

Framlingham Town Council



28th November 2024

Members of Framlingham Town Council

Councillors Tim Cope, Phil Dean, Clive Eastwood, Tony Hammond, Trudie Hammond, Tim Higham, Gill Knights, Steve Rose, Alan Wraight and Penny Wraight

You are summoned to attend a meeting of the Town Council

to be held at 7pm on Wednesday 4th December 2024

in the Castle Community Rooms for the transaction of the business on this Agenda.

Public Attendance:

Members of the public and press are welcome to join the meeting in person or remotely and will be invited to speak during the Public Forum

The meeting may be accessed remotely with the following details:

<https://us02web.zoom.us/j/4122052322?pwd=RzVtMDRtVWJMMnRpTWWhKZDJPQmN1dz09>

Meeting ID: 412 205 2322

Passcode: 096006

AGENDA

1. **Note Councillors present and consider apologies for absence**
2. **Note other attendees**
3. **Consider accepting the Minutes of the meetings on 19th November and 26th November as true records of the meeting**
4. **Receive any declarations of interest and consider any applications for dispensations**
5. **Public Forum**
6. **Consider correspondence that needs Council consideration**
7. **Procedural matters**
 - 7.1 Consider any changes to the committee structure
 - 7.2 Note upcoming Annual Leave & RFO's absence
 - 7.3 Discuss office opening over the Christmas period
 - 7.4 Discuss meeting frequency and format for January
8. **Finance Committee**
 - 8.1. To confirm BACS payments approved at the November meeting have been paid as agreed and the bank print out verified and signed by two Councillors
 - 8.2 To approve the payment of current invoices
 - 8.3 To note the details of all bank accounts
 - 8.4 To request 5 councillors are appointed as signatories on the HSBC bank mandate
 - 8.5 To consider that the RFO is issued with a Commercial card for Council expenditure on

the same terms as the clerk's card

8.6 To review the draft 25/26 budget and associated precept

10. Planning Committee

10.1 Discuss application:

DC/24/4031/LBC Framlingham College, College Road, Framlingham, IP13 9EY

Listed Building Consent - Minor internal alterations to dormitories on the second floor level in the main building (Clock Tower)

[DC/24/4031/LBC | Listed Building Consent - Minor internal alterations to dormitories on the second floor level in the main building \(Clock Tower\) | Framlingham College College Road Framlingham Woodbridge Suffolk IP13 9EY](#)

10.2 Consider affiliation with East Suffolk Planning Alliance

10.3 Matters of report

11. Communication, events and partnership committee

11.1 Receive an update on the destination website

11.3 Christmas

11.3.1 Report of Christmas event held on 23rd November

11.3.2 Consider ownership and storage of the Christmas lights

11.3.3 Agree donation to Hall Farm Butchers for electricity used to power the town's Christmas lights & note options for next year

11.3.4 Decoration of the Town Council's tree for the Christmas Tree Festival

11.4 Consider purchasing spaces on an Event Safety Training Day to be held locally in 2025, at a cost of £95 per delegate.

11.5 Matters of report

12. Strategy & Development Committee

12.1 Discuss updates regarding the sale of the Westbury Centre, Fairfield Road & consider quotation for professional fees to carry out a survey

12.2 Consider CIL application from Hour Community for up to £140,000 to purchase the Westbury Centre for the community

12.3 Discuss the Neighbourhood Plan Review

12.4 Consider FAYAP's request to carry out outreach youth work on the Market Hill using a gazebo

12.5 Other matters of report

13. Lands Committee

13.1 Consider plan of action for the memorial rose garden at the cemetery

13.2 Consider update on repairs to the tap housing and field gate at the allotments & quotations for a second tap

13.3 Consider riparian responsibilities at The Fens

13.4 To consider retrospective approval of £140 for the one-off additional cut of the Pageant Field by the G&P contractor, but outside of the G&P contract.

13.5 To consider a market application from Halesworth Wax Emporium to sell scented candles, wax melts, incense burners and bath bombs on a Saturday market with a 20ft pitch.

13.6 Matters of report

14. Highways, Rights of Way & Parking Committee

14.1 Discuss defective Pigs Meadow ground-level lighting

14.2 Agree actions regarding faulty streetlamp 71 Fairfield Road

14.3 Matters of report

15. Note other items of report or issues to be raised at future Council meetings

16. Human Resources Committee

16.1 Consider Terms of Reference for the newly formed HR Committee

16.2 Note an update in legislation regarding sexual harassment, to be considered further at the next meeting

16.3 To consider resolving to exclude the press and public from this section of the meeting by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) due to the confidential nature of the business to be transacted.

16.4 Receive updates on the current issues

16.5 Discuss any urgent issues that need to be addressed and agree next steps

16.6 Discuss staff salaries and responsibilities

16.7 Matters of report

17. Confirm date of next meeting

Lydia Kindred

Deputy Town Clerk