

FRAMLINGHAM TOWN COUNCIL

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,
Fairfield Road, Framlingham on Thursday 3rd May 2018 at 7.30pm**

The Chairman advised that the meeting was being recorded.

1. ELECTION OF CHAIRMAN:

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

PRESENT:

Cllrs: Mr D Beal, Ms S Bennell, Mr P Collins, Mr S Garrett, Mr C Eastwood Mr J Jones, Mr G Kitching (Chairman), Mr Bob Roberts.

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Town Clerk), CCllr Stephen Burroughes, DCllr D Hudson and 12 members of the public.

2. APOLOGIES:

Apologies were received and accepted from Cllr L Clouting, and Cllr S Hopkins.

Cllr Simpson was not present

3. ELECTION OF VICE CHAIRMAN:

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

4. ELECTION OF FINANCE CHAIRMAN:

Cllr Garrett proposed Cllr J 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:

Cllr Bennell
Cllr Collins
Cllr Hopkins
Cllr Kitching
Cllr Roberts
Cllr Simpson

Rights of Way, Highways & Lighting Committee:

Cllr Beal
Cllr Collins
Cllr Eastwood
Cllr Garrett
Cllr Jones
Mr Simpson

Planning Committee:

Cllr Beal
Cllr Collins
Cllr Eastwood
Cllr Garrett
Cllr Roberts

Public Relations & Markets Committee:

Cllr Bennell
Cllr Clouting
Cllr Garrett
Cllr Hopkins
Cllr Kitching
Cllr Simpson

Infrastructure Plan Committee:

Membership would be confirmed at the next Full Council meeting in June.

51518 Cllr Garrett proposed that the date of the Planning Meeting and the Rights of Way, Highways and Lighting Committees be moved from the 2nd Monday of the month to the 3rd Monday of each month starting on 18th June. This was agreed with all in favour.

6. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES FOR OTHER ORGANISATIONS:

Framlingham Fairtrade Group – Cllr Bennell

Framlingham Business Association – Cllr Clouting

Suffolk Association of Local Councils – under review

The Community Garden Group/Greener Fram – Cllr Bennell

Friends of Framlingham Library Group – Cllr Bennell

7. CURRENT TOWN COUNCIL NOMINATED PERSONS FOR OTHER ORGANISATIONS:

The Pryke Trust – Mrs D Howard*

The Mills Charity – Mr N Corke*

The Hitcham's Trust - Mr I Moore*, Mr T Gilder*

The Citizens Advice Bureau –Mrs Eileen A Coe (Town Clerk/RFO)

Parish Tree Warden – Cllr S Bennell

Parish Transport – currently Mrs J Masters* and Mrs H Armstrong*

(* denotes non-Council members).

8. 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.

9. MINUTES OF PREVIOUS MEETING:

913518 Cllr Kitching proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Jones, and with two abstentions due to absence, all were in favour.

The Chairman then signed the minutes.

10. DISPENSATIONS:

No new applications.

11. DECLARATIONS OF INTEREST:

Cllr Bennell declared an interest in Payments and signed the Interest Book.

12. ADJOURNMENT:

1213518 The Chairman proposed an adjournment for the following items which was approved.

12.1 Police Matters:

The Police SNT Newsletter for April had been circulated.

12.2 Report by County Councillor:

CCllr Burroughes congratulated Cllr Kitching on his election as Framlingham Town Council Chairman. He then reported that in Suffolk Coastal 94% of children were offered their first choice of primary school. He then reminded the meeting that there was a scheme offering financial help to anyone in Suffolk Coastal District who did not have any form of central heating. 'First time central heating systems' was available from the 'Green Suffolk' scheme through Warmer Homes Healthy People – he asked that Framlingham Town Council publicise the scheme: <http://www.greensuffolk.org/news/first-time-central-heating-systems-for-suffolk-residents/> Cllr Burroughes then turned to highway matters. He understood the problems the Town Council was facing, and he was meeting with Suffolk County Council Senior Directors soon, with a view to finding solutions. He hoped that Framlingham Town Councillors could attend this and other meetings with Suffolk County Highways to improve the situation for the future. Cllr Kitching thanked CCllr Burroughes for this offer and reiterated the frustration the whole town felt about the service it had from Suffolk County Highways. Cllr Jones also thanked CCllr Burroughes and hoped the Town Council and the County Council would work together to 'future proof' the town's highways. CCllr Burroughes said he was hopeful for this as there were new people in the Highways Department and the planned regular meetings at a Director and Councillor level would improve matters. CCllr

Burroughes hoped that as his time as Suffolk County Council Chairman was at an end he would have more time to spend on the affairs of his division.

