

FRAMLINGHAM TOWN COUNCIL

Draft Minutes of the meeting of the Town Council held at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham on Thursday 2nd February 2017 at 7.30pm

The Chairman advised that the meeting was being recorded.

1. APOLOGIES:

Apologies were received and accepted from Cllr S Hopkins and DCllr P Rous

PRESENT:

Cllrs: Mr J Ashley-Smith, Mrs L Barrett, Ms S Bennell, Mrs L Clouting, Mr S Garrett, Mrs E Jones, Mr J Jones, Mr G Kitching, Mr B Roberts and Mr J Tanner (Chairman)

IN ATTENDANCE:

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

2. MINUTES OF PREVIOUS MEETING:

212217 Cllr Tanner proposed the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Ashley-Smith, 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 11 - planning application DC/17/0039/FUL.

5. ADJOURNMENT:

512217 The Chairman proposed an adjournment for the following items which was approved.

6.1 Police Matters:

It was noted that there was no new Police Report issued on the Police Website this month as two were issued last month.

Cllr Tanner reported that an informal meeting had taken place with Sgt Beresford to discuss policing matters in the town, and in particular parking issues which had been very productive. 13 parking tickets had been issued by PCSO Hassler in the past 2 weeks around the Market Hill area, and a letter sent to all the parents at Sir Robert Hitcham's Primary School reminding them of the regulations in New Road and the dangers of causing obstruction to footpaths, especially during the time when they are dropping off and picking up their children.

Cllr J Jones reported problems with parking at the junction of Station Road and Brook Lane, where cars were parked right up to the junction, causing problems with visibility.

Cllr Kitching noted that the meeting with Sgt Beresford had been really positive and the police had agreed to maximise visibility in the town now the police restructuring process had been completed.

6.2 Report by County Councillor:

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

Cllr Burroughes reported that he had provided a written report to the Suffolk County Council Rights of Way Committee meeting at Endeavour House, supporting the proposed Traffic Regulation Orders. He noted that he was very surprised and disappointed that the Fore Street TRO was refused, as this was a major concern in Framlingham. He felt that action should continue to be taken to fight this matter.

CCllr Burroughes reported on the Stage 2 Consultation of Sizewell C. The County Council felt that all the analyses had not been done, particularly regarding Yoxford and that the report was flawed. EDF Energy was told that "much more meat on the bone" would be needed for Stage 3.

He wished the Town Council all the best for the Neighbourhood Plan Referendum on 9th February.

Cllr J Jones advised that he and the Town Clerk had been present at the TRO Meeting and agreed that there was not a full understanding of the problems in Fore Street. The Town Council had fought the case, and did not agree with the outcome.

CCllr Burroughes had another meeting to attend so left the meeting at this stage.

6.3 Report by District Councillors:

DCllr Hudson reported on the Stage 2 Consultation of Sizewell C. A lot more information was needed regarding safety, roads, health and general well-being. The building of Sizewell C may well affect Framlingham as there would be a large movement of vehicles through this area. On the other hand, it was recognised that the industry was not producing enough electricity presently.

He reported that agreement had been made to merge Waveney District Council and Suffolk Coastal District Council, primarily to save money, and would now become the largest District Council in the country with an area from Felixstowe to Lowestoft.

6.4 Report from Framlingham Business Association rep:

Cllr Kitching reported that he and other Councillors, along with the Town Clerk, had attended the recent FBA meeting held at the end of January and would give a full report to the next PR&Markets Committee Meeting.

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 there would be a Community Group Library Meeting on Monday 6th February from 9.30am – 1pm in Stowmarket. Lesley Clouting would be going and could offer a left to anyone else who wished to attend.

The Citizens Advice Bureau was now holding their Friday morning advice sessions in the Library, which was working very well.

A Friends' fund-raising Soup & Pud Lunch would be held during Fairtrade Fortnight in March.

6.7 Report from Greener Fram/Community Garden rep:

Cllr Bennell reported that the next Swap & Mend would be on Saturday 11th February at the Unitarian Meeting House.

