

Signed file copy

FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,
Fairfield Road, Framlingham on Thursday 6th July 2017 at 7.30pm

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from Cllr Kitching and Cllr Hopkins.

PRESENT:

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

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), CCllr S Burroughes, DCllr C Hudson, one member of the Press and 10 members of the public.

2. MINUTES OF PREVIOUS MEETING:

216717 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Clouting, and with one abstention due to absence, all were in favour. The Chairman then signed the minutes.

3. DISPENSATIONS:

No new applications.

4. DECLARATIONS OF INTEREST:

Cllr Bennell declared a personal interest in Item 12, regarding Planning Application DC/17/2519/FUL and signed the Interest Book.

Cllr Tanner declared a pecuniary interest in Item 16, regarding the Community Centre 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 1st – 30th April 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 7 for the same period in 2016. Cllr Roberts reported that on 7th June a young man was cut above eye after being attacked by a dog. When questioned, he confirmed he had reported the attack to the Police, but was not aware of any further action taken. The Town Clerk was requested to refer this incident to the SNT. The Chairman confirmed that the SNT hold local meetings, the next being on 18th July in Co-op Foyer if any of the residents of Framlingham had any questions regarding policing in the town.

6.2 Report by County Councillor:

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

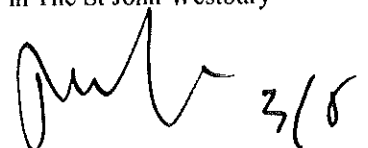
CCllr Burroughes confirmed that Chief Executive Deborah Cadman was leaving to take up a new role as the first permanent Chief Executive with the West Midlands Combined Authority. He was sad to lose her as she was well respected, and he confirmed the SCC was looking for a replacement.

He mentioned the transformation taking place at SCC Highways, and that there had been too many complaints in the past and hoped that 'common sense rules' would reduce this. He noted that there had been resurfacing and line painting in Framlingham, including Well Close Square.

He confirmed he had received an email regarding the issues relating to the Persimmon Housing Development on Mount Pleasant.

Cllr J Jones requested clarification regarding the SCC highways restructuring including reporting highways problems via a new customer services call centre.

Cllr Burroughes confirmed that this would be implemented as it would be more efficient. However, he would be willing to receive emails directly if a problem could not be resolved.

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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 congratulated CCllr Burroughes on his new appointment as Chairman of Suffolk County Council.

He agreed with CCllr Burroughes that there were irregularities appearing in relation to the plans granted by SCDC to housing developments in the town, which would need to be monitored.

Cllr Tanner agreed that monitoring of Persimmon was required and was being carried out by Anita Kittle, Planning Officer at SCDC. He requested that DCllr Hudson shared any information with the Town Council in order to be kept as informed and up to date as possible, which was agreed.

6.4 Report from Framlingham Business Association rep:

Cllr Clouting reported that the next meeting would be held on 17th July.

6.5 Report from Suffolk Association of Local Councils rep:

Cllr Garrett reported that there had been a meeting 2 weeks ago which he unfortunately was not able to attend due to Town Council commitments. The minutes would be circulated when received.

6.6 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that the children's Reading Challenge would take place during the summer holidays, with registration opening on 15th July. There would be 9 extra volunteers assisting from age 14 upwards.

The new sign had been installed at the front of the Court House; which was paid for by the Friends of the Library.

Many thanks to DCllr Christopher Hudson who had made £1,000 of his Enabling Communities Budget available towards the cost of re-carpeting, re-decorating and the re-modelling of the Reception Area.

Also grateful thanks to CCllr Stephen Burroughes for £718 towards additional furniture and a moveable barrier – items needed for the Library following the Town Council moving in.

6.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the next Swap & Mend would be on Saturday 8th July in the Unitarian Meeting House. On the last occasion when a head count was taken, it came to over 300 people passing through.

