

FRAMLINGHAM TOWN COUNCIL

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,
Fairfield Road, Framlingham on Thursday 4th May 2017 at 7.30pm**

The Chairman advised that the meeting was being recorded.

1. ELECTION OF CHAIRMAN:

Cllr Kitching proposed Cllr Tanner which was seconded by Cllr Hopkins, with all in favour. Cllr Tanner then signed the Declaration of Acceptance of Office.

PRESENT:

Cllrs: Ms S Bennell, Mrs L Clouting, Mr P Collins, Mr S Garrett, Mr S Hopkins, Mr J Jones, Mr G Kitching, and Mr J Tanner (Chairman)

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), and 3 members of the public.

2. APOLOGIES:

Apologies were received and accepted from Cllr Roberts, Cllr E Jones, CCllr Stephen Burroughes and DCllr Paul Rous.

3. ELECTION OF VICE CHAIRMAN:

Cllr Bennell proposed Cllr Kitching which was seconded by Cllr Hopkins, with all in favour.

4. ELECTION OF FINANCE CHAIRMAN:

Cllr Garrett proposed Cllr J Jones, which was seconded by Cllr Kitching, with all in favour.

5. APPOINTMENT OF COMMITTEES AND MEMBERSHIP: (Except the Finance Committee which will be made up of the Chairmen of committees when elected, plus any others to be nominated at the next meeting on 1st June).

Lands Committee:

Cllr Bennell
Cllr Collins
Cllr Hopkins
Cllr Kitching
Cllr Roberts
Cllr Tanner

Rights of Way, Highways & Lighting Committee:

Cllr Clouting
Cllr Collins
Cllr Garrett
Cllr E Jones
Cllr J Jones

Planning Committee:

Cllr Clouting
Cllr Collins
Cllr Garrett
Cllr E Jones
Cllr Roberts

Public Relations & Markets Committee:

Cllr Bennell
Cllr Clouting
Cllr Hopkins
Cllr E Jones
Cllr G Kitching
Cllr Roberts

Infrastructure Committee:

Membership would be confirmed at the next Full Council meeting in June.

Community Centre Committee:

The recommendation to set up a Community Centre Committee was deferred.

6. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES FOR OTHER ORGANISATIONS:

Framlingham Area Youth Action Partnership – None

Framlingham Fairtrade Group – Cllr Bennell

Framlingham Business Association – Cllr Kitching & Cllr Clouting

Suffolk Association of Local Councils – Cllr Garrett

The Community Garden Group/Greener Fram – Cllr Bennell

Friends of Framlingham Library Group – Cllr Bennell

7. CURRENT TOWN COUNCIL NOMINATED PERSONS FOR OTHER ORGANISATIONS:

The Pryke Trust – Mrs D Howard*

The Mills Charity – Mr N Corke*

The Hitcham's Trust - Mr I Moore*, Mr T Gilder*

The Citizens Advice Bureau –Mrs Eileen A Coe (Town Clerk/RFO)

Parish Tree Warden – Cllr S Bennell

Parish Transport – currently Mrs J Masters* and Mrs H Armstrong*

(* denotes non Council members).

8. DEEDS AND DOCUMENTS IN THE CUSTODY OF THE TOWN COUNCIL:

The Town Clerk/RFO confirmed that all deeds and documents were held in the safe at the Town Council Office.

9. MINUTES OF PREVIOUS MEETING:

914517 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Kitching, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

10. DISPENSATIONS:

No new applications.

11. DECLARATIONS OF INTEREST:

Cllr Garrett declared an interest in Payments and signed the Interest Book.

Cllr Tanner declared a pecuniary interest in Agenda Item 24 Community Centre, and an interest in Payments, and signed the Interest Book.

Cllr J Jones declared a personal interest in Planning item DC/17/1449/ARM and signed the Interest Book.

12. ADJOURNMENT:

1214517 The Chairman proposed an adjournment for the following items which was approved.

13.1 Police Matters:

Cllr Tanner reported that Sgt Beresford attended the Annual Parish Meeting and gave an overview on how the restructure of the Police Force had affected Framlingham directly as a community. It was felt that this had been a very worthwhile exercise.

