

Brandon Town Council  
Full Council Meeting  
Monday 12th April 2021

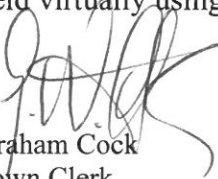
Note: In the case of non-members, this Agenda is for information only

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

7th April 2021

**TO ALL MEMBERS OF THE FULL COUNCIL**

You are hereby summoned to join the **FULL BRANDON TOWN COUNCIL MEETING** to be held virtually using Microsoft Teams on Monday 12th April 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 Monday 8th March 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**

- Suffolk Trading Standards – Request to add sign to a lamppost.
- Suffolk Highways – Lighting and Maintenance.
- Letter from Mr Pat Baldwin – Congratulating Town Clerk/ Town Keepers.
- Letter from Manor House Close residents – Thanking Cllr D Palmer.

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

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

**13 TO NOTE MINUTES OF PLANNING COMMITTEE** of 1st April 2021.

**14 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 29th March 2021.

**15 DISCUSSION** regarding an application to install brass plaque on memorial bench.

**16 RESOLUTION from Cllr V Lukaniuk No. 383**

Brandon Town Council resolves to put in place two signs worded as follows: Monkey Stile Lane at the North and South entrances to the lane in question.

**17 RESOLUTION from Cllr P Etherington No. 384**

Brandon Town Council resolves to purchase and install a 4 camera surveillance system at Old School House to cover Market Hill, the hallway and office. To be installed by BTC staff.

**18 TO NOTE AND RECEIVE** Decision Notices from West Suffolk Council regarding complaints.

**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 8th March 2021.

**21 MATTERS ARISING**

**22 QUOTES**

**22.1** To consider quotations to paint OSH internally.

**22.2** To consider quotations to paint OSH externally.

**22.3** To consider quotation to supply and fit ram seals to the lift.

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 8th March 2021 at 7.00pm

**Present:** Cllr P Wittam (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 S Skinner, Cllr N Vant

**Also Present:** 5+ members of the public.

The Chairman opened the meeting and reminded those present that the meeting will be recorded and live streamed.

- 1 **APOLOGIES** for absence and approval of reasons tendered – None.
  
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr S Skinner – Non-pecuniary interest - item 26 & 27. Cllr S Annear – Non-pecuniary interest – item 14.
  
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
Sqn Leader Turnbull did not attend the meeting.
  
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 15th February 2021.  
**Proposer:** Cllr N Vant  
**Seconder:** Cllr P Etherington  
Resolution Record No: **BTC/80/08/Mar/21**  
**CARRIED:** By majority vote: 12 for, 1 ineligible to vote, 1 unable to vote due to technical issues.  
  
BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 15TH FEBRUARY 2021 BE APPROVED.
  
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 15th February 2021.  
Cllr Moore wished it to be known that the Brandon & District Model Engineering Society do not have an overdraft at the bank as stated by Cllr Lukaniuk at the previous meeting.
  
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.  
Cllr Wittam raised the issue of Monkey Stile Lane namely the amount of rubbish that appears there. The Chairman assured those present that this public footpath was the responsibility of Brandon Town Council and requested that the Clerk arranges for the area to be cleared and maintained.

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Cllr Ridgwell endorsed this and stated that the land adjacent to the foot path which also was littered with cans and detritus belonged to a Mr Lingham. Cllr Wittam requested the Clerk to investigate the ownership of the land and arrange with the owner for the rubbish to be cleared. Cllr Vant stated that previously it had been determined that Monkey Stile and Gas House Lane were the responsibility of Suffolk County Council.

Cllr Wittam gave an overview of the construction and operation of the new website and described the method by which new content can be added and old data deleted. Cllr Vant raised issue with the previous statement stating that the Clerk was still experiencing some problems editing the website. Cllr Wittam stated that whilst he was in the office recently the Clerk successfully edited some material and received technical backup to undertake other work. The Clerk informed Council that the office had been able to operate the website more efficiently recently and that some time had been set aside with Cllr Vant to work through the content and operation of the website. Cllr Wittam informed Council that the website designer had agreed to give unlimited assistance with the website at zero cost. This is because the designer has a small logo on the front page and if this can be retained the technical assistance will remain free. Cllr Etherington queried as to the lost data which includes several agendas, minutes and the document file. Cllr Wittam explained that some data had been corrupted, but the information was easily available at the office and it was an easy task to locate this information and upload it to the website.

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

Cllr Lukaniuk informed Council that work would not start on the cycle path at the rear of the Church Institute until after the election. He added that some of the adjacent landowners had started clearing the area ready for work to commence. Cllr Lukaniuk stated that when the scheme is complete, he would be in a position to confirm the cost of the work. He reported that the subsidence in the High Street is slowly getting worse which is due to a water leak of some description. He confirmed that West Suffolk had raised Council Tax by some 7% which is £11 based on a band D property. Regarding parking Cllr Lukaniuk confirmed that there had been 46 visits to Brandon resulting in 16 tickets.

