

Minutes of the meeting of Framlingham Town Council held Via Zoom on Thursday 5th

November 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), M Hine, J Jones, G Kitching, P Wraight.

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

1. Apologies

Apologies were received and accepted from Cllr M Hine, DCllr Cook, and the representative from the PCC

2. Minutes of Previous meeting

2151120 Cllr Hine had previously proposed one minor amendment (removing the word 'Full' in the last sentence of the PR&M Matters of Report) and with this amendment **Cllr Collins proposed** that the minutes of the October Full council meeting be accepted as a true record which was seconded by Cllr Garrett with all in favour.

3. Dispensation requests received

No new ones received.

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4. Declarations of interest

Cllr Wraight declared a Pecuniary Interest in 16.6. The Interest Book would be signed on her behalf.

5. 5151120 Adjournment The Chair proposed to adjourn the meeting for the following reports which was agreed.

5.1 Police Matters

No report.

Cllr Collins noted that the person who had committed the vandalism at the Pageant Field had received a Police caution.

5.2 Report by County Councillor

CCllr Burroughes reported that he had circulated his written report prior to the meeting. He accepted that the Suffolk County Covid-19 plan was not directly relevant to Framlingham's efforts to support its residents and in answer to a question about co-ordinating the printing of public health and safety signage reported that he understood that East Suffolk Norse had access to a printer and that through this route signs could be produced. He added that he may be able to help with funding of signs in the future. He noted that electric vehicle charging points was on the agenda and hoped it would be possible for Framlingham to install a number of these and added that there was funding available for the County council to assist with this. Turning to Sizewell C he reported that

the County Council were pressing EDF to mitigate and control the movements of HGV lorries and to minimise their impact.

5.3 Report by District Councillor

No report.

5.4 Report by Fairtrade Representative – Cllr M Hine

No report.

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

The PCC had submitted a written report and Cllr Collins noted that the plans were available to view on their website and in the architect's window in Church Street.

5.6 Public Comment

The representative from Hour Community reported that their organisation and volunteers were fully prepared for the second lock down. He thanked Cllr Jones for his assistance with Hour Communities bid for funding to replace their wheel chair accessible vehicle. He added that he hoped the Town council would work with Hour community and others on a long term 30-year plan for the town. A resident voiced concerns over the cost of the St Michael's Rooms project and especially the cost of the legal advice. He asked whether the Town Council could guarantee that there would be no more expenditure by the Town Council on the project. Cllr Collins noted these comments but told the meeting that he could not answer for definite the question regarding final costs. Another resident

questioned the cost of the Town council Website and Cllr Collins replied that the Town Council was seeking to re tender the service and was looking to cut costs. A resident asked, through the chair a question for CCllr Burroughes: The resident was anxious to learn if the County Council had any plans to introduce localised track and trace mechanisms to tackle local outbreaks of Covid-19. Cllr Burroughes replied that localised track and trace was organised by Public Health but only in the case of a localised outbreak. He added that he could help with the supply of 'Grand-Pads' – tablets that used a mobile telephone signal rather than the internet and he was happy to help people in need to access these.

6. 6151120 Reconvene The Chair reconvened the meeting:

7. Attendance at events/conferences/meetings etc:

None to report.

8. Correspondence

8.1 East Suffolk Council

Letter advising that the period of fourteen days within which electors could give notice claiming an election has expired. Therefore, the Town Council is able to fill the casual vacancy arising from the resignation of David Beal by co-option as soon as practicable.

Noted.

9. COVID-19 Response Team Update – Cllr Kitching

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Cllr Kitching reported that the weekly report had been circulated. The efforts of the team centred on reinforcing the key government messages by ensuring appropriate signage was displayed in the town, and this was repeated on the website and in printed media the Town Council produced. The Cocoon leaders had met earlier in the day and the 24-hour telephone line has been reinstated.

10. Annual Review of Risk Assessments:

10.1 10151120 Cllr Collins proposed to approve, en bloc, the annual review of the following risk assessments carried out by Councillors in September/October 2020: Cemetery, Churchyard, Pageant Field, PF Pavilion, The Fens, Allotments, Jeaffreson's Well, Town Council Office, Town Council Meeting Room, Rights of Way Walks, Third Party Events on Market Hill. Tuesday and Saturday Market, Financial Management, Credit Card, Speed Indicator Device (SID), Lone Worker, which was seconded by Cllr Kitching with all in favour.

