

**Minutes of the Framlingham Town Council Meeting held on Wednesday 5th October at
7.00pm**

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

In Attendance: Mrs E Coe (Town Clerk RFO) J Overbury (Deputy Clerk), CCllr S Burroughes (Via zoom), DCllr Cook, three members of the public in the room and two via zoom.

1. Apologies

Apologies were received and accepted from Cllr Bennett due to illness.

2. Declarations of interest

Cllr Hine declared an interest in payments and signed the Interest Book.

3. Dispensations:

3.1 To note current Dispensations (valid until next Election in May 2023)

Cllr Hine – Castle Community Rooms – Full

Noted.

3.2 Dispensation requests

None.

4. Minutes of Previous meeting

FCM 2022-10-05 1 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Garrett and with one abstention due to absence, all were in favour.

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

5.1 Police Matters

5.1.1 Report on attendance at recent Police Meetings – Town Clerk

No meeting. The Clerk reported that the most recent crime figures would be posted on the website.

5.2 Report by County Councillor

A written report had been received and circulated. CCllr Burroughes added to this by reflecting on the recent death of HM Queen Elizabeth. He reported on the Food Savvy initiative and other efforts by the County Council to alleviate poverty. He hoped to meet the Deputy Clerk and Chair soon to introduce the new highways liaison officer.

A member of the public reflected on the cost of the Council Tax and the sums of money spent on traffic lights on Fairfield Road. CCllr Burroughes noted the comment and reiterated his conviction to help solve the issue requiring traffic lights.

Cllr Higham urged CCllr Burroughes to ensure SCC highways were aware of the confirmed ownership of part of Victoria Mill Road which would impact on the planning decision to be taken by ESC.

5.3 Report by District Councillor.

A written report had been received and circulated prior to the meeting. DCllr Cook began by reporting that he had received confirmation that SCC Highways would begin the works on Fairfield Road in November and hopefully the traffic lights would be gone by the end of the year. He reported on his efforts to understand public opinion regarding the priority of traffic over the bridge on Station Road following its damage by a car. He will take this forward and work with CCllr Burroughes. He continued by outlining the forthcoming release of data from the smart towns initiative and added that a data expert had been appointed to help understand how the data could be used to benefit the town. Cllr Jones welcomed the move and looked forward to understanding how to use the data.

DCllr Cook reported that he was continuing to support and lobby for the Katch bus service to keep its subsidy from SCC and maintain the service.

Cllr Hine asked if he could also look into improving the safety of the bridge on Brook Lane by the end of New Street. DCllr Cook confirmed he would.

A resident recounted her experience of using the Katch service.

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

The representative from the PCC added to his written report with a more recent update and hoped that bookings would begin in the new hall in time for the spring term.

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

Cllr Hine reported on a number of fundraising activities including £23k raised by John Sheeran and reported on a number of applications to grant making bodies.

5.6 Report by Fairtrade Representative – Cllr M Hine

No report.

5.7 Report by Framlingham Business Association representative – Cllr J Jones

No report.

5.8 Public Comment

A person raised further objection to the proposed Leaper development on Victoria Mill Road. Two people spoke in opposition to the proposed glamping development on Badingham Road. A person asked about car parking at the new Castle Community Rooms and was assured by the PCC representative that there should be no net reduction in spaces. A person was grateful for the Town Council reviewing the CIL application process and urged the Town Council to consult the public about future projects to benefit from the funds. She urged the Town Council to improve its communication and asked that the County Councillor's reports be published on the website.

6. Reconvene The Chair reconvened the meeting.

7. Correspondence

None for this meeting.

8. Attendance at events, conferences and training:

None.

9. Covid Response Team:

Cllr Eastwood reported that there had been an increase in cases and the Town Council had publicised the medical practises requires for the public to take extra precautions in an attempt to reduce the strain on the health service.

10. Planning and Environment Committee:

10.1 To note any planning decisions received prior to the meeting:

DC/22/2524/FUL Extension to form annexe - The Lodge Rookery Farm Saxmundham Road Framlingham Woodbridge Suffolk IP13 9PH.

DTC supported, planning permission granted.

10.2 Planning Applications received prior to the meeting:

DC/22/3643/VOC - 1 Burnt Cottages Badingham Road IP13 9HX –

Variation of Condition Nos. 2, 4, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 20 and 21 of DC/21/1076/FUL - for glamping units and storage shed, and change of use of agricultural land to garden.

Cllr Garrett recounted the history of this proposed development and of the Town Council's objection to it.

FCM 2022-10-05 2 Cllr Garrett proposed to object to the VOC on the following grounds:

- Lack of EV charging points
- No access for disabled people
- ~Lack of provision for refuse and delivery vehicles to turn around
- The proposed changed to the entrance made the access more dangerous
- The Hedge on the opposite side of the road was an issue and the owner had not been consulted.
- There was a lack of a safe footpath along the road
- There was a history of accidents on the corner which the proposed development would increase the risk of more.

