

**Minutes of the meeting of Framlingham Town Council held via Zoom on Thursday 7<sup>th</sup>  
January 2021 at 7.30pm**

**PRESENT:** Cllrs: D Carter, P Collins (Chair), C Eastwood, S Garrett, T Higham, M Hine, J Jones, G Kitching, P Wraight.

**IN ATTENDANCE:** Mrs E Coe (Town Clerk/RFO), Mr J Overbury (Deputy Town Clerk), DCllr Cook and 4 members of the public.

**1. APOLOGIES**

None.

**2. MINUTES OF PREVIOUS MEETING**

**217121** Cllr Collins proposed that the minutes of the previous meeting be accepted as a true record of the meeting which was seconded by Cllr Garrett and with one abstention all were in favour.

**3. DISPENSATION REQUESTS RECEIVED**

None.

**3. DECLARATIONS OF INTEREST**

**Cllr Wright** declared a pecuniary interest in 11.1

**Cllr Jones** declared a pecuniary interest in payments

**Cllr Higham** declared a pecuniary interest in 10.1.1

These were entered into the interest book.

**4. Adjournment** – the Chair proposed to adjourn the meeting for the following items which was agreed.

**5.1 Police Matters**

**The Town Clerk reported** that there was no written report but that Inspector Mark Jackson was in regular contact.

**5.2 Report by County Councillor**

**CCllr Burroughes had submitted** a written report which had been circulated prior to the meeting

### 5.3 Report by District Councillor

**DCllr Cook** told the meeting he would be circulating his report soon. He reported that grants to local businesses of between £4-£9k would be available soon to help with the effects of the National Lockdown. These are in addition to the Tier 4 grants and that details would soon be on the ESC website.

He announced that additional funding for Town and Parish Councils totalling £110k and that £2,055.00 had been allocated to Framlingham. This money was a national grant paid to local authorities to compensate for the increase in Council Tax reduction claims.

He also announced that the Community Partnership Board had made a number of favourable funding decisions from applications made by Framlingham Groups.

Cllr Kitching asked DCllr Cook if he knew if there were any plans to increase the number of vaccination centres across the district. DCllr Cook replied that he understood that the range of centres should increase and he hoped that Framlingham Surgery would receive the Vaccine.

Cllr Hine asked if DCllr Cook knew how the support payment scheme to those who had to self-isolate would work as the regulations were confusing. DCllr Cook said he did not know for sure but would ask CCllr Burroughes and report back.

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

**Cllr Hine reported** that the renewal of the Fairtrade town status was due in the summer of 2020 but that the Fairtrade Foundation has extended the renewal application date to November 2021. Spring events had been cancelled but the group has 641 Instagram Followers and 170 Facebook followers.

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

**The PCC representative reported** that the PCC had decided to rename the new building the 'Castle Community Rooms'. The planning application was being decided by ESC at present. Cllr Jones asked if there were any problems with the pre planning process with ESC and the representative reported that the pre application process went smoothly.

### 5.6 Public Comment – to receive and note comments from members of the public present,

The representative from Hour Community asked if DCllr Cook would pass onto ESC his grateful thanks to the ESC Community Liaison Officer who had been a great help recently. He also voiced concern about the way ESC had spent the £60k of S.106 funds on a development outside the town, and that Hour Community was considering submitting a freedom of information request in an attempt to learn how this has happened. The Chair thanked the representative for the work Hour community were doing on behalf of the town.

A member of the public asked what was the situation with the new parking arrangements. Cllr Eastwood replied that he would be reporting on this matter later in the meeting. The resident also asked about the website contract and Cllr Hine said that this was also to be discussed later in the meeting. A representative from the Sports Club introduced himself as being present as he wished to learn the outcome of agenda item 8.1.

**5. 518121 RECONVENE** – The Chair proposed to reconvene the meeting which was agreed.

## **6. ATTENDANCE AT EVENTS/CONFERENCES/MEETINGS ETC:**

Cllr Collins reported that the Town Clerk would be attending an SLCC Appraisal Techniques for Appraisers Webinar at a cost of £30.00. The Town Clerk and the Office Assistant would be attending an SLCC webinar on Excel at a cost of £60.00. These costs would be drawn from the existing training budget and been pre-approved by three Councillors

## **7. CORRESPONDENCE.**

### **8.1 East Suffolk Council**

Email seeking the Town Council's support or reasons for objections to an application by Framlingham Sports Club for £17,500 of the funds (current available balance £78,944.44) in the Sports pot of the Outdoor Playing Space Fund to re-lay the tennis courts and add in a new system that will make it easier for the causal user to book and use the facilities. (Application circulated to Cllrs)

**8117121 The Chair proposed** to suspend the meeting to allow the Sports Club representative to answer a question from Cllr Jones which was agreed, and following the answer the Chair reconvened the meeting.

