

## **Minutes of the Framlingham Town Council Meeting held on Thursday 3<sup>rd</sup> March at 7.00pm**

**Present:** Cllrs J Culemann, P Dean, C Eastwood (Chair), J Jones, N Williamson, S Pepperdine, T Higham, M Hine, and S Garrett.

**In Attendance:** Mrs E Coe (Town Clerk/RFO), Mr J Overbury (Deputy Clerk), CCllr S Burroughes, DCllr L Freeman and three members of the public.

### **1. Apologies** DCllr Cook

### **2. Minutes of Previous meeting**

Cllr Jones commented on the fullness of the minutes but did not wish to amend them.

**FCM-22-03-13 1 Cllr Eastwood proposed** that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Higham and with one vote against and eight in favour the minutes were approved.

### **3. Dispensation requests received**

No new requests received.

### **4. Declarations of interest**

None.

### **5. Adjournment: The Chair adjourned the meeting for the following items:**

#### **5.1 Police Matters**

No written report received this month.

##### **5.1.1 Report on attendance at recent Police Meetings – Town Clerk**

The Town Clerk reported that the next Police Locality meeting would be held on the 15<sup>th</sup> March which she would be attending. However, it was limited to only one representative of each parish. If any Councillor wished to attend she asked that they contact her asap so that she could make arrangements.

#### **5.2 Report by County Councillor**

CCllr Burroughes reported on his written report circulated prior to the meeting. He added by reporting that key parts of the third river crossing at Lowestoft had been delivered. Turning to the situation in the Ukraine he advised that the District Council had utilized its break clause with the Russian owned Gas supply company Gazprom and had cancelled its energy contract with them.

He advised people wishing to help those in the Ukraine should first contact the Red Cross. Local collection points were publicised on the County and District Council's websites.

### 5.3 Report by District Councillors

**Cllr Freeman** asked for help and support in resolving the ongoing issues with a dilapidated house on College Road. Cllr Higham offered to email some suggestions regarding listing the building.

### 5.4 Report from PCC on the St Michael's Rooms (Castle Community Rooms) project

A short written report had been circulated prior to the meeting.

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

**Cllr Hine** read from a report and noted that £17,500 had been raised by public subscription since the launch of the new website. There was to be an online 'Detectorists' Auction of relics from the building conducted by Clarke and Simpson beginning 25<sup>th</sup> March. The wall of friends was building in numbers.

### 5.6 Report by Fairtrade Representative – Cllr M Hine

**Cllr Hine** reported that Fair Trade fortnight was due to end shortly following events in the town and Co-op.

### 5.7 Public Comment

One member of the public expressed dissatisfaction with the communication by the Town Council regarding comments they had raised at previous meetings, and questioned why the Town Council was spending money on external contractors. Cllr Eastwood stated that the Town Council would respond. Another member of the public supported the previous person's comments as they also felt that the Town Council did not give answers to questions which satisfied them. The person continued by criticising Councillors' responses to the Leaperland Planning Application and felt that they were behaving unprofessionally by criticising the District Councils professionalism.

The representative from Hour Community thanked the Town Council for helping with issues relating to the explanation on the funding of Castle Community Rooms on the group's website. They asked if the Town Council would support an application to make the Westbury Centre an Asset of Community Value. Cllr Garrett agreed to place this on the agenda of the next meeting of the PAE committee.

**6. Reconvene.** The Chair reconvened the meeting.

### 7. Correspondence

None for this meeting

#### 7.1 Dominic Carter

**Cllr Eastwood** noted the resignation of D Carter and said that a letter of thanks had been sent.

## 7.2 East Suffolk Council

Communication regarding a Community Governance Review – A CGR provides councils with an opportunity to review and make changes to community governance arrangements:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements of parishes such as number of councillors and parish warding
- The grouping of parishes under a common parish council or the de-grouping of parishes

Deadline for comments 1<sup>st</sup> April 2022

**It was agreed** to discuss this matter further informally by Councillors and then to consider further at the Strategy and Development Committee meeting on 23 March. The Town Clerk would ask ESC if the Town Council's response would be accepted after the deadline of 1 April as the next meeting for the Full Council would be on 6 April. Should this not be forthcoming an extraordinary Full Council meeting would be arranged to allow the Full Council to approve any recommendations to the review.

