

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN CLERK
James Overbury
townclerk@framlingham.com

TOWN COUNCIL OFFICE
**10c Church Street
Framlingham
Suffolk IP13 9BH**
TELEPHONE: 01728 720183
www.framlingham.com

DEPUTY TOWN CLERK
Lydia Kirk
dtc@framlingham.com
RESPONSIBLE FINANCIAL OFFICER
Alan Davidson
finance@framlingham.com

28th March 2023

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 FitzHigham, Cllr M Hine,
Cllr C Bennett, Cllr C Rowell, Cllr A Seinet and Cllr N Williamson**

You are hereby summoned to attend a meeting of the **Town Council**
to be held on **Wednesday 5th April 2023 at 7.00pm in The Castle Community
Rooms**

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** of the Agenda.

Join Zoom Meeting

<https://us06web.zoom.us/j/83885629306?pwd=R1pOYnJmMkN4dFBiTDJIZVo0dithZz09>

Meeting ID: 838 8562 9306

Passcode: 199145

Please note this meeting may be recorded

Yours Faithfully,

James Overbury
Town Clerk

AGENDA for the Framlingham Town Council meeting.
To be held at 7:00pm on Wednesday 5th April in the Castle Community Rooms

Present

In attendance

- 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. Adjournment** – the Chair will adjourn the meeting for the following:
 - 5.1 Police Matters**
 - 5.1.1 Report on attendance at recent Police Meetings**
 - 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 Report by Framlingham Business Association representative**
- 6. 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.
 - 8.1 Letter from resident re volunteering**

8.2 Letter from Rainbows thanking FTC for grant.

9. Attendance at events, conferences and training:

10 Covid Response Team.

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/23/0950/FUL

Construction of a rear single storey extension following demolition of existing rear structure

7 Albert Road, Framlingham, Woodbridge, Suffolk, IP13 9EQ,

11.2.2 DC/23/1159/FUL

Garage, garden store and garden room

The Bungalow, Coles Green, Framlingham, Woodbridge, Suffolk, IP13 9LF

11.2.3 DC/23/1165/FUL

Existing garage to be extended to the rear, small flat roofed extension to the front, addition of a glazed french door and projecting timber pergola and decking

13 Norfolk Crescent, Framlingham, Woodbridge, Suffolk, IP13 9EW,

11.2.4 DC/23/1166/FUL

Single storey extension to front, raise existing flat roof and internal alterations

Autumn Lee, 27 Badingham Road, Framlingham, Woodbridge, Suffolk, IP13 9HS

11.3 Report on the Victoria Mill Road development.

11.4 Environmental issues

11.5 Update on DC/22/4945/FUL

115 College Road Framlingham Woodbridge Suffolk IP13 9EU

11.6 Power outages in Framlingham

11.7 Matters of report and items of information only.

12. Communication, Events and Partnerships Committee:

12.1 To agree a budget for the Coronation events.

12.2 To consider the Committees recommendation to hire a projector and screen at a cost of £1,988 from budget 2205 for the coronation.

12.3 To consider the Committees recommendation that it purchases six double page spreads in 'FramFare' at a cost of £720.00

12.4 List of organisations Councillors are asked to foster.

12.5 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. Lands and Markets Committee:

14.1 Tree Survey

To consider the Committees recommendation Council that Hayden's Arboricultural Consultants be commissioned to undertake the 2023 Tree Survey at a cost of £2988.50 from budget 1613, and the works to be scheduled for September/October

14.2 Pavilion Toilet Cleaning Contract

To consider the Committees recommendation that the Toilet Cleaning contract with NORSE should be terminated with immediate effect and the work transferred to The Pavilion Caretaker.
(this should save around £800 a year.)

14.3 Matters of report and items of information only:

15 Strategic and Development Committee:

15.1 To consider and agree revisions to the strategic plan

15.2 Matters of report.

16. Finance and HR Committee:

16.1 To confirm BACS payments approved at the March 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 CIL report

16.5 Software Requirements

To consider the Finance Committee's recommendation to purchase four Microsoft 365 subscriptions at a cost of £9.40 per month per licence (£451PA) from budget 1126.

16.6 IT Support

To consider the Finance Committee's recommendation to engage JamTek Ltd for IT support at a rate of £50.00 per month – rolling monthly contract from budget 1127

16.7 Investment options for approval

16.7.1 Approve investments option recommendations

16.8 Approval of Bank account administration changes

16.8.1 Merge HSBC bank current accounts

16.8.2 Approve change of HSBC primary user from Eileen Coe to Alan Davidson as RFO

16.8.3 Approve change in signatories for Nationwide BS from Eileen Coe and John Jones to Alan Davidson and James Overbury.

16.9 Matters of report

to call for more Councillors to join the HR sub committee at the next FCM

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

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

7:00 pm Wednesday 10th May AGM 2023
United Free Church Riverside