

FRAMLINGHAM TOWN COUNCIL

Minutes of the meeting of the Town Council held Via Zoom on Thursday 4th June 2020 at 7.30pm.

The Chairman advised that the meeting was being recorded.

1. Apologies:

Apologies were received and accepted from Cllr D Beal.

Cllr Fisher was not present.

Present: 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 J Simpson, and Cllr P Wraight

In Attendance: Mrs Eileen E Coe (Town Clerk/RFO), Mr James Overbury (Deputy Clerk), CCllr S Burroughes, DCllr Cook, and 6 members of the public.

2. Minutes of Previous meeting :

Cllr Wraight proposed an amendment to the minutes relating to item 11. This is attached to the file copy of these minutes. The Chair proposed that the minutes be amended and accepted with the amendment proposed by Cllr Wraight. With 4 in favour and 5 against this proposal was rejected. The Chair then proposed to accept the minutes as they stood in the form attached to the summons, which was seconded by Cllr Garrett, and with 5 in favour, 1 against and 3 abstentions the minutes of the previous meeting were approved as an accurate record. Cllr Wraight requested that the audio recording of the May meeting be supplied to her as she was unhappy that the item she raised at the meeting had been omitted from those minutes. It was agreed that the Town Clerk supply Cllr Wraight with the audio recording of the May meeting.

3. Dispensation requests received:

None received.

4. Declarations of interest:

None.

5. Adjournment:

514620 The Chair proposed to adjourn the meeting for the following agenda items, which was agreed.

5.1 Police Matters

The Town Clerk reported that following intelligence received from a member of the public regarding drugs and drug dealing in the town, the Town Clerk had relayed this information to the Police. This resulted in a call from Inspector Mark Jackson who informed the Town Clerk that the matter was being investigated and there will be extra police presence in the town over the next few weeks. The Town Clerk also reported that she had spoken to the new Community Officer PC Shane Mingay, who is also aware of the issues and will be addressing them. PC Mingay is keen to meet the Town Council, schools and FAYAP etc round the table to discuss all the issues, at some point in the future when the situation allows.

5.2 Report by County Councillor

CCllr Burroughes firstly wished to express his admiration and thanks to both the Town Council and Hour Community for their efforts in supporting the people in the town. Cllr Burroughes reported on the EDF planning application for Sizewell C, certain scams relating to Covid-19, and outlined the efforts the County Council were making to help the vulnerable in the community. There were no questions for CCllr Burroughes.

5.3 Report by District Councillor

DCllr Cook said he had not much to add to his Report which had been circulated previously. However, on reflecting on the 'Zoom' meetings currently in operation he felt that post lock down perhaps the practise of remote meetings, which saved resources, could be continued. He added he would be campaigning for that. Cllr Jones informed DCllr Cook of the Town Council's efforts to take forward improving and changing the town's car parking situation. It was agreed that DCllr Cook would arrange a meeting with DCllr Brooks and the Town Council in the very near future.

5.4 Report by Fairtrade Representative – Cllr M Hine

No business

5.5 Report from PCC on the St Michael's Rooms project

Rev Canon Sanders reported on the recent difficulties the PCC had experienced with the rebuilding of the St Michael's rooms project. Due to various issues such as car park surface, tree root and archaeological works the cost had risen by 60% to £1.3M. A revised plan has been devised to reduce costs to £1M by making a number of changes. These would shortly be on the PCC website for consultation. Rev Sanders gave his personal thanks to the Town Council for its support. It was agreed that Rev Sanders would arrange an informal meeting in the Rectory garden between members of the PCC and DCllr Cook, Cllr Garrett, Cllr Jones, and Cllr Kitching.

