



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 NOVEMBER 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

25/138	Apologies for Absence To receive
25/139	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)
25/140	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
25/141	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 8th October 2025.
25/142	Chairmans Report To receive and note

25/143	<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>
25/144	<p>Reports from County and District Councillors</p> <p>To receive and note</p>
25/145	<p>Reports from Town Councillors</p> <p>Reports of project activity or outside bodies attended on behalf of the Council</p>
25/146	<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/25/1535/FUL – Brick Kiln Farm, Brandon Fields, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3EIP2PDN4X00</p> <p>DC/25/1589/HH – 165 Thetford Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3V6C9PD03E00</p> <p>DC/25/1612/TPO – 34 Riverside Way, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T44LKNPDFQV00</p> <p>DC/25/1342/FUL – Bridge Hotel Brandon, 79 High Street, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T112F3PDM9O00</p> <p>DC/25/1522/ADV – 9 Bury Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T38YN5PDN2F00</p> <p>DC/25/1731/TPO – 26 Woodcock Rise, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T55EOFPDG8O00</p>
25/147	<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>

25/148	New Cemetery Report To report on any updates received
25/149	Grant Policy Decision required: To approve amended grant policy
25/150	Accounts Decision required: To approve and note payments made in October 2025
25/151	Grant Applications Decision required: To consider S137 grants from Brandon Remembrance Playing Fields, The Harvest Centre and The Heritage Centre
25/152	Financial Update To receive and note:- <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for September 2025
25/153	Purchase of Defibrillators Decision required: To approve the purchase/installation of two defibrillators at a cost of £3375, from the projects fund
25/154	Budget 2026/27 Decision required: To agree budget for 2026/27
25/155	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

WEDNESDAY 8TH OCTOBER 2025 7.00 P.M.

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

MINUTES

25/113	Apologies for Absence Apologies received from Cllr S. Skinner.
25/114	Declarations of Interest and requests for Dispensations Cllr G Brocklehurst – Re DC/25/1516/TPO – property owner nearby.
25/115	To receive a report from Sqn Ldr Eaton – RAF Lakenheath 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	Minutes of Previous Meetings Cllr Lukaniuk proposed and Cllr Challis seconded to agree and sign the minutes from the Full Council Meeting on 8th September 2025. RESOLVED Cllr Challiss proposed and Cllr Savage seconded to agree and sign the minutes from the Events Committee Meeting on 11 th September 2025. RESOLVED
25/117	Chairmans Report The Chairman welcomed Cllr Palmer back to the Council.
25/118	Public Participation Time 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>Reports from County and District Councillors</p> <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • Bridge bannisters are currently being repaired by SCC and should be completed by Monday. • The area by the bridge needs tidying up as have received complaints. (This area is owned and managed by SCC). • Cllr Lukaniuk will try incorporating it with the 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. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • West Suffolk Council will be returfing the area at the Friendly Bench within a month, after the utility company ploughed it up. • Asked Cllr Wittam for an update on SID on Green Road. <p>The Clerk commented:-</p> <ul style="list-style-type: none"> • Sent out an email to Councillors for information to help complete the initial SID's form, but had no reply. • Contacted Suffolk County Council to ask about suitable places for the SID but has had no reply. <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>Reports from Town Councillors</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"> • From 1st October Harmonised Care took over the running of the centre. • Currently open four days a week. • Almost at full capacity. • Consideration being given into opening five days a week. • Purchased a third mini bus with funds raised from the charity shop, grants and donations. • Holding a new bus open day and introduce everyone to Harmonised care - all Councillors will be invited to the event.

	<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"> • Encourage the use of the town bus as do not want to lose it. • No dogs allowed on the bus currently. • To include the Train Station and Santon Downham, in the new year. <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 9th 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>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/25/1468/HH – 4 St Davids Close, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2OWDKPD MT100</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"> • No objections. <p>Cllr Lukaniuk proposed and Cllr Bland seconded, to support the application. RESOLVED</p> <p>DC/25/1499/TPO – 17 Woodcock Rise, Brandon - Trees https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2ZUUDPD MXV00</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"> • A few Councillors were in favour of felling the tree. • No mention of reducing the tree. • Tree not a suitable shape to have a crown reduction. <p>Cllr Lukaniuk proposed and Cllr Brocklehurst seconded to support the application. FAILED</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>RESOLVED</p>
25/122	<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>DC/25/1342/FUL – Bridge Hotel Brandon, 79 High Street, Brandon – Consultation</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T112F3PDM9000</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"> • Application has already been refused under permitted development. • Marquee and toilet block obscure important view. • Over development of site within Brandon's Heritage Asset. • In contravention of condition 15 of approved Application DC/23/1757/FUL. • In contravention of approved Application DC/23/1757/FUL as toilet block and marquee placed of approved entrance and path to guest accommodation pod. • Damage to tree within Conservation area, including excessive excavation within drip line. • 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. • No requirement, there are toilets and showers in the existing building and the guest accommodation is self sufficient. • Defer until next month as not enough time to review the application due to time receiving the application. • EV charging cables next to tree? <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>FAILED</p> <p>DC/25/1516/TPO – 27 Rowan Drive, Brandon – Trees</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T36VP9PDN1800</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"> • Other trees in area, in a similar condition, have been removed. • Safety issue. <p>Cllr Lukaniuk proposed and Cllr Gorrington seconded, to support the application.</p> <p>RESOLVED</p>

