

**Minutes of the Framlingham Town Council Meeting held on Thursday 7th October 2021 at
7.00pm**

PRESENT:

Cllrs D Carter, P Collins, P Dean, C Eastwood (Chair), S Garrett, M Hine, J Jones, S Pepperdine (from 19:30), N Williamson.

IN ATTENDANCE:

Mrs E A Coe (Town Clerk/RFO) Mr J Overbury (Deputy Clerk), DCllr Freeman (from 19:38), and two members of the public.

1. APOLOGIES

Apologies were received and accepted from:

Cllr Higham (work commitments)
Cllr Culemann (holiday)
CCllr Burroughes
DCllr Cook

2. MINUTES OF PREVIOUS MEETING

FCM 21-10-07 1 Cllr Collins proposed a spelling correction which was accepted.

With this amendment, Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Carter with all in favour.

3. DISPENSATION REQUESTS RECEIVED

None.

4. DECLARATIONS OF INTEREST

None.

5. ADJOURNMENT

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

5.1 Police Matters

The Town Clerk reported that there had been no formal report from the Police this month.

5.1.1 Report on attendance at recent Police Meetings – Town Clerk

The Town Clerk reported that a meeting was held attended by herself and Cllrs Carter and Williamson, with Inspector Jackson and Sergeant Shields.

5.2 Report by County Councillor

The Town Clerk reported that a written report had been circulated prior to the meeting and was to be published on the website.

5.3 Report by District Councillors

The Town Clerk reported that a written report had been circulated prior to the meeting from DCllr Cook.

The Chair welcomed DCllr Freeman to the meeting. Cllr Jones asked DCllr Freeman if she and DCllr Cook were dividing up the parishes or were equally representing them. DCllr Freeman replied that they intended to jointly represent the town. DCllr Freeman reported that she sat on the Planning and Environment Committees.

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

Cllr Hine reported that a written report had been received and was available on the PCC website. Cllr Williamson noted that the construction process had gone past stage one of the tenders and asked who the contractor was. He also voiced concerns about escalating building costs. Cllr Jones replied that he did not know the name of the contractor but was sure it would be available. He also reported that the PCC were reviewing building costs and looking at funding options.

5.5 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine

Cllr Hine reported that these were detailed on the report on the PCC website.

5.6 Report by Fairtrade Representative – Cllr M Hine

Cllr Hine reported on the activities of the Fairtrade group.

5.7 Public Comment

The representative from Hour Community voiced concerns about the St Michael's rooms project with regard to cost and parking implications. He also reported that Hour Community were in discussion with East of England Co-operative regarding the old John Grose site. He asked if the Town Council would support their attempts to use the site for community use and would there be a possibility of any local CIL funds being used to financially support their efforts. Cllr Eastwood replied indicating that the first point could not be answered with the information available but the Town Council would welcome an approach by Hour Community. Cllr Jones replied to the second point saying that there would be no CIL available from the present allocation. He added that there could be future allocations of CIL if the project were to form a part of the Neighbourhood Plan Review. He outlined that in

order for this to happen there needs to be the support from the whole community – and this may develop during the review process. He concluded by advising that Hour Community could approach ESC for District CIL which was an avenue open to them.

A member of the public expressed dissatisfaction with a number of Town Council activities and performance including: Communication, the Website, speed of decision making, willingness to accept it had made mistakes, the cost of Covid-19 protective measures and its lack of thanking volunteers and people in the town personally for their efforts.

6. RECONVENE

The Chair proposed to reconvene the meeting which was agreed.

7. CORRESPONDENCE

7.1 The Lanman Museum – deferred from 5th August Full Council in order to advertise the vacancy to the community

Letter asking if the Town Council would like to consider nominating a Trustee for the Lanman Museum.

FCM 21-10-07 2 Cllr Eastwood proposed to nominate Cllr Higham which was seconded by Cllr Garrett with all in favour.

7.2 Sir Robert Hitcham Almshouse Charity:

Letter advising that one of the two Town Council nominated Trustees has resigned due to moving away from the town and seeking the Town Council's nomination for a replacement Trustee. (The Board of Trustees meets approximately five times a year)

FCM 21-10-07 3 Cllr Eastwood proposed to nominate Cllr Culemann which was seconded by Cllr Collins with all in favour.

8. ATTENDANCE AT EVENTS, CONFERENCES AND TRAINING:

Cllr Eastwood proposed to take the following en bloc which was agreed:

8.1.1 SALC Introduction to Town and Parish Councils – E-Leaning – Cllr Williamson - £14.00

8.1.2 SALC Facebook Webinar (18th August) – Cllr Hine - £25.00.

8.1.3 SALC New Councillor Course Module 3 – 29 Nov – 7 pm and Mod 5 – 13 Dec – 7 pm – Cllr Pepperdine - £50.

8.1.4 SALC Data Protection for Councillors – 6th December – Cllr Culemann - £25.

8.1.5 SALC Data Protection for Clerks and Officers – 4th November – Town Clerk - £25

FCM 21-10-07 4 Cllr Eastwood proposed that the above courses and training be approved which was seconded by Cllr Dean with all in favour.

