

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 18 December 2014**

Present: Cllrs. Paul Bishop, Derek Blake, Margaret Godwin, Phil Gryce, Keith Haisman
Gayle Mallows,
County Councillor Mary Evans, Borough Councillor Alaric Pugh, Sgt. Matthew Gilbert,
Claire Ebeling, Town Clerk
2 members of the public

1 **Apologies for absence** – Cllr. Loveday Perceval-Maxwell, Cllr. Leslie Warmington, Cllr. Sarah Golding

2 **To receive declarations of members' interests and consider requests for dispensation**
None.

Section of the meeting open to the public:

3 **Police Report** – Sgt. Gilbert presented the crime report (see attached report).

4 **Public Participation** – To receive a presentation from Peter Melhuish on the Suffolk Energy Action Scheme – Mr Melhuish summarised the government green deal funding of £6m to be allocated by March 2015. The scheme offers external, cavity wall and loft insulation for buildings built before 1930. Leaflets were provided and will be made available from the library.

Clerk

5 **County Councillor's Report** – See attached report. Cllr Evans added that the work to install bollards in Church Street has been postponed until 7th January. Cllr. Evans also reported that extensive road works are planned in order for gas main work to be carried out in Cavendish Road. Cllr. Godwin requested full public engagement and notification of dates (preferably avoiding school term time and the month of May).

6 **Borough Councillor's Report** – See attached report.

End of public section of meeting

7 **To approve minutes of previous meetings held on 20th November 2014**
The minutes were approved unanimously.

8 **To receive an update on actions from the previous meeting**
The Clerk reported that all actions were complete.

9 **Clerk's Report** – see attached.

10 **Finance**

i) **Presentation of monthly reports** – Cllr. Godwin proposed the adoption of the monthly accounts. Approved unanimously.

ii) Cllr. Godwin wished to record a vote of thanks to the RFO for a successful audit.

11 **Correspondence** - see attached.

12 **Planning**

a) **DC/14/2249/TCA – 3 Church Street – Fell one Cherry tree**

Cllr. Gryce recommended that the response be no objection. Agreed unanimously.

b) **DC/14/2910/LB – 17 Market Hill – (i) Internal and external alterations including provision of external staircase (in association with change of use from Class C3 (residential) to Class A2 (estate agent) (ii) external improvements including moving electrical tails and flue from front elevation** - Cllr. Haisman recommended that the response be no objection but that three comments be recorded: Emergency access for 15 & 16 Market Hill; Emergency exit from first floor and increased demand for restricted amount of parking on Market Hill. Agreed unanimously.

c) **DC/14/2326/TCA – 6 Erbury Place – Re-pollard Willow tree** - Cllr. Gryce recommended that the response be no objection. Agreed unanimously.

Clerk

13 To approve the Precept submission to St Edmundsbury Borough Council

Cllr. Godwin reported that a last minute notification had been received from St Edmundsbury Borough Council regarding the tax base. The RFO has updated the figures accordingly and the Precept Application will be referred to the next Finance Committee meeting and then presented for approval at the next Town Council meeting.

14 To receive an update on Clare Castle Country Park

Cllr. Haisman referred to an email circulated prior to the meeting regarding the lease and discussions with trustees and important clauses for specific agreement: (He requested the Town Council make decisions on the 'Contractual Term, and the 'Permitted Use' to allow work to continue on the documentation for final approval.

Page 5 "Contractual Term" - the term needs to be at least 25 years, without a break clause, in order to meet the requirements of an HLF bid.

It was agreed that the lease length should be 30 years.

Page 5 "Permitted Use" - This clause limits the use of the park to "operating and managing the Property as a country park and in addition ties in the terms of the Management Agreement. In turn the Management Agreement requires that "... the Trust will manage the Park under the terms of the lease and in accordance with the objectives of the Trust." In turn the objectives of the Trust are set out in the Riders which have been submitted to the Charity Commission as part of the Trust's constitution.

