



## FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

### OLD SCHOOL HOUSE BRANDON

**WEDNESDAY 8<sup>TH</sup> OCTOBER 2025 7.00 P.M.**

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

### MINUTES

25/113	<b>Apologies for Absence</b> Apologies received from Cllr S. Skinner.
25/114	<b>Declarations of Interest and requests for Dispensations</b> Cllr G Brocklehurst – Re DC/25/1516/TPO – property owner nearby.
25/115	<b>To receive a report from Sqn Ldr Eaton – RAF Lakenheath</b> No one from RAF Lakenheath attended the meeting due to it being on a different day. A report has now been sent which has been circulated to Councillors.
25/116	<b>Minutes of Previous Meetings</b> Cllr Lukaniuk proposed and Cllr Challis seconded to agree and sign the minutes from the Full Council Meeting on 8th September 2025. <b>RESOLVED</b> Cllr Challiss proposed and Cllr Savage seconded to agree and sign the minutes from the Events Committee Meeting on 11 <sup>th</sup> September 2025. <b>RESOLVED</b>
25/117	<b>Chairmans Report</b> The Chairman welcomed Cllr Palmer back to the Council.
25/118	<b>Public Participation Time</b> The meeting was adjourned.  A volunteer from Doggy Day Care informed Councillors that they now supply the Harvest Centre Food Bank with cat and dog food. He invited Councillors to visit on a Tuesday. It was suggested having a collection box in the town.  Meeting re-opened.

25/119	<p><b>Reports from County and District Councillors</b></p> <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> <li>• Bridge bannisters are currently being repaired by SCC and should be completed by Monday.</li> <li>• The area by the bridge needs tidying up as have received complaints. (This area is owned and managed by SCC).</li> <li>• Cllr Lukaniuk will try incorporating it with the canoe launch and jetty scheme, and clerk updated that the EA application was still with them and that tree management until the highways licence was given would remain the responsibility of SCC.</li> </ul> <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> <li>• West Suffolk Council will be returfing the area at the Friendly Bench within a month, after the utility company ploughed it up.</li> <li>• Asked Cllr Wittam for an update on SID on Green Road.</li> </ul> <p>The Clerk commented:-</p> <ul style="list-style-type: none"> <li>• Sent out an email to Councillors for information to help complete the initial SID's form, but had no reply.</li> <li>• Contacted Suffolk County Council to ask about suitable places for the SID but has had no reply.</li> </ul> <p>Cllr Pinnell offered help to gather the information such as site location and measurement checks to assist with form completion</p> <p>.</p> <p>Cllr Savage as District Councillor reported:-</p> <p>Had received complaints about trees opposite the doctors surgery infringing on the path. West Suffolk will get them cut in next few weeks.</p> <p>Cllr Wittam as District Councillor reported he had his head shaved to raise money for his two charities.</p>
25/120	<p><b>Reports from Town Councillors</b></p> <p>Cllr Challiss reported the trees behind Pinewood Drive needed attending too. She contacted the housing association, with no luck. As County Councillor, Cllr Lukaniuk will try and sort it out.</p> <p>Cllr Palmer gave the following update on the Daycare Centre:-</p> <ul style="list-style-type: none"> <li>• From 1<sup>st</sup> October Harmonised Care took over the running of the centre.</li> <li>• Currently open four days a week.</li> <li>• Almost at full capacity.</li> <li>• Consideration being given into opening five days a week.</li> <li>• Purchased a third mini bus with funds raised from the charity shop, grants and donations.</li> <li>• Holding a new bus open day and introduce everyone to Harmonised care - all Councillors will be invited to the event.</li> </ul>

