

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 17th September 2015**

Present: Cllrs. Paul Bishop (Chair), Stephen Kimminau, Phil Gryce, Margaret Godwin, Gayle Mallows,
Loveday Perceval-Maxwell, Alan Parsley, Bob Verguson
Claire Ebeling (Town Clerk)
7 parishioners

Before the meeting started Cllr. Bishop asked if anybody intended to record the meeting.

1 Apologies for absence – Cllr. C Marchant – Accepted. County Councillor Mary Evans and Borough Councillor Alaric Pugh also sent their apologies.

2 Register of members' interest – None

Section of the meeting open to the public:

3 Police Report – PC Sippitt presented the report (attached).

4 To receive a report from the Chair of the Clare Castle Country Park Trust

Geoffrey Bray, Chair of Trustees presented the report (attached) and explained that the report included the plans for the coming months to allow the Town Council some time to make any comments.

Regarding the completion of the works to the Stationmaster's house, Mr Bray explained that there wasn't an opportunity for Councillors to view the completed works due to the tenants moving in immediately, but that photos are available. Mr Bray reported that the works to the Goods shed is scheduled to be completed by the end of September.

Mr Bray reported that a meeting of Country Park supporters (those who had donated money or contributed in other ways) had taken place at the end of August and over 60 different ideas had been suggested for future projects.

Mr Bray emphasised that once appointed, trustees are legally required to be independent and have to comply with the management agreement between the Town Council and the Trust.

Cllr. Bishop commented that improvements had already clearly been made in the park and asked if there was any news on the Heritage Lottery Fund bid. Mr Bray does not expect to hear on this until November.

Cllr. Kimminau stated that the river levels seem to be stable at present. Mr Bray agreed that it does seem to have improved and acknowledged that John Knight is responsible for any improvements.

Cllr. Verguson asked if there was any income from fundraising events and whether the Magna Carta Committee were charged a fee for the use of the park for the event. Mr Bray confirmed that some money had been received from the Magna Carta Committee. Mr Bray added that a financial statement will be submitted to the Charities Commission at the end of the year.

Cllr. Gryce asked if the park was available to book for events after 6pm. Mr Bray explained that the hiring rates on the CCCP website state until 7pm, but it may be possible to hire the park after that time, depending on the event.

Cllr. Verguson asked that it be noted that he does not accept that the council could not be shown around the newly refurbished buildings before the tenants moved in and that he believes that the residents of Clare should have been given the opportunity too.

5 Public Participation

A parishioner asked when the bike racks that had been removed from outside the pharmacy would be reinstated. The Council has made a number of requests to the County Council and still awaits a response.

6 County Councillor's Report – Report attached.

7 Borough Councillor's Report – Report attached.

End of public section of meeting

8 To approve minutes of previous meetings held on 12th and 21st August 2015

The minutes were approved unanimously.

All Councillors agreed that all original documentation for the transfer of ownership of the Country Park should be held with AshtonKCJ.

9 To receive an update on actions from the last meeting

All actions have been completed.

10 To receive the Clerk's Report for decision and information – See attachment to the minutes.

Clerk

11 Finance

i) The monthly accounts and cash flow report were proposed by Cllr Godwin and approved unanimously.

ii) To receive recommendations for decisions to be agreed:

To approve the 2016/2017 Precept Timetable. Cllr Godwin referred to the 2016/17 Precept timetable document that had been circulated to all Councillors in advance of the meeting and recommended that it be approved by the Town Council. Approved unanimously.

To approve Section 137 donations – Cllr. Godwin reported that Clare Fire station had confirmed their support of the Fire Fighters Charity and recommended the approval of a donation of £100. Approved unanimously.

12 To consider items of correspondence for decision/response - see attachment to minutes

It was noted that the Town Council has received a cheque from the Magna Carta Committee for £1,425, reimbursing the funding provided to the Organising Committee as the event had achieved a small surplus which enabled the Committee to make donations to over 20 organisations in Clare and also to return some of the funding to the Town Council.