Cllr Vant stated that there was an item later on in the agenda to receive a report regarding the cycle track of which he had questions, which he could ask now or later. Cllr Lukaniuk requested that they are dealt with at this point. Cllr Vant stated that he could not see the logic of this cycle path as you could not enter from Coulson Lane Passageway as that is a footpath, and he queried how many cyclists there were living in Coulson Lane. He also asked the view of the Rights of Way Officer at Suffolk County Council as there was considerable consultation regarding the change of use of Victoria Avenue, there has been none on this issue. Cllr Lukaniuk stated that Suffolk County Council have been out to site and have approved the change of use to allow dual use. He added that the work would be carried out at nil cost to Brandon Town Council. Cllr Etherington advised that part of the route must accommodate motor vehicles, cyclists and pedestrians, Cllr Etherington queried why there had been no consultation with the Town Council. Cllr Wittam stated this was a government initiative to install more cycle lanes throughout the UK and this was driven by Suffolk County Council. Cllr Lukaniuk stated that this had been brought to Council approximately a year ago and felt that if some Councillors did not have their signature on the initiative, they would oppose it.

Cllr Wittam reported that as District Councillors they had expressed their dismay at the 7% increase in Council Tax, but the majority at District had stated that approximately one million pounds was being spent upgrading the Brandon Leisure Centre. He further informed the meeting that the

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considerable amount being spent at the Leisure Centre does not improve the leisure facilities as it is mainly concerned with providing rental office space.

Cllr Palmer reported that the proposed housing development at North Court had been refused. He further stated that Cllr Lukaniuk and himself had met two officers from West Suffolk Council regarding the overgrown pathways at Tower Close and that these would now be cleared within the next two weeks.

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

Report was received.

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

**Proposer:** Cllr P Wittam

**Seconder:** Cllr N Vant

Resolution Record No: **BTC/81/08/Mar/21**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A resident stated he had been in contact with West Suffolk regarding the maintenance of Monkey Stile Lane who had informed him that this was not publicly maintainable and it would not be possible for Brandon Town Council to hand this back. They further commented about the filing of the minutes on the website and stated how they felt the filing system could be changed. They also commented on agenda item 25 to update the cemetery records. The resident referred to the previous meeting where he had stated that the old Forest Heath Councils appeared to be paying twice for the provision of street lighting. They asked if there was any comment from District Councillors regarding this matter. The Clerk responded to the resident regarding the digitising of the cemetery computer records commenting that this was previously discussed and would not be available to the public on the website due to GDPR restrictions.

A member of the public enquired if anyone was aware what was happening with the signal box and commented that they had LED lighting in Weeting sometime ago. They noted that the Weeting Steam Rally will be taking place on the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> of July and the Brandon Festival on 21<sup>st</sup> August, both subject to Covid regulations. Cllr Lukaniuk stated he was awaiting a reply from Network Rail regarding the signal box. Cllr Lukaniuk corrected the member of the public by stating that there were developments taking place in Weeting in respect of fifty-six houses being built on the old cricket pitches.

Cllr Vant replied regarding the issue of the cemetery records being digitised, he stated that this is an excellent idea and will safeguard the records in the event of a fire.

Another resident again commented on the matter of the expenditure on the street lighting and asked if our Councillors could progress this matter. They also asked if the Clerk could write directly to Suffolk County Council to get a definitive answer. The resident requested that the Terms of Reference for the Planning Committee be published.

Another member of the public made the meeting aware of the pending County elections and stated that any prospective candidates could place a paid advertisement in the Brandon Life by 21<sup>st</sup> April. Cllr Wittam commented that other publications are also available.

THE CHAIRMAN RECONVENED THE MEETING.

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## 10 CORRESPONDENCE

- Beck Row Parish Council – Forming Local Group of Parish Councils – information was received.
- Suffolk Highways – Street Lighting Maintenance and Energy Costs for 2020/2021 – information was received.
- WPS Hallam – Council Guard Insurance Scheme – information was received.
- Brandon in Bloom – Anglia in Bloom – information was received.

## 11 ACCOUNTS To approve the payments for February 2021.

Cllr Ridgwell queried reimbursement expenses requested by the Clerk. The Clerk provided an explanation of the items. Cllr Vant queried why no invoice had been received from Cranberry Communications, the Clerk explained that due to our strict monthly cut off, as an invoice had not been received in this time period it was excluded.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/82/08/Mar/21**

