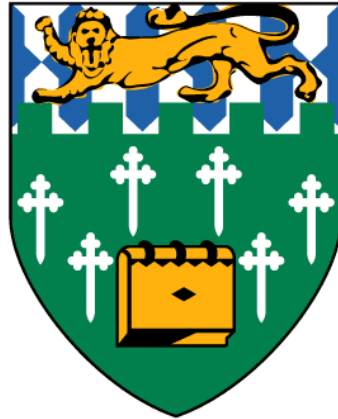


# FRAMLINGHAM TOWN COUNCIL

Town Council Office  
The Old Court House  
Bridge Street  
Framlingham  
Suffolk  
IP13 9AJ



Town Council Chairman:  
Cllr James Tanner

Town Clerk/ Responsible Financial Officer:  
Mrs Eileen A Coe CiLCA AICCM

Telephone: 01728 720183  
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townclerk@framlingham.com

## NOTICE OF MEETING

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

Date: 28<sup>th</sup> September 2017

Signed:

Eileen A Coe (Town Clerk/RFO)

## Agenda

1. **Apologies** – to receive and accept apologies for absence
2. **Minutes of Previous meeting** – to be confirmed and signed as an accurate record
3. **To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)**
4. **To receive declarations of interest** (please note declarations must be made verbally at the appropriate time as well as entered in the Interest Book.)
5. **Adjournment** – the Chairman will then suspend the meeting for the following:
  - 6.1 **Police Matters**
  - 6.2 **Report by County Councillor**
  - 6.3 **Report by District Councillors**
  - 6.4 **Report from Framlingham Business Association rep**
  - 6.5 **Report from Suffolk Association of Local Councils rep**
  - 6.6 **Report from Friends of Framlingham Library Group rep**
  - 6.7 **Report from Greener Fram/Community Garden rep**
  - 6.8 **Public Comment** – to receive and note comments from members of the public present, through the Chairman only
7. **Reconvene** – the Chairman will then reconvene the meeting.
8. **Correspondence** - to note correspondence received since the last meeting and to discuss \*\* items only:
9. **Training/ Conferences/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.
10. **Casual – Vacancy:**  
To consider the following applications received for the casual vacancies (2) and any others received prior to the meeting:
  - Item 9/10 Mr Clive Eastwood
  - Item 12/10 Mr John Simpson
  - Item 16/10 Lisa Hamon
- Committee Recommendations and Business:
11. **Finance:**
  - To approve the payment of current invoices- available at the meeting

- To confirm BACS payments approved at the September meeting have been paid as agreed and the bank print out verified and signed by two Councillors.
- To note details of balances of all bank accounts
- To note the completion of the Audit for the year ended 31<sup>st</sup> March 2017
- To approve the annual review and amendment (where stated) of the following documents and policies

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 Recoding 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 ToF R)

Action Plan

Scheme of Delegation

Town Council Contracts

Training Statement of Intent

Staff Training

Councillor Training

- To approve the committee's recommendation to award a grant to the United Free Church of £250 towards a new carpet

## **12. Planning Committee:**

**To note the following and any other planning decisions received prior to the meeting:**

**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

**To consider the following planning applications and any others received prior to the meeting:**

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

**13. Public Relations and Markets Committee:**

- To approve the committee's recommendation to transfer £943.91 profit from the Soap Box Race to the Entertainments Reserve Account
- To approve the committee's recommendation to accept the annual review and amendment of Market Regulations
- To approve the committee's recommendation not to increase the Market Rents for 2018/2019

**14. Lands Committee:**

- 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)
- To approve the committee's recommendation to accept the annual review and amendment of the following documents:

God Parent Scheme

Allotment Regulations

Cemetery Regulations

CCTV – Pageant Field

- To approve the committee's recommendation not to increase the Allotment Rents for 2018/2019.
- To approve the committee's recommendation not to increase the Cemetery Charges for 2018/2019

**15. Rights of Way, Highways & Lighting Committee:**

- No business.

**16. Infrastructure Plan Committee:**

- Update and Councillor attendance at the Public Meeting on 11<sup>th</sup> October

**17. Matters of report or items for next agenda only:**

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

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