

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

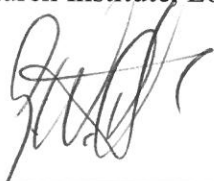
BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

6th October 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 11th October 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 13th September 2021.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 13th September 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 Queens Platinum Jubilee Beacons 2nd June 2022.
 - WPS Hallam – Credit note (Profit Share Rebate.)

10 ACCOUNTS To approve the payments for September 2021 (see attached.)

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

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

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

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

15 RESOLUTION from Cllr P Etherington No. 393

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

16 RESOLUTION from Cllr V Lukaniuk No. 394

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

17 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.

18 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

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

19 QUOTES

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

20 MATTERS ARISING

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held at the Church Institute, London Road, Brandon on Monday 13th September 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 D Palmer, Cllr P Ridgwell, Cllr N Vant, Cllr P Wittam

Also Present: 7 members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr L Atkins – apology accepted.
The Chair announced that Cllr Corciulo had resigned his position as Councillor to Brandon Town Council.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr P Etherington – Non-pecuniary interest – item 12, Cllr D Palmer – Non-pecuniary interest – item 14, Cllr P Wittam – Non-pecuniary interest – item 15, Cllr N Vant - Non-pecuniary interest – item 14.
- 3 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
Sqn Ldr Geary gave an update having been in post now for three months. Key highlights being the Squadron awarded best station in the whole of the U.S. Airforce and the success of the agile combat deployment to RAF Leeming and RAF Fairford. This involved ten aircraft and approximately fifty personnel. The F15C's will be leaving by the end of the year with the F35's arriving later. Sixty-seven medical personnel were deployed to USAF Ramstein to assist with the evacuation from Afghanistan. The Sqn Ldr confirmed he had been able to attend a memorial service on base marking the twentieth anniversary of 9/11. Sqn Ldr Geary also added a US Lieutenant Colonel on base had been one of the responders during 9/11 and had slept on a bench whilst assisting with the rescue mission. Cllr Lukaniuk requested an update on the construction work on base. Sqn Ldr Geary confirmed that the simulator building externals had nearly been completed and there would be possibly another eighteen months of construction work to be undertaken.
Cllr Wittam asked the Chair if it would be appropriate for a minute's silence for those lost in conflicts and 9/11. Cllr Skinner agreed and the meeting halted for one minute's silence.
- 4 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 12th July 2021.
Cllr Lukaniuk asked for amendments to the text to be made, which the Clerk noted.
Proposer: Cllr P Etherington
Seconder: Cllr B Brabbs
Resolution Record No: **BTC/68/13/Sep/21**
CARRIED: By majority vote: 10 for, 2 unable to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH JULY 2021 BE APPROVED.

Signed.....

- Of the Brandon Town Council Cemetery Meeting of Monday 9th August 2021.

Proposer: Cllr S Skinner

Seconder: Cllr S Annear

Resolution Record No: **BTC/69/13/Sep/21**

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

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE CEMETERY MEETING OF MONDAY 9TH AUGUST 2021 BE APPROVED.

- 5 MATTERS ARISING** for information exchange only of the Full Council Meeting of 12th July 2021 and 9th August 2021.

Cllr Ridgwell stated he had a phone call from Suffolk Historic Buildings regarding options for the Brandon station building asking for possible uses for the building. He had suggested a bed and breakfast, tourist information, cycle hire, café or a taxi rank.

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

Cllr Wittam stated that Monkey Stile footpath is very overgrown and a large amount of litter was present on the footpath. Cllr Brabbs asked who is responsible for this public right of way. The Clerk stated, Suffolk County Council. Cllr Wittam remarked that it does not matter who is responsible, Brandon Town Council should maintain it in a safe state.

Cllr Ridgwell had recently visited a neighbouring property and stated that as they pay a higher rate of council tax, they should not have to endure the current state of the footpath.

- 7 TO RECEIVE WRITTEN REPORT** from the Town Clerk.

Report was received. Clarification was requested of the amount of the grant Brandon Town Council had received from West Suffolk. It was confirmed to Cllr Lukaniuk that Brandon Town Council had received £63,400, to be spent on a number of specified projects. Cllr Lukaniuk queried whether there would be funds available for the Bikers Bash and was advised by Cllr Etherington that he should make an application for funding to Brandon Town Council which will be duly considered.

- 8 PUBLIC FORUM** monthly event limited to 3 minutes duration maximum per resident, this will include reports from County, District and Town Councillors also Community Group Representatives.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/70/13/Sep/21**

CARRIED: Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM.

Cllr Lukaniuk speaking as a County Councillor stated that the aggregate facility did require planning permission for the second siding and an enforcement notice had been served on Network Rail. Cllr Lukaniuk stated he had been approached regarding the old community centre site which had recently been refused planning permission and residents enquired if this could be purchased for the use of an additional car park in Brandon.

Signed.....

Cllr Lukaniuk stated that Suffolk County Council were currently two years into a four-year car park review period so nothing will happen for a further two years. Cllr Lukaniuk mentioned that the same charity that had contacted Cllr Ridgwell had contacted him regarding ideas for the station building. Cllr Wittam reported that there had been forty-three visits made in August by the Enforcement Officers with twenty-four tickets issued. It had been noted that the officers were also making early morning and early evening visits.

Cllr Palmer stated that his report was submitted in writing but was too long to read in the three-minute period allowed so he would read the salient points. He first pointed out that Suffolk County Council were currently clearing paths and roads in the Brandon area which the three District Councillors had been expediting for some time. He noted that in the West Ward four streetlights were currently out which had been reported to Suffolk County Council for action. Continuing with the street lighting theme he was meeting with senior officials of West Suffolk to discuss the issue of parity in Council Tax with St Edmundsbury who do not pay for their street lighting, which is paid by West Suffolk. Brandon and other parishes in the area all pay West Suffolk for street lighting. Cllr Palmer had a meeting with Jill Korwin from West Suffolk Council to discuss the matter, who will be looking into this and if she decides it is a historic issue, he will be writing to all ex-Forest Heath Councillors on this subject.

Cllr Ridgwell informed the meeting that St Benedict's and surrounding roads looked disgusting because of the weeds. He had noted that the road sweepers did not appear to be cleaning the roads properly. As a trustee at the Heritage Centre, he informed the meeting that the centre was now open Thursdays and Saturdays only and that they had had some UK visitors recently. Cllr Lukaniuk raised the issue of the wall outside the police building on Market Hill in Brandon which had been demolished by a lorry. He wanted to know what the progress with getting this wall rebuilt was. The Clerk confirmed he had enquired with Suffolk County Council and had had no news at this time.

