



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 14TH JULY 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

25/60	Apologies for Absence To receive
25/61	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)
25/62	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
25/63	To receive a report from Community Police Officer To receive and note
25/64	Minutes of Previous Meetings To agree and sign the minutes from the Annual Town Council Meeting on 9th June 2025

25/65	Chairmans Report To receive and note
25/66	Public Participation Time 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
25/67	Reports from County and District Councillors To receive and note
25/68	Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council
25/69	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 DC/25/0885/FUL – Land at Access Road from Brandon to Fenhouse Farm, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWXCI9PDK8R00 DC/25/0804/FUL - Land Off Road from B1112 to A1065, Wangford - Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SW75AQPD0EF00 DC/25/0975/HH – 7 Millers Lane, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXS46FPDKMR00
25/70	Late Planning Applications Received after Agenda was Published To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.
25/71	Enforcement Update - EN/25/0095 Lead: Cllr W Bland
25/72	New Cemetery Report To note report
25/73	Accounts Decision required: To approve and note payments made in June 2025

25/74	Grant Applications Decision required: To consider S137 grants received.
25/75	Income & Expenditure Statement against budget for May 2025 To receive and note
25/76	Bank Account Balances for May 2025 To receive and note
25/77	TRO Survey To receive information from survey Decision: To receive information from survey and agree next steps
25/78	Ear Marked Reserves To note Ear Marked Reserves (EMR)
25/79	BTC Corporate Plan To receive and agree for publication
25/80	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 9TH JUNE 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorringer, Hughes, Kostecki, Lukaniuk, Pinnell, Savage, Siebert, Watts. Minute Taker: Prior

MINUTES

25/40	Apologies for Absence Apologies received from Cllr S. Skinner.
25/41	Declarations of Interest and requests for Dispensations None.
25/42	To receive a report from Sqn Ldr Eaton – RAF Lakenheath Received and noted.
25/43	Minutes of Previous Meetings To agree and sign the minutes from the Annual Town Council Meeting on 12th May 2025. RESOLVED
25/44	Minutes of Previous Meetings To receive and note minutes of the Events Committee Meeting of 14 th May 2025. Received and noted.
25/45	Chairmans Report Chairman gave a verbal report:- <ul style="list-style-type: none"> • 1st June attended Choral Evensong at the St Edmundsbury Cathedral for the Installation of Revd Katy Cunliff as Canon Precentor of St Edmundsbury Cathedral. • 5th June attended the 42nd Tri-Wing Joan Mann Special Sports Day at RAF Mildenhall. • 7th June attended Royal British Legion Normandy Landings Memorial Service at the Rose Garden in Abbey Gardens and laid a wreath on behalf of West Suffolk Council. • 8th June attended Kings Lynn Civic Service marking the Mayoralty of Cllr Andy Bullen at the Kings Lynn Minster.

	<ul style="list-style-type: none"> Reminder that Cllr Wittam's West Suffolk Civic Service is being held in St Edmundsbury Cathedral on Sunday 22nd June, to be seated at 3pm to start at 3.30pm, everyone is welcome to attend.
25/46	<p>Public Participation Time The meeting was adjourned.</p> <p>A member of the public commented:-</p> <ul style="list-style-type: none"> Brilliant work being undertaken in the town centre with floral displays. Issues with boarded up and empty businesses in the town. <p>Chair to liaise with the Town Clerk on the matter.</p> <p>A member of the public thanked the Council and thought that Brandon is beginning to look very nice, public give good reports and we were on the right track and to keep going.</p> <p>Meeting re-opened.</p>
25/47	<p>Reports from County and District Councillors Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> Bridge bannisters on Suffolk County Council's works schedule. Received complaints about the Bowling Alley being boarded up. <p>Cllr Wittam as District Councillor reported:-</p> <ul style="list-style-type: none"> Had been elected as Chair of West Suffolk Council.
25/48	<p>Reports from Town Councillors Cllr Challiss reported that the Pride Colour Run is on Saturday at the Brandon Remembrance Playing Fields if anyone is available to help or take part. Cllr Pinnell reported on the Brandon Commission meeting and the initiative to provide money to make bus stops better. Had spoken with the Town Clerk with a view to survey the bus stops and make the bus stops better. Need to submit proposals. Cllr Brocklehurst reported:-</p> <ul style="list-style-type: none"> Open gardens are on Sunday run by Brandon in Bloom, it is a ticketed event. In the Town Clerks magazine, bus stops with solar panels which will hold a defibrillator. <p>Cllr Pinnell further mentioned it was "National Town Clerk Week" so to mention our Town Clerk and other officers. Cllr Wittam commented on the good service they provide.</p>
25/49	<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 DC/25/0774/HH – 10 Coronation Place, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVVRC4PDJRD00</p>

Cllr Wittam gave an overview of the planning application.
The following points were then made on application DC/25/0774/HH:-

- Room for three parking spaces.
- Highways have put application on hold until car park space corrected on plan.
- There were no additional concerns by neighbours on the portal.

