

**Minutes of the Town Council meeting held in The Old School Community Centre  
at 7.00 p.m. on Thursday 21 May 2015**

Present: Cllrs. Paul Bishop, Margaret Godwin, Phil Gryce, Stephen Kimminau,  
Gayle Mallows, Chris Marchant, Alan Parsley, Loveday Perceval-Maxwell, Bob Verguson,  
Claire Ebeling, Clerk, Maureen Smith, RFO,  
Borough Councillor Alaric Pugh, 12 members of the public

**Acceptance of office of Councillors** – All Councillors signed to confirm their acceptance of office as a Councillor and the Clerk countersigned.

- 1i) Election of Chair** - Cllr. Mallows nominated Cllr. Bishop, who confirmed that he would be willing to carry out the role. Cllr. Gryce seconded the proposal.  
Cllr. Verguson nominated Cllr. Parsley, who declined.  
There were no other nominations and Cllr. Bishop was declared Chair of Clare Town Council.
- ii) Declaration of Acceptance of Office of Chair** – Cllr Bishop completed the declaration of office form and the Clerk countersigned the document.
- 2i) Election of Vice Chair** - Cllr. Gryce nominated Cllr. Parsley, who confirmed that he would be willing to carry out the role. Cllr. Perceval-Maxwell seconded the proposal.  
Cllr. Parsley, was declared Vice Chair of Clare Town Council.
- ii) Declaration of Acceptance of Office of Vice Chair** – Cllr Parsley completed the declaration of office form and the Clerk countersigned the document.
- 3 Apologies for absence and confirmation of acceptance of apologies**  
County Councillor Mary Evans' apologies were accepted.
- 4 To receive declarations of members' interests and consider requests for dispensation**  
Cllr. Mallows declared an interest in item 10 ii) CPFA  
Cllr. Marchant declared an interest in item 15 Correspondence regarding Malting Lane road closure.  
Cllr. Bishop asked Cllr. Kimminau if he wished to declare an interest in the Malting Lane item, as he believed that the letter from Cllr Marchant had been sent by Cllr. Kimminau. Cllr. Kimminau stated that he had no interest in the item.  
Cllr. Parsley reported that although he lives close to the location of the planning application for Westfield, he has no interest in the application.

*Section of the meeting open to the public:*

- 5 Police Report** – PCSO Welford presented the police report (see attached).
- 6 Public Participation** –  
A member of the public asked if the Town Council would consider an alternative forum for items raised by the public given the short period of time allowed for the public participation session during Town Council meetings. An online forum was suggested. The Chairman thanked the parishioner and stated that parishioner's suggestion would be considered and added that the current Clare/Town Council website is currently under review. Cllr. Gryce explained that online options have been considered but would be problematic in terms of the continuous requirement for moderation and the lack of staffing and time to carry out such an onerous task.

A member of the public asked for clarification on the insurance cover for community groups which receive grants from Clare Town Council and expressed concern about whether the Christmas Lights event had had sufficient cover in the past and would be able to afford the cover in the future.

He asked for confirmation that the Christmas Lights are on the Town Council asset register and that the Town Council oversees the Committee.

Cllr. Bishop clarified that the Town Council is certainly happy to work *with* the Christmas Lights Committee and assists with tasks such as road closure applications and the cost of the Christmas

Lights Switch On event, but has no legal responsibility for installing the lights.

Cllr. Godwin added that a review of all insurance is currently being carried out by the Responsible Finance Officer and in doing so the insurance broker informed us that if an event being covered is not a Town Council event it cannot be covered under the Town Council liability insurance.

Cllr. Mallows explained that as Chair of the Clare Playing Fields Association (CPFA), she is aware that the CPFA applies to the Town Council for a grant and uses it to pay for insurance as, do the Trustees of the Combined Halls Of Clare (CHOC).

It was agreed that the Town Council will liaise further with the Christmas Lights Committee when more information is available from the insurance company.

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

8 **Borough Councillor's Report** – Cllr. Pugh expressed his gratitude at being re-elected and presented his report as follows:

There is a new Locality Officer for Clare – Gemma O'Brien will replace Lizzi Cocker.

St Edmundsbury Borough Council is to run some planning training events.

The New Mayor of St Edmundsbury is Patrick Chung.

Cllr. Pugh is now Cabinet Member for a new portfolio of Planning & Growth.

The Haverhill Town Centre Masterplan is developing further.

Cllr. Pugh will do what he can to ensure that communications regarding the road closure for gas mains work makes it clear that Clare is still open for business and include notifications that access is clear at the completion of the work.

*End of public section of meeting*

9 **To approve the structure of the new Council** (see attachment to the minutes)

Cllr. Bishop presented a proposal for the revision of the structure of Committees and Working Parties. Councillors agreed unanimously to the proposal.

