



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 9TH MARCH 2026, 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

25/216	Apologies for Absence To receive Relevant Legislation Local Government Act 1972, s85
25/217	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) Relevant legislation Localism Act 2011, s31
25/218	To receive a report from RAF Lakenheath To receive and note
25/219	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 9th February 2026. Relevant legislation Local Government Act 1974 S12 para 41 (1)

25/220	<p>Minutes of Previous Meetings To receive and note minutes of the Events Committee Meeting of 5th February 2026</p>
25/221	<p>Chairmans Report To receive and note</p>
25/222	<p>Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting. Relevant legislation: Local Government Act 1972 Schedule s100 Public Bodies (Admission to Meetings) Act 1960</p>
25/223	<p>Grant Applications No grant applications have been received.</p>
25/224	<p>Reports from County and District Councillors To receive and note reports from District and County Councillors</p>
25/225	<p>Reports from Town Councillors To receive and note reports of project activity or outside bodies attended on behalf of the Council</p>
25/226	<p>Planning Policy To discuss Decision: To agree Planning Policy if appropriate</p>
25/227	<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/26/0195/HH – The Bungalow, Gas House Drove, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA4Y2ZPDIHF00</p> <p>DC/26/0099/FUL – Coulson Cottage, Coulson Lane, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9B0BYPDI2T00</p>
25/228	<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</p>

	<p>Planning Variances To discuss any planning variances</p>
25/229	<p>New Cemetery Report To report on any updates received</p>
25/230	<p>Accounts Decision required: To approve and note payments made in February 2026</p>
25/231	<p>Financial Update To receive and note:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for January 2026
25/232	<p>Financial Year End arrangements To agree in principle movement of any underspend into appropriate EMR reserves at the end of the year:-</p> <ul style="list-style-type: none"> • Overhaul Windows OSH – £8,000 • Front Door OSH - £6,000 • Hybrid Equipment for Meetings - £6,000
25/233	<p>Internal Control Report To receive and note Internal Control Report</p>
25/234	<p>SALC Internal Audit Service – Letter of Engagement Decision required: To appoint SALC as internal auditor for the period 1st April 2025 – 31st March 2026, by approving the letter of engagement</p>
25/235	<p>To consider quotations for insurance:- 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"> a) £8985.63 per year or 3 year LTA £8136.08 per year b) £11363.64 per year c) £11466.38 per year
25/236	<p>Asset Register Review Asset Register</p>
25/237	<p>Co-option of Councillors Policy Decision required: To approve Co-option of Councillors policy</p>
25/238	<p>Communications Policy Decision required: To approve Communications Policy</p>
25/239	<p>Retention of Documents Policy Decision required: To approve Retention of Documents Policy</p>
25/240	<p>Data Protection Policy Decision required: To approve Data Protection Policy</p>

25/241	Corporate Plan To discuss priorities for next year to feed Corporate Plan
25/242	Clerks Update To receive any information received since publication of agenda



RAF Lakenheath report to Brandon Parish Council March 2026.

- In January, the 48 FW, along with RAF and Norwegian partners, came together at RAF Lakenheath and several other sites across the UK to exercise defensive and offensive counter-air manoeuvres, as well as ground-based hot-pit refueling and integrated combat turns.
- The extremely high tempo of operational activity has continued throughout February. The 48 FW has supported several US foreign policy initiatives and the support that the community provides for their families is appreciated greatly by Wing leadership.
- In March, the 48 FW will join more than 25,000 personnel from over a dozen nations at EX Cold Response in Norway. This exercise is a key component of NATO's defensive framework designed to enhance interoperability and prepare for potential future challenges in the Arctic environment.
- The 48th Civil Engineering Squadron, Explosive Ordnance Disposal (EOD) team, welcomed members of Feltwell Parish on 13 February for a live demonstration. Council members and local residents learned how the EOD team protect Wing personnel and resources from explosive hazards, whilst taking a close-up look at robots, bomb suits and specialized equipment.
- 17 USVF volunteers attended Lakenheath Playing Fields on 20 February and assisted with a general tidy up alongside installing posts along the fields perimeter.
- Several airmen have attended Feltwell Care Home this February and supported the residents with games and engagement.
- 20 USVF volunteers will be working in the grounds of Hockwold Church on 28 February to assist with the creation of a bio-diversity area.
- A 48 FW representative from the Security Forces Squadron will be attending the South Norfolk Civic Reception on 27 Feb.
- A 48 FW representative from the Mission Support Group will be attending the West Suffolk Chair's Charity Concert on 28 Feb.

Victoria Quamina

Community Relations Adviser, RAF Lakenheath

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25 Feb 2026



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 9TH FEBRUARY 2026 7.00 P.M.

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

MINUTES

25/198	Apologies for Absence Apologies received from Cllr J Hughes, Cllr N Siebert, Cllr S Skinner.
25/199	Declarations of Interest and requests for Dispensations None.
25/200	To receive a report from Sqn Ldr Eaton – RAF Lakenheath Received and noted.
25/201	Minutes of Previous Meetings Cllr Challiss proposed and Cllr Watts seconded to agree and sign the minutes from the Full Council Meeting on 12th January 2026. RESOLVED
25/202	Chairmans Report The Chairman reported:- <ul style="list-style-type: none"> • Praised Town Keepers for their sterling work in the Orchard. • Brandon Commission Report has now been published. • Attended Holocaust Day. Cllr Brocklehurst and Cllr Lukaniuk also attended on behalf of Brandon Town Council. • Charity Concert at The Apex in Bury St Edmunds is coming up and charity dinner at the college. Invitations will be sent out.
25/203	Public Participation Time The meeting was adjourned. A member of the public asked, regarding the new cemetery planning application, if a new decision date had been made. The Clerk informed the member of public that the original planning application was still being progressed.

	Meeting re-opened.
25/204	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • Highways inundated with pot hole reports and are behind. • Collapsed drain covers have been reported as pot holes – report as a collapsed drain and it will be escalated up the list. • Communication received from the Portfolio Holder from Highways – they will be engaging more closely with Town Councils so they are better equipped to respond to concerns from residents. • Objected to the cancellation of the County Elections. • District and Town Councillors may get an extra year – five years instead of four. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • Attended BRPF meeting – impressed with new website – raised query regarding website links. <p>Cllr Wittam as District Councillor reported:-</p> <ul style="list-style-type: none"> • Soon be voting on 2026/27 budget for West Suffolk Council. • Cake sale for Charity at West Suffolk House.
25/205	<p>Reports from Town Councillors</p> <p>Cllr Watts reported she has been reporting dangerous pot holes on Thetford Road.</p> <p>Cllr Pinnell reported:-</p> <ul style="list-style-type: none"> • Attended Breckland School for a Dragons Den event. • Speed Indicator Devices– spoken to Suffolk County Council. They are on hold as they have to put in an order to remove the one not working on Rattlers Road before installing the new ones. • Discussed with community bus operator to change route. New proposed route will include all estates, the industrial estate, St Benedicts Road and hopefully on a Tuesday morning to the Harvest Centre for people to be able to collect food parcels. Awaiting date for start date. More bus stops are also needed. • Regarding number 86 bus, Coach Services are supportive of a later service. Money is available and will be decided where going in March. <p>Cllr Jools commented on a subsidised fare for people travelling to the Harvest Centre.</p> <p>Cllr Brocklehurst reported:-</p> <ul style="list-style-type: none"> • Had a meeting with MarketPlace Arts regarding the Light up the Town project, taking place at St Peters Church on 6th and 7th March and the mural unveiling on March 6th at 5pm. Everyone is invited. • Radio Suffolk will be broadcasting live from Centre Café from 6am – 10am on 17th February. They are visiting five towns in Suffolk.

