

# **Minutes the meeting of Framlingham Town Council held on Thursday 4<sup>th</sup> March 2021 at 7.00pm via Zoom.**

**Before the meeting began, Ms Nicola Jenner from East Suffolk Council (ESC) gave a talk on her work as Communities Officer. The PowerPoint presentation is attached to these minutes.**

**PRESENT:** Cllrs D Carter, P Collins (Chair), C Eastwood, S Garrett, T Higham, M Hine, J Jones, and G Kitching.

**In Attendance:** Mrs E Coe (Town Clerk/RFO), Mr J Overbury (Deputy Clerk), Ms N Jenner (ESC) and three members of the public.

## **1. Apologies**

Apologies were received and accepted from Cllr P Wraight, CCllr Stephen Burroughes, Jeremy Schofield and Rev Chris Davey.

## **2. Minutes of Previous meeting**

**Cllr Collins proposed** that the minutes of the previous meeting were a true and accurate record, which was seconded by Cllr Carter with one abstention due to absence all were in favour.

## **3. Dispensation requests received**

None received.

## **4. Declarations of interest**

None.

## **5. Adjournment**

**514321 The Chair proposed** to adjourn the meeting for the following matters which was agreed.

### **5.1 Police Matters**

A report had been received and circulated from the police prior to the meeting.

### **5.2 Report by County Councillor**

A report had been received and circulated from Cllr Burroughes prior to the meeting.

### **5.3 Report by District Councillor**

**Cllr Cook added** to the report he had sent out by outlining the results of the effect of the Budget on East Suffolk Council. The good news was that there were more funds to support local businesses and the extra funding for the ports of Felixstowe and Lowestoft. He hoped that this investment would increase local income across the district.

There were no questions for DCllr Cook.

### **5.4 Report by Fairtrade Representative – Cllr M Hine**

**Cllr Hine reported** that the work of the Fairtrade group had been largely virtual over the past year but there were hopes activity would return to normal by October 2021. The Fairtrade Instagram account has reached 700 followers. Her report is attached to the file copy of these minutes.

### **5.5 Report from PCC on the St Michael's Rooms (Castle Community Rooms) project**

**A written report** on progress had been received and circulated before the meeting. It would be attached to the file copy of these minutes.

### **5.6 Public Comment**

A resident asked if Parking Enforcement Officers were active in the town as she had noticed some very poor examples of parking. Cllr Collins reported that he had seen vehicles with tickets on them and Cllr Eastwood reported that Enforcement Officers were active but the Town Council was not party to their timetable. However, Norse could be contacted and asked to cover a particular time or area if required.

The resident also asked what could be done with the increasing amount of dog mess in the town. Cllr Collins replied that the Town Council had no enforcement powers but would highlight the problem on social media.

The same resident expressed her objections to the proposed expenditure on another Town Council notice board.

A resident wished to pass on thanks to Nicola Jenner for her presentation which was echoed by those present.

The representative from the Mills Trust and Hour Community reported that their second 'Men's shed' had been delivered and thanked the Town Council for their support.

He reported that he had met the regional manager of Barclays Bank and had been told that the bank had 'no plan to close the branch in October'. He also thanked the Chair for

signposting the Hour Community to the Yorkshire Building Society – from whom they had received a donation.

Cllr Higham asked if Barclays Bank could be made an ‘asset of community value’ to help save it, but Nicola Jenna advised this would only potentially give the community the chance to buy the building.

## **6. Reconvene** The Chair reconvened the meeting:

**714321 After a discussion on the role**, remit and responsibility of a Town Council representative on an external body, Cllr Collins proposed to approve the appointment of Cllr Marion Hine as Town Council Representative on the Castle Community Rooms Fundraising Committee, which was seconded by Cllr Garrett with all in favour.

**It was agreed** that Cllr Hine would draft a note outlining her role in order to make this clear to the Castle Community Rooms Fundraising Committee.

## **9. Attendance at events/conferences/meetings etc:**

**9.1 914321 Cllr Collins proposed** to approve the Town Clerk/RFO’s attendance and cost of £25 + vat at a SALC ‘Preparing for Audit’ webinar (Budget 1130), which was seconded by Cllr Carter with all in favour.

