

**DRAFT Minutes of the meeting of Framlingham Town Council
held virtually by Zoom software on Thursday 7th May 2020 at 7.30pm.**

The Chairman advised that the meeting was being recorded, and explained the process for conducting a virtual meeting during the ‘lockdown phase’ of the Covid-19 pandemic.

1. Apologies

Apologies were received and accepted from CCllr Burroughes. Cllr Fisher was not present.

Councillors connected to the meeting electronically:

Cllrs Beal, Carter, Collins, Eastwood, Garrett, Hine, Jones, Kitching, Simpson and Wraight.

Attendees connected via Zoom: The Town Clerk/RFO, the Deputy Town Clerk, DCllr Cook and seven members of the public.

2. Minutes of Previous meeting

Cllr Beal proposed an amendment to the previous minutes, and with that amendment, the Chairman proposed that minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Beal and with one abstention due to absence, all were in favour.

The Chair then signed the minutes.

3. Dispensation requests received.

None received.

4. Declarations of interest

Cllr Collins declared an interest in Payments

Cllr Hine declared an interest in Payments.

The Chair requested that the Town Clerk enter these declarations in the Interest Book and initial the entries on his and Cllr Hine’s behalf.

5. Adjournment

517520 The Chairman proposed an adjournment for the following items which was approved.

5.1 Report from the District Councillor

DCllr Cook thanked the Chairman and reported that he had been distributing regular updates. His primary focus was the distribution of grants to businesses in the district. 4,621 grants had been awarded totalling £53M which was 70% of the £74M ESC was expecting to administer. Some gaps had been identified and following recent government guidance they were confident in finding a solution. Relevant to Framlingham this may help the tenants of the Technology Centre, and some village halls.

DCllr Cook concluded by reporting that the green waste bin collection would start again from week commencing 26th May – and there would be further changes and improvements to the waste collection process. The Chair asked if there were any questions for DCllr Cook of which there were none.

There was a short break at 8pm to allow everyone to go outside and clap for the NHS.

5.2 Public Comment

The representative from the Hour Community expressed his thanks to the Town Council for their efforts to coordinate the town’s response to the Covid-19 pandemic.

A resident asked for clarification regarding the new parking regulations for the town after she had received a letter from East Suffolk Council regarding them. She asked if the enforcement officers had yet visited the town. The Chair asked DCllr Cook to respond. DCllr Cook said that IT teething problems had possibly delayed the Officers, but they would soon be patrolling the town. Cllr Eastwood added that it was also his understanding that parking Enforcement Officers would soon be deployed in the town.

Cllr Jones reminded the meeting that these Officers would only be enforcing the current regulations and not the proposed regulations that may have been alluded to in the resident’s letter. The Chair offered the Deputy Clerk’s services to find out more details and the resident was requested to pass him the letter in order to facilitate a greater understanding. Another resident wished to thank the Town Council and the Hour Community for the timeliness of the town’s response to the pandemic. The town was very lucky to

have Cllr Kitching and for him to bring his previous experience to help the town. A further resident also thanked the response team for doing a great job.

6. Reconvene

617520 There being no further questions the Chair reconvened the meeting.

7. **717520** Cllr Collins proposed to retrospectively approve the 8 x Emergency Resolutions agreed via email, which was seconded by Cllr Eastwood with all in favour. It was agreed to attach the resolutions to the minutes.
8. **817520** Cllr Carter proposed to retrospectively approve the Payments for end of March and April - previously circulated and agreed via email, which was seconded by Cllr Jones with all in favour.
9. **827520** Cllr Carter proposed to approve the payment of current invoices for May – Circulated to Councillors prior to the meeting, which was seconded by Cllr Garrett and with two abstentions due to interest all were in favour.

A copy of the list of current invoices had been circulated to each Councillor prior to the meeting. Current invoices put forward at the meeting had been checked and verified by the Finance Chair and Town Council Chair.

10. To note the balance of all Bank Accounts – Circulated to Councillors with the Agenda
Noted.

11. To consider a draft Investment Policy and Strategy - Circulated to Councillors with this Agenda
After some debate it was agreed to call a special meeting of the Finance Committee to discuss the new strategy further.

12. To note that the annual insurance with Zurich is due for renewal on 1st June 2020 at a cost of £2,085.22 (Year 3 of 3 Year Contract)

Noted.

13. 1317520 Cllr Simpson proposed to approve the PR&Markets Committee's recommendation to use the remaining funds available in the Grants Budget 2019/2020 of £280 towards the cost of £2,800 for 100 flags and bunting for VE and VJ Day organised by the Framlingham Retailers Group, which was seconded by Cllr Kitching and with one abstention all were in favour.

14. Report on Covid-19 Response Plan - Circulated to Councillors with the Agenda

Cllr Kitching outlined the response but wished to emphasise his thanks to the volunteers and the Hour Community, and to the Deputy Clerk for his vital role in the administration of the Town Council's response. He reported that there had been very positive feedback about the efforts and the town was indeed fortunate to have the Hour Community and the volunteers ready to help those in need.

15. To consider Covid-19 Exit Strategy- Circulated to Councillors with this Agenda

Cllr Kitching outlined the plan which was being developed. Cllr Hine wished to express her congratulations to the volunteers and the Chair endorsed this sentiment.

16. The following committee meetings were agreed to be held via Zoom for urgent items only:

- Strategic Planning – Wednesday 13th May at 7pm
- Rights of Way, Highways and Lighting – Monday 18th May at 6.30pm
- Planning – Monday 18th May at 8pm
- PR&Markets – Tuesday 19th May at 6pm
- Lands – Wednesday 20th May at 7pm
- Finance date and time for special meeting to be confirmed by the Town Clerk.

17. Matters of Report or items for next agenda only:

Cllr Garrett reported on the letter sent to East Suffolk Council (ESC) regarding the Sizewell C planning application which noted that it was regrettable that ESC should encourage any progress of the Development Consent Order (DCO) at a time when proper public consultation and oversight is near impossible.

18. Date of next Council meeting:

The next Town Council will be held on **Thursday 4th June 2020 at 7.30pm via Zoom**

The Meeting closed at 8:51pm.

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