	<p>Cllr Bland reported:-</p> <ul style="list-style-type: none"> • First mosaic has been completed and dropped off to Brandon Country Park. Had a meeting with the head ranger and a position has been decided. Will inform everyone once it has gone up. • Put in a bid to get the bus stops improved. Bus stop flags and timetable cases have been ordered and will be installed in due course. • Capital funding from DFT been confirmed and are confident they will get funding for bus stop improvements in Brandon. • Regarding the Brandon Commission Report, it highlights two key areas, one being the riverside. Have put a project forward to BLP for improving that area of the river, including clearing the river, getting the lock functioning and environmental and ecological restoration along riverbanks such as planting native species and heathland to create a highway for wildlife. This will blend well with the slipway reinstatement. • With the help of Cllr Savage and the landowners, a holding objection to the right of way application to change pathway along the river into a bridleway has been lodged. This would then become a popular leisure and eco-tourism destination.
25/206	<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/26/0030/VAR – 165 Thetford Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8JV8NPD0FJ00</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/0030/VAR:-</p> <ul style="list-style-type: none"> • Minor works. • Straight forward extension. • No complaints from neighbours. • Will enhance property. <p>Cllr Lukaniuk proposed and Cllr Wittam seconded, to support the application. RESOLVED</p> <p>DC/26/2049/HH – 57 London Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T81KL4PDHK900</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/2049/TPO:-</p> <ul style="list-style-type: none"> • Properties either side have dropped kerbs. • Not sure Highways may not allow due to visibility splay. • Would get car off road. <p>Cllr Wittam proposed and Cllr Lukaniuk seconded, to support the application. RESOLVED</p>

	<p>DC/25/0082/TPO – 19 Bracken Rise, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T95UV4PDI0600 Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/25/0082/TPO:-</p> <ul style="list-style-type: none"> • Will be looked at by the tree officer. • Original application was to fell. <p>Cllr Lukaniuk proposed and Cllr Savage seconded, to support the application. RESOLVED</p> <p>DC/25/0083/TPO – 19 Bracken Rise, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T95UVEPDI0800 Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/25/0083/TPO:-</p> <ul style="list-style-type: none"> • Will be looked at by the tree officer. <p>Cllr Lukaniuk proposed and Cllr Savage seconded, to support the application. RESOLVED</p> <p>DC/25/1836/HH – 25 Queens Road, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5VQAZPDGMF00 Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/25/1836/HH:-</p> <ul style="list-style-type: none"> • No complaints from neighbours. <p>Cllr Lukaniuk proposed and Cllr Wittam seconded, to support the application. RESOLVED</p>
25/207	<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.</p> <p>DC/26/0141/HH – 8 Princes Close, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9MU11PDI9300 Cllr Bland gave an overview of the planning application. No comments were made on application DC/25/0083/TPO. Cllr Bland proposed and Cllr Lukaniuk seconded, to support the application. RESOLVED</p> <p><u>Planning Variances</u> The Clerk explained what planning variances were and how we would report on them each month if any arise.</p> <p>This month there were no planning variances to discuss.</p>

25/208	<p>New Cemetery Report</p> <p>The Clerk gave the following report:-</p> <p>In the previous report it was mentioned that additional Ecology conditions could be expected and this is the case.</p> <p>The contractor wrote to me, the chair and vice chair to explain the following:-</p> <p>There is a 10% BNG requirement for all planning applications under the Environment Act 2021.</p> <p>If the necessary BNG improvements were included in the application site there was a chance this would remove the need for a legal requirement to secure a net gain.</p> <p>However, the increase within the area cannot be brought below 0.58 BNG units and West Suffolk Council stated any change in excess of 0.50 BNG units must be secured under a legal agreement, as it is considered a significant change.</p> <p>The ecologist confirmed it would not be possible to accomplish this as, to stay at 0.5 BU, 0.35ha of grassland would need to be enhanced to the north, and 35 trees planted, to satisfy the trading rules, but would result in a 0.58 BNG unit increase. Additionally, the areas would not accommodate this number of trees whilst maintaining enhanced grassland in a good condition and that a post intervention habitat in good condition and tree planting was likely to be considered significant.</p> <p>The WSC planning officer has confirmed last week that the net increase is over 0.5BU and that this is considered significant and requires an S106 agreement and require 30 years monitoring via HMMP (Habitat monitoring & management plan).</p> <p>The lowest possible cost per year for monitoring is £ 7475.71 and this does not include Planning Obligations Officers fees.</p> <p>There will also be costs for the S106 agreement of approximately £2000 and our solicitors fees.</p> <p>In order for the planning application to progress, the S106 arrangement has to be set up. We have the funding and this can proceed as part of the process. The HMMP does not normally start until the development is complete.</p> <p>Before the next meeting I may then be able to acquire actual monitoring costs and the forecasted cost to the council over 30 years.</p> <p>Once we have the agreement the preconditions can be issued and these can all be costed and presented to the council so decisions can be made about the funding of both the preconditions and the monitoring.</p> <p>A discussion then took place on costs and how to fund the new cemetery. The current costs are the costs of the S106 and solicitors fees, which will be approximately £4000 to £5000.</p>
25/209	<p>Accounts</p> <p>Cllr Wittam proposed and Cllr Bland seconded to approve and note payments made in January 2026.</p> <p>RESOLVED</p>

25/210	<p>Grant Applications</p> <p>A representative from St Nicholas Hospice Care gave an overview of why they are requesting funding. This was due to the expansion of wards and needing further catering equipment. Cllr Brocklehurst proposed and Cllr Savage seconded to grant £750 to St Nicholas Hospice. RESOLVED</p> <p>A representative from Brandon & District History Society gave an overview of why they have requested funding. This is due to helping with Heritage Week in September by having more folding display stands when displaying information during the Heritage week. Cllr Wittam proposed and Cllr Gorrington seconded to grant £250 to Brandon and District History Society. RESOLVED</p>
25/211	<p>Financial Update</p> <p>Received and noted:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for December 2025
25/212	<p>West Suffolk Affordable Housing Supplementary Planning Document</p> <p>To discuss Councils reply to the consultation. The Clerk explained that the information had been circulated and it was up to Council to make a response. The following was then discussed:-</p> <ul style="list-style-type: none"> • We need affordable housing. • We need infrastructure - doctors, dentists to accommodate more people in Brandon. • Not very relative to Brandon. <p>Cllr Wittam proposed and Cllr Gorrington seconded to reply and comment 'the Council decided not to comment.' RESOLVED</p>
25/213	<p>Postponing of Local Elections</p> <p>To gauge the overall feeling of the Council and discuss a response to our local M.P. regarding the postponing of local elections. The following was then discussed:-</p> <ul style="list-style-type: none"> • A Councillor has contacted Nick Timothy MP on the matter. • As a non- political council do not respond, but Councillors can respond individually. • Will find out the outcome in March. <p>Cllr Wittam proposed and Cllr Lukaniuk seconded that we do not comment. RESOLVED</p>
25/214	<p>TRO Survey</p> <p>To agree next steps regarding the TRO survey and public consultation. Cllr Bland explained:-</p> <ul style="list-style-type: none"> • His email is in response to Highways.

