

**Framlingham Town Council**  
**Minutes of the Lands and Markets Committee Meeting held in the Town Council**  
**Meeting Room, 10c Church Street on Wednesday 27<sup>th</sup> October 2021 at 7pm**

All documents relating to this meeting were made available to Councillors (Cllrs) in advance

**1. APOLOGIES:**

Apologies were received and accepted from Cllr D Carter and Cllr T Higham

**2. Present:**

Cllr P Collins (Chair), Cllr J Culemann and Cllr C Eastwood

**3. In attendance:**

Eileen A Coe (Town Clerk/RFO)

**4. DECLARATIONS OF INTEREST:**

None.

**5. PUBLIC COMMENT:**

None.

**6. MINUTES OF PREVIOUS MEETING:**

**6129921 Cllr Collins proposed** the minutes of the meeting held on Wednesday 29<sup>th</sup> September 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, which was seconded by Cllr Eastwood with all in favour.

Cllr Collins signed the file copy of the minutes.

**7. Cemetery:**

**7.1 Annual Review of Cemetery Charges and comparison with other Burial Authorities:**

The Town Clerk had contacted other Burial Authorities and provided a charges comparison document with 13 other Town/Parish Councils, which was circulated prior to the meeting.

**71271021 Cllr Collins proposed** to recommend approval to Full Council to remove the charge for non-residents under 18 years and implement an increase of 20% from 1<sup>st</sup> April 2022 for other interments and an admin fee of £50 to be added to memorial plaque orders, which was seconded by Cllr Eastwood with all in favour.

**8. Trees:**

**8.1 Churchyard Tree Work**

**The Town Clerk reported** that she had met with the DAC Secretary and DAC Tree Advisor along with the Churchwarden and had been supported by the ESC Arboriculture and Landscape Manager to inspect the scheduled works on the Lime trees in the Churchyard. Following the meeting the Archdeacon had confirmed approval of the works to be carried out under List B, which had been subsequently approved by the PCC and ESC. The Town Clerk had contacted Kindewood (Quotation previously approved by Full

Council) for a date for the work to commence.

**The Town Clerk advised** that once the pollarding work was complete then another inspection of the Limes along Church Street would need to be carried out in order to justify the proposal to reduce them in height by 40% as previously recommended.

She also noted that the residents of St Michael's Close were delighted with the news that the four Limes at the back of the Church would be pollarded and reduced in height.

## **8.2 Walnut tree:**

**The Town Clerk reported** that help would be required to transport the donated tree from the residents back garden to the Fens.

**Cllr Eastwood agreed** to contact the resident and assess the situation to see if a trailer/transport would be needed.

## **8.3 To consider any Tree Work Applications received prior to the meeting:**

**8.3.1 DC/21/4586/TCA** - Blakewood House, 3 Brook Lane IP13 9RN - to fell Ash on rear boundary; tree causing complete garden shading.

**The Committee objected** to the tree being felled and suggested subject to the advice of the ESC Arboricultural Officer to pollard it instead.

**8.3.2 DC/21/4852/TCA** Framlingham Castle IP13 9BP - *Fagus sylvatica* (copper beech) - to south side of Castle adjacent to bench. Tree has advancing basal decay in main trunk. Proposed works: Reduce height by 3-3.5m (pruning cuts in the upper crown of 80-100mm diameter, remaining height of 18.5-19m) and radial crown spread by 3-3.5m (pruning cuts in the lower crown of 50-70mm), pruning back to suitable growth points whilst maintaining a natural crown profile.

**The Committee supported** the application subject to the advice of the ESC Arboricultural Officer

## **10. Pageant Field:**

### **10.1 Pageant Field Inspection Reports:**

The Inspection Reports were noted and filed for reference and the following actions by the G&P Contractor noted:

Glass on Play Area under bench – cleared

Broken bottles on Play Area - cleared

Request for extra Traffic Cones for Market area

**The Town Clerk advised** that 12 Traffic cones could be purchased at a cost of £99.98 from Budget 1704

**Cllr Collins proposed** to approve the purchase of 12 x Traffic Cones at a cost of £99.98 using Budget 1704, which was seconded by Cllr Eastwood with all in favour.

### **10.2 Pavilion:**

No business.

### **10.3 CCTV:**

The quotation for replacement CCTV cameras and to re-site the existing digital video recorder and power supply units from the bottom of the CCTV column to a new position inside the Pavilion Storeroom from Westrock CCTV Solutions Ltd was for budgeting

purposes was considered.

**The Town Clerk advised** that Camera 1 was in need of replacement but all the others had a good quality image.

Consideration was given to using Budget 1512: £681.00 and Budget 1506:£500 for this purpose.

**The Town Clerk noted** that the current annual CCTV Maintenance and Repair Contract was with Westrock CCTV and there followed some discussion on the options.

**It was agreed** for the Town Clerk to obtain another quotation for the work for comparison purposes along with a quotation for annual maintenance and repair which would be considered at the next meeting.

