

Brandon Town Council
Full Council Meeting
Monday 13th December 2021

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

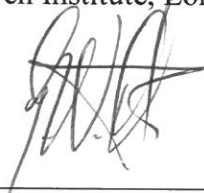
BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

8th December 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 13th December 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 8th November 2021.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 8th November 2021.
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 7 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 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.
- 9 **CORRESPONDENCE**
- The Royal British Legion – RBL Poppy Appeal - Donation.
- 10 **PRESENTATION** by Brandon Remembrance Playing Fields on their activities and future developments.

Brandon Town Council
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- 11 **ACCOUNTS** To approve the payments for November 2021 (see attached.)
- 12 **TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR OCTOBER 2021**
- 13 **GRANT APPLICATION** discussion to consider S137 grants from Alumah CIO and Brandon Allotments Association.
- 14 **TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 6th December 2021.
- 15 **TO CONSIDER** the responses from the developer of the Bingo Site re Planning Application DC/21/0761/FUL – Breckland Bingo and Social Club, London Road, Brandon.
- 16 **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.
- 17 **TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**
- Of the Brandon Town Council Meeting of Monday 8th November 2021.
- 18 **MATTERS ARISING**

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 8th November 2021 at 7pm

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

Also Present: 5+ members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr L Atkins, Cllr D Palmer
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr S Skinner - Non-pecuniary interest - items 17 and 18. Cllr P Etherington, Cllr P Ridgwell, Cllr V Lukaniuk – Non-pecuniary interests – item 13.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
Sqn Ldr Geary reported to Council that the 494th Squadron had returned from operations and Lakenheath had a full compliment of squadrons on base. Members of RAF Lakenheath had taken part in a simulated crash exercise at RAF Honnington which proved successful. The High Sheriff and Lord Lieutenant of Suffolk had visited RAF Lakenheath on 21st October. The visit highlighted issues with surrounding roads and housing of base personnel. Sqn Ldr stated that he and his wife will be attending the Remembrance Day service in Brandon, with Capt. Trujillio-Castrillo. Lastly he stated the F35's will start arriving on base in early December.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 11th October 2021.
Proposer: Cllr N Vant
Seconder: Cllr P Etherington
Resolution Record No: **BTC/105/08/Nov/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 11TH OCTOBER 2021 BE APPROVED.

5 **CO-OPTION TO BRANDON TOWN COUNCIL**

To receive applications for co-option to Brandon Town Council.

One application was received. The Declaration of Acceptance of Office was duly signed and Register of Interests will be returned in due course to the office. The new member to the Council was Clark Whiteman.

Signed.....

6 MATTERS ARISING for information exchange only of the Full Council Meeting of 11th October 2021.

Cllr Ridgwell stated that he had spoken to the residents of the property adjoining Monkey Stiles and they had assured him that the hedge would be cut back in January. He further stated that he had observed Council machines in and around the Saint's estates removing weeds and debris.

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

The Chairman, Cllr Skinner brought to the table the issue of the street lighting in Brandon which had been discussed previously and asked Cllr Lloyd-Blackwell to elaborate on work she had completed on the subject. Cllr Lloyd-Blackwell informed Council that having completed a full survey of the street lighting in Brandon including the industrial area she had found thirty-seven lighting fixtures inoperative, not including the Brandon Leisure Centre which had no lighting at all for people attending the recycling area.

Cllr Lukaniuk reported that the four streetlights in Boundary Close were still the property of the site developers as they had not been adopted by West Suffolk Council. Cllr Lukaniuk proceeded to ask if Brandon Town Council owns the planters in the High Street. Cllr Skinner confirmed that we are the custodian's although Brandon in Bloom are responsible for the operation and maintenance.

Cllr Whiteman asked if we own the street lighting in Brandon and who pays for the lighting.

Cllr Vant explained the situation. Cllr Lukaniuk stated that we only own approximately one hundred. The Clerk corrected that statement, stating that Brandon Town Council is currently responsible for five hundred and fifty-one.