THE CHAIRMAN RECONVENED THE MEETING.

9 CORRESPONDENCE

- Patrick Baldwin – Letter re damage to wall and railings outside the Police Station – information was received.
- The Keeper's Daughter - 'The Time Machine Tour 2022' – information was received.

10 ACCOUNTS To approve the payments for July/August 2021.

Cllr Lukaniuk raised the issue of the invoice received from CDS Group which he felt did not represent good value for money for the services they have currently provided. Cllr Skinner explained that the expenditure had been already approved by Council and was currently still within budget and further points will be discussed at the next new cemetery meeting, which will take place shortly. Cllr Ridgwell queried a number of invoices to which Cllr Skinner and the Clerk provided answers.

Proposer: Cllr S Skinner

Seconder: Cllr P Wittam

Resolution Record No: **BTC/71/13/Sep/21**

CARRIED: Unanimous

Signed.....

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
30/06/2021		Mr M Goodson	Reimbursement - Mileage	£56.25	£0.00	£56.25	BACS
08/07/2021	2021/004	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
12/07/2021		Mrs P Etherington	Reimbursement - Land Reg.	£24.00	£0.00	£24.00	BACS
15/07/2021		Brandon Festival	Grant	£525.00	£0.00	£525.00	BACS
21/07/2021	IN-41371	Big Tyres Ltd	Two Tyres for Gator	£182.00	£36.40	£218.40	BACS
06/05/2021	1160052018	Trade UK	Notice Board Refurb.	£33.80	£6.76	£40.56	Direct Debit
11/06/2021	283943	Corona Corporate Sols.	Photocopier - Toner	£13.50	£2.70	£16.20	Direct Debit
16/06/2021	954782230	British Gas	Gas OSH	£55.15	£2.75	£57.90	Direct Debit
21/06/2021	M043 6P	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/06/2021	M019 RK	BT	Phone OSH	£20.16	£4.03	£24.19	Direct Debit
27/06/2021	H1A01C7CA7	E.ON	Electric Cemetery Yard	£11.10	£0.56	£11.66	Direct Debit
28/06/2021	H1A02FB094	E.ON	Electric Pillar 8 Market Hill	£9.63	£0.48	£10.11	Direct Debit
28/06/2021	H1A02ED8E0	E.ON	Electric Pillar 9 Market Hill	£3.13	£0.16	£3.29	Direct Debit
06/07/2021	H1A0A85A20	E.ON	Electric New Yard	£38.84	£1.94	£40.78	Direct Debit
01/07/2021	115894	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
01/07/2021	9161653	Wave - Anglian Water	Water Cemetery Yard	£48.19	£0.00	£48.19	Direct Debit
07/07/2021	97343635	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/07/2021	1061887	Everflow	Water OSH	£17.21	£0.00	£17.21	Direct Debit
28/07/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
06/07/2021	SINV01801825	Ian Smith Group Ltd	Stationery - Paper	£23.50	£4.70	£28.20	BACS
06/07/2021	K28930	Ernest Doe & Sons Ltd	Replacement Strimmer Head	£12.65	£2.53	£15.18	BACS
30/07/2021	K30623	Ernest Doe & Sons Ltd	Blades for Mower	£83.13	£16.63	£99.76	BACS
09/07/2021	53239	Chase Timber Products	Churchyard Event	£44.30	£8.87	£53.17	BACS
12/07/2021	219118	Fengate Fasteners Ltd	PPE & Consumables	£279.82	£52.61	£332.43	BACS
26/07/2021	220143	Fengate Fasteners Ltd	Christmas Lighting	£983.49	£196.70	£1,180.19	BACS
12/07/2021	SI17036	Weeting Tyres Ltd	Puncture Repair - Gator	£28.00	£5.60	£33.60	BACS
13/07/2021	SM23771	Rialtas Business Sols.	Software Support	£260.00	£52.00	£312.00	BACS
21/07/2021	73030	The CDS Group	New Cemetery Design Fees	£875.00	£175.00	£1,050.00	BACS
23/07/2021	ETUK10997	EasTec UK Ltd	Staff Training - M Goodson	£355.50	£71.10	£426.60	BACS
23/07/2021	42	Brandon Electrical Sers.	Annual PAT Testing	£131.76	£26.35	£158.11	BACS
26/07/2021	107591	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
31/07/2021	20210000716	Finevale Service Station	Fuel	£259.62	£51.92	£311.54	BACS
05/08/2021		HMRC	NICS	£1,585.54	£0.00	£1,585.54	BACS
02/08/2021	2021/007	Church Institute	Hire of Hall for Council Meet.	£30.00	£0.00	£30.00	BACS
13/08/2021		Mangles P & D	Final Payment - P & D at OSH	£4,850.00	£0.00	£4,850.00	BACS
16/08/2021		Mr Ronald Coker	Relinquished Ashes Plot	£43.75	£0.00	£43.75	BACS
20/08/2021		Mr G Cock	Reim. - CCTV, MEWP Licence	£237.20	£0.24	£237.44	BACS
14/06/2021	1170451551	Trade UK	Compost for Planters	£58.00	£11.60	£69.60	Direct Debit
17/06/2021	1171507518	Trade UK	Notice Board Refurb.	£18.34	£3.66	£22.00	Direct Debit
17/06/2021	1171507526	Trade UK	Trailer Hitchlock	£41.26	£8.24	£49.50	Direct Debit
19/07/2021	H1A16DF413	E.ON	Electric OSH	£94.72	£4.74	£99.46	Direct Debit
27/07/2021	H1A1E395BC	E.ON	Electric Cemetery Yard	£10.47	£0.52	£10.99	Direct Debit
28/07/2021	H1A1FEAB00	E.ON	Electric Pillar 8 Market Hill	£14.68	£0.73	£15.41	Direct Debit
28/07/2021	H1A1FDE327	E.ON	Electric Pillar 9 Market Hill	£3.37	£0.17	£3.54	Direct Debit
06/08/2021	H1A27AED7F	E.ON	Electric New Yard	£57.46	£2.87	£60.33	Direct Debit
20/07/2021	962731554	British Gas	Gas OSH	£23.45	£1.17	£24.62	Direct Debit
21/07/2021	M044 AB	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/07/2021	M020 X2	BT	Phone OSH	£19.74	£3.95	£23.69	Direct Debit
05/08/2021	Q014 59	BT	Phone OSH	£162.77	£32.55	£195.32	Direct Debit
05/08/2021	97343636	Quadiant UK Ltd	Postage	£0.57	£0.00	£0.57	Direct Debit
04/08/2021	115981	Cranberry Comms.	Microsoft 365 Subscription	£70.96	£14.19	£85.15	Direct Debit