#### **10.4 Electric Boxes**

**It was noted** that the Inspection had been carried out and the Electrical Installation Certificate from R W Curle filed for reference.

#### **10.5 Picnic benches:**

**Cllr Collins reported** that one of the picnic benches was in need of either replacement or repair and the G&P Contractor had advised that materials for the work from Fram DIY would be no more than £150.

**Cllr Collins proposed** to approve the cost of up to £150 for materials to repair the picnic bench, using Budget 1504, which was seconded by Cllr Eastwood with all in favour.

**Cllr Collins noted** the response from the Welcome Back Fund and it was agreed to accept funding/supply of 12 picnic tables as per application.

#### **11. Skate-Park:**

No business

#### **12. The Fens:**

##### **12.1 Friends of the Fens:**

**It was noted** that the final cut and rake had been completed.

**Cllr Collins noted** that the Fens had been entered for the ESC Quality of Place Awards (Nature and Landscape and Community category) and had been short listed. The Judges would carry out a site visit on 1<sup>st</sup> December which he would attend.

#### **13. Churchyard Maintenance:**

##### **13.1 Town Clock:**

###### **13.1.1 Annual Service**

**The Town Clerk reported** that Hawards had apologised for the delay, and the work would be scheduled in due course.

#### **14. Riverside:**

**Cllr Collins reported** that he had received no response to date to his telephone messages or the Town Clerk's emails, but would continue to pursue a response in time for the next meeting.

## **15. Allotments:**

### **15.1 Allotment Tenancy Agreement and Charges:**

**Cllr Collins proposed** to recommend approval to Full Council to accept the revised Allotment Tenancy Agreement and to increase the Allotment rents to £36 per plot from 1<sup>st</sup> April 2022, which was seconded by Cllr Eastwood with all in favour.

**Cllr Collins reported** that he, along with the Town Clerk, had inspected the new fencing and found the resulting work unsatisfactory. Therefore, a meeting on site with Kiwi Fencing has been requested in order to resolve the issue.

## **16. Jeaffresons Well:**

No business.

## **17. Correspondence:**

### **17.1 The Queen's Platinum Jubilee beacons:**

Letter and guide to taking part on 2<sup>nd</sup> June 2022 with beacons being lit at 9.15pm. Registration for this event no later than end of May 2022. Also a piper playing Diu Regnare at 9.09pm before the Beacons are lit.

**It was agreed** for the Town Clerk to ask Framlingham Castle if they were planning anything before pursuing this matter further.

### **17.2 Resident:**

Email with concerns that dogs on leads are allowed on the Pageant Field and play area.

**It was agreed** for the Town Clerk to respond advising that dogs **must** be on leads at all times in the **whole** of the Pageant Field area. This is clearly signed at both entrances. Many parents with small children also have dogs. To ban dogs completely from the children's play area could limit the play opportunities of these children. It is entirely the responsibility of the owner to adequately control their dog.

### **17.3 Castleton Brass Band:**

Email requesting permission to play carols on the Market area on Saturday 18<sup>th</sup> December 8am until 2pm. **Agreed**

### **17.4 Ping:**

Survey on Table Tennis Table on the Pageant Field.

**It was agreed** for the Town Clerk to respond to the Survey and to also make the Schools aware that this facility is available to use on the Pageant Field.

## **18. Markets:**

### **18.1. Report on Saturday and Tuesday Markets and current licensed traders– Town Clerk/RFO**

**The Town Clerk reported** on the applications in the pipeline to date and the increased traders attending.

### **18.2 New Market Applications considered:**

**18.2.1 Jam Rock Doughnuts – 10ft -Tuesday Market** -artisan brioche doughnuts, vegan baked donuts, and viennoiserie.

**181271021 Approved.**

**18.2.2 Molecular UK – 10ft – Saturday – car care products and accessories  
182271021 Approved.**

**18.3 Annual Review of Market Regulations and Charges:**

Deferred to the next meeting.

**18.4 Market Hill Electric Points**

**It was noted** that the quarterly inspection had taken place and a satisfactory report received, which was filed for reference.

**18.5 Approving Market Applications:**

Delegated powers for the Town Clerk to approve market applications following circulation of details to members via email and then noting at the next meeting to allow a quicker response was considered.

**183271021 Cllr Collins proposed** to approve delegated powers for the Town Clerk to approve market applications (following circulation to committee via email subject to no objections) which would be noted at the next meeting, which was seconded by Cllr Eastwood with all in favour.

The Town Clerks Delegated Powers document would be amended to reflect this change.

**19. Action Plan:**

**19.1 Updates:**

None

**19.2 Projects for Local CIL funding:**

None.

**20. Budget 2022/2023:**

**It was agreed** for Cllr Collins to discuss with the RFO and the final document would be circulated to all and considered by the FHR Committee in December.

**21. Matters of Report or Items for next agenda:**

None

**22. Date of next meeting:**

:

Wednesday 17<sup>th</sup> November 2021 at 7.00pm.

Meeting closed at 21.03