This was seconded by Cllr Higham with all in favour.

It was agreed that Cllr Garrett and the DTC prepare a submission to ESC on the basis of the vote to object to the VOC.

10.3 Matters of report and items of information only.

Cllr Garrett reported on the new documents submitted by Leaper for the development off Victoria Mill Road and noted that ESC had extended the deadline for comments to 19th October. As a result, the application would be considered again at the next PAE meeting.

11. Communication, Events and Partnerships Committee:

11.1 To approve the cost of up to £239.80 event insurance from Hiscox for the Sound and Light event from Budget 2210

Cllr Hine wished to correct the proposal to the following:

To retrospectively approve the cost of up to £239.80 event insurance from Hiscox for the Sound and Light event from Budget 2201

FCM 2022-10-05 3 With these corrections Cllr Hine proposed the motion which was seconded by Cllr Benbow with all in favour.

11.2 FCM 2022-10-05 4 Cllr Hine proposed to retrospectively approve the cost of £209 (including art work at £35) for 6 correx advertising boards from Leiston Press for the Sound and Light event from Budget EMR 334 (PR Promotional Reserve), which was seconded by Cllr Jones with all in favour.

11.3 FCM 2022-10-05 5 Cllr Hine proposed to retrospectively approve the cost of £122 for 4 advertising banners (including art work at £25) from Leiston Press for the Sound and Light

event from Budget EMR 334 (PR Promotional Reserve), which was seconded by Cllr Benbow with all in favour.

11.4 Alternative option for 2 banners only: To retrospectively approve the cost of £79 for 2 advertising banners (including art work at £25) from Leiston Press for the Sound and Light event from Budget EMR 334 (PR Promotional Reserve)

Cllr Hine withdrew this motion.

11.5 FCM 2022-10-05 6 Cllr Hine proposed to approve the quotation from Pearce & Kemp for £2,400 +vat for professional installation and removal of Christmas lighting from Budget 2205 (Grant Funding of £1,000 from ESC applied for) Additional costs expected to be no more than £200 for associated licenses, from EMR 345 (Community Events Reserve), which was seconded by Cllr Dean with all in favour.

11.6 FCM 2022-10-05 7 Cllr Hine proposed to approve the cost of £805 from Palmer Group for traffic management/road closure for the Christmas event from EMR 334 (PR Promotional Reserve) which was seconded by Cllr Benbow with all in favour.

11.7 FCM 2022-10-05 8 Cllr Hine proposed to approve the quotation from SR Epic Sound and Lighting for the stage, sound and light for the Christmas event at £800.00 from Budget 2205, which was seconded by Cllr Dean with all in favour.

11.8 To approve the cost of £150 from Paperhouse Properties for hiring the Old Theatre for market stalls and activities from EMR 334 (pitch fees of approx £300 from 10 stalls)

Motion deferred.

11.9 Cllr Williamson proposed to amend the published motion by increasing the number of boards to 12, at the same cost, which was seconded by Cllr Jones.

FCM 2022-10-05 9 Cllr Hine proposed to approve the cost of £174 for 12 correx advertising boards (plus £35 for art work if required) from Leiston Press for the Christmas Event from Budget 2205, which was seconded by Cllr Williamson with all in favour.

The Town Clerk reminded members that a Town Council Fly-Posting Policy was in place and any advertising signage should be erected legally (on private property and not on lamp posts).

11.10 FCM 2022-10-05 10 Cllr Hine proposed to approve the cost of £60 + vat for the Pop Chorus for the Christmas Event from Budget 2205, which was seconded by Cllr Jones with all in favour.

11.11 FCM 2022-10-05 11 Cllr Hine proposed to agree a cost of up to £300 for materials for lanterns and activities for the Christmas event from EMR 334, which was seconded by Cllr Benbow with all in favour.

11.12 Matters of report and items of information only

Cllr Hine reported that the Arts Council had approved a grant of £3,300 for the sound and light event in November. She reported that tickets were selling well and there would be more publicity regarding the event over the next few weeks. She added that both schools were entering the art competition, the winners of which would form part of the performance.

12. Highways, Rights of Way and Parking Committee:

12.1 Pembroke Road Improvements:

Cllr Eastwood explained the project and its long history.

FCM 2022-10-05 12 Cllr Eastwood proposed to agree to apply to ESC to release DISTRICT CIL of £42,116.88 to pay SCC Highways to complete Pembroke Road safety improvements, which was seconded by Cllr Jones with all in favour.

