

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

Present: Cllrs. Keith Haisman (Chair), Paul Bishop, Derek Blake, Margaret Godwin Gayle Mallows, Alan Parsley,
Peter Phillips, Phil Gryce, Leslie Warmington
Borough Cllr. Alaric Pugh,
Clerk, Claire Ebeling, RFO, Maureen Smith

1 Apologies for absence
PCSO S Mitchell, County Cllr. Jane Midwood

2 Register of members' interests
None

Section of the meeting open to the public:

3 Police Report - see attachment to the minutes
The following points were raised:

- The killing of sheep by a dog has recently been reported but is not noted in the police report.
- What is the reason that domestic violence is not reported?
- Does the police patrol still include walks around the cemetery and chapel – please ensure it does as there is regular evidence of drug use there.

4 Parishioner's Question Time
No questions

5 County Councillor's Report – see attachment to the minutes
The following points were raised:

- What is happening with the SCC Highways Management Team (managing external contractors carrying out onsite work is very different to managing in-house staff).
- The cost saving in relation to using a contractor for Highways work raises questions about the value of the service provided by Suffolk County Council in past years if the contractor can do the work at such a reduced rate.
- We have received a report on lorries going through Clare from Suffolk County Council (ref email Simon Curl). A detailed impact study was expected in November 2012 and we have received a report providing very limited statistics only and it was received on 21 March 2013.

6 Borough Councillor's Report - See attachment to the minutes.
Cllr. Pugh referred to a response from Andrew Harvey at St Edmundsbury Borough Council on dog fouling, following a request from Cllr. Parsley. It was agreed that Mr Harvey's offer of training on how to approach offenders would be accepted.

Clerk

End of public section of meeting

7 To approve minutes of previous meeting held on 21st February 2013
Approved unanimously.

8 To receive an update on the actions from the last meeting
The Clerk reported that all actions were complete other than a review of Standing Orders and

Financial Regulations, pending advice from SALC.

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

Clerk

10 Finance

i) Presentation of monthly accounts and cash flow report

Cllr. Blake proposed the accounts for February be adopted. Seconded by Cllr. Mallows and approved unanimously.

ii) Decisions required

- a) Cllr. Blake reported that an *in camera* item on staffing would be discussed at the end of the meeting.
- b) Cllr. Blake proposed the approval of the review of the effectiveness of the internal audit. Approved unanimously.
- c) Cllr. Blake proposed the approval of the funding of the maintenance of the public clock on the church in the sum of £150 + VAT. Seconded by Cllr. Bishop and approved unanimously. It was agreed to continue the dialogue regarding the ongoing maintenance of the clock.
- d) Cllr. Blake proposed the approval of the funding under s137 of £150 to Sudbury Newstalk. Seconded by Cllr. Parsley and approved unanimously. It was agreed that a request would be made that Chevron be included in the recording for the blind and partially sighted.
- e) Cllr. Blake referred to correspondence from CHOC on agreed improvements to the Old School building:
 - Clerk Office window – the cost of this has been allowed for in the precept, however, there will be additional fees due to the cost of the planning permission submission.
 - Clerk's Office carpet – Cllr. Blake noted that there must be dialogue between CHOC and the Finance Committee regarding unprecepted expenditure. The Clerk will write to Suffolk County Council regarding the Health & Safety concerns in terms of the flood water coming into the building.
 - Committee Room blinds - the cost of this has been allowed for in the precept and in designated reserves.
- f) Cllr. Blake reported that the Finance Committee had discussed the need for a review of the tendering limit in the Financial Regulations and proposed that the limit be increased to £1,000. It was agreed to consider this at the next meeting.

11 Correspondence - See attachment to the minutes.

Clerk

12 Planning

a) None

It was agreed that the Clerk would write to St Eds Planning regarding the Land East of the Granary S106 and whether Clare Town Council will be invited to the next meeting. Cllr. Pugh to be copied on correspondence.

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

13 To ratify the annual risk assessment

Cllr. Blake reported that a review of the annual risk assessment had been carried out by Cllr. Members of the Finance and Environment Committees and the RFO and proposed that it be adopted by the Town Council. Seconded by Cllr. Godwin and approved unanimously.

