

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 21 February 2013**

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

1 Apologies for absence

Cllr. M Godwin, PCSO S Mitchell

2 Register of members' interests

Cllr Haisman declared an interest in Item 7 – Forest School and Item 15 (i) Clare in Bloom and (ii) Swimming Club

Section of the meeting open to the public:

3 Police Report

Apologies received. No report

4 Parishioner's Question Time

No questions

5 County Councillor's Report

Cllr. Midwood reported the following:

- Attendance of a meeting as the County Council representative on the Board of Governors at West Suffolk Hospital on the Liverpool Care Pathway.
- The zero rise in council tax for the next four year was ratified at the full Suffolk County Council meeting.
- The Gritting Team attended the Council meeting to be formally thanked by the council.
- The next Safe Neighbourhood Meeting will take place at 7pm on 12th March in Chedburgh.
- There will be a Home Security meeting on 20th March at Clare Town Hall. The meeting will be attended by Police and Security companies.
- The new travel card for young people will soon be available and will be called the Endeavour card.
- Cllr. Midwood will not be standing for re-election in May.

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

Cllr. Haisman asked Cllr. Pugh to clarify how the items in the report related to Clare. Cllr. Pugh responded that his role is to give Clare a voice at the various meetings attended, including to represent the rural community at Borough meetings. Cllr. Pugh will ensure that future reports make clearer the relevance of his activities to Clare.

7 To receive a presentation and request for funding for Forest School provision in Clare

Claire Kent sent her apologies due to ill health. It was agreed that she be invited to present at the Finance Committee meeting on 12th March followed by a formal proposal to the full Town Council on 21st March.

End of public section of meeting

8 To approve minutes of previous meeting held on 17 January 2013 and 7th February 2013

Approved unanimously.

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

All complete.

10 Clerk's Report - See attachment to the minutes.

Clerk

11 Finance

i) Presentation of monthly accounts and cash flow report

Cllr. Blake proposed the accounts for January be adopted. Seconded by Cllr. Phillips and approved unanimously.

Cllr. Blake congratulated the RFO on a very good report following the recent internal audit.

ii) Decisions required

a) Cllr. Blake reported that St Edmundsbury Borough Council has formally confirmed the Precept figures and the increased figure to parishioners is 0.71%.

b) Cllr. Blake reminded all Councillors that the annual risk assessment is to be completed by 31 March 2013.

c) Cllr. Blake reported a request from the Christmas Lights Committee to clarify the wording recorded in the minutes of the Town Council meeting in November 2012. Cllr. Blake proposed the wording be amended to: "Cllr. Blake had received information from the Christmas Lights Committee that they were holding funds on deposit of which he was personally unaware." However he accepted that the Christmas Lights Committee had in previous years submitted figures to the RFO showing the full extent of their finances. It was agreed that the November minutes would not be amended as they had already been approved, but that the amendment would be recorded in the minutes of this meeting.

d) Clare In Bloom and Swimming Club requests to be taken at item 15.

12 Correspondence - See attachment to the minutes.

Clerk

13 Planning

a) **(i) SE/13/0072/EXT – Clare Antiques – Extension of time limit for additional 3 years (SE/10/0063).** All Councillors agreed to object to the application for the following reasons (see attachment to these minutes).

(ii) SE/13/0142/TCA – 19 Nethergate Street – Fell one red Maple tree in rear garden -
All Councillors agreed that there was no objection to the application.

(iii) SE/13/0111/HHCA – Jacaranda House, Cavendish Road – (i) Erection of outbuilding comprising car ports and storage areas and (ii) conversion of garage to provide additional bedroom with associated works

All Councillors agreed that there was no objection to the application.

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

14 To ratify the recommendations of the offline meeting on procedures

Cllr. Haisman proposed that the following recommendations be approved:

Environment Committee

Number of seats: 5 Cllrs, 2 Lay members

Lay members to have voting rights (subject to amendment of standing orders, ref Legal Topic Note 7 provided by NALC).

Delegated powers: Yes

Committee to make decisions within budget. Items outside of budget restrictions to be put to full TC as recommendations for ratification.

Budget: to remain unchanged

Highways Campaigning Working Group

Number of seats: 4 Councillors, 2 Lay members

Kelvin Green recommended as lay member – approved unanimously.

Lay members right to vote? N/A

Make recommendations to TC: Yes

Budget: N/A

Community Working Party

Number of seats: 4 Councillors

Make recommendations to TC: Yes

Budget: to remain unchanged

Amended TOR's:

To agree a set of actions for the next 12 months which will deliver appropriate aspects of the 4-year plan.

Action Plan with task, person(s) responsible and timeline etc to be presented to full council.