**CARRIED:** Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
03/02/2021	23319	Mildenhall Skip Hire	Skip Hire	£158.33	£31.67	£190.00	BACS
09/02/2021	INV-1754	Right Track Training	Staff Training - MT	£120.00	£0.00	£120.00	BACS
25/02/2021		CMS		£45.00	£0.00	£45.00	BACS
25/02/2021		B & D S of Model Eng	Grant	£500.00	£0.00	£500.00	BACS
25/02/2021		PCC	Grant	£5,000.00	£0.00	£5,000.00	BACS
11/12/2020	1122770170	Trade UK	Christmas Event	£17.50	£3.50	£21.00	Direct Debit
18/01/2021	H10BCB1879	E.ON	Electric OSH	£170.85	£8.54	£179.39	Direct Debit
27/01/2021	H10BEEC73E	E.ON	Christmas Tree Pillar	£11.07	£0.55	£11.62	Direct Debit
27/01/2021	H196CC871E	E.ON	Electric Cemetery Yard	£90.38	£4.52	£94.90	Direct Debit
29/01/2021	H196F40D03	E.ON	Electric Pillar 8 Market Hill	£16.85	£0.84	£17.69	Direct Debit
29/01/2021	H196F09715	E.ON	Electric Pillar 9 Market Hill	£9.15	£0.46	£9.61	Direct Debit
04/02/2021	H10C099B5E	E.ON	Electric OSH	£35.08	£1.75	£36.83	Direct Debit
07/02/2021	H10C179FA5	E.ON	Electric New Yard	£137.24	£6.86	£144.10	Direct Debit
20/01/2021	958694725	British Gas	Gas OSH	£113.41	£5.67	£119.08	Direct Debit
22/01/2021	M038 L3	BT	Phone OSH	£40.50	£7.90	£47.40	Direct Debit
22/01/2021	M014 7X	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
07/02/2021	Q012 YR	BT	Phone OSH	£155.64	£31.12	£186.76	Direct Debit
05/02/2021	97343630	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
07/02/2021		Siemens	Photocopier	£472.00	£94.40	£566.40	Direct Debit
18/02/2021	856383	Everflow	Water OSH	£14.25	£0.00	£14.25	Direct Debit
03/12/2020	104316	Thetford Garden Centre	Town Costs	£6.66	£1.33	£7.99	BACS
23/12/2020	104320	Thetford Garden Centre	Christmas Event	£16.66	£3.33	£19.99	BACS
03/02/2021	92732163	Quadiant UK Ltd	Ink for Franking Machine	£101.99	£20.40	£122.39	BACS
08/02/2021	3754 AGH640	Travis Perkins Ltd	Water Softener Salt	£24.84	£4.97	£29.81	BACS
15/02/2021	101051	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
15/02/2021		Mr G Cock	Reimbursement	£131.26	£0.00	£131.26	BACS
24/02/2021	K20692	Ernest Doe & Sons Ltd	Strimmer Harness	£32.94	£6.59	£39.53	BACS
28/02/2021	K20953	Ernest Doe & Sons Ltd	New Strimmer	£552.00	£110.40	£662.40	BACS
25/02/2021	51843	Chase Timber Products	New Fence - Cemetery	£79.84	£15.97	£95.81	BACS
26/02/2021	211276	Fengate Fasteners Ltd	Town Costs	£61.24	£12.25	£73.49	BACS
28/02/2021		Mrs A Barnes	Reimbursement - Key Cutting	£10.00	£0.00	£10.00	BACS
05/03/2021		HMRC	NICS	£1,279.94	£0.00	£1,279.94	BACS

Signed.....

## 12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JANUARY 2021

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

## 13 RESOLUTION from Cllr D Palmer No. 376

Brandon Town Council resolves to approve the final payment to Brandon Remembrance Playing Fields Association.

Cllr Wittam requested the Clerk to explain why this matter is before Council. The Clerk explained that no request had been received and that he had expediated the matter. Cllr Lukaniuk stated that he felt this payment should be automatically set at times during the financial year. Cllr Wittam stated that this is something that should be discussed at a later date. Cllr Vant stated he thought that the payments were automatic. Cllr Ridgwell commented that the payments are usually made in April/May and September. The Clerk stated that the payment usually made in September had not been made, hence his enquiries as to whether the money was still required. Cllr Skinner suggested that this is discussed in the new financial year.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/83/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE FINAL PAYMENT TO BRANDON REMEMBRANCE PLAYING FIELDS ASSOCIATION.

## 14 GRANT APPLICATIONS discussion to consider S137 grants from Citizens Advice West Suffolk.

Cllr Lukaniuk queried if Brandon Town Council have fully committed the S137 grant monies, he also added that the District Councillors had given money from their locality budgets to the Citizens Advice Bureau. He asked the Clerk to confirm the current situation. The Clerk replied that some minimal funding was still available. Cllr Etherington pointed out that the rental costs of their building on Market Hill had increased and this money was to cover the shortfall. The Clerk confirmed this by reading text from the application form.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/84/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM CITIZENS ADVICE WEST SUFFOLK FOR £500.

## 15 TO NOTE MINUTES OF PLANNING COMMITTEE of 1st March 2021.

Cllr Lukaniuk outlined the February planning applications and the minutes from the last Planning meeting were received. The Clerk asked Cllr Lukaniuk why no statutory planning application notice was visible regarding the change of use for the Five Bells, as a query regarding the development had been received from a member of the public. Cllr Lukaniuk stated that he would enquire regarding this with the Planning Department at West Suffolk.

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**16 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 25th February 2021.

Cllr Skinner stated that matters regarding the new cemetery were progressing and that a report will be made to the public in due course. The minutes from the last New Cemetery Working Party meeting were received. Cllr Vant asked that some information regarding the new cemetery be reported in the public section of the meeting, this was reiterated by Cllr Etherington.

**17 TO REVIEW THE TERMS OF REFERENCE** for the New Cemetery Working Party.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/85/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO ADOPT THE TERMS OF REFERENCE FOR THE NEW CEMETERY WORKING PARTY.

**18 REPORT** from Cllr V Lukaniuk on the progress, including cost, of the proposed cycle track between Coulson Lane and Victoria Avenue.

Cllr Wittam stated that this item had already been discussed at extreme depth earlier in the meeting and did not require further discussion.

**19 RESOLUTION from Cllr N Vant No. 377**

Brandon Town Council resolves to appoint the following members to the Planning Committee – Cllr Annear, Cllr Atkins, Cllr Brabbs, Cllr Lloyd-Blackwell, Cllr Moore and Cllr Vant.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/86/08/Mar/21**

**CARRIED:** By majority vote: 11 for, 1 against, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO APPOINT THE FOLLOWING MEMBERS TO THE PLANNING COMMITTEE – CLLR ANNEAR, CLLR ATKINS, CLLR BRABBS, CLLR LLOYD-BLACKWELL, CLLR MOORE AND CLLR VANT.

