

## FRAMLINGHAM TOWN COUNCIL

Draft Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 5<sup>th</sup> October 2017 at 7.30pm

The Chairman advised that the meeting was being recorded.

### **1. APOLOGIES:**

Apologies were received and accepted from CCllr Stephen Burroughes.

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), DCllr C Hudson, one member of the Press and 19 members of the public.

### **2. MINUTES OF PREVIOUS MEETING:**

2151017 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Kitching, 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 Tanner declared a pecuniary interest in Agenda Item 12 Planning Application DC/17/3752/FUL and signed the Interest Book.

### **5. ADJOURNMENT:**

5141017 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> July 2017 was circulated and a copy attached to the file copy of these minutes. It was noted that there were 10 reported crimes compared with 15 for the same period in 2016.

#### **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.

#### **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 reported that the Community Centre Public Meeting was due to take place on Wednesday 11<sup>th</sup> October, giving the residents the opportunity to discuss the project with the Town Council.

He reported that Hoo Church had contacted him regarding 4 men, who had contacts with Framlingham, who died in WW1. There was no formal recognition of them and he confirmed he was happy to give backing for a stone to be placed in the Church.

Cllr Jones requested clarification from DCllr Hudson regarding his comments on Twitter relating to the Community Centre. Cllr Jones felt it was premature for DCllr Hudson to make a comment saying he was not supportive of it because it was in the wrong location. DCllr Hudson confirmed he had met with some residents of the town to discuss the matter and gave a quote to the newspaper but felt that he hadn't fully heard all sides of the story so had not made a personal decision yet. The comments made were residents opinions, not his own.

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

Cllr Kitching reported that he had attended the last meeting held on 18<sup>th</sup> September and would give a full report to the next PR & Markets Committee Meeting on 10<sup>th</sup> October. The main issue discussed was the Great Framlingham Sausage Festival due to take place this Sunday.

Cllr Roberts suggested that a sausage throwing competition could be included for next year. He had witnessed a successful competition at Harwich (using sausages past their sell by date) which included a small prize for the winner.

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

Cllr Garrett reported that the last meeting was held on Monday 18<sup>th</sup> September, which he was unable to attend, due to a holiday commitment. He requested that an item be added to the next Agenda for a replacement Councillor to take over as the SALC Representative as the meetings tended to clash with other Town Council committee meetings.

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

Cllr Bennell gave the following report:

“The Library has teamed up with the Town Council in organising a Christmas Card Competition this year for all ages.”

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

Cllr Bennell gave the following report:

“The AGM will be held at the FAYAP Centre at Thomas Mills High School on Saturday 28<sup>th</sup> October at 10am, with special guest speaker, Professor John Midwinter, on the subject of ‘Sustainable Living’.”

### **6.8 Public Comment:**

- One person commented that they were dismayed to see in the minutes of the Infrastructure Plan Committee that Cllr Tanner had personally received an unpleasant threatening letter regarding the Community Centre and felt that this was deplorable and people should reserve any arguments until the public meeting next week. There were people in the town that appreciated all the work and effort that the Town Council has put into the idea of a Community Centre and developing it, and it would be a shame if it wasn't pursued as soon as possible.
- One person commented that they had undertaken a housing density survey looking at residential housing within 100 metres of a Community Centre. Framlingham had 62 houses within 100 metres, which has caused vigorous opposition.
- One person endorsed the first comment regarding the Town Council and positive feelings within the town.
- One person endorsed the same comment.
- One person commented on the proposed Community Centre, saying there had been no consultation with the people whose lives would be utterly blighted by this scheme and was it the correct use of public resources to push ahead with a secret plan of development and consultation with legal services. Many people thought that it was the wrong development in the wrong place, and questioned; is the fact that the land has been gifted good enough reason to blight a neighbourhood?

Cllr Tanner stated that the Town Council was in a period of consultation, and there were no plans to submit a planning application. No formal proposal had been ratified by the Town Council to take any further action, to drop it, to proceed with it, or to proceed with an amended scheme. There would be a public meeting next Wednesday 11<sup>th</sup> October, when all views would be listened to, then there would be an opportunity for the Town Council to decide what it would do, and at that point it would make a decision. He noted that there was no proposal to make any planning application or advance anything, as at today the Town Council was still in a consultation process.