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07/08/2021		Siemens	Photocopier - Quarterly Rental	£512.00	£102.40	£614.40	Direct Debit
16/08/2021		Creative Pension Trust	Pensions - June	£459.52	£0.00	£459.52	Direct Debit
16/08/2021		Creative Pension Trust	Pensions - July	£424.38	£0.00	£424.38	Direct Debit
18/08/2021	1105079	Everflow	Water OSH	£16.83	£0.00	£16.83	Direct Debit
28/08/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
14/06/2021	3754 AGQ475	Travis Perkins Ltd	Brandon Festival Entry	£71.70	£14.34	£86.04	BACS
06/07/2021	3754 AGS197	Travis Perkins Ltd	Water Softener - OSH	£27.08	£5.42	£32.50	BACS
29/07/2021	3754 AGT921	Travis Perkins Ltd	Door Furniture - OSH	£17.99	£3.60	£21.59	BACS
17/06/2021	104391	Thetford Garden Centre	Plant Food & Compost	£29.94	£5.99	£35.93	BACS
28/07/2021	104409	Thetford Garden Centre	Weedkiller	£33.32	£6.66	£39.98	BACS
02/08/2021	488872	Ben Burgess	Gator Service	£456.40	£91.28	£547.68	BACS
04/08/2021	K30934	Ernest Doe & Sons Ltd	Repair to Mower	£332.26	£66.45	£398.71	BACS
06/08/2021	K31112	Ernest Doe & Sons Ltd	Engine Oil	£25.00	£5.00	£30.00	BACS
10/08/2021	K31309	Ernest Doe & Sons Ltd	Repair to Strimmer	£128.27	£25.65	£153.92	BACS
09/08/2021	INV-0986	Buyer Direct Ltd	Four Gazebos	£1,790.00	£358.00	£2,148.00	BACS
09/08/2021	1085335489	Stannah Lift Services Ltd	Repair to Lift	£357.26	£71.45	£428.71	BACS
13/08/2021	SINV-2021-1	Wittam IT	Website Consultation	£30.00	£0.00	£30.00	BACS
11/08/2021		Mrs A Barnes	Reimbursement - Storage Box	£33.29	£0.00	£33.29	BACS
21/08/2021	107687	Bearing Supplies Ltd	Bearings for Mower	£32.23	£6.45	£38.68	BACS
23/08/2021	107626	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
27/08/2021	2021050237	Quadient UK Ltd	Hire of Franking Machine	£444.42	£88.88	£533.30	BACS
31/08/2021	20210000821	Finevale Service Station	Fuel	£124.44	£24.90	£149.34	BACS
05/09/2021		HMRC	NICS	£1,684.39	£0.00	£1,684.39	BACS

11 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JUNE 2021

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

12 GRANT APPLICATION discussion to consider S137 grant from Pumpkin Events.

Cllr Etherington introduced the subject. Cllr Wittam suggested that given it was a good cause and we had the monies available we should give the whole amount. Cllr Annear asked what the grant money would actually be used for and Cllr Etherington being treasurer answered that it would be for entertainers at the festival. Cllr Wittam proposed payment of £1300 and a vote ensued.

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/72/13/Sep/21**

CARRIED: By majority vote: 11 for, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM PUMPKIN EVENTS FOR £1300.

13 TO NOTE MINUTES OF PLANNING COMMITTEE of 6th September 2021.

Cllr Wittam asked Cllr Brabbs for a report on the applications received. Cllr Brabbs gave a brief outline of the applications and the decisions made. Cllr Ridgwell queried the details of the Small Fen Lane application. Cllr Brabbs and Cllr Skinner explained the nature and extent of the planned Roots and Boots forest school.

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14 TO DISCUSS, formulate and comment on Planning Application DC/21/0761/FUL – Breckland Bingo and Social Club, London Road, Brandon.

Cllr Palmer stated that as he was a member of West Suffolk Committee which would be dealing with this application, he would be noting the debate but not taking part in any voting.

Cllr Skinner handed the debate over to Cllr Brabbs who outlined the possible problems with the development. Cllr Lukaniuk stated he supported the development and the possible benefits that maybe achieved.

Cllr Vant declared a non-pecuniary interest and expressed concern at the discrepancy between the block plan as submitted by the developer and the title deeds of the land. Cllr Wittam requested that the issues are brought before West Suffolk Planning Committee to be dealt with.

Cllr Annear commented that she could see problems with vehicles accessing the property from Coulson Lane as the path was not wide enough and considerable money had been spent on the new pathway. Cllr Lukaniuk stated that if there were any discrepancies, we should let West Suffolk Council deal with them.

Cllr Etherington informed the meeting that Brandon Town Council should not totally support the planning application whilst there are remaining issues. She expressed concern of the waste truck parking on London Road whilst bins were collected and emptied which would be extremely dangerous.

Cllr Lukaniuk and Cllr Wittam stated that it was an opportunity to get the flint wall repaired if the development was approved. Cllr Annear stated that the wall in question is outside of the development area and did not belong to the developers. Cllr Ridgwell made similar comments to those that Cllr Annear had made earlier about the cost of the new pathway.

A member of the public added their comments regarding the rights of access along the rear footpath. It was agreed that the Brandon Town Council will approve the planning application in principal but cannot support the application until the following issues have clarified:- 1, discrepancy between the land registry title deeds and the outline plans submitted by the developer are resolved 2, use of the bridleway at the rear of the development as a means of main vehicular access to the rear properties, 3, a comprehensive investigation into the possible presence of World War II munitions, 4, an investigation is made to the use of the bingo hall car park as a soakaway for surface water from London Road.

A vote ensued on supporting the application.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/73/13/Sep/21**

FAILED: 6 against, 4 for, 1 abstention, 1 not voting due to a declared interest.

A further vote ensued on supporting the application on principle but objecting until the list of issues have been rectified.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTC/74/13/Sep/21**

CARRIED: By majority vote: 9 for, 1 against, 1 not voting due to a declared interest.

Signed.....

15 RESOLUTION from Cllr P Etherington No. 392

Brandon Town Council resolves to instruct HugoFox to do a complete website build and set up including the purchase of the domain address for BTC website at a cost of £399 + VAT plus £29.99 + VAT per month and so provide a website to be managed by office staff.

Cllr Etherington put the resolution to Council and a vote ensued.

