

**FRAMLINGHAM TOWN COUNCIL**

**Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre,  
Fairfield Road, Framlingham on Thursday 3<sup>rd</sup> August 2017 at 7.30pm**

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

**1. APOLOGIES:**

Apologies were received and accepted from Cllr Hopkins, Cllr E Jones and CCllr S Burroughes.

**PRESENT:**

Cllrs: Ms S Bennell, Mr B Roberts Mrs L Clouting, Mr P Collins, Mr S Garrett, Mr J Jones,  
Mr G Kitching and Mr J Tanner (Chairman)

**IN ATTENDANCE:**

Mrs Eileen A Coe (Town Clerk/RFO), Mrs Amanda Scott (Office Assistant), DCllr C Hudson, one  
member of the Press and 20 members of the public

**2. MINUTES OF PREVIOUS MEETING:**

213817 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record,  
which was seconded by Cllr Garrett, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

**3. DISPENSATIONS:**

No new applications.

**4. DECLARATIONS OF INTEREST:**

Cllr Tanner declared a pecuniary interest in Agenda Item 12 regarding Planning Applications  
DC/17/3192/FUL and DC/17/2492/FUL and signed the Interest Book.

Cllr Bennell declared a personal interest in Agenda Item 11 Grant Application for Friends of St Michael's  
Church and signed the Interest Book.

Cllr Clouting, Cllr Bennell and Cllr Roberts declared a personal interest in Agenda Item 11 Grant for  
Friends of Framlingham Library and signed the Interest Book.

Cllr Garrett declared a personal interest in Agenda Item 11 Payments and signed the Interest Book.

**5. ADJOURNMENT:**

511617 The Chairman proposed an adjournment for the following items which was approved.

**6.1 Police Matters:**

It was noted that no Police Crime Report was available for 1<sup>st</sup> – 31<sup>st</sup> May 2017 on the police.uk website.

**6.2 Report by County Councillor:**

A report had been received from CCllr Burroughes which was circulated and a copy attached to the file  
copy of these minutes.

**6.3 Report by District Councillors:**

A report had been received from DCllr Hudson, which was circulated and a copy attached to the file copy  
of these minutes.

DCllr Hudson reported that concerns had been raised regarding insufficient parking for a recent event  
held at Framlingham Castle. It was noted that English Heritage has agreed to take steps to address the  
problem.

He reported that the new merger between Suffolk Coastal District Council and Waveney District Council  
would result in a reduction of overall Councillors.

Cllr Tanner requested information from DCllr Hudson regarding DCllr Rous as he had not been in contact  
recently. DCllr Hudson advised that DCllr Rous was attending District Council meetings and addressing  
issues in Dennington. He suggested that the Town Council wrote to him.

**6.4 Report from Framlingham Business Association rep:**

Cllr Clouting reported that she had been unable to attend the last meeting on 17<sup>th</sup> July, but had received an  
update, which would be reported to the next PR & Markets Committee Meeting on 12<sup>th</sup> September.

**6.5 Report from Suffolk Association of Local Councils rep:**

Cllr Garrett reported that there had been no meeting.

### **6.6 Report from Friends of Framlingham Library Group rep:**

Cllr Bennell reported that the Bookstart sessions were growing week by week with up to 17 under 3's and their attendants gathering before 9am in the Library every Friday morning. There would be a break now until 1st September.

The Mills Trust had given a grant of £1,000 to keep the Library on target for a complete refit by the end of the year.

A sign welcoming breastfeeding mothers had been attached to the front entrance door of the Library.

170 children had already signed up for the Summer Reading Challenge. CCllr Stephen Burroughes had agreed to hand out the medals and certificates at the presentation on Thursday 7th September at 4pm.

The Citizens Advice Bureau had been much busier since moving into the library and were now considering extending the opening hours.

The Library Facebook page was doing very well. A recent post, [ 'its not just all about books you know' ], at the last count had reached 2,700 people and been 'twittered' many times.

Free Saturday art workshops are being organised, thus far including watercolour painting and flower arranging.

### **6.7 Report from Greener Fram/Community Garden rep:**

Cllr Bennell advised that there was nothing to report this month.

### **6.8 Public Comment:**

- One member of the public commented on Agenda Item 12 Planning Application DC/17/2492/OUT, and felt that Councillors should not support this application as it was not in the Neighbourhood Plan and out of the Physical Limits Boundary. It was also not in accordance with Suffolk Coastal Development Management Policy DM3 and would cause more strain on Framlingham's infrastructure.
  