## 8. Attendance at events, conferences and training:

**FCM-22-03-13 2 Cllr Eastwood proposed** that Cllr Dean be funded to attend the SALC modules, 3,4,5 and 6 at a cost of £100 and Cllr Williamson attend modules 3 and 5 at a cost of £52.00 which was seconded by Cllr Higham with all in favour.

## 9. Covid Response Team:

**Cllr Eastwood reported** that the case numbers had reduced but also the level of testing had reduced.

**10. To consider applications for the co-option of a Town Councillor** following notification that the period in which 10 or more residents can call a By-Election has passed.

**It was agreed** to defer this item to the next meeting.

## 11. Planning and Environment Committee:

11.1 Planning decisions received prior to the meeting:

### **DC/21/5143/LBC**

Erect single storey rear extension. Demolish existing larder extension and insert window in door opening

26 Double Street Framlingham Woodbridge Suffolk IP13 9BN

**FTC Supported Planning Permission Granted**

**Noted.**

### **11.1.2 DC/21/5167/FUL**

Change of use from retail A1 to restaurant A3 for use in conjunction with existing restaurant at 3B Church Street, Framlingham.

Old Fire Station Crown And Anchor Lane Framlingham Suffolk IP13 9BL

**FTC Supported, Planning Permission Granted**

**Noted.**

#### **11.1.3 DC/21/5540/FUL**

Conversion of existing loft space over cartlodge from storage to home office.

The Lodge Rookery Farm Saxmundham Road Framlingham Woodbridge Suffolk IP13 9PH

**FTC Supported Planning Permission Granted.**

**Noted.**

### **11.2 Planning Applications received prior to the meeting:**

#### **11.2.1 DC/22/0592/FUL**

Single storey front extension - approx 7.7M x 1.35M Two storey side extension (over and in front of existing side extension) - approx 7.35M x 2.0M Two storey rear extension - approx 5.9M x 3.95M, with single storey section to West side - approx 1.65M x 3.95M To be built using traditional materials in keeping with existing. Existing gap of approx 1m to be retained along the side of the property to allow access to rear garden.

22 Kings Avenue Framlingham Woodbridge Suffolk IP13 9HD

**It was agreed** to consider this application at the next meeting of the PAE committee.

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

**Cllr Garrett reported** that legal advice had been obtained on the Leaperland application and this would be discussed at a Extraordinary Full Council meeting on 9<sup>th</sup> March. Cllr Jones asked that the Communication Strategy relating to the issue be agreed at that meeting.

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

**12.1 FCM-22-03-03 3 Cllr Hine proposed** to approve the committee's recommendation to commission Adecco to provide 25 hours data entry at £18.01 per hour (total £450.25 from the Website budget agreed) subject to interviewing suitable candidates., which was seconded by Cllr Higham with all in favour.

**12.2** To approve the committee's recommendation to spend up to £1,800 on up-front costs for the Queen's Platinum Jubilee Celebrations from Budget 2110, a percentage of which to be repaid through sponsorship.

This item was withdrawn

**12.3 FCM-22-03-03 4 Cllr Hine proposed to** approve the quotation from SR Epic Sound and Lighting for the provision of a PA, Sound system and Stage for the Party on the Pageant Event on 5<sup>th</sup> June at a cost of £1,500.00 (discounted by £200) from Budget 2110. Funding agreed via Cllr Cook and Cllr Freeman's Locality Budget, which was seconded by Cllr Jones with all in Favour.

**It was agreed to minute** the Town Council's thanks to DCllr Cook, DCllr Freeman and the Town Clerk for their efforts on this matter.

**12.4 FCM-22-03-03 5 Cllr Hine proposed to** approve the purchase of 500 Jubilee mugs and 100 Jubilee T Towels to be designed by SRHP School children (Mugs to be given to SRHP School children and Mills Meadow residents – the rest to be sold at the Party on the Pageant Event and afterwards) at a total cost of £1,300 plus VAT from Budget 2110, to be repaid through grant funding/sponsorship and sales, which was seconded by Cllr Garrett with all in favour.

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

**Cllr Hine reported** that work on the new Website was progressing.

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

**13.1 FCM-22-03-03 6 Cllr Eastwood proposed to** approve the committee's recommendation to approve the quotation from Suffolk Coastal Norse of £1,845.00 for additional street cleaning services (1 hour per day plus litter picking on the Fens and Pageant Field from 1<sup>st</sup> April – 31<sup>st</sup> October 2022) from Budget 1647, which was seconded by Cllr Dean with all in favour.

