

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 October 2016 at 7.30pm**

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from Cllr Ashley-Smith, Cllr Barrett, Cllr Garrett, Cllr Burroughes and DCllr Hudson

PRESENT:

Cllrs: Ms S Bennell, Mrs L Clouting, Mr 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), eight members of the public and one member of the Press.

2. MINUTES OF PREVIOUS MEETING:

2161016 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Roberts and with three abstentions due to absence, all were in favour. The Chairman then signed the minutes.

3. DISPENSATIONS:

Cllr Bennell declared a personal interest in Item 12. Finance - Grant application for Friends of St Michael's Church, and signed the Interest Book.

4. DECLARATIONS OF INTEREST:

None.

5. ADJOURNMENT:

5161016 The Chairman proposed an adjournment for the following items which was approved.

6.1 Police Matters:

The Police Report for 1 – 31 July 2016 was circulated and a copy attached to the file copy of these minutes. There were 15 reported crimes compared with 12 for the same period in 2015.

Cllr Roberts commented that he was disturbed to hear of an unprovoked assault on an acquaintance of his in Fore Street recently. It was reported to the Police but unfortunately there were no witnesses. It was not the sort of event expected in a town like Framlingham. Cllr Tanner agreed and said that neighbourhood policing was at the forefront of all Parish and Town Councils' minds with the organisational changes starting to take effect.

6.2 Report by County Councillor:

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

6.3 Report by District Councillors:

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

Cllr Jones commented on point 7 where it stated that the population of Framlingham would double in three years. He felt that this was a disturbing and inaccurate statement. Cllr Tanner requested that the Town Clerk seek clarification of the accuracy of this statement from DCllr Hudson

6.4 Report from Framlingham Business Association rep:

Cllr Kitching reported that Cllr Ashley-Smith had attended the last FBA Meeting and would give a full report to the next PR & Markets meeting on 11th October.

6.5 Report from Suffolk Association of Local Councils rep:

Cllr Garrett had attended a meeting of the Suffolk Association of Local Councils on 19th September and minutes from that meeting had been circulated.

6.6 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that the Coffee Morning held to christen the new crockery and kitchen equipment funded by the Town Council, was a most convivial occasion which raised £50 for the Friends' Funds. On 29th October there would be a Big Draw pen and ink event in the Library and also a book launch by a local author.

6.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the community garden beds were being cleared and prepared ready for the coming season. The primary school's Gardening Club, based at the Community Garden, grew some wonderful sunflowers, the seed heads of which were used to create a most impressive display at the Horticultural Society's Autumn Show. The September Swap and Mend morning was very busy and successful. The AGM would be held on Saturday 15th October, at FAYAP's Headquarters, during a morning of no swaps, just giveaways! All are welcome.

6.8 Public Comment:

- One person commented that they were pleased to learn the Town Council had met with the County Council regarding education provision. He felt the County Council don't always put the interests of Framlingham first, and the County Council's refusal to share the details of the recently produced feasibility study did seem very strange. He encouraged the Town Council to be even more proactive on this matter before any proposals became embedded.
- One person commented that he felt that the Town Council should consider commenting on an application in Earl Soham for change of use from business use to residential, as this may affect Framlingham.
- One person commented on the new planning legislation coming into force in October 2017 and the potential impact on B1 light industrial properties. It was suggested that buildings which provide a use for employment opportunities should be retained and it was further noted that Suffolk Coastal District Council had advertised for sites for further residential development.
- Cllr Tanner noted that the Town Council was aware of changes in planning legislation, and does its best to keep up to date and this will form part of the Bespoke Councillor Planning Training in November.
- One person requested an update regarding the CIL funds paid to the Town Council. Cllr Tanner requested an email be sent to the Town Clerk for a response to specific questions.

7. RECONVENE:

7161016 The Chairman proposed to reconvene the meeting, which was approved.

8. CORRESPONDENCE:

Suffolk Association of Local Councils 32/10

Invitation to attend the AGM of the Suffolk Association of Local Councils on Monday 14th November. It was agreed for Councillors to advise the Town Clerk prior to the meeting, if they wished to attend.

