

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 15 August 2013**

Present: Cllrs. Keith Haisman, Chair, Derek Blake, Phil Gryce, Gayle Mallows, Alan Parsley, Peter Phillips and Leslie Warmington
Clerk, Claire Ebeling
County Councillor Mary Evans, Borough Councillor Alaric Pugh
And 7 parishioners

1 Apologies for absence – Cllr. Margaret Godwin, PCSO Sophie Mitchell

2 Register of members' interest – None

Section of the meeting open to the public:

3 Police Report – PCSO Claire Fuller presented the report (see attachment to the minutes). Letters of apology from the children responsible for the graffiti in the Country Park were presented.

4 Parishioners' question time – Parishioners asked questions regarding the costs provided by Suffolk County Council, the greater prudence of a leasehold versus a freehold arrangement with SCC, rumours regarding future plans for the park and ensuring that no part of the park is sold in future.

Cllr. Haisman responded that, as historical costs have not been available from SCC in sufficient detail, CTC has agreed with SCC that they will provide surveys with forecast maintenance costs, over at least a three year period, for all non-building aspects of the park. These surveys, when available, will be audited, together with the existing survey of the buildings, by an independent surveyor of CTC's choice and at SCC's cost.

The inherent features of a lease versus a freehold were discussed which for the Country Park are principally: i) a lease may confer an early termination clause at an agreed future date ii) a lease does not provide any additional protection against operating costs iii) so long as the freehold is held by SCC then there is no protection for the parishioners of Clare against the freehold being sold to a third party.

Not wishing to comment on rumours Cllrs Haisman and Blake advised the meeting that CTC's solicitors have been receiving very large volumes of documents from SCC and are tasked, inter alia, with recommending the optimal model to ensure that the whole park remains in the ownership of the parishioners of Clare. Once again the meeting was reminded that there will be public consultation on all aspects of the proposed transaction before CTC reaches a decision to assume ownership of the Country Park.

5 County Councillor's Report – See attachment to the minutes.

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

End of public section of meeting

7 To approve minutes of previous meeting held on 18 July 2013

An amendment to the minutes was proposed by Cllr Mallows under 10. Finance, to read 'It is hoped that the communication issues with the CPFA will be resolved and Cllr. Mallows may consider becoming Chairman of the CPFA'. Approved unanimously.

8 To receive an update on actions from the last meeting
All actions complete.

9 Clerk's Report – see attached report.

10 Finance

- i) **Presentation of monthly reports** – Cllr. Blake proposed the adoption of the monthly accounts, seconded by Cllr. Mallows and approved unanimously.
- ii) **Decisions required** –
 - a) Cllr. Blake proposed that the fee to Turners fishmongers to hold a stall on Market Hill be increased to £320 per year. Approved unanimously.
 - b) Cllr. Blake proposed the approval of a Section 137 payment of £100 to Avenues. Approved unanimously.
 - c) Cllr. Blake proposed the approval of a Section 137 payment of £100 to Macmillan. Approved unanimously.
 - d) Cllr. Blake proposed the approval of a donation of £240 to the Forest School for equipment. Approved unanimously.
 - e) Cllr. Blake proposed that the Rural Fair Share petition be signed on behalf of Clare Town Council and also be taken to the meeting with those who receive funds from CTC. Approved unanimously.

11 **Correspondence** - see attached report.

12 **Planning**

a) None

b) **Applications received by the Clerk between publishing the agenda and this meeting**

- DC/13/0031/TCA – 15 Market Hill - Crown reduction to Leylandii. Approved unanimously.
- 13/00832/FUL – Big Deere Lodge Field, Church Street, Belchamp St Paul - Installation and operation of a solar farm and associated infrastructure. Cllr. Mallows proposed that the response be to object – not to the solar farm itself but to HGVs to serve the solar farm coming through Clare and to request consideration that the vehicles used be smaller. Approved unanimously.

