

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 17 October 2013**

Present: Cllrs. Peter Phillips, Chair, Derek Blake, Keith Haisman, Phil Gryce, Gayle Mallows, Margaret Godwin and
Leslie Warmington
Clerk, Claire Ebeling
Borough Councillor Alaric Pugh

1 **Apologies for absence** – Cllr. Alan Parsley, County Councillor Mary Evans

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).

4 **Parishioners' question time** – None.

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 September 2013**

Two amendments to the minutes were agreed:

Page 1 Item 10 Finance ii) a – added 'seconded and approved unanimously'.

Page 2 Item 12 Planning ii) remove 'Erection of 11 affordable dwelling'.

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. Approved unanimously.

ii) **Precept update** – Cllr. Blake reported that all requests have been received and a final review will take place at the next Finance Committee meeting.

iii) **Decisions required** –

Cllr. Blake reported that the CPFA had received the cheque for £4000 for the 2013-14 precept.

Cllr. Blake proposed a donation of £100 to Suffolk Accident Rescue Service. Approved unanimously.

Cllr. Blake reported that a review of the Financial Regulations had taken place and recommended that they be adopted. Approved unanimously. Cllr. Gryce will re-format to match the Standing Orders.

11 **Correspondence** - see attached report.

12 **Planning**

a) i) **DC/13/0185/HH – 1 Chilton Hall Cottages – (i) Retention of (a) alterations to dwelling including brick plinth, revised door design, door canopy, additional and enlarged first floor windows (b) retention of retainer wall and gabion wall, relocated access and driveway, (ii) Erection of garage**

RFO

Cllr. Gryce proposed that the response be that there is no objection. Approved unanimously.

ii) DC/13/0016/HH – 2 Hill Terrace – Erection of two storey rear extension and front porch.

Cllr. Gryce proposed that the response be that there is no objection. Approved unanimously.

iii) DC/13/0131/TCA – The Cock Inn – (i) replacement of first floor window with emergency exit doors

Cllr. Gryce proposed that the response be that there is no objection. Approved unanimously.

iv) DC/13/0312/HH – Cornerways, Riverbank Close – Erection of single storey front and rear extensions and new roof

Cllr. Gryce proposed that the response be that there is no objection. Approved unanimously.

v) DC/13/0371/EXT – Clare Pharmacy – Extension of time limit for an additional three years

Cllr. Gryce proposed that the response be that there is no objection. Approved unanimously.

Cllr. Mallows reported that the St Edmundsbury Borough Council website has been checked and the CTC response to Vision 2031 is recorded correctly.

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

None.

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

None.

14 To discuss the resignation of the Christmas Light Committee

Cllr. Haisman reported that a meeting will take place on Monday 4th November at the Old School at 7.30pm to discuss the future of the Christmas Lights Committee, which should continue to be an independent, community led initiative.

15 To receive recommendations for items for the next Chevron

It was agreed that the next issue will go out on 23rd/24th November and will include items on Highways, allotments, Christmas Lights and a TC focus item.

16 To receive an update on St Edmundsbury Council Tax Support Grant Scheme – lack of consultation

Cllr. Blake reported that there is agreement that the communication from St Eds was poor on this but acknowledged that Cllr. Pugh had verbally informed Councillors. Members of Clare Town Council will attend the Parish Conference when this will be discussed.

The impact of the changes made by St Eds will have a 5% impact on Clare Town Council this year and planning is taking place accordingly by the Finance Committee.

17 To receive an update on Clare Country Park

Cllr. Haisman reported that an initial meeting has been held with Concertus who can now begin their evaluation of the necessary building works. Discussions continue with SCC concerning the scope of the Bidwells' terms of reference for their independent assessment of the non-building surveys. CTC continues to push for an early meeting with SEBC to scope those surveys. The legal workstream seems to have come to a halt. We suspect that this is due to funding from SCC possibly having been put on hold pending resolution of the concerns about the river levels.

18 To receive agenda items for next meeting

To consider inviting the Police & Crime Commissioner to attend the next meeting to provide a report on the change to the service.

To approve the revised Financial Regulations.

19 To confirm the date of the next meeting as Thursday 21 November 2013.

Confirmed.