11. Planning Committee:

11.1 Planning decisions received prior to the meeting:

DC/20/3672/FUL Erection of PVCu conservatory to rear of property 20 Pembroke Road Framlingham Suffolk IP13 9HA.

FTC Supported, planning permission granted.

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

11.2.1 DC/20/4103/FUL - Barn At Boundary Farm Saxtead Road - A garden shed measuring 6.0m x 3.0m with 2.25m ridge height. Constructed of 7mm shiplap timber on a concrete base. Position shown at Appendix 1 (Boundary Farm Barn Garden Shed Sketch). To be located not less than 1.2m from western boundary shown at Appendix 2 (Ordnance Survey Site Plan 1:1000) Photograph of construction type shown at appendix 3 although intended to be painted black in keeping with Boundary Farm Barn.

1111120 Cllr Garrett proposed to SUPPORT this application which was seconded by Cllr Eastwood with all in favour.

11.3 Matters of report/items of information only

None.

12.Public Relations and Markets Committee:

2.1 12251120 Cllr Kitching proposed to approve the Risk Assessment for the Christmas Tree on Market Hill which was seconded by Cllr Garrett with all in favour.

12.2 Matters of report/items of information only

Cllr Garrett reported that as part of the Smart Towns initiative he hoped for support for the development of the website.

Cllr Kitching reported that 9 tenders had been received to date for the CCTV cameras with two more pending. These would be shortlisted to around three and then more research would be undertaken with the suppliers. He thanked Cllrs Collins and Eastwood for their help with the project.

The Deputy Clerk reported that investigations and meetings were ongoing with regard to the website contract.

13. Rights of Way, Highways and Lighting Committee:

13.1 Matters of report/items of information only

Cllr Eastwood reported that he had hoped for concrete news regarding the commencement of off-street parking following a meeting earlier that day with ESC, but, partly due to the absence of the key officer, there was nothing definite to report. Cllr Eastwood reported that the Rights of Way, Highways and Lighting Committee were looking at areas where additional lighting was required and the committee was also looking at the condition of the pavements with regard to mobility scooter users. Finally, he added that the bus service to Campsea Ashe station was imminent but the County Council needed to reconsider the fares for those people accessing the service in between the town and the station.

14. Lands Committee:

14.1 Matters of report/items of information only:

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Cllr Collins reported that the laurel hedging had been removed from the Cemetery drive in advance of the resurfacing work. He added that more trees were planned for the Fens. The Play areas on the Pageant Field remain open, and the toilets will remain open as long as ESNorse continue to service them.

The Pavilion was temporarily closed during the lock down but FAYAP still held keys so their staff could access the building and operate in a Covid-19 compliant fashion. The skatepark was officially closed but it was not possible to fence the area off. It was agreed a laminated sign should be placed there advising that it was closed.

15. Strategic Planning Committee:

15.1 15151120 Cllr Jones proposed to approve the committee's recommendation to approve the expenditure of £2,148.00 from Local CIL for an extension to the Pavilion on the Pageant Field by the Lands Committee, which was seconded by Cllr Eastwood with all in favour.

15.2 15251120 Cllr Jones proposed to approve the committee's recommendation to approve the expenditure of up to £12,000 from Local CIL for new fencing around the Play Areas on the Pageant Field by the Lands Committee, which was seconded by Cllr Kitching with all in favour.

15.3 15351120 Cllr Jones proposed to approve the committee's recommendation to approve the expenditure in principle of up to £30,000 from Local CIL for a proposed CCTV

System for the town by the PR&Markets Committee, which was seconded by Cllr Collins with all in favour.

15.4 15451120 Cllr Jones proposed to approve the committee's recommendation to approve the expenditure of £2,923.00 from Local CIL to Sir Robert Hitcham's Primary School for the improvements and an extension to their car park, which was seconded by Cllr Garrett with all in favour.

