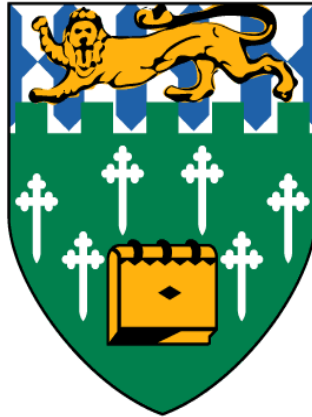


# FRAMLINGHAM TOWN COUNCIL

**Town Council Office**  
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**Suffolk**  
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[www.framlingham.com](http://www.framlingham.com)



**Town Council Chairman:**  
Cllr Philip Collins

**Town Clerk/ Responsible Financial Officer:**  
Mrs Eileen A Coe CiLCA AICCM PSLCC  
[townclerk@framlingham.com](mailto:townclerk@framlingham.com)

**Deputy Town Clerk:**  
James Overbury BA (Hons)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**Date: 29<sup>th</sup> October 2020**

## **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 5<sup>th</sup> November 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)

Eileen Coe is inviting you to a scheduled Zoom meeting.

## **Join Zoom Meeting:**

<https://zoom.us/j/94836519653?pwd=eFZKWXBiZ2VCcWtWZEFxMndkc0ZsQT09>

Meeting ID: 948 3651 9653

Passcode: 062075

One tap mobile

+443300885830,,94836519653#,,,,,0#,,062075# United Kingdom

+441314601196,,94836519653#,,,,,0#,,062075# United Kingdom

Dial by your location

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

Find your local number: <https://zoom.us/u/ajFUw2EU0>

## **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.

Yours Faithfully,

Eileen A Coe (Clerk to the Council)

**Framlingham Town Council – Thursday 5<sup>th</sup> November 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:**
8. **Correspondence** – to consider any correspondence received for this meeting as detailed below:
  - 8.1 **East Suffolk Council**

Letter advising that the period of fourteen days within which electors could give notice claiming an election has expired. Therefore the Town Council is able to fill the casual vacancy arising from the resignation of David Beal by co-option as soon as practicable.
9. **COVID-19 Response Team Update – Cllr Kitching**
10. **Annual Review of Risk Assessments:**
  - 10.1 To approve the annual review of the following risk assessments carried out by Councillors in September/October 2020:

Cemetery, Churchyard, Pageant Field, PF Pavilion, The Fens, Allotments, Jeaffreson’s Well, Town Council Office, Town Council Meeting Room, Rights of Way Walks, Third Party Events on Market Hill. Tuesday and Saturday Market, Financial Management, Credit Card, Speed Indicator Device (SID), Lone Worker
11. **Planning Committee:**
  - 11.1 To note any planning decisions received prior to the meeting:

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

**11.2.1 DC/20/4103/FUL - Barn At Boundary Farm Saxtead Road** - A garden shed measuring 6.0m x 3.0m with 2.25m ridge height. Constructed of 7mm shiplap timber on a concrete base. Position shown at Appendix 1 (Boundary Farm Barn Garden Shed Sketch). To be located not less than 1.2m from western boundary shown at Appendix 2 (Ordnance Survey Site Plan 1:1000) Photograph of construction type shown at appendix 3 although intended to be painted black in keeping with Boundary Farm Barn.

**11.3** Matters of report/items of information only

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

**12.1** To approve the Risk Assessment for the Christmas Tree

**12.2** Matters of report/items of information only

## **13. Rights of Way, Highways and Lighting Committee:**

**13.1** Matters of report/items of information only

## **14. Lands Committee:**

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

## **15. Strategic Planning Committee:**

**15.1** To approve the committee's recommendation to approve the expenditure of £2,148.00 from Local CIL for an extension to the Pavilion on the Pageant Field by the Lands Committee

**15.2** To approve the committee's recommendation to approve the expenditure of up to £12,000 from Local CIL for new fencing around the Play Areas on the Pageant Field by the Lands Committee

**15.3** To approve the committee's recommendation to approve the expenditure in principle of up to £30,000 from Local CIL for a proposed CCTV System for the town by the PR&Markets Committee

**15.4** To approve the committee's recommendation to approve the expenditure of £2,923.00 from Local CIL to Sir Robert Hitcham's Primary School for the improvements and an extension to their car park

**15.5** To approve the committee's recommendation to approve the expenditure of £49,250 from Local CIL for repairs and renovation to the FAYAP Youth and Arts Centre with the immediate release of £11,000 and the balance to be paid once the lease has been signed and quotes have been obtained for the works

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**15.6** 30 year plan / vision - Consideration by council and agreement of strategic planning priorities:

1) Strategic plan 2020 - 2025

2) Infrastructure Plan & related Capital expenditure forecast ( including Town wide Transport strategy)

3) Neighbourhood Plan Review 2021 - 2036

4) Long Term Vision / Plan (20/ 30 yrs)

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

**16. Finance Committee:**

**16.1** To confirm BACS payments approved at the October 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

**16.3** To approve the payment of current invoices

**16.4** To approve the committee's recommendation to award a grant of £670 from Budget 1201 to FAYAP towards FAYAP Centre heating system repair £471 and a Cupboard/Counter for the Pavilion £199

**16.5** To approve the committee's recommendation to award a grant of £130 to Headway towards support for people with neurological problems and their families

**16.6** To approve the committee's recommendation to award a grant of £200 to HOUR Community towards Christmas day lunch for those alone including delivery to those who are unable to leave their homes.

**16.7** To approve the committee's recommendation for approval to purchase two mobile phones (exact cost to be confirmed), with contracts costing £11 per month

**17. Employment Matters:**

**17.1 A resolution to exclude the press and public will be passed 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.**

**Members of the Public, Press and DTC will be requested to leave the meeting**

**17.2** To approve the committee's recommendation to increase the Deputy Town Clerk's hours from 23 to 25 per week from 1<sup>st</sup> April 2021.

**17.3** To approve the committee's recommendation to increase the Deputy Town Clerks SCP from 11 to 13 (14 on completion of CiLCA) from 1<sup>st</sup> April 2021

**17.4** To approve the committee's recommendation to approve up to 10 hours extra per month for the Deputy Town Clerk, subject to prior agreement by the Town Clerk, for work specifically relating to Covid-19, with a transfer of funds from Budget 1199 (Covid-19 Income) to Budget 1100 (DTC Contracted hours)

**Members of the public, press and DTC will be invited to return to the meeting**

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

**Next Agenda:**

**Co-option of a Town Councillor** - To consider applications received for the casual-vacancy arising from the resignation of David Beal.

**19. Date of next Full Council Meeting**

**Thursday 3rd December at 7.30pm**