Cllr Siebert proposed and Cllr Bland seconded, to support the application.

RESOLVED

DC/25/0797/HH – 10 Pheasant Way, Brandon – Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SW5HDVPDJVX00>

Cllr Wittam gave an overview of the planning application. The following points were made:-

- Will not cause overlooking to neighbours.
- There were no objections by neighbours on the portal.
- Car length over hanging footpath – potential Highways issue.
- Loss of parking space.

Cllr Lukaniuk proposed and Cllr Watts seconded, to support the application.

RESOLVED

DC/25/0844/TCA – 89 London Road, Brandon – Tree

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWJO7HPDK2O00>

Cllr Wittam gave an overview of the planning application. The following points were made:-

- If support application, Ivy needs to be removed too.
- Ivy has no effect on trees.

Cllr Challiss proposed and Cllr Siebert seconded, to support the application.

RESOLVED

DC/25/0804/FUL – Land Off Road from B1112 Wangford – Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SW75AQPDOEF00>

Cllr Wittam gave an overview of the planning application. The following points were made:-

- The original planning permission, which has now expired, was for a temporary change of use of land as an off-site set-down compound to support the RAF Lakenheath F-35A construction programme.
- This work has now been completed and we understand an enforcement notice had been issued to clear the site, which has not been mentioned in the application.
- The site is an SSSI (Site of Special Scientific Interest) and SPA (Special Protection Area) and a nesting ground for the Stone Curlew.
- This site is remote from their arable land and we feel it will increase, not decrease, traffic flow.

After further discussion, Cllr Siebert proposed and Cllr Savage seconded, to refuse the application.

RESOLVED

	<p>DC/25/0868/TPO – 34 Riverside Way, Brandon - Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWNRP6PD K5D00</p> <p>Cllr Wittam gave an overview of the planning application. The following points were made:-</p> <ul style="list-style-type: none"> • Details on plan incorrect – West Suffolk to correct. • Need reducing steadily due to shrinkage and heave. <p>Cllr Brocklehurst proposed and Cllr Siebert seconded, to support the application. RESOLVED</p>
25/50	<p>Late Planning Applications Received after Agenda was Published</p> <p>To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.</p> <p>No late planning applications were received, after the agenda was published.</p>
25/51	<p>New Cemetery Report</p> <p>Mrs Prior commented that the new cemetery project was still being worked on. The following was discussed:-</p> <ul style="list-style-type: none"> • Mrs Prior read out reasons for the delay. • Concerns over length of time project has been ongoing. • Confirmation that officers take regular water readings. • After discussion, it was agreed that contractors need to be contacted again, to get a date when the planning application would be going in.
25/52	<p>Accounts</p> <p>Cllr Siebert proposed and Cllr Bland seconded, to approve and note payments made in May 2025. RESOLVED</p>
25/53	<p>Grant Applications</p> <p>Decision required: To consider S137 grants from Suffolk Accident Rescue Service (SARS) and The Rotary Club of Brandon and District</p> <p>The representative from SARS gave a brief overview of why they had put in a grant application.</p> <p>Cllr Wittam proposed and Cllr Hughes seconded, to approve the £500 to Suffolk Accident Rescue Service, as requested in their grant application. RESOLVED</p> <p>A representative from The Rotary Club gave an overview as to why they had applied for grant funding. Councillors asked a few questions and made comments on their great work fund raising so far.</p> <p>Cllr Wittam proposed and Cllr Bland seconded, to approve the £1000 to The Rotary Club, as requested in their grant application. RESOLVED</p>
25/54	<p>Income & Expenditure Statement against budget for April 2025</p> <p>Received and noted.</p>

25/55	Internal Auditors Report To receive Internal Auditors report and consider recommendations. To note report and agree next steps It was agreed to follow the action and solutions the Town Clerk had drawn up.
25/56	Annual Governance Statement 2024/25 Annual Return To approve and sign Annual Governance Statement 2024/25 Annual Return To agree Annual Governance Statement 2024/25 Annual Return It was proposed by Cllr Bland and seconded by Cllr Pinnell to approve the Annual Governance Statement 2024/25 Annual Return. RESOLVED
25/57	Statement of Accounts 2024/25 Annual Return To approve and sign Statement of Accounts 2024/25 Annual Return To agree Statement of Accounts 2024/25 Annual Return It was proposed by Cllr Bland and seconded by Cllr Siebert to approve the Statement of Accounts 2024/25 Annual Return. RESOLVED
25/58	Explanation of Variances To approve explanation of variances on 2024/2025 accounts To approve explanation of variances It was proposed by Cllr Pinnell and seconded by Cllr Bland to approve the explanation of variances on 2024/25 accounts. RESOLVED
25/59	Clerks Update There was no update from the Clerk due to her absence.

