

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 18th July 2013**

Present: Cllrs. Keith Haisman (Chair), Peter Phillips, Derek Blake, ,Gayle Mallows, Alan Parsley, Phil Gryce, Leslie Warmington, Paul Bishop
Borough Cllr. Alaric Pugh, County Councillor Mary Evans
RFO, Maureen Smith (acting Clerk)
3 parishioners

- 1 **Apologies for absence** – Claire Ebeling (Clerk)
- 2 **Register of members' interest** – Cllr Bishop Item 12, b, (i)

Section of the meeting open to the public:

- 3 **Police Report** – attached report.
Requested item to go into Chevron regarding CCC

Cllr
Mallows

- 4 **Parishioners' question time** – A parishioner reported on his conversation with Suffolk County Council which had failed to elicit further historical details of the total costs of running Clare Castle Country Park. The parishioner reiterated his concerns expressed at previous meetings that the annual running costs may well exceed the Town Council's annual budget. The Chairman assured the meeting that the Town Council is requiring SCC to produce detailed surveys of all non- building aspects of the park so that full running costs can be calculated. These are in addition to the already existing building surveys. The Chairman reiterated that those tasked with negotiations will attempt to achieve the best possible outcome for Clare parishioners and that, before the Town Council makes any final decisions, the full details of the final proposal will be made available to the whole community in a public exhibition.

- 5 **County Councillor's Report** – Report attached.
- 6 **Borough Councillor's Report** –Report attached.

End of public section of meeting

- 7 **To approve minutes of previous meetings held on 20 June 2013**
The minutes were approved unanimously.

- 8 **To receive an update on actions from the last meeting**
All actions have been completed.

- 9 **Clerk's Report** – See attachment to the minutes.
Cllr Evans reported that she would be seeing the Rights of Way Officer within a few days if we need any further information. Cllr Haisman furnished her with the list of Rights of Way.

- 10 **Finance**
 - i) The monthly accounts and cash flow report were proposed by Cllr Blake and approved unanimously.
 - ii) A new line has been added to the cashflow to reflect expenditure on the cemetery. RFO will produce an income and expenditure account for the cemetery on a quarterly basis.
 - iii) Cllr Blake reported that he had received an early indication via our Borough Councillor that the Grants element from St Edmundsbury within our precepted expenditure would be phased out over a four year period. The Grant element comprises some 20% of our expenditure. The likely impact in the first year would be 5% which amounted to some £5,000.
 - iv) It is hoped that the communication issues with the CPFA will be resolved and Cllr Mallows may consider becoming Chair of the CPFA.

RFO

- v) The Town Clerk is making contact with Wayman & Long to ensure that the Town Council has a complete set of the Deeds and other legal documents concerning Town Council owned buildings and land and the organisations that manage them.

vi) Decisions required:

- a) Following a recent query regarding VAT status, Cllr Blake and the RFO had consulted with SALC who confirmed that the Council can only recover VAT on costs related to non-business activities if the Town Council has placed the order, receives the supply and receives a tax invoice addressed to it. Cllr Blake proposed that the policy be approved as follows: Clare Town Council will not purchase items on behalf of other organisations but will pass the precepted amount to that organization to make the purchases. In the case of maintenance of Town Council assets that were precepted for, VAT could be reclaimed provided the work was approved by the Council and was invoiced to it. This proposal was unanimously approved, and would form part of the Financial Regulations when they are brought up to date.
- b) The Finance and Personnel Committee had undertaken a review of staff annual leave, in particular the ability for the Town Clerk to be able to take all of her allocated annual leave. Following this review, the Committee recommend that the Clerk's hours be increased by 5 to 70 per month; and that an additional 5 hours per month be available jointly to the Clerk and RFO for emergency use. This arrangement to be reviewed after 4 months. Unanimously approved.
- c) Cllr Blake proposed that a cost of living increase of 1% from 1 October 2013 be implemented for all Council staff. This increase reflected that agreed nationally for 2013 in respect of local authority staff.. Unanimously approved.

