

DRAFT Minutes of Framlingham Town Council ANNUAL MEETING held on Thursday 6th May 2021 at 7.00pm

1. Election of Town Council Chair.

Cllr Collins, as the standing Chair of the Town Council, reminded the meeting that he had already indicated he would not stand for re-election as Chair of the Town Council. He wished to thank his fellow Town Councillors for their support and also to Gary Kitching for his work and in particular to wish him a speedy and full recovery.

21-05-06 1 Cllr Collins proposed that Cllr Clive Eastwood be elected as Chair of Framlingham Town Council which was seconded by Cllr Garrett, and with all in favour Cllr Eastwood took the Chair and signed the Declaration of Acceptance of Office.

Cllr Eastwood thanked Cllr Collins for his hard work and dedication during his term as Chair of the Town Council.

2. Apologies

Apologies were received and accepted from CCllr Burroughes and DCllr Cook.

3. Election of Vice-Chair:

21-05-6 2 Cllr Eastwood proposed that Cllr Garrett be elected as Vice Chair of Framlingham Town Council which was seconded by Cllr Jones with all in favour.

4. Election of Finance Chair:

21-05-06 3 Cllr Eastwood proposed that Cllr Carter be elected as Chair of Finance which was seconded by Cllr Collins with all in favour.

5. Appointment of Committees and Membership:

Lands and Markets Committee

It was agreed that Cllrs Collins, Carter, Higham, Eastwood and Wraight would make up the Lands and Market Committee.

Highways Rights of Way and Parking Committee

It was agreed that Cllrs Jones, Carter, Collins and Eastwood would make up the Highways Rights of Way and Parking Committee.

Planning and Environment Committee

It was agreed that Cllrs Garrett, Collins, Higham and Hine would make up the Planning and Environment Committee

Development and Strategic Planning Committee

It was agreed that Cllrs Jones, Garrett, Hine, Wraight and Eastwood would make up the Development and Strategic Planning Committee

Communication, Events and Partnership Committee

It was agreed that Cllrs Hine, Garrett, Wraight and Jones would make up the Communication, Events and Partnership Committee.

Neighbourhood Plan (Review) Committee

It was agreed that Cllrs Jones, Higham, Eastwood and Garrett would form the Neighbourhood Plan (Review) Committee

6. To note the current Town Council nominated persons for other organisations as required by their constitutions:

The following nominations were noted:

- The Pryke Trust Mrs Gwen Etheridge
- The Hitcham's Trust – Mr I Moore Mr J Schofield and Mr T Gilder
- Parish Tree Warden – Ms S Bennell
- The Mills Charity – Currently Mr. N Corke. It was noted that Mr Corke's term ended at the end of June.

21-05-06 4 Cllr Garrett proposed that Mr James Tanner be appointed as the Town Council's nominated trustee on the Mills Charity from 1st July 2021 which was seconded by Cllr Wraight with all in favour.

It was agreed to extend an invitation for the nominated trustees to attend a Full Council meeting in order for them to report on their activities

Appointment of Town Council representatives for other organisations:

Suffolk Libraries IPS

21-05-06 5 Cllr Eastwood proposed that Cllr M Hine be appointed which was seconded by Cllr Garrett with all in Favour.

Citizens Advice Bureau

21-05-06 6 Cllr Eastwood proposed that Mrs. E A Coe (Town Clerk/RFO) be appointed which was seconded by Cllr Wraight with all in Favour.

Framlingham Business Association

21-05-06 7 Cllr Eastwood proposed that Cllr Wraight be appointed which was seconded by Cllr Garrett with all in Favour.

Castle Community Rooms Fundraising Committee

21-05-06 8 Cllr Eastwood proposed Cllr Hine be appointed which was seconded by Cllr Garrett with all in favour.

Suffolk Association of Local Councils

21-05-06 9 Cllr Eastwood proposed Cllr Wraight be appointed which was seconded by Cllr Carter with all in favour.

Fairtrade representative

21-05-06 10 Cllr Eastwood proposed Cllr Hine which was seconded by Cllr Higham with all in favour.

