

**FRAMLINGHAM TOWN COUNCIL**

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 6<sup>th</sup> April 2017 at 7.30pm**

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

**1. APOLOGIES:**

Apologies were received and accepted from Cllr B Roberts and CCllr S Burroughes

**PRESENT:**

Cllrs: Ms S Bennell, Mrs L Clouting, Mr S Garrett, Mr S Hopkins, Mr J Jones, Mrs E Jones, Mr G Kitching and Mr J Tanner (Chairman)

**IN ATTENDANCE:**

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

**2. MINUTES OF PREVIOUS MEETING:**

216417 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Kitching, 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 Tanner declared a pecuniary interest in Agenda Item 14 and signed the Interest Book.

Cllr E Jones declared an interest in Agenda Item 11 (Payments) 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 – 31 January 2017 was circulated and a copy attached to the file copy of these minutes. It was noted that there were 3 reported crimes compared with 13 for the same period in 2016.

**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:**

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

DCllr Hudson reported that he had been approached by Cllr Hopkins regarding the recycling of items, such as electrical goods, similar to facilities provided in Saxmundham. He was in the process of looking into this.

He wished the Town Council success with the move to new premises in the Library.

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

Cllr Kitching reported that the Town Clerk had attended the last meeting and would give a full report to the next PR&Markets Committee Meeting on 11<sup>th</sup> April.

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

Cllr Garrett reported that he had been unable to attend the last meeting. The minutes would be circulated when received.

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

Cllr Bennell reported that the Soup & Cake event last month was a brilliant success, with another pencilled in for November. The Quiz Night on Friday 7<sup>th</sup> April has now sold out. Next month, there would be a Community Forum at Hacheston Village Hall on Monday 15<sup>th</sup> May. This would be attended by 3 members of the Friends Group, including Lesley Clouting and Steph Bennell. On Saturday 20<sup>th</sup> May there would be the annual Button Pairing Championship on the Market Hill.

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

Cllr Bennell reported that the next Swap & Mend would be on Saturday 8<sup>th</sup> April in the Unitarian Meeting House including a trial run of a Food Swap. On Monday 24<sup>th</sup> April there would be a screening of a film called "Tomorrow" – an inspiring look to the future, at 7pm at the FAYAP Centre.

### 6.8 Public Comment:

➤ One member of the public requested clarification of the process for applications for CIL funding. Cllr J Jones advised that a procedure was not yet in place, but that the Town Council were preparing business plans for submission to Mark Edgeley at SCDC. Cllr Jones referred to the Suffolk Coastal District Council website which would provide up-to-date information.

➤ One member of the public commented on the potholes and damaged road surface on the mini-roundabout in Well Close Square.

The Chairman confirmed that the situation had been reported to SCC Highways. The Town Clerk advised of the on line reporting tool to report highway matters/damage directly to the SCC Highways Department.

### 7. RECONVENE:

716417 The Chairman proposed to reconvene the meeting, which was approved.

### 8. CORRESPONDENCE:

There were no items to be considered at this meeting.

### 9. TRAINING/CONFERENCE/EVENTS:

916417 Cllr Tanner proposed to approve the attendance of Cllr Jones and the Town Clerk at the SLCC VAT Course to be held in Diss on 4<sup>th</sup> May 9.30am – 4.00pm, cost £95 each plus mileage, which was seconded by Cllr Garrett, with all in favour.

### 10. COUNCILLOR CASUAL VACANCY:

One application had been received for the casual vacancy arising from the resignation of John Ashley-Smith. The completed application form was circulated to Councillors prior to the meeting.

1016417 Cllr Tanner proposed to co-opt Philip Collins for the casual-vacancy of Town Councillor, which was seconded by Cllr Kitching, with all in favour.

The Chairman formally noted the resignation of Lesley Barrett as a Town Councillor. She would be greatly missed and noted the Town Council's thanks for all her hard work and support.

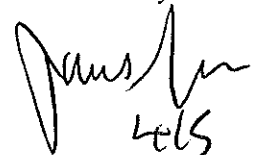
### Committee Recommendations and Business:

### 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.

1116417 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Clouting, and with one abstention due to Interest, were 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
			MARCH 2016/17 budget			
DD	16417	E-On	Electricity supply to Cemetery	5.70	0.24	5.99
DD	26417	E-On	Gas and electricity supply to 10 Riverside	106.54	5.33	111.87
DD	36417	E-On	Electricity supply to Pageant Field	13.73	0.69	14.42



BACS	46417	Skipaway	Skip for cemetery	130.00	26.00	156.00
BACS	56417	Steve Newby	Gas boiler service	75.00		75.00
BACS	66417	St John Ambulance	Hire of hall for February	30.00		30.00
BACS	76417	David Clarke	Reimbursement for new cemetery roses and feed	61.55		61.55
BACS	86417	Viking	Stationery	51.99	10.40	62.39
DD	96417	HSBC	CREDIT CARD PAYMENTS: 22/02/17 Post Office – stamps – 22.90 28/02/17 cleaning materials – 10.36 08/03/17 Post Office – stamps - 22.90	56.16		56.16
BACS	106417	Suffolk Association of Local Councils	Local Council Award Scheme Panel fee	80.00	16.00	96.00
BACS	116417	SGC Blasting	Pageant Field gates refurbishment as per agreed quotation	2000.00		2000.00
BACS	126417	Copy IT DS Ltd	Photocopier charges	52.89	10.58	63.47
BACS	136417	Elizabeth Jones	Mileage claim	34.20		34.20
SO	146417	Fram Broadband	PF CCTV connection for March	12.50	2.50	15.00
BACS	156417	Mr D Smith	Market Supervisor for March	130.00		130.00
DD	166417	O2	Mobile phone contract March	8.34	1.66	10.00
BACS	176417	Heather Harvey	Cleaning contract March	48.00		48.00
BACS	186417	DC Patricks Big News	EADT	36.25		36.25
BACS	196417	J M Spall	Website Management March	586.00		586.00
BACS	206417	Mrs J Parlone	Contracted hours for March + holiday pay to 31/3/17	522.52		522.52
BACS	216417	Mrs A Scott	Contracted hours for March + holiday pay to 31/3/17	529.03		529.03
BACS	226417	HMRC	NI and PAYE for March	876.00		876.00
BACS	236417	Elite Tree Services Ltd	Lime tree pollarding in Churchyard – as agreed quotation	495.00	99.00	594.00
BACS	246417	Fram DIY	Materials for Allotment fencing and water tap repairs 58.71 St Michaels Rooms fencing	224.43	44.89	269.32

