

Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 7th November 2019 at 7.30pm.

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from: Cllr Beal, Cllr Wraight, Cllr Jones, CCllr Burroughes and DCllr Cook.

PRESENT: Cllrs D Carter, P Collins (Chairman), C Eastwood, A Fisher, S Garrett, M Hine, G Kitching and J Simpson.

In Attendance: Mrs E Coe (Town Clerk/RFO) Mr James Overbury (Deputy Town Clerk), 9 members of the public and 1 member of the press.

2. MINUTES OF PREVIOUS MEETING:

2171119 Cllr Eastwood proposed that in Agenda Item no 14 (Planning) the words ‘it was understood that there was’ would be better than ‘there is’ when describing the existence of a covenant on the parking space, which was agreed. With this amendment, Cllr Collins proposed that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Eastwood with all in favour. The Chairman then signed the minutes.

3. DISPENSATION REQUESTS RECEIVED:

None.

4. DECLARATIONS OF INTEREST:

Cllr Hine and Cllr Eastwood both declared an interest in the Payments and signed the Interest Book.

5. ADJOURNMENT:

5171119 The Chairman proposed an adjournment for the following items which was approved: -

5.1 Police Matters:

No report, but the Chairman reported that the Town Clerk would meet with the Leiston Sector Police Team on the 25th November.

5.2 Report by County Councillor:

Cllr Burroughes had provided a report which had been circulated to Councillors.

5.3 Report by District Councillors:

Cllr Cook had provided a report which had been circulated to Councillors.

5.4 Report by Fairtrade Representative – Cllr M Hine:

Cllr Hine reported that the next meeting would be in January.

5.5 Public Comment:

The representative from Hour Community reported that two Sunday Lunches had been held at the Railway Inn with 16-20 people attending. There would be a Christmas Lunch at the Crown Hotel for those who would be spending Christmas Day alone. He reported that Hour Community had ordered an electric car following a successful grant application and was actively fund raising for the balance required. The car should be operational from February next year.

The Chairman of the Fram Resident’s Association spoke about the St Michael’s Rooms project and concerns about the long-term commitment from the PCC for the new building. He requested that his full statement be minuted, (appended to the file copy of the minutes). A resident also spoke about their concerns for the long-term commitment from the PCC to keep the rooms for community use. Canon Rev Sanders thanked the Town Council for their trust and partnership approach during the many discussions leading to the PCC reaching its goal of replacing the existing St Michael’s Rooms with a new building for the community. He further stated there would be an open day for the public to see and comment on the proposed plan.

6. RECONVENE:

5171119 The Chairman reconvened the meeting.

7. CORRESPONDENCE:

None for this meeting.

8. Training/ Conferences/Events:

8171119 Cllr Collins proposed to approve the attendance and cost/mileage for the Suffolk Association of Local Councils – Two Day Councillor Course – Saturday 22nd and 29th February £120 each plus mileage – Cllrs Carter, Hine, and Wraight, which was seconded by Cllr Kitching with all in favour.

Committee Recommendations and Business:

9. ANNUAL REVIEW OF RISK ASSESSMENTS:

Cllr Collins proposed that the revised Risk Assessments, (circulated to Councillors with the Agenda) and listed below be approved en bloc, which was agreed.

9171119 Cllr Collins proposed to approve the revised risk assessments listed: -

Cemetery

Churchyard
Pageant Field
The Fens
Allotments
Jeaffreson's Well
Rights of Way Walks
Town Council Office
Financial Management and Control
Tuesday and Saturday Markets
Credit Card
Third Party Events on Market Hill
Speed Indicator Device (SID)
Lone Worker

which was seconded by Cllr Eastwood with all in favour.

10. Planning Committee:

➤ **The following planning decisions were noted:**

DC/19/3544/FUL Apsey Green Planning Permission Granted.

DC/19/3477/FUL Pavilion, Pageant Field Planning Permission Granted.