Clerk

13 Planning

i) DC/15/1584/LB – Chilton Hall – Removal and replacement of main staircase to house and associated alterations to hall and landing areas

Cllr. Godwin recommended that the Town Council support this application because it complies with Policy DM1 and DM15 (a,b,c,e and f). Agreed unanimously.

ii) DC/15/1682/HH – Rosebank, Snow Hill, Render to outside of property

Cllr. Godwin recommended that the Town Council support this application. Agreed unanimously.

iii)DC/15/1678/FUL & 1679/LB – The Gig House, Chilton Street - Part demolition of curtilage listed structures and retention of former stable and gig house and conversion of these to form part of new one and a half storey three bedroom dwelling. Cllr. Godwin recommended that the Town Council support this application because it complies with Policy DM1, DM24 and DM15 (a,b,c,e, g and i). Agreed unanimously.

14 To discuss issues relating to tourism in Clare

Cllr. Verguson presented a report proposing ideas to improve tourism in Clare and encourage more visitors to spend time in the town. Ideas included requesting brown road side signs further afield than the immediate borders of Clare and a tour operators package (free parking for coaches, historic tours etc. to encourage tour operators to stop in Clare, rather than drive straight through), advertising in the trade magazine for tour operators.

Cllr. Bishop suggested a number of items to be discussed and clarified in order for the Town Council to make a purposeful and relevant intervention around tourism in Clare and should include all interested stakeholders.

It was agreed that CTC should be concerned about tourism as it is a factor contributing to the local economy and helps keep business in town. CTC has always strived to encourage business to keep the character of the town. Cllr. Bishop suggested that other stakeholders should be involved including Clare Business Association, other non-affiliated businesses, Suffolk County Council, West Suffolk District Council and Clare Castle Country Park Trust, and tourist organisations should be contacted (e.g. Suffolk Tourist Guide, Visit England, Visit Suffolk, Suffolk County Council, West Suffolk Council).

It was agreed that a meeting should be convened to discuss tourism (Community Officer to be invited) to agree a rough strategy, garner expertise from the industry and seek funding commitments. Following this a stakeholder meeting should take place with objective stakeholders to arrive at a well-thought-out and funded tourism strategy for Clare. That work should feature significantly in the Town Council's 4-year work plan.

It was agreed that this work initially should be delegated to the Community Working Party and an update provide at the Town Council meeting in October.

Community Working Party

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

None

16 To discuss the adoption of a Media Policy

Draft and amended copies of the policy had been forwarded to all councillors in advance of the meeting. Cllr. Gryce proposed that the final version including the amendments made by the Clerk be adopted. Agreed unanimously.

Clerk

17 To receive agenda items for next meeting.

- (i) Event to celebrate the Queen's 90th birthday in 2016.
- (ii) First Aid training (10th November)

18 To confirm the date of the next meeting as Thursday 22nd October 2015

Attachment to Minutes, Item 3, Police Report

Please see the below crime report for the period 23/07/15 to the 16/09/15:

- Theft from shop which happened at 1655 on the 30/07/15, one person has been dealt with for the offence by means of a community resolution which the victim was happy with.
- Burglary other building were entry was gained into an insecure shed and a bike and garden tools were removed, this happened between 22/07/15 and the 03/08/15.
- Attempt Burglary other building were entry was gained into an insecure shed and the lawn mower was left in the doorway but nothing taken, this happened between 0830 and 2130 on the 14/08/15.
- Theft from shop which happened between 1000 and 1645 on the 21/08/15.
- Burglary dwelling were entry was gained by forcing a rear window and once inside conducting an untidy search removing jewellery, this happened between 1345 and 1730 on the 07/09/15.
- Criminal damage to a wheelie bin were an unknown person has stood on it to gain access to a rear garden, this happened between 0830 and 1815 on the 10/09/15.

