

FRAMLINGHAM TOWN COUNCIL

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,
Fairfield Road, Framlingham on Thursday 3rd November 2016 at 7.30pm**

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from DCllr Hudson and DCllr Rous

PRESENT:

Cllrs: Mr J Ashley-Smith, Mrs L Barrett, Ms S Bennell, Mrs L Clouting, Mr S Garrett, Mr S Hopkins, Mrs E Jones, Mr J Jones, Mr G Kitching, Mr B Roberts, Mr J Tanner (Chairman) and CCllr Burroughes
Cllr Tanner welcomed Cllr Elizabeth Jones to her first Full Council Meeting.

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), 3 members of the public and one member of the Press.

2. MINUTES OF PREVIOUS MEETING:

2131116 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr J Jones and with four abstentions due to absence, all were in favour. The Chairman then signed the minutes.

3. DISPENSATIONS:

None.

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 August 2016 was circulated and a copy attached to the file copy of these minutes. There were 2 reported crimes compared with 9 for the same period in 2015.

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.

CCllr Burroughes also reported on the County Briefing he had with the Town Council in October. He thought it was very successful and it would be repeated on a quarterly basis.

He also reported that a decision on Devolution should be made by the end of November. Suffolk was in favour of Devolution.

Cllr Tanner thanked CCllr Burroughes for his time and effort and felt this improved communication between Suffolk County Council and the Town Council.

CCllr Burroughes then made his apologies and, due to a prior commitment, left the meeting at this point.

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.

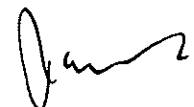
6.4 Report from Framlingham Business Association rep:

Cllr Kitching reported that he had attended the recent Management Meeting of the FBA and would give a full report to the next PR & Markets meeting on 8th November. They had mainly discussed the Framlingham Festive Fanfares Event to be held on 10th and 17th December.

Cllr Bennell commented that she would like the FBA to advertise the Christmas Tree Festival when advertising Christmas Events in Framlingham.

6.5 Report from Suffolk Association of Local Councils rep:

Cllr Garrett reported that the next meeting was due on Monday 12th December but unfortunately he was not able to attend. The Town Clerk would circulate an agenda when received to see if another Councillor would like to attend.



6.6 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that the Library participated in the Big Draw event, hosting pen and ink and cartoon workshops which were hugely popular, with people having to be turned away.

That same day, a book launch and signing by a local author also attracted many people.

This coming weekend, the Fairtrade Pop-Up Stall would be in the Library.

Cllr Hopkins commented that he felt the Big Draw event had been very successful and was hoping that it would run annually.

6.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the AGM last month was well attended. David Greenacre, after years of sterling service, had stood down and been replaced by Jackie Barrow, as Chair.

The Swap or Mends have been a great success attracting between 100 – 150 people. The last one this year would be on Saturday 26th November at the Unitarian Meeting House.

LETS (Local Exchange Trading Scheme) with over 20 signed up members, had started trading, using "Framlings" as their exchange currency.

The Community Garden has been attracting more people to its working parties during the year. Greener Fram now has 300 supporters on its emailing list.

6.8 Public Comment:

- One person commented that they would like to read DCllr Hudson's Report. A copy was provided.
- One person commented that it was good to see a full complement of Councillors who were working together for the good of the whole town.

7. RECONVENE:

7131116 The Chairman proposed to reconvene the meeting, which was approved.

8. CORRESPONDENCE:

None.

9. NEIGHBOURHOOD PLAN UPDATE:

Cllr Jones reported that following SCDC feedback from 6th October meeting with the Electoral Services Team, he had been advised that the intention was to run 3 referenda simultaneously (presuming all 3 progress successfully through their examination process). The 3 in question are ourselves, Great Bealings and Leiston. Due to workload and the upcoming Christmas and New Year period, the work of the Election Services Team would continue in the New Year with a Referendum being held in early February 2017.

10. TRAINING/CONFERENCES/EVENTS:

10131116 Cllr Tanner proposed to approve the attendance at the SMART approach to Event Management Course on 2nd and 30th November for Cllr Clouting and the Town Clerk at £20 each plus mileage, which was seconded by Cllr Garrett, with all in favour.

Suffolk Coastal District Council 22/11

Invitation to attend a Rural Housing Conference on 24th November at Riverside Stratford St Mary 10am – 12.30. Cllrs Tanner, Garrett, J Jones, and Hopkins to attend.