**9.2** The Town Clerk/RFO’s attendance at a Rialtas ‘Preparing for Year End’ free webinar was noted.

## **10. Covid Response Team Update – Cllr G Kitching**

**Cllr Kitching reported** that the letter of thanks to the CO-OP had been delivered to them. He reported that the town now has a walk-in test centre in the fire station and that infection rates were low in the town.

**The Cocoon leaders** had met that week and had noted that there was a potential issue of increased number of visitors after April this year. He was working with a local artist to create signage to reinforce the covid-19 messages to reduce the rates of infection.

## **11. Planning Committee:**

**11.1** The following decisions were noted:

### **11.1.1 DC/20/2684/OUT**

Outline Application (Some Matters Reserved) - Construction of one detached, two-bedroom dwelling

8 College Road Framlingham Suffolk IP13 9EP

FTC OBJECTED Application Withdrawn

### **11.1.2 DC/20/5281/FUL**

Proposed demolition of annexe & erection of rear extension  
2 Well Close Square Framlingham Suffolk IP13 9DU

FTC Supported    Planning Permission Granted

### **11.1.3 DC/20/5277/FUL**

Temporary Car park for construction workers of Adjacent residential development. Car park will utilise existing agricultural access. Ground area will be cleared and crush material will be laid to provide surface for vehicles.

Land To North East Of Brick Lane Framlingham Suffolk IP13 9LG

FTC Objected    Application Withdrawn

### **11.1.4 DC/21/0031/FUL**

Single storey extension including new entrance porch and alterations to the existing entrance porch. - Little Spinney 18 Brook Lane Framlingham Suffolk IP13 9RN

Planning Permission Granted FTC Supported

## **11.2 Planning Applications received prior to the meeting:**

### **11.2.1 DC/21/0678/LBC – and associated with DC/21/0677/FUL**

Listed Building Consent - Alterations, demolition of existing modern extension, and erection of new side extension to existing dwelling.

Alterations, demolition of existing modern extension, and erection of new side extension to existing dwelling.

Gatewood Farm Lampards Brook Framlingham Woodbridge Suffolk IP13 9SB

**1114321 Cllr Garrett proposed to support the application which was seconded by Cllr Eastwood with all in favour.**

## **11.3 Matters of report and items of information only:**

None.

## **12. Public Relations and Markets Committee:**

**1214321 Cllr Hine proposed to approve** the committee's recommendation to accept the quotation of £625.00 + VAT for a new notice board made locally by Jonathan Read from Budget 2105 (£125) and 2202 (£500) which was seconded by Cllr Kitching with all in favour.

**124321 Cllr Hine proposed to** approve the committee's recommendation that the deadline for receipt of printed newsletter would be the date closest to the date of the Community News distribution deadline (before 30<sup>th</sup> April) which was seconded by Cllr Garrett and with one abstention all were in favour.

### 12.3 Matters of report and items of information only

None.

## **13. Rights of Way, Highways and Lighting Committee:**

### 13.1 Matters of report and items of information only

**Cllr Eastwood reported** that the Katch Taxi Bus service to Campsea Ashe station was now expected to commence mid May.

**The Committee** is seeking quotations for additional lighting for the Fens and Pigs Meadow.

**The implementation** of the new Off Street Parking (pay and display) is still delayed and the Committee have asked for a meeting with ESC to discuss the delay.

**Cllr Collins reported** that he is the Town Council Representative on a speeding forum next week and invited comments from Councillors.

**Cllr Higham reported** that the large hole in the road by the Unitarian Church had at last been repaired.

## **14. Lands Committee:**

**1414321 Cllr Collins proposed to** approve the committee's recommendation to accept the quotation of £3,240.00 for replacement bonded mulch safety surfacing to the Spica and Supanova equipment from Playquip Leisure, using Budget 1504, including a transfer of £250 from Budget 1505 and the rest from EMR 328 which was seconded by Cllr Kitching with all in favour.

**1424321 Cllr Collins proposed to** approve the committee's recommendation to accept the quotation for the grass cutting and strimming on the Pageant Field for the 2021 season at a cost of £2,035.54 + VAT, from Budget 1502. Which was seconded by Cllr Higham with all in favour.

