

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held on Monday 4 September 2017 in the Council Chamber, The Old School House, Market Hill, Brandon at 7 pm.

Present: Cllr R Brabbs, Cllr P Callaghan, Cllr P Etherington, Cllr I Horner, Cllr G Hughes, Cllr V Lukaniuk, Cllr D Palmer, Cllr P Ridgwell, Cllr R Silvester, Cllr T Simmons, Cllr S Smith, Cllr N Vant.

Also present: 19 members of the public.

1. APOLOGIES FOR ABSENCE and approval of reasons tendered.

Cllr P MacLoughlin

2. DECLARATIONS OF INTEREST

Cllrs Etherington, Hughes, Brabbs, Vant, Smith and Lukaniuk signed the Register of Interests Book.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES of the Annual Brandon Town Council Cemetery Meeting of Monday 7 August 2017.

One correction was made Cllr Hughes departed, not arrived at 1827hrs.

Proposed by Cllr P Callaghan, Seconded by Cllr Norman Vant.

Resolution Record No. **BTC/40/4/Sept/17**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE ANNUAL BRANDON TOWN COUNCIL CEMETERY MEETING OF MONDAY 7 AUGUST 2017 BE APPROVED

4. MATTERS ARISING

Item 5 to investigate the possibility of installing a Portakabin at the cemetery yard had been withdrawn.

5. PUBLIC FORUM

Matters brought to the meeting, thank you for the clearing of a footpath; trees pruned; Local Plan; traffic; the Lode; Poores Charity; an event in the churchyard; Church Road and St Peters Approach traffic and pot holes; Bury Road car park weeds; Elizabeth Road; path repairs; the Orchard hedge and closing to keep out the undesirables; staff; Emergency

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Plan; the amalgamation of FHDC and St Edmondsbury Councils and the rise in Council Tax.

6. TO RECEIVE A REPORT FROM RAF LAKENHEATH None.

7. TO RECEIVE WRITTEN REPORTS from County, District Councillors and Community Group Representatives.

Cllr Lukaniuk submitted a report and invited the public to the unveiling of the Polish Memorial in Brandon Cemetery on Sunday 24 September 2017.

8. CORRESPONDENCE

The Chairman reported that Forest Heath District Council had reported a request for an election in Brandon West which will be before the end of October.

BDO, the national auditors, had written regards the Councils failure to submit accounts for 2017/18. The problem had now been resolved and the document would be sent tomorrow.

9. URGENT BUSINESS None.

10. ACCOUNTS

Cllrs Etherington and Brabbs left the room having declared a pecuniary interest.

Proposed by Cllr P Callaghan, Seconded by Cllr N Vant.

Resolution Record No. **BTC/41/4/Sept/17**

CARRIED: Unanimous.

Date	Amount	Supplier	Chq	Nett	VAT
Jul 2017	110.00	Terry Hawkins – Web Updates	200828	110.00	
Jul 2017	189.00	SP Landscapes – Mowing of Orchard	200829	157.50	31.50
Jul 2017	255.00	1st Choice Locksmiths - Office	200830	255.00	
Jul 2017		HMRC - Void	200831		
Jul 2017	307.01	Finevale - Fuel	200832	255.83	51.18
Jul 2017	16.50	J & D Green – Window Cleaning	200833	16.50	
Jul 2017	56.00	Thetford Garden Centre - Goods	200834	46.67	9.33
Jul 2017	20.40	Cooleraid - Sanitisation	200835	27.00	3.40
Jul 2017	35.00	Whitebridge Farm – Mower Repair	200836	29.17	5.83
Jul 2017	294.00	Rialtas – Software Maintenance	200837	245.00	49.00
Jul 2017	130.69	Travis Perkins – Fencing and Concrete	200838	108.89	21.80
Jul 2017	35.00	Information Commissioner - Registration	200839	35.00	
Jul 2017	900.00	Ellis Whittam – Health & Safety Consultancy	200840	750.00	150.00
Jul 2017	364.80	Digital Copier Systems – Copier Warantee Ext	200841	304.00	60.80
Jul 2017		P. Clarke – Owed Payroll	200842		
Jul 2017		A. Barnes – June Pay	200843		
Jul 2017	104.57	P. Etherington - Reimbursement	200844	104.57	
Jul 2017	48.02	J.R.Brabbs - Reimbursement	200845	48.02	
Jul 2017	1,315.98	HMRC – Month 2	200846	1,315.98	
Jul 2017	487.50	Cathy Whitaker – Clerk Consultancy	200847	487.50	