Police liaison

21-05-06 11 Cllr Eastwood proposed Cllr Wraight and the Town Clerk be appointed which was seconded by Cllr Garrett with all in favour.

8.To note Deeds and Documents in the custody of the Town Council

The Town Clerk confirmed that all the deeds and documents held in custody by the Town Council were securely stored in the safe.

9. General Power of Competence:

The Town Clerk confirmed that the Town Council fulfilled the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is eligible to undertake activities using the General Power of Competence, by virtue of 2/3 of the Councillors had been elected and that both the Town Clerk and the Deputy Clerk were qualified Clerks.

10. Minutes of Previous meeting

Cllr Jones proposed an amendment of one word (changing 'at' to 'and') which was agreed.

21-05-06 12 Cllr Eastwood proposed, with that amendment, that the minutes of the previous meeting of the Town Council, held on Thursday 1st April 2021 be approved as a true and accurate record, which was seconded by Cllr Carter with all in favour.

11. Dispensations:

None Received

12. Declarations of interest

None Received

13. Adjournment

The Chair proposed to adjourn the meeting for the following items which was agreed.

13.1 Police Matters

No report had been received. The Town Clerk reported that she had received an email that day from Inspector Jackson who had apologised for the lack of a report to the APM the previous night. This had been intended to be submitted on time and would be forthcoming. The Clerk reported that it would be circulated to all Councilors and published on the website once it had been received.

13.1.1 Report on attendance at recent Police Meetings – Cllr Wraight and the Town Clerk

Cllr Wraight reported that she and the Town Clerk had attended two meetings recently: The Police Locality Meeting, and the Framlingham Police and Community Partnership meeting. The Police responded to the question put to them regarding increasing Police presence in the town by reiterating that Police presence does depend on the level of calls made to them regarding criminal activities from the public and other bodies.

Positive feedback was received from the Police regarding the Town Council's recent efforts to publicise the need to report crimes to them. Cllr Wraight reported that the Police have a 'Kestrel Team' of six officers and a Sergeant based in Eye, and the Pageant Field is one of their 'Hotspots' and plain clothes officers have been patrolling the Pageant Field recently. The issue of Framlingham being highlighted, on its own, in the Police Newsletter had not been resolved due to publication difficulties but it was hoped this could be resolved. It was hoped that the times of the online chat reporting would be extended outside office hours. The issue of extending the police investigation of, in particular drug dealing, across the town would largely be dependent on reports of these activities in other areas of the town. The Police could potentially provide a Youth Out Reach service in the town but that would have to be negotiated and the cost of this provision agreed. Cllr Wraight would look into this further. Cllr Wraight reported that the Community Partnership meeting is covered by a confidentiality agreement for those attending and thus reports from the meeting are limited. However, Cllr Wraight reported that this was a good partnership of local bodies which looked at working together to reduce crime and anti-social behavior. Cllr Wraight reported that other councils had paid for private security agents and these had been reported as successful but of course attracted a cost. The Police would not comment on their use. Following a discussion on Police matters it was agreed for the Communication Events and Partnership Committee to look at ways of improving Police Communication as this was not harmonised across various media – it was noted that it was hard for the public to find out information about Framlingham. It was agreed to look into how the Town Council could meet the newly elected Police Commissioner. It was noted that violence and sexual offences were high and Cllr Wraight and the Town Clerk would be raising this at future meetings and seeking greater detail with a view to being able to analyse the problems better.

13.2 Report by County Councillor

No report

13.3 Report by District Councillor

A report had been received by the District Councilor and had been circulated to Councillors prior to the meeting.

13.4 Report by Fairtrade Representative:

Cllr Hine reported that the County Fairtrade association is planning a Fairtrade fortnight from 9 October 2021. A Kenyan Tea Farmer will interact with local Schools and groups via Zoom on Wednesday 13th October. It is not known as yet what local events will take place.

13.5 Report from PCC on the St Michael's Rooms (Castle Community Rooms) project

Cllr Eastwood reported there had been no further progress since the report given to the Annual Parish Meeting the day before.

