

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 20 December 2012**

Present: Cllrs. Keith Haisman (Chair), Paul Bishop, Peter Phillips, Derek Blake, Margaret Godwin, Gayle Mallows, Alan Parsley, Phil Gryce, Leslie Warmington
Borough Cllr. Alaric Pugh,
Clerk, Claire Ebeling
And two members of the public

- 1 **Apologies for absence** – County Councillor Jane Midwood
- 2 **Register of members' interest** – Cllr. Mallows declared an interest in Item 13 a (i) Planning application – Dorrton House.

Section of the meeting open to the public:

- 3 **Police Report** – PCSO Christopher Shields presented the attached report. PCSO Shields was reminded of the review of parking lines and agreed to revert to Suffolk County Council to move it forward. PCSO Shields agreed to hand out some anti dog-fouling leaflets, to be provided by the Town Council. **PCSO Shields
Clerk**
- 4 **Parishioners' question time** – None.
- 5 **County Councillor's Report** – See attachment to the minutes. Cllr. Haisman responded to the County Councillor's item regarding anti-social behaviour in the Country Park that the matter had been forwarded to Bryn Griffiths who had asked Damien Parker to look into the issue as a matter of urgency. Cllr Pugh agreed to follow up on this.
- 6 **Borough Councillor's Report** – See attachment to the minutes. Cllr Pugh reported that the planning application for the Land East of the Granary was today approved at a St Edmundsbury Borough Council meeting. The Clerk will forward a copy of the approval to parishioners who had expressed concerns when details are received. **Clerk**

End of public section of meeting

- 7 **To approve minutes of previous meetings held on 15 November 2012, 3 December 2012 and 13 December 2012**

An addition was agreed to the final line of item 11 on the minutes of 15 November 2012 – ...Precept figures in the net amount of £103,979 be adopted.
All three sets of minutes were proposed by Cllr. Blake, seconded by Cllr. Mallows and approved unanimously,

- 8 **To receive an update on actions from the last meeting**
The Clerk reported that all actions were complete. A response to the Joint Management Development Policies has been compiled by Cllr.s Mallows and Godwin and sent. A copy will be forwarded to Cllr. Pugh for information.
An informal survey on preferences for receipt of the Chevron has confirmed that the majority prefer to receive a hard copy. **Clerk**

- 9 Clerk's Report** – See attachment to the minutes.
Following a review of the quote and designs for the brown Tourism signs, Cllr. Blake proposed that option SR2 (SR3 reserve, and 'Welcome to Clare' be included regardless) at a cost of £3,170 be approved, subject to clarification from SCC on the size of the sign. Seconded by Cllr. Phillips and approved unanimously. **Clerk**
- 10 Finance**
i) The monthly accounts and cash flow report were proposed by Cllr Blake, seconded by Cllr. Parsley and approved unanimously.
ii) Precept – Cllr. Blake reported that the Precept application form had been sent.
- 11 iii) Correspondence** - see attachment to minutes **Clerk**
- 12 Committee Reports - for decisions required**
a) **Environment Committee** – Minutes of 5 December 2012 were circulated.
Cllr. Blake reported on the documents recommended for approval and proposed adopting the CMO advert and recruitment pack including a Job description and Person Specification and the Rules & Regulations document. Seconded by Cllr. Bishop and approved unanimously.
Some discussion on the Cemetery Fees document took place and Cllr. Mallows explained the changes made to the fees. Cllr. Warmington added that the current charge of £140 for an interment and memorial will rise to £282, which is an increase of 101%. Cllr. Warmington expressed concern that the increase exceeds the decision from the last meeting that charges would rise by 30-50%.
Cllr Blake proposed that the Cemetery fees document be approved, seconded by Cllr Mallows and approved by majority. Cllr Warmington voted against.
- b) **Planning Committee** – No meeting held.
- c) **Finance Committee** – Minutes of 11 December were circulated. Cllr. Blake reported a proposal to make a payment under Section 137 to the Church to assist with the maintenance of the building. It was agreed to respond with a suggestion that the Church put forward a proposal for next year's precept.
Cllr. Blake reported that a review of the fee charged for the Fishmonger to have a weekly stall on the Market Hill was considered and it was agreed to write to inform him that the fees will be reviewed next year.
Cllr. Blake proposed that the mileage rate be increased in line with HM Revenue guidelines to 45p per mile. Seconded by Cllr. Bishop and approved unanimously.
Cllr. Blake reported that it had been agreed with the Clare Christmas Lights Committee to look at the balance of their account at the end of the year. **Clerk**
- d) **Highways Committee** – Notes of informal meeting 3 December 2012 were circulated.
Cllr. Phillips reported that the High vis jackets have been provided to the school. On 24th January there will be a meeting to discuss the provision of a lollipop person.
Cllr. Phillips requested that the actions from the informal meeting be followed up:
- to write to Tim Yeo to invite him to discuss the HGV problem and ask for any help he can give to the campaign
 - to write to the Chief Executive of Forest Heath & St Edmundsbury Council
 - to approve approaching TV and Radio for coverage of HGV problem

