

Minutes of the meeting of Framlingham Town Council held on Thursday 1st April 2021 at 7.00pm via Zoom.

The Town Clerk advised the meeting was being recorded.

1. APOLOGIES

Apologies were received and accepted from Cllr Kitching and Cllr Hine (Health reasons) and DCllr Cook.

Present:

Cllrs D Carter, P Collins (Chair), C Eastwood, S Garrett, T Higham, J Jones, and P Wraight

In attendance

Mrs E Coe (Town Clerk/RFO), Mr J Overbury (Deputy Clerk), CCllr Burroughes and three members of the public.

2. MINUTES OF PREVIOUS MEETING

FC-21-04-01 1 Cllr Collins proposed to approve the minutes of the meeting held on 4th March 2021 as a true and accurate record which was seconded by Cllr Garrett and with one abstention due to absence all were in favour.

3. DISPENSATION REQUESTS RECEIVED

None.

4. DECLARATIONS OF INTEREST

None.

5. ADJOURNMENT

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

5.1 Police Matters

It was noted that a written report had been received and circulated and that the Town Clerk maintained regular contact with the local Police, and would be attending the next Police Teams meeting. Cllr Wraight noted the increased rates of vandalism in particular. She hoped that the Town Council could be more pro-active and work with others in the town to

understand and address the issues. She noted that in places where there was a neighbourhood watch that the reporting by the police was more detailed in terms of the location of the issues/crimes. She felt that more data from FAYAP on their activities might increase the Town Council's understanding of the situation. It was agreed that the police report on crimes would form a standing agenda item on the Public Relations Committee. The Town Clerk invited Cllr Wraight to join her at the Police Teams meeting on 19th April which was agreed.

5.2 Report by County Councillor

CCllr Burroughes reported that he had circulated his report prior to the meeting. He noted that the local elections were to take place on 6th May and that, as such, he was 'in Purdah'. He reported that face to face meetings were to begin on 7th May and there were many challenges to achieve this and maintain social distancing. He noted that ESC does not have a room big enough to accommodate all the Councillors and any public attending which would enable ESC to be Covid-19 compliant. He reported that ESC were pressing the Government on this matter. Cllr Burroughes was also disappointed at the vandalism in the town and would ask the Police Commissioner to reinstate Police attendance at Town and Parish Council meetings. He reported that a trial of speed indicator devices fitted with Automatic number plate recognition (ANPR) systems was to take place. He urged the Town Council to suggest locations in the town to be considered for the trial. Cllr Collins suggested that this form an agenda item for the next Rights of Way Committee Meeting which was agreed. Cllr Higham noted that he was pleased to see energy and carbon saving measures formed part of CClr Burroughes report and asked whether these would form part of the planning or building control regulations for the district. CClr Burroughes replied that he would ask DCllr Cook about the matter.

5.3 Report by District Councillor

Cllr Collins thanked DCllr Cook in his absence for the written report that had been circulated prior to the meeting.

5.4 Report by Fairtrade Representative – Cllr M Hine

No business.

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

Cllr Collins reported that a written report from the PCC had been circulated prior to the meeting and he noted that the formalities regarding the district CIL funds had been approved and signed.

5.6 Report from Castle Community Rooms Fundraising Committee Representative – Cllr M Hine

No report.

5.7 Public Comment

The representative from Hour Community and The Mills Charity added to the concerns about vandalism in the town. He urged all organisations in the town to work together to understand and tackle these issues. He asked for the police report on criminal activity to be more widely circulated and it was agreed that this should be published on the Town Council website. He also offered his help and support to work with the Town Council on a solution.

The representative from the PCC reaffirmed that the district CIL documents had been agreed and signed and this allowed the project to proceed with more certainty.

A resident spoke about, and against the planning application DC/21/1076/FUL. Cllr Garrett thanked the resident for his comments and outlined the process of delegation at ESC.

6. RECONVENE:

The Chair proposed to reconvene the meeting which was agreed.

7. COVID RESPONSE TEAM UPDATE – CLLR G KITCHING

In Cllr Kitching's absence the Town Clerk read a report on the recent activities, provided by Cllr Hine.

8. INCREASING TOWN COUNCIL MEMBERSHIP FROM THE NEXT ELECTION IN 2023

To consider requesting East Suffolk Council carried out a Community Governance Review in order to increase the number of Councillors for Framlingham Town Council.