The meeting closed at 8.55pm

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Attachment to minutes – Item 6, Police Report

Since the last meeting on 19th September there have been 3 crimes of note in the area. These were:

- Theft of 7 Silver topped antique glass jars worth a total of £450, and 6 gem set gold and silver rings worth a total of £500, from inside an antiques dealers in Clare. This occurred sometime between 9:30 on Thursday 19th September and 11:00 on Friday 20th September. Unfortunately the premises involved isn't part of the "Clare Community Cascade" so the telephone networking system could not be put in place effectively, which may have proved useful in identifying those responsible or gathering more information in relation to this incident.
- Theft of a motor vehicle from a small garage workshop premises on Stoke Road. A silver Toyota Hilux was stolen sometime over the weekend of Saturday 28th September.
- Burglary other building. Two sheds were broken into on Clare Priory. A leaf blower and 2 plastic petrol cans were stolen from within. This occurred overnight on Friday 4th October.

I spoke with Margaret Godwin recently regarding the concern of speeding motorists in the Town, particularly as you enter Clare by Stour Valley School and as you head out towards Stoke By Clare. Hopefully we can all look to work together with Suffolk Highways and adopt a multi-agency approach to having some form of deterrents in place for tackling speeding in the area. We have discussed VAS Signs (the flashing speed signs), data strips across the road to highlight volume of traffic and speed problems, community speed watch, high visibility presence from the SNT, and various other methods which we are going to look to kick start in the not too distant future. Speeding unfortunately is something that will never be completely resolved as you will always have motorists no matter what that persistently speed, however if we can make some sort of difference this can only be positive.

Our press officer visited the Town last Wednesday with regard to the "Clare Community Cascade" that myself and PCSO Fuller recently setup at the beginning of summer. He took a few photos of us in the Town with a couple of the local business owners and also got a few words from them with their thoughts and opinions of the scheme so lookout for a press release in the local papers very soon.

As you know I have been conducting a few patrols of Clare primary in the last couple of weeks in relation to parking problems. I have spoken with a handful of drivers in relation to their manner of parking, and advised them accordingly, but I have to say there hasn't been too many apparent issues which is good to see, hopefully this will continue. The letter was also sent out to all parents from both the school and SNT.

With regard to the recent complaint about cars parking in the keep clear area of the grassed junction of Callis Street and Common Street. I have issued 3 vehicles with parking warning notices and since doing so have not seen those particular vehicles parked in the same position. So this has so far proved effective. We will continue to monitor this as an SNT and deal with as and when we see need to.

General information worth noting:

- There has been a total of 7 heating oil thefts reported to us in the past 2 weeks from Withersfield and 2 from Thurlow. These are all likely to be linked due to the close proximity of the properties targeted. On the back of this we are urging people to make regular checks on their oil levels and consider tank alarms to help deter thieves, especially as now is the time when residents are having their tanks filled ahead of the upcoming winter months.
- Burglary other buildings are a crime we see a lot of out in the rural community. We cannot stress enough the importance of securing the doors and ensuring there is at least some form of padlock on

all garden sheds and garages, especially if high value tools and equipment are going to be stored inside. It's all about making it as difficult as possible for the offenders if they are going to target your property. Alarms, lighting, property marking and padlocks are all good crime prevention measures to take.

- In line with the heating oil checks also if you store diesel anywhere on your property or work premises please do the same as we have had a few of these thefts reported to us within the past few weeks.
- 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.
- A White Peugeot Expert Panel Van I/M T549 EBF has been seen acting suspiciously by a member of the public recently, this is similar to the vehicle spotted on CCTV in relation to the cooking oil thefts that have been occurring in and around Haverhill. If seen acting in suspicious circumstances then please report it to us on 101.
- A Black Audi A3 index mark NJ07 CVH is currently of interest to Police after being seen at a burglary dwelling in Mildenhall. It is possible to be on false plates, if seen please report to us straight away.

