

FRAMLINGHAM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council held at The United Free Church,
Framlingham on Thursday 16th May 2019 at 7.30pm

The Chairman advised that the meeting was being recorded.

Prior to the meeting all Councillors signed the declaration of acceptance of office following an election on 2nd May 2019.

1. ELECTION OF CHAIRMAN:

116519 Cllr Kitching proposed Cllr Collins which was seconded by Cllr Jones with all in favour. Cllr Collins then signed the Chairman's Declaration of Acceptance of Office.

PRESENT:

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

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Town Clerk), and 8 members of the public.

2. APOLOGIES:

None received.

3. ELECTION OF VICE CHAIRMAN:

3116519 Cllr Collins proposed Cllr Garrett which was seconded by Cllr Eastwood with all in favour.

4. ELECTION OF FINANCE CHAIRMAN:

4116519 Cllr Collins proposed Cllr Jones, which was seconded by Cllr Kitching with all in favour.

5. APPOINTMENT OF COMMITTEES AND MEMBERSHIP: (Except the Finance Committee which will be made up of the Chairmen of committees when elected, plus any others to be nominated at the next meeting on 7th June).

Lands Committee:

Cllrs: Carter, Collins, Eastwood, Hine, Kitching and Simpson.

Rights of Way, Highways & Lighting Committee:

Cllrs: Beal, Carter, Eastwood, Fisher, Jones, Simpson and Wraight.

Planning Committee:

Cllrs: Beal, Collins, Eastwood, Garrett and Wraight.

Public Relations & Markets Committee:

Cllrs: Fisher, Garrett, Hines, Kitching, Simpson and Wraight.

6. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES/NOMINATED PERSONS FOR OTHER ORGANISATIONS:

The Pryke Trust - Mrs Gwen Etheridge* (Nominated)

The Mills Charity – Mr N Corke* (Nominated)

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

Parish Tree Warden – Ms S Bennell* (Representative)

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

(*denotes non-council members)

Cllr Jones asked what the process was for nominating these people to those bodies. The Town Clerk explained that the Town Council received a request from each body, and then the Town Council would recommend a person for the role. The process was driven by the requirements of the constitutions of each body or charity, and the Town Council's nomination was advisory in nature, with no obligation to report to or represent the Town Council, and the nomination was normally reviewed/renewed every four years. Representatives report directly to the Town Council.

7. DEEDS AND DOCUMENTS IN THE CUSTODY OF THE TOWN COUNCIL:

The Town Clerk/RFO confirmed that all deeds and documents were held in the safe at the Town Council Office.

8. GENERAL POWER OF COMPETENCE:

8116519 By virtue of the fact that all the Councillors were elected and that the Town Clerk held a CilCA Qualification, it was confirmed that Framlingham Town Council meets the criteria for the General Power of Competence, as described within the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and was eligible to undertake activities using the General Power of Competence

9. MINUTES OF PREVIOUS MEETING:

9116519 Cllr Eastwood proposed the minutes of the previous meeting held on Thursday 4th April 2019, be approved as an accurate record, which was seconded by Cllr Beal which was agreed by a majority due to absence or newly elected Councillors. The Chairman then signed the minutes.

10. DISPENSATIONS:

Cllr Beal would reapply for his pre-existing dispensation granted in the last incarnation of the Town Council.

11. DECLARATIONS OF INTEREST:

None.

12. ADJOURNMENT:

12116518 The Chairman proposed an adjournment for the following items which was approved.

12.1 Police Matters:

The report presented to the Annual Parish Meeting recently was to serve as a report to this meeting.

12.2 Report by County Councillor:

The report presented to the Annual Parish Meeting recently was to serve as a report to this meeting.

12.3 Report by District Councillors:

No report

12.4 Public Comment:

A person wished to raise the issue about the attendance or absence of District Councillors to the Full Council Meeting. He felt that it was vital for them to attend and take part in Full Council Meetings. The Town Clerk explained that the absence at this meeting of District Councillors was due to the fact that newly elected Councillors had probably not yet signed the Declaration of Acceptance of Office. The Chair of the Framlingham Residents Association congratulated the Councillors on their election or re-election. He then spoke about the St Michael's Rooms project. Returning to his theme raised at the APM he questioned whether the refurbishment of St Michael's Rooms was the best use of £700,000 Cil and £70,000 local Cil. He urged the Town Council to pause, and to open up the possibility for these funds to other groups. He then remarked that the public had not been consulted and had no idea of what the size, shape, design, layout or terms of use the new building would have. He wished to know who was to underwrite the cost of the refurbishment or any potential loss during its operation. Cllr Collins explained that this issue was on the agenda and that many answers to his questions would be answered during the forthcoming reports and debate. Rev Sanders then informed the meeting that the proposed refurbished hall was about the same size as the existing hall, and that the PCC had over 100 years of managing the site for the community benefit, and hoped it would continue to serve the parish albeit with a modern building for the next 100 years.

13. RECONVENE:

13116519 The Chairman proposed to reconvene the meeting, which was agreed.

14. CORRESPONDENCE:

None received for this meeting.