10 **Election of Committees and Representatives**

All councillors confirmed their approval to carry out the roles detailed in the attached table.

Non Councillor members were approved as

Keith Mison – Tree Officer

Olive Smith - Environment Committee Lay member, CHOC Trustee

11 **To approve minutes of previous meetings held on 16<sup>th</sup> April, 23<sup>rd</sup> April and 6 May 2015**

The minutes were approved unanimously.

12 **To receive an update on actions from the previous meetings**

The Clerk reported that all actions were complete.

The Clerk reported having consulted LCPAS and received confirmation that a donation to a charity in memory of a councillor would be acceptable as a Section 137 contribution. Cllr. Mallows proposed a donation of £100 to the British Lung Foundation in memory of Cllr. Leslie Warmington. Cllr. Blake suggested the amount be £150. Cllr. Gryce proposed that a tree also be planted in the Nuttery in memory of Cllr. Warmington. Both proposals were agreed unanimously.

13 **Clerk's Report** – see attached report.

14 **Finance**

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

ii) Decisions required:

a) Cllr. Godwin referred to a request from the CPFA following the delayed receipt of the invoice for grass cutting. There is a shortfall of £82 between the amount requested for grasscutting and the actual total of the grass cutting bill. The Finance Committee recommended the approval of the requested use of some of the savings made against the insurance premium for the 2014/15 precept to cover the shortfall. Approved unanimously.

- b) Cllr. Godwin proposed that a donation be made under Section 137 in the sum of £100 to the Kernos Centre in Sudbury. Agreed unanimously.
- c) Cllr. Godwin proposed that Councillors approve the review of the scope and effectiveness of the internal audit as acceptable. Approved unanimously.
- d) Cllr. Godwin proposed the approval of the payment of the interim public liability insurance premium of £35 for the Clare Christmas Lights Committee. Agreed unanimously.
- e) Cllr. Godwin proposed the approval of the fee of £1,250 to flatten the BMX track following the return of funds from CYAC for insurance and flattening costs. Agreed unanimously.

**15 Correspondence** - see attached report.

The Clerk referred to a query raised by Cllr. Verguson regarding the validity of a Finance Committee meeting having been held on 12<sup>th</sup> May, given that the first meeting of the new council was not scheduled until 21<sup>st</sup> May. The Clerk reported that conflicting advice had been received from two different Local Council advisory sources, but as the Finance Committee does not have powers of decision delegated to it, no decisions were made at that meeting and all items for decision had been recommended to the full Town Council at this evening's meeting where the decisions were made.

**16 Planning**

**a) DC/15/0825/FUL – 24 Westfield – Proposed detached 1.5 storey dwelling, new vehicular access and demolition of existing conservatory.**

Cllr.s Gryce, Mallows and Godwin reported that they had visited the site and had no objections to the application, having considered it against the Policy Framework. Cllr. Gryce recommended that the Town Council response be to support the application for the reason that it complies with DM1 Presumption in Favour of Sustainable Development, DM6 Flooding and Sustainable Drainage, DM7 Sustainable Design and Construction, DM22 Residential Design and DM46 Parking Standards.

Cllr. Bishop stated that he felt uneasy that he did not know enough about the new policies referred to and would therefore not be voting in favour.

A vote was taken 8 Councillors were in favour of the proposal and 1 against.

Clerk

**b) 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. Gryce referred to the draft document circulated to all Councillors in advance of the meeting and summarised that the application had been responded to previously but were later notified of information that had not been available at the time of the decision (either online or as a hard copy). Cllr. Gryce proposed that the further response to St Eds be as per the response proposed on 6<sup>th</sup> May (see attachment). Cllr. Mallows added that the timing of the deadline given by the planning authority (St Edmundsbury Borough Council) had been very tight. She added that as the Town Council standing orders prevent the rescission of a previous decision, she believed a very strongly worded additional response be sent to St Edmundsbury to emphasise the concern of the Council at the restrictive deadlines set, the delay in all information being uploaded to the St Edmundsbury website and summarising that the new information that became available after the original meeting on 19<sup>th</sup> March may have led to a different decision by the Town Council.

Clerk

Cllr. Gryce formally proposed that a letter be sent to St Edmundsbury Borough Council. Approved unanimously.

Cllr. Bishop referred to a report from the Clerk that summarised the concerns that have arisen regarding the planning application process and made the following points:

- Clare TC is NOT the planning authority and is not responsible for notifying parishioners of planning applications - this is the responsibility of St Edmundsbury Borough Council.
- If objections are sent to St Eds and posted on their website in good time, the TC would have access to objections.
- In response to a suggestion that Clare Town Council consult directly with parishioners affected by planning application, it would not be feasible to make this commitment because it would involve a great deal of additional time and effort and could not be guaranteed. A more workable alternative is to do what we can to make parishioners aware of the planning process.