**20 RESOLUTION from Cllr S Skinner No. 378**

Brandon Town Council resolves to appoint the following member to the New Cemetery Working Party – Cllr Annear. Cllr Wittam requested that Cllr Lukaniuk and himself also be added.

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/87/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES TO APPOINT THE FOLLOWING MEMBERS TO THE NEW CEMETERY WORKING PARTY – CLLR ANNEAR, CLLR LUKANIUK AND CLLR WITTAM.

Signed.....



**21 RESOLUTION from Cllr P Etherington No. 379**

Brandon Town Council resolves to design a brief for the redesign and completion of the website, investigate and obtain quotes with a view to presenting them at the April Council meeting.

Cllr Etherington stated that she wished to withdraw this resolution on the proviso that this maybe brought back to Council at a later date.

**22 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/88/08/Mar/21**

**CARRIED:** Unanimous

Signed.....

## **Brandon Town Council**

### **Town Clerks Report**

Fortunately, whilst we are slowly being unlocked from the Covid restriction that we have had to endure for the past months, with more social freedoms slowly becoming available. I must report that this has allowed the vandals of the town to reappear again.

Everyday last week the planters were vandalised, with Plants being removed or thrown around Market Hill. This is costing the residents money and stops other much needed work being carried out. Given that Brandon is representing Anglia in Bloom, it makes it very difficult to make Brandon look as good as it can.

The Police have been informed and asked to pay attention to this disturbing trend.

I have also noted the incidence of more rubbish being dumped, which again means we have to again divert resources to clear it.

On a brighter note, the trees in the Churchyard/Cemetery will have been started to be pollarded again, and some new planting will be happening in 2021.

The new Cemetery has been laid out using GPS positioning points and large posts which are concreted into place to give a visual layout of the area.

Grass cutting has now started throughout the areas of Brandon that the Town Keepers are responsible for.

I have yet to have the planned meeting with other local Clerks regarding the common issues we all face.

In the next few months, we at Old School House will be fully involved in shutting down the financial accounts for 2020/2021 and resetting for 2021/2022. We also have to undertake the annual audit simultaneously.

Accounts for Payment March 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
03/03/2021		Brandon Rem. Play.	Grant	£14,514.00	£0.00	£14,514.00	300001
24/02/2021	XS00307338	CCTC	Christmas Event	£146.00	£29.20	£175.20	BACS
11/03/2021		Citizens Advice WS	Grant	£500.00	£0.00	£500.00	BACS
10/03/2021	arc677-0007	TownsWebArchiving	Update Burial Records	£380.17	£76.03	£456.20	BACS
25/03/2021		CMS		£45.00	£0.00	£45.00	BACS
25/03/2021	749	Trevor Vaughan Ltd	Notice Board	£1,265.00	£253.00	£1,518.00	BACS
26/03/2021	ETUK10922	EasTec UK Ltd	Training - Dan Groundstaff	£640.00	£128.00	£768.00	BACS
08/01/2021	1128236877	Trade UK	Christmas Event	£55.00	£11.00	£66.00	Direct Debit
01/02/2021	115556	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
01/03/2021	115622	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
08/02/2021	252405	Corona Corporate Sols.	Photocopier - Copies	£152.96	£30.59	£183.55	Direct Debit
15/02/2021	969610829	British Gas	Gas OSH	£179.53	£8.97	£188.50	Direct Debit
01/03/2021		Creative Pension Trust	Pensions	£338.63	£0.00	£338.63	Direct Debit
22/02/2021	M039 PQ	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/02/2021	M015 BL	BT	Phone OSH	£20.11	£4.02	£24.13	Direct Debit
02/03/2021	H198C35F6F	E.ON	Electric Cemetery Yard	£42.47	£2.12	£44.59	Direct Debit
03/03/2021	H198E3348B	E.ON	Electric Pillar 8 Market Hill	£21.42	£1.07	£22.49	Direct Debit
03/03/2021	H198DD39C8	E.ON	Electric Pillar 9 Market Hill	£5.05	£0.25	£5.30	Direct Debit
10/03/2021	H199507463	E.ON	Electric New Yard	£127.04	£6.35	£133.39	Direct Debit
15/03/2021	H1999BEE93	E.ON	Electric OSH	£101.33	£5.07	£106.40	Direct Debit
15/03/2021		Public Works Loans	OSH Loan	6779.46	0.00	6779.46	Direct Debit
18/03/2021	896955	Everflow	Water OSH	£13.87	£0.00	£13.87	Direct Debit
26/02/2021	104342	Thetford Garden Centre	Market Hill Planters	£106.22	£18.03	£124.25	BACS
01/03/2021	24128	S.A.L.C.	Payroll Service (6 Months)	£188.00	£37.60	£225.60	BACS
11/03/2021	24249	S.A.L.C.	Councillor Training	£25.00	£5.00	£30.00	BACS
08/03/2021	101074	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
08/03/2021	078S227567	EU Ltd	Servicing Parts for Mower	£7.12	£1.42	£8.54	BACS
08/03/2021		Mrs A Barnes	Reimbursement	£56.93	£0.00	£56.93	BACS

