



# BRAMFORD

## PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN  
Clerk: Jane Every. Tel: 01473 747433 e-mail: [bramfordparishcouncil@btinternet.com](mailto:bramfordparishcouncil@btinternet.com)

The Parish Councillors of BRAMFORD PARISH COUNCIL are summoned to attend the Parish Council Meeting, to be held on 21<sup>st</sup> March 2022 commencing at 7.00pm at the Parish Room, Ship Lane, to transact the business as set out in the agenda below:

Present : Cllr M Brand, Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Cllr P Kingham, Chair L Powell, Cllr C Ranson, Cllr C Wolton, Clerk, J Every, 7 members of the public, PC M Small. District Cllr Caston joined meeting at 20.26pm

### MINUTES

1.	To receive and consider apologies for absences <i>Cllr Haigh, Cllr Reeve, County Councillor Chambers. Chair Powell notified meeting that Cllr Tunaley has given his resignation letter to BPC.</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest. <i>None received.</i>
3.	To consider any requests for dispensations received <i>None Received.</i>
4.	To note the minutes of the Parish Council meeting of 21 <sup>st</sup> February 2022 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. <i>Cllr Coulson proposed, Cllr Kingham seconded, as agreed.</i>
5.	<p>Public Forum: Councillors to receive questions from the public with regards to items on the agenda.</p> <ul style="list-style-type: none"><li>• DC/21/05468 – Land to South of Bullen Lane, Bramford – Presentation from Cambridge Power (part of Pigeon Group) representatives, Giles Hanglin (CEO) and Neil Waterson (Head of Planning).</li></ul> <p><i>Presentation to meeting given by the above representatives, covering responses to questions asked at previous meeting, answer any further questions, and provide some further information. Covered some landscaping plans to screen the site, the reasons for the requirements in future energy domestic use, the safety provisions, use of LED batteries, recommendations on noise pollution and checks after installation. Chair Powell asked members and residents whether they had questions, of which various questions were raised and responded to. Chair Powell raised questions on lithium cells regarding the toxic risks, and whether relevant tests have been carried out and preventative measures in the planning model put in place should there be any issues. Their response was this had been taken into account, Chair Powell commented this would be the area of which BPC will be investigating further with the planners. Chair Powell commented on historic issues with other plants in US, their response was that the chemical compounds of the batteries were of a different chemical makeup, and consequently changes had been made to this for future plants., including increased measures in place to prevent incidents that have historically happened elsewhere.</i></p>