	<ul style="list-style-type: none"> • Need to wait and see response to comments of the Brandon Commission. Brandon Commission Reports states that Thetford sees an average daily flow of 200 HGV's and Brandon sees 600. • West Suffolk have reported a TRO needs to be explored <p>The following was then discussed:-</p> <ul style="list-style-type: none"> • No decisions will be made until devolution is resolved. • Continue with consultation as a lot of work has gone into it and residents are not happy. • Redact TRO consultation and share with West Suffolk Council. • Cllr Bland to send email adding Brandon Commission information to it. • Support Cllr Bland and his actions to respond to Suffolk Highways. • Council has previously worked hard on getting a partial HGV ban which was appealed. • Sent email to Norfolk County Council to see if they have, in line with conditions, asked for tonnage and amounts of vehicles, but have not received a response.
25/215	<p>Clerks Update The Clerk gave the following update:- The Brandon Commission report has been published, as has the West Suffolk Council response to it.</p> <p>The commission highlights that:</p> <ul style="list-style-type: none"> • There are opportunities such as redevelopment of the railway station area and that the natural environment may be successful in areas such as regenerative tourism and ecological research. • However, it also highlighted that significant homebuilding is not a realistic option, and they would not recommend legal routes in order to try and unlock this. Opportunities do exist within the settlement boundary with the redevelopment of existing buildings and sites. • The report has 52 recommendations for consideration across areas such as health, education and transport and within the WSC reply they have focussed on 8 main recommendations in the short term. • A budget of 100k has been allocated to support deliverable projects to and to lever match funding. This includes setting up of an advisory better Brandon Group to assist West Suffolk Council. <p>Clerk had a meeting with West Suffolk Council this morning and officers are now doing the groundwork which will result in a meeting with Councillors and the Clerk to discuss plans for moving forward.</p> <ul style="list-style-type: none"> • Attending the West Suffolk Parish and Town Forum tomorrow night. • Tomorrow at 9.30am – sound system demonstration – link has been sent to Councillors.

The meeting closed at 8.56 PM

Chairman

Date

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BRANDON

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EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

THURSDAY 5TH FEBRUARY 2026 10.30 A.M.

Present: Councillors: Challiss (Chair), Savage, Watts.
Officers: Cunnell, Prior, Barnes.

MINUTES

25/190	<p>Apologies for Absence Apologies received from Cllr J Hughes, Cllr S Skinner.</p>
25/191	<p>Declarations of Interest and requests for Dispensations None.</p>
25/192	<p>Minutes of Previous Meetings Proposed by Cllr Challiss and seconded by Cllr Savage to agree and sign the minutes of the Events Committee meeting held on 11th September 2025. RESOLVED</p>
25/193	<p>Public Participation Time There were two members of the public present.</p>
25/194	<p>Updates on Events</p> <ul style="list-style-type: none"> • Christmas Fair <p>Mrs Prior gave an update about the Christmas Fair and how it went:-</p> <ul style="list-style-type: none"> • Feedback for new position of Christmas tree was mostly positive. Will become permanent. • Feedback for Christmas lights from Lamp post on Market Hill was positive and will be permanent. • Christmas fair was very busy and well supported again. We have needed to open a registration of interest list for stall holders. Paddleboarding Santa, Elsa and co and the DJ were all deemed as positive editions and will remain.
25/195	<p>Upcoming Events 2026 The following, proposed events were discussed:-</p> <ul style="list-style-type: none"> • Light Up the Town – CPP Market Place – Light up the Town will be on 6th and 7th March, at St Peters Church with the Mural unveiling, at the Heritage Centre, on the evening of 5th March

	<ul style="list-style-type: none"> • Easter Trail/School Holiday Activities – Activities still to be decided, yoga sessions suggested. • Maypole Dancing – on Market Hill. Proposed date Saturday 2nd May. Looking at Maypole dimensions. • Orchard Day – Discussed – Yoga sessions suggested and community 'efforts', fruit collection. • Music on the Market – Summer suggested • Summer Activities/Well Being Day – BLP and Bush Adventures prospective partners. Well-being day – June/July – BiB interested. Discussed re-chalking the playground games on Market Hill. • Nine Stiles Walk – Help required putting up gazebo's, collecting the pans etc - proposed date Sunday 23rd August • Heritage Week 12th–19th September • Halloween – discussed having a 'trail' for small children in the Orchard – other suggestions were made • Remembrance Day - discussed • Christmas Fair – discussed – waving Santa off at the end in the dark. Will have Characters again • Christmas School Holiday Activities – partner with BLP, Bush Adventures and BRBL – four events a week for funding • Christmas Buffet – First time in 2025 was successful, we will do this again this year.
25/196	<p>Brandon Festival Representatives from Brandon Festival raised the following:</p> <ul style="list-style-type: none"> • Concerns over money and accounts as previous Treasurer had not handed these over with no responses to communications sent • Mentioned the need to apply to Brandon Town Council for S137 money to enable the festival to go ahead. • Discussion about the support from BTC. BTC confirmed that their support would consist of general secretariat (marketing, posters etc) and compliance Referred to last Events minutes where it was resolved that BTC would partner with Brandon Festival.
25/197	<p>Officers Update The Clerk did not have any further updates.</p>

The meeting closed at 11.54 AM

Chairman

Date



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Planning Policy Statement

1. Introduction

Brandon Town Council is committed to guiding development in a way that enhances the town's unique character, protects its sensitive environment, and supports the wellbeing of its residents. This policy aligns with the West Suffolk Local Plan 2024–2041 (Draft) and Suffolk County Council policy as well as incorporating insights from the Brandon Commission, a body of experts shaping the town's future.

Town Councils are statutory consultees, meaning they must be informed of planning applications within their parish. However, their comments are advisory and considered alongside other factors and they must base their comments on material planning considerations.

2. Vision for Brandon

Brandon will be a thriving, inclusive, and sustainable market town that:

1. Respects its ecological surroundings, including the Breckland Special Protection Area.
2. Supports local businesses and employment.
3. Provides high-quality housing and infrastructure.
4. Enhances community wellbeing and access to nature.