**Accounts for Payment March 2021**

11/03/2021	K77262	Ernest Doe & Sons Ltd	Mower Oil	£9.40	£1.88	£11.28	BACS
15/03/2021	505698896	WPS Hallam Ins. Brokers	Insurance	£5,771.34	£0.00	£5,771.34	BACS
15/03/2021	SINV023758	Ellis Whittam	Health & Safety Consultancy	£2,690.69	£538.14	£3,228.83	BACS
05/03/2021	51889	Chase Timber Products	Flagpole	£15.40	£3.08	£18.48	BACS
05/03/2021	51890	Chase Timber Products	Town Costs	£5.15	£1.03	£6.18	BACS
25/03/2021	52079	Chase Timber Products	Cemetery - New Ashes Plots	£86.70	£17.34	£104.04	BACS
25/03/2021	52080	Chase Timber Products	Cemetery - New Ashes Plots	£79.25	£15.85	£95.10	BACS
25/03/2021	52081	Chase Timber Products	Cemetery - New Ashes Plots	£9.51	£1.90	£11.41	BACS
25/03/2021	52082	Chase Timber Products	Laying out New Cemetery	£230.73	£46.15	£276.88	BACS
17/03/2021	1085288684	Stannah Lift Services Ltd	Lift Service	£116.67	£23.33	£140.00	BACS
22/03/2021	9503402	Suffolk County Council	Street Lighting Main/Energy	£23,771.68	£4,754.33	£28,526.01	BACS
29/03/2021	212961	Fengate Fasteners Ltd	PPE	£70.55	£14.11	£84.66	BACS
31/03/2021	213350	Fengate Fasteners Ltd	PPE/Town Costs	£348.43	£57.69	£406.12	BACS
31/03/2021		Mr G Cock	Reimbursement	£102.93	£0.00	£102.93	BACS
31/03/2021	6210286319	Lyreco UK Ltd	Stationery	£71.90	£14.38	£86.28	BACS
31/03/2021	24300	S.A.L.C.	Councillor Training	£50.00	£10.00	£60.00	BACS
31/03/2021	20210000294	Finevale Service Station	Fuel	£75.90	£15.17	£91.07	BACS
05/04/2021		HMRC	NICS	£1,268.44	£0.00	£1,268.44	BACS

11/03/2021

## Brandon Town Council 2019/20

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>101 Administration</b>							
1174 Insurance Claim income	824	0	0	0			
1176 Precept	272,052	286,001	286,002	1			
1177 Misc Income	26	10,164	0	(10,164)			
1180 Room Hire	171	350	100	(250)			
1190 Interest on Investments	615	159	0	(159)			
Administration :- Income	<b>273,688</b>	<b>296,673</b>	<b>286,102</b>	<b>(10,571)</b>			<b>0</b>
1101 Insurances	5,889	6,416	6,000	(416)		(416)	
1110 Audit Fees (External)	1,875	200	1,500	1,300		1,300	
1111 Audit Fees (Internal)	1,300	(500)	1,000	1,500		1,500	
1120 Legal Fees	3,024	3,700	1,500	(2,200)		(2,200)	
1125 Website Upkeep	1,087	362	250	(112)		(112)	
1130 Office Equipment/Furniture	215	124	400	276		276	
1131 Computer Equipment	204	53	300	247		247	
1132 Stationery	569	82	500	418		418	
1133 Payroll	378	198	460	262		262	
1138 Misc Expenses	450	495	600	105		105	
1140 Staff Training	0	500	500	0		0	
1141 Councillor Training	156	0	200	200		200	
1142 Chairman's Allowance	281	0	250	250		250	
1143 SW/HW Support	628	3,159	700	(2,459)		(2,459)	
1144 SALC/NALC	1,159	0	1,300	1,300		1,300	
1145 Subscriptions	440	1,732	400	(1,332)		(1,332)	
1148 Lift servicing	350	535	1,000	465		465	
1150 Advertising	58	374	100	(274)		(274)	
1156 Postage	888	637	200	(437)		(437)	
1160 Mileage	243	25	150	125		125	
1165 Photocopier Rental	1,889	1,913	1,500	(413)		(413)	
1166 Photocopier Charges	954	316	1,000	684		684	
1167 Election Costs	18	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,546	1,154	1,500	346		346	
4113 Bank Charges	18	66	1,500	1,434		1,434	
Administration :- Indirect Expenditure	<b>23,619</b>	<b>21,543</b>	<b>26,810</b>	<b>5,267</b>	<b>0</b>	<b>5,267</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>250,069</b>	<b>275,131</b>	<b>259,292</b>	<b>(15,839)</b>			
<b>102 Staff</b>							
1201 Staff Salaries (Gross)	68,350	63,968	86,820	22,852		22,852	
1202 LGA Superannuation	6,026	2,927	2,605	(322)		(322)	
1203 NI Contributions	14,090	11,769	12,155	386		386	
Staff :- Indirect Expenditure	<b>88,466</b>	<b>78,663</b>	<b>101,579</b>	<b>22,917</b>	<b>0</b>	<b>22,917</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(88,466)</b>	<b>(78,663)</b>	<b>(101,579)</b>	<b>(22,917)</b>			

