

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,  
Fairfield Road, Framlingham on Thursday 2<sup>nd</sup> January 2020 at 7.30pm.**

**The Chairman advised that the meeting was being recorded.**

**1. Apologies:**

Apologies were received and accepted from Cllr D Carter and CCllr Burroughes.

Cllr Fisher was not present.

**Present:**

Cllrs, Mr D Beal, Mr P Collins, (Chair) Mr C Eastwood, Mr S Garrett, Ms M Hine, Mr J Jones, Mr G Kitching, Mr J Simpson, Mrs P Wraight.

**In Attendance:**

Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Town Clerk), DCllr Cook, one member of the press and two members of the public.

**2. Minutes of Previous meeting:**

Cllr Collins wished everyone a Happy New Year.

**212120** Cllr Collins noted that in the December minutes the wrong month for decision No. 13151219 in Section 13 (Finance) had been recorded and proposed an amendment 'November' for 'October', which was agreed.

**222120** Cllr Collins proposed that the minutes of the previous meeting, with the above amendment, be approved as an accurate record, which was seconded by Cllr Jones and with one abstention due to absence all were in favour.

The Chair then signed the minutes.

**3. Dispensation requests received:**

None received.

**4. Declarations of interest:**

Cllrs Collins and Eastwood both declared an interest in item 13 Payments and both signed the Interest Book.

**5. Adjournment:**

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

**5.1 Police Matters:**

No report had been received, but the Town Clerk had circulated the 'Constable's County' newsletter to Town Councillors prior to the meeting.

**5.2 Report by County Councillor:**

CCllr Burroughes had sent a report to the Town Council, which had been circulated prior to the meeting.

**5.3 Report by District Councillors:**

DCllr Cook wished everyone a Happy New Year. He congratulated the town for the events over the festive period and shared people's disappointment over the lack of a Christmas tree on the Market Hill, especially as he had helped fund one, he added he would be meeting the Framlingham Business Association to discuss the issue. DCllr Cook reported that the paper on Civil Parking Enforcement (CPE) would be presented to Cabinet next Tuesday 7 January 2020. The Statutory Instrument was expected to go before Parliament on 9<sup>th</sup> January, with the law becoming enforceable on 31<sup>st</sup> January. He understood Suffolk County Council were seeking a delay in implementation and he would investigate the reason why. DCllr Cook recalled that there had been a great deal of flooding recently and Kettleburgh experienced flooding that damaged properties. He understood that inflatable flood barriers were available to hire and he was looking into the details of them. Finally, he reminded the meeting that the Early May Bank Holiday had been moved from the 4<sup>th</sup> May to the 8<sup>th</sup> May to allow for VE Day Memorial celebrations. Cllr Jones noted that only that day had he learnt that the ESC Cabinet were to discuss Civil Parking Enforcement the following week and was very disappointed that the changes to what the Town Council had agreed with ESC had not been discussed with the Town Council prior to the matter becoming an agenda item for the ESC Cabinet. Cllr Simpson voiced his surprise and disappointment that 'Tetra Paks' were no longer being recycled through the household waste system and residents wishing to recycle them would now have to travel over half an hour to the nearest recycling point. He felt that most

people would simply not recycle them in future but put them in the domestic landfill refuse. DCllr Cook agreed it was both a shame and a surprise to him as well, and would investigate the possibilities of a local solution.

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

Cllr Hine reported that a date was awaited for the first meeting.

#### **5.5 Report by the PCC on the St Michael's Rooms project:**

Cllr Kitching read from the report that had been provided by the PCC. Cllr Garrett noted that the issue of regular updates from the PCC regarding the project was raised at the last Full Council Meeting and he would clarify with the PCC whether these were to be in the public domain from the time the Town Council received them.

#### **5.6 Public Comment:**

A person spoke about the increased expenditure on the skate park. He questioned whether value for money would be achieved by spending a further £15k on flood lighting. He also raised the issue of John Grose being closed down and the possible threat to the Black Poplar Trees on their land. He asked if there was a tree preservation order on them. The Chair of the FRAM resident's association wished everyone a Happy New Year.

#### **6. Reconvene:**

**612120** The Chair proposed to reconvene the meeting, which was agreed.

#### **7. Correspondence:**

None for this meeting.

#### **8. Training/ Conferences/Events:**

**812120** Cllr Collins proposed to accept the expenditure of travel to the following three events attended by Councillors or Staff:

- ESC Planning Forum – Friday 24<sup>th</sup> January – Cllr Garrett and Deputy Town Clerk
- Annual Parish Budget and draft Strategic Plan review meeting, Tuesday 14<sup>th</sup> January 5:30pm Cllr Jones
- Community Partnership Meeting, Thursday 6<sup>th</sup> February 6:00pm Wickham Mkt Village Hall. Cllr Hine and Cllr Jones, which was seconded by Cllr Kitching and with three abstentions due to interest all were in favour.