3. Strategic Objectives

1. Environmental Protection: Environmental protection requires proactive measures to safeguard habitats from degradation. By conserving forests, waterways, and wildlife corridors, we ensure that ecosystems remain resilient and able to sustain life for generations to come.

2. Sustainable Growth: Support development of homes within ecological constraints.

3. Community Engagement: Ensure residents have a voice in shaping their town on large developments.

4. Economic Vitality: Encourage local enterprise and tourism.

5. Infrastructure Improvement: Advocate for transport, education, and healthcare upgrades.

4. Planning Policies

Policy BT1: Housing Development

1. Support small-scale residential developments that respect ecological buffers.
2. Prioritise brownfield sites (e.g., former library or bingo hall locations).
3. Require affordable housing in line with West Suffolk standards.

Policy BT2: Design and Heritage

1. New developments must reflect Brandon's market town character.
2. Protect heritage assets and enhance public spaces.
3. Encourage use of local materials and sustainable construction.



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Policy BT3: Environment and Biodiversity

- 1.No development within the Breckland SPA buffer zones unless justified by overriding public interest.
2. Support tree planting, green corridors, and biodiversity net gain.
3. Promote low-carbon and energy-efficient buildings.
- 4.Standalone tree works and TPOs will not be reviewed as determined by Senior Arboricultural Officer at West Suffolk Council. However, tree works and TPOs relating to projects will be considered by Brandon Town Council.

Policy BT4: Economic Development

1. Encourage reuse of vacant commercial sites.
2. Support local manufacturing, retail, and tourism. within planning regulations.

Policy BT5: Infrastructure and Transport

1. Advocate for improvements to Brandon railway station and bus services.
2. Support walking and cycling infrastructure.
3. Ensure new developments contribute to local infrastructure needs.
- 4.Not supportive of schemes that bring additional Heavy Goods Vehicles through Brandon Town Centre

Policy BT6: Community Wellbeing

- 1.Promote access to green spaces
2. Support community facilities including schools, healthcare, and leisure.
3. Encourage inclusive design for all.

Policy BT7: Alignment with County Planning Standards

- 1.All developments must comply with Suffolk County Council's design, transport, and environmental standards.
2. Applications should include travel plans and demonstrate sustainable transport options.

Policy BT8: Climate and Biodiversity

- 1.Support Suffolk's goal to become the Greenest County.
2. Require biodiversity net gain and carbon reduction measures in all major developments.
3. Encourage use of renewable energy and water-efficient technologies, however not supportive of solar parks or wind turbines on a commercial scale.

Implementation and Monitoring

Planning decisions will be guided by this policy and reviewed annually. The Town Council will work with West Suffolk Council and the Suffolk County Council to monitor progress and adapt to changing needs.



BRANDON

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Commenting on Planning Applications

Members and residents are encouraged to comment on planning applications to ensure local views are considered. When submitting comments, it is important to focus on 'material considerations'—issues that planning authorities can legally take into account.

Material considerations include:

- Intentional Unauthorised Development
- Traffic and highway safety
- Noise and disturbance
- Design, appearance, and layout
- Impact on heritage assets and conservation areas
- Overlooking and loss of privacy
- Environmental effects (e.g., pollution, biodiversity)
- Flood risk and drainage
- Compliance with local and national planning policies
- Infrastructure capacity (e.g., schools, healthcare)
- Economic impact and employment opportunities

Comments should be submitted through the West Suffolk Council planning portal or sent directly to the Town Council during consultation periods.

Parish Re-Consultation

Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Charlotte Russell
Direct Line: 01284 757629
Application No. DC/26/0195/HH
Consultation Period
Expires: 16 March 2026

23 February 2026

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL Householder planning application - alterations to roof line and two rear dormers

LOCATION The Bungalow , Gas House Drove, Brandon, Suffolk, IP27 0EB

APPLICANT Mr And Mrs C Jones

AGENT Mr Fran Munford

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

Amended proposal

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

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA4Y2ZPDIHF00>

Would you please let me know in writing by 16 March 2026 if you have any observations to make regarding this proposal. Please email your response to planning.technical@westsuffolk.gov.uk. Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations.

Charlotte Russell

Charlotte Russell
Planning Officer

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

Please ask for: Tamara Benford-Brown
Direct Line: 01284 757133
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0099/FUL
Consultation Expiry: 24 March 2026

Today's date: 3 March 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Planning application - one dwelling (following the demolition of existing dwelling)**
Location **Colson Cottage Coulson Lane Brandon Suffolk IP27 0HT**
Applicant **MS E. COLEMAN**

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=T9B0BYPDI2T00>

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 24 March 2026 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.

Tamara Benford-Brown

Tamara Benford-Brown
Senior Planning Officer

Accounts for Payment February 2026

25/230

Inv. Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
02/02/2026	34179	London Hearts	2 x Defibs/Cabinets	£1,916.00	£383.20	£2,299.20	BACS
09/02/2026		St Nicholas Hospice	S137 Grant	£750.00	£0.00	£750.00	BACS
09/02/2026		B & D History Society	S137 Grant	£250.00	£0.00	£250.00	BACS
11/02/2026	BTC/2526/001	Conservation Arb.	Pollarding in Cemetery/Fell Tree	£4,245.00	£0.00	£4,245.00	BACS
19/01/2026	INV-22353	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/01/2026	M100 HX	BT	Phone OSH	£182.01	£36.40	£218.41	Direct Debit
22/01/2026	M074 OK	BT	Phone OSH	£48.09	£9.62	£57.71	Direct Debit
02/02/2026	3549792	YU Energy	Electric OSH	£150.27	£7.51	£157.78	Direct Debit
02/02/2026	3549794	YU Energy	Electric BRPF Yard	£340.55	£68.11	£408.66	Direct Debit
02/02/2026	3549790	YU Energy	Electric Pillar 8 Market Hill	£20.64	£1.03	£21.67	Direct Debit
02/02/2026	3549795	YU Energy	Electric Pillar 9 Market Hill	£15.27	£0.76	£16.03	Direct Debit
02/02/2026	3549793	YU Energy	Electric Cemetery Yard	£16.53	£0.83	£17.36	Direct Debit
02/02/2026	3549796	YU Energy	Electric Christmas Tree Pillar	£22.87	£1.14	£24.01	Direct Debit
03/02/2026	3496637	YU Energy	Gas OSH	£273.03	£13.65	£286.68	Direct Debit
12/02/2026		Creative Pension Trust	Pensions - January	£809.86	£0.00	£809.86	Direct Debit
23/02/2026		Creative Pension Trust	Pensions - February	£811.99	£0.00	£811.99	Direct Debit
18/02/2026	5205925	Everflow Water	Water OSH	£7.82	£0.00	£7.82	Direct Debit
26/02/2026		BNP Paribas Leasing Sol.	Photocopier - Quarterly Rental	£319.00	£63.80	£382.80	Direct Debit
28/02/2026		Unity Trust Bank	Service Charge	£11.85	£0.00	£11.85	Direct Debit
09/01/2026		Tesco	Water-Meetings - Coffee/Sugar	£19.49	£0.00	£19.49	CARD
23/01/2026	184129	Paramount Plants	Replacement Lime Tree	£212.50	£42.50	£255.00	CARD
28/01/2026		Aldi	Toilet Paper, Tissues, Air Fresh.	£20.10	£4.02	£24.12	CARD
29/01/2026		Post Office Ltd	Postage Stamps	£21.75	£0.00	£21.75	CARD
09/02/2026		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
02/02/2026	50510	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
06/02/2026	5534	Didlington Nurseries	Plants for Orchard	£27.00	£0.00	£27.00	BACS