The meeting closed at 8.25 PM

Chairman

Date

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Amey Yuill
Direct Line: 01284 763233
Email: customer.services@westsuffolk.gov.uk

Application no: DC/25/0885/FUL
Consultation Expiry: 1 July 2025

Today's date: 10 June 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Planning application - installation and operation of a solar farm with associated works, equipment and infrastructure**
Location **Land At Access Road From Brandon To Fenhouse Farm**
 Brandon Suffolk

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWXCI9PDK8R00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 1 July 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Amey Yuill

Amey Yuill
Senior Planning Officer

Parish Re-Consultation

Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Charlotte Russell
Direct Line: 01284 757629
Application No. DC/25/0804/FUL
Consultation Period
Expires: 3 July 2025

12 June 2025

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL	Planning application - retention of hardstanding, access and fencing for agricultural use
LOCATION	Land Off, Road From B1112 To A1065, Wangford, Suffolk,
APPLICANT	Elvedon Farms Ltd
AGENT	Mr Gerard Smith

You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received:

Amended description to better reflect the proposal.

The changes are available to view in the planning section of our website for your consideration.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SW75AQP0EF00>

Would you please let me know in writing by 3 July 2025 if you have any observations to make regarding this proposal. Please email your response to planning.technical@westsuffolk.gov.uk. Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations.

Charlotte Russell

PARISH COUNCIL RESPONSE FORM

Planning and Regulatory Services
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU
12 June 2025

Case Officer: Charlotte Russell
Direct Line: 01284 757629
Application No: DC/25/0804/FUL
Consultation Period
Expires: 3 July 2025

CONSULTATION ON APPLICATION RECEIVED BY LOCAL PLANNING AUTHORITY

PROPOSAL Planning application - retention of hardstanding, access and fencing for agricultural use

LOCATION Land Off, Road From B1112 To A1065, Wangford, Suffolk,

APPLICANT Elvedon Farms Ltd

AGENT Mr Gerard Smith

Name of Town/Parish:

Signature of Chairman/Clerk:

Parish Council response to this application:

No Comment ☐

Object ☐

Support ☐

Parish Council Observations:



Parish Consultation
 Brandon
 Old School House
 Market Hill
 Brandon
 Suffolk
 IP27 0AA

Please ask for: Debbie Cooper
 Direct Line: 01638 719437
 Email: customer.services@westsuffolk.gov.uk

Application no: DC/25/0975/HH
 Consultation Expiry: 8 July 2025

Today's date: 17 June 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - first floor rear extension**
Location **7 Millers Lane Brandon Suffolk IP27 0LT**
Applicant **Mr & Mrs Philip & Sarah White**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXS46FPDKMR00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 8 July 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Debbie Cooper

Debbie Cooper
Planning Assistant

Officers have received the following information from the contractor: -

- Acknowledges concerns about timelines.
 - Drainage and highways reports are currently being updated and they have advised their completion in August.
 - Planning documents are being drafted but missing highways and drainage reports currently (see above.)
 - 1st September is a realistic timeframe for planning application completion.
-
- Officers have been reviewing the transfer of land documentation for the new cemetery site.
 - Clerk is considering contacting solicitors, to request a summary document of outstanding liabilities, restrictions and conditions, as well as confirming ownership of all the pieces of land within the document.

Accounts for Payment June 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
20/05/2025	1952	CTE Electrical Ltd	EICR Work - OSH/M.H. Boxes	£603.00	£120.60	£723.60	BACS
23/05/2025	INV-15518	Event Branding UK Ltd	Feather Flags for Events	£369.00	£73.80	£442.80	BACS
29/05/2025	arc677-0014	Townsweb Archiving	Retrieve old data/images	£190.00	£38.00	£228.00	BACS
30/05/2025	3	R J Farthing & Son	Weed Spray - High St/Market Hill	£190.00	£38.00	£228.00	BACS
28/03/2025	543100572	James Hallam	GPA/Sickness re Insurance	£526.38	£0.00	£526.38	BACS
03/01/2025	540402694	James Hallam	Add. Ins. MEWP - Christmas	£56.00	£0.00	£56.00	BACS
06/06/2025	38667	Edge IT Systems Ltd	Image import - Burial Records	£255.00	£51.00	£306.00	BACS
09/06/2025		Suffolk Accident Rescue	S137 Grant	£500.00	£0.00	£500.00	BACS
09/06/2025		Rotary Club Brandon	S137 Grant	£1,000.00	£0.00	£1,000.00	BACS
16/05/2025	INV-14804	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/05/2025	M091 NY	BT	Phone OSH	£194.00	£38.80	£232.80	Direct Debit
22/05/2025	M066 3A	BT	Phone OSH	£43.09	£8.62	£51.71	Direct Debit
30/05/2025	10769	Evolve Business Sols Ltd	Photocopier - Copies	£268.92	£53.78	£322.70	Direct Debit
01/06/2025	13601	Cranberry Comms.	Microsoft 365/IT Support	£352.16	£70.43	£422.59	Direct Debit
01/06/2025	2695771	YU Energy	Electric OSH	£142.38	£7.12	£149.50	Direct Debit
01/06/2025	2695773	YU Energy	Electric BRPF Yard	£122.33	£6.12	£128.45	Direct Debit
01/06/2025	2695769	YU Energy	Electric Pillar 8 Market Hill	£17.75	£0.89	£18.64	Direct Debit
01/06/2025	2695774	YU Energy	Electric Pillar 9 Market Hill	£25.65	£1.28	£26.93	Direct Debit
01/06/2025	2695772	YU Energy	Electric Cemetery Yard	£14.06	£0.70	£14.76	Direct Debit
01/06/2025	2695775	YU Energy	Electric Christmas Tree Pillar	£12.64	£0.63	£13.27	Direct Debit
03/06/2025	2750662	YU Energy	Gas OSH	£37.59	£1.88	£39.47	Direct Debit
18/06/2025	4429423	Everflow Water	Water OSH	£33.26	£0.00	£33.26	Direct Debit
20/06/2025	V02359794522	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
23/06/2025		Creative Pension Trust	Pensions - June	£765.37	£0.00	£765.37	Direct Debit
25/06/2025		I.C.O.	GDPR Registration	£47.00	£0.00	£47.00	Direct Debit
28/06/2025	1291393	West Suffolk Council	Trade Waste	£79.40	£0.00	£79.40	Direct Debit