	<ul style="list-style-type: none"> <li>• Gareth Key to speak regarding Speed Indicator Device.</li> </ul> <p><i>Mr Key discussed when he was Chair BPC purchased the Device, he presented the benefits and use of the Device, safety on Bramford Road , he has volunteered to monitor the devices. There are 6 Devices that can be placed in the Village, members discussed locations for them. Chair Powell asked to confirm that it requires 2 people to position them regarding risk assessments, lifting etc. It was discussed who will assist Mr Key to work together on fitting device, and whether members agreed this should be done.</i></p> <p><i>Chair Powell proposed that a member will assist in setting up the Devices , Cllr Brand seconded. Cllr Wolton suggested that an annual review for who is responsible for maintaining the Devices.</i></p> <p><i>Chair Powell asked PC M Small if he wished to present to the meeting regarding news on Village.</i></p> <p><i>PC Small provided some statistics regarding Bramford crime rate, commenting they were very low, 1 x regarding farm equipment, 2 x malicious calls, 1 x drug use, 2 x domestic calls, 2 x assaults. He is in regular communication regarding off road motor cycling where there has been a reduction recently, discussed the parking issues of which he has been in contact with Chair, and issue with speeding is a continuous concern at present has no statistics.</i></p> <p><i>Chair Powell mentioned the ongoing issues with the old Fisons Site, asking if anything can be done policing the site. Resident provided some further information regarding the holes in the fence. PC Small responded that he will pass on the updated information to Constabulary. Cllr Coulson asked if would be possible to increase pressure on BMSDC to action some enforcement towards trespassers on site.</i></p>
6.	<p><b>To receive reports from:</b></p> <ol style="list-style-type: none"> <li>1. <b>County Councillor Chris Chambers</b> - no report provided.</li> <li>2. <b>District Councillor James Caston</b> – reports provided prior to meeting.</li> </ol> <p><i>Chair Powell asked for any comments on report received, none given.</i></p>
7.	<p><b>Reports from Committees and Relevant groups</b></p> <ol style="list-style-type: none"> <li>1. <b>Bramford Playing Field</b> – Cllr Gardner mentioned the ongoing matter</li> <li>2. <b>Lorraine Victory Hall</b> -Cllr Wolton commented new floor replacement work will be starting soon, looking to mid April for completion of works.</li> <li>3. <b>Bramford Open Spaces</b> – Chair LP to report - Chair attended AGM, BOS are looking for further members to support.</li> <li>4. <b>Footpaths Officer</b> - Cllr Ranson mentioned issues of some paths which awaiting repair, she will follow this up.</li> <li>5. <b>Communication Officer</b> - Cllr Coulson mentioned The Orchard was given editorial in newsletter. Chair Powell asked whether could increase the newsletter editorial.</li> <li>6. <b>Tree Officer – Presentation</b> - Cllr Dicker discussed promotion of the Orchard, and the funding that will be received to reimburse the supply of the trees. He has received further trees which will planted, and a further oak tree that was donated from the resident. He has mulched them all for their new growth. Members discussed idea of whether trees could be planted on the grass verge that have been of issue, this was considered not viable.</li> <li>7. <b>Allotment Officer</b> - Cllr Gardner Plot vacancy at Duckamere, and Stationfield but plot is not in good condition, and would cost estimate of £200 to clear site. He asked if BPC</li> </ol>

	<p>would agree to meet the cost. It was discussed that allotment holder should be responsible, and to update rules. Chair Powell proposed this cost would be borne on this occasion; Cllr Kingham seconded. Cllr Coulson, Cllr Wolton, Cllr Ranson voted against paying cost. BPC are not in agreement, that this should be a precedent in future.</p> <p>Cllr Gardener awaits cost of skip for site, it was commented there would be some impact on the allotment fees if this was put in place.</p>
8.	<p>To note summary of correspondence and consider action to be taken where applicable.</p> <p>None to report.</p>
9.	<p>To note any updates on the Action Plan and agree any further actions.</p> <p>As noted below.</p>
10.	<p>To discuss Queen's Platinum Jubilee Public Holiday –</p> <ol style="list-style-type: none"> <li>To discuss and agree Budget allowance of £5,000 to include cost for the following: <ul style="list-style-type: none"> <li>Set up costs for Hanging Baskets (as detailed) – Totalling £1,366.01 inclusive of VAT.- which includes quotes for supply of Baskets/Brackets ; Amberol Ltd x 20 Baskets/brackets £1,026.12 inclusive of VAT Plantscape Ltd x 20 Baskets £1,222.80 inclusive of VAT</li> <li>Ongoing cost for “top up” maintenance for annual – (to be confirmed.) £150 for annual licence, testing cost not yet determined by BMSDC.</li> </ul> </li> </ol> <p>Chair Powell has asked whether there will be further meeting, one to be confirmed. Cllr Wolton informed members the Arts Council grant application was not successful.</p> <p>Chair Powell discussed a reduction on the hanging baskets, x 10 lampposts, discussed water maintenance, he volunteered role together with a resident volunteer. He discussed the total breakdown of hanging baskets as above. Note correction in the cost as £1,366.01. Some further cost regarding plant fertilizer to be added, and whether to form a working party to be responsible for task. Chair Powell asked whether members are in agreement, to round cost to £1,500 limit, Chair Powell proposed, Cllr Coulson seconded to go ahead and order.</p> <p>Chair Powell discussed a classic car meet in the village, to include local resident's vehicles, and to promote locally.</p> <p>Chair asked if members agree overall budget of £5,000 for the celebration plans, Chair Powell, proposed budget, Cllr Brand seconded.</p>
11.	<p>To agree adoption of following updated Policies:</p> <ul style="list-style-type: none"> <li>Safeguarding Policy V2.0</li> <li>Training and Development Policy V2.0</li> <li>Volunteer Policy V2.0</li> <li>Noticeboard Policy V2.0</li> <li>Banking Policy V2.0</li> <li>Lone Working Policy V2.0</li> <li>Health and Safety Policy V2.0</li> <li>Equality Statement V2.0</li> <li>Social Media Policy V2.0</li> <li>Accessibility Statement V2.0</li> <li>Freedom of Information V2.0</li> <li>Model Publication Scheme V2.0</li> <li>Code of Conduct V2.0*</li> <li>Complaints Policy V2.0</li> <li>Grievance Policy V2.0</li> <li>Disciplinary Policy V2.0</li> </ul>