Accounts for Payment February 2026

11/02/2026	9567702	Suffolk County Council	Post for Defib - Green Road	£845.01	£169.00	£1,014.01	BACS
19/02/2026	9568068	Suffolk County Council	Posts for Defibs – Green Rd/Paddocks	£1,526.88	£305.38	£1,832.26	BACS
18/02/2026		F.A.S.T.	First Aid - 2 Events	£200.00	£0.00	£200.00	BACS
21/02/2026	AOSRI	Amazon	Fire Door Strip - OSH	£26.81	£5.36	£32.17	BACS
23/02/2026	LDX5I	Amazon	Thermometers - Water Testing	£13.47	£2.70	£16.17	BACS
23/02/2026	TAEUI	Amazon	Carbon Monoxide Alarm - OSH	£14.06	£2.82	£16.88	BACS
27/02/2026	5040	Evolution Town Plan.	New Cemetery Work 24/12 - 27/2	£389.30	£77.86	£467.16	BACS
27/02/2026	INV-205189	Alltime Alarm Sols Ltd	Fire Alarm Service & Emer. Light	£112.00	£22.40	£134.40	BACS
27/02/2026	316754	Fengate Fasteners Ltd	Primer, Screws, Sealant	£57.94	£11.59	£69.53	BACS
28/02/2026	20260000203	Finevale Service Station	Fuel	£48.13	£9.62	£57.75	BACS
05/03/2026		HMRC	NICS	£3,448.11	£0.00	£3,448.11	BACS

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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%	
1177 Misc Income	28	0	(28)			0.0%	
1180 Room Hire	1,133	1,000	(133)			113.3%	
1190 Interest on Investments	6,790	0	(6,790)			0.0%	
Administration :- Income	412,962	406,011	(6,951)			101.7%	0
1101 Insurances	12,714	11,948	(766)		(766)	106.4%	
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	280	412	132		132	67.9%	
1130 Office Equipment/Furniture	390	515	125		125	75.8%	
1131 Computer Equipment	873	1,030	157		157	84.8%	
1132 Stationery	479	464	(15)		(15)	103.2%	
1133 Payroll	252	567	315		315	44.4%	
1140 Staff Training	1,136	1,030	(106)		(106)	110.3%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	2,716	2,500	(216)		(216)	108.6%	
1144 SALC/NALC	1,446	1,494	48		48	96.8%	
1145 Subscriptions	1,950	1,803	(147)		(147)	108.1%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	335	1,030	695		695	32.5%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	70	258	189		189	26.9%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	807	1,100	293		293	73.4%	
1166 Photocopier Charges	620	1,000	380		380	62.0%	
1167 Election Costs	0	4,120	4,120		4,120	0.0%	
1170 Telephone, Internet, Mobiles	2,405	2,850	445		445	84.4%	
4113 Bank Charges	193	165	(28)		(28)	117.2%	
Administration :- Indirect Expenditure	29,478	39,731	10,253	0	10,253	74.2%	0
Net Income over Expenditure	383,484	366,280	(17,204)				
102 Staff							
1201 Staff Salaries (Gross)	116,120	167,843	51,723		51,723	69.2%	
1202 LGA Superannuation	7,277	8,100	823		823	89.8%	
1203 NI Contributions	30,871	20,141	(10,730)		(10,730)	153.3%	
Staff :- Indirect Expenditure	154,269	196,084	41,815	0	41,815	78.7%	0
Net Expenditure	(154,269)	(196,084)	(41,815)				

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	<u>6,779</u>	<u>13,600</u>	<u>6,821</u>	<u>0</u>	<u>6,821</u>	<u>49.8%</u>	<u>0</u>
Net Expenditure	<u>(6,779)</u>	<u>(13,600)</u>	<u>(6,821)</u>				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	8,100	10,000	1,900		1,900	81.0%	
Grants :- Indirect Expenditure	<u>44,100</u>	<u>46,000</u>	<u>1,900</u>	<u>0</u>	<u>1,900</u>	<u>95.9%</u>	<u>0</u>
Net Expenditure	<u>(44,100)</u>	<u>(46,000)</u>	<u>(1,900)</u>				
201 Cemetery/Town							
2177 Burial Fees	7,500	11,500	4,000			65.2%	
2178 Ashes Interment Fees	4,720	6,500	1,780			72.6%	
2179 Memorial Fees	2,720	3,000	280			90.7%	
Cemetery/Town :- Income	<u>14,940</u>	<u>21,000</u>	<u>6,060</u>			<u>71.1%</u>	<u>0</u>
2101 Cemetery/Town Costs	8,052	10,300	2,248		2,248	78.2%	
2107 New Cemetery Works	6,334	20,000	13,666		13,666	31.7%	
2110 Water Charges Cemetery	222	300	78		78	74.0%	
2111 Electricity	2,479	4,000	1,521		1,521	62.0%	
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	7	1,545	1,538		1,538	0.5%	
2132 Trade Waste	1,067	1,545	478		478	69.1%	
2133 Bus Shelter Cleaning	195	400	205		205	48.8%	
Cemetery/Town :- Indirect Expenditure	<u>18,920</u>	<u>41,190</u>	<u>22,270</u>	<u>0</u>	<u>22,270</u>	<u>45.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,980)</u>	<u>(20,190)</u>	<u>(16,210)</u>				
301 Old School House							
3110 Gas Supply	735	4,000	3,265		3,265	18.4%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	116	155	39		39	74.6%	
3114 Electricity (Old School House)	1,397	3,000	1,603		1,603	46.6%	
3117 Water charges OSH	273	412	139		139	66.2%	
3120 Window Cleaning	125	150	25		25	83.3%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	2,292	3,000	708		708	76.4%	
Old School House :- Indirect Expenditure	<u>5,302</u>	<u>11,232</u>	<u>5,930</u>	<u>0</u>	<u>5,930</u>	<u>47.2%</u>	<u>0</u>
Net Expenditure	<u>(5,302)</u>	<u>(11,232)</u>	<u>(5,930)</u>				