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Date	Amount	Supplier	Chq	Nett	VAT
Jul 2017	48.00	Graham Smith & Sons – Pest Control	200849	40.00	8.00
Jul 2017	60.00	K.Butcher – Repurchase of Burial Plot	200850	60.00	
Jul 2017	1,500	Brandon Community Assoc. – Minibus Appeal	200851	1,500	
Jul 2017	180.00	Smith’s of Derby Ltd – Tower Clock	200848	180.00	
Jul 2017	476.27	Stewart Taylor – Machinery Repairs	200852	476.27	
Jul 2017	28.20	Chase Timber – Posts and Rails	200853	23.50	4.70
Aug 2017	702.00	Rialtas – Year End Closedown	200854	585.00	117.00
Aug 2017	130.00	L.Sambridge – Repair to Emergency Lighting	200855	130.00	
Aug 2017	132.60	Interserve Fire Services Ltd – Extinguisher Parts	200856	110.50	22.10
Aug 2017	92.28	Cooleraid – Rental, Still Water Bottles	200857	76.90	15.38
Aug 2017	183.14	Finevale – Fuel	200858	152.63	30.51
Aug 2017	16.50	J & D Green – Window Cleaning	200859	16.50	
Aug 2017	70.00	FHDC – Annual Licensing Fees	200860	70.00	
Aug 2017	780.00	Peter Brighton – Annual Internal Audit of Accs	200861	780.00	
Aug 2017	268.93	Thetford Garden Centre – Mower Spares	200862	224.12	44.81
Aug 2017	30.23	Arco – Work Clothing	200863	25.19	5.04
Aug 2017	189.00	Cathy Whitaker – Clerk Consultancy	200864	189.00	
Aug 2017		A.Barnes – July Pay	200865		
Aug 2017	1295.58	HMRC – PAYE/NIC Month 3	200866	1295.58	
Aug 2017	400.75	HMRC – PAYE/NIC Month 4	200867	400.75	
Aug 2017	46.95	A & J – Toc H Plaque Engraving	200868	46.95	
Aug 2017	115.00	Terry Hawkins – Website Update	200869	115.00	
Aug 2017	96.16	Fengate Fasteners Ltd – Various Parts	200870	80.13	16.03
Aug 2017	1,138.83	SALC – 2017/18 Annual Subscription	200871	1,138.83	
Aug 2017	363.72	J R Brabbs – Reimbursement	200872	363.72	
Aug 2017	83.20	P A Etherington – Reimbursement	200873	83.20	

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PAYMENTS FOR JULY AND AUGUST 2017.

11. RESOLUTION from Cllr N Vant No 211

Seconded by Cllr P Etherington
Resolution Record No. **BTC/42/4/Sept/17**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO PERMIT CLLRS PALMER AND VANT TO INSTALL THE LANTERN ON THE BRANDON CEMETERY GATEWAY.

12. RESOLUTION from Cllr N Vant No 212

Seconded by Cllr I Horner.
Cllr Lukaniuk declared a non-pecuniary interest.
Resolution Record No. **BTC/43/4/Sept/17**
Resolution amended to addition of ‘subject to consultation and agreement of FHDC’
CARRIED: By majority vote, 10 for and 2 against.

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BRANDON TOWN COUNCIL RESOLVES, SUBJECT TO CONSULTATION WITH AND AGREEMENT OF FHDC, TO TRANSFER THE PORTAS MONEY TO THE TOWN TEAM'S BANK ACCOUNT.

13. RESOLUTION from Cllr P Etherington No 213

Seconded by Cllr B Brabbs
Resolution Record No. **BTC/44/4/Sept/17**
CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO CONSIDER THE COUNCIL'S DRAFT RISK REGISTER AND SUBMIT COMMENTS IN WRITING BY MONDAY 11 SEPTEMBER 2017.

14. RESOLUTION from Cllr D Palmer No 214

Seconded by Cllr I Horner
Resolution Record No. **BTC/45/4/Sept/17**
CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO INVESTIGATE REPAIRS TO THE BRANDON REMEMBRANCE PLAYING FIELDS CHILDRENS' PLAYGROUND.