As actions are completed the results will be brought to full council for approval or information.

The Action Plan will be updated and presented to full council quarterly for information and discussion.

Finance Committee: Re-title Finance and Personnel Committee.

Number of seats: 6 Councillors

Make recommendations to TC: Yes. Recommendations to be included in summary form on Town Council Agenda.

Experiment with bi-monthly meetings in the 4 month period May to August 2013. RFO and Chair to meet formally in the month when there is no meeting to review financial statements etc.

Planning Committee

Number of seats: 5 Councillors. No lay-members but advice to be sought from specialists as required.

Delegated powers to make decisions on clear cut, non-controversial matters. A planning application will be considered to be controversial when:

It is a new build of any size.

There is documentary evidence of controversy.

There is *doubt* that something may not be in keeping with the character of the town.

At least one councillor wishes the matter to be brought to main TC.

Minutes recording all Planning Committee decisions on clear cut, non-controversial matters will be made available to all councillors and the public.

Public meetings to be held on first Thursday of each month and third Thursday before main meeting as required. (To capture all planning deadlines.)

Planning Working Group will be convened as necessary to work on elements of the Four Year Plan.

Number of seats: 4 Councillors

Targets for this work will be set at the beginning of the year and reported as an action plan to the TC main meeting in March.

Completed projects/reports will be brought to the TC main meetings for ratification.

Terms of Reference to be reviewed at the next Committee/Working Party meetings.

The recommendations regarding the Committees and Working Groups were approved unanimously.

The proposal to review and revise the Standing Orders and Financial Regulations was approved unanimously. The Committee/Working Group details above should be appended to the revised

Clerk. Cllr.

Standing Orders. Clerk, Cllr. Phillips and Cllr. Gryce to liaise with SALC.

**Phillips, Cllr.
Gryce**

The proposed information pack including Guidelines for Non-Councillor members was approved unanimously. Clerk to provide copies to all lay members.

Clerk

15 To receive items for decisions required by Town Council Committees and Working Parties

Finance Committee

- i) Cllr. Blake proposed that the Town Council approve the request from Clare in Bloom that the group be added to the Town Council Public Liability insurance subject to provision of a copy of a risk assessment. Seconded by Cllr. Mallows and approved unanimously.
- ii) Cllr. Blake proposed that the Town Council approve the request from Clare Swimming Club for financial support, subject to receipt of a formal grant application.
- iii) Clare Parish Church – Cllr. Blake proposed that the Town Council approve in principle a donation to the church in relation to the provision, maintenance and lighting of the clock. A vote was proposed. 7 Councillors were in favour, 2 abstained. It was agreed that a detailed proposal would be brought to a future meeting.

16 To receive an update on the Country Park

Cllr. Haisman reported that Suffolk County Council has requested that all discussions be treated in confidence, therefore the update would be given *in camera*.

17 To receive agenda items for the next meeting

- To ratify the annual risk assessment
- Chevron
- To approve the final draft of the Annual Report and structure of the Annual Meeting

18 To confirm the date of the next meeting as Thursday 21st March 2013

The meeting closed at 8.50pm

St Edmundsbury Borough Councillor's report to Clare Town Council Period: 18th January- 20th February 2013

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 For noting: This month I was asked to become Deputy Portfolio Holder for Economic Development and Growth for St Edmundsbury and also Chaired the first Joint Economic Development Strategy Group meeting for West Suffolk which agreed to plan for the promotion of a new 'West Suffolk Economic Development Region'. I believe these points have to be good news for Clare and its profile within the area.

Training undertaken since last report:

- i) Third set of Workshops on redesigning the Planning Service
- ii) Local Govt Finance
- iii) Pop-up Shops and retail development

2. Civic events etc

- Holocaust Memorial Service
- Launch of Bury St Edmunds Festival
- Anglia LEP AGM

3. Meetings attended (excluding Majority Group meetings)

- Development Control
- Cabinet Planning
- Cabinet
- Clare Country Park Meeting
- Clare Country Park Public Meeting
- Haverhill Town Team
- South Suffolk business Ratepayers
- Full Council - Budget Setting
- Sustainable Development
- Rural Working Party
- Arts and Heritage Review
- Apex Review

4. Forthcoming meetings before next TC Meeting

Development Control
Economic growth planning

5. Voting record - items with significance to Clare community - N/A

- Current Clare issues involvement/resident requests to take forward:
I am still pursuing a report of tar being poured down a drain in Cavendish Road
- I continue to take an interest in the future of Clare Country Park
- I am involved in helping residents with planning and enforcement issues
- My next surgery will be held on Saturday 2nd March.