6.8 Public Comment:

- One member of the public identified himself as Nick Corke, from the Mills Charity. He commented on and provided information relating to Agenda Item 8. 59/61 College Road. The Mills Charity was keen to buy the property which they valued at £150,000 but Flagship wanted £250,000. He felt it was not worth that amount. HOUR Community would like to keep the 6 one bedrooms flats as a community asset and was seeking support to fight any potential planning application, when presented, to turn them into 3 two bedroom town houses.
- One member of the public asked if the Town Council had been consulted on the route of the Tour of Britain in September.

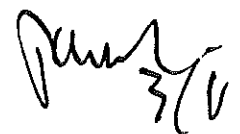
The Town Clerk confirmed that the Town Council had been informed.

- One member of the public commented on the proposal for a Community Centre in Brook Lane. They questioned its locality in a residential area, the size of facility and the fact that it would be in a prime residential area. They felt there were issues with noise and parking. They were aware Consultation Briefings had been set up but requested a copy of the Business Plan (which has not been released to the Public yet as it was still in draft form) as revenue streams would be needed to fund the costings.

Cllr Tanner confirmed that 2 briefing sessions had been arranged as the first stage of consultation with the residents of the Town, when more details would be available.

- One member of the public questioned the advertising the new housing developments were using and felt that some were large and inappropriate and there were too many yellow directional signs in the town.

The Chairman requested the Town Clerk to seek clarification on signage rules.



- One member of the public reported that June's draft minutes of the last Full Council Meeting had not been posted on the website.

The Town Clerk apologised and confirmed that this had been an oversight, which had been rectified with the website manager.

- One member of the public commented about fly posting, advising that Hopkins homes are fly posting and that yellow signs have to be approved and must not have the developers name on them.
- They also commented that Persimmon had not adapted housing to fit the local area and the windows they are using have not been approved.

The Chairman agreed that there should be a combined effort to put pressure on the Developer to conform.

7. RECONVENE:

716717 The Chairman proposed to reconvene the meeting, which was approved.

8. CORRESPONDENCE:

HOOR Community item 14/7

Email requesting the support of the Town Council to pursue a project to purchase and retain the Flagship Housing site in College Road for the benefit of the community rather than Flagship developing the site for housing.

There followed some discussion.

816717 Cllr Tanner proposed to support the HOOR Community to pursue a project to purchase and retain the Flagship House site in College Road for the benefit of the community, which was seconded by Cllr J Jones, with all in favour.

9. TRAINING/CONFERENCE/EVENTS:

No business.

10. COUNCILLOR CASUAL VACANCY:

No applications had been received for the casual vacancy.

The Chairman confirmed that this item should be passed once again to PR& Markets committee as an Agenda item to discuss further steps in advertising the position. The Town Clerk confirmed that the vacancy had been advertised locally and in the EADT.

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.

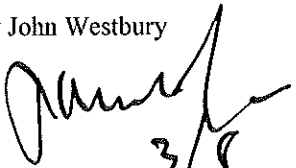
1116717 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Clouting, with all in favour. A copy of the approved invoices would be included in the minutes.

Cheque no BACS/Direct Debit/ Credit Card	Ref	Payee	Description	Net amount	VAT	Total
BACS	16717	Synergy Audio	Audio services for Soap Box Race	376.80		376.80
DD	26717	Fram Broadband	CCTV connection June	12.50	2.50	15.00
BACS	36717	BROS	Stationery	80.81	16.16	96.97
BACS	46717	Fram DIY	Compost 34.50 Wood for allotment repairs 23.50 Batteries for recorder 2.76	60.76	12.15	72.91

