



# BRANDON

## TOWN COUNCIL

### FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

#### OLD SCHOOL HOUSE BRANDON

MONDAY 9<sup>TH</sup> MARCH 2026 7.00 P.M.

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

#### MINUTES

25/216	<b>Apologies for Absence</b> Apologies received from Cllr J Hughes, Cllr S Skinner, Cllr P Wittam.
25/217	<b>Declarations of Interest and requests for Dispensations</b> None.
25/218	<b>To receive a report from RAF Lakenheath</b> Received and noted.
25/219	<b>Minutes of Previous Meetings</b> Cllr Gorringe proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 9th February 2026. <b>RESOLVED</b>
25/220	<b>Minutes of Previous Meetings</b> Cllr Challiss proposed and Cllr Savage seconded to receive and note minutes of the Events Committee Meeting of 5 <sup>th</sup> February 2026. <b>RESOLVED</b>
25/221	<b>Chairmans Report</b> There was no report as the Chairman did not attend the meeting.
25/222	<b>Public Participation Time</b> No members of public wished to speak.
25/223	<b>Grant Applications</b> No grant applications have been received.
25/224	<b>Reports from County and District Councillors</b> <b>Cllr Lukaniuk as County Councillor reported:-</b> <ul style="list-style-type: none"><li>• County Elections are back on.</li><li>• New SEND building in Elveden paid for by Suffolk County Council.</li></ul>

	<ul style="list-style-type: none"> <li>• Bridleway no. 20, closed footbridge behind the Matings is to be replaced in new financial year.</li> </ul> <p><b>Cllr Lukaniuk as District Councillor reported:-</b></p> <ul style="list-style-type: none"> <li>• West Suffolk budget now passed.</li> </ul>
25/225	<p><b>Reports from Town Councillors</b></p> <p><b>Cllr Watts reported:</b></p> <ul style="list-style-type: none"> <li>• Massive thank you to Market Place Arts and all involved with Light up the Town. The mural is a huge asset to the Town and the lights in the Church were stunning.</li> <li>• Had a meeting to discuss biodiversity and ecology events for Brandon.</li> <li>• Wellbeing day booked for 25<sup>th</sup> April which may have a Medicinal plant event or yoga.</li> <li>• Earmarked 20<sup>th</sup> September for a Harvest Day at the orchard.</li> </ul> <p><b>Cllr Pinnell reported:</b></p> <ul style="list-style-type: none"> <li>• Been lobbying bus companies for information needed.</li> <li>• Community bus will go to the Harvest Centre on Tuesdays. Concerns raised about cost addressed and has managed to get a small amount of funding.</li> </ul> <p><b>Cllr Bland reported:-</b></p> <ul style="list-style-type: none"> <li>• Attended the Residents Association meeting along with Cllr's Challiss, Savage and Siebert, which was very well attended.</li> <li>• Attended Civic Concert and Dinner for Chairman of West Suffolk Council.</li> <li>• Meeting with Suffolk County Council Definitive Map Manager with Cllr Savage and the landowners re: the bridlepath which is still subject to a holding objection.</li> <li>• Had a reply from Norfolk CC re: Holbrooks and conditions of planning for the second siding. <ul style="list-style-type: none"> <li>- There had been no additional trains.</li> <li>- Tonnage did not exceed the allowance.</li> <li>- Sludge and dust matter is being pursued with site operator and they will continue to monitor this.</li> </ul> </li> <li>• Residents concerned about vehicles using Plum Fudding Lane/Cinema Lane. Suffolk County Council have confirmed in an email it is public footpath no. 2 and not for traffic.</li> </ul> <p><b>Cllr Gorringe reported:-</b></p> <ul style="list-style-type: none"> <li>• Two defibrillators are now in place on Green Road and the junction of Downham Way and the Paddocks.</li> </ul> <p><b>Cllr Siebert reported:-</b></p> <ul style="list-style-type: none"> <li>• British Legion are running free breakfast for children on Wednesdays in the Easter holidays and an Easter Egg Hunt during the first week (1<sup>st</sup> April) and asked if the Council could be involved.</li> </ul>