The result is that the permitted activities in the park are clearly defined and link directly to the lease.

Page 18 clause 23 - sets out very clearly the actions and events which would constitute a breach of the lease and enable CTC to "re-enter the Property" i.e. bring the lease to an end.

Cllr. Haisman reported a suggestion by trustees that the Management Agreement, which covers many operational issues, should have a final clause added to the effect that it will be reviewed no later than every 3 years from the date of signature, to ensure that it remains fit for purpose.

It was agreed that there should be a single issue Town Council meeting to formalise a decision on the above items. The date of the meeting is to be agreed once a response from Suffolk County Council has been received. A copy of the documents discussed will be made available on the website and a hard copy in the Town Council office and Clare library. Availability of these documents to be announced in Chevron. The documents should be available for at least 7 days in advance of the meeting.

Cllr. Haisman reported that at the time of signature and transfer of ownership to CTC, it will be the CIO's responsibility to have insurance cover in place over the whole site. However, until the money is transferred from SCC to CTC and in part then made available to the CIO, there will be no funds in the CIO bank account. The trustees have an insurance policy ready to be underwritten and CTC is asked to make the initial payment of the premium which will be reimbursed from the transfer proceeds from SCC.

It was agreed unanimously that Clare Town Council will arrange for insurance cover until funds are received.

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

It was noted that planning for the Annual Report should take place in January.

Cllr. Godwin reported that CYAC has ceased to exist and the monies held have been returned to the Town Council. It was agreed with regret that the lease should be cancelled with the landowner.

RFO

16 To agree 2015 meeting dates – the dates of the Town Council meetings for 2015 were agreed (see attachment).

17 To receive agenda items for next meeting

To approve the Precept submission to St Edmundsbury Borough Council.
To receive an update on Community Speed Watch.

- 18 To confirm the date of the next meeting as Thursday 22nd January 2014.**
Confirmed.

The meeting closed at 9.00pm

DRAFT

Attachment to minutes – Item 3 – Police Report

Clare Country Park is our Safer Neighbourhood Team priority for the next 3 months so we will be focussing on the area.

Another one of our priorities is burglaries (other buildings). A lot of the time it is outbuildings which are left insecure that are targeted, so if residents could be reminded to make sure their property is locked and secured when not attended. Also to give us a call should any persons/vehicles be seen acting suspiciously.

Thirdly we have put the wheels in motion for Clare to have a community speed watch and we have had a meeting with a local resident interested in running the scheme. We must have at least 6 volunteers to run the scheme.

There are five crimes to be aware of in the Clare area for the period of 20/11/14 – 17/12/14:

1. Criminal Damage to some picture Frames, between the 22/11/14 – 23/11/14.
2. Theft from vehicle – A Hydraulic Breaker was stolen between 27/11/14 – 28/11/14.
3. Criminal Damage to a bench in the Country Park between – 28/11/14 – 29/11/14.
4. Criminal Damage to a park sign in the Country Park between – 02/12/14 – 06/12/14.
5. Theft in Dwelling, a number of Jewellery items were stolen between 13/12/14 – 14/12/14, most items have been returned with the exception of a French Connection silver watch and an 18ct Gold Charm Bracelet. 6 people have been arrested and are currently on bail pending further enquiries.

DRAFT

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

HIGHWAYS

Ancillary works following the re-Surfacing programme

The bollards on Church Street and the bike racks outside the Pharmacy are still to be installed - but it will be this week, I gather.

Cllr Godwin, Church Street residents and I were surprised to see notification of the installation of the bollards included works to remove the dropped kerb. When Cllr Godwin first suggested that the bollards be installed there was talk from the highways team that the dropped kerb might well be reduced in length but no suggestion that it would be removed. To remove it would make a nonsense of the scheme, which is designed to protect vulnerable users, for example parents walking with their children to and from the pre-school and school and people on mobility scooters. Without the dropped kerb, they will struggle (and in some cases fail) to get buggies, push chairs, prams and mobility scooters onto the pavement. I have made my views known and asked for confirmation that at least some of the dropped kerb will be retained.