➤ **The following Planning Applications were considered:**

DC/19/3844/FUL Edwards Farm, Coles Green – Reinstatement of farm buildings destroyed by fire. New workshops and stores. Revised scheme

Cllr Garrett reported that this application was revised and amended with minor additions from a previous application which the Town Council had supported. He noted that the timeframe enforced by ESC was very short and the Town Council's request for an extension had been refused. However, Cllr Garrett took the view that as the Town Council had supported the original application, and that the additions were of a minor nature, that it was not necessary to hold an emergency meeting of the Planning Committee.

DC/19/4151/FUL 45 Saxmundham Road – proposed replacement existing single-storey extension and internal remodelling works

10171119 Cllr Garrett proposed that the Town Council support this application but wished to draw to the attention of the Planning Officer the potential loss of light to the neighbouring property situated very close to the north of the proposed work, which was seconded by Cllr Collins with all in favour.

Referral of Planning Applications received prior to the meeting:

None.

Planning matters of report/items of information only:

Cllr Garrett reported that the developers redeveloping the White Horse site had created an entrance and erected a gate on Albert Road into the site. The residents of Albert Road, and the Town Council had raised this as a potential breach of planning permission with ESC.

Cllr Garrett reported that the Town Council was still hopeful of a final liaison meeting with Persimmon Homes. He understood that there were delays to the final legal agreement regarding the retrospectively approved plans.

11. PUBLIC RELATIONS AND MARKETS COMMITTEE:

11171119 Cllr Kitching proposed to approve the Committee's recommendation to produce an A4 landscape 2021 Calendar x 200 along with costs for printing with recycled paper at £468.00 from Leiston Press, which was seconded by Cllr Simpson with all in Favour.

Matters of report or for information only:

Cllr Kitching recorded the Town Council's thanks to all the volunteers who helped with the Firework Spectacular.

Cllr Kitching reported that the Town Council was undertaking a survey to establish the level of desire from residents and businesses for CCTV in the town.

12. Rights of Way, Highways & Lighting Committee:

12171119 Cllr Eastwood proposed to approve the committee's recommendation to accept the quotation from Earthworks of £5775.00 + VAT for the construction of a hard surface for footpath #38 (Taylor Wimpey to Fairfield Crescent) to be funded from local CIL budget, which was seconded by Cllr Simpson with all in favour.

12271119 Cllr Eastwood proposed to consider accepting responsibility for the maintenance of the stretch of the footpath #38, which is on land owned by Flagship Housing, which was seconded by Cllr Kitching with all in favour.

12371119 Cllr Eastwood proposed to approve the committee's recommendation to accept the quotation from Earthworks of £2,780.00 for the construction of a hard surface (from opposite Howard Close to the play area) for a new footpath at Castle Brooks, to be funded from local CIL budget which was seconded by Cllr Collins with all in

favour.

12471119 Cllr Eastwood proposed to approve the committee's recommendation to accept the expenditure of up to £400.00 on securing the easement across the land owned by ESC, to be funded from the local CIL budget which was seconded by Cllr Kitching with all in favour.

Matters of report/items of information only:

Cllr Eastwood reported that Civil Parking Enforcement (CPE) would hopefully be implemented in April 2020. He also reported that following a meeting with the Parking Manager from ESC that it was understood that it was not possible to paint Zig Zag lines outside the Primary School on New Road. He announced that the next rights of Way Walk would be on the 5th January 2020.

13. Lands Committee:

13171119 Cllr Collins proposed to approve the committee's recommendation to purchase a new CCTV camera to cover the new Pavilion at a cost of £495 from Westrock CCTV Solutions Ltd (Funding from Pavilion contingency budget), which was seconded by Cllr Kitching with all in favour.

13271119 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Eastwood Tree Services Ltd of £500 to crown lift by approximately 3-3.5 metres the trees in the Pageant Field, which was seconded by Cllr Garrett with all in favour.

13371119 Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Eastwood Tree Service Ltd to carry out a ground based visual tree assessment survey of all trees in the Pageant Field and management recommendations at a cost of £450.00, which was seconded by Cllr Hine with all in favour.

