

**Minutes of the Town Council meeting held in The Old School Community Centre
at 7.00 p.m. on Thursday 19 March 2015**

Present: Cllrs. Paul Bishop, Derek Blake, Margaret Godwin, Sarah Golding, Phil Gryce, Keith Haisman
Gayle Mallows,
County Councillor Mary Evans, Borough Councillor Alaric Pugh,
Maureen Smith, RFO, 4 members of the public

1 **Apologies for absence** – Cllr. Loveday Perceval-Maxwell

2 **To receive declarations of members' interests and consider requests for dispensation**

Section of the meeting open to the public:

3 **Police Report** – PCSO Anthony Welford presented the police report (see attached).

4 **Public Participation** –

A member of the public asked if the Town Council are to take any action following the announcement that the Clare branch of Lloyds Bank will only be open two days per week from July. Cllr. Bishop said it was of concern as the Town is a Key Service Centre and should therefore have banking facilities. However, this is a decision being made by banks everywhere and it is unlikely that we could have any effect on the decision. Cllr. Pugh reported he has raised this with the prospective MP who has a meeting with the Regional Manager. It may be of benefit if the Post Office were to publicise their banking facilities more.

5 **To receive an update on the consultation regarding closure of the Police Station**

Cllr Blake proposed that a letter be sent to Tim Passmore emphasising the point made in the Town Council's previous letter to him that it is unacceptable to have no consultation on the matter. It is believed that Mr Passmore's reason to cancel the consultation exercise is that there are plans for the Police to share the Fire Station. This was seconded by Cllr Gryce and agreed unanimously that a strongly worded letter be sent, enclosing a copy of our previous letter to which no response has been received.

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

7 **Borough Councillor's Report** – Cllr. Pugh reported that changes are taking place at St Edmundsbury Borough Council for Councillors to operate in a paperless way, more details will emerge after the election, but that planning documents would still be available in paper format at the moment - feedback is welcomed from Town and Parish Councils.

Cllr Pugh reported having held discussions with the Clare Social Club and Haverhill Police SMT Team about antisocial behaviour and young people in Clare. A further meeting with St Edmundsbury Locality Officers is planned and it is hoped that a range of positive ideas and activities can be explored after the Elections. Inspector Ferrie has stated that he is happy for the youngsters in Clare to attend the Social Club unaccompanied with the permission of a Committee Member and within the terms of the Club's licence, which apparently permit this. Junior membership of the Club however, was to be encouraged - in cases of financial hardship it would be possible to find funding for this in Cllr Pugh's opinion.

Cllr. Pugh reported that the planning application from the Co-op for the roof to the rear of the building will be considered by the delegation panel.

Cllr. Pugh reported that Charles Church has been asked by St Eds to revise the chimneys on some of the newly built houses.

Cllr. Pugh reported that a Business Fact Pack for West Suffolk is now available and includes Clare as one of the six towns of the area thanks to his intervention.

End of public section of meeting

8 To approve minutes of previous meetings held on 19th February and 3rd March 2015

The minutes were approved unanimously.

9 To receive an update on actions from the previous meeting

The RFO reported on behalf of the Clerk that all actions were complete.

10 Clerk's Report – see attached report.

Clerk

11 Finance

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

ii) Decisions required

Cllr. Godwin proposed that money from s.137 be made available to help Clare's retained firefighters redecorate their mess room and buy some chairs as at present they don't have enough chairs for them all to sit down together. They have already done some redecoration for themselves but are in need of some ceiling tiles costing approximately £200 and 5 chairs at a cost of £18-£20 each. Cllr. Bishop made the comment that this is surely the responsibility of Suffolk County Council. Cllr. Pugh reported that he had been at a meeting that day and it appears further funding may be available. It was agreed to defer a decision and receive an update at the next Town Council meeting.

Cllr. Godwin reported that no response had been received from any committee member from CYAC regarding the BMX track. As the notice period has now expired Cllr. Godwin proposed that we write to the owner of the land thanking him for his support and cooperation and advising him that we will now arrange to have the land flattened. This was seconded by Cllr. Gryce and agreed unanimously. There are also two metal bins at the track, Cllr. Godwin has spoken to the Chairman Elect of the Country Park Trustees who agreed to request that St Edmundsbury Borough Council take the bins to the Country Park.

12 Correspondence - see attached report.

13 Planning

a) DC/15/0454/FUL and 04555/HH – Land adjacent the White House, Nethergate Street (i) Proposed new dwelling (ii) Covered parking (iii) Remodelled access (including widening the gap in the boundary wall) (iv) Associated infrastructure

Cllr. Haisman proposed that the Town Council approve this application. Approved unanimously.

It was agreed that the response should include the following comments:

We support this application because the new dwelling adds to housing stock in Clare and enhances the street scene. It complies with policies DM1, DM6, DM15 and DM17 within the Joint Development Management Policies document.

b) DC/15/0307/FUL – Sawpits & Eastview, Stoke Road – 2no. semi-detached two storey dwellings to include new vehicular access (following demolition of existing dwelling and outbuildings)

Cllr. Haisman proposed that the Town Council object to this application. Approved unanimously.

