

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
Framlingham
Suffolk IP13 9BH**

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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

30th November 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 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 7th December 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 **5.8** of the Agenda.

Join Zoom Meeting:

<https://us06web.zoom.us/j/87878017046?pwd=ZU5lZ2RoN1RBbGZSdTJyVkr4bjZ6UT09>

Meeting ID: 878 7801 7046

Passcode: 359401

Please note this meeting may be recorded

Yours Faithfully,

James Overbury
Deputy Town Clerk

Framlingham Town Council Meeting – Wednesday 7th December 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. Dispensations:**
 - 3.1 To note current Dispensations (valid until next Election in May 2023)**
Cllr Hine – Castle Community Rooms - Full
 - 3.2 To consider any new Dispensation requests (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. To consider applications for the casual vacancy for Town Councillor**
- 6. Adjournment** – the Chairman will adjourn the meeting for the following:
 - 6.1 Police Matters**
 - 6.1.1 Report on attendance at recent Police Meetings**
 - 6.2 Report by County Councillor**
 - 6.3 Report by District Councillors**
 - 6.4 Report from PCC on the St Michael's Rooms (Castle Community Rooms) project**
 - 6.5 Report from Castle Community Rooms Fundraising Committee representative – Cllr M Hine**
 - 6.6 Report by Fairtrade Representative – Cllr M Hine**
 - 6.7 Report by Framlingham Business Association representative**
 - 6.8 Public Comment** – to receive and note comments from members of the public present, through the Chair only
- 7. Reconvene** – the Chairman will reconvene the meeting:
- 8. Correspondence** – to consider any correspondence received for this meeting as detailed below
- 9. Attendance at events, conferences and training:**
 - 9.1 To approve SALC RFO training for up to 5 sessions for RFO and (deputy) Clerk at cost of £30.00 each session maximum cost £300.00**
- 10. Covid Response Team:**
- 11. Planning and Environment Committee:**
 - 11.1 To note any planning decisions received prior to the meeting:**
 - 11.1.1 DC/22/3030/FUL**
Alterations and two storey extension to existing dwelling
9 The Knoll Framlingham Suffolk IP13 9DH

FTC Supported, Planning permission granted

1.1.2 DC/22/3431/FUL

Conversion of existing outbuilding/store to garden room
34A Market Hill, Framlingham, Woodbridge, Suffolk, IP13 9BA,

FTC supported planning permission granted.

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

11.3 Report on VMR planning application by Leaper and to consider whether to take further legal advice.

11.4 Matters of report and items of information only.

12. Communication, Events and Partnerships Committee:

12.1 To approve the Committees recommendation to approve the following revised risk assessments:

- Event Management Plan
- Event Risk Assessment

12.2 To consider responses to the sound and light event

12.3 Matters of report and items of information only

13. Highways, Rights of Way and Parking Committee:

13.1 To approve the Committees recommendation to accept the quotation from Like Electrical to fit more lights on Pig's meadow for the sum of £2,500 + VAT from the LED light replacement underspend (EMR 356),

13.2 To approve the Committees recommendation to approve the review of the following Risk assessments:

- Rights of Way Walks
- Volunteer activities/Footpath Warden
- Speed Indicator Device

13.2 Matters of report and items of information only:

14. Lands and Markets Committee:

14.1 To approve the Committees recommendation to approve the following revision of risk assessments:

- Allotments
- Jeaffreson's Well
- Fens
- Cemetery
- Pageant Pavilion
- Pageant Field Play field play equipment

- Churchyard
- Tuesday and Saturday Markets
- Pageant Field

14.2 To approve the Committees recommendation that up to £900.00 be spent with ‘Drain Doctor’ to repair the Pavilion drain from budget 1504.

14.3 Matters of report and items of information only:

15 Strategic and Development Committee

15.1 To consider the SAD committees proposal that the Town Council funds the Hour Community £23,500 from local CIL to purchase an adapted vehicle.

15.2 Matters of report.

16. Finance and HR Committee:

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

16.2 To note the details of all Bank Accounts

16.3 To approve the payment of current invoices

16.4 To approve the committee’s recommendation for the Deputy Town Clerk (James Overbury) to apply for an HSBC credit card on behalf of the Town Council. The Town Clerk would cancel the current card at the end of the month

16.5 A resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for item 15.6 because of the confidential nature of the business to be transacted

Members of the Public, Press and Town Clerk and Deputy Town Clerk will be requested to leave the meeting.

16.6 To note the NALC/LGA 2022-2023 National Salary Award to be implemented from 1st April 2022. (An increase of £1 an hour across the board for all staff) Backdated pay to be implemented within the normal December payroll.

Members of the public and staff may return to the meeting

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

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

Wednesday 4th January 2023 at 7.00pm – United Free Church, Riverside, Framlingham