	<p><i>Chair Powell discussed review and update of policies, explaining this will be done annually in future. That it is members to review Clerk's updated version. * Note Code of Conduct Policy has been updated nationally and will be amended and included in annual meeting.</i></p>
12.	<p>To discuss Cemetery Issues :</p> <ul style="list-style-type: none"> <li>• Resident raised issue with parking on The Street opposite the Cemetery. Cars and lorries parked on The Street outside Willowbrook causing issues on approach to bend. To discuss with a view to look into double yellow lines put in place. <i>Chair mentioned this has been reported as a highways matter.</i></li> <li>• Further discussion on amendment to Rules/new Policy - <i>It was discussed further, await further amendment.</i></li> <li>• Further discussion on plans for cemetery - <i>Chair Powell &amp; Cllr Wolton discussed future working group on cemetery matters. Chair suggested Cllr Kingham, Cllr Wolton, Cllr Coulson and Cllr Brand form working group, with Clerk. Chair Powell proposed group, Cllr Ransom seconded.</i></li> </ul> <p><i>Chair Powell discussed costing for plans drawn up for Cemetery. He proposed that plan is agreed, and invoice paid, but that in future required work should be minuted and agreed in future meetings. Cllr Kingham provided further advice on further costings and planning application if works go ahead. Chair Powell proposed invoice to be paid, Cllr Wolton abstained, remaining members in favour.</i></p>
13.	<p>Planning Decisions: to note the following determinations made by MSDC:</p> <ul style="list-style-type: none"> <li>• DC/21/01220 – Discharge of Conditions – Condition 14 (Construction Environmental Management Plan) – Land East of The Street and Loraine Way, Bramford IP8 4NS. – DECISION APPROVED. <i>Members noted.</i></li> </ul>
14.	<p>To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):</p> <ul style="list-style-type: none"> <li>• DC/21/05669 – Consultation Mid Suffolk Development B Committee 23.03.22 – Land South of Fitzgerald Road, Bramford – To discuss and provide comment at meeting (3 mins). <i>Clerk to attend and provide comment on behalf of members . District Cllr Caston raised issue he will be raising in the reserved matters regarding Hopkins providing gas boilers in the build.</i></li> <li>• DC/21/0060 – Full Planning Permission – Installation of renewable led energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure, landscaping and biodiversity enhancements including Nature Areas – Lane To East of The Channel, Burstall Hill – Re-Consultation – Trail trenching reports documents received 23.02.22 – DEADLINE FOR COMMENTS 27.03.22. <i>Chair asked for comments to provide concerns over the safety aspect and impact on Bramford residents. Chair conveyed concerns at the high risks to toxic fumes, soil and air pollution, with members . Was agreed Cllr Wolton and member of public will work together to produce document.</i></li> <li>• DC/20/05895 - Full Planning Permission – Installation of renewable led energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure, landscaping and biodiversity enhancements including Nature Areas – Lane</li> </ul>