11 **Correspondence** - see attachment to minutes

Clerk

12 **Planning**

- a)
 - i) **SE/13/0532/FULCA, SE/13/0533/FULBCA and SE/13/0534/LBCA 17 Market Hill** - Cllr Mallows reported that this application was in two parts the first being change of use of the ground floor to increase the sales rooms and the planning committee feel this part is not contentious. The second part is the erection of 2 new dwellings at the rear of the Town Hall. The Planning Committee are concerned with regards to the foundations in that area. As there would be a party wall with the Town Hall, sound proofing may be an issue as there are no designated parking areas. Cllr Mallows proposed to recommend part 1 with no objections, 6 Cllrs were in favour, 1 abstention, 1 against. Part 2 objection, unanimously agreed.
 - ii) **SE/13/0804/FULCA - Moot Hall, Well Lane**, - Cllr Mallows reported this is an extension to a previous application therefore no objection will be raised.
- b) **Applications received by the Clerk between publishing the agenda and this meeting**
 - i) **SE/13/0813/FULCA - The Cooperative Group** - This is for a canopy at the rear of the store although the application seems inaccurate reporting changes to the front of the store. Concerns are that no height is mentioned, nor material or colour which may all have an effect on neighbouring properties. Recommended to object with comments. Unanimously agreed.

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

- a) **Environment** - No decisions required
- b) **Planning** - Cllr Mallows reported that Vision 2031 response needed by 8th August, with comments or objections and these can only be based on whether the report is not legal or unsound. Agreed Planning Committee would prepare a 1st draft for agreement by email and a full meeting would then be called if necessary.
Land East of the Granary

Cllr Gryce

Cllr Gryce reported that, following consultation via Chevron, the names to be discussed and approved by the Town council for the land East of the Granary were

- i) Herbert Pask who was a Private 2nd Bn Suffolk Regiment he died on 19th June 1915, his name is recorded on the Menin Gate, Ypres, Belgium and he was the son of Walter & Hannah Pask
- ii) Bennett George Maxim, a Private Royal West Surrey Regiment who died on 31st July 1921 and is buried in Clare Cemetery (no gravestone), he was the son of Walter & Arethus Maxim
- iii) Castile - Eleanor of Castile (1241-91), wife of Edward I, mother of Joan of Acre and grandmother of Elizabeth de Burgh;
- iv) Aragon - Catherine of Aragon (1485-1536) who granted the Common Pastures to the poor of Clare.

After discussion it was agreed to suggest Pask and Maxim to the developers as the Town Council's first choice.

- c) **Highways** - Cllr. Godwin reported that The Bell had been hit 4 times in the last year by HGV's causing severe damage. A decision to close the road to allow for repairs had been reversed on the basis that it is "too political" at the present time.

Cllr Godwin reported that the recent meeting at SVCS with the SCC Highways Portfolio Holder had been very successful.

- 14 To receive an update on Clare Country Park - to be taken *in camera* at the request of Suffolk County Council - *In camera* minutes reported separately.**
- 15 To receive recommendations on amendments to the Standing Orders** - Cllr Gryce said he and Cllr Phillips had been helping the Town Clerk update the standing orders using a template provided by SALC. Some inconsistencies were noted regarding the names of Committee's and Working Parties. As the Town Clerk was now away on holiday Cllr Phillips agreed to take another look and correct any errors prior to her return.
- 16 To receive agenda items for next meeting.**
- (i) To receive recommendations on amendments to the Standing Orders
 - (ii) To discuss and review timetable for the Precept
 - (iii) To receive recommendations for items for the next Chevron
- 17 To confirm the date of the next meeting as Thursday 15th August 2013**

The meeting closed at 9.35pm

Attachment to Minutes, Item 3, Police Report

Since the last meeting on 20th June there have been 3 crimes of note. These were:

- Criminal damage to the shop window of "The Eye of Time". This occurred during the early hours of Sunday morning on 23rd June. An intoxicated female got into an argument with another individual and as a result smashed the window of this premises and 1 other in the town.
- Criminal damage to the shop window of "By Choice" estate agents. This was related to the above incident.
- Theft of a tractor battery from a farm. This occurred sometime between the 25th and 27th June.

A 9 year old boy was approached in the Country Park on Wednesday 10th July at approximately 17:40 and offered a lift home by a male in a black left hand drive saloon car. Unfortunately the descriptions given by the child were quite vague, and as yet we have been unable to locate this vehicle or the driver. Anyone who was in the area at the time that may have any information please contact Police and let us know. We have since been tasked with conducting daily patrols of the park during various times in the day especially in the evenings after school. We have engaged with many people in the park at these times and spoken with various parents of the scouts to make them aware of the incident.