Accounts for Payment June 2025

30/06/2025		Unity Trust Bank	Service Charge	£13.35	£0.00	£13.35	Direct Debit
09/06/2025		Unity Trust/Lloyds Bank	Card Payment Fee – No purchases this month	£3.00	£0.00	£3.00	CARD
06/06/2025	K12661	Ernest Doe & Sons Ltd	Strimmer Harness Hooks x 2	£21.38	£4.28	£25.66	BACS
09/06/2025	220265	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
16/06/2025	R10550/LOR	Ray Tuttle Lift Sers. Ltd	6 Month LOLER - Lift Inspect.	£105.12	£21.02	£126.14	BACS
17/06/2025	1085795323	Stannah Lift Services Ltd	Quarterly Lift Service	£124.84	£24.97	£149.81	BACS
20/06/2025	9559363	Suffolk County Council	New Shields Street Lights -324/326 Pinewood Drive	£137.07	£27.41	£164.48	BACS
20/06/2025	9559365	Suffolk County Council	Removal Redundant Columns - Heath Estate	£987.77	£197.55	£1,185.32	BACS
23/06/2025	SINV01989017	Ian Smith Group Ltd	A4 Paper/Laminator Pouches	£60.54	£12.11	£72.65	BACS
26/06/2025	30268	S.A.L.C.	Cemetery Course – D Allen & J Prior	£190.00	£38.00	£228.00	BACS
28/06/2025	3	Thundercats Studio	Activities for Summer	£400.00	£0.00	£400.00	BACS
30/06/2025	303059	Fengate Fasteners Ltd	Highway Maintenance Sign	£18.00	£3.60	£21.60	BACS
30/06/2025	303060	Fengate Fasteners Ltd	PPE, Circular Saw, Paint - Bus Shelter	£297.82	£59.56	£357.38	BACS
30/06/2025	20250000619	Finevale Service Station	Fuel	£163.41	£32.68	£196.09	BACS
05/07/2025		HMRC	NICS	£3,246.71	£0.00	£3,246.71	BACS

13/06/2025

Brandon Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

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	405,011	405,011	0			100.0%	
1180 Room Hire	200	1,000	800			20.0%	
Administration :- Income	405,211	406,011	800			99.8%	0
1101 Insurances	12,076	11,948	(128)		(128)	101.1%	
1102 Vehicle Insurance	1,046	1,133	87		87	92.3%	
1110 Audit Fees (External)	0	1,030	1,030		1,030	0.0%	
1111 Audit Fees (Internal)	0	1,700	1,700		1,700	0.0%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	30	412	382		382	7.3%	
1130 Office Equipment/Furniture	0	515	515		515	0.0%	
1131 Computer Equipment	0	1,030	1,030		1,030	0.0%	
1132 Stationery	82	464	382		382	17.7%	
1133 Payroll	0	567	567		567	0.0%	
1140 Staff Training	0	1,030	1,030		1,030	0.0%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	595	2,500	1,905		1,905	23.8%	
1144 SALC/NALC	1,396	1,494	98		98	93.4%	
1145 Subscriptions	1,594	1,803	210		210	88.4%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	0	1,030	1,030		1,030	0.0%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	23	258	235		235	8.8%	
1160 Mileage	0	258	258		258	0.0%	
1165 Photocopier Rental	269	1,100	831		831	24.5%	
1166 Photocopier Charges	0	1,000	1,000		1,000	0.0%	
1167 Election Costs	0	4,120	4,120		4,120	0.0%	
1170 Telephone, Fax, Internet	391	2,850	2,459		2,459	13.7%	
4113 Bank Charges	32	165	133		133	19.3%	
Administration :- Indirect Expenditure	17,536	39,731	22,195	0	22,195	44.1%	0
Net Income over Expenditure	387,675	366,280	(21,395)				
102 Staff							
1201 Staff Salaries (Gross)	22,582	167,843	145,261		145,261	13.5%	
1202 LGA Superannuation	1,554	8,100	6,546		6,546	19.2%	
1203 NI Contributions	3,366	20,141	16,775		16,775	16.7%	
Staff :- Indirect Expenditure	27,502	196,084	168,582	0	168,582	14.0%	0
Net Expenditure	(27,502)	(196,084)	(168,582)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