Cllr Lloyd-Blackwell suggested that Councillors each take a turn to survey the lighting fixtures in Brandon.

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, this will include reports from County, District and Town Councillors also Community Group Representatives.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/106/08/Nov/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

A resident thanked the Town Keepers for their efforts and diligence carrying out their tasks within the town. The resident remarked that the road markings onto Thetford Road have become badly worn and the road surface at the junction of George Street and Thetford Road had again broken up with a large pothole being formed. Cllr Lukaniuk replied to the resident comments that the estimated waiting time to get road markings replaced was approximately two years. He added that the road surface adjoining the railway crossing was particularly bad, but the problem with this position is that no road works can take place within a specified distance of the railway tracks.

A member of the public commented that many vehicles were now parking on green areas.

Cllr Wittam stated that he would pursue this issue.

Signed.....

Cllr Lukaniuk reported that the HGV review was currently taking place. The wall adjoining Old School House which had been demolished some time ago was planned to be repaired in the next few weeks. A number of Polish children from the area visited the Brandon Cemetery and were impressed with its presentation.

Cllr Wittam reported in his capacity as District Councillor that he had attended a meeting of local Councils (ex-Forest Heath) at Beck Row, along with Cllr Lukaniuk and the Town Clerk. He reported that a number of the issues discussed were similar between the local Councils, these being street lighting, weed clearance of roads and footpaths and general maintenance. He further reported that an officer from West Suffolk had recently visited Brandon and was disturbed by the HGV traffic in the High Street. Cllr Lukaniuk suggested that more investment in general maintenance of the infrastructure is needed.

Cllr Ridgwell informed Council that the Heritage Centre is now closed and will reopen Easter next year.

THE CHAIRMAN RECONVENED THE MEETING.

10 CORRESPONDENCE

- Suffolk County Council – Road Closure – information received.
- Dept. for Environment Food & Rural Affairs – Notice - Nitrate Pollution Prevention Regs – information received. The Clerk outlined the nature of the notice received.
- Email from Susan Smith – Request for a grit bin on Teal Walk – information received.

11 ACCOUNTS To approve the payments for October 2021.

The Clerk brought to the Councillors attention the sheet which was circulated at the meeting which showed two items that had been unavailable at the time of the agenda being circulated.

Cllr Ridgwell queried a number of accounts for payment, this was explained to him in detail by the Clerk and Cllr Vant.

Proposer: Cllr P Etherington

Seconder: Cllr J Hughes

Resolution Record No: **BTC/107/08/Nov/21**

CARRIED: Unanimous

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 Control	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

Signed.....

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
12/10/2021	H1A5B5CF9B	E.ON	Electric OSH	£94.86	£4.74	£99.60	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
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
26/10/2021	97343639	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	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 Service Station	Fuel	£123.20	£24.63	£147.83	BACS
05/11/2021		HMRC	NICS	£1,542.57	£0.00	£1,542.57	BACS

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

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

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

A short discussion ensued regarding the grant application from Shoestring Theatre Company and a vote ensued.

Proposer: Cllr J Lloyd-Blackwell

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/108/08/Nov/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM SHOESTRING THEATRE COMPANY FOR £620.

Signed.....

In regard to the grant application from the Heritage Centre, Cllr Vant queried if Brandon Town Council has sufficient budgeted grant money available. The Clerk replied that to satisfy all applications would take all the budgeted funds. Cllr Lukaniuk stated that money held as savings should not preclude a group receiving grant money. Cllr Ridgwell informed the Council that the money was to purchase uniforms for display purposes. Cllr Wittam added that the Council should support the Heritage Centre. Cllr Annear stated that District and County Councillors have their locality budgets which could be used for this purpose. A vote then ensued.

Proposer: Cllr V Lukaniuk

Seconder: Cllr C Whiteman

Resolution Record No: **BTC/109/08/Nov/21**

FAILED: By majority vote: 4 for, 7 against, 1 abstention.