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

- i) **Planning Committee** – to ratify the revised terms of reference – deferred to next meeting.
- ii) **Environment** – a) Cllr Parsley proposed that £340 be spent on equipment for use in the cemetery. Approved unanimously.
b) Cllr Parsley proposed that following a comprehensive risk assessment of the street wardens work and on lone workers, the Guardian 24 system be cancelled and replaced with more workable safeguarding methods. Approved unanimously.
- iii) Cllr Haisman reported that a meeting will take place next week to discuss ideas for the Magna Carta celebrations.
- iv) Cllr. Phillips reported that a meeting took place this week to discuss ideas to resolve the water levels in the New Cut. A reduction to the height of the sluice gates was suggested by the Environment Agency and investigations will take place to confirm for all parties that this will be likely to resolve the problem.
It was agreed that a letter will be sent to the Environment Agency from Clare Town Council endorsing Geoffrey Bray's stance that the issue of river levels in the Country Park will have to be resolved as a prerequisite to the Town Council assuming ownership of Clare Country Park as a divestment from Suffolk County Council.

14 **To discuss and review timetable for the Precept**

Cllr. Blake proposed the adoption of 4 documents (precept timetable, precept application form, invitation to meeting and covering letter. Approved unanimously.

15 **To receive recommendations on amendments to the Standing Orders**

It was to defer until the next meeting. The Chairman wishes to discuss proposed changes with the working group following which the final version will be circulated by email before the next meeting.

- 16 To ratify the response by Clare Town Council to Vision 2031**
Cllr. Haisman proposed that the response to Vision 2031 be ratified following circulation and agreement to the contents by all Councillors by email. Agreed unanimously.
- 17 To receive an update on Clare Country Park – to be taken *in camera* at the request of Suffolk County Council**
In camera minutes recorded separately.
- 18 To receive recommendations for items for the next Chevron**
It was agreed that the next issue will include naming of the new roads at Land East of the Granary, Buildings at risk, Cellars under roads, Magna Carta, CHOC Music Quiz and a reminder of the joint County and Borough Councillor surgery on 1st September.
- 19 To receive agenda items for next meeting**
None.
- 20 To confirm the date of the next meeting as Thursday 19 September 2013.**
Confirmed. Apologies received in advance from Cllr. Haisman and Cllr. Blake.

The meeting closed at 9.25pm

Attachment to minutes – Item 6, Police Report

Since the last meeting on the 18th July there has been 3 crimes of note. These were:

- Theft of two chimney pots used as garden planters from outside a property on Stoke Road. This occurred sometime overnight on the 25th July.
- Criminal damage caused by paint splashed on the surface of the car park and visitors centre in the country park. This occurred in the early evening of the 29th July.

The young lads responsible have been dealt with by means of a community resolution. They have both written letters of apology to the town council which will be presented to you tonight and the boys are going to volunteer to help out with the general maintenance of the park on the last Sunday of every month. There is also mention of the parents contributing some form of financial support towards the cost of the clean-up that was carried out, (this is entirely the parents decision and is not part of the community resolution so will not be enforced by Police by any means). Hopefully they have all learnt their lesson and will think twice before behaving in such a manner in the future.

- Burglary other building on Nethergate Street, a shed was broken into in the rear garden of the property, but nothing stolen from within. This occurred sometime overnight on the 5th August.

With regard to your recent email forwarding the correspondence on from concerned residents surrounding the manner of parking at Clare Community Primary during peak times. I am going to arrange a meeting with the head teacher to discuss this once the new school term begins in September, I have comprised a letter from the Safer Neighbourhood Team, that with the permission of the school, will hopefully be sent out to all parents reminding them of the issues surrounding parking at the school. We will also conduct regular random patrols of the area to advise motorists and provide a presence at peak times. I am sure if we all adopt a joint approach to tackling this problem we can hopefully come up with a long term solution with everyone's best interests in mind.