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

Finance Committee

- i) To ratify the Terms of Reference for the Highways Working Party - approved unanimously.
- ii) To ratify the Terms of Reference for the Community Working Party - approved unanimously.

15 To receive items for the next Chevron

It was agreed to add an item on the invitation to Châtillon to this month's edition.

Next month the Chevron will be delivered with the Annual Report and will include the BMX Track, Country Park and Library.

16 To approve the final draft of the Annual Report and structure of the Annual Report

It was agreed that Cllr. Phillips will put the report into Desktop Publishing format and attempt to fit the contents into 20 pages as last year.

The Annual Meeting will take place in the Town Hall and the Clerk will invite Clare Combined Charities to present.

It was agreed that a presentation will be made to Jane Midwood to thank her for her service as County Councillor.

Cllr. Gryce will carry out interviews with parishioners to compile a video presentation as part of the Chair's report.

17 To receive an update on the Country Park – to be taken *in camera* at the request of Suffolk County Council.

18 To receive agenda items for the next meeting

- To receive items for the next Chevron

19 To confirm the date of the next meeting as Thursday 18th April 2013

Confirmed.

The meeting closed at 10.00pm

Attachment to minutes – Item 3, Police report

Crime report for Clare for the period between 21st February 2013 and 21st March 2013.

There have been 3 crimes of note since the last meeting these were:

- Bogus callers who struck twice at the same address within a matter of days, and conned £700 in total from a victim for building work that went uncompleted.
- Theft of number plates from a motor vehicle.
- Theft of a catalytic converter from a motor vehicle.

The continued spate of burglaries is still very much ongoing throughout all of our 32 villages. We have “Rural Red Route” patrols that are regularly patrolling day and night in search for any suspicious vehicles and activity going on. As a force there is also a countywide operation “Op Ecu” being conducted specifically aimed at targeting these burglaries. However we are urging members of the public to report any suspicious vehicles, persons or activity to us, even if it turns out to be nothing we would rather know about it and have it checked out.

We recently held the Safer Neighbourhood Team priority setting meeting. Our priorities are:

1. Speeding – The villages we have taken on for this quarter are: Wickhambrook, Wepstead, Little & Great Thurlow and Hargrave.
2. Burglary – Reduction of burglaries throughout the rural south area.

The next meeting will take place on Tuesday 11th June 2013 at Ixworth Fire Station.

The Clare home security event took place last night and was a great success, thank you to all those who attended.

DRAFT

Attachment to minutes – Item 5, County Councillor's report

SCC news – 0% Council Tax Increase

The current administration at SCC has pledged not only to peg Council Tax for the current financial year but also to keep to the 0% figure for the four year term of the new council should they be re-elected in May. This will be increasingly difficult but many of the efficiency savings have already been implemented during the last four years.

Highways

The preferred Highways contractor has been announced – to be called MGWSP (an amalgamation of May Gurney and WSP UK Ltd. They will be responsible for design, highway improvements and maintenance, winter gritting, street lighting, traffic signals and bridge work across the county. The contract will deliver £2 million of recurring revenue savings. The new highways contract will start on October 1st 2013 and extensions to existing contracts will be put in place for the interim period in order to safeguard service delivery.

Street lighting

A number of villages have recently expressed dissatisfaction with replacement street lamps. These new lamps give a distinctly orange light. Unfortunately the white lamps are no longer available due to EU legislation due to their mercury content. I have forwarded an email to your Clerk explaining the different options for parishes which have concerns about the new lamps – and please let me know if your parish is affected.

SCC elections May 2013

My term of office officially comes to an end on May 6th – 4 days after the election. I will be preparing a report for Annual Parish Meetings to be read should your meeting take place after that date.

Highways

I am absolutely dismayed at the state of our local lanes (and some of the more main roads too) and if you have particular concerns about areas in your village, please let me know.

Best wishes to everyone in the parish and please contact me if you think I may be able to help.

