

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 16 January 2014**

Present: Cllrs. Keith Haisman, Chair, Paul Bishop, Derek Blake, Margaret Godwin, Phil Gryce, Gayle Mallows,  
Alan Parsley, Peter Phillips and Leslie Warmington  
County Councillor Mary Evans, Borough Councillor Alaric Pugh  
Claire Ebeling, Town Clerk

**1 Apologies for absence – None**

**2 Register of members' interest – None**

*Section of the meeting open to the public:*

**3 Police Report** – PC Rob Sippitt presented the police report (see attachment to the minutes). PC Sippitt asked if the Town Council were aware of plans by SCC Highways to re-paint the road markings in and around Clare as many are very worn and increasingly difficult to see, which hampers the enforcement of parking restrictions. Simon Curl was recommended as the person to contact at SCC.

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

**5 County Councillor's Report** – See attachment to the minutes. Cllr Haisman thanked Cllr Evans for her support on HGV matters. Cllr Evans recommended two websites: [www.checkatrade.com](http://www.checkatrade.com) and [www.protectyourselfonline.com](http://www.protectyourselfonline.com) re chimney fires and scams.

**6 Borough Councillor's Report** – Cllr Pugh apologised that no report was available and reported that he would be meeting the new Community Liaison Officer on 20<sup>th</sup> January and will ask them to assist with information about advantages of becoming a Quality Council. Following the Town Council's request for further information about the Community Infrastructure Levy Cllr. Pugh reported that it is not yet formalised, but when it is, he will arrange for some training and a detailed explanation to be provided to Clare Town Council.

Cllr. Pugh attended the Planning Committee hearing of the Haverhill Wind Turbine and voted against.

Cllr. Godwin asked Cllr. Pugh for an explanation for the decision concerning the Nosterfield End Wind Turbine planning application: Why were SEBC Councillors minded to refuse the application yet approved the application at Chilton Street despite receiving far more robust objections? We are also concerned that the legal officer has become involved in the decision making process before any definitive vote is taken. Is this to become SEBC Development Control Policy on Planning Applications? Cllr Pugh responded that he would investigate and write to Cllr. Godwin with a response.

*End of public section of meeting*

**7 To approve minutes of previous meeting held on 19 December 2013**  
The minutes were approved unanimously.

**8 To receive an update on actions from the last meeting**  
The Clerk reported that all actions were 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) Decisions required –**

Cllr. Blake proposed that the Council ratify the previous decision to adopt the agreed precept figure of £101,786 to be applied for from St Edmundsbury Borough Council at the end of January. Approved unanimously.

**Cllr. Blake/RFO**

**11 Correspondence - see attached report.**

**12 Planning**

a) **DC/13/0749/LB & HH – 9 Callis Street – Erection of single storey rear extension**

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

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

None.

c) **To receive an update on the Charles Church development at Land East of the Granary**

Cllr Mallows reported that a meeting had taken place with Martin Davidson of Charles Church and had obtained a schedule of the work at the site, which has begun.

Mr Davidson handed over bricks of the kiln discovered at the site to be passed to the Ancient House Museum for display.

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

i) **Community Committee –** Following correspondence from the company used to host the website Cllr. Haisman proposed that the response be that there is no budget to purchase the website given the reduction in public sector funding which also impacts CTC. In preparation for the current website being unavailable, Cllr. Phillips and Gryce are reviewing options for an alternative website.

Cllr. Haisman requested that Committee Chairs provide a report for the Annual Report to the Clerk by the end of February.

**Clerk**

**Cllrs Phillips & Gryce**

**Committee Chairs**

**14 To receive an update on Clare Castle Country Park**

Cllr. Haisman reported that a meeting would take place on 12 February with Suffolk County Council. An in camera meeting of the Town Council will be held ahead of this meeting to decide on the negotiating stance to be taken at the meeting.

**15 To agree the Press and Media Policy as circulated by email**

Cllr. Phillips proposed the adoption of the Press and Media Policy and the Code of Recommended Practice on Local Authority Publicity. Approved unanimously. It was agreed that Cllr Gryce/Clerk the Data Protection Policy would be reviewed for approval at a future meeting.

