

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 15 November 2012**

Present: Cllr. Keith Haisman (Chair) Cllrs. Peter Phillips, Derek Blake, ,Gayle Mallows, Alan Parsley, Phil Gryce, Leslie Warmington  
Borough Cllr. Alaric Pugh, County Councillor Jane Midwood  
RFO, Maureen Smith (acting Clerk)  
3 parishioners

**1 Apologies for absence** –Cllr. Margaret Godwin, Claire Ebeling (Clerk), PCSO Christopher Shields

**2 Register of members' interest** – None

*Section of the meeting open to the public:*

**3 Police Report** – attached report.  
Clerk to request a briefing from the Police on the incidents in the Country Park and ensure that all Cllrs receive updates from Rural South Watch

**4 Parishioners' question time** – None

**5 County Councillor's Report** – Cllr Midwood reported that the lease on Clare Library is on track to be renewed and continue for a further 5 years.  
Cllr. Midwood reported that it was hoped by SCC officers that negotiations for Clare Country Park would be completed by Christmas. Cllr Haisman commented that as negotiations have not yet even begun, this is most unlikely.  
Cllr. Midwood reported that she would support a local initiative to employ a lollipop person for the Primary School and that there is a possibility that a pelican crossing could be sited close to the entrance of the Stour Valley Community School.  
Cllr. Midwood reported that there would be a Community Safety Evening in Clare in the Spring.

**6 Borough Councillor's Report** –See attachment to the minutes.

*End of public section of meeting*

**7 Presentations from Co-option Candidates**  
Paul Bishop & Stephen Kimminau presented to the Town Council

**8 To approve minutes of previous meetings held on 18 October 2012**  
Amendments were agreed as follows:  
Item 12 (d) should read. "Cllr Blake proposed writing to the new Chief Executive of Suffolk County Council, Deborah Cadman to invite her to a meeting to discuss our key issues including Highways problems in Clare. Cllr.s Phillips and Godwin will draft the letter."  
Item 16 (5) should read. "To request a review of the fee structure by 31<sup>st</sup> December 2012, considering the maximum increase of £6,000 per annum. Cllr. Warmington stated that he would not wish to see a fee increase in the range of 30% to 50%."

**Clerk**

Following the above amendments the minutes were approved unanimously.

**9 To receive an update on actions from the last meeting**

All actions have been completed.

**10 Clerk's Report** – See attachment to the minutes.

**11 Finance**

- i) The monthly accounts and cash flow report were proposed by Cllr Blake and approved unanimously.
- ii) Precept – Needs to be approved and submitted by 14 December 2012. All items have been approved by the Finance Committee but there are two late issues.
  - a) A late request was received from the Playing Fields Committee. £4800 had been placed in the precept based on last year's request. The new request is for £6732 to include purchase of new goal posts. Cllr Blake proposed, seconded by Cllr Parsley and agreed unanimously, a figure of £5266 this year but enter into discussions regarding this year's spend and any other funding they may have.
  - b) Cllr Blake had received information from the Christmas Lights committee that they were holding funds on deposit which the Town Council were unaware of. Cllr Blake proposed that a figure of £5,000 would be precepted for this year but enter into negotiations regarding future years. Seconded by Cllr Parsley and agreed unanimously.

Cllr Haisman asked Cllr Blake if he was comfortable that we had received robust proposals from all the groups with regards to precept figures. Cllr. Blake said that all organisations within Clare are at slightly different stages in development and therefore the responses will always differ and each organisation needs to be approached slightly differently. He confirmed he was broadly content with the information received but one or two organisations had been more difficult or had been late with their requests. The Finance Committee would be pursuing those organisations for further discussions. However he proposed that the Precept figures be adopted in the net amount of £103,479 this was seconded by Cllr. Mallows and agreed unanimously.

**12 Correspondence** - see attachment to minutes

**Clerk**

**13 Committee Reports - for decisions required**

- a) **Environment Committee** – Minutes of 31 October 2012 were circulated. Cllr Parsley proposed that the Ethos, Aims and Cemetery Roles and Responsibilities documents, recommended by the Cemetery Working Group be accepted. This was seconded by Cllr. Haisman and agreed unanimously. Cllr Haisman thanked Cllr Mallows and the Cemetery Working Group.