6.8 Public Comment:

- One member of the public was pleased that the Town Council had produced an explanation leaflet relating to the Neighbourhood Plan Referendum which had been delivered to all households in the town, and felt that this was very useful.
- One person commented on the Green Shed planning application DC/16/5386/FUL in Fore Street and felt that 8 houses plus an office was overdevelopment of the site.
- One member of the public raised concerns regarding the state of the roads in Framlingham, especially for cyclists. Particularly bad areas were the junction of Mount Pleasant and College Road, and the roundabout in Well Close Square and felt that Suffolk County Council Highways Department needed to address these issues.

Cllr Tanner advised that the Town Council had set up a Pavements and Cycle-Paths Working Group to address issues. The Town Clerk also advised of the on line reporting tool to report highway matters/damage directly to the SCC Highways Department.

712217 The Chairman proposed to reconvene the meeting, which was approved.

8. CORRESPONDENCE:

There were no items to be considered at this meeting.

9. NEIGHBOURHOOD PLAN UPDATE:

Cllr J Jones reported that polling cards for the Referendum on 9th February had been posted to all addresses in the Neighbourhood Plan area by the Electoral Services Team at Suffolk Coastal District Council. Residents' response to the polling cards/referendum had been mixed with some residents confused as to what exactly they were voting for as the question being asked in the referendum was not shown on the polling card. The question had been publicised on the framlingham.com website and the SCDC website as well as in Framfare along with various posters etc around the town. However, some residents claimed not to have seen it, other residents had assumed that the Neighbourhood Plan had already been approved, and others didn't actually know what the Neighbourhood Plan was.

Therefore, approval was sought from the Electoral Services Team to publish a leaflet helping residents better understand what was required of them, and this had been distributed to every household this week prior to the Referendum.

Cllr Jones noted that it remained to be seen how successful the Town Council would be in getting the Neighbourhood Plan adopted and he awaited with interest the result. Cllr J Jones reminded everyone to vote.

10. TRAINING/CONFERENCES/EVENTS:

No business.

Committee Recommendations and Business:

11. PLANNING COMMITTEE:

Cllr Garrett attended the Suffolk Coastal District Council Planning Committee Meeting on behalf of the Town Council, today, 2nd February 2017, regarding planning application DC/16/4094/FUL Conrad House. Consideration was given, but despite the Town Council's objection, approval was given for this planning application to go ahead.

There were no other planning decisions to be noted.

The following planning applications were considered:

DC/16/5386/FUL 26 Fore Street – Mr North – Demolition of existing buildings and replacement with eight new dwellings, s single B1(a) office, car parking and associated works

(Deadline for response 18th January – extension until 3rd February requested and agreed with SCDC)

112217 The Town Council **OBJECTED** to the application as the housing mix is not in accordance with the Framlingham Neighbourhood Plan Policy FRAM 3 therefore the proposal is not in accordance with specific Policy FRAM 23 and represents overdevelopment of the site - 8 units plus an office again contrary to FRAM 23. Also there are mature trees in close proximity of proposed housing along the south and west boundaries.

Cllr Tanner left the room as he had an interest in the next item.

DC/17/0039/TCA Renat Properties Ltd – Garden in Castle Walk, Castle Street – Pear tree next to garage is damaging garage wall. Proposed to fell. No replacement as garden too small

(Deadline for response 31st January- extension and copy of Structural Survey requested) received with photos.

112217 The Town Council **SUPPORTED** the application.

Cllr Tanner returned to the meeting.

DC/17/0229/TCA Mr S Leeding – Framlingham Bowls Club, Castle Street – To fell Walnut tree to side of Bowling green. The tree had an advanced decay hollow in the main stem which extends over 50% width of trunk.

1132217 The Town Council **SUPPORTED** the application.

12. PUBLIC RELATIONS AND MARKETS COMMITTEE:

1212217 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Graham Sykes Ltd of £354.85 for insurance for the Gravity Go Cart Race 2017 using funds from Budget 2205, which was seconded by Cllr Garrett, with all in favour.

1222217 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Ashted Plant Hire of £540.00 for Traffic Management for the Gravity Go Cart Race 2017 using funds from Budget 2205, which was seconded by Cllr Garrett, with all in favour.

