

Framlingham Town Council



DRAFT Minutes of a Meeting of Framlingham Town Council held at the Town Council Offices, Church Street at 7pm on 23rd October 2024

1. Note Councillors present

Councillors Eastwood (Chair), Dean, Hammond, Knights, Rose, A Wraight and P Wraight were present.

Apologies were received and accepted from Councillors Higham and Cope (due to work commitments).

2. Note other attendees

Lydia Kindred (Deputy Town Clerk)

County Councillor Stephen Burroughes and District Councillor Langdon-Morris both sent their apologies for absence.

3. Consider any changes to the committee structure

None

4. Minutes

Cllr. Eastwood proposed accepting the Minutes of 2nd October as a true record of the meeting.

This was seconded by Cllr. Rose and carried unanimously. **FCM-2024-10-23/1**

Councillors wished to minute their thanks to the Responsible Financial Officer for clerking this meeting.

5. Declarations of Interest

Cllrs. Hammond and P. Wraight declared an interest in item 12.1.

Cllr. Knights advised that she no longer has an interest in item 9.1 and has a standing dispensation to discuss matters regarding item 12.1 but will leave before the vote.

Cllr. Dean declared an interest in item 9.3.

6. Public Forum

6.1 There were no additional reports from the County or District Councillors.

6.2 There were no members of public present.

7. Consider correspondence received:

Election Notice: East Suffolk Council (ESC) has issued a Notice of Election for 21st November. Nomination forms must be completed by 25th October and one submission has been received to date.

FAYAP Request: A request was approved for FAYAP artwork to be displayed in the Pavilion, provided that it is appropriate for all ages and does not damage the walls.

CIL Funds: ESC confirmed that a payment of £7,489.54 in CIL funds will be received later this month.

Vegetation Complaint: Two complaints regarding vegetation obscuring street lamp 71 on Fairfield Road were discussed. Cllr. P. Wraight will inspect and report back.

8. Procedural matters

8.1. Cllr. Wraight proposed that Councillors and staff have a works Christmas meal this year and that the Deputy Town Clerk, Responsible Financial Officer and the Office Assistant's meals are Council-funded to thank them for their hard work during an extremely difficult year. This

was seconded by Cllr. Rose and carried unanimously. **FCM-2024-10-23/2**

8.2. Cllr. Knights raised concerns about inconsistent small grant allocations and proposed adherence to the policy, with grants only being considered in October and February, except in exceptional circumstances. This was seconded by Cllr Eastwood and carried unanimously **FCM-2024-10-23/3** She would also like recipients of the grants to provide evidence of how the funding has been spent.

8.3. Having checked the price of comparable phones, Cllr. Eastwood proposed that the Deputy Town Clerk is allowed to purchase a surplus office mobile phone for £30.

This was seconded by Cllr. Knights and carried unanimously. **FCM-2024-10-23/4**

9. Finance and Human Resources Committee

9.1 CIL Fund Ring-Fencing: Cllr. Eastwood proposed removing the £200,000 CIL fund ring-fencing for the Scouts and Guides HQ. This was seconded by Cllr. Dean, with one vote against.

FCM-2024-10-23/5

9.2 Cllr. Eastwood proposed accepting the committee's recommendation that the RFO is paid for additional hours spent implementing the new financial system as per the circulated timesheet. This was seconded by Cllr. Dean and carried unanimously. **FCM-2024-10-23/6**

Councillors wished to thank the RFO for his hard work implementing the switchover to Scribe.

Cllr. Dean left the meeting.

9.3 Small Grant for CAB: A £500 grant for the Citizens Advice Bureau's Framlingham outreach service was proposed by Cllr. Eastwood, seconded by Cllr. Hammond and passed with one vote against. **FCM-2024-10-23/7**

Cllr. Dean returned to the meeting.

9.4 Venue Consideration for 2025: With the Castle Community Rooms hire charges rising, alternative venues for Council meetings in 2025 were discussed. Cllr. Hammond will draft a request for reduced or complimentary CCR hire charges. Extraordinary Council meetings will be held at the Town Council offices, subject to review.

9.5 2025-2026 Budget Planning: Cllr. Eastwood reported budget planning will continue upon the RFO's return with sessions scheduled with each committee chair, aiming for approval in December.

10. Planning Committee

9.1 Application DC/24/3312/FUL 2 storey side, rear and front extensions

Edwards Farm Cottages, Coles Green, Framlingham, IP13 9LF was discussed

Cllr. A. Wraight proposed supporting the application with the suggestion that the applicant considers installing an EV charger, universal nesting bricks, solar panels and water butts as part of the works. This was seconded by Cllr. Dean and carried with one abstention.

FCM-2024-10-23/8

11. Communication, events and partnership committee

11.1 Cllr. Hammond provided an update from the recent meeting with East Suffolk Council regarding grant funding and current projects. A meeting will be held with the Town Trail contractor on 28th October to review progress and to ensure that ESC's deadlines are met.

11.2 Quotations for the destination website were considered. It was noted that ESC would like the website agreed by December 2024 with a view to the project being near completion by March 2025. Companies bidding on the destination website project will be invited to present their proposals to Council members.

11.3 Cllrs. Hammond and Rose provided an update on the plans for the town Christmas event on 23rd November. It was noted that a PA system will cost £120. Cllr. Hammond ran through the Event Management Plan and Risk Assessment. There were some concerns regarding the numbers of stewards listed in the plan.