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	0	13,600	13,600		13,600	0.0%	
PWLB :- Indirect Expenditure	0	13,600	13,600	0	13,600	0.0%	0
Net Expenditure	0	(13,600)	(13,600)				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	0	10,000	10,000		10,000	0.0%	
Grants :- Indirect Expenditure	36,000	46,000	10,000	0	10,000	78.3%	0
Net Expenditure	(36,000)	(46,000)	(10,000)				
201 Cemetery/Town							
2177 Burial Fees	1,200	11,500	10,300			10.4%	
2178 Ashes Interment Fees	910	6,500	5,590			14.0%	
2179 Memorial Fees	670	3,000	2,330			22.3%	
Cemetery/Town :- Income	2,780	21,000	18,220			13.2%	0
2101 Cemetery/Town Costs	2,459	10,300	7,841		7,841	23.9%	
2107 New Cemetery Works	0	20,000	20,000		20,000	0.0%	
2110 Water Charges (Cemetery/OSH)	50	300	250		250	16.8%	
2111 Electricity	811	4,000	3,189		3,189	20.3%	
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	0	1,545	1,545		1,545	0.0%	
2132 Trade Waste	432	1,545	1,113		1,113	28.0%	
2133 Bus Shelter Cleaning	65	400	335		335	16.3%	
Cemetery/Town :- Indirect Expenditure	3,817	41,190	37,373	0	37,373	9.3%	0
Net Income over Expenditure	(1,037)	(20,190)	(19,153)				
301 Old School House							
3110 Gas Supply	201	4,000	3,799		3,799	5.0%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	0	155	155		155	0.0%	
3114 Electricity (Old School House)	139	3,000	2,861		2,861	4.6%	
3117 Water charges OSH	0	412	412		412	0.0%	
3120 Window Cleaning	25	150	125		125	16.7%	
3125 Fire Extinguisher Servicing	0	412	412		412	0.0%	
3178 Old School House Maintenance	1,359	3,000	1,641		1,641	45.3%	
Old School House :- Indirect Expenditure	1,724	11,232	9,508	0	9,508	15.3%	0
Net Expenditure	(1,724)	(11,232)	(9,508)				

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Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 General							
2121 Machinery Servicing	62	3,090	3,028		3,028	2.0%	
2122 Fuel & Oil	80	2,266	2,186		2,186	3.5%	
2139 Protective Clothing	30	1,000	970		970	3.0%	
4101 Horticultural	0	515	515		515	0.0%	
4102 Christmas Lighting	0	2,060	2,060		2,060	0.0%	
4105 Town Clock Repairs	0	515	515		515	0.0%	
4112 Events	407	6,680	6,273		6,273	6.1%	
4114 Project Fund	0	10,000	10,000		10,000	0.0%	
General :- Indirect Expenditure	579	26,126	25,547	0	25,547	2.2%	0
Net Expenditure	(579)	(26,126)	(25,547)				
402 Recreation							
4276 Sponsorship Income	450	0	(450)			0.0%	
Recreation :- Income	450	0	(450)				0
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Area	50	1,030	980		980	4.9%	
4205 Playing Fields	0	2,060	2,060		2,060	0.0%	
4206 Horticultural Work	2,131	8,000	5,870		5,870	26.6%	
4208 Cemetery - Trees	0	9,000	9,000		9,000	0.0%	
Recreation :- Indirect Expenditure	2,181	20,348	18,168	0	18,168	10.7%	0
Net Income over Expenditure	(1,731)	(20,348)	(18,618)				
403 Street Lights							
4302 Street Lighting Energy	0	24,700	24,700		24,700	0.0%	
4303 Street Lights Repairs	0	8,000	8,000		8,000	0.0%	
Street Lights :- Indirect Expenditure	0	32,700	32,700	0	32,700	0.0%	0
Net Expenditure	0	(32,700)	(32,700)				
Grand Totals:- Income	408,441	427,011	18,570			95.7%	
Expenditure	89,339	427,011	337,672	0	337,672	20.9%	
Net Income over Expenditure	319,102	0	(319,102)				
Movement to/(from) Gen Reserve	319,102	0	(319,102)				