**16 To receive agenda items for next meeting**

To receive a report on the reviewed Risk Assessment

To receive an update on Clare Castle Country Park

To receive a reminder on tasks and responsibilities in the event of an emergency situation in Clare.

**17 To confirm the date of the next meeting as Thursday 20 February 2014.**

Confirmed.

The meeting closed at 9.00pm

## **Attachment to minutes – Item 6, Police Report**

Since the last meeting on the 19<sup>th</sup> December 2013 there have been 2 crimes of note in the area. These were:

- Burglary other building – A garage belonging to a property on Stoke Road, Clare was broken into and a lawnmower stolen from within, a set of golf clubs were also removed from the garage however these were left on the driveway, possibly because the offenders were disturbed. This occurred sometime between 16:30 and 19:00 on Wednesday 8<sup>th</sup> January.
- Burglary other building – A large metal storage container located on the building site on Stoke Road, Clare was broken into and an industrial heavy duty piece of machinery stolen from within. This occurred sometime over the weekend of Friday 10<sup>th</sup> to Monday 13<sup>th</sup> January.

We had a report of some possible criminal damage to the toilets in the Country Park by some youths last week, myself and PC Sippitt both attended and checked the toilets and there was no signs of any visible damage, we spoke with a couple of young lads in the area, but they weren't causing any issues.

Following on from that we also had a report from the fire service who were called to a very small makeshift fire in the children's play area in the Country Park. We were not required to attend, however we will be increasing our patrols from what we normally do in light of these two recent incidents.

There have been a few complaints in relation to the manner of parking of work vans outside the Charles Church building site on Stoke Road, we will be monitoring this and dealing with offending vehicles as we come across them. We will also pop by and have a chat with the workers on site just to offer some words of advice. I know the Parish Council have made contact with Charles Church head office asking them to politely request their foreman park with consideration of local residents.

### **General information worth noting:**

Last week we had 4 outbuilding burglaries reported to us in the areas of Hundon, Clare and Stoke By Clare. One of our SNT priorities is to reduce the number of burglaries across the area, a new way in which we are pro-actively trying to tackle this is by setting up routine road checks at various different locations throughout the villages we cover during hours of darkness. Since the beginning of the year we have conducted a series of these road checks at Thurlow and Clare, predominantly our focus is on vehicles potentially being used in burglary offences, however it is also another effective method of catching drink drivers, defected vehicles, road related offences and intelligence gathering.

We cannot stress enough the importance of security around your homes and outbuildings. Consider exterior lighting, alarms, padlocks and CCTV in and around your properties to make them less appealing to burglars. Lock all windows, doors and gates even if you are at home or only popping out for a few moments, keep all valuables and property out of sight. Property marking and the noting of serial numbers for expensive electrical items and garden machinery is always worth doing in the case they are stolen as it helps trace items and aides in our enquiries when such crimes occur.

On Tuesday 7<sup>th</sup> January we had a report of a silver new shape ford focus with one male occupant described as white male, in his 30's of average height, medium build with blue eyes, wearing a wax jacket and spoke with an Irish accent touting for gravel sales in Hundon, then on Thursday 9<sup>th</sup> January we had a similar report of a silver focus I/M YR63 YBT touting for gravel in Depden at around 11am.

If you have anybody turn up at your property touting for sales of any kind which you have concerns over how legitimate they may be then please do not hesitate to call 101 and report it to us, and hopefully we will be able to get officers out to the area to check out the vehicle and persons. If possible try and make a note of the registration plate and as much detail as possible for description of the vehicle and occupants.

We had a yellow flatbed truck I/M DU02 FLE (which actually comes back as a blue Vauxhall Astra) reported as acting suspiciously in the area of Water Lane, Denston at around 1pm on Wednesday 8th January. No description of driver or occupants.

Also a white lorry I/M KF51 GGJ driven by an Asian male acting suspiciously at around 3pm on Friday 10th January in the Calford Green area.

Any sightings of these or any other vehicles/persons acting suspiciously in any of our areas please report to 101.