12.2 LED lamp replacement/improvements:

The RFO clarified the amount and the requirement for the Town Council to record the expenditure net of VAT as it could be re-claimed and the sum in the agenda was amended to reflect that in the motion.

FCM 2022-10-05 13 Cllr Eastwood proposed to pay Snapfast commercial solutions the sum of £15,456.61 + VAT as a stage payment for the replacement LED streetlamps. Full invoice value: £24,744.98 (inc VAT) – (there will be a little more to complete the works) which was seconded by Cllr Dean with all in favour.

12.3 Castle Car Park Streetlamp

FCM 2022-10-05 14 Cllr Eastwood proposed to spend up to £3,500.00 +VAT from EMR356 on off grid solar powered street lamp for Castle Car Park, which was seconded by Cllr Williamson with all in favour.

12.4 Pigs Meadow Lighting

To agree to pay Like Electrical the sum of £9,000 as a stage payment for the additional lighting on Pig's Meadow. Job to be completed by October and then Fens light will be installed. (further invoices to come)

Motion withdrawn.

12.5 .Matters of report and items of information only:

Cllr Higham reported that the streetlamp 106 on Victoria Mill Road had been replaced with a LED unit.

Cllr Benbow reported that the street lamps on Clarke Drive are remaining on all night at present.

13.Strategy and Development Committee:

13.1 Matters of report and items of information only:

Cllr Jones reported on the work he was conducting on the Strategic Plan review. This would be circulated to all Councillors prior to the meeting on 24th October.

He reported that the first draft of the legal agreement for CCR had been received and he would discuss with the solicitor some amendments before circulating the document to the Town Council, in advance of it being shared with the PCC.

14. Lands and Markets Committee:

14.1 Matters of report and items of information only:

None.

15. Finance and HR Committee:

15.1 Cllr Eastwood confirmed BACS payments approved at the September 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.

15.2 FCM 2022-10-05 15 Cllr Eastwood proposed to approve the payment of current invoices, apart from item 2451022 which was withdrawn and item 3351022 which was amended from £3,500 to £2,980, seconded by Cllr Jones and with one abstention due to interest, all were in favour.

15.3 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.

**15.4 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 15.5 because of the confidential nature of the business to be transacted
Members of the Public, Press and Deputy Town Clerk will be requested to leave the meeting.**

15.5 To consider recommendations put forward by the HR Sub-Committee – circulated to members in advance

5.5.1 Cllr Eastwood proposed to appoint the Deputy Town Clerk James Overbury as full time (37hrs per week) permanent Town Clerk from 1st January 2022, with a starting salary of SCP30, which was seconded by Cllr Dean with all in favour. The HR Committee had rejected the option of first advertising the position as the Deputy Clerk's position had been conceived and his training specifically arranged that he be ready to take over the role on the retirement of the Town Clerk.

15.5.2 Cllr Eastwood proposed to advertise and appoint a temporary part time (11hrs per week) Responsible Financial Officer (RFO) for a period of up to 15 months, with a salary of SCP 25-30, to start as soon as possible, which was seconded by Cllr Garrett with all in favour.

(To allow time for the new Town Clerk to undertake training for the RFO role in the future)

15.5.3 Cllr Eastwood proposed to advertise and appoint a permanent part time (25 hrs a week) Deputy Town Clerk from 1st January 2023 with a salary of SCP 18-24, which was seconded by Cllr Dean with all in favour.

Members of the Public, Press and Deputy Town Clerk will be invited to return to the meeting.

15.6 Matters of report and items of information only:

Cllr Eastwood reported that the issue of extending the deadline grants was to be considered at the next FHR meeting. The Town Clerk/RFO noted that four applications had been received.

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

Cllr Hine reported on two conferences ESC were holding.

Cllr Hine reported that Suffolk Wildlife Trust were extending their role in planning consultancy and a meeting was being set up with the Trust to look at accessible viewing platforms for the mere.

Cllr Benbow reported on the work he was doing to create a directory of all retailers and businesses and also, he was reviewing all risk assessments.

Cllr Higham reported that the Lanman museum had received over 9000 visitors during the summer.

Cllr Garrett reported that the Lanman museum was awaiting a response from English Heritage regarding a smart card reader.

Cllr Garrett reported on the planning survey SALC had organised and the results would be shared with the Town Council in due course.

The Town Clerk expressed her thanks to members especially the Deputy Clerk and Cllr Hine for all their help and support with Operation London Bridge and to the Chair for attending the Proclamation Service in Ipswich and Framlingham. She noted that OLB had been ongoing for some time and instructions had been received directly from the OLB Team which had been acted on quickly and correctly and this was a great example of good communication and team work.

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

Wednesday 2nd November 2022 at 7.00pm – United Free Church, Riverside, Framlingham

The meeting closed at 21:55