A short discussion ensued regarding the grant application from 1st Brandon Scout Group. Cllr Vant noted from the application that the monies are required for serious repairs to the electrical system discovered whilst upgrading the building. Cllr Annear added that the Scout organisation are paying a percentage of the costs from their own funds. A vote then ensued.

Proposer: Cllr D Moore

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/110/08/Nov/21**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM 1ST BRANDON SCOUT GROUP FOR £2000.

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

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

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

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

16 RESOLUTION from Cllr P Etherington No. 400

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

Cllr Etherington opened the discussion. Cllr Wittam contested the need to proceed at this time.

Cllr Etherington explained the process we are required to follow. Cllr Vant adding that this project has been thirty years in fruition. Cllr Lukaniuk queried the situation with the public consultation.

Cllr Skinner updated Councillors in regard of the current situation. A vote was then taken.

Proposer: Cllr P Etherington

Seconder: Cllr N Vant

Resolution Record No: **BTC/111/08/Nov/21**

CARRIED: By majority vote: 8 for, 3 against, 1 abstention.

BRANDON TOWN COUNCIL RESOLVES THAT THE PROPOSED CEMETERY PROJECT PROCEEDS.

Signed.....

17 RESOLUTION from Cllr S Skinner No. 401

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

Cllr Skinner introduced the subject and described the process of tendering. Cllr Lukaniuk queried what details would be included. Cllr Skinner replied with some detail of inclusions. A vote then ensued.

Proposer: Cllr S Skinner

Seconder: Cllr J Lloyd-Blackwell

Resolution Record No: **BTC/112/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES TO RECOMMEND 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.

Cllr Skinner opened the discussion and explained the need for the business plan. Cllr Whiteman queried how long we have before the old cemetery is full. Cllr Etherington gave a brief explanation in answer to this point. A vote then ensued.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTC/113/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 abstentions.

BRANDON TOWN COUNCIL RESOLVES 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.

Proposer: Cllr S Skinner

Seconder: Cllr D Moore

Resolution Record No: **BTC/114/08/Nov/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 8th November 2021 at 7pm

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

20 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

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

Proposer: Cllr P Etherington

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/115/08/Nov/21**

CARRIED: By majority vote: 10 for, 2 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE
FULL COUNCIL MEETING OF MONDAY 11TH OCTOBER 2021 BE APPROVED.

21 STAFFING

22 MATTERS ARISING

Cllr Lukaniuk queried when the trees in the cemetery would be attended to. The Clerk informed them that the contractor is due to start early January.

The meeting closed at 9.02pm

Signed.....



BRANDON

TOWN COUNCIL

Town Clerks Report

I'm pleased to report that the Remembrance Day Parade, and service laying wreathes at the war memorial was very well attended.

We are grateful that both British and American Officers from the local air force bases were able to attend the Ceremony.

Whilst everyone was really upset by the cancellation of the Christmas event due to the impending storm, the delayed switch on of the lights saw many people on Market Hill to witness the unveiling of the Brandon Christmas lights.

Our thanks go to Mr Gentry for his presence and undertaking duties to switch on the lights.

Suffolk County Council has reacted to requests for maintenance of the roadside drains and will be clearing drains in Bury Road that had been missed. There are many other road maintenance issues in Brandon that need attention. Please bring these issues to the attention of your District and County Councillors.

Pre purchasing grave plots in Brandon has not been allowed for some time, this is now being extended to include the ashes plots in the newly opened section.