	<p>To East of The Channel, Burstall Hill – Re -Consultation – Trail trenching reports documents received 23.02.22 – DEADLINE FOR COMMENTS 27.03.22 <i>Chair asked for comments.</i></p> <ul style="list-style-type: none"><li>• DC/22/00712 – Householder Application – Erection of single storey part rear/side extension with raised decking (following demolition of existing conservatory) and conversion of garage to additional living accommodation. – 43A Paper Mill Lane, Bramford IP8 4BP. – DEADLINE 5<sup>TH</sup> APRIL 2022. <i>Chair discussed with members, no objection .</i></li><li>• DC/22/01449 – Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale to be reserved) Town and Country Planning 1990 – Erection of 2 No dwellings and new vehicular access - Land Adjacent to Loraine Way, Bramford - DEADLINE 7<sup>TH</sup> APRIL 2022 (additional item)</li></ul> <p><i>Members discussed , Cllr Wolton commented she has not had opportunity to review application . Agreed members have concerns, and will be providing detail, to file comment.</i></p> <p>Cllr Kingham left meeting 21.13pm.</p>																																																
15..	<p>Finance:</p> <p>1. To receive the March finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting:</p> <ul style="list-style-type: none"><li>• Bank Reconciliation</li></ul> <div><p><b>Bramford Parish Council Bank Reconciliation at 17th March 2022</b></p></div> <p><b>Balance at bank</b></p> <table><tr><td>Co-op</td><td>£</td><td>131,133.07</td></tr><tr><td>Ipswich Building Society</td><td>£</td><td>36,737.08</td></tr><tr><td>Plus Uncleared Deposits</td><td></td><td></td></tr><tr><td>Less Unpresented Cheques</td><td></td><td></td></tr><tr><td></td><td><b>£</b></td><td><b>167,870.15</b></td></tr></table> <p><b>Balance as per books</b></p> <table><tr><td>Balance @ 01.04.21</td><td>£</td><td>165,313.55</td></tr><tr><td>Income</td><td>£</td><td>119,176.48</td></tr><tr><td>Expenditure</td><td>£</td><td>116,619.88</td></tr><tr><td></td><td><b>£</b></td><td><b>167,870.15</b></td></tr></table> <ul style="list-style-type: none"><li>• Budget to Actual</li></ul> <table><tr><th>Receipts</th><th>Budget 2021-22</th><th>17.03.22</th></tr><tr><td>Bank Interest</td><td></td><td></td></tr><tr><td>Allotments</td><td>£1,300.00</td><td>£ 1,750.00</td></tr><tr><td>Burials &amp; Memorials</td><td>£12,000.00</td><td>£ 14,450.00</td></tr><tr><td>CIL Payment</td><td>£3,000.00</td><td>£ 20,167.83</td></tr><tr><td>Cleansing Grant</td><td>£1,950.00</td><td>£ 1,929.65</td></tr><tr><td>Community Projects</td><td>£0.00</td><td>£ -</td></tr></table>	Co-op	£	131,133.07	Ipswich Building Society	£	36,737.08	Plus Uncleared Deposits			Less Unpresented Cheques				<b>£</b>	<b>167,870.15</b>	Balance @ 01.04.21	£	165,313.55	Income	£	119,176.48	Expenditure	£	116,619.88		<b>£</b>	<b>167,870.15</b>	Receipts	Budget 2021-22	17.03.22	Bank Interest			Allotments	£1,300.00	£ 1,750.00	Burials & Memorials	£12,000.00	£ 14,450.00	CIL Payment	£3,000.00	£ 20,167.83	Cleansing Grant	£1,950.00	£ 1,929.65	Community Projects	£0.00	£ -
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Grant Funding	£2,500.00	£ 44,746.00
HMRC VAT Repayment*	£3,000.00	£ -
Land Adj Cem. Field Rent	£400.00	£ 75.00
Parish Room	£350.00	£ -
Precept	£68,850.00	£ 35,808.00
Recycling	£700.00	£ -
Scout Hut Rent	£500.00	£ 250.00
<b>Total Budgeted Income</b>	<b>£94,550.00</b>	<b>£ 119,176.48</b>
<b>Payments</b>	<b>Budget 2021-22</b>	<b>17.03.22</b>
Allotment Field Rent	£145.00	£ 290.00
Allotment General	£800.00	£ 478.29
Allotment Water Rates	£500.00	£ 395.57
Audit Fees	£800.00	£ 296.53
Bramford Meadows	£9,000.00	£ 6,848.00
Cemetery General	£1,000.00	£ 581.45
Cemetery Water Rates	£110.00	£ 52.11
Churchyard & Cemetery Maintenance	£12,000.00	£ 12,164.74
Clerks PAYE	£500.00	£ 1,056.78
Clerks Pension	£2,500.00	£ -
Clerks Salary	£14,227.00	£ 12,434.25
Community Events		£ 12,404.77
Emptying Dog/litter Bins	£1,000.00	£ 1,735.97
Equipment Maintenance	£300.00	£ 1,598.94
Expenses/Stationary	£300.00	£ 342.20
General Maintenance (fence and railings)		£ 20,068.82
Grants and Donations	£5,000.00	£ 88.09
Insurance	£1,300.00	£ 1,217.43
LVH Grant	£5,500.00	£ 5,617.85
Parish Room Electricity	£1,000.00	£ 229.15
Parish Room Water Rates	£250.00	£ 290.05
Phone and Broadband	£800.00	£ 460.50
Playing Field Grant	£5,500.00	£ 5,500.00
Property General	£2,000.00	£ 560.68
Professional Services		£ 997.80
Street Cleaners Wages	£8,500.00	£ 3,685.50
Street Light Repairs	£500.00	£ 741.00
Street Light Yearly Charge by SCC	£5,300.00	£ 5,342.29
Streets and Paths General	£300.00	£ 44.98
Subscriptions	£1,000.00	£ 1,209.65
Training (Councillor and staff)	£750.00	£ 1,080.00
Tree Surgery	£500.00	£ 300.42
Village Grass Cutting	£1,300.00	£ 1,433.79
Works to Building (Parish Room)	£5,000.00	£ 11,700.00
HMRC VAT		£ 5,372.28

