

Framlingham Town Council



DRAFT Minutes of a Meeting of Framlingham Town Council held in the Castle Community Rooms Framlingham at 7pm on Wednesday 5th March 2025

1. Councillors Present & Apologies

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

Apologies: Cllr. Tim Higham sent his apologies due to a work engagement and these were accepted.

2. In Attendance

Lydia Kindred (Deputy Town Clerk- DTC) and 6 residents, one of whom was online and District Councillor Vincent Langdon-Morris.

3. Minutes

It was agreed that consideration of the Minutes of 5th February be deferred.

4. Interests & Dispensations

Cllr. T. Cope declared a non-registrable interest in item 8.7.4.

Cllr. Knights declared a non-registrable interest in item 8.7.3

Cllrs. A. Wraight, P. Wraight, Trudy Hammond and Tony Hammond declared an interest in item 12.3 and dispensations previously granted were noted.

ADJOURNMENT

5. Public Forum

Library Update

A representative from Framlingham Library provided an update on Suffolk County Council's (SCC) recent announcement regarding its decision to take back the library service. She outlined some of the potential implications of this change, which will be considered by the SCC Cabinet on 18th March. Additionally, she informed the Council that Sir Robert Hitcham's Primary School and The Nest will be holding art exhibitions at the library in the coming weeks.

Hour Community CIL Application

Three representatives from Hour Community presented further information regarding their Community Infrastructure Levy (CIL) application. They emphasised the need for an additional community facility within the town and highlighted the various benefits it would bring. They stressed that a community building for a community group would be a highly appropriate use for this community funding.

District Councillor's Report

D. Cllr. Langdon-Morris provided an update on the devolution proposals for Suffolk, including possible divisions within the county. He also advised that his Enabling Communities Budget (ECB) for the 2024-2025 fiscal year has been fully allocated

across the ward. Framlingham has received funding for the tuktuk, Men's Shed, Greener Fram and the bus shelter bench.

RECONVENE

6. Correspondence

- Request for vehicular access to the cemetery to tend graves.
It was agreed to grant this and ask the resident to contact the office before they visit
- Email from Tree Officer regarding the felling of the copper beach tree at Castle Meadow.
The Tree Officer is in contact with English Heritage in this regard and is hoping that the replacement tree will be of a substantial size rather than being a sapling.
- Three emails of support from residents regarding the purchase of the Westbury Centre were noted.
- Email from Trustee of Sir Robert Hitcham's Trust re site access works:
They advised that that these works will require planning permission from East Suffolk Council which will delay the project.

7. Procedural Items

7.1 Changes to the Committee structure

None.

7.2. Update on election on 27th February

There were no valid nominations. The next election is likely to be in April.

7.3. Councillor Open Forum sessions

It was agreed to resurrect these sessions to allow Councillors to discuss things in a less formal environment than the Town Council meetings. Cllr. Tony Hammond will circulate some possible dates.

7.4. Discussion on whether it is appropriate to have married or cohabiting couples on the Council.

After some discussion, this was deferred. It was agreed that the Councillor Open Forum might be a more appropriate setting for this to be discussed.

7.5. Other items of report

None

8. Finance Committee

8.1. It was confirmed that the BACS payments approved at the February meeting have been paid as agreed. The bank print-out has been verified and will be signed by a second Councillor this evening.

8.2 Cllr. Eastwood proposed approving the payment of current invoices.

This was seconded by Cllr. Knights and carried unanimously. **FCM-2025-03-05/1**

8.3 The details of all bank accounts were noted.

8.4 Cllr. Cope kindly offered to loan his carpet cleaner to the Town Council, thereby negating the need to purchase one.

8.5 Cllr. Eastwood proposed that maturing funds in the Money Market account be reinvested on a monthly basis to ensure they remain accessible should they be needed at short notice. This was seconded by Cllr. A. Wraight and carried unanimously. **FCM-2025-03-05/2**

8.6 It was noted that the RFO intends to carry out a payment run at the end of March to minimise the number of accruals at year end.

8.7 The following Small Grant Applications were considered:

8.7.1 Framhammer – £220 for 4 x neoprene battle mats.

With this group not being based in Framlingham and having limited community benefit, Cllr. Eastwood proposed that the Council does not approve this application. This was seconded by Cllr. Rose and carried unanimously.

FCM-2025-03-05/3

8.7.2 Greener Fram- £426 equipment for a replacement food larder.

Cllr. Eastwood proposed that Greener Fram be invited to reapply once the balance of the required funds has been secured, at which point the Council will reconsider the application.