1232217 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from St John Ambulance of £424.32 for first aid cover for the Gravity Go Cart Race 2017 using funds from Budget 2205, which was seconded by Cllr Garrett, with all in favour.

1242217 Cllr Kitching proposed to approve the committee's recommendation to accept the quotation from Synergy Audio of £418.80 for the PA (including PRS licence) for the Gravity Go Cart Race 2017 using funds from Budget 2205, which was seconded by Cllr Garrett, with all in favour.

13. LANDS COMMITTEE:

Cllr Bennell reported that there were no recommendations to be considered, as the last meeting had been cancelled due to a shortage of members available to attend. As there are only five members serving on the committee, (and the quorum is three) she requested that other Councillors consider joining.

14. RIGHTS OF WAY, HIGHWAYS & LIGHTING COMMITTEE:

No business.

15. INFRASTRUCTURE PLAN COMMITTEE:

1512217 Cllr J Jones proposed to approve the committee's recommendation to seek pre-application advice from Suffolk Coastal District Council (Community Hall Project), which was seconded by Cllr Ashley-Smith, with all in favour.

16. 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.

1612217 Cllr J Jones proposed to approve the payment of current invoices, which was seconded by Cllr Clouting, with all 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	12217	Swann's Nursery	Hazel Trees for Fens (agreed Lands Committee)	83.34	16.66	100.00
DD	22217	Mr J Fairweather	Rent for 10 Riverside –February	937.50		937.50
DD	32217	E-On	Electricity supply to Cemetery	9.33	0.47	9.80
DD	42217	E-On	Gas and electricity supply to 10 Riverside	123.58	6.18	129.76
DD	52217	E-On	Electricity supply to Pageant Field	26.16	1.31	27.47
BACS	62217	D C Patricks Big News	EADT	35.20		35.20
BACS	72217	Woodbridge Excelsior Band	Fee for playing at Remembrance Service	100.00		100.00
DD	82217	British Telecom	Calls and charges for 720183	156.73	31.35	188.08
BACS	92217	Elite Tree Services Ltd	Pollarding 6 x Lime trees along front boundary of Churchyard as per agreed quotation (Note: 1x tree could not be completed due to parked car , despite bollards and advance warning notices)	975.00	195.00	1170.00
BACS	102217	Elite Tree Service Ltd	Pollarding 4 x Lime trees at rear of Churchyard as per agreed quotation	750.00	150.00	900.00
BACS	112217	St John Ambulance	Hire of Hall for December	30.00		30.00
BACS	122217	Copy IT Digital Solutions Ltd	Photocopier charges	28.47	5.69	34.16
DD	132217	HSBC	CREDIT CARD PAYMENTS: 05/01/17 Amazon – magnifying glass - £2.49	81.96	6.97	88.93

			05/01/17 Amazon- cart- £25.99 12/01/17 Co-op Cleaning materials – £11.02 14/01/17 Amazon – Binding machine - £42.46			
BACS	142217	R W Curle	UK Power Network cost for electrical work on Pageant Field £1,302.00 New Kiosk to house electrical equipment £1,093.75	2395.75	479.15	2874.90
BACS	152217	K N Coe	Grounds and Property Contract February (paid 28/2)	1520.00		1520.00
BACS	162217	Mr D Smith	Market Supervisor for January	130.00		130.00
DD	172217	O2	Mobile phone contract January	8.34	1.66	10.00
BACS	182217	Heather Harvey	Cleaning contract January	48.00		48.00
BACS	192217	J M Spall	Website Management January	602.00		602.00
BACS	202217	Mrs J Parlone	Contracted hours for January	445.43		445.43
BACS	212217	Mrs A Scott	Contracted hours for January	436.39		436.39
BACS	222217	Mrs E Coe	Contracted hours for February (paid 28/2)	1947.31		1947.31
BACS	232217	HMRC	NI and PAYE for February	852.80		852.80
BACS	242217	Suffolk County Council Pension Account	Pension contributions for February (paid 28/2) Employer £648.64 Employee: £174.22	822.86		822.86
DD	252217	SWALEC	Town Clock electricity supply	17.07	0.85	17.92
BACS	262217	ST John Ambulance	Hire of Hall for January	30.00		30.00
BACS	272217	Hudsons Ltd	Quarterly inspection of Market Hill sockets	96.00	19.20	115.20
BACS	282217	John Jones	Mileage claim	25.00		25.00
BACS	292217	Richard Sammels	Delivery of 1400 NP Leaflets (agreed JT&JJ)	200.00		200.00
BACS	302217	Barnes Rosher Office Solutions	Stationery	86.61	17.32	103.93
BACS	312217	Fram DIY	Materials for repairs and tree work (12.59)	18.84	3.76	22.60
BACS	322217	Framlingham College	Annual rent for Allotments	163.28		163.28
			Total Payments			