There have been another 2 cat deaths reported to us in the past few weeks from the Highfields estate. On the back of this a letter was comprised by myself from the SNT adopting a joint multi agency approach with Swayne's Vets in Long Melford and the RSPCA, there is no evidence to suggest this is being done maliciously or with any intent, the letter was purely to create awareness and educate residents. The letter is attached for your reference.

There was a high police presence in the town on Monday afternoon for an incident that took place with one of the pupils from the assisted learning centre on Nethergate Street.

Also on Monday we had a couple of distraction thefts reported to us from two separate antique dealers in the town. 2 females of possible Spanish/Romanian origin in the 20-30's entered both shops within a short time frame of each other and were enquiring about various items, an attempt was made to purchase an item in one however the credit cards they used declined on 2 occasions after this they were asked to leave by the owner, it wasn't until the next day it was discovered a ring had gone missing from the shop. The same situation occurred in the other whereby they wanted to make a large purchase so the shop owner wrapped the products up ready for collection, they went to pay by card and the shop only accepted cash so they said they would return after going to a cash machine. They did not return and later on they discovered a ring had also gone missing from one of their cabinets.

I visited all the other antique shops in the town and it appeared they had visited those also on the same afternoon, but nothing was stolen from these. It was obvious they had a clear intention and purpose on what they were looking for. The community cascade setup recently by the SNT was used and the nearby businesses were all made aware of the incident. They hadn't been in any other premises in the town apart from the antique dealers.

I am unable to attend the meeting in person tonight, so please accept my apologies in advance. PC Trish Sinclair is on duty and may possibly be able to pop by if she isn't committed.

Attachment to Minutes, Item 5, County Councillors Report

Report for Clare town council 18 July

HGVs

Graham Newman, SCC Portfolio Holder for Roads and Transport visited Clare on 12 July at my request. I took him on a tour of the town and then we had a short but productive meeting with Cllrs Godwin, Phillips, and Warmington, Messrs Bob Vergusson and Brian Taylor-Jones of Stour Valley Lorry Action Group and Cllr Pugh

We visited Stour Valley Community School for a presentation by students on their travel to school survey. Cllr Newman was struck by their findings that only 15 out of 350 students walk to school. None cycles. Cllr Godwin and Mr Vergusson presented clear evidence that Clare is used as a short cut by lorries travelling to and from the port at Felixstowe.

I sent Cllr Newman follow up information supplied by participants at the meeting and as a result he has asked for an urgent review of the Suffolk lorry route network with the aim of downgrading the A1092 from a zone distributor route to a local access route.

HGVs in Clare is now on the agenda for a meeting he and I are having next week with Lucy Robinson SCC Deputy Chief Executive and Director of Economy, Skills and the Environment, Andrew Guttridge, head of Highways and Transport.

I will write to the CTC if anything of substance is decided at this meeting so that information can be circulated without having to await my report to your next meeting.

In the meantime Cllr Godwin and I have arranged to work together to undertake a survey of the cellars of properties around Market Hill and Well Lane.

Roads

I regret I am unable to give you an answer about when we can expect highways to deal with the drainage problems on the Market hill. Although I passed on the clerk's query about this more than three weeks ago I have not had a substantive response.

However, this just one of several issues I have flagged up with Cllr Newman for a meeting he is holding on Friday 19 Jul, with West Suffolk County Councillors about highways. I am unable to attend the meeting as it clashes with the first session of the policy development panel I am chairing to review speed limits. I very much hope this meeting might well lead to some improvements in communications between highways officers and councillors.

Clare country Park

This week I met local residents who raised concerns with me about the ongoing negotiations regarding the transfer of Clare country park. They specifically asked why it is said at your meetings that SCC requests that your discussions about the transfer are held in camera.

On advice from Quentin Cass, SCC, Property Transformation Manager, I informed them the county council has not requested that these matters are discussed in camera but it is aware that the town council has not been willing to disclose the level of the financial offer on the basis that in due course the town council is likely to be tendering works to the park buildings and does not want to fetter this process.

Rural Vision 2031

I had a meeting last week with the Deputy Chief Executive of St Eds, Alex Wilson to explain in detail my concerns about the impact 2031 has on the sustainability of rural villages.

South Suffolk Home Start

I attended the AGM of South Suffolk Home Start recently. This excellent family support charity is based in Hadleigh but its work has stretched this far and it is looking to expand further into this corner of South West Suffolk. The trained volunteers of Home Start provide invaluable help and support to struggling families where either the parents or children are experiencing a range of problems such as isolation, illness, substance misuse. The early intervention offered by Home Start can help parents gain more control of their lives and can prevent a family in difficulties from becoming a family in crisis.