It was agreed that, before the Council could consider such actions, the Council needs to be supplied with information by the Stour Valley Lorry Action Group about the data which has been collected and the proposal they have developed for improving HGV traffic through Clare. Clarification should also be sought on the extent of their role as the STOUR VALLEY Lorry Action Group i.e. how many other villages are they concerned with. It was agreed that following Cllr. Phillips' resignation from the Highways Committee, the future of the Committee should be discussed in the New year as part of a review of all Town Council Committees and recruitment of Lay members. Lay members of the Highways Committee should be written to to be informed that no meetings will be taking place pending consideration of the future of the Highways Committee.

It was agreed that all Committee Chairs will draft an agenda in preparation for the meeting with Deborah Cadman on 1st February 2013.

- e) **Community Committee** – No meeting held. A meeting will be held early in the New Year to establish plans for the Annual Report

13 Planning

- a) (i) **SE/12/1604/HH – Dorrton House** – Cllr. Gryce proposed that the response be to approve the application but recommend it be subject to a reduction in the height of the wall in keeping with the neighbouring walls. Agreed unanimously. Clerk

(ii) **SE/12/1591/ADVCA and SE/12/1593/LBCA – Bell Hotel** - Cllr. Gryce proposed that the response be to approve the application but recommend it be subject to consideration of whether illumination is appropriate in a Conservation Area. Also to recommend that the lantern be black, in keeping with the rest of the building, rather than brass. Agreed unanimously.

- b) **Applications received by the Clerk between publishing the agenda and this meeting**
None.

14 Items for the next Chevron

The next edition will be published in early January. Cllr. Mallows

15 To receive an update on the plan for affordable housing

See correspondence – there will be a public meeting arranged by Hastoe Housing in early 2013.

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

Cllr. Gryce will circulate a response for Town Council consideration.

17 To receive agenda items for next meeting

To review the Town Council Committees. Clerk

18 To confirm the date of the next meeting as Thursday 17 January 2012.

Confirmed.

The meeting closed at 9.35pm

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 5th 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 10th 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.
- 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.
- PCCs will be in place to ensure that police forces work to deliver value for money and that they are meeting local policing priorities.

Local Issues and Actions

Since the last meeting on the 15th November 2012 there has been 1 crime of note

Criminal Damage – Malting Lane, An external waste pipe has been damaged.

Unfortunately we have had a spate of Burglaries in our area, which all 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.

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.

We had our most recent meeting last night; our new priorities are as follows:

- SPEEDING – Depden, Stansfield, Wickhambrook, Whepstead
- RURAL PATROLS – For the prevention of thefts and burglaries in our area
- PARKING – Silver Street in Kedington

Our next meeting will take place:

DATE: 12/03/13

TIME: 7pm

PLACE: Erskine Centre - Chedburgh

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.

SCC Report for December 2012

Highways

Suffolk County Council's Cabinet has confirmed that Balfour Beatty "Living Places" has been awarded the contract for the county's highway services – this encompasses road maintenance, winter gritting, traffic signals, street lighting and bridge works. This will save Suffolk's taxpayers around £2 million per year through better efficiency.

SCC is well prepared for severe cold weather with 25,000 tonnes of salt, 58 gritters, nine salt barns and over 120 staff. On average there are around 75 nights a year when the roads need treating.

I am not clear at this stage how County Councillors will interact with the new highway service. I will keep you informed when useful information is available.

Fire and Rescue Service

As I have reported previously the consultation on combining services with Cambridgeshire Fire and Rescue has begun and you should have received the consultation document with the accompanying response form. If you have not received the "Delivering the Best Fire Service" pamphlet, please let me know.

SNT meeting 12/12 2012 Ixworth Village Hall

An even worse than usual turnout due to the freezing fog – a horrible journey there and back and more police officers than members of the public -- again. New priorities for the coming quarter will be reported by your local officers.

Clare Castle Country Park

I don't wish to comment on ongoing negotiations but would like to make the Town Council aware of the concerns expressed to me by Gemma Robertson, Assistant Explorer Scout Leader. I sat next to Gemma at Wickhambrook Primary School Christmas lunch today and we had a good chat about vandalism and anti-social behaviour in the Country Park, particularly affecting Scouting activities. I am very concerned that what she told me sounded more serious than previously reported and included intimidation of Scouts at schools in Haverhill. Perhaps we could have a meeting anyone concerned sometime soon?

A very Happy Christmas to everyone in Clare and see you in the New Year.

