

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

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

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:  
[www.framlingham.com](http://www.framlingham.com)



TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

**Mrs Eileen A Coe**  
CILCA AICCM PSLCC DPS  
[townclerk@framlingham.com](mailto:townclerk@framlingham.com)

DEPUTY TOWN CLERK

**James Overbury**  
CILCA BA (HONS)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**28th December 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 4<sup>th</sup> January 2023 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 **6.8** of the Agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/88598389380?pwd=VGpRd1Z0UjU5UjFweXVPWFIIYUJJEQT09>

Meeting ID: 885 9838 9380

Passcode: 957515

**Please note this meeting may be recorded**

Yours Faithfully,

James Overbury  
Deputy Town Clerk

**Framlingham Town Council Meeting – Wednesday 4<sup>th</sup> January 2023 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:**
10. **Covid Response Team:**

To consider reinstating the screens in the Town Council meeting room.

**11. Planning and Environment Committee:**

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

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

**11.2.1 DC/22/4877/FUL**

Single storey extension forming new entrance hall and utility room  
Stanford House 30 Castle Street Framlingham Woodbridge Suffolk IP13 9BS

### **11.2.2 DC/22/4877/LBC**

Single storey extension forming new entrance hall and utility room  
Stanford House 30 Castle Street Framlingham Woodbridge Suffolk IP13 9BS

11.3 Report on VMR planning application by Leaper and to consider any developments over the Christmas period.

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 documents required for the Town Centre CCTV**

- CCTV use Policy
- ICO risk assessment
- ICO Data Protection Impact Assessment

12.3 Matters of report and items of information only

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

**13.1** To consider the HRP Committee's recommendation that it pay Snapfast £6,240.61 (from local CIL EMR 356) as a final payment for the street lamp led conversion.

13.2 Matters of report and items of information only:

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

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.

16.1.1 to note the salary payments including new staff

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

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

16.4 To approve the Town Council budget for 2023-2024 amounting to £184,752

16.4 To agree the Town Precept figure for 2023-24 – see paper attached.

16.5 to approve Committee's recommendation to approve the Financial and Management control Risk Assessment.

**17. 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.**

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

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

**Wednesday 1<sup>st</sup> February 2023 at 7.00pm – Castle Community Rooms**