

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

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

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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 September 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 7th October 2021 at 7.00pm in St Michael's Rooms, Church Street, 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 7th October 2021 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 Chairman only
- 6. Reconvene** – the Chairman will reconvene the meeting:
- 7. Correspondence** – to consider any correspondence received for this meeting as detailed below:
 - 7.1 The Lanman Museum** – deferred from 5th August Full Council in order to advertise the vacancy to the community
Letter asking if the Town Council would like to consider nominating a Trustee for the Lanman Museum.
 - 7.2 Sir Robert Hitcham Almshouse Charity:**
Letter advising that one or the two Town Council nominated Trustees has resigned due to moving away from the town and seeking the Town Council’s nomination for a replacement Trustee. (The Board of Trustees meets approximately five times a year)
- 8. Attendance at events, conferences and training:**
 - 8.1.1 SALC Introduction to Town and Parish Councils – E-Leaning – Cllr Williamson - £14.00**
 - 8.1.2 SALC Facebook Webinar (18th August) – Cllr Hine - £25.00**
 - 8.1.3 SALC New Councillor Course Module 3 – 29 Nov – 7 pm and Mod 5 – 13 Dec – 7 pm – Cllr Pepperdine - £50**

8.1.4 SALC Data Protection for Councillors – 6th December – Cllr Culemann - £25

8.1.5 SALC Data Protection for Clerks and Officers – 4th November – Town Clerk - £25

9. Covid Response:

9.1 Covid Response Team update:

9.2 To appoint an Area Co-ordinator for the Covid-19 Team (previously Alan Davidson)

9.3 To approve the revised Risk Assessment for the Town Council Meeting Room – Town Clerk/RFO

9.4 To consider costs for 3 new protective screens following revised layout of meeting room to accommodate up to 10 people at £198.53

10. Planning and Environment Committee:

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

10.2 To consider the following and any other Planning Applications received prior to the meeting:

10.2.1 DC/21/4306/FUL – Gatewood Farm, Lampards Brook, IP13 9SB -

Erection of 2 no. holiday let units with associated landscaping and sewage treatment plant installation

10.3 Matters of report and items of information only:

11. Communication, Events and Partnerships Committee:

11.1 To approve the committee's recommendation that Hollins Chartered Surveyors be commissioned to prepare the Planning and Listed Building Application for the three sites (CCTV) where this was needed, at a cost of £850.00 (taken from the allocated local CIL amount of £30,000 agreed by Full Council on 29th October 2020 EMR 358)

11.2 To approve the committee's recommendation to commission TMO traffic management to supply the traffic management for the Christmas event at a cost of £594.00 from EMR 348

11.3 Matters of report and items of information only

12. Highways, Rights of Way and Parking Committee:

12.1 Matters of report and items of information only:

13. Development and Strategic Planning Committee:

13.1 Matters of report and items of information only:

14. Lands and Markets Committee:

14.1 To approve the Committee's recommendation for the purchase of 3 x Heritage 100Ltr round hooded litter bins from Heyn at a total cost of £885.50 plus vat using Local CIL EMR 360.

14.2 To approve the committee's recommendation to accept the quotation from Playquip Leisure of £565.00 to replace the bearings, re-grease and re-assemble the roundabout on the Pageant Field Play Area, using Budget 1504.

14.3 To approve the committee's recommendation to accept the revised Allotment Regulations and an increase in the charges to £36 per plot from 1st April 2022

14.4 Matters of report and items of information only

15. Framlingham Neighbourhood Plan Review Committee:

15.1 To approve the committee's recommendation to accept the FNPR Committee's Terms of Reference

15.2 To approve the committee's recommendation to purchase a branded po-up tent at a cost of £799.95 from Gala Tents using Budget 2206

15.3 Matters of report and items of information only

16. Finance and HR Committee:

16.1 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.

16.2 To approve the payment of current invoices

16.3 To note the details of all Bank Accounts

16.4 To retrospectively approve the Committee's decision to renew the E-On Energy Contract for the Cemetery and Pageant Field until September 2023.

16.5. To approve the revised Terms of Reference of the Human Resources Sub-Committee

16.6 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 4th November 2021 at 7.00pm – St Michaels Rooms, Church Street Framlingham