We recently held our Safer Neighbourhood Team priority setting meeting on the 3rd December. As a result of those resident's from our villages that attended and the issues and concerns highlighted our priorities for the next 3 month period are as follows:

- Illegal parking in Kedington, particularly around Westward Deals and Kings Hill.
- Speeding vehicles along the B1061 corridor (running through Bradley, Thurlows and Wrattling) and also in the village of Kedington.
- Burglary – To reduce the number of burglaries throughout the Rural South Area.

The next SNT Priority Setting Meeting is scheduled for Tuesday 11th March 2014, 7pm at Bury St Edmunds Police Station.

Heating oil thefts are a crime we see very often out in the rural areas. A male was recently arrested in Withersfield after being disturbed at someone's property. We urge you all to keep regular checks on your oil levels, consider installing tank alarms and please report any suspicious activity or behaviour in your area. You guys know your local community better than anyone else, you know the comings and goings of individuals and vehicles. If you see something that isn't quite right, out of the ordinary, or that rings alarm bells please report it to us straight away. We would rather be made aware of something that turns out to be genuine, rather than it go unreported and potentially result in crime in your area.

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

### **HIGHWAYS**

#### **HGVs**

Michael Attwood, who has been seconded to assist in the HGV campaign, and I had a very useful meeting with Cllrs Godwin and Mallows on January 6.

Having travelled to Clare on a bus, which nearly collided with a lorry outside The Bell, he understands the problems posed by large vehicles in Clare. Indeed it transpired that earlier that day a bus had struck the hotel ripping off some guttering.

Michael and I scoped the area for suitable sites for an origin and destination survey. He is now putting together a power point presentation using photos and a video clip, provided by Cllr Godwin, to show the senior highways team the problems and outline our ideas for suitable survey sites.

#### **Road surfacing**

I checked today with Alan Thorndyke, head of the highways network: the resurfacing works will take place in March/April but no start date has been agreed. I have not had confirmation from him about whether the Market Hill will be included but I will press for this.

SCC has still had no word from the turbine developers regarding their proposed start date.

I do not yet have the plans for the HGV mitigation works but will forward them to your clerk as soon as I do. I know the engineer has visited Clare and is now working on the brief I reported to your last meeting.

I also do not have the final details of the community Vehicle Activated Sign scheme and again will forward them when they arrive.

#### **Highways Contract**

As you will be away Keir May Gurney took on the contract for the delivery of our highways works in October. They have been put to the test this autumn with a series of storms and have done very well in these emergencies...

However, some councillors have concerns about the delivery of the day to day work. Graham Newman, Cabinet member of roads and transport, and I are keeping a watching brief on this. If you have any problems or observations, please do let me know.

SCC is setting up a working party to look at how best councillors can be kept informed of roadworks taking place in their divisions, on which I will serve.

### **OUR PLACE**

I have finally been allocated an Our Place officer – Emma Case, who is new to the authority. Michael will complete the project on HGVs and then act as mentor to Emma as she and I get down to working on other community issues in the Clare division.

I have volunteered us to take part in a pilot project this year in a scheme called 'participatory budgets', in which half my locality budget will be up for local determination. To encourage councillors to take part in the pilot the £6,000 going into the scheme will be matched by a further £6,000 from SCC

### **COUNTY WIDE**

#### **Chimney fires on the increase**

SCC's Fire and Rescue Service is warning people across Suffolk to check their chimney flue, to ensure it is clear, before lighting a fire. There has been a 42% increase in chimney fires in Suffolk in the past year. In December 2013 there were 37 reported chimney fires, compared with 26 in December 2012. Anyone trying to find a suitable chimney sweep can visit [www.checkatrade.com](http://www.checkatrade.com), which is the on-line directory of local tradesmen and women who have been checked by SCC Trading Standards.

**New Year - New Scam**

SCC's Trading Standards are warning residents about the dangers of on-line fraud. The UK has the highest level of on-line fraud in Europe, with more than three million people falling foul of scams each year, and losing over £3.5billion in the process. People increasing use the internet to help them with issues as wide-ranging as losing weight, saving money or finding true love, but fraudsters are now using high-tech digital communication to cheat people. Trading Standards are urging people to be extra vigilant, and question deals that appear to be too good to be true – generally a sign that they are! For more information on how to tackle these kind of scams, visit: [www.suffolk.gov.uk/protectyourselfonline](http://www.suffolk.gov.uk/protectyourselfonline)

I would be grateful if you could include details of these two useful websites in the Chevron.