**8127121 Cllr Collins proposed** that the Town Council supported the application by the Sports Club for £17,500 from the ESC Outdoor Playing Space Fund, which was seconded by Cllr Kitching with all in favour.

### **8.2 East Suffolk Council**

Response to query relating to S106 and the New Road development

**It was agreed** that Cllr Collins and Cllr Garrett draft a reply based on the following points:

- Why was FTC not consulted on this expenditure?
- Why the grant was agreed without informing the Town Council
- The Town Council was seeking an explanation and an apology.

Once the answers to these points was learnt it was anticipated that the Town Council would seek some form of financial redress.

### 8.3 Suffolk County Council

Help Shape Guidance for New Housing Developments in Suffolk. The consultation is open until 10 February 2021. Members of the public can take part by visiting, [www.suffolk.gov.uk/suffolkstreets](http://www.suffolk.gov.uk/suffolkstreets)

**It was agreed** that this consultation would go on the Planning and Rights of Way Agenda. It was noted that this consultation was not on housing design but on street design. It was agreed that the Town Council should make every effort to publicise this in the town in order that the public could comment.

### 8. COVID-19 RESPONSE TEAM UPDATE – Cllr KITCHING

**Cllr Kitching reported** that there has been a dramatic increase in the infection rates in the town. The good news is that the vaccine is being rolled out. The Covid team were working on three priorities:

- Support and assistance to vulnerable people
- Maintaining the Cocoon system
- Working with Hour Community.

The team would continue to work on communications and new posters have been ordered. He felt that the town was as well prepared as it could be.

### 10. PLANNING COMMITTEE:

**10.1** The following planning decision was received prior to the meeting:

**10.1.1 DC/4104/FUL** Sun Cottage, 53 Victoria Mill Road – Application Permitted – FTC Supported.  
Noted.

**10.2** Planning Applications received prior to the meeting:

**10.2.1 DC/20/5063/VOC** - New Street Farm New Street IP13 9RG – variation of Condition 2 on Application DC/16/0356/LBC (conversion of existing circa 1800 barn into new dwelling, inclusive of conversion of various associated outbuildings into Holiday Let Accommodation/Vehicle Parking

**Cllr Garrett noted** that this was a duplicate application (albeit with a different reference number) which the Town Council had supported at the last meeting. It was agreed the DTC would repeat the support and note the duplication of the application to ESC.

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

None.

## **11.PUBLIC RELATIONS AND MARKETS COMMITTEE:**

Cllr Wraight declared a Pecuniary Interest in the next item and was removed from the meeting to the zoom waiting room

**1117121 Cllr Hine proposed** to approve the committee's recommendation to support HOUR Community in the adoption of the Market Hill Phone Box, which was seconded by Cllr Kitching and all were in favour.

Cllr Wraight was re-admitted to the meeting.

**1127121** Following much debate and explanation of the current situation, **Cllr Hine proposed** to approve the committee's recommendation to renew the website contract with Top Cat Media for a further year to 31<sup>st</sup> March 2022 (as per current contract) but that savings would look to be made during the year, which was seconded by Cllr Kitching and with 6votes in favour, 1 against and 2 abstentions, the motion was carried.

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

**Cllr Hine reported** that with the assistance of ESC a mail out using the contact list generated by the free WIFI had been tested before Christmas and this was hoped to be repeated.

**Cllr Hine reminded** Chairs of Committees that the Annual Newsletter was due to be produced and that they were to submit reports on the activities of their Committees over the last year.

**Cllr Hine noted** that there was £4,000 remaining in the Community Partnership funds that groups in the town could apply for.

**Cllr Jones asked** about the new 'notice Boards' on the Website and Cllr Hine reported that she would be explaining the process in due course.

**Cllr Jones asked** what was the situation with the Welcome packs, and whether they could be placed in the sales offices of the new developments in the town. Cllr Hine reported that she would look into the matter.

## **12. RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:**

### 12.1 Matters of report/items of information only.

**Cllr Eastwood reported** on the meetings with ESC and the difficulties the Town Council had experienced in reaching an equitable solution for residents. The report is attached in full appended to the minutes.

### **13. LANDS COMMITTEE:**

**13.1** To consider the response from DCllr Mallinder and to discuss recycling initiatives further.

**Cllr Collins reported** that the Town Council had been looking to increase the opportunities for residents to recycle more unwanted items/recycle used goods in the town. He was sorry to report that the Town Council had not been able to progress this much further. One of the issues being that neither ESC or SCC were willing to collect items such as tetrapaks.

There is an electrical recycling facility available but no suitable site has been found in the last two years and also there is no suitable location for the siting of a recycling facility on Town Council owned land. The recycling initiatives highlighted by Cllr Mallinder heavily relies on volunteers.

