

# Minutes of the Framlingham Town Council Meeting held on Wednesday 1<sup>st</sup> June at 7.00pm

## Present:

Cllrs Eastwood (Chair), Culemann, Williamson, Hine, Seinet, Benbow, Ramsey-Bennett, Dean, Garrett and Higham.

## In Attendance:

Mrs E Coe (Town Clerk/RFO), Mr James Overbury (Deputy Clerk), DCllr Cook and 3 members of the public.

## 1. Apologies

**Apologies were** received and accepted from Cllr Jones and CCllr Burroughes.

## 2. Declarations of interest

Cllr Hine declared a non pecuniary interest in 14.1  
Cllr Higham declared a non pecuniary interest it 11.11

## 3. Dispensation requests received

None.

## 4. Minutes of Previous meeting

**FCM 2022-06-01 1 Cllr Eastwood reported** that a member of the public had questioned the accuracy of the minutes and asked if any Councillor wished the wording to be revised. There being no comment, Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Dean with all in favour.

## 5. Adjournment

The Chair adjourned the meeting for the following items:

### 5.1 Police Matters

A report had been circulated prior to the meeting, which will be posted onto the website.

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

**The Town Clerk reported** that she had attended the recent ASB meeting on 19<sup>th</sup> May and the next meeting was to be held on 16<sup>th</sup> June where Cllr Benbow was hoping to attend as well.

## **5.2 Report by County Councillor**

**Cllr Eastwood reported** that a written report was expected to be circulated in due course.

## **5.3 Report by District Councillors**

A written report had been circulated prior to the meeting. Cllr Cook added to his report by clarifying a number of points. He thanked the Town Council for contributing to .ESC's Community Governance Review DCllr Cook reported on the planned Council Tax changes relating to second and empty homes. He explained that as the revenue was collected by each parish, the benefits of that revenue was expected to be received by those parishes.

Cllr Garrett wished to thank DCllr Cook for his efforts and support to help persuade the ESC planning committee to reject the Leaperland application on Victoria Mill Road. Cllr Dean asked DCllr Cook what he thought would happen if the developer were to appeal. DCllr Cook replied that he would be writing to the Secretary of State about the matter and would repeat the Minister's words concerning the importance of a local plan-led approach to all developments.

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

**The representative reported** that the building continues to progress well but was now 3-4 weeks behind schedule. However, the contractor was able to re-schedule to retrieve 2 weeks.

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

**Cllr Hine reported** that the team was preparing for the fundraising event the following Sunday and were arranging site meetings with potential funders.

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

No report.

## **5.7 Public Comment.**

A member of the public questioned the profitability of the Pavilion and whether it was widely known as a resource in the town, and also questioned the contract for the proposed Caretaker. The person then asked the District Councillor whether the loop

holes around the avoidance of paying Council Tax on second homes which were used as holiday lets was to be closed. DCllr Cook replied that it was his understanding that it would be closed.

A member of the public read a statement questioning the legality of the Town Council funding the construction of the Castle Community Rooms.

## **5.8 Reports from organisations for which the Town Council nominates a Trustee – as agreed at the last meeting:**

### **The Mills Charity**

**A report had** been circulated prior to the meeting and it was hoped that the Chair of the Mills Charity would make a presentation to the July meeting.

### **The Pryke Trust**

A report had been circulated prior to the meeting.

### **Sir Robert Hitcham's Almshouse Charity**

Request acknowledged. A report will be sent shortly.

### **Lanman Museum**

**Cllr Higham reported** on recent developments and highlighted the new book on Framlingham by John Bridges. He was glad to report that the numbers of volunteers was increasing, and that it was hoped that a copy of the document written in the Castle by Queen Mary in 1553 would soon be on display.

## **6. Reconvene**

The Chair reconvened the meeting.

## **7. Correspondence**

### **7.1 East Suffolk Council**

Email advising that the initial consultation for the Community Governance Review 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**.

Noted. The Town Clerk would circulate the link to the consultation.

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

**The Town Clerk reported** that Cllrs Hine and Williamson wished to attend the SALC training module 4 at a cost of £26.00 each.

**FCM 2022-06-01 2 Cllr Eastwood proposed to spend £52.00 on two training courses for Cllrs Hine and Williamson, which was seconded by Cllr Dean with all in favour.**

## **9. Covid Response Team:**

**Cllr Eastwood reported** that the latest graph of the number of cases had been circulated and it showed the level of infection locally was in single figures. He thanked the resident for their continued efforts.