Mary Evans, Clare Division, Suffolk County Council

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

No report provided

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

### Action:

- Please send nominations for suitable places for stenciled semi-permanent anti-dog fouling stenciling (on the pavement).

### Information:

- Faulty street lights – a further list has been provided to Adrian Last at Suffolk County Council. I have spoken to Adrian and have a better understanding of the process. For regular units, the usual SLA is 10 working days to deal with them, however the recent high winds mean they have been inundated with faults and are not meeting that deadline at present. Some units cannot be dealt with within these timescales due to being ‘G39’ lights – which means they are mounted on UK Power Networks lines and for Health and Safety reasons SCC have to use UK Power Networks engineers. As the cost of this is high (£1000 per day), SCC wait until they have enough work for a full week, hence there is always some delay in these lights being fixed. Of the lights reported recently, two are ‘G39’s – they are the two in Stoke Road. Adrian has kindly offered to provide me with maps of the location and numbers of lights in Clare, which should help with receiving and sending clear reports in future.
- Cemetery – Enquiries are regular. Each one is different and requires careful checking and research in some instances.
- Parking issues – Market Hill – the police will be contacted and asked to monitor the cars parked on Market Hill as it is believed that many cars are being parked there all day.

### Notification of planning decisions:

DC/13/0598/TCA – The Griffins, Well Lane - Fell Ash Tree situated between Larks and Scout Hut – Approved.

DC/13/0689/TCA – Churchyard and Cemetery – (i) Hedge - top of cemetery grounds - reduce height of hedge to height of existing hedge; (ii) A001 - Ash, Poplar, Hawthorn and Elm - Fell selected trees to re-space and provide unimpeded visual access to the pond; (iii) T028 - Rowan tree - Fell and (iv) 18 Yew trees within church yard - Reduce height to maintain at 3.8 metres – Approved

DC/13/0725/HH – 12 Clarence Road – Erection of single storey extension to front elevation – Approved

DC/13/0794/TCA – The Old Vicarage – Fell one Beech tree and reduce one Yew tree – Approved

DC/13/0311/FUL – Clare Hall – Change of use to Class B1 (Office) and external alterations – Approved

**Attachment to minutes – Item 15, Correspondence:**

**Items for action**  
(all circulated to Town Councillors)

Pure Energy	<p>Sale of Clare-Uk.com website  <b>Action: Clerk to respond that CTC will not be purchasing the website, but please keep us informed of the situation.</b></p>
Tracy Snow	<p>Enquiry about Youth Club funds          Enquiry re sponsorship for life guard training  <b>Action: Clerk to respond that CTC agreed to continue to hold the £1,190 for the Youth Club in the Town Council reserves until the Youth Club is re-established and the funds are requested by a properly constituted committee.</b>  <b>The Youth Club equipment which was stored in the Country Park Visitors Centre was examined after the Town Council took a short term lease on the building and many items were damaged or in poor condition and were disposed of. The salvageable items are stored in the Visitors Centre.</b>  <b>The life guarding question has been referred to Jane Haisman, Chair of the Swimming Club Committee.</b></p>
Leslie Warmington	<p>Emergency Plan  <b>Cllr. Parsley is working with CLASP on identifying vulnerable parishioners and a method of contacting them and providing help if required during difficult situations (such as power cuts, loss of utilities etc).</b>  <b>Cllr. Phillips will update the Emergency Plan and present a reminder summary to the Council.</b></p>
Stephen Kimminau	<p>Clare Country Park - Strategic Green Infrastructure Asset  <b>Action: Acknowledge – no further news at present.</b></p>

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

Red Cross	Thanks for donation
CHOC	Notes from January Trustee Meeting
Kernos Centre	Invitation to AGM
Gipping Press	Confirmation that the price for printing the Annual Report will be held at the price paid last year.