

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 19 June 2014**

Present: Cllrs. Paul Bishop, Derek Blake, Margaret Godwin, Phil Gryce
Keith Haisman, Gayle Malloes, Loveday Perceval-Maxwell
County Councillor Mary Evans, Claire Ebeling, Town Clerk
Seven members of the public

1 **Apologies for absence** – Cllr. Leslie Warmington, Borough Councillor Alaric Pugh

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

Section of the meeting open to the public:

3 **Police Report** – See attached

4 **Public Participation** – A member of the public asked a question about *in camera* items and the protocol for responding to questions. Cllr. Bishop offered to meet separately and provide an explanation as he did not have the relevant documents with him.
A member of the public referred to the HLF grant for Clare Country Park and asked what has been achieved with the grant; whether there is a draft plan for applying for further grants and whether the status of the trustees-elect will be formalised.
A member of the public asked if notification of the consultation meeting will be circulated to every household in Clare. Cllr. Bishop responded that the questions regarding Clare Country Park would be answered under item 16.

5 **County Councillor's Report** – See attached report. Cllr. Evans added that the plans for the resurfacing works that begun this week have altered for safety reasons and will begin at 6pm rather than 2pm.
Cllr. Haisman requested that a vote of thanks to Cllr. Evans be recorded for all her efforts to assist the smooth-running of the communication of details for the resurfacing works. Agreed unanimously.
Cllr. Godwin requested that a note be made that damage has again been caused by an HGV to the bollard on Bell corner, to the Bell Hotel and also to a house on Nethergate Street.

6 **Borough Councillor's Report** – See attached report.
Cllr. Blake reported that he will be reviewing the phasing out of the Council tax support grant and noted that Clare Town Council has not yet received details. Clerk to chase.

Clerk

End of public section of meeting

7 **To approve minutes of previous meeting held on 15 May 2014**
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**
Cllr. Godwin requested that a vote of thanks to Cllr. Blake be recorded for his contribution as Chair of Finance following his resignation from the role. Agreed unanimously.
i) **Presentation of monthly reports** – Cllr. Godwin proposed the adoption of the monthly accounts. Approved unanimously.
ii) **Decisions required** –
Cllr. Godwin proposed the closure of a dormant account entitled Community Plan which contains £193.95 previously reserved for costs relating to community consultations. Cllr. Haisman requested that the full amount be allocated to assist with the cost of the printing the

community consultation documents regarding the Country Park. Approved unanimously.

11 **Correspondence** - see attached report.

12 **Planning**

a) **DC/14/0844/HH – 16 Cavendish Road – single storey rear extension (following demolition of existing extension)**

Cllr. Haisman recommended that the response be no objection with the inclusion of a comment supporting the concern raised by the neighbour regarding the retaining wall. Agreed unanimously.

Clerk

b) **DC/14/0953/TCA – Castle Cottage – Fell one conifer and one apple tree; reduce holly tree height**

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

Clerk

c) **DC/14/1015/TCA – 7 Nethergate Street – Fell one Sycamore tree**

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

Clerk

d) **DC/14/0681/FUL – The Mill House, Installation of sheet pile flow restrictor**

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

Clerk

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

a) Environment – Cllr. Gryce reported that no further information has emerged regarding the tree belt adjacent to the land east of the Granary.

b) Cllr. Godwin reported that a new committee has taken over CYAC and she will be meeting with them soon.

14 **To approve a Freedom of Information Policy and Publication Scheme**

The Clerk referred to an email sent to all Councillors attaching the draft policy. The Freedom of Information Policy was approved unanimously. The Clerk will work on the Publication Scheme document for consideration at a future meeting.

Clerk

15 **To adopt the revised code of conduct (revisions as advised by SALC)**

The revised code of conduct was approved unanimously and will be attached as an appendix to the standing orders.

Clerk

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

Cllr. Blake responded to the question raised during the public participation item concerning the outputs from the £10k grant to CTC from HLF. Cllr Blake reported that the grant has not yet been spent in full. 6 consultants in total were used including experts on Heritage and events. Two workshops took place to consider options for the shape and scale of a potential bid to HLF. A summary of ideas has been put together from the meetings with the consultants which will form an outline of a bigger bid (or bids) if the transfer of the Park goes ahead.

