



BRANDON
TOWN COUNCIL

FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 13TH APRIL 2026 7.00 P.M.

Present: Councillors: Wittam (Chair), Bland, Challiss, Gorringe, Hughes, Lukaniuk, Savage, Skinner, Watts. Clerk: Cunnell,

Absent: Councillor: Palmer

Minute Taker: Prior

MINUTES

25/243	Apologies for Absence Apologies received from Cllr G Brocklehurst, Cllr H KostECKI, Cllr M Pinnell, Cllr N Siebert.
25/244	Declarations of Interest and requests for Dispensations None.
25/245	To receive a report from RAF Lakenheath Received and noted.
25/246	Minutes of Previous Meetings Cllr Challiss proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 9th March 2026. RESOLVED
25/247	Chairmans Report The Chairman reported:- <ul style="list-style-type: none">• Reminded members we are in pre-election period (Purdah) due to the County Elections.
25/248	Public Participation Time The meeting was adjourned. A member of the public queried what the S106 agreement was regarding the new cemetery. The Clerk explained. Meeting re-opened.

25/249	<p>Grant Applications</p> <p>A representative from Brandon Festival gave an overview of the event on Sunday 16th August at Brandon Remembrance Playing Fields for the people of Brandon to enjoy. They further explained they were applying for funding for costs such as insurance, toilets etc.</p> <p>Cllr Wittam proposed and Cllr Skinner seconded to grant £1000 to Brandon Festival.</p> <p>RESOLVED</p> <p>Cllr Wittam gave an overview of the Abbeycroft Leisure grant application. Cllr Gorringe proposed to reduce the amount of the grant to £2500, seconded by Cllr Lukaniuk.</p> <p>FAILED</p> <p>Cllr Wittam proposed and Cllr Watts seconded to grant £3350 to Abbeycroft Leisure</p> <p>RESOLVED</p>
25/250	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • The Speed Indicator Devices will go in on Green Road as the money has been earmarked. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • Wangford Road site – there will be an application for the retention of the hard standing, which will come before Council. • Skate Park at the Brandon Remembrance Playing Fields – West Suffolk Council are attempting to raise all money for the scheme. <p>Cllr Savage as District Councillor reported:-</p> <ul style="list-style-type: none"> • Financial Inclusion Service – new service available for people struggling financially.
25/251	<p>Reports from Town Councillors</p> <p>Cllr Savage reported:</p> <ul style="list-style-type: none"> • Cllr Savage, Cllr Challiss and Cllr Brocklehurst went along to St Nicholas Hospice. <p>Cllr Watts reported:</p> <ul style="list-style-type: none"> • As part of the Brandon in Bloom, Cllr Watts, and a group of ladies, litter picked from Brandon to High Lodge, High Lodge to the next fire exit and the industrial estate. They plan to litter pick Yew Drive playing field park area and the woods soon. Contact Cllr Watts if any areas need litter picking. <p>Cllr Challis reported:</p> <ul style="list-style-type: none"> • Helped Cllr Siebert with Breakfast Club at the Royal British Legion in the Easter Holidays, which had approximately 130 attendees. Thanks to Nickie and staff at the Royal British Legion. <p>Cllr Bland reported:</p> <ul style="list-style-type: none"> • Had a response from Transport Strategy re the TRO to go through at a later date. • Attended the Residents Association meeting this month. The inaugural AGM is on 28th April 2026.

	<p>Cllr Wittam read a personal statement out from Cllr Brocklehurst apologising regarding a non-agenda item raised during Councillors reports in the February Full Council Meeting – ref Cinema Lane and access over the lane. This is being investigated currently by Suffolk County Council so no further comment will be made until such findings are presented.</p> <p>Cllr Wittam then reported the following from Cllr Pinnell:-</p> <ul style="list-style-type: none"> • SIDs – Suffolk County Council have sent off the Green Road requests to order. Once the order is placed, they will notify us when this is and the date you can expect the works to be completed by. • Bridge near The Maltings – Have been informed that as expected, a new bridge was ordered to replace the current structure. Still a way to go due to permits etc but it's hoped it will be installed this (26/27) financial year. • Will have an update on improved bus services next meeting as Suffolk County Council have stated new subsidies will be discussed in April.
25/252	<p>Planning Applications to Consider</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/26/0333/FUL – Land Rear of Coulson Cottage, Coulson Lane, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TB7WVPPDJ4100</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/0333/FUL:-</p> <ul style="list-style-type: none"> • The applicant made a presentation. • Reference to Brandon Commission re infill building taking place in Brandon. • Policy DM2 cannot be satisfied re pedestrian safety, parking, traffic, lighting etc. • Big site – not sure how construction traffic stay on the sight. • Contaminated land holding objection. • Proposed dwelling on private road so does not involve Highways. • No noise impact assessment submitted. • Concerns with large green bins and obstructions. • Query over public right of way. <p>Cllr Lukaniuk proposed and Cllr Gorringe seconded, to support the application. RESOLVED</p> <p>DC/26/0425/FUL – 18 Wimbledon Avenue – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TC18TBPDJIZ00</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/0425/FUL:-</p> <ul style="list-style-type: none"> • Change of use from industrial unit to fitness centre. • Have outgrown current premises.