9. NEIGHBOURHOOD PLAN UPDATE:

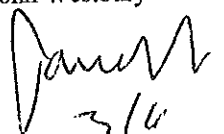
Cllr Jones reported that the Neighbourhood Plan had reached the examination stage and the examiner's report was expected by the end of October. SCDC had this week confirmed that all the paperwork required by the examiner had been sent as requested. Once the examiner has had the opportunity to read through the paperwork the Town Council would be informed of how the examination would be conducted. He noted that some Neighbourhood Plans required a hearing and others were conducted via written representation only.

In addition, a meeting had been held with the elections team at SCDC to discuss timetables for the referendum assuming that the examiner recommends that the Neighbourhood Plan proceeds to the referendum stage.

Cllr Jones would continue to keep the Town Council up-to-date as things developed.

10. TRAINING/CONFERENCES/EVENTS:

None.



11. CASUAL VACANCY:

One application for the casual vacancy arising from the resignation of Rhodri Griffiths had been received from Mrs Elizabeth Jones. The completed application form was circulated to Councillors prior to the start of the meeting. Cllr Tanner proposed to co-opt Mrs Elizabeth Jones as a Town Councillor which was seconded by Cllr Bennell, with all in favour.

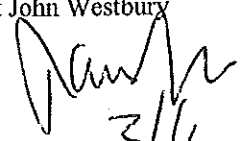
Committee Recommendations and Business:

12. 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.

12161016 Cllr 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
BACS	161016	Kimblton Fireworks	Deposit for firework display (agreed GK&JT)	840.00		840.00
DD	261016	Suffolk Coastal District Council	Rates	26.00		26.00
DD	361016	Mr J Fairweather	Rent for 10 Riverside – September	937.50		937.50
DD	461016	E-On	Electricity supply to Cemetery	7.00	0.35	7.35
DD	561016	E-On	Gas and electricity supply to 10 Riverside	7.99	0.40	8.39
DD	661016	E-On	Electricity supply to Pageant Field	10.13	0.51	10.64
BACS	761016	DC Patrick Newsagent	EADT	36.25		36.25
BACS	861016	Leiston Press	Firework ticket printing	52.80		52.80
BACS	961016	Copy IT DS	Photocopier charges	54.94	10.99	65.93
BACS	1061016	Playquip Leisure	Supply and installation of bonded rubber mulch to PF play equipment as per agreed quotation	1690.00	338.00	2028.00
DD	1161016	HSBC	CREDIT CARD PAYMENTS: 26/8/16 Notcutts – Rose for Memorial Rose Garden 14.39 01/9/16 Factory Shop – Kettle for Office 16.00 06/9/16 Post Office – stamps and postage of insurance document 20.05.	50.44		50.44
BACS	1261016	Suffolk Coastal Norse	Crown reduction to Oak as per agreed quotation	950.00	190.00	1140.00
BACS	1361016	Heather Harvey	Cleaning contract September	48.00		48.00


2/11

BACS	1461016	Suffolk Coastal Norse	Street cleaning charges 1st April – 30th Sept 2016 as per agreed quotation	1740.35	348.07	2088.42
BACS	1561016	Leiston Press	Have Your Say! Flyers	49.00		49.00
DD	1661016	O2	Mobile phone contract	11.29	2.25	13.54
BACS	1761016	Community News	Flyer insert	28.34	5.67	34.01
BACS	1861016	Broxap	Eastgate seat for cemetery (donation received)	685.00	137.00	822.00
BACS	1961016	K N Coe	Grounds and Property Contract September (paid 28/10) plus Pageant Field hedge cutting as instructed	1596.00		1596.00
BACS	2061016	Mrs J Parlone	Contracted hours for September	376.90		376.90
BACS	2161016	Mrs A Scott	Contracted hours for September	553.02		553.02
BACS	2261016	Mrs E Coe	Contracted hours for October (paid 28/10)	1947.51		1947.51
BACS	2361016	Mr D Smith	Market Supervisor for September	130.00		130.00
BACS	2461016	HMRC	NI and PAYE for September	928.34		928.34
BACS	2561016	Suffolk County Council Pension Account	Pension contributions for October (paid 28/10) Employer £648.64 Employee: £174.22	822.86		822.86
BACS	2661016	J M Spall	Website Management September	561.95		561.95
103316	2761016	Cash	Floats for Firework Event	1000.00		1000.00
BACS	2861016	Fram DIY	Materials for lands 14.53 Compost for flower tubs 12.20	26.73	5.35	32.08
BACS	2961016	St John Ambulance	Hire of Hall for August	30.00		30.00
BACS	3061016	Kimbolton Fireworks	2nd instalment (60%) due 20th Oct	2520.00		2520.00
BACS	3161016	Kimbolton Fireworks	Final payment (20%) due 2 weeks after display due 17th Nov	840.00		840.00
BACS	3261016	BROS	Stationery	12.17	2.43	14.60
BACS	3361016	Copy IT Digital Solutions	Photocopier charges August	31.16	6.24	37.40
			Total Payments			