13.6 Report from Castle Community Rooms Fundraising Committee Representative

Cllr Hine reported that the Committee had met and were working to the plan to raise the funds to build the Castle Community Rooms.

13.7 Public Comment

The representative from Hour Community advised the meeting that they had to relocate to 24b Well Close Square as the Crown Hotel was due to re-open soon. He reported that he had received an invitation from the current Police and Crime Commissioner which he had declined, but would be expecting to meet the holder of that post once the result of the election on the 6th May was announced to discuss their intentions to police market towns in the county with a particular emphasis on anti-social behavior and vandalism. He expressed his continued reservations about the level of public funding support the Castle Community Rooms project was receiving, and of the project as a whole. He voiced support for the Sports Club plans to expand and develop its services and suggested that this enterprise was a better use of public funds. Finally, he thanked the Town Council for its support to both Hour Community and the Mills Charity. Cllr Eastwood thanked Mr Corke for his efforts in serving the town.

A person spoke of their disappointment regarding the lack of a report or a Police presence at this meeting and the Annual Parish Meeting held the previous evening. He felt appalled about the fact that it seemed to require a major criminal problem before Framlingham had a greater presence by the Police. As a result, he advocated the need to employ private security agents. He remained disappointed by the response of the Town Council to the recent criminal activities in the town. Cllr Eastwood replied by stating that the Town Council takes these issues very seriously. He added that the Police can only act on reported incidents and outlined the Town Council efforts to encourage people to report all crimes as the more reports they received the greater their response would be.

A person reflected that the Pageant Field was a lovely space but reported that she had found broken glass there recently and had removed it. She urged that signs be erected advising that no glass containers were permitted on the Pageant Field. She applauded the Town Council's efforts to urge people to report crimes as publicised on the website and social media but felt that this message needed to be reinforced to encourage people to report a crime even if they knew it had been reported already as the more reports the Police receive the greater the

response they made. The person asked if the Town Council would look to adding some kind of tool to the website to both aid reporting and highlight the issues reported.

14. Reconvene: the Chair reconvened the meeting.

15. Correspondence.

None Received.

15.1 Gary Kitching

Cllr Eastwood noted the resignation due to health reasons and arrangements for Co-option, and added that the Town Council wished him a full and speedy recovery.

The Town Clerk outlined the process for election and co-option for the vacant spaces on the Town Council. It was agreed that with three Councillors short and the considerable workload at present and anticipated because of the Neighbourhood Plan Review, this matter be considered at the next Communications, Events and Partnerships Committee.

16. Attendance at events, conferences and training:

Cllr Higham reported he had attended the first day of training hosted by SALC as a new councillor.

17. Covid Response

17.1 Covid Response Team update:

The Deputy Clerk reported that the demand for help to the support team was very limited but the team had been working on a evaluating the town's response. A meeting was held with the area co-ordinators and this has added weight to a report which would be placed before the Full Council and it was anticipated that some recommendations would be made through the Communication Events and Partnership Committee to Full Council.

17.2 Acrylic Protection screens for the Town Council Meeting Room

Cllr Eastwood proposed to approve the cost of £656.37 + VAT from Ear Marked Reserve 348 (Covid grant) for Acrylic Protection screens for the Town Council Meeting Room, which was seconded by Cllr Jones with all in favour.

18. Planning Committee:

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

DC/21/0452/LBC

Application Received

Mon 01 Feb 2021

Application Validated	Fri 05 Mar 2021
Address	Regency House 7 Church Street Framlingham Suffolk IP13 9BQ
Proposal	Listed Building Consent - To install secondary double glazing to the windows of three rooms on the ground floor facing Church Street.
Status	Permitted

Noted.

18.2 To consider the following Planning Application and any others received prior to the meeting:

18.2.1 DC/21/1985/FUL Land Adjacent to Sitwell Gardens, Station Road – 4 x 3 bed dwellings with associated amenity, integrated bike storage, 2 parking spaces per unit and additional visitors parking. Access is through the existing entrance to the site off Station Road into a permanent shared driveway

21-05-06 13 Cllr Garrett proposed to OBJECT to this application (full reasons below) which was seconded by Cllr Higham with all in favour.

