



LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 13TH JANUARY 2025, STARTING AT 7.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell
Clerk
Brandon Town Council

AGENDA

1	Apologies for Absence To receive
2	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
3	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
4	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meetings on 9th December 2024 and the Precept Meeting held on the 6 th January 2025
5	Chairmans Report To receive and note

6	<p>Public Participation Time</p> <p>The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting</p>
7	<p>Reports from County and District Councillors</p> <p>To receive and note</p>
8	<p>Reports from Town Councillors</p> <p>Reports of project activity or outside bodies attended on behalf of the Council</p>
9	<p>Accounts</p> <p>Decision required: To approve and note payments made in December 2024</p>
10	<p>Grant Applications</p> <p>Decision required: To consider S137 grant from Brandon Creative Forum</p>
11	<p>Income & Expenditure Statement against budget for November 2024</p> <p>To receive and note</p>
12	<p>Budget 2025/26</p> <p>Decision required: To agree budget and precept for 2025/26</p>
13	<p>Minutes of Previous Meetings</p> <p>To receive and note minutes of the Planning Committee Meeting of 6th January 2025</p>
14	<p>To discuss and agree support for landscape enhancements in Brandon</p> <p>The District Council applied and was successful in receiving a grant from the Rural England Prosperity Fund (REPF) for certain green enhancement projects to the amenity areas it is responsible for in its rural towns. The District is now seeking the Town Council's support and feedback prior to progressing works in and around the Lake in Brandon Country Park, which it hopes to complete by the end of March 2025. Lead: Cllr V Lukaniuk</p>
15	<p>Gov.uk domain</p> <p>Decision required: To consider moving to a gov.uk domain. https://www.gov.uk/guidance/benefits-of-getting-a-govuk-domain</p>
16	<p>To consider quotations for digital cemetery records:-</p> <p>Several companies were sent the same criteria and these are the quotes we have received against that criteria:-</p> <ul style="list-style-type: none"> a) £2047.61 + VAT/year including training b) £981 + VAT set up cost/training - £449 + VAT/year c) £1137.50 + VAT set up cost/training - £840 + VAT/year
17	<p>Clerks Update</p> <p>To receive any information received since publication of agenda</p>



BRANDON

TOWN COUNCIL

FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL,

OLD SCHOOL HOUSE BRANDON

MONDAY 9th DECEMBER 2024 7.00 P.M.

Present: Councillors: Wittam (Chair), Bland, Challiss, Gorrington, Hughes, Kostecki, Lukaniuk, Ridgwell, Savage, Siebert, Skinner, Watts. Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllrs G. Brocklehurst and M. Pinnell.</p>
2	<p>Declarations of Interest and requests for Dispensations Cllr Lukaniuk and Watts – Non-pecuniary interest – Item 8.</p>
3	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath Received and noted.</p>
4	<p>Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meetings on 11th November 2024 Resolution Record No: BTC/110/09/Dec/24 RESOLVED</p>
5	<p>Matter arising for information exchange only of the Full Council Meeting of 11th November 2024 None received.</p>
6	<p>Chairmans Report Chairman gave a verbal update:-</p> <ul style="list-style-type: none"> • Brandon's Christmas Fair was fantastic with, more people than ever before attending, supporting and enjoying this annual event. I would like to thank everybody involved. • A start has been made on the Bingo Hall site. Eight much needed new homes being built, as this will transform the London Road for the better • Brandon Town Council are eagerly waiting the Government to publish it's White Paper on Devolution. This long promised document could have significant implications for all levels of Local Government • Wished everyone a very merry Christmas and happy New Year

7	<p>Public Participation Time The meeting was adjourned. Cllr Lukaniuk, as County Councillor, reported:-</p> <ul style="list-style-type: none"> • Cadent Gas have now landscaped the area at Green Road • Two folding bollards have been installed on Victoria Avenue and two more would also be installed at a later date • Suffolk Highways to consider quotes from local tradesmen in Brandon • The aggregate facility in Wangford is being de-commissioned • The picnic table for the Orchard, has been delivered today <p>A resident queried item numbers and 15 and 16 on the agenda and also the cost of the trees that had been pollarded in the avenue. Various Councillors spoke on the subject and explained that costs were split equally over the four years of the project.</p> <p>Another resident commented on how wonderful the Christmas Fair was and thanked the staff.</p> <p>Meeting re-opened.</p>
8	<p>Correspondence Brandon in Bloom – Request for agreement for new planted area to enable them to complete the West Suffolk licence form, as form requires town/parish council consent. Proposer: Cllr V Lukaniuk Seconder: Cllr N Siebert Resolution Record No: BTC/111/09/Dec/24 RESOLVED</p>
9	<p>ACCOUNTS To approve the payments for November 2024 Resolution Record No: BTC/112/09/Dec/24 RESOLVED</p>
10	<p>Income and Expenditure Statement against budget for October 2024 Received and noted.</p>
11	<p>Minutes of Previous Meetings To note minutes of New Cemetery Committee Meeting of 8th November 2024 Received and noted.</p>
12	<p>Minutes of Previous Meetings To note minutes of Planning Committee Meeting of 2nd December 2024 Received and noted.</p>
13	<p>Brandon Town Councils participation in Breckland Landscape Partnership activities, including the use of a meeting room Cllr Wittam brought forward the item following Nick Dickson (SCC) presented at the previous Full Council meeting. The Town Clerk gave an overview and explained how this would bring things to the town and boost the towns economy and help put Brandon on the map. She explained how this is an opportunity for the Council to take a lead role alongside other local authorities</p>