5.6 Public Comment

A person commented that visitors had left a lot of litter at the Castle and asked if the Town Council had any plans for more bins near the Castle. Cllr Collins replied that the Town Council was already in dialogue with English Heritage about the matter. Another person commented about drug use in the town. Cllr Collins responded by reiterating the fact that he hoped the situation would improve now there was a named Police contact that the Town Council could use. The Chair of the Resident's Association began by echoing CCllr Burroughes sentiments about the efforts of Hour Community and the Town Council. He commented that at the recent Strategic Planning Committee meeting reference was made to documents that were not in the public domain, and he asked if these would be available. Cllr Jones clarified that this was the first meeting of the Committee and that documents, once past draft form, would go onto the relevant section on the website. He finished by noting that the issue of Sizewell C did not appear to have been discussed by the Town Council and he asked if this was to be discussed. The Chair replied by stating that the Town Council had commented about the planning process but had not yet discussed the issue itself – but that it would be considered in due course. The Representative of the Hour Community began by thanking CCllr Burroughes for his kind comments, and the Town Council for all their assistance. He added that he was very sad to hear of the troubles at St Michael's Rooms and wished Canon Rev Sanders very best wishes for his retirement.

6. Reconvene:

614620 The Chair proposed to reconvene the meeting, which was agreed.

7. Correspondence:

None for this meeting.

8. COVID-19 Response team Update – Cllr Kitching

Cllr Kitching began by thanking CCllr Burroughes for his kind comments. He reported on the current efforts of the Town Council to support the residents of the town. The message has moved from stay at home to ensuring social distancing and information. There were advanced plans for a temporary TRO to make Bridge Street one way. The next objective was to engage with SCC Highways which was proving difficult, but hopefully engaging with ESC to raise funds would be easier. DCllr Cook indicated his support. Cllr Kitching thanked ESC for the funds received thus far and added that the town was well equipped to meet the current challenges.

Committee recommendations and business:

9. Planning Committee:

The following planning decisions received prior to the meeting were noted:

- DC/20/1517/FUL – 15 Mount Pleasant – Planning Permission, and FTC supported this application.
- DC/20/1528/FUL – 3 Victoria Mill Road – Planning Permission, FTC supported this application.
- DC/20/1277/FUL – Charnwood Milling – new B1/B2 building – Planning Permission – FTC Supported.

Planning Applications and any others received prior to the meeting:

➤ **DC/20/1753/VOC – Land at Walnut Cottage, New Street** – variations of conditions 2 and 5 of DC/18/2818/VOC (The purpose of this application is to ensure that Plot D can be built and occupied ahead of any other part of the development being undertaken. Variation of Condition 2 requires the phasing of the development following discussions with Section 106 Officer.

914620 Cllr Garrett proposed that the Town Council Objects to this application which was seconded by Cllr Jones with all in favour. The reasons being:

The proposed changes result in a development that conflicts with the Framlingham Neighbourhood plan. In the Plan the site is designated for bungalows and not houses.

The changes to the development timeframe will lead to increased heavy traffic through another new development

The Town Council also echoes the concerns raised by Suffolk Highways in their comment. The requirement for heavy plant to reverse some distance is not acceptable.

DC/20/1752/FUL – Coppers, Coles Green – proposed new single storey building and demolition of existing building.

924620 Cllr Garrett proposed the Town Council SUPPORTS this application, provided all necessary making good was completed to the neighbouring property which was seconded by Cllr Jones with all in favour.

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

None.

10.Public Relations and Markets Committee:

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

Cllr Simpson reported that no decision could be made about the fireworks and the Town Council faces no liability if it is cancelled. Due to social distancing requirements casual market stall holders would continue not to be allowed to have pitches, but this will be regularly reviewed. Cllr Hine reported that the results of the Town Survey had been sent to Committee Chairs for the start of the analysis. 420 responses had been received despite the survey being cut short by Covid-19. She added that the Inclusivity Working Group was to meet soon.

11.Rights of Way, Highways and Lighting Committee:

1114620 Cllr Eastwood proposed to approve the committee's recommendation that an invoice is requested from ESC for the License for an easement relating to the proposed hard surface on the footpath at Castle, Brooks to the Play area (agreed by Full Council 7/11/2019) and the Chairman of the Town Council signs the License, which was seconded by Cllr Jones with all in favour.