	<p><b>Cllr Brocklehurst reported:-</b> Received an email from Abbeycroft Leisure re family cooking event at Brandon County Park on 8<sup>th</sup> to 10<sup>th</sup> April which is free for people in receipt of free school meals.</p> <p><b>Cllr Bland</b> further reported that the first mosaic has been installed at the Country Park on the first footpath on the wall behind the café.</p>
25/226	<p><b>Planning Policy</b> To agree Planning Policy if appropriate.</p> <ul style="list-style-type: none"> <li>• It was suggested item BT5, item 4 wording to change to focus on wording that manages HGV impact, such as 'the Council will seek to minimise the impact of heavy goods vehicle movements through our town, whilst supporting appropriate employment and industrial development that provides economic benefit to our community.'</li> </ul> <p>Cllr Pinnell proposed and Cllr Siebert seconded to accept the Planning Policy following the amendment - 'the Council will seek to minimise the impact of heavy goods vehicle movements through our town, whilst supporting appropriate employment and industrial development that provides economic benefit to our community.'</p> <p><b>RESOLVED</b></p>
25/227	<p><b>Planning Applications to Consider</b> 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/26/0195/HH – The Bungalow, Gas House Drove, Brandon – Re-consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TA4Y2ZPDIHF00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TA4Y2ZPDIHF00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0195/HH:-</p> <ul style="list-style-type: none"> <li>• Lifting roof to two metres.</li> <li>• No material issues.</li> <li>• Slight increase in roof line but neighbour happy with and supports the application.</li> </ul> <p>Cllr Bland proposed and Cllr Gorrington seconded, to support the application. <b>RESOLVED</b></p> <p>Cllr Siebert left the meeting at 7.45pm.</p> <p>DC/26/0099/FUL – Coulson Cottage, Coulson Lane, Brandon - Consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T9B0BYPD12T00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T9B0BYPD12T00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0099/FUL:-</p> <ul style="list-style-type: none"> <li>• Property not listed or in a conservation area.</li> <li>• New property will look similar, modern with thermal qualities.</li> <li>• One neighbour objection – trucks undertaking work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Traffic Management Plan has been asked for.</li> <li>• Two bedroom to a four bedroom – limited parking.</li> </ul> <p>The Clerk left the room at 7.49pm.</p> <p>Cllr Siebert and the Clerk returned at 7.50pm.</p> <ul style="list-style-type: none"> <li>• Concerns of only two parking spaces.</li> <li>• Vans parking on road near the property.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Kostecki seconded, to support the application.  <b>FAILED</b></p> <p>Brandon Town Council will object to the application stating the Council objects to the planning application due to Highway Safety – Parking.</p>
25/228	<p><b>Late Planning Applications Received after Agenda was Published</b>  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/26/0325/HH – 44 Spruce Drive, Brandon - Consultation  <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TB481FPDJ2Q00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TB481FPDJ2Q00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application.  No comments were made on application DC/26/0325/HH.  Cllr Lukaniuk proposed and Cllr Savage seconded, to support the application.  <b>RESOLVED</b></p> <p><b><u>Planning Variances</u></b>  There were no planning variances to discuss.</p>
25/229	<p><b>New Cemetery Report</b>  The Clerk reported having engaged our solicitor they are now talking to West Suffolk to produce the S106 agreement for BNG obligation, once completed we will get more movement on the application.</p>
25/230	<p><b>Accounts</b>  To approve and note payments made in February 2026.  Cllr Bland proposed and Cllr Pinnell seconded to approve and note payments made in February 2026.  A discussion took place about the cost/amount of the electricity being used at the BRPF yard. This will be monitored and ways to reduce the cost will be investigated.  <b>RESOLVED</b></p>
25/231	<p><b>Financial Update</b>  Received and noted:-</p> <ul style="list-style-type: none"> <li>• Income &amp; Expenditure Statement against budget for January 2026</li> </ul>