	<p>in steering the strategic objectives and priorities for delivery of a wide range of outputs relating to:</p> <ul style="list-style-type: none"> • Planning and CIL prioritisation/delivery/evaluation of BNG, RAMS, NSIP mitigation etc. in line with Norfolk & Suffolk Local Nature Recovery Strategy aspirations. • Promoting best practice for Housing Development and Agriculture, (including delivery of Landscape Recovery's Social Impact outputs) • Community Engagement, Health and Well-being, Education and Training Opportunities. • Supporting Visitor Economy in collaboration with the new Local Visitor Economy Partnership for Norfolk & Suffolk. • Supporting heritage and landscape conservation efforts through new external funding and private finance opportunities. <p>Cllr Skinner proposed and Cllr Savage seconded, that Brandon Town Council participate in Breckland Landscape Partnership and will offer meeting space to the partnership. Resolution Record No: BTC/113/09/Dec/24 Recorded vote:-</p> <table> <thead> <tr> <th>For</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>Cllr Wittam</td> <td>Cllr Lukaniuk</td> <td>Cllr Kostecki</td> </tr> <tr> <td>Cllr Gorringe</td> <td>Cllr Ridgwell</td> <td></td> </tr> <tr> <td>Cllr Hughes</td> <td></td> <td></td> </tr> <tr> <td>Cllr Siebert</td> <td></td> <td></td> </tr> <tr> <td>Cllr Bland</td> <td></td> <td></td> </tr> <tr> <td>Cllr Skinner</td> <td></td> <td></td> </tr> <tr> <td>Cllr Challiss</td> <td></td> <td></td> </tr> <tr> <td>Cllr Watts</td> <td></td> <td></td> </tr> <tr> <td>Cllr Savage</td> <td></td> <td></td> </tr> </tbody> </table> <p>RESOLVED</p>	For	Against	Abstention	Cllr Wittam	Cllr Lukaniuk	Cllr Kostecki	Cllr Gorringe	Cllr Ridgwell		Cllr Hughes			Cllr Siebert			Cllr Bland			Cllr Skinner			Cllr Challiss			Cllr Watts			Cllr Savage		
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14	<p>To adopt Social Media Policy Cllrs discussed the social media policy. Cllr Skinner proposed and Cllr Wittam seconded to adopt the Social Media Policy. Resolution Record No: BTC/114/09/Dec/24 RESOLVED</p>																														
15	<p>Application for traffic regulation order to ban HGV traffic from parts of Brandon Councillors discussed the item. After a lengthy discussion it was decided to defer item 15 and 16. A suggestion was made about having a public consultation. The Chairman asked people to email in their views to the Town Clerk.</p>																														
16	<p>Decision required: apply for a traffic regulation order (TRO) to ban HGV traffic from part of Brandon High Street, part of London Road and Rattlers Road Deferred. Please see item above.</p>																														
17	<p>Clerks Update The Clerk gave the following update:-</p> <ul style="list-style-type: none"> • Successful Christmas Light Switch on and thanking the team. • Tree removed on Victoria Avenue - awaiting delivery of the new tree. • Health and Safety Inspection at the yard – no urgent issues. 																														

	<ul style="list-style-type: none"> • Prosperity Fund update – site meetings have taken place on the jetty site. • Working with RBL and Brandon Creative Forum to create a craft warm space – details to follow. • Information boards at The Maltings or the Orchard, or both if enough funding. • Funding update – heritage and education at the jetty and the Orchard. • Possible replacement of damaged town sign - found by Cllr Bland after cleaning them all.
18	<p>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. Resolution Record No: BTC/115/09/Dec/24 RESOLVED</p>
19	<p>Staffing Matters To review, discuss and agree salary issues. The Town Clerk outlined the issue with the salaries and explained all the different options to resolve the matter. Councillors discussed options and agreed an acceptable outcome for the staff concerned. Proposer: Cllr S Skinner Seconder: Cllr J Savage Resolution Record No: BTC/116/09/Dec/24 RESOLVED</p>

