

**Minutes of the Framlingham Town Council Meeting – Wednesday 2nd
November at 7.00pm**

Present: Cllrs Eastwood (Chair) Culemann, Benbow, Hine, Dean, Higham, Garrett, Bennett, and Seinet.

In Attendance: Mrs E A Coe (Town Clerk/RFO), J Overbury (Deputy Clerk, and two members of the public.

1. Apologies

Apologies were received and accepted from Cllr Williamson, DCllr Cook and CClr Burroughes.

2. Declarations of interest

Cllr Hine declared a non disclosable interest in item 17.5

3. Dispensations:

None

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

Cllr Hine – Castle Community Rooms - Full

Noted.

3.2 To consider any new Dispensation requests (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)

None.

4. Minutes of Previous meeting

FCM 2022-11-02 1 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Bennett and all were in favour.

5. To note the resignation of Cllr John Jones

Cllr Eastwood noted the resignation of John Jones and reflected on the years of service and hard work he had achieved and wished to record the Town Council's thanks to him.

6. To appoint a Framlingham Business Association Representative

FCM 2022-11-02 2 Cllr Bennett volunteered for the role, which was seconded by Cllr Higham and with all in favour, Cllr Bennett took the role. The Town Clerk would notify the FBA.

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

7.1 Police Matters

7.1.1 Report on attendance at recent Police Meetings – Town Clerk

Cllr Eastwood reported on the most recent crime figures, which were lower than compared with last year. Cllr Hine would publish them on the website.

There had been no meeting with the police in the past month.

7.2 Report by County Councillor

A written report had been circulated prior to the meeting.

7.3 Report by District Councillors

A report was awaited and would be circulated.

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

A report had been circulated prior to the meeting. Cllr Hine added that the landscaping on the north side was to go ahead during the construction phase.

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

Cllr Hine reported that the PCC had been successful in being granted a £95,000 grant from the Lottery. This would be discussed at the next SAD Committee.

7.6 Report by Fairtrade Representative – Cllr M Hine

No report.

7.7 Report by Framlingham Business Association representative

No report.

7.8 Public Comment

The representative from Hour Community congratulated the PCC on its fund raising activities. He spoke of the financial difficulties of both Hour Community and its clients, and how it was having to turn people away due to lack of resources. He hoped that the Town Council would work with the community to address these problems. He added that he was working with the Sports Club to formalise its constitution in order that it can develop and continue. He concluded by advising the AGM would be on 15th November. A person commented on recent developments in the Town Council and proffered some suggestions following her research of other town and parish councils, and raised further questions which the Chair noted, and would append to the file copy of these minutes.

8. Reconvene The Chair Reconvened the meeting

9. Correspondence

None.

10. Attendance at events, conferences and training:

FCM 2022-11-02 3 Cllr Eastwood proposed that up to £100 be spent on the NALC Civility and Respect training on 'Respectful Social Media workshop' for Cllr Hine and the Deputy Clerk, which was seconded by Cllr Higham with all in favour.

11. Covid Response Team:

Cllr Eastwood reported that the latest figures had been published and Cllr Benbow noted that the virus appeared to be settling down to a 90 day cycle of infections.

12. Planning and Environment Committee:

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

12.1.1 DC/22/3199/LBC

Listed Building Consent - Erect partition to create cloakroom and provide drainage, remove partition ground floor adjacent stairs, form door opening between Living Room and Study, remove partition between Study and Store and provision of above ground drainage to serve new WC at first floor level. – Tomb House Station Road Framlingham Woodbridge Suffolk IP13 9ED
FTC Supported ESC planning permission granted.

Noted.

12.1.1 DC/22/2403/FUL

Attic conversion to residential house
97 College Road Framlingham Woodbridge Suffolk IP13 9EU
FTC Objected ESC granted planning permission.

Noted.

12.1.2 DC/22/3165/FUL

Proposed single storey side & rear extension to house. Change of use of part area of grazing land (area B-0.0367Ha) to extend garden.
2 Burnt Cottages Badingham Road Framlingham Woodbridge Suffolk IP13 9HX
FTC Supported ESC granted planning permission.

Noted

12.1.3 DC/22/3437/FUL

Single storey side/rear extension
8 College Road Framlingham Woodbridge Suffolk IP13 9EP
FTC Objected ESC granted planning permission.