- One member of the public commented on Agenda Item 16 the Community Centre, and noted that they were aware of a Public Meeting being organised for 11th October but wondered what stage the planning application would be by then.

The Chairman confirmed that no planning application had been submitted and all feedback would be taken into consideration before doing so.

- One member of the public commented on the dangerous parking resulting from the Jousting Event at Framlingham Castle. They felt that with new facilities and events happening regularly, this would need to be addressed.
  
- One member of the public commented on the cemetery, and felt that the fourth row in the memorial ashes area was too close and would restrict access to the rest of the memorials.
  
- One member of the public commented that Taylor Wimpey had constructed two laybys in Brick Lane and wondered if this was a precursor to another entrance.

### **7. RECONVENE:**

713817 The Chairman proposed to reconvene the meeting, which was approved.

### **8. CORRESPONDENCE:**

None.



### 9. TRAINING/CONFERENCE/EVENTS:

913817 Cllr Tanner proposed to approve attendance of the Town Clerk at the Suffolk Association of Local Councils Reform of the Data Protection Legislation Course on Thursday 12<sup>th</sup> October, 10am – 12noon at a cost of £22 + mileage, which was seconded by Cllr J Jones, with all in favour.

It was noted that Cllr Clouting (FTC nominated representative) and the Town Clerk would attend the Suffolk Libraries AGM on Thursday 28<sup>th</sup> September at 6pm.

### 10. COUNCILLOR CASUAL VACANCY:

No applications had been received for the casual vacancy. The Town Clerk confirmed that one information pack had been given out.

### 11. FINANCE:

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 relevant committee chairman and were made available in the Payments Folder prior to the meeting.

1113817 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Clouting, and with one abstention due to interest, all were in favour. A copy of the approved invoices would be included in the minutes.

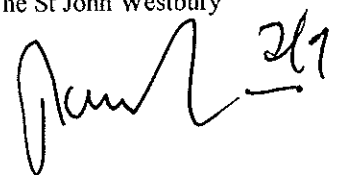
Cheque no BACS/Direct Debit/ Credit Card	Ref	Payee	Description	Net amount	VAT	Total
BACS	13817	Leiston Press	Printing of 1000 cemetery leaflets (agreed JT&SB)	238.00		238.00
BACS	23817	Viking Direct	Stationery	42.89	8.58	51.47
BACS	33817	Fram DIY	Materials for dog bin installation	29.52	5.90	35.42
BACS	43817	Geoff Rogers	Fens grass cutting 5	78.00		78.00
DD	53817	British Telecom	Calls and charges for 720183 plus relocation of line (£140)	347.21	69.44	416.65
BACS	63817	Nick Ashwell	Car parking signs – Agreed PR&Markets Committee	144.00		144.00
BACS	73817	Mr D Smith	Market Supervisor for July	147.50		147.50
DD	83817	HSBC	CREDIT CARD PAYMENTS: 17/6/17 Adobe export – annual fee – 21.14 22/6/17 SCDC – Edited Electoral Role -24.92 22/6/17 J Bradlaugh – Fan for Office -29.16 22/6/17 Garnetts Gardens – vouchers for Allotment Competition – 60.00 23/6/17 Post Office – stamps- 39.20 12/7/17 Desktop innovation – display stands- 34.69 13/7/17 Bulstrodes – Flag pole -	234.10	5.83  6.93 5.00	251.86

33817 Minutes of the meeting of Framlingham Town Council held on Thursday 3<sup>rd</sup> August 2017 in The St John Westbury Centre, Fairfield Road, Framlingham at 7.30pm

