

## Framlingham Town Council

### Minutes of the Framlingham Town Council Meeting held on Wednesday 6<sup>th</sup> July at 7.00pm

#### Present:

Cllr Benbow, Cllr C Bennett, Cllr J Culemann, Cllr P Dean, Cllr S Garrett (Vice-Chair), Cllr T Higham, Cllr M Hine, Cllr J Jones, Cllr S Seinet and Cllr N Williamson

#### In Attendance:

Mrs E Coe (Town Clerk/RFO) and five members of the public.

#### 1. Apologies

**Apologies were** received and accepted from Cllr C Eastwood (Chair) (Holiday) and James Overbury (Deputy Town Clerk) also Cllr S Burroughes

#### 2. Declarations of interest:

Cllr Seinet declared an NRI in item 10.2.5 and signed the Interest Book.

#### 3.1 To re-consider Dispensations approved prior to the adoption of the new Code of Conduct for Cllr Jones, Cllr Higham and Cllr Culemann:

The Town Clerk advised that SALC had suggested that Dispensations approved prior to the adoption of the new Code of Conduct should be reviewed and she noted that there was a new form for completion and the Town Council could grant a Dispensation under S.33 of the Localism Act 2011 which would allow either participation, voting or both.

**FCM 2022-07-06-01 Cllr Garrett proposed** to re-consider all current agreed Dispensations using the new form to allow either participation, voting or both at the next Full Council meeting, which was seconded by Cllr with all in favour.

#### 3.2 New Dispensation requests received

None.

#### 4 Minutes of Previous meeting

**Cllr Hine proposed** two amendments to the minutes of the last meeting which were agreed.

**FCM 2022-07-06-02 Cllr Garrett proposed** that including the agreed amendments the minutes of the previous meeting held on 1<sup>st</sup> June 2022 be accepted as a true record, which was seconded by Cllr Higham and with one abstention due to absence all were in favour.

#### 5. Adjournment

**The Vice- Chair proposed** to adjourn the meeting for the following, which was agreed:

### **5.1 Police Matters:**

No report available this month.

#### **5.1.1 Report on attendance at recent Police Meetings – Town Clerk**

**The Town Clerk reported** that the next ASB meeting to be held on Thursday 21<sup>st</sup> July had been cancelled.

### **5.2 Report by County Councillor**

A written report had been circulated prior to the meeting.

### **5.3 Report by District Councillors**

A written report had been circulated prior to the meeting.

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

**The representative reported** that work is progressing on time and most of the work has been internal.

### **5.5 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine**

**Cllr Hine reported** that she was pleased to announce an award of £30,000 from Bernard & Sunley had been granted. Invitations had been sent to the 'Half Way There' Reception on 14<sup>th</sup> July between 5pm and 7pm with drinks and nibbles and a possible view around the site and she requested RSVP's as soon as possible.

**Cllr Jones asked** about the funding gap given that there had been a large grant.

**The PCC representative** advised that the funding gap was around £110,000

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

**Cllr Hine reported** that the 9 Suffolk Fairtrade towns will be holding an annual conference via zoom on Saturday 9<sup>th</sup> July. They would be linking live with tea farmer Patrick Kaberia, the Suffolk Patron, in Kenya. The Fairtrade renewal date has been changed again by the Fairtrade Foundation and will now be 1<sup>st</sup> August 2023.

### **5.7 Report by Framlingham Business Association Representative – Cllr J Jones**

No report.

### **5.8 Public Comment:**

One person commented on the safety surfacing on the Pageant Field which was overgrown with weeds and noted that 43% of the precept is spent on salaries, plus the rent of the Office space, which means there is not much left to spend on the town, and wondered if anyone had looked at

the costs for other similar sized councils. They also noted that for agenda item 11.3 it was not clear what the 50/50 profit split would be split between.

They also noted that someone had put a sign up on the Pageant Field about dog fouling.

One person spoke in support of the CIL grant for HOUR Community and thanked Cllr Eastwood and Cllr Jones for visiting the Men's Shed and extended the invitation to other Councillors.

They wondered when the Town Council would receive a response from the Barrister regarding CCR funding. They also noted the percentage of over 65's, over 72 and over 90 in the census is rising. HOUR Community has a shortage of volunteer drivers and they felt that sadly the health centre is going from bad to worse, as they had recently had to take someone to Ipswich hospital for blood tests.

They noted the Community Partnership meeting and felt that it was clear that the need for the community to pull together is paramount and asked how can the Town Council help.

Also there is a pressing need for housing for our young people and more volunteers were required to assist the growing and ageing population in Framlingham.

One person asked if there was any progress on Fairfield Road as the traffic lights were still in place.

**Cllr Jones noted** that the meeting with C Cllr Burroughes relating to various highway matters had been postponed but would be re-arranged shortly and it was hoped to address the situation.

### **5.9 Report from the Mills Charity – James Tanner**

Mr Tanner provided an update on the Mills Charity to support the report previously circulated which put into context what The Mills Charity does. He noted that there had not been a great change in terms of trustees but Dr Wright had been replaced by Dr Ruth.

