

**FRAMLINGHAM TOWN COUNCIL**

**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> January 2017 at 7.30pm**

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

**1. APOLOGIES:**

Apologies were received and accepted from Cllr E Jones and CCllr S Burroughes

**PRESENT:**

Cllrs: Mr J Ashley-Smith, Mrs L Barrett, Ms S Bennell, Mrs L Clouting, 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, five members of the public and one member of the Press.

**2. MINUTES OF PREVIOUS MEETING:**

215117 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Garrett, and with two abstentions due to absence, all were in favour. The Chairman then signed the minutes.

**3. DISPENSATIONS:**

The Town Clerk advised that a written dispensation request had been received from Cllr L Clouting. Cllr Clouting left the room at this point.

The dispensation request was read and considered.

315117 Cllr Tanner proposed to agree a partial dispensation for one year to allow Cllr Clouting to speak but not vote on Agenda Item 16 under S33 Localism Act 2011 for reason (C), which was seconded by Cllr Ashley-Smith, with all in favour.

Cllr Clouting returned to the room.

**4. DECLARATIONS OF INTEREST:**

Cllr Tanner declared a direct pecuniary interest in Agenda Item 16.

**5. ADJOURNMENT:**

515117 The Chairman proposed an adjournment for the following items which was approved.

**6.1 Police Matters:**

The Police Report for 1 – 31 October 2016 was circulated and a copy attached to the file copy of these minutes. There were 9 reported crimes compared with 12 for the same period in 2015.

The Police Report for 1 – 30 November 2016 was circulated and a copy attached to the file copy of these minutes. There were 10 reported crimes compared with 14 for the same period in 2015.

It was noted that there was a worrying increasing trend of arson and criminal damage.

The Town Clerk reported that Sgt Beresford had provided an update regarding the recent criminal damage in Framlingham confirming that they have a suspect.

The Town Clerk had arranged an informal meeting with Councillors and Sgt Beresford to discuss policing matters in the town.

**6.2 Report by County Councillor:**

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

**6.3 Report by District Councillors:**

DCllr Hudson wished the Town Council good luck for its Neighbourhood Plan Referendum in February. He posed the question whether there should be a referendum as to whether Suffolk Coastal and Waveney District Councils should merge as this would produce the largest district council in the country to primarily save money.

Members of the public had brought several issues of concern to his attention:

The future of the Saxtead Public House, levels of traffic expected with the Fairfield Road development, empty houses, housing for young people and people to downsize to, and traffic problems particularly in Fore Street.

*Handwritten initials/signature*

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

Cllr Kitching reported that he would attend the next meeting scheduled for the end of January.

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

Cllr Garrett reported that he had been unable to attend the last meeting on 12<sup>th</sup> December. The minutes would be circulated when received.

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

Cllr Bennell reported that two new free weekly events would begin next week – a colouring session for grown-ups and Bookstart for 0 – 4 years olds to bring their minders and join in storytelling, rhymes and singing – both events would provide refreshments.

This weekend, there would be a book sale and a Fairtrade stall.

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

Cllr Bennell reported the next event would be Swap & Mend at the Unitarian Meeting House on Saturday 14<sup>th</sup> January in the morning. Swap & Mend is also now on Facebook for larger items such as furniture to be re-homed.

#### **6.8 Public Comment:**

- One member of the public raised concerns regarding Agenda Item 15 to change the Framlingham Town Council Terms of Reference, regarding Councillors speaking to the public. He felt that this would hinder communication. It was also noted that no response to a letter sent to the Chairman on 10<sup>th</sup> November had been received.

Cllr Tanner confirmed that he had noted the comments and these would be addressed when discussing Agenda Item 15. He apologised for the delay in responding to the letter, but advised the matter was in hand.

- Another member of the public raised concerns regarding Agenda Item 15 and emphasised the importance of words and openness.

Cllr Tanner confirmed that these comments would be noted.

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

715117 The Chairman proposed to reconvene the meeting, which was approved.

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

There were no items to be considered at this meeting.

#### **9. NEIGHBOURHOOD PLAN UPDATE:**

Cllr J Jones reported that following his report made on 1<sup>st</sup> December, he confirmed that the “Referendum Version” of the Neighbourhood Plan had been completed in the week leading up to Christmas; and in the period between Christmas and the New Year, our consultants, Navigus Planning, together with himself and Officers at SCDC edited the final changes in readiness for the publication on the SCDC website on 4<sup>th</sup> January, a day ahead of plan.

As a result of completing these tasks on time, he formally announced that the Framlingham Neighbourhood Referendum would take place on Thursday 9<sup>th</sup> February 2017. The organisation of the referendum would be completely in the hands of SCDC and their electoral team and everyone entitled to cast a vote on the day would receive the formal notification in the same way as any other electoral procedure.

Representatives from the Town Council have been invited to act as count observers on the following day when the count would take place at East Suffolk House.

Cllr Jones noted that our primary task as the Town Council would be to actively promote Referendum Day and encourage the residents of Framlingham to come out on the day and support the adoption of the Neighbourhood Plan. We are limited as to what we can actually say to the public and therefore the content of our promotion should be aimed at providing factual interpretation enabling people to make their own decision and he was currently preparing this information.