Cllr Beal asked CCllr Burroughes what percentage of Framlingham children had their first choice of Primary School. Cllr Burroughes said he would find out and let Cllr Beal know. Cllr Kitching thanked CCllr Burroughes again for all his hard work.

12.3 Report by District Councillors:

DCllr Hudson congratulated Cllr Kitching on his election as Chairman. He announced that Suffolk Coastal and Waveney had decided to merge into one Authority – ‘East Suffolk’. This had been passed to the Boundary Commission and thence to Parliament for approval. Unitary status was still on the agenda for Suffolk, but what was clear was that there would be more responsibility placed at the feet of Town and District Councils. It was high time for the County, Districts, Town and Parish Councils to work together better. People were often confused who was responsible for the services they received. He felt that a unified ‘non-silo’ approach should be adopted for the future to help improve people’s knowledge and experience of Local Government. He added that a ‘small fortune’ was spent on defending Suffolk Coastal’s Planning decisions, and enforcement of planning matters was very difficult. Cllr Beal thanked DCllr Hudson for his support and help but said that Framlingham did have two District Councillors and he could not remember the last time he saw DCllr Rous at a meeting in Framlingham. Cllr Kitching said he had raised this with the leader of the District Council the last time they met, and thanked DCllr Hudson for his work for the town.

12.4 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that the Friends would be staging the World Button Pairing Competition on Saturday 9th June during the morning on the Market Hill by the town sign. On Saturday June 16th there was to be an open morning in the Library.

12.5 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the next Swap & Mend was due on Saturday 12th May at the Unitarian Meeting House. On Saturday 9th June between 10:00 and 2:00pm there would be the launch of the ‘Mend Shed’ which was to share skills and enjoy making and mending things.

13.8 Public Comment:

Cllr Hudson asked through the Chairman, if he could add that he was still intending to sponsor the Soap Box race to the sum of £500.00.

One member of the public commended the Town Council on its work on the Community Centre. She said she would prefer a building separate from another organisation and urged the Town Council to ensure that any Community Centre built would remain for the use of the town for many years to come, and not be taken over by another organisation.

Another member of the public applauded the Town Council on keeping people informed of the developments surrounding the Community Centre. He understood that the Town Council had to make the decision in June and was surprised that there were no detailed plans for the option on the sports club site. That member of the public also commented with regard to the Brook Lane Site. He noted that comments raised at the public meeting concerning potential noise and traffic that would be generated by a Community Centre on the Brook Lane site. However, he had experience of a number of large events at other community halls that did not generate the level of noise and traffic that some fear for the Brook Lane proposal.

A further resident told the meeting that Framlingham had a Winston Churchill memorial at the Castle Pond. He said it was in a terrible state and asked if the Town Council would look into this. The Chairman confirmed that the Town Council would look into it.

A resident spoke in their capacity with the ‘Hour Community’. He said that as money gets tighter the need for volunteers was greater than ever. He thanked the Town Council for the support to the Hour Community with their fund-raising efforts to buy a Trishaw. They eventually raised over £16,000 and had in fact bought two Trishaws – one which was wheelchair accessible, and these would be in operation soon. He also thanked the Town Council for the support given to the Hour Community with the plans to convert the old HEART Foyer Building in College Road to a Community Asset. Cllr Kitching thanked the representative from the Hour Community for their report, and for all the fine work they did for the town.

A resident said that despite recent 'improvements' made by Taylor Wimpy, Fairfield Road had recently flooded, and despite regular reporting of overflowing drains onto Fairfield Road from the Mills Meadow site over the past three years – no improvements or work had been done to rectify the situation. He also asked why there was a continuous period of road closures or traffic lights – often at the same point in the road. He wondered why efforts could not be co-ordinated to reduce the number of times a road was closed. Cllr Beal replied, and said that he had requested an engineer from Suffolk County Highways attend the location and investigate the issues. He noted that run off water was 'owned' by the land it ran off. The Town Clerk reported that she had contacted the Suffolk County Council Flood Technician and would share the details with Cllr Burroughes. The resident also said that he had noticed an agenda item for the meeting that night regarding proposals for a car park in the Old Orchard along Station Road. As he lived opposite this area, he had a number of questions about the plans and wanted to understand the consultation process regarding this proposal. Cllr Kitching thanked the resident for his questions and reiterated his hopes for improvements to highway repairs for the future. He said the meeting would address the resident's questions about the orchard when the agenda item was reached.

14. RECONVENE:

1413518 The Chairman proposed to reconvene the meeting, which was approved.

15. CORRESPONDENCE:

There were no items to be considered at this meeting.

16. TRAINING/CONFERENCE/EVENTS:

No business.

