

FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,
Fairfield Road, Framlingham on Thursday 1st February at 7.30pm

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from CCllr Stephen Burroughes and Cllr L Clouting

PRESENT:

Cllrs: Mr D Beal, Ms S Bennell, Mr P Collins, Mr C Eastwood, Mr S Garrett, Mr S Hopkins, Mr J Jones,
Mr G Kitching, Mr B Roberts and Mr J Simpson

IN ATTENDANCE:

Mrs Eileen A Coe (Town Clerk/RFO), District Cllr Hudson, one member of the press and six members of the public

2. MINUTES OF PREVIOUS MEETING:

211218 Cllr Kitching proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Garrett with all in favour.

The Chairman then signed the minutes.

3. DISPENSATIONS:

No new applications.

4. DECLARATIONS OF INTEREST:

Cllr Bennell declared an interest in the Payments and item 1211218

Cllr Garrett declared an interest in the Payments

Cllr Eastwood declared an interest in the Payments

Cllr Simpson declared an interest in item 10- DC/18/0063/FUL/DC/18/0064/LBC

Cllr Kitching declared an interest in item 1211218

All signed the Interest Book.

5. ADJOURNMENT:

511218 The Chairman proposed an adjournment for the following items which was approved.

5.1 Police Matters:

A copy of the Safer Neighbourhood Team (Leiston Sector) January Newsletter was circulated. The Town Clerk reported that she had spoken to Sgt Mark Beresford who had advised on the recent spate of break-ins at commercial premises. Southwold, Aldeburgh and Framlingham had all been targeted and a man and woman had been seen on CCTV cameras, but the police believe it is more than just two people involved and were investigating CCTV evidence. Sgt Beresford advised that commercial premises should leave tills open and make sure that CCTV cameras are working and particularly are clean as they are being turned and therefore fingerprints may be obtainable.

5.2 Report by County Councillor:

A report had been received from CCllr Burroughes, which had been circulated and a copy attached to the file copy of these minutes.

5.3 Report by District Councillors:

DCllr Hudson commented on council tax increases and noted that finances were tight for residents in the town. He would send the Town Clerk a copy of the District Council Report for February, which would be circulated.

Cllr Hudson was grateful to receive a copy of the draft Parking Strategy.

Cllr Jones asked when parking enforcement becomes a civil responsibility would there be a budget transfer to the district from the police commissioner's budget.

DCllr Hudson was not sure at this stage but felt it was unlikely.

5.4 Report from Friends of Framlingham Library Group rep:

Cllr Bennell reported that there would be a Fairtrade raffle in the Library from Monday 26th February, one of the many activities in the town during Fairtrade Fortnight. Manager Lesley Clouting was officially leaving the Library Service to take up a different role. Her last day was today and there would be a leaving do on Friday 2nd February in the Library from 5.30-7pm to which everyone was invited.

The post of Library Manager had been advertised and interviews would be held on Thursday 15th February.

Cllr Kitching noted the Town Councils thanks to Lesley Clouting for all her support.

5.5 Report from Greener Fram/Community Garden rep:

No report.

5.6 Public Comment:

None.

5.7 Presentation of the new www.framlingham.com website by the Town Council's Website Manager

Cllr Kitching thanked Jon Spall for a very interesting presentation.

6. RECONVENE:

611218 The Chairman proposed to reconvene the meeting, which was approved.

7. CORRESPONDENCE:

There were no items of correspondence to be considered at this meeting.

8. TRAINING/CONFERENCE/EVENTS:

No business.

9. Risk Assessments Annual Review:

All documents had been made available to Councillors to view in the Town Council Office and prior to the meeting)

91218 Cllr Kitching proposed to approve the following reviewed Risk Assessments which was seconded by Cllr Jones with all in favour.