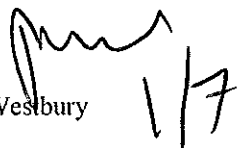
The Police Report for 1 – 28 February 2017 was circulated and a copy attached to the file copy of these minutes. It was noted that there were 8 reported crimes compared with 12 for the same period in 2016.

13.2 Report by County Councillor:

No report.

13.3 Report by District Councillors:

A report had been received from DCllr Hudson, which was circulated and a copy attached to the file copy of these minutes.



13.4 Report from Framlingham Business Association rep:

Cllr Kitching reported that there had been no meeting this month but one was due at the end of this month.

13.5 Report from Suffolk Association of Local Councils rep:

Cllr Garrett reported that there had been no meeting.

13.6 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that the Friends paid for both doors to be repainted on the Library building. All was ready for the grand opening celebration on Saturday 6th May at 10am. The Quiz was most enjoyable and raised £501. The World Button Pairing Championship would take place on Market Hill on Saturday 20th May.

13.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the film showing of 'Tomorrow' was inspiring and there are one or two local food initiatives in the pipeline.

The next Swap & Mend was due on Saturday 6th May at the Unitarian Meeting House.

The growing season at the Community Garden was now underway and the Primary School's weekly Garden Club has re-started.

13.8 Public Comment:

- One member of the public commented that the ground had been broken on the Taylor Wimpey site in Fairfield Road.

The Chairman confirmed that this was an initial archaeological dig before commencement of the housing development, which was due to start in June/July. He confirmed that a meeting between Taylor Wimpey and the Town Council had been arranged for 7th June for an update before work commences.

- One member of the public commented regarding the apology and continual non-attendance of DCllr Rous at the meetings. He thought Mr Rous had left the area.

The Chairman confirmed that the Town Council were not aware of this fact and would investigate.

- One member of the public requested an update regarding the increased primary school provision and feasibility study.

The Chairman advised that no progress had been made but a meeting would be held in June with Suffolk County Council in order to update the Town Council prior to any planning application being submitted.

- One person requested further information regarding the CIL funding.

Cllr J Jones advised that there were various possibilities regarding the spending of CIL monies. They should be spent on infrastructure caused by development. Each Committee had been asked to recommend projects that may be put forward but no decisions had yet been made. Cllr J Jones confirmed he would ensure the Town Council adhered to the guidelines regarding CIL funding.

- One member of the Public asked if there was a meeting planned with Persimmon as there appeared to be no consideration to the local environment and noted the water butt delivery during school pick up times.

The Town Clerk requested that the concerns be put in an email and she would add these to the comments already raised relating to the damage to the road surface at the entrance to Danforth Drive. She would contact Persimmon and copy the response once received to those concerned.

14. RECONVENE:

1414517 The Chairman proposed to reconvene the meeting, which was approved.

15. CORRESPONDENCE:

There were no items to be considered at this meeting.

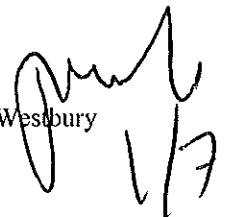
16. TRAINING/CONFERENCE/EVENTS:

No business.

Committee Recommendations and Business:

17. FINANCE:

A copy of the list of current invoices was provided to each councillor. Current invoices put forward at the meeting had been checked and verified by the relevant committee chairman and were made available in the Payments Folder prior to the meeting.



1714517 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Kitching, with two abstentions due to interest, all were in favour. A copy of the approved invoices would be included in the minutes.

