

Minutes of the Annual Framlingham Town Council Meeting held on Wednesday 4th May 2022 at 7.00pm in the United Free Church Framlingham.

1. Election of Chair

Cllr Garrett took the Chair and called for nominations for Chair of the Town Council.

FCM 2022-05-04 1 Cllr Jones proposed Cllr Eastwood to be Chair of the Town Council, which was seconded by Cllr Higham, and with all in favour Cllr Eastwood took the Chair and signed the Declaration of Acceptance of Office

2. Present:

Cllrs Eastwood, Culemann, Jones, Garrett, Hine, Seinet, Bennett, Williamson, Dean and Higham.

3. In attendance:

Mrs E Coe (Town Clerk/RFO), Mr James Overbury (Deputy Clerk), CCllr Burroughes (via Zoom) and four members of the public.

4. Apologies.

Apologies were received from DCllr Freeman.

5. Election of Vice-Chair:

FCM 2022-05-04 2 Cllr Eastwood proposed Cllr Garrett for the position of Vice Chair, which was seconded by Cllr Williamson with all in favour.

6. Election of Finance Chair:

As there were no nominations, it was agreed to leave this position vacant for the time being,

7. Appointment of Committees and Membership:

Lands and Markets Committee

Members for 2022-23 were agreed:

Cllrs Culemann, Eastwood, Higham, Seinet and Bennett.

Highways Rights of Way and Parking Committee

Members for 2022-23 were agreed:

Cllrs Eastwood, Culemann, Dean, Jones and Williamson.

Planning and Environment Committee

Members for 2022-23 were agreed:

Cllrs Garrett, Dean, Seinet, Higham and Williamson.

Strategy and Development Committee

Members for 2022-23 were agreed:

Cllrs Eastwood, Garrett, Hine, Jones and Williamson.

Communication, Events and Partnership Committee

Members for 2022-23 were agreed:

Cllrs Hine, Dean, Garrett, Jones and Bennett.

8. The current Town Council nominated persons for other organisations as required by their constitutions were noted as:

- The Pryke Trust – currently Mrs Gwen Etheridge*
- The Mills Charity – Mr J Tanner
- Sir Robert Hitcham's Almshouse Charity – Mr I Moore* Cllr J Culemann and Mr T Gilder*
- Parish Tree Warden – Ms S Bennell*
- Lanman Museum – Cllr T Higham

It was agreed for the Town Clerk to write to all the organisations above and request an annual report of activities as none were received for the Annual Parish Meeting.

7. Town Council representatives for other organisations:

FCM 2022-05-04 3 Cllr Eastwood proposed that Cllr Hine be the Town Council representative for Suffolk Libraries IPS, which was seconded by Cllr Higham with all in favour.

FCM 2022-05-04 4 Cllr Eastwood proposed that the Town Clerk be the representative for the Citizens Advice Bureau which was seconded by Cllr Bennett with all in favour.

FCM 2022-05-04 5 Cllr Eastwood proposed that Cllr Jones and the Town Clerk be the representatives for the Framlingham Business Association which was seconded by Cllr Dean with all in favour.

FCM 2022-05-04 6 Cllr Eastwood proposed that Cllr Hine be the representative for Castle Community Rooms Fundraising Committee which was seconded by Cllr Dean, and with one abstention all were in favour.

FCM 2022-05-04 7 Cllr Eastwood proposed that Cllr Hine be the representative for Framlingham Fairtrade which was seconded by Cllr Higham with all in favour.

FCM 2022-05-04 8 Cllr Eastwood proposed that Cllr Jones be the representative for the Community Area Partnership which was seconded by Cllr Hine with all in favour.

Suffolk Association of Local Councils – There were no nominations for this position but it was noted that all Councillors were circulated the details of meetings and events and all could attend if they so wished.

8.To note Deeds and Documents in the custody of the Town Council

The Town Clerk confirmed that the Deeds and Documents were locked away in the safe.

9. General Power of Competence:

The Town Clerk confirmed that the Town Council still meets the criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is eligible to undertake activities using the General Power of Competence

10. Declarations of interest.

Cllr Jones declared an interest in payments.

Cllr Hine declared a non pecuniary interest in item 22.1 (Castle Community Rooms#)

Cllr Higham declared a non pecuniary interest in 19.4 (Planning application DC/20/3326/OUT)

All then signed the Interest Book.