We have also conducted 5 speed checks this month and issued 30 warning letters to drivers.

DRAFT

Attachment to Minutes, Item 4, Report from Clare Castle Country Park Trust



CLARE CASTLE COUNTRY PARK

Financial Report for Clare Town Council – July 2015

In accordance with the Management Agreement between Clare Town Council and the Clare Castle Country Park Trust the following information is set out below

1. Accounts for the first quarter of the Trusts operations (3 months ending 30th June 2015)
2. A short commentary on those results.

Although it is not a requirement set out in the Management Agreement, section (3) of this report identifies some key matters the Trustees will be dealing with in the coming quarter. We believe this is a useful addition to the report since it will give the Town Council the opportunity to make any representations to the Trustees before we make any final decision on issues that are seen as particularly important to the community.

1. Accounts for the 3 months ending 30th June 2015

a. Operating Results for 3 months ending 30th June 2015

		Note	Actual June Qtr £	Budget for year £
Income	Car park	A.	12,300	40,000
	Buildings	B.	1,400	10,200
	Money-raising	C.	3,500	20,500
	TOTAL INCOME		17,200	70,700
Expenditure	SLA with St Edmundsbury	D.	7,400	28,600
	Maintenance of castle, trees, water features, hard surfaces, fences and gates.	E.	100	13,000
	Building maintenance	F.	1,900	6,500
	Overheads	G.	2,500	8,500
	Contingency		Nil	5,000
	TOTAL EXPENDITURE		11,900	61,600
SURPLUS/(DEFICIT)			5,300	9,100

2. Report on the first 3 months of operating

The financial results for the first 3 months of the Trust are quite encouraging and we expect to achieve a surplus of income over expenditure of £9,100 at the end of the first 12 months.

- A. **Car Park.** The income is in line with our expectations and is more than ¼ of the annual budget figure as we would expect a higher level of use in the summer quarters.
- B. **Building income.** Income from the Stationmaster's House in the second half of the year will enable the budget figure for the year to be achieved.
- C. **Money-raising.** The money raised from Patrons in the quarter has been encouraging.
- D. **SLA with St Edmundsbury.** The SLA costs will be in line with budget by the end of the year. SEBC charge more in the summer months than in the winter as there is more work.
- E. **'Green space' maintenance.** A negligible amount of costs were incurred in the quarter due to the efforts of volunteers and the minimal tree work that was required. The latter will not continue.
- F. **Building maintenance.** Problems with the toilet block drains involved some additional work.
- G. **Overheads.** We are awaiting a revaluation of the Stationmaster's House for Council Tax purposes but until this is confirmed it is considered prudent to include the charge based on the whole building being used as a house.

3. Some key matters the Trustees will be dealing with in the September Quarter

- Submitting an application for an HLF Stage 1 Development Grant by 10th August. (c£180,000)
- Finalise the letting of the Stationmaster's House to produce income from 1st September.
- Continue with the implementation of the 'green spaces' improvement/maintenance plan.
- Working with the Clare Business Association and other Clare organisations, where there is a willingness on both sides to do so, and where there are likely to be worthwhile benefits for the Town.

Geoffrey Bray. Chairman of the Trust

29th July 2015

Report for Clare town council 17 September 2015

HIGHWAYS

Gas Main replacement Cavendish Road/Church Street

The A1092 closure during the gas main replacement works:

I am sure you are all aware that one of the reasons the county council highways team reject our calls for a ban on HGVs in Clare is because of the risk a lorry ban would pose to surrounding villages. Their argument is that lorries would not take a long diversion around the A/B road network but instead would barge through the narrow back lanes.

I therefore want to find out what impact the road closure, in effect a 5 week TRO, has had on the parishes surrounding Clare.

I haven't got a full picture yet. While, I have had many complaints about the volume of traffic taking local shortcuts most of these relate to car and van drivers not HGVs.