Seconder: Cllr S Annear

Resolution Record No: **BTC/75/13/Sep/21**

CARRIED: By majority vote: 8 for, 3 abstentions, 1 not voting due to a declared interest.

BRANDON TOWN COUNCIL RESOLVES TO INSTRUCT HUGOFOX TO DO A COMPLETE WEBSITE BUILD AND SET UP INCLUDING THE PURCHASE OF THE DOMAIN ADDRESS FOR BTC WEBSITE AT A COST OF £399 + VAT PLUS £29.99 + VAT PER MONTH AND SO PROVIDE A WEBSITE TO BE MANAGED BY OFFICE STAFF.

16 DISCUSSION for Brandon Town Council to undertake to treat the growth of weeds in Brandon High Street, three times per year and to be trialled for three years.

Cllr Skinner stated that he had been in talks with Cllr Lukaniuk, who would like Brandon Town Council to treat the growth of the weeds in the High Street. Cllr Skinner stated he was not against the idea but there were issues that needed clarifying before a vote takes place. Cllr Skinner queried if we would actually be covered by our insurance spraying weeds as some of the land is private property and he also wondered if the shop owners would be in agreement with the spraying of the weeds. Cllr Etherington again stated she was not disagreeing to the weeds being sprayed but there were other areas in Brandon that were in more need of weed spraying than the High Street and thought that it needed looking at on a much larger scale as our job is to look after all the people of Brandon not just those on the High Street. Cllr Etherington suggested that Brandon Town Council staff could spray all the weeds in Brandon, but monies would need to be reimbursed from West Suffolk Council and this would mean taking on more staff. Cllr Lukaniuk stated it was Brandon Town Council's civic responsibility to ensure the pathways are kept clean and tidy and requested monies from the High Street Christmas lighting budget be used to spray the weeds. Cllr Annear and Cllr Brabbs commented it was Suffolk County Council's responsibility. Cllr Lukaniuk stated he would be putting the item on as a resolution next month. Cllr Skinner asked the Clerk to obtain information about insurance.

Cllr Skinner proposed that the meeting continued beyond the two-hour limit. A vote ensued.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/76/13/Sep/21**

CARRIED: By majority vote: 11 for, 1 against.

17 A vote of no confidence in Councillor Wittam, as Town and District representative, for bringing Brandon Town Council into disrepute by displaying conduct out of line with the Nolan Principles for Councillors in public office, by expressing a desire to 'smash the Rev Dennis' teeth out.'

Cllr Skinner proposed that a vote take place. Cllr Wittam stated that a vote cannot take place without giving him an opportunity to speak. He stated that this agenda item is liable and he has sought advice from his solicitor on the matter and on the advice given is very much of a mind to take legal action against Brandon Town Council. He therefore suggested that the agenda item is withdrawn and both the Chair and Vice Chair apologise.

Signed.....

Cllr Wittam further stated that if the agenda item went ahead and a vote of no confidence is passed by the majority of Brandon Town Council, that it will not cause him to resign as a Councillor. Cllr Lukaniuk asked who's motion it was. Cllr Etherington stated that it was her motion and as a Council everyone suffered from both Cllr Lukaniuk's and Cllr Wittam's behaviour and that neither of them abide by the Nolan Principles and this would allow Councillors to distance themselves from both Cllr Lukaniuk and Cllr Wittam and their behaviour. Cllr Etherington also stated that she had had numerous complaints from the public about their behaviour. A heated discussion between Councillors continued. Cllr Lukaniuk asked the motion to be dropped. Cllr Skinner proposed a vote take place but was willing to remove both item 17 and 18 from the agenda if Cllr Wittam apologised to the Rev Dennis for what he had said and Cllr Lukaniuk to apologise to the new Councillors for what he had written about them in the Brandon Life. Cllr Wittam and Cllr Lukaniuk were excused for a couple of minutes. Cllr Wittam returned and spoke to the Rev Dennis. Cllr Lukaniuk then apologised to the people of Brandon for offending them and to the new Councillors for what he had written. Cllr Skinner accepted both Cllr Lukaniuk's and Cllr Wittam's apologies and asked for a promise that it will not happen again. The Councillors reluctantly accepted the apologies.

- 18** A vote of no confidence in Councillor Lukaniuk, as Town, District and County representative, for bringing Brandon Town Council into disrepute by displaying conduct out of line with the Nolan Principles for Councillors in public office. Increasing numbers of people have complained of Cllr Lukaniuk's Brandon Life column, in which he accuses new members of the Council of 'being devoid of any new ideas, refusing to change and sticking to the same old dogma, unwilling to help, head in the sand mentality and blaming others.'

This item was discussed under item 17.

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 P Wittam

Resolution Record No: **BTC/77/13/Sep/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 13th September 2021 at 7pm

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

20 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 12th July 2021.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/78/13/Sep/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 12TH JULY 2021 BE APPROVED.

21 QUOTES

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

Councillors considered the costs brought before Council for pollarding the trees based on a four-year cycle. A general debate took place regarding the provision of a four-year contract and the involvement of the tree officer in determining the quantity of trees to be pollarded each year. It was generally accepted that more information was required from the two contractors that had quoted. This was to be based on a per tree rate and not the total quantity of trees. The Clerk is to obtain this information.

22 MATTERS ARISING

A letter from a resident had been received regarding an eviction notice by Suffolk County Council. Some Councillors were aware of the circumstances and current situation of the gentleman. Other Councillors had already acted in regard of this issue. Further negotiation with Suffolk County Council would be taken by individual Councillors.

The meeting closed at 10.00pm

Signed.....



BRANDON

TOWN COUNCIL

Town Clerks Report

The weather has in the most part changed. We have moved from Summer into Autumn with all that brings in the coming months ahead.

The grass is slowly starting to grow less, which allows the Towns Keepers to tackle some of the other work which has been awaiting them.

The winter bedding plants will some be arriving which will give some colour in Brandon during the colder months of the year.

Whilst mentioning the planters it seems that a minority still feel it their duty to use planting as rubbish bins, or to remove the plants, for what reason I do not know. This is particularly noticeable on Market Hill where one planter is continually targeted, but other areas of Brandon have similarly been attacked. Badly affected was the Friendly Bench in Bury Road which was immediately following its opening.

Suffolk County Council have the power to fine those observed littering £175.00 for each offence, up to a maximum of £2,500.00. Theft and Criminal Damage is an offence that will be dealt with by the Police and Criminal Justice system via the Courts.

On a more pleasant note, the season brings several events which I would ask you to support. These being the Pumpkin Festival at the Country Park, The Remembrance Day Service and Christmas on the Hill.