Cllr. Haisman reported that the due diligence details have not yet been received and a final offer from Suffolk County Council is expected in the next few days. A timeline must be agreed for the consultation on the Country Park and a single-issue Town Council meeting. A draft timetable was discussed and the final timeline was agreed unanimously (see attachment to the minutes).

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

None

18 **To confirm the date of the next meeting as Thursday 17th July 2014.**

Confirmed.

The meeting closed at 9.00pm

Attachment to minutes – Item 3 – Police Report

Since the annual meeting on 15th May there have been 4 crimes of note in the area. These were:

- Theft of a generator, compactor and concrete saw from a commercial vehicle parked on Hundon Road, Clare. Offenders smashed the side window to a flatbed lorry and removed the saw from the back seats of the vehicle, and also stole a generator and compactor which were left insecure on the rear of the truck. This occurred between 21:00 and 01:15 on Friday 16th May.
- Criminal damage to 2 sheds located in Clare Country Park. The 2 equipment sheds located past the old station house that are fenced off at the front, however open around the back through the trees, had the lock hasp forced off of one and wooden slats removed from the other and were entered however nothing stolen from within. It appears as so whoever has entered the sheds have used items from inside to make a “den” with a makeshift table and chairs found inside along with empty cans of energy drinks. We believe it to be local youths who have done this, as a result we have increased patrols of the area and spoken with local youths who use the park frequently, however all have denied knowledge of this. The drinks cans were sent off for examination to try and identify the individuals responsible. This occurred sometime between Sunday 25th May and Thursday 29th May.
- There was an incident of fly tipping reported to us that occurred on the Bridewell Industrial Estate, however after speaking with the chap who reported it he wished to withdraw his complaint and take no further action. The individual responsible was identified however due to a number of contributing factors he wished to deal with it just by having a chat with the person himself and take no further formal action. This occurred around 6pm on Thursday 29th May.
- Criminal damage to a storage container on the building site to the rear of Westfield estate/Lucas Close. The padlock was cut to one of the containers and removed however the container weren't entered and nothing stolen from within. This occurred sometime over the weekend of Saturday 7th June and Monday 9th June.

We have had a few complaints recently in relation to vehicles parking on the grassed area, passed the motorised vehicles prohibited signs, at the bottom of Malting's Lane where the antiques centre is.

I have asked for a copy of the current road traffic order from Suffolk Highways, via Mary Evans, so we know exactly where we stand with the enforcement side of things in relation to this area, as you are probably aware there has been a lot of historic issues surrounding this piece of land hence why we would like to have it clarified what we can do before taking any action against offending motorists and vehicles.

We had our SNT priority setting meeting on Tuesday 11th June as a result our priorities for the next 3 months are as follows:

- Address speeding at various times in the villages of Clare, Lidgate and Wickhambrook.
- Reduce the number of burglaries throughout the rural south area.
- Tackling anti-social behaviour around the area of HMP Highpoint South, Stradishall.

The next meeting is scheduled for Tuesday 9th September, 7pm at Bury Police Station.

Sgt Miller has put in a request for Speed data recorders and the Suffolk Safe Cam van to be deployed in Clare also in line with our current speeding priority.

Below is some general information worth noting:

Rural crime – Please report suspicious activity

Members of the public are being asked to act as the eyes and ears of local communities and to report any suspicious activity they see. Crime in Suffolk has decreased for the 8th consecutive year in a row and all is being done to ensure that this continues.

Officers in the county are doing all that they can to tackle rural crime, with a dedicated Rural Crime Officer and team based in Halesworth.

Landowners, business owners and members of the public are being urged to ensure that any suspicious activity they see is reported to police immediately. It is extremely important that police are alerted to suspicious persons or vehicles and that as much details as possible is captured. Of particular importance

is the capturing of vehicle information. Police have access to advanced automatic number plate recognition (ANPR) technology, so having access to the number plates of suspicious vehicles can be beneficial in locating offenders.

Any information should be reported on 101, if a crime is in progress or in an emergency, dial 999.

Going Away - Leaving your Home Unoccupied?

Your home is more vulnerable when you are not there, so it is important to take extra precautions whenever you go away. The key is to make it look like you are at home, even when you are not. If you can, get a friend or neighbour to look after your home. While you are away, ask them to collect your post, draw your curtains at night and open them in the mornings, and generally make the place look lived-in.