The task now is to redouble our efforts to obtain a TRO

To this end:

I plan to meet interested members of CTC and the Stour Valley Lorry Action to analyse the results of the recent lorry survey.

I recall that before the county council elections in 2013, the SCC Chief Executive, Deborah Cadman, visited Clare to meet the town council and discuss key issues such as the development of the Free School and the HGV issue.

I have asked her to make a repeat visit and she has accepted in principle.

I will also ask Cllr James Finch the newly appointed cabinet member for highways and Mark Stevens who has joined SCC Assistant Director Operational Highways.

I imagine this will have to be daytime visit but before I go further please could you let me know if you would like me to arrange such a visit?

The outstanding highways issues in the town.

I haven't got a firm date yet for the proper installation of the bike racks but I am chasing Simon Curl on this. Unfortunately he has been ill this week so I have not had a response to my email sent on Monday.

I also asked him to chase up the release of the 106 money due to CTC to fund traffic calming measures.

I have been asked about the possibility of extending the 30mph limit along Stoke Road to the edge of the town. SCC does now have a policy and process for changing speed limits and I attach the cabinet report which introduced this change:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf

I have had highways out to look at drainage issues along Nethergate Street/ Stoke Road and will give you the full report when I receive it.

SCC highways also asked National Grid in the course of the works programme to tidy up the footway along Cavendish Road - and not much was done, in all honesty. However they did move the gas main so the bollard opposite The Bell could be installed at a greater depth, which should make it more stable and durable.

Promoting Clare post the gasworks

I am not sure how many visitors were attracted into Clare as a result of the promotional supplement in the East Anglian Daily Times/ Sudbury Mercury but I think the supplement was generally well received.

I am told visitors were seen in the town, going into the shops last Friday, armed with the supplement.

The paper has given me a quotation of £1,260 + VAT for a four page supplement before Christmas should the town's traders wish to undertake another promotional activity. This time obviously, the write-up would be limited to those traders funding the supplement and it would also include their adverts.

I will forward the details of this offer to retailers and traders in the town, including CBA. I plan to have no part in taking this proposal forward.

My experience with the supplement was rewarding and interesting as far as working with the EADT was concerned.

The vast majority of people in Clare were appreciative of all the efforts being made by me and others to encourage people to visit and shop in the town. However, I was astonished on the day of publication of the supplement to be told by a resident, ' I am surprised you dared to show your face in town today.' The person in question was possibly speaking in jest but it was not a joke I shared. A list of complaints followed about the unfair levels of publicity that one trader had received over others etc - and all this from someone who at this stage said he had not actually seen the supplement but was just repeating what he had heard.

Work is now underway to enable traders to claim compensation for lost business, if they so wish. There have been mixed reports about the impact of the road closure. One trader has told me he had his best August ever, another reported business was up because the closure forced Clare residents to shop in town. Others, I gather, really struggled.

I understand Sarah Pugh of Clare Business Association is getting to grips with the compensation application process so she can share the knowledge of how to do this with other traders. National Grid is offering the town more support on this issue, if needed.

County wide

Our schools are making strong progress as witnessed in the SATS, GCSE and A level results. I am speaking at our full council meeting tomorrow against the proposed closure of Bury St Edmunds Magistrates' Court and I would urge you to support the online EADT petition and make your views known to the Ministry of Justice consultation.

We will know by the end of this month the timetable of the first phase of the roll out of highspeed broadband in the second contract. I have asked officers to send me details to share with you about the voucher scheme to help businesses connect to fibre broadband direct to their premises. When I get the info I will forward it to you.

I forgot to mention that I will of course reply to the consultation regarding the changes to Clare Post Office.

