**CARRIED:** Unanimous

**14 TO NOTE MINUTES OF PLANNING COMMITTEE** of 7th June 2021.

The minutes from the last Planning Meeting were noted and received.

**15 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 19th May 2021.

The minutes from the last New Cemetery Working Party Group were noted and received.

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

Information was received and noted. No comments were received.

**17 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE DATA PROTECTION ACT 2018**

**Proposer:** Cllr J Lloyd-Blackwell

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/33/14/Jun/21**

**CARRIED:** Unanimous

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

**Proposer:** Cllr P Etherington

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/34/14/Jun/21**

**CARRIED:** Unanimous

Signed.....

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

The Clerk informed Council that Cllr Hughes was suitably qualified to undertake the role of Safeguarding Officer for Brandon Town Council.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/35/14/Jun/21**

**CARRIED:** Unanimous

- 20 TO NOTE** - Cllr D Palmer is to join the West Ward Lighting Working Party and the Christmas & Events Working Party - The information was noted. Cllr Wittam enquired of Cllr Lloyd-Blackwell if she had noted the lighting columns that were out in the High Street. Cllr Lloyd-Blackwell confirmed that she was aware of the lights that were out. Cllr Wittam asked further questions as to the locations which the Councillor had noted.

**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. Cllr Etherington introduced and outlined the methodology for the working party. Cllr Wittam queried what the scope of the working party would be, to which Cllr Etherington it would include everything. Cllr Wittam declared that he would not be voting on the subject. The working party consists of the Clerk, Cllr Vant, Cllr Skinner, Cllr Etherington and Cllr Annear.

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/36/14/Jun/21**

**CARRIED:** By majority vote: 13 for, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO FORM A SMALL WORKING PARTY OF 3/4 PERSONS TO CONSIDER THE WEBSITE. THE WORKING PARTY CONSISTS OF THE TOWN CLERK, CLLR SKINNER, CLLR ETHERINGTON, CLLR VANT AND CLLR ANNEAR.

**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).

Cllr Lukaniuk introduced the resolution to Council and a robust debate ensued. A named vote was requested by Cllr Lukaniuk.

For – Cllr Lukaniuk, Cllr Wittam, Cllr Corcuilo, Cllr Moore, Cllr Palmer.

Against – Cllr Skinner, Cllr Annear, Cllr Atkins, Cllr Brabbs, Cllr Etherington, Cllr Hughes, Cllr Lloyd-Blackwell, Cllr Ridgwell, Cllr Vant

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/37/14/Jun/21**

**FAILED:** 9 against, 5 for.



**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.

Cllr Lukaniuk introduced the resolution. He extolled the language school and their low impact on Old School House. Cllr Etherington informed Council that an amount of furniture had been located in the room, to which Cllr Lukaniuk countered. Following a discussion it was agreed that a three month trial would be agreeable with the stipulation that nothing should be fixed to the wall and the room left completely clear.

**Seconder:** Cllr J Lloyd- Blackwell

Resolution Record No: **BTC/38/14/Jun/21**

**CARRIED:** Unanimous

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. THIS ARRANGMENT TO BE REVIEWED IN THREE MONTHS.

Cllr Skinner informed Council that the meeting was nearing the two-hour cut off and suggested that we take a vote to continue the meeting beyond the time limit to enable the meeting to continue to conclusion. A vote ensued.

**Proposer:** Cllr N Vant

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/39/14/Jun/21**

**CARRIED:** By majority vote: 11 for, 3 against.

**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.*

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/40/14/Jun/21**

**CARRIED:** Unanimous

## BRANDON TOWN COUNCIL

Confidential Minutes  
of the Full Brandon Town Council Meeting Annual General Meeting  
held virtually using Microsoft Teams on Monday 14th June 2021 at 7.00pm

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

### 25 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Wednesday 5th May 2021.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr D Moore

Resolution Record No: **BTC/41/14/Jun/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF WEDNESDAY 5TH MAY 2021 BE APPROVED.

### 26 MATTERS ARISING – None.

### 27 STAFFING

#### 27.1 To review staff wages.

Cllr Skinner introduced the subject and asked the Clerk to describe the proposal put to Council. A debate took place with some of the grades proposed by the Clerk being amended.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/42/14/Jun/21**

**CARRIED:** By majority vote: 13 for, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO ADOPT THE NJC PAY SCALE WITH THE AGREED SPINAL POINTS.

Signed.....

## 28 QUOTES

- 28.1** To consider quotation to replace the lantern on Unit 441 on Woodlands Rise.  
A short discussion took place, followed by a vote.  
**Proposer:** Cllr V Lukaniuk  
**Seconder:** Cllr L Atkins  
Resolution Record No: **BTC/43/14/Jun/21**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPLACEMENT OF THE LIGHTING FIXTURE.