	<p>DC/25/1572/HH – 3 Falcon Drive, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3PUYBPDFK400</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"> • No objections. <p>Cllr Lukaniuk proposed and Cllr Bland seconded, to support the application. RESOLVED</p>
25/123	<p>New Cemetery Report The Clerk gave the following report:-</p> <ul style="list-style-type: none"> • Planning application is live on portal. • Responses from consultees have been positive so far. • No objections at present, but some conditions applied. • Environment Agency want a ground water risk and environment licence if appropriate. • No objection but recommendation that a paragraph about close proximity to air base be considered. • 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. • 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. • 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.
25/124	<p>Accounts Cllr Brocklehurst proposed, and Cllr Watts seconded to approve and note payments made in September 2025. RESOLVED</p>
25/125	<p>Financial Update Received and noted: -</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for August 2025 • Bank Balances • EMR's • External Audit Report comments and recommendations <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>Budget 2026/27</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"> • BRPF Grant is approx. 10% of our precept. • That there is a historic resolution that BRPF have a rate of inflation rise, each year, however officers cannot evidence this. • Proposed a 5% rise be given to BRPF as big asset to town for decision at next meeting • 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. • 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. • Project pot be kept at £10,000 not reduced to £5,000. • Need to justify having a project fund within the budget. • Underspend last year on cemetery income, affected the projection for this year • Charging more for burial fees. • Members to email finance officer with any suggested changes to the budget, so this can be decided next month. <p>Cllr Wittam proposed, and Cllr Hughes seconded that the budget is deferred to the next meeting.</p> <p>RESOLVED</p>
25/127	<p>TRO</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"> • An email had been sent in reply to Suffolk County Council rejection of the TRO application. • Can you get a TRO without engaging with Suffolk County Council? • TRO survey was presented to Suffolk Highways, which was rejected. • The need to get Suffolk County Council to change their minds on the rejection. • Concerns over timing of the traffic Survey as timings did not include early morning commercial traffic or evening traffic. • Will be re looked at Suffolk County Council, if understand what the issue is with HGVs. • 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.

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

The meeting closed at 8.45 PM

Chairman

Date



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

Please ask for: Savannah Cobbold
Direct Line: 01284 757614
Email: customer.services@westsuffolk.gov.uk

Application no: DC/25/1535/FUL
Consultation Expiry: 4 November 2025

Today's date: 14 October 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal	Planning application - construction of a 5,000 tonne box potato store with associated sustainable drainage scheme
Location	Brick Kiln Farm Brandon Fields Brandon Suffolk IP27 0SE
Applicant	Jamie Lockhart, Frederick Hiam Ltd

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=T3EIP2PDN4X00>

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 4 November 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.

Savannah Cobbold

Savannah Cobbold
Senior Planning Officer

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

Please ask for: Charlotte Russell
Direct Line: 01284 757629
Email: customer.services@westsuffolk.gov.uk

Application no: DC/25/1589/HH
Consultation Expiry: 5 November 2025 11/11/25

Today's date: 15 October 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal	Householder planning application - a. front porch extension b. single storey rear extension c. new window on first floor side elevation
Location	165 Thetford Road Brandon Suffolk IP27 0DF
Applicant	Mr Kajanesan Kathiriplai

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=T3V6C9PD03E00>

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 5 November 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.

