



BRANDON
TOWN COUNCIL

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 10TH FEBRUARY 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 Meeting on 13th 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 January 2025</p>
10	<p>Grant Applications</p> <p>Decision required: To consider S137 grant from Brandon Pride Suffolk UK</p>
11	<p>Income & Expenditure Statement against budget for December 2024</p> <p>To receive and note</p>
12	<p>Financial Year End arrangements</p> <p>To discuss and agree the following:</p> <ol style="list-style-type: none"> 1. To agree in principle movement of any underspend into appropriate reserves at the end of the year 2. Minimum bank balance to be maintained 3. £2000 available in year, to agree possible uses
13	<p>Minutes of Previous Meetings</p> <p>To receive and note minutes of the New Cemetery Committee Meeting of 15th January 2025</p>
14	<p>Proposals from New Cemetery Committee</p> <p>Decision required: To agree the following recommendations to contractor: -</p> <ul style="list-style-type: none"> • A couple of gaps in the northern part of the hedge to allow pedestrian access to future phases • The entrance to be adapted to reflect the stone gateway
15	<p>Minutes of Previous Meetings</p> <p>To receive and note minutes of the Events Committee Meeting of 27th January 2025</p>
16	<p>Minutes of Previous Meetings</p> <p>To receive and note minutes of the Planning Committee Meeting of 3rd February 2025</p>
17	<p>TRO Update</p> <p>To review comments received and agree to a public consultation to apply for TRO</p>

18	The Brandon Poors Estate Decision required: Nominate two Trustees
19	Appointment of Councillor to Community Group – Brandon Remembrance Playing Fields Decision required: Appoint a Councillor
20	Civility and Respect Pledge Decision required: To sign up to the Civility and Respect Pledge https://www.nalc.gov.uk/campaigns/civility-and-respect.html
21	Support Memorial Bench Application Decision required: To support an application for a memorial bench in Brandon
22	Memorial Bench Policy Decision required: To adopt Memorial Bench Policy
23	Clerks Update To receive any information received since publication of agenda



BRANDON
TOWN COUNCIL

**FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE BRANDON**

MONDAY 13th JANUARY 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorringer, Hughes, Kostecky, Lukaniuk, Pinnell, Ridgwell, Savage, Watts. Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllrs N. Siebert and S. Skinner.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath Sqn Ldr Eaton gave a verbal report:-</p> <ul style="list-style-type: none"> • Drone activity over the RAF bases in November and December. • Unusual amount of nighttime flying due to drone activity. • Report any sightings of drones over military establishments to the police as it is illegal. • Temporary flight restrictions on non-airfield bases. <p>Councillors asked the Sqn Ldr a few questions, to which he answered.</p>
4	<p>Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meetings on 9th December 2024 and the Precept Meeting held on the 6th January 2025. Resolution Record No: BTC/124/13/Jan/25 RESOLVED</p>
5	<p>Chairmans Report The Chairman did not produce a report this month.</p>
6	<p>Public Participation Time The meeting was adjourned. A resident had a query with an invoice on the accounts. Their query was answered. They also queried the amount on the precept for the new cemetery works and made comment about keeping the site for the new cemetery maintained for the air ambulance to be able to land. Meeting re-opened.</p>

7	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk, as County Councillor, reported:- Highways issues:-</p> <ul style="list-style-type: none"> • 30mph roundels going in on Green Road as they have disappeared. • Two bollards going in the top end of Victoria Avenue. • One upright parking sign going into the High Street. <p>Cllr Lukaniuk reported, as District Councillor, that the restructure of local government will not affect Town/Parish Councils.</p> <p>Cllr Savage reported, as District Councillor, that after a meeting with Cadent they will be top soiling the area on Green Road and they have cleared up The Paddocks estate.</p> <p>Cllr Wittam reported, as District Council, on the reorganisation of government and that Suffolk voted in favour of suspending the County elections in May, which does have to be approved by government. This will give indication whether Suffolk will go with the advanced priority for Devolution. A Councillor asked how long the Elections would be suspended for. The Clerk answered this.</p> <p>Cllr Ridgwell asked for an updated from Cllr Lukaniuk about the Wangford Road site. Cllr Lukaniuk updated him on this.</p>
8	<p>Reports from Town Councillors</p> <p>Cllr Brocklehurst reported that Cadent have been in contact with Brandon in Bloom and they will be providing bulbs and assistance with some of the work on the Green Road area. He also thanked Cllr Lukaniuk, on behalf of Brandon in Bloom, for the table in The Orchard which helps assist Brandon in Bloom.</p> <p>Cllr Gorringe reported he had had complaints about the sound quality of the meeting. The Clerk will look into a resolution.</p> <p>Cllr Brocklehurst further reported that the Heritage Centre applied under the West Suffolk Decarbonisation Fund for Solar Panels, which have now been fitted.</p> <p>Cllr Wittam thanked Cllr Lukaniuk for the bench in The Orchard and the bus shelters that were replaced on London Road.</p>
9	<p>Accounts</p> <p>To approve and note payments made in December 2024 A query was raised over an invoice on the payments list. Cllr Lukaniuk proposed for this to be removed from the payments list, until further clarity was made. This was seconded by Cllr Wittam. Resolution Record No: BTC/125/13/Jan/25 RESOLVED</p>
10	<p>Grant Applications</p> <p>To consider S137 grant from Brandon Creative Forum. A representative from Brandon Creative Forum gave an overview of what the community group are looking to achieve. Several Councillors had queries and asked questions. A vote took place to pay the £500 to Brandon Creative Forum as requested in their grant application. Resolution Record No: BTC/126/13/Jan/25 RESOLVED</p>

