

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
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TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CILCA AICCM PSLCC DPS
townclerk@framlingham.com

DEPUTY TOWN CLERK

James Overbury
CILCA BA (HONS)
dtc@framlingham.com

27th April 2022

MEMBERS OF THE TOWN COUNCIL:

**Cllr C Eastwood – Chair, Cllr S Garrett – Vice Chair,
Cllr J Culemann, , Cllr P Dean, Cllr T Higham, Cllr M Hine,
Cllr J Jones, Cllr C Ramsey-Bennett, Cllr A Seinet and Cllr N Williamson**

You are hereby summoned to attend a meeting of the **Town Council**
to be held on

Wednesday 4th May 2022 at 7.00pm in The United Free Church Hall, Riverside, Framlingham
for the transaction of the business on this Agenda.

Public Attendance:

Members of the public and press are welcome to join the meeting in person or via zoom and will be invited to speak under item **13.8** of the Agenda.

Join Zoom Meeting

<https://us06web.zoom.us/j/88638603592?pwd=bVErSUwxKzgxZDcwWitEcjQ4a3lUdz09>

Meeting ID: 886 3860 3592

Passcode: 314406

Please note this meeting may be recorded

Yours Faithfully,

Eileen A Coe (Town Clerk/Responsible Financial Officer)

Annual Framlingham Town Council Meeting – Wednesday 4th May at 7.00pm

Agenda

- 1. Election of Chair** and signing of Declaration of Acceptance of Office
- 2. Present:**
- 3. In attendance:**
- 4. Apologies** – to receive and accept apologies for absence
- 5. Election of Vice-Chair:**
- 6. Election of Finance Chair:**
- 7. Appointment of Committees and Membership:**
(except the Finance and HR Committee which will be made up of the Chairs of Committees when elected, plus any others to be nominated at the next meeting on 1st June– up to a maximum of 9 members)

Lands and Markets Committee

Highways Rights of Way and Parking Committee

Planning and Environment Committee

Strategy and Development Committee

Communication, Events and Partnership Committee

- 8. To note the current Town Council nominated persons for other organisations as required by their constitutions:**

The Pryke Trust – currently Mrs Gwen Etheridge*

The Mills Charity – Mr J Tanner*

Sir Robert Hitcham's Almshouse Charity – Mr I Moore* Cllr J Culemann and Mr T Gilder*

Parish Tree Warden – Ms S Bennell*

- 7.To appoint Town Council representatives for other organisations:**

Suffolk Libraries IPS – currently Cllr M Hine

Citizens Advice Bureau – currently Mrs E A Coe (Town Clerk/RFO)

Framlingham Business Association – currently Cllr M Hine and Cllr J Jones

Castle Community Rooms Fundraising Committee – currently Cllr Hine

Framlingham Fairtrade – currently Cllr Hine

Suffolk Association of Local Councils -

- 8.To note Deeds and Documents in the custody of the Town Council**

9. General Power of Competence:

To confirm that the Town Council meets the criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is eligible to undertake activities using the General Power of Competence

10. To receive declarations of interest (please note declarations must be made verbally at the appropriate time and will be entered in the Interest Book.)

11. To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)

12. Minutes of Previous meeting – to be confirmed and signed as an accurate record

13. Adjournment – the Chairman will adjourn the meeting for the following:

13.1 Police Report

13.2 Report on attendance at recent Police Meetings – Town Clerk

13.3 Report by County Councillor

13.4 Report by District Councillors

13.5 Report from PCC on the Castle Community Rooms project

13.6 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine

13.7 Report by Fairtrade Representative – Cllr M Hine

13.8 Public Comment – to receive and note comments from members of the public present, through the Chair only

14. Reconvene – the Chairman will reconvene the meeting:

15. Correspondence – to consider any correspondence received for this meeting as detailed below:

15.1 Sir Robert Hitcham's Almshouse Charity

Letter advising that two of the Town Council nominated Trustees (Terry Guilder and Ian Moore) are approaching the end of their four year term of office and have expressed a willingness to continue if the Town Council are in agreement.

16. Attendance at events, conferences and training:

17. Covid Response Team:

18. To consider applications for the co-option of a Town Councillor:

- Mark Benbow

19. Planning and Environment Committee:

19.1 To note any planning decisions received prior to the meeting:

19.2 To consider any Planning Applications received prior to the meeting:

19.3 To approve the Committee's recommendation to amend and update all terms of references across the Town Council by including this clause in all terms of references:~

Ensure the environmental impacts of actions are considered with particular regard to the climate emergency declared by the Town Council in 2021. Wherever possible ensure that actions have a positive

impact on reducing waste, enhancing the natural environment and mitigating the impacts of climate change.

19.4 Report on progress of DC/20/3326/OUT and consider any further budgetary implications

19.5 Matters of report and items of information only.

20. Communication, Events and Partnerships Committee:

20.1 To approve the committee's recommendation that a budget of £1500 be allocated from Budget 2210 (People and Places Project Grant) for a Sunday Artisan Market to be held on Sunday 14th August for costs such as a road closure, first aid cover and PR.

20.2 To approve the committee's recommendation to accept the quotation from Effective Advertising Gifts of £890 + vat for 500 single colour Jubilee commemorative mugs from Budget 2205 (Community Events), to be refunded by sponsorship/grants

20.3 Matters of report and items of information only

21. Highways, Rights of Way and Parking Committee:

21.1 To approve the cost of £150.00 to Suffolk County Council for the Street Furniture Licence for erection of CCTV on lamp posts in the town from CIL Budget EMR 358.

21.2 To approve the draft Risk Assessment for Pathway Obstruction Clearance

22.3 Matters of report and items of information only:

22.Strategy and Development Committee:

22.1 To approve the committee's recommendation to grant a sum of £100k to Castle Community Rooms from Local CIL, subject to clarification of legal advice from ESC and consultation with the public on the matter in the form of a survey.

22.2 Matters of report and items of information only:

23. Lands and Markets Committee:

23.1 Matters of report and items of information only.

24. Finance and HR Committee:

24.1 To confirm BACS payments approved at the April meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

24.2 To approve the payment of current invoices

24.3 To note the details of all Bank Accounts

24.4 Matters of report and items of information only

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

26. Date and time of the next Full Council Meeting:

Wednesday 1st June 2022 at 7.00pm –United Free Church, Riverside, Framlingham