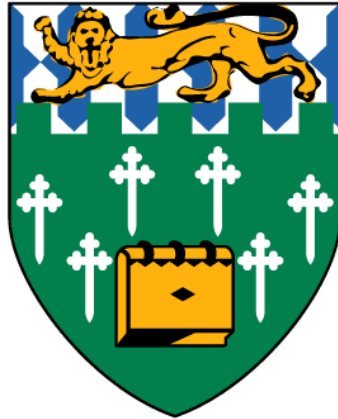


FRAMLINGHAM TOWN COUNCIL

**Town Council Office
The Old Court House
Bridge Street
Framlingham
Suffolk
IP13 9AJ**



Town Council Chairman:
Cllr Philip Collins

Town Clerk/ Responsible Financial Officer:
Mrs Eileen A Coe CiLCA AICCM

Telephone: 01728 720183
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townclerk@framlingham.com

NOTICE OF MEETING

A meeting of the Town Council will be held on Thursday 6th December 2018
at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham at 7.30pm

ALL WELCOME

Date: 29th November 2018

Signed:

Eileen A Coe (Town Clerk/RFO)

Agenda

- 1. Apologies** – to receive and accept apologies for absence
- 2. Minutes of Previous meeting** – to be confirmed and signed as an accurate record
- 3. To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)**
- 4. To receive declarations of interest** (please note declarations must be made verbally at the appropriate time as well as entered in the Interest Book.)
- 5. Adjournment** – the Chairman will then suspend the meeting for the following:
 - 5.1 Police Matters**
 - 5.2 Report by County Councillor**
 - 5.3 Report by District Councillors**
 - 5.4 Report from Friends of Framlingham Library Group rep**
 - 5.5 Report from Greener Fram/Community Garden rep**
 - 5.6 Public Comment** – to receive and note comments from members of the public present, through the Chairman only
- 6. Reconvene** – the Chairman will then reconvene the meeting.
- 7. Correspondence** - to note correspondence received since the last meeting and to discuss ** items only:
** Marlesford Parish Council
To consider copy of letter from Lord Marlesford (MPC Chairman) sent to Dr Dan Poulter MP and EDF Energy relating to the proposals for Park and Ride at Wickham Market (associated with Sizewell C)
- 8. Training/ Conferences/Events:**
To consider attendance and cost/mileage:
LCPAS Election Training – 17th January - Town Clerk and Deputy Town Clerk - £45 each plus mileage (Bury St Edmunds)
Understanding Planning 14th and 19th February – Deputy Town Clerk - £100 plus mileage (Bury St Edmunds)
- Committee Recommendations and Business:**
- 9. Planning Committee:**
 - **To note any planning decisions received prior to the meeting:**
DC/18/4221/FUL Mr A J Simpson – Toms Barn, Clay Hills – Planning Permission

- **To consider the following planning applications and any others received prior to the meeting:**

DC/18/4537/FUL Mr & Mrs Harrison – 43 Saxmundham Road – proposed single-storey front extension

DC/18/4592/FUL Mr D Hills – 1 Manor Farm Cottages, Brick Lane – extension to rear of dwelling to form new kitchen area

DC/18/4597/LBC The Mills Charity – Brook Farmhouse, 1 Brook Lane – insertion of roof window rear roof slope. Replacement of roof coverings front roof slope. Replacement of 2 windows. Removal of existing and erection of new internal stud work partitions to alter internal layout. Re-point main chimney and provide lead flashings. Works to provide damp-proof membrane to Dining Room floor

- **To consider any Referral of Planning Applications received prior to the meeting:**
- **To consider requesting that the Framlingham Old Courthouse should be listed as a Community Asset:**

10. Public Relations and Markets Committee:

- To approve the committee's recommendation to donate £200 of the Firework Spectacular profit to the Framlingham Scout and Guide Group.
- To approve the committee's recommendation to donate £200 of the Firework Spectacular profit to the Deben Scout Group.
- To approve the committee's recommendation to book Shellshock Fireworks to provide the display on 2nd November 2019 with a budget of £5000, subject to approval of the 2019/2020 Budget.
- To approve the committee's recommendation to organise and manage (with volunteers) the Soap Box Race Event on Sunday 2nd June with a budget of £3,000 expenditure (expected income: £3,000 (£600 in EMR to be used for any shortfall as external funding would be reduced in 2019), subject to approval of the 2019/2020 Budget.
- To approve the committee's recommendation to accept the annual review of Market Regulations and Charges with no changes except for the increase of the charge for the Charity Pitch/YPIP on the Tuesday and Saturday Market from £3 to £5.
- To approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for street cleaning services from 1st April – 31st October 2019, 1 hour per day, 6 days per week to include litter picking on the Pageant Field and Fens at a cost of £1,798.00 + vat, subject to approval of the 2019/2020 Budget.
- To approve the committee's recommendation to accept the following costs from Suffolk County Council for the replacement and installation of 5 new Framlingham signs, subject to approval of funding from CCllr Burroughes Highways Budget. Professional Services Estimate = £2,546.72 (exc. VAT) plus estimated construction fee approximately £1,276.42 (exc. VAT). (There may be additional costs for the replacing of existing posts or the cutting back of hedgerows to ensure adequate sightlines)