Charlotte Russell

Charlotte Russell
Planning Officer

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/25/1612/TPO
Consultation Expiry: 6 November 2025

Today's date: 16 October 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **TPO 21(1991) tree preservation order - one horse chestnut (marked T1 on plan and T12 on order) one oak (marked T2 on plan and T11 on order) reduction by three metres of whole canopy back to previous reduction points**

Location **34 Riverside Way Brandon Suffolk IP27 0AN**
Applicant **Robert Martin**

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=T44LKNPDFQV00>

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 6 November 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

Parish Re-Consultation

Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Amey Yuill
Direct Line: 01284 763233

Application No. DC/25/1342/FUL
Consultation Period
Expires: 13 November 2025

23 October 2025

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL	Planning application - a. Installation of a prefabricated bathroom block, b. installation of marquee, c. installation of EV charging points and associated works
LOCATION	Bridge Hotel Brandon , 79 High Street, Brandon, Suffolk, IP27 0AX
APPLICANT	Mr Arnold
AGENT	- Glampitect

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

Amended plans and documents received between 21-23 October 2025, extending red line for site and incorporating an additional marquee.

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=T1I2F3PDM9O00>

Would you please let me know in writing by 13 November 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.

Amey Yuill

Amey Yuill
Senior Planning Officer

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

Please ask for: Cara Fieldhouse
Direct Line: 01638 719438
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1522/ADV
Consultation Expiry: 25 November 2025

Today's date: 4 November 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Application for advertisement consent - two externally illuminated fascia signs**
Location **9 Bury Road Brandon Suffolk IP27 0BU**

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=T38YN5PDN2F00>

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 25 November 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.

Cara Fieldhouse

Cara Fieldhouse
Planning Officer

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

Please ask for: Oliver Bingham
Direct Line: 01284 757167
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1731/TPO
Consultation Expiry: 26 November 2025

Today's date: 5 November 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **TPO 01(1999) tree preservation order - one cherry (marked on plan) overall crown reduction by up to 1.5 metres**

Location **26 Woodcock Rise Brandon Suffolk IP27 0BN**

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=T55EOFPDG8000>

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 26 November 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.

Oliver Bingham

Oliver Bingham
Planning Officer



GRANT POLICY

The Town Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council.

Eligibility

- Applications must be submitted by recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

Procedure

- At the January meeting each year the Town Council will publicise the Council's intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The closing dates for all applications is the first Monday of every month. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing.

Submitting Applications

- Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

After Receipt of Grant

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
- The Town Council must be included in any publicity material.

Accounts for Payment October 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
25/09/2025	2569	Shelter Solutions	Replacement Panel - Bus Shelter	£295.00	£59.00	£354.00	BACS
30/09/2025	1229840	Gala Tent Ltd	New Double Gazebo	£1,018.92	£203.79	£1,222.71	BACS
02/10/2025	INV-7572	Cloudy Group Ltd	Microsoft 365 - Cllr Palmer	£33.27	£6.65	£39.92	BACS
03/10/2025	BTC 251007	Link Global Services Ltd	Connectors for Christmas Lights	£51.50	£10.30	£61.80	BACS
08/09/2025	INV-D-08966	Cloudy Group Ltd	IT Support for 1 year	£1,950.50	£390.10	£2,340.60	BACS
14/10/2025	004 B/C	R J Farthing & Son	Weed Spraying - High Street	£150.00	£30.00	£180.00	BACS
06/10/2025	INV0035	DJ A Entertainment	DJ for Christmas Fair	£300.00	£0.00	£300.00	BACS
27/10/2025	INV-D-09389	Cloudy Group Ltd	Wipe/Dispose of Old Computer	£85.00	£17.00	£102.00	BACS
16/09/2025	INV-	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
22/09/2025	M070 L9	BT	Phone OSH	£43.09	£8.62	£51.71	Direct Debit
01/10/2025	3066280	YU Energy	Electric OSH	£137.16	£6.86	£144.02	Direct Debit
01/10/2025	3066282	YU Energy	Electric BRPF Yard	£124.89	£6.24	£131.13	Direct Debit
03/10/2025	3112584	YU Energy	Electric Pillar 8 Market Hill	£9.60	£0.48	£10.08	Direct Debit
03/10/2025	3112598	YU Energy	Electric Pillar 9 Market Hill	£4.53	£0.23	£4.76	Direct Debit
03/10/2025	3112588	YU Energy	Electric Cemetery Yard	£11.70	£0.59	£12.29	Direct Debit
03/10/2025	3112601	YU Energy	Electric Christmas Tree Pillar	£6.63	£0.33	£6.96	Direct Debit
03/10/2025	3063253	YU Energy	Gas OSH	£8.92	£0.45	£9.37	Direct Debit
02/10/2025	15631597	Wave - Anglian Water	Water Cemetery Yard	£63.01	£0.00	£63.01	Direct Debit
18/10/2025	4812171	Everflow Water	Water OSH	£56.08	£0.00	£56.08	Direct Debit
20/10/2025	V02400135140	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
27/10/2025		Creative Pension Trust	Pensions - October	£801.35	£0.00	£801.35	Direct Debit
28/10/2025	1291393	West Suffolk Council	Trade Waste	£79.40	£0.00	£79.40	Direct Debit
31/10/2025		Unity Trust Bank	Service Charge	£15.15	£0.00	£15.15	Direct Debit
10/09/2025	88460	Andersons Wholesale	Gift bags/items - Santas Grotto	£98.03	£10.53	£108.56	CARD
12/09/2025		Planning Portal	Planning Application - New Cemetery	£364.83	£14.17	£379.00	CARD
16/09/2025		Post Office Ltd	Posting Planning App. New Cemetery	£19.55	£0.00	£19.55	CARD