SALC Action Plans and Business Plans

10231116 Cllr Tanner proposed to approve the attendance at the SALC Seminar on 23rd November for Cllr Tanner and the Town Clerk at £25 each plus mileage, which was seconded by Cllr Barrett, with all in favour.

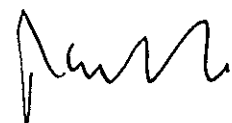
Another Seminar would be run on 14th March if it was found useful, so other Councillors could attend.

Committee Recommendations and Business:

11. FINANCE:

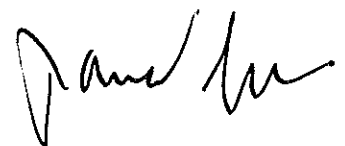
A copy of the list of current invoices was provided to each councillor. Current invoices put forward at the meeting had been checked and verified by the relevant committee chairman and were made available in the Payments Folder prior to the meeting.

11131116 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Barrett, 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	131116	Mrs E Coe (The Hearing Care Centre)	Reimbursement for telephone -- agreed JT/SB/JJ	99.00		99.00
DD	231116	Suffolk Coastal District Council	Rates	26.00		26.00
DD	331116	Mr J Fairweather	Rent for 10 Riverside -- November	937.50		937.50
DD	431116	E-On	Electricity supply to Cemetery	9.33	0.47	9.80
DD	531116	E-On	Gas and electricity supply to 10 Riverside	54.38	2.72	57.10
DD	631116	E-On	Electricity supply to Pageant Field	21.36	1.07	22.43
BACS	731116	DC Patrick Newsagent	EADT	29.00		29.00
BACS	831116	Suffolk Coastal District Council	Annual small Lotteries registration	20.00		20.00
BACS	931116	LCPAS	Bespoke Planning Training	120.00		120.00
BACS	1031116	Synergy Audio	PA for Firework Event	160.80		160.80
BACS	1131116	St John Ambulance	Hire of Hall September	30.00		30.00
BACS	1231116	Geoff Rogers	Fens grass cutting 7	78.00		78.00
BACS	1331116	Suffolk Coastal Norse	Refuse collection services Oct- Mar	70.46	14.09	84.55
BACS	1431116	Friends of St Michael's Church	Grant	250.00		250.00
BACS	1531116	Rev M Vipond (Christmas Lunch Group)	Grant	250.00		250.00
DD	1631116	Essex & Suffolk Water	Supply to Allotments (6 months)	99.41		99.41
DD	1731116	Essex & Suffolk Water	Supply to Cemetery (6 months)	21.39		21.39
DD	1831116	British Telecom	Calls and charges for 720183	164.29	32.86	197.15
BACS	1931116	Copy IT	Photocopier charges	56.32	11.26	67.58
BACS	2031116	Steve Newby Plumbing & Heating	Gas boiler service and repair	120.00		120.00
DD	2131116	Essex & Suffolk Water	Water supply to 10 Riverside (6 months)	30.57		30.57

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DD	2231116	HSBC	CREDIT CARD PAYMENTS: 18/9/16 B&Q Tape for Firework boards £5.00 25/9/16 Garnetts Gardens – Plants for tubs - £22.99 26/9/16 Co-op – Cleaning materials -£16.95 26/9/16 Rock Awnings – Pop up tent - £193.26 27/9/16 Amazon – white card - £6.75 27/9/16 Amazon – Stationery – £17.41 01/10/16 Garnetts Gardens – Plants for tubs - £57.41	319.77	38.65	358.42
BACS	2331116	Kimbolton Fireworks	100 monster sparklers for Firework Event	62.40		62.40
BACS	2431116	Hudsons Ltd	Quarterly MH electrical inspection	96.00	19.20	115.20
BACS	2531116	K N Coe	Grounds and Property Contract November (paid 28/11) plus Riverside vegetation clearance as instructed	1558.00		1558.00
BACS	2631116	Mr D Smith	Market Supervisor for September	147.50		147.50
BACS	2731116	Framlingham Business Association	Annual membership	52.00		52.00
BACS	2831116	Suffolk Association of Local Councils	New Councillor Training Course Cllr Clouting	110.00	22.00	132.00
DD	2931116	Anglian Water	Sewerage Charges for 10 Riverside Apr-Oct	73.83		73.83
BACS	3031116	Playquip Leisure	Annual safety inspection and report of the Pageant Field	200.00	40.00	240.00
BACS	3131116	Heather Harvey	Cleaning contract October	60.00		60.00
DD	3231116	O2	Mobile phone contract	8.34	1.66	10.00
BACS	3331116	Mrs J Parlone	Contracted hours for October	424.01		424.01
BACS	3431116	Mrs A Scott	Contracted hours for October	463.86		463.86
BACS	3531116	Mrs E Coe	Contracted hours for November (paid 28/11)	1947.31		1947.31
BACS	3631116	HMRC	NI and PAYE for October	813.26		813.26
BACS	3731116	Suffolk County Council Pension Account	Pension contributions for November (paid 28/11) Employer £648.64 Employee: £174.22	822.86		822.86

