

**FRAMLINGHAM TOWN COUNCIL**

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,  
Fairfield Road, Framlingham on Thursday 1<sup>st</sup> June 2017 at 7.30pm**

**The Chairman advised that the meeting was being recorded.**

**1. APOLOGIES:**

Apologies were received and accepted from Cllr Collins and CCllr Burroughes

**PRESENT:**

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

**IN ATTENDANCE:**

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

**2. MINUTES OF PREVIOUS MEETING:**

211617 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record,  
which was seconded by Cllr J Jones, and with two abstentions due to absence, all were in favour.  
The Chairman then signed the minutes.

**3. DISPENSATIONS:**

No new applications.

**4. DECLARATIONS OF INTEREST:**

Cllr Clouting declared an interest in Agenda item 11 Payments and signed the Interest Book.  
Cllr Tanner declared a pecuniary interest in Agenda item 12 Planning Application DC/17/1125/FUL and  
signed the Interest Book.

**5. ADJOURNMENT:**

511617 The Chairman proposed an adjournment for the following items which was approved.

**6.1 Police Matters:**

The Police Report for 1<sup>st</sup> – 31<sup>st</sup> March 2017 was circulated and a copy attached to the file copy of these  
minutes. It was noted that there were 11 reported crimes compared with 14 for the same period in 2016.  
The Town Clerk reported that she would be meeting with Inspector Jackson and Sergeant Beresford, at  
their request on 14<sup>th</sup> June, as a part of a series of meetings being held with all Town Clerks in the area, to  
address any summer issues. Should Councillors have any concerns they were asked to let her know prior  
to the meeting.

**6.2 Report by County Councillor:**

No report due to the pending Elections.

**6.3 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.

DCllr Hudson officially congratulated Stephen Burroughes on his appointment as Chairman of Suffolk  
County Council.

He confirmed his commitment to give a donation for the Soap Box Race.

He reported that the Gala had been a success but noted that not many people had taken part in the parade.  
The Chairman reported that the Town Council had also sent congratulations to Stephen Burroughes on his  
re-election as Suffolk County Councillor and his new appointment as Chairman of Suffolk County  
Council.

**6.4 Report from Framlingham Business Association rep:**

Cllr Clouting reported that she attended the last meeting on 23<sup>rd</sup> May and would give a full report to the  
next PR&Markets Committee Meeting on 13<sup>th</sup> June.

**6.5 Report from Suffolk Association of Local Councils rep:**

Cllr Garrett reported that there had been no meeting.

### **6.6 Report from Friends of Framlingham Library Group rep:**

Cllr Bennell reported that the World Button Pairing Competition raised £110 and resulted in much media interest.

The Town Council/Library Official Opening attracted approximately 120 people and much cake was consumed.

The Friends paid for 12 new stacking chairs at a cost of £477. A new self-service machine and Wi-Fi laser colour printer were installed.

The sky lights were cleaned and now the staff keep thinking they have left the lights on!

There are plans underway to re-decorate, re-carpet and install a new smaller counter plus a new seating area in the main library. The total cost would be approximately £4,700. £2,500 has already been raised – work hopefully to be completed before the end of the year. This weekend there would be the regular Fairtrade event.

### **6.7 Report from Greener Fram/Community Garden rep:**

Cllr Bennell reported that the next Swap & Mend event would be on Saturday 10<sup>th</sup> June at the Unitarian Meeting House.

Greener Fram now has a Pig Club, with 3 pigs; and the idea was to buy shares up front. This has been well subscribed.

### **6.8 Public Comment:**

- One member of the public congratulated the Town Council for successfully running the Soap Box Race again this year and hoped it would run again next year.

The Chairman thanked all those involved with running the Soap Box Race this year, and agreed that it had been a great success.

- One member of the public was concerned with the housing developers, Persimmon, at the Mount Pleasant site as a number of applications had been applied for, changing conditions that had been set at planning application stage, including removing one of the two bus shelters which had been recommended. They had reported their concerns to the District Planning Case Officer.
- They also mentioned that Persimmon had removed more of the hedge in front of the development during the bird nesting season, which they thought was illegal. This had also been reported to the District Planning Case Officer.

