

**Minutes of the Framlingham Town Council meeting. held at
7:00pm on Wednesday 5th April 2023 in the Castle Community
Rooms**

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

In attendance: J Overbury Town Clerk, Lydia Kirk Deputy Clerk, Alan Davidson RFO, CCllr Burroughes, DCllr Cook and two members of the public.

1. Apologies: Apologies were received and accepted from Cllr Higham.

2. To receive declarations of interest

Cllr Eastwood declared an interest in 11.2.4

Cllr Seinet declared an interest in 11.2.3

Cllr Rowell declared an interest in 11.2.3

All of these were because the Councillors knew the residents who had submitted a planning application.

3. Dispensations:

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

Cllr Hine – Castle Community Rooms – Full

Noted.

3.2 New Dispensation requests

None.

4. Minutes of Previous meeting

FCM-2023-04-05 1 Cllr Eastwood proposed to accept the previous minutes as an accurate record which was seconded by Cllr Garrett and with two abstentions due to absence all were in favour.

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

5.1 Police Matters

5.1.1 Report on attendance at recent Police Meetings

No meetings had been held.

5.2 Report by County Councillor

CCllr Burroughes added to his written report which had been previously circulated by reporting increased funding for Children In Need and noting that the County's new highways contractor, Milestone, would take up their position later in the year. He took questions about this change from Councillors, and reported that there were unlikely to be any changes to the on line Highways reporting tool.

5.3 Report by District Councillors

DCllr Cook said that due to purdah there would be no written report. He began by reporting that the new Katch bus service would be starting in April. DCllr Cook answered questions about the frequent power cuts in parts of the town and he and CCllr Burroughes would look into the matter. The Clerk would also write to UK Power Networks to see if he could learn any more details.

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

Cllr Eastwood read a written report from the PCC regarding the new hall.

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

Cllr Hine reported that the committee has been dissolved and this item would be removed from the agenda.

5.6 Report by Fairtrade Representative – Cllr M Hine

No report.

5.7 Report by Framlingham Business Association representative

Cllr Bennett reported that he had been elected as the new Chair of the FBA.

6. Public Comment

The representative from Hour Community reported that the new vehicle was very nearly ready and he would bring it to the next meeting. He thanked DCllr Cook for helping to release the funds. Hour Community had received a further £10k for household support.

A member of the public commented on the process of agreeing Council Minutes and asked if there was to be a charge for the Coronation events. Cllr Hine affirmed that it was to be a free event.

7. Reconvene The Chair reconvened the meeting.

8. Correspondence

8.1 Letter from resident re volunteering

The Chair adjourned the meeting to ask the writer of the first item of correspondence questions. These were forthcoming and led to an understanding by the Town Council that the issue was that it was felt by the correspondent that the Council did not do enough to thank groups for putting on events in the town.

The Chair reconvened the meeting.

The issue of attracting and retaining volunteers and interactions with groups in the town was discussed further.

8.2 Letter from Rainbows thanking FTC for grant.

This was noted.

9. Attendance at events, conferences and training:

The Clerk, Deputy Clerk and RFO had attended training on CIL and the Deputy clerk had renewed her Emergency first aider certificate.

The Clerk would keep Councillors aware of training opportunities for them.

10 Covid Response Team.

It was noted that the virus was still in evidence.

11. Planning and Environment Committee:

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

None. It was agreed to only report planning decisions at the PAE committee to make it easier for residents to track the progress of applications.

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

11.2.1 DC/23/0950/FUL

Construction of a rear single storey extension following demolition of existing rear structure

7 Albert Road, Framlingham, Woodbridge, Suffolk, IP13 9EQ,

FCM-2023-04-05 2 Cllr Garrett proposed to support the application providing the conditions raised in our previous comment are met:
"Framlingham Town Council SUPPORTS this application provided any works that directly connects to the boundary or party wall or any part of the existing building use materials that match such as the matching use of lime mortar. The Town Council also recommends that solar panels and water butts be installed during the conversion", which was seconded by Cllr Bennett with all in favour.

11.2.2 DC/23/1159/FUL

Garage, garden store and garden room
The Bungalow, Coles Green, Framlingham, Woodbridge, Suffolk, IP13 9LF

FCM-2023-04-05 3 Cllr Garrett proposed to support the application and recommends the applicant considers installing an electric vehicle charging point and solar panels if the structure would support them, which was seconded by Cllr Bennett with all in favour.