11	<p>Income & Expenditure Statement against budget for November 2024 Received and noted.</p>
12	<p>Budget 2025/26 To agree budget and precept for 2025/26 Cllr Pinnell proposed and Cllr Brocklehurst seconded, to agree the budget and precept for 2025/26 of £405,011. Resolution Record No: BTC/127/13/Jan/25 Recorded vote:- For Cllr Gorringe Cllr Hughes Cllr Bland Cllr Ridgwell Cllr Watts Cllr Savage Cllr Wittam RESOLVED</p> <p>Against Cllr Challiss Cllr Pinnell Cllr Kostecki Cllr Lukaniuk Cllr Brocklehurst</p>
13	<p>Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 6th January 2025 Received and noted.</p>
14	<p>To discuss and agree support for landscape enhancements in Brandon 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. Cllr Lukaniuk gave an overview of the grant funding received and the work which would be undertaken in and around the lake in Brandon Country Park. Councillors raised questions, to which Cllr Lukaniuk answered. All Councillors were in agreement to support the work in and around the lake in Brandon County Park.</p>
15	<p>Gov.uk domain To consider moving to a gov.uk domain. https://www.gov.uk/guidance/benefits-of-getting-a-govuk-domain The Clerk outlined the security benefits of moving to a gov.uk domain. The Councillors raised a few questions, which the Clerk answered. Resolution Record No: BTC/128/13/Jan/25 RESOLVED</p>
16	<p>To consider quotations for digital cemetery records:- Several companies were sent the same criteria and these are the quotes we have received against that criteria:- 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</p>

	<p>After discussion and recommendations from staff, the Councillors accepted quotation 'b'.</p> <p>Resolution Record No: BTC/129/13/Jan/25</p> <p>RESOLVED</p>
17	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p> <ul style="list-style-type: none">• Working on TRO and gave update.• CPP MarketPlace – Light Up Town Project – Event on Market Hill on 25th February 2025.• Attended Clerks meeting at West Suffolk today with Devolution being the main point of discussion.

Chairman

Date

Accounts for Payment January 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
09/01/2025	INV71553	Racking365 (UK) Ltd	Racking for Yard	£300.00	£60.00	£360.00	BACS
13/01/2025		AOS Online	Refuse Sacks	£50.15	£10.03	£60.18	BACS
13/01/2025		Brandon Creative Forum	S137 Grant	£500.00	£0.00	£500.00	BACS
16/12/2024	INV-10752	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/12/2024	M021 21	BT	Phone OSH	£101.22	£20.24	£121.46	Direct Debit
20/12/2024	M086 1T	BT	Phone OSH	£35.81	£7.16	£42.97	Direct Debit
20/12/2024	M061 KE	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
27/12/2024		Creative Pension Trust	Pensions - December	£915.10	£0.00	£915.10	Direct Debit
27/01/2025		Creative Pension Trust	Pensions - January	£751.99	£0.00	£751.99	Direct Debit
01/01/2025	12804	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
01/01/2025	2241967	YU Energy	Electric OSH	£128.50	£6.42	£134.92	Direct Debit
01/01/2025	2241969	YU Energy	Electric BRPF Yard	£306.48	£61.30	£367.78	Direct Debit
03/01/2025	2274065	YU Energy	Electric Pillar 8 Market Hill	£18.12	£0.91	£19.03	Direct Debit
03/01/2025	2274067	YU Energy	Electric Pillar 9 Market Hill	£20.36	£1.02	£21.38	Direct Debit
03/01/2025	2274069	YU Energy	Electric Cemetery Yard	£19.87	£0.99	£20.86	Direct Debit
03/01/2025	2274066	YU Energy	Electric Christmas Tree Pillar	£83.10	£4.16	£87.26	Direct Debit
03/01/2025	2232936	YU Energy	Gas OSH	£143.40	£7.17	£150.57	Direct Debit
04/01/2025	14510066	Wave - Anglian Water	Water Cemetery Yard	£42.88	£0.00	£42.88	Direct Debit
14/01/2025	5087	IONOS	Website Domain	£10.00	£2.00	£12.00	Direct Debit
18/01/2025	3956928	Everflow Water	Water OSH	£59.42	£0.00	£59.42	Direct Debit
20/01/2025		EE	2 x Mobile Phones	£43.20	£8.64	£51.84	Direct Debit
28/01/2025	1252981	West Suffolk Council	Trade Waste	£78.21	£0.00	£78.21	Direct Debit
31/01/2025		Unity Trust Bank	Service Charge	£12.75	£0.00	£12.75	Direct Debit
31/12/2024	76339	Alan R Cross & Son	Sort Electrical Issue at Yard	£127.80	£25.56	£153.36	BACS
11/01/2025	76393	Alan R Cross & Son	Access Lighting & Replace	£1,092.04	£218.41	£1,310.45	BACS
08/01/2025	5DZJI	Amazon	5 Drawer Tool Storage	£75.82	£15.17	£90.99	BACS