Chairman

Date



BRANDON

TOWN COUNCIL

PRECEPT MEETING OF BRANDON TOWN COUNCIL, OLD SCHOOL HOUSE, BRANDON

MONDAY 6TH JANUARY 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Bland, Brocklehurst, Gorringe, Hughes, Kostecki, Lukaniuk, Pinnell, Ridgwell, Savage, Watts. Clerk: Cunnell

MIINUTES

1	<p>Apologies for Absence Apologies received from Cllrs L. Challiss, N. Siebert and S. Skinner.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>Public Participation Time Three members of the public attended the meeting. Members of the public raised queries they had with the budget, which were answered by the Councillors.</p>
4	<p>Draft of 2025/26 Budget After a robust discussion, with Councillors putting forward a number of suggestions, the following changes were made:-</p> <p>4302/403 – Street Lighting Energy – decrease by £15,300 1141/101 – Chairmans Allowance – no longer needed – decrease by £200</p> <p>4206/402 – Horticultural Work/Tree Survey – increase by £2000 1401/104 – Grants (BRPF) – increase by £3000 4112/401 – Events – increase by £500 Add a Project Fund of £10,000</p> <p>With these changes, the budget remains the same, at £405,011.00 with a 3.59% rise. Resolution Record No: BTC/124/06/Jan/24 RESOLVED</p>

Accounts for Payment December 2024

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
28/11/2024	SI-21334	D M Tree Contractors	Remove Tree on Victoria Avenue	£285.00	£57.00	£342.00	BACS
10/12/2024		Mark Skinner Campaign	Donation re Christmas Event	£320.00	£0.00	£320.00	BACS
16/12/2024		Mr G Brocklehurst	Reim. 1st Class Stamps	£41.25	£0.00	£41.25	BACS
17/12/2024		Mrs J Prior	Reim. Toilet Rolls, Air Freshener	£13.46	£2.69	£16.15	BACS
10/12/2024	2421013	HeBlad UK	Concrete Picnic Table - Orchard	£2,500.00	£500.00	£3,000.00	FOR
16/10/2024	1549710397	Trade Point	Paint and Filler - Christmas	£27.15	£5.45	£32.60	Direct Debit
16/11/2024	INV-10021	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/11/2024	M020 ZC	BT	Phone OSH	£102.10	£20.42	£122.52	Direct Debit
21/11/2024	M084 UO	BT	Phone OSH	£87.72	£17.54	£105.26	Direct Debit
22/11/2024	M060 GS	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
29/11/2024	8790	Evolve Business Sols Ltd	Photocopier - Copies	£230.58	£46.11	£276.69	Direct Debit
01/12/2024	12658	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
02/12/2024	2166601	YU Energy	Electric OSH	£143.10	£7.16	£150.26	Direct Debit
02/12/2024	2166603	YU Energy	Electric BRPF Yard	£242.48	£12.12	£254.60	Direct Debit
02/12/2024	2199443	YU Energy	Electric Pillar 8 Market Hill	£27.11	£1.36	£28.47	Direct Debit
02/12/2024	2199445	YU Energy	Electric Pillar 9 Market Hill	£33.80	£1.69	£35.49	Direct Debit
02/12/2024	2199440	YU Energy	Electric Cemetery Yard	£14.07	£0.70	£14.77	Direct Debit
02/12/2024	2199450	YU Energy	Electric Christmas Tree Pillar	£14.24	£0.71	£14.95	Direct Debit
03/12/2024	2197180	YU Energy	Gas OSH	£117.88	£5.89	£123.77	Direct Debit
14/12/2024	3871977	Everflow Water	Water OSH	£27.05	£0.00	£27.05	Direct Debit
20/12/2024		EE	2 x Mobile Phones	£43.20	£8.64	£51.84	Direct Debit
28/12/2024	1252981	West Suffolk Council	Trade Waste	£78.25	£0.00	£78.25	Direct Debit
23/12/2024		Unity Trust Bank	Foreign Transfer Fee - HeBlad	£24.00	£0.00	£24.00	Direct Debit
31/12/2024		Unity Trust Bank	Bank Charges	£0.30	£0.00	£0.30	Direct Debit
31/12/2024		Unity Trust Bank	Service Charge	£13.65	£0.00	£13.65	Direct Debit
21/11/2024	SINV01966673	Ian Smith Group Ltd	A4 Paper	£50.76	£10.15	£60.91	BACS