Matters of report/items of information only:

Cllr Collins reported that ESC had granted planning permission for the new Pavilion, and that formal approval had been granted to connected it to the main sewer. He reported that work would begin the following week.

14. Finance and Strategic Planning:

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.

- **14171119** Cllr Collins confirmed the BACS payments approved at the October meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted and filed for future reference.
- **14271119** The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by Cllr Collins, and the details noted.
- The Town Clerk/RFO reported that the Town Council had taken professional advice on VAT matters and felt it was now necessary for the Town Council to become VAT registered from 1 April 2020.

14371119 Cllr Collins proposed to approve the committee's recommendation to appoint Elysian Associates to assist with the online registration process, setting up of accounting process, assistance with the first quarter on line quarterly VAT return and helpline services for a period of one year at a cost of £2,120.00, which was seconded by Cllr Kitching with all in favour.

Cllr Collins proposed that the following grant applications be taken en bloc which was agreed.

14471119 Cllr Collins proposed to approve the committee's recommendation to award the following grants:

Greener Fram Community Garden - £350.00

Towards raised beds and picnic benches

Citizens Advice Bureau (CAB) - £162.88

4 x ink cartridges and 2 x lap top cases

Friends of St Michael's Church (FOSM) - £250.00

Towards the purchase of trees for the annual Christmas Tree Festival

FAYAP Youth & Arts Centre - £349.90

10 x ceiling lights

Framlingham Business Association - £500

Towards the cost of professional installation of the main Christmas tree on Market Hill and the costs of the Festive Fram event on 7th December

HOUR Community - £150

Towards the costs of providing Christmas Day lunch for those who would otherwise be spending Christmas alone, including delivering meals to those who are unable to leave their homes.

which was seconded by Cllr Kitching with all in favour.

14571119 Cllr Collins proposed to approve the payment of current invoices which was seconded by Cllr Garrett and with two abstentions due to interest, all were in favour.

14671119 Cllr Collins proposed to invest the October CIL payment of £167,983.04 for three months, which was seconded by Cllr Garrett with all in favour. In answer to a question from Cllr Simpson, Cllr Collins confirmed this investment would be with the Town Council bank HSBC

14771119 Cllr Collins proposed to approve a lease for the Town Council Office within the Old Con Club along with a part contribution of £10,000 from EMR 339/329 for the conversion, set up and fitting out (Reserves to be built up from next budget year) which was seconded by Cllr Eastwood with all in favour.

Cllr Collins noted the cost of £250 for a valuation of proposed office space within the Old Con Club (agreed by Cllrs Collins, Garrett and Jones along with the RFO) from Budget 1129 Legal, had been agreed.

SMR update:

Cllr Kitching recounted the work done thus far on the project and outlined the processes taken to reach the stage where a proposal could be made to part fund the project. A debate followed in which all Councillors were able to express their views on the rebuilding of St Michael's Community Rooms.

14871119 Cllr Kitching proposed to approve a recommendation to pay £70K 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 thirty year duration, 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, which was seconded by Cllr Simpson with all in favour.

14971119 Cllr Kitching proposed to approve a recommendation to support both the allocation of £700k of East Suffolk District CIL funds for the PCC project to redevelop St Michaels Community Rooms and to authorise the Town Clerk to sign the supporting MOU, which was seconded by Cllr Eastwood with all in favour.

Cllr Kitching noted that the legal advice sought had given comfort to the Town Council regarding the need to seek Judicial Review insurance. As the risk was deemed low and in the face of the lack of any available insurance it was felt not to be imprudent not to seek such insurance against the cost of any Judicial Review.

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

Cllr Collins reminded those present of the details of the Remembrance Parade and service on Sunday 10th November which had been circulated by the Town Clerk and encouraged all those who could, to attend.

Cllr Hine reported she had attended a public meeting in Colchester regarding Nuclear Free zones and zero carbon commitments, issues she felt would need further consideration by the Town Council.

16: Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 5th December 2019 at 7.30pm** in The St John Westbury Centre, Fairfield Road, Framlingham.

The meeting closed at 8:37pm.