Committee Recommendations and Business:

17. FINANCE:

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.

1713518 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Kitching, and with one abstention due to interest, all were in favour. A copy of the approved invoices would be included in the minutes.

1723518 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.

1733518 The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Chairman, (who highlighted the fact that the CIL funds had been placed in an investment account) and the details noted.

1743518 Cllr J Jones confirmed the mandated signatories for the HSBC current account, which was approved.

1753518 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-

1763518 Cllr Jones reported that the Internal Audit had been completed and no issues had been highlighted.

1773518 The Annual Governance Statement had been circulated prior to the meeting and was considered. Cllr Jones proposed to approve the responses which were agreed, with all unanimously in favour.

1783518 Cllr J Jones proposed to approve the Statement of Accounts for the year ended 31st March 2018 (circulated with the agenda) which was seconded by Cllr Garrett, with all unanimously in favour. The document was then signed by the Chairman and RFO.

1793518 Cllr J 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 the document.

17103518 Cllr Jones presented the Community Infrastructure Levy end of year report which was noted. The Town Clerk/RFO would publish the document on the website as required.

Strategy and Long-Term Planning: Cllr Jones reported that at the last Finance Committee meeting it was decided to draft a discussion paper on the long-term strategy and planning for the town. This would be an agenda item for discussion at the next Full Council Meeting.

Cllr Jones thanked the Town Clerk/RFO for all her hard work on the end of year accounting process.

18. PLANNING COMMITTEE:

The following planning decisions were noted:

DC/18/0063/FUL Ranmere Investments – The White Horse, Well Close Square – Planning Permission

DC/18/0858/FUL - 1 Great Eastern Yard Victoria Mill Road Framlingham IP13 9FE - Planning Permission

DC/17/5366/FUL Coppers Coles Green Framlingham Suffolk IP13 9LF - Planning Permission

Cllr Garrett reported that he and the Town Clerk had attended the Suffolk Coastal Planning Committee meeting at which this decision was made. His argument in favour of this development convinced the SCDC Planning Committee to overturn the Planning Officer's decision not to grant Planning Permission.

The following planning applications were considered:

DC/18/1195/FUL Ms L Gibbons – Hillcroft, Mount Pleasant – demolition of rear extension and outbuilding. Erection of new rear extension, partly two-storey

1813518 The Town Council the SUPPORTED application

DC/18/1427/DRC Roundwood Restorations – 26 Fore Street – discharge of conditions 9 &10 of DC/16/5386/FUL – demolition of existing buildings and replacement with eight new dwellings, a single B1(a) office, car parking and associated works – Refuse bin storage and highway surface water drainage

1823518 The Town Council SUPPORTED the application but noted the drawings suggest a possible conflict with walls at the North (uphill) side of the road access that might impact in visibility, and recommend Highways confirm that visibility is adequate.

19. Public Relations and Markets Committee:

No business

21. Lands Committee:

2113518 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation of £606 (plus annual updates costs) using Ear Marked Reserve 326 for Cemetery Searcher software to enable the cemetery records to be accessed via www.framlingham.com website, which seconded by Cllr Roberts with all in favour.

2123518 Cllr Bennell proposed to approve the committee's recommendation to allow Framlingham Area Youth Action Partnership (FAYAP) to operate a mobile youth facility on the Pageant Field between June and October this year, which was seconded by Cllr Kitching with all in favour.

22. Rights of Way, Highways & Lighting Committee:

No business

23. Infrastructure Plan Committee:

2313518 Cllr Jones proposed to approve the committee's recommendation to accept the quotation from Hollins of £2,125 for a Topographical and Engineering Survey to ascertain the viability of a plan for an extension to The Elms car park, which was seconded by Cllr Eastwood and with two abstentions all were in favour.

Cllr Jones reported that a request had been made by a local land owner for the Town Council's support to convert land in Station Road known as The Orchard for parking. He understood that the landowner had sought pre-planning advice from Suffolk Coastal District Council and that this had been positive. After some debate and following advice from the Town Clerk, it was agreed to defer any decision – to support in principal or not - until Cllr Jones had met the landowner to request more details on the proposal. Cllr Garrett reaffirmed that the Town Council like Suffolk Coastal District Council meets with developers and landowners but there was no pre-determination and that when Cllr Jones meets the landowner it would be without prejudice. Cllr Jones then addressed, where he could, the earlier questions from a resident concerning this proposal. He said that he had no information on the specifics of the development –

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tariffs, management etc, but that the consultation process would take part in the normal Committee and Full Council business to which the public are invited to attend and comment.

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

None

25. Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 7th June 2018 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

The meeting closed at 8:53pm