Noted.

12.2 To consider any Planning Applications received prior to the meeting:

12.2.1 DC/22/3855/ADI

Illuminated Advertisement Consent - It is proposed to erect an LED display screen on the south west corner boundary of the hockey pitch.
The screen is for internal use only, primarily as a scoreboard for use during matches. It is not planned to be used as a commercial advertising feature.
The screen would be installed on a frame and would have an overall height above ground level of 5.5 metres.
The width of the screen would be 3.5metres and the overall depth of the screen and frame would be 1.2 metres.
It is also possible that the screen may be used to enhance viewing for supporters and will have the ability to screen replays and penalties etc.

Framlingham College, College Road, Framlingham, Woodbridge, Suffolk,

FCM 2022-11-02 4 Cllr Garrett proposed to support the application which was seconded by Cllr Bennett with all in favour.

2.2 DC/22/4108/FUL

enlarge existing single storey side extension to kitchen
8 Coucy Close Framlingham Woodbridge Suffolk IP13 9AX

FCM 2022-11-02 5 Cllr Garrett proposed to support the application which was seconded by Cllr Higham and with one abstention all were in favour.

12.3 Matters of report and items of information only.

Cllr Garrett reported that a press release had been circulated to the media regarding the Leaper Development. The DTC reported that he had written to the Chair of SCC Highways asking for officer help with planning applications.

Cllr Garrett reported on the SALC planning survey the results of which would soon be circulated. Cllr Higham reported that some residents were making a complaint to the Ombudsman regarding the Leaper planning application process.

13. Communication, Events and Partnerships Committee:

13.1 To approve the following proposal: Framlingham Town Council aims to be recognised as a Council that actively supports and promotes the concept of Fairtrade. Therefore, on 2nd November 2022 the Town Council resolved to promote awareness of Fairtrade issues and use Fairtrade products when practicable.

Cllr Hine explained the background behind the motion and the Fairtrade issue was discussed. It was agreed to re-examine the original decision and to look to speak to the schools in the town about students participating in a project around Fairtrade and Climate Justice.

Cllr Hine proposed the following amendment to the motion:

Framlingham Town Council aims to be recognised as a Council that actively supports and promotes the concept of Fairtrade. The Town Council resolves to continue to promote awareness of Fairtrade issues and use Fairtrade products when practicable.

The amendment was seconded by Cllr Benbow.

2022-11-02 6 Cllr Hine proposed, with the amendment, to approve the motion which was seconded by Cllr Benbow with all in favour.

13.2 To approve the committee's recommendation to arrange quarterly drop in events to be held in Castle Community Rooms with refreshments, with the aim of each Town Council committee member undertaking a session at least twice a year. Police, Highways, District and County Councillors and representatives from other organisations would also be invited to attend.

Cllr Hine gave the background to the concept and proposed to amend the motion by removing the word 'quarterly' in the first line which was seconded by Cllr Benbow.

2022-11-02 7 With the amendment Cllr Hine proposed to approve the motion which was seconded by Cllr Benbow with all in favour.

It was agreed to set the dates at the December Full Council meeting following refinement of the plans at the next CEP meeting. It was agreed to vary the days and times of the meeting to allow as many people and Councillors to attend as possible.

13.3 Matters of report and items of information only

Cllr Hine reported on the Sound and Light spectacular and noted that it was within £400 of breaking even. She thanked Councillors and staff for their efforts in planning the event.

Cllr Hine reported that the Christmas on the Hill event was in an advanced stage of planning and a 12 page programme was being produced, which had been produced by Leiston Press and paid for through advertising in the publication.

14. Highways, Rights of Way and Parking Committee:

Cllr Eastwood outlined the project and the issue that more funds would be necessary to add more lighting to the lower end of Pig's meadow. It was agreed that lessons had been learnt from the project and all future projects would be project managed by a lead Councillor.

14.1 FCM 2022-11-02 8 Cllr Hine proposed to approve the committee's recommendation 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 during November and then Fens light would be installed. (Further invoices to come), which was seconded by Cllr Dean with all in favour.

14.2 FCM 2022-11-03 9 Cllr Eastwood proposed to approve the committee's recommendation that the street lighting maintenance contract with SCC be terminated (with effect from 1 April 2023), and that alternatives be considered and agreed upon, which was seconded by Cllr Bennett with all in favour.