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	340	0	(340)			0.0%	
4188 Other Income	1,900	0	(1,900)			0.0%	
General :- Income	<u>2,240</u>	<u>0</u>	<u>(2,240)</u>				<u>0</u>
2121 Machinery Servicing	1,236	3,090	1,854		1,854	40.0%	
2122 Fuel & Oil	775	2,266	1,491		1,491	34.2%	
2139 Protective Clothing	527	1,000	473		473	52.7%	
4101 Horticultural	407	515	108		108	79.0%	
4102 Christmas Lighting	1,723	2,060	337		337	83.6%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	7,326	6,680	(646)		(646)	109.7%	
4114 Project Fund	1,916	10,000	8,084		8,084	19.2%	
General :- Indirect Expenditure	<u>14,188</u>	<u>26,126</u>	<u>11,938</u>	<u>0</u>	<u>11,938</u>	<u>54.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,948)</u>	<u>(26,126)</u>	<u>(14,178)</u>				
402 Recreation							
4276 Sponsorship Income	600	0	(600)			0.0%	
Recreation :- Income	<u>600</u>	<u>0</u>	<u>(600)</u>				<u>0</u>
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Park	138	1,030	892		892	13.4%	
4205 Playing Fields Play Park	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	<u>4,045</u>	<u>20,348</u>	<u>16,303</u>	<u>0</u>	<u>16,303</u>	<u>19.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,445)</u>	<u>(20,348)</u>	<u>(16,903)</u>				
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	<u>1,195</u>	<u>32,700</u>	<u>31,505</u>	<u>0</u>	<u>31,505</u>	<u>3.7%</u>	<u>0</u>
Net Expenditure	<u>(1,195)</u>	<u>(32,700)</u>	<u>(31,505)</u>				
Grand Totals:- Income	<u>430,742</u>	<u>427,011</u>	<u>(3,731)</u>			<u>100.9%</u>	
Expenditure	<u>278,276</u>	<u>427,011</u>	<u>148,735</u>	<u>0</u>	<u>148,735</u>	<u>65.2%</u>	
Net Income over Expenditure	<u>152,466</u>	<u>0</u>	<u>(152,466)</u>				
Movement to/(from) Gen Reserve	<u>152,466</u>	<u>0</u>	<u>(152,466)</u>				



BRANDON TOWN COUNCIL

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	Y.	revision date added..
Regular maintenance arrangement for physical assets	✓	
Annual review of risk and the adequacy of Insurance cover	✓	adopted May 25
Annual review of financial risk	✓	adopted & reviewed MAY 25
Awareness of Standing Orders and Financial regulations	✓	
Adoption of Financial and Standing Orders	✓	
Regular reporting on performance by contractors	✓	
Annual review of contracts (where appropriate)	✓	



BRANDON TOWN COUNCIL

Regular bank reconciliation, independently reviewed	✓	clear & concise.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	✓	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	✓	approved monthly via full council agenda.
Payments supported by invoices, authorised and minuted	✓	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	✓	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	✓	
Contracts of employment for staff	✓	HR company contracted.
Contract annually reviewed	✓	
Updating records to record changes in relevant legislation	✓	
PAYE/NIC properly operated by the Council as an employer	✓	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book	✓	
Regular financial reporting to Parish Council	✓	
Regular budget monitoring statements as reported to Parish Council	✓	
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4:	✓	see overlays.

[Handwritten signature]



BRANDON TOWN COUNCIL

Officer Decision Reports	✓	
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	✓	
Verifying that the Council is compliant with the General Data Protection Regulation requirements Are the following in place: <ul style="list-style-type: none">• Audit / Impact Assessment• Privacy Notices• Procedures for dealing with Subject Access Requests• Procedure for dealing with Data breaches• Data Retention & Disposal Policies	✓	awaiting completion.
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	✓	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	✓	
Adoption of Codes of Conduct for Members	✓	MAY 24. adopted
Declaration of Acceptance of Office	✓	

Date of review of system of Internal Controls..... 11-2-2026

Review of system of Internal Controls carried out by:

Name..... A.G. Brocklehurst Signature..... 

Report submitted to Council (date)..... 9-3-2026



BRANDON TOWN COUNCIL

(minute reference) 25/233

Next review of system of Internal Controls due..... MAY 2026

Additional comments by reviewer:



SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

SALC is committed to providing a high-quality internal audit service which aims to assist local councils to maintain and improve internal controls in accordance with proper practices as set out in the Accounts and Audit Regulations.

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in the minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2025 - 31st March 2026.

Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).

- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee of the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. **Please be aware that if the council are late reporting for the present year, the council will fail the public rights test on the AGAR for the following year.**

Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.

Data protection

This internal audit offer is an additional service provided by SALC as described in our published privacy notice (section 6) [available on our website here](#). When booking this service you are providing consent to proceed. The delivery of the internal audit service involves the handling of some personal data supplied by the member council.

For the purposes of data protection legislation SALC is the data controller and the internal auditor is the data processor. SALC and internal auditors, whilst separate entities, work in partnership to deliver a service that seeks to support and improve local councils. SALC and the internal auditor have entered into a data sharing agreement as part of their terms of engagement.

Audit fees for 2026

Income/expenditure, whichever is higher (excl. VAT)

Up to £5,000	£128.00
£5,001 - £15,000	£189.00
£15,001 - £25,000	£237.00
£25,001 - £50,000	£290.00
£50,001 - £100,000	£342.00
£100,001 - £200,000	£419.00
£200,001 - £300,000	£505.00
£300,001 - £400,000	£558.00
£400,001 - £500,000	£618.00
£500,001 +	£713.00
Onsite visits will incur mileage expenses at 45p per mile.	
£29 hourly rate for meetings/ad-hoc training/development of materials	

AUDIT PROCEDURE

SALC continues to offer onsite audits to town and larger councils. The SALC admin team will contact you to arrange a suitable date and confirm which auditor will be carrying out the onsite audit.

When allocated the internal auditor shall:

- process the documents in line with SALC's policies and procedures
- raise queries or points of clarification as soon as possible direct with you

The signed AIAR of the AGAR will be signed and presented to you by the auditor on the day of the on-site visit. On receipt of the report admin@suffolk-alc.gov.uk will provide a link to an electronic copy which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.

Brandon Town Council

Date revised

02/02/2025**Asset Register**

		Value
Community		
Civic Regalia		£1,500.00
PA System		£500.00
Total Community		£2,000.00
Infrastructure		
Play Equipment (BRPF & Thetford Road)		£38,000.00
War Memorial		£29,697.00
Street Furniture		£23,000.00
Old School House Contents		£35,476.00
Gates & Fences		£35,000.00
Street Lighting		£459,000.00
Grit Bins		£6,750.00
Christmas Tree (including lighting)		£20,000.00
Total Infrastructure		£646,923.00
Land & Buildings		
Old School House		£400,000.00
Ground Staff Yard		£22,000.00
Community Land		£15,000.00
Garden Room		£2,300.00
Victoria Avenue		£1.00
Current Cemetery (burial ground)		£1.00
New Cemetery Land		£100,000.00
Total Land & Buildings		£539,302.00
Equipment		
Gator		£23,000.00
Ifor Williams Trailer		£2,500.00
SCH Bowser		£1,900.00
Husqvana 422 Mower		£11,000.00
Husqvana R418TS Mower		£10,000.00
Husqvana R420 Mower		£10,000.00
General Tools & Misc. Equipment		£12,000.00
Strimmers x 4		£750.00
Snow Machine		£750.00
2 x Defibrillators/cabinets	09/04/2024	£1,500.00
2 x Defibrillators/cabinets	11/09/2025	£1,900.00
2 x Defibrillators/cabinets	02/02/2026	£1,900.00
Total Equipment		£77,200.00
Total Assets		£1,265,425.00



BRANDON

TOWN COUNCIL

Co-option of Councillors

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as 'casual vacancies' which must be notified to the local community. If a by-election is not required, the Council must endeavor to fill the vacancies by co-option.