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>103 PWLB</b>							
1301 Public Works Loan board	13,559	6,779	13,600	6,821		6,821	
PWLB :- Indirect Expenditure	<b>13,559</b>	<b>6,779</b>	<b>13,600</b>	<b>6,821</b>	<b>0</b>	<b>6,821</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,559)</b>	<b>(6,779)</b>	<b>(13,600)</b>	<b>(6,821)</b>			
<b>104 Grants</b>							
1401 Grants	28,182	14,514	29,027	14,514		14,514	
1402 S137	4,600	9,200	10,000	800		800	
Grants :- Indirect Expenditure	<b>32,782</b>	<b>23,714</b>	<b>39,027</b>	<b>15,314</b>	<b>0</b>	<b>15,314</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,782)</b>	<b>(23,714)</b>	<b>(39,027)</b>	<b>(15,314)</b>			
<b>201 Cemetery/Town</b>							
2177 Burial Fees	8,150	9,026	10,000	974			
2178 Ashes Interment Fees	3,472	4,256	5,000	744			
2179 Memorial Fees	3,536	2,494	2,000	(494)			
Cemetery/Town :- Income	<b>15,158</b>	<b>15,776</b>	<b>17,000</b>	<b>1,224</b>			<b>0</b>
2101 Cemetery/Town Costs	6,945	3,732	3,000	(732)		(732)	
2104 New Cemetery Purchase	104,244	0	0	0		0	
2107 Cemetery Works	11	0	25,000	25,000		25,000	
2110 Water Charges (Cemetry/OSH)	544	357	750	393		393	
2111 Electricity	891	1,233	500	(733)		(733)	
2116 Garage Rental	526	500	600	100		100	
2131 New Equipment	27,449	(720)	3,000	3,720		3,720	
2132 Trade Waste	1,320	1,402	1,500	98		98	
2133 Bus Shelter Cleaning	150	200	300	100		100	
Cemetery/Town :- Indirect Expenditure	<b>142,080</b>	<b>6,704</b>	<b>34,650</b>	<b>27,946</b>	<b>0</b>	<b>27,946</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(126,922)</b>	<b>9,072</b>	<b>(17,650)</b>	<b>(26,722)</b>			
<b>301 Old School House</b>							
3100 Water Cooler	139	0	0	0		0	
3110 Gas Supply	611	506	1,300	794		794	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	56	68	100	32		32	
3114 Electricity (Old School House)	1,149	883	1,000	117		117	
3117 Water charges OSH	247	118	250	132		132	
3120 Window Cleaning	198	165	300	135		135	
3125 Fire Extinguisher Servicing	149	184	200	17		17	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3178 Old School House Maintenance	3,282	468	2,500	2,032		2,032	
Old School House :- Indirect Expenditure	<u>5,830</u>	<u>2,391</u>	<u>5,750</u>	<u>3,359</u>	<u>0</u>	<u>3,359</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(5,830)</u></b>	<b><u>(2,391)</u></b>	<b><u>(5,750)</u></b>	<b><u>(3,359)</u></b>			
<b>401 General</b>							
2121 Machinery Servicing	251	13	750	738		738	
2122 Fuel & Oil	1,220	894	1,500	606		606	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	842	1,000	158		158	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	118	200	82		82	
4102 Christmas Lighting	5,066	2,241	6,000	3,759		3,759	
4104 Truck Maintenance & Tax	455	50	1,000	950		950	
4105 Town Clock Repairs	14	0	500	500		500	
4110 Civic Expenditure	0	7	0	(7)		(7)	
4112 Events	2,656	2,818	4,000	1,182		1,182	
General :- Indirect Expenditure	<u>10,978</u>	<u>6,983</u>	<u>17,810</u>	<u>10,827</u>	<u>0</u>	<u>10,827</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(10,978)</u></b>	<b><u>(6,983)</u></b>	<b><u>(17,810)</u></b>	<b><u>(10,827)</u></b>			
<b>402 Recreation</b>							
4201 The Lode - Lifebelts	70	0	500	500		500	
4202 The Orchard, Coulson Lane	182	0	0	0		0	
4204 Thetford Rd Play Area	208	0	1,000	1,000		1,000	
4205 Playing Fields	1,947	0	3,000	3,000		3,000	
4206 Horticultural Work	0	68	200	132		132	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<u>2,407</u>	<u>68</u>	<u>10,700</u>	<u>10,632</u>	<u>0</u>	<u>10,632</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(2,407)</u></b>	<b><u>(68)</u></b>	<b><u>(10,700)</u></b>	<b><u>(10,632)</u></b>			
<b>403 Street Lights</b>							
4188 Other Income	1,500	0	0	0			
Street Lights :- Income	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>
4302 Street Lighting Energy	14,437	0	24,200	24,200		24,200	
4303 Street Lights Repairs	6,579	1,265	28,875	27,610		27,610	
Street Lights :- Indirect Expenditure	<u>21,017</u>	<u>1,265</u>	<u>53,075</u>	<u>51,810</u>	<u>0</u>	<u>51,810</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(19,517)</u></b>	<b><u>(1,265)</u></b>	<b><u>(53,075)</u></b>	<b><u>(51,810)</u></b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## 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	290,346	312,449	303,102	(9,347)			
Expenditure	340,738	148,110	303,002	154,892	0	154,892	
<b>Net Income over Expenditure</b>	<u>(50,392)</u>	<u>164,340</u>	<u>100</u>	<u>(164,240)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(50,392)</u>	<u>164,340</u>					

Brandon Town Council  
Planning Committee Meeting  
Monday 1st April 2021

**BRANDON TOWN COUNCIL**  
Minutes of the Planning Committee Meeting  
held virtually using Zoom on Monday 1st April 2021 at 7.00pm

**Present:** Cllr V Lukaniuk (Chair), Cllr S Annear, Cllr D Moore, Cllr N Vant, Cllr P Wittam

1. **APOLOGIES FOR ABSENCE**  
Cllr B Brabbs

2. **DECLARATIONS OF INTEREST**  
None.