Being involved in the Planning of the Christmas event, I can assure everyone this will be a great event with something for everyone. Watch out for more information over the coming weeks.

The Council is currently consulting with the residents regarding the development of the New Cemetery, please make sure you take time to see what is proposed, or attend the Public Meeting at the Church Institute.

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

This will ensure that they are attended to more quickly and efficiently, as they are authorised and equipped to resolve these matters, Brandon Town Council is not.

Report for October Council Meeting

PE

Penny Etherington

Mon 04/10/2021 11:48

To: Graham Cock



BRANDON RAILWAY STATION

I had a conversation with Sarah Williams from Castle View Charitable Services who has been asked by The Suffolk Building Preservation Trust to look into producing a viability study with regard to preserving the station. We talked about:

- Need to provide compelling reason why Greater Anglia should get on and repair the roof, which is their responsibility
- Outcome of Holbrooks will have a bearing on what might be done
- Need local people's views/feedback/support - have a display, questionnaire on Market Hill
- Following chats with various people who would like to see the station saved, these ideas had been put forward:
 1. Station Master's House - Airbnb
 2. Remaining rooms for community use, toilet facilities, waiting room, refreshments (maybe an existing cafe in Brandon would be interested)
 3. Tourist Information desk
 4. Bike Hire - Sarah to make contact with High Lodge Bike Hire
 5. Dad's Army, heritage display
 6. Youth Hostel accommodation
 7. Taxi desk
- Possibly run the station with one employee plus volunteers

This was passed on to our Norfolk half of the team and a meeting would be held when further information had been gathered

Cllr Penny Etherington

September 2021

If you are not the named recipient of this email, please delete it now and inform the person that sent it.

[Reply](#) | [Forward](#)

Accounts for Payment September 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
13/09/2021	2021/023	Church Institute	Hire of Hall for Council Meet.	£60.00	£0.00	£60.00	BACS
16/09/2021		Pumpkin Events	Grant	£1,300.00	£0.00	£1,300.00	BACS
15/09/2021		Mr G Cock	Reim. - Zoom, D.O, Combi Drill	£382.18	£65.00	£447.18	BACS
15/09/2021	BC210937	Link Global Services Ltd	Christmas Lighting	£2,946.75	£589.35	£3,536.10	BACS
17/09/2021	44819	City B Group Ltd	Gazebo Weights	£532.00	£106.40	£638.40	BACS
23/07/2021	1181541182	Trade UK	Parts for Hoover	£8.04	£1.61	£9.65	Direct Debit
10/08/2021	299173	Corona Corporate Sols.	Photocopier - Copies	£222.78	£44.56	£267.34	Direct Debit
17/08/2021		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit
20/08/2021	959762762	British Gas	Gas OSH	22.79	1.13	23.92	Direct Debit
26/08/2021		Creative Pension Trust	Pensions - August	£441.94	£0.00	£441.94	Direct Debit
23/09/2021		Creative Pension Trust	Pensions - September	£461.16	£0.00	£461.16	Direct Debit
21/08/2021	M045 EY	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/08/2021	M021 OR	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
27/08/2021	H1A38C0E02	E.ON	Electric Cemetery Yard	£11.43	£0.57	£12.00	Direct Debit
28/08/2021	H1A3A19032	E.ON	Electric Pillar 9 Market Hill	£4.57	£0.23	£4.80	Direct Debit
29/08/2021	H1A3A491B9	E.ON	Electric Pillar 8 Market Hill	£13.72	£0.69	£14.41	Direct Debit
08/09/2021	H1A2FF7762	E.ON	Electric OSH 19/7/21 - 7/9/21	£158.00	£7.90	£165.90	Direct Debit
01/09/2021	116025	Cranberry Comms.	Microsoft 365 Subscription	£108.80	£21.76	£130.56	Direct Debit
13/09/2021	97343638	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/09/2021	1149944	Everflow	Water OSH	£17.21	£0.00	£17.21	Direct Debit
28/09/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
30/09/2021		Unity Bank Trust	Bank Charges	£37.10		£37.10	Direct Debit
30/04/2021		Brandon Bowling Club	Water New Yard	£27.97	£0.00	£27.97	BACS
02/09/2021	K32894	Ernest Doe & Sons Ltd	Belt for Mower	£30.30	£6.06	£36.36	BACS
09/09/2021	K33358	Ernest Doe & Sons Ltd	Belt for Mower	£40.14	£8.03	£48.17	BACS
14/09/2021	K33610	Ernest Doe & Sons Ltd	PPE - Safety Boots	£60.00	£12.00	£72.00	BACS

Accounts for Payment September 2021

28/09/2021	K34364	Ernest Doe & Sons Ltd	Oil for Mower	£9.26	£1.85	£11.11	BACS
29/09/2021	K34434	Ernest Doe & Sons Ltd	Air Filter for Gator	£18.71	£3.74	£22.45	BACS
30/09/2021	K34513	Ernest Doe & Sons Ltd	Strimmer Line	£71.09	£14.22	£85.31	BACS
06/09/2021	222742	Fengate Fasteners Ltd	PPE, Xmas Light, Consumbles	£270.61	£54.12	£324.73	BACS
30/09/2021	224391	Fengate Fasteners Ltd	Christmas Lighting	£629.24	£125.85	£755.09	BACS
30/09/2021	224392	Fengate Fasteners Ltd	Consumables	£110.78	£22.16	£132.94	BACS
09/09/2021	63453	Blademaster	Hedge Cutter Service	£15.00	£3.00	£18.00	BACS
10/09/2021	509578994	WPS Hallam Ins. Brokers	Insurance - Cherry Picker Xmas	£16.83	£0.00	£16.83	BACS
10/09/2021	SINV01811906	Ian Smith Group	A4 Paper	£23.50	£4.70	£28.20	BACS
10/09/2021	SINV01811907	Ian Smith Group	Stationery	£14.68	£2.94	£17.62	BACS
15/09/2021	SINV01812623	Ian Smith Group	Toilet Paper	£8.99	£1.80	£10.79	BACS
15/09/2021	53910	Chase Timber Products	Christmas Lighting	£57.00	£11.40	£68.40	BACS
17/09/2021	1085347607	Stannah Lift Services Ltd	Quarterly Lift Service	£116.67	£23.33	£140.00	BACS
20/09/2021	101005	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
29/09/2021	101023	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
23/09/2021	SB20213150	PKF Littlejohn LLP	External Audit	£840.00	£168.00	£1,008.00	BACS
23/09/2021	8	Brandon Rem. Play. Flds.	Rent for New Yard	£500.00	£0.00	£500.00	BACS
30/09/2021		Kevin Green Hist. Build.	Repair to Churchyard Wall	£4,320.00	£0.00	£4,320.00	BACS
30/09/2021	25125	S.A.L.C.	Payroll Service - 6 Months	£192.00	£38.40	£230.40	BACS
30/09/2021		Mr S Skinner	Reimbursement - Xmas Pres.	£41.32	£1.54	£42.86	BACS
30/09/2021		Mr G Cock	Reim. - Printing N.C./Xmas	£94.21	£0.52	£94.73	BACS
30/09/2021	20210000921	Finevale Service Station	Fuel	£113.79	£22.75	£136.54	BACS
05/10/2021		HMRC	NICS	£1,791.93	£0.00	£1,791.93	BACS