Accounts for Payment November 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
01/10/2021	2164	FX Live Ltd	Snow Machine - Xmas Final Pay	£365.00	£73.00	£438.00	BACS
02/11/2021	5881a	Vinyl Fencing Ltd	Fencing - Christmas Tree	£1,245.00	£249.00	£1,494.00	BACS
09/11/2021	49757	Karnival Costumes	Elf Costume - Xmas Event	£34.11	£6.83	£40.94	BACS
11/11/2021		Mildenhall Mon.	Overpayment of Memorial	£18.00	£0.00	£18.00	BACS
04/11/2021	2021/0050	Church Institute	Hire of Hall for Council Meet.	£45.00	£0.00	£45.00	BACS
11/11/2021		Shoestring Theatre	Grant	£620.00	£0.00	£620.00	BACS
11/11/2021		1st Brandon Scout	Grant	£2,000.00	£0.00	£2,000.00	BACS
25/11/2021	BC211164	Link Global Services Ltd	Christmas Lighting	£111.00	£22.20	£133.20	BACS
24/11/2021	208	Wired Electrical Sers.	Christmas Lighting	£800.00	£0.00	£800.00	BACS
29/11/2021	INV-2239	Hugofox Limited	New Website	£399.00	£79.80	£478.80	BACS
21/10/2021	M047 M6	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/10/2021	M023 8&	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
07/11/2021	Q015 9Q	BT	Phone OSH	£161.19	£32.23	£193.42	Direct Debit
01/11/2021	116166	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
07/11/2021		Siemens	Photocopier - Quarterly Rental	£472.00	£94.40	£566.40	Direct Debit
09/11/2021	A292-0002	E.ON	Electric Pillar 8 Market Hill	£51.18	£2.56	£53.74	Direct Debit
09/11/2021	5A54-0002	E.ON	Electric Pillar 9 Market Hill	£4.04	£0.20	£4.24	Direct Debit
09/11/2021	6C32-0001	E.ON	Electric OSH	£66.95	£3.35	£70.30	Direct Debit
09/11/2021	3E73-0003	E.ON	Electric New Yard	£79.02	£3.95	£82.97	Direct Debit
28/11/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
19/10/2021	148251	Barcham Trees Plc	Trees for BIB Planters on H/S	£1,855.00	£371.00	£2,226.00	BACS
27/10/2021	63968	BladeMaster	Service Mower Blades	£18.00	£3.60	£21.60	BACS
03/11/2021	3754 AHA743	Travis Perkins Ltd	Christmas Event	£13.08	£2.62	£15.70	BACS
23/11/2021	3754 AHC225	Travis Perkins Ltd	Storm Weights	£20.48	£4.10	£24.58	BACS
26/11/2021	3754 AAK412	Travis Perkins Ltd	MEWP Hire - Tree	£167.90	£29.20	£197.10	BACS

Accounts for Payment November 2021

04/11/2021	BC211118	Link Global Services Ltd	Christmas Lighting	£2,946.75	£589.35	£3,536.10	BACS
05/11/2021	9396	Brandon Life Ltd	Advert for Christmas Event	£100.00	£0.00	£100.00	BACS
05/11/2021	SINV01821695	Ian Smith Group	A4 Paper	£28.90	£5.78	£34.68	BACS
14/11/2021	SI-2622	Betts of Brandon Ltd	Santas Grotto - Xmas Event	£1,763.33	£352.67	£2,116.00	BACS
15/11/2021	1190025	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
15/11/2021	54526	Chase Timber Products	Christmas Event - Screws	£12.00	£2.40	£14.40	BACS
19/11/2021	90727	Sky High Access Ltd	MEWP Hire - Christmas Lights	£290.00	£58.00	£348.00	BACS
19/11/2021	61665	Budget Computers	Maintenance of Comp. Net.	£50.00	£0.00	£50.00	BACS
25/11/2021		Mr G Cock	Reim. Zoom, Dig Ocn, Stamps	£178.98	£14.30	£193.28	BACS
29/11/2021		Mrs A Barnes	Reim. Rem. Day & Christmas	£67.67	£4.83	£72.50	BACS
30/11/2021		Mr S Skinner	Reim. 50 x Christmas Trees	£1,000.00	£0.00	£1,000.00	BACS
30/11/2021	228311	Fengate Fasteners Ltd	Christmas Event	£34.98	£7.00	£41.98	BACS
30/11/2021	228312	Fengate Fasteners Ltd	Bins, Lights, Ladder Stabiliser	£674.95	£134.99	£809.94	BACS
30/11/2021	20210001131	Finevale Ser. Station	Fuel	£61.16	£12.23	£73.39	BACS
05/12/2021		HMRC	NICS	£1,790.66	£0.00	£1,790.66	BACS