- The site is a high flood risk area. The proposal identifies measures to mitigate the risk to people that might live in houses built on the site, but does not provide evidence to counter the requirements of the NPPF to avoid development in areas at risk of flooding.
- Only a small proportion of the land in Framlingham is at high flood risk, and it makes a mockery of the NPPF to suggest that development in Framlingham should take place in these few high flood risk areas. The application makes arguments for a Sequential Test for Planning Applications, which relate to NPPF para 157 and following paras. These need to be read in the context of the opening para 155, which makes clear that *“Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future).”* The following paras relating to the sequential test apply only where there is an established need to develop in an area at risk of flooding. In Framlingham there is no such need, as there is other land available in Framlingham to meet the needs of the Neighbourhood Plan and the housing target numbers for Framlingham in the ESC Local Plan.
- This is confirmed in NPPF para 158, which states *“The aim of the sequential test is to steer new development to areas with the lowest risk of flooding. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding.”* In Framlingham there are available suitable sites.
- The application refers to various provisions of the NPPF about how to mitigate the problems of development in high flood risk areas, but avoids the central issue, that the NPPF discourages development in high flood risk areas unless it is unavoidable, which is not the case here.
- Section 14 of the NPPF is *“Meeting the challenges of climate change, flooding and coastal change”*. Para 150 states that new development should be planned for in ways that “avoid increased vulnerability to the range of impacts arising from climate change” including flooding. This proposed development would increase vulnerability.

- The development is contrary to the provisions of the Neighbourhood Plan, endorsed by the ESC Local Plan, which already has provision for housing to meet Local Plan numbers, with identified sites, and has specific objectives to minimise flood risk.
- ESC Local Plan Policy SCLP9.5 states that Neighbourhood Plans can allocate areas for development in areas at risk of flooding only if it can be demonstrated that there are no alternative sites available. In this case there are alternative sites, and in consequence the Neighbourhood Plan makes no provision for development in areas at risk of flooding.
- There has been significant development in Framlingham that has demonstrably increased the risk of exceptional flood events flowing into the River Ore that may exceed the capacity of the existing river system and development amelioration (SUDS) schemes. It is undesirable and unnecessary to increase the stress on high flood risk areas.
- The Appeal Decision refusing the appeal to the earlier application (DC/19/2018/FUL) was clear and the circumstances have not significantly changed. The documents supplied with the new application (“Flood Risk Assessment” and “Flood Risk Sequential Test Assessment”) argue that there are no alternative sites available of the very specific size the developer requires. This is not sustainable as there are alternative sites for similar housing provision meeting Neighbourhood Plan and Local Plan requirements. There is no sustainable new argument provided to counter the reasons in the Appeal Decision.
- The site is an area of significant archaeological interest, and a survey is required before any development (as identified by SCC Archaeological Service, letter to Philip Ridley 6th May 2021).
- There is a Black Poplar tree on the site that must be protected

18.3 Matters of report and items of information only:

None.

19. Public Relations and Markets Committee:

19.1 To approve the committee’s recommendation that the Firework Spectacular should not be planned for in 2021.

Motion Withdrawn to enable further discussion by the Committee

19.2 Matters of report and items of information only

Cllr Hine reported that the Website Working Group had investigated many website providers and interviewed 6 via Zoom. There was to be a briefing for all Councillors next week.

Cllr Hine reported that ESC had confirmed a further two years funding for the free WiFi and members of the Communication, Events and Partnerships Committee were meeting with members of the FBA next week to discuss the next steps.

20. Highways, Rights of Ways and Parking Committee:

20.1 Matters of report and items of information only

Cllr Eastwood reported that the Katch Taxi Bus was due to start on 17th May. SCC estimate it would pay for itself if every journey had four passengers.

Cllr Eastwood reported that the Highways, Rights of Way and Parking Committee were asking for different quotes for the lights on the footpaths following advice from the County Ecologist.

21. Lands Committee:

The Town Clerk left the meeting.