16/09/2021

Brandon Town Council 2021/22

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Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration							
1176 Precept	286,001	292,403	286,137	(6,266)			
1177 Misc Income	10,164	0	0	0			
1180 Room Hire	390	90	480	390			
1190 Interest on Investments	163	5	0	(5)			
Administration :- Income	296,718	292,498	286,617	(5,881)			0
1101 Insurances	6,416	6,467	6,736	269		269	
1110 Audit Fees (External)	1,560	(1,360)	1,500	2,860		2,860	
1111 Audit Fees (Internal)	860	510	1,000	490		490	
1120 Legal Fees	3,700	2,691	3,200	509		509	
1125 Website Upkeep	362	0	300	300		300	
1130 Office Equipment/Furniture	124	0	400	400		400	
1131 Computer Equipment	75	274	2,500	2,226		2,226	
1132 Stationery	265	110	500	390		390	
1133 Payroll	386	0	500	500		500	
1138 Misc Expenses	540	90	600	510		510	
1140 Staff Training	1,167	82	1,500	1,418		1,418	
1141 Councillor Training	75	625	500	(125)		(125)	
1142 Chairman's Allowance	0	0	200	200		200	
1143 SW/HW Support	2,959	687	2,000	1,313		1,313	
1144 SALC/NALC	0	1,236	1,300	64		64	
1145 Subscriptions	1,518	116	500	384		384	
1146 Information/Books/Software etc	380	407	100	(307)		(307)	
1148 Lift servicing	652	209	1,000	791		791	
1150 Advertising	374	0	300	300		300	
1156 Postage	637	150	1,000	850		850	
1160 Mileage	25	195	150	(45)		(45)	
1165 Photocopier Rental	1,913	472	1,500	1,028		1,028	
1166 Photocopier Charges	483	191	600	409		409	
1167 Election Costs	0	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,273	343	1,000	657		657	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	37	250	213		213	
Administration :- Indirect Expenditure	25,844	13,533	35,136	21,603	0	21,603	0
Net Income over Expenditure	270,873	278,965	251,481	(27,484)			
102 Staff							
1201 Staff Salaries (Gross)	70,227	27,173	105,849	78,676		78,676	
1202 LGA Superannuation	3,932	630	3,176	2,546		2,546	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1203 NI Contributions	14,317	4,854	14,819	9,965		9,965	
Staff :- Indirect Expenditure	<u>88,476</u>	<u>32,657</u>	<u>123,844</u>	<u>91,187</u>	<u>0</u>	<u>91,187</u>	<u>0</u>
Net Expenditure	<u>(88,476)</u>	<u>(32,657)</u>	<u>(123,844)</u>	<u>(91,187)</u>			
<u>103 PWLB</u>							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	<u>13,559</u>	<u>0</u>	<u>13,600</u>	<u>13,600</u>	<u>0</u>	<u>13,600</u>	<u>0</u>
Net Expenditure	<u>(13,559)</u>	<u>0</u>	<u>(13,600)</u>	<u>(13,600)</u>			
<u>104 Grants</u>							
1401 Grants	29,028	0	29,028	29,028		29,028	
1402 S137	9,700	525	10,000	9,475		9,475	
Grants :- Indirect Expenditure	<u>38,728</u>	<u>525</u>	<u>39,028</u>	<u>38,503</u>	<u>0</u>	<u>38,503</u>	<u>0</u>
Net Expenditure	<u>(38,728)</u>	<u>(525)</u>	<u>(39,028)</u>	<u>(38,503)</u>			
<u>201 Cemetery/Town</u>							
2177 Burial Fees	10,526	3,000	10,000	7,000			
2178 Ashes Interment Fees	4,256	896	4,000	3,104			
2179 Memorial Fees	2,753	148	2,000	1,852			
Cemetery/Town :- Income	<u>17,535</u>	<u>4,044</u>	<u>16,000</u>	<u>11,956</u>			<u>0</u>
2101 Cemetery/Town Costs	4,441	1,366	4,000	2,634		2,634	
2107 Cemetery Works	739	675	25,000	24,325		24,325	
2110 Water Charges (Cemetery/OSH)	357	80	500	420		420	
2111 Electricity	1,459	531	750	219		219	
2116 Garage Rental	500	0	500	500		500	
2131 New Equipment	(168)	9,400	1,000	(8,400)		(8,400)	
2132 Trade Waste	1,402	520	2,000	1,480		1,480	
2133 Bus Shelter Cleaning	200	100	200	100		100	
2140 Town Keepers Mobile Calls	0	30	0	(30)		(30)	
Cemetery/Town :- Indirect Expenditure	<u>8,930</u>	<u>12,702</u>	<u>33,950</u>	<u>21,248</u>	<u>0</u>	<u>21,248</u>	<u>0</u>
Net Income over Expenditure	<u>8,605</u>	<u>(8,658)</u>	<u>(17,950)</u>	<u>(9,292)</u>			
<u>301 Old School House</u>							
3110 Gas Supply	790	220	800	580		580	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	0	100	100		100	