18/11/2021

Brandon Town Council 2021/22

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	27	0	(27)			
1180 Room Hire	390	295	480	185			
1190 Interest on Investments	163	10	0	(10)			
Administration :- Income	296,718	292,734	286,617	(6,117)			0
1101 Insurances	6,416	6,484	6,736	252		252	
1110 Audit Fees (External)	1,560	(520)	1,500	2,020		2,020	
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	172	500	328		328	
1133 Payroll	386	192	500	308		308	
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	1,293	2,000	707		707	
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	683	1,000	317		317	
1150 Advertising	374	0	300	300		300	
1156 Postage	637	696	1,000	304		304	
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	683	1,000	317		317	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	74	250	176		176	
Administration :- Indirect Expenditure	25,844	17,773	35,136	17,363	0	17,363	0
Net Income over Expenditure	270,873	274,961	251,481	(23,480)			
102 Staff							
1201 Staff Salaries (Gross)	70,227	47,729	105,849	58,120		58,120	
1202 LGA Superannuation	3,932	2,946	3,176	230		230	

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1203 NI Contributions	14,317	9,916	14,819	4,903		4,903	
Staff :- Indirect Expenditure	88,476	60,591	123,844	63,253	0	63,253	0
Net Expenditure	(88,476)	(60,591)	(123,844)	(63,253)			
<u>103 PWLB</u>							
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)			
<u>104 Grants</u>							
1401 Grants	29,028	14,514	29,028	14,514		14,514	
1402 S137	9,700	4,825	10,000	5,175		5,175	
Grants :- Indirect Expenditure	38,728	19,339	39,028	19,689	0	19,689	0
Net Expenditure	(38,728)	(19,339)	(39,028)	(19,689)			
<u>201 Cemetery/Town</u>							
2177 Burial Fees	10,526	4,000	10,000	6,000			
2178 Ashes Interment Fees	4,256	3,876	4,000	124			
2179 Memorial Fees	2,753	518	2,000	1,482			
Cemetery/Town :- Income	17,535	8,394	16,000	7,606			0
2101 Cemetery/Town Costs	4,441	6,284	4,000	(2,284)		(2,284)	
2107 Cemetery Works	739	1,550	25,000	23,450		23,450	
2110 Water Charges (Cemetery/OSH)	357	152	500	348		348	
2111 Electricity	1,459	750	750	(0)		(0)	
2116 Garage Rental	500	500	500	0		0	
2131 New Equipment	(168)	9,400	1,000	(8,400)		(8,400)	
2132 Trade Waste	1,402	729	2,000	1,271		1,271	
2133 Bus Shelter Cleaning	200	150	200	50		50	
2140 Town Keepers Mobile Calls	0	30	0	(30)		(30)	
Cemetery/Town :- Indirect Expenditure	8,930	19,544	33,950	14,406	0	14,406	0
Net Income over Expenditure	8,605	(11,150)	(17,950)	(6,800)			
<u>301 Old School House</u>							
3110 Gas Supply	790	303	800	497		497	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	132	100	(32)		(32)	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	627	1,000	373		373	
3117 Water charges OSH	132	136	250	114		114	
3120 Window Cleaning	198	133	250	117		117	
3125 Fire Extinguisher Servicing	184	251	200	(51)		(51)	
3178 Old School House Maintenance	1,773	6,462	1,000	(5,462)		(5,462)	
Old School House :- Indirect Expenditure	4,129	8,045	3,700	(4,345)	0	(4,345)	0
Net Expenditure	(4,129)	(8,045)	(3,700)	4,345			
401 General							
2121 Machinery Servicing	20	1,201	500	(701)		(701)	
2122 Fuel & Oil	970	997	1,500	503		503	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	1,162	170	1,000	830		830	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	175	(22,552)	200	22,752		22,752	
4102 Christmas Lighting	2,241	(9,607)	6,000	15,607		15,607	
4104 Truck Maintenance & Tax	50	269	500	231		231	
4105 Town Clock Repairs	0	0	500	500		500	
4110 Civic Expenditure	7	364	0	(364)		(364)	
4112 Events	3,036	(8,217)	4,000	12,217		12,217	
General :- Indirect Expenditure	7,660	(37,375)	17,060	54,435	0	54,435	0
Net Expenditure	(7,660)	37,375	(17,060)	(54,435)			
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 31/10/2021