- b) **Planning Committee** – Minutes of 8 November 2012 were circulated. **Cllr Mallows**  
 Joint Development Management proposals will be reviewed and a draft response circulated by Cllr Mallows.  
 Cllr Mallows proposed that the Council’s Standing Orders should be reviewed and amended in accordance with latest best practice as advised by SALC, giving greater clarity on the decision making role of committees. Seconded by Cllr. Phillips, agreed unanimously.
- c) **Finance Committee** – Minutes of 6 November were circulated.  
 Following a review of reserves, Cllr Blake proposed the release of £40K, leaving £60K on deposit, seconded by Cllr Gryce, agreed unanimously.
- d) **Highways Committee** – Minutes of 5 November 2012 were circulated.  
 Cllr. Phillips reported that the Highways Committee are currently focusing on the HGV problems and proposed to write to Sir Martin Holgate at the suggestion of the Highways Committee. Sir Martin has links with Clare and is an authority on the subject.  
 Cllr. Phillips proposed to write to Guy McGregor, copying in local Parish Councils.  
 The Highways Committee sought the backing of the Town Council to make use of the Press and TV for more publicity.  
 Cllr Phillips reported that sample High Vis Jackets have been supplied to the Primary School
- e) **Community Committee** – No meeting held, but Cllr Haisman proposed carrying out some Market Research regarding the website. Each Cllr to ask 10 people of varying ages how they would prefer to receive communication from Town Council. **All Cllrs**
- 14 Planning**
- a) (i) **SE/12/1378/TCA/FUL – Stour House, Stoke Road**– Cllr. Mallows reported that the application had been discussed at the Planning committee meeting and proposed the response be to recommend approval. Agreed unanimously. **Clerk**  
 (ii) **SE/12/1322/RVCON – The Old Bakery, 15 Callis Street** – Cllr. Mallows reported that the application had been discussed by the Planning Committee and proposed the response be to object to the application as the proposed window would overlook other residents’ properties. Recommend that the applicant revert to the previous application for rooflights.
- b) **Applications received by the Clerk between publishing the agenda and this meeting**  
 None
- 15 Co-option of new Councillor** **Clerk**  
 Cllr Haisman explained the voting options and it was agreed unanimously to undertake a closed vote. This was carried out with RFO, Maureen Smith counting the votes with Borough Cllr. Alaric Pugh as independent verifier.  
 The votes were unanimous in favour of Paul Bishop. Cllr. Haisman congratulated him and also thanked Stephen Kimminau.

**16 Items for the next Chevron**

The next edition should include a Christmas Message, new Councillor, dog fouling, **Cllr. Mallows** and a picture of Cllr Parsley with competition winner The Press Release on HGVs  
There was discussion on distribution and when the Emergency Planning leaflet will be sent.

**17 To receive an update on Clare Castle Country Park**

Cllr Haisman reported that Savills' report and trying to achieve agreement on the level of repair and improvement necessary for the buildings. Cllr Haisman does not expect an early resolution to the negotiations. He reiterated that draft proposals will come to full Town Council for approval before negotiations take place. Once final agreement is reached with SCC he would recommend taking the final proposal to a public meeting before the Town Council commits itself.

**18 To consider a response to the proposed merger between Suffolk Fire and Rescue Service and Cambridgeshire Fire and Rescue Service.**

**Cllr Gryce &  
Cllr. Parsley**

Cllr Gryce and Cllr Parsley agreed to review and report back at next Town Council Meeting.

**19 To consider a response to the Joint Development Management Polices Submission Consultation Document.**

Agreed earlier

**20 To consider the continuation of the Clerk's contract of employment (in camera item)**

**21 To receive agenda items for next meeting.**

(i) To receive an update on the plan for affordable Housing

(ii) To respond to the Proposed merger between Suffolk Fire and Rescue Service and Cambridgeshire Fire and Rescue Service

(iii) Respond to Joint Development Management Polices Submission Consultation Document.

**22 To confirm the date of the next meeting as Thursday 20 December 2012.**

The meeting closed at 9.35pm

## Attachment to minutes – Item 3, Police Report:

### Countywide issues

#### Performance & Public confidence

- **Suffolk is a very safe county. Crime levels, based on our end of year figures (2010/2011), show that crime levels have reduced for the 5<sup>th</sup> year in succession, meaning levels are at their lowest for a decade.**
- **National Confidence Measure** - British Crime Survey figures show that to December 2010, 54% of people believe that the police and local councils are dealing with the crime and ASB issues that matter in their area, putting Suffolk at 10<sup>th</sup> nationally for this measure of confidence.
- 92.3% of people feel safe where they live, the highest level for over two years (*rolling 12 months to March 2011*)
- 70.3% of people think we are tackling the things that matter in their community. This is the highest level for 2 years.
- End of year figures show that ASB is down 8% overall, with rowdy and inconsiderate behaviour down 10%. This equates to over 2000 less incidents of rowdy and inconsiderate behaviour.
- We have attended over 90% of emergency calls with our 15-minute target time, which is a quicker target time than the national target of 20 minutes.

