

Framlingham Town Council



Minutes of a Meeting of Framlingham Town Council held in the Castle Community Rooms Framlingham at 7pm on 6th November 2024

1. Present & Apologies

Councillors Clive Eastwood (Chair), Tim Cope, Phil Dean, Tony Hammond, Trudie Hammond (present from item 13.1), Tim Higham (present from item 9) Gill Knights, Steve Rose, Alan Wraight, Penny Wraight
Apologies: Cllr. Trudie Hammond informed the Council that she would be arriving late due to a prior engagement.

2. In Attendance

Alan Davidson (Responsible Financial Officer), Lydia Kindred (Deputy Town Clerk), District Councillor Vince Langdon-Morris, and 4 residents.
Apologies were received from County Councillor Stephen Burroughes for the foreseeable future.

3. Changes to the Committee structure

The Chair welcomed Trudie Hammond, recently elected in November's uncontested bi-election. Cllr. Hammond will be joining the Planning Committee and Lands & Markets Committee.

4. Minutes

Cllr. Eastwood proposed accepting the Minutes of 23rd October as a true record of the meeting. This was seconded by Cllr. A. Wraight and passed with two abstentions.
FCM-2024-11-06/1

5. Declarations of interest

None

ADJOURNMENT

6. Public Forum

6.1 Police Report

PC Henrikson has retired unexpectedly and a replacement has yet to be appointed.

6.2 County Councillor's Report

Previously circulated and published on the town website.

6.3 District Councillor's Report

D.Cllr. Langdon Morris was pleased to attend the Neighbourhood Plan Review workshop on 2nd November. He reported on the Environment Agency's upcoming pop-up session on 29th November and hopes that a representative from Suffolk County Council will be in attendance to offer support and advice on the Property Flood Resilience Grants.

He reported progress with Bob Briscoe on a response to Suffolk County Council's S.19 Flood Report, soon to be reviewed by the Flood Recovery & Resilience Group.

He will be performing in town on two Saturdays to raise funds for the Royal British Legion's Poppy Appeal.

Two residents attended to hear Councillors' discussions on the memorial rose garden in the cemetery, following their recent letter to the Council.

A representative from Hour Community thanked the Council for its pledged funding toward a new minibus, with plans to display the Council's logo on the vehicle. The representative highlighted that Hour Community is Suffolk's only Aging Better Communities member and announced that the Westbury Centre will be auctioned on 19th November. Hour Community is applying to register the Centre as an Asset of Community Value (ACV) and is interested in purchasing it for use by various community groups. He was surprised that the sales particulars did not mention the flooding the building suffered last year and he is seeking to get this rectified.

RECONVENE

7. Consider correspondence received

Notification of successful grant funding for the gov.uk domain transfer.

Notification from East Suffolk Council regarding the 2025-2026 precept request and a 100% additional Council Tax on second homes, adding 41.44 Band D properties to Framlingham's count.

Notification of Hour Community's application to register the Westbury Centre as an ACV. Cllrs. Cope, Hammond, and Rose will explore options for potential Town Council involvement and draft a business plan for consideration.

A complaint about the memorial rose garden was reviewed, with additional discussion at item 13.1.

8. Procedural matters

8.1 Election

November's bi-election resulted in an additional Councillor joining the Council. The three remaining vacancies must be filled by election, with the next one scheduled for January.

8.2 Administrative Tasks

The DTC gave an update on outstanding administration tasks and thanked Cllr. A. Wraight for his efforts in organising Council emails.

9. Finance and Human Resources Committee

9.1 Minutes of the committee meeting on 10th October

Cllr. Eastwood proposed accepting these as a true record. This was seconded by Cllr. Knights and carried with two abstentions. **FCM-2024-11-06/2**

9.2 BACS payments

The payments approved at the October meeting have been paid as agreed, with printouts signed by two Councillors

9.3 Current invoices

Cllr. Eastwood proposed payment of the invoices. This was seconded by Cllr. Wraight and carried unanimously. **FCM-2024-11-06/3**

9.4 Bank accounts

Details will be circulated shortly

9.5 NALC 2024-2025 pay agreement

NALC's 2024-2025 pay agreement (backdated to 1st April 2024, FTE of £1,290) was noted.

9.6 Small Grants Funding Form

It was agreed to include the upper limit of funds that can be requested (£500) on the application form, guidance notes and webpage.

10. Planning Committee

10.1 Application DC/24/3461/FUL Erection of a wooden gazebo

Merriewinds Farm, Brabling Green, Framlingham, IP13 9JD

Cllr. A. Wraight proposed that the Council supports this application. This was seconded by Cllr. Higham, who also wished for the caveat regarding solar panels to be added. The motion was carried with one abstention. **FCM-2024-11-06/4**

10.2 Matters of report

There was a reminder of the meeting with Bellway Homes regarding the proposals for Woodbridge Road on 11th November.

11. Communication, events and partnership committee

11.1 Destination Website

Cllr. To. Hammond proposed that the Council accepts the quotation of £6,4000 from Xtrahead to produce a comprehensive website, subject to the Council receiving a grant from ESC to cover some of this cost. This was seconded by Cllr. Rose and carried unanimously. **FCM-2024-11-06/5**

11.2 Town Trail Project

Cllr. To. Hammond provided an update from a meeting with the contractors on 28th October. He is working on edits on the latest version of the trail, and it is hoped that the trail can be signed off at December's full Council meeting. It was noted that the costs will increase due to one of the current trail boards having now deteriorated beyond repair.

