

DRAFT Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 5th December 2019 at 7.30pm.

The Chairman advised that the meeting was being recorded.

1. Apologies:

Apologies were received and accepted from Cllr D Beal and DCllr M Cook.

Present:

Cllrs Mr D Carter, Mr P Collins, (Chairman) Mr S Garrett, Ms M Hine, Mr C Eastwood, Mrs A Fisher, Mr J Jones, Mr G Kitching, Mr J Simpson, Mrs P Wraight

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Town Clerk), and 4 members of the public.

2. Minutes of Previous meeting:

2151219 Cllr Collins proposed that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Eastwood and with two abstentions due to absence, all were in favour. The Chairman then signed the minutes.

3. Dispensation requests received:

None Received.

4. Declarations of interest:

Cllr Collins declared an interest in payments, and signed the Interest Book.

5. Adjournment: The Chairman proposed an adjournment for the following items which was approved.

5151219 The Chairman proposed an adjournment for the following items which was approved.

5.1 Police Matters:

None.

5.2 Report by County Councillor:

Cllr Burroughes told the meeting he had circulated his report prior to the meeting and wished to highlight a number of issues he raised in it. Firstly, he reported that Civil Parking Enforcement (CPE) was planned to be in force from the end of January 2020. He then reported that Suffolk County Council (SCC) was reviewing the School Transport Policy. This was in two phases and the second phase would look to see if the scheme could be fairer and improved. Finally, he reported that he had attended the Mills Meadow celebration event recently and took advantage of the offer of a ride in one of the Hour Community's Rickshaws. Cllr Collins asked CCllr Burroughes how the District and County Council intended to inform the public about CPE. Cllr Burroughes said he was not sure of the details but understood the District has this in hand. Cllr Jones commented that he was surprised by the lack of response from the District regarding the Town Council's requests for information regarding CPE. The news of its imminent commencement was news to the Town Council as the District had not communicated this fact. He called for better communication from the District and then asked CCllr Burroughes if he knew whether the resources for CPE, especially in terms of staff recruitment, were in place. Cllr Burroughes said he would ask DCllr Cook if he could arrange for the District Council to inform the Town Council what the situation was regarding CPE.

5.3 Report by District Councillors:

DCllr Cook had provided a report which was circulated to Councillors prior to the meeting.

5.4 Report by Fairtrade Representative – Cllr M Hine:

No business.

5.5 Public Comment:

The Chair of the Residents Association noted that it would be useful if a monthly report from the PCC regarding the St Michael's Rooms Project would be provided. Cllr Kitching responded by saying that such a requirement was part of the Memorandum of Understanding and reports were expected. Cllr Garrett reported that he understood that the PCC was setting up a consultative group regarding the project and believed the Residents Association were welcome to join the group. The representative from Hour Community echoed CCllr Burroughes's comments regarding Mills Meadow, and reported that he had met with SCC regarding further enhancements to the home. Cllr Garrett asked for Hour Community to keep

the Town Council informed of any potential developments. A person spoke of their objection to the plans to Flood Light the Skate Park. A further objection to flood lighting the skate park was made by another person who also expressed frustration about communicating with the Town Council.

6. Reconvene:

6151219 The Chairman proposed to reconvene the meeting, which was agreed.

7. Correspondence:

None for this meeting.

8. Training/ Conferences/Events:

8151219 Cllr Collins proposed to approve the expenditure for the Suffolk Association of Local Councils – Two Day Councillor Course – Saturday 22nd and 29th February of £120 for Cllr A Fisher which was seconded by Cllr Garrett with all in favour.

Committee Recommendations and Business:

9. Planning Committee:

- **To note any planning decisions received prior to the meeting:**

The following planning decisions were noted:

DC/19/3669/FUL Refurbishment of the existing building and subdivision back into two separate dwellings 115 College Road Framlingham FTC Supported

DC/17/3681/VOC Land At Mount Pleasant Framlingham Suffolk FTC Objected

DC/17/3654/VOC Land South Of Mount Pleasant Farm Mount Pleasant Framlingham Suffolk FTC Objected

Cllr Garrett noted that these variations emphasised the need for ESC planning enforcement to be quicker in examining complaints.

- **The following Planning Application was considered.**

DC/19/4378/FUL, Saxtead Road – Formation of surface water drainage ponds and associated services in connection with adjacent residential development of 24 dwellings together with associated access roads, garaging and car parking approved under DC/18/2445/FUL (revised proposals to those previously permitted under DC/16/4355/FUL)

9151219 Cllr Garrett proposed to support the application which was seconded by Cllr Collins and with one abstention all were in favour.

- **To consider any Referral of Planning Applications received prior to the meeting:**

None.

- **Planning matters of report/items of information only:**

Cllr Garrett reported that Scott Properties had approached the Town Council regarding their plans for older person accommodation. He told the meeting that it was Town Council policy to meet all developers, but not to negotiate on any plans.

10. Public Relations and Markets Committee:

- Cllr Simpson noted the transfer of £2,000 from the Entertainments Reserve Account to the Current Account to cover the Firework Event expenditure.

Cllr Simpson commented about the poor attendance at the Firework Spectacular which was largely due to the weather. He noted that it was believed many Framlingham residents watched the fireworks from outside the Pageant Field and that a great many paying spectators were not from Framlingham. This was the cause of some concern and would be borne in mind when considering future displays.