**It was agreed** to increase efforts to work with others in the town and to take up any offers of help from Hour Community, and take up Cllr Cook's offer to explore further the possibilities of the siting of an electrical goods recycling facility. Recycling will form part of the revision of the FNP

**1317121 Cllr Collins proposed** to approve a recommendation to accept the quotation from 'Ping-It' for the supply, delivery and set up of a concrete table tennis table for the Pageant Field at cost of £1,120 and to install the base at £350, using funds approved from the application to ESC Sports Space Fund of £1,470.00, which was seconded by Cllr Higham with all in favour.

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

**Cllr Collins reported** that following Government advice the Children's play area on the Pageant Field would remain open (with advice signage) but that the Adult fitness equipment was closed and notices placed there advising the public of the measures. The Town Council is awaiting further guidance on the Skatepark.

**Cllr Collins reported** that he and Cllr Eastwood had planted the new trees in the Cemetery.

### **14. STRATEGIC PLANNING COMMITTEE:**

**1417121 Cllr Jones proposed** to approve the final draft of the Strategic Plan 2021-2025 which was seconded by Cllr Collins with all in favour.

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

None.

## **15. FINANCE COMMITTEE:**

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

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

**15.1.2 1517121 Cllr Carter proposed** to approve the payment of current invoices which was seconded by Cllr Kitching, and with one abstention due to Interest was agreed

To note the details of all Bank Accounts

**15.2 Cllr Carter reported** that 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.

**15.3** To approve the committee's recommendation to approve the Budget figures for 2021/2022 and to request a precept of £164,038, subject to the receipt of the precept letter from ESC, with a view to holding an extraordinary Town Council meeting on 14<sup>th</sup> January at 7pm for one item only which would be the Budget and Precept, to be followed by Finance Committee at 7.30pm.

**It was agreed to with the above recommendation** to allow clarification from ESC and to proceed with an extraordinary Town Council meeting on 14<sup>th</sup> January at 7pm for one item only which would be the Budget and Precept, to be followed by Finance Committee at 7.30pm.

**15.4 1528121 Cllr Carter proposed** to approve the committee's recommendation to approve the annual review of the following policies and documents, en bloc (and to add to this list the Community Engagement Policy) which was seconded by Cllr Kitching and with one abstention all were in favour.

Standing Orders

Financial Regulations

Code of Conduct

Complaints Procedure

Grievance Procedure

Health and Safety Policy and Statement

Child Protection Policy

Equal Opportunities Policy

Equality Policy Statement

Internal Audit Effectiveness Review

CCTV Policy

Press Policy

Filming, videoing, photography and audio recording at council meetings Policy

Ban of Mass balloons and sky lanterns from Town Council owned land

Review the risks of Legionnaires Disease

Terms of Reference for Committee's and Sub- Committee's

Terms of Reference for Working Groups

Illegal Fly Posting

Retention of Documents Policy

Grant Policy  
Disciplinary Procedure  
Risk Assessment Record and Guidance  
Appraisal Process/ Form  
Volunteer Warden Scheme (Lands Committee)  
Allotment Regulations and Charges (Lands Committee)  
Cemetery Regulations and Charges (Lands Committee)  
Display Screen Equipment check list – Staff only (Finance Committee)  
Manual Handling Check List – Staff only (Finance Committee)  
Information Protection Policy  
Lone Worker Policy  
Document Disposal Policy  
Information security, protection and removable information storage Policy  
Third Party Use of Town Council Resources Policy  
Social Media Policy  
Training Statement of Intent  
Training Report Form  
Training and Development Policy  
Internal Communications Strategy  
External Communications Strategy  
Community Engagement Policy

Note: The following documents will be reviewed in January before recommending approval to Full Council:

Market Regulations and Charges – PR&Markets Committee  
Annual Investment Policy – Finance Committee  
Framlingham Infrastructure Investment Plan – Strategic Planning Committee

**15.5 1537121 Cllr Carter proposed to** approve the committee's recommendation to approve the cost of approximately £400 for 2 x 27inch monitor, mouse, and keyboard for the Office from Budget 1126, including a transfer of £200 from budget 1127, £500 from budget 1137, £500 from budget 1138, £200 from Budget 1131 and £300 from Budget 1133 to support the cost and recent office equipment expenditure, which was seconded by Cllr Garrett with all in favour.

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

None.

## **16. MATTERS OF REPORT OR ITEMS FOR THE NEXT AGENDA ONLY:**

**Cllr Wraight wished** to voice her thanks and appreciation to those that made the great effort to brighten up the town with lights, decorations and Santa's Sleigh for at Christmas. This was echoed by all Councillors.

**The meeting concluded at 9:38pm**

**17. DATE OF NEXT FULL COUNCIL MEETING:**

**Thursday 14<sup>th</sup> January at 7pm – Extraordinary Full Council Meeting**

**Thursday 4<sup>th</sup> February at 7.30pm**