Mary Evans, Clare Division, Suffolk County Council

Attachment to Minutes, Item 7, 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 7th May 2015. I am delighted to have been elected to represent Clare again and will work hard to uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Planning and Growth. 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 Vice Chair of One Haverhill where I lead on the Haverhill town Centre Masterplan. 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 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@stedsbc.gov.uk

Training undertaken since last report - Devolution, Finance

i) Civic events/business - Clare relaunch

3. Meetings attended (excluding Majority Group meetings)

- Cabinet Planning
- Joint Cabinet Planning
- Cabinet
- Joint Cabinet
- Development Control
 - Ec Dev Briefings
 - One Haverhill re masterplan consultation process - fortnightly
 - One Haverhill Masterplan presentations
- DMO strategy meeting
 - Sustainable Development
 - Site visits
 - Locality Officer meetings
 - Joint Transport Portfolio Holders (SCC)
 - Joint Economic Development Holders (SCC)
 - Planning briefings and other ad hoc development meetings

4. Forthcoming meetings before next TC Meeting:

- DMO meetings
- One Haverhill board
- Full Council
- Others TBA

5. Voting record - recent items with some significance to Clare community:

I consistently vote to support the Haverhill Town Centre Masterplan which should lead to an increase in facilities that could benefit Clare residents. I have voted in Cabinet to support filling a half million hole in the cost of brown bin collection by charging for use of brown bins-see report at end.

6. Current Clare issues involvement/resident requests to take forward:

- planning items
- Locality budget items
- Police/Fire station Suffolk-wide estates consultation
 - Clare Country Park
 - Clare town re-launch
 - Issues in front of 19 Nethergate St

- Bike rack cement stains
- Shopfront grant publicity
- Changes to waste collection appeared to have left bags and bins in the street in Clare after shops have opened - I have attempted to get this changed.

8. NEWS:

I have recently visited the Great Blakenham waste incinerator and the central Suffolk recycling facility. This taught me a lot about our waste services. Some of this seems sensible to pass on, and I hope you will consider it for inclusion in Chevron.

Suggested Text for Short Chevron article on Recycling - myths exploded, questions answered:

West Suffolk (St Edmundsbury and Forest Heath) are Waste Collection Authorities. Suffolk County Council is the Waste Disposal Authority.

Do we have to recycle?

Even though we incinerate non-recyclables this is a costly way of producing further recyclable materials. But not as costly as landfill.

Recycling materials generates income and keeps these resources circulating. Aluminium and then steel cans are producing the most income followed by newsprint.

Is it good for us?

Incineration generates electricity from the burning waste by means of turbines powered by heated water. All the incinerated material is recycled in different ways except for a very small amount and even this is likely to be recycled in the near future.

Even the water used is recycled in the plant.

Can you recycle cardboard with printing on it?

Yes you can.

The confusion here has come about from putting cardboard in the brown bin (where only cardboard without print is acceptable).

All forms of clean cardboard are acceptable in the blue bin.

Can you recycle supermarket carrier bags?

No and then yes.

Our recycling plant can't handle them - they clog the conveyor belts and cost money - please do not put them in your blue bins or bags.

But supermarkets should be set up for you to return the bags to them.

Major supermarkets will be forced to start charging for single use carrier bags this October.

What shouldn't we do?

We shouldn't bag any of our recyclables into shopping bags because these will be sent for incineration as no-one can see what is inside them on visual inspection.

If you collect recyclables in bags please just empty them into your bin or blue sack loose.

We shouldn't put any food waste into the recycling bags as people have to sort through this by hand!

Don't use your own bags to try to recycle clothes or materials

What should we do?

Recycle as much as we can.

Clean and dry all materials put into the recycling. Please! People have to handle these materials not just machinery!

Home compost suitable material if at all possible.

What do we do with clothes?

Ask for a strong see-through clothes recycling bag fr point: West Suffolk (St Edmundsbury) is the waste collection authority. Suffolk County Council is the disposal authority.

Do we have to recycle?

Even though we incinerate non-recyclables this is a costly way of producing further recyclable materials. But not as costly as landfill. Recycling anything generates an income. Aluminium then steel cans are producing the most income then newsprint.