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BACS	56717	Hudsons Electrical	Quarterly Market Hill electrical inspection	96.00	19.20	115.20
DD	66717	Frambroadband	Broadband for CCTV July	12.50	2.50	15.00
BACS	76717	Viking Direct	Stationery	83.49	16.70	100.19
BACS	86717	St John Ambulance	Hire of Hall for June	30.00		30.00
BACS	96717	SLCC	Quotes, Contracts and Tendering Course – Town Clerk	145.00	29.00	174.00
BACS	106717	Geoff Rogers	Fens grass cutting 4	78.00		78.00
BACS	116717	Leiston Press	Calendar 2018 printing	495.60		495.60
DD	126717	E-On	Electricity supply to Pageant Field	6.44	0.32	6.76
DD	136717	E-On	Electricity supply to Cemetery	5.70	0.29	5.99
BACS	146717	Castleton Brass	Fee for band on Armed Forces Day	200.00		200.00
BACS	156717	Playquip Leisure	Roundabout and surfacing as per agreed quotation	7771.00	1554.20	9325.20
BACS	166717	St John Ambulance	Hire of hall for May	30.00		30.00
BACS	176717	K N Coe	Grounds and Property Contract July plus SID and Pageant field hedges (paid 28/7)	1615.00		1615.00
BACS	186717	Mr D Smith	Market Supervisor for June	130.00		130.00
BACS	196717	J M Spall	Website Management June	586.00		586.00
DD	206717	HSBC	CREDIT CARD PAYMENTS: 15/5/17 katies Garden – plants – 62.36 17/5/17 Ladybird Nurseries – plants -35.65 17/5/17 Trophy Store- allotment trophies – 20.39 17/5/17 The HCC – telephone – 99.99 18/5/17 Amazon – Stationery – 27.30 19/5/17 A Plant – Traffic Management for Soap Box race – 540.00 24/5/17 Garnetts Gardens – Plants- 83.66 27/5/17 Annual fee – 32.00 29/5/17 Garnetts Gardens –	1307.11	97.64	1404.75

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			Plants – 21.60 2/6/17 Glasdon UK – Dog bins – 259.56 13/6/17 Brunel Engraving – Rose bed plaques x 2- 124.60			
DD	216717	O2	Mobile phone contract June	17.50	2.50	20.00
BACS	226717	Mrs J Parlone	Contracted hours for June	475.34		475.34
BACS	236717	Mrs A Scott	Contracted hours for June	364.52		364.52
BACS	246717	Mrs E Coe	Contracted hours for July (paid 28/7)	2023.33		2023.33
BACS	256717	HMRC	NI and PAYE for June	963.85		963.85
BACS	266717	Suffolk County Council Pension Account	Pension contributions for July (paid 28/7) Employer £696.60 Employee: £181.11	877.71		877.71
BACS	276717	Westcotec	Bracket and clip set for SID pole	50.00	10.00	60.00
BACS	286717	Rialtas Business Solutions Ltd	Alpha Software maintenance and support	116.00	23.20	139.20
BACS	296717	Mrs E Coe	Mileage claim 26.10 Reimbursement for Plants (Etheridge Nurseries) 4.50 Quality Award cake 22.00	52.60		52.60
SO	306717	Suffolk Libraries	Rent	2500.00		2500.00
BACS	316717	Suffolk Coastal District Council	Annual Premises Licence for Market Hill	70.00		70.00
			Total Payments			

1126717 Cllr J Jones confirmed the BACS payments approved at the June meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

1136717 The details of the balances of all bank accounts were available to view in the Town Council Office prior to the meeting.

1146717 Cllr J Jones noted the Internal Audit Report, which had been considered by the Finance Committee at the last meeting. The Town Clerk/RFO reported that the Internal Auditors had provided an Appendix to the Report with recommendations and suggestions for minor amendments to various policies and documents, which she had worked through and all the revisions would be presented to the relevant committees as part of the annual review of all documents and policies in September.