Nethergate Street now has a new co-ordinator for their neighbourhood watch scheme. Fran who runs the Red House B&B has taken it upon herself to rejuvenate the existing scheme. I would like to take this opportunity to thank her on behalf of the Safer Neighbourhood Team for her enthusiasm and interest in wishing to take on this role.

General information worth noting:

- We are working closely with Trading Standards after increasing reports across the county in relation to activities of salesmen working on behalf of home improvement companies operating from Norfolk. The majority of our reports are surrounding aggressive sales techniques used targeting the elderly and vulnerable. If anyone is concerned about any door to door salesman acting in their areas then we ask them to report it to 101 so hopefully we can get officers out to check all is legit and above board.
- There was a distraction burglary take place in Haverhill last week where 3 men dressed in green uniforms posed as workers from a water company, they entered the property of the victim and it wasn't until they had left did the person realise that items had been stolen from their house. We are urging people to always check the identities of such persons entering your homes for any reason. If you are unsure ask to contact their head office to verify who they are, genuine employees will happily oblige to this, any concerns or doubts then refuse them entry and call Police straight away.
- A silver Subaru Impreza Estate has been seen following a number of burglaries in the Cambridgeshire and surrounding areas. It has been known to display magnetic taxi signs, and was involved in a pursuit that came into Suffolk, where it was lost on the A143 heading towards Bury St Edmunds. Police are keen to stop and intercept this vehicle, any sightings please report to 101 immediately.

Any concerns/issues raised for our attention, as always, please do not hesitate to forward this onto us.

Sophie Mitchell
PCSO 3265

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

HGVs

There was a small but, I believe, significant step forward taken at the meeting I attended with Cllr Graham Newman and senior highways officers at the end of July.

In the initial meetings I had with highways officers after my election I was told: there is not a problem with HGVs in Clare as the traffic levels are normal for an A road. There was also scepticism that lorries use the A1092 as a shortcut.

Now, it is accepted by officers there is a problem. The challenge is how to deal with it. I am working to move the debate from the view that there is little that can be done to agreeing a workable and lasting solution.

A few actions were agreed at the meeting in July and I will be following up to ensure these actions are taken and that Clare and HGVs remains on the agenda for these regular briefing meetings between the portfolio holder, myself and senior officers.

- SCC is undertaking a study looking at the costings and logistics of a full origin and destination survey can be conducted on HGVs coming through Clare.
- SCC is approaching the developers/promoters of the Maple Hill wind turbine to check that they are satisfied about the suitability of the proposed route for the turbine construction traffic.
- SCC is amending its lorry rote map, initially online, to show bordering counties and to show that towns and villages such as Clare, Lavenham and Coddensham that are difficult for HGV
- Highways officers to explore and discuss with CTC possible measures to mitigate the impact of HGVs through the town such as installing different drain covers to reduce vibration and noise.

I would want to be sure that any such proposals are not seen by SCC as an alternative to taking action to reduce the number of HGVs coming through the town

Cllr Newman used the photos provided by Cllr Godwin to underline the point that HGVs do use Clare as a route to and Felixstowe.

I have since had a meeting with members' of CTC's highways working group to discuss how we can keep up the pressure. Cllr Godwin and I have arranged to meet on her return from holiday to plan the proposed cellar survey.

Highways

I gather the areas in Market Hill, Well Lane, Church Street will be inspected and officers will report back. I suspect that no progress will be made until after SCC has completed its discussions with the turbine developers.

SCC highways are putting a bid into the roads budget to resurface Cavendish Road in 2014/15.

Officers have met with the contractors about the Bell Hotel repairs and are awaiting their proposals.

Clare Country Park

I helped CTC in its efforts to ensure the Park Centre lease and building repairs were completed in time for the summer holiday programme of activities. Yesterday I attended a meeting with the Environment Agency about the problems with the sluice gates on the Stour along with Cllr Phillips, Geoffrey Bray and local landowners and residents.