	<p>Cllr Bland reported he had received phone calls regarding new signs that had been erected at Mr G's and had contacted Enforcement at West Suffolk Council who are looking into the issue.</p> <p>Cllr Pinnell reported about the new Town Bus Service on Tuesdays, Thursdays and Saturdays.</p> <ul style="list-style-type: none"> <li>• Encourage the use of the town bus as do not want to lose it.</li> <li>• No dogs allowed on the bus currently.</li> <li>• To include the Train Station and Santon Downham, in the new year.</li> </ul> <p>Cllr Watts reported she had been with our Head Town Keeper to purchase plants to go around the War Memorial in readiness for Remembrance Day. She also attended the poppy painting event which was very good and the poppies look absolutely stunning.</p> <p>Cllr Siebert reported that Remembrance Day is on 9<sup>th</sup> November, hosted by the Royal British Legion and will include entertainment this year. The Royal British Legion will be providing free kids breakfasts again, during half term. Everyone is welcome.</p> <p>Cllr Pinnell reported the Community Speed Watch is not Council funded but as a resident, is looking to set one up and has had volunteers. It is currently being formed and will, hopefully, be up and running in the new year.</p>
25/121	<p><b>Planning Applications to Consider</b></p> <p>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/25/1468/HH – 4 St Davids Close, Brandon – Consultation  <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T2OWDKPD MT100">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T2OWDKPD MT100</a></p> <p>Cllr Wittam gave an overview of the planning application.  The following points were then made on application DC/25/1468/HH:-</p> <ul style="list-style-type: none"> <li>• No objections.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Bland seconded, to support the application.  <b>RESOLVED</b></p> <p>DC/25/1499/TPO – 17 Woodcock Rise, Brandon - Trees  <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T2ZUUDPD MXV00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T2ZUUDPD MXV00</a></p> <p>Cllr Wittam gave an overview of the planning application.  The following points were then made on application DC/25/1499/TPO:-</p> <ul style="list-style-type: none"> <li>• A few Councillors were in favour of felling the tree.</li> <li>• No mention of reducing the tree.</li> <li>• Tree not a suitable shape to have a crown reduction.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Brocklehurst seconded to support the application.  <b>FAILED</b></p>

	<p>Cllr Siebert proposed and Cllr Gorrington seconded, to object to the application stating the Council objects to the felling of trees and would prefer a reduction of the tree but will support the tree officers decision.</p> <p><b>RESOLVED</b></p>
25/122	<p><b>Late Planning Applications Received after Agenda was Published</b></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>DC/25/1342/FUL – Bridge Hotel Brandon, 79 High Street, Brandon – Consultation</p> <p><a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T112F3PDM9000">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T112F3PDM9000</a></p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1342/FUL:-</p> <ul style="list-style-type: none"> <li>• Application has already been refused under permitted development.</li> <li>• Marquee and toilet block obscure important view.</li> <li>• Over development of site within Brandon's Heritage Asset.</li> <li>• In contravention of condition 15 of approved Application DC/23/1757/FUL.</li> <li>• In contravention of approved Application DC/23/1757/FUL as toilet block and marquee placed of approved entrance and path to guest accommodation pod.</li> <li>• Damage to tree within Conservation area, including excessive excavation within drip line.</li> <li>• In contravention of West Suffolk Councils policies DM2 and DM46, also Chapter 9 of NPPF as laid out in condition 15 of DC/23/1757/FUL.</li> <li>• No requirement, there are toilets and showers in the existing building and the guest accommodation is self sufficient.</li> <li>• Defer until next month as not enough time to review the application due to time receiving the application.</li> <li>• EV charging cables next to tree?</li> </ul> <p>Cllr Pinnell proposed and Cllr Brocklehurst seconded, to support the application. The Town Clerk requested a copy of the reasons as to why we are objecting, to put on the planning portal.</p> <p><b>FAILED</b></p> <p>DC/25/1516/TPO – 27 Rowan Drive, Brandon – Trees</p> <p><a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T36VP9PDN1800">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T36VP9PDN1800</a></p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1516/TPO:-</p> <ul style="list-style-type: none"> <li>• Other trees in area, in a similar condition, have been removed.</li> <li>• Safety issue.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Gorrington seconded, to support the application.</p> <p><b>RESOLVED</b></p>

	<p>DC/25/1572/HH – 3 Falcon Drive, Brandon – Consultation  <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T3PUYBPDFK400">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T3PUYBPDFK400</a></p> <p>Cllr Wittam gave an overview of the planning application.  The following points were then made on application DC/25/1572/HH:-</p> <ul style="list-style-type: none"> <li>• No objections.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Bland seconded, to support the application.  <b>RESOLVED</b></p>
25/123	<p><b>New Cemetery Report</b>  The Clerk gave the following report:-</p> <ul style="list-style-type: none"> <li>• Planning application is live on portal.</li> <li>• Responses from consultees have been positive so far.</li> <li>• No objections at present, but some conditions applied.</li> <li>• Environment Agency want a ground water risk and environment licence if appropriate.</li> <li>• No objection but recommendation that a paragraph about close proximity to air base be considered.</li> <li>• Contaminated land and air quality - another assessment needed. Geotechnical assessment had already been undertaken, which indicated there was no contamination. However, we do need to do undertake another survey, prior to any work commencing, so this will be revisited at appropriate time.</li> <li>• Suffolk Archaeology condition - archaeological investigation needed. Redline area to be investigated – more archaeological work will be carried out, but hope this will be rolled out in sections as area is developed.</li> <li>• As it is a town council it will go before planning committee at West Suffolk. We can, closer to the time, send in a supporting report or pay the consultant to attend on our behalf.</li> </ul>
25/124	<p><b>Accounts</b>  Cllr Brocklehurst proposed, and Cllr Watts seconded to approve and note payments made in September 2025.  <b>RESOLVED</b></p>
25/125	<p><b>Financial Update</b>  Received and noted: -</p> <ul style="list-style-type: none"> <li>• Income &amp; Expenditure Statement against budget for August 2025</li> <li>• Bank Balances</li> <li>• EMR's</li> <li>• External Audit Report comments and recommendations</li> </ul> <p>The Clerk explained the main point that was picked up in the external audit was that regular bank balances were not being given. These are now being given quarterly.</p>