Cllr Jones also reported that with the help of the Town Clerk, a hard copy of the Neighbourhood Plan would be provided for all Councillors and he stressed the importance that Councillors read and understand the final content in full. In some cases, the text had been updated and the policy numbers had changed to accommodate the amendments required of the examiner and therefore, in some cases, the Committee Action Plans would require updating.

## **10. TRAINING/CONFERENCES/EVENTS:**

1015117 Cllr Tanner proposed to approve the attendance at the SALC New Councillor Course on 21<sup>st</sup> and 28<sup>th</sup> February for Cllr E Jones, which was seconded by Cllr Ashley-Smith, with all in favour.

## **Committee Recommendations and Business:**

### **11. PLANNING COMMITTEE:**

There were no planning decisions to be noted.

**The following planning applications were considered:**

**DC/16/4955/TCA Mr C Pettit – Framlingham Castle, Castle Street – to fell 1 Almond tree opposite Castle Inn**

1115117 The Town Council SUPPORTED the application.

Cllr Bennell (Tree Warden) noted that the tree stock was being eroded in Framlingham, and although there was no obligation to re-plant, she suggested that English Heritage should be encouraged to plant a replacement tree somewhere else on site in order to keep up the tree stocks.

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

No business.

### **13. LANDS COMMITTEE:**

Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from R W Curle Electrical Contractors of £3,149.75 for the relocation of the electrical supply on the Pageant Field using funds from Capital Reserve code 339 (Community Facility/Bandstand).

Cllr J Jones, Chairman of the Finance Committee noted that although he had no objections to this work, he raised concerns over the inappropriate use of this particular reserve. Following discussion an alternative reserve fund was suggested and a revised proposal agreed.

1315117 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from R W Curle Electrical Contractors of £3,149.75 for the relocation of the electrical supply on the Pageant Field using funds from the Capital Reserve code 325 (Contingency Fund), which was seconded by Cllr Hopkins, with all in favour.

1325117 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Playquip Leisure for bonded mulch surfacing to the Scale Swing at £3,640.00 and the See-Saw at £1,183.00 with funding from budget code 1504 (maintenance & repairs) and Capital Reserve savings code 328 (play equipment), which was seconded by Cllr Ashley-Smith, with all in favour.

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

No business.

### **15. 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.

1515117 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Kitching, 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
DD	15117	Suffolk Coastal District Council	Rates	26.00		26.00
DD	25117	Mr J Fairweather	Rent for 10 Riverside – December	937.50		937.50
DD	35117	E-On	Electricity supply to Cemetery	7.12	0.36	7.48

*Handwritten signature/initials*  
2/2

DD	45117	<b>E-On</b>	Gas and electricity supply to 10 Riverside	102.95	5.15	<b>108.10</b>
DD	65117	<b>E-On</b>	Electricity supply to Pageant Field	23.70	1.19	<b>24.89</b>
BACS	75117	<b>BROS</b>	Stationery	19.11	3.82	<b>22.93</b>
BACS	85117	<b>Fram DIY</b>	Lamp for lighting unit 6.30 Materials for PF repairs 2.60 Materials for Allotment fence repairs 42.67 Materials for repair to path in memorial rose garden 31.03	82.60	16.52	<b>99.12</b>
BACS	95117	<b>St John Ambulance</b>	Hire of hall for November	30.00		<b>30.00</b>
DD	105117	<b>Information Commissioner's Office</b>	Data protection annual renewal	35.00		<b>35.00</b>
BACS	115117	<b>Leiston Press</b>	Stationery	25.00	5.00	<b>30.00</b>
BACS	125117	<b>Friends Farm</b>	Refund of pitch fee for Firework event	50.00		<b>50.00</b>
BACS	135117	<b>Copy IT Ltd</b>	Photocopier charges	26.09	5.21	<b>31.30</b>
BACS	145117	<b>DC Patrick Newsagent</b>	EADT	35.20		<b>35.20</b>
DD	155117	<b>HSBC</b>	CREDIT CARD PAYMENTS: 23/11/16 Amazon – Stationery – 61.52 28/11/16 Post Office – stamps – 23.80 4/12/16 Wyevale – roses – 30.23 5/12/16 Crown Nursery – hedging – 32.00 5/12/16 Archant – website manager advert – 540.00 9/12/16 Bradlaughs – lighting tubes for Office – 19.97	707.52		<b>707.52</b>
BACS	165117	<b>K N Coe</b>	Grounds and Property Contract January (paid 28/1)	1520.00		<b>1520.00</b>
BACS	175117	<b>Kindlewood</b>	Tree work on Fens as per agreed quotation	385.00	77.00	<b>462.00</b>
BACS	185117	<b>Westrock CCTV Solutions Ltd</b>	Replacement camera for front gate as per agreed quotation	485.00	97.00	<b>582.00</b>
BACS	195117	<b>Mr D Smith</b>	Market Supervisor for December	132.50		<b>132.50</b>
BACS	205117	<b>Heather Harvey</b>	Cleaning contract December	48.00		<b>48.00</b>
BACS	215117	<b>CATS</b>	Black bin liners for Lands Committee	16.00		<b>16.00</b>
BACS	225117	<b>J M Spall</b>	Website Management December	579.89		<b>579.89</b>