Attachment to minutes – Item 9, Clerk’s Report – February 2013

Action:

- IT issues in the office – Quote for cabling across the building has been received at £542. This outweighs the saving to be made by cancelling the additional line in the Committee Room. Reliable wireless connections are still not in place in the office.
Action: PP will obtain another quote.
- Annual Parish Meeting – I have received some reports and have started drafting the 2012-13 report using the layout we used last year. The quote for printing the report based on the same requirements as last year has been circulated and is recommended for approval.
- There is an HR matter to be discussed *in camera* as the last item.

Reported issues

- Clarence Road – Previously reported drainage issue reported again Ref: 2854620
- Query on naming of Land East of the Granary – I have contacted St Eds Planning Dept and LLPG Custodian re the naming and they have no record of an application. I have also emailed the MD and Anglia area Manager at Persimmon Homes but have not received a response as yet.
Action: The Planning Committee will put forward some suggestions for names for the development.

Update on previously reported issues

- Chilton Street flooding – reported again to SCC, Cllr Midwood also reported it and we were told it was going to be looked at last week.
- Brown Tourism signs – Simon Curl will update us as soon as possible.

Borough planning decisions:

SE/12/1604/HH – Dorrton House– Permission granted subject to conditions

TCA12/2390 – Gothic House – Reduce 2 x beech trees - Permission granted

SE/12/1672/LBCA – The Swan Inn – Installation of fire alarm and replace 3 doors - Permission granted

SE/12/1591/ADVCA – Bell Hotel – Illuminated signs - Withdrawn

Attachment to minutes – Item 11, Correspondence:

Items for action
(all circulated to Town Councillors)

Royal British Legion Womens Section	Invitation to celebrate 65 th Anniversary. Cllr. Haisman proposed the Chairman’s allowance be used to purchase a gift to commemorate the anniversary. Agreed unanimously. Action: KH to investigate.
Tony Gearing	Appeal for support for campaign for reduced speed limit in Stradishall and Wickham Street. (Also request to place it on the website) All agreed to respond that as the road is not close enough to the parish of Clare, the TC will not be supporting.
Peggy Smith	Flag on Clare Castle. No action.
A Bone	Priory Bridge, Ashen Road – bicentennial – proposal to ask SCC to clean and paint. Action: Clerk to write to Guy McGregor at SCC cc J Midwood and Simon Curl referring to the bicentennial and it being the second oldest cast iron bridge in Suffolk.

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

A Line	HGVs in Clare – Copy of request to SCC
CHOC	Report Action: Clerk to write to CHOC requesting that the window and carpet in the Clerk’s office be replaced. Clerk to investigate and report the flooding issue.
Hastoe Housing	I spoke to Isobel at the end of the open meeting on 19 th Feb. She reported a very positive response from those who went to see the plans in the Town Hall and that she is happy to now move to the planning application stage. Action: Clerk to ask Isobel for copies of the plans.

Attachment to minutes – Item 13, Planning:

A (i) Agreed response to application SE/13/0072/EXT – Clare Antiques – Extension of time limit for additional 3 years (SE/10/0063).

All Councillors agreed to object to the application for the following reasons:

- The front door of the proposed property currently acts as the fire escape for the warehouse. No other fire escape route is proposed in the plans.
- Sewage : currently the sewage from the warehouse goes into the cesspit of the adjoining property owned by Mr Steven Green. This cesspit is not capable of taking an increase of waste matter. The planning application advises that a sewage connection will be needed for the house but gives ‘unknown’ as a means of achieving it. The TC would like to have more detailed information on how this foul water will reach the main sewers.
- Lack of garden and amenity space.
- Maltings Lane is a very narrow but busy thoroughfare. It does not have space to accommodate builders vehicles for the work.
- The owners are proposing to use the Country Park for parking. However, ownership of the park will transfer in the near future to Clare Town Council and will be run by a group of independent Trustees. It would not be appropriate at this stage to assume that they will be agreeable to the proposed parking arrangements.
- Finally, we are concerned at the proposed loss of retail space. Vision 2031 identifies three major residential development areas for Clare and an increase of 20% in the housing stock. The addition of one, very small house without parking space or a garden does little to enhance the stock of homes that Clare can offer, however, the loss of retail space will have a significant impact. In the Design and Access statement 2008 (SE08/15/65 page 9) applying for the extension to increase retail space, the agent reported that ‘*the success of the Antiques Centre has provided a significant attraction for the area of Clare. It has contributed towards the spearheading of other businesses and attracting people to the area. This (proposal for an extension for more retail space) will also create more employment space, bolstering the local economy and appeal of the area.*’ On page 8, he reported that there was ‘a large waiting list of dealers in line offering increased profit’. This buoyant economic situation appears to be confirmed by recent newspaper articles.