11 Dispensation requests received

None.

12. Minutes of Previous meeting

FCM 2022-05-04 9 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Dean and with three abstentions due to absence, all were in favour.

13. Adjournment The Chair proposed to adjourn the meeting for the following items which was agreed.

13.1 Police Report

No report.

13.2 Report on attendance at recent Police Meetings

No meeting held.

13.3 Report by County Councillor

Cllr Burroughes reported that he had circulated his written report prior to the meeting. He added that he was pleased to support financially the Jubilee weekend activities. He reported that he had received communications regarding the traffic lights on Fairfield Road and was endeavoring to resolve the issue. Responding to a question from Cllr Higham he said he would look into the charges quoted by SCC for traffic management for road closures.

Finally, he congratulated Cllrs Eastwood and Garrett on their reappointment as Chair and Vice Chair of the Town Council.

13.4 Report by District Councillors

There had been no further reports since the recent Annual Parish Meeting.

13.5 Report from PCC on the Castle Community Rooms project

The representative from the PCC reported that work was largely on time. The brickwork had been completed and the sole plate fixed. An issue with the window supplier had been resolved favorably. The archeologists reported some minor medieval finds and these would be the subject of a report.

13.6 Report from Castle Community Rooms Fundraising Committee Representative.

Cllr Hine reported they would report the matter later in the agenda.

13.7 Report by Fairtrade Representative

Cllr Hine reported that the Easter Egg hunt was fully subscribed and that the followers on Instagram exceeded 1000 people. More events were being planned.

13.8 Public Comment

Cllr Eastwood reported that the Town Council had received a number of written questions, which due to their complexity and the time required to answer them in full, would be responded to in writing in due course.

A member of the public raised a number of concerns about the Castle Community Rooms, the proposed Artisan Market and asked who was to be thanked for the flags and bunting on the Market Hill. Cllr Eastwood replied that the questions would be considered and advised that a local retailer had erected the bunting.

A member of the public raised further questions about the process to fund the Castle Community Rooms and urged the Town Council to examine its handing of Councillor Interest carefully. Cllr Eastwood replied that the questions would be considered and

answers given and that the issue of Interests was to form an agenda item for the next Finance and HR Committee.

A member of the public asked a number of questions regarding the process to fund the Castle Community Rooms and expressed strong disappointment and dissatisfaction regarding the Town Council's previous replies. Cllr Garrett suggested that perhaps the person's discontent was caused rather by the fact that they did not agree with the answers previously given to them.

In response to one question directed to the Town Clerk she responded advising that she had not given specific advice on Castle Community Rooms as professional legal advice had been sought.

14. Reconvene The Chair reconvened the meeting:

15. Correspondence

15.1 Sir Robert Hitcham's Almshouse Charity

FCM 2022-05-04 10 Cllr Garrett proposed that Terry Guilder and Ian Moore continue as the Town Council's nominated Trustees on the Sir Robert Hitcham's Almshouse Charity which was seconded by Cllr Jones with all in favour.

16. Attendance at events, conferences and training:

None.

17. Covid Response Team:

Cllr Eastwood reported that the Town Council continued to be updated with graphs of the case level in the locality gratefully compiled by a resident and reported that no further action was being taken at present.

18. To consider applications for the co-option of a Town Councillor:

FCM 2022-05-04 11 Cllr Eastwood proposed to nominate Mr Mark Benbow to fill the vacant seat on the Town Council, which was seconded by Cllr Jones and with one abstention, all were in favour.

The Town Clerk reported that Mr Benbow had expressed a desire to sit on the HRP, Lands and CEP committees.

19. Planning and Environment Committee:

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

None received.

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

DC/21/0600/FUL – FTC opposed ESC granted Planning Permission through the referral panel. Cllr Garrett reported that he had written to ESC prior to the referral panel reiterating the Town Council's objections but as the referral panel was held in private it was not known if these were considered at the meeting.

19.3 To approve the Committee's recommendation to amend and update all terms of references across the Town Council by including this clause in all terms of references: ~

Ensure the environmental impacts of actions are considered with particular regard to the climate emergency declared by the Town Council in 2021. Wherever possible ensure that actions have a positive impact on reducing waste, enhancing the natural environment and mitigating the impacts of climate change.