Accounts for Payment January 2025

08/01/2025	UE571	Amazon	Mesh Fencing - The Lode	£40.79	£8.18	£48.97	BACS
21/01/2025	K60LI	Amazon	Blue Rolls	£13.32	£2.66	£15.98	BACS
21/01/2025	XAEUI	Amazon	A4 Envelopes	£11.38	£2.28	£13.66	BACS
22/01/2025	ZAEUI	Amazon	2 x Litter Pickers	£24.98	£5.00	£29.98	BACS
23/01/2025	3UP9I	Amazon	Storage Boxes for Yard	£23.32	£4.67	£27.99	BACS
23/01/2025	8JY3I	Amazon	Suspension Files	£21.14	£4.23	£25.37	BACS
24/01/2025	OL11I	Amazon	Lever Arch Files	£16.97	£3.39	£20.36	BACS
16/01/2025	1016686	Sonata Security Ltd	Service Intruder Alarm	£75.00	£15.00	£90.00	BACS
17/01/2025	99511	Sky High Access Ltd	MEWP Hire - Christmas Lights	£400.00	£80.00	£480.00	BACS
15/01/2025	532762	J & D Green	Cleaning 5 Bus Shelters	£65.00	£0.00	£65.00	BACS
21/01/2025	SINV01972913	Ian Smith Group Ltd	A4 Paper/Post it notes	£53.63	£10.73	£64.36	BACS
21/01/2025	SI-000192	L P Tree Care	Reduce Holly Tree in Cemetery	£350.00	£70.00	£420.00	BACS
22/01/2025	FBCA-0780	Fed. of Burial & Crem.	Yearly Membership Fee	£180.00	£36.00	£216.00	BACS
24/01/2025	3623	Dave Green Heating	Service Boiler/Sort Heating	£140.00	£28.00	£168.00	BACS
28/01/2025	66308	Chase Timber Products	Stakes/Post Mix - New Cem.	£44.34	£8.86	£53.20	BACS
28/01/2025	66337	Chase Timber Products	Ply/Rails - Box in Pipes at Yard	£40.42	£8.08	£48.50	BACS
28/01/2025	9553624	Suffolk County Council	Traffic Data Sets for TRO	£150.00	£30.00	£180.00	BACS
31/01/2025	294244	Fengate Fasteners Ltd	PPE, Tools, Water Soft Tabs - OSH	£304.31	£60.86	£365.17	BACS
31/01/2025	20250000104	Finevale Service Station	Fuel	£49.45	£9.89	£59.34	BACS
05/02/2025		HMRC	NICS	£2,668.45	£0.00	£2,668.45	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)

A. 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:

B. 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.*

Brandon Pride, Suffolk UK was formed promote equality and diversity for the public benefit and in particular the elimination of discrimination on the grounds of sexual orientation or gender identity, including in particular but not exclusively by:

- (1) raising the awareness of the public with regard to all aspects of discrimination in society and issues and difficulties affecting the lives of lesbian, gay, bisexual, trans, questioning, queer and people of other sexual identities (LGBTQ+) people;
- (2) cultivating a sentiment in favour of equality and diversity in particular through celebrating the diversity of LGBTQ+ communities
- (3) advancing education in equality and diversity whether by signposting to other organisations or services or producing materials;
- (4) producing publications, media and other means of communication;
- (5) staging an annual Rainbow Colour Run and Pride Day

8. What area is served by your organisation?

BRANDON AND THE LOCAL VILLAGES AND AREA

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 SEE OUR ACCOUNTS SEPARATELY ATTACHED IN THE COVERING EMAIL IT'S IMPORTANT IN ORDER TO REACH AND SUPPORT AS MANY PEOPLE, FOSTER COMMUNITY SPIRIT AND ENABLE LOCAL TRADERS AND CHARITIES TO PAY ONLY A NOMINAL FEE TO ATTEND TO RAISE FUNDS FOR THEMSELVES. THEREFORE, AS WITH OTHER FESTIVALS IN BRANDON, IT IS IMPORTANT BRANDON PRIDE IS FREE TO ATTEND. OUR COSTS HAVE INCREASED FROM LAST YEAR AND TO STAGE THE EVENT WITHOUT CHARGING AN ENTRY FEE WE NEED TO SEEK SPONSORSHIP AND GRANTS.