Date: 13/06/2025

Brandon Town Council Current Year

Page 1

Time: 12:04

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Unity - Current Acct

User: GC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current Acct	31/05/2025		388,130.81
			<u>388,130.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			388,130.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			388,130.81
		Balance per Cash Book is :-	388,130.81
		Difference is :-	0.00

Signatory 1:

Name TINA CUNNELL Signed  Date 16/6/25

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Unity - Sav A/C 20507732

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity - Sav A/C 20507732	31/05/2025		414,572.28
			<u>414,572.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			414,572.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			414,572.28
		Balance per Cash Book is :-	414,572.28
		Difference is :-	0.00

Signatory 1:

Name Tim Connell Signed Tim Connell Date 16/6/25

Signatory 2:

Name Signed Date

Responses Overview Active

Responses

299

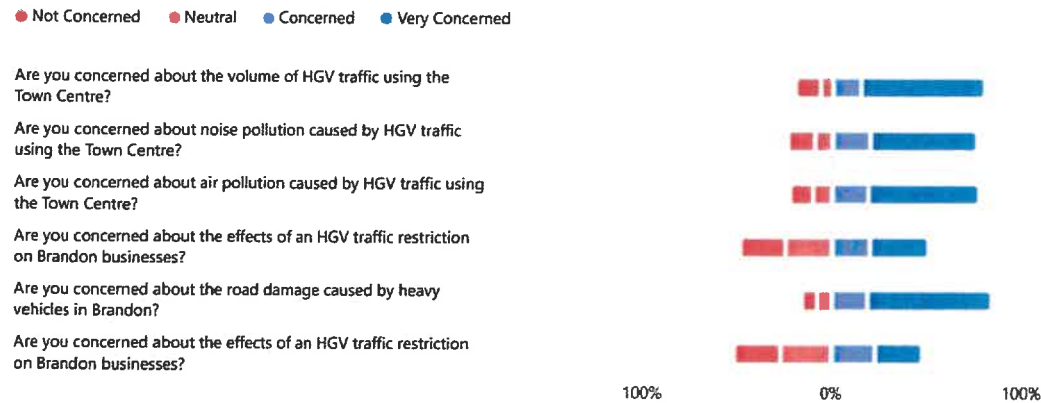
Average Time

18:32

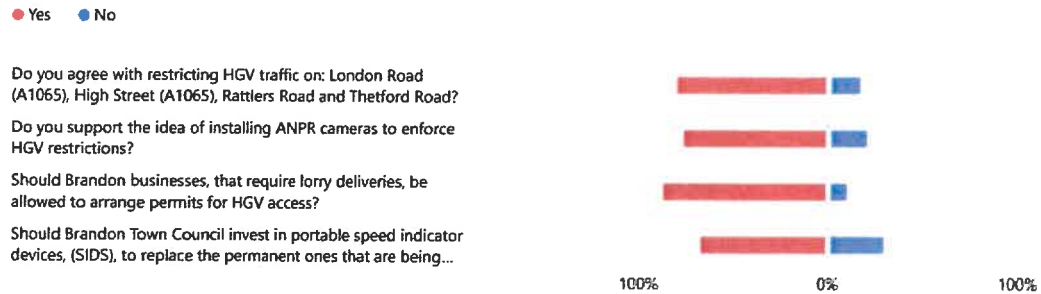
Duration

96 Days

1. How important is each of the following to you when considering the volume of HGV traffic using Brandon?



2. Please answer the following



3. Do you think that the HGV traffic that uses Brandon, has affected your health and well being?

299 Responses

Latest Responses

"Not as much as my body has adapted to it."

"No."

"Yes, HGV traffic is not only causing issues when some park to use fast food servic... "

...

34 respondents (11%) answered pollution for this question.



4. What health benefits do you foresee if HGV traffic is restricted in Brandon?

299

Responses

Latest Responses

"Cleaner air."

"Longer lifespan."

"ANPR and SIDS devices being installed - as would also assist with the nuisance/a..."

...

76 respondents (25%) answered Cleaner air for this question.

quality better traffic pollution Better quality quality air pollution safer
air zone noise pollution road Cleaner air air quality better health
Fresher air Better sleep air and noise air pollution pollution and noise
pollution which will be better air should be much cleaner

5. Do you foresee any other benefits from restricting HGV traffic in Brandon?

299

Responses

Latest Responses

"Less road damage."

"Better fuel prices"

"As above - ANPR and SIDS devices being installed - as would also assist with the ..."

...

94 respondents (31%) answered Road for this question.

Rattlers Road traffic congestion road damage Better road
Safer roads town Road traffic High street Roads would be safer
Road conditions traffic flow damage to the roads London road road surfaces traffic on roads
Quieter roads HGV traffic cleaner road

6. Do you have any concerns about the effects of an HGV restriction in Brandon?

299

Responses

Latest Responses

"None."

"Not really."

"No, as there are alternative routes to Thetford or other areas via more suitable ro..."