The Trustees continue to look at small grant applications from residents in financial distress and people struggling with educational funding. In terms of looking forward there is an appetite to consider more Alms houses if land became available, or if there are sites that have an affordable housing. There are a couple of areas of land in the town that are being talked about but nothing firm has been agreed. He noted that 1 bed and 3 bed homes seem to be successful. 3 bed for small families and also 1 bed is popular and they get a reasonable feed-back on what type of accommodation is needed. He noted that he would be happy to provide feedback or have a chat with Councillors about how things have worked in relation to parking and pets etc and if anyone had any questions they could be sent to him via the Town Clerk.

**Cllr Jones noted** that timing of any new Almshouses was key in relation to the review of the Framlingham Neighbourhood Plan as the requirement for additional development land for social housing would be noted when considering site allocations.

Mr Tanner advised that the difficulty was finding a suitable site and understanding who owns what. He noted that the Mills Charity has access to money from Development England which puts it in a strong position to be able to access Government funding.

**Cllr Jones encouraged** the Mills Charity to engage with the Town Council early in the process in the search for land as this will help to avoid problems at a later stage.

Mr Tanner agreed to let the Town Clerk know how many people were currently on the waiting list.

**Cllr Garrett noted** that a report from the Sir Robert Hitcham's Charity had been requested and acknowledged, but was still awaited.

## **6. Reconvene:**

**The Vice-Chair proposed** to reconvene the meeting, which was agreed.

## **7. Correspondence:**

None for this meeting.

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

None for this meeting.

## **9. Covid Response Team:**

**It was noted** that the latest graph showed an increase. The number of reported positive cases have reached 39 and there is no sign of levelling off. This is probably attributable to either Omicron BA.4 or BA.5 variants, which are re-infecting people.

**Cllr Hine noted** that the signs in the town needed refreshing and the Deputy Clerk would be requested to action.

## **10. Planning and Environment Committee:**

**10.1** The following planning decisions were noted:

**10.1.1 DC/22/0059/FUL – The Bungalow, Coles Green IP3 9LF** - Alterations, extensions and attached double garage

FTC Supported, planning permission granted.

**10.1.2 DC/22/0898/FUL – Flint Hall, Tolgate Hill, Woodbridge Road IP13 9LL** -3m x 2m brick built boot room with mono pitched roof

FTC Supported, planning permission granted.

**10.2** The following Planning Applications were considered:

**10.2.1 DC/22/1010/FUL and DC/22/1011/LBC – 1 St Michael's Close IP3 9BJ**

**Resubmission with revised plans (FTC had objected)**

Internal alterations to existing property including conversion of outbuilding to master bedroom and en-suite

Listed Building Consent - Internal alterations to existing property including conversion of outbuilding to master bedroom and en-suite

**FCM-2022-07-06-03 The Town Council SUPPORTED** the application provided the design is approved by the Conservation Officer and the Society of Protection for Ancient Buildings.

**10.2.2 DC/22/2272/FUL -May Corner Station Road IP13 9LJ**

Extension and alterations

**FCM-2022-07-06-04 The Town Council SUPPORTED the application**

**10.2.3 DC/22/2095/LBC -Moat House 31 Castle Street IP13 9BP**

Provision of new casement windows to replace existing defective/modern styles windows

**FCM-2022-07-06-05 The Town Council SUPPORTED the application.**

**10.2.4 DC/22/1681/FUL and DC/22/1682/LBC - 33 Double Street IP13 9BN**

Internal and external alterations and improvements to restore historic fabric and create a further upstairs bathroom/en suite.

Listed Building Consent - Internal and external alterations and improvements to restore historic fabric and create a further upstairs bathroom/en suite.

**FCM-2022-07-06-06 The Town Council OBJECTED only** on the basis that the plans include single glazed metal windows which are out of character in the Conservation Area and for a Listed Building even though metal window frames are present on the next door property.

**10.2.5 DC/22/2233/FUL - Land Adjacent The Woodyard Vyces Road IP13 9RJ**

Erection of a new single-storey dwelling.

One letter of objection had been received and was read to the meeting.

**It was agreed** to defer this item to the next PAE Committee meeting on 18<sup>th</sup> July in order to allow time for members to familiarise themselves with the site.

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

None.

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

**11.1** To approve the committee's recommendation to purchase a 25ft Christmas tree delivered, erected, dismantled and disposed of from Elveden Estates at a cost of £2,620.00 from Budget 2211.

**FCM 2022-07-06-07 Cllr Hine proposed** to approve the committee's recommendation to purchase a 25ft Christmas tree delivered, erected, dismantled and disposed of from Elveden Estates at a cost of £2,620.00 from Budget 2211, which was seconded by Cllr Benbow with all in favour.

**11.2** To approve the committee's recommendation to split the profit of £3,445.92 (revised figure due to extra donation received) equally between a new piece of play equipment for the Pageant Field and The Brain Tumour Charity.

**The Town Clerk advised** that due to further donations the final revised figure was now £ 3,719.22.

**FCM 2022-07-06-08 Cllr Hine proposed to** approve the committee's recommendation to split the profit of £3,719.22 equally between a new piece of play equipment for the Pageant Field and The Brain Tumour Charity, which was seconded by Cllr Higham with all in favour.