C. GRANT REQUEST

11. How much grant are you asking for?

£500.00

12. What is the total cost of the project?

ESTIMATED COSTS ARE £4,100

13. What will you use the grant for?


THE GRANT WILL HELP TOWARDS THE CORE EVENT RUNNING COSTS.

THESE INCLUDE:

- THE HIRE OF THE REMEBRANCE PLAYING FIELDS,
- EVENT INSURANCE,
- A PRS LICENCE,
- FIRST AID COVER PAYMENT,
- PAYING ENTERTAINERS,
- THE PURCHASE OF BANNERS, SIGNS, POSTERS AND FLYERS,
- MEDALS, PAINT AND RUNNING NUMBERS FOR THE RAINBOW COLOUR RUN

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: 29.01.2024
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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 31/12/2024

Month No: 9

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	870	1,000	130			87.0%	
1190 Interest on Investments	5,178	0	(5,178)			0.0%	
Administration :- Income	395,555	390,480	(5,075)			101.3%	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	240	400	160		160	60.0%	
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	457	500	44		44	91.3%	
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	1,115	1,750	635		635	63.7%	
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	79	250	171		171	31.5%	
1160 Mileage	149	250	101		101	59.8%	
1165 Photocopier Rental	807	2,000	1,193		1,193	40.4%	
1166 Photocopier Charges	674	2,000	1,326		1,326	33.7%	
1167 Election Costs	0	4,000	4,000		4,000	0.0%	
1170 Telephone, Fax, Internet	1,919	2,500	581		581	76.8%	
4113 Bank Charges	148	160	12		12	92.3%	
Administration :- Indirect Expenditure	13,475	38,610	25,135	0	25,135	34.9%	0
Net Income over Expenditure	382,080	351,870	(30,210)				
102 Staff							
1201 Staff Salaries (Gross)	95,467	167,843	72,376		72,376	56.9%	
1202 LGA Superannuation	5,372	5,035	(337)		(337)	106.7%	
1203 NI Contributions	19,388	20,141	753		753	96.3%	
Staff :- Indirect Expenditure	120,227	193,019	72,792	0	72,792	62.3%	0
Net Expenditure	(120,227)	(193,019)	(72,792)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 PWLB</u>							
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>				
<u>104 Grants</u>							
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>				
<u>201 Cemetery/Town</u>							
2177 Burial Fees	5,400	11,500	6,100			47.0%	
2178 Ashes Interment Fees	3,380	6,500	3,120			52.0%	
2179 Memorial Fees	1,210	3,000	1,790			40.3%	
2180 Locality Grant	3,000	0	(3,000)			0.0%	
Cemetery/Town :- Income	<u>12,990</u>	<u>21,000</u>	<u>8,010</u>			<u>61.9%</u>	<u>0</u>
2101 Cemetery/Town Costs	7,298	10,000	2,702		2,702	73.0%	
2107 New Cemetery Works	2,076	20,000	17,924		17,924	10.4%	
2110 Water Charges (Cemetery/OSH)	235	250	15		15	93.8%	
2111 Electricity	1,832	4,000	2,168		2,168	45.8%	
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	949	1,500	551		551	63.2%	
2133 Bus Shelter Cleaning	165	300	135		135	55.0%	
Cemetery/Town :- Indirect Expenditure	<u>12,870</u>	<u>40,650</u>	<u>27,780</u>	<u>0</u>	<u>27,780</u>	<u>31.7%</u>	<u>0</u>
Net Income over Expenditure	<u>120</u>	<u>(19,650)</u>	<u>(19,770)</u>				
<u>301 Old School House</u>							
3110 Gas Supply	286	4,000	3,714		3,714	7.2%	
3111 Gas Force Contract	0	100	100		100	0.0%	
3113 PAT Testing	116	150	34		34	77.1%	
3114 Electricity (Old School House)	1,238	3,000	1,762		1,762	41.3%	
3117 Water charges OSH	254	400	146		146	63.4%	
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 31/12/2024

Month No: 9

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	1,398	1,200	(198)		(198)	116.5%	
Old School House :- Indirect Expenditure	<u>3,645</u>	<u>9,400</u>	<u>5,755</u>	<u>0</u>	<u>5,755</u>	<u>38.8%</u>	<u>0</u>
Net Expenditure	<u>(3,645)</u>	<u>(9,400)</u>	<u>(5,755)</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	1,145	2,200	1,055		1,055	52.0%	
2139 Protective Clothing	203	500	297		297	40.7%	
4101 Horticultural	484	500	16		16	96.7%	
4102 Christmas Lighting	493	2,000	1,507		1,507	24.6%	
4105 Town Clock Repairs	254	500	246		246	50.8%	
4112 Events	5,184	6,000	816		816	86.4%	
General :- Indirect Expenditure	<u>8,522</u>	<u>14,700</u>	<u>6,178</u>	<u>0</u>	<u>6,178</u>	<u>58.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,190)</u>	<u>(14,700)</u>	<u>(6,510)</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 31/12/2024