The Town Clerk explained the legal position and the process to achieve the Town Council's wish to increase its membership. She reported that a request from the Town Council backed up with evidence, rather than a petition, was the district council's preferred route. She added that if the forthcoming By Election was not contested then this would weaken the Town Council's case for an increase in councillors. It was agreed to withdraw the motion and for this matter to be discussed at the next Strategic Planning Committee.

Cllr Jones noted that there had been little publicity calling for candidates and suggested a rapid publicity drive in an attempt to attract more candidates.

FC-31-04-01 2 Cllr Collins proposed that the Town Clerk create a suitable and prominent notice on the Town Council website calling for more candidates, which was seconded by Cllr Higham with all in favour.

It was also agreed that social media be used to publicise the Election and that the Town Clerk would liaise with Cllrs Garrett and Hine to achieve this.

9. PLANNING COMMITTEE:

9.1 Planning decisions received prior to the meeting:

9.1.1 DC/20/3844/PN3 Gate Wood Farm, Lampard Brook IP13 9SB - Planning Appeal Dismissed

Noted.

9.1.2 DC/21/0267/FUL and DC/21/0268/LBC I Yew Tree House, Badingham Road IP13 9HY– Planning Permission

Noted.

9.1.3 DC/21/0031/FUL 18 Brook Lane IP13 9RN – Planning Permission

Noted.

9.2 Planning Applications received prior to the meeting:

9.2.1 DC/21/1076/FUL - 1 Burnt Cottages Badingham Road IP13 9HX -Application for glamping units and storage shed, and change of use of agricultural land to garden

FC 31-04-01 3 Cllr Garrett proposed to OBJECT to this application on the following grounds:

- The height of the proposed units will mean the neighbouring properties are overlooked.
- There are environmental issues regarding noise and intrusion to neighbours.
- The development obstructs a public right of way.
- There is no provision for disabled access or adaption to the units
- The proposed access is on a dangerous bend with not enough visibility
- The road from the development to local amenities is not suitable for pedestrians or wheel chair users.
- There is no provision for water for the fire service.

Notwithstanding these issues there is a case for such enterprises but the Town Council feels this is not an appropriate location.

Which was seconded by Cllr Eastwood with all in favour.

9.2.2 DC/21/1173/FUL - 1 Briscoe Way IP13 9JZ -Garden room extension

FC 21-04-01 4 Cllr Garrett proposed to SUPPORT this application which was seconded by Cllr Higham with all in favour.

9.2.3 DC/21/1001/FUL -Land To The North and South Of New Road East Of Silverlace Green Parham - construction and operation of a solar farm together with all associated works, equipment and necessary infrastructure

It was agreed to make no comment on this application which was not in the parish.

9.2.3 DC/21/0874/FUL -Brook House, Vyces Road IP13 9RJ – replacement of redundant commercial building with residential dwelling

FC 21-04-01 5 Cllr Garrett proposed to SUPPORT this application but notes on the previous application there were objections based on the ownership of the access to the property, which was seconded by Cllr Higham with all in favour.

9.3 Matters of report and items of information only:

The Deputy Clerk reported on the LeaperLand Development off Victoria Mill Road and advised that a zoom meeting would take place with the developer's agent on the 11th April. He reported that the application has not changed but a revised application was expected.

The Deputy Clerk reported that the issue of flooding of properties downstream of the Persimmon development at Mount Pleasant was being considered by both SCC Flood Prevention and ESC enforcement and it was hoped that the valve controlling the release of water would be checked to see if it was adequate.

10. PUBLIC RELATIONS AND MARKETS COMMITTEE:

10.1 FC 21-04-01 6 Cllr Garrett proposed to approve the quotation from SCN for extra street cleaning services (including litter picking on the Fens and Pageant Field) from 1st April – 31st October 2021 at £1845.00 + VAT from Budget 1647, which was seconded by Cllr Jones with all in favour.

10.2 FC 21-04-01 7 Cllr Garrett proposed to approve the committee's recommendation for the changes to the Town Council Logo and Header, which was seconded by Cllr Wraight with all in favour.

10.3 Matters of report and items of information only

Cllr Garrett reported that the Website Working Group will recommend commissioning one website with Town and Community items rather than two websites separating the town and community content. There will be meetings with different providers of websites to inform the investigation further.

Cllr Jones asked what progress had been made with extending the free wi-fi service in the town, as he was concerned that opportunity for funding from the People and Places programme could be lost. It was agreed that this would form an agenda item at the next Public Relations Committee.

11. RIGHTS OF WAY, HIGHWAYS AND LIGHTING COMMITTEE:

11.1 Matters of report and items of information only

Cllr Eastwood reported that the Katch taxi bus service from the town to the station was expected to start on May 17th.