...

18 respondents (6%) answered permits for this question.

Business is business small business Access to some businesses effects on businesses
businesses that need affect businesses local businesses
businesses in town long permits
Brandon businesses cost business in Brandon HGVs need deliveries
hgv delivery number of businesses village businesses deliveries from an HGV businesses can get deliveries

7. What do you think might be the negatives of an HGV restriction in Brandon?

299

Responses

Latest Responses

"Can't think of any at this time."

"May be quicker for crimedoeers to escape but not many exist in Brandon anyway."

"None."

...

83 respondents (28%) answered None for this question.

village businesses HGV drivers Businesses may suffer HGV traffic businesses via permits
Business costs local business town HGV None deliveries no answer jobs and businesses
Local deliveries longer journeys long new businesses businesses of Brandon
effect there business
No negatives

8. Can you suggest any alternative solutions for managing HGV traffic through Brandon?

299

Responses

Latest Responses

"Bypass."

"No."

"No, anything else would be incredibly costly"

...

52 respondents (17%) answered road for this question.

ring road Rattlers road Weight restrictions London road roads in & out of Brandon
roads that are not Brandon road bypass A11 Thetford road
traffic using Brandon use alternative route town road bypass
bypass around Brandon HGV traffic main roads mundford road

EAR MARKED RESERVES

	16/06/2025	30/06/2025
GENERAL RESERVE	£225,072.28	£227,114.15
EMR 1 New Cemetery	£120,000.00	£120,000.00
EMR 2 New vehicle	£10,000.00	£10,000.00
EMR 3 Mowers/Equipment	£10,000.00	£10,000.00
EMR 4 Elections	£5,000.00	£5,000.00
EMR 5 Playground Equipment	£30,000.00	£30,000.00
EMR 6 IT Equipment	£4,500.00	£4,500.00
EMR 7 Projects (+ £10,000 in precept)	£10,000.00	£10,000.00
TOTAL EAR MARKED RESERVES	£189,500.00	£189,500.00
TOTAL IN SAVINGS ACCOUNT	<u>£414,572.28</u>	<u>£416,614.15</u>

INTEREST ADDED TO GENERAL RESERVE

Jun-25	£2,041.87
Sep-25	
Dec-25	
Mar-26	

BRANDON TOWN COUNCIL

Corporate Plan 2025-2030

Vision

Brandon Town Council aims to meet the needs of the parish by promoting, maintaining and improving the quality of life of its residents. **(Councillors to discuss and agree)**

About the council

Brandon Town Council is the first tier of local government closest to the taxpayer. This includes:

- Representing the views of the community it serves via its 14 Councillors
- Providing and maintaining local services and amenities including: (website link)
- Community events to promote education, health and wellbeing and recreation.
- Developing a sense of place through its natural and built heritage.

Local elections occur every four years and residents have the opportunity to elect 14 town Councillors, with the next elections being due to take place in May 2027.

The Council currently has 2 committees:

- Full Council
- Events

The committee structure is reviewed every year and agreed at the Annual Council Meeting.

Engaging with meetings

Residents can watch Full Council Meetings, (incorporating Planning), via livestream and meetings are then uploaded to YouTube - <https://m.youtube.com/@brandontowncouncil>

Meeting Calendar [Meetings - Brandon Town Council Brandon, Suffolk - Brandon Town Council, Brandon](#)

Residents can also attend in person and guidance on this can be sought from the office.