This was seconded by Cllr. Dean and carried with one abstention.

FCM-2025-03-05/4

8.7.3 Tuesday Gardeners- £250 plants and compost for flower tubs and beds.

Cllr. Knights left the meeting.

Cllr. Eastwood proposed approving this application. This was seconded by Cllr. P. Wraight and carried unanimously. **FCM-2025-03-05/5** In addition, Councillors wished to note their appreciation to the group for their hard work in improving the beds and flower pots across the town centre.

Cllr. Knights returned and Cllr. Cope left the meeting.

8.7.4 Framlingham Carers- £250 for resources for this outreach service to support parents of children with additional needs.

Cllr. Eastwood proposed approving this application. This was seconded by Cllr.

Tony Hammond and carried unanimously. **FCM-2025-03-05/6**

Cllr. Cope returned to the meeting.

9. Highways, Rights of Way & Parking Committee

Matters of report:

The bollard light at The Fens bridge has now been connected by UK Power Networks. The contractor who installed the ground-lighting at Pigs Meadow has responded to the Council's recent letter and will look into this issue urgently.

10. Planning Committee

It was agreed to hold a planning meeting on Wednesday 12th March at 10am in order to discuss several applications before the consultation periods end. It was noted that a Committee Chair needs to be appointed at this meeting.

11. Communication, events and partnership committee

11.1.1. Updates on the new visitor website

The font, colour scheme and structure has been signed off by the Committee. The web developers have asked for an extension to complete the website beyond May and this has been agreed. 110 businesses in the town have been asked to provide contact information for the site and 32 have responded currently.

11.1.2. Town Trail project

This has been signed off, bar the cost of one replacement board. When the proof has been approved, 5,000 copies of the leaflet will be printed.

11.1.3. Matters of report

VE Day

The CEP Committee are planning some events to mark VE day on 8th

May.

Framlingham Business Association

Cllr. Tony Hammond attended the most recent FBA meeting and is keen to improve relations with local businesses and show that the Town Council can be an enabler for various projects and initiatives.

Christmas Event

This will be held across a larger section of the town this year, running from the Castle to Bridge Street. Some volunteers have responded to our request for help planning and running the event. Kevin Hayward, Chair of the Sports Club Events Committee, has been co-opted to the committee as a non-voting member and it is hoped both groups will work together on a joint Christmas event this year.

Annual Parish Meeting & Newsletter

The Annual Parish Meeting must take place between 1st March and 1st June. If an annual newsletter is to be published before the meeting, it will need to be significantly shorter than recent editions.

The Responsible Financial Officer (RFO) recommends delaying the newsletter by a few months to allow for the inclusion of more comprehensive financial information.

12. Strategy & Development Committee

12.1. Update on Neighbourhood Plan Review

Cllr. Eastwood reported that the Steering Group met last week, and also had a site meeting to discuss design codes. The next meeting is scheduled for 25th March via Zoom, where the Housing Needs Survey will be the primary topic of discussion. He also explained that the current funding will expire at the end of March, and Locality will not make a decision on the next tranche of funding until July. The group is considering whether to pause activities for three months or seek interim funding from the Town Council.

12.2. Updates from Recovery & Resilience work group

The group's response to the Section 19 Flood Report has been submitted to SCC and the Environment Agency. The group next meets on 24th March.

12.3. *Cllrs. P. Wraight and Tony Hammond left the meeting.* Further information was considered regarding the CIL application from Hour Community regarding the proposed purchase of the Westbury Centre, Fairfield Road. The meeting was adjourned to allow representatives from the Charity to answer various questions. After discussion, Cllr. Eastwood proposed that the Council agrees in principle to give £140,000 of CIL funds to this project subject to legal confirmation and agreed terms and conditions. This was seconded by Cllr. Rose and carried unanimously. **FCM-2025-03-07**

Cllrs. P. Wraight and Tony Hammond returned to the meeting

12.4. There were no additional matters of report.

13. Lands Committee

13.1. Matters of report

The sheds at the cemetery were broken in to at the weekend and equipment belonging to the Ground's Maintenance Contractor was stolen. The police have closed the case due to a lack of evidence.

14. Human Resources Committee

14.1. 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 and carried unanimously. **FCM-2025-03-05/8**
14.2. Various HR issues were discussed and action points agreed.

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

Cllr. Cope reported that he will be having an operation later this month and may not be able to attend all meetings.

16. Next meeting date

The next meeting was confirmed as being Wednesday 2nd April.
The Chair thanked everyone for attending and closed the meeting at 22.02pm.

DRAFT