3. **TO RECEIVE AND CONFIRM MINUTES** of Planning Committee Meeting of 1<sup>st</sup> March 2021.  
**Proposer:** Cllr V Lukaniuk  
**Seconder:** Cllr P Wittam  
Resolution Record No: **BTCP/97/01/Apr/21**  
**CARRIED:** Unanimous

THE PLANNING COMMITTEE RESOLVES THAT THE MINUTES OF THE PLANNING COMMITTEE MEETING OF MONDAY 1ST MARCH 2021 BE APPROVED.

4. **PUBLIC PARTICIPATION**  
None.

5. **PLANNING MATTERS**

**5.1 LIST OF APPLICATIONS FROM: 1/3/21 TO: 1/4/21**

DC/21/0373/FUL  
Planning Application – 81D London Road, Brandon  
**SUPPORT**

DC/21/0465/HH  
Planning Application – 34 Crown Street, Brandon  
**SUPPORT**

DC/21/0168/HH  
Planning Application – 8 Pinewood Drive, Brandon  
**SUPPORT**

DC/21/0512/TPO  
Planning Application – 19 Bracken Rise, Brandon  
**SUPPORT**

Signed.....

**5.2 ANY APPLICATION RECEIVED AFTER THE AGENDA WAS  
PRODUCED**

None.

**6. CORRESPONDENCE**

None.

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

Cllr Wittam commented in answer to Cllr Annear's query visits to site can be arranged via the Clerk, and Google Earth is a useful tool to view prospective sites.

The meeting closed at 7.18pm

Signed.....



Brandon Town Council  
 New Cemetery Working Party Meeting  
 Monday 29th March 2021

## BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting  
 held virtually using Zoom on Monday 29th March 2021 at 7.00pm

**Present:** Cllr S Skinner (Chair) Cllr P Etherington, Cllr V Lukaniuk, Cllr N Vant, Mrs A Barnes,  
 Mr T Kent, Mr G Cock – Town Clerk

**1 APOLOGIES** for absence and approval of reasons tendered.  
 Cllr J Hughes

**2 DECLARATION OF INTEREST** and additions to Members Register of Interest – None.  
 Cllr S Skinner – Non-pecuniary interest. Mrs A Barnes – Pecuniary interest.

**3 TO RECEIVE AND CONFIRM MINUTES**

- Of the New Cemetery Working Party Meeting on Thursday 25th February 2021.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/95/29/Mar/21**

**CARRIED:** Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF THURSDAY 25TH FEBRUARY 2021 BE APPROVED.

**4 TO DISCUSS** the laying out of the boundary of the new cemetery.

Cllr Skinner introduced the subject and asked members of the Working Party for any comments.

Cllr Wittam queried the layout of the pegs on the perimeter. Cllr Skinner answered this point.

Cllr Vant asked if any metal pegs had been used as these could be located with a metal detector. He was informed that the pegs were all located by GPS points and did not require any further marking. Mrs Barnes added that the pegs had been concreted in to make it difficult for vandals trying to move them.

Cllr Lukaniuk queried why the gateway appeared to be so wide. It was explained that the gateway is required to accommodate one vehicle in and one vehicle out simultaneously. Mr Kent did suggest that a smaller gate could be used if it was set back further. Cllr Etherington informed the meeting that they were there to discuss inclusions not detail.

**5 DISCUSSION AND CONSIDERATION** of features required in the new cemetery, for inclusion in costing exercise.

Cllr Skinner gave a short overview of the objectives of the Working Party. He commenced by outlining a number of essential items he felt should be given consideration by the contractors. These being water, electricity, lighting of the gateway, fencing style and car park.

Signed.....

Cllr Wittam stated he felt that toilets maybe considered although it may be required to be equipped with a septic tank. Mr Kent added that a septic tank would not be possible due to the level of the ground water in the area. Cllr Etherington added that the toilets would require cleaning possibly one or twice per day and queried to whom this task would fall. Mrs Barnes suggested that the toilets should be locked at all times except for when funerals are taking place and for the use by staff. Cllr Etherington suggested that the building could incorporate a small amount of storage. Cllr Annear also suggested that a shelter be provided for those that are attending a funeral. Cllr Vant suggested a hard connection to a main sewer would be desirable if the connection was local in the roadway.

The Working Party then considered the provision of a garden of remembrance. Cllr Skinner advised that this may restrict the income from the cemetery as people would opt for a scattering of ashes rather than interment in an ashes plot. Cllr Etherington suggested that the area would just be a garden for reflection with suitable seating.

Cllr Etherington asked for the inclusion of some suitable trees which would assist in the reduction of the water table. Mr Kent agreed with Cllr Etherington's comment. Cllr Wittam asked that at least one Yew tree is planted. Cllr Vant commented that a non-pollarded style of tree be used. Mr Kent shared his computer screen to show various tree types in situ.

Mrs Barnes offered her opinion regarding the incorporation of wildlife friendly additions, such as;- bee bricks, bat boxes and the like, including perhaps a Swift tower. Mrs Barnes had sent a number of pictures demonstrating various options of the items suggested. The Clerk proposed that consideration be given to planting that provides colour. Cllr Lukaniuk put forward the use of Laurel. Cllr Palmer suggested the use of Rowan as this provides colour in the leaf and berries. He then asked if the wall was proposed to run the whole length of the roadside. Cllr Etherington advised that estate fencing was originally used on the roadside and its use again would just be replacing like for like. Cllr Vant recommended Golden False Acacia.