Accounts for Payment October 2025

16/09/2025		Barrels Superstore	Box for the above	£2.99	£0.00	£2.99	CARD
16/09/2025		Total Photography	Printing Planning App Info. for Trustees	£70.80	£0.00	£70.80	CARD
17/09/2025		Bunches and Bows	Flowers - Death of Veteran	£47.50	£0.00	£47.50	CARD
17/09/2025		Congratulations	Card re the above	£2.10	£0.00	£2.10	CARD
19/09/2025		Post Office Ltd	Posting of Bench Plaque	£5.50	£0.00	£5.50	CARD
02/10/2025	88650	Andersons Wholesale	Gift bags/items - Santas Grotto	£64.67	£4.87	£69.54	CARD
07/10/2025		Aldi Stores	Bottled Water - Meetings	£8.87	£1.77	£10.64	CARD
09/10/2025		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
01/10/2025	1030303639	Travis Perkins Ltd	Bricks re Christmas Tree Base	£99.26	£19.86	£119.12	BACS
08/10/2025	1030801745	Travis Perkins Ltd	Sand/Cement re the above	£13.73	£2.75	£16.48	BACS
02/10/2025	SINV02000024	Ian Smith Group Ltd	New Office Chair	£181.50	£36.30	£217.80	BACS
13/10/2025	SINV02000926	Ian Smith Group Ltd	New Office Chair	£181.50	£36.30	£217.80	BACS
03/10/2025	LCCHI	Amazon	Gift bag items - Santas Grotto	£31.33	£6.27	£37.59	BACS
03/10/2025	86PPI	Amazon	Gift bag items - Santas Grotto	£19.10	£3.85	£22.95	BACS
03/10/2025	RCQ3I	Amazon	Gift bag items - Santas Grotto	£31.64	£6.33	£37.97	BACS
05/10/2025	JABLI	Amazon	Cement Caulking Gun	£13.32	£2.67	£15.99	BACS
17/10/2025	BM2ZI	Amazon	Draw Tickets - re Santas Grotto	£2.32	£0.46	£2.78	BACS
17/10/2025	KX1FI	Amazon	Lit Blossom Trees - Christmas	£27.48	£5.50	£32.98	BACS
19/10/2025	EAEUI	Amazon	Stationery - Correction Tape	£3.33	£0.67	£4.00	BACS
19/10/2025	6OF9I	Amazon	HDMI Cable - OSH Computer	£6.42	£1.29	£7.71	BACS
19/10/2025	MEAEUI	Amazon	Fairy Lights - Christmas	£12.28	£2.46	£14.74	BACS
19/10/2025	8XJTI	Amazon	Stationery - Correction Pens	£6.19	£1.24	£7.43	BACS
19/10/2025	YWY1I	Amazon	Headphones - Minute Taking	£29.00	£5.80	£34.80	BACS
06/10/2025	50758	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
15/10/2025	50764	J & D Green	Cleaning 5 Bus Shelters	£65.00	£0.00	£65.00	BACS
06/10/2025	K18412	Ernest Doe & Sons Ltd	Blade Line Cutter - Strimmers	£14.84	£2.97	£17.81	BACS