**1434321 Cllr Collins proposed to** approve the committee's recommendation to accept the quotation for grass cutting of the Fens for the 2021 season at £65 + vat per cut with the final cut and clear at £400 +vat from Budget 1620 which was seconded by Cllr Carter with all in favour.

**1444321 Cllr Collins proposed to** approve the committee's recommendation to accept the quotation from Kiwi Fencing at £2,650.00 +vat using the Local CIL Budget for replacement fencing around the Allotments which was seconded by Cllr Higham with all in favour.

#### **14.5** Matters of report/items of information only:

**Cllr Collins reported** that the Pageant Field Pavilion Toilets had been closed owing to the poor state of the field and minor vandalism and would remain closed until April 1<sup>st</sup> at the earliest.

### **15. Strategic Planning Committee:**

#### **15.1** Report on Strategic Forum 2

**Cllr Jones recapped** the substance of the meeting.

**15.2 1514321 Cllr Jones proposed to** agree to re-name and re-structure the Town Council's committees with the new committee structure in place for 6<sup>th</sup> May Full Council meeting, and to revise the Committee's Terms of Reference for approval at the 1<sup>st</sup> April Full Council meeting which was seconded by Cllr Eastwood with all in favour.

**15.3** Matters of report and items of information only.

None.

### **16. Finance Committee:**

**16.1 Cllr Carter confirmed** the BACS payments approved at the February meeting have been paid as agreed and the bank print out verified and signed by two Councillors. A copy of the list of current invoices had been circulated to all Councillors prior to the meeting and would be published on the website when approved.

**16.2 1614321 Cllr Carter proposed to** approve the payment of current invoices which was seconded by Cllr Jones with all in favour.

**16.3 Carter reported** that the Town Clerk/RFO had circulated a copy of the balances of all bank accounts, to all Councillors prior to the meeting and the details were noted.

**16.4 1624321 Cllr Carter proposed to** approve the committee's recommendation to award a grant of £500 from Budget 1201, to the Disability Advice Service which was seconded by Cllr Garrett with all in favour.

**16.5 1634321 Cllr Carter proposed to** approve the committee's recommendation to accept the cost of £560 for Rialtas (Alpha) to assist with the end of year accounts which was seconded by Cllr Jones with all in favour.

**16.6 1634321 Cllr Carter proposed to** approve the committee's recommendation to amend Financial Regulation 10.5 with an increase of authority of committees' expenditure from £300 to £500 per item for work or materials for work carried out in their area of responsibility and within their overall budget. Expenditure of sums greater than £500 shall be approved by Full Council. Also, to amend Committees' Terms of Reference to reflect the change which was seconded by Cllr Higham with all in favour.

It was noted that this change would be implemented immediately.

**16.7 Cllr Carter noted** the Finance committee had agreed to form an HR Sub-committee with the Town Clerk/RFO attending meetings in an advisory capacity, with the Deputy Town Clerk taking the minutes and clerking the meeting. Committee membership: Cllr Kitching, Cllr Wraight and Cllr Carter.

**16.8 Cllr Carter noted** that the Annual Review of Contracts and Salaries had been completed.

(Cllr Collins and Cllr Carter had carried out a review of staff contracts and it was agreed that there were no changes for the current year. The salaries for all staff had been reviewed and also agreed.)

**16.9 Cllr Carter explained** the minor changes that had been made to the Annual Investment Strategy.

**1644321 Cllr Carter proposed to** approve the review of the Annual Investment Strategy and amendments therein which was seconded by Cllr Garrett with all in favour.

**16.10** Matters of report and items of information only

None.

## **17. Matters of Report or Items for the next Agenda only:**

**Cllr Jones requested** the Neighbourhood Plan revision be placed on the next agenda.

**Cllr Hine reported** that a revision of the headers and logo had been completed and for this to be placed on the next agenda.

**Cllr Collins reported** that the date of the Annual Parish Meeting was to be on the 5<sup>th</sup> May 2021 and an agenda was being prepared.

## **18. To agree the date and time of the next Full Council Meeting**

The change of time from 7:30 to 7:00 pm was agreed.

**Next meeting: Thursday 1<sup>st</sup> April at 7.00pm**

**The meeting concluded at 8:28pm.**