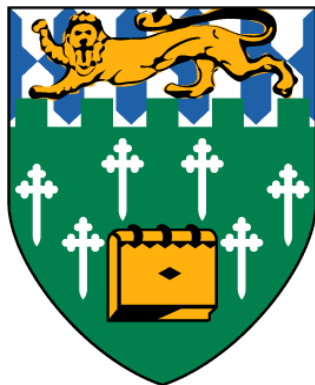


FRAMLINGHAM TOWN COUNCIL

Town Council Office
10c Church Street
Framlingham
Suffolk
IP13 9BH

townclerk@framlingham.com
dtc@framlingham.com

Visit our website: www.framlingham.co



Town Council Chairman:
Cllr Philip Collins

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

Deputy Town Clerk:
James Overbury BA (Hons)

Telephone: 01728 720183

Date: 24th September 2020

TO MEMBERS OF THE TOWN COUNCIL:

Cllr P Collins – Chair
Cllr S Garrett – Vice Chair
Cllr D Carter – Finance Chair
Cllr C Eastwood
Cllr M Hine
Cllr J Jones
Cllr G Kitching
Cllr P Wraight

You are hereby summoned to attend a **Virtual Zoom Meeting** of the **Town Council** to be held on **Thursday 1st October 2020 at 7.30pm** for the transaction of the business on this Agenda. (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item **5.6** of the Agenda.

To join this meeting:

<https://zoom.us/j/94877677413?pwd=cW5WSmtwNmUrK2N6Nkp0eGVQNiVHQT09>

Meeting ID: 948 7767 7413

Passcode: 902479

One tap mobile

+443300885830,,94877677413#,,,,,0#,,902479# United Kingdom

+441314601196,,94877677413#,,,,,0#,,902479# United Kingdom

Dial by your location

+44 330 088 5830 United Kingdom

Meeting ID: 948 7767 7413

Passcode: 902479

Find your local number: <https://zoom.us/u/a4IqqcXzA>

Yours Faithfully,

Eileen A Coe (Clerk to the Council)

**Framlingham Town Council – Thursday 1st October at 7.30pm
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 and will be entered in the Interest Book.)
5. **Adjournment** – the Chairman will adjourn the meeting for the following:

5.1 Police Matters

5.2 Report by County Councillor

5.3 Report by District Councillor

5.4 Report by Fairtrade Representative – Cllr M Hine

5.5 Report from PCC on the St Michael’s Rooms project

5.6 Public Comment – to receive and note comments from members of the public present, through the Chairman only

6. **Reconvene** – the Chairman will reconvene the meeting:

7. Attendance at events/conferences/meetings etc:

Cllr Hine:

Leaders talk: Rebuilding sustainable communities

28 September 2020 — 12.00 - 13:00

Sponsors: BHIB Councils Insurance, Blachere Illumination and CCLA

NALC member: £30 — Non-member: £40

Cllr Hine:

In conversation: Frome virtual study tour

17 November 2020 — 12.00 - 13.15

NALC member: £30 — Non-member: £40

8. **Correspondence** – to consider any correspondence received for this meeting as detailed below:

9. St Michaels Rooms (SMR)

9.1 Update on SMR redevelopment

9.2 To approve a recommendation that Framlingham Town Council agrees to pay £56K from Local CIL Funds to Framlingham Parochial Church Council to provide facilities for St Michaels Community Rooms pursuant of the Town Councils powers under S.19 of the Local Government (Miscellaneous Provisions) Act 1976. This is subject to a Legal Agreement stipulating the requirement of the PCC to match fund the Town Council contribution, with a duration ending on 31st December 2049, repayment and mediation provisions in the event of a breach of the Legal Agreement and such other terms as the Town Council has been legally advised as reasonable and prudent to include in the agreement.

10. COVID-19 Response Team Update – Cllr Kitching

Committee recommendations and business:

11. Planning Committee:

To note any planning decisions received prior to the meeting:

To consider the following Planning Application and any others received prior to the meeting:

11.1 DC/20/3672/FUL - Erection of PVCu conservatory to rear of property - 20 Pembroke Road

Matters of report/items of information only

12. Public Relations and Markets Committee:

12.1 Agendas, Minutes and Meetings Structure:

Standardising the layout and font of agendas and minutes with a sequential numbering system.

12.2 Christmas Tree:

Response from FBA and Retailers Group and to consider costs and funding

Matters of report/items of information only

13. Rights of Way, Highways and Lighting Committee:

13.1 To approve the committee's recommendation not to take action in regard to considering converting the entrance of the Cemetery into a Car Park.

Matters of report/items of information only

14. Lands Committee:

14.1 To approve the committee's recommendation to accept the quotations from Ker-Way and Kindlewood for the removal and disposal of the cemetery laurel hedging and resurfacing of the cemetery driveway at a total cost of £11,605.00+ vat, using EMR 335 along with a transfer of £5,000 from EMR 321.

14.2 To approve the committee's recommendation to accept the quotation from Haward Horological of £500 for the annual service to the town clock along with £450 for necessary works as identified in the previous annual service, using £400 from Budget 1610 and £550 from EMR 333.

Matters of report/items of information only:

15. Strategic Planning Committee:

15.1 To approve the committee's recommendation that £15,600 of Local CIL funds be allocated to Hour Community for the capital expenditure on the proposed Men's Shed.

Matters of report/items of information only:

16. Finance Committee:

16.1 To confirm BACS payments approved at the September meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

16.2 To note the details of all Bank Accounts – (To be circulated to Councillors prior to the meeting)

16.3 To approve the payment of current invoices - (To be circulated to Councillors prior to the meeting)

16.4 To approve the committee's recommendation for a transfer of £500 from Budget 1138 to Budget 1127 to accommodate the expenditure (cost to be confirmed) of a network storage attachment system for the Town Council Office.

16.5 To approve the committee's recommendation to use £2,000 of the Covid 19 Small Business Support Grant from ESC of £10k for deep cleaning and hygiene related matters, for the Pavilion on Pageant Field including hand sanitisers and £1,000 as a COVID-19 working budget (the spend to be approved by two Councillors and the Town Clerk/RFO).

16.6 To consider contributing funds to the Friends of Suffolk Records Office towards the cost of six early charters for Framlingham if they are successful at the Auction on 25th September.

16.7 To approve the committee's recommendation to accept the revised Risk Assessment for the Town Council Office and Meeting Room RA along with the COVID-19 RA

Matters of report/items of information only

17. Matters of Report or Items for the next Agenda only:

18. Date of next Full Council Meeting

Thursday 5th November at 7.30pm