25/126	<p><b>Budget 2026/27</b></p> <p>To agree budget for 2026/27.</p> <p>The Clerk explained we had tried to balance the budget to achieve all our outcomes but not raise the precept too much and keeping it in line with inflation.</p> <p>There followed a discussion covering the following:</p> <ul style="list-style-type: none"> <li>• BRPF Grant is approx. 10% of our precept.</li> <li>• That there is a historic resolution that BRPF have a rate of inflation rise, each year, however officers cannot evidence this.</li> <li>• Proposed a 5% rise be given to BRPF as big asset to town for decision at next meeting</li> <li>• Need a yearly explanation of what the money given to BRPF is spent on as it is a grant. Cllr Palmer to liaise with BRPF for information needed.</li> <li>• Cllr Watts suggested projects Increasing biodiversity and making the cemetery more appealing. There is money in the project fund so Cllr Watts to liaise with Town Keepers and put a project together.</li> <li>• Project pot be kept at £10,000 not reduced to £5,000.</li> <li>• Need to justify having a project fund within the budget.</li> <li>• Underspend last year on cemetery income, affected the projection for this year</li> <li>• Charging more for burial fees.</li> <li>• Members to email finance officer with any suggested changes to the budget, so this can be decided next month.</li> </ul> <p>Cllr Wittam proposed, and Cllr Hughes seconded that the budget is deferred to the next meeting.</p> <p><b>RESOLVED</b></p>
25/127	<p><b>TRO</b></p> <p>To discuss and respond to Highways rejection of TRO Application.</p> <p>To receive comments and agree any actions.</p> <p>Members discussed the following -</p> <ul style="list-style-type: none"> <li>• An email had been sent in reply to Suffolk County Council rejection of the TRO application.</li> <li>• Can you get a TRO without engaging with Suffolk County Council?</li> <li>• TRO survey was presented to Suffolk Highways, which was rejected.</li> <li>• The need to get Suffolk County Council to change their minds on the rejection.</li> <li>• Concerns over timing of the traffic Survey as timings did not include early morning commercial traffic or evening traffic.</li> <li>• Will be re looked at Suffolk County Council, if understand what the issue is with HGVs.</li> <li>• The metric is set, and photos are taken of the HGV coming and leaving the town, if over 10/15mins, it is regarded as local traffic, and this is not a good metric to use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Locality budgets could be used next year, to fund an independent survey, where the Council set the metrics.</li> </ul> <p>Cllr Wittam proposed, and Cllr Savage seconded to send Cllr Blands letter in reply to the rejection of the TRO application, to Suffolk County Council.</p> <p><b>RESOLVED</b></p>
25/128	<p><b>Christmas</b></p> <p>Noted: -</p> <ul style="list-style-type: none"> <li>• 29<sup>th</sup> November 2025 – Christmas Fair – Volunteers needed to help</li> <li>• Office closing times – 1pm 23<sup>rd</sup> December 2025 to 5<sup>th</sup> January 2026</li> </ul>
25/129	<p><b>Clerks Update</b></p> <p>The Clerk gave the following update: -</p> <ul style="list-style-type: none"> <li>• Had meeting with Police Counter Terrorism for the East re Martyn's Law and responsibilities. Risk assessments will now need to be provided.</li> <li>• West Suffolk have messaged back re LGR and will engage with the Council on: - <ul style="list-style-type: none"> <li>Market place, open spaces and play parks.</li> <li>Brandon Country Park is not open for discussion until 2028.</li> <li>Talk about buildings that might benefit the town.</li> </ul> </li> <li>• Next year's audit will include assertion 10 - cyber security. This is currently being worked on, and a brief will be given in the new year.</li> <li>• Heritage meeting took place – 4 loops for the heritage trail have been organised. Run Breckland are also involved. Start research on the trails.</li> </ul>

The meeting closed at 8.45 PM

Chairman

Date