12261016 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.

12361016 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.

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3/11

12461016 Cllr Jones proposed to approve the committee's recommendation for a grant of £250 towards the Christmas Lunch for elderly members of the community (Rev M Vipond), which was seconded by Cllr Kitching, with all in favour.

Cllr Bennell declared an interest in the next item and left the room.

12561016 Cllr Jones proposed to approve the committee's recommendation for a grant of £250 to the Friends of St Michael's Church towards the cost of the Christmas trees for the Christmas Tree Festival, which was seconded by Cllr Kitching, with all in favour.

Cllr Bennell returned to the room.

12561016 Cllr Jones proposed to approve the Effectiveness of Internal Audit (2016/2017), which had been circulated with the agenda, and was seconded by Cllr Hopkins, with all in favour.

13. PLANNING COMMITTEE:

The following planning decisions were noted:

DC/16/3115/FUL Ranmere Ltd – The White Horse, 27 Well Close Square – Planning Permission

DC/16/3178/FULMr & Mrs M Sholl – 17 Castle Street – Planning Permission

There were no planning applications to be considered.

14. PUBLIC RELATIONS AND MARKETS COMMITTEE:

No business.

15. LANDS COMMITTEE:

15161016 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £410 from Moore Bros for the work to the Churchyard back pathway, which was seconded by Cllr Hopkins, with all in favour.

15261016 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £7,485.00 from Ker-Way to resurface 130sqm of the Churchyard front driveway (with a contribution of £2,000 from Suffolk Coastal Norse), which was seconded by Cllr Roberts, with all in favour.

15361016 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £2,000 from Purely Metal for the refurbishment work to the metal ramps on the skatepark, which was seconded by Cllr Kitching, with all in favour.

15461016 Cllr Bennell proposed to approve the committee's recommendation to accept the revised cemetery charges from 1st April 2017, which had been circulated with the agenda, and seconded by Cllr Jones, with all in favour.

Cllr Tanner thanked Cllr Bennell for all her time and effort spent on these matters. He also thanked the Town Clerk for her persistence with SCN and securing a contribution towards the cost.

16. RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:

No business.

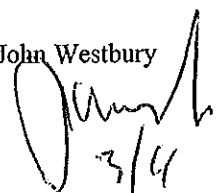
17. INFRASTRUCTURE PLAN COMMITTEE:

It was noted that the first meeting of the Infrastructure Plan Committee had been held on 15th September, and the draft minutes had been circulated.

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

Invitation to the Police SNT Meeting for Town and Parish Councils – Tuesday 18th October at 10.30am. The Town Clerk, Cllr Jones and Cllr Tanner would attend, and raise the issue visible policing in Framlingham.

Cllr Kitching reported that on Saturday 29th October the second Consultation Event would be held on the Market Hill between 8am and 2pm, in order to consult with local people and businesses on the priorities for Town Council activity as we go forward, with an opportunity to meet Town Councillors, chat and raise any issues relating to local matters. Advance Firework Tickets would also be on sale.



19. URGENT CONFIDENTIAL MATTER:

19161016 Cllr Tanner proposed 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 Bennell, with all in favour.

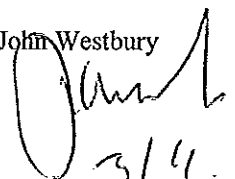
The Public and Press left the room.

Urgent correspondence was considered and a decision approved, which would be ratified at the next meeting.

20. Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 3rd November 2016 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8.25pm.



A handwritten signature in black ink, followed by the date '3/11' written below it.