Suggestions if you are going away:

- Cancel any milk or newspaper deliveries
- Don't put your home address on luggage labels when travelling to your destination - thieves are on the lookout at airports and stations for indications that particular properties will be unoccupied for a while
- If you leave your keys with a neighbour, don't label them with your address
- Remember to lock all doors and windows
- Don't leave curtains closed during the day and keep all valuable items out of sight
- Allow a friend, family member or neighbour to park on your drive whilst you are away
- Set timer switches to turn on lights, radios, and other appliances when you are out. These can be bought cheaply at DIY stores
- If you have a burglar alarm, make sure it is set and that you have told the police who has the key
- **DOUBLE CHECK EVERYTHING**

Latest scams

BT "Cancellation Notice" Scam E-mail -

Fraudsters are once again sending out e-mails purporting to be from BT with details of an outstanding bill, with the title of the email stating "Service Cancellation Notice". The e-mail is a phishing email, with a link taking you to a false website.

The aim of the fraudsters is to gain your personal information that they can go on to commit identity fraud with.

BT will never send emails to customers in which they ask for any kind of sensitive information. Some emails look genuine at first glance, e.g. purporting to be from 'Technical Support' teams at BT. However, if you are asked to supply sensitive information, such as your password, account details, log-in details etc. then the email is likely to be a phishing scam.

Scam Email Alert for O2 customers - e-mails are circulating claiming to be bill notifications from O2.

The email is not from O2 and the link within the email designed to harvest personal and financial information from you. If you receive this email delete it without clicking on any of the links.

What to do if you receive a suspected Phishing Scam email

- DO NOT click on any links in the scam email.
- DO NOT supply any personal information of any kind as a result of the email
- DO NOT reply to the email or attempt to contact the senders in any way.
- DO NOT supply any information on the bogus website that may appear in your browser if you have clicked a link in the email.
- DO NOT open any attachments that arrive with the email
- REPORT the phishing scam to the company being mimicked. Most companies websites have this information on their 'help' menu.
- DELETE the email from your computer as soon as possible.

How to report Phishing e-mails

If you have received a 'phishing' email, text, letter or scam communication by any other method and have **not** lost money or clicked on any website links contained in the message, you can report this online to Action Fraud at Report Attempted Scams or Viruses. This tool will identify the most appropriate email address to forward phishing emails to for disruption, investigation and/or prevention activity.

If you have been a victim of a phishing e-mail, you should contact your financial institute, and report it to Action Fraud on 0300 123 2040

DRAFT

HIGHWAYS

Maple Hill Turbine

I have mixed news for you on this. The not so good bit is that the developers have been re-jigging their load plans to comply with the county council's axle limits and thus enable them to get the construction traffic across Baythorne Bridge. However, even if they could get over the bridge, there would be huge challenges for them to overcome to satisfy SCC that they could haul the construction materials safely through Clare. So the developers are actively looking at a route which avoids Clare. We had expected to be given details of the alternative route last week but as of late yesterday (18.6.2014) our highways team tell me they had not been informed.

It would obviously be very, very welcome news for CTC and the town's residents if the Clare route were to be dropped. However, as any alternative is bound to be within my division, I am expecting to be taking this issue up again on behalf of other parishes.

I have asked that I am kept informed and notified as soon as a new route is proposed.

Re-Surfacing programme

I am sure I am not alone in hoping that Kier May Gurney and Suffolk County Council deliver the scheme more successfully than they have managed the planning and information process. I have made my views clear to the senior management at KMG and SCC. A review is to be held and I am asking to be part of that process as I want to know that the gaps in the process are understood and lessons learned. Please forward to me your own observations and those you receive from residents so that I can be sure the highways management teams understand the full picture.

Most of the associated works, which I assured you would take place at the same time as the re-surfacing are not happening now. I apologise. I can assure you I have made the senior teams at SCC and KMG very well aware of my deep disappointment and irritation. The associated works will happen. I am awaiting firm dates but again the senior teams at SCC and KMG are well aware that I am waiting for this confirmation and will press them until I get it.

