

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 6th February 2020 at 7.30pm.

The Chairman advised that the meeting was being recorded.

1. Apologies:

Apologies were received and accepted from Cllr Fisher, Cllr Hine and DCllr Cook.

Present: Cllrs, Mr D Beal, Mr D Carter, Mr P Collins (Chair), Mr C Eastwood, Mr S Garrett, Mr J Jones, Mr G Kitching, Mr J Simpson, and Mrs P Wraight.

In attendance: Mrs Eileen A Coe (Town Clerk/RFO) Mr James Overbury (Deputy Town Clerk), CCllr Burroughes (from 8:00pm), one member of the press and seven members of the public.

2. Minutes of Previous meeting:

216220 Cllr Collins proposed that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Eastwood 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:

Cllr Jones declared an interest in the payments and signed the Interest Book.

5. Adjournment:

516220 The Chairman proposed an adjournment for the following items which was approved.

5.1 Police Matters:

The Town Clerk reported that she had circulated 'Constables County' prior to the meeting.

5.2 Report by County Councillor:

Cllr Burroughes was expected to attend the meeting from 8:00pm and the Chair noted that his report had been circulated prior to the meeting.

5.3 Report by District Councillors:

The Chair reported that the District Councillor's report had been circulated prior to the meeting. The Chair noted that within the report, mention was made of the recycling efforts of Brandeston Parish Council, and that Framlingham Town Council had asked similar questions. The Chair noted from the previous minutes that DCllr Cook had said that he would look into aspects of recycling. The Town Clerk confirmed that he had not reported further on this matter and the Chair asked her to seek his response.

5.4 Report by Fairtrade Representative – Cllr M Hine:

The Town Clerk reported that Cllr Hine had attended the meeting of the Fair-Trade Town Steering Group on the 3rd February. Plans for the forthcoming Fairtrade Fortnight on 24th February to 8th March were discussed. The theme is 'Chocolate industry and cocoa farmers', and the usual stalls and raffles will be organised at different venues. A special Fram event will include a "Spot the FT Mark in the CO-OP" competition with voucher prizes for children and adults. The CO-OP has given enthusiastic support.

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

Canon Rev Sanders reported on the progress of the project. He reported that the organisers were very grateful to those who attended the consultation event. Around 150 people came to the two events and of those 76 gave written responses. 58 people (76%) were in full favour, 16% had a minor query and 7% had two queries. One person was not in favour. Canon Rev Sanders reported that the organisers would consider all the responses carefully and welcomed any more. Comments may be sent to framparish@hotmail.com Moving forward, there would be discussions with aborigicultural consultants with regard to the trees and on going discussions with the District, Town Council and the architects would continue. He said that the organisers would honour their commitment to keep people informed through various publications and websites. Cllr Jones asked Canon Rev Sanders about the District Community Infrastructure Levey (CIL) funds and Canon Rev Sanders replied that the Parochial Church Council was negotiating with the District Council and the outlook was very positive.

5.6 Public Comment:

One resident commented about the state of the roads in the town. The person understood that the roads were the responsibility of Suffolk County Council, but urged the Town Council to keep pressure on SCC to maintain the roads. He noted that Fore Street was particularly potholed which was causing a danger to cyclists. The person also asked when the town survey would be released and how long would the process take, as it had been a long time in gestation. Cllr Simpson responded stating that the current target date was 27th March but that the option to complete the survey on the website may be ready sooner. A person asked about the sale of the John Grose site and whether the rumours about a supermarket buying the site were true. The Chair replied by saying that the Town Council had heard similar rumours, but it had not been formally approached as yet. Cllr Garrett added by describing the planning process. The person responded by suggesting that when a planning application was submitted that the Town Council could suggest enhancements such as extended free parking periods to encourage people to go into the town centre.