21.1 Grounds and Property Contract:

21-05-06 14 Cllr Collins proposed to approve the committee's recommendation for the continuation of the existing Grounds and Property Contract for its remaining duration until 31st October 2023 and to undertake a review of all Lands Contracts commencing April 2022 with a view to rationalising these to enable the Town Council to seek tenders in the spring of 2023 for contracts to commence 1st November 2023, which was seconded by Cllr Wraight with all in favour.

The Town Clerk returned to the meeting.

21.2 Fencing on the Pageant Field:

21-05-06 15 Cllr Collins proposed to approve the committee's retrospective recommendation to accept the quotation from Kiwi Fencing Ltd for the refurbishment of existing chain link fencing and supply and installation of new green bow top iron railing panel fencing on the Pageant Field play areas at a total cost of £9,889.00 using Budget 2316 (Local CIL), which was seconded by Cllr Jones with all in favour.

21.3 Tree work:

21-05-06 16 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Kindewood to remove all the dead limbs and pollard by 15ft the veteran oak tree on the Fens, following the results of a climbing inspection, at a cost of £625 using Budget 1613, which was seconded by Cllr Higham with all in favour.

21.4 Play House:

21-05-06 17 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Playquip Leisure for a Driftwood Cabin to replace the current Playhouse on the Pageant Field Play Area at a cost of £2,398 + Vat using the Entertainments Reserve Account (Profit from the Firework Events current balance £7,111.05) which was seconded by Cllr Higham with all in favour.

21.5 Pageant Field pathway:

21-05-06 18 Cllr Collins proposed to approve the committee's recommendation to accept the cost of up to £5,000 (to allow for an increase in cost of materials) from Ker Way using Budget 2316 (Local CIL) for the installation of a new pathway from the end of the tarmac up to the Pavilion on the Pageant Field. The work to be carried out after the summer holidays in September, which was seconded by Cllr Carter with all in favour.

21.6 Matters of report and items of information only:

Cllr Collins reported that work had begun on the Boules pitch on the Pageant Field and work was expected to start soon for the Table Tennis Table.

An offer of land had been made for more allotments which was under investigation.

22. Strategic Planning Committee:

22.1 ESC/FTC Service Level Agreement:

21-05-06 19 Cllr Jones proposed to approve the Service Level Agreement (SLA) between East Suffolk Council and Framlingham Town Council in relation to the review of the Framlingham Neighbourhood Plan – to be signed by the Town Clerk/RFO, which was seconded by Cllr Collins with all in favour.

22.2 Matters of report and items of information only

None.

23. Finance Committee:

23.1 Cllr Carter confirmed BACS payments approved at the April 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.

23.2 Payment of current invoices:

21-05-06 20 Cllr Carter proposed to approve the payment of current invoices which was seconded by Cllr Garrett with all in favour.

23.3 Cllr 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.

23.4 Cllr Carter proposed to amend the motion to the following which was agreed:

21-05-06 21 Cllr Carter proposed to approve the committee's recommendation to agree the revised insurance schedule and cost for a three-year contract with Zurich, at a first year cost of £1,618.68 which was seconded by Cllr Jones with all in favour.

Cllr Carter thanked the Town Clerk/RFO for her tenacity in obtaining quotations for comparison and securing the best quotation. He also thanked Cllr Jones and Cllr Wraight for their assistance in this matter.

23.5 Pay Policy Statement 2021/2022:

21-05-06 22 Cllr Carter proposed to approve the committee's recommendation to adopt the Pay Policy Statement 2021/2022. Which was seconded by Cllr Garrett with all in favour.

It was noted that the pay multiple had been corrected to 2.34 and that SALC had approved the document which was in accordance with best practice.

23.6 Matters of report and items of information only

Cllr Carter reported that there was to be no Finance meeting in May.

24. Matters of Report or Items for the next Agenda only:

Cllr Wraight reported that she had attended the SALC joint East Suffolk meeting on 29th April.

25. Date and time of the next Full Council Meeting

Thursday 3rd June at 7.00pm – St Michael's Rooms

The meeting concluded at 9:25pm