Cemetery

Churchyard

Pageant Field

The Fens

Allotments

Jeaffreson's Well

Town Council Office

Internal Control

Rights of Way Walks

Tuesday and Saturday Markets

Financial Management

Credit Card

Third Party events on Market Hill

Speed Indicator Device

10. PLANNING COMMITTEE:

The following planning decisions were noted:

- DC/17/5319/TCA Dr Robin Bain/English Heritage – Framlingham Castle – Planning Permission
- DC/17/2910/FUL Conrad Consulting Ltd – 38 Fore Street – Planning Permission

The following planning applications were considered:

- **DC/18/0063/FUL and DC/18/0064/LBC Ranmere Investments Ltd – The White Horse, 27 Well Close Square** – amendment to plot 1 to include demolition and rebuild to previous approved consents DC/16/2115/FUL and DC/116/2116/LBC

1011218 The Town Council Objected to the application and recommend that the coach house is retained and not demolished as it is an integral part of the building of historical merit and independent advice should be sought to justify this action. The cross reference to the previous application is contradictory as what is described is not what is shown on the plans. The coach house which is visible to passers-by is an integral part of the inn, and should be retained together with the inn itself. The Inn and coach house occupy a position as the original coaching inn on the main road through Framlingham and comprise an important part of the town heritage.

- **DC/18/0121/FUL Mr & Mrs S Russell – 3 Howard Close** –erection of a first floor side extension projecting beyond the front of the existing garage together with single storey lean-to roofed rear extension and alterations to existing two-storey dwelling

A letter had been received raising concerns relating to the first floor windows which would overlook the neighbouring property resulting in loss of privacy with the frosted glass.

It was noted that there should be provision for an additional parking space as per parking standards.

1021218 The Town Council **SUPPORTED** the application with the proviso that the new windows on the north west of the property are overlooking of the neighbouring and appropriate action such as frosted glass should be taken.

- **DC/18/0009/FUL Trevor Butcher – Part rear garden of The Graylings Mount Pleasant** – new dwelling and integral garage

1031218 The Town Council **SUPPORTED** the application.

Cllr Garrett reported that members of the Town Council had met two potential developers:

- Scott Properties, regarding land behind Thomas Mills High School
- Landbridge, regarding land opposite Thomas Mills High School, between New St and Mount Pleasant

Cllr Garrett noted that this is normal practice, and both Town/Parish and District Councils are encouraged to meet with potential developers, without in any way prejudging the merits of potential developments. In both cases, the Councillors reported that the land in question was largely or wholly outside the Framlingham Physical Limits Boundary. In addition, Framlingham already has planning permissions granted in excess of the allocation for the town for the coming years. As such any proposal for development on these sites would be unlikely to be supported by the Town Council. The District Local Plan is currently being revised, and the Framlingham Neighbourhood Plan may need to be revised accordingly, but we are hoping that there will be no additional housing allocation for Framlingham as planning permissions are already some 108 houses above the current allocation.

Both developers indicated that they may submit planning applications. Cllr Garrett emphasised that as we are 108 planning permissions granted in excess of the allocation in the Neighbourhood Plan (which is approved by District and Government inspectors) we are not anticipating further large developments in the near future. Smaller developments (up to around 10 houses) might still occur. In addition, it is possible that new government housing targets could result in a further allocation for Framlingham.

11. PUBLIC RELATIONS AND MARKETS COMMITTEE:

1111218 Cllr Kitching proposed to approve the committee's recommendation to proceed with the Soap Box Race event to be held on Sunday 20th May, and associated costs for insurance, road closure/traffic management, straw bales/barriers and first aid attendance from the allocated budget, which was seconded by Cllr Beal with all in favour.

Specific budget costs over £300 would be put forward for approval at the next meeting.

1121218 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Hudson Signs for the design, supply and fitting of 5 replacement Framlingham signs at a cost of £1,125.00 using the PR Promotions Reserve funds, which was seconded by Cllr Hopkins with all in favour.

1131218 Cllr Kitching proposed to approve the quotation and details for the 2018 Firework display from Shell Shock Fireworks at a cost of £4,500 including vat as allocated in budget 2201 (2018/19), which was seconded by Cllr Hopkins with all in favour.

12. LANDS COMMITTEE:

1211218 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Suffolk Punch Construction of £968.65 for the repair/refurbishment of the brick pillar and steps leading into St Michael's Churchyard, from budget 1610, which was seconded by Cllr Simpson and with two abstentions due to interest with all in favour.