6. Reconvene:

616220 The Chairman proposed to reconvene the meeting, which was agreed.

7. Correspondence:

The Chair reported further to a member of the public's comments at the last meeting an email had been received commenting that they felt that the Town Council does not recognise the valuable work done by volunteers in the town, among others, highlighting the work done by those who decorated the Church for Remembrance Day, saying that the Town Council made much more of a commercial enterprise being recognised for the work they should be doing anyway. The Chair noted that there may have been a misunderstanding of comments made about volunteering at the last Full Council meeting. He assured all residents of Framlingham that the Town Council does recognise and appreciate all the work done by volunteers within the many and varied organisations in the town. He reminded the meeting that in his speech at the dismissal of the Remembrance Parade he thanked all those who attended and were involved in organising the day and in decorating the Church and grounds. He felt that this comment may have been missed by some and reiterated, and placed on record, his thanks to all those involved. He also repeated his thanks to all those who gave their time freely throughout the year to good causes.

8. Training/ Conferences/Events:

816220 Cllr Collins proposed to accept the cost of £45.00 (plus mileage) for the Town Clerk to attend the GDPR update on 17th February, at SALC, which was seconded by Cllr Garrett with all in favour.

826220 Cllr Collins proposed to accept the mileage costs only for the Deputy Clerk to attend a free planning training event at East Suffolk Council in Melton, which was seconded by Cllr Garrett with all in favour.

9. Separation of the Finance and Strategic Planning Committee:

916220 Cllr Collins proposed to separate the Finance and Strategic Planning Committee and create a new Strategic Planning Committee incorporating the Framlingham Neighbourhood Plan Review with new terms of references, which was seconded by Cllr Kitching with all in favour.

Membership of Committee:

Cllr Collins called for volunteers to make up the committee and the following Councillors came forward: Beal, Eastwood, Garrett, Jones, Kitching and Wraight.

Cllr Jones reported that the meeting was likely to be held at 7pm on the 3rd Thursday of month, and that initially it may need only to meet bi-monthly.

The Town Clerk would contact all Councillors for their availability and best day to meet.

10. Election of Finance Chair (following the resignation of Cllr Jones from this position)

1016220 Cllr Collins proposed Cllr Carter as Chair of the Finance Committee, and there being no other nominations, this was seconded by Cllr Eastwood with all in favour.

Committee Recommendations and Business:

11. Planning Committee:

- **Planning decisions received prior to the meeting:**

DC/19/4740/FUL Ernest Doe Power – Woodbridge Road – Application Refused. Noted.

DC/19/5012/FUL replacement and alteration to front boundary walk, 88 Station Road – Application Permitted. Noted.

DC/19/4505/TCA Felling of 6 Silver birch trees Sir Robert Hitcham Alms houses – No objection raised. Cllr Garrett noted that the Town Council had objected to this work but had received a satisfactory explanation why the trees should be felled from the ESC Tree Officer.

➤ **To consider the following Planning Applications:**

➤ **DC/20/0189/FUL Lamorna, 22 Mount Pleasant** – construction of a single-storey extension to the front.

1116220 Cllr Garrett proposed to object to this application which was seconded by Cllr Jones with all in favour. The Town Council considered the proposed development was out of keeping and character with the surroundings and that the proposed structure would negatively impact the outlook and daylight of the neighbouring properties.

➤ **Referral of Planning Applications received prior to the meeting:**

None Received.

➤ Planning matters of report/items of information only:

Referral Process:

Cllr Garrett outlined the procedure of the Referral process as it had been understood but then reported that at the planning event held by ESC the week previous, it had been announced that the referral process ‘5-day consultation period’ had been terminated. However recent conversations between the Deputy Clerk and ESC have put doubt upon this. The Deputy Clerk would investigate further and report back to the Cllr Garrett who in turn would report on this matter further. Cllr Garrett expressed disappointment in the apparent opaqueness of the process when there should be transparency. There had been no consultation with the Town Council and it remains in the dark about the process. Cllr Beal echoed that sentiment, and illustrated the flaws in the process which led to planning decisions being made by ESC on the wrong information which the Town Council was in a position to correct, but was not presented with the opportunity to do so.