#### **Committee Recommendations and Business:**

#### **9. Planning Committee:**

##### **Planning Decisions**

##### ➤ **The following Planning Applications were considered:**

**DC/19/4740/FUL Ernest Doe & Sons Ltd – Woodbridge Road** – erect a 7.5 metre illuminated franchise pole sign. Part of the works would involve removing the redundant 9 metre telephone mast on site and replacing the mast with the proposed pole sign in the same position

The Town Council **OBJECTED** to this application. The Town Council felt that the sign was too large and would dominate the surroundings. There were concerns that the sign was opposite a residence and there were concerns about light pollution on three counts:

- There are no details of the brightness of the unit (in terms of max RAD above Horizontal)
- It was felt an environmental survey was necessary to determine the effect upon bats and insects
- There were no details of when the unit would be lit – i.e. only during office hours or all the time.

**DC/19/4854/FUL Extension to existing kitchen and first floor extension 57 The Mowbrays IP13 9AJ**

The Town Council **SUPPORTED** the application.

##### **Referral of Planning Decisions**

➤ There were no Referral of Planning Applications received prior to the meeting:

##### ➤ **Planning matters of report/items of information only:**

None.

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

- To approve the committee's recommendation to spend £384 annually for Survey Monkey, to be funded initially from the PR Promotions Reserve.  
Cllr Beal proposed to amend the motion so it would specify this expenditure was for one year only. This could be achieved by removing the word 'annually', which was agreed.
- **1012120** Cllr Simpson proposed to approve the committee's recommendation to spend £384 for Survey Monkey, to be funded initially from the PR Promotions Reserve, which was seconded by Cllr Garrett with all in favour.
- **1022120** Cllr Simpson proposed to approve the committee's recommendation that all committee papers will be available to all Councillors on request, whether or not on the relevant committee, unless there are overriding privacy concerns, which was seconded by Cllr Wraight with all in favour.
- **1032120** Cllr Collins proposed to withdraw the following motion "To approve the committee's recommendation that all Committees will include as a standing agenda item consideration of what matters the committee should report to all councillors, and what matters should be communicated to the public", which was seconded by Cllr Simpson with all in favour.
- **Matters of report/items of information only:**
  - Cllr Simpson called for items for the Annual Parish Meeting and the Annual Newsletter.
  - There was to be an initial meeting of the inclusivity project on Wednesday 22<sup>nd</sup> January at 7:00pm in the Court Room. Those intending to attend should inform the Town Clerk.
  - Cllr Simpson thanked the Town Clerk for her efforts in selling the old Framlingham town signs.

## **11. Rights of Way, Highways & Lighting Committee:**

- **1112120** Cllr Eastwood proposed to approve the committee's recommendation for the expenditure of £3000 for the preparatory work (outlined in SCC email of 11/12/19) that Suffolk Highways would undertake for a Pedestrian Crossing on College Road, using the Local CIL Budget, which was seconded by Cllr Kitching with all in Favour.
- **1122120** Cllr Eastwood proposed to approve an increase in the £400 approved under item 12471119 (Full Council 7<sup>th</sup> November 2019) for easement for the footpath from Castle Brooks to the play area to £500, which was seconded by Cllr Jones with all in favour.
- **Matters of report/items of information only:**

Cllr Eastwood informed the meeting that the Town Council was seeking the advice of East Suffolk Council regarding the piece of land between Sitwell Gardens and the Fens which could be utilised as a car park. He added that there was no progress on the proposals for car parking at the Sports Club. Cllr Eastwood explained the purpose of the Speed Indicating Device (SID) that is mounted at various locations around the town and described how the DTC was creating graphs to show the change in traffic numbers over the past few years. Finally, he reported that the DTC and Cllr Simpson were to meet the secretary of the Campsea Ashe Station Café to discuss a bus route between there and Framlingham.

## **12. Lands Committee:**

- **1212120** Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Eastwood Tree Services of £850 for a Picus Test to T39 Beech and a Resistograph to T34 Beech in the Cemetery, as recommended in the recent Tree Survey Report, to be carried out after the 1<sup>st</sup> April 2020 from Budget 1613, which was seconded by Cllr Simpson with all in favour.
- **1222120** Cllr Collins proposed to approve the committee's recommendation to accept the quotation of £836.19 to supply and install 3 x Salto locks for the toilets on the Pageant Field, using funds already allocated from the Local CIL budget, which was seconded by Cllr Kitching with all in favour.
- Following a discussion on obtaining second hand furniture, Cllr Collins proposed to withdraw the following motion, which was agreed: To approve the committee's recommendation to purchase 4 tables at a cost of £188.00 and 16 stacking chairs at a cost of £392 for the new Pavilion, using Budget 1510.
- **Matters of report/items of information only**

Cllr Collins reported on the following three issues:

- It has been decided not to open the new Pavilion until the ground conditions improve. The Pageant Field was so muddy in places, parts of it have had to be taped off.
- Two new memorial rose beds have been installed in the Cemetery.
- East Suffolk Council had written to the Town Council complimenting the town on the good management of the Cemetery and Churchyard and how great to see the balance of resident's needs and wildlife.