			24.99			
BACS	93817	Copy IT DS Ltd	Photocopier Charges July	78.26	15.65	93.91
BACS	103817	Simon Garrett	Reimbursement for refreshments for Community Centre Briefings 45.54 (Co-op)	45.54		45.54
DD	113817	E-On	Electricity supply to Pageant Field	21.48	1.07	22.55
DD	123817	E-On	Electricity supply to Cemetery	10.63	0.53	11.16
BACS	133817	Leiston Press	Unlaminated vinyls – agreed Rights of Way, Highways & Lighting Committee	142.00	28.40	170.40
BACS	143817	Mrs E Coe	Reimbursement for refreshments for Local Council Award presentation event	9.79		9.79
BACS	153817	J M Spall	Website Management July	586.00		586.00
BACS	163817	KN Coe	Grounds and Property Contract August plus SID (paid 28/8)	1539.00		1539.00
DD	173817	O2	Mobile phone contract July	17.50	2.50	20.00
BACS	183817	Mrs J Parlone	Contracted hours for July	527.68		527.68
BACS	193817	Mrs A Scott	Contracted hours for July	331.49		331.49
BACS	203817	Mrs E Coe	Contracted hours for August (paid 28/8)	2023.13		2023.13
BACS	213817	HMRC	NI and PAYE for July	955.45		955.45
BACS	223817	Suffolk County Council Pension Account	Pension contributions for August (paid 28/8) Employer £696.60 Employee: £181.11	877.71		877.71
BACS	233817	Copy IT DS Ltd	Photocopier charges June	139.35	27.87	167.22
BACS	243817	SCDC	Temporary Event Notice for Firework Event	21.00		21.00
DD	253817	Fram Broadband	CCTV connection	12.50	2.50	15.00
BACS	263817	BROS Ltd	Stationery	14.63	2.93	17.56
BACS	273817	St John Ambulance	Hire of Hall for June & July	60.00		60.00
BACS	283717	Fram DIY	Replacement tap for PF 7.49 Materials for lands 38.87	46.36	9.28	55.64
			<b>Total Payments</b>			

1123817 Cllr J Jones confirmed the BACS payments approved at the July meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

43817 Minutes of the meeting of Framlingham Town Council held on Thursday 3<sup>rd</sup> August 2017 in The St John Westbury Centre, Fairfield Road, Framlingham at 7.30pm



**1133817** The details of the balances of all bank accounts were available to view in the Town Council Office prior to the meeting.

**1143817** Cllr J Jones proposed to approve the committee's recommendation to purchase two replacement lap top computers at a cost of up to £1400 from Budgets 1126 (Office Equipment/Computers), 1127 (Software & Computer Maintenance) and Reserve Budget 337 (Office Equipment), which was seconded by Cllr Kitching, with all in favour.

**1153817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **Framlingham Business Association for £250.00** towards the delivery of Christmas events and decorating the town appropriately for the season, which was seconded by Cllr Kitching, with all in favour.

Cllr Bennell declared a personal interest in the next item and left the room.

**1163817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **Friends of St Michael's Church for £250.00** towards the cost of trees for the annual Christmas Tree Festival, which was seconded by Cllr Clouting, with all in favour.

Cllr Bennell, Cllr Clouting and Cllr Roberts declared a personal interest in the next item and left the room.

**1173817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **Friends of Framlingham Library for £500.00** towards re-decorating, re-carpeting and installation of smaller counter plus new seating area in the main public library, which was seconded by Cllr Garrett, with all in favour.

Cllrs Clouting, Bennell and Roberts returned to the room.

**1183817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **Late Night Shopping Event for £100.00** for the cost of insurance and raffle ticket printing for the retailers event on 1<sup>st</sup> December, which was seconded by Cllr Garrett, with all in favour.

**1193817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **Rev M Vipond (Christmas Lunch Group) for £150** towards the provision of Christmas lunch for solitary and/or aged townspeople, which was seconded by Cllr Kitching, with all in favour.

**11103817** Cllr J Jones proposed to approve the committee's recommendation to award a Grant to **FAYAP Youth & Arts Centre for £208.00** for the cost of 2 refurbished PC's to help young people after school, which was seconded by Cllr Kitching, with all in favour.

## **12. PLANNING COMMITTEE:**

**The following planning decision was noted:**

**DC/17/1745/FUL Mr & Mrs Fernig – 24 Kings Avenue – Planning Permission**

**DC/17/2142/FUL Mr & Mrs Neill – 19 Kings Avenue – Planning Permission**

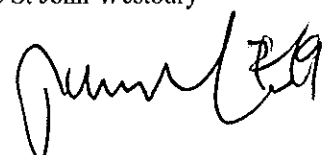
**DC/17/2243/FUL Mr & Mrs Page – 14 Danforth Drive – Planning Permission**

**DC/17/2519/FUL Mrs Owen – 1 Buckmaster Meadow, Station Terrace – Planning Permission**

**The following planning applications were considered:**

**DC/17/2650/FUL Matthew Clarke – The Orchard, Badingham Road- Conversion and extension of double garage to form annexe**

**1213817** The Town Council SUPPORTED the application.



**DC/17/2996/ADN Miss L Packman Taylor Wimpey – Castle Keep, Fairfield Road - Non-illuminated Advertisement Consent -** The sign to be installed is a 'V' set main sign. The information relates to the fact that Taylor Wimpey are developing the land and gives the public name of the site, house types and contact details. It is designed in a 'V' format to face both directions in Fairfield Road  
**1243817** The Town Council SUPPORTED the application.

