

## FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,  
Fairfield Road, Framlingham on Thursday 2<sup>nd</sup> November 2017 at 7.30pm

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

Cllr Kitching welcomed Cllr Beal and Cllr Simpson to their first Full Council meeting.

### **1. ELECTION OF CHAIRMAN:**

1121117 Cllr Jones proposed Cllr Kitching as Chairman, which was seconded by Cllr Bennell with all unanimously in favour.

Cllr Kitching signed the Chairman's Declaration of Acceptance of Office.

### **ELECTION OF VICE-CHAIRMAN:**

1221117 Cllr Kitching proposed Cllr Garrett as Vice Chairman, which was seconded by Cllr Collins with all unanimously in favour.

### **2. APOLOGIES:**

The Town Clerk noted that CCllr Burroughes had advised that he would be arriving at 8pm.

The Chairman formally acknowledged the resignation of James Tanner as a Town Councillor, and noted the Town Council's thanks for all his hard work and support.

### **PRESENT:**

Cllrs: Mr D Beal, Ms S Bennell, Mrs L Clouting, Mr P Collins, Mr S Garrett, Mr J Jones, Mr S Hopkins, Mr G Kitching, Mr B Roberts and Mr J Simpson.

### **IN ATTENDANCE:**

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), DCllr C Hudson, CCllr S Burroughes, one member of the press and 20 members of the public

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

3121117 Cllr Kitching proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Clouting and with two abstentions due to absence, all were in favour.

The Chairman then signed the minutes.

Cllr Jones apologised for his mistake at the last meeting, when he stated 3<sup>rd</sup> November in his report rather than 2<sup>nd</sup> November.

### **4. DISPENSATIONS:**

No new applications.

### **5. DECLARATIONS OF INTEREST:**

None.

### **6. ADJOURNMENT:**

6121117 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> August 2017 was circulated and a copy attached to the file copy of these minutes. It was noted that there were 12 reported crimes compared with 2 for the same period in 2016.

The Town Clerk reported that she had been advised by Inspector Jackson that there had been a series of thefts from work vans in the Lowestoft, Halesworth and Bungay areas, with one incident in Framlingham and he had requested that residents be vigilant and make sure that vehicles are kept locked, particularly in the run up to Christmas.

#### **6.2 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 Cllr Kitching on his appointment as Town Council Chairman and noted his thanks to James Tanner for all his hard work for the benefit of the town.

He noted that the Community Centre Public Meeting had been well organised, well attended and civilised and would be happy to help residents and the Town Council find the best solution for the town.

He reported that the new Screen Suffolk studio at Bentwaters had been approved, and that Woods Lane in Melton would be closed for 3 months to allow road works relating to the Bloor Homes development site.

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

Cllr Kitching reported that the next meeting was scheduled for 20<sup>th</sup> November.

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

No report.

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

Cllr Bennell reported that the Library would be open for the Late Night Shopping event on 1<sup>st</sup> December serving mulled wine and mince pies. There would also be a free Lucky Dip, a Christmas Storytime and Fairtrade stall. She also reported that the Library would be hosting the Librarian Theatre on Thursday 14<sup>th</sup> December at 7.30 with their production of 'Alice in the Cuckoo's Nest'.

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

Cllr Bennell reported that the next Swap and Mend would be held at the Unitarian Meeting House on Saturday 11<sup>th</sup> November. She also reported that the Community Garden has had a successful growing season and currently the fencing was being replaced and the raised beds refurbished.

### **6.7 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.

### **6.8 Public Comment:**

There were several favourable comments on the way the Community Centre Public Meeting had been conducted.

There were several comments on the proposed community centre, which most felt was in the wrong location, and other options should be pursued and/or a complete re-think of the whole project carried out.

There were requests for the notes of Working Group meetings to be published.

A statement from the Chairman of the Framlingham Residents Association was read out noting that the Town Council, Neighbourhood Plan Team and Community Centre Working Group had all put in a huge amount of effort to date, and hoping that by working together with architects and planners solutions would be found, as other communities had done, in order to provide a community centre that the town had been wanting for years.