	<p>Cllr Lukaniuk proposed and Cllr Wittam seconded, to support the application. RESOLVED</p> <p>DC/26/0397/HH – Field Barn, London Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBQOL2PDJE600</p> <p>Cllr Wittam commented he has a conflict of interest and will not be taking part in the discussion or vote. The following points were then made on application DC/26/0397/HH:-</p> <ul style="list-style-type: none"> • In a discreet place and cannot be seen from the High Street or Towler’s Court. <p>Cllr Lukaniuk proposed and Cllr Gorringe seconded, to support the application. RESOLVED</p>
25/253	<p>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. None.</p> <p><u>Planning Variances</u> There were no planning variances to discuss.</p>
25/254	<p>New Cemetery Report The Clerk reported:-</p> <ul style="list-style-type: none"> • No update from West Suffolk or our solicitors regarding the outcome of the S106 application. • West Suffolk is Calling for Sites for the local plan. We have already submitted the cemetery area but looking at a resubmission of a smaller area, the whole area still needs to be dedicated for the new cemetery. Sort out resubmission before 20th May 2026. This will make sure our current position is well documented and implemented into the local plan accordingly.
25/255	<p>Accounts To approve and note payments made in March 2026. Cllr Bland proposed and Cllr Challiss seconded to approve and note payments made in March 2026. RESOLVED</p>
25/256	<p>Financial Update Received and noted:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for February 2026 • Bank Balances • EMR’s

25/257	<p>Committee Structure 2026/27</p> <p>To agree the following committee structure: -</p> <p>Full Council: Planning will be held within Full Council and any specific meetings required for planning or new cemetery will be stood up as extra Full Council meetings as and when required.</p> <p>Events and Community Engagement Committee:</p> <p>Powers to spend the committee budget in line with Financial Regulations.</p> <p>Cllr Wittam proposed and Cllr Bland seconded to agree the committee structure, shown above, as per last year.</p> <p>RESOLVED</p>
25/258	<p>Model Publication Scheme</p> <p>Cllr Wittam proposed and Cllr Bland seconded to approve Model Publication Scheme.</p> <p>RESOLVED</p>
25/259	<p>Financial Reserves Management Policy</p> <p>The Chair commented that the Council needs to hold reserves which would allow the Council to operate for six months if we had no further income. The Clerk confirmed this and that we introduced last year that we hold a minimum amount in our bank, so we have enough to cover a month's outgoings.</p> <p>Cllr Wittam proposed and Cllr Skinner seconded to approve Financial Reserves Management Policy.</p> <p>RESOLVED</p>
25/260	<p>Complaints Procedure</p> <p>Cllr Lukaniuk proposed and Cllr Wittam seconded to approve Complaints Procedure.</p> <p>RESOLVED</p>
25/261	<p>Freedom of Information Policy</p> <p>The Clerk commented that we follow ICO procedures regarding freedom of information requests, as shown in the policy.</p> <p>Cllr Bland proposed and Cllr Skinner seconded to approve Freedom of Information Policy.</p> <p>RESOLVED</p>
25/262	<p>Safeguarding Policy</p> <p>The Clerk explained that Councillors and Officers should be aware of the issues. The policy is needed for running events and due to hiring of rooms involving the care of children.</p> <p>Cllr Wittam proposed and Cllr Gorringer seconded to approve Safeguarding Policy.</p> <p>RESOLVED</p>

25/263	<p>Lone Working Policy The Clerk explained the policy is in line with recommendations from our Health and Safety Inspector. Cllr Wittam proposed and Cllr Bland seconded to approve Lone Working Policy. RESOLVED</p>
25/264	<p>Clerks Update The Clerk gave the following update:-</p> <ul style="list-style-type: none"> • First Heritage open days happening this year with up to fourteen events. • Remembrance Day special celebration - Lamp Light of Peace, Brandon will be involved. Cllr Savage will be the town crier reading the proclamation. If anyone would like to get involved or has ideas please get in touch.

The meeting closed at 8.07 PM

Chairman

Date