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

Cllr Eastwood reported that work had begun on Footpath #38 between Fairfield Crescent and the Taylor Wimpey site.

The Committee was optimistic about the bus link to Campsea Ashe.

At long last the 'No entry' road markings by the Castle Pub had been repainted.

12.Lands Committee:

1214620 Cllr Collins proposed to approve the committee's recommendation to approve the cost of £525 + vat from Kindewood for the felling of the Wild Pear tree and removal of deadwood in identified Maple trees, as recommended in the Inspection Report, in the Cemetery, from Budget 1613, which was seconded by Cllr Kitching, with all in favour.

1224620 Cllr Collins proposed to approve the committee's recommendation to approve the cost of £735 + vat from Kindewood for the felling of 2 Willow trees and 1 large Maple on the Fens, as recommended in the Inspection Report, from Budget 1613, which was seconded by Cllr Kitching with all in favour.

1234620 Cllr Collins proposed to approve the committee's recommendation to approve the quotation of £410+vat from EWP Consultancy Ltd for a Picus Test on T53 English Oak, on the Fens from Budget 1613, which was seconded by Cllr Eastwood with all in favour.

Matters of report/items of information only:

Cllr Collins reported that there had been a number of positive comments about the new cutting regime on the Fens. New play equipment was being installed on the Pageant Field, but sadly the play areas were still closed.

13.Strategic Planning Committee:

1314620 To consider the Framlingham Infrastructure Investment Plan (FIIP) discussion document – on Councillor Private page of website

Cllr Jones read from a prepared report which is attached to the file copy of these minutes. In summary, Cllr Jones outlined the history of infrastructure strategic planning at the Town Council. This had largely been informed by the Framlingham Neighbourhood Plan. Recent infrastructure projects (Parking & Pavilion etc) have been put forward by committees and the Full Council. Cllr Jones highlighted that this is a critical point in time for the Town Council as it needs to decide what to do next. There is a need to create a FIIP based on evidence – part of which will come from the Town Survey – and more from a Strategic Planning Forum among other sources of information. The FIIP will need to identify and prioritise CIL expenditure and other infrastructure projects over a five year timeframe. It will then be the basis of the revised Framlingham Neighbourhood plan. Cllr Jones warned that failure to create a meaningful FIIP would be to the detriment of the town.

The Chair thanked Cllr Jones for his report.

Matters of report/items of information only:

Cllr Jones outlined the plan for the Strategic Workshops to be held on 6th July.

Cllr Jones reported that the East Suffolk Local plan review is open for a 10 week consultation, and urged the public to respond. He would examine the document and report back to the Town Council.

14. Finance Committee:

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 Town Council Chair and Finance Chair prior to the meeting.

1414620 Cllr Carter confirmed the BACS payments approved at the May meeting have been paid as agreed and the bank print out verified and signed by two Councillors

1424620 To note the details of all Bank Accounts

The Town Clerk/RFO had circulated a copy of the balances of all bank accounts, to all Councillors prior to the meeting and the details were noted.

A copy if the list of current invoices had been circulated to all Councillors and would be published on the website when approved.

1434620 Cllr Carter proposed to approve the payment of current invoices, which was seconded by Cllr Garrett with all in favour.

1444620 To consider and approve responses on the Annual Governance Statement.

This item created considerable debate. It was agreed to put motions forward for each of the boxes in the document.

1444620/1 Cllr Carter proposed to answer ‘Yes’ in Box one of the Annual Governance Statement which was seconded by Cllr Garrett, and with 5 votes against, 4 in favour and 1 abstention the motion was defeated. It was agreed to tick ‘NO’ in box 1 of the Annual Governance Statement and add the following explanation as agreed with SALC. although the Town Council has followed procedures by managing its accounts and invested surplus sums it did not produce and approve a written Annual Investment Strategy document in accordance with MHCLG guidance for 2019/20. The Town Council is in the final stages of addressing this weakness and an annual Investment Strategy document has been produced for 2020/21, which was presented to Full Council at the June meeting on 4 June 2020 and approved’

1444620/2 Cllr Carter proposed to tick ‘Yes’ in box 2 of the Annual Investment Strategy which was seconded by Cllr Jones and with 7 votes in favour, 1 against and 1 abstention the motion was carried.