This could be done via Chevron and the website.

Cllr. Bishop proposed that a letter be sent to the planning authority. with a copy to the Cabinet Member for Planning, formally raising concerns in terms of:

1. Unreasonably short deadline for responses
2. Insufficient information being sent as a hard copy to the Town Council as a statutory consultee, or put on the website in good time
3. Clarification of timings for notifying other statutory consultees and notices being put up by St Eds to notify neighbours of an application.
4. A request for a meeting with Planning officers to understand what they expect from a Parish/Town council response and clarification of the process.

Agreed unanimously.

**17 To receive recommendations from Town Council Committees and Working Parties for decisions required**

No decisions required.

**18 To receive a proposal for the location of a new bus shelter**

Councillors agreed that the most suitable location of the three suggested for a new bus shelter would be the current bus stop at entrance to the Granary/Westfield. Further details of the design of the shelter will be provided in the near future.

Cllr. Gryce

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

To approve revised standing orders to refer to the Planning Working Party.  
21<sup>st</sup> May – Location of new bus shelter

**20 To approve staff holiday pay – to be taken *in camera***

**21 To confirm the date of the next meetings as Thursday 18<sup>th</sup> June 2015**

Confirmed.

The meeting closed at 9.10pm

## **Attachment to minutes – Item 5 – Police Report**

Please see the below crime report for Clare between 29/04/15 and 19/05/15:

- Criminal Damage to 2no. swimming signs and a wooden fence in Clare Country Park which happened between the 06/05/15 and the 09/05/15.
- Theft from an insecure motor vehicle where a camera and a handbag were removed, this happened between 12.30 and 13.30 on 17/05/15.

There are no other crimes of note in the local area but we would like to remind residents to please report any suspicious vehicles/persons in and around the village so we can check them out and obtain their details.

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## **Attachment to minutes – Item 7, County Councillor's report**

I apologise for not being with you. We are nearing the end of the annual parish meeting season and I have 4 to attend this evening. There are 24 parishes in the Clare Division so I much appreciate councils such as CTC which hold their annual meetings in April.

### HGVs

I have not yet had the analysis of the lorry survey on 13/14 April but will forward it to the clerk when I get it.

I met National Grid officers last month with a team from SCC, St Eds and Cllrs Gryce and Godwin to discuss the plans for informing local residents and businesses about proposed closure of Cavendish Road for the gas main to be disrupted. National Grid is holding a public meeting on June 2 at 7pm in Clare Town Hall

It is clear that the works on Cavendish Road and Church Street will have an impact on parking in Clare. Parking will have to be banned along both roads. I hope CTC will lobby the Country Park to waive parking fees during this period.

SCC has approached Essex County Council to apply to divert traffic across some routes in Essex but have had not positive response. I have taken this up with the lead councillor for highways in Essex too – but again without success. I am forwarding the issue to the new cabinet member for highways for his help.

You will be aware that one of the reasons SCC highways is against a TRO through Clare is the fear that much heavy traffic will use even more unsuitable minor roads rather than sticking to the A road network. I am contacting parish councils in the area to ask them to monitor traffic flows during the roadworks so that we can see if these fears are correct or not.

### Street Light Westfield

I got our lighting team to resolve an issue re the locating of a new street light at Westfield – it is on stretch of road leading to the new Hastoe development and was proposed to be placed right next to a residents' gateway blocking the view from the front door. I arranged for the light to be moved a few yards. I advise you of this, to suggest in future when planning applications for new developments come before you, that at that time could you ask for details of the positioning of lighting. I believe these sorts of details are not always given clearly at the planning stage. The residents were terribly upset when the first moves were made to install the light and this could have been avoided if everyone had seen, discussed and advised on the best location at the outset.

### Vehicle Activated Signs

I have arranged a workshop on VAS at Hargrave village hall for next Thursday 28 May at 7.30pm when we will have a presentation from Hargrave which now has a machine, as well as from the manufacturers Westcotec.

### Trees – Snow Hill

I know some residents have expressed concern about the trees that have been cut down by SCC's tree contractors on Snow Hill. I am advised that these trees were scrub that had grown up on the bank above the road. They were not specimen trees that had been sited and planted with any thought or care. We were called in by local householders who were worried that in high winds these trees could fall across their gardens. Our inspector took the view they were not stable on the bank and could fall indeed on private property or on the highway.

In the re-organisation of positions at SCC, I am taking over the chairmanship of the scrutiny committee.

