

**DRAFT Minutes of the meeting of the Town Council held Via Zoom on Thursday 1<sup>st</sup> October 2020 at 7.30pm.**

**The Chair advised that the meeting was being recorded.**

**Present:** Cllrs: D Carter (Finance Chair), P Collins (Chair), C Eastwood, S Garrett, (Vice Chair), J Jones, G Kitching, M Hine, P Wraight.

**In Attendance.** Mrs Eileen A Coe (Town Clerk/RFO), Mr James Overbury (Deputy Clerk), CCllr Burroughes, DCllr Cook, one member of the press and six members of the public.

**1. Apologies**

None.

**2. Minutes of Previous meeting**

**21011020** The Chair proposed that the minutes of the September meeting (circulated in draft form prior to the meeting) be approved as an accurate record of the meeting which was seconded by Cllr Kitching and all were in favour.

**3. Dispensation requests received**

The Clerk reported that a dispensation request had been received from Cllr Jones regarding the proposals by Hour Community for a 'Community Hub' on the land along Saxtead Road. Cllr Jones lived opposite the site and was Chair of the Strategic Planning Committee which was considering the proposals, he had also been Chair of the Neighbourhood Plan Committee. In mitigation of his interest he put forward his extensive knowledge of the processes to take these issues forward and believed it was in the best interest of the town for him to continue to play his part in the debate.

**31011020** There being no objections or comments the Chair proposed that Cllr Jones be granted a dispensation for all matters concerning the proposals by Hour Community for their vision of a Community Hub along Saxtead Road, which was seconded by Cllr Eastwood with all in favour. The Chair noted that this dispensation would last the life of this Council – to April 2023.

**4. Declarations of interest**

Cllr Jones declared a pecuniary interest in payments and a personal interest in 15.2 (Hour Community Hub)

Cllr Wraight declared a pecuniary interest in 15.1 and asked for advice regarding her interest in 15.2 and was advised if an interest was apparent when the item was considered Cllr Wraight could make a declaration of interest at that point.

**5. Adjournment**

**51011020** The Chair proposed to suspend the meeting which was agreed.

**5.1 Police Matters**

The Town Clerk reported that two reports had been received from the Police which were read out. PC Simon Green was working with ESC, FAYAP and Anglia Care Trust (ACT) to offer a number of new initiatives for youth in the town. PC Shane Mingay, the liaison officer, was working closely with the town and is making many more visits to the town and the TC office. The Chair welcomed these positive moves for the town.

## **5.2 Report by County Councillor**

Cllr Burroughes reported that he had circulated a report prior to the meeting. He reported that the ‘Gull Wing’ third crossing bridge at Lowestoft had secured funding which was an excellent investment in the town. Cllr Burroughes reported that SCC had been ‘difficult’ in their message to EDF for their plans to build Sizewell C. He alerted the Town Council to the new stream of funding available to install electric vehicle charging points and urged the Town Council to investigate this. Cllr Jones asked that as two of the car parks in the town were owned by ESC and would it be them who would apply for funding for the EV charging points. Cllr Burroughes referred to DCllr Cook. DCllr Cook confessed he did not know but would find out and report back to the meeting.

## **5.3 Report by District Councillor**

DCllr Cook reported that he had yet to submit a report but was intending to do so. DCllr Cook reported that he had received a lot of correspondence regarding the Leaperland proposals for 50 houses off Victoria Mill Road. He noted the Town Council’s objection to this proposal and he had added his own to the consultation in support of the Town Council’s position. He reported that the ESC Local Plan had been adopted and approved. He did not feel there was any conflict within it to the Framlingham Neighbourhood Plan.

## **5.4 Report by Fairtrade Representative – Cllr M Hine**

No report.

## **5.5 Report from PCC on the St Michael’s Rooms project**

The representative of the PCC reported that work was progressing with the plans and the planning application. He reported on the very constructive meeting with ESC and FTC earlier in the week and hoped that FTC would agree the additional funding.

## **5.6 Public Comment**

The new CofE Rector for the Town, The Rev Chris Davey introduced himself to the town and the Chairman welcomed him. A resident asked about the Neighbourhood Plan and what the process was for updating it. Cllr Jones outlined the work done so far and the work planned. The representative from the Mills Trust urged the Town Council to create a 30-year plan and vision for the town. He explained that a Community Hub was a multipurpose building available to all the community. Changing hats, he reported on Hour Communities concerns about the St Michael’s Rooms project (SMR). Three other residents including the representative from the Resident’s Association spoke about their concerns regarding the SMR project. Points raised concerned the size of the proposed hall, after 30 years the hall would become an asset of the PCC, what FTC would do if the PCC could not raise the funds they need to and whether it was in fact legal for FTC to fund a church charity project. A resident spoke concerning Sizewell C, saying she was pleased that FTC had registered as an interested party whilst raising concerns about proposed discharge into the sea. A resident asked if the Council Office cleaner position had been advertised as the Town Clerk’s daughter held the position. The Chair replied that it was advertised on the notice boards and website, and no other applications had been received. The position was currently vacant.