Flooding at Brook Lane:

Cllr Garrett summarised the history of the flooding where one instance had been caused by the accidental removal of the bung at the Persimmon attenuation pond and a further two instances were being investigated. Cllr Garrett thanked the Deputy Clerk for his work in pursuing this matter and reported that the Town Council was taking this forward as a matter of planning enforcement.

Fram 25 – Land off Victoria Mill Road:

Cllr Garrett reported that a resident had alerted the Town Council of efforts made by the owner of the land to increase the number of homes on the site, from 30 to 50, and to bring the development forward from 2025. Cllr Garrett noted that this was in opposition to the Framlingham Neighbourhood Plan. He noted the initial lack of required documents on the ESC website relating to the site and that the developer had not contacted the Town Council to discuss the development.

1116220 The Chair proposed an adjournment to allow the County Councillor to address the meeting which was agreed.

CCllr Burroughes noted that there were some good news stories to report from the County Council: The Care Quality Commission report into the Adult Care Services was encouraging as were the changes to the way utility companies obtain permission to undertake works on the highways. He hoped that better co-ordination of road works would result. With regard to the planning communication and the referral process from ESC, he would be speaking to DCllr Cook about this and advised the Town Council to write to the Portfolio Holder about its concerns. Regarding Civil Parking Enforcement, he understood that a meeting had taken place between the Town Council and ESC. Cllr Jones reported that the two major issues of concern had been resolved. A person asked CCllr Burroughes why the second District Councillor DCllr Taylor, had never attended any meeting of the Town Council. CCllr Burroughes said he

was discussing that issue both with DCllr Cook and DCllr Taylor. A person asked CCllr Burroughes who was responsible for the state of the roads in the town. CCllr Burroughes said that SCC Highways were responsible and the new Cabinet Member for Highways, CCllr Andrew Reid, was being proactive in trying to address the state of the County's roads. Cllr Jones alerted CCllr Burroughes to the changes in the process to request CIL funding for any project involving a highways issue such as pedestrian safety improvements. Cllr Jones reported that ESC had unilaterally changed the process in the absence of any dialogue or consultation with the Town Council. The proposed changes required the highway authority to make the CIL bid and not the Town Council. The ESC report also narrowed the parameters the funding could be used for. This was reducing the position of the Town Council and Cllr Jones felt that the CIL funds generated from developments that had taken place in the town were at risk of being used elsewhere and not to the benefit of the town.

1126220 The Chair proposed to reconvene the meeting, which was agreed.

12. Public Relations and Markets Committee:

1216220 Cllr Simpson proposed to approve the committee's recommendation to enable secure access to a page on the website for Councillors only with log in details and one secure password, which was seconded by Cllr Wraight with all in favour.

The Town Clerk clarified that it was proposed that all documents sent out with agendas for the various committee meetings be saved on a secure part of the website. This was to ensure that all Councillors could access these documents and to make the process more efficient

1226220 Cllr Simpson proposed to approve the committee's recommendation to accept the provisional booking with ShellShock Fireworks for Saturday 7th November, (same cost as last year £5,000 including vat) using Budget 2201, and review after the event to ascertain whether or not it is worth continuing, which was seconded by Cllr Eastwood with all in favour.

Cllr Jones asked if the effect of the Town Council registering for VAT on the ticket price had been considered. Cllr Simpson confirmed that the ticket price (inclusive of VAT) had yet to be determined.

1236220 To approve the committee's recommendation to approve the Town Survey – attached

1246220 To consider printing and distribution costs for the above

After a discussion on the two above agenda items it was agreed to amalgamate and amend both.

It was agreed to increase the print run to 1850 copies and in order to save costs to only have the front cover in full colour, to be funded from the PR Promotions Ear Marked Reserve.

