

Brandon Town Council
Full Council Meeting
Monday 3rd December 2018

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held on Monday 3rd December 2018 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr B Brabbs, Cllr P Callaghan, Cllr P Etherington, Cllr I Horner, Cllr T Kent,
Cllr V Lukaniuk, Cllr P MacLoughlin, Cllr D Palmer, Cllr P Ridgwell, Cllr R Silvester,
Cllr E Stewart, Cllr N Vant.

Also Present: 20+ members of the public.

1. **APOLOGIES FOR ABSENCE** and approval of reasons tendered.
Cllr S Smith unavoidably detained. Arrived at approximately 1945hrs.
2. **DECLARATION OF INTEREST** and additions to Members Register of Interest.
Cllr D Palmer – Reimbursement.
Cllr V Lukaniuk – non-pecuniary interest agenda item 19, Resolution 303.
3. **TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 5th November 2018.
Proposer: Cllr E Stewart
Seconder: Cllr D Palmer
Resolution Record No: **BTC/209/3/Dec/18**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 5TH NOVEMBER 2018 BE APPROVED.

4. **MATTERS ARISING** for information exchange only of the Full Council Meeting of 5th November.
- Cllr E Stewart's comments regarding the Barclays Bank Thetford and Barclays Bank Brandon, were discussed.
5. **TO RECEIVE A REPORT FROM RAF LAKENHEATH**
Sqd Leader Neilds reported Operation Point Blank involving the new RAF F35 from Marham has been carried out. He is aware of the problems caused on the A1065 and A1112 by the roadworks which has effected the entry to the base also. He has a meeting on Tuesday 4th with USAF to discuss the matter. Plane spotters on the A1065 have been causing problems by their locations which is being dealt with.

Signed.....

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- 6 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
- Parking in Manor House Close reported as not being satisfactory. Suffolk C.C. has been contacted. Cllr V Lukaniuk is to investigate.
 - Road markings on Bury Road are very poor. Cllr E Stewart has contacted Highways and reported this.
 - Roads in Weeting are in a poor condition and it is planned that they will be closed to be repaired.
 - 9 Styles Walk has been walked by Cllr P Ridgwell and reported there are steps so it is not wheelchair friendly.
 - The Council were asked what the cost of Elections are and when will the packs be going out.
 - The public are in support of further parking restrictions outside 75 High Street.
 - The Clerk was asked to further enquire of the replacement column No. 244 Heath Road.
 - It was requested that the Clerk contact the Flintknappers to stop their watering system due to icy conditions.
- 7 TO RECEIVE WRITTEN REPORTS** from County and District Councillors, Working Party and Community Groups Representatives.
Reports were received.
- 8 TO RECEIVE WRITTEN REPORTS** from the Town Clerk and the Chairman's Itinerary.
Reports were received.
- 9 CORRESPONDENCE** was received from:
- Forest Heath D.C. - Tree Preservation Order – passed by Forest Heath District Council.
 - Letter from Cllr R Silvester re parking in Coulson Lane – Cllr V Lukaniuk requested a time scale on works be carried out.
 - Wilton Bridge, Station Road (B1112), Lakenheath – Maintenance Works – this was noted.
 - Polling District Review – information was received.
- 10 URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
Cllr P Etherington reported an upgrade to alarm system is required at the cost of £366.00 to be actioned by Clerk.
- 11 ACCOUNTS** To approve the payments for November 2018
Proposer: Cllr E Stewart
Seconder: Cllr T Kent
Resolution Record No: **BTC/210/3/Dec/18**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE PAYMENTS FOR NOVEMBER 2018.

Signed.....

