

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

TOWN COUNCIL OFFICE  
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TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

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**25<sup>th</sup> May 2022**

## MEMBERS OF THE TOWN COUNCIL:

**Cllr C Eastwood – Chair, Cllr S Garrett – Vice Chair,  
Cllr M Benbow, 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 1<sup>st</sup> June 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 **5.7** of the Agenda.

## Join Zoom Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/87487366117?pwd=NEIZcWqrMjhSMEp2bmx3ZTZkwSIF6QT09>

Meeting ID: 874 8736 6117

Passcode: 775945

**Please note this meeting may be recorded**

Yours Faithfully,

Eileen A Coe (Town Clerk/Responsible Financial Officer)

**Framlingham Town Council Meeting – Wednesday 1<sup>st</sup> June at 7.00pm**  
**Agenda**

1. **Apologies** – to receive and accept apologies for absence
2. **To receive declarations of interest** (please note declarations must be made verbally at the appropriate time and will be entered in the Interest Book.)
3. **To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)**
4. **Minutes of Previous meeting** – to be confirmed and signed as an accurate record
5. **Adjournment** – the Chairman will adjourn the meeting for the following:
  - 5.1 **Police Matters**
    - 5.1.1 **Report on attendance at recent Police Meetings – Town Clerk**
  - 5.2 **Report by County Councillor**
  - 5.3 **Report by District Councillors**
  - 5.4 **Report from PCC on the St Michael's Rooms (Castle Community Rooms) project**
  - 5.5 **Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine**
  - 5.6 **Report by Fairtrade Representative – Cllr M Hine**
  - 5.7 **Public Comment** – to receive and note comments from members of the public present, through the Chair only
  - 5.8 **Reports from organisations for which the Town Council nominates a Trustee – as agreed at the last meeting:**
    - The Mills Charity**
    - The Pryke Trust**
    - Sir Robert Hitcham's Almshouse Charity**
    - Lanman Museum**
6. **Reconvene** – the Chairman will reconvene the meeting:
7. **Correspondence** – to consider any correspondence received for this meeting as detailed below:
  - 7.1 **East Suffolk Council**

Email advising that the initial consultation period ended on 1 April 2022 and the Member Working Group have been considering the responses to that consultation to agree draft recommendations which will be taken to Council on 25 May 2022. Assuming that Council approves those draft recommendations, we will be opening the second stage of consultation on **30 May** which will run until **8 July**.
8. **Attendance at events, conferences and training:**
9. **Covid Response Team:**
10. **Appointment of FHR Committee membership:**

To note membership of the FHR Committee and to consider any further members:  
Cllr J Culemann, Cllr C Eastwood, Cllr S Garrett, Cllr M Hine and Cllr J Jones.

**HR- Sub Committee:** Cllr M Benbow, Cllr J Culemann, Cllr P Dean and Cllr J Jones

## **11. Planning and Environment Committee:**

**11.1** To note any planning decisions received prior to the meeting:

**11.1.1 DC/20/3326/OUT** - Land At Victoria Mill Road Framlingham  
FTC Objected ESC Refused Planning Permission.

**11.1.2 DC/22/0766/FUL** Countess Wells Farmhouse New Road IP13 9JE  
Extension to form garden room  
FTC Supported ESC granted Planning Permission.

**11.2** To consider the following Planning Application and any others received prior to the meeting:

### **11.2.1 DC/22/1465/LBC -27 Castle Street – IP13 9BP**

Listed Building Consent - 1. Extend or renew LBC granted June 2019 subject to a condition that it be commenced within 3 years i.e. June 2022. It is now April 2022 and it has not been commenced due to the pandemic, and it will not be commenced before June this year. I hope to get a contractor this summer but it may not be until summer 2023. The consent is to remove the existing pebbledash and re-render in smooth render 2. Add a sundial on the south (street-facing) front of the house. This is one of the faces to be re-rendered. This has been the subject of pre-application advice, reference DC/21/4534/PREAPP -Previous application (FTC Supported: DC/19/2423/LBC)

### **11.2.2 DC/22/1505/FUL The Old Bacon Factory Woodbridge Road IP13 9LL**

Siting of demountable accommodation for use by Hour Community Charity

**11.3** Matters of report and items of information only.

## **12. Communication, Events and Partnerships Committee:**

**12.1** To consider a financial contribution towards the purchase of Jubilee bunting erected around the town by Bill Bulstrode and to note contributions from retailers and FBA

**12.2** Matters of report and items of information only

## **13. Highways, Rights of Way and Parking Committee:**

**13.1** Matters of report and items of information only:

## **14.Strategy and Development Committee:**

**14.1** Castle Community Rooms - update on response from ESC regarding legal issues

**14.2** Matters of report and items of information only:

## **15. Lands and Markets Committee:**

**15.1** To approve the committee's recommendation of the purchase of two chat benches for the Fens at a cost of £1,322.00 from Orwell Mencap using the East Suffolk Small Grant Fund grant of £1,135.95 with the shortfall of £186.05 from Budget 1622..

**15.2** To approve the committee's recommendation to appoint a self-employed Caretaker/Cleaner for the Pavilion on the Pageant Field from Monday 6<sup>th</sup> June under an Annual Contract at a cost of £50 per week to open/close the toilets 7 days a week, checking the facilities are in good order and reporting any issues to the Town Clerk and to clean the meeting room fortnightly as well as carrying out the fire alarm checks, including checking facilities and reporting any issues to the Town Clerk at a cost of £30 per fortnight. Other additional agreed work at £15 per hour with emergency call outs at £20 per hour, from Budget 1510

**15.3** Matters of report and items of information only.

## **16. Finance and HR Committee:**

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

**16.2** To approve the payment of current invoices

**16.3** To note the details of all Bank Accounts

**16.3** To consider and approve responses on the Annual Governance Statement for the year ending 31<sup>st</sup> March 2022

**16.4** To approve the Statement of Accounts for the year ending 31st March 2022 (to be signed by the Chairman and Town Clerk/RFO)

**16.5** To approve the Balance Sheet for the year ending 31st March 2022 (to be signed by the Chairman and Town Clerk/RFO)

**16.6** To approve the committee's recommendation to adopt the new Code of Conduct 2020 in its entirety

**16.7** To approve the committee's recommendation to accept the revised Terms of Reference for Committees and Sub-Committees.

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

**18. Date and time of the next Full Council Meeting:**

**Wednesday 6<sup>th</sup> July 2022 at 7.00pm –United Free Church, Riverside, Framlingham**