9. COVID RESPONSE:

9.1 Covid Response Team update:

Cllr Hine reported that a volunteer had updated her graph of the recorded cases in the area and had added a commentary to it – this had been circulated to all Councillors and

would be published on the website. Cllr Hine noted that the graph shows a high level of infection locally which was alarming but also noted that hospitalisation numbers were not so. Cllr Hine noted that the efforts of the volunteer were greatly valued by the Town Council and that the reports and graphs would be updated and circulated monthly. She also added that the Framlingham Surgery had issued new guidance and this was to be widely publicised in the town. Cllr Garrett noted that the advice from the government differed to that of the medical profession which advised more stringent social distancing measures. Cllr Jones suggested that the FBA and retailers' association be contacted in an attempt to give a consistent message across the town in particular to the issue of wearing masks.

9.2 To appoint an Area Co-ordinator for the Covid-19 Team (previously Alan Davidson)

FCM 21-10-07 5 Cllr Collins proposed to withdraw this motion until a more pressing need for a co-ordinator becomes apparent, which was agreed.

9.3 FCM 21-10-07 6 Cllr Eastwood proposed to approve the revised Risk Assessment for the Town Council Meeting Room, which was seconded by Cllr Hine with all in favour.

9.4 FCM 21-10-07 7 Cllr Eastwood proposed to approve the cost for 3 new protective screens following revised layout of meeting room to accommodate up to 10 people at £198.53, which was seconded by Cllr Jones with all in favour.

10. PLANNING AND ENVIRONMENT COMMITTEE:

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

None received.,

10.2 To consider the following and any other Planning Applications received prior to the meeting:

10.2.1 DC/21/4306/FUL – Gatewood Farm, Lampards Brook, IP13 9SB -

Erection of 2 no. holiday let units with associated landscaping and sewage treatment plant installation

FCM 21-10-07 8 Cllr Garrett proposed to support this application and would encourage that the construction conforms to the highest level of environmental and energy design standards, which was seconded by Cllr Collins with all in favour.

10.2.2 DC/21/4499/FUL

36 Danforth Drive, Framlingham, Suffolk, IP13 9HH,

A new porch replacing the existing porch, and offering an additional shower room to the house.

FCM 21-10-07 9 Cllr Garrett proposed to support this application which was seconded by Cllr Collins with all in favour.

10.2.3 DC/21/4425/LBC

Hatherleigh Farmhouse Saxmundham Road Framlingham Suffolk IP13 9PH

Listed Building Consent - Remove existing metal lath and cement render from west elevation and replace with heraklith boards and 3 coats of lime plaster and repair woodwork as required, like for like.

FCM 21-10-07 10 Cllr Garrett proposed to support this application which was seconded by Cllr Eastwood with all in favour.

10.3 Matters of report and items of information only:

Cllr Pepperdine reported that the Environmental Advisory Group had met twice and was due to meet next week. Good progress had been made and there was to be a stall on the market on the 6th November.

11. COMMUNICATION, EVENTS AND PARTNERSHIPS COMMITTEE:

11.1 FCM 21-10-07 11 Cllr Hine proposed to approve the committee's recommendation that Hollins Chartered Surveyors be commissioned to prepare the Planning and Listed Building Application for the three sites (CCTV) where this was needed, at a cost of £850.00 (taken from the allocated local CIL amount of £30,000 agreed by Full Council on 29th October 2020 EMR 358), which was seconded by Cllr Jones with all in favour.

11.2 FCM 21-10-07 12 Cllr Hine proposed to approve the committee's recommendation to commission TMO traffic management to supply the traffic management for the Christmas event at a cost of £594.00 from EMR 348, which was seconded by Cllr Carter with all in favour.

11.3 Matters of report and items of information only

Cllr Hine reported that the Events Sub Committee had met and a further meeting was planned. The main focus was on organizing the Christmas celebration on Friday 3rd December. The publicity campaign for the event would start on 1st November.

Turning to next year she reported that she had attended a webinar about HM The Queen's Platinum Jubilee next year and that plans for this would start in earnest in December.

12. HIGHWAYS, RIGHTS OF WAY AND PARKING COMMITTEE:

12.1 Matters of report and items of information only:

Cllr Eastwood reported that the second Rights of Way Walk had occurred and was attended by nine people.

Cllr Eastwood reported that a meeting had been arranged for 17th November between Suffolk County Council, East Suffolk Council and English Heritage to discuss parking issues in the town.