Accounts for Payment December 2024

16/12/2024	SCRN00983927	Ian Smith Group Ltd	Wrong Price A4 Paper – Credit Note	-£3.84	-£0.77	-£4.61	BACS
30/11/2024	76263	Alan R Cross & Son	2 x Metal RCD Sockets - Mar. Hill	£244.00	£48.00	£292.80	BACS
30/11/2024	76263B	Alan R Cross & Son	Access Electrical Issue at Yard	£52.00	£10.40	£62.40	BACS
03/12/2024	4298	Evolution Town Plan.	Provide Project Summary	£353.95	£70.79	£424.74	BACS
06/12/2024	SI-2906	Door Services Plus Ltd	Repairs to Roller Shutter - Yard	£166.50	£33.30	£199.80	BACS
09/12/2024	544929	J & D Green	Window Cleaning OSH	£20.00	£0.00	£20.00	BACS
10/12/2024	R10206/LOR	Ray Tuttle Lift Sers. Ltd	6 Month LOLER - Lift Inspect.	£102.06	£20.41	£122.47	BACS
17/12/2024	1085740310	Stannah Lift Services Ltd	Quarterly Lift Service	£124.84	£24.97	£149.81	BACS
18/12/2024	1287752	West Suffolk Council	Election - 12th September 2024	£3,746.93	£0.00	£3,746.93	BACS
19/12/2024	29388	S.A.L.C.	Cllr Training - Cllr Challiss	£64.00	£12.80	£76.80	BACS
19/12/2024	29388A	S.A.L.C.	Training - Cllr Challiss – Credit Note	-£32.00	-£6.40	-£38.40	BACS
23/12/2024	292613	Fengate Fasteners Ltd	Vacuum Cleaner, Christmas	£171.42	£34.28	£205.70	BACS
30/12/2024	66064	Chase Timber Products	Post Mix - Tree Cage & Wood	£18.36	£3.68	£22.04	BACS
31/12/2024	20240001246	Finevale Service Station	Fuel	£43.75	£8.75	£52.50	BACS
05/01/2024		HMRC	NICS	£3,939.01	£0.00	£3,939.01	BACS



BRANDON TOWN COUNCIL

Please complete all sections of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

YOUR DETAILS

1. Name of organisation in full:
2. Name and address of person making the application (to whom all correspondence will be sent):
3. Daytime telephone number:
4. E-mail address:
5. Organisation bank details – Account name, Account No, Sort-code:

YOUR ORGANISATION

6. Registered charity number (where applicable):
7. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*
8. What area is served by your organisation?
9. Please give the names and addresses of the officers of your organisation.
Chairman
Treasurer

Secretary

10. Please provide a set of your organisation's latest accounts, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts, please explain why you are applying for additional funds.

Please note our AGM takes place at the end of January, therefore our accounts for 2024 are in the process of being audited for then. Previous year is attached. Along with current standing.

GRANT REQUEST

11. How much grant are you asking for?

£500

12. What is the total cost of the project?

£529 approximately

13. What will you use the grant for?

This grant would enable us to purchase components for our initial mosaic which will be 1220 x 1000mm in size. Including tools required and necessary safety items. Once this first item is produced by us as a group we anticipate, with correct official planning etc to make further similar size ones depicting Brandon in its earlier years and perhaps one of current times. We would hope to encourage others from the community to take part in forming these boards with us.
The remainder of the funding would be used to purchase replacement pieces for our gazebos and possibly additional weights for them.

14. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed:



Date:

3/1/25

If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1176 Precept	389,480	389,480	0			100.0%	
1177 Misc Income	27	0	(27)			0.0%	
1180 Room Hire	770	1,000	230			77.0%	
1190 Interest on Investments	3,214	0	(3,214)			0.0%	
Administration :- Income	393,491	390,480	(3,011)			100.8%	0
1101 Insurances	56	11,600	11,544		11,544	0.5%	
1102 Vehicle Insurance	1,021	1,100	79		79	92.8%	
1110 Audit Fees (External)	40	1,000	960		960	4.0%	
1111 Audit Fees (Internal)	1,575	1,650	75		75	95.5%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	210	400	190		190	52.5%	
1130 Office Equipment/Furniture	53	500	447		447	10.5%	
1131 Computer Equipment	1,745	1,000	(745)		(745)	174.5%	
1132 Stationery	236	450	214		214	52.5%	
1133 Payroll	222	550	328		328	40.4%	
1140 Staff Training	473	1,000	528		528	47.3%	
1141 Councillor Training	361	500	140		140	72.1%	
1142 Chairman's Allowance	0	200	200		200	0.0%	
1143 SW/HW Support	467	500	33		33	93.4%	
1144 SALC/NALC	1,372	1,450	78		78	94.6%	
1145 Subscriptions	995	1,750	755		755	56.8%	
1146 Information/Books/Software etc	53	200	147		147	26.7%	
1148 Lift servicing	576	1,000	424		424	57.6%	
1150 Advertising	0	100	100		100	0.0%	
1156 Postage	38	250	212		212	15.0%	
1160 Mileage	149	250	101		101	59.8%	
1165 Photocopier Rental	807	2,000	1,193		1,193	40.4%	
1166 Photocopier Charges	444	2,000	1,556		1,556	22.2%	
1167 Election Costs	0	4,000	4,000		4,000	0.0%	
1170 Telephone, Fax, Internet	1,629	2,500	871		871	65.1%	
4113 Bank Charges	110	160	50		50	68.5%	
Administration :- Indirect Expenditure	12,629	38,610	25,981	0	25,981	32.7%	0
Net Income over Expenditure	380,862	351,870	(28,992)				
102 Staff							
1201 Staff Salaries (Gross)	81,859	167,843	85,984		85,984	48.8%	
1202 LGA Superannuation	5,372	5,035	(337)		(337)	106.7%	
1203 NI Contributions	16,287	20,141	3,854		3,854	80.9%	
Staff :- Indirect Expenditure	103,518	193,019	89,501	0	89,501	53.6%	0
Net Expenditure	(103,518)	(193,019)	(89,501)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	6,779	13,600	6,821		6,821	49.8%	
PWLB :- Indirect Expenditure	<u>6,779</u>	<u>13,600</u>	<u>6,821</u>	<u>0</u>	<u>6,821</u>	<u>49.8%</u>	<u>0</u>
Net Expenditure	<u>(6,779)</u>	<u>(13,600)</u>	<u>(6,821)</u>				
104 Grants							
1401 Grants	33,000	33,000	0		0	100.0%	
1402 S137	4,900	10,000	5,100		5,100	49.0%	
Grants :- Indirect Expenditure	<u>37,900</u>	<u>43,000</u>	<u>5,100</u>	<u>0</u>	<u>5,100</u>	<u>88.1%</u>	<u>0</u>
Net Expenditure	<u>(37,900)</u>	<u>(43,000)</u>	<u>(5,100)</u>				
201 Cemetery/Town							
2177 Burial Fees	4,800	11,500	6,700			41.7%	
2178 Ashes Interment Fees	3,250	6,500	3,250			50.0%	
2179 Memorial Fees	670	3,000	2,330			22.3%	
2180 Locality Grant	3,000	0	(3,000)			0.0%	
Cemetery/Town :- Income	<u>11,720</u>	<u>21,000</u>	<u>9,280</u>			<u>55.8%</u>	<u>0</u>
2101 Cemetery/Town Costs	4,330	10,000	5,670		5,670	43.3%	
2107 Cemetery Works	2,076	20,000	17,924		17,924	10.4%	
2110 Water Charges (Cemetry/OSH)	235	250	15		15	93.8%	
2111 Electricity	1,500	4,000	2,500		2,500	37.5%	
2116 Rent for BRPF Yard	0	600	600		600	0.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	315	1,500	1,185		1,185	21.0%	
2132 Trade Waste	870	1,500	630		630	58.0%	
2133 Bus Shelter Cleaning	165	300	135		135	55.0%	
Cemetery/Town :- Indirect Expenditure	<u>9,491</u>	<u>40,650</u>	<u>31,159</u>	<u>0</u>	<u>31,159</u>	<u>23.3%</u>	<u>0</u>
Net Income over Expenditure	<u>2,229</u>	<u>(19,650)</u>	<u>(21,879)</u>				
301 Old School House							
3110 Gas Supply	168	4,000	3,832		3,832	4.2%	
3111 Gas Force Contract	0	100	100		100	0.0%	
3113 PAT Testing	0	150	150		150	0.0%	
3114 Electricity (Old School House)	1,095	3,000	1,905		1,905	36.5%	
3117 Water charges OSH	227	400	173		173	56.7%	
3120 Window Cleaning	80	150	70		70	53.3%	
3125 Fire Extinguisher Servicing	273	400	127		127	68.2%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3178 Old School House Maintenance	1,259	1,200	(59)		(59)	104.9%	
Old School House :- Indirect Expenditure	<u>3,102</u>	<u>9,400</u>	<u>6,298</u>	<u>0</u>	<u>6,298</u>	<u>33.0%</u>	<u>0</u>
Net Expenditure	<u>(3,102)</u>	<u>(9,400)</u>	<u>(6,298)</u>				
401 General							
4176 Christmas Event Income	332	0	(332)			0.0%	
General :- Income	<u>332</u>	<u>0</u>	<u>(332)</u>				<u>0</u>
2121 Machinery Servicing	759	3,000	2,241		2,241	25.3%	
2122 Fuel & Oil	1,066	2,200	1,134		1,134	48.4%	
2139 Protective Clothing	198	500	302		302	39.5%	
4101 Horticultural	199	500	301		301	39.7%	
4102 Christmas Lighting	85	2,000	1,915		1,915	4.3%	
4105 Town Clock Repairs	254	500	246		246	50.8%	
4112 Events	3,542	6,000	2,458		2,458	59.0%	
General :- Indirect Expenditure	<u>6,102</u>	<u>14,700</u>	<u>8,598</u>	<u>0</u>	<u>8,598</u>	<u>41.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,770)</u>	<u>(14,700)</u>	<u>(8,930)</u>				
402 Recreation							
4209 Tree/Horticultural Income	150	0	(150)			0.0%	
4276 Sponsorship Income	525	0	(525)			0.0%	
Recreation :- Income	<u>675</u>	<u>0</u>	<u>(675)</u>				<u>0</u>
4202 The Orchard, Coulson Lane	0	250	250		250	0.0%	
4204 Thetford Rd Play Area	298	1,000	702		702	29.8%	
4205 Playing Fields	25	2,000	1,975		1,975	1.2%	
4206 Horticultural Work	255	500	245		245	51.1%	
4208 Cemetery - Trees	7,925	6,750	(1,175)		(1,175)	117.4%	
Recreation :- Indirect Expenditure	<u>8,504</u>	<u>10,500</u>	<u>1,996</u>	<u>0</u>	<u>1,996</u>	<u>81.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,829)</u>	<u>(10,500)</u>	<u>(2,671)</u>				
403 Street Lights							
4307 Grant - Street Lighting	14,444	0	(14,444)			0.0%	
Street Lights :- Income	<u>14,444</u>	<u>0</u>	<u>(14,444)</u>				<u>0</u>
4302 Street Lighting Energy	0	40,000	40,000		40,000	0.0%	
4303 Street Lights Repairs	0	8,000	8,000		8,000	0.0%	
Street Lights :- Indirect Expenditure	<u>0</u>	<u>48,000</u>	<u>48,000</u>	<u>0</u>	<u>48,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>14,444</u>	<u>(48,000)</u>	<u>(62,444)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	420,661	411,480	(9,181)			102.2%	
Expenditure	188,025	411,479	223,454	0	223,454	45.7%	
Net Income over Expenditure	<u>232,636</u>	<u>1</u>	<u>(232,635)</u>				
Movement to/(from) Gen Reserve	<u>232,636</u>						

