

FRAMLINGHAM TOWN COUNCIL

Draft Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 2nd March 2017 at 7.30pm

The Chairman advised that the meeting was being recorded.

Prior to the meeting a one minute's silence was observed as a mark of respect following the sad loss of Michael Ashwell, who died on 14th February. Cllr Tanner noted that Michael had been a Town Councillor for almost 40 years until his resignation in 2000. The Funeral would be held on 15th March in St Michael's Church and the Town Clerk would be attending, and she would also represent the Town Council.

1. APOLOGIES:

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

PRESENT:

Cllrs: Mrs L Barrett, Ms S Bennell, Mrs L Clouting, Mr S Garrett, 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), DCllr C Hudson, four members of the public and one member of the Press.

2. MINUTES OF PREVIOUS MEETING:

212317 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Garrett, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

3. DISPENSATIONS:

No new applications.

4. DECLARATIONS OF INTEREST:

Cllr Hopkins declared a pecuniary interest in Agenda item 12, Grant for FAYAP, and signed the Interest Book.

Cllr Tanner declared a pecuniary interest in Agenda item 13 planning application DC/17/0525/FUL and signed the Interest Book.

5. ADJOURNMENT:

512317 The Chairman proposed an adjournment for the following items which was approved.

6.1 Police Matters:

The Police Report for 1 – 30 December 2016 was circulated and a copy attached to the file copy of these minutes. It was noted that there were 9 reported crimes compared with 7 for the same period in 2015.

6.2 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.

6.3 Report by District Councillors:

DCllr Hudson reported that the District Council was working with a very tight budget and noted the financial challenges ahead, with the aim to balance the books, but to still provide quality services. He advised that he would provide a monthly report produced by the District Council for circulation which would be titled: The Leader & Cabinet Briefing. He also reported on the Enabling Communities agenda and noted that the 'Men on Bikes' event would be coming through Framlingham again this year. DCllr Hudson noted the need for better infrastructure after the increase in housebuilding in Framlingham, and how it was important to get the best possible deal for the town.

6.4 Report from Framlingham Business Association rep:

Cllr Kitching reported that there had been no meeting this month.

6.5 Report from Suffolk Association of Local Councils rep:

Cllr Garrett reported that there had been no meeting.

6.6 Report from Friends of Framlingham Library Group rep:

12317 Minutes of the meeting of Framlingham Town Council held on Thursday 2nd March 2017 in The St John Westbury Centre, Fairfield Road, Framlingham at 7.30pm

Cllr Bennell reported that a Library Facebook page was now up and running with over 80 followers in a few days.

There would be a Soup & Cake Lunch on Wednesday 8th March to raise funds for the Friends. The Fundraising Quiz on 7th April was now almost fully booked.

Framlingham has been selected to pilot some new upgraded self-service technology from 13th April. Volunteers have completed some more decorating in the public area of the Library.

The Library has been the hub of Fairtrade activity during Fairtrade Fortnight with the Pop-Up Stall for 10 days, a display of information about Doing Business Differently and a Fairtrade Raffle.

6.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell advised that there was nothing new to report this month. The next Swap & Mend would be held on Saturday 11th March at the Unitarian Meeting House.

6.8 Public Comment:

➤ One member of the public commented that it was good to see DCllr Hudson at the meeting, but were concerned by the lack of attendance and apologies for Full Council meetings by DCllr Rous. The Chairman noted the comments and advised that DCllr Rous was fully involved in the Parking Working Group.

➤ One person requested sight of the Town Council approved sketch of the new Community Centre. The Chairman advised the Community Hall Working Group was still working on a proposal, which would be presented to Full Council in due course.

➤ One member of the public raised the issue of a new zebra crossing in Station Road, and wondered if this was the most appropriate place for it?

Cllr J Jones confirmed that the Pavements & Cycle Paths Working Group felt it was the best place for the zebra crossing, which would be funded from the Hopkins Homes S106 payment allocated for this purpose. The Working Group would have the full proposal ready for the Infrastructure Planning Committee meeting on 21st March.