Is it good for us?

Incineration generates electricity from the burning waste by means of turbines powered by heated water. All the incinerated material is recycled in different ways except for a very small amount and even this is likely to be recycled in the near future.

Even the water used is recycled in the plant.

Can you recycle cardboard with printing on it?

Yes, it is a myth that this is a problem. It is not.

Can you recycle supermarket carrier bags?

No and then yes. Our recycling plant can't handle them - they clog the conveyor belts and cost money. But supermarkets should be set up for you to return the bags to them.

What shouldn't we do?

We shouldn't bag any of our recyclables into shopping bags because these will be sent for incineration as no-one can see what is inside them on visual inspection. If you collect recyclables in bags please just empty them into your bin or blue sack loose.

We shouldn't put any food waste into the recycling bags as people have to sort through this by hand!

Don't use your own bags to try to recycle clothes or materials

What should we do?

Recycle as much as we can. Clean and dry all materials put into the recycling. Home compost suitable material if at all possible.

What do we do with clothes?

Ask for a strong see-through clothes recycling bag from your bin-collectors.

Isn't incineration messy and polluting?

No. The Great Blakenham plant is state of the art and has scrubbers on all its chimneys. There is almost no mess. It is one of the tidiest, cleanest and least smelly industrial plants that I have visited in thirty years of visiting factories of all sorts.

State-of-the-art recycling plants are also amazingly clean and tidy but this is a labour-intensive and messier process than incineration.

How do they do it elsewhere?

There are a lot of different arrangements in operation around the country. Many involve a lot more different recycling containers in your kitchen or garage. Ours is one of the most efficient and least trouble to residents.

The future of the brown bin service

The need to find an additional **almost half a million pounds of savings** – as a result entirely of the County Council deciding it could no longer subsidise the cost of brown waste recycling from its own budgets but would have to pass it on to the collecting authorities – poses not just a new dilemma on waste but has also provided an opportunity to look again at collection services and see if there are changes that could both improve the way things are done and plug the half a million hole.

The result of examining the possibility of charging (recommended by Cabinet to Full Council on 22nd Sept) is therefore an entire package of changes that further alter the way in which we can look at waste in West Suffolk.

We are already doing an enormous amount of recycling and have state of the art incineration. The service has changed in many ways that people don't see on the doorstep. It is bound to change further over the next few years improving efficiency further.

Domestically generated organic waste is a resource. Many residents and some parish and town councils already use it as such. If people want us to take it away then we will probably have to charge a small amount from next April that equates to the costs of removing other items such as sofas and mattresses around £35 to £50. However, if people want to use their organic waste then we can help them in other ways.

There will be programmes coming forward to help local councils with community and household composting. These will include grants, advice and special offers on equipment. There will be more information available to communities and schools about waste and about the value of resources. This will include how to deal with cooked food waste if our forthcoming contract revisions mean that we can no longer take that. We will also be looking at community based anaerobic digesters and there will be presentations about the whole recycling strategy at future Parish Councils.

Visits to our facilities will be promoted further and statistics will be circulated regularly about how well the area is doing in terms of re-using resources.

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Attachment to Minutes, Item 10, Clerk's Report

Action/Decision

In the August Country Park update, Keith Haisman reported that AshtonKCJ holds all originals of the transfer documentation pending a decision from CTC on whether original documents are to be held by AshtonKCJ or in the Town Council offices. Please consider and confirm the decision.

Information:

I have submitted the road closure application for the Remembrance Day parade on 8th November. I am awaiting a response from SCC/May Gurney to confirm that they will be able to provide marshalling again.

The St Edmundsbury South Rural Police team have reported that for the month of September they will be focusing on Clare, Stoke By Clare and Cavendish for speed checks and will let us know the outcome in October.

Poorly maintained pavements – Cavendish Road - I have requested that Suffolk County Council inspect and improve the pavements from the Cavendish Road side of the Bell all the way along to the entrance to Highfields on Cavendish Road.