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

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	280	1,000	720		720	
3117 Water charges OSH	132	85	250	165		165	
3120 Window Cleaning	198	73	250	177		177	
3125 Fire Extinguisher Servicing	184	251	200	(51)		(51)	
3178 Old School House Maintenance	1,773	1,383	1,000	(383)		(383)	
Old School House :- Indirect Expenditure	4,129	2,292	3,700	1,408	0	1,408	0
Net Expenditure	(4,129)	(2,292)	(3,700)	(1,408)			
401 General							
2121 Machinery Servicing	20	80	500	420		420	
2122 Fuel & Oil	970	465	1,500	1,035		1,035	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	1,162	13	1,000	988		988	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	175	(25,862)	200	26,062		26,062	
4102 Christmas Lighting	2,241	(24,986)	6,000	30,986		30,986	
4104 Truck Maintenance & Tax	50	269	500	231		231	
4105 Town Clock Repairs	0	0	500	500		500	
4110 Civic Expenditure	7	120	0	(120)		(120)	
4112 Events	3,036	(12,400)	4,000	16,400		16,400	
General :- Indirect Expenditure	7,660	(62,301)	17,060	79,361	0	79,361	0
Net Expenditure	(7,660)	62,301	(17,060)	(79,361)			
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	124	1,200	1,076		1,076	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	174	124	10,900	10,776	0	10,776	0
Net Expenditure	(174)	(124)	(10,900)	(10,776)			
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 31/07/2021

Month No: 4

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	296,542	302,617	6,075			
Expenditure	212,538	(469)	303,218	303,687	0	303,687	
Net Income over Expenditure	<u>101,715</u>	<u>297,011</u>	<u>(601)</u>	<u>(297,612)</u>			
Movement to/(from) Gen Reserve	<u>101,715</u>	<u>297,011</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration							
1176 Precept	286,001	292,403	286,137	(6,266)			
1177 Misc Income	10,164	0	0	0			
1180 Room Hire	390	130	480	350			
1190 Interest on Investments	163	5	0	(5)			
Administration :- Income	296,718	292,538	286,617	(5,921)			0
1101 Insurances	6,416	6,467	6,736	269		269	
1110 Audit Fees (External)	1,560	(1,360)	1,500	2,860		2,860	
1111 Audit Fees (Internal)	860	510	1,000	490		490	
1120 Legal Fees	3,700	2,691	3,200	509		509	
1125 Website Upkeep	362	0	300	300		300	
1130 Office Equipment/Furniture	124	0	400	400		400	
1131 Computer Equipment	75	274	2,500	2,226		2,226	
1132 Stationery	265	110	500	390		390	
1133 Payroll	386	0	500	500		500	
1138 Misc Expenses	540	90	600	510		510	
1140 Staff Training	1,167	82	1,500	1,418		1,418	
1141 Councillor Training	75	625	500	(125)		(125)	
1142 Chairman's Allowance	0	0	200	200		200	
1143 SW/HW Support	2,959	758	2,000	1,242		1,242	
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	209	1,000	791		791	
1150 Advertising	374	0	300	300		300	
1156 Postage	637	151	1,000	849		849	
1160 Mileage	25	195	150	(45)		(45)	
1165 Photocopier Rental	1,913	984	1,500	516		516	
1166 Photocopier Charges	483	191	600	409		409	
1167 Election Costs	0	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,273	565	1,000	435		435	
2131 New Equipment	0	0	2,000	2,000		2,000	
4113 Bank Charges	99	37	250	213		213	
Administration :- Indirect Expenditure	25,844	14,344	35,136	20,792	0	20,792	0
Net Income over Expenditure	270,873	278,194	251,481	(26,713)			
102 Staff							
1201 Staff Salaries (Gross)	70,227	33,949	105,849	71,900		71,900	
1202 LGA Superannuation	3,932	1,626	3,176	1,550		1,550	

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1203 NI Contributions	14,317	4,854	14,819	9,965		9,965	
Staff :- Indirect Expenditure	<u>88,476</u>	<u>40,429</u>	<u>123,844</u>	<u>83,415</u>	<u>0</u>	<u>83,415</u>	<u>0</u>
Net Expenditure	<u>(88,476)</u>	<u>(40,429)</u>	<u>(123,844)</u>	<u>(83,415)</u>			
<u>103 PWLB</u>							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	<u>13,559</u>	<u>0</u>	<u>13,600</u>	<u>13,600</u>	<u>0</u>	<u>13,600</u>	<u>0</u>
Net Expenditure	<u>(13,559)</u>	<u>0</u>	<u>(13,600)</u>	<u>(13,600)</u>			
<u>104 Grants</u>							
1401 Grants	29,028	0	29,028	29,028		29,028	
1402 S137	9,700	525	10,000	9,475		9,475	
Grants :- Indirect Expenditure	<u>38,728</u>	<u>525</u>	<u>39,028</u>	<u>38,503</u>	<u>0</u>	<u>38,503</u>	<u>0</u>
Net Expenditure	<u>(38,728)</u>	<u>(525)</u>	<u>(39,028)</u>	<u>(38,503)</u>			
<u>201 Cemetery/Town</u>							
2177 Burial Fees	10,526	3,750	10,000	6,250			
2178 Ashes Interment Fees	4,256	1,412	4,000	2,588			
2179 Memorial Fees	2,753	412	2,000	1,588			
Cemetery/Town :- Income	<u>17,535</u>	<u>5,574</u>	<u>16,000</u>	<u>10,426</u>			<u>0</u>
2101 Cemetery/Town Costs	4,441	1,388	4,000	2,612		2,612	
2107 Cemetery Works	739	675	25,000	24,325		24,325	
2110 Water Charges (Cemetery/OSH)	357	80	500	420		420	
2111 Electricity	1,459	577	750	173		173	
2116 Garage Rental	500	0	500	500		500	
2131 New Equipment	(168)	9,400	1,000	(8,400)		(8,400)	
2132 Trade Waste	1,402	590	2,000	1,410		1,410	
2133 Bus Shelter Cleaning	200	100	200	100		100	
2140 Town Keepers Mobile Calls	0	30	0	(30)		(30)	
Cemetery/Town :- Indirect Expenditure	<u>8,930</u>	<u>12,840</u>	<u>33,950</u>	<u>21,110</u>	<u>0</u>	<u>21,110</u>	<u>0</u>
Net Income over Expenditure	<u>8,605</u>	<u>(7,266)</u>	<u>(17,950)</u>	<u>(10,684)</u>			
<u>301 Old School House</u>							
3110 Gas Supply	790	243	800	557		557	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	68	0	100	100		100	