It was agreed for the Town Clerk to inform the PCC and Frontform Property Ltd of the work as a matter of courtesy, but it was felt that no faculty would be required as the PCC/FFP Ltd had assumed no ownership or responsibility for the brick pillar, and the work to the steps would be classed as general maintenance. The Town Council would carry out this work as a gesture of goodwill, but would accept no future responsibility for ownership or maintenance.

1221218 Cllr Bennell proposed to approve the committee's recommendation to accept the quotation from SCN Ltd (Haydens) for Picus testing on two Beech trees in the Cemetery at a total cost of £598.00, from budget 1613, which was seconded by Cllr Collins with all in favour.

1231218 Cllr Bennell proposed to approve the quotation from James Rogers for the cutting of the Fens for the 2018 season at £90 per cut, from budget 1620 (2018/19) which was seconded by Cllr Simpson with all in favour.

1241218 Cllr Bennell advised of the quotations received from SCN and Kindlewood for tree work in the Cemetery following damage due to high winds on 17th January, including the cost of felling of the Lime tree on the Pageant Field and recommended approval of the quotation from Kindlewood at £1,220 from budget 1613, which was seconded by Cllr Roberts with all in favour.

13. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

No business

14. INFRASTRUCTURE PLAN COMMITTEE:

1411218 Cllr Jones proposed to approve the committee's recommendation to proceed with the new pathway construction through the Pigs Meadow (from New Road to College Road) and associated works plus the quotation from Suffolk County Council of £5,195.00 to be funded from the Town Council's Community Infrastructure Levy Reserve Account, which was seconded by Cllr Kitching with all in favour.

Cllr Jones presented the draft Parking Strategy which had been circulated to all Councillors, District and County Councillors, Framlingham Business Association and the Retailers Group prior to the meeting. There followed some discussion and it was noted that some residents use the car parks in the town as they have no other parking space.

Cllr Bennell objected to the extension of the Elms car park and felt that encroachment onto the Mere was not acceptable.

Cllr Jones was sympathetic to this point of view but the possibility would need to be looked into, although it would probably be too expensive.

1421218 Cllr Jones proposed to approve the draft Parking Strategy which was seconded by Cllr Kitching with 10 in favour, 1 against and 1 abstention.

1431218 Cllr Jones proposed to approve the recommendation for the Community Centre Working Groups request for up to £1500 for redesign discussions and preparation of a revised plan for the Brook Lane site, with funding from current budget 2316 (Infrastructure projects CIL spend) which was seconded by Cllr Kitching with all in favour.

15. FINANCE:

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 chairman and were made available in the Payments Folder prior to the meeting.

1511218 Cllr Jones proposed to approve the payment of current invoices, which was seconded by Cllr Kitching, and with three abstentions due to Interest, all were in favour. A copy of the approved invoices would be appended to the file copy of the minutes.

1521218 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, which was noted.

1531218 The details of the balances of all bank accounts were noted and had been available to view in the Town Council Office and prior to the meeting. A copy was filed with the invoices for reference.

Cllr Kitching proposed to re-order the agenda as follows which was approved.

16. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:

Cllr Bennell reported that Fairtrade Fortnight would celebrate its 10th birthday

Cllr Roberts reported on an interesting article in the recent Local Councillor magazine.

17. Date of next Council meeting:

The next Town Council meeting would be held on **Thursday 1st March 2018 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

1541218 Cllr Kitching proposed to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted which was seconded by Cllr Collins with all in favour.

Members of the public and press left the room.

1551218 Staff Matters – Deputy Town Clerk

Following interviews carried out by Cllr Kitching, Cllr Jones, Cllr Clouting and the Town Clerk it was unanimously agreed to appoint Mr James Overbury as part time Deputy Town Clerk on spinal column point 21.

The official trial period would commence on 1st March and be reviewed monthly by the Town Clerk and Chairman and then on 14th June by the Finance Committee with a view to seeking approval of Full Council to being made a permanent member of staff after the full six month probationary period. The Town Clerk would prepare the NALC model contract of employment and it was agreed for the wording to be approved at the next Finance Committee meeting.

Meeting closed.