Cheque no BACS/Direct Debit/ Credit Card	Ref	Payee	Description	Net amount	VAT	Total
BACS	14517	SCN	VAT element of invoice (ref 32317) correction of error		19.50	
DD	24517	E-On	Electricity supply to Cemetery	10.63	0.53	11.16
DD	34517	E-On	Gas and electricity supply to 10 Riverside – Final invoice	68.24	3.41	71.65
DD	44517	E-On	Electricity supply to Pageant Field	24.79	1.24	26.03
BACS	54517	LCPAS	Internal Audit fee plus mileage	300.00		300.00
DD	64517	East Suffolk IDB	Drainage rates	6.49		6.49
DD	74517	East Suffolk IDB	Drainage rates	14.93		14.93
BACS	84517	Heather Harvey	Cleaning Contract – final invoice	24.00		24.00
BACS	94517	Hollins	Professional services re Community Centre as approved	1500.00	300.00	1800.00
BACS	104517	Kindlewood	Cemetery tree work as agreed	115.00	23.00	138.00
BACS	114517	Viking Direct	Storage boxes	58.47	11.69	70.16
DD	124517	British Telecom	Calls and charges for 720183	237.43	47.49	284.92
BACS	134517	Simon Garrett	Reimbursement for Antenna for photocopier (Amazon)	12.49	2.50	14.99
BACS	144517	LCPAS	Employment law course plus mileage– agreed Finance Committee	150.00		150.00
BACS	154517	DC Patricks Big News	EADT final payment	12.75		12.75
DD	164517	HSBC	CREDIT CARD PAYMENTS: 15/03/17 Stationery office – authorised collecting certificates for Soap Box Race - £11.70 16/03/17 Eurobulbs – snowdrops - £43.75 3/04/17 Post Office Counters – Stamps - £11.20	66.65	8.75	75.40
BACS	174517	Bulstrodes	Supply of St Georges flag (Agreed GK/JT)	21.67	4.33	26.00
BACS	184517	Geoff Rogers	Fens grass cutting 1	78.00		78.00
BACS	194517	Leiston Press	Business card printing (agreed JT/SB)	28.00	5.60	33.60

Handwritten signature and initials, possibly 'J Jones' and '1/2'.

BACS	204517	Botanica	Top soil for cemetery	83.00	16.00	99.60
DD	214517	O2	Mobile Phone contract May	8.55	1.71	10.26
BACS	224517	Suffolk Libraries	First quarter rent for Town Council Office 13/4/17 - 30/06/17	2138.00		2138.00
BACS	234517	Mr D Smith	Market Supervisor for April	147.50		147.50
BACS	244517	Copy IT	Photocopier charges April	32.65	6.53	39.18
SO	254517	Fram Broadband	PF CCTV connection for May	12.50	2.50	15.00
BACS	264517	J M Spall	Website Management April	706.00		706.00
BACS	274517	Mrs J Parlone	Contracted hours for April	553.84		553.84
BACS	284517	Mrs A Scott	Contracted hours for April	410.01		410.01
BACS	294517	Mrs E Coe	Contracted hours for May (paid 28/5)	2023.33		2023.23
BACS	304517	HMRC	NI and PAYE for April	975.05		975.05
BACS	314517	Suffolk County Council Pension Account	Pension contributions for May (paid 28/5) Employer £696.60 Employee: £181.11	877.71		877.71
BACS	324517	K N Coe	Grounds and Property Contract May (paid 28/5)	1539.00		1539.00
BACS	334517	Suffolk Association of Local Councils	Annual subscription and Local Councillor publication	944.77		944.77
DD	354517	SWALEC	Town Clock electricity	17.41	0.87	18.28
BACS	364517	Mrs E Coe	Mileage claim	28.10		28.10
			Total Payments			

1724517 Cllr J Jones confirmed the BACS payments approved at the April meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

1734517 The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Chairman and the details noted.

These included the first instalment of the precept of £62,340 and the first instalment of 2017 CIL payments of £60,865, giving over £70,000 in the CIL reserve fund.

1744517 Cllr J Jones confirmed the mandated signatories for the HSBC current account, which was approved.

1754517 Cllr J Jones proposed to approve the committee's recommendation to accept the annual review of Town Council insurance and to note the renewal on 1st June (Year 3 of 3 year contract), which was seconded by Cllr Collins, with all in favour.

Cllr J Jones reported that the Town Council Office had successfully moved to its new premises at the Old Court House.

The Town Clerk gave a report on the expenditure for the move of the Town Council Office but there were still some outstanding payments to be made. She would give a final report to the next Finance Committee Meeting.

18. PLANNING COMMITTEE:

The following planning decisions were noted:

DC/17/0255/FUL & DC/17/0256/LBC Mr & Mrs A Hutchinson – Strawberry Fields, Apsey Green – Planning Permission/Listed Building Consent

The following planning application was considered:

DC/17/1449/ARM Mr Davies (Landex Ltd)- Land South East of Rawlings Cottage, Saxtead Road – Approval of reserved matters of DC/13/3234/OUT for the erection of 10 dwellings and construction of vehicular access, with all matters except access reserved.