Recent successful results:-

- A male was recently detained in Stradishall for going equipped, this was following a report from a local resident that a "tatty looking white panel van" was parked up outside their property, and it had also been there the previous evening with suspicious behaviour taking place. Following officers searching the van it was discovered that the rear of the vehicle had been fully adapted to accommodate diesel and oil thefts, with a pump on board, various rubber tubes and piping and two very large storage tanks along with other smaller fuel cans. Enquiries are now on-going in relation to this to identify if the individual is responsible for any thefts of diesel and heating oil in the Suffolk area and if so how many.
- We received two reports from members of the public recently one in Chedburgh and one in Wickhambrook of a blue Toyota Hilux van on foreign plates touting for sales of power tools in those areas. PC Sippitt and a Haverhill officer were able to track down the vehicle and conducted a stop and search. They weren't entirely happy with the paperwork and contents of the vehicle so trading standards were called and resulted in approximately £2500 worth of tools being seized by them whilst they conduct further investigations into the certificates and original source of the tools.
- We also received a report from a local resident in Cavendish advising of a male door to door selling, and was acting very suspicious. The male was located and encountered in Cavendish, he was door to door knocking trying to sell artwork and drawings in the area. His details were all obtained and he came back as known to Police for previous offences so the intelligence was submitted accordingly.

These are 3 excellent examples of how encouraging members of the public to report suspicious circumstances, activity and behaviour to us can prove worthwhile, and effective in tackling crime in our communities.

Sophie Mitchell
PCSO 3265

Highways

I am meeting with Simon Curl and Luke Barber from highways in Clare on 17 October along with members of the Town Council to look at the re-surfacing scheme and associated works planned for next spring.

I am writing this report before that meeting but the points of agreement I have already reached with Simon Curl and Andy Bilby, who will be overseeing the works, are

1. The re-surfacing works next spring will include Market Hill (and the drainage problems) as well as Well Lane/Nethergate Street.
2. This work is financed from this year's budget so will be started in February/March
3. While these works are being undertaken it is proposed that measures to mitigate the impact of HGVs will also be undertaken. Luke Barber, who is a highways design engineer, will be talking us through the various options
4. These works can also include removal of the ghost island on Stoke Road and replacement with something like dragons' teeth as a traffic calming measure.
5. SCC is aware that traffic management measures during the works should not involve diverting scheduled bus services used by local school children.
6. Mr Curl and I are starting our visit in Clare with a meeting with the proprietors of the Bell Hotel and their contractors to discuss how best traffic can be managed to enable the repairs to go ahead at the Bell Hotel.

Maple Hill turbine traffic – Cllr Godwin and I have been carrying out a survey of premises with cellars along the proposed route for the turbine construction traffic through Clare. So far we have not found many buildings that would appear to be at risk

HGVs

SCC traffic survey team has now inspected the whole area and concluded that there is not a safe location for an interview survey. They could find nowhere with sufficient space to be able to direct HGVs off the highway to a big enough space where interviews could be conducted for an origin and destination survey. This would have been the preferred method as it is cheaper and gives quality information.

The alternative now is to commission a contractor to undertake timed video surveys and then try and establish whether HGVs have passed through without stopping or have stopped. Officers are meeting with the SCC contractor next week to try and devise a suitable method and from there to establish a cost. It is likely to be relatively expensive.

106 Monies

At your last meeting I was asked to put the case to highways for the section 106 monies for the development East of the Granary to be allocated to a scheme such as speed activated signs on Stoke Road /Cavendish Road rather than the proposed bus shelter and real time timetable.

I took this up at a meeting on 20 September with Andrew Guttridge, SCC Assistant Director Highways and Transport. Over the following week we had a vigorous exchange of emails but he stands by highways recommendation.

By law 106 money has to be allocated to a scheme associated with a development rather than to address an existing problem. He feels the suggested speed signs would not fit the criteria.

I spoke with Mr Guttridge about this again on Monday and he said that the final decision on whether to accept highways proposal for the allocation of the 106 monies rests with St Eds.

I gather this issue has been under discussion for about a year. However, I was only asked to help a month ago. I am not confident that I could necessarily have won a change of heart if I had raised this with highways earlier but I feel it would have been easier to argue the case.

Re Stoke/Cavendish Roads - as PCSO Sophie Mitchell reported at your last meeting it would be feasible to tackle speeding on these roads by setting up a community speedwatch group in Clare. There is a very active group in Cavendish. Please let me know if you would like me to get you further information/advice from the SCC road safety team.

County Wide

SCC has just started a far-reaching budget consultation exercise with residents. The county council has to find savings of £156million over the next four years, and is keen to listen to the people of Suffolk before putting forward its plans.