#### **Finance**

- Suffolk is a low cost force, but in line with police forces across the county, we are facing an unprecedented financial situation. We are facing a cut in funding of approximately £13.5 million over the next four years, based on current estimates.
- In order to deliver the financial savings required, the STEP (Strategic Transformation and Efficiency Programme) has been created to examine all aspects of how we deliver service, reducing unnecessary bureaucracy and improving value for money.
- The Constabulary is operating a recruitment freeze for both officers and staff, and the Business Support Review is in the implementation phase of creating shared support units with Norfolk Constabulary. This will provide collaborative support to our frontline services, achieving savings of an estimated £9.8million over 4 years.
- We are looking at new ways of delivering our local policing, constructing a new model that protects frontline policing, suits local demand and reduces supervisory and management roles.
- Our funding comes from two sources; government grant and council tax precept – Suffolk Police Authority froze this year's council tax at last year's levels in recognition on the economic pressures facing Suffolk residents.

#### **Priorities**

- Our latest Three-Year Plan has been published, which has moved away from national targets and focuses on what matters to Suffolk, this is available to view at [www.suffolkpoliceauthority.org.uk](http://www.suffolkpoliceauthority.org.uk).
- The top priorities identified through our consultation with communities are violence in public, drugs, house burglary, robbery, speeding and ASB. These have been worked into our priorities for the coming year and dedicated work will be undertaken to address these issues.
- Following consultation with our communities and an assessment of operational and organisational risks, the priorities for the constabulary for the next three years are to aim to:
  - Reduce crime and ASB
  - Improve the satisfaction of those that use our services and the confidence of the public in policing
  - Sustain the financial stability of Suffolk Police

#### **Estates**

- The Police Authority is working closely with our local councils and other agencies to explore ways in which we can use our properties and estate more effectively and efficiently. For example, it has purchased premises with Suffolk County Council, which will allow ageing properties in need of multi-million pound refurbishment to be sold off.
- An initiative called the 'Single Public Sector Estate' (SPSE) has been launched involving many parts of the public sector across Suffolk. The vision for the SPSE is to create an estate that supports the whole of the public sector, where staff from any public or partner organisation can work. The group are now looking at areas around the county so see where we can work collaboratively in respect of property needs.
- Ongoing projects include placing Safer Neighbourhood Team (SNT) offices in fire stations, council offices and schools. Framlingham SNT now shares premises with Framlingham Fire Service, and other SNTs around the county are being considered for this kind of collaboration

#### **Police and Crime Commissioners**

- The coalition Government intends to introduce directly elected Police and Crime Commissioners (PCCs) to replace Police Authorities.
- Members of the public will directly vote for an individual to represent their community's policing needs, and the first elections are due to take place in May 2012.

## Local Issues and Actions

Since the last meeting on the 18<sup>th</sup> October 2012 there have been 6 crimes of note:

Possession Class 'B' Drug – Country Park - Cannabis – Drugs seized, Persons dealt with.

Burglary Dwelling – Entry gained to premises - Various items of Jewellery stolen

Burglary Other Building – Quad bike stolen from external shed

Criminal Damage – Country Park – Damage to fencing around castle ruins site

Criminal Damage – Scout Hut – Ongoing fence damage at the Scout hut

Burglary Dwelling – Entry gained to premises using a screwdriver on rear window – various items stolen

Unfortunately we have had a spate of Burglaries here and in Stoke by Clare, which have a similar MO and would encourage members of the public to stay vigilant towards any suspicious vehicles or people in the local area. Please use our 101 number to report any non-emergency information you may have, and of course always use 999 in an emergency.

We still currently have Prevention of Burglaries as one of our main priorities for the next few months, and we will continue to patrol your local area as often as possible, on foot and in vehicles. We are also continuing our patrols of the Country Park to try and deal with any ASB.

If you require any information or would simply like to speak to us here at the local SNT, please call us using the 101 number, and ask to speak to the St Edmundsbury Rural South SNT.

## Local meetings

St Edmundsbury Rural South Safer Neighbourhood Team has set up a public meeting to help decide priorities for the team and its partners to tackle in the local area.

These public meetings take place on a three monthly basis. Concerns will be fed back to the Safer Neighbourhood Team and partner agencies, which will look to provide solutions.

DATE: 12/12/12

TIME: 7pm

PLACE: St Edmundsbury Rural North

We really need your input as members of the community and the voice of Parish councils - please come along or send someone to represent you.

## Attachment to minutes – Item 5, St Edmundsbury Borough Councillor's report

### St Edmundsbury Borough Councillor's report to Clare Town Council Period: 18th October-15th November 2012 Author: Councillor Alaric Pugh

This is a monthly report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following the election on 5th May 2011.