15.5 15551120 Cllr Jones proposed to approve the committee's recommendation to approve the expenditure of £49,250 from Local CIL for repairs and renovation to the FAYAP Youth and Arts Centre with the immediate release of £11,000 and the balance to be paid once the lease has been signed and quotes have been obtained for the works, which was seconded by Cllr Garrett with all in favour.

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15.6 30-year plan / vision - Consideration by council and agreement of strategic planning priorities:

Cllr Jones reported that there were four areas of work that needed addressing but due to the resources available to the Town Council they needed to be prioritised and the work plan carefully considered:

1) Strategic plan 2020 - 2025

2) Infrastructure Plan & related Capital expenditure forecast (including Town wide Transport strategy)

3) Neighbourhood Plan Review 2021 – 2036

4) Long Term Vision / Plan (20/ 30 yrs)

There followed considerable debate and it was agreed to both place the matter on the next agenda of the Full Council and to include a discussion on the priorities at the reconvened strategic planning workshop.

15.7 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.

16.1 16151120 Cllr Carter confirmed BACS payments approved at the October meeting had been paid as agreed and the bank print out verified and signed by two Councillors.

16.2 16251120 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

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

16.3 16351120 Cllr Carter proposed to approve the payment of current invoices which was seconded by Cllr Kitching with all in favour.

16.4 16451120 Cllr Carter proposed to approve the committee's recommendation to award a grant of £670 from Budget 1201 to FAYAP towards FAYAP Centre heating system repair £471 and a Cupboard/Counter for the Pavilion £199 which was seconded by Cllr Wraight with all in favour.

16.5 16551120 Cllr Carter proposed to approve the committee's recommendation to award a grant of £130 to Headway towards support for people with neurological problems and their families, which was seconded by Cllr Wraight with all in favour.

Cllr Wraight left the meeting.

16.6 16651120 Cllr Carter proposed to approve the committee's recommendation to award a grant of £200 to HOUR Community towards Christmas day lunch for those alone including delivery to those who are unable to leave their homes, which was seconded by Cllr Garrett with all those present in favour.

Cllr Wraight returned to the meeting.

16.7 16751120 Cllr Carter proposed to approve the committee's recommendation for approval to purchase two mobile phones (exact cost to be confirmed), with contracts costing £11 per month, which was seconded by Cllr Garrett, and with 5 votes in favour, 1 against and 1 abstention, the motion was carried.

17. Employment Matters:

17.1 17151120 Cllr Collins proposed a resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for the next two items because of the confidential nature of the business to be transacted, which was agreed. Members of the Public, Press and DTC will be requested to left the meeting.

17.2 17351120 Cllr Carter proposed to approve the committee's recommendation to increase the Deputy Town Clerk's hours from 23 to 25 per week from 1st April 2021, which was seconded by Cllr Jones with all in favour.

17.3 To approve the committee's recommendation to increase the Deputy Town Clerks SCP from 11 to 13 (14 on completion of CiLCA) from 1st April 2021. **It was agreed** to defer this item back to the Finance Committee with a request for SALC to carry out an evaluation of the Deputy Clerks role so that a correct remuneration package for the future could be put in place.

17.4 17351120 Cllr Carter proposed to approve the committee's recommendation to approve up to 10 hours extra per month for the Deputy Town Clerk, subject to prior agreement by the Town Clerk, for work specifically relating to Covid-19, with a transfer of funds from Budget 1199 (Covid-19 Income) to Budget 1100 (DTC Contracted hours), which was seconded by Cllr Kitching with all in favour.

Members of the public, press and DTC returned to the meeting

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

- It was agreed to consider the Co-option of a Town Councillor arising from the resignation of David Beal as an agenda item at the next meeting.
- It was being investigated whether the decorated Christmas trees in St Michael's Church, and extra lights on the Market Hill, could be arranged this year.
- It was noted that the Town Council Office was to be closed during lock down.
- There will be no Remembrance parade this year but Cllr Collins would lay a wreath on behalf of the town, during a very restricted ceremony at the War Memorial. A bugler would play from the church tower.
- Cllr Garrett reported that he hoped to install the NAS back up device in the Town Council Office soon.
- The issue of separating the days on which the Planning and RofW H&L meetings be held was to go onto the next agenda.

19. Date of next Full Council Meeting

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Thursday 3rd December at 7.30pm

The meeting closed at 9:45pm.

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