

# Framlingham Town Council



## **DRAFT Minutes of a Meeting of Framlingham Town Council held in the Town Council Offices, Church Street at 7pm on Wednesday 19<sup>th</sup> December 2024**

### **1. Present & Apologies**

Councillors Clive Eastwood (Chair), Phil Dean, Tony Hammond, Trudie Hammond, Gill Knights, Steve Rose

Apologies: Cllr. Tim Cope (away), Cllrs Penny & Alan Wraight (illness), Cllr Tim Higham (work).

### **2. In Attendance**

Alan Davidson (Responsible Financial Officer- RFO), and 1 resident, who was online.

### **3. Minutes**

Cllr. Eastwood proposed accepting the Minutes of 26<sup>th</sup> November as a true record of the meeting. This was seconded by Cllr. S. Rose with all in favour. **FCM-2024-12-19/1**  
The minutes of 4<sup>th</sup> December are not yet ready and approval was deferred to the next council meeting.

### **4. Interests & Dispensations**

None.

### ***ADJOURNMENT***

### **5. Public Forum**

There were no public comments.

### ***RECONVENE***

### **6. Correspondence**

Essex and Suffolk Water will begin work on 2<sup>nd</sup> January on the pipeline going through the corner of the Pageant Field. As a trench will be dug Cllr. P. Dean raised a concern about the risk of damage to trees which the RFO agreed to discuss with the project manager.

The Council had received a complaint from the resident about the state of the cemetery. Cllr C. Eastwood said that he and the RFO will be meeting the contractor in January to look at the plan of works over the winter and this will include work in the cemetery.

### **7. Finance Committee**

#### **7.1 RFO's monthly report**

The RFO presented the monthly report and highlighted that a reinvestment decision for the £200,000 Money Market funds will be required at the next council meeting.

## **7.2 Finance Regulations**

The RFO presented the draft financial regulations so that the councillors consider the changes. The RFO has used the 2024 NALC model regulations and adjusted these where appropriate for the council. These will be presented for approval at the next council meeting.

## **8. Planning Committee**

### **8.1 Application DC/24/4058/FUL Dog-walking field north of Saxmundham Road, Framlingham**

Cllr. P. Dean proposed supporting this application. This was seconded by Cllr Tony Hammond, with 5 in favour and 1 abstention. **FCM-2024-12-19/2**

### **8.2 Application DC/24/4173/VOC 22 Bridge Street, Framlingham**

There was some confusion as to whether the application was limited to a change of opening hours or also included a change in use. The RFO was asked to contact the planning department to confirm.

Cllr. P. Dean proposed supporting this application for a change in opening hours, but not a change in use without more detail being provided. This was seconded by Cllr Trudie Hammond, with all in favour. **FCM-2024-12-19/3**

### **8.3 Matters of report**

Cllr. P. Dean asked for more information on the ESPA.

## **9. Communication, events and partnership committee**

### **9.1 Town Trail**

Cllr Tony Hammond presented the latest version of the Town Trail map. He has spent time with DRAB and he is happy to run with this version and only make minor changes to ensure that the work is completed on time. There will also be a proper process in place to ensure it aligns with other related initiatives.

DRAB have made suggestions for validation checks such as a review by a local historian.

### **9.2 Framlingham Pocket Guide**

The deputy town clerk has obtained quotes for reprinting the guide. Cllr Tony Hammond agreed to compare the pocket guide to the town trail before recommending whether to reprint or not.

### **9.3 Matters of report**

Cllr. Tony Hammond reported that the Scouts and Guides Christmas raffle had raised £635. The Council expressed its thanks to all the businesses in Framlingham that donated prizes. It was suggested that the Business events co-ordinator formally write to thank the donors.

The Christmas lights will be taken down on 3<sup>rd</sup> January and the tree shortly after.

Cllr. Tony Hammon has spoken to Bill Bulstrode about the Christmas lights arrangements going forward.

**10. Strategy & Development Committee**

**10.1 Appoint a new Committee Chair.**

Following the resignation of Cllr P. Wraight, a new chair is required. It was agreed to defer the decision until the next meeting when more councillors will be present.

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

No further information has been received.

**10.3 CIL application from the PCC for £75,000 to repair the churchyard boundary wall declined.**

This was noted and it was agreed that the PCC will be contacted about the decision.

**10.4 Neighbourhood Plan Review**

Cllr C. Eastwood reported that a working group meeting had been held this week and some issues had been identified that require urgent attention to prevent the review falling behind the March deadline.

**10.5 Other matters of report**

Cllr C. Eastwood reported that a building survey of the Westbury Centre had been ordered.

**11. Lands Committee**

**11.1 Matters of report**

The RFO reported that a smart meter has been installed in the Pageant Field and he is looking at having a smart meter fitted for the town clock in the church.

Cllr G. Knights had asked if the Sports Club had been approached about cutting the Pageant Field. The RFO reported that he had requested three quotes and he was happy to add the Sports Club to the list.

**12. Highways, Rights of Way & Parking Committee**

**12.1 Matters of report**

None.

**13. Other matters of report and items to raise at future Council meetings**

Cllr. P Dean asked about the cemetery working group and this will be added to the next Lands Committee agenda.

Cllr Tony Hammond enquired if the council had considered ways to share best practice, including the NALC/SALC guidance. Cllr Tony Hammond was asked to bring back a proposal to the council.

Cllr. P Dean agreed to prepare a proposal for councillor rotation across committees so they gain a better insight into the council's activities.

**14. Human Resources Committee**

**14.1 Consider Terms of Reference for the newly formed HR Committee**

Cllr C. Eastwood proposed that the Council approve the HR Committee Terms of Reference. This was seconded by Cllr. Tony Hammond with all in favour. **FCM-2024-12-19/4**

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

This was deferred to the next meeting.

**14.3 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.**

The council agreed that the resolution was not required.

**14.4 Consider current issues regarding the Clerks' absence & staffing arrangements.**

There were no updates.

**14.5 Matters of report**

None.

**15. Next meeting date**

The next meeting is Wednesday 2<sup>nd</sup> January. The Chair thanked everyone for attending and closed the meeting at 8.28pm.