Supplier ID:
500447

**Application for Parish/Town Council
Precept 2025/26**

Please complete the following and return to the Chief Financial Officer by 22 January 2025

PARISH/TOWN COUNCIL OF:

Brandon Town Council

Please select your Parish/Town Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

6th January 2025

Contact details of the Parish/Town Clerk:

Name: Tina Cunnell

Address: Old School House, Market Hill, Brandon, IP27 0AA

Tel No: 01842 811844

E-Mail: office@brandontc.co.uk

Bank Details:

Sort Code:

Account Number:

The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2025 to 31 March 2026 is as follows:

The 2024/25 figures below are the figures submitted by Parishes/Towns in January 2024 and are included for information purposes only.

	2024/25		2025/26	
	Expenditure	Income	Expenditure	Income
Administration	£ 231,630	£ -	£ 235,815	
Allotments	£ -	£ -		
Arts Centres	£ -	£ -		
Cemeteries	£ 20,325	£ -21,000	£ 20,595	£ -21,000
Civic Costs	£ -	£ -		
Community Events	£ -	£ -		
Disused Churchyard/Memorials	£ 20,325	£ -	£ 20,595	
General Services	£ 14,700	£ -	£ 26,126	
Grants to Other Bodies	£ 43,000	£ -	£ 46,000	
Leisure Services/Sports Facilities	£ 10,500	£ -	£ 20,348	
Other Expenses	£ 13,600	£ -	£ 13,600	
Street Lighting	£ 48,000	£ -	£ 32,700	
Village Hall/Memorial Hall/Other Property	£ 9,400	£ -1,000	£ 11,232	£ -1,000
Transfer to (+ve)/from (-ve) Reserves	£ -	£ -		
Net Expenditure	A	£ 389,480		£ 405,011
Parish Precept	B	£ 389,480		£ 405,011
Tax Base	C	2,538.02		2,547.69
Town Council Tax Band D	B÷C	£ 153.46		£ 158.97
Increase/-Decrease				£ 5.51
Percentage Increase/-Decrease				3.59%

Signed by:-

Chair of Parish/Town Council:

Date:

Parish/Town Clerk:

Date:

Brandon Precept

	Budget	
	2024	2025
1176 Precept	£389,479.65	£405,011.35
101 Administration Income		
1180 Room Hire	£1,000.00	£1,000.00
101 Administration		
1101 Insurances	£11,600.00	£11,948.00
1102 Vehicle Insurance	£1,100.00	£1,133.00
1110 Audit Fee (Ext)	£1,000.00	£1,030.00
1111 Audit Fee (Int)	£1,650.00	£1,700.00
1120 Legal Fees (H & S)	£2,500.00	£2,500.00
1125 Web Site Upkeep	£400.00	£412.00
1130 Office Equipment/Furniture	£500.00	£515.00
1131 Computer Equipment	£1,000.00	£1,030.00
1132 Stationary	£450.00	£464.00
1133 Payroll	£550.00	£567.00
1138 Misc Expences	£0.00	£0.00
1140 Staff Training	£1,000.00	£1,030.00
1141 Councillor Training	£500.00	£515.00
1142 Chairmans Allowance	£200.00	£0.00
1143 SW/HW Support	£500.00	£2,500.00
1144 Salc/Nalc	£1,450.00	£1,494.00
1145 Subscriptions	£1,750.00	£1,803.00
1146 Information/Books/Software	£200.00	£206.00
1148 Lift Servicing	£1,000.00	£1,030.00
1150 Advertising	£100.00	£103.00
1156 Postage	£250.00	£258.00
1160 Mileage	£250.00	£258.00
1165 Photocopier Rental	£2,000.00	£1,100.00
1166 Photocopier Charges	£2,000.00	£1,000.00
1167 Election Costs	£4,000.00	£4,120.00
1170 Telephone Fax Internet	£2,500.00	£2,850.00
2131 New equipment	£0.00	£0.00
4113 Bank Costs	£160.00	£165.00
	£38,610.00	£39,731.00
102 Staff		
1201 Staff Salaries	£167,843.17	£167,843.17
1202 Pension	£5,035.30	£8,100.00
1203 NI Contributions	£20,141.18	£20,141.18
	£193,019.65	£196,084.35
103 PWLB		
1301 Public works Loan	£13,600.00	£13,600.00
	£13,600.00	£13,600.00

104 Grants		
1401 Grants	£33,000.00	£36,000.00
1402 S137	£10,000.00	£10,000.00
	£43,000.00	£46,000.00
201 Cemetery/Town		
2177 Burial Fees	£11,500.00	£12,500.00
2178 Ashes Interment Fees	£6,500.00	£7,000.00
2179 Memorial Fees	£3,000.00	£3,500.00
	£21,000.00	£21,000.00
2101 Cemetery/Town Costs	£10,000.00	£10,300.00
2104 New Cemetery Purchase	£0.00	£0.00
2107 New Cemetery Works	£20,000.00	£20,000.00
2110 Water Charges - Cemetery	£250.00	£300.00
2111 Electricity	£4,000.00	£4,000.00
2116 BRPF Rental	£600.00	£600.00
2117 HR Fees	£2,500.00	£2,500.00
2131 New Equipment	£1,500.00	£1,545.00
2132 Trade Waste	£1,500.00	£1,545.00
2133 Bus Shelter Cleaning	£300.00	£400.00
	£40,650.00	£41,190.00
301 Old School House		
3110 Gas Supply	£4,000.00	£4,000.00
3111 Gas Maintainance	£100.00	£103.00
3113 Pat Testing	£150.00	£155.00
3114 Electricity	£3,000.00	£3,000.00
3116 Trade waste	£0.00	£0.00
3117 Water Charges	£400.00	£412.00
3120 Window Cleaning	£150.00	£150.00
3125 Fire Extinguisher Servicing	£400.00	£412.00
3178 Old School House Maintenance	£1,200.00	£3,000.00
	£9,400.00	£11,232.00
401 General		
2121 Machinery Servicing	£3,000.00	£3,090.00
2122 Fuel & Oil	£2,200.00	£2,266.00
2130 Truck Replacement	£0.00	£0.00
2139 Protective Clothing	£500.00	£1,000.00
2140 Town Keepers Mobile Calls	£0.00	£0.00
4101 Horticulture	£500.00	£515.00
4102 Christmas Lighting	£2,000.00	£2,060.00
4104 Truck Maintenance & Tax	£0.00	£0.00
4105 Town Clock Repairs	£500.00	£515.00
4109 Seating	£0.00	£0.00
4112 Events	£6,000.00	£6,680.00
Project Fund		£10,000.00
	£14,700.00	£26,126.00
402 Recreation		
4201 The Lode	£0.00	£0.00
4202 The Orchard	£250.00	£258.00
4204 Thetford Rd	£1,000.00	£1,030.00

4205 BRPF	£2,000.00	£2,060.00
4206 Horticultural Work/Tree Survey	£500.00	£8,000.00
4208 Cemetery/Ave Trees	£6,750.00	£9,000.00
	£10,500.00	£20,348.00
403 Street Lights		
4302 Street Lighting Energy	£40,000.00	£24,700.00
4303 Street Lighting Repairs	£8,000.00	£8,000.00
	£48,000.00	£32,700.00



BRANDON

TOWN COUNCIL

PLANNING MEETING OF BRANDON TOWN COUNCIL,

OLD SCHOOL HOUSE, BRANDON

MONDAY 6TH JANUARY 2025 12.00 P.M.