It was agreed that the response should include the following comments:

The design does not enhance the street scene.

The presence of Japanese Knotweed on the site has not been mentioned in the application. This contaminant must be eradicated due to the risk of contamination downstream.

The plans do not provide details of the height, construction or materials proposed for the garages.

c) DC/15/0333/ADV – Land East of the Granary – Application for Advertisement Consent – retention of 6no. non-illuminated flag signs

Cllr. Haisman proposed that the Town Council object to this application because it is in contravention of Joint Development Management Policies DM38, DM15, DM17. Approved unanimously. It was agreed that the response should include a note that the Town Council is mindful of the refusal by St Edmundsbury Borough Council to previous applications by Clare businesses for advertising which did not accord with policies CS3, TCR3 of the Replacement St Edmundsbury Local Plan 2016.

- d) **DC/15/ 0472/HH - Penryn, Bridewell Street – removal of garage doors and replacement with 2no. windows to form a Granny Annexe**
Cllr. Haisman proposed that the Town Council approve this application. Approved unanimously. It was agreed that the response should include a recommendation that a condition be applied that the annexe must not be sold as a self-contained dwelling.
- e) **DC/15/0364/HH – 2 Hermitage Close – (i) Erection of two storey and single storey rear extensions (following demolition of existing single storey rear extensions), (ii) New front canopy and (iii) Change position of front dormer and associated alterations to roof**
Cllr. Haisman proposed that the Town Council approve this application. Approved unanimously. It was agreed that the response should include the comment that the proposed works will enhance the street scene.
- f) **DC/15/0351/TCA – Gothic House, Church Street – Repollard 6no. lime trees**
Cllr. Haisman proposed that the Town Council approve this application. Approved unanimously.
- 14 **To receive items for decisions required by Town Council Committees and Working Parties**
No decisions required.
- 15 **To approve the draft version of the Annual Report** Clerk
Cllr. Gryce reported that he will be reviewing with the Town Clerk next week and an email will be circulated for final approval.
- 16 **To approve the risk assessment document**
Cllr Godwin proposed the approval of the Risk Assessment and action plan for 2015/16. Approved unanimously subject to email confirmation from all Councillors.
- 17 **To receive an update on Clare Castle Country Park** Clerk/Cllr Bishop
Cllr Haisman reported that the Trust has now been formally approved and Registered with the Charities Commission. It was resolved that Claire Ebeling, Clerk to Clare Town Council and Paul Bishop, Chair of Clare Town Council, are authorised to sign all documentation in relation to the transfer of ownership of Clare Castle Country Park from Suffolk County Council to Clare Town Council.
- 18 **To approve the revised standing orders**
The Clerk reported by email that no changes are required to the Standing Orders as they already allow for summons by electronic means.
- 19 **To receive agenda items for next meeting**
Fire Station
Car Park charges
- 20 **To confirm the date of the next meetings as Thursday 16th April 2015.**
Confirmed. Cllr. Haisman gave his apologies in advance for this meeting.
The meeting closed at 9.00pm

Attachment to minutes – Item 3 – Police Report

Please see the below crime report for Clare between 19/02/15 and the 18/03/15:

- Criminal Damage to a vehicle were it was scratched causing approx. £1500 worth of damage which occurred between 1830 on the 18/02/15 and 0745 on the 19/02/15.
- Theft of a 5ft Iron decorative chain which occurred between 0800 on the 20/02/15 and 1800 on the 22/02/15.
- Theft of an engine from a Yamaha Pressure Washer worth approx. £2000 which occurred at 1830 on the 21/02/15, were two white males between 20-30 years of age were seen dragging the engine and putting into the rear of a dark coloured Ford Focus.
- Burglary Dwelling were entry was forced to a rear downstairs window while no one was at home and Cutlery and an Ipod were removed, this took place between 1550 and 2310 on the 25/02/15.
- Burglary Dwelling were entry was forced to a downstairs side window while no one was at home and a number of jewellery items were removed worth approx. £204, this occurred between 1200 on the 23/02/15 and 1500 on the 27/02/15.
- Theft of an iron table from a rear garden which took place between 1300 on the 08/03/15 and 0730 on the 09/03/15.
- Criminal damage to a tractor were numerous parts have been pulled off causing approx. £200 worth of damage which occurred between 1800 on the 10/03/15 and 0700 on the 11/03/15.
- Non Counting Fraud Investigation were 4 males attended a property and said that they had been recommended by a neighbour to clean the gutters for £15, while the males are on the roof they have then said the tiles needed fixing, other neighbours have got involved and spooked the males who have then left the area. The males were in a navy blue Citroen Picasso. No Neighbours had recommended them. We have further enquires around this which are still ongoing at this time.