Budgeted Totals (Expenditure)		£	87,682.00	£	116,619.88
• Reserves					
	Balance at 31.3.21	Receipts to 17.03.22	Payments to 17.03.22	17.03.22	
Allotment Reserve				£ -	
Cemetery Reserve				£ -	
CIL	£ 7,195.39	£ 20,167.83		£ 27,363.22	
Community Asset	£ 75,000.00			£ 75,000.00	
Community Projects (Events/Orchard/Outside gym/Phone box)	£ 20,909.03	£ -	£ 12,404.77	£ 8,504.26	
Depreciation, replacement and purchase of assets	£ 20,000.00			£ 20,000.00	
General Maintenance (Fence & Railings/Trees)	£ 25,000.00		£ 20,068.82	£ 4,931.18	
General Reserve	£ 17,209.13	£ 99,008.65	£ 84,146.29	£ 32,071.49	
Strategic Reserve					
	£ 165,313.55	£ 119,176.48	£ 116,619.88	£ 167,870.15	

Chair Powell asked if agree, Cllr Coulson, Cllr Dick seconded.

2. To authorise March payments (DD,SO and Cheques)

Cllr Ranson, Cllr Brand seconded.

3. To note receipts since last meeting.

4. To discuss and agree Suffolk Highways’ Inventory of BPC Street Lighting by way of Agreement with the next period of charges, and discuss their forecast increase in in Street Lighting costs @ 70% including whether to replace the SOX and MBFU lamps with LED lanterns, to reduce energy costs ( Clerk awaiting costings from Suffolk Highways – example would be the quote from Suffolk Highways of £2580 plus VAT for replacement at Paper Mill Lane Units 246 & 253 as previously minuted and to be agreed for payment ).