- One person noted that the Town Council had produced a leaflet which had been delivered to all households in the town as part of a consultation process, and applauded the Town Council for the huge effort in trying to get CIL monies from the housing developments that had been built in the town, in competition with other places that would like the money to do their projects. A large amount of work had been done and they hoped that a constructive debate would be allowed at the public meeting so that a Community Centre would go ahead one way or another.
- One person commented that they had requested copies of the Working Group minutes, but had been unsuccessful as the Town Council had advised that it was not legally obliged to publish notes from informal working group meetings. They were frustrated that the information requested had not been made available and reminded the Town Council of the Nolan Principles in particular openness and accountability.

- One person commented that no one from the Town Council had come to see them and had expected this as a resident mostly affected by the proposed Community Centre.
- One person commented that they were in total agreement with the last comment.

#### **7. RECONVENE:**

751017 The Chairman proposed to reconvene the meeting, which was approved.

#### **8. CORRESPONDENCE:**

None.

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

##### **Item 11/10 Suffolk Association of Local Councils**

Invitation to attend the AGM on Tuesday 7<sup>th</sup> November at Blackbourne Community Centre, Elmswell. Cllr Garrett was not able to attend due to a prior to a commitment. Any councillor that would like to attend was asked to contact the Town Clerk.

#### **10. COUNCILLOR CASUAL VACANCY:**

4 applications had been received for the 2 casual vacancies, which had been circulated and were considered:

Mr Clive Eastwood

Mr John Simpson

Ms Lisa Hamon

Mr David Beal

A paper ballot for the first vacancy resulted in 7 votes for Mr Beal and 2 votes for Mr Eastwood.

Therefore, Mr Beal was successfully co-opted as a Town Councillor.

A paper ballot for the second vacancy resulted in 5 votes for Mr Simpson, 2 votes for Mr Eastwood and 2 votes for Ms Hamon.

Therefore, Mr Simpson was successfully co-opted as a Town Councillor.

The Town Clerk would provide both with the required information and a Declaration of Acceptance of Office would be signed at their first meeting.

#### **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.

11151017 Cllr Jones proposed to approve the payment of current invoices, which was seconded by Cllr Collins, with all in favour. A copy of the approved invoices would be included in the minutes.

| <b>Cheque no<br/>BACS/Direct<br/>Debit/ Credit<br/>Card</b> | <b>Ref</b> | <b>Payee</b>          | <b>Description</b>                                | <b>Net amount</b> | <b>VAT</b> | <b>Total</b>  |
|---|------------|-----------------------|---|-------------------|------------|---------------|
| DD  | 151017     | <b>E-On</b>           | Electricity supply to Pageant Field               | 9.51              | 0.48       | <b>9.99</b>   |
| DD  | 251017     | <b>E-On</b>           | Electricity supply to Cemetery                    | 5.96              | 0.30       | <b>6.26</b>   |
| DD  | 351017     | <b>Fram Broadband</b> | CCTV connection October                           | 12.50             | 2.50       | <b>15.00</b>  |
| BACS  | 451017     | <b>BDO</b>            | External Audit fee for year ended 31st March 2017 | 400.00            | 80.00      | <b>480.00</b> |
| BACS  | 551017     | <b>Leiston Press</b>  | Firework signs – agreed F/C                       | 580.00            | 116.00     | <b>696.00</b> |

|        |         |   |  |         |         |                 |
|--------|---------|---|--|---------|---------|-----------------|
| BACS   | 651017  | <b>Copy IT Digital Solutions Ltd</b>          | Photocopier charges  | 49.80   | 9.96    | <b>59.76</b>    |
| DD     | 751017  | <b>HSBC</b>                                   | Credit Card Payments:<br>07/09/17 The Glow Company-<br>Glo Products – 388.87<br>07/09/17 Co-op – Coffee/Tea<br>etc – 19.07 | 407.94  |         | <b>407.94</b>   |
| BACS   | 851017  | <b>United Free Church</b>                     | Grant – 5/10   | 250.00  |         | <b>250.00</b>   |
| 103319 | 951017  | <b>Cash</b>                                   | Floats for Firework event  | 1000.00 |         | <b>1000.00</b>  |
| DD     | 1051017 | <b>O2</b>                                     | Mobile phone contract  | 17.50   | 2.50    | <b>20.00</b>    |
| BACS   | 1151017 | <b>Mr D Smith</b>                             | Market Supervisor September  | 82.50   |         | <b>82.50</b>    |
| BACS   | 1251017 | <b>J M Spall</b>                              | Website Management<br>September  | 586.00  |         | <b>586.00</b>   |
| BACS   | 1351017 | <b>Geoff Rogers</b>                           | Fens grass cutting 7   | 78.00   |         | <b>78.00</b>    |
| BACS   | 1451017 | <b>R W Curle</b>                              | Supply of pop up electrical<br>boxes as per agreed quotation   | 8718.75 | 1743.75 | <b>10462.50</b> |
| BACS   | 1551017 | <b>K N Coe</b>                                | Grounds and Property Contract<br>September plus SID and 4<br>hours hedge cutting on pageant<br>Field (paid 28/10)          | 1615.00 |         | <b>1615.00</b>  |
| BACS   | 1651017 | <b>Mrs J Parlone</b>                          | Contracted hours for September   | 409.93  |         | <b>409.93</b>   |
| BACS   | 1751017 | <b>Mrs A Scott</b>                            | Contracted hours for September   | 317.45  |         | <b>317.45</b>   |
| BACS   | 1851017 | <b>Mrs E Coe</b>                              | Contracted hours for October<br>(paid 28/10)   | 2023.33 |         | <b>2023.33</b>  |
| BACS   | 1951017 | <b>HMRC</b>                                   | NI and PAYE for September  | 952.05  |         | <b>952.05</b>   |
| BACS   | 2051017 | <b>Suffolk County Council Pension Account</b> | Pension contributions for<br>October (paid 28/10)<br>Employer £696.60<br>Employee: £181.11                                 | 877.71  |         | <b>877.71</b>   |
| DD     | 2151017 | <b>Fram Broadband</b>                         | CCTV connection November<br>(paid 1/11)  | 12.50   | 2.50    | <b>15.00</b>    |
| DD     | 2251017 | <b>Suffolk Libraries</b>                      | Quarterly rent   | 2500.00 |         | <b>2500.00</b>  |

