

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Philip Collins

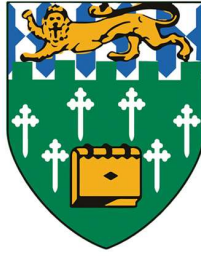
TOWN COUNCIL OFFICE
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VISIT OUR WEBSITE:

www.framlingham.com

29th April 2021



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

MEMBERS OF THE TOWN COUNCIL:

**Cllr P Collins – Chair, Cllr S Garrett – Vice Chair, Cllr D Carter – Finance Chair
Cllr C Eastwood, Cllr T Higham, Cllr M Hine, Cllr J Jones, Cllr P Wraight**

You are hereby summoned to attend a **Virtual Zoom ANNUAL Meeting** of the **Town Council**
to be held on

Thursday 6th May 2021 at 7.00pm

for the transaction of the business on this Agenda.

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item **13.7** of the Agenda.

Join Zoom Meeting

<https://zoom.us/j/93238328497?pwd=NEZLMzJzaExLcDg4Yjl0T0NqeEc0QT09>

Meeting ID: 932 3832 8497

Passcode: 999999

Please note this meeting may be recorded

Yours Faithfully,

Eileen A Coe (Clerk to the Council)

Framlingham Town Council ANNUAL MEETING – Thursday 6th May 2021 at 7.00pm Agenda

1. **Election of Chair** and signing of Declaration of Acceptance of Office
2. **Apologies** – to receive and accept apologies for absence
3. **Election of Vice-Chair:**
4. **Election of Finance Chair:**
5. **Appointment of Committees and Membership:**

(except the Finance and HR Committee which will be made up of the Chairmen of Committees when elected, plus any others to be nominated at the next meeting on 3rd June– up to a maximum of 9 members)

Lands and Markets Committee

Highways Rights of Way and Parking Committee

Planning and Environment Committee

Development and Strategic Planning Committee

Communication, Events and Partnership Committee

Neighbourhood Plan (Review) Committee

6. To note the current Town Council nominated persons for other organisations as required by their constitutions:

The Pryke Trust – currently Mrs Gwen Etheridge*

The Mills Charity – Mr N Corke*

To note that Mr Corke's Term of Office ends after 12 years at the end of June.

To consider the appointment of a Town Council nominated person for the next four years. (The new Charity Scheme restricts Trustees to two terms (8 years). Mr James Tanner has been suggested.

The Hitcham's Trust – Mr I Moore* Mr J Schofield* and Mr T Gilder*

Parish Tree Warden – Ms S Bennell*

7.To appoint Town Council representatives for other organisations:

Suffolk Libraries IPS – currently Mrs E A Coe (Town Clerk/RFO)

Citizens Advice Bureau – currently Mrs E A Coe (Town Clerk/RFO)

Framlingham Business Association – currently Cllr P Wraight

Castle Community Rooms Fundraising Committee – currently Cllr Hine

Suffolk Association of Local Councils -

8.To note Deeds and Documents in the custody of the Town Council

9. General Power of Competence:

To confirm that the Town Council meets the criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is eligible to undertake activities using the General Power of Competence.

10. Minutes of Previous meeting – to be confirmed and signed as an accurate record

11.To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)

12. To receive declarations of interest (please note declarations must be made verbally at the appropriate time and will be entered in the Interest Book.)

13. Adjournment – the Chairman will adjourn the meeting for the following:

13.1 Police Matters

13.1.1 Report on attendance at recent Police Meetings – Cllr Wraight and the Town Clerk

13.2 Report by County Councillor

13.3 Report by District Councillor

13.4 Report by Fairtrade Representative – Cllr M Hine

13.5 Report from PCC on the St Michael's Rooms (Castle Community Rooms) project

13.6 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine

13.7 Public Comment – to receive and note comments from members of the public present, through the Chairman only

14. Reconvene – the Chairman will reconvene the meeting:

15. Correspondence – to consider any correspondence received for this meeting as detailed below:

15.1 Gary Kitching

To note the resignation due to health reasons and arrangements for Co-option.

16. Attendance at events, conferences and training:

17. Covid Response:

17.1 Covid Response Team update:

17.2 To approve the cost of £656.37 + VAT for Acrylic Protection screens for the Town Council Meeting Room

18. Planning Committee:

18.1 To note any planning decisions received prior to the meeting:

18.2 To consider the following Planning Application and any others received prior to the meeting:

18.2.1 DC/21/1985/FUL Land Adjacent to Sitwell Gardens, Station Road – 4 x 3 bed dwellings with associated amenity, integrated bike storage, 2 parking spaces per unit and additional visitors parking. Access is through the existing entrance to the site off Station Road into a permeable shared driveway

18.3 Matters of report and items of information only:

19. Public Relations and Markets Committee:

19.1 To approve the committee's recommendation that the Firework Spectacular should not be planned for in 2021.

19.2 Matters of report and items of information only

20. Rights of Way, Highways and Lighting Committee:

20.1 Matters of report and items of information only

21. Lands Committee:

21.1 To approve the committee's recommendation for the continuation of the existing Grounds and Property Contract for its remaining duration until 31st October 2023 and to undertake a review of all Lands Contracts commencing April 2022 with a view to rationalising these to enable the Town Council to seek tenders in the spring of 2023 for contracts to commence 1st November 2023.

21.2 To approve the committee's retrospective recommendation to accept the quotation from Kiwi Fencing Ltd for the refurbishment of existing chain link fencing and supply and installation of new green bow top iron railing panel fencing on the Pageant Field play areas at a total cost of £9,889.00 using Budget 2316 (Local CIL).

21.3 To approve the committee's recommendation to accept the quotation from Kindlewood to remove all the dead limbs and pollard by 15ft the veteran oak tree on the Fens, following the results of a climbing inspection, at a cost of £625 using Budget 1613.

21.4 To approve the committee's recommendation to accept the quotation from Playquip Leisure for a Driftwood Cabin to replace the current Playhouse on the Pageant Field Play Area at a cost of £2,398 + Vat using the Entertainments Reserve Account (Profit from the Firework Events current balance £7,111.05)

21.5 To approve the committee's recommendation to accept the cost of up to £5,000 (to allow for an increase in cost of materials) from Ker Way using Budget 2316 (Local CIL) for the installation of a new pathway from the end of the tarmac up to the Pavilion on the Pageant Field. The work to be carried out after the summer holidays in September.

21.6 Matters of report and items of information only:

22. Strategic Planning Committee:

22.1 To approve the Service Level Agreement (SLA) between East Suffolk Council and Framlingham Town Council in relation to the review of the Framlingham Neighbourhood Plan – to be signed by the Town Clerk/RFO

22.2 Matters of report and items of information only

23. Finance Committee:

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

23.2 To approve the payment of current invoices

23.3 To note the details of all Bank Accounts

23.4 To approve the committee's recommendation to agree the revised insurance schedule and cost for a five-year contract with Zurich, subject to confirmation of revised costs and increased indemnity from BHIB and Came and Company

23.5 To approve the committee's recommendation to adopt the Pay Policy Statement 2021/2022

23.6 Matters of report and items of information only

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

25. Date and time of the next Full Council Meeting

Thursday 3rd June at 7.00pm – venue to be confirmed