

# **DRAFT Minutes of Framlingham Town Council Meeting held on Thursday 1<sup>st</sup> July 2021 at 7.00pm in St Michael's Rooms**

## **1. APOLOGIES**

Apologies were received and accepted from Cllr S Davis – Holiday Also CCllr Burroughes and DCllr Cook.

## **2. MINUTES OF PREVIOUS MEETING**

**FCM 21-07-01 1 Cllr Eastwood proposed** that the minutes of the previous meeting held on June 3<sup>rd</sup> were a true and accurate record, which was seconded by Cllr Carter and with one abstention due to absence all were in favour.

## **DISPENSATION REQUESTS RECEIVED**

None.

## **4. DECLARATIONS OF INTEREST**

None.

## **5. TO CONSIDER THE APPLICATIONS RECEIVED FOR THE TWO CASUAL VACANCIES OF TOWN COUNCILLOR:**

- Nicholas Gandy
- Phil Dean
- Neil Williamson

**The Town Clerk reported** that Nicholas Gandy had withdrawn his application that day.

**Cllr Eastwood proposed** to consider the remaining two applications en-bloc with a simple public vote which was agreed.

**FCM 21-07-01 2 Cllr Eastwood proposed** that Mr Phil Dean and Mr Neil Williamson be co-opted onto the Town Council which was seconded by Cllr Higham with all in favour.

## **6. ADJOURNMENT:** the Chair adjourned the meeting for the following items:

### **6.1 Police Matters**

The Town Clerk had previously circulated the Police Report and read it to the meeting. She reported that no Police presence was possible at this meeting but the Inspector had suggested a one-off meeting with relevant Councillors and members of his team. Councillors wishing to attend the meeting were asked to inform the Town Clerk.

#### **6.1.1 Report on attendance at recent Police Meetings – Town Clerk**

**The Town Clerk reported** that she had attended the recent Tier 1 ASB meeting and would be attending the next one on July 15<sup>th</sup> at 14:00. The Town Clerk is continuing to lobby the Police for more than one person per town be permitted to attend the locality meetings in order for her to be accompanied by a Town Councillor.

**Cllr Higham reported** that he had witnessed an increased Police presence in the town.

## **6.2 Report by County Councillor**

A written report had been circulated prior to the meeting.

## **6.3 Report by District Councillors**

A written report was expected the following week from District Councillor Cook.

**Cllr Higham asked** if both District Councillors would be sending reports and or attending the Town Council meetings. Cllr Jones reported that this was not clear at present.

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

A report had been circulated prior to the meeting and was noted.

## **6.5 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine**

No report

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

No report.

## **6.7 Public Comment**

A person began by asking if there was any progress with the plans for parking in the town. Cllr Eastwood reported that this was on the agenda and would be discussed later in the meeting. The person then asked what was happening to the traffic lights on Fairfield Road. The DTC explained that the County Council had informed him that they were likely to remain for some time due to the length of time resolving the subsidence issue and ownership issues would take.

The person then asked if the CCTV coverage on the Pageant Field had been improved. Cllr Collins replied that the Lands Committee were to consider whether to employ a tree surgeon to improve the CCTV coverage by thinning a tree.

The person also asked if more people could see the CCTV coverage to look for minor incidents of vandalism, as she understood the length of time it took to view many hours of

coverage. Cllr Eastwood replied that access to the footage was controlled by GDPR and was limited by the legislation.

The person continued by asking if a technological solution could be found to identify acts of vandalism. Cllr Eastwood replied that there were systems available which would help in that issue, but were very expensive.

The person asked about the charges made by the Town Council for the hire of the Pavilion and questioned what constituted a voluntary body, and furthermore were numbers of users recorded to ascertain value for money. Cllr Collins replied that a voluntary body was generally a registered charity and the Town Council did receive reports on the numbers of people using the facility.

The person concluded by asking why the Town Council was considering spending £1,000 on a large television for the meeting room. Cllr Higham replied by explaining it was to enable the public to attend committee meetings remotely. Cllr Garrett added that due to the District Council no longer supplying large planning drawings a large screen was required to view planning applications.