**11251017** Cllr Jones confirmed the BACS payments approved at the September meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

**11351017** The details of the balances of all bank accounts were noted and were available to view in the Town Council Office and prior to the meeting.

**11451017** The completion of the Audit for the year ended 31<sup>st</sup> March 2017 was noted by Cllr Jones. He expressed his thanks to the Town Clerk for all her hard work, which had been exceptional.

**11551017** Cllr Jones proposed to approve the annual review and amendment (where stated) of the following documents and policies, which was seconded by Cllr Kitching, with all in favour.

Standing Orders

Financial Regulations

Code of Conduct/Model Publication Scheme/Freedom of Information/Data Protection

Complaints Procedure

Grievance procedure

Health & Safety Policy and Statement

Child Protection Policy

Equal Opportunities Policy

Equality Policy Statement

Internal Audit Effectiveness Review

CCTV Policy

Filming, Videoing, Photography and Audio Recording at Council Meetings – revised

Balloons and Sky Lanterns Ban

Review of Risks of Legionnaire's Disease

Terms of Reference for Committees, Sub-Committees and Working Groups

Terms of Reference for Infrastructure Plan Working Groups (Parking/Footpaths and Cycleways/Community Centre)

Illegal Fly Posting

Community Engagement Policy – revised

Retention of Documents Policy

Current Policies and Documents Control Management System

Grant Policy – revised

Disciplinary Procedure

Risk Assessment Record and Procedure

Appraisal Process (see Finance Committee T of R)

Action Plan

Scheme of Delegation

Town Council Contracts

Training Statement of Intent

Staff Training

Councillor Training

**11651017** Cllr Jones proposed to approve the committee's recommendation to award a grant to the United Free Church of £250 towards a new carpet, which was seconded by Cllr Hopkins, and with one abstention due to interest, all were in favour.

## **12. PLANNING COMMITTEE:**

**The following planning decisions were noted:**

**DC/16/4370/OUT** BNRO & PA Hinton – Newnham Business Park – Saxtead Road – Outline Planning Permission

**DC/17/2996/ADN** Miss L Packman (Taylor Wimpey) Castle Keep, Fairfield Road – Consent for the Display of Advertising

**DC/17/2650/FUL** Matthew Clarke – The Orchard, Badingham Road – Planning Permission

**DC/17/3459/TCA** Mr M Gayland – The Ancient House, Well Close Square – Planning Permission

**DC/17/3161/FUL** Mr D Langford – Sunnyfields, Saxmundham Road – Planning Permission

**DC/17/3272/FUL** Mrs Copley – 29 The Knoll – Planning Permission

**Appeal ref: APP/J3530/W/17/3175365** The Barn, Gatewood Farm, Lampard Brook (DC/16/5341/PN3)  
Appeal Dismissed

## **The following planning applications were considered:**

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

**DC/17/3752/FUL Christian Science Society – 23 Fore Street** – change of use of existing meeting room and extension to create new dwelling

**12151017** The Town Council OBJECTED to the application, which will result in the loss of at least one parking space on the road. We also object on the basis that this application represents a loss of non-residential use.

