

**Framlingham Town Council Meeting – Wednesday 4th January 2023 at 7.00pm
Minutes**

Present: Cllrs Eastwood (Chair), Garrett, Williamson, Dean, Culemann, Fitzhigham, Seinet, Benbow

In attendance: J Overbury (Town Clerk), Lydia Kirk (Deputy Clerk), Alan Davidson (RFO), DCllr Cook and three members of the public.

The Chair congratulated the new Town Clerk on his promotion to that post and welcomed the new Deputy Clerk and the RFO.

1. Apologies

Apologies were received and accepted from: Cllr Hine, Cllr Ramsey-Bennett, Cllr Garrett (who had advised he would attend, if possible, later in the meeting) and CCllr Burroughes.

2. Declarations of interest

None

3. Dispensations:

None

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

Cllr Hine – Castle Community Rooms - Full

3.2 Dispensation requests

None

4. Minutes of Previous meeting

FCM-2023-01-04 1 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Fitzhigham and with one abstention due to absence, all were in favour.

5. To consider applications for the casual vacancy for Town Councillor

An application had been received and was discussed.

FCM-2023-04-01 23 Cllr Eastwood proposed that Claire Rowell be co-opted to fill the casual vacancy on the Town Council, which was seconded by Cllr Fitzhigham with all in favour.

6. Adjournment The Chair adjourned the meeting for the following agenda items.

6.1 Police Matters

6.1.1 Report on attendance at recent Police Meetings

No meetings had been held

6.2 Report by County Councillor

This would be circulated when received.

6.3 Report by District Councillors

DCllr Cook wished the meeting happy new year and congratulated the new staff of their appointments. He described the process the District were following to set the budget for 2023.

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

No report

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

6.6 Report by Fairtrade Representative – Cllr M Hine

No report

6.7 Report by Framlingham Business Association representative

No meeting had been held.

6.8 Public Comment

A resident spoke of their disappointment with a number of Town Council activities. The representative of Hour community spoke in support of their application for funds. As a resident they spoke about the need for the town to pull together and the need for more discussion. Another resident referred to her recent communications to the Chair.

7. Reconvene – The Chair reconvened the meeting

8. Correspondence

None for this meeting

9. Attendance at events, conferences and training:

None.

10. Covid Response Team:

It was agreed to partly reinstate the screens in the meeting room.

11. Planning and Environment Committee:

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

None.

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

11.2.1 DC/22/4877/FUL

Single storey extension forming new entrance hall and utility room
Stanford House 30 Castle Street Framlingham Woodbridge Suffolk IP13 9BS

11.2.2 DC/22/4877/LBC

Single storey extension forming new entrance hall and utility room
Stanford House 30 Castle Street Framlingham Woodbridge Suffolk IP13 9BS

Both applications were deferred to the Planning Committee.

11.3 Report on VMR planning application by Leaper and to consider any developments over the Christmas period.

Cllrs Fitzhigham and Williamson reported on the issue.

11.4 Matters of report and items of information only.

None.

12. Communication, Events and Partnerships Committee:

12.1 To approve the Committees recommendation to approve the following documents required for the Town Centre CCTV

FCM-2023-01-04 3 Cllr Eastwood proposed to adopt the following policies

- CCTV use Policy
- ICO risk assessment
- ICO Data Protection Impact Assessment

Which was seconded by Cllr Benbow, with all in favour.

12.3 Matters of report and items of information only

Cllr Benbow reported that he was analysing the feedback from the sound and light event and would be reporting these to the next CEP meeting. He added that a de-brief had been held on the successful Christmas event and that efforts would soon start on planning the event in 2023. Plans for the artisan market were also progressing. Cllr Eastwood

announced that a series of informal drop in session for the public to meet Councillors had been planned with the first one being on Saturday 28th January 11-3 in the meeting room. Cllrs Eastwood, Culemann and Benbow would be attending.

13. Highways, Rights of Way and Parking Committee:

13.1 FCM-2023-01-04 4 Cllr Eastwood proposed to approve HRP Committee's recommendation that it pay Snapfast £6,240.61 (from local CIL EMR 356) as a final payment for the street lamp LED conversion, which was seconded by Cllr Dean with all in favour.

13.2 Matters of report and items of information only:

Cllr Eastwood reported that the Rights of Way walk was scheduled for the following Saturday.

14. Lands and Markets Committee:

14.3 Matters of report and items of information only:

None.

15 Strategic and Development Committee

15.1 The application from Hour Community was discussed was discussed and the notes made by the SAD Committee noted.

FCM-2023-01-04 5 Cllr Eastwood proposed to approve SAD committee's proposal that the Town Council funds the Hour Community £23,500 from local CIL to purchase an adapted vehicle, which was seconded by Cllr Williamson with all in favour.

15.2 Matters of report.

Cllr Williamson reported that he was preparing a response to a resident's questions arising at the last meeting.

16. Finance and HR Committee:

16.1 Cllr Eastwood confirmed BACS payments approved at the December 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. He noted two minor amendments which were noted and agreed.

16.1.1 to note the salary payments including new staff

Noted.

16.2 Cllr Eastwood reported that the Clerk and RFO would be circulating a copy of the balances of all bank accounts to all Councillors

16.3 FCM-2023-01-04 5 Cllr Eastwood proposed that, with the two amendments agreed, to pay the list of current invoices, which was seconded by Cllr Williamson with all in favour.

16.4 To approve the Town Council budget for 2023-2024 amounting to £184,752

FCM-2023-01-04 6 Cllr Eastwood proposed to approve the 2023-2024 Town Council budget prepared by the Finance Committee and agreed by the Chairs of all committees, which was seconded by Cllr Culemann with all in favour.

16.4 To agree the Town Precept figure for 2023-24

This was discussed at length and the papers prepared by the RFO considered.

FCM-2023-01-03 6 Cllr Eastwood proposed to set the 2023-2024 precept at £180,941 which was a rise of 4.5%, which was seconded by Cllr Culemann with all in favour.

Cllr Garrett joined the meeting at 8:00pm

16.5 to approve Committee's recommendation to approve the Financial and Management control Risk Assessment.

This was agreed to be deferred to allow Cllr Benbow to consider all risks.

At this point in the meeting the Chair proposed to bring forward item 18 which was agreed. There were no matters of report.

17. 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 15.6 because of the confidential nature of the business to be transacted
Members of the Public, Press and Town Clerk and Deputy Town Clerk and RFO left the meeting.

The Clerk returned to the meeting.

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

Wednesday 1st February 2023 at 7.00pm – Castle Community Rooms

The meeting concluded at 9:05pm