11.2.3 DC/23/1165/FUL

Existing garage to be extended to the rear, small flat roofed extension to the front, addition of a glazed french door and projecting timber pergola and decking

13 Norfolk Crescent, Framlingham, Woodbridge, Suffolk, IP13 9EW,

FCM-2023-04-05 4 Cllr Garrett proposed to support the application provided the property maintains 2 off-street parking spaces, consistent with the Suffolk parking guidelines. The Town Council also recommends that the applicant considers installing an electric vehicle charging point, and solar panels if the structure would support them, which was seconded by Cllr Williamson and with two abstentions all were in favour.

Cllr Eastwood left the meeting, and Cllr Garrett took the Chair.

11.2.4 DC/23/1166/FUL

Single storey extension to front, raise existing flat roof and internal alterations
Autumn Lee, 27 Badingham Road, Framlingham, Woodbridge, Suffolk,

IP13 9HS

FCM-2023-04-05 5 Cllr Garrett proposed to support the application which was seconded by Cllr Williamson with all in favour.

Cllr Eastwood returned to the meeting

11.3 Report on the Victoria Mill Road development.

Cllr Garrett reported on the history of the two planning applications off Victoria Mill Road by LeaperLand. He was preparing a submission in opposition to the recent planning appeal which would be circulated to all Councillors before it was sent. He outlined the residents' efforts to crowdfund a potential legal action and it was agreed that, on condition that the Town Council was under no obligation to take any legal action or fund any shortfall of money, it supports this initiative.

11.4 Environmental issues

No report.

11.5 Update on DC/22/4945/FUL

115 College Road Framlingham Woodbridge Suffolk IP13 9EU

Cllr Garrett reported that the Town Council had received a positive response from the College and a further clarification letter had been sent to them and the response was awaited.

11.6 Power outages in Framlingham

This was discussed and it was agreed that the Town Clerk write to UKPN and ask

- What is the problem
- What are their intentions to fix it
- Where are the issues and how long is it expected to take before the situation is resolved.
- A meeting with a suitable person would be asked for.

11.7 Matters of report and items of information only.

None.

12. Communication, Events and Partnerships Committee:

12.1 To agree a budget for the Coronation events.

This was discussed and the paper the RFO prepared was referred to.

FCM-2023-04-05 6 **Cllr Hine proposed** to set a budget of £3,356.00 for the Coronation celebrations, of which £2,600 will come the annual budget and the remainder from grants or ear-marked reserves, which was seconded by Cllr Benbow, and with one abstention, all were in favour.

12.2 FCM-2023-04-05 7 Cllr Hine proposed to accept the the Committee's recommendation to hire a projector and screen at a cost of £1,988 from budget 2205 for the Coronation, which was seconded by Cllr Garrett with all in favour.

12.3 FCM-2023-04-05 8 Cllr Hine proposed to accept the Committee's recommendation that it purchases six double page spreads in 'FramFare' at a cost of £720.00, which was seconded by Cllr Garrett with all in favour.

12.4 List of organisations Councillors are asked to foster.

This had been circulated previously and it was agreed to bring the paper back to Full Council as a hard copy for Councillors to put their names to organisations to foster.

12.5 Matters of report and items of information only

Cllr Hine reported that the draft of the Annual Newsletter would be circulated for comment soon.

She added that the ESTI funding plans for a retail events co-ordinator were progressing and the post would be advertised soon.

13. Highways, Rights of Way and Parking Committee:

13.1 Matters of report and items of information only:

Cllr Bennett reported that the parking bay lines on the Market Hill had been repainted.

14. Lands and Markets Committee:

14.1 Tree Survey

FCM-2023-04-05 9 Cllr Culemann proposed to approve the Committee's recommendation that Hayden's Arboricultural Consultants be commissioned to undertake the 2023 Tree Survey at a cost of £2988.50 from budget 1613

and the works to be scheduled for September/October, which was seconded by Cllr Benbow with all in favour.

14.2 Pavilion Toilet Cleaning Contract

FCM-2023-04-05 10 Cllr Culemann proposed to approve the Committee's recommendation that the Toilet Cleaning contract with NORSE should be terminated with immediate effect and the work transferred to The Pavilion Caretaker, which was seconded by Cllr Dean with all in favour.