I am delighted to have been elected to represent Clare and work hard to do my best to uphold the interests of the town at St Edmundsbury Borough Council. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party, New Tenancies Working Party, and am a substitute on Performance and Audit and Treasury Management. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project and have shared delegated authority for aspects of Clare Country Park managed by St Edmundsbury.

I expect to be in attendance at Parish Council meetings and will be happy to answer any questions from councillors or parishioners after my report. I run a surgery between 9.30 and 10.00 am on the first Saturday of the month for residents whose questions cannot be addressed at the Town Council Meeting. I can be contacted at other times: my mobile phone number is: 07930460899 and email [alaric.pugh@stedsbc.gov.uk](mailto:alaric.pugh@stedsbc.gov.uk)

1. Training undertaken since last report  
None
2. Civic events etc
  - iii) Remembrance Sunday in Clare
  - iv) Remembrance Event at SVCS
3. Meetings attended (excluding Majority Group meetings)
  - Rural Vision 2031
  - Treasury Management
  - Development Control
4. Forthcoming meetings before next TC Meeting
  - Development Control
  - Full Council
5. Voting record - items with significance to Clare community
  - There have been no relevant votes since the last meeting
  - Current Clare issues involvement/resident requests to take forward:  
Both Sustainable Development and Rural Working Party meetings were cancelled due to officer involvement with the Shared Services Project  
A good deal of time and energy has also been expended on issues related to the two year review of the Apex  
I am happy to give a verbal update on progress with the idea of a Responsibilities Map
    - Please note there is a Parish Conference coming up on 22 November
    - I continue to take an interest in solutions for Clare Country Park
    - I am involved in helping residents with planning and enforcement issues
    - My next surgery will be held on Saturday 1st December.



## Attachment to minutes – Item 9, Clerk’s Report – November 2012

### Action:

- Remembrance/Christmas Lights/other events on Market Hill – it would be beneficial to have some cones for use when areas need to be coned off. We can borrow some from the police but they also loan them out to other local parishes, so would be better to have some of our own. E.g. Screwfix sell 5 for £27.99 inc VAT.

**Action: Agreed 20 to be purchased – Clerk to Purchase**

- Emergency Planning leaflets have been printed – need to agree arrangements for delivery and approve cost of delivery.

**Action: Cllr Mallows arrange**

- Anglian Water leaflets – as above – but consider adding a note explaining why we have asked for these – they may be binned if posted alone.

**Action: As above**

### Noting:

- Christmas Lights Road Closure – Network Assurance (Suffolk County Council) have received Special Events order application and most parties have approved it. However they are still waiting for official approval from the Highways Manager. (spoke to Simon Curl who has confirmed it has been approved in principle, but they need to check the wording to be put on the order) As soon as confirmation is received the order will be issued.

All other Christmas Lights actions complete. The Mayor has confirmed his attendance, Ian Gallin has also been invited.

- Town Council office: Second wireless range extender purchased and delivered. PG working on setting up the wireless across the whole building.
- Brown Tourism signs – SCC report that they have been ordered (but no details or prices have been sent to me).

### Reported issues

- Bridewell Street – I have reported a blocked drain outside 22 and 23. Reference no. 2789999.

### Borough planning decisions:

None



**Attachment to minutes – Item 11, Correspondence:**

**Items for action**  
(all circulated to Town Councillors)

Stop Stansted Expansion	Request for financial support <b>Action: Refuse request as in previous years - Clerk</b>
Royal British Legion Women's Section	Thank you letter. <b>Action: Agreed, also letter to thank Police - Clerk</b>
Tim Yeo	Letter re Country Park <b>Action: Send copy of letter to Suffolk County Council - Clerk</b>
Tim Yeo	Response to Environment Agency letter re Clare Weir Gates (copy sent to Tim Yeo) <b>Action: Send response to parishioner on whose behalf we wrote – Clerk</b>
Tracy Snow	Senior Youth Club funds <b>Action: Funds held on behalf of Stuart Green. Suggest to Tracy Snow that she contacts him directly</b>
Jane Haisman	Jubilee Plaque for Planter <b>Action: Ordered – Cllr Gryce. Exceptional retrospective approval of cost of £55 agreed.</b>

**Items for noting**  
(copies available from the Clerk on request)

CHOC	Trustee meeting report
Treble C Choir	Signed copy of Constitution
Cambridge to Colchester Rail Project	Request for support
Tracy Snow	Westfield alleyway – clearance of leaves and dog mess. Have asked the Street Wardens to try to fit clearing this path into their schedule this week.