Part of the reason the scheme is not going ahead as we envisaged is technical and part of it is because of what I can only describe as a cock-up. On the technical side, for example, the resurfacing materials are applied to the carriageway at such a high temperature that that it would not be possible to install new curbing for the creation of the bike rack area at the same time.

On the other front, the complexities of the contractual arrangements are such that although a design engineer from KMG came on the site visit with myself and Cllrs Godwin and Mallows and all proposals were discussed and agreed, no formal order was placed with him for designs – so nothing was progressed. Meanwhile the area highways office assumed the designs were being done and assured me that all was in hand.

The one extra being added to the resurfacing programme now is the drainage in Market Hill because I argued that the county council could not pay for resurfacing only to have to dig this area up later this summer.

In similar vein, I put a stop to the plan to remove the loose bricks on the edge of the parking area on Market Hill and replace them with studs because the bricks were only re-set a couple of weeks ago under a works order issued in January. I intervened to prevent us from doing work and then undoing and replacing it a couple of weeks later.

I hope every householder and business in Clare now has a leaflet giving clear details of the scheme – if you know of anyone who missed out, please let me know.

Highways Contract

Deborah Smart, an experienced local government officer, who now acts as a problem-solving consultant and who sorted out highways in Wiltshire, has joined SCC on a short term contract to work on our transformation programme. She is working on improving the delivery of the highways contract. I had a meeting with her yesterday. She is very good news indeed.

HGVs

I am still taking advice on the best day for the survey. To make sure we get it right, checks are being made, via the Bell Hotel's CCTV, on daily volumes of lorry traffic so we can pick the busiest day.

Vehicle Activated Signs

Just a reminder - The meeting for interested parish councils with our road safety manager, Mike Motteram, and Anthony Smith from the local highways team is at 7pm on Wednesday 25 June at Wickhambrook Village Hall – in the pavilion. (Wickhambrook Memorial Hall, Cemetery Rd, Wickhambrook Newmarket, Suffolk CB8 8XP)

Please could representatives planning to attend make sure they read the information about the scheme before attending - <http://www.suffolkroadsafe.net/assets/Road-Safety-in-Suffolk/Speeding/VAS-Councils-process-for-purchasing.pdf>

Better Broadband

As you may be aware the meeting I had arranged for 11 June on the roll out of the better broadband programme had to be cancelled. It will be rearranged – most probably for September. I will keep you posted.

Clare County Park

A further letter containing a further final offer from SCC and explaining the council's position re Brandon, has been sent to your negotiating team.

Mary Evans, Clare Division, Suffolk County Council

Attachment to minutes – Item 6, St Edmundsbury Borough 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, 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 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
Food hygiene regulation and licensing

Civic events/business
Mayor's Civic Service and Reception

Meetings attended (excluding Majority Group meetings)

Cabinet Planning, twice	Joint Cabinet Planning
Cabinet	Development Control
Ec Dev Briefing	Planning and Regulation briefing
Car Parking Pay on exit presentation	One Haverhill re masterplan consultation process
Sustainable Development	

Forthcoming meetings before next TC Meeting:

Site visits	Development Control
Locality Officer meeting	Cabinet and Cabinet Planning
Joint Cabinet	One Haverhill Board
Economic Development liaison with Babergh/Mid-Suffolk	Car Parking strategy
Others TBA	

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

Current Clare issues involvement/resident requests to take forward:
Various local planning queries

More generally, I am currently working on:

- Planning update with TC
- Regularly monitoring the on-site performance at land east of the Granary
- the development of an Inward Investment Fact Pack for West Suffolk and the dissemination of a Six Point Plan for Jobs and Growth in West Suffolk
- Transport and skills strategies as they affect West Suffolk
- Innovation in rural transport solutions
- Better use of the mayor for Economic Development

NEWS:

- You will have received a letter about our review of the phase-out of the Council Tax Support Grant which I believe/hope is self-explanatory
- I have assisted/lobbied Mary Evans re aspects of the road re-surfacing securing the free car parking and agreement not to display Clare closed signs when it isn't. Unfortunately I fear there will still, inevitably be a good deal of chaos, despite very hard work by Mary herself.
- I have also worked with the TC and St Eds planners during this period on the wind turbine transport plan issues, again supporting Mary

- locality budgets - approved first (CHOC) and second expenditure (Clare Lights) and forms now received to put the scheme fully into place, two other applications being considered
- still awaiting news on development re Planning Enforcement
- have provided an update on Tree Belt transfer opportunity for The Granary

Many of these items will have further information provided at future Town and Parish Conferences.