15. TRAINING/CONFERENCE/EVENTS:

5116519 Cllr Collins proposed to approve St John Ambulance Emergency First Aid at Work Course: Cllr S Garrett (designated First Aider for rights of way walks) and James Overbury DTC on Wednesday 26th June at a total cost of £270 net which was seconded by Cllr Kitching and with one abstention all were in favour.

16. PLANNING COMMITTEE:

16.1 The following planning decisions were noted:

DC/19/0840/FUL - 56 College Road – Planning Permission

DC/19/0914/FUL – 21 Danforth Drive – Withdrawn

16.2 The following planning applications were considered.

DC/19/1631/FUL – 21 Danforth Drive – Two storey and single storey extension – re-submission of previous application DC/19/0914/FUL Extension to provide additional sitting room, enlarge kitchen and add an en-suite and dressing room

16116519 The Town Council SUPPORTED the application.

DC/19/1602/FUL – 1 Millers Way – removal of conservatory of dimensions 3.3m x 3m, constructed under planning application C11/0684 by previous house owner, and replacement with conservatory of dimensions 3.91m x 3.82m in the same locations to the rear of the house

16216519 The Town Council SUPPORTED the application.

DC/1188/FUL – 21 New Road – single storey rear extension.

16316519 The Town Council SUPPORTED the application.

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

Planning matters of report/items of information only:

None.

17. PUBLIC RELATIONS AND MARKETS COMMITTEE:

No business.

18. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

Cllr Jones reported on the work of the Parking Working Group and the plans for Civil Parking Enforcement for on and off-street parking in the town. Implementation of the proposals put to the Annual Parish Meeting were now expected during January 2020. He added that negotiations with the Sports Club for business parking were at an advanced stage, as were discussions with the Co-Op about enforcing their maximum 2 hour stay.

(Cllr Eastwood excused himself, and left the meeting at 20:22 and at 20:24 he returned)

Cllr Jones concluded by reporting that the next steps were to draft the Heads of Terms (HOT) and Memorandum of Understanding (MOU) with the Sports Club and to continue to search for new opportunities for public car parking in the town.

19. LANDS COMMITTEE:

19116519 Cllr Collins proposed to approve the committee's recommendation for the cost of £1,152.00 (Budget 1510) from Wernik Hire for the hire of a 2+1 temporary antivandal toilet for six weeks over the Summer Holidays which was seconded by Cllr Simpson with all in favour.

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

20116519 Cllr J Jones confirmed the BACS payments approved at the April meeting had been paid as agreed, and the bank print out verified and signed by two Councillors, which was noted and filed for future reference.

20216519 The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Chairman, and the details noted.

20316519 Cllr Jones proposed to approve the annual renewal of Town Council insurance on 1st June (Year 2 of 3 year contract) which was seconded by Cllr Garrett with all in favour.

20416519 Cllr Jones proposed to approve the payment of current invoices, which was seconded by Cllr Collins with all in favour. A copy of the approved invoices would be attached to the file copy of the minutes.

20516519 Cllr Jones confirmed the mandated signatories for the HSBC current account, which was approved.

20616519 Cllr Jones gave a report of end of year finance matters and noted that all documents had been circulated with the agenda and a hard copy provided at this meeting.

20716519 Cllr Jones reported that the Internal Audit had been completed and no issues had been highlighted.

20816519 The Annual Governance Statement had been circulated prior to the meeting and was considered. Cllr Jones proposed to approve the responses which were individually agreed, with all unanimously in favour.

20916519 Cllr Jones proposed to approve the Statement of Accounts for the year ended 31st March 2019 (circulated with the agenda) with all unanimously in favour.

201016519 Cllr Jones proposed to approve the Balance Sheet as at 31st March 2018, (circulated with the agenda) which was agreed, with all in favour.

The Chairman and RFO signed all the documents.

(At 9.00pm Cllr Hine excused herself and left the meeting. Cllr Hine re-joined the meeting at 9:04pm)

St Michael's Rooms update:

Cllr Kitching outlined the history of the project and described the actions which had led to the present situation. There was some debate around the recommendation on the agenda and Cllr Beal proposed to amend the recommendation to the following:

201116519 To support the PCC to develop a Memorandum of Understanding and Business Plan to the satisfaction of the Town Council with the aim to develop St Michael's Rooms and receive CIL funding allocated by SCDC, which was seconded by Cllr Kitching with all in favour.

21. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:

Cllr Simpson informed the meeting that the Bus to Campsea Ashe Station Working group had progressed well and it was hoped that a proposal for a survey would be presented to the next Full Council Meeting in June.

Cllr Eastwood reported on the meeting he and the DTC had attended regarding SCC proposals to allow Town and Parish Councils to use volunteers to conduct minor improvements or maintenance, subject to certain restrictions.

Cllr Jones observed that the Town Council needs to develop a communication strategy.

22. DATE OF NEXT COUNCIL MEETING:

The next Town Council meeting will be held on **Thursday 6th June at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

The meeting closed at 9:21pm