Paul Lane

BACS	3831116	J M Spall	Website Management October	561.95		561.95
BACS	3931116	St John Ambulance	First Aid cover for Firework event	182.70		182.70
DD	4031116	SWALEC	Town Clock electricity supply	16.52	0.82	17.34
BACS	4131116	Viking Direct	Stationery	70.49	14.10	84.59
BACS	4231116	Fram DIY	Materials for Lands Maintenance plus battery for torch (Firework event)	28.36	5.67	34.03
Cheque 103317	4331116	Poppy Appeal	Poppy Wreath	18.50		18.50
			Total Payments			

11231116 Cllr J 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.

11431116 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.

12. PLANNING COMMITTEE:

The following planning decisions were noted:

DC/16/3553/TCA Mr J Schofield – Land to the left of St Michaels Rooms – Planning Permission

DC/16/3453/FUL Mr A Farris -5 Castle Street – Planning Permission

DC/16/3054/COU Ms A Saunders, English Heritage Trust – Framlingham Castle, Castle Street – Planning Permission

DC/16/3501/FUL Mr & Mrs R Eglinton & Mortlock – Flint Hall, Woodbridge Road – Application Withdrawn

DC/16/2621/FUL Mrs M Goodbrey – Land on Badingham Road -Refused

The following planning applications were considered:

DC/16/4195/FUL Mr & Mrs R Eglinton & Mortlock – Flint Hall, Woodbridge Road - erection of two storey front and side extension to provide stair circulation and principle entrance. Erection of single storey rear conservatory structure.

12131116 The Town Council SUPPORTED the application.

DC/16/3992/FUL Mr & Mrs A Hallows- 30 Pembroke Road – construction of new detached dwelling

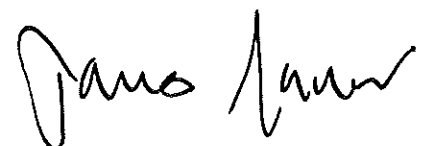
12231116 The Town Council SUPPORTED the application.

DC/16/3823/LBC Ms A Saunders English Heritage Trust – Framlingham Castle, Castle Street - Alterations over two phases to improve the visitor experience including 1 - offices and storage, internal staircase, commercial kitchen and works to attic storey to connect for visitor use, roof terrace, passenger lift, WC and new access to the roof top walk

12331116 The Town Council SUPPORTED the application.

DC/16/4094/FUL Mr Ventham, Conrad Consulting Ltd – Conrad House, 38 Fore Street - Demolition of single storey side extension, front extension and detached outbuilding. Erection of 2 storey side extension and 2 storey rear extension to provide C3 residential accommodation. Sub-division of existing first floor C3 use to provide additional residential unit. Change of use of ground floor from B1 office to C3 residential accommodation. Reconfiguration of parking area and associated landscaping for garden

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12431116 The Town Council OBJECTED to the application due to overdevelopment of the site, no visitor parking provision, loss of business space, no marketing carried out for any alternative business use and not identified in the Framlingham Neighbourhood Plan.

In the light of this new application above the Town Council re-viewed its previous recommendation and comments for the following application and wish to change its original recommendation of support to one of OBJECTION.

DC/16/4053/COU Mr G Ventham - Fruer House, 17a Fore Street - Change of Use of C3 single dwelling house to A2 or B1 Office accommodation

12531116 The Town Council OBJECTED to the application by a majority (1 abstention) due to the inability to guarantee onsite parking spaces for its employees. This application would facilitate an unnecessary loss of an existing employment opportunity.