7. RECONVENE:

712317 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 gave the following report:

“The Result of the Referendum on 9th February 2017 was favourable, 703 votes were cast, 646 Yes, 4 spoilt papers, and 53 No – giving a 92% Yes Vote. 2555 residents were eligible to vote, with a 27.5% turnout, the highest turnout of the 3 Referenda”.

“The next step is for the plan to be adopted by SCDC, this will take place on the 23rd March and from that date all the advantages of having a registered Neighbourhood Plan will come into force.

The key actions that we as a council need to follow up on are, those of ensuring that the policies contained in the plan are recognised as a material consideration in our planning and fully enforced in our subsequent decision making; we must also continue with our intention to prepare a 3 year business plan and formulate a long term plan for funding the infrastructure improvements needed, and we must continue to build and improve our relationships with the community (both public and business) by continued involvement in our infrastructure working groups and committees”

Cllr Jones then, on behalf of the Town Council, thanked everyone who had been involved over the last 4 years for their continued efforts to get this plan "over the line" and to get the right result in the end.

Cllr Tanner also thanked everyone involved, and particularly Cllr J Jones for all his hard work to get it to this point. There followed a round of applause.

Cllr Garrett made the point that when he had represented the Town Council at a Suffolk Coastal District Council Planning Committee Meeting last month, the committee confirmed that it would take note of the Neighbourhood Plan when making a decision.

10. TRAINING/CONFERENCES/EVENTS:

No business.

Committee Recommendations and Business:

11. COUNCILLOR CASUAL VACANCY:

Cllr Tanner formally noted the resignation of John Ashley-Smith. It was noted that the deadline for calling a by-election was 2nd March and as no request had been received the Town Council would be able to co-opt a new Councillor at the next meeting on 6th April.

12. FINANCE:

1212317 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 Barrett, with all in favour.

Financial Management

Credit Card

Town Council Office

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

1222317 Cllr J Jones proposed to approve the committee's recommendation to award a grant of £938.12 to FAYAP for various items: (TV £229.99, X Box Controllers x 2 £61.38, Mic cover £21.90, Mic £32.76, Seat repairs £295.00, Henry Hoover £108.00 and Computer monitor £189.09), which was seconded by Cllr Kitching, with all in favour.

Cllr Hopkins returned to the room.

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.

1232317 Cllr J 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 included in the minutes.

Cheque no BACS/Direct Debit/ Credit Card	Ref	Payee	Description	Net amount	VAT	Total
BACS	12317	Graham Sykes Insurance	Go Cart Race insurance (agreed 2/2/17)	354.85		354.85
BACS	22317	PRS Ltd	Licence for Go Cart Race (agreed 2/2/17)	30.29		30.29
BACS	32317	Suffolk Coastal Norse	Seeding and levelling Pageant Field and Fens as agreed (2015/16 Budget)	97.50		97.50
BACS	42317	Hudsons Ltd	Investigate fault with socket and supply and install replacement	82.11	16.42	98.53
DD	52317	Mr J Fairweather	Rent for 10 Riverside –March	937.50		937.50
DD	62317	E-On	Electricity supply to Cemetery	7.26	0.36	7.62
DD	72317	E-On	Gas and electricity supply to 10 Riverside	86.51	4.33	90.84
DD	82317	E-On	Electricity supply to Pageant Field	17.49	0.87	18.36
BACS	92317	D C Patricks Big News	EADT	22.80		22.80
BACS	102317	Navigus Planning	Final invoice for NP support	1048.15	209.63	1257.78