### **7. RECONVENE:**

7121117 The Chairman proposed to reconvene the meeting, which was approved.

### **8. CORRESPONDENCE:**

There were no items of correspondence to be considered at this meeting.

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

9121117 Cllr Kitching proposed to approve the cost of £100 plus mileage each for the attendance of Cllr John Simpson and Cllr David Beal on the SALC 2 day Councillor Training Course, to be held on Saturday 20<sup>th</sup> and 27<sup>th</sup> January 2018, which was seconded by Cllr Jones and with two abstentions all were in favour.

9221117 Cllr Kitching proposed to approve the cost of £100 plus mileage for the attendance of Cllr Clouting on the SALC 2 day Leadership/Chairmanship Skills Training Course, to be held on Thursday 15<sup>th</sup> and 22<sup>nd</sup> February 2018, which was seconded by Cllr Garrett and with one abstention all were in favour.

Cllr Kitching advised Councillors to let the Town Clerk know if they also wished to attend.

### **10. SUFFOLK ASSOCIATION OF LOCAL COUNCILS REPRESENTATIVE:**

Cllr Kitching noted that the quarterly meetings clashed with the Planning and Rights of Way, Highways & Lighting Committee meetings. Therefore any Councillor not on these committees could take on this role and Cllr Garrett would provide information if required. Agenda item next meeting.

CCllr Burroughes arrived at this point and Cllr Kitching proposed to adjourn the meeting, to allow him to speak, which was agreed.

Cllr Burroughes congratulated Cllr Kitching on his appointment as Chairman and noted his disappointment about the way Cllr Tanner had been treated by some members of the public. He noted the email received from the Town Clerk and apologised on behalf of SCC highways for the frustrations relating to the online reporting tool. The Town Clerk had raised several outstanding highway issues, which were proving difficult to resolve without the continuity of contact with SCC Officers. Cllr Jones requested a copy of the organisational structure of SCC highways, and also noted that commitments had been made by SCC which had not been followed up, causing delay and frustration for Town Council projects.

Cllr Burroughes recognised the problems and advised that he would be looking into the matter.

Cllr Kitching proposed to reconvene the meeting, which was agreed.

#### **11. COUNCILLOR CASUAL VACANCY:**

The following applications for the casual vacancy arising from the resignation of Cllr Tanner were considered:

Mr Clive Eastwood

Ms Lisa Hamon

A paper ballot resulted in 7 votes for Mr Eastwood, and 3 votes for Ms Hamon

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

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

#### **12. PLANNING COMMITTEE:**

The following planning decisions were noted:

- DC/17/3348/FUL & DC/17/3349/LBC Mr G Bisdee – 29 Fore Street- Withdrawn
- DC/17/3776/FUL Mr P Morgan – 2 Saxtead Road – Planning Permission

The following planning application was considered:

- DC/17/4190/FUL Mr A Morgan – Shaws Barn, Badingham Road – erection of a single-storey rear extension

**12121117** The Town Council SUPPORTED the application.

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

**13121117** Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Leiston Press of £357 for reprinting 2000 copies of the Town Trail, which was seconded by Cllr Roberts and with one abstention all were in favour.

**13221117** Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Natural Bag Company for 1000 Jute 'Fram Bags' @ £1,248 incl vat + £9.95+vat delivery, using funds from the PR Promotions Reserve account, which was seconded by Cllr Clouting with all in favour.

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

- No business

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

- No business

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

- Community Infrastructure Levy (CIL):

Cllr Jones reported that the CIL recommendations would be considered at the SCDC Cabinet meeting on 7<sup>th</sup> November and an Agenda and Report was available from the SCDC website. Cllr Jones noted that the Report had both encouraging and disappointing news for Framlingham, as there was only one project (throughout the district) submitted that would receive funding in this year's allocation. The application made by the Town Council supporting the Framlingham Medical Practice extension on the existing site, would be recommended for approval on 7<sup>th</sup>. All other applications district wide including Framlingham

had not been allocated funding for this year and therefore CIL monies would be banked for allocation in future years.