A person asked if the Town Council had any plans to work with ESC/SCC and other bodies to make the town age friendly and also whether Councillors would consider visiting the various groups for older people and others in the town.

Cllr Eastwood replied that the Community Partnership Area meetings covered these areas and Cllr Jones added that the review of the Neighbourhood Plan would also cover these issues. Cllr Eastwood thanked the person and asked if she could supply names and contact details for the relevant groups she had identified.

The representative from Hour Community supported the previous speakers comments regarding older people and offered their help. He then asked whether the interests and aspirations of the newly co-opted Councillors could be published. Cllr Eastwood responded by agreeing to consider this matter.

**Cllr Hine joined the meeting at 7.26pm**

**7. RECONVENE: The Chair reconvened the meeting.**

**8. CORRESPONDENCE**

None.

**9. Attendance at events, conferences and training:**

**9.1 FCM 21-07-01 3 Cllr Eastwood proposed** to approve the cost of £100 for Cllr Hine to attend the four modules of the SALC Chairperson and Leadership Online Training, which was seconded by Cllr Carter with all in favour.

## 10. COVID RESPONSE:

### 10.1 Covid Response Team update:

**Cllr Hine reported** that at a recent meeting with the Cocoon leaders the lessons-learned documents had been discussed and amended and would be presented to the Full Council for them to consider adopting at the next meeting.

## 11. PLANNING AND ENVIRONMENT COMMITTEE:

### 11.1 Planning decisions received prior to the meeting:

None.

### 11.2 Planning Application and any others received prior to the meeting:

**11.2.1 DC/21/2861/FUL** - 47 College Road IP13 9ER - Retrospective Application - Erection of a pair of gates

**FCM 21-07-01 4 Cllr Garrett proposed** to SUPPORT this application which was seconded by Cllr Higham with all in favour.

#### 11.2.2 DC/21/2809/FUL

2 Yew Tree House Badingham Road Framlingham Suffolk IP13 9HY  
Alterations and extensions, erection of new cart shed, demolition of existing garage and store

**FCM 21-07-01 5 Cllr Garrett proposed** to SUPPORT this application which was seconded by Cllr Higham with all in favour.

#### 11.2.3 DC/21/2810/LBC

2 Yew Tree House Badingham Road Framlingham Suffolk IP13 9HY  
Listed Building Consent - Alterations and extensions, erection of new cart shed, demolition of existing garage and store

**FCM 21-07-01 6 Cllr Garrett proposed** to SUPPORT this application which was seconded by Cllr Higham with all in favour.

#### 11.2.4 DC/21/2949/FUL

7 The Knoll Framlingham IP13 9DH

Erection of single storey workshop extension and patio area.

**FCM 21-07-01 7 Cllr Garrett proposed** to SUPPORT this application which was seconded by Cllr Higham with all in favour.

**11.3 FCM 21-07-01 8 Cllr Garrett proposed** to approve the committee's recommendation that Framlingham Town Council determines to declare a climate and biodiversity emergency, and work with stakeholders in Framlingham and partners in Suffolk such as the Suffolk Climate Change Partnership to identify and implement action to mitigate climate change and damage to our environment, which was seconded by Cllr Higham with all in favour.

**11.4 Matters of report and items of information only:**

Cllr Garrett and Cllr Higham updated the meeting on the Town Council's objections to the proposed development off Victoria Mill Road by LeaperLand.

## **12. COMMUNICATION, EVENTS AND PARTNERSHIPS COMMITTEE:**

**12.1 FCM 21-07-01 9 Cllr Hine proposed** to approve the committee's recommendation to adopt the revised Terms of Reference, which was seconded by Cllr Garrett with all in favour.