Present: Councillors: Brocklehurst (Chair), Gorrington, Kostecki, Lukaniuk, Siebert.
Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence None.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>Minutes of Previous Meetings Agree and sign the minutes of the Planning Committee meeting held on 2nd December 2024. Resolution Record No: BTC/117/06/Jan/24 RESOLVED</p>
4	<p>Public Participation Time Seven members of the public attended the meeting. A number of objections were made, by members of the public, in relation to planning applications, DC/23/1757/FUL and DC/24/1837/TCA. Another member of public, who was in attendance to support their application, commented on what they believe were positive attributes re planning application DC/23/1757/FUL.</p>
5	<p>Planning Applications to Consider DC/24/1722/HH – 92 Rattlers Road, Brandon – Consultation Single storey side and rear extension including relocation of front door. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SNECR7PD FYM00 No additional comments – support application. Resolution Record No: BTC/118/06/Jan/24 RESOLVED - SUPPORT</p>

	<p>DC/24/1705/LB – 49 & 49A High Street, Brandon – Consultation Removal of internal partitions and internal lobby, extension of existing lightweight suspended ceiling. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SN9CDUPDFWG00 No additional comments – support application. Resolution Record No: BTC/119/06/Jan/24 RESOLVED – SUPPORT</p> <p>DC/24/1663/HH – 43 Yew Drive, Brandon – Consultation Installation of four rooflights. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SMW2FZPDFQ600 No additional comments – support application. Resolution Record No: BTC/120/06/Jan/24 RESOLVED - SUPPORT</p> <p>DC/23/1757/FUL – Bridge Hotel, 79 High Street, Brandon – Re-consultation Single storey overnight guest accommodation pod with covered decking, associated footpath and landscaping, single storey rear extension to hotel. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S31HEAPDMOS00 Some Councillors made positive comments on the planning application. One Councillor commented that we objected to the original planning application and asked if anything had changed since then. A Councillor commented that a lot of work has been done to screen the pod. Resolution Record No: BTC/121/06/Jan/24 RESOLVED - SUPPORT</p> <p>DC/24/1837/TCA – Bridge Hotel, 79 High Street, Brandon – Tree Two Alders, crown lift to three metres over river, and one Alder Coppice. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SONCA1PDGHE00 Clarification is requested that the landowner has granted permission for the work to be undertaken – support application. Resolution Record No: BTC/122/06/Jan/24 RESOLVED - SUPPORT</p>
6	<p>Late Planning Applications Received after Agenda was Published No further planning applications were received after the agenda was published.</p>
7	<p>KL&WN Planning Consultation on Methwold Pig Farm Permit Application https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?keyVal=RBTQU0IV00I00&activeTab=summary Following discussion, the Council decided to object, on the following issues:</p>

	<ul style="list-style-type: none">• Increased HGV traffic and associated pollution• decreased air quality due to the release of chemicals such as ammonia as part of the operations.• Concerns about disposal of slurry• Concerns over potential pollution into nearby chalk stream river• Increased water abstraction• Lack of robust mitigation• Increase in health issues such as current Bird Flu outbreak <p>Resolution Record No: BTC/123/06/Jan/24 RESOLVED - OBJECT</p>
8	<p>Clerks Update There was no further information received since the publication of the agenda.</p>

Chairman

Date

Landscape Enhancements, Brandon

Purpose of the report

The District Council applied and was successful in receiving a grant from the Rural England Prosperity Fund (REPF) for certain green enhancement projects to the amenity areas it is responsible for in its rural towns.

This is the second year the Council has received such funding. Last year's project in Brandon, which the Town Council were supportive of, focused on the relandscaping of certain soft landscaped areas in Rought Avenue, Brandon.

The district is now seeking the Town Council's support and feedback prior to progressing works in and around the Lake in Brandon Country Park, which it hopes to complete by the end of March 2025.

Brandon Country Park comprises of 32 acres. The Park is the vestige of a much larger nineteenth century country estate which once covered upwards of 3,000 acres. The Park has no physical boundary and is surrounded by Thetford Forest. The site is managed to provide a green open space for informal recreation and education, and to conserve and enhance the natural, historical and archaeological features of the site.



The primary objective is to improve the visitor experience at the lake in Brandon Country Park. To help achieve this we will be refurbishing the current path around the lake, helping to improve the access and egress. We will also repair the damaged lake liner, eroded lake banks and replace the broken lake aeration pump which will help improve the ecology and biodiversity of the lake.

To help prevent future bank erosion and liner damage a low fence will be installed on two sides of the lake to restrict access to the lake edges.

When reinstating the lake embankments, we will use an appropriate native grass and wildflower seed mix to both improve the biodiversity of the lake edges and deter future erosion.

Further ecological improvements will be encouraged where these can be delivered in partnership with external partners.



Key objectives of the project include:

- Repair of the lake liner
- Refurbishment of the lake banks
- Installation of a low fence on two sides of the lake
- Replace the broken lake aeration system
- Repair/refurbishment of the access and egress paths
- Reinstatement with species rich grasses and wildflowers