## **6. Reconvene**

**601101** The Chair reconvened the meeting

## 7. Attendance at events/conferences/meetings etc:

Cllr Hine:

### **Leaders talk: Rebuilding sustainable communities**

28 September 2020 — 12.00 - 13:00

Sponsors: BHIB Councils Insurance, Blachere Illumination and CCLA

NALC member: £30 — Non-member: £40

**71011020** The Chair proposed to retrospectively approve the expenditure on this activity which was seconded by Cllr

Jones with all in favour.

Cllr Hine:

### **In conversation: Frome virtual study tour**

17 November 2020 — 12.00 - 13.15

NALC member: £30 — Non-member: £40

**72011020** The Chair proposed to approve this expenditure which was seconded by Cllr Kitching with all in favour.

## 8. Correspondence

An email had been received from a resident objecting to FTC investing further funds in SMR, quoting the size of the hall now proposed, the fact the agreement only lasted 30 years and the legality of the scheme. With regard to parking in the town they felt there could be antagonism between neighbours, residents and visitors when charges came into force.

An email had been received from ESC regarding the legality of the Town Council funding the SMR project using CIL funds which was very positive.

## 9. St Michaels Rooms (SMR)

Cllr Kitching reported on the recent progress before the motion was considered.

### 9.1 Update on SMR redevelopment

**91011020** Cllr Kitching proposed to approve a recommendation that Framlingham Town Council agrees to pay £56K 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 duration ending on 31<sup>st</sup> December 2049, 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 Garrett and with 7 for and 1 against the motion was carried.

## 10. COVID-19 Response Team Update – Cllr Kitching

Cllr Kitching reported that he continues to circulate a weekly report on the activities and plans for the Covid-19 response, and there is a very strong partnership with all those involved. He reflected that he remained sad that there had been no briefing for town and Parish councils from County or District and

hoped that this would be forthcoming. He then outlined the plans for improving the signage across the town.

**Committee recommendations and business:**

None.

**11. Planning Committee:**

**Planning decisions received prior to the meeting:**

11.1 **DC/20/2503/FUL** Alterations, demolition of existing modern extension, and erection of new side extension to existing dwelling.

Gatewood Farm Lampards Brook Framlingham Woodbridge Suffolk IP13 9SB

Planning Permission Granted – FTC Supported

11.2 **DC/20/3202/FUL** Rear and Side Extensions

The Oaks High Road Framlingham Suffolk IP13 9RR

Planning Permission Granted – FTC Supported.

**Planning Application and any others received prior to the meeting:**

**11.1 DC/20/3672/FUL** - Erection of PVCu conservatory to rear of property - 20 Pembroke Road

Cllr Garrett proposed to support this application with the provision that the design meets the standards set by East Suffolk Council, which was seconded by Cllr Collins with all in favour.

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

Cllr Garrett reported that the Town Council Planning committee had objected to the planning application made by Leaperland for land off Victoria Mill Road (Fram25)

**12. Public Relations and Markets Committee:**

**12.1 Agendas, Minutes and Meetings Structure:**

Standardising the layout and font of agendas and minutes with a sequential numbering system. Noted.

**12.2 Christmas Tree:**

The Town Clerk reported that the Business Association does not have the man power or insurance to supply and erect a tree on Market Hill this year. The FBA has agreed to oversee the management of the small trees on individual businesses and the use of the lights for the large tree which have been collected and tested by Bill Bulstrode who has advised that they are all in working order. Research of the market revealed that to have a tree delivered, erected then taken down and disposed of would cost £2,840.00. It was noted that there were funds available in the Pageant Field reserve account, which is for the enhancement of the Pageant Field and Town Events. A cherry picker would also be needed and Hall Fram butchers have offered to use theirs. The Town Clerk has checked with the

Town Council insurance providers who have confirmed it would be insured providing a risk assessment is carried out, and the tree is inspected on a regular basis.

**121011020** Cllr Hine proposed to spend £2840.00 + VAT (from PF Reserve Account) on a Christmas tree for the Market Hill which was seconded by Cllr Kitching with all in favour.