Qualifying criteria

Unless disqualified, under s.79, Local Government Act 1972 a person is qualified to be elected (or co-opted) to a Council if they are a qualifying Commonwealth citizen, or an EU citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the town; **or**
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; **or**
- their principal or only place of work during that 12 months has been in that area; **or**
- has resided in, or within three miles of, the town for the past twelve months

Disqualification

Under s.80 of the 1972 Act, a person is disqualified from being a Town Councillor if they:

- hold any paid office or employment with the Town Council; **or**
- is the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
- have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; **or**
- have been disqualified under any enactment relating to corrupt or illegal electoral practices.



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Applications

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats.

At the meeting

When applications have been received, the co-option will be placed on the agenda of a suitable meeting of the Town Council.

If there are the same number of, or less, eligible candidates than vacancies then the Council simply resolves to co-opt them on to the Council. Where there are more candidates than vacant seats, the Council will select the required number.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave. Each candidate will be given an opportunity to briefly address the Council should they wish. All valid applications will be considered, including those of candidates not present.

In cases of more than one vacancy, each will be dealt with separately. Members will be asked to vote for their preferred candidate. An absolute majority is required and if there are more than two candidates, the process in (model) standing order 8 will be followed.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so. New Councillors must make a declaration of acceptance of office and, where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or a later meeting agreed by Council).

All Councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will forward this to the Monitoring Officer of West Suffolk District Council.



BRANDON

TOWN COUNCIL

Co-option Application Form

Name	
Address	
Telephone number	
Email address	

**Please detail any experience you may have that is relevant to the Town Council.
(continue on a separate sheet if necessary.)**



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**Is there any other information you would like to disclose regarding your application?
(continue on a separate sheet if necessary.)**



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Declaration and consent

I confirm that I am not disqualified from being a Councillor and meet the criteria under s.79, Local Government Act 1972, as below:

- ✓ I am over 18 years of age
- ✓ I am a qualifying commonwealth citizen or an EU citizen
- ✓ I meet one or more of the other requirements, as indicated below.
 - I am registered as a local government elector for the town
 - I have, during the whole of the twelve months preceding the date of my co- option occupied, as owner or tenant, land or other premises in the town
 - My principal or only place of work during those twelve months has been in the town
 - I have during the whole of those twelve months resided in or within 3 miles of the town

Signed..... Name

Date.....

Please return this completed form to:

The Town Clerk
Brandon Town Council
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

The Town Council will only use your information, including that which you provide on this application form, to assess your suitability as a Town Councillor.



Communications Policy

1. Introduction

Brandon Town Council is committed to maintaining open, transparent, and effective communication with the public. This Communications Policy provides guidance to councillors, staff, and volunteers on their roles in upholding professionalism and consistency across Council communications channels, both online and offline.

2. Purpose and Objectives

The purpose of this policy is to:

- 2.1 Facilitate consistent, proactive, and professional communication between Thetford Town Council and the public.
- 2.2 Promote openness and transparency to build community trust and engagement.
- 2.3 Uphold Brandon Town Council's reputation by ensuring all communications reflect the Council's values and goals.
- 2.4 Ensure compliance with relevant legal obligations and privacy standards.

3. Scope

This policy applies to all Town Council representatives, including councillors, staff, and volunteers, as well as all forms of communication issued by the Council, including websites, social media, emails, press releases, newsletters, and printed materials. This policy aligns with the Councillors' Code of Conduct, Staff Handbook, and Protocol for Councillor/Staff Relations.

4. Media and Public Relations Guidelines

4.1 Press Releases

- Press releases are to be managed and approved by the Town Clerk or designated officer in their absence to ensure accuracy and appropriateness. Each release should maintain an objective tone, focusing on Council initiatives, events, and information relevant to the community, avoiding any political bias.
- All press releases must follow a standard format: headline, Council contact details, and quotes from relevant Council representatives.
- Press releases will be circulated to a pre-approved Distribution List and will be shared on the Council's website and social media accounts to ensure accessibility.



5. Media Enquiries

- The Town Clerk or an authorised officer in their absence is responsible for handling all media inquiries. Staff and councillors should redirect inquiries to this designated officer to ensure a consistent response.
- When approached for interviews or statements, Council representatives should provide factual, non-political information that reflects the Council's views, avoiding personal opinion or speculation.
- The Council does not comment on leaks, anonymous allegations, or issues concerning individual councillors or staff. If a correction is necessary, the Town Clerk will determine an appropriate response, which may include issuing a statement, letter, or updated post.

6. Social Media Policy

6.1 Use of Social Media

- Brandon Town Council values social media as a tool for community engagement and information sharing. The Council's official accounts are overseen by the Town Clerk and managed by authorised officers.
- Content posted should be relevant, respectful, and non-political. Councillors and staff should avoid sharing personal opinions on Council accounts.
- Social media posts should be consistent and timely, aiming for at least weekly updates to keep the community informed about the Council's work, events, and relevant news.

7. Monitoring and Moderation

- 7.1 To maintain a safe and respectful online environment, all comments on Council social media will be regularly monitored. Content violating the following guidelines will be removed:
- 7.2 Comments with abusive language, discriminatory views, or political motivations.
- 7.3 Comments that are off-topic, promotion of illegal activities, or those that threaten the safety and security of individuals or systems.

Repeat offenders may be blocked, and any threats or harassment will be reported to the appropriate authorities.



8. Communication Channels

8.1 Website

- The Council's website is a primary information source for the community, providing access to Council minutes, policies, event details, and staff and councillor contact information.
- The communications officer is responsible for ensuring that all information on the website is accurate, accessible, and up to date. Press releases will be posted in chronological order for easy public access.

8.2 Email

- Official Council email addresses must be used by staff and councillors for all Council-related communication. The use of personal email accounts for Council business is discouraged to maintain data security and comply with GDPR and FOI requirements.
- Junk mail and attachments from unverified sources should not be opened, and emails should be checked regularly to ensure timely responses.
- Email content should be respectful, and professional, and use clear language. Avoid debating Council matters over email, as these should be addressed in public meetings.

8.3 Posters

- The Communications Officer and other designated staff will ensure that posters for relevant Council events and activities are displayed on community notice boards and are replaced as needed.