**13.2 FCM-22-03-03 7 Cllr Eastwood proposed to** approve the committee's recommendation that a deposit of £500.00 be paid to Ash Electrical as a deposit for the new lighting at the Fens and Pig's Meadow, from CIL356, which was seconded by Cllr Higham with all in favour.

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

Cllr Eastwood reported that the next Rights of Way Walk would be held on 2<sup>nd</sup> April. He added that SCC were to begin works on replacing the street lights owned by SCC with LED bulbs. Cllr Williamson confirmed that this had begun.

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

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

**Cllr Jones reported** that there had been no meeting in February. He reported that there had been a successful bid to ESC for ESTI funding to the value of £10,000.

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

**15.1 FCM-22-03-03 8 Cllr Culemann proposed to** approve the committee's recommendation to accept the quotation from Kindlewood at £1,275 + vat for the felling of lime tree T4 and T5 and £1,275 for the felling of lime tree T2 and T1 from Budget 1613 (2022-2023 Budget), which was seconded by Cllr Williamson with all in favour.

**15.2 FCM-22-03-03 9 Cllr Culemann proposed to** approve the committee's recommendation that the current charges for regular bookings of the Pageant Field Pavilion of £15 per 4 hour session reduced to £10 for voluntary organisations remain the same, but one-off bookings (4 hour period) would be charged at £25 which was seconded by Cllr Higham with all in favour.

**15.3 FCM-22-03-03 10 Cllr Culemann proposed to** approve the committee's recommendation to accept the quotation from Westrock CCTV for the Bronze Annual Service at £735 + vat from 1<sup>st</sup> April 2022 along with the relocation of the existing equipment from the cabinet in the pole to the Pavilion Store Room at a cost of £795 + vat from Budget 1512 (2022-2023 Budget) plus a replacement camera (1) at £395 + vat, from Budget 1512 (2021-2022), which was seconded by Cllr Higham and with one vote against and eight for, the motion was carried.

**15.4 FCM-22-03-03 11 Cllr Culemann proposed to** approve the committee's recommendation to accept the quotation from Suffolk Coastal Norse for the grass cutting and strimming on the Pageant Field every two weeks from 1<sup>st</sup> April for the 34 week season at £2,096.60 + vat (£2035.54 last year), from Budget 1502 (2022-2023 Budget) which was seconded by Cllr Higham with all in favour.

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

**The Town Clerk reported** that a meeting had been held with Fram Broadband regarding providing WiFi at the Pavilion.

## **16. Framlingham Neighbourhood Plan Review Committee:**

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

**Cllr Jones reported** that the committee had met that week and had agreed the process to disband the Committee and Working Group for the next 6-12 months.

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

**17.1** To elect a Finance Committee Chairman

It was agreed to defer this agenda item until the Annual Town Council meeting to be held on 4<sup>th</sup> May.

**17.2 Cllr Eastwood confirmed** BACS payments approved at the February meeting had been paid as agreed and the bank print out verified and signed by two Councillors. A copy of the list of current invoices had been circulated to all Councillors prior to the meeting and would be published on the website when approved.

**17.3 FCM 22-03-03 12 Cllr Eastwood proposed** to approve the payment of current invoices, which was seconded by Cllr Dean with all in favour.

**17.4 Cllr Eastwood reported** that the Town Clerk/RFO had circulated a copy of the balances of all bank accounts to all Councillors prior to the meeting and the details were noted.

**17.5 FCM 22-03-03 13 Cllr Eastwood proposed to** approve the committee's recommendation to accept the draft new Public Participation Policy, which was seconded by Cllr Pepperdine and with one abstention all were in favour.

It was agreed to add an explanation of this policy to the summons and agendas.

**17.6 FCM 22-03-03 14 Cllr Eastwood proposed to approve Cllr Culemann as** an additional cheque signatory for the HSBC Bank Accounts, which was seconded by Cllr Garrett, and with one abstention due to interest, all were in favour.

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

None.

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

Cllr Higham that Framlingham Residents had made donations to Ukraine and these had been loaded on a lorry bound for eastern Europe.

Cllr Hine reported that a Ukrainian flag had been ordered and would be flown on the Market Hill as soon as possible.

Cllr Garrett reported that voluntary organisations supporting Ukraine are calling for funds rather than goods and supplies.

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

**Extraordinary Town Council Meeting:**

**Wednesday 9<sup>th</sup> March at 7.00pm – United Free Church Hall, Riverside, Framlingham**

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

**The meeting concluded at 8:28pm.**