Attachment to minutes – Item 6, St Edmundsbury Borough Councillor's report

St Edmundsbury Borough Councillor's report to Clare Town Council Period: 20th February-20th March 2013 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. I am Deputy Portfolio Holder for Economic Development and Growth. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party, New Tenancies Working Party, and I am a substitute on Performance and Audit and Treasury Management. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings 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@stedsbcc.gov.uk

Training undertaken since last report

- i) Is your Borough open for business? - Local Government Association Free Seminar

2. Civic events etc

- Launch of Suffolk Growth Strategy

3. Meetings attended (excluding Majority Group meetings)

- Development Control
- Cabinet Planning
- Full Council
- AONB
- Our Place Meeting - Bury St Edmunds
- Safer Neighbourhood Team
- Sustainable Development
- Rural Working Party
- Portfolio Holders Briefing
- Economic growth planning

4. Forthcoming meetings before next TC Meeting

- ii) Development Control/Development Control Site Visits

- Voting record - items with significance to Clare community:

- Supported 0% council Tax increase
- supported changes to the Council Tax rebate scheme including empty homes allowances
- supported changes to the role of the mayor to further support business activity
- supported proposed changes to the planning service in West Suffolk
- supported continued lobbying for an extension of the AONB towards Clare.

- Current Clare issues involvement/resident requests to take forward:

- I have corresponded on Highways issues and facilitated a meeting
- I raised the Highways campaign and asked for further contact from the Environment Agency on riparian rights issues at the AONB meeting
- I have had several contacts with the Police
- I continue to take an interest in the future of Clare Country Park, including facilitating meetings
- I am currently involved in helping three residents with planning and enforcement issues
- I have been asked to bring to the Town Council's attention the fact that money is still available in the Rural Initiatives Grant pot -
- Money is also available under a scheme for shops, post-offices and public house in rural areas under threat
- Facilitating the Parish Conference to come to Clare
- Supporting Tree Preservation
- My next surgery will be held on Saturday 6th April.

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

Clerk’s Report – March 2013

Action:

- IT issues in the office – Awaiting a further quote for cabling across the building.
Action: Clerk to chase.
- CHOC have approved the replacement of the carpet and window in the office. However, there will be a lot more expense attached to the replacement of the window due to a full planning application being necessary at a cost of £100. The application must be accompanied by existing and proposed elevation drawings and a Design and Access statement. JAP Architects estimate £300 for this.
J Walker Flooring will be coming into the office next week to quote on carpet.
Action: Cllr. Haisman expects some advice from Christine Leveson, Conservation Officer at St Eds.
- Country Park – Clare Bears Pre-school are planning a treasure trail in the park on Sunday 19th May and have asked if they need to request permission to run it there and to put posters up in the park and around Clare.
Action: Cllr Haisman has also received an email and has forwarded the request to Christine Williams – Park Warden.

Reported issues

- **Common Street/Callis Street junction – potholes – ref 2903176**
- **Stoke Road/Nethergate Street opposite junction – potholes – ref 2903176**

Update on previously reported issues

- **Market Hill – blocked drains and potholes – reported twice before ref 2774987 – update email circulated today**
- Brown Tourism signs – Chased Simon Curl again – awaiting an update.

Borough planning decisions:

TCA13/2405 – Cut back Yew tree in Clare Cemetery - Permission granted

TCA13/2409 – Fell one red maple tree in garden of 19 Nethergate Street - Permission granted

Attachment to minutes – Item 11, Correspondence:

Items for action
(all circulated to Town Councillors)

Henry Rossi	Notification of maintenance of Sheepgate Lane Action: Clerk to contact and enquire exactly what the work involves.
Guy McGregor	Response to request to SCC to clean and paint Priory Bridge, Ashen Road (bicentennial). Action: Clerk to send a copy of the letter from Guy McGregor to Andy Bone.
Bob Verguson	Copy of letter to Bob Verguson Co-op lorry parking Action: Meeting arranged with Co-op regional director in April. The Clerk will invite Simon Curl, SCC to attend part of the meeting.
CHOC	Request for Trustee nominations. Action: To be discussed at the TC meeting on 18th April.
Sudbury Newstalk	Request for funding – see Finance item (ii) 4.
John Russell	Offering services of Clare Railway Society – to be taken in camera as part of Country Park update.
S Kimminau	Suggestion to thank Great Eastern Railway Society for English Heritage listing of Station in Clare Country Park – to be taken in camera as part of Country Park update.

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

Bob Verguson	Co-op lorries
CHOC	Monthly report