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Invoice Date	Invoice No	Supplier	Expenche Type	Nett	VAT	Gross	Payment
10/10/2018	104059	Thetford Garden Centre	War Memorial	£10.00	£2.00	£12.00	105354
15/10/2018	104063	Thetford Garden Centre	Town Costs	£6.87	£1.37	£8.24	105354
17/10/2018	104064	Thetford Garden Centre	Town Costs	£16.66	£3.33	£19.99	105354
11/10/2018	K64750	Ernest Doe	New Equipment	£700.00	£140.00	£840.00	105355
11/10/2018	K91260	Ernest Doe	Credit for Old Equipment	-£350.00	£0.00	-£350.00	105355
11/10/2018	K64751	Ernest Doe	Credit for Return	-£5.74	-£1.15	-£6.89	105355
15/10/2018	K64919	Ernest Doe	Spares	£7.89	£1.58	£9.47	105355
15/10/2018	K64920	Ernest Doe	Spares	£44.02	£8.80	£52.82	105355
31/10/2018	555675	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105356
08/11/2018	555686	J & D Green	Bus Shelter Cleaning	£50.00	£0.00	£50.00	105356
31/10/2018	20180001177	Finevale Service Station	Fuel	£117.13	£23.42	£140.55	105357
31/10/2018		G Cock	Reimbursement	£54.16	£10.83	£64.99	105358
08/11/2018		G Cock	Reimbursement	£57.64	£11.53	£69.16	105358
01/11/2018		Suffolk Cinema	One Year Membership	£30.00	£0.00	£30.00	105359
02/11/2018	3754 AEU976	Travis Perkins	War Memorial	£2.33	£0.47	£2.80	105360
02/11/2018		Royal British Legion	Poppy Wreaths Donation	£175.00	£0.00	£175.00	105361
02/11/2018	078S185510	EU Ltd	Spares	£90.00	£18.00	£108.00	105362
06/11/2018	BTM11317	Brandon town Mag.	Advertising	£143.90	£0.00	£143.90	105363
08/11/2018	8100	Mildenhall Monuments	War Memorial Plinth	£350.00	£70.00	£420.00	105364
12/11/2018	171921	Fengate Fasteners	Spares	£7.00	£1.40	£8.40	105365
12/11/2018	171922	Fengate Fasteners	Christmas Event	£3.18	£0.64	£3.82	105365
19/11/2018	172358	Fengate Fasteners	Christmas Event	£5.35	£1.07	£6.42	105365
12/11/2018	416004127	Denmans Electrical	Christmas Event	£2.44	£0.49	£2.93	105366
13/11/2018	416008510	Denmans Electrical	Christmas Event	£1,228.00	£245.60	£1,473.60	105366
15/11/2018	22161	Hyprosteps	Christmas Event	£16.00	£3.20	£19.20	105367
14/11/2018	416014262	Denmans Electrical	Christmas Event	£36.05	£7.21	£43.26	105368
15/11/2018	416017587	Denmans Electrical	Christmas Event	£17.44	£3.49	£20.93	105368
19/11/2018	2250	L S Electrical	OSH Maintenance	£65.00	£0.00	£65.00	105369
07/11/2018		D Palmer	Reimbursement	£26.10	£0.00	£26.10	105370
26/09/2018	915751062	Trade UK	War Memorial	£114.17	£22.83	£137.00	Direct Debit
06/10/2018	9069572203	Wave	Water OSH	£42.85	£0.00	£42.85	Direct Debit
25/10/2018	130129	Everflow Ltd	Water OSH	£33.11	£0.00	£33.11	Direct Debit
05/11/2018		ICO	Town Costs	£35.00	£0.00	£35.00	Direct Debit
13/10/2018	FLLA6636127	BNP Paribas Leasing	Photocopier	£395.00	£79.00	£474.00	Direct Debit
27/10/2018	H166CEEAD0	EON	Pillar 8 Market Hill	£7.09	£0.35	£7.44	Direct Debit
27/10/2018	H166CEEAE6	EON	Pillar 9 Market Hill	£6.19	£0.31	£6.50	Direct Debit
26/10/2018	HFF7D232F	EON	Old School House	£65.70	£3.29	£68.99	Direct Debit
29/10/2018	H166E2C790	EON	Cemetery Yard	£52.18	£2.61	£54.79	Direct Debit
29/10/2018	HFF842538	EON	Christmas Tree Pillar	£8.93	£0.45	£9.38	Direct Debit
07/11/2018	Q002 TV	BT	Phone OSH	£212.49	£42.49	£254.98	Direct Debit
08/11/2018	6205233	Filmbankmedia	Remembrance Day Costs	£133.00	£26.60	£159.60	BACS
08/11/2018	62812	Culford Waste Ltd	Empty Skip Yard	£216.67	£43.33	£260.00	BACS
12/11/2018	3565	Parker Communications	Remembrance Day Costs	£50.00	£10.00	£60.00	BACS
02/11/2018	BW1927	Bierton & Woods	Renovation of War Mem.	£3,150.00	£630.00	£3,780.00	BACS
01/11/2018	60905	Budget Computers	Upgrade to Windows Pro	£442.00	£0.00	£442.00	BACS
30/10/2018	65279	Alan R Cross & Son	Service Fire Alarm System	£96.88	£19.38	£116.26	BACS
30/10/2018	65280	Alan R Cross & Son	Fix Fault on Fire Alarm Sys.	£166.36	£33.27	£199.63	BACS
14/11/2018	26387	Rialtas Business Sol.	Training	£559.20	£111.84	£671.04	BACS
05/11/2018		HMRC	NICS	£711.26	£0.00	£711.26	BACS
22/11/2018		Suffolk County Council	Licence for Plat - Christmas	£70.00	£0.00	£70.00	BACS
22/11/2018	72105	David Watson Trans	Christmas Tree Transport	£150.00	£30.00	£180.00	BACS

Signed.....