## **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.

**Noted.**

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

**Noted.**

## **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.

**Cllr Garrett reported** on the process of the application and its refusal by ESC.

**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.

**Noted.**

**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)

**FCM 2022-06-01 3 Cllr Garrett proposed** to support the LBC element of the application but felt that there were concerns about the mounting of a sundial on the wall. It was felt that as there were no drawings or representations of the sundial in the application that it was not possible to determine if it would be out of keeping with the rest of the street or effect the historical context of the building itself. This was seconded by Cllr Seinet and with 7 in favour and three against the motion was carried.

#### **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

**FCM 2022-06-01 4 Cllr Garrett proposed** to support the application which was seconded by Cllr Higham with all in favour.

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

**None.**

### **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

**It was noted** that there was insufficient funds in the relevant budget to grant a suitable sum at this meeting, but that the Town Council wished to find ways of achieving a greater contribution.

**FCM 2022-06-01 5 Cllr Hine proposed** to pay £250.00 from budget 2107 to Framlingham Retailers Group as an initial contribution towards the bunting, which was seconded by Cllr Higham with all in favour.

Cllr Hine wished to record the Town Council's thanks to Bill for his efforts and would encourage him to submit a grant application for more funds to help contribute to the overall cost.

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

**Cllr Hine reported** that the Jubilee Party on the Pageant Field was in its closing stages of preparation and called for more volunteers to help. She added that negotiations with 'Noise of Art' for the event planned for November were continuing and the website working group were to meet soon to look at teething issues with the new website.

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

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

**Cllr Eastwood reported** that a number of projects were nearing implementation but sadly it had been decided to suspend the Speedwatch group due to a lack of volunteers.

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

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

**It was noted** that Cllr Jones had circulated some notes which Cllr Eastwood read from to the meeting. The Deputy Clerk explained that ESC were unable to share their Counsel's advice as they believed they were not covered by insurance to do so. Cllr Culemann commented on the issue of getting further legal advice. He felt that as FTC decided to follow the advice which confirmed the lawfulness of contributing to the project and signed two agreements on that basis, then the matter of legality is settled and does not need to be revisited.

Considering the time elapsed since 2019 and the question whether there might have been court decisions dealing with the legal issue in question the Clerk and Deputy Clerk advised that that to minimise the risk of any legal challenge then fresh advice from Counsel would help mitigate these risks.

**FCM 2022-06-01 6 Cllr Higham proposed** to spend £1,500 + VAT on legal advice from Cornerstone Barristers on the legality of the Town Council giving further funds to the CCR project from ear marked reserves (322) which was seconded by Cllr Eastwood with all in favour.

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

**None.**

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

**15.1 FCM 2022-06-01 7 Cllr Culemann proposed 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, which was seconded by Cllr Higham with all in favour.

Cllr Culemann thanked ESC for their financial contribution to the benches.

**15.2 FCM 2022-06-01 7 Cllr Culemann proposed 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, which was seconded by Cllr Seinet with all in favour.

Cllr Eastwood explained that the fees had been determined by negotiation with the person who had been chosen for the role.

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

**None.**

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

**16.1 Cllr Eastwood confirmed** BACS payments approved at the May 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.

**16.2 FCM 2022-06-01 8 Cllr Eastwood proposed** to approve the payment of current invoices, which was seconded by Cllr Culemann with all in favour.

**16.3 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.

**16.4** To consider and approve responses on the Annual Governance Statement for the year ending 31<sup>st</sup> March 2022 (to be signed by the Chairman and Town Clerk/RFO)

**16.5 2022-06-09** Cllr Eastwood read out the statements from the Annual Governance Statement for Councillors to consider and all the answers were agreed to be answered in the affirmative. Cllr Eastwood then signed the document.

**16.6 FCM 2022-06-10 Cllr Eastwood proposed to** approve the Statement of Accounts for the year ending 31<sup>st</sup> March 2022 (to be signed by the Chairman and Town Clerk/RFO) which was seconded by Cllr Dean with all in favour.

**16.7 FCM 2022-06-01-11 Cllr Eastwood proposed to** approve the Balance Sheet for the year ending 31<sup>st</sup> March 2022 which was seconded by Cllr Williamson with all in favour. Cllr Eastwood then signed the document.

**16.8 FCM 2022-06-01 12 Cllr Eastwood proposed to** approve the committee's recommendation to adopt the new Code of Conduct 2020 in its entirety, which was seconded by Cllr Garrett with all in favour.

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

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

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

Cllr Higham reported that the residents of Victoria Mill Road had organised an informal gathering on the greens on Friday afternoon to which all were welcome.

**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**

**The meeting concluded at 8:50pm**