- **Matters of report/items of information only:**

Cllr Simpson reported that a communication strategy working group had been set up and Cllr Hine had been appointed External Communications Councillor. She reported on the work thus far and described the plans for the residents' survey – a draft working copy had been circulated to Councillors for comments.

11. Rights of Way, Highways & Lighting Committee:

Traffic Flow and Road Safety Plans.

Cllr Eastwood outlined the discussions to date which had centred around the separation of strategy and implementation and which Town Council Committee should deal with each subject. Cllr Eastwood felt that all strategic issues and discussions should sit with the Finance and Strategic Planning Committee and

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the Rights of Way, Highways and Lighting Committee should then deal with operational issues and any implementation of strategy. Cllr Jones reinforced this view referencing the minutes of the Rights of Way Committee in October. It was agreed that the Transport Strategy should stay with the Finance and Strategic Planning Committee, leaving the Rights of Way Highways and Lighting Committee free to implement the strategy, from an operational point of view.

Cllr Eastwood clarified that the Rights of Way Walk would be on Saturday 4th January.

Cllr Eastwood noted that certificates of competence which qualified Cllrs Simpson and Eastwood as Community Rangers (Community Self Help Scheme) had been received. Volunteers would be needed and Cllr Eastwood understood that this was to form a part of Cllr Hine's work on volunteers in due course.

- Matters of report/items of information only:

Cllr Eastwood reported that work should start in early 2020 on the two footpaths commissioned recently. He told the meeting that the plans for providing a bus service to Campsea Ashe were progressing – the survey had proved the demand and Cllr Simpson described the research completed to date.

12. Lands Committee:

- There was a discussion concerning the design, construction, procurement and location of new play equipment proposed for the Play Area on the Pageant Field.

12151219 Cllr Collins proposed to approve the committee's recommendation to purchase and install a castle themed item of play equipment to be positioned on the site of the old Pavilion at a cost of £17,908.85 from Play and Leisure Ltd from the Local CIL Budget, which was seconded by Cllr Simpson with all in favour.

- Matters of report/items of information only:

Cllr Collins reported that members of the Lands Committee would be conducting the five year memorial inspection early next year.

13. Finance and Strategic Planning:

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 Chairs and were made available in the Payments Folder prior to the meeting.

- **13151219** Cllr Jones confirmed the BACS payments approved at the October meeting had been paid as agreed and the bank print out verified and signed by two Councillors.
- **13251219** The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by Cllr Jones, and the details noted.
- **13351219** Cllr Jones proposed to approve the payment of current invoices which was seconded by Cllr Garrett and with one abstention due to interest all were in favour.
- **13451219** Cllr Jones proposed to approve the committee's recommendation to accept the Annual Review of the Effectiveness of the Internal Audit, which was seconded by Cllr Eastwood with all in favour.

- Matters of report/items of information only:

Cllr Jones confirmed that the last CIL payment was not to be capped due to the regulations changing favourably.

Cllr Jones reported that the 2020-2021 draft Budget proposals would be considered at the next Finance Committee and be presented to Full Council at the meeting in January.

Cllr Jones and Cllr Eastwood updated the meeting on the proposals for the Elms Car Park and business parking at the Sports Club.

Cllr Kitching asked Cllr Garrett for an update on the St Michael's Rooms Project. Cllr Garrett reported that some minor design changes had been made, and the PCC was working on the Public Consultation event and towards raising the match funding required.

14. Matters of report or items for next agenda only:

- Cllr Hine reported that she had attended a meeting at the Energy Advice Café in Dennington and met Annette Dunning the newly appointed Rural Energy Officer. This post liaises with East Suffolk Council and people in need of help from the Warmer Homes Scheme. The Town Clerk volunteered the thought that she may be an excellent speaker for the Annual Parish Meeting. Cllr Hine concluded

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by describing how such a resource could be part of any future 'Health and Well Being' section of the website.

- Cllr Jones noted that it was important to capture the actions identified at the recent Strategic Forum at a committee level and he will place the subject on the next Finance and Strategic Planning Committee where it will prioritise the actions, examine the resources available and identify which committee should implement them.
- Cllr Wraight asked if there had been any responses to the letters sent out to neighbours regarding the floodlighting the skatepark. Cllr Collins confirmed there had been and these would be considered in full when the Town Council considered the proposal in detail.
- Cllr Eastwood reported that he had attended the East Suffolk Council Partnership forum in Ipswich in November.
- Cllr Collins thanked Councillors and staff for attending the Remembrance service which was very well attended.
- Cllr Collins reported that he and the Town Clerk had attended the Mills Meadow CQC Celebration event. He confirmed the Town Council had written a letter of congratulations to the Care Home.
- Cllr Collins also reported that he, Cllr Hine and the Town Clerk had attended the first meeting of the East Suffolk Partnership of the Framlingham and Wickham Market Group. Cllr Jones, Cllr Hine and the Town Clerk would be taking this forward and representing the Town Council on the Group.
- Cllr Collins reported that he had attended the SALC AGM with the Town Clerk.
- Cllr Collins reported that he and the Town Clerk had met the new Principal at Framlingham College who was very supportive of close collaboration between the College and the town.
- Cllr Collins and the Town Clerk had met Paperhouse Properties regarding the Town Council's move to the Old Conservative Club next year.
- Cllr Collins concluded by wishing everyone a merry Christmas and a happy New Year.

15: Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 2nd January 2020 at 7.30pm** in The St John Westbury Centre, Fairfield Road, Framlingham.

The meeting closed at 8:37pm