DD	235117	O2	Mobile phone contract	8.34	1.66	10.00
BACS	245117	Mrs J Parlone	Contracted hours for December	449.71		449.71
BACS	255117	Mrs A Scott	Contracted hours for December	498.29		498.29
BACS	265117	Mrs E Coe	Contracted hours for January (paid 28/1)	1947.51		1947.51
BACS	275117	HMRC	NI and PAYE for December	868.20		868.20
BACS	285117	Suffolk County Council Pension Account	Pension contributions for January (paid 28/1) Employer £649.24 Employee: £174.22	823.46		823.46
BACS	295117	Pear Technology	Annual Support and Updates for Cemetery package	85.00	17.00	102.00
			<b>Total Payments</b>			

**1535117** Cllr J Jones confirmed the BACS payments approved at the December meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

**1545117** 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.

**1555117** Cllr J Jones proposed to approve the committee's recommendation to accept the cost from RBS Software Ltd for the annual end of year close down at £495 + mileage, which was seconded by Cllr Kitching, with all in favour.

A copy of the draft 2017/2018 Budget had been circulated to all Councillors prior to the meeting with the agenda and a hard copy provided at the meeting.

**1565117** Cllr J Jones proposed to approve the committee's recommendation to accept a Budget totalling £130,143 for 2017/18 using £5,463.00 from the Tax Base Contingency reserves for 2017/18 which was seconded by Cllr Kitching, with all in favour.

**1575117** Cllr J Jones proposed to approve the committee's recommendation to request a precept of £124,680 for 2017/18 (a 2% increase on 2016/17), which was seconded by Cllr Hopkins, with all in favour.

A copy of all the following draft documents had been circulated with the agenda.

**1585117** Cllr J Jones proposed to approve the committee's recommendation to approve the following documents, which was seconded by Cllr Garrett, with all in favour.

1. Retention of Documents Policy + Document Control Management System
2. Community Engagement Policy
3. Model Publication Scheme
4. Grant Policy
5. Health & Safety Policy
6. Complaints Procedure
7. Disciplinary Procedure
8. Equal Opportunities Policy
8. Equality Policy Statement
9. Risk Assessment Record and Procedure
10. Appraisal Process

**1595117** Cllr J Jones proposed to approve the committee's recommendation for the following amendment to the Planning Committee Terms of Reference re communications:

'The Planning Committee shall only comment on applications directly related to, or that effect Framlingham and its amenity and residents', which was seconded by Cllr Roberts, and with one abstention, all were in favour.

After some discussion regarding wording and public comment earlier, revised wording for the following proposal was agreed.

**15105117** Cllr Garrett proposed to approve the committee's recommendation for the following amendments to the Framlingham Town Council's Terms of Reference re communications:

'Councillors shall not act on behalf of the Town Council communicating with the public, planning applicants or their representatives, council service providers or local authority officials on council business, unless directed to do so by the committee or by agreement with both the Chairman and Vice Chairman of the Town Council. In any event all formal correspondence and communications shall be sent via the Town Clerk as the Responsible Officer', which was seconded by Cllr Hopkins, with all in favour.

**15115117** Cllr J Jones proposed to approve the completion of the annual review of the following Risk Assessments: (which had been made available to view prior to the meeting), and was seconded by Cllr Garrett, with all in favour.

Cemetery

Churchyard

Fens

Pageant Field

Allotments

Jeaffreson's Well

Rights of Way Walks

Saturday and Tuesday Markets

Third Party Events on Market Hill

Speed Indicator Device

#### **16A. Future arrangements and options for the Town Council Office:**

**16A15117** Cllr Tanner proposed a resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted, which was seconded by Cllr J Jones, with all in favour.

The public and press left the room.

Some discussion took place regarding the future arrangements and options for the Town Council Office. Cllr Clouting then left the meeting in order for further discussions to take place relating to the potential relocation of the Town Council Office to the Library.

**16A25117** It was unanimously agreed to continue with the negotiations and discuss this matter further at the next meeting.

Cllr Clouting returned to the meeting.

**16A35117** Cllr J Jones proposed to approve to include within the design specification the possible need for office space, storage space and a meeting room for the long term future of the Town Council, which was seconded by Cllr Roberts, with 7 in favour and 3 against.

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

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

**16B25117** Cllr Roberts proposed to approve the committee's recommendation to accept the preferred tender (Hollins) for the preliminary design work for a new Community Hall near to the junction of Brook

Lane and Vycles Road and to use budget code 2280 (CIL income) for the cost, which was seconded by Cllr Hopkins, with all in favour. It was noted that Hollins met all the requirements of the tender specification and was by far the cheapest.

Members of the Public were invited back to the room.

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

- Cllr Ashley-Smith reported that the New Year Rights of Way Walk would take place on Saturday 7<sup>th</sup> January at 1pm.
- Cllr Hopkins gave his apologies for the next Full Council Meeting.

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

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

Meeting closed at 9.55pm.