144620/3 Cllr Carter proposed to tick ‘Yes’ in Box 3 which was seconded by Cllr Garrett and with 6 in favour, 2 against and 1 abstention the motion was carried.

144620/4 Cllr Carter proposed to tick ‘Yes’ in Box 4 which was seconded by Cllr Garrett and with 7 in favour, 1 against and 1 abstention the motion was carried.

144620/5 Cllr Carter proposed to tick ‘Yes’ in Box 5 which was seconded by Cllr Garrett and with 6 in favour, 2 against and 1 abstention the motion was carried.

144620/6 Cllr Carter proposed to tick ‘Yes’ in Box 6 which was seconded by Cllr Garrett and with 7 in favour, and 2 abstentions the motion was carried.

144620/7 Cllr Carter proposed to tick ‘Yes’ in Box 7 which was seconded by Cllr Jones and with 6 in favour, and 3 abstentions the motion was carried.

144620/8 Cllr Carter proposed to tick ‘Yes’ in box 8 which was seconded by Cllr Garrett and with 6 in favour, 1 abstention, and 2 against the motion was carried.

144620/9 Cllr Carter proposed to tick box ‘Not applicable’ in box 9 which was seconded by Cllr Garrett with all in favour.

1454620 Cllr Carter proposed to approve the Statement of Accounts for the year ending 31st March 2020 (to be signed by the Chairman and Town Clerk/RFO) which was seconded by Cllr Garrett with all in favour.

1464620 Cllr Carter proposed to approve the Balance Sheet for the year ending 31st March 2020 (to be signed by the Chairman and Town Clerk/RFO) which was seconded by Cllr Eastwood with all in favour. Both documents would be signed by the Town Council Chair and returned to the Town Clerk/RFO for submission to the External Auditor.

1474620 Cllr Carter proposed to approve the committee’s recommendation to accept the review with amendments of the Financial Regulations, which was seconded by Cllr Eastwood with all in favour.

1484620 Cllr Carter proposed to approve the committee’s recommendation to accept the review with amendments of the Information Security, Protection, and Removable Information Storage Policy, which was seconded by Cllr Jones with all in Favour.

1494620 Cllr Carter proposed to approve the committee’s recommendation to accept the review with amendments of the Document Disposal Policy which was seconded by Cllr Garrett with all in favour.

14104620 Cllr Carter proposed to approve the committee’s recommendation to accept the review with amendments of the GDPR Risk Assessment, which was seconded by Cllr Kitching with all in favour.

14114620 Following debate on the exact wording of the document two amendments were agreed to sections 2.5 and 3.5. Cllr Carter proposed that with the aforementioned amendments to adopt the Annual Investment Strategy document for 2020/2021, which was seconded by Cllr Garrett with all in favour.

14124620 Cllr Carter proposed to withdraw the following motion, which was agreed: To agree the transfer of up to £170,000 temporarily surplus funds to FSCS-protected deposit accounts with two financial institutions. It was noted that the item was on the Agenda for the next Finance Committee Meeting.

141324620 Cllr Carter noted that the Town Clerk/RFO had been requested to establish what penalties, if any, would arise from the early termination of the Money Manager deposits with HSBC so that the possibility of re-investing these amounts with an alternative provider could be considered. Cllr Carter then reported that the Town Clerk/RFO had contacted HSBC and investment agreements up to 6 months could be broken but there would be a £100 fee. Investments over 6 months could not be broken.

141424620 Cllr Carter noted that the Town Clerk/RFO had been requested to liaise with SALC with a view to a potential review of the Town Council's procedures to ensure compliance with all regulations and guidance.

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

None

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

None

16. Date of next Full Council Meeting:

Thursday 2nd July at 7.30pm

The meeting closed at 22:15.