9. Legal and Compliance

9.1 Data Protection

- All personnel handling personal data must do so in line with GDPR and the Data Protection Act 2018. Any breaches should be reported promptly to the Town Clerk and handled according to Council procedures.

9.2 Freedom of Information (FOI)

- In compliance with FOI Act requirements, all correspondence and information regarding Council activities are accessible to the public unless exempt, promoting a culture of openness and transparency.

9.3 Election Periods (Purdah)

- During election periods, proactive Council publicity regarding councillors, candidates, or political parties will be paused. Routine Council business will continue to be publicised neutrally, and staff will not upload any content that could imply political bias.



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10. Evaluation and Review

The Council will review this Communications Policy annually to ensure its relevance, effectiveness, and alignment with evolving technology and community needs. Engagement metrics and community feedback will help inform any necessary updates which will be conducted by the Communications Officer and communicated to Council via Corporate Services committee meetings.



RETENTION OF DOCUMENTS POLICY

1. Introduction

The Town Council recognises that efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Town Council.

This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope of the Policy

This policy applies to all records created, received or maintained by the Town Council while carrying out its functions. Records are identified as all those documents which facilitate the business carried out by the Town Council and which are thereafter retained, (for a set period), to provide evidence of transactions or activities. Records may be created, received or maintained in hard copy or electronically, within Microsoft 365.

A pertinent amount of the Town Council's records will be selected for permanent preservation as part of the Council's archive and for historical research.

3. Responsibilities

The Town Council has a corporate responsibility to maintain its records and record management in accordance with regulations.

The person with overall responsibility for the implementation of this policy is the Town Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily and appropriately as and when required.



4. Retention Schedule

Under the Freedom of Information Act 2000, and the General Data Protection Regulations 2018, the Town Council is required to maintain a retention schedule listing the record series created during its business. The retention schedule sets out the length of time for the retention of each series of records and the action to be taken when records are of no further administrative use.

The Town Clerk is expected to manage the current record keeping systems in accordance with the retention schedule and to take account of different retention periods when creating new systems.

The retention schedule refers to record series irrespective of the media in which they are stored.

Schedule

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	Last completed audit year	Audit/Management
Cheque Book stubs	Last completed audit year	Audit/Management
Paying in books	Last completed audit year	Audit/Management
VAT records	6 years	Audit/HMRC
Paid invoices	6 years	Audit/VAT
Petty cash records	6 years	HMRC/VAT
Salary records	6 years	Audit
Tax & NI records	6 years	Audit
Insurance Policies	Whilst valid	Audit/Management
Assets register	Indefinite	Audit/Management
Deeds, Leases	Indefinite	Audit/Management



Booking records	6 years	Audit/VAT
Allotment records	Indefinite	Audit/Management
Declarations of Acceptance Of Office	Mayor – attached to Minutes, Members – Term of Office + 1 year	Management
Members Register of Interests	Term of Office + 1 year	Management

5. Planning Applications

The Town Council is consulted by West Suffolk District Council on all developments in the parish.

Town Council comments on applications are recorded in the Minutes of the relevant meeting and attached to the application documents, which are retained for a period of 2 years, except for applications related to listed buildings or other significant buildings in the town, such applications are retained for permanent preservation as part of the parish archive and for historical research.

6. General Correspondence

General and routine correspondence including emails is retained as below:

Complaints	1 year	Management
General Information	1 year	Management
Routine Correspondence and emails	2 years	Management
Rough notes from Meetings	Until adoption of Minutes	Management



7. Disposal Procedures

All documents no longer required for administrative reasons should be shredded and disposed of securely.



Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	Indefinite	Archive	Same as above.
Accident/incident reports	20 years	Potential claims	Confidential waste
Receipt books of all kinds	7 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Credit card records	7 years	Audit	Confidential waste
Quotations and tenders	7 years	Limitation Act (as amended)	Confidential waste
Paid invoices	7 years	VAT	Confidential waste
Paid cheques	7 years	Limitation Act (as amended)	
VAT records	7 years	VAT	Confidential waste



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Document	Minimum Retention Period	Reason	Disposal
Wages books/payroll	7 years	Superannuation	Confidential waste
Insurance policies	While valid (but see the next two items below)	Town Clerk	Bin
Health & Safety Documentation	Indefinite	Legal reasons	N/A
Insurance company names and policy numbers	Indefinite	Town Clerk	N/A
Certificates for insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Insurance Claims	Indefinite	Legal reasons	N/A
Specialist consultant reports	7 years	Legal	Confidential waste
Playground equipment inspection reports	21 years		Bin
Investments	Indefinite	Audit, Town Clerk	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Town Clerk	N/A



BRANDON TOWN COUNCIL

Members' allowances register.	6 years	Income tax act 2007 (as amended)	Confidential waste
Local/historical information	Indefinite – to be securely kept for the benefit of the Town	Councils may acquire records of local interest and accept gifts or records of general and local interest to promote the use of such records.	N/A
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> A list of files stored in cabinets will be kept. Electronic files will be saved using relevant file names 	All files are kept in the cloud and backed up daily.	Town Clerk	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements.	Town Clerk	confidential waste



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TOWN COUNCIL

Grant Applications	7 years from finance year end	Town Clerk	Confidential waste
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Document	Minimum Retention Period	Reason	Disposal
Employee Contracts	5 years from end of Employment	References	Confidential waste
Employee Expenses	7 years from Finance Year End	Legal Purposes	Confidential waste
Employee Payroll	7 years from Finance Year End	Legal Purposes	Confidential waste
Employee Pensions	Indefinite	Legal Purposes	N/A
Employee Records	5 years from the end of Employment	Legal Purposes	Confidential waste
Employee Timesheets	7 years from Finance Year End	Legal Purposes	Confidential waste
<p>Documents from legal matters, negligence, and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Confidential waste
Defamation	1 year		Confidential waste
Contract	6 years		Confidential waste
Leases	12 years		Confidential waste



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Sums recoverable by statute	6 years		Confidential waste
Personal injury	3 years		Confidential waste
To recover land	12 years		Confidential waste
Rent	6 years		Confidential waste
Breach of trust	None		Confidential waste
Terms and Conditions	6 years	Town Clerk	Bin

All cemetery documents	Indefinite		Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Applications	1 year		Management	Bin
Appeals	1 year		Management	Bin
Trees	1 year		Management	Bin
Local Development Plans	Retained as long as in force		Reference	Bin
Local Plans	Retained as long as in force		Reference	Bin
Photographs/digital prints	31 days		Data protection	Confidential waste



Data Protection Policy

Purpose

Brandon Town Council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the United Kingdom General Data Protection Regulation (UK-GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Town Clerk as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Data protection principles

In summary, these state that personal data shall:

- be processed lawfully, fairly and in a transparent manner
- be obtained for specified, explicit and legitimate purpose
- be processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- be kept accurately and all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the UK-GDPR.

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the United Kingdom General Data Protection Regulation (UK-GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data outside the UK.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.