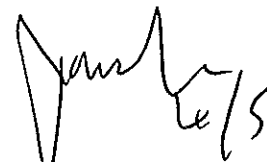
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			materials 114.64 Paint and materials for Library room 51.08 (17/18 budget)			
BACS	256417	Moore Bros	Refurbishment of back pathway at St Michael's Church – as agreed quotation	410.00	82.00	492.00
BACS	266417	St John Ambulance	Hire of Hall for March	30.00		30.00
BACS	276417	Suffolk Association of Local Councils	New Councillor training for Cllr E Jones	100.00	20.00	120.00
DD	286417	Essex & Suffolk Water	Supply to Cemetery	3.06		3.06
DD	296417	Essex & Suffolk Water	Supply to 10 Riverside	15.30		15.30
DD	306417	Essex & Suffolk Water	Supply to Allotments	1.53		1.53
			APRIL 2017-18 budget:			
BACS	316417	Suffolk Coastal District Council	Annual rates for cemetery	518.36		518.36
BACS	326417	Westrock CCTV	Annual Silver Service and Maintenance for PF CCTV	1458.60	291.72	1750.32
BACS	336417	Mr J Fairweather	Rent for 10 Riverside – 1st – 14th April	432.68		432.68
BACS	346417	Suffolk County Council Pension Account	Pension contributions for April (paid 28/4) Employer £696.60 Employee: £181.11	877.71		877.71
BACS	356417	Kimbolton Fireworks Ltd	Deposit for 2017 display	700.00	140.00	840.00
BACS	366417	K N Coe	Grounds and Property Contract April (paid 28/4)	1539.00		1539.00
BACS	376417	SLCC	VAT Training for Cllr J Jones and the Town Clerk	190.00	38.00	228.00
SO	386417	Frambroadband	CCTV connection April	12.50	2.50	15.00
BACS	396417	Bulstrodes	Union Jack flag (approved JT/GK)	21.67	4.33	26.00
BACS	406417	ICCM	Annual membership subscription	90.00		90.00
BACS	416417	Local Council Public Advisory Service	Annual subscription	200.00		200.00
BACS	426417	Suffolk Coastal District Council	Annual Premises Licence fee for Pageant Field	70.00		70.00
BACS	436417	Mrs E Coe	Contracted hours for April (paid 28/4)	2023.33		2023.33
			<b>Total Payments</b>			

**1126417** Cllr J Jones confirmed the BACS payments approved at the March meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

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**1136417** The details of the balances of all bank accounts were available to view in the Town Council Office prior to the meeting.

**1146417** Cllr J Jones reported that three quotations had been sought and provided the details. Cllr J Jones proposed to approve the appointment of LCPAS as the Internal Auditor for 2016/17, at a cost of £275 + £25 mileage, which was seconded by Cllr Clouting, with all in favour.

**12. PLANNING COMMITTEE:**

**The following planning decision was noted:**

DC/17/0196/FUL Mr K Gibbs – Charnwood Milling, Saxtead Road - Planning Permission

DC/17/0205/FUL Mr & Mrs A Hallows – Garden to the rear of 36 Pembroke Road – Planning Permission

There were no planning applications to be considered.

**13. PUBLIC RELATIONS AND MARKETS COMMITTEE:**

**1316417** Cllr Kitching noted that the current expenditure for the event was over-budget but this would be off-set by the income from sponsorship, and therefore proposed to approve the committee's recommendation to accept the cost of £450 for 300 straw bales for the Soap Box Race Event, which was seconded by Cllr Garrett, with all in favour.

**14. LANDS COMMITTEE:**

Cllr Bennell reported that the proposal to approve the committee's recommendation to further explore possibilities and options for an enhanced replacement Pavilion for Pageant Field users, and to agree funds for project management costs up to £2,000 should be deferred back to the Lands Committee for further discussion, which was agreed.

**15. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:**

No business.

**16. INFRASTRUCTURE PLAN COMMITTEE:**

**1616417** Cllr J Jones proposed to approve the committee's recommendation to amend the Infrastructure Plan Working Groups Terms of Reference: 'The leader (chair) of each working group will sit as a member of the Infrastructure Plan Committee', to the following: 'The leader (chair) of each working group will attend the Infrastructure Plan Committee in order to participate in relevant agenda items and then withdraw from taking part in the meeting, with the option of remaining as a member of the public', which was seconded by Cllr Clouting, with all in favour.

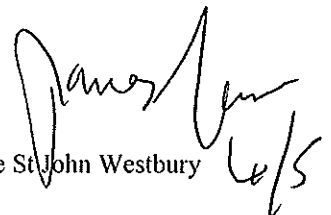
**17. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:**

There were no matters of report or items for the next agenda.

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

The next Town Council meeting would be held on **Thursday 4<sup>th</sup> May 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8.00pm.



James Jones  
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