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

**Cllr Hine reported** on a number of actions the CEP Committee were undertaking:

- PR material was being prepared for the website regarding the Environmental Committee and the Events subcommittee.
- Plans for the 2023 Calendar were progressing
- The Events calendar webpage on the website was functioning again – there is a link on the page for organisations to submit their own events
- Plans for Christmas 2021 had begun.
- She had attended the recent CPA meeting where issues of young people and 'County lines' were discussed. She also noted that the next grant round had started and organisations working with young people and tackling social isolation should contact the Town Council for applications to the £25,000 available.
- Cllr Hine confirmed that items posted on the Website were also posted on various social media platforms.

## **13. HIGHWAYS, RIGHTS OF WAY AND PARKING COMMITTEE:**

**13.1 Matters of report and items of information only:**

Cllr Eastwood reported on a number of issues facing the committee:

- There had been no progress with off street parking made by the District Council. He added that the Committee remained very disappointed that the District had failed to respond in any fashion to various emails sent to them regarding the matter.
- The Katch Taxi bus to the station was in operation.
- The plans to improve the lighting on Pigs Meadow and the Fens were slowly progressing.
- A further quote had been obtained for the conversion of FTC owned street lamps with LED lamps had been received and was considerably less than the first quotation.
- The DTC would report the deteriorating paintwork on the pedestrian crossing between Albert Place and Well Close Square.

#### **14. DEVELOPMENT AND STRATEGIC PLANNING COMMITTEE:**

##### **14.1 Matters of report and items of information only**

Cllr Jones reported that five volunteers had come forward for the Neighbourhood Plan Review Working Groups and publicity would continue in the hope of attracting more. The first meeting would be face to face after 19<sup>th</sup> July.

#### **15. LANDS AND MARKETS COMMITTEE:**

**15.1 FCM 21-07-1 10 Cllr Collins proposed to** approve the committee's recommendation that an additional column be added to the Action Plan and Local CIL Application form 'Environmental Impact', which was seconded by Cllr Garrett with all in favour.

**15.2 FCM 21-07-01 11 Cllr Collins proposed to** approve the committee's recommendation to accept the quotation from RW Curle of £628.12 + vat for replacement electrical boxes on the Pageant Field, to be funded from within the agreed Local CIL Budget allocated for the fencing project, which was seconded by Cllr Garrett with all in favour.

#### **16. FINANCE AND HR COMMITTEE:**

**16.1 Cllr Carter confirmed** BACS payments approved at the June meeting had 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 FCM 21-07-01 12 Cllr Carter proposed to** approve the payment of current invoices which was seconded by Cllr Eastwood with all in favour.

**16.3 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.

**16.4 FCM 21-07-01 13 Cllr Carter proposed** to approve the Committee's recommendation to purchase a 65 inch screen and webcam for the Town Council Meeting Room, using EMR 337 up to £1,000, which was seconded by Cllr Garrett with all in favour.

**16.5 FCM 21-07-01 14 Cllr Carter proposed** to approve the committee's recommendation to accept the revised Job Descriptions for all staff, which was seconded by Cllr Jones with all in favour.

#### **16.6 To appoint members of the HR Sub-Committee**

This item was agreed to be deferred to the next FHR Committee meeting.

**16.7 FCM 21-07-01 15 Cllr Carter proposed** to approve the revised Risk Assessment for the Town Council Office/Meeting Room, which was seconded by Cllr Garrett with all in favour.

#### **16.8 Matters of report and items of information only**

**Cllr Carter confirmed** that the FHR Committee had considered the Internal Audit and there had only been one recommendation which was to allocate CIL funds to Ear Marked Reserves.

### **17. MATTERS OF REPORT OR ITEMS FOR THE NEXT AGENDA ONLY:**

**Cllr Higham reported** that he would continue to investigate and respond to developments regarding the Leaperland planning application at Victoria Mill Road.

**Cllr Hine reported** that she would be circulating suggestions for uploading reports, in particular from the County and District Councillors, to the website that had been received by the Town Council onto the website.

Cllr Jones wished to learn what had happened to the 'Welcome Back Fund' application.

### **18. DATE AND TIME OF THE NEXT FULL COUNCIL MEETING**

**Thursday 5<sup>th</sup> August 2021 at 7.00pm – St Michaels Rooms, Church Street**

**The Meeting Closed at 8:35pm**