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	374	1,000	626		626	
3117 Water charges OSH	132	102	250	148		148	
3120 Window Cleaning	198	73	250	177		177	
3125 Fire Extinguisher Servicing	184	251	200	(51)		(51)	
3178 Old School House Maintenance	1,773	6,388	1,000	(5,388)		(5,388)	
Old School House :- Indirect Expenditure	<u>4,129</u>	<u>7,432</u>	<u>3,700</u>	<u>(3,732)</u>	<u>0</u>	<u>(3,732)</u>	<u>0</u>
Net Expenditure	<u>(4,129)</u>	<u>(7,432)</u>	<u>(3,700)</u>	<u>3,732</u>			
401 General							
2121 Machinery Servicing	20	113	500	387		387	
2122 Fuel & Oil	970	465	1,500	1,035		1,035	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	1,162	13	1,000	988		988	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	175	(25,862)	200	26,062		26,062	
4102 Christmas Lighting	2,241	(24,907)	6,000	30,907		30,907	
4104 Truck Maintenance & Tax	50	269	500	231		231	
4105 Town Clock Repairs	0	0	500	500		500	
4110 Civic Expenditure	7	151	0	(151)		(151)	
4112 Events	3,036	(12,400)	4,000	16,400		16,400	
General :- Indirect Expenditure	<u>7,660</u>	<u>(62,158)</u>	<u>17,060</u>	<u>79,218</u>	<u>0</u>	<u>79,218</u>	<u>0</u>
Net Expenditure	<u>(7,660)</u>	<u>62,158</u>	<u>(17,060)</u>	<u>(79,218)</u>			
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	182	1,200	1,018		1,018	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<u>174</u>	<u>182</u>	<u>10,900</u>	<u>10,718</u>	<u>0</u>	<u>10,718</u>	<u>0</u>
Net Expenditure	<u>(174)</u>	<u>(182)</u>	<u>(10,900)</u>	<u>(10,718)</u>			
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	<u>25,037</u>	<u>(0)</u>	<u>26,000</u>	<u>26,000</u>	<u>0</u>	<u>26,000</u>	<u>0</u>
Net Expenditure	<u>(25,037)</u>	<u>0</u>	<u>(26,000)</u>	<u>(26,000)</u>			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	298,112	302,617	4,505			
Expenditure	212,538	13,595	303,218	289,623	0	289,623	
Net Income over Expenditure	<u>101,715</u>	<u>284,517</u>	<u>(601)</u>	<u>(285,118)</u>			
Movement to/(from) Gen Reserve	<u>101,715</u>	<u>284,517</u>					

Brandon Town Council
Planning Committee Meeting
Monday 4th October 2021

BRANDON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on
Monday 4th October 2021 at the Church Institute, Victoria Avenue, Brandon. IP27 0JA
at 7.00pm

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

1. APOLOGIES FOR ABSENCE

Cllr P Wittam, Cllr L Atkins

2. DECLARATIONS OF INTEREST

None.

3. TO RECEIVE, CONFIRM AND SIGN MINUTES of Planning Committee Meeting of
6th September 2021.

Proposer: Cllr J Lloyd-Blackwell

Seconded: Cllr S Annear

Resolution Record No: **BTCP/82/04/Oct/21**

CARRIED: Unanimous

THE PLANNING COMMITTEE RESOLVES THAT THE MINUTES OF THE
PLANNING COMMITTEE MEETING OF MONDAY 6TH SEPTEMBER 2021 BE
APPROVED.

4. PUBLIC PARTICIPATION

None.

5. PLANNING MATTERS

5.1 LIST OF APPLICATIONS FROM: 6/9/21 TO: 4/10/21

DC/21/1690/HH

Planning Application - Viewpoint, Coulson Lane, Brandon.

Small single storey side extension to provide toilet and shower room.

Cllr Brabbs introduced the application. Cllr Lukaniuk gave an overview of the development
which he believed did not present any issues.

Proposer: Cllr V Lukaniuk

Seconded: Cllr N Vant

Resolution Record No: **BTCP/83/04/Oct/21**

CARRIED: Unanimous - **SUPPORT**

Signed.....

DC/21/1756/FUL

Planning Application – Norfolk House, Lignacite, High Street, Brandon.

Conversion of existing workshop to sales office.

Cllr Brabbs introduced the application. Cllr Lukaniuk explained that the applicant has changed a number of the buildings uses and this is a continuation of that process.

Proposer: Cllr V Lukaniuk

Seconder: Cllr N Vant

Resolution Record No: **BTCP/84/04/Oct/21**

CARRIED: Unanimous – **SUPPORT**

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 Lukaniuk requested that the planning meetings be held prior to the Full Council meeting as this would lessen the number of evening meetings that members would have to attend. Cllr Brabbs stated that he would consider this suggestion.

Cllr Moore added that those working Councillors would find it difficult to get to a planning meeting prior to the Full Council meeting.

Cllr Lukaniuk informed Council that the Barclays Bank building appeared to have been sold and is being redeveloped. The scope of the development is as yet unknown.

Cllr Brabbs stated that no planning application had been received in respect of the building.

Cllr Lukaniuk informed the meeting that an application for an operator's licence at Frederick Hiam's had been noted in the local press. The application was for eight goods vehicles and fifteen trailers. No application had been received by Brandon Town Council.

The meeting closed at 7.14pm

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Monday 20th September 2021

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting
held on Monday 20th September 2021 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr S Skinner (Chair), Cllr S Annear, Cllr L Atkins, Mrs A Barnes, Cllr P Etherington,
Cllr J Hughes, Cllr V Lukaniuk, Cllr N Vant, Cllr P Wittam

1 APOLOGIES for absence and approval of reasons tendered.
Cllr D Palmer, Cllr Atkins arrived at 7.07pm.

2 DECLARATION OF INTEREST and additions to Members Register of Interest.
Cllr S Skinner – Non-pecuniary interest. Mrs A Barnes – Pecuniary interest.

3 TO RECEIVE, CONFIRM AND SIGN MINUTES

- Of the New Cemetery Working Party Meeting on 19th May 2021.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTCNC/79/20/Sep/21**

CARRIED: By majority vote: 6 for, 2 unable to vote.

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW
CEMETERY WORKING PARTY MEETING OF WEDNESDAY 19TH MAY 2021 BE
APPROVED

4 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: **BTCNC/80/20/Sep/21**

CARRIED: Unanimous

Cllr Atkins joined the meeting at 7.07pm.

5 TO DISCUSS the latest site layout, provided by CDS Group.

Cllr Skinner opened the discussion stating that following a meeting with CDS Group earlier in the
year, we now have a rough layout. A general discussion then ensued on the various aspects of the
project. Cllr Etherington offered to produce an A5 leaflet to be circulated throughout Brandon and to
manage a contact point on Market Hill on Thursday's and Saturday's.

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Monday 20th September 2021

- 6 TO EXAMINE AND DISCUSS** the schedule of costs, presented by CDS Group, and to propose further action.

A general discussion regarding the costings presented took place.

- 7 ANY OTHER BUSINESS**

None.

The meeting closed at 8.05pm

Signed.....