

Framlingham Town Council



DRAFT Minutes of a Meeting of Framlingham Town Council held in the Castle Community Rooms Framlingham at 7pm on Thursday 2nd January 2025

1. Present & Apologies

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

Apologies: Cllrs. Alan Wright (illness) and Tim Higham (work) sent their apologies

2. In Attendance

Alan Davidson (Responsible Financial Officer- RFO), and 2 residents, one of whom was online.

Lydia Kindred (Deputy Town Clerk-DTC) sent her apologies

3. Minutes

Cllr. Trudie Hammond asked for two changes to be made the minutes of 4th December in sections 11.1 and 8.4. Cllr. Eastwood proposed accepting the minutes of 4th December with the 2 changes as a true record of the meeting. This was seconded by Cllr. Trudie Hammond and passed with all in favour. **FCM-2025-01-02/1**

The RFO explained that due to the Christmas break the minutes of 19th December had not yet been circulated and requested that consideration should be deferred until the next meeting.

4. Interests & Dispensations

None

ADJOURNMENT

5. Public Forum

The resident had sent an email to the Chair regarding the state of the churchyard, cemetery and the town in general. He was concerned that the winter work had not yet commenced and there was a risk that it would be undertaken too late and given the cost of the contractor, he expected more to have been done.

RECONVENE

6. Correspondence

Cllr. Eastwood noted an email from the library thanking the Council and the FBA for their support during 2024.

7. Procedural Items

7.1 Changes to the Committee structure

Cllr. A Wraight has resigned as Chair of the Planning Committee. Cllr. Eastwood noted that the Planning, Strategy, Highways and HR Committees are now without a chair.

7.2 There was a general discussion relating to the council's meeting structure. Cllr. Eastwood asked for councillor views on returning to a full set of committee meetings or retaining the twice monthly full council meeting.

A range of options were discussed and the preference was to return a monthly full council meeting, to hold Committee meetings where the workload was justified and to increase the number of less formal working group sessions with the hope that this will reduce the workload on the officers whilst allowing the council to spend sufficient time on key matters.

7.3 Cllr. Tony Hammond presented his views on how the council operates in comparison to the NALC/SALC guidance. He felt that some improvements are required and it was agreed that the council should look to tighten its procedures and policies.

Cllrs. Tony Hammond, Trudie Hammond, S. Rose and T. Cope agreed to form a working group and to report back with proposals at the next council meeting.

7.4 Cllr. Eastwood explained that the DTC had resigned from the role as Data Protection Officer - DPO. The Council agreed to look at options to find a new DPO

7.5 There were no other items of report

8. Finance Committee

8.1. It was confirmed that BACS payments approved at 4th December meeting have been paid as agreed and the bank print out has been verified and signed by two Councillors.

8.2 Cllr. Eastwood proposed approving the payment of current invoices. This was seconded by Cllr. Dean and with all in favour. **FCM-2025-01-02/2**

8.3 The RFO had not yet circulated the details of all bank accounts and this item was deferred to the next meeting.

8.4 Cllr. Eastwood proposed removing the following councillors from the bank mandates: HSBC: J Culemann, M Hine and S Garrett, Nationwide: J Culeman, Unity Trust: S Garrett. This was seconded by Cllr. Knights, with all in favour. **FCM-2025-01-02/3**

Cllr. Eastwood proposed to add Cllr. Knights to the Nationwide and Unity Trust Bank mandates. This was seconded by Cllr. Trudie Hammond and with 8 in favour and 1 abstention. **FCM-2025-01-02/4**

8.5 Cllr. Eastwood proposed that the council approve the revised Financial Regulations. This was seconded by Cllr. Rose, with all in favour. **FCM-2025-01-02/5**

9. Highways, Rights of Way & Parking Committee

9.1 Matters of report

Cllr. Dean asked whether the car parking fees were on track. The RFO confirmed that car parking fees were in line with budget. Cllr. Knights reported that someone on social media said that they had been denied parking because their vehicle was a van.

10. Planning Committee

10.1 Application DC/24/4044/FUL Erection of Cartlodge, Home Lea New Street Framlingham Woodbridge Suffolk IP13 9RF

Cllr. Trudie Hammond proposed that the council had no objection to this application and the usual riders should be included. This was seconded by Cllr. Dean with all in favour. **FCM-2025-01-02/6**

10.2 Application DC/24/4355/FUL Construction of a timber car port and bike/bin/garden store, Ballater Lodge, Coles Green, Framlingham, Woodbridge, Suffolk IP13 9LF

Cllr. Dean proposed that the council had no objection to this application and the usual riders should be included with exception of the solar panels. This was seconded by Cllr. Rose with all in favour. **FCM-2025-01-02/7**

10.3 Matters of report

None.

11. Communication, events and partnership committee

11.1 Discuss latest version of the Town Trail

There was no update due to the Christmas break.

11.2 Matters of report

None.

12. Strategy & Development Committee

12.1 Matters of report

Cllr. Eastwood reported that there is an AECON meeting on Tuesday and Cllr Eastwood, D Greenacre and a consultant will be attending. Other councillors were welcome to attend.

The RFO reported that the initial grant of £10,000 for the Neighbourhood Plan Review had been received.

13. Lands Committee

13.1 Matters of report

None.

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

Cllr. Tony Hammond would like to look at a public engagement policy.

Cllr. Dean asked for an update on the Westbury Centre

Presentation of draft proposals regarding procedures and policies

15. Human Resources Committee

15.1 Cllr. Eastwood proposed 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. This was seconded by Cllr. Rose with all in favour. **FCM-2025-01-02/8**

15.2 Staffing arrangements

Cllr Eastwood proposed that the RFO's hours be increased to 14 per week and that he be paid for attendance at Council meetings, subject to review after 3 months and after consultation with Worknest. This was seconded by Cllr Rose, with 4 in favour, 3 abstentions. **FCM-2025-01-02/9**

Cllr. Eastwood reported that the deputy clerk had declined the offer to become acting clerk.

Cllrs. G Knights, P Wraight, Trudie Hammond and S Rose agreed to hold an HR meeting and to report back with proposals.

15.3 Matters of report

None

16. Next meeting date

The next meeting was confirmed as Wednesday 5th February.

The Chair thanked everyone for attending and closed the meeting at 9.20pm.