### **13. Finance and Strategic Planning Committee:**

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 Chairs and were made available in the Payments Folder prior to the meeting.

- **1312120** Cllr Jones confirmed the BACS payments approved at the December meeting have been paid as agreed and the bank print out verified and signed by two Councillors.
- **1322120** The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by Cllr Jones, and the details noted.
- **1332120** Cllr Jones proposed to approve the payment of current invoices which was seconded by Cllr Kitching and with two abstentions due to interest all were in favour.
- Cllr Jones proposed to split the next motion into two parts for clarity, which was agreed.
- **1342120** Cllr Jones proposed to approve the committee's recommendation to award FAYAP £15,000 of Local CIL funding to fund renovations and modifications to provide a dedicated youth facility within the Old Con Club, payment would only be made when FAYAP has signed a five-year lease with Paperhouse Properties Ltd., which was seconded by Cllr Garrett with all in favour. Cllr Simpson noted that it was unusual for a developer to ask prospective tenants of a development in advance for funds to support the development. Cllr Jones agreed but noted the fact that Paperhouse Properties were investing significantly more funds into the building and this was a contribution.
- **1352120** Cllr Jones proposed to submit a retrospective CIL application to ESC for the full amount of £15,000 for the above, which was seconded by Cllr Garrett with all in favour.
- **1362120** Cllr Jones proposed to approve the committee's recommendation to accept the Budget for the financial year 2020/2021 (the budget and information had been circulated to Councillors with the Agenda) which was seconded by Cllr Garrett with all in favour.
- **1372120** Cllr Jones proposed to approve the committee's recommendation to request a precept of £157,916 (2% increase) for 2020/2021 with the short fall of £521 from EMR 336 to make up the budget figure requirements, which was seconded by Cllr Eastwood with all in favour.
- The committee's completion of the annual review of the Asset and Depreciation Register was noted.
- **1382120** Cllr Jones proposed to retrospectively approve the committee's recommendation and decision to accept a 3 year lease with Mayday on refurbished photocopier at a cost of £121.85 per quarter which includes a £250 exchange for the old device, 12 month warranty, all toners, parts and maintenance and free move and installation to the new office in due course, which was seconded by Cllr Simpson with all in favour.
- **1392120** Cllr Beal proposed to amend the next recommendation by removing Standing Orders from the review of the Town Council Documents which was agreed. It was also agreed to make minor amendments to documents where there were a number of uses of the word Chairman rather than Chair. It was agreed for the Public Relations and Market Committee revisit the Community Engagement Policy in the light of the work on the Communication Strategy. The further review of the Standing Orders would form an agenda item for the Finance and Strategic Planning Committee.
- **13102120** Cllr Jones proposed to approve the committee's recommendation to accept the annual review and revisions of Policy documents, not including Standing Orders, which was seconded by Cllr Kitching with all in favour.
- **13112120** Cllr Jones proposed to approve the committee's recommendation to accept the draft Training and Development Policy, which was seconded by Cllr Eastwood with all in favour.

➤ **13122120** Cllr Jones proposed to approve the committee's recommendation to accept the quotation received from Revells @ £395 for removal services for the Town Council Offices, which was seconded by Cllr Simpson with all in favour.

➤ The Framlingham Neighbourhood Plan 2021 to 2036 and the Supporting & Informing strategies: - Land Acquisition - Community Use (Parking, Community Centre, Recreation, Allotments.)

Cllr Jones outlined the timeframe for the revised Framlingham Neighbourhood Plan (FNP). He explained that by working back from the time when it is due to be completed (March 2022) a final version will need to be ready for inspection during the fourth quarter of 2021. The revised version would need to include additional areas of strategy such as:

➤ Community Centre/Hall

➤ Transport Strategy

➤ Well Being (Fram Inclusivity)

➤ Evaluation of remaining a Burial Authority and the need for a cemetery extension.

➤ Community Transport Services, and others in the hands of ESC and SCC (e.g. Educational & Medical needs)

➤ The changes proposed to the CIL process outlined by ESC.

Cllr Jones highlighted the increased demands on the Town Council's resources that the process of reviewing the FNP would place on Councillor's and staff. He called for Councillors to bear in mind the work required and suggested that in the second quarter of this year a separate Committee be formed to take the lead on revising the FNP. It was agreed to move forward the second strategic forum from May 2020 to February/March.

➤ **Matters of report/items of information only:**

None – covered above.

**14. Matters of report or items for next agenda only:**

None.

**15: Date of next Council meeting:**

The next Town Council meeting will be held on **Thursday 6<sup>th</sup> February 2020 at 7.30pm** in The St John Westbury Centre, Fairfield Road, Framlingham.

The meeting closed at 9:20pm.