BACS	112317	Suffolk County Council	Annual Street lighting and maintenance 2016/17	4189.70	837.94	5027.64
BACS	122317	Copy IT Digital Solutions Ltd	Photocopier charges (NP printing 255.41)	262.88	52.58	315.46
DD	132317	HSBC	CREDIT CARD PAYMENTS: 17/1/17 Amazon – plastic binding combs -7.17 19/1/17 Amazon – plastic binding combs -7.68 19/1/17 Suffolk County Council – Road closure application (Soap Box Race) -50.00 20/1/17 Amazon – plastic binding combs – 5.14	69.99		69.99
BACS	142317	K N Coe	Grounds and Property Contract March (paid 28/3) (5 weeks)	1919.00		1919.00
BACS	152317	Mr D Smith	Market Supervisor for February	130.00		130.00
DD	162317	O2	Mobile phone contract February	8.34	1.66	10.00
BACS	172317	Heather Harvey	Cleaning contract February	48.00		48.00
BACS	182317	Mrs E Coe	Mileage claim 25.20 and reimbursement for tape for PF (lands Committee) 7.06	32.26		32.26
BACS	192317	J M Spall	Website Management February	586.00		586.00
BACS	202317	Mrs J Parlone	Contracted hours for February	419.73		419.73
BACS	212317	Mrs A Scott	Contracted hours for February	409.13		409.13
BACS	222317	Mrs E Coe	Contracted hours for March (paid 28/3)	1947.31		1947.31
BACS	232317	HMRC	NI and PAYE for February	846.00		846.00
BACS	242317	Suffolk County Council Pension Account	Pension contributions for March (paid 28/3) Employer £648.64 Employee: £174.22	822.86		822.86
BACS	252317	Viking Direct	Stationery	86.96	17.39	104.35

SO	262317	Fram Broadband	PF CCTV connection	12.50	2.50	15.00
BACS	272317	FAYAP	Grant	938.12		938.12
BACS	282317	Ker-Way	Resurfacing works to Churchyard driveway	7485.00	1497.00	8982.00
BACS	292317	Fram DIY	Various items/materials for lands committee repairs etc	52.86	10.57	63.43
			Total Payments			

1242317 Cllr J Jones confirmed the BACS payments approved at the February meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

1252317 The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Finance Chairman and the details noted.

1262317 Cllr J Jones proposed to approve submission of the application for the Local Council Quality Award ‘demonstrating that a council achieves good practice in governance, community engagement and council improvement’, which was seconded by Cllr Barrett, with all in favour.

13. PLANNING COMMITTEE:

The following planning decision was noted:

DC/17/0039/TCA Renat Properties Ltd – Garden in Castle Walk, Castle Street – Planning Permission

The following planning application was considered:

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

DC/17/0525/FUL Mr L Collins – Gate House, Station Road – extension to existing residential property (re-submission of planning ref DC/16/2876/FUL)

1312317 The Town Council SUPPORTED the application by a majority, with one abstention, with the recommendation that the District Council should ensure adequate drainage, in the light of the information supplied by the neighbour.

Cllr Tanner returned to the room.

14. PUBLIC RELATIONS AND MARKETS COMMITTEE:

1412317 Cllr Kitching proposed to approve the committee’s recommendation to accept the preferred tender for the Website Management Contract from 1st April 2017, from the current provider, Top Cat Media, which was seconded by Cllr J Jones, with all in favour.

Cllr Kitching thanked the Town Clerk, the PR&Markets committee members, and Cllr Garrett for their hard work. The contract would be for 3 years with the option to extend for a further two years.

15. LANDS COMMITTEE:

1512317 Cllr Bennell proposed to approve the committee’s recommendation to accept the quotation from Elite Tree Services to pollard the remaining Lime tree in the Churchyard at a cost of £495 (work not able to be completed with the others, as vehicle continually parked in the way despite advance warning notices), which was seconded by Cllr Garrett, with all in favour.

1522317 Cllr Bennell proposed to approve the committee’s recommendation to accept the quotation from Playquip Leisure for Bonded Mulch Safety Surfacing to both sets of swings at a cost of £2,184.00 (2017/18 Budget 1504 £4,000), which was seconded by Cllr Hopkins, with all in favour.