25/232	<p><b>Financial Year End arrangements</b></p> <p>To agree in principle movement of any underspend into appropriate EMR's at the end of the year:-</p> <ul style="list-style-type: none"> <li>• Overhaul Windows OSH – £8,000</li> <li>• Front Door OSH - £6,000</li> <li>• Hybrid Equipment for Meetings - £6,000</li> </ul> <p>The Clerk explained about the different projects any underspend could be spent on.</p> <p>A discussion then took place regarding the projects proposed. The following other potential projects were discussed:-</p> <ul style="list-style-type: none"> <li>• OSH Front wall &amp; railings need on the right-side need repairing.</li> <li>• Wrought iron lampposts in the avenue need painting.</li> <li>• Lode fence needs repairing.</li> <li>• Legislation going to parliament in June about hybrid meetings that Council have the ability to conduct hybrid meetings, using electronic voting.</li> </ul> <p>It was proposed by Cllr Brocklehurst and seconded by Cllr Lukaniuk to move any underspend into general reserves and, at a later date, sort into EMR.</p> <p><b>RESOLVED</b></p>
25/233	<p><b>Internal Control Report</b></p> <p>Received and noted Internal Control Report.</p>
25/234	<p><b>SALC Internal Audit Service – Letter of Engagement</b></p> <p>To appoint SALC as internal auditor for the period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026, by approving the letter of engagement.</p> <p>Cllr Pinnell proposed and Cllr Bland seconded to appoint SALC as internal auditor for the period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026.</p> <p><b>RESOLVED</b></p>
25/235	<p><b>To consider quotations for insurance:-</b></p> <p>Several companies were sent the same criteria and these are the quotes we have received against that criteria:-</p> <ol style="list-style-type: none"> <li>a) £8985.63 per year or 3 year LTA £8136.08 per year</li> <li>b) £11363.64 per year</li> <li>c) £11466.38 per year</li> </ol> <p>The following was discussed:-</p> <ul style="list-style-type: none"> <li>• Has the current insurance provider quoted – they have.</li> <li>• All companies that have quoted are used by Councils nationally.</li> <li>• Our current insurance has cost approximately £12,000.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Gorrington seconded to go with company A for the three year term at £8136.08 per year.</p> <p><b>RESOLVED</b></p>
25/236	<p><b>Asset Register</b></p> <p>The Asset register was reviewed.</p>
25/237	<p><b>Co-option of Councillors Policy</b></p> <p>To approve Co-option of Councillors Policy.</p>

	<p>Cllr Challiss proposed and Cllr Savage seconded to approve the Co-option of Councillors Policy.  <b>RESOLVED</b></p>
25/238	<p><b>Communications Policy</b>  To approve Communications Policy.  Cllr Challiss proposed and Cllr Bland seconded to approve the Communications Policy.  <b>RESOLVED</b></p>
25/239	<p><b>Retention of Documents Policy</b>  To approve Retention of Documents Policy.  Cllr Bland proposed and Cllr Watts seconded to approve the Retention of Documents Policy.  <b>RESOLVED</b></p>
25/240	<p><b>Data Protection Policy</b>  To approve Data Protection Policy.  The Clerk explained due to so many recent data breaches, the need for the gov.uk email addresses, which is also part of the audit and not being able to use personal email addresses.  Cllr Siebert proposed and Cllr Pinnell seconded to approve the Data Protection Policy.  <b>RESOLVED</b></p>
25/241	<p><b>Corporate Plan</b>  To discuss priorities for next year to feed Corporate Plan.  The Clerk explained about the Corporate Plan which was brought before Council last year and how it lays out what our priorities are as a Council.  The following was then discussed:-</p> <ul style="list-style-type: none"> <li>• Brandon Commission Report has brought up several strands that are important to residents.</li> <li>• What do Council want to focus on next year?</li> <li>• Underspends that we didn't put into the budget, can we allocate for different work.</li> <li>• Developing tourism/visitor economy, in our community - working with ELVA.</li> <li>• Replace/update maps around town.</li> <li>• Provide benefits to the town people to help the community – look at supporting organisations that support the residents as we can't take on the services ourselves.</li> <li>• Use of Market Hill – Farmers Markets etc. Can put these on, as long as it doesn't clash with the market on a Thursday.</li> <li>• Suggestions to be sent to the Clerk to make a decision on next month or May to get costs back, to start undertaking June.</li> </ul>

25/242	<b>Clerks Update</b> The Clerk gave the following update:- <ul style="list-style-type: none"><li>• Community governance: consultation this month.</li><li>• Peers spoke in February that Town and Parish Councils should have representation on community boards, but a motion was not made. Very important that Town and Parish Council representatives are on these bodies.</li><li>• Brandon Commission report is full of statistics for us to put forward for grant funding.</li></ul>
--------	---

The meeting closed at 8.50 PM

Chairman

Date