The Chairman agreed that this matter should be referred to the next Planning Committee Meeting in order for it to be considered and requested a copy of the communication be sent to the Town Clerk.

- One member of the public introduced himself as Nick Corke, who had been the Town Council's nominated Trustee on the Mills Charity for the last 4 years. The nomination was up for renewal, and he commented that he would be pleased to continue for a further term of four years to see through the current projects to completion and hoped that the Town Council would nominate him again.
- Cllr Garrett was concerned that the Town Council had limited feedback from the Mills Charity, and felt that a closer relationship could be advantageous to both sides. Mr Corke confirmed he was happy to come to future meetings and give an update. Cllr J Jones thought this would be useful and suggested a quarterly report.
- The Town Clerk advised that there was no obligation on the nominated Trustee to provide a report.

### **7. RECONVENE:**

711617 The Chairman proposed to reconvene the meeting, which was approved.

### **8. CORRESPONDENCE:**

#### **The Mills Charity 9/06**

Email advising that the Town Council's nominated Trustee (Nick Corke) appointment expired in April 2017 and the Charity would expect to re-appoint him unless the Town Council objects and has an alternative nomination to offer.

811617 Cllr Tanner proposed to nominate Nick Corke as the Town Council's nominated Trustee, which was seconded by Cllr J Jones, with all in favour. It was also agreed that while there was no further obligation to the role of nominated Trustee the Town Council would be pleased to improve the

communication link between the two organisations and would welcome a report on the Mills Charity perhaps on a quarterly basis.

**9. TRAINING/CONFERENCE/EVENTS:**

**911617** Cllr Tanner proposed to approve the attendance of the Town Clerk/RFO on the LCPAS New Data Protection Regulations course to be held at Hacheston Village Hall on Monday 12<sup>th</sup> June at 2pm, at a cost of £30, which was seconded by Cllr Kitching, with all in favour.

**921617** Cllr Tanner proposed to approve the attendance of the Town Clerk/RFO on the SLCC Contracts and Tendering Course to be held at the Park Hotel Diss on Friday 23<sup>rd</sup> June at a cost of £145 plus mileage, which was seconded by Cllr Kitching, with all in favour.

**931617** Cllr Tanner proposed to approve the attendance of Cllr Collins on the SALC 2 day Councillor course on 9<sup>th</sup> and 16<sup>th</sup> August at a cost of £100 plus mileage, which was seconded by Cllr E Jones, with all in favour.

**10. COUNCILLOR CASUAL VACANCY:**

No applications had been received for the casual vacancy arising from the resignation of Lesley Barrett. The Chairman suggested it should be passed to PR& Markets as an Agenda Item to discuss advertising the position. The Town Clerk confirmed that the vacancy had been advertised in the monthly newsletter, Framfare, on the 4 Noticeboards in the town, the website and in the EADT newspaper.

**Committee Recommendations and Business:**

**11. 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.

**1111617** Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Garrett, with one abstention 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	11617	Adam O'keeffe	Electrical sockets in TC Office as per agreed quotation	283.20	56.64	339.84
BACS	21617	Lesley Clouting	Cake for Official Opening – as agreed JT & SB	35.00		35.00
BACS	31617	Zurich Municipal	Annual Insurance renewal – Agreed FC 4/5/17	2019.38		2019.38
BACS	41617	Copy IT Digital Solutions Ltd	Photocopier Charges	73.14	14.63	87.77
BACS	51617	Geoff Rogers	Fens grass cutting 2	78.00		78.00
BACS	61617	Fram DIY	Materials for seat repairs 7.85 Bulb for office 1.43 Materials for office shelves etc 45.34 Allotment repairs 17.22	71.84	14.37	86.21

