

## FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 6<sup>th</sup> December 2018 at 7.30pm

The Chairman advised that the meeting was being recorded.

### **1. APOLOGIES:**

Apologies were received and accepted from Cllr D Beal who would be arriving late, and CCllr S Burroughes.

### **PRESENT:**

Cllrs: Ms S Bennell, Mr D Beal (arrived at 8.43pm) Mrs L Clouting, Mr P Collins (Chairman), 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), Mr James Overbury (Deputy Town Clerk), DCllr C Hudson, and seven members of the public.

### **2. MINUTES OF PREVIOUS MEETING:**

2161218 Cllr Eastwood 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:**

None Received.

### **4. DECLARATIONS OF INTEREST:**

None.

### **5. ADJOURNMENT:**

5161218 The Chairman proposed an adjournment for the following items which was approved.

#### **5.1 Police Matters:**

No report.

#### **5.2 Report by County Councillor:**

CCllr Burroughes had sent a written report which had been circulated prior to the meeting.

#### **5.3 Report by District Councillors:**

DCllr Hudson noted that due to a number of developments in the town there had been a lot of mud on the roads, especially Fore Street. He hoped the impending rain would wash it away. With regard to the Persimmon development, and the recent refusal and deferment of their planning application, he said that he had raised strong words about the matter. He felt that either there was a rule book, which should be followed, or there was not. He drew parallels with the cost of putting Persimmon's errors to right with the bonus paid to their Chief Executive. DCllr Hudson reported on communication with a member of the public on the use of the Town Council Notice Boards in the town. Cllr Collins agreed to meet him to discuss the matter.

#### **5.4 Report from Friends of Framlingham Library Group rep:**

The late-night shopping open evening was very successful with the Library being very busy. The proposed re-configuration of the counter etc. is now underway again, with up to date quotes being sought for a new counter, in a better position to create more space, new carpeting and decoration.

#### **5.5 Report from Greener Fram/Community Garden rep:**

During the past month and enormous amount of items have been recycled, rehomed and redirected. The last Swap and Mend of the year is on Saturday 8<sup>th</sup> December at the Unitarian Meeting House; along with mending from FramFix and a visit from an educational organisation for children and young people – The Woodland Folk. The online Swap and Mend is proving very effective in re-homing furniture and larger items.

#### **5.6 Public Comment:**

The Chairman of the Resident's Association thanked Cllrs D Beal, and S Garrett for all their hard work regarding the Persimmon planning application. He said that he understood that the Conservative Club would be closing down and then up for sale, and noted that this could be a potential office for the Town Council and a hub for the Community. He continued with the observation that he felt he had yet to receive a satisfactory answer to his numerous questions regarding the plans for St Michael's Rooms and urged the Town Council to put the plans on the Website.

8:43pm Cllr D Beal joined the meeting.

A member of the public wished to learn how much was proposed to be spent on a new Pavilion on the Pageant Field.

Another person said that they had sadly recently resigned from the St Michael's Rooms Working Group. This was due to her feeling at odds with the plans to use some of the space for offices rather than community space. She urged the Town Council to liaise with the whole community, and to put the community first over individual interests. She hoped that offices would not be sited there just for the revenue and the community space made smaller.

A further resident noted that the Rights of Way, Highways and Lighting Committee had decided not to proceed with the Elms Car Park extension and wished to pass on her grateful thanks for this decision. The representative from Hour Community reported another very busy month and they had acquired a new Minibus. This means they have their old one for sale. Recently the volunteer drivers were taking a lot of people to hospital on weekends. He reported that the Forget Me Not Club had almost outgrown the Westbury Centre and the Worry Tree Café was going from strength to strength. He said that he had taken possession of 50-100 CO2 alarms and there were available to be fitted free to vulnerable people in the town.

The representative from the Mills Charity reported that he had seen their Planning Application was on the Agenda and he was available to answer any questions. He continued by saying that they had appointed a contractor for the old Police House Site and hoped to start work on these in the spring.

Another resident said he felt that the cost of the Conservative Club would be too great to be used for the community. Regarding St Michael's Rooms he felt that people wanted to see something done about it. He also said that the proposed Pavilion on the Pageant Field was a good idea and would solve a problem for the families that used the facility. Another person said they took a great interest in the Persimmon site and expressed admiration to Cllrs S Garrett and D Beal and also to Cllr S Burroughes for their determination to hold Persimmon to account. He said he understood that a working group was to be set up regarding the works required to solve the problem and wanted to know details about it. Cllr Collins replied saying that it was early days but the parties were looking at dates and that there was an opportunity for residents to be represented at the meetings.