11.3 Christmas event

11.3.1 Christmas event on 23rd November

Cllr. Rose provided an update on plans for the event and the timeline for the day.

11.3.2 Christmas event expenditure

Cllr. Rose proposed the following items be approved:

Sound system £120 Materials for lanterns £80

This was seconded by Cllr. Higham and carried unanimously. **FCM-2024-11-06/6**

11.3.3 Risk Assessment and Event Management Plan

The risk assessment was considered and some concerns regarding first aid cover were raised. Cllr. Cope will ask if a colleague from Framlingham College might be able to be on hand to help with first aid. The DTC is also first-aid trained and is happy to help.

Cllr. Eastwood proposed that the Risk Assessment for the event is approved.

Cllr. Higham seconded this and it was carried unanimously. **FCM-2024-11-06/7**

Cllr. Eastwood proposed that the Event Management Plan for the event is

approved. Cllr. Dean seconded this and it was carried unanimously. **FCM-2024-11-06/8**

11.4 Matters of report

The Chair reminded Councillors of the Remembrance Sunday events in town and Cllrs. Rose and Cope sent their apologies. It was noted that the Co-Op will be observing a 2 minutes silence on both days.

12. Strategy & Development Committee

12.1 Minutes of 9th October 2024

Cllr. P. Wraight proposed accepting these as a true record. This was seconded by Cllr. Eastwood and carried unanimously. **FCM-2024-11-06/9**

12. 2 Neighbourhood Plan Review

Cllr. P. Wraight provided a report from the workshop with the planning consultants on 2nd November. She and the DTC have now completed and submitted the grant application form. It is noted that, if granted, this funding must be spent by 31st March 2025. The next meeting date will be agreed when confirmation of the grant funding has been received.

12.3 CIL Applications

12.3.1 Request from East Suffolk Council for funding towards replacement play equipment at King's Avenue

Following the receipt of the survey responses, Cllr. P. Wraight proposed that the Council pledges £25,000 of CIL funding to this project. This was seconded by Cllr. Eastwood and carried with one abstention. **FCM-2024-11-06/10**

12.3.2 Request from FAYAP for £4,645.20 of CIL funding for recent heating repairs. This was deferred at the applicant's request.

12.4 Matters of report.

The CIL application for the Old Theatre is likely to be reconsidered in December. FAYAP are in the process of extending their lease with Suffolk County Council for their building at the Thomas Mills site.

13. Lands Committee

13.1 Memorial Rose Garden

Cllr. Higham provided the interested parties in attendance a precis of the problems incurred at the garden so far and actions that the Council has taken so far. When answering the questions raised in their letter,

It was agreed that to accept a volunteers generous offer to prune the roses in the hope that some of them may recover, and to explore alternative planting options. The DTC will respond to the concerned members of public in writing.

13.2 Allotment gate and tap housing

The field gate is likely to need replacing. Cllr. Cope will ask Framlingham College if they would be responsible for this as the landlord.

The RFO will look into options for replacement housing for the tap.

13.3 Request for a second tap at the allotments

The RFO agreed to seek quotations for pipes from the water source and another tap.

13.4 Market traders' licenses

Cllr. Higham proposed reapproving the licenses from 2024-2025. This was seconded by Cllr. Rose and carried unanimously. **FCM-2024-11-06/11**

13.5 Tree works on the boundary of the Pageant Field

Quotations are still awaited for these works

13.6 Matters of report

The basketball court repairs have now been completed and the fence has been repaired. The bus shelter funding has been received and the materials for the replacement have been ordered. The grounds contractor has had to deal with several incidents on vandalism and littering at the Pageant Field over half term.

Cllr. P. Wraight asked when the Terms of Conditions for the Cemetery will be considered and Cllr. Dean confirmed he would be working on this.

14. Highways, Rights of Way & Parking Committee

14.1 Defective Pigs Meadow ground-level lighting

The contractor who installed these lights is of the opinion that they have been vandalised and are therefore not covered under warranty. It was agreed to ask Pearce & Kemp if they would be able to carry out a diagnosis free of charge.

14.2 Overgrown vegetation at streetlamp 70 & 71 Fairfield Road

This has now been reported by several residents but cutting the vegetation back is difficult due to the height of the lamps. It was agreed that the DTC would report the overgrowth via SCC’s online portal in case ESC or SCC would to cut it back or would contact the homeowner requesting them to do so.

15. Other matters of report or items to raise at future Council meetings

Cllr. Eastwood today attended a conference for Town Councils and officers from East Suffolk Council at Darsham.

Cllr. P. Wraight has had her first meeting with the library manager, as the Council’s library representative. She also reported on an interesting Framlingham Business Association meeting the previous week at Ernest Doe Power.

The RFO reported that the grounds contractor has cleared a section of the river along Station Road.

16. The Council resolved to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for this meeting because of the confidential nature of the business to be transacted.

17. Human Resources

17.1 Updates on the current issues

The Chair and Cllr Higham provided updates on recent developments with current HR issues. The Chair asked Cllr Higham to provide a written summary of discussions with Worknest to go on file.

17.2 Urgent issues that need to be addressed

With the town clerk on extended sick leave, the Council needs to consider what action it can take to ensure its work continues as normal. Professional advice will be sought in this regard.

17.3 Office staff workload

Officers are willing to carry out extra overtime. Cllrs. Eastwood and Rose will review salary scales for staff for consideration at the next Council meeting.

18. Next meeting date

It was agreed to change the date of the next meeting to Tuesday 19th November. The Chair thanked everyone for attending and closed the meeting at 9.45pm.

Signed
Chair of the Council

Date