(Deadline 27th April – extension requested)

1814517 The Town Council OBJECTED to the application as the housing mix does not comply with the Neighbourhood Plan Policy FRAM3. There is no provision for affordable housing in accordance with SCDC Policy for a development greater than 1000 square metres. There is no evidence that the significant surface drainage issue have been addressed.

19. PUBLIC RELATIONS AND MARKETS COMMITTEE:

1914517 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation of £413 from Leiston Press for the printing of 200 Framlingham 2018 Calendars, which was seconded by Cllr Hopkins, with all in favour.

20. LANDS COMMITTEE:

There was some considerable discussion regarding the Pageant Field facility (replacement Pavilion) and how to proceed.

Cllr Bennell advised that the Lands Committee felt that this project required project management as it had become too technical and precise costings were needed before it could be decided if it was a viable project.

There were a wide variety of views from the Councillors regarding the use of the new Pavilion, who would use it, and what it would contain within the building.

The following proposal was suggested:

- To define and identify the need of the wider youth.
- To meet 4 professionals to discuss options for a specification from a prepared brief.
- The Lands Committee to make recommendations to Full Council in due course of the preferred professional.

2014517 Cllr Bennell proposed to accept this recommendation, which was seconded by Cllr Kitching, with all in favour.

21. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

No business.

22. ADJOURNMENT:

2214517 The Chairman proposed an adjournment of the meeting at 9.25pm for a comfort break.

23. RECONVENE:

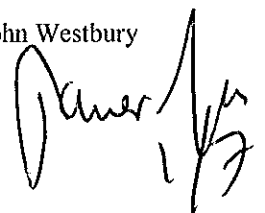
2314517 The Chairman proposed to reconvene the meeting at 9.27pm, which was approved.

24. INFRASTRUCTURE PLAN COMMITTEE:

2414517 Cllr J Jones proposed to approve the committee's recommendation to amend the Infrastructure Plan Committee Terms of Reference, delete 'Chairman' – add 'Representative', which was seconded by Cllr Garrett, with all in favour.

Cllr J Jones gave a presentation of the Community Centre Project Proposal and Business Plan, a copy of which had been circulated to all Councillors prior to the meeting.

There followed some considerable discussion.



2424517 Cllr J Jones proposed to seek approval to continue with the Community Centre project and pursue, when appropriate, an action to secure a fee proposal on a tender basis for project management through to practical completion, which was seconded by Cllr Kitching, with all in favour.

2434517 Cllr J Jones proposed approval to make an application to SCDC for £1.0M of CIL funding, which was seconded by Cllr Kitching, with all in favour.

2444517 Cllr J Jones proposed approval for the use of local neighbourhood CIL funding of £275,000, which was seconded by Cllr Kitching, with all in favour.

2454517 Cllr J Jones proposed approval to apply at the appropriate time for a PWLB loan of £300,000, which was seconded by Cllr Kitching, with a majority of seven in favour and one against.

2464517 Cllr J Jones proposed approval to accept the financial implications of the draft Business Plan in that a support grant of up to £6,000 pa from the Town Council to the community centre would be provided (to be reviewed annually and will be dependent on the financial performance on the community centre) and that the Town Council would provide an initial 'one-off' funding of up to £20,000 in the first year (to be finalised in the 6-month period leading up to it's opening), which was seconded by Cllr Kitching, with a majority of seven in favour and one against.

Cllr Tanner declared a pecuniary interest in the next item and left the room.

2474517 Cllr J Jones proposed to approve the committee's recommendation that £5,000 be allocated from budget code 2280 (CIL income) for the second stage of the Community Hall project, as agreed in the initial stage, which was seconded by Cllr Hopkins, with all in favour.

23. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:

Cllr Bennell reported that the bridge on the junction of Fore Street and Albert Place needed maintenance and painting. As there appeared to be no maintenance schedule in situ, she wondered if this would be a suitable project for the Community PayBack Scheme? To be passed to appropriate committee for consideration.

24. Date of next Council meeting:

The next Town Council meeting would be held on **Thursday 1st June 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 9.50pm.