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Attachment to minutes – Item 6, Suffolk County Councillor's report

HGVs

I have put in an official request to highways for a lorry survey and it is to take place in the next month or so.

I am due to meet National Grid officers next Friday with a team from SCC to discuss the plans for the replacement of the gas main and how best to manage the ensuing disruption.

These are the specific questions I have submitted for that meeting, some have come from the parish councils of Cavendish, Poslingford and Stoke By Clare. If you have any more do please let me know by next Thursday

- Will the whole road be closed or will there be a single carriageway in operation
- Could the work be done at night to allow two way traffic flow during the day
- Will emergency services have access at all times regardless of whether the road is totally closed or partially closed?
- When Church Street is being worked on in Clare would it be possible to make the current one way High Street temporarily two way?
- There is concern re timings for the works in that if it is decided to go ahead with the programme in August local farmers will be heavily inconvenienced

I am pleased the reflector discs have at last been attached to the bollards.

There have been some new recruitments to West Area Highways office to bring the engineer team up to full strength.

Matthew Riches who was with our contractor Kier has returned part time to the county council and is based in the west area office with the particular task of working with county councillors and local communities to ensure the local community-based highways improvement schemes and projects are progressed more quickly and efficiently than has been the case recently.

Broadband

Under the contract with BT for the delivery of superfast broadband, there is a clawback on take up. It kicks in when 20per cent of the people in a contract area, such as Suffolk, who are able to access superfast broadband sign up.

I am pleased to tell you we have just hit that trigger point in Suffolk. We are now clawing back money from BT which will be ploughed back into the Suffolk broadband fund. The estimate is that we will get £2m back from BT by Christmas and that will enable us to roll out the programme to the harder to reach areas of the county. Please when you have the opportunity, do sign up to take advantage of the faster speeds and to help us spread the programme further across Suffolk.

Charity Commission

I was very pleased to receive this afternoon from Cllr Mark Bee the letter giving confirmation from the charity commission of the accreditation of the Clare Country Park Trust and I am glad that SCC was able to help the trustees in this.

I have seen the exchange of emails between Cllr Haisman and Quentin Cass regarding the outstanding works and will press for these to be undertaken as soon as possible

Policing in Clare

At our full council meeting of Suffolk County Council this afternoon we had a presentation from Acting Chief Constable Gareth Wilson and the Police and Crime Commissioner Tim Passmore.

They have looked into the point raised at the police meeting in Clare about the 4x4vehicle based here for which our PCSOs do not have the necessary training to drive off road. They assured me our local PCSO team will shortly get the necessary off road training.

Suffolk Wool Towns

Andy Cuthbertson from SCC in Clare has met the Clare Business Association and still hopes an event to promote the scheme can be arranged soon for local businesses.

Mary Evans, Clare Division, Suffolk County Council

Attachment to minutes – Item 9, Clerk’s Report – March 2015

Action:

We have discussed over email making a donation in memory of Leslie Warmington and have been advised that his family have requested donations be made to the British Lung Foundation or Water Aid. **Action: To be discussed at the next meeting.**

Information:

Reported broken fingerpost in Erbury Place which SCC have confirmed will be replaced ‘in due course’ (reference number **3596184**).

Planning decisions

DC/15/0068/TCA – 16 Churchill Close Erbury Place - Trees in a Conservation Area Notification - London Plane Trees (3877 - 3878 - 3879 on Plan) Reduce trees by 60% to create new pollard frame and commence 4 year pollard programme - Application withdrawn.

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Attachment to minutes – Item 11, Correspondence:

Items for action
(all circulated to Town Councillors)

Ashleigh Sheppard	Request for stall to sell cakes on Market Hill on 9th May 2015 to raise funds for trip to Sri Lanka. Approved
Georgia Spencer and Ashleigh Sheppard	Request for Easter egg hunt on Clare Country Park to raise funds for trip to Sri Lanka. (Social Club do one?). This needs to be referred to CCCP Trustees
Community Action Suffolk	Membership Renewal Approved
Stephen Kimminau	May Council elections I have responded with the link to the West Suffolk elections department website and the nomination form. The election document will be sent out with the Chevron at the weekend.
Olive Smith	Nomination as CHOC Trustee Approved Unanimously
Simon Pickering/Alaric Pugh	Rural Youth Work Approved
One Haverhill and St Edmundsbury Borough Council	Haverhill Masterplan Consultation For Planning committee agenda
Clare Horticultural Society	Request to use the Nuttery for a picnic on the evening of Thursday 25 th June Approved
Nic Chapman	Further Wind Turbine Applications
Friends of Clare Library	Request for Library Book Sale on Market Hill Approved

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

Lloyds Bank	Change to hours from July
Paul Dunningham	Morgan Sports Car Club Rally
Simon Pickering, Families and Communities Officer	On the Spot van
Tim Passmore	Clare Police Station
Department for Communities and Local Government	Response to our letter re local government financial settlement