Cllr Tanner returned to the room.

**DC/17/2910/FUL Conrad Consulting Ltd -38 Fore Street** – Demolition of existing building comprising 1 first floor residential unit and ground floor office unit. Demolition of outbuilding. Erection of 4 single storey dwellings with associated parking and landscaping. Alteration to highways access

**12251017** The Town Council SUPPORTED the application. The Council regrets the loss of business accommodation but supports that this application is of lower density than the previous application and supports construction of single storey accommodation.

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

**13151017** Cllr Kitching proposed to approve the committee's recommendation to transfer £943.91 profit from the Soap Box Race to the Entertainments Reserve Account, which was seconded by Cllr Hopkins, with all in favour.

Cllr Kitching commented that more Volunteers would be required for this event to run next year.

**13251017** Cllr Kitching proposed to approve the committee's recommendation to accept the annual review and amendment of Market Regulations, which was seconded by Cllr Hopkins, with all in favour.

**13351017** Cllr Kitching proposed to approve the committee's recommendation not to increase the Market Rents for 2018/2019, which was seconded by Cllr Jones, with all in favour.

### **14. LANDS COMMITTEE:**

**14151017** Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for a Tree Survey of the Churchyard, Cemetery, Pageant Field and Fens at £600 from Budget 1613 (Trees All), which was seconded by Cllr Hopkins, with all in favour.

**14251017** Cllr Bennell proposed to approve the committee's recommendation to accept the annual review and amendment of the following documents, which was seconded by Cllr Kitching, with all in favour.

God Parent Scheme

Allotment Regulations

Cemetery Regulations

CCTV – Pageant Field

**14351017** Cllr Bennell proposed to approve the committee's recommendation not to increase the Allotment Rents for 2018/2019, which was seconded by Cllr Garrett, with all in favour.

Cllr Jones questioned the reason behind the next recommendation not to increase the cemetery charges. It was noted that a comparison of other charges had been carried out and following increases over the last few years the cemetery charges were now in line with other burial authorities.

**14451017** Cllr Bennell proposed to approve the committee's recommendation not to increase the Cemetery Charges for 2018/2019, which was seconded by Cllr Kitching, and with one abstention, all were in favour.

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

No business.

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

Cllr Jones reported that the Pavements & Cycle Paths Working Group had been waiting since June for a response from SCC Highways regarding its proposals. A response had now been received and the Working Group would now need to meet to discuss it, but due to the SCC delays progress was very slow. A very positive meeting with the Rights of Way Officer had taken place relating to the proposals for the footpath across the Pigs Meadow in New Road.

Cllr Jones advised that the Suffolk Coastal District Council Cabinet Meeting which would consider all CIL applications had been re-scheduled for 7<sup>th</sup> November.

The Parking Strategy Working Group had completed a full analysis of the survey regarding the residential parking zone. This would now be discussed by the Working Group.

Cllr Jones requested that all Councillors attend the Community Centre Public Meeting on 11<sup>th</sup> October, in order to be fully informed prior to any future debate or discussion at Full Council.

Cllr Kitching agreed that all Councillors needed to be present, if possible.

Cllr Jones confirmed that the next IPC meeting was planned for 17<sup>th</sup> October to discuss the outcome of the Public Meeting and then recommendations would be put forward to Full Council on 3<sup>rd</sup> November.

Cllr Jones advised that according to the Working Group Terms of Reference, there should be a minimum of 3 councillors on each Working Group. In order to meet the Terms of Reference the Pavements & Cycle Paths Working Group needed another Councillor to join.

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

Cllr Roberts reported that he felt the Hopkins Homes development design and construction was very good and should be recognised.

Cllr Tanner then gave a statement ending with his resignation as a Councillor. He stated that being a Councillor was a voluntary role, which most people undertook to help and give something back to the community in which they lived, it was time consuming but many aspects were enjoyable. However, recent events had made his position as a Councillor unenjoyable. The opposition to the proposed community centre had become loud, aggressive with some residents complaining of being forced to sign a petition objecting to the proposals and finally personal with an anonymous threatening letter sent to his home, which was completely unacceptable. Therefore, he had no interest in giving any more of his free time to represent a community comprising elements of such aggressive negativity. He thanked all the Councillors for their hard work, help and support and particularly the Chairmen of Committees who put in a lot of hard work all in their own time, the admin staff and in particular the Town Clerk for her help and support, who in his opinion did an absolutely unbelievable job, often in the face of adversity.

## **18. Date of next Council meeting:**

The next Town Council meeting would be held on **Thursday 2<sup>nd</sup> November 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8.45pm.