Next surgery which will be held on Saturday 5th July.

DRAFT

Attachment to minutes – Item 13, Clerk’s Report – June 2014

Action:

An updated list of Councillor roles– please check and confirm

Information:

Wall along Bridewell Street – Following some complaints from parishioners, I have contacted the estate agents who let the properties in front of 3-5 Bridewell Street and asked that they contact the owner about the dismantling of the flint wall.

Weeds (and hedge of No.56) overgrown on footpath between Highfield and Cavendish Road. Reported to Havebury and SCC to deal with the weeds on the public paths (Ref 3397280).

Planning decisions

DC/14/0356/HH - 26 Bridewell Street - Erection of extension to provide first floor accommodation as amended by drawing no 8987/14/3 received on 7th April 2014 (reduction in size of extension)

Application Refused

DC/14/0492/LB - Saddlers Cottage, Well Lane - Erection of brick buttress support to existing boundary wall -

Application Approved

DC/14/0766/TCA - Clare Café, 1 Well Lane - 1 no Holly Tree – Fell - **Application Approved**

DC/14/0766/TCA - Clare Café, 1 Well Lane - Trees in a Conservation Area Notification - 1 no Holly Tree – Fell -

Application Approved

DC/14/0782/TCA – Sea Pictures Gallery, Well Lane - Trees in a Conservation Area Notification - (i) Willow (W1 on plan) - Re-pollard to previous pollarding points (ii) Laburnum (L1 on plan) - remove one of four main stems and reduce rest by 30% due to proximity to property **Application Approved**

DC/14/0530/FUL – Stour Valley Community School - Construction of a detached humanities block consisting of 5 classrooms, studio hall, resource area and WC area - **Application Approved**

Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

Stephen Kimminau	Clare Country Park discussions reason for in camera status Action: Letter approved and sent earlier today
Stephen Kimminau	Vacancy for councillor - Quality Council status and election? Action: Draft response letter approved
Stephen Kimminau	Clare Station Buildings Action: Draft response letter approved
Stephen Kimminau	Clare Country Park transfer and business plan Action: Draft response letter approved
Stour Valley Community Archaeology	Notification of new group Action: Clerk to forward to Primary School and other groups who may be interested. Also to be included in the next Chevron.

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

Quentin Cass	Station Master's House scaffolding – explaining reason for scaffolding was to replace some gutters and remove graffiti.
Headway	Thank you for the donation
Clare Primary School	Thank you for attending the presentation by Hazel class
Samaritans	Thank you for the donation
Clare WI	Reporting success of cake stall
Environment Agency	Letter to Mr J Knight re Flood defence consent application

Attachment to minutes – Item 16, Clare Castle Country Park:

Clare Castle Country Park

Timetable for Consultation and Decision - Agreed at Clare Town Council meeting 19.6.14

Date	Who	Activity
27 June	Town Council /Trustees	Agree and prepare documentation required for: 1. Public view prior to CTC meeting 2. Public consultation: displays, on-line, folders.
27 June	KH	Prepare draft Chevron Newsletter detailing the SCC offer and the consultation process
1 July	Town Council	Publish CTC agenda and make available online and on paper (library?) documentation ahead of CTC meeting
10 July	Town Council	Single agenda item public CTC meeting to decide on proposal and consultation process
11 July	KH	Finalise Chevron to include CTC recommendation
14-15 July	KH	Arrange printing
17-20 July	Delivery team	Chevron and questionnaire to be delivered to all households and placed online
17 July	Town Council	Town Council's recommendation, trustees' proposals and relevant documentation placed online and in library
31 July 4-8pm 1 August 4-8pm 2 August 2-5pm	People of Clare	In Town Hall: Town Council's conclusions, trustees' proposals and relevant documentation to be made publicly available as displays
7 August	People of Clare	Public meeting at 7pm in the Town Hall
8-10 August	KH and RM	Prepare analysis of consultation responses.
13 August	Town Council	Single issue agenda meeting for final decision
15 August	Town Council	Advise SCC of the decision