BACS	71617	<b>Neal Goulding</b>	300 straw bales @ £1.50 each for Soap Box event	450.00		<b>450.00</b>
BACS	81617	<b>Nick Ashwell</b>	New FTC sign – as agreed quotation JT & SB	50.00		<b>50.00</b>
DD	91617	<b>E-On</b>	Electricity supply to Pageant Field	16.25	0.81	<b>17.06</b>
DD	101617	<b>E-On</b>	Electricity supply to Cemetery	7.26	0.36	<b>7.62</b>
BACS	111617	<b>K N Coe</b>	Tree work in Churchyard as agreed Lands Committee	57.00		<b>57.00</b>
DD	121617	<b>HSBC</b>	CREDIT CARD PAYMENTS: 12/4/17 Bulstrode – storage boxes 50.00 28/4/17 Co-op APM catering 6.00 28/4/17 Post Office – Stamps 36.30 28/4/17 Co-op APM catering 37.43 29/4/17 Garnetts – Plants 32.93 01/5/17 B&Q Lampshade for Judges Chamber 8.00 01/5/17 Carphone Warehouse – phone case- 19.99 04/5/17 Garnetts – Plants 19.98 29/5/17 Tobys Pet Shop – key cutting – 8.00 11/5/17 Waitrose – Stationery – 6.50	225.13		<b>225.13</b>
BACS	131617	<b>K N Coe</b>	Grounds and Property Contract June 5 weeks plus SID (paid 28/6)	1919.00		<b>1919.00</b>
BACS	141617	<b>Moore Bros</b>	Clearing ditch along Infirmary Lane (Cemetery side) as per agreed quotation	160.00	32.00	<b>192.00</b>
BACS	151617	<b>E-On</b>	Final Gas bill for 10 Riverside	1.17	0.06	<b>1.23</b>
BACS	161617	<b>Purely Metal Ltd</b>	Repairs and painting of metal skate park ramps as agreed Lands Committee	2083.33	416.67	<b>2500.00</b>
BACS	171617	<b>Rialtas Business Solutions Ltd</b>	End of year accounts as agreed quotation	538.20	107.64	<b>645.84</b>
BACS	181617	<b>Playquip Leisure</b>	Installation of bonded mulch safety surfacing as agreed quotations	7007.00	1401.40	<b>8408.40</b>
BACS	191617	<b>K N Coe</b>	Strimming grass at Riverside junction as agreed Lands Committee	57.00		<b>57.00</b>
BACS	201617	<b>Mr D Smith</b>	Market Supervisor for May	145.00		<b>145.00</b>

41617 Minutes of the meeting of Framlingham Town Council held on Thursday 1<sup>st</sup> June 2017 in The St John Westbury Centre, Fairfield Road, Framlingham at 7.30pm

BACS	211617	J M Spall	Website Management May	554.00		554.00
BACS	221617	Barnes Rosher Office Solutions	Stationery	49.70	9.94	59.64
BACS	231617	O2	Mobile phone contract May	15.92	3.18	19.10
BACS	241617	St John Ambulance	Hire of Hall for APM	60.00		60.00
BACS	251617	St John Ambulance	First Aid cover for Soap Box Race event as agreed quotation	424.32		424.32
BACS	261617	Mrs J Parlone	Contracted hours for May	479.71		479.71
BACS	271617	Mrs A Scott	Contracted hours for May	467.57		467.57
BACS	281617	Mrs E Coe	Contracted hours for June (paid 28/6)	2023.33		2023.33
BACS	291617	HMRC	NI and PAYE for April	989.45		989.45
BACS	301617	Suffolk County Council Pension Account	Pension contributions for June (paid 28/6) Employer: £696.60 Employee: £181.11	877.71		877.71
BACS	311617	Geoff Rogers	Fens grass cutting 3	78.00		78.00
BACS	321617	CATS	Black bags	16.00		16.00
			<b>Total Payments</b>			

**1121617** Cllr J Jones confirmed the BACS payments approved at the May meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

**1131617** The details of the balances of all bank accounts were available to view in the Town Council Office prior to the meeting.

**1141617** Cllr J Jones noted the membership of the Finance Committee were: Cllr Bennell, Cllr Garrett, Cllr J Jones (Chair), Cllr Kitching and Cllr Tanner. Additional members were invited to join the Finance Committee as per Standing Orders but there were no nominations at this time.

**1151617** The Town Clerk/Responsible Financial Officer gave a report of end of year finance matters. She had spent five hours with the RBS Software Consultant finalising the accounts and changing year on the accounts package. She had also spent five hours with the Internal Auditors who had carried out a thorough audit of all the paperwork. A full report had been circulated with the agenda.