15. RESOLUTION from Cllr P Etherington No 215

Seconded by Cllr P Ridgwell
Resolution Record No. **BTC/46/4/Sept/17**
CARRIED: Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE REQUEST FROM BRANDON HERITAGE CENTRE FOR A S137 PAYMENT OF £330.51 TO PAY FOR THE CENTRE'S RATES.

16. RESOLUTION from Cllr P Callaghan No 216

Cllr Smith left the room having declared a pecuniary interest. Cllrs Silvester and Vant declared a non-pecuniary interest.

Seconded by Cllr I Horner.
Resolution Record No. **BTC/47/4/Sept/17**

Resolution amended from 'to require the Poor's Estate, Lingheath Trust and associated Charities to cease using Old School House as their registered address and remove their Property.'

CARRIED: By majority vote, 9 for and 3 against

Signed

BRANDON TOWN COUNCIL RESOLVES THAT THE POOR'S ESTATE, THE LINGHEATH TRUST AND THE EDMUND ATMERE (BRANDON) CHARITIES SHOULD BE ASKED TO APPLY TO THE COUNCIL TO NEGOTIATE THE TERMS FOR PERMISSION TO USE THE FACILITIES OF OLD SCHOOL HOUSE AND THE MATTER BE BROUGHT TO A COUNCIL MEETING FOR APPROVAL.

Cllr G Hughes left the meeting at 8.10 pm

17. RESOLUTION from Cllr P Etherington No 217

Seconded by Cllr P Ridgwell

Resolution Record No. **BTC/48/4/Sept/17**

CARRIED: By majority vote, 10 for and 1 against

BRANDON TOWN COUNCIL RESOLVES TO AUTHORISE THE CHAIRMAN TO NEGOTIATE WITH THE ALLOTMENTS ASSOCIATION AND THE BRANDON REMEMBRANCE PLAYING FIELDS TO ARRANGE TRANSFER OF THE RESPONSIBILITY OF THE ALLOTMENTS.

18. RESOLUTION from Cllr P Callaghan No 218

Seconded by Cllr I Horner

Resolution Record No. **BTC/49/4/Sept/17**

CARRIED: By majority vote, 10 for, 1 abstention

BRANDON TOWN COUNCIL RESOLVES TO ELECT A TEMPORARY WORKING PARTY TO INVESTIGATE STAFFING REQUIREMENTS IN THE OLD SCHOOL HOUSE OFFICE AND REPORT BACK ON 18 SEPTEMBER.

There being no other candidates, Cllrs Brabbs, Etherington, Callaghan, Ridgwell and Vant were elected.

19. RESOLUTION from Cllr V Lukaniuk No 219 This item was withdrawn.

20. RESOLUTION from Cllr S Smith No 220

Seconded by Cllr R Silvester

Resolution Record No. **BTC/50/4/Sept/17**

NOT CARRIED: Defeated, 3 for and 8 against.

TO ESTABLISH A BUDGET WORKING GROUP TO REVIEW THE 2017/18 BUDGET AND ESTABLISH A 2018/19 BUDGET, TO ENABLE THE COUNCIL TO PRECEPT FHDC IN JANUARY 2018 AS REQUIRED.

Signed

21. RESOLUTION from Cllr S Smith No 221

Seconded by Cllr N Vant

Resolution Record No. **BTC/51/4/Sept/17**

CARRIED: By majority vote, 9 for and 2 against.

BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A WEBSITE WORKING GROUP TO REVIEW THE CURRENT WEBSITE, DETERMINE WHETHER IT IS FIT FOR PURPOSE AND ESTABLISH VALUE FOR MONEY. CLLR SMITH TO REPORT BACK TO COUNCIL.

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.

Proposed by Cllr P Callaghan, Seconded by Cllr I Horner

Resolution Record No. **BTC/52/4/Sept/17**

CARRIED: Unanimous

23. TO RECEIVE, CONFIRM AND SIGN THE CONFIDENTIAL MINUTES

Of the Extraordinary Brandon Town Council Meeting of Monday 17 July 2017.

Proposed by Cllr P Etherington, Seconded by Cllr B Brabbs.

Resolution Record No. **BTC/53/4/Sept/17**

CARRIED: Unanimous.

24. STAFFING MATTERS

The meeting closed at 8.46 pm

Signed