Brandon Town Council Councillors

Cllr Phil Wittam
Brandon East

Cllr Paul Gorringe
Brandon East

Cllr Peter Ridgwell
Brandon East

Cllr Nickie Siebert
Brandon East

Cllr Wayne Bland
Brandon Central

Cllr Jools Savage
Brandon Central

Cllr Malcom Pinnell
Brandon Central

Cllr Henry Kostecki
Brandon Central

Cllr Victor Lukaniuk
Brandon Central

Cllr Gary Brocklehurst
Brandon West

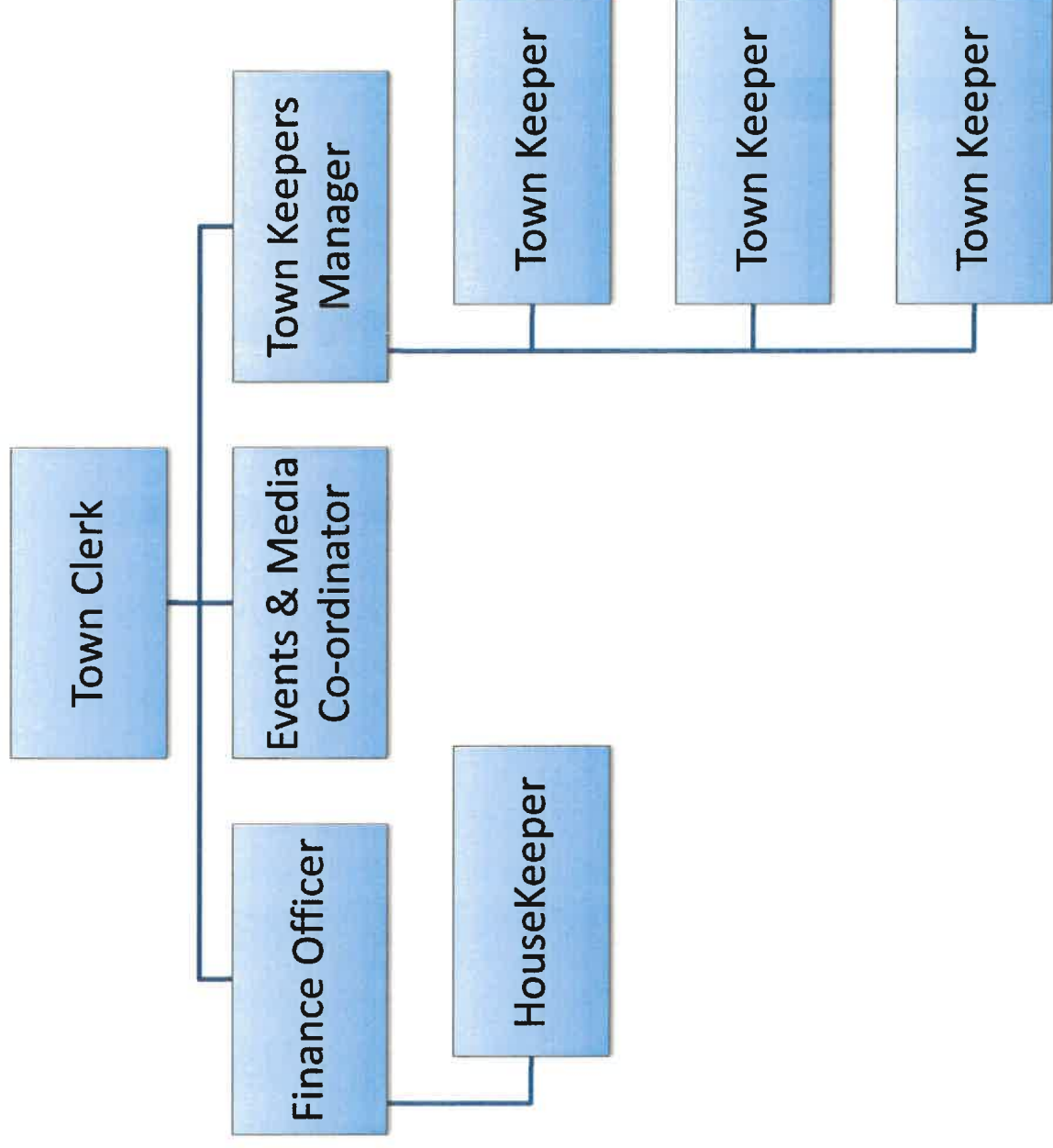
Cllr Linda Challiss
Brandon West

Cllr June Hughes
Brandon West

Cllr Sam Skinner
Brandon West

Cllr Claire Watts
Brandon West

Staff Structure



What we do and are responsible for:

- Cemetery & Cemetery yard
- New Cemetery site
- Orchard
- The Lode
- Old School House Building
- BRPF playpark
- Thetford Road Play
- Various Street furniture
- Various Street Lights

What we are not responsible for:

- Highways
- Council tax
- Litter and fly-tipping enforcement
- Housing
- Allotments

Objectives *[these should be high level and describe what is business as usual and what the aspirations of the council are for the period covered]*

EG:

1. Local service delivery
To maintain, improve and, where necessary/there is an opportunity, expand local facilities and infrastructure within the parish.
2. Improvement and development
To ensure officers and Councillors are knowledgeable and informed enabling them to maintain standards and services and can effectively contribute to advancement and improvement goals.
3. Engagement and representation
To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations. To utilise communication channels with county and district representatives, MPs, Suffolk Constabulary and local and national stakeholders.

Priorities for 2025-2026 (suggested at this stage Councilors to discuss and agree)

Priority	Committee	Progress	
Local Government Reorganisation (LGR) To work with District and County Councils on potential asset transfers as part of LGR To develop finance and resources plan for any assets transferred to BTC To keep residents informed of developments	Full Council		
Implementation of Tree Management Strategy Costed 3 year plan Tree works maintenance plan contracted and initiated	Full Council		
Development of new cemetery Submit planning application Public consultation Develop delivery plans Secure and Assign funding	Full Council		
Development of open spaces and street furniture maintenance Strategy Survey of all open spaces and street furniture owned by BTC Mapping of assets Assets condition survey Maintenance and replacement plan produced and costed	Full Council		
Facilitation and delivery of community events Delivery of Jetty Facility and associated activity on River Little Ouse Delivery of VE80 celebration Apple Blossom Day Health & Well-being events	Events Events		