

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
Framlingham
Suffolk IP13 9BH**

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:
www.framlingham.com



TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CILCA AICCM PSLCC DPS
townclerk@framlingham.com

DEPUTY TOWN CLERK

James Overbury
CILCA BA (HONS)
dtc@framlingham.com

30th December 2021

MEMBERS OF THE TOWN COUNCIL:

**Cllr C Eastwood – Chair, Cllr S Garrett – Vice Chair, Cllr D Carter – Finance Chair
Cllr P Collins, Cllr J Culemann, , Cllr P Dean, Cllr T Higham, Cllr M Hine,
Cllr J Jones, Cllr S Pepperdine and Cllr N Williamson**

You are hereby summoned to attend a meeting of the **Town Council**
to be held on

**Thursday 6th January 2022 at 7.00pm in The Club House, Framlingham Sports Club, Badingham
Road, Framlingham**

for the transaction of the business on this Agenda.

Public Attendance:

Members of the public and press are welcome to join the meeting in person and will be invited to speak under item **5.7** of the Agenda.

Please note this meeting may be recorded

Yours Faithfully,

Eileen A Coe (Town Clerk/Responsible Financial Officer)

**Framlingham Town Council Meeting – Thursday 6th January at 7.00pm
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 and will be entered in the Interest Book.)
5. **Adjournment** – the Chairman will adjourn the meeting for the following:
 - 5.1 **Police Matters**
 - 5.1.1 **Report on attendance at recent Police Meetings – Town Clerk**
 - 5.2 **Report by County Councillor**
 - 5.3 **Report by District Councillors**
 - 5.4 **Report from PCC on the St Michael's Rooms (Castle Community Rooms) project**
 - 5.5 **Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine**
 - 5.6 **Report by Fairtrade Representative – Cllr M Hine**
 - 5.7 **Public Comment** – to receive and note comments from members of the public present, through the Chair only
6. **Reconvene** – the Chairman will reconvene the meeting:
7. **Correspondence** – to consider any correspondence received for this meeting as detailed below:
8. **Attendance at events, conferences and training:**
9. **Covid Response Team:**
10. **Planning and Environment Committee:**
 - 10.1 To note any planning decisions received prior to the meeting:
 - 10.2 To consider any Planning Applications received prior to the meeting:
 - 10.3 To approve the committee's recommendation to take the following action as a matter of priority:
 - Use Centre for Sustainable Energy (CSE) guidance 'How Green is My Plan' to score (0-100) the current Neighbourhood Plan.
 - Use CSE guidance such as 'Neighbourhood Planning in a climate emergency' to ensure the new plan is low carbon and addresses climate resilience
 - Review draft Neighbourhood Plan and score again to measure improvement
 - 10.4. To approve the committee's recommendation to support legal action, should it be necessary to defend the Framlingham Neighbourhood Plan against undermining and legally incorrect interpretations by ESC Planning for DC/20/3326/OUT - Victoria Mill Road -
 - 10.5. To approve the committee's recommendation To allocate a budget of up to £5,000 for legal costs for the above.

11. Communication, Events and Partnerships Committee:

11.1 To approve to proceed with an event for HM Queen Elizabeth's Platinum Jubilee to be held on Sunday 5th June on the Pageant Field, to be co-ordinated and led by the Town Clerk/RFO in association with a QPJ Working Group reporting to CEP/Full Council using Budget Code 2205

11.2 To approve the committee's recommendation to spend less than £700 on two new notice boards (this expenditure to be redeemed from SCC) for the Bridge Street Bus Shelter

11.3 Matters of report and items of information only

12. Highways, Rights of Way and Parking Committee:

12.1 To approve the committee's recommendation to accept the annual review of the following Risk Assessments:

Rights of Way Walks

Speed Indicator Device (SID)

12.2 Matters of report and items of information only:

13. Development and Strategic Planning Committee:

13.1 To approve the Committee's recommendation not to grant funds from Local CIL for the Badingham Playschool project

13.2 To approve the committee's recommendation to grant £546.00 from Local CIL to Framlingham Community Garden for the purchase of a new water hose, two large water butts, 2 x loppers, 2 x secateurs and a sign for the garden.

13.3 Matters of report and items of information only:

14. Lands and Markets Committee:

14.1 To approve the committee's recommendation to accept the annual review of the following Risk Assessments:

Cemetery

Churchyard

Pageant Field

Pavilion

Allotments

Fens

Jeaffreson's Well

Saturday and Tuesday Markets

Third Party Events on Market Hill

14.2 Matters of report and items of information only

15. Framlingham Neighbourhood Plan Review Committee:

15.1 Matters of report and items of information only

16. Finance and HR Committee:

16.1 To confirm BACS payments approved at the December meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

16.2 To approve the payment of current invoices

16.3 To note the details of all Bank Accounts

16.4 To approve the committee's recommendation to accept the final budget figures for 2022-2023, using funds of £2,584 from EMR 336 (Tax Base Contingency) to make up the shortfall.

16.5 To approve the committee's recommendation to request a precept figure of £170,451.00 for the 2022-2023 financial year, a 0% increase on last year.

16.6 To approve the committee's recommendation to accept the annual review of the Effectiveness of Internal Audit (All questions answered as YES)

16.7 To approve the committee's recommendation to accept the annual review including revisions of the following policy documents:

- Child Protection
- CCTV
- Terms of Reference for Working Groups
- Delegated Powers (Town Clerk)
- Risk Assessment Record and Guidance - No changes
- Ban of Mass Balloons and Sky lanterns from Town Council owned land - No changes
- Review the risks of Legionnaires Disease - No changes
- Illegal Fly Posting - No changes
- Retention of Documents Policy - No Changes
- Third Party use of Town Council Resources - No Change
- Tree Policy - No Changes
- Information Protection Policy and Information Security, protection and removable information storage policy. Combined to form new: Information Policy
- Grant Policy - revised
- Grant Application form – revised
- Standing Orders
- Financial Regulations

16.8 To approve the committee's recommendation to accept the annual review including revisions of the following H R policy documents:

- Training and Development Policy: Revisions incorporating old Training Statement of Intent
- Disciplinary Procedure (NALC Model): New policy
- Grievance Procedure (NALC Model): New policy
- Complaints Procedure: Revisions
- Health and Safety Policy and Statement: Revisions.
- Equality Policy – New policy incorporating old Equal Opportunities Policy and Equality Policy Statement
- Lone Worker Policy: Revisions
- Training Report Form: Revisions
- Annual Pay Policy Statement: Revisions

16.9 To approve the cost of £600 from Rialtas for the end of year accounting process for the 2021-2022 year end.

16.10 To approve the committee's recommendation to accept the annual review of the following Risk Assessments:

Financial Management and Control

Town Council Office
HSBC Credit Card-
GDPR
Lone Worker

16.11 Matters of report and items of information only

17. Matters of Report or Items for the next Agenda only:

18. Date and time of the next Full Council Meeting

Thursday 3rd February 2022 at 7.00pm –The Club House, Framlingham Sports Club, Badingham Road, Framlingham