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12 RESOLUTION FROM Cllr N Vant No. 300

Due to the omission from the minutes, Brandon Town Council resolves to add, as an addendum, the list of accounts for payment for September 2018 to the 8th October 2018 EGM Minutes.

Seconder: Cllr E Stewart

Resolution Record No: **BTC/211/3/Dec/18**

CARRIED: By majority vote: 11 for, 1 abstention

DUE TO THE OMISSION FROM THE MINUTES, BRANDON TOWN COUNCIL RESOLVES TO ADD, AS AN ADDENDUM, THE LIST OF ACCOUNTS FOR PAYMENT FOR SEPTEMBER 2018 TO THE 8TH OCTOBER 2018 EGM MINUTES.

Cllr S Smith arrived and took her seat.

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR NOVEMBER

The Income and Expenditure Statement against Budget for November was received.

14 RECEIPT OF THE MINUTES FROM THE LAST FINANCE COMMITTEE MEETING ON 12TH NOVEMBER 2018

Proposer: Cllr S Smith

Seconder: Cllr I Horner

Resolution Record No: **BTC/212/3/Dec/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES FROM THE LAST FINANCE MEETING ON 12TH NOVEMBER 2018 BE RECEIVED.

15 RESOLUTION from Cllr T Kent No. 301

Brandon Town Council resolves that the use of BACS, CHAPS, Faster Payments or Electronic Bank Transfers be acceptable methods of payment provided they be approved by two bank signatories and that this be approved by Full Council every two years as the Council is required to do under Financial Regulations.

Seconder: Cllr D Palmer

Resolution Record No: **BTC/213/3/Dec/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE USE OF BACS, CHAPS, FASTER PAYMENTS OR ELECTRONIC BANK TRANSFERS BE ACCEPTABLE METHODS OF PAYMENT PROVIDED THEY BE APPROVED BY TWO BANK SIGNATORIES AND THAT THIS BE APPROVED BY FULL COUNCIL EVERY TWO YEARS AS THE COUNCIL IS REQUIRED TO DO UNDER FINANCIAL REGULATIONS.

Signed.....

16 RECEIPT OF MINUTES FROM THE LAST PLANNING COMMITTEE MEETING –

Planning Applications may be viewed in the Office.

The minutes from the last Planning Meeting were received.

17 ELECTION OF ONE NEW MEMBER TO PLANNING COMMITTEE

No one was elected. To be revisited at the next Full Council Meeting.

18 RESOLUTION from Cllr V Lukaniuk No. 302

Suffolk County Council seeks approval from Brandon Town Council to extend the double yellow lines by two bays at 75, High Street (fronting Rudlings and Wakelam Solicitors.)

Seconder: Cllr B Brabbs

Resolution Record No: **BTC/214/3/Dec/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE SUFFOLK COUNTY COUNCIL’S REQUEST TO EXTEND THE DOUBLE YELLOW LINES BY TWO BAYS AT 75, HIGH STREET (FRONTING RUDLINGS AND WAKELAM SOLICITORS.)

19 RESOLUTION from Cllr V Lukaniuk No. 303

Suffolk County Council seeks approval from Brandon Town Council to extend the double yellow lines by one bay only at 71, High Street (fronting the Vets car park.)

Seconder: Cllr E Stewart

Resolution Record No: **BTC/215/3/Dec/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO APPROVE SUFFOLK COUNTY COUNCIL’S REQUEST TO EXTEND THE DOUBLE YELLOW LINES BY ONE BAY ONLY AT 71, HIGH STREET (FRONTING THE VETS CAR PARK.)

20 RESOLUTION from Cllr T Kent No. 304

Brandon Town Council resolves to adopt the Grants Policy and Application form as recommended by the Finance Committee.

It was proposed the resolution be amended to remove the words, “Policy and.”

Proposer: Cllr N Vant

Seconder: Cllr R Silvester

Resolution Record No: **BTC/216/3/Dec/18**

CARRIED: Unanimous

Signed.....

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Brandon Town Council resolves to adopt the Grants Application Form as recommended by the Finance Committee.

Proposer: Cllr T Kent

Seconder: Cllr I Horner

Resolution Record No: **BTC/217/3/Dec/18**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ADOPT THE GRANTS APPLICATION FORM AS RECOMMENDED BY THE FINANCE COMMITTEE.

21 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

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

Proposer: Cllr R Silvester

Seconder: Cllr E Stewart

Resolution Record No: **BTC/218/3/Dec/18**

CARRIED: Unanimous

The meeting closed at 9:07pm

Signed.....