Cllr Garrett withdrew this motion and it was agreed that the Finance Committee would consider revising a draft paragraph to be included in all Committee Terms of References.

19.4 Report on progress of DC/20/3326/OUT and consider any further budgetary implications

Cllr Garrett reported that Councillors had met with the MP Dr Dan Poulter. The MP was to write to the ESC Planning Committee and the Leader of the District Council. It was agreed that Cllr Garrett attend the May 25th meeting of ESC Planning where the application was to be reconsidered.

How best for the Town Council to proceed was discussed at length. It was agreed to prepare an Extraordinary Full Council Meeting on the 18th May at 7:30pm in the United Free Church following a briefing to Councillors at 7:00pm. Cllr Garrett would suggest any motions to be included to the Town Clerk. Should it become apparent that ESC would not be recommending approval of the development then there would be no reason for a meeting and it would be cancelled.

19.5 Matters of report and items of information only.

None.

20. Communication, Events and Partnerships Committee:

20.1 To approve the committee's recommendation that a budget of £1500 be allocated from Budget 2210 (People and Places Project Grant) for a Sunday Artisan Market to be held on Sunday 14th August for costs such as a road closure, first aid cover and PR.

Cllr Hine withdrew the motion and the issue of Sunday Markets be discussed further at the CEP meeting.

20.2 FCM 2022-05-04 12 Cllr Hine proposed to approve the committee's recommendation to accept the quotation from Effective Advertising Gifts of £890 + vat for 500 single colour Jubilee commemorative mugs from Budget 2205 (Community Events), to be refunded by sponsorship/grants, which was seconded by Cllr Higham with all in favour.

It was noted that sponsorship for this sum had already been achieved.

20.3 Matters of report and items of information only

Cllr Hine reported that two excellent talks had been delivered at the recent Annual Parish Meeting.

21. Highways, Rights of Way and Parking Committee:

21.1 FCM 2022-05-04 13 Cllr Eastwood proposed to approve the cost of £150.00 to Suffolk County Council for the Street Furniture Licence for erection of CCTV on lamp posts in the town from CIL Budget EMR 358 which was seconded by Cllr Jones and with one abstention all were in favour.

21.2 FCM 2022-05-04 14 Cllr Eastwood proposed to adopt the revised risk assessment for Footpath Wardens which was seconded by Cllr Dean with all in favour.

21.2 Matters of report and items of information only:

None.

22. Strategy and Development Committee:

22.1 To approve the committee's recommendation to grant a sum of £100k to Castle Community Rooms from Local CIL, subject to clarification of legal advice from ESC and consultation with the public on the matter in the form of a survey.

Cllr Jones outlined the history and finance of the project and Cllr Dean highlighted the legal issues.

FCM 2022-05-04 15 Cllr Jones proposed to amend the motion by removing the words 'from ESC' which was seconded by Cllr Higham with all in favour.

The Town Clerk noted that this was a very complex issue with some uncertainty to which source of advice the Town Council could rely on and advised Councillors to proceed with caution.

There followed some considerable debate on the matter. The Town Clerk suggested adding the words 'in principle' to the motion.

FCM 2022-05-04 16 Cllr Jones proposed a further amendment to the motion: "To support in principle the Committees recommendation to grant a sum of £100,000 to Castle Community Rooms from Local Cil subject to clarification of legal advice prior to it coming back to Full Council", which was seconded by Cllr Higham. This motion was put to the vote and with seven in favour, one against and two abstentions the motion was carried.

The Town Clerk/RFO advised that a budget for legal fees would need to be agreed.

22.2 Matters of report and items of information only:

None.

23. Lands and Markets Committee:

23.1 Matters of report and items of information only.

None.

24. Finance and HR Committee:

24.1 Cllr Eastwood confirmed BACS payments approved at the April 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.

24.2 FCM 2022-05-04 17 Cllr Eastwood proposed to approve the payment of current invoices, which was seconded by Cllr Culemann and with one abstention due to interest all were in favour.

24.3 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.

24.4 Matters of report and items of information only

None.

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

None.

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

Extraordinary Full Council Meeting - Wednesday 18th May 2022 at 7.30pm

Full Council Meeting – Wednesday 1st June 2022 at 7pm

The meeting concluded at 9:23pm.