14.3 Matters of report and items of information only:

Cllr Eastwood reported that:

The parking bay lines on Market Hill were to be repainted – permission was being sought from the Conservation Officer if a colour could be used to differentiate the subject to pay and display.

Efforts were being made to receive payments for the Market Hill Parking fees from ESC which had been overdue since April 2022.

The replacement LED streetlamps were nearly all in place.

The Castle Car Park light would require permission from both English Heritage and Historic England.

15.Strategy and Development Committee:

15.1 To approve the committee's recommendation that the sum of £1,000 from the sums reserved for the annual community grant fund, be used to support 'Framlingham Warm Welcome'

Cllr Eastwood outlined the scheme and Cllr Hine proposed to amend the motion by replacing the word 'Small' with 'Community', which was seconded by Cllr Bennett.

FCM 2022-11-02 10 With that amendment Cllr Eastwood proposed to approve the motion which was seconded by Cllr Higham with all in favour.

15.2 To discuss the possible temporary merging of the FHR and SAD Committees

It was agreed to ~~combine the~~ hold both committees on the same evening for three months from December.

15.3 Matters of report and items of information only:

None.

16. Lands and Markets Committee:

16.1 Matters of report and items of information only:

None.

17. Finance and HR Committee:

17.1 Cllr Eastwood confirmed BACS payments approved at the October 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.

17.2 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.

17.3 FCM 2022-11-02 11 Cllr Eastwood proposed to approve the committee's recommendation to award a grant (Budget 1201) to Framlingham Community Garden of £130.00 – to purchase 2 new fruit trees (one pear and one greengage) plus 5 gooseberry bushes, which was seconded by Cllr Dean with all in favour.

17.4 FCM 2022-11-02 12 Cllr Eastwood proposed to approve the committee's recommendation to award a grant (Budget 1201) to Framlingham & District Royal British Legion of £500 – towards refreshments for Remembrance and AGM also towards new Laptop and Printer, which was seconded by Cllr Higham with all in favour.

Cllr Hine left the meeting

17.5 FCM 2022-11-02 13 Cllr Eastwood proposed to approve the committee's recommendation to award a grant (Budget 1201) to Castle Brooks Residents Support Group of £200 - towards a community information board for Castle Brook's residents, which was seconded by Cllr Bennett with all in favour.

Cllr Hine returned to the meeting.

17.6 FCM 2022-11-02 14 Cllr Eastwood proposed to approve the committee's recommendation to award a grant (Budget 1201) to Framlingham Friends (Social Group Singing and Musicians) £250 – towards hire of premises for meetings, which was seconded by Cllr Bennett with all in favour.

It was agreed to ask the group to report on how the grant was spent.

17.7 FCM 2022-11-02 15 Cllr Eastwood proposed to approve the payment of current invoices, which was seconded by Cllr Benbow with all in favour.

17.8 FCM 2022-11-02 16 Cllr Eastwood proposed to approve the committee's recommendation to proceed with a five year lease for a new UTAX photocopier, provided by the current supplier Mayday, at a cost of £231 per quarter, which was seconded by Cllr Bennet with all in favour.

17.9 FCM 2022-11-02 17 Cllr Eastwood proposed to approve that the Deputy Town Clerk (James Overbury) undertakes Personal Licence Training for Alcohol authorisation in relation to the markets at a cost of £165 + vat and mileage, which was seconded by Cllr Higham with all in favour.

17.10 To agree to approve that delegated powers be given to the HR Sub-Committee to appoint a temporary RFO with interviews starting the week beginning 7th November for both RFO and DTC roles. The DTC appointment would be agreed by Full Council on 7th December.

Cllr Eastwood proposed to amend the motion by adding the word 'Temporary' as above, which was seconded by Cllr Higham.

FCM 2022-11-02 18 with the amendment, Cllr Eastwood proposed to approve the motion which was seconded by Cllr Benbow with all in favour.

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

Cllr Eastwood noted that Councilors were invited to the war memorial at 11am on 11th November to mark the Armistice and that the Remembrance Parade would be on Sunday 13th.

Cllr Hine proposed that the venue and day for Full Council meetings be placed on the December full council agenda.

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

Wednesday 7th December 2022 at 7.00pm – United Free Church, Riverside, Framlingham

The meeting closed at 8:45pm.