**It was noted** that the play equipment funds would be transferred to an Ear Marked Reserve and the LAM Committee would consider the results of the Play Equipment Survey in due course.

**11.3** To approve the committee's recommendation to add the extra artistic content to the Sound and Light Spectacular to be held on 4<sup>th</sup> November within the agreed budget of £8k and to split any profits above this on a 50/50 basis.

**Cllr Hine clarified** the details of the recommendation which was noted and she then **proposed** an amendment to the recommendation for clarity which was agreed.

**FCM 2022-07-06-09 Cllr Hine proposed to** approve the committee's recommendation to add the extra artistic content to the Sound and Light Spectacular to be held on 4<sup>th</sup> November within the agreed budget of £8k and to split any profits above this on a 50/50 basis between the Town Council and Noise of Art, unless grant funding is awarded in which case all profits will go to the Events Ear Marked Reserve, which was seconded by Cllr Jones with all in favour.

**11.4** To approve the committee's recommendation to allocate an extra 5 hours per month to the Office Assistant on a trial basis of 6 months to undertake the updating of the Website What's On page using Budget 1106.

**FCM 2022-07-06-10 Cllr Hine proposed to** approve the committee's recommendation to allocate an extra 5 hours per month to the Office Assistant on a trial basis of 6 months to undertake the updating of the Website What's On page using Budget 1106, which was seconded by Cllr Benbow with all in favour.

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

**Cllr Hine reported** on all the Jubilee events and thanked everyone who took part and helped. She asked for Councillors to volunteer to help with the next two major events: Framlingham Sound & Light Spectacular on Friday 4<sup>th</sup> November and Christmas on the Hill on Friday 2<sup>nd</sup> December.

## **12. Highways, Rights of Way and Parking Committee:**

**12.1** To approve the committee's recommendation to allocate up to £30,000 from Local CIL for the replacement LED lamps, to include a structural survey, photocells, double pole insulation and replacement columns as required, using Provision Ltd as the preferred contractor

**Cllr Williamson noted** the typo in the recommendation (insulation should read isolation)

**Cllr Jones noted** that the recommendation was confusing as local CIL funds of £65,000 had already been previously allocated in the Budget.

An amendment was considered and the re-wording of the recommendation was agreed.

**FCM 2022-07-06-11 Cllr Williamson proposed to appoint** Provision Ltd as the preferred contractor for the provision of replacement LED lamps to include a structural survey, photocells, double pole isolation and replacement columns as required, at a cost of up to £35,000 from the already agreed Local CIL Budget, which was seconded by Cllr Jones with all in favour.

**12.2** .Matters of report and items of information only:

None.

### **13.Strategy and Development Committee:**

**13.1** To approve the committee's recommendation to fund Hour Community £25,000 from local CIL funds.

**Cllr Jones proposed** an amendment to the recommendation for clarity, which was agreed.

**FCM 2022-07-06-12 Cllr Jones proposed to** approve the committee's recommendation to fund the Hour Community Furniture Project/Men's Shed Stage 2 Local CIL application for £25,000 from local CIL funds, which was seconded by Cllr Garrett with all in favour.

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

**Cllr Jones reported** he had attended Framlingham College's Speech Day which had been exceptional.

### **14. Lands and Markets Committee:**

**14.1** To approve the committee's recommendation to use up to £2,000 from EMR 324 for the cost of an Experimental Traffic Order to formalise the closing of a small section of the road from The Crown Hotel to Panorama for the Saturday Market on Market Hill, for safety reasons.

Concerns were raised relating to the cost and there followed some discussion.

**FCM 2022-07-06-13 Cllr Culemann proposed** to approve the committee's recommendation to use up to £2,000 from EMR 324 for the cost of an Experimental Traffic Order to formalise the closing of a small section of the road from The Crown Hotel to Panorama for the Saturday Market on Market Hill, for safety reasons, which was seconded by Cllr Jones and with seven in favour and three abstentions the motion was carried by a majority.

It was noted that abstentions were due to the costs involved.

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

None.

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

**15.1 Cllr Garrett confirmed** the BACS payments approved at the June 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.

**FCM 2022-07-06-14 Cllr Garrett proposed** to approve the payment of current invoices, which was seconded by Cllr Culemann with all in favour.

**15.3 Cllr Garrett 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.

**15.4** Matters of Report and items of information only:

**Cllr Benbow reported** that he was a qualified First Aider, which was noted with thanks.

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

Cllr Hine and Cllr Higham reported that they had attend the Music Ark opening event at Sir Robert Hitcham's Primary School where they were made very welcome.

Cllr Hine reported that she had attended the Community Area Partnership Meeting where priorities were considered for the next years £25,000 grants.

**Cllr Jones reported** on the Local CIL grant application from FAYAP and noted that a meeting had been held as more information was required. It had been suggested to FAYAP that they seek to extend the lease of the building with SCC and the SAD Committee would then consider further support.

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

**Wednesday 3<sup>rd</sup> August 2022 at 7.00pm –United Free Church, Riverside, Framlingham**

**The meeting closed at 21.34**