Mrs Barnes suggested softening the hard surface of the entrance way by incorporating low planters into the wall structure. Mr Kent said he would check as to whether this would be objected to by the Planning Department. Cllr Lukaniuk reiterated that he had suggested Laurel hedging and added that he felt an artist's impression is required. Cllr Etherington commented that we are already paying a company to produce visuals of the project, to do additional work would be a waste of money. Cllr Vant added his agreement to this statement.

Cllr Palmer commented that the frontage to the new cemetery is a prime concern. Cllr Wittam agreed that estate fencing with a hedge either inside or outside would be desirable on the road frontage with perhaps post and rail to the other boundaries. Cllr Wittam put forward a variety of possible hedging plants including Blackthorn, Beech, Laurel and similar varieties which are good for wildlife. Cllr Etherington observed that too many different varieties are undesirable as they grow at different rates.

Cllr Skinner summarised the general opinion of the Working Party regarding the fencing, hedging and entrance way along Manor Road. Cllr Lukaniuk suggested that the ground is raked and levelled. Mr Kent stated that the cost would be approximately £1 per metre and should be done once the road has been established. Cllr Etherington added that the work should be done in sections to allow the wildlife to migrate.

Cllr Wittam suggested that a small holder in Coulson Lane would be very pleased to do this work at minimal cost. Cllr Skinner felt that the Working Party now had enough information to pass to the company designing the layout of the new cemetery and asked if everyone was happy to move to the next agenda item. The Clerk is to summarise the items suggested and convey this to the designers.

Signed.....

Brandon Town Council  
New Cemetery Working Party Meeting  
Monday 29th March 2021

**6 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 Wittam

Resolution Record No: **BTCNC/96/29/Mar/21**

**CARRIED:** Unanimous

Signed.....

Brandon Town Council  
New Cemetery Working Party Meeting  
Monday 29th March 2021

**BRANDON TOWN COUNCIL**

Confidential Minutes  
of the New Cemetery Working Party Meeting  
held virtually using Zoom on Monday 29th March 2021 at 7.00pm

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

**7 ANY OTHER BUSINESS**

The Clerk is currently investigating registration with Land Registry.

The meeting closed at 8.04pm

Signed.....

## BRANDON TOWN COUNCIL

Confidential Minutes  
of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 8th March 2021 at 7.00pm

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

### 23 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 15th February 2021.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr J Hughes

Resolution Record No: **BTC/89/08/Mar/21**

**CARRIED:** By majority vote: 13 for, 1 ineligible to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 15TH FEBRUARY 2021 BE APPROVED.

### 24 MATTERS ARISING – None.

### 25 RESOLUTION from Cllr S Skinner No. 380

Brandon Town Council resolves to update computer archive of cemetery records.

**Seconder:** Cllr S Corciulo

Resolution Record No: **BTC/90/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO UPDATE COMPUTER ARCHIVE OF CEMETERY RECORDS.

Cllr Wittam proposed that the meeting is adjourned due to the late hour and is reconvened at 6pm on Thursday 11<sup>th</sup> March.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/91/08/Mar/21**

**CARRIED:** Unanimous

Cllr Ridgwell stated that he may not be able to attend the continuation of the meeting due to other commitments.

The meeting closed at 9.30pm

Signed.....



Continuation of Full Council meeting dated 8<sup>th</sup> March. The Chairman reminded those present that the meeting was still discussing confidential matters.

Cllr Skinner stated his declaration of interest as being a funeral director.

Cllr Corciulo and Ridgwell were not present.

**26 RESOLUTION from Cllr S Skinner No. 381**

Brandon Town Council resolves to engage the services of a company to prepare high-level design and definitive cost base for the new Brandon cemetery.

Cllr Skinner gave an overview of the New Cemetery Working Party's discussion regarding the design of the new cemetery. Cllr Wittam suggested that there should be consultation with the public in this matter. Cllr Skinner replied that this would be desirable, but this plan is just to enable the Council to obtain rough costings on the development.

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/92/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A COMPANY TO PREPARE HIGH-LEVEL DESIGN AND DEFINITIVE COST BASE FOR THE NEW BRANDON CEMETERY.

**27 RESOLUTION from Cllr S Skinner No. 382**

Brandon Town Council resolves to engage the services of a company to set out the boundary of the new Brandon cemetery.

Cllr Skinner gave an overview of the requirements of marking the boundary of the new cemetery. It should be noted that Council requested the pegs be concreted in place to stop vandals relocating the boundary markers. The Clerk noted this.

**Seconder:** Cllr B Brabbs

Resolution Record No: **BTC/93/08/Mar/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A COMPANY TO SET OUT THE BOUNDARY OF THE NEW BRANDON CEMETERY.

Signed.....

## 28 QUOTES

**28.1** To consider quotations to repair the wall in the churchyard.

Cllr Wittam gave a brief overview on the subject. Cllr Etherington commented that the repairs to the wall would be of benefit to the householder.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/94/08/Mar/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO PROCEED TO REPAIR THE WALL IN THE CHURCHYARD.

Cllr Lukaniuk stated that we requote using local companies. Cllr Wittam stated that it should be specified that an oil-based paint be used as this was proved to be a far more durable coating than readily available paints. Items 28.2 to 28.4 were deferred to a later meeting.

**28.2** To consider quotations to paint OSH internally – Deferred.

**28.3** To consider quotations to paint OSH externally – Deferred.

**28.4** To consider quotations to paint the metal railings at OSH – Deferred.

## URGENT BUSINESS

At the request of the Chairman Cllr Wittam informed Council that communications had been received from West Suffolk.

The meeting closed at 7.30pm

Signed.....