St Edmundsbury Borough Councillor's report to Clare Town Council Period: 15th November-19th December 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

Training undertaken since last report

- Workshops on redesigning the Planning Service

Civic events etc.

iv) Mayor's Carol Service

Meetings attended (excluding Majority Group meetings)

- Full Council
- Development Control
- Development Control Site visits

Forthcoming meetings before next TC Meeting

- Development Control
- 2nd Planning Workshop

Voting record - items with significance to Clare community

- Verbal report on Land East of the Granary
- Voted in support of measures to promote Haverhill Research Park
- Current Clare issues involvement/resident requests to take forward:
I am pursuing a report of tar being poured down a drain in Cavendish Road - verbal report of details
- 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 5th January.

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

Action:

- Donna Vale – IT issues in the office, quote provided at £150 to carry out the work.
Cllr. Gryce proposed that the quote be approved, seconded by Cllr. Phillips. Clerk to arrange.
- Proposed Town Council, Committee and Annual Parish meeting dates – to be agreed.
Dates reviewed and agreed. Clerk to publish.
- Brown Tourism signs – Email with proofs, layout options and costs sent – for discussion.
Clerk to confirm to Suffolk County Council to arrange fitting of signs.

Noting:

- I have purchased the cones and they are stored in the Street Wardens shed.
- 140 high vis vests have been delivered to Clare Primary School as per the numbers provided. The approved cost was £1.65 each (CPC meet 16/2/12) but we will actually pay £1.59 for the children’s sizes and £1.25 + VAT for the small adult size.

Reported issues

- Charity collectors outside the Co-op (LW) - I have emailed the Police and asked them to check permissions etc. Cllr. Phillips has spoken to the team leader at the Coop. They have now put a stop to people collecting outside the store.
- Contractors working at the Old Bakery parking on the greensward and refused to move for the grass to be cut. I spoke to PCSO Shields and he went and spoke to them immediately – parking had improved since, however other vehicles continue to park on the green and have caused damage. The Police have been asked to continue to monitor and move vehicles on.
- Following work to trees carried out by contractors dealing with electrical cables on Stoke Road - tree debris on pavement and dead tree that could be unstable Ref: 2813603
- Pot hole - Cavendish Road Ref: 2818785 – have received an email confirming it has been filled (one day after reporting it!)
- Overgrown hedge on pavement on Highfields side of Cavendish Road –it is the responsibility of Haverbury – they will send someone to cut back the hedge during the first week in January.
- Trinders – Magnolia tree overhanging path – need to contact owners.
Cllr. Parsley will speak to them.

Update on previously reported issues

- Suffolk County Council sent an update that a works order has been issued to drainage contractors to investigate all drains in the areas reported last month (Clarence Road, Bridewell Street, High Street and Bucks Lane and Market Hill).
- I requested via Damien Parker that the leaves be cleared along bailey Lane into the Country Park. The Street Wardens have reported that this has been done very well.

Borough planning decisions:

SE/12/1114/FUL – Broxsted Solar Farm, Hundon – Permission granted subject to conditions.

Attachment to minutes – Item 11, Correspondence:

Items for action
(all circulated to Town Councillors)

Magna Carta anniversary	Invitation for Clare to be involved in the anniversary celebrations – Peggy Smith has offered for someone from the Ancient House to respond and attend any initial meeting. All agreed happy for the Ancient House to liaise initially.
Stour Valley Lorry Action Group	Request that TC arrange public meeting. Clerk to respond and request more detailed information around the data they have collected and their proposal for alleviating the HGV issues in Clare . Also, subject to confirmation suggest contact STOC for information on how they ran a high profile campaign Cllr. Pugh also suggested contacting the Borough and/or County Community Support Officers for guidance and advice.
CSRRA	Request for support for reinstatement of the railway line. Clerk to respond that the railway line is outside of the TC remit.
SALC	A request to write to Don Foster and Tim Yeo expressing support for councils to submit proposals under the Sustainable Communities Act in order to ensure that the interests of the community are considered by the government. Agreed – Clerk to write in support.
Ron Bareham	Report of ladder being hit twice by lorries (whilst cleaning windows in Nethergate Street and Well Lane). Clerk to forward to Simon Curl (copy to Mr Bareham), covering letter to mention that approx. 2 years ago SCC had promised that bollards would be placed in Well Lane.
Planning	Following a request for trees in the cemetery to pollarded as they are overhanging neighbouring gardens, I have been advised that we must apply to St Eds Planning as the trees are in a conservation area. Clerk to complete form.
Guildhall Surgery	Letter notifying of temporary ramp for patient use. Clerk to confirm approval.
Poppy Appeal	Reminder for donation for wreath provided for Remembrance parade. RFO to send cheque for £100.

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

CHOC (email)	Update.
Isobel Wright (email)	Affordable Housing Update
Treble C Choir	Letter of thanks for contribution of £500.