Month No: 9

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	423,995	411,480	(12,515)			103.0%	
Expenditure	211,921	411,479	199,558	0	199,558	51.5%	
Net Income over Expenditure	<u>212,074</u>	<u>1</u>	<u>(212,073)</u>				
Movement to/(from) Gen Reserve	<u>212,074</u>						



BRANDON

TOWN COUNCIL

**NEW CEMETERY COMMITTEE MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE BRANDON
WEDNESDAY 15th JANUARY 2025 2.00 P.M.**

Present: Councillors: Brocklehurst (Chair), Gorringe, Hughes, Lukaniuk, Savage, Watts.

Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllr M. Pinnell.</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 New Cemetery Committee meeting held on 8th November 2024. Resolution Record No: BTCNC/130/15/Jan/25 RESOLVED</p>
4	<p>Public Participation Time None.</p>
5	<p>Working Group Report The November report from the Chairman was received and the following actions were agreed:-</p> <ul style="list-style-type: none"> • Inspection tubes (7) need to be 3inch in diameter, 4ft high and all painted white to be easily seen in order to not cause damage to mowing equipment. Suggestion that position of each stake is recorded using 'what 3 words'. • Entrance and boundary stakes need to be 3inch in diameter, 4ft high and all painted white to be easily seen in order to not cause damage to mowing equipment. • We have permission to cut the site to 150mm. Three quotes will be obtained by the Town Clerk.
6	<p>Updated Site Plan The updated site plan was received from contractors and a discussion about their recommendations below took place, for recommendation to February Full Council:-</p>

	<ul style="list-style-type: none"> • The entrance to be adapted to reflect the stone gateway. The Councillors are concerned the stone gateway doesn't show on the plan and the contractors should be contacted on the matter. • Site would be better marked out with post and rail fencing. • Would review site planting at a later stage. • Park rail to be used at the front either side of entrance. <p>Cllr Watts left the meeting at 2.40pm.</p> <p>It was discussed that after being presented to Full Council, a meeting would be needed with our contractors. After discussion, the Chair recommended that the outstanding invoice to our contractors, be paid. All Councillors present, were in agreement.</p>
7	<p>Clerks Update The Clerk did not have any further updates.</p>

Chairman

Date



BRANDON

TOWN COUNCIL

**EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE BRANDON,
MONDAY 27TH JANUARY 2025, STARTING AT 11.00 A.M.**

Present: Councillors: Hughes (Chair), Challiss, Savage, Mrs Barnes, Mrs Prior.

Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllr C. Watts.</p>
2	<p>Declarations of Interest and requests for Dispensations Mrs Barnes and Mrs Prior – Employees.</p>
3	<p>Minutes of Previous Meetings Agree and sign the minutes of the New Cemetery Committee meeting held on 24th October 2024. Resolution Record No: BTCE/131/27/Jan/25 RESOLVED</p>
4	<p>Public Participation Time Nine members of public attended the meeting.</p>
5	<p>Christmas Fair Update Update on Christmas Fair 2024:- <ul style="list-style-type: none"> • Mrs Prior gave a report on the Christmas Fair Set date for Christmas Fair 2025:- Discussion included the following:- <ul style="list-style-type: none"> • Saturday 29th November 2025 – 1pm to 6pm • Put fair in the street to free up more of Market Hill and enquire about putting in an additional power point to accommodate this • Brandon Creative Forum to do different activities whilst waiting for Santa • Giving coloured tickets to children in the queue to hold their place </p>
6	<p>VE Day Plan VE Day celebration:- <ul style="list-style-type: none"> • Thursday 8th May 2025 • Possibility for collaboration with CPP MarketPlace and BFER </p>

	<ul style="list-style-type: none"> • Follow the national programme of events:- • Bell ringing for 8pm • Town Crier • Contact a bugler • Light brazier • Possible competitions to include baking cakes and creative writing • Brandon Happy to Sing Choir
7	<p>Future Events Discuss other possible events:- Light Up The Town – 25th February 2025:-</p> <ul style="list-style-type: none"> • Maddie gave an overview of the event <p>Summer Holiday Activities:-</p> <ul style="list-style-type: none"> • Dates to be sorted • Possible activities:- Paddleboarding, kayaking, canoeing Physical activities Film and media workshops • BFER to be involved • RBL looking to provide packed lunches • Speak to businesses re sponsorship of costs <p>Apple Blossom Day:-</p> <ul style="list-style-type: none"> • Funding has been received to enable this event • Saturday 3rd May 2025 in The Orchard • Involve the local schools • Contact Maypole/Morris Dancers <p>Shoestring Theatre:-</p> <ul style="list-style-type: none"> • Contact Shoestring to be involved in events and workshops
8	<p>Clerks Update The Clerk acknowledged Mrs Barnes’s input into various events.</p>



**PLANNING COMMITTEE MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE, BRANDON**

MONDAY 3RD FEBRUARY 2025 12.00 P.M.