13. DEVELOPMENT AND STRATEGIC PLANNING COMMITTEE:

13.1 Matters of report and items of information only:

Cllr Jones reported that he had attended the FBA AGM. Subsequent to that meeting a further two meetings had been held with the FBA regarding the 'People and Places' programme and a document was being prepared with a common approach to be put to ESC, for the allocation of the £10k grant.

14. LANDS AND MARKETS COMMITTEE:

14.1 FCM 21-10-07 13 Cllr Collins proposed to approve the Committee's recommendation for the purchase of 3 x Heritage 100Ltr round hooded litter bins from Heyn at a total cost of £885.50 plus vat using Local CIL EMR 360, which was seconded by Cllr Carter with all in favour.

14.2 FCM 21-10-07 14 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Playquip Leisure of £565.00 to replace the bearings, re-grease and re-assemble the roundabout on the Pageant Field Play Area, using Budget 1504, which was seconded by Cllr Davis with all in favour.

14.3 Cllr Collins proposed to withdraw the committee's recommendation to accept the revised Allotment Regulations and an increase in the charges to £36 per plot from 1st April 2022 which was agreed.

14.4 Matters of report and items of information only

Cllr Collins reported that the new driveway surface at the Cemetery had been completed and would be monitored as it settled down.

Cllr Collins reported that a safety barrier would be erected on the Boules pitch

Cllr Collins concluded that the final cut of the Fens had been requested.

Cllr Hine asked if the ramp had been improved at the Pavilion and Cllr Collins confirmed it had.

Cllr Hine queried the wording of the signs about dogs on the Pageant Field which seemed contradictory and Cllr Collins advised that this was in hand.

Cllr Hine reported that she had attended a 'Skate Jam' at the Pageant Field and this was very successful, she added she would post some photographs of the event on the website.

15. FRAMLINGHAM NEIGHBOURHOOD PLAN REVIEW COMMITTEE:

15.1 FCM 21-10-07 15 Cllr Jones proposed to approve the committee's recommendation to accept the FNPR Committee's Terms of Reference, which was seconded by Cllr Hine with all in favour.

15.2 FCM 21-10-07 16 Cllr Jones proposed to approve the committee's recommendation to purchase a branded pop-up tent at a cost of £799.95 from Gala Tents using Budget 2206, which was seconded by Cllr Hine with all in favour.

15.3 Matters of report and items of information only

Cllr Jones reported that a workshop had been conducted and looked primarily at communication with the view to strengthen the numbers of people volunteering to help with the Neighbourhood review. This was successful and had drafted a leaflet which was to be sent to all households in the parish. It would also be published on the website and on social media. He added that the working group would meet again on the 20th October and the formal launch would be on the 28th October.

16. FINANCE AND HR COMMITTEE:

16.1 Cllr Carter confirmed BACS payments approved at the September 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 21-10-07 17 Cllr Carter proposed to approve the payment of current invoices which was seconded by Cllr Garrett with all in favour.

Cllr Jones requested that in future, where there was a CIL payment that this be clearly noted. This was agreed.

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.

Cllr Carter noted that the Nationwide account had no movement and statements would be produced annually or in the event of any change in balance.

16.4 Cllr Carter outlined the rationale behind the next motion. Cllr Pepperdine noted that the process, whilst on the surface correct, was not ideal. She welcomed the fact that the Committee had made efforts to establish if the energy from E-on was carbon neutral but she was able to explain the flaws in the current reporting structure. She urged the Town Council to consult the Environmental Advisory Group on all matters of achieving Carbon reduction. E-on energy, whilst categorized as Carbon neutral did not in fact reduce the Town Council's carbon usage which was the stated aim. It was agreed that the information

used to make the decision had been flawed and that the Town Council would, in future, make better use of the collective expertise on the Environmental Group.

FCM 21-10-07 18 Cllr Carter proposed to retrospectively approve the Committee's decision to renew the E-On Energy Contract for the Cemetery and Pageant Field until September 2023, which was seconded by Cllr Collins with all in favour.

16.5. FCM 21-10-07 19 Cllr Carter proposed to approve the revised Terms of Reference of the Human Resources Sub-Committee, which was seconded by Cllr Collins with all in favour.

16.6 Matters of report and items of information only

Cllr Carter reported on the following issues:

- The external audit has been passed without comment. Cllr Carter thanked the Town Clerk/RFO for her work to this effect.
- The review of policies was ongoing
- The Budget process was about to commence
- Grant applications would be considered at the October meeting of the Finance and HR Committee.

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

Cllr Hine reported that the Community Area Partnership had created a 'Age Friendly Survey' which she hoped the Town Council would complete.

18. DATE AND TIME OF THE NEXT FULL COUNCIL MEETING

Thursday 4th November 2021 at 7.00pm – St Michaels Rooms, Church Street Framlingham

The meeting concluded at 9:00pm