I believe the contractors now have the bike racks.

I have asked for the reflector discs to be attached to the bollards in Well Lane and Church Street.

HGVs

SCC has been obtaining quotes (see below) for a number plate recognition survey – which I am undertaking to fund from my highways budget. Looking at the quotes, I am now hoping to only part-fund the survey! The quotes submitted exclude VAT which will have to be paid

I gather SCC has worked previously with company A, but has not worked with either company B/C.

Company	One day 12 hour	One day 24 hour	Three day 12 hour	Three day 24 hour	Number of units (cameras)	Availability	Comment
A	£4,900	£7,495	£12,500	-	10 + 4 overview	W/C 15th December 2014 onwards	Used previously by SCC
B	£3,700.00	-	£9,200.00	-	-	W/C 15th December 2014 onwards	Not used previously - References offered
C	£5,000	£7,000	£14,400	£20,350	10		Not used previously - References offered

As I said to you last month, ideally, I would like to capture the names of the different hauliers so we can telephone and ask them where they were going and what deliveries/collection they were making. This will have to be done manually. Data protection rules mean we will not be given names from the number plates. I have spoken to the Stour Valley Lorry Action Group about getting together a team of volunteers to help do this – if any members of the CTC would like to help that would be much appreciated. Do please volunteer to help – if you can or maybe you could advertise this request in Chevron, please.

Suffolk Wool Towns

At your last meeting, comment was made about an article in the EADT regarding an event, said to have been organised by SCC, in Long Melford marking a bid for European funding for Suffolk's Wool Towns.

I have been in touch with Frances Bedding from our business development team, who tells me the newspaper article did not come about through a SCC press release and that the event in Long Melford and consequent publicity was organised by Babergh District Council. This project is being led by the district councils and includes bids covering most of rural Suffolk.

Suffolk CC officers helped to facilitate the development of a bid on behalf a Local Action Group made up of public, private and voluntary stakeholders all of whom have an interest in the rural economy of the "Wool Towns". DEFRA requires that Suffolk CC act as 'accountable body' for the bid on behalf of each Local Area Group.

The scheme works by local businesses expressing their needs and then a strategic programme of funds is made available to match that ambition. The consultation has been undertaken on behalf of the Wool Towns jointly with the District Councils and with DEFRA. I am not clear how much input St Eds has had with the funding bid or whether it has all been managed by Babergh

If the Wool Towns bid is successful, SCC will be facilitating a number of events throughout the area and the local action group will seek to widen its membership.

The challenge then is for all of us to make sure businesses in Clare can get involved at that point. The funding is designed to be spent over 5 years so there will be opportunities for businesses in Clare. The focus of the bid is on community led business/economic development and includes activities such as support for small businesses and tourism.

Policing in Clare

Dates for a public meeting with the Police and Crime Commissioner to discuss the future of the police office, and policing in Clare, have been suggested.

I would like to take this opportunity to wish you all a happy Christmas and peaceful New Year

Mary Evans, Clare Division, Suffolk County Council

DRAFT

Attachment to minutes – Item 6, St Edmundsbury Borough Council Councillor's 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, Haverhill Area Working Party, and I Chair the Growth Steering Group and am a Board Member of One Haverhill. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings. My chief role is to ensure Clare and its residents have a voice at the Borough Council table. I am also the delivery lead councillor for the Haverhill town Centre Masterplan. 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 have 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 - this is suspended but I can be contacted at other times: my mobile phone number is: 07930460899 and email alaric.pugh@stedsbcc.gov.uk

1. Training undertaken since last report
 - Changes to Planning policies and process inc Delegation Panel Review
2. Civic events/business - Clare Xmas Lights
3. Meetings attended (excluding Majority Group meetings)