Present: Councillors: Brocklehurst (Chair), Gorringer, Kostecki, Lukaniuk, Pinnell.
Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllr N. Siebert.</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 6th January 2025. Resolution Record No: BTCP/132/03/Feb/25 RESOLVED</p>
4	<p>Public Participation Time A member of the public gave their views on planning application DC/25/0038/RM and why they thought the Council should object to the application:-</p> <ul style="list-style-type: none"> • No provision for waste collection • No provision for surface water removal • No provision for waste from the proposed wheel wash • Bats habitat disrupted • Noise survey undertaken by the Government was in 2017 and needs updating • Risk to cyclists and pedestrians • Highways have objected to Walton Way as an access route • No plan to control waste on road • No plan where construction vehicles will park

5	<p>Planning Applications to Consider To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/25/0038/RM – Brandon Cottage, Rattlers Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SPS2VVPD_GWF00</p> <p>Councillors discussed the application and noted that there was not enough information included. Cllr Lukaniuk proposed and Cllr KostECKI seconded, to object to the application for the following reasons:-</p> <ul style="list-style-type: none"> • The turning circle will be lost • There are no footpaths and with the increase of traffic, during construction and after, this will cause safety issues • Loss of cycle path from earlier plan • Clarify ownership of, and responsibility for maintenance of the thresholds between 3 and 15 and 19 and 25. • Planning to provide plans for management of traffic and waste during the construction phase <p>Resolution Record No: BTCP/133/03/Feb/25 RESOLVED - OBJECT</p> <p>DC/24/1754/FUL – 2-4 London Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SNNOWCP_DG2O00</p> <p>Councillors discussed the application noting no detail of parking. Cllr Gorrige proposed and Cllr KostECKI seconded that the application is supported. Resolution Record No: BTCP/134/03/Feb/25 RESOLVED – SUPPORT</p>
6	<p>Late Planning Applications Received after Agenda was Published None.</p>
7	<p>Clerks Update The Clerk gave the following report:-</p> <ul style="list-style-type: none"> • West Suffolk had sent a letter circulated to Councillors reference delegation of decision making for planning • Planning policy for the town could be a future project • Reminded ward Councillors that they could “call in” planning issues on behalf of their residents

Summary of Councillor responses reference HGV traffic in Brandon Town Centre

Concerns about an HGV ban

- **Local Business Impact:** Local businesses paying rates and taxes might be unfairly penalized.
- **Alternative Solutions:** Liaising with Suffolk County Council and West Suffolk Council for satnav updates, Licence plate recognition cameras and better signage.
- **Traffic Cameras and Fines:** Implementing traffic cameras to note lorry registrations and fines.
- **HGV Through Traffic:** Significant through traffic of HGVs causes road and housing damage, noise, dust, and pollution.

Points on HGV Restrictions and Electric Vehicles

- **Road Damage:** Both HGVs and electric vehicles cause significant road damage due to their weight.

Main Reasons for HGV Restrictions

- **Damage to Roads and Properties:** Resulting expenses for repairs.
- **Health Concerns:** Both mental and physical health impacts on residents.
- **Benefits of Restrictions:** Less traffic, easier movement, better for emergency vehicles, improved quality of life.
- **Decreased Traffic:** Through the High Street and other affected streets like Rattlers Road, Thetford Road, Bury Road, London Road.
- **High Street Impact:** Bottleneck for all trucks; noise, vibration, congestion, dust, pollution.

Affected Routes

- **Primary Routes:** London Road A1065, High Street A1065, Rattlers Road, Thetford Road, Bury Road.
- **Satnav Issues:** Redirecting vehicles through Brandon due to satnav instructions.
- **Alternative Routes:** A11 going north towards Kings Lynn and towns further; A11 and A134 to Mundford.

Specific Responses

1. **Main Concerns:** Safety, environment, damage to roads and property, traffic tailbacks.
2. **Affected Roads:** London Road A1065, High Street A1065, Rattlers Road, Thetford Road.
3. **Problems Caused by HGVs:** Frequency, speed, shedding loads, inconsiderate parking, fumes, noise.
4. **Alternative Routes:** London Road A1065 up to Tesco's, High Street A1065 up to the Industrial Estate, A11 Bypass.
5. **Benefits of HGV Ban:** Reduced road usage so reduced repairs cost, less noise pollution, better ambiance, improved parking.
6. **Potential Objections:** From businesses needing lorry deliveries and local industrial businesses.
7. **Enforcement Measures:** ANPR cameras for monitoring and fines, funds could support local councils.
8. **Impact on Local Businesses:** Discourages outdoor use of café spaces; congestion holds up local traffic.