1532317 Cllr Bennell proposed to approve the committee’s recommendation to accept the quotation from Playquip Leisure for the supply and installation of a 2.4m roundabout with seats, including bonded mulch surfacing at a total cost of £7771.00, using funds of £6,271.00 from the Pageant Field Enhancement Reserve Account and £1,500 from Budget 1504 (2017/18), which was seconded by Cllr Kitching, with all in favour.

16. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

Cllr Barrett reported that Cllr Jones, herself and the Suffolk County Council Highways Engineer visited the Hopkins Homes Development Site on 18th January to consider the possible introduction of a pedestrian crossing facility in Station Road.

The engineer's initial assessment study was subsequently considered at the February Committee meeting. His report advised that the estimated cost for the construction of a zebra crossing (including project management and other associated costs) would be in the region of £25,000-£35,000.

1612317 Cllr Barrett proposed to approve the committee's recommendation to proceed with the construction of a zebra crossing in Station Road, between Prospect Place housing development and the existing John Grose car dealership site, subject to the agreed S106 funding from the Hopkins Homes development of £30k with any shortfall being funded from the CIL income budget (2280), which was seconded by Cllr J Jones, with all in favour.

17. INFRASTRUCTURE PLAN COMMITTEE:

1712317 Cllr J Jones proposed to approve the committee's recommendation to accept costs of up to £2,000 on legal fees relating to the proposed community hall, from Capital Reserve 339, which was seconded by Cllr Hopkins, with all in favour.

1812317 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 Kitching, with all in favour. Members of the public and press left the room.

➤ Future arrangements for the Town Council Office

Cllr Clouting had a partial dispensation for one year to allow her to speak but not vote (agreed at the Full Town Council Meeting on 5th January 2017).

It was noted that following several meetings and discussion, terms of a lease with Suffolk Libraries was now being finalised, which would be advantageous to both parties.

It was noted that Pre-Application Planning Advice had been sought and SCDC had confirmed in writing that a planning application for Change of Use to incorporate the Town Council Offices within the Library building would not be required. However, Building Regulations approval would be required.

A meeting had been held with the landlord of 10 Riverside, who was very keen to take back the building for his own occupation and was therefore willing to terminate the lease early with no financial obligations for the Town Council.

It was noted that one quotation had been received for the required internal alterations to accommodate the new office. The Town Clerk was endeavouring to obtain further quotations but Suffolk libraries requirement for £5m Public Liability insurance was proving difficult for local tradesmen.

Paint and materials for the internal decorating of the Judges Chamber would be needed, with the work being carried out by the G&P Contractor within contracted hours. The Town Clerk had also requested a cost for a new Town Council sign which would need permission and approval in due course. The Town Clerk/RFO provided information on funds available in the budget.

1822317 Cllr Tanner proposed to give delegated authority to Cllrs Tanner, Bennell, J Jones and the Town Clerk to agree and approve the new lease, for a rental of £10,000 pa on a 3 year agreement, which was seconded by Cllr Hopkins, with all in favour. (Cllr Clouting abstained). A copy of the draft lease would be available for Councillors to view via the Town Clerk.

1832317 Cllr Tanner proposed to use the money to pay for work needed to facilitate the move from Capital Reserve codes 338 and 325, which was seconded by Cllr Hopkins, with all in favour.

1842317 Cllr Tanner proposed to give delegated authority for the approval of the quote for internal alteration work to the Chairman and Vice-Chairman along with the Town Clerk, to a maximum of £3,500 which was seconded by Cllr Kitching, with all in favour.

Councillors were requested to help with the move and the Town Clerk would provide dates and times.

It was agreed to issue a joint press release with wording to be agreed by the Chairman and Vice Chairman, which would be publicised as soon as a moving date was finalised.

Members of the Public and Press were invited back to the room.

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

- Cllr Roberts reported that over 200 people were expected to attend Michael Ashwell's funeral.
- Cllr J Jones reported that as a result of John Ashley-Smith's resignation from the Town Council, the Parking Working Group needed a new member. Cllr Barrett volunteered to join the Working Group.

20. Date of next Council meeting:

The next Town Council meeting would be held on **Thursday 6th April 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 20.35pm.