Accounts for Payment October 2025

07/10/2025	K18432	Ernest Doe & Sons Ltd	Repair to Mower	£302.50	£60.50	£363.00	BACS
07/10/2025	K18433	Ernest Doe & Sons Ltd	Repair to Strimmer	£147.58	£29.52	£177.10	BACS
08/10/2025	K18515	Ernest Doe & Sons Ltd	Wire Guide for Mower	£35.85	£7.17	£43.02	BACS
08/10/2025	69202	Chase Timber Products	Plywood - Christmas	£11.69	£2.34	£14.03	BACS
31/10/2025	69552	Chase Timber Products	Batten/Creosshield - Christmas	£44.89	£8.98	£53.87	BACS
28/10/2025	INV-205012	Alltime Alarm Sols. Ltd	Replace Emergency Light - OSH	£153.00	£30.60	£183.60	BACS
31/10/2025		RBL Poppy Appeal	Wreaths - Remembrance Day	£85.50	£0.00	£85.50	BACS
31/10/2025	310850	Fengate Fasteners Ltd	PPE, Bleach & Brushes - War Memorial	£175.99	£21.20	£197.19	BACS
31/10/2025	20250001043	Finevale Service Station	Fuel	£93.40	£18.68	£112.08	BACS
05/11/2025		HMRC	NICS	£3,391.70	£0.00	£3,391.70	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. Year organisation established:
8. 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.*
9. What area is served by your organisation?
10. What is the total membership of your organisation?
11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairman	Paul MacLoughlin,
Treasurer	Brenda Johnson,
Secretary	Joan Palmer,

13. 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.

Accounts provided. Income and expenditure attached.

C. PRECEPT REQUEST

14. How much are you asking for?

£35,000

15. What is the total cost?

£48,000

16. What will you use the money for?

Running costs: Maintenance, wages, insurances

17. How many people in the Town area do you estimate will benefit?

12,000

18. Have you applied for funds from other sources? /NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success

19. What fund-raising efforts will your organisation be making?

Rents, field hire charges, grant applications for additional projects.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes
Under 5 years	Yes
5 – 16 years	Yes
16 – 25 years	Yes
25 – 65 years	Yes
65 +	Yes
All of the above	Ye

Please use the space below to include a **Statement** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.*


D. STATEMENT IN SUPPORT OF REQUEST

Brandon Town Council have funded Brandon Remembrance Playing Field since 1908 under an agreement with the landowners that donated the land for use of the people of Brandon, primarily soldiers returning from wars. The final parcels of land acquired in 1948 which make up the playing field as it is today.
The money is collected through the council tax bills from the people of Brandon by West Suffolk Council, who in turn pay it to Brandon Town Council who then pass it on to Brandon Remembrance Playing Field.

--

E. 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: 02/11/2025
--	-------------------------

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.

Please email your completed application form to:- office@brandon-tc.gov.uk



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: The Harvest Centre- Harvest food parcels

2. Name and address of person making the application (to whom all correspondence will be sent):

JAYNE MARTIN -

3. Daytime telephone number:

4. E-mail address:

foodparcels@theharvestcentre.com

5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):

1052729

7. Year organisation established:

1996

8. 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.

The Harvest Centre is a faith based organisation.
Harvest food parcels offers essential food to those
in financial crisis.

9. What area is served by your organisation?

Brandon and surrounding areas.

10. What is the total membership of your organisation?

11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairman	SAMUELE CORCIULO, JAYNE MARTIN
Trustees	JENNY THURMAN
Treasurer	PETER BROWN
Secretary	PETER BROWN.

13. 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 attached accounts.

C. GRANT REQUEST

14. How much grant are you asking for?

£4,000.

15. What is the total cost of the project?

ONGOING.

16. What will you use the grant for?

The grant will be used to purchase food items for the parcels we distribute each week to local residents facing financial crisis. Every penny will go directly towards providing food. These parcels offer vital support to families, couples, single people, and those in emergency housing or experiencing homelessness, helping them through difficult times and ensuring no one in our community goes hungry.



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: Brandon Heritage Centre Trust

2. Name and address of person making the application (to whom all correspondence will be sent):

G. BROCKLEHURST

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):

1010554

7. Year organisation established:

1998

8. 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.

Education, Conservation, Heritage for
general public, mankind.

9. What area is served by your organisation?

Brandon

10. What is the total membership of your organisation?

30

11. How many members live in the Town?

95%

12. Please give the names and addresses of the officers of your organisation.

Chairman

G. Brocklehurst

Treasurer

Trustee's V. chair P. Baldwin

Secretary

Trustees J Brocklehurst

Acting
overseer

11

13. 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.

We currently have a technology amount of £1000 reserved from tesco grant.

C. GRANT REQUEST

14. How much grant are you asking for?

£1800

15. What is the total cost of the project?

£

16. What will you use the grant for?

To cover utilities & building, contents and liability insurances.

17. How many people in the Town area do you estimate will benefit from the grant?

420

18. Have you applied for funds from other sources? ~~YES~~/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success

19. What fund-raising efforts will your organisation be making?

Volunteers regularly make crafts for sale
we hold an annual Christmas & Easter
event.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
Under 5 years	Yes /No
5 - 16 years	Yes/ No
16 - 25 years	Yes/ No
25 - 65 years	Yes/ No
65 +	Yes/ No
All of the above	Yes/ No

Please use the space below to include a Statement in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.