As you are aware Cllr Richard Smith, whose team is negotiating the transfer, is coming to Clare – next Tuesday, 20 August, to visit the county park. I am away over the weekend but will be in touch with the Clerk on Monday to finalise the plans for Mr Smith's visit.

Rural Vision 2031

In response to representations from Clare residents I made a submission to St Edmundsbury regarding the Back Field site. I argued that Clare, in terms of the community and especially its infrastructure, needs time to absorb the Granary development before any further schemes are brought forward.

Community Led Local development

I attended a seminar at the end of July on the Community Led Local development scheme. The current programme which provides funding for development in rural areas is coming to a close. SCC is looking to promote areas across the county for inclusion in the next round of funding. I think there is great potential for a scheme based on the Stour Valley which could support the creation of new businesses and the development of existing concerns in and around Clare. This is an issue I will also raise with Cllr Smith, in his role as portfolio holder for Economic Development, when he visits the town next week.

Mary Evans, Clare Division, Suffolk County Council

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

Period: 18th July - 15th August 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 uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Economic Growth, Transport and Planning. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party (Deputy Chair), 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 Town 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 - social media, EU Funding, LEP Project funding

Civic events/business - St Edmund 1000th Anniversary Pilgrimage Arrival

Meetings attended (excluding Majority Group meetings)

- Cabinet Planning
- Cabinet
- Apex Panel
- Rural Working Party
- TC Planning briefing
- County Council Transport briefing
- Joint Cabinet Planning
- Development Control
- Rural Working Party

Forthcoming meetings before next TC Meeting

Sus Dev Panel

Ec Dev Briefing

Cabinet Planning and Cabinet

Voting record - recent items with particular significance to Clare community:

For - changes to local council grant regime

Current Clare issues involvement/resident requests to take forward:

- further work on lorry movement issues inc lobbying County Council Portfolio Holder (County Councillor report probably outlines progress achieved)
- effect of changes to local council grant regime (local referendum unlikely policy)
- various local planning queries

More generally, I am currently working on:

- innovation in rural transport solutions
- work to prioritise economic growth actions

Please note: local resident request for toilets closing time to be extended in summer (is it possible to have a local keyholder?)

Next surgery which will be held on Saturday 7th September with County Councillor.

Attachment to minutes – Item 13, Clerk’s Report – August 2013

Action:

- SALC Newsletter of the Year competition
Action: it was agreed to submit Chevron – Cllr. Mallows to select a back issue.

Information:

- The applications for road closures for the Christmas Lights event and Remembrance Sunday must be submitted shortly. SCC tell me that the process has changed slightly and we will be required to have more wardens there and one of the wardens must be accredited.
Action: Clerk to investigate accreditation required.

Borough planning decisions:

SE/13/0338/ADVCA – Lloyds TSB Bank Plc – Provision of 1no. non-illuminated fascia sign on front elevation as amended by plans received 17th June 2013. Permission granted.

SE/13/0366/LBCA and SE/13/0365/FULBCA – Hursts Bakery – Planning and Listed Building application refurbishment, repairs and change of use to mixed use. Permission granted.

Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

E Coote	Website update Action: Clerk to reply and arrange meeting
Mr P Trinder	Clare Castle Country Park Parishioner in attendance at meeting – response in parishioners question time (page 1 of these minutes)
Clare Antiques	Clare Castle Country Park future debts Response in parishioners question time (page 1 of these minutes)
Stephen Kimminau	Clare Castle Country Park – consultation before transfer Parishioner in attendance at meeting – response in parishioners question time (page 1 of these minutes)
St Eds Licensing Services	Invitation to comment on application for a Street Vending Permit by Café Clare. Approved unanimously
Suffolk County Council	Terms of hire of the Park Centre for dig in September. It was agreed to use the Town Hall hire rate as a benchmark and to offer at that rate. Terms to include that the premises are vacated in the same condition and cleanliness as when they were hired.

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

Simon Curl	Response to our letter
PCSO Sophie Mitchell	Response to email and copy letter re parking in Erbury Place