

**Minutes the Framlingham Town Council meeting.  
Held at 7:00pm on Wednesday 1<sup>st</sup> February in the Castle Community Rooms**

**Present**

Cllrs Eastwood (Chair), Hine, Garrett, Williamson, Benbow, Fitzhigham, Seinet, Dean, Bennett and Culemann

**1. In attendance**

James Overbury (Town Clerk), Lydia Kirk (Deputy Clerk), Alan Davidson (RFO) and three members of the public.

**2. Apologies**

Apologies were received and accepted from Cllr Rowell, DCllr Cook and CCllr Burroughes.

**3. To receive declarations of interest**

Cllr Hine declared an interest in payments.

**4. Dispensations:**

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

Cllr Hine dispensation on Castle Community Rooms was noted

**4.2 To consider any new Dispensation requests:**

None.

**5. Minutes of Previous meeting**

**FCM-2023-02-01 1 Cllr Eastwood proposed** that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Dean and with two abstentions all were in favour.

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

**6.1 Police Matters**

**6.1.1 Report on attendance at recent Police Meetings**

No meetings had been held.

It was agreed the Clerk would ask for dates for future meetings.

## **6.2 Report by County Councillor**

Cllr Burroughes' report was expected and would be circulated

## **6.3 Report by District Councillors**

DCllr Cook's report was expected and would be circulated. Cllr Eastwood noted DCllr Cooks recent email regarding ESC's plans to replace the Katch bus service.

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

No meeting had been held

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

No meetings had been held but Cllr Hine reported that an open day was scheduled for Saturday February 18<sup>th</sup>. Cllr Hine would be organising publicity about it.

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

There had been no meeting but Fairtrade fortnight would be held at the end of February and the Town Council would be offering assistance with photocopying etc.

## **6.7 Report by Framlingham Business Association representative**

Cllr Benbow was unable to attend the previous meeting but the Deputy Clerk was present and reported that it was a positive meeting. There was another breakfast meeting planned for the 7<sup>th</sup> where Cllr Benbow and the Deputy Clerk would be attending.

## **6.8 Public Comment**

A person thanked officers for their recent communications and questioned the accounting of the Sound and Light event and the Castle Community Rooms build and asked if there were to be a firework display this year. Cllrs Eastwood and Hine responded. Another person called for Councillors' visions of the town to be publicised and went on to relay a story of how the surgery had, in their view, let someone down. Cllr Hine responded.

A person questioned the role of the G&P contractor and asked for the schedule of works. It was agreed that the Clerk supply these. The person asked if the policy of allowing dogs on the Pageant Field could be reviewed. It was agreed to place this matter on the Lands agenda.

It was noted that Cllr Garrett had not received an invitation to the patient participation group and it was agreed that the Clerk would ask for an invitation for him.

## **7. Reconvene. The Chair reconvened the meeting.**

### **Correspondence**

Cllr Eastwood noted a letter of complaint and also the email from DCllr Cook regarding the proposed Katch bus replacement.

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

The Clerk reported that all staff had joined on-line training courses which were free.

Cllr Hine reported that she had attended the recent CPA meeting.

## **10. Covid Response Team.**

The most recent graph of reported cases had been circulated.

## **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/23/0144/FUL**

Demolition of conservatory. Single storey side extension to form garden store. Single storey rear extension to kitchen. Installation of sunshade structure to rear elevation. Roof extension to west wing. Conversion of garage space to extend habitable floor area with infill extension to undercroft. Amendments to window & door openings and fenestration. Installation of photovoltaic panels. New wall claddings and roof covering. Installation of air source heat pump. Remodelling to existing porch structure. Temporary caravan installation for period of works. Associated landscaping.

The Plantation Badingham Road Framlingham Woodbridge Suffolk IP13 9HS

**FCM-2023-02-01 2 Cllr Garrett proposed** to support this application, and to note approval of the carbon reducing measures, but to add an EV charging point to these, and to call for a replacement tree, which was seconded by Cllr Fitzhigham with all in favour.

**11.3** Report on VMR planning application by Leaper and to consider ESC response to the Pre Action Letter, and any further action or expenses. Cllr Garrett reported that ESC had responded to the PAP letter and the Town Council had received advice from the solicitor regarding this. As the decision had not been published the matter would be discussed at the next PAE committee. It was noted that some residents were working on a crowd funding campaign to fund any next stage.

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

None.

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

**12.1** To consider the committee's recommendation that no plans would be made for a Sound and Light event at the Castle this year.

Cllr Hine outlined the rationale behind the recommendation and noted that consideration of a firework display would be on the next CEP agenda.