**DC/17/2813/DRC Mr & Mrs P Hall – Walnut Cottage, New Street –**discharge of conditions 2,4,5,6,7,8,9, and 10 of DC/15/4571/OUT – development of part of garden to provide 4 detached dwellings with associated access, parking, gardens and landscaping  
**1253817** Framlingham Town Council had previously expressed support for this development and noted that Luke Mitchell in his email to SCDC planning (27<sup>th</sup> July, document “01309158.pdf” on the planning website) expressed the view that Condition 10 relating to culverting of a watercourse had not yet been met. Framlingham Town Council urged SCDC to ensure all drainage conditions were fully met.

Cllr Tanner declared a pecuniary interest in the next two items and left the room.

**DC/17/2492/OUT Martin & Last – Land off Vyces Road –** proposed erection of 4 new single-storey dwellings

**1223817** The Town Council OBJECTED to the application, with the following reasons:

- The land was outside the Physical Limits Boundary of the town, as defined in the Neighbourhood Plan (NP),
- The proposal does not meet Suffolk Coastal Development Management Policy DM3 for housing outside the physical limits boundary of existing settlements,
- Therefore in accordance with NP Policy FRAM1, Framlingham Town Council does not support this development.

**DC/17/3192/FUL Mr P Rudd – Saxon Heights, 2 Buttons Corner, Mount Pleasant –** Front and rear extension

**1263817** The Town Council SUPPORTED the application.

Cllr Tanner returned to the room.

➤ **Correspondence:**

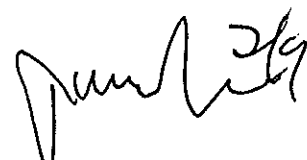
**Suffolk Coastal District Council 7/08**

Letter advising of an Appeal under Section 78 of the Town and Country Planning Act 1990 for DC/16/5341/PN3 Mr N Stearn – Gatewood Farm, Lampards Brook. Noted.

**13. PUBLIC RELATIONS AND MARKETS COMMITTEE:**

**1313817** Cllr Kitching proposed to approve the committee’s recommendation for the purchase of 7 - 4ft x 4ft advertising boards and 2 - 6ft x 2ft plus 1- 4ft x 2ft banners from Leiston Press at a total cost of £580.00 for the Firework Spectacular (Budget 2201), which was seconded by Cllr Clouting, with all in favour.

**1323817** Cllr Kitching proposed to approve the committee’s recommendation to spend up to £400 on glow-products for the Firework Spectacular (Budget 2201), which was seconded by Cllr Clouting, with all in favour.



**14. LANDS COMMITTEE:**

1413817 Cllr Bennell proposed to approve the committee's recommendation to accept the cost of £900 (no increase since 2011) for the annual summer cut of the wildflower area in the cemetery, which was seconded by Cllr Clouting, with all in favour.

1423817 Cllr Bennell proposed to approve the purchase of a new Multi-T lock for the Fens including 4 keys at a total cost of £120.50, which was seconded by Cllr Collins, with all in favour.

**15. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:**

No business.

**16. INFRASTRUCTURE PLAN COMMITTEE:**

Cllr J Jones reported that there had been 2 briefing sessions for residents living close to the proposed Community Centre, another briefing session was due on the Market Hill on 12<sup>th</sup> August and a venue was being sought for a town public meeting for 11<sup>th</sup> October. The Town Council was meeting with the Mills Trust on 8<sup>th</sup> August to finalise matters so dates may need to be changed.

1613817 Cllr J Jones proposed to approve the committee's recommendation to hold a Community Centre Public Information Meeting on Wednesday 11<sup>th</sup> October 7pm – 9pm, venue to be confirmed, which was seconded by Cllr Kitching, with all in favour.

1623817 Cllr J Jones proposed to approve the committee's recommendation to produce a 2 x A4 Community Centre Briefing note to be delivered to all households in the town via Leiston Press at a cost of £439.00, which was seconded by Cllr Kitching, with all in favour.

**17. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA ONLY:**

None.

**18. Date of next Council meeting:**

The next Town Council meeting would be held on **Thursday 7<sup>th</sup> September 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 8.35pm.