#### **6. RECONVENE:**

**6161218** The Chairman proposed to reconvene the meeting, which was approved.

#### **7. CORRESPONDENCE:**

Cllr Collins reported that the Town Council had received copies of letters from Lord Marlesford (Marlesford Parish Council 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). He asked if there was a volunteer from the Town Council who would like to attend the working group meetings on the matter. Cllr Garrett replied saying that the letter had been discussed at the last Planning Committee and the conclusion was that Framlingham would not be directly impacted by the matter. No Councillors volunteered due to the current existing workload.

#### **8. TRAINING/ CONFERENCES/EVENTS:**

**8161218** Cllr Collins proposed that the attendance and cost/mileage for the LCPAS Election Training on 17<sup>th</sup> January 2019 for the Town Clerk and Deputy Town Clerk at £45 each plus mileage (Bury St Edmunds) be approved, which was seconded by Cllr Kitching with all in favour.

**8261218** Cllr Collins proposed that the expenditure for the 'Understanding Planning' course, on the 14<sup>th</sup> and 19<sup>th</sup> February for the Deputy Town Clerk at £100 plus mileage (Bury St Edmunds) be approved, which was seconded by Cllr Garrett with all in favour.

#### **Committee Recommendations and Business:**

#### **9. PLANNING COMMITTEE:**

##### **9.1 The following planning decisions were noted:**

**DC/18/4221/FUL** Mr A J Simpson – Toms Barn, Clay Hills – Planning Permission

## **9.2 The following planning applications were considered:**

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

**9161218** The Town Council **OBJECTED** to the application. The Town Council felt that the style of the design was not in keeping with the rest of the dwelling or the surroundings. The Town Council would support in principle an extension that would be more in keeping with the house and surroundings

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

**9261218** The Town Council **SUPPORTED** the application

- **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

**9361218** The Town Council **SUPPORTED** the application but urged the Planning Officer to ensure they have the advice of the Conservation Officer especially with regard to the proposed roof light.

## **9.3m To consider any Referral of Planning Applications received prior to the meeting:**

None received.

## **9.4 To consider requesting that the Framlingham Old Court House be listed as a Community Asset:**

Cllr Garrett reported that the Library only had a six-month break clause on their lease of the Old Court House, and feared that financial pressures on Suffolk County Council – the owners of the building – could force them to realise such assets. Cllr Garrett proposed that the Town Council should take steps to nominate the Old Court House as an Asset of Community Value, which was seconded by Cllr Roberts with all in favour.

Cllr Garrett continued by reporting that the issue of the Conservative Club being nominated as an asset of Community Value was to go to the Planning Committee to consider. He also reaffirmed the Town Council's rejection of the Persimmon planning application. He went on to describe the process when any developer contacts the Town Council with early plans for future developments. He made clear that these were never negotiations, simply the Town Council was obliged to listen to these representations and would never make any commitment during them.

## **10. PUBLIC RELATIONS AND MARKETS COMMITTEE:**

**10161218** Cllr Clouting proposed to approve the committee's recommendation to donate £200 of the Firework Spectacular profit to the Framlingham Scout and Guide Group, which was seconded by Cllr Simpson with all in favour.

**10261218** Cllr Clouting proposed to approve the committee's recommendation to donate £200 of the Firework Spectacular profit to the Deben Scout Group, which was seconded by Cllr Kitching with all in favour.

**10361218** Cllr Clouting proposed to approve the committee's recommendation to book Shellshock Fireworks to provide the display on 2<sup>nd</sup> November 2019 with a budget of £5000, subject to approval of the 2019/2020 Budget, which was seconded by Cllr Hopkins with all in favour.

**10461218** Cllr Clouting proposed to approve the committee's recommendation to organise and manage (with volunteers) the Soap Box Race Event on Sunday 2<sup>nd</sup> 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, which was seconded by Cllr Simpson with all in favour.

In answer to a question from Cllr Jones, Cllr Clouting gave assurance that sufficient resource was in place to run the event, so soon after the local elections.

**10561218** Cllr Clouting proposed 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, from 1<sup>st</sup> January 2019, which was seconded by Cllr Bennell with all in favour.

**10661218** Cllr Clouting proposed to approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for street cleaning services from 1<sup>st</sup> April – 31<sup>st</sup> 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, which was seconded by Cllr Collins with all in favour.

**10761218** Cllr Clouting proposed 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 Cllr 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), which was seconded by Cllr Kitching with all in favour.

## **11. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:**

### **11.1 Proposed Elms Car Park Extension:**

Cllr Eastwood noted 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.