1256220 Cllr Jones proposed to amend agenda items 1236220 and 1246220 and proposed to approve the draft Town Survey (which had been circulated with the agenda) and to agree spending up to £1,200 on the printing and distribution by Leiston Press and Community News respectively, which was seconded by Cllr Kitching with all in favour.

In order to meet the early deadline for distribution the Town Clerk would action this matter the following day as a priority.

1266220 Following some discussion Cllr Simpson proposed to amend the proposal to approve the committee's recommendation to extend the Website Contract for a further two years to 31st March 2022, to one year, to 31st March 2021, which was seconded by Cllr Kitching with all in favour.

1276220 Cllr Simpson proposed to approve the committee's recommendation to accept the quotation from East Suffolk Norse of £1800 for street cleaning services from 1st April 2020 – 31st October 2020, using Budget 1647, which was seconded by Cllr Jones with all in favour.

1286220 Cllr Simpson proposed to approve the committee's recommendation to purchase 4 x self-watering barrel planters @ £89.50 each plus delivery total cost £401.00 + vat from Budget 2114 which was seconded by Cllr Collins with all in favour.

➤ Matters of report/items of information only

Cllr Simpson reported that 2020 was understood to be the 750th anniversary of the Framlingham Market. It had been suggested that this anniversary be celebrated with a larger medieval themed market with festivities. The DTC was requested to contact English Heritage to establish if they were considering marking the event as well, or perhaps to align the date of the Town's celebrations with an event, such as jousting at the castle.

13. Rights of Way, Highways & Lighting Committee:

➤ Matters of report/items of information only

Cllr Eastwood reported on various topics considered at the Rights of Way, Highways and Lighting Committee:

- A Cycle Routes working group was being set up and would be calling for volunteers.
- The Pot hole and road condition survey initiative had attracted nine volunteers and would soon be under way.
- The transport service to Campsea Ashe Station was progressing with a meeting proposed with the SCC Cabinet member for transport.
- Improvements to two footpaths (from Fairfield Road to the new Taylor Wimpey development and a short stretch from Castle Brooks to the play area) looked set to be constructed in the late spring.
- Civil Parking Enforcement (CPE) was due to be implemented on April 6th 2020 but there were some outstanding issues to be resolved. Cllr Jones added that Off Street CPE (Car Parks) would begin on April 6th. On Street CPE would also begin on April 6th but only for existing restrictions (single and double yellow lines etc) and that the agreed changes and additions to on street parking would still require a Traffic Regulation Order and this would take a further 15-18 months.

14. Lands Committee:

1416220 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Kindewood at £1,725 (from budget 1613) for the felling of a Sycamore tree in the Churchyard which was seconded by Cllr Kitching with all in favour.

1426220 Cllr Collins proposed to approve the committee's recommendation to purchase 16 chairs at a cost of £392.00 net and 4 tables at a cost of £188.00 net from Budget 1510 for the new Pavilion on the Pageant Field which was seconded by Cllr Simpson with all in favour.

1426220 Cllr Collins proposed to approve the committee's recommendation to accept the quotation of £1,976.25 from East Suffolk Norse for 17 cuts and strimming over a 34-week period (every 2 weeks) of the Pageant Field for the 2020 season, from Budget 1502, which was seconded by Cllr Kitching with all in favour.

➤ Matters of report/items of information only

Cllr Collins reported that the Pageant Field was still waterlogged and for this reason and that the snagging had only recently been completed, the Pavilion was not operational as yet. He also reported that the weather and ground conditions had delayed the installation of the Castle themed play equipment.

15. Finance and Strategic Planning Committee:

1516220 Cllr Jones confirmed the BACS payments approved at the January meeting had been paid as agreed and the bank print out verified and signed by two Councillors.

1526220 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.

1536220 Cllr Jones proposed to approve the committee's recommendation to invest £258,068.24 for a period of one year with HSBC, which was seconded by Cllr Garrett with all in favour. The Town Clerk/RFO confirmed the current interest rates.