D. STATEMENT IN SUPPORT OF GRANT REQUEST

The centre holds various historical
displays pertaining to Brandon
groups. Local schools use the
centre as part of local history
studies.
Visitor numbers are steady each

Year at around 300 individuals
with schools last year a further 120.
Entry is free with a donation box.

E. 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: 31 st Oct 2025.
---	----------------------------------

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.

Please email your completed application form to:- office@brandon-tc.gov.uk

10/10/2025

Brandon Town Council Current Year

Page 1

13:02

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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	640	1,000	360			64.0%	
1190 Interest on Investments	4,431	0	(4,431)			0.0%	
Administration :- Income	410,082	406,011	(4,071)			101.0%	0
1101 Insurances	12,658	11,948	(710)		(710)	105.9%	
1102 Vehicle Insurance	1,046	1,133	87		87	92.3%	
1110 Audit Fees (External)	1,050	1,030	(20)		(20)	101.9%	
1111 Audit Fees (Internal)	641	1,700	1,059		1,059	37.7%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	150	412	262		262	36.4%	
1130 Office Equipment/Furniture	27	515	488		488	5.3%	
1131 Computer Equipment	753	1,030	278		278	73.1%	
1132 Stationery	200	464	264		264	43.0%	
1133 Payroll	0	567	567		567	0.0%	
1140 Staff Training	1,136	1,030	(106)		(106)	110.3%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	765	2,500	1,735		1,735	30.6%	
1144 SALC/NALC	1,446	1,494	48		48	96.8%	
1145 Subscriptions	1,873	1,803	(70)		(70)	103.9%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	230	1,030	800		800	22.3%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	44	258	214		214	17.2%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	538	1,100	562		562	48.9%	
1166 Photocopier Charges	430	1,000	570		570	43.0%	
1167 Election Costs	0	4,120	4,120		4,120	0.0%	
1170 Telephone, Fax, Internet	1,534	2,850	1,316		1,316	53.8%	
4113 Bank Charges	126	165	39		39	76.5%	
Administration :- Indirect Expenditure	24,723	39,731	15,008	0	15,008	62.2%	0
Net Income over Expenditure	385,359	366,280	(19,079)				
102 Staff							
1201 Staff Salaries (Gross)	69,761	167,843	98,082		98,082	41.6%	
1202 LGA Superannuation	4,863	8,100	3,237		3,237	60.0%	
1203 NI Contributions	16,306	20,141	3,835		3,835	81.0%	
Staff :- Indirect Expenditure	90,930	196,084	105,154	0	105,154	46.4%	0
Net Expenditure	(90,930)	(196,084)	(105,154)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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	6,779	13,600	6,821		6,821	49.8%	
PWLB :- Indirect Expenditure	6,779	13,600	6,821	0	6,821	49.8%	0
Net Expenditure	(6,779)	(13,600)	(6,821)				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	1,500	10,000	8,500		8,500	15.0%	
Grants :- Indirect Expenditure	37,500	46,000	8,500	0	8,500	81.5%	0
Net Expenditure	(37,500)	(46,000)	(8,500)				
201 Cemetery/Town							
2177 Burial Fees	5,100	11,500	6,400			44.3%	
2178 Ashes Interment Fees	2,770	6,500	3,730			42.6%	
2179 Memorial Fees	2,010	3,000	990			67.0%	
Cemetery/Town :- Income	9,880	21,000	11,120			47.0%	0
2101 Cemetery/Town Costs	6,009	10,300	4,291		4,291	58.3%	
2107 New Cemetery Works	2,817	20,000	17,183		17,183	14.1%	
2110 Water Charges Cemetery	102	300	198		198	33.9%	
2111 Electricity	1,340	4,000	2,660		2,660	33.5%	
2116 Rent for BRPF Yard	564	600	36		36	94.0%	
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	750	1,545	795		795	48.5%	
2133 Bus Shelter Cleaning	130	400	270		270	32.5%	
Cemetery/Town :- Indirect Expenditure	11,711	41,190	29,479	0	29,479	28.4%	0
Net Income over Expenditure	(1,831)	(20,190)	(18,359)				
301 Old School House							
3110 Gas Supply	288	4,000	3,712		3,712	7.2%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	0	155	155		155	0.0%	
3114 Electricity (Old School House)	827	3,000	2,173		2,173	27.6%	
3117 Water charges OSH	112	412	300		300	27.3%	
3120 Window Cleaning	75	150	75		75	50.0%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	2,047	3,000	953		953	68.2%	
Old School House :- Indirect Expenditure	3,714	11,232	7,518	0	7,518	33.1%	0
Net Expenditure	(3,714)	(11,232)	(7,518)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 General							
4176 Christmas Event Income	220	0	(220)			0.0%	
4188 Other Income	1,900	0	(1,900)			0.0%	
General :- Income	2,120	0	(2,120)				0
2121 Machinery Servicing	346	3,090	2,744		2,744	11.2%	
2122 Fuel & Oil	530	2,266	1,736		1,736	23.4%	
2139 Protective Clothing	375	1,000	625		625	37.5%	
4101 Horticultural	375	515	140		140	72.8%	
4102 Christmas Lighting	167	2,060	1,893		1,893	8.1%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	3,106	6,680	3,574		3,574	46.5%	
4114 Project Fund	1,916	10,000	8,084		8,084	19.2%	
General :- Indirect Expenditure	7,094	26,126	19,032	0	19,032	27.2%	0
Net Income over Expenditure	(4,974)	(26,126)	(21,152)				
402 Recreation							
4276 Sponsorship Income	600	0	(600)			0.0%	
Recreation :- Income	600	0	(600)				0
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Area	138	1,030	892		892	13.4%	
4205 Playing Fields	175	2,060	1,885		1,885	8.5%	
4206 Horticultural/Tree Work/Survey	3,733	8,000	4,268		4,268	46.7%	
4208 Cemetery - Trees	0	9,000	9,000		9,000	0.0%	
Recreation :- Indirect Expenditure	4,045	20,348	16,303	0	16,303	19.9%	0
Net Income over Expenditure	(3,445)	(20,348)	(16,903)				
403 Street Lights							
4302 Street Lighting Energy	0	24,700	24,700		24,700	0.0%	
4303 Street Lights Repairs	1,195	8,000	6,805		6,805	14.9%	
Street Lights :- Indirect Expenditure	1,195	32,700	31,505	0	31,505	3.7%	0
Net Expenditure	(1,195)	(32,700)	(31,505)				
Grand Totals:- Income	422,682	427,011	4,329			99.0%	
Expenditure	187,692	427,011	239,319	0	239,319	44.0%	
Net Income over Expenditure	234,990	0	(234,990)				
Movement to/(from) Gen Reserve	234,990	0	(234,990)				