### **11.2 Update on Parking Working Group business:**

Cllr Eastwood asked Cllr Jones to report on the Parking Working Group business. Cllr Jones reported that since the Elms Car Park extension was no longer progressing, that further work needs to be done relating to parking in the town centre. With regard to the implementation of Civil Parking Enforcement (CPE), he reported that the heads of terms for the management of the Elms, Market Hill and Fore Street car parks were at an advanced stage and that a 12-month notice period was guaranteed. The exercise to impose CPE would not incur any cost to the Town Council. The Town Council will retain responsibility for maintaining the surface and lining on the Market Hill as it is owned by the Town Council, but also under this proposal receive an income, currently estimated to be in the region of £1,900PA. This income would reduce the need to precept for the maintenance.

11161218 Cllr Jones then proposed 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

These proposals were seconded by Cllr Collins with all in favour.

Cllr Eastwood noted that from December, the Rights of Way, Highways and Lighting Committee meetings will start at 6.30pm.

## **12. LANDS COMMITTEE:**

**12161218** Cllr Bennell proposed 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, which was seconded by Cllr Hopkins with all in favour.

**12261218** Cllr Bennell proposed 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. There followed some discussion on the reasons for a project manager when the design, construction and service provision was unclear.

**12361218** Cllr Collins proposed that this matter be deferred to the next meeting which was seconded by Cllr Roberts. There were no votes in favour of this proposal and it was defeated.

There followed some further discussion on the wording for an amended proposal to the original recommendation.

**12461218** Cllr Garrett proposed that the Town Council go to tender for professional advice on the design, construction and provision of services for a new pavilion on the Pageant Field, which was seconded by Cllr Hopkins with all in favour.

### **13. FINANCE AND STRATEGIC PLANNING:**

**13161218** Cllr Jones confirmed the BACS payments approved at the November meeting had been paid as agreed and the bank print out verified and signed by two Councillors.

**13261218** The details of balances of all bank accounts were noted. Cllr Jones reported that the latest CIL payment was on account and also that the investment account for the CIL funds was due to mature in January 2019 and the funds would require reinvestment.

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.

**13361218** Cllr Jones proposed to approve the payment of current invoices which was seconded by Cllr Eastwood with all in favour.

#### **13.2 St Michael's Rooms – update**

Cllr Kitching reported on the work of the St Michael's Rooms Working Group. He said that there were three elements.

- James Gorst has been informed that his design has been approved but no formal contract would be signed until it was certain the project would go ahead.
- The Town Council had received a valuation for the lease and this would be discussed soon.
- £1,187 had been spent thus far, with an additional £1,000 in legal fees to be invoiced, bringing the total expenditure to £2,187 to date.

#### **13.3 Annual Review of Risk Assessments:**

**13361218** Cllr Jones proposed to approve the Annual Review of the following Town Council Risk Assessments, which was seconded by Cllr Garrett with all in favour:

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

#### **13.4 Annual Review of Standing Orders and Policies:**

**13461218** Cllr Jones proposed to approve the annual review of the following Town Council Standing Orders and Policies with no changes, which was seconded by Cllr Kitching with all in favour.

- 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

**13561218** Cllr Jones proposed to approve the annual review of the following revised documents, (circulated with the agenda to Councillors) which was seconded by Cllr Garrett with all in favour;

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

**13661218** Cllr Jones proposed to approve the following new policies, which was seconded by Cllr Garrett, with all in favour.

- Lone Worker Policy
- Document Disposal Policy
- Removable Media and Information Security Incident Policy
- Third Party use of Council resources Policy
- Social Media Policy

**13761218** Cllr Collins proposed 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, which was unanimously approved.

Members of the public and the Deputy Town Clerk left the meeting.

**13861218** Cllr Jones proposed to approve the Committee's recommendation for the formal appointment of the Deputy Town Clerk, which was seconded by Cllr Kitching with all in favour.

**13961218** Cllr Jones proposed to approve CILCA training for the Deputy Town Clerk at a cost of £500 plus SLCC Registration, which was seconded by Cllr Garrett with all in favour.

The Town Clerk left the meeting at this point.

The annual Staff Appraisals had been carried out as per Standing Orders. It was noted that all three staff had worked extremely well during the last year. The appraisals were very pleasing and positive.

The Town Clerk and Deputy Town Clerk and members of the public returned to the meeting.

**131061218** Cllr Jones proposed to approve the committee's recommendation to purchase a replacement small laptop at a cost not exceeding £500 from EMR 337, which was seconded by Cllr Garrett with all in favour.

**131161218** Cllr Jones proposed to approve an additional cheque signatory, which was seconded by Cllr Garrett with all in favour.

**14. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:**

None.

The Chairman wished everyone a very Happy Christmas.

**15: DATE OF NEXT COUNCIL MEETING:**

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

THE MEETING CLOSED AT 9:15PM