**1161617** The report of the Internal Audit would be considered at the next Finance Committee Meeting before being put forward to Full Council for approval.

**1171617** The Annual Governance Statement had been circulated prior to the meeting and was considered. Cllr Jones proposed to approve the responses which were agreed, with all unanimously in favour.

**1181617** Cllr J Jones proposed to approve the Statement of Accounts for the year ended 31<sup>st</sup> March 2017 (circulated with the agenda) which was agreed, with all unanimously in favour.

The document was then signed by the RFO and Chairman.

**1191617** Cllr J Jones proposed to approve the Balance Sheet as at 31<sup>st</sup> March 2017, (circulated with the agenda) which was agreed, with all unanimously in favour.

The document was then signed by the RFO and Chairman.

51617 Minutes of the meeting of Framlingham Town Council held on Thursday 1<sup>st</sup> June 2017 in The St John Westbury Centre, Fairfield Road, Framlingham at 7.30pm

*JL*

11101617 The Town Clerk reported that as income/expenditure was now over £200,000, an Intermediate Audit Questionnaire had been requested by the External Auditor. A list of questions had been provided and answered by the Town Clerk/RFO with evidence such as copies of bank statements and signed minutes supporting the responses, which was noted.

## **12. PLANNING COMMITTEE:**

**The following planning decision was noted:**

**DC/17/0880/FUL Ms L Gibbons – Hillcroft, 10 Mount Pleasant – Planning Permission**

**The following planning applications were considered:**

**DC/17/1850/PNH Mrs J Lane – Brookfield, 20 Brook Lane - prior notification (householder) rear extension**

1211617 The Town Council SUPPORTED the application.

**DC/17/1745/FUL Mr & Mrs Fernig -24 Kings Avenue – erection of residential dwelling and creation of new vehicular access**

1221617 The Town Council SUPPORTED the application. However, the Town Council urges the Planning Authority to ensure that the design of the frontage is in keeping with the surrounding properties.

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

**DC/17/1125/LBC Mr M Howard – The Roundhouse, Station Road – single-storey extension to provide additional accommodation**

1231617 The Town Council SUPPORTED the application.

Cllr Tanner returned to the room.

## **13. PUBLIC RELATIONS AND MARKETS COMMITTEE:**

1311617 Cllr Kitching proposed to approve the committee's recommendation to amend the Town Council Illegal Fly Posting Policy to include wording that all unauthorised literature removed will be disposed of, which was seconded by Cllr Clouting, with one against, majority in favour.

## **14. LANDS COMMITTEE:**

No business.

## **15. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:**

No business.

## **16. INFRASTRUCTURE PLAN COMMITTEE:**

**Special Resolution under Standing Orders 7**

1611617 Cllr J Jones proposed to approve the committee's recommendation for a revision to the recommendation approved by Full Council on 4<sup>th</sup> May ref. 2434517 and 2454517 'to make an application to Suffolk Coastal District Council for up to £1.3M of CIL funding and to apply at the appropriate time for a PWLB Loan of up to £300,000, if needed', which was seconded by Cllr Garrett, with all in favour.

## **17. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:**

Cllr Roberts reported that the pavement leading up to the zebra crossing in Well Close Square was extremely hazardous for those who had difficulty walking, including himself.

It was noted that this issue had been highlighted by the Pavements & Cycle Ways Working Group.

**18. A resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted**

Cllr Tanner proposed to exclude the public and press as above which was unanimously approved. Members of the public, the Town Clerk and Office Assistant left the room.

Correspondence from the solicitor was considered. It was noted that the claim dating back to 2014 had now been settled. It was noted that the Town Council had never accepted liability and could not possibly go for a counter claim when Town Council had never accepted liability in the first place. The Contractor only did what was instructed by the Town Council.

**1811617** Cllr Tanner proposed that the Town Council does not wish to proceed with a counter claim against the Contractor, which was seconded by Cllr Kitching, with all unanimously in favour.

Members of the public, the Town Clerk and Office Assistant returned to the room.

**19. Date of next Council meeting:**

The next Town Council meeting would be held on **Thursday 6<sup>th</sup> July 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8.55pm.