11.4 Matters of report:

Remembrance Day:

The same traffic management company that was used last year has been booked for the road closure. ESC will be offering free parking from 8am-1pm on Sunday 10th at the Market Hill and Fore Street car park. Councillors are invited to attend the parade and service and are to meet at the Elms Car park at 10.20am.

Christmas:

Retailers in the town are now holding a late night shopping event on Friday 6th December. This is separate to the Christmas on the Hill event.

Cllr. Knights has checked the Christmas street lights and separated those which are not working properly. These lights belong to the Framlingham Retailers group and they would like these to be returned to them after Christmas. They intend on purchasing and erecting additional lights for other areas of the town.

12. Strategy & Development Committee

Cllrs. T. Hammond and P. Wraight left the meeting at this point.

12.1 An application for £25,000 CIL funds from Hour Community to purchase a nine seater minibus was considered. After the discussion, Cllr. Knights left the room and Cllr. A. Wraight proposed that the application is supported. This was seconded by Cllr. Rose and carried unanimously. **FCM-2024-10-23/9**

Cllrs. Hammond, Knights and P. Wraight returned to the meeting.

12.2 A request from the Flood Recovery and Resilience Group for £500 to equip the group with two-way radios and a Jabba device was considered. Cllr. P. Wraight proposed approving this request. This was seconded by Cllr. Knights and carried unanimously. **FCM-2024-10-23/10**

12.3 Cllr. P. Wraight proposed granting the Neighbourhood Plan Review Group a budget of up to £200. This was seconded by Cllr. A. Wraight and carried unanimously **FCM-2024-10-23/11**

12.3 Other matters of report

Locations for electronic vehicle chargers in the town are actively being considered by the Committee and Cllr. Wraight will ask a representative from a charging company to meet with Councillors to discuss logistics.

More CIL applications are being considered but additional information is being sought for some of these.

13. Lands Committee

13.1 A tree application regarding the proposed felling of Copper Beech Tree at Framlingham Castle was considered (reference DC/24/3480/TCA). Cllr. A. Wraight proposed objecting to this application and instead recommending that the Tree Officer's advice to remove the bench and prune the tree is followed. This was seconded by Cllr. Knights and carried unanimously.

FCM-2024-10-23/12

13.2 An email from a resident concerning large trees on the edge of the Pageant Field near their property was considered. The Council's Tree Officer has been consulted and it was agreed to get quotations for the recommended tree works.

13.3 The quotation for repairs to the basketball court, previously accepted in October's meeting, was based on the contractor carrying out other repair works whilst on site. With only these works being accepted, the price has consequently increased to £1,005.

Cllr. Eastwood proposed that this revised fee is accepted. This was seconded by Cllr. Dean and carried with one abstention. **FCM-2024-10-23/13**

13.4 Cllr. Eastwood proposed appointing HomeView to carry out annual service of the CCTV cameras at a cost of £697.58 + VAT and asking them to look at the faulty camera whilst on site. This was seconded by Cllr. Hammond and carried unanimously. **FCM-2024-10-23/14**

13.5 Markets:

13.5.1 T& R Hardwear's request to add pet treats to its licence was agreed.

13.5.2 An application from La Casa Latina for a market stall selling hot Mexican street food

on Tuesdays was considered. Cllr. Eastwood proposed approving this request. This was seconded by Cllr. P. Wraight and carried unanimously. **FCM-2024-10-23/15**

13.6 Matters of report

The diseased beech tree in the cemetery will be removed on 7th November.

The compensation form for Anglian Water regarding the water pipe at the Pageant Field has been completed and returned.

The Fens has had its annual cut and a sewage leak here has been reported to Anglian Water. An end-of-season letter has been sent to all allotment holders reminding them of their obligations to keep their plots in good order and a couple of plots have consequently been relinquished. The grounds contractor and allotment holders have reported issues with the allotment gate being broken and being very difficult to open. This, and the broken tap, need consideration at the next meeting.

Confirmation of the grant funding for the bus shelter bench has been received today and these works can now be ordered.

Further complaints about the memorial gardens at the cemetery have been received. Cllr. Knights will revert to a rose expert for some suggestions on alternative plants that could be considered and this will be considered at the next meeting.

14. Highways, Rights of Way & Parking Committee

14.1 There were no matters of report.

15. Other matters of report or items issues to be raised at future meetings

The terms of reference for the newly formed Human Resources Committee will be brought to the full Council soon.

It was confirmed that burial records that had been leant out earlier in the year have now been returned safely to the office.

Cllr. Knights reported on recent incidences where she has witnessed residents being unreasonable and confrontational to staff in the office. Whilst this is never acceptable, it is even less so when the office has been without it's only full-time member of staff for six months and the other officers are trying to cover the additional work.

She passed on compliments from the Tuesday Gardeners' regarding efficient and helpful communications from both the RFO and DTC.

Cllr. Knights would like the Co-Op to observe the two minutes silence on 10th and 11th November for Armistice Day. The DTC will ask the manager.

16. A motion was passed to exclude the press and public for confidential discussions per the Public Bodies (Admissions to Meetings) Act 1960 s1 (2).

17. Human Resources Committee

17.1 Cllr. Eastwood provided an update on current HR issues.

17.2 Communication procedures regarding topical HR issues were considered. It was agreed that the HR Company would be asked for copies of all recent correspondence for its records and a standard protocol regarding providing Councillors with timely updates on issues was agreed. Staff will advise Councillors what additional support they need to help the office run more effectively with the clerk's extended absence.

18. The dates of the Council meetings in November were agreed as Wednesday 6th November (Castle Community Rooms) and Thursday 14th November (Town Council Offices)

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 21.45pm.