DC/16/4123/TCA Mrs G Tomlinson – Hunters Moon, 23 Castle Street - All trees in garden area: T1 Cherry - crown reduce by up to 1m. T2 Liquidamber - crown reduce by up to 1m. T3 Cherry - crown reduce by 50%. T4 Cherry Plum - reduce by 30%. T5 Lawson Cypress - reduce by up to 1m

12731116 The Town Council SUPPORTED the application.

DC/164243/TCA Mrs P Lawson – 26 Station Road - 1x Poplar - fell to ground level - rotten in small garden. 1 x Sycamore - reduce crown max 30% and thin 15% - excessive shading.

12831116 The Town Council SUPPORTED the application, majority with one abstention.

DC/16/4264/FUL Fiona Edwards – Moon Gate, Station Road – creation of new first floor accommodation in raised roof plus demolition of the existing porch and creation of enlarged porch area

12931116 The Town Council SUPPORTED the application.

13. PUBLIC RELATIONS AND MARKETS COMMITTEE:

13131116 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Leiston Press for re-printing 2000 copies of the Town Trail (with minor amendments) at a cost of £357, which was seconded by Cllr Ashley-Smith, with all in favour.

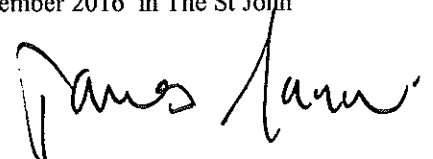
13231116 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for extra street cleaning and litter picking including the Pageant Field and Fens from 1st April 2017 – 31st October 2017, 1 hour per day 6 days per week @ £1,956.61, which was seconded by Cllr Ashley-Smith, with all in favour.

14. LANDS COMMITTEE:

14131116 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £485.00 from Westrock CCTV for a replacement camera for the Pageant Field (CCTV budget 1512) including a transfer of £164 funds from budget 1504 (Maintenance and Repairs), which was seconded by Cllr Tanner, with all in favour.

14231116 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for the grass cutting contract on the Pageant Field from 1st April 2017 (Grass cutting and strimming x 16) at £1,627.40, which was seconded by Cllr Ashley-Smith, with all in favour.

14331116 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from Geoff Rogers for the grass cutting contract on the Fens from 1st April 2017 (£78 per cut), which was seconded by Cllr Roberts, with all in favour.



14431116 Cllr Bennell proposed to approve the quotation from Kindlewood for tree work on the Fens at £385.00, which was seconded by Cllr Ashley-Smith, with all in favour.

15. RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:

No business.

16. INFRASTRUCTURE PLAN COMMITTEE:

Community Hall:

Cllr J Jones circulated a report regarding the Community Hall Project.

16131116 Cllr J Jones proposed to approve the committee's recommendation to prepare a tender for quotations for an outline proposal to be considered by the IPC, prior to final recommendations being presented to Full Council in due course. The initial design brief would be finalised for architects to be invited to tender for the architectural service, which was seconded by Cllr Kitching, with all in favour.

16231116 Cllr J Jones proposed to approve the committee's recommendation to prepare pre-submission for a Community Loan, which was seconded by Cllr Garrett, with all in favour.

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

- Armistice Day – Friday 11th November

All Councillors who wish to attend were to meet on the Market Hill prior to 11am.

- Remembrance Service – Sunday 13th November

The Town Clerk circulated an itinerary to all Councillors. 7 Councillors and the Town Clerk would be attending.

- Report on Police Safer Neighbourhood Team Meeting held on 18th October

Cllrs Tanner and J Jones, along with the Town Clerk, attended the meeting. Framlingham's Safer Neighbourhood Team was based in Leiston. Cllr Tanner reported that there was no PCSO directly for Framlingham as they now work on more of a subject related basis. PC Charlie Lewis would be in Framlingham working on parking enforcement/issues but the SNT did not see this as a high priority. Cllr J Jones commented whether extra provision was needed in next year's budget for policing in Framlingham and whether this needed to be discussed.

Cllr Kitching felt this should be discussed further at a later stage.

Apologies were received from Cllr Hopkins who would be unable to attend the next Full Council Meeting on 1st December.

18. URGENT CONFIDENTIAL MATTER:

18131116 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 Hopkins, with all in favour.

The Public and Press left the room.

18231116 Cllr Tanner proposed to approve the Town Council's response to correspondence considered at the last meeting, with all in favour.

20. Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 1st December 2016 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 9.20 pm.