Additional Issues and Concerns

- **Street-Specific Problems:** Narrow roads like Rattlers Road and Bury Road cause safety issues; High Street is the main bottleneck.
- **Impact on Residents:** Noise, vibration, congestion, dust, pollution; people hit by truck mirrors on narrow footpaths.
- **Potential Benefits:** Less congestion, improved air quality, decreased noise and dust.
- **Challenges of Implementation:** Educating truck drivers about alternative routes, ensuring local business deliveries requirements are met.
- **Enforcement:** Police responsibility, 'Lorry Watch' operated by Suffolk CC through Trading Standards.
- **Local Stakeholder Feedback:** Concerns from businesses like Lignacite and Holbrooks; residents see positives.

Public Consultation Questions

1. Impact on Local Businesses:

- How do you think a total ban on lorries would affect local businesses in Brandon? (1-10, where 1 = No Effect, 10 = Significant Effect)
- Should local businesses that pay rates and taxes be exempt from this ban?

2. Alternative Solutions:

- What alternative solutions do you suggest for managing HGV traffic through Brandon, besides a total ban? (1-10, where 1 = No Effect, 10 = Significant Effect)
- Would you support measures like updating satnav systems and better road signage to redirect HGVs?

3. Use of Traffic Cameras:

- Do you agree with the proposal to install traffic cameras to monitor and fine offending HGVs? (1-10, where 1 = No Effect, 10 = Significant Effect)
- How should the funds collected from fines be utilized?

4. Road and Vehicle Impact:

- Are you concerned about the road damage caused by HGVs and heavy electric vehicles? (1-10, where 1 = No Effect, 10 = Significant Effect)

5. Health and Safety:

- How has HGV traffic affected your health and well-being? (1-10, where 1 = No Effect, 10 = Significant Effect)
- What health benefits do you foresee if HGV traffic is restricted in Brandon? (1-10, where 1 = No Effect, 10 = Significant Effect)

6. Specific Routes:

- Do you agree with restricting HGV traffic on the following roads: London Road A1065, High Street A1065, Rattlers Road, and Thetford Road? (1-10, where 1 = No Effect, 10 = Significant Effect)
- Are there any other routes in Brandon you think should have HGV restrictions?

7. HGV Through Traffic:

- How significantly does through traffic of HGVs affect the High Street and other streets like Rattlers Road, Thetford Road, Bury Road, and London Road? (1-10, where 1 = No Effect, 10 = Significant Effect)

8. Impact on Residents:

- How has HGV traffic affected your daily life and property in Brandon? (1-10, where 1 = No Effect, 10 = Significant Effect)
- Would a ban on HGVs improve your quality of life and environment? (1-10, where 1 = No Effect, 10 = Significant Effect)

9. Business Deliveries:

- Should businesses that require lorry deliveries be allowed to arrange permits for HGV access?
- How do you think these businesses could be accommodated if an HGV ban is implemented? (1-10, where 1 = No Effect, 10 = Significant Effect)

10. Enforcement Measures:

- Do you support the idea of installing ANPR cameras to enforce HGV restrictions? (1-10, where 1 = No Effect, 10 = Significant Effect)
- How do you think the enforcement measures could be improved?

11. Local Stakeholder Feedback:

- What feedback or concerns have you heard from local businesses, residents, and HGV operators regarding the proposed HGV restrictions?

12. Potential Benefits:

- What potential benefits do you foresee from restricting HGV movement in the town centre? (1-10, where 1 = No Effect, 10 = Significant Effect)
- How would these benefits impact your daily life?

13. Challenges of Implementation:

- What challenges or drawbacks might arise from implementing these restrictions? (1-10, where 1 = No Effect, 10 = Significant Effect)
- How should the community address these challenges?

THE BRANDON POOR'S ESTATE, HUMPHREY HALL & WASH CHARITY
Charity No. 230855

3a Hall Close, Coulson Lane, Brandon, Suffolk, IP27 0HU

E-mail: brandonpoorsestate@gmail.com

22 January 2025

Tina Connell
Town Clerk
Brandon Town Council
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Dear Tina

Brandon Town Council Trustee

I am writing to inform you that the tenure of the Brandon Town Council Trustees serving on the Poores ended some time ago. Due to the problems BTC was experiencing it was decided to delay requesting replacements.

The Trustees would now like to invite the Council to nominate two replacement Trustees.

Please do not hesitate to put any prospective candidate in touch with me if they would like to learn more about the charity and what the commitment would involve. Due to the vulnerability of our residents the Trustees reserve the right to decline a nomination if it is considered unsuitable.