Chair Powell proposed paying Suffolk Highway invoice, Cllr Wolton seconded.

5. To further discuss and agree new contract for Grass cutting for village (Fitzgerald Road, Fraser Road & St Mary’s Close):

- BMSDC @ £1,274.17 inclusive of VAT (10 cuts per year)
- Vertas Ltd @ £3,024 inclusive of VAT (16 cuts per year)
- Nosegay Gardening & Cleaning Services @ £1650.00 (10 cuts)

Cllr Wolton proposed to renew contract with BMSDC contract, Cllr Ransom seconded.

	<p>6. To agree donations received from the Tree Planting of £80.00 be used to purchase wild flower seeds for planting in the village.</p> <p><i>Cllr Ranson proposed, Cllr Brand seconded to use the funds for wild seeds.</i></p> <p>7. To agree Tennis Club Planning Application cost to be paid by BPC.</p> <p><i>Cllr Coulson proposed Council will pay application fee , Cllr Wolton seconded.</i></p>
16.	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed:</p> <ul style="list-style-type: none"> <li>• Staffing matters – inform members of National Pay Awards of 1.75% backdated to 1<sup>st</sup> April 21.</li> <li>• Alternative phone divert to Clerk's phone</li> <li>• To discuss and agree appointment of Local Clerk requirement to cover holiday/sickness.</li> </ul> <p><i>Chair proposed to approach Locum, Cllr Dicker seconded.</i></p>
17.	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 25<sup>th</sup> April 2021 @ 7.00pm at the Parish Room, Ship Lane, Bramford.</p>

*Jane Every*

Parish Clerk Bramford Parish Council

PC Date	Action	Owner	Comment
12.07.21  On hold	Removal of soil at Cemetery	CW	Quote received from TRU £160 + Vat = £192. Group.Credit application required to be completed. Cllr Powell confirmed to be carried out after weeds have been removed (which will await until autumn) Chair asked cost, Cllr Gardiner commented £400 in quote. Chair asked if this is an acceptable figure, Cllr Wolton suggested approach Bellway if they could do this. <i>Cllr Kingham to action.</i>
17.02.20 Pending village hall floor	HQ Windows	Clerk/LP/CW	It was agreed to split the project into two. Costs to be sought for the back windows. JL Chick has carried out the survey and awaiting a report. Still waiting for CHICK report No reply received as yet. Cllr Wolton has received a preliminary report, (to report). <i>Cllr Wolton has received a draft copy, still not completed.</i> <i>No update</i>
16.11.20 To be done before jubilee	Phone Box refurbishment	Clerk/LP	Contractor to confirm date for work to start on the phonebox. Awaiting time for taking door off. Cllr Wolton still awaits. Chair asked who might be bale to help with shelving, which would need to wait until other work undertaken. <i>Cllr Wolton awaits response from contractor , the materials have been received. Cllr Alan Lucas is happy to refurbish the interior, Cllr Powell requested him to measure up, his work will be gratis.</i> <i>Awaiting the painting and prep .</i>  <i>No update, suggest to give final opportunity to respond.</i>
19.07.21	Tree Maintenance	JG	<i>Quotes received see Item 9. Of Finance.</i>
On ice	Clarice House – consult	LP	Traffic management engineer advice .

	traffic expertise		
15.11.21	Cemetery Car Park Refurbishment	PK	<i>Awaiting quotes. Cllr Kingham awaits estimates for work.</i>
28.11.21 Chris Chambers to chase bus stop replacement	Gables Corner Bus Stop	JE	<i>Reported to Suffolk CC – await response re replacement. Response received from Chris Chambers, to discuss.</i>
20.12.21  With Lester	The Bridge Railings		<i>To discuss. Ongoing. Awaiting quotes.</i>
20.12.21	The Street		<i>To discuss how to brighten up The Street with either all year bunting or fixed Flower Baskets on lampposts Other ideas</i>
21.02.22	Lawn Cemetery		<i>To determine a 'maintenance committee' regarding reburishment</i>