1546220 Cllr Jones proposed to withdraw the agenda item 'To note the annual review of Standing Orders and to approve the revisions' which was agreed. The Standing Orders would be further considered by the Finance Committee and a recommendation made to the next meeting.

1556220 Cllr Jones proposed to approve the committee's recommendation to accept the review and revisions of the Annual Appraisal form which was seconded by Cllr Eastwood with all in favour.

➤ Report on meeting with East Suffolk Council regarding the Framlingham Neighbourhood Plan Review

Cllr Jones reported that he and the Town Clerk/RFO had met with ESC regarding the Town Council's plan to review the Framlingham Neighbourhood Plan (FNP). At the meeting it was learnt that FTC is the first Council in East Suffolk to make plans to review a NP. As such ESC could only answer questions to the best of their current understanding of the situation. What was established was that the five-year life of an NP was advisory but not compulsory. ESC understood there were three routes to review a NP:

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- Re-write the NP from scratch – which would mean holding consultation events and a further referendum
- Simply make an amended plan – with no new major policy changes.
- Allow the NP to expire and create a Parish Infrastructure and Investment Plan (PIIP).

Cllr Jones reported that the Town Council would need to decide on the direction it would follow.

➤ **Report on the new CIL Spending Strategy**

Cllr Jones reported that within ESC CIL was being administered by a new team: The Major Sites and Infrastructure Improvement Team. Cllr Jones alerted the Town Council there had been no consultation or communication from ESC regarding this move and the resulting changes to ESC CIL policy. The CIL procedure within ESC would change dramatically under the new rules:

- Full planning permission was required before any CIL bid was made.
- CIL could not be spent on any prior feasibility studies or professional fees relating to a project
- If a bid was to be submitted which enhanced any service to which a higher authority (District or County) were responsible for – such as Highways, Transport, Health etc then that authority responsible would be required to make the CIL application.
- The annual cut off date for CIL bids was 31st May

Cllr Jones reported that the effect of the changes would be to delay – potentially to the point of abandonment of projects – any new applications for CIL funds. He made the example of the Scout Movement's potential bid for funds. The timeframe imposed by ESC would prevent them making a bid in 2020, and the knock-on effect would more than likely mean the project was unfeasible. Cllr Jones felt that FTC should support a bid and help prepare it in time for the current year's CIL bidding round and to ask for flexibility from ESC. It was agreed to place this issue on the next Finance Committee Agenda.

1556220 The Chair proposed resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for the next two items because of the confidential nature of the business to be transacted. This was agreed.

Members of the Public and Press and Staff members left the room.

1566220 The completion of the Annual Appraisal for the Town Clerk/RFO was confirmed.

- The Town Clerk/RFO returned to the room

1576220 The completion of the Annual Appraisal for the Deputy Town Clerk and Office Assistant was confirmed.

1586220 Cllr Jones proposed to approve the committee's recommendation to increase the Deputy Town Clerks hours from 22 to 23 from 1st April 2020 enabling the Town Council Office to be open on Fridays from 9 am until 12pm, which was seconded by Cllr Garrett with all in favour.

1596220 Cllr Jones proposed to approve CiLCA Registration for the Deputy Town Clerk at £350 which was seconded by Cllr Garrett with all in favour.

- The Deputy Town Clerk along with members of the Public and Press returned to the room.
➤

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.

15106220 Cllr Collins proposed to approve the payment of current invoices which was seconded by Cllr Garrett and with one abstention due to interest all were in favour.

16. Matters of report or items for next agenda only:

The Clerk and Deputy Clerk reminded Councillors of the importance of only proposing resolutions that were placed on the Agenda for the meeting.

17: Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 5th March 2020 at 7.30pm** in The St John Westbury Centre, Fairfield Road, Framlingham.

The meeting closed at 9:23pm.

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