Cabinet Planning	Full Council
Joint Cabinet Planning	Cabinet
Development Control	Joint Ec Dev Portfolio Holders with leader of SCC
Joint meeting on the establishment of a Destination Management Organisation	
Ec Dev Briefings	One Haverhill re masterplan consultation process
Sustainable Development	Haverhill Area Working Party (apologies)
Site visits	Locality Officer meetings
Car Parking strategy meetings	Markets Development
4. Forthcoming meetings before next TC Meeting:
 - Joint Ec Dev portfolios Tourism Workshop - Babergh Economic portfolio holder
 - Others TBA
5. Voting record - recent items with some significance to Clare community:
I voted to reject another solar farm application.
6. Current Clare issues involvement/resident requests to take forward:
 - several and various local planning queries
 - Locality budget items - namely proposing: £1000 to the work of the Country Park Trustees, £700 to the Clare Magna Carta celebrations and up to £350 to the Ancient House Museum
 - Country Park discussions with the Police about prioritising policing here

More generally I am also involved in:

- the completion of an Inward Investment Fact Pack for West Suffolk to be launched in January, with Clare as one of the six towns of West Suffolk
- transport and skills strategies as they affect West Suffolk
- innovation in rural transport solutions
- enquiries about Haverhill Co-op building - on-going

8. NEWS:

- At St Eds we have given approval for progress on a new Constitution that emphasises the role of the councillor in representing their ward across West Suffolk and which aims to harmonise practices and processes between St Edmundsbury and Forest Heath
- Town and Parish Councils have been notified of their Band D tax baselines and of some small amendments - one of which works to the advantage of Clare

- The empty house Council Tax discount rules have been changed from six months 10% reduction to one week free - to support the property letting industry sector. This is cost neutral.
- It has been confirmed that there will be no increase in St Eds parking charges for the next twelve months
- A safety review is being undertaken of the Parkway Car Park following two tragic suicides
- Free from 3 car parking has been extended in both Bury and Haverhill
- The Hong Kong Trade Development Council visit was very successful and a joint event is planned in West Suffolk in the spring

DRAFT

Attachment to minutes – Item 9, Clerk’s Report – December 2014

Information:

I have booked the Town Hall for the Police station consultation meeting on Tuesday 20th January. Mary Evans will arrange the communications for Clare and surrounding villages.

Fallen lamp post in Bailey Lane reported and removed

I met the new PCSO Anthony Welford last week and briefed him on the ongoing issues that Sophie used to liaise with me on (dog fouling, parking, youths in Country Park).

Planning decisions

DC/14/1739/HH – 13 Station Road - Single storey and two storey rear extension - Application approved

DC/14/1887/FUL – 20A High Street - Alterations to entrance door and shopfront

DC/14/2021/LB - Retention of replacement ground floor window on rear elevation with triple casement window to match existing 2no ground floor double casement windows in side/rear of the west elevation.

DRAFT

Attachment to minutes – Item 11, Correspondence:

Items for action
(all circulated to Town Councillors)

CHOC	Office lease Action: To be considered at Finance Committee meeting
Stephen Kimminau	Country park covenants and Circular 06/2003 Action: Clerk to respond – these matters are currently with our legal advisors.
Alaric Pugh	Remembrance Sunday Action: Cllr. Gryce and Perceval-Maxwell to meet with the Royal British Legion and Revd Mitchell to discuss.

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

St Eds	Response to our letter of complaint re consultation on DCON (B) 122/1208 – Chilton Street Wind Turbine Action: Cllr. Bishop to draft a response querying the matter being dealt with as a formal complaint.
Tim Passmore	Response to our letter re possible closure of Clare Police Station Action: See Clerk's report – Town Hall has been booked for public consultation meeting on 20th January, Mary Evans to Chair and arrange notification to the public.
Alaric Pugh	Country Park idea