**FCM-2023-02-01 3 Cllr Hine proposed** to approve the committee's recommendation that no plans would be made for a Sound and Light event at the Castle this year, which was seconded by Cllr Benbow with all in favour.

**12.2 FCM-2023-02-01 4 Cllr Hine proposed** to approve the committee's recommendation that the social media contract be terminated and the work brought back in house from 1<sup>st</sup> March 2023, which was seconded by Cllr Bennett and with two abstentions and eight in favour the motion was carried.

Cllr Hine agreed to prepare an analysis of the work done and Cllr Williamson offered support to the Deputy Clerk in taking this work back in house.

**12.3** To consider the Committees recommendation to appoint DRAB Ltd as the preferred contractor for the new digital town trail.

- Cllr Hine outlined the history of the project and answered questions from Councillors regarding the proposal.
- Cllr Hine proposed an amendment to the motion by adding the words 'and town signs' at the end, which was seconded by Cllr Fitzhigham.

- **FCM-2023-02-01 5 Cllr Hine proposed** to approve the Committee's recommendation to appoint DRAB Ltd as the preferred contractor for the new digital town trail and town signs, which was seconded by Cllr Bennett and with two abstentions and eight in favour the motion was carried.

#### 12.4 Matters of report and items of information only

Cllr Hine reported on a number of issues the CEP Committee were working on:

- The Annual Newsletter was being prepared (and all Chairs of the Committees were asked to submit their annual reports) and the date of publication was aimed for 22 May.
- The date of the Christmas event was being considered. It was noted that Saxmundham had already planned theirs for December 1 and it was anticipated that Framlingham would avoid that date and probably set Friday December 8 as the date.
- Working groups were being set up to plan the Coronation and Christmas events.
- A working group was being set up to review the website and social media.
- The dates for the drop in sessions were being finalised and the timing of the event would be reconsidered. Cllrs Garrett, Culemann and Fitzhigham would be attending the next one on March 4. The use of the CCR small meeting room was to be investigated by the Clerk.

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

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

**Cllr Eastwood reported** that the safety improvements on Pembroke Road were scheduled for mid February and that the new lights on Pig's Meadow should be completed during the week.

#### 14. Lands and Markets Committee:

**14.1 FCM-2023-02-01 6 Cllr Culemann proposed** to approve the Lands Committee recommendation that the G&P contract be extended, under the same terms, for one year until 30 October 2024, which was seconded by Cllr

Fitzhigham and with two abstentions and eight votes in favour the motion was carried.

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

**Cllr Culemann reported** that there was a health and safety issue with the electrical points on Market Hill and that the emergency payment powers would be used to rectify them at a cost of under £500.00.

## **15 Strategic Planning and Development Committee**

**15.1** Matters of report.

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

**16.1 Cllr Eastwood confirmed** BACS payments approved at the January 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 would be circulated to all Councillors and would be published on the website when approved.

**16.2** Cllr Eastwood noted the bank statements and these would be circulated to all Councillors.

**16.3 FCM-2023-02-01 6 Cllr Eastwood proposed that, subject to circulating the data to all Councillors,** the list of current invoices would be paid, which was seconded by Cllr Culemann and with two abstentions and eight in favour, the motion was carried.

**16.4** Dates for Committee meetings 2023

These were reviewed and amendments made and would be circulated to all Councillors.

**16.5** Agree and minute who will be acting as 'company secretary' for Bank Mandate

**FCM-2023-02-01 7 Cllr Eastwood proposed** that the Town Clerk, James Overbury, be nominated as 'Company Secretary' for the purposes of banking, which was seconded by Cllr Bennett with all in favour.

**16.6** DATE of AGM and reminder of Election 2023 (May 10 AGM date proposed)

It was agreed that the date of the AGM would be 10 May and the venue would be confirmed.

**16.7** To note the date of the Annual Parish Meeting – May 31

Noted, and Cllr Garrett would chair the meeting.

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

- The fact that the Fairfield Road traffic lights were still in place was noted and that it would be discussed at the next HRP
- The Annual Parish meeting would go on the agenda after discussion at Committee
- The issue of fireworks would be discussed at CEP Committee and any decision taken forward to Full Council
- It was noted the Crown Hotel was closed due to works to remove asbestos.
- The issue of lengthy diversions would be discussed at HRP
- Cllr Garrett intended to join the Patient Participation Group

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

7:00 pm Wednesday 1<sup>st</sup> March 2023 Castle Community Rooms

The Meeting concluded at 8:45pm