Poorly maintained pavements/trip hazard concerns – Church Street - I have requested that Suffolk County Council inspect and improve the pavement outside No.9 Church Street, following a concern raised by a parishioner. Report reference number is 00118976.

Cllr. Gryce has reported the following to Suffolk County Council:

Potholes - Callis Street - Two holes, several smaller surface breaks, largest hole is 2x2ft, depth 6 inches, gravel now being brought up over road. Report reference 00117462.

Potholes - Common Street - Break up of surface where main road meets side road; several holes with gravel being thrown up; previous limited repair ineffective (earlier this year?). Report reference 00117463.

Blocked drain - Callis Street - Drain is blocked below grill, accumulated silt etc.

St Edmundsbury Borough Council Planning decisions

DC/15/1058/FUL – Stour Valley Community School - installation of 2 no. double temporary classroom units on the existing playground area to the rear of the school. - Application approved.

DC/15/1197/LB – The Cock Inn – Internal alterations - Application approved.

DC/14/1587/HH – 36 The Granary – Conversion of single storey garage into playroom and replacement of garage door with window – Application refused.

DC/15/1186/HH – Danum Lake House – Single storey side extension to form indoor swimming pool enclosure - Application approved.

DC/15/1335/LB – 2 Nethergate Street – Replacement of timber window with Upvc – Application withdrawn

DC/15/1350/FUL – Old Court Stables, Nethergate Street – Continued use of annexe as separate dwelling - Application approved.

DC/15/ 1355/FUL - Land east of Chilton House – 2 new dwellings with garages and new access - Application approved.

Attachment to Minutes, Item 12, Correspondence

Summary Of Correspondence August - September 2015

Items for action (all circulated to Town Councillors)

Secretary to Trustees of Clare Ancient House Museum	Request for confirmation that Cllr. Gryce is Town Council rep on Board of Trustees and confirmation of acceptance to re-appoint Patrick Daniels and Peggy Smith as Town Council reps on Board of Trustees for a further 4 years. Decision: Agreed unanimously.
Post office	Request for response to proposed changes. Decision: Cllr. Gryce presented a draft response which was agreed unanimously.
Mr J Curry	Request to consider twinning with Italian village. Decision: Agreed to respond that not able to take part in this at this time - no budget for such things.
Clare Commemorates World War One	Request for donation and Councillor representative at event Decision: Unable to provide a donation due to S137 requirements. However the Royal British Legion do receive donations from Clare Town Council. Councillors will be attending. Agreed unanimously.
Chair of Horticultural Society	Request for permission to have a stall on Market Hill on Saturday 21 st May 2016 to promote 2016 Summer Show. Decision: Approved unanimously.
Ms L McPhee	Response to our letter re audio recording rights. Decision: A draft response was approved.

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

Emergency Planning, Suffolk County Council	Suffolk Community Resilience Newsletter
Parishioner	Pavement obstruction, Snow Hill
Cllr A Pugh	Change to Clare trade bin collection time
St Edmundsbury Borough Council	Calculation of council tax
Clare Castle Country Park Trustees	Notification that the Trust will not be making an application for a grant for 2016/17.
Codair	Confirmation of publication of free map and updated map on Town Hall wall.
Mr Collecott	Drainage in Stoke Road
Suffolk Community Resilience	Newsletter
Vertas	Notification of renaming and rebranding of Eastern Facilities Management Solutions Ltd to Vertas.
Nethergate Street resident	Damaged paving and intermittent flooding of footpath. Reported to Suffolk County Council (reference 00116953) and chased several times.

Cllr. Gryce following complaints by Clare residents	Complaints about lack of management of public footpaths.
Magna Carta Committee	Letter of thanks including cheque for £1,425.
Keith Haisman	Country Park refurbishment update report
Cllr. A Pugh	Report on Tourism

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