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

Cllr Hine reported on the progress on the Website contract renewal. The Committee are drawing up a full specification of the requirements for the town. A full report will be available for the November Full Council Meeting.

### **13.Rights of Way, Highways and Lighting Committee:**

**131011020** Cllr Eastwood proposed to approve the committee's recommendation not to take action in regard to considering converting the entrance of the Cemetery into a Car Park, which was seconded by Cllr Carter and with 7 votes for and 1 against the motion was carried.

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

Cllr Eastwood reported that the parking meters have been installed and there was some signage – but nothing was operational. ES Norse had installed one of the meters in the wrong place at the Elms and he understood that this was being moved – causing further delays. Cllr Jones noted that FTC still had not received a written agreement from ESC regarding parking on Market Hill.

### **14. Lands Committee:**

**141011020** Cllr Collins proposed to approve the committee's recommendation to accept the quotations from Ker-Way and Kindlewood for the removal and disposal of the cemetery laurel hedging and resurfacing of the cemetery driveway at a total cost of £11,605.00+ vat, using EMR 335 along with a transfer of £5,000 from EMR 321, which was seconded by Cllr Kitching and with 6 votes for and two abstentions the motion was carried.

**142011020** Cllr Collins proposed to approve the committee's recommendation to accept the quotation from Haward Horological of £500 for the annual service to the town clock along with £450 for necessary works as identified in the previous annual service, using £400 from Budget 1610 and £550 from EMR 333, which was seconded by Cllr Jones with all in favour.

### **Matters of report/items of information only:**

Cllr Collins reported on a number of issues:

- Funding had been secured the Petanque/Boules pitch
- An advertisement for a cleaner/caretaker for the Pavilion had been posted and a successful candidate would be asked if they would also clean the Town Council Office.
- Free standing sanitisers had been installed at the Pageant Field
- A meeting was held at the Fens with the contractor for the final cut of the year.

### **15. Strategic Planning Committee:**

#### **Cllr Wraight declared a pecuniary interest and left the meeting**

5201001 Draft

Minutes of the meeting of the Town Council held via Zoom on Thursday 1<sup>st</sup> October 2020 at 7:30pm

**151011020** Cllr Jones proposed to approve the committee's recommendation that £15,600 of Local CIL funds be allocated to Hour Community for the capital expenditure on the proposed Men's Shed, which was seconded by Cllr Kitching with all in favour.

### **Cllr Wraight rejoined the meeting**

**15.2** To discuss the Town Council's position regarding the proposal by Hour Community (and associates) to build a Community Hub on land in Saxtead Road.

It was agreed to defer this item to the Strategic Planning Committee for consideration.

### **Matters of report/items of information only:**

None

### **16. 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.

**161011020** Cllr Carter confirmed BACS payments approved at the September meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

**162011020** 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 of the list of current invoices had been circulated to all Councillors and would be published on the website when approved.

**163011020** Cllr Carter proposed to approve the payment of current invoices (circulated to Councillors prior to the meeting) which was seconded by Cllr Collins and with one abstention due to interest all were in favour.

**164011020** Cllr Carter proposed to approve the committee's recommendation for a transfer of £500 from Budget 1138 to Budget 1127 to accommodate the expenditure (cost to be confirmed) of a network storage attachment system for the Town Council Office, which was seconded by Cllr Collins with all in favour.

**165011020** Cllr Carter proposed to approve the committee's recommendation to use £2,000 of the Covid 19 Small Business Support Grant from ESC of £10k for deep cleaning and hygiene related matters, for the Pavilion on Pageant Field including hand sanitisers and £1,000 as a COVID-19 working budget (the spend to be approved by two Councilors and the Town Clerk/RFO), which was seconded by Cllr Jones with all in favour.

**166011020** To consider contributing funds to the Friends of Suffolk Records Office towards the cost of six early charters for Framlingham if they are successful at the Auction on 25<sup>th</sup> September. This motion was withdrawn.

**167011020** Cllr Carter proposed to approve the committee's recommendation to accept the revised Risk Assessment for the Town Council Office and Meeting Room RA along with the COVID-19 RA, which was seconded by Cllr Kitching with all in favour.

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

- The Finance Committee is undertaking the annual policy and risk assessment review.
- The budget setting process has begun with a view for Full council to approve the 2021-2022 budget at the January meeting.

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

- The invitation to tender for the CCTV has been published.
- Cllr Wraight attended the AGMs of the FBA and Hour Community.
- Cllr Wraight had received a letter from a local business thanking her for supporting local businesses.

**18. Date of next Full Council Meeting**

**Thursday 5<sup>th</sup> November at 7.30pm**

**The Meeting closed at 9:46pm**