The ROW committee were looking at replacing the Town Council owned street lights – many of which were old sodium lights and not able to be repaired and he was preparing a report on the cost of their replacement, with new energy saving LED lights. It had been confirmed by ESC that local CIL could be used to fund these works.

Cllr Eastwood reported that it was understood from ESC that the legal aspects for the off street parking were being finalised but no date has been set yet for implementation.

12. LANDS COMMITTEE:

12.1 Cllr Collins explained that a transfer of funds from the reserve accounts would need to be considered to meet the cost of the next item.

FC-21-04-01 8 Cllr Collins proposed to approve the Committee's recommendation to accept the quotation from Kindewood for three areas of work to trees in the Churchyard as identified in the Tree Survey and noted in the Tree Schedule at a total cost of £6,340.00 from Budget 1613 (2021/2022) A transfer of funds from EMR will be required to meet this cost which was seconded by Cllr Higham with all in favour.

12.2 Cllr Wraight congratulated the Town Clerk for compiling the draft of the Tree Policy.

FC 21-04-01 9 Cllr Collins proposed to approve the committee's recommendation to adopt The Tree Policy which was seconded by Cllr Wraight with all in favour.

Cllr Collins explained that recruitment of a local person had not yet been possible hence the next two items.

12.3 FC 21-04-01 10 Cllr Collins proposed to approve the committee's recommendation to accept the Toilet Cleaning Contract for the Pavilion toilets on the Pageant Field and to

appoint a local person to carry out the duties required, from Budget 1510, starting as soon as possible, which was seconded by Cllr Eastwood with all in favour.

12.4 FC 21-04-01 11 Cllr Collins proposed to approve the cost of £28.41 per visit from Suffolk Coastal Norse for toilet cleaning of the Pavilion Toilets in the interim period from Budget 1510 – see above, which was seconded by Cllr Garrett with all in favour.

Following a question from Cllr Wright concerning how this work was to be monitored, it was confirmed that the monitoring of the work was partly achieved through CCTV and partly by the G&P Contractor during daily inspections of the Pageant Field.

12.5 FC 21-04-01 12 Cllr Collins proposed to approve the annual cost, not exceeding £300.00, for a nappy bin and a sanitary unit for one toilet from Initial Services from Budget 1510, which was seconded by Cllr Carter with all in favour.

12.6 Matters of report and items of information only:

Cllr Collins reported that plans were progressing for both the Table Tennis Table and the Boules Pitch at the Pageant Field.

The Lands Committee would be making a proposal for the new Pageant Field fencing next month.

13. STRATEGIC PLANNING COMMITTEE:

13.1 FC 21-04-01 13 Cllr Jones proposed to approve the revised Terms of Reference for Committees which was seconded by Cllr Garrett with all in favour.

It was agreed for the Planning Committee to discuss the nature of the sub group under it looking at environmental issues at their next meeting.

13.2 Review process of Framlingham Neighbourhood Plan (FNP)

Cllr Jones summarised the work achieved so far and outlined the next steps as detailed in the “setting the scene” document circulated prior to the meeting.

13.3 Matters of report and items of information only

Cllr Jones reported that he had confirmed with ESC that local CIL could be used to fund the replacement/LED street lights.

14. FINANCE COMMITTEE:

14.1 Cllr Carter confirmed the BACS payments approved at the March meeting have 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.

14.2 FC 21-04-01 14 Cllr Carter proposed to approve the payment of current invoices which was seconded by Cllr Wraight with all in favour.

14.3 Cllr Carter 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.

14.4 Matters of report and items of information only

Cllr Carter reported that the HR Sub committee had held its first meeting and had elected a Chair and agreed it's Terms of Reference. It also had drafted a Pay Policy Statement which would be considered by the Finance committee.

15. MATTERS OF REPORT OR ITEMS FOR THE NEXT AGENDA ONLY:

- Annual Parish Meeting – 5th May 7pm
- Town Council Annual meeting – 6th May 7:00pm Cllr Collins informed the meeting he would not be standing for Chair of the Town Council.
- Cllr Wraight reported she had attended the SALC East Suffolk South Area Forum and would be attending the joint forum on the 29th April.
- Cllr Higham reported that he would have to give his apologies for the APM unless his New Councillor training evening could be moved. The Town Clerk advised she would see what could be done to move the training date.

16. DATE AND TIME OF THE NEXT FULL COUNCIL MEETING

Thursday 6th May at 7.00pm (Annual Town Council Meeting)

The Meeting concluded at 9:35pm.