We are determined, as far as possible, to protect our valued front-line services, and to use the opportunity to re-shape the council, so as to ensure that the reduced resources are sharply focused on the services that people across the county want and need.

The first phase of the consultation will involve a public survey, conducted by Ipsos Mori, which is being sent to 4,000 local residents this week. The survey costs £14,000 but we believe this is good value for money to help us find out how people really want their money spent.

There second phase will involve council officers and senior councillors seeking the views on emerging proposals from local networks and meetings.

The County Council and Police have just won a £60,000 grant from the government, which will be used to develop more joint fire and police stations across the county as well as developing projects such as joint procurement. The idea behind these innovative schemes is to protect front line services while making savings and improving efficiency.

Last week I attended the Suffolk Ageing Well conference which focussed on the work that needs to be undertaken to meet the needs of our ageing population. The event looked at factors such as housing and access to green spaces, good quality pavements and safe streets, as well as the demand for easily accessible public transport and local shops and public services.

Mary Evans, Clare Division, Suffolk County Council

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

Period: 19th September-17th October 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, and I Chair the Growth Working Party and am a Board Member of One Haverhill. 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. **My chief role is to ensure Clare and its residents have a voice at the Borough Council table.** 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 - Future Councils Workshop

Civic events/business

St Edmundsbury Business Awards

Meetings attended (excluding Majority Group meetings)

Cabinet Planning	Cabinet
Joint Cabinet Planning	Development Control
Ec Dev Briefing	Vision 2031 meeting with CTC
Apex Panel	Full Council
Bid4Bury Board Meeting	

Forthcoming meetings before next TC Meeting

Sustainable Development
Cabinet Planning and Cabinet
Site inspection - solar farm
Apex Panel

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

For Vision 2031 to go forward to the Inspector
For objecting to the A14 Toll proposal
Against the proposed location of the West Suffolk rubbish bulking site - which could have an impact on future rubbish collection in West Suffolk

Current Clare issues involvement/resident requests to take forward:

work on lorry movement issues ongoing with SCC officers and councillors
Clare Country Park
various local planning queries
Land East of the Granary issues - Chris Board has left St Eds, Dave Beighton is now on the case and will familiarise himself with the whole history. I have also engaged the new 'Development Manager' on this issue. I hope to have answers as soon as possible
tree issue

More generally, I am currently working on:

work to prioritise economic growth actions
transport and skills strategies as they affect West Suffolk
innovation in rural transport solutions

8. NEWS:

- Parish Conference 22nd Oct at the Apex
- the PCC is still offering a local briefing/public meeting if the TC would like it?

Next surgery which will be held on Saturday 2nd November.

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

Action:

- To sign the Standing orders approved at the previous meeting.
Signed by Chairman

Information:

- Cemetery – we are receiving an average of two enquiries per week (purchase of plots, memorials, etc).
- The special events order for the temporary road closure for Remembrance Sunday has been issued. I am awaiting confirmation from May Gurney re marshalling arrangements.
- Several streetlights have been reported as not working – only a few have been dealt with to date.
- Following a review of benches by the Environment Committee, we have applied for grants from Havebury and CLASP for assistance to enable us to replace all three benches identified as requiring extensive repair.
- The Street Wardens have reported a man sleeping on the bench in the cemetery this week. I have asked the Police to increase their patrols in the cemetery after dark.

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Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

Royal British Legion Women's Section	Request to raise funds for Poppy Appeal with a stall and collection on Market Hill on 2 nd November. Approved unanimously.
Clare In Bloom	1. Greensward on Callis Street Action: Environment Committee to discuss and arrange something to discourage parking on the green. 2. Ivy on church wall Action: Suffolk County Council confirmed that the ivy will be removed and treated in November.
Patrick Daniels	Pre-planning consultation Action: Clerk to write to Mr Daniels acknowledging the letter.
Juliet Baird	Request for update on Country Park car park lighting Action: Matthew Lee at SCC is dealing with it. Cllr. Haisman will chase.

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

Audit Commission	Approval of annual return (see document in circulation folder)
Royal British Legion Women's Section	Invitation to Remembrance Service and afterwards at reception at Clare Social Club. Action: It was agreed to make a contribution for the cost of the band (£100) and the cost of the wreath (£50).
Royal British Legion Women's Section	Confirmation of decision re tree offered to commemorate 65 th anniversary.