Supplier ID:
500447

**Application for Parish/Town Council
Precept 2026/27**

Please complete the following and return to the Chief Financial Officer by 22 January 2026

PARISH/TOWN COUNCIL OF:

Brandon Town Council

Please select your Parish/Town Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

Contact details of the Parish/Town Clerk:

Name: Tina Cunnell

Address: Old School House, Market Hill, Brandon, IP27 0AA

Tel No: 01842 811844

E-Mail: office@brandon-tc.gov.uk

Bank Details:

Sort Code: Account Number:

The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2026 to 31 March 2027 is as follows:

The 2025/26 figures below are the figures submitted by Parishes/Towns in January 2025 and are included for information purposes only.

	2025/26		2026/27	
	Expenditure	Income	Expenditure	Income
Administration	£ 235,815	£ -	£ 270,679	
Allotments	£ -	£ -		
Arts Centres	£ -	£ -		
Cemeteries	£ 20,595	£ -21,000	£ 21,241	£ -21,000
Civic Costs	£ -	£ -		
Community Events	£ -	£ -		
Disused Churchyard/Memorials	£ 20,595	£ -	£ 21,240	
General Services	£ 26,126	£ -	£ 28,945	
Grants to Other Bodies	£ 46,000	£ -	£ 45,000	
Leisure Services/Sports Facilities	£ 20,348	£ -	£ 20,691	
Other Expenses	£ 13,600	£ -	£ 13,600	
Street Lighting	£ 32,700	£ -	£ 14,883	
Village Hall/Memorial Hall/Other Property	£ 11,232	£ -1,000	£ 11,810	£ -1,000
Transfer to (+ve)/from (-ve) Reserves	£ -	£ -		
Net Expenditure	A	£ 405,011		£ 426,089
Parish Precept	B	£ 405,011		£ 426,089
Tax Base	C	2,547.69		2,577.87
Town Council Tax Band D	B÷C	£ 158.97		£ 165.29
Increase/-Decrease				£ 6.32
Percentage Increase/-Decrease				3.98%

Signed by:-

Chair of Parish/Town Council:

Date:

Parish/Town Clerk:

Date:

	Budget	
	2025-26	2026-27
1176 Precept	£405,011.35	£426,088.55
101 Administration Income		
1180 Room Hire	£1,000.00	£1,000.00
101 Administration		
1101 Insurances	£11,948.00	£12,426.00
1102 Vehicle Insurance	£1,133.00	£1,178.00
1110 Audit Fee (Ext)	£1,030.00	£1,071.00
1111 Audit Fee (Int)	£1,700.00	£1,768.00
1120 Legal Fees (H & S)	£2,500.00	£2,500.00
1125 Web Site Upkeep	£412.00	£428.00
1130 Office Equipment/Furniture	£515.00	£536.00
1131 Computer Equipment	£1,030.00	£1,071.00
1132 Stationary	£464.00	£483.00
1133 Payroll	£567.00	£590.00
1140 Staff Training	£1,030.00	£1,500.00
1141 Councillor Training	£515.00	£536.00
1142 Chairmans Allowance	£0.00	£0.00
1143 SW/HW Support	£2,500.00	£2,600.00
1144 Salc/Nalc	£1,494.00	£1,554.00
1145 Subscriptions	£1,803.00	£1,875.00
1146 Information/Books/Software	£206.00	£214.00
1148 Lift Servicing	£1,030.00	£1,071.00
1150 Advertising	£103.00	£107.00
1156 Postage	£258.00	£268.00
1160 Mileage	£258.00	£268.00
1165 Photocopier Rental	£1,100.00	£1,144.00
1166 Photocopier Charges	£1,000.00	£1,040.00
1167 Election Costs	£4,120.00	£4,285.00
1170 Telephone/Internet/Mobiles	£2,850.00	£3,565.00
4113 Bank Costs	£165.00	£250.00
	£39,731.00	£42,328.00
102 Staff		
1201 Staff Salaries	£167,843.17	£174,275.13
1202 Pension	£8,100.00	£11,340.00
1203 NI Contributions	£20,141.18	£42,735.42
	£196,084.35	£228,350.55
103 PWLB		
1301 Public works Loan	£13,600.00	£13,600.00
	£13,600.00	£13,600.00
104 Grants		
1401 Grants	£36,000.00	£0.00
1402 S137	£10,000.00	£45,000.00
	£46,000.00	£45,000.00

201 Cemetery/Town		
2177 Burial Fees	£11,500.00	£11,500.00
2178 Ashes Interment Fees	£6,500.00	£6,500.00
2179 Memorial Fees	£3,000.00	£3,000.00
	£21,000.00	£21,000.00
2101 Cemetery/Town Costs	£10,300.00	£11,212.00
2107 New Cemetery Works	£20,000.00	£20,000.00
2110 Water Charges - Cemetery	£300.00	£315.00
2111 Electricity	£4,000.00	£4,200.00
2116 BRPF Rental	£600.00	£624.00
2117 HR Fees	£2,500.00	£2,500.00
2131 New Equipment	£1,545.00	£1,607.00
2132 Trade Waste	£1,545.00	£1,607.00
2133 Bus Shelter Cleaning	£400.00	£416.00
	£41,190.00	£42,481.00
301 Old School House		
3110 Gas Supply	£4,000.00	£4,200.00
3111 Gas Maintainance	£103.00	£107.00
3113 Pat Testing	£155.00	£161.00
3114 Electricity	£3,000.00	£3,150.00
3116 Trade waste	£0.00	£55.00
3117 Water Charges	£412.00	£433.00
3120 Window Cleaning	£150.00	£156.00
3125 Fire Extinguisher Servicing	£412.00	£428.00
3178 Old School House Maintenance	£3,000.00	£3,120.00
	£11,232.00	£11,810.00
401 General		
2121 Machinery Servicing	£3,090.00	£3,214.00
2122 Fuel & Oil	£2,266.00	£2,357.00
2130 Truck Replacement	£0.00	£0.00
2139 Protective Clothing	£1,000.00	£1,040.00
4101 Horticulture	£515.00	£536.00
4102 Christmas Lighting	£2,060.00	£2,142.00
4105 Town Clock Repairs	£515.00	£536.00
4112 Events	£6,680.00	£9,120.00
4114 Project Fund	£10,000.00	£10,000.00
	£26,126.00	£28,945.00
402 Recreation		
4202 The Orchard	£258.00	£268.00
4204 Thetford Rd Play Park	£1,030.00	£1,071.00
4205 BRPF Play Park	£2,060.00	£2,142.00
4206 Horticultural Work/Tree Survey	£8,000.00	£6,500.00
4208 Cemetery/Ave Trees	£9,000.00	£10,710.00
	£20,348.00	£20,691.00
403 Street Lights		
4302 Street Lighting Energy	£24,700.00	£6,563.00
4303 Street Lighting Repairs	£8,000.00	£8,320.00
	£32,700.00	£14,883.00