11. Rights of Way, Highways & Lighting Committee:

- To note that following consultation with The Environment Agency, Suffolk Wildlife Trust and Historic England both the Working Group and Committee have concluded that extending The Elms car park on to land north of the existing car park and therefore land now confirmed to be part of the Scheduled Ancient Monument would not be appropriate and therefore will not proceed.
- To approve the committee's recommendation to progress the 'off street' (public car parks) changes included in the Framlingham Parking Strategy to implementation stage this will include: Negotiation and implementation of a Service Level Agreement between SCDC/Norse and Framlingham Town Council for Market Hill
Facilitate the negotiation and implementation of a Service Level Agreement between SCDC/Norse and Framlingham College for The Elms car park.

Agree and implement a time ticket display parking policy with an identical scale of charges (tariffs) for both The Elms and Fore Street car parks.

Introduce 'free for 1 hour' time ticket display parking policy with a fixed tariff for a second hour and a time related no return policy on Market Hill car park.

Implement Civil Parking Enforcement, managed by SCNorse, on all public designated car parks

- To note that from December the Rights of Way, Highways and Lighting Committee meetings will start at 6.30pm.

12. Lands Committee:

- To approve the committee's recommendation to agree in principle a new Pavilion on the Pageant Field incorporating toilets, storage and a community element for users of the Pageant Field.
- To approve the committee's recommendation to spend up to £5,000 of local CIL funds to employ a project manager to oversee the construction and provision of services for a new Pavilion on the Pageant Field.

13. Finance and Strategic Planning:

- **To confirm BACS payments approved at the November meeting have been paid as agreed and the bank print out verified and signed by two Councillors.**
- **To note details of balances of all bank accounts**
- **To approve the payment of current invoices**
- **St Michael's Rooms – update**
- **To approve the Annual Review of all Town Council Risk Assessments:**

Cemetery

Churchyard

Pageant Field

Fens

Allotments

Jeaffreson's Well

Town Council Office and Internal Control

Rights of Way Walks

Tuesday and Saturday Markets

Financial Management

Credit Card

Third Party Events on Market Hill

Speed Indicator Device (SID)

Lone Worker

To approve the Annual Review of Town Council Standing Orders and Policies:

The following documents have been reviewed with no changes:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Model Publication Scheme
- Freedom of Information
- Data Protection
- Complaints Procedure
- Grievance Procedure
- Health & Safety Policy and Statement
- Child Protection Policy
- Equal Opportunities Policy
- Equality Policy Statement
- Internal Audit Effectiveness Review
- CCTV Policy
- Press Policy

- Filming, Videoing, photographing and audio recording at Town Council meetings Policy
- Ban of mass balloons and sky lanterns from Town Council land Policy
- Review of risks of Legionnaires Disease
- Illegal Fly Posting Policy
- Community Engagement Policy
- Disciplinary Procedure
- Risk Assessment record and Procedure
- Appraisal Process
- Delegated Powers (Scheme of Delegation)
- Training Statement of Intent
- Information Protection Policy

The following documents have been revised

- Terms of Reference for Committees, Sub-Committees and Working Groups - revised
- Retention of Documents Policy –revised
- Grant Policy - updated
- Current Policies and Document Control Management System – revised

New Policies drafted

- Lone Worker Policy
- Document Disposal Policy
- Removable Media and Information Security Incident Policy
- Third Party use of Council resources Policy
- Social Media Policy
- **To exclude the press and public for the next three items by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted**
- **To approve the Committee’s recommendation for the formal appointment of the Deputy Town Clerk**
- **To approve CILCA training for the Deputy Town Clerk at a cost of £500 plus SLCC Registration.**
- **To note and approve the annual Staff Appraisals x 3**
- **To approve the committee’s recommendation to purchase a replacement small laptop at a cost not exceeding £500 from EMR 337.**
- **To approve additional cheque signatory**

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

15: Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 3rd January 2019 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.