12. PLANNING COMMITTEE:

The following planning decision was noted:

DC/17/1850/PNH Mr S Pask – Brookfield, 20 Brook Lane – Prior Notification not required

DC/17/1741/FUL Mr & Mrs C Newton – Bankside, 4 Brook Lane – Planning Permission

DC/17/1125/LBC Mr M Howard – The Round House, Station Road – Listed Building Consent

DC/17/1689/LBC English Heritage Trust- Framlingham Castle, Castle Street – Listed Building Consent

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DC/17/2105/TCA Front Form Property Management Ltd- St Michael's Close – Planning Permission
DC/17/2411/ARM Mr Davies (Landex Ltd) Land south east of Rawlings Cottage - Withdrawn

The following planning applications were considered:

DC/17/2519/FUL Mrs I Owen – 1 Buckmaster Meadow, Station Terrace –Loft conversion with rear dormer and 3 roof lights to front elevation and single garage

1216717 The Town Council SUPPORTED the application by a majority, with one abstention due to personal interest.

DC/17/2620/FUL Mr & Mrs A Noble – 4 Pembroke Road – Demolition of existing conservatory and single bay garage. Erection of single storey side and rear extensions. Erection of detached double garage with room in roof accommodation

1226717 The Town Council SUPPORTED the application.

13. PUBLIC RELATIONS AND MARKETS COMMITTEE:

1316717 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £500 from Tom Harbinson (with a contribution of £100 from the FBA) to clear the vegetation along the riverbank in Riverside from bridge to bridge, the work to be carried out during September/October, which was seconded by Cllr E Jones, with all in favour.

1326717 Cllr Bennell proposed to approve the committee's recommendation to add the additional wording in brackets to the Fly Posting Policy:

Framlingham Town Council will remove and dispose of all unauthorised literature from lamp posts and public places in Framlingham.

(It is not intended that the Town Council will pursue Local Fundraising Community Groups using directional signs for events)

which was seconded by Cllr Clouting, and with one objection a majority were in favour.

1336717 Cllr Bennell proposed to approve the committee's preferred quotation from R W Curle for the supply of 5 pop up electrical boxes with key release and hinged arrangements, along with electrical and civil works at a total cost of £15,923.15. Funding of 40% (£6,369.26) has been granted from Suffolk Coastal District Council's Economic Development Team, leaving a shortfall of £9,553.89 to be funded from Budget 1706 (Market Electric) of £2,500 (£1,000 left in the budget for current electrical inspections and repairs, plus possible road closure for the work) and Budget 2316 (local CIL) £7,053.89 with approval of the Infrastructure Plan Committee, which was seconded by Cllr Roberts, with all in favour.

Cllr Tanner thanked the Town Clerk for all her hard work obtaining a grant from the SCDC Economic Development Team.

14. LANDS COMMITTEE:

1416717 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £867.86 from Playquip Leisure for a new arm to the See-saw on the Pageant Field, which was seconded by Cllr Clouting, with all in favour.

15. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

No business.

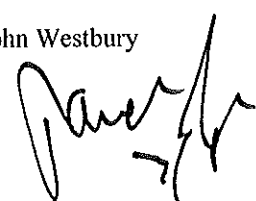
16. INFRASTRUCTURE PLAN COMMITTEE:

1616717 Cllr J Jones proposed to approve the committee's recommendation to appoint Barker Gotelee for legal services relating to the Community Centre, and to use funds of up to £5,000 from the budget already allocated and agreed by Full Council, which was seconded by Cllr Garrett, with all in favour.

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

After clarification of two minor points:

1626717 Cllr J Jones proposed to approve the CIL application prior to submission to SCDC for the Framlingham Infrastructure Plan – the draft application had been circulated to Councillors prior to the meeting, which was seconded by Cllr E Jones, with all in favour.



Cllr Tanner returned to the room.

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

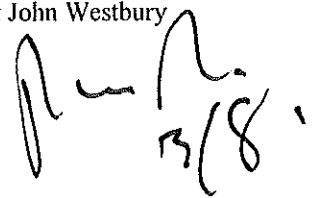
Cllr Tanner reported the good news the Town Council had achieved Quality Status in the Local Council Award Scheme, being only the third council in the county to attain this status. A celebration was planned on 18th July in the Town Council Offices. He thanked the Councillors, Town Clerk and admin staff for all the hard work in achieving the award.

Cllr Roberts reported that the drains in Station Road were overflowing when it rained.

18. Date of next Council meeting:

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

Meeting closed at 8.50 pm.

Handwritten signature and date '13/8'.