- Community Centre – to consider and approve next steps

Cllr Jones noted that all Councillors had the opportunity to read the summary of the notes taken during the Public Meeting held on 11<sup>th</sup> October with the majority of Councillors able to attend the meeting. He noted that the Town Council had also received a considerable amount of correspondence from the public relating to the proposal to locate the community centre on the Brook Lane / Vyces Rd site which had been the site proposed in Policy FRAM 22 of the Framlingham Neighbourhood Plan, and following a Referendum was adopted in March 2017.

He advised that a decision should be made on how the Town Council should progress with the Community Centre proposal and suggested a number of options for consideration:

Current site:

- (a) Continue with our current proposal and move to the next stage.
- (b) Amend the proposal to address the concerns of the public wherever possible on such issues as building size, roof height, parking spaces, traffic calming etc and examine what opportunities there are for mitigating such problems as noise pollution.
- (c) As (b) above but also re-examine the need for ticketed events and/or some evening social events.

Consider other sites:

All sites must meet the needs of either the existing design brief or an amended design brief, so that realistic comparisons could be made.

- Police House site
- Police House site plus Scout Hut
- Sports Club land
- Sports Club land plus Scout Hut
- TMHS /FAYAP centre
- Replacement/renewal/refurbish existing sites providing space for community use.
- New sites put forward in latest Suffolk Coastal Issues & Options Local Plan Review.

Cllr Jones advised that at this stage it would first of all be necessary to examine the availability, feasibility and sustainability of each of the sites before progressing to consider the operational and financial issues. There followed some discussion, questions and information on the options.

**16121117** Cllr Jones proposed to widen the remit of the Community Centre Working Group to look again at the current site taking into account both (b) and (c) above, and in addition consider all other sites from an availability, feasibility and sustainability point of view and prepare a report for presentation within six months to the IPC, which was seconded by Cllr Garrett, with all in favour.

Cllr Jones noted that professional advice had been sought regarding the release on information/notes of meetings of Working Groups, which would be considered further by the IPC and then a recommendation put forward to Full Council.

## **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.

**17121117** Cllr 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 appended to the file copy of the minutes.

**17221117** Cllr Jones confirmed the BACS payments approved at the October meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

**17321117** The details of the balances of all bank accounts were noted and had been available to view in the Town Council Office and prior to the meeting. A copy was filed with the invoices for reference.

**17421117** Cllr Jones proposed to approve adding Cllr Clouting as a cheque signatory, which was seconded by Cllr Kitching and with one abstention all were in favour.

**17521117** Cllr Jones proposed to approve the committee's recommendation for the cost of £515 + 45p per mile for the annual end of year closedown support by Rialtas (RBS Software) Budget 2018/19, which was seconded by Cllr Kitching with all in favour.

**17621117** Cllr Kitching proposed a resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for the next item because of the confidential nature of the business to be transacted, which was agreed.

Members of the Public and Press, and the Office Assistant left the meeting.

**17721117** The annual appraisals of the Office Assistants had been carried out in accordance with the Finance Committee Terms of Reference and were approved.

Confidential employment matters were discussed and agreed.

**17821117** Cllr Jones proposed the restructuring and succession planning of the Town Council Office, which was seconded by Cllr Hopkins with all in favour.

**17921117** Cllr Kitching proposed an increase from SCP 14 to SCP15 from 1<sup>st</sup> April 2018 for the Office Assistant, which was seconded by Cllr Jones with all in favour.

The Town Clerk left the room for the next item.

**171021117** The annual appraisal of the Town Clerk/RFO had been carried out in accordance with the Finance Committee Terms of Reference and was approved.

**171121117** A transfer of funds from budget 1124 to budget 1126 to enable the purchase of transmitter and receiver equipment, subject to guarantees relating to technology compatibility and warranty, was approved.

The Town Clerk returned to the room.

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

None.

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

The next Town Council meeting would be held on **Thursday 7<sup>th</sup> December 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 9.04pm.