1622217 Cllr J Jones confirmed the BACS payments approved at the December meeting had been paid as agreed and the bank print out verified and signed by two Councillors, which was noted.

1632217 The Town Clerk/RFO provided a printout of the balances of all bank accounts which was presented to the meeting by the Chairman and the details noted.

A copy of all the following draft documents had been circulated with the agenda.

DCllr Hudson left the meeting at this point.

1642217 Cllr J Jones proposed to approve the committee's recommendation to replace 'Planning Committee' with 'Town Council' in the Planning Committee's Terms of Reference relating to Communications, which was seconded by Cllr Garrett, with all in favour.

1652217 Cllr J Jones proposed to approve the committee's recommendation to accept the Town Council Contracts and Delegated Powers (Scheme of Delegation) documents – which had been available to view prior to the meeting, which was seconded by Cllr Garrett, with all in favour.

1662217 Cllr Tanner proposed a resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted, which was seconded by Cllr Garrett, with all in favour.

Members of the public and press and Mrs Scott (Office Assistant) left the room.

➤ **Annual Appraisals**

It was noted that the Annual Appraisals for the Office Assistants had been carried out along with the annual Review of Contracts, Job Descriptions and Pay in accordance with the Finance Committee Terms of Reference.

1672217 Cllr Tanner proposed to approve the revised Job Descriptions for the Office Assistants and revised Statement of Employments along with the Annual Appraisals, which was seconded by Cllr Roberts with all unanimously in favour.

The Town Clerk/RFO left the room at this point

It was noted that the Annual Appraisal for the Town Clerk/RFO had been carried out along with the annual Review of Contract, Job Description and Pay in accordance with the Finance Committee Terms of Reference.

1682217 Cllr Bennell proposed to approve the revised Job Description for the Town Clerk/RFO, with no changes to the Contract, which was seconded by Cllr Tanner with all unanimously in favour.

1692217 Cllr Bennell proposed to approve an increase from SCP37 to SCP38 from 1st April 2017 for the Town Clerk/RFO which was seconded by Cllr Tanner with all unanimously in favour.

Mrs Scott (Office Assistant) and Mrs Coe (Town Clerk/RFO) returned to the room.

➤ **Future arrangements for the Town Council Office**

Cllr Clouting had a partial dispensation for one year to allow her to speak but not vote (agreed at the Full Town Council Meeting on 5th January 2017) so left the meeting before the main debate and vote.

There followed some discussion and it was agreed that a meeting would be held with those involved as soon as possible.

16102217 Cllr Tanner proposed to approve the terms of a 3 year fixed cost lease, which was seconded by Cllr Kitching with all unanimously in favour.

16112217 Cllr Tanner proposed to delegate to the Finance Committee any decisions required to expedite the process, which was seconded by Cllr Jones with all unanimously in favour.

This would be an agenda item for further discussion and formal announcement at the next Full Council meeting on 2nd March.

Cllr Clouting returned to the meeting.

Members of the Public and Press were invited back to the room.

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

- Cllr John Ashley-Smith announced his resignation as a Town Councillor for personal reasons and thanked everyone for their support and encouragement during his term of office.
Cllr Tanner presented Cllr Ashley-Smith with a Certificate of Recognition and a round of applause followed.

18. Date of next Council meeting:

The next Town Council meeting would be held on **Thursday 2nd March 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.

Meeting closed at 9.05 pm.