It was agreed that the Clerk would investigate emergency cover.

14.3 Matters of report and items of information only:

Cllr Culemann reported that the Lands Committee had reasserted the policy that dogs were allowed on the Pageant Field and in the play area **provided they were on leads.**

15 Strategic and Development Committee

15.1 To consider and agree revisions to the strategic plan

This was debated at length and before a motion was proposed it was agreed that the plan needs further revision and monitoring. All committees would be tasked to examine the document and their action plans to ensure that they were aligned with the strategies. The feasibility of the aims and clearer 'SMARTer' measurements would be included going forward.

FCM-2023-04-05 11 Cllr Williamson proposed to adopt the revised document and for it to be published on the website, which was seconded by Cllr Eastwood with all in favour.

15.2 Matters of report.

Cllr Williamson reported on the new Hour Community vehicle and the new CIL forms were ready for discussion at the next SAD meeting.

16. Finance and HR Committee:

16.1 To confirm BACS payments approved at the March meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

Cllr Eastwood confirmed BACS payments approved at the March 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 published on the website.

16.2 To note the details of all Bank Accounts

Cllr Eastwood reported that the RFO had circulated a copy of the balances of all bank accounts to all Councillors prior to the meeting and the details were noted.

16.3 Current Invoices.

The RFO reported that there was a minor change required to the payments, to allow service charges to be paid along with the office rent.

FCM-2023-04-05 12 Cllr Eastwood proposed, with the change above, to approve the payment of current invoices, which was seconded by Cllr Bennett and all were in favour.

16.4 CIL report

Noted.

16.5 Software Requirements

Cllr Garrett reported on the investigations that had led to the proposal. Cllr Garrett proposed an amendment to the motion (to allow for the price increase of 365 and the upfront payments to allow the emails to be transferred over to 365) which was seconded by Cllr Williamson.

FCM-2023-04-05 13 Cllr Eastwood proposed to approve the the Finance Committee's recommendation to purchase four Microsoft 365 subscriptions at a cost of £10.30 each per month per licence (£494.40PA), and the email account costs of from budget 1126. Total cost £969.60. This replaces a charge of £600 in September to 2commune for email alone, which was seconded by Cllr Williamson with all in favour.

16.6 IT Support

Cllr Eastwood proposed to approve the Finance Committee's recommendation to engage JamTek Ltd for IT support at a rate of £50.00 per month – rolling monthly contract from budget 1127, which was seconded by Cllr Hine with all in favour.

16.7 Investment options for approval

The RFO had circulated a paper on investments with the agenda. This was discussed and it was agreed to defer a decision on recommendation #3 in the paper.

FCM-2023-04-05 14 Cllr Eastwood proposed that the Town Council transfer £85,000 to Unity Trust Bank instant access account, which was seconded by Cllr Seinet with all in favour.

FCM-2023-04-05 15 Cllr Eastwood proposed to transfer the monies held in the Nationwide Building Society instant access account to a Nationwide BS12-month fixed rate account, which was seconded by Cllr Dean with all in favour.

16.8 Approval of Bank account administration changes

FCM-2023-04-05 16 Cllr Eastwood proposed to approve the changes in the report made by the RFO to the bank administration processes which was seconded by Cllr Williamson with all in favour.

16.8.1 Merge HSBC bank current accounts

FCM-2023-04-05 17 Cllr Eastwood proposed to merge the separate HSBC accounts, which was seconded by Cllr Williamson with all in favour.

16.8.2 FCM-2023-04-05 18 Cllr Eastwood proposed to approve change of HSBC primary user from Eileen Coe to Alan Davidson as RFO, which was seconded by Cllr Bennett with all in favour.

16.8.3 FCM-2023-04-05 19 Cllr Eastwood proposed to approve the change in signatories for Nationwide BS from Eileen Coe and John Jones to Alan Davidson and Mark Benbow and James Overbury, which was seconded by Cllr Culemann with all in favour.

16.7 Matters of report

Cllr Eastwood called for more Councillors to join the HR sub committee.

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

None.

The meeting concluded at 9.25pm.

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

7:00 pm Wednesday 10th May AGM 2023
United Free Church Riverside