Month No: 7

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	301,128	302,617	1,489			
Expenditure	212,538	94,941	303,218	208,277	0	208,277	
Net Income over Expenditure	<u>101,715</u>	<u>206,188</u>	<u>(601)</u>	<u>(206,789)</u>			
Movement to/(from) Gen Reserve	<u>101,715</u>	<u>206,188</u>					

Brandon Town Council
 Planning Committee Meeting
 Monday 6th December 2021

BRANDON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on
 Monday 6th December 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 V Lukaniuk,
 Cllr D Moore, Cllr N Vant, Mr G Cock – Town Clerk

1. APOLOGIES FOR ABSENCE

Cllr J Lloyd-Blackwell, Cllr P Wittam

2. DECLARATIONS OF INTEREST

None.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES of Planning Committee Meeting
 of 1st November 2021.

Proposer: Cllr B Brabbs

Seconder: Cllr N Vant

Resolution Record No: **BTCP/117/06/Dec/21**

CARRIED: Unanimous

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

4. PUBLIC PARTICIPATION

None.

5. PLANNING MATTERS

5.1 LIST OF APPLICATIONS FROM: 1/11/21 TO: 6/12/21

DC/21/2129/HH

Re-Consultation – 96 St Benedicts Road, Brandon

Householder application - single storey front and side extension and addition of a
 pitched roof to garage.

Cllr Lukaniuk explained that this is a similar development to that of a property already
 approved on the opposite side of the road. Cllr Annear commented on the
 presentation of the plans.

Proposer: Cllr V Lukaniuk

Seconder: Cllr L Atkins

Resolution Record No: **BTCP/118/06/Dec/21**

CARRIED: Unanimous – **SUPPORT**

Signed.....

DC/21/2071/HH

Planning Application – 6 Teal Walk, Brandon

Householder application - single storey rear extension.

A general discussion took place with there being no objections as the development was to be to the rear of the property.

Proposer: Cllr L Atkins

Seconder: Cllr S Annear

Resolution Record No: **BTCP/119/06/Dec/21**

CARRIED: Unanimous - **SUPPORT**

DC/21/2008/OUT

Planning Application – 30-32 Wimbledon Avenue, Brandon

Re-development of industrial site.

The Planning Committee were in full agreement to this development which enhances the area.

Proposer: Cllr V Lukaniuk

Seconder: Cllr N Vant

Resolution Record No: **BTCP/120/06/Dec/21**

CARRIED: Unanimous - **SUPPORT**

DC/21/2339/TCA

Planning Application – 70 High Street, Brandon

Application to fell single tree.

A discussion took place regarding the location of this property and lack of a report from an arboriculturist. The Planning Committee felt that the West Suffolk Tree Officer would be able to give a more informed opinion.

Proposer: Cllr V Lukaniuk

Seconder: Cllr B Brabbs

Resolution Record No: **BTCP/121/06/Dec/21**

CARRIED: Unanimous - **SUPPORT**

5.2 ANY APPLICATION RECEIVED AFTER THE AGENDA WAS PRODUCED

DC/21/1861/HH

Re-Consultation – Alder House, 1A Gas House Drove, Brandon

Householder application - modification to plan already considered by the Planning Committee.

It was noted that the changes were a reduction on the previous application.

Proposer: Cllr V Lukaniuk

Seconder: Cllr B Brabbs

Resolution Record No: **BTCP/122/06/Dec/21**

CARRIED: Unanimous - **SUPPORT**

Signed.....

Brandon Town Council
Planning Committee Meeting
Monday 6th December 2021

6. CORRESPONDENCE

None.

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

None.

The meeting closed at 7.21pm

Signed.....