County-wide activity

In my role as Assistant Cabinet Member for Roads and Transport I presented the certificates at SCC's 10th Junior Road Safety Officers Awards ceremony. More than 80 children from primary schools across the county attended the event. Unfortunately although Clare Primary school did take part in the scheme no-one from the school was able to attend the awards day.

Mary Evans, Clare Division, Suffolk County Council

Attachment to Minutes, Item 6, Borough Councillors Report

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 (forthcoming)

2. Civic events/business - colleague's funeral

3. Meetings attended (excluding Majority Group meetings)

- vii) Cabinet Planning
- viii) Cabinet
- ix) Apex Panel
- x) Sustainable Development
- xi) Vision 2031 public consultation
- xii) Town Council on lorries
- xiii) Ec Dev briefing
- xiv) County council Economic briefing

4. Forthcoming meetings before next TC Meeting

- Development Control
- Rural Working Party
- Sus Dev
- Ec Dev Panel
- Heritage Panel
- Suffolk Ec Dev Briefing
- Cabinet Planning and Joint Cabinet Planning
- County Council transport briefing

- Voting record - recent items with particular significance to Clare community:
None

- Current Clare issues involvement/resident requests to take forward:
 - further work on lorry movement issues inc letter to County Council Portfolio Holder and additional lobbying
 - Distribution of commissioned Menta poster for Town Noticeboard for free advice for small businesses
 - NB Planning is holding 2031 local drop-ins for queries
 - effect of changes to local council grant regime
 - various local planning queries

Next surgery which will be held on Saturday 3rd August.

Attachment to Minutes, Item 9, Clerk's Report

Action:

- Offline meeting date to be confirmed.

Information:

- The invoice from Suffolk County Council for the Brown signs has been received this week.

Reported issues

- Weeds (and hedge of No.56) overgrown on footpath between Highfield and Cavendish Road (reported by SVCS as a route for school children). Reported to Havebury (they will write to the tenant at No.56 to cut back the hedge). SCC to deal with the weeds on the public paths (Ref 3017295).
- Blocked drain on Stoke Road (outside Long Meadows/The Willows Ref 3034857 - Works order issued to Drainage Contractors to clear drain.
- Pavement running parallel to the Sheepgate Lane footpath overgrown with weeds Ref3034862 Works order issued.
- Public Rights of Way – request to trim overgrown weeds along Footpath 4,7 and 9, Ref 30348280. Also requested that details of the maintenance plan/list for all Rights of Way be provided to ensure all areas are covered following new subcontractor missing some paths this year.
- Streetlight for repair – outside No.s 79 and 80 Highfield Ref WEB014169.

Borough planning decisions:

SE/13/0404/EXT – 10 Hermitage Meadow – Extension of time limit for erection of detached house and garage - Permission granted

SE/13/0452/LBCA and 13/0451 HHLBCA – Priory Farm – Erection of Greenhouse

SE/13/0465/ADVCA– United Reformed Church – Replacement non-illuminated sign, 2 noticeboards

Attachment to Minutes, Item 11, Correspondence

Sam Fenner & Ross Ward	Request for tennis court Action: Cllr Haisman will respond
Mrs D Gill	Feedback on road names for Land East of the Granary Action: Cllr Gryce will respond
Alison Krohn	Feedback on road names for Land East of the Granary Action: Cllr Gryce will respond
1 st Clare Guides and Clare Co-op	Request to hold fundraising stall on Market Hill Action: Approved, Clerk to confirm
Avenues Group	Request for financial support. Action: Finance Committee to consider
Linda Lewis	Erbury Place parking Action: Clerk to write to PCSO and copy Head Teacher and Mrs Lewis
Sue Godfrey	Disappointment with public toilets. Action: Clerk to respond
St Nicholas Hospice	Invitation to take part in the Summer Draw by purchasing tickets Action: Decline
Tess Gorst	Bike racks Action: Defer until the transfer of ownership of the Country Park is complete.

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

SALC	Jayne Cole leaving 2 nd August
Dept of Transport	Response to your letter
Keynos Centre	Thank you for donation
Treble C Choir	Thank you for donation
SVCS pupils	Request for pedestrian crossing on Cavendish Road – meeting held 12 th July

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