I look forward to receiving the nominations.

Kind regards

Clerk to the Trustees

RE: Memorial Bench

From

Date Tue 21/01/2025 16:20

To Brandon Town Council <office@brandontc.co.uk>

Jackie

As we discussed on the telephone this morning, I will take responsibility for installation, maintenance and application fees for the memorial bench.

My plan is to have an approved contractor put in a 4 ft by 8 ft reinforced concrete slab to permanently mount a park bench. Proposed bench will be a cast iron frame with recycled plastic seat slats. I am currently looking for a contractor to perform the work. The bench will be on the corner of Hillside and Mile End road on the verge. It will be approximately 10 feet from the sidewalk/Post Box on Hillside and 15 feet from the sidewalk along Mile End Road.

Brandon in Bloom has already agreed in principle to maintain the bench and I will contact them to formalize this agreement.

As soon as I have the contractor lined up I will send in a completed application letter with Photos and diagrams of proposed installation as well as the Contractor Information (essentially all the information needed for the application to Suffolk Council).

Thank You

From: Brandon Town Council

Sent: 16 January 2025 11:55

To

Subject: Memorial Bench

Dear

Please find attached, a letter from our Town Clerk. We look forward to receiving your response.

Kind regards

Jackie Prior

Events & Media Coordinator



BRANDON

TOWN COUNCIL

Chairman: Cllr Philip Wittam Town Clerk: Tina Cunnell

09/01/2025

Dear Mr

Re: Memorial bench.

I am writing to inform you that Brandon Town Council are prepared to support your application to West Suffolk Council, for a memorial bench at the junction of Hillside and Mile End Road. However, we will need to see a plan and pictures of where you hope to site the bench and the materials that the bench will be made from. We will also need a written commitment from yourself to carry out any maintenance that may be required on the bench now and in the future and to reimburse us the £160 licence application fee.

Yours sincerely

Tina Cunnell
Town Clerk

Old School House, Market Hill, Brandon, Suffolk IP27 0AA
Telephone: 01842 811844
E-mail: office@brandontc.co.uk
Website: www.brandontc.org
VAT Registration Number: 104 3777 84

Draft

Memorial Bench Policy

1. Introduction

This policy outlines the terms and conditions for the installation and maintenance of memorial benches at agreed sites within the council's jurisdiction. The aim is to provide a respectful and lasting tribute to loved ones while ensuring the upkeep and aesthetic of public spaces.

2. Application Process

- **Eligibility:** Applications are open to all Brandon residents wishing to commemorate a loved one. (Non-residents would be considered on a case-by-case basis with the decision of the council being final)
- **Submission:** Applicants must complete the Memorial Bench Application Form and submit it to the council office.
- **Approval:** The Town Clerk will review applications and notify applicants of the decision.

3. Licence Terms

- **Duration:** The licence for a memorial bench is granted for a period of 5 years. Ownership of the bench remains with the Council.
- **Renewal:** The licence can be renewed for additional 5-year periods upon request and subject to council approval.
- **Fee:** A fee will be charged for the initial licence and each renewal. The fee covers the cost of the bench, plaque, and maintenance.

4. Bench and Plaque Specifications

- **Bench:** The council will provide a standard bench model to ensure uniformity and quality.
- **Plaque:** The council will supply and install a plaque with an inscription approved by the applicant. The plaque size and material will be standardized. (See attached costs)

5. Maintenance

- **Responsibility:** The council's town keepers will be responsible for the maintenance of the bench and plaque for the duration of the licence.
- **Upkeep:** Regular inspections and necessary repairs will be carried out to ensure the bench remains in good condition.

6. Renewal Process

- **Notification:** The council will notify the licence holder 6 months before the expiry of the current licence.
- **Application:** Licence holders wishing to renew must submit a renewal application form and pay the renewal fee prior to the expiration of the previous licence period.
- **Approval:** The council will review renewal applications and notify applicants of the decision following the next Full Council meeting.

7. Termination and Removal

- **Non-Renewal:** If the licence is not renewed prior to the expiration of the licence period, the bench and plaque will be removed or reassigned by the council.

Draft

- **Damage:** In cases where the bench is damaged beyond repair, the council replace the bench under terms of the original licence.

8. Current memorial benches

- Memorial benches that have already been purchased will be at the owner's cost. A renewal agreement is required to be signed on the 5th anniversary of placement and the above conditions (paragraph 3), will then be in place.
- Council retains the right to remove individually owned benches that are deemed a health and safety risk from their property and informing the owners.
- Owners will be offered the opportunity to replace the bench at the standard licence terms as stated above in paragraph 3.
- Removed benches and plaques will be retained for 6 months after which they will be disposed of.

9. Contact Information

For any enquiries or assistance, please contact the council office at office@brandontc.co.uk.

Appendix of costs

Application form