- 28.2** To consider quotation to completely replace Unit 256 on Rought Avenue.  
A short debate took place regarding the lighting fixtures in Brandon. A vote was then taken.  
**Proposer:** Cllr V Lukaniuk  
**Seconder:** Cllr P Wittam  
Resolution Record No: **BTC/44/14/Jun/21**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPLACEMENT OF THE LIGHTING UNIT.

- 28.3** To consider quotation to dismantle and rebuild collapsed section of wall in the Churchyard.  
Cllr Skinner gave his opinion on the subject and opened it to discussion. A general debate took place resulting that it was generally accepted that the contractor be contacted and booked to carry out the repair work.  
**Proposer:** Cllr S Annear  
**Seconder:** Cllr L Atkins  
Resolution Record No: **BTC/45/14/Jun/21**  
**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ACCEPT THE QUOTATION FOR THE REPAIR OF ST PETERS CHURCHYARD WALL.

The meeting closed at 9.34pm

Signed.....

#### D. Palmer - Report

1. No D.C. applications for the Brandon area other than the positioning of A.C. units on the L.C. alterations. *Note, the public can attend the main part of these meeting if so desired but cannot speak on any subject unless by prior request.*

2. No planning applications for the Brandon area came before the Delegation Committee this month.

3. I attended the now monthly teams L.P.W.G. All items brought up will be presented to the W.S.C. cabinet. As these discussions are sensitive and informal, we have been told by the Chair (David Roach) of the group that discussions made at these meeting are NOT to be made public.

4. I attended the B.R.P.F. meeting as the W.S.C. representative. Three representatives from other organisations did not attend. This meeting was published in the local free paper as it was their AGM.

*(Note B.R.P.F. meet on the third Monday of each month at 8pm at the sports and social club.)*

5. I attended a full council meeting at Newmarket racecourse; this was the only venue in the W.S. area that was large enough to accommodate all members to follow covid rules. The main item discussed was the forthcoming Hub development in Bury. This development is still in its early stages but seems likely to go ahead. *(Note the public can attend these meetings or watch them on live stream.)*

6. I attended the S.A.L.C. online meeting last week in the place of our Clerk who was on annual leave. Several local issues were discussed including large building projects, grass cutting, roads etc. this was an informal discussion meeting only.

7. Tree issues at the Drove, The Rookery, and behind the Day centre are being dealt with.

8. I have been in touch with S.H. over the subsidence at Beavor close. Temporary repairs have been made and a permanent one will be undertaken in July. I also asked for an update of all the planned work they are undertaking at the Manor House close complex.

9. I met up with the Contractors on an update of the fish pass. Although most of their equipment has been removed from the site and the footpath is now open, they will be coming back to replace the temporary fencing on part of the site in late July or August.

10. I have just become a member of W.S.C local market group the first meeting of this group will be in August.

11. I attended the new skate park group meeting this last week. We had very good in-depth discussion on the next step of this project. Considerable interest has been shown by the Brandon youth in the recent survey that has been undertaken. The design is now underway. Funding applications are now going out. Local community officers are very much on board with this project as are two officers of W.S.C. We are hoping that this project will be completed in under two years. Please see my item on the agenda regarding a funding contribution by B.T.C.

12. Locality budget paperwork has been filled this month for the following: - a) Brandon Festival. b) Bowls club green upgrade. c) new goal posts for the football club. c) Defibrillator located in the B.R.P.F. area.

13. I have sent in a request to the cabinet member for operations (Peter Stevens) about the lack of all-day parking in Brandon. I am awaiting his reply – as I write this (2<sup>nd</sup> July.)

14. Members, please note that vast amounts of information about what goes on in the W.S.A. is on their web site.

## **Brandon Town Council**

### **Town Clerks Report**

Work has started on Old School House; this includes painting the interior areas that are used mainly and the exterior. The work will take approx. 2 weeks, so some areas may be out of use during this time.

The summer bedding has been planted in all the Council maintained flower beds, and I am pleased to report that some fitness equipment discarded by the Brandon Leisure centre has been salvaged by the Town Keepers to make planters in the Brandon Remembrance Field Play area which are safe and attractive.

Those that frequent Market Hill will notice the display featuring the large models of bees and insects which can be found in our gardens, accompanying the display are information boards. These form part of our entry to the Anglia in Bloom competition this year. The display was manufactured by our Town Keepers, using recycled materials.

The planters on Market Hill are being regularly targeted by vandals uprooting or removing the plants completely. If you see people damaging

The staff are fully engaged with grass cutting and crown lifting of our many Lime trees at this time, although the Lode and Orchard have been cleared in the precious time they have left in the working week.

A member of staff is currently undergoing training and certification in the application of pesticide, so we will be better able to treat the pathways Brandon Town Council is responsible for.



Accounts for Payment June 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
08/06/2021		Mangles P & D	Deposit for P & D at OSH	£1,000.00	£0.00	£1,000.00	BACS
14/06/2021	2021/003	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
25/06/2021		CMS		£45.00	£0.00	£45.00	BACS
22/04/2021	1156033012	Trade UK	Paint/Brushes for Planters	£46.62	£9.32	£55.94	Direct Debit
29/04/2021	1158217722	Trade UK	Parts to Erect Notice Brd. OSH	£21.09	£4.22	£25.31	Direct Debit
07/05/2021	274327	Corona Corporate Sols.	Photocopier - Copies	£177.45	£35.49	£212.94	Direct Debit
14/05/2021		I.C.O.	GDPR Registration	£35.00	£0.00	£35.00	Direct Debit
17/05/2021	H19D965C8	E.ON	Electric OSH	£74.08	£3.70	£77.78	Direct Debit
27/05/2021	H19E440F01	E.ON	Electric Cemetery Yard	£10.80	£0.54	£11.34	Direct Debit
29/05/2021	H19E728AF1	E.ON	Electric Pillar 8 Market Hill	£13.24	£0.66	£13.90	Direct Debit
29/05/2021	H19E687858	E.ON	Electric Pillar 9 Market Hill	£4.57	£0.23	£4.80	Direct Debit
07/06/2021	H19EEBCD49	E.ON	Electric New Yard	£87.08	£4.35	£91.43	Direct Debit
15/06/2021	H19F64D85F	E.ON	Electric OSH	£91.58	£4.58	£96.16	Direct Debit
20/05/2021	962712042	British Gas	Gas OSH	£78.00	£3.90	£81.90	Direct Debit
21/05/2021	M042 22	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/05/2021	M018 NC	BT	Phone OSH	£19.74	£3.95	£23.69	Direct Debit
01/06/2021	115831	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
01/06/2021		Creative Pension Trust	Pensions	£320.51	£0.00	£320.51	Direct Debit
18/06/2021	1021391	Everflow	Water OSH	£17.21	£0.00	£17.21	Direct Debit
28/06/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
31/05/2021	6210288436	Lyreco UK Ltd	Stationery - Paper/Envelopes	£42.44	£8.49	£50.93	BACS
01/06/2021	253176	J & D Green	Cleaning Windows OSH	£20.00	£0.00	£20.00	BACS
28/06/2021	107555	J & D Green	Cleaning Windows OSH	£20.00	£0.00	£20.00	BACS
29/06/2021	107558	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
07/06/2021	217126	Fengate Fasteners	PPE, Tools, Christmas Light.	£86.61	£17.32	£103.93	BACS
03/06/2021	K26754	Ernest Doe & Sons Ltd	Strimmer Spare Parts	£102.24	£20.45	£122.69	BACS
10/06/2021	K27151	Ernest Doe & Sons Ltd	Mower Belt	£39.29	£7.86	£47.15	BACS



**Accounts for Payment June 2021**

08/06/2021	1897	Blazetech Fire	Annual Fire Ext. Service	£251.00	£50.20	£301.20	BACS
17/06/2021	1085318517	Stannah Lift Services Ltd	Quarterly Lift Service	£116.67	£23.33	£140.00	BACS
19/06/2021	R7765/LOR	Ray Tuttle Lift Sers. Ltd	6 Month LOLER - Lift Inspet.	£92.50	£18.50	£111.00	BACS
22/06/2021	62546	Blademaster	Servicing of Mower Blades	£15.00	£3.00	£18.00	BACS
24/06/2021	24921	S.A.L.C.	Councillor Training - P.E.	£25.00	£5.00	£30.00	BACS
26/06/2021	AA37422	Ayentee Accountancy	Internal Audit	£750.00	£150.00	£900.00	BACS
30/06/2021		Mr G Cock	Exps - Zoom, Training A.Barnes	£74.96	£0.00	£74.96	BACS
30/06/2021	20210000609	Finevale Service Station	Fuel	£202.25	£40.45	£242.70	BACS
05/07/2021		HMRC	NICS	£1,782.86	£0.00	£1,782.86	BACS

22/06/2021

## Brandon Town Council 2021/22

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Administration</u>							
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	<b>296,718</b>	<b>292,403</b>	<b>286,617</b>	<b>(5,786)</b>			<b>0</b>
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	90	600	510		510	
1140 Staff Training	1,167	55	1,500	1,445		1,445	
1141 Councillor Training	75	600	500	(100)		(100)	
1142 Chairman's Allowance	0	0	200	200		200	
1143 SW/HW Support	2,959	320	2,000	1,680		1,680	
1144 SALC/NALC	0	1,236	1,300	64		64	
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	100	1,000	900		900	
1160 Mileage	25	139	150	11		11	
1165 Photocopier Rental	1,913	472	1,500	1,028		1,028	
1166 Photocopier Charges	483	0	600	600		600	
1167 Election Costs	0	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,273	224	1,000	776		776	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	0	250	250		250	
Administration :- Indirect Expenditure	<b>25,844</b>	<b>9,537</b>	<b>35,136</b>	<b>25,599</b>	<b>0</b>	<b>25,599</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>270,873</b>	<b>282,866</b>	<b>251,481</b>	<b>(31,385)</b>			
<u>102 Staff</u>							
1201 Staff Salaries (Gross)	70,227	13,364	105,849	92,485		92,485	
1202 LGA Superannuation	3,932	309	3,176	2,867		2,867	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## 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	1,583	14,819	13,236		13,236	
Staff :- Indirect Expenditure	<b>88,476</b>	<b>15,257</b>	<b>123,844</b>	<b>108,587</b>	<b>0</b>	<b>108,587</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(88,476)</b>	<b>(15,257)</b>	<b>(123,844)</b>	<b>(108,587)</b>			
<b>103 PWLB</b>							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	<b>13,559</b>	<b>0</b>	<b>13,600</b>	<b>13,600</b>	<b>0</b>	<b>13,600</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,559)</b>	<b>0</b>	<b>(13,600)</b>	<b>(13,600)</b>			
<b>104 Grants</b>							
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	<b>38,728</b>	<b>0</b>	<b>39,028</b>	<b>39,028</b>	<b>0</b>	<b>39,028</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,728)</b>	<b>0</b>	<b>(39,028)</b>	<b>(39,028)</b>			
<b>201 Cemetery/Town</b>							
2177 Burial Fees	10,526	2,000	10,000	8,000			
2178 Ashes Interment Fees	4,256	560	4,000	3,440			
2179 Memorial Fees	2,753	0	2,000	2,000			
Cemetery/Town :- Income	<b>17,535</b>	<b>2,560</b>	<b>16,000</b>	<b>13,440</b>			<b>0</b>
2101 Cemetery/Town Costs	4,441	574	4,000	3,426		3,426	
2107 Cemetery Works	739	0	25,000	25,000		25,000	
2110 Water Charges (Cemetery/OSH)	357	32	500	468		468	
2111 Electricity	1,459	353	750	397		397	
2116 Garage Rental	500	0	500	500		500	
2131 New Equipment	(168)	0	1,000	1,000		1,000	
2132 Trade Waste	1,402	381	2,000	1,619		1,619	
2133 Bus Shelter Cleaning	200	50	200	150		150	
Cemetery/Town :- Indirect Expenditure	<b>8,930</b>	<b>1,390</b>	<b>33,950</b>	<b>32,560</b>	<b>0</b>	<b>32,560</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,605</b>	<b>1,170</b>	<b>(17,950)</b>	<b>(19,120)</b>			
<b>301 Old School House</b>							
3110 Gas Supply	790	87	800	713		713	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	0	100	100		100	
3114 Electricity (Old School House)	984	114	1,000	886		886	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## 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	51	250	199		199	
3120 Window Cleaning	198	17	250	234		234	
3125 Fire Extinguisher Servicing	184	0	200	200		200	
3178 Old School House Maintenance	1,773	331	1,000	669		669	
Old School House :- Indirect Expenditure	<b>4,129</b>	<b>599</b>	<b>3,700</b>	<b>3,101</b>	<b>0</b>	<b>3,101</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,129)</b>	<b>(599)</b>	<b>(3,700)</b>	<b>(3,101)</b>			
<b>401 General</b>							
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	96	200	104		104	
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	<b>7,660</b>	<b>96</b>	<b>17,060</b>	<b>16,964</b>	<b>0</b>	<b>16,964</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,660)</b>	<b>(96)</b>	<b>(17,060)</b>	<b>(16,964)</b>			
<b>402 Recreation</b>							
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	124	1,200	1,076		1,076	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<b>174</b>	<b>124</b>	<b>10,900</b>	<b>10,776</b>	<b>0</b>	<b>10,776</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(174)</b>	<b>(124)</b>	<b>(10,900)</b>	<b>(10,776)</b>			
<b>403 Street Lights</b>							
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	<b>25,037</b>	<b>(0)</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>26,000</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,037)</b>	<b>0</b>	<b>(26,000)</b>	<b>(26,000)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## 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	294,963	302,617	7,654			
Expenditure	212,538	27,004	303,218	276,214	0	276,214	
<b>Net Income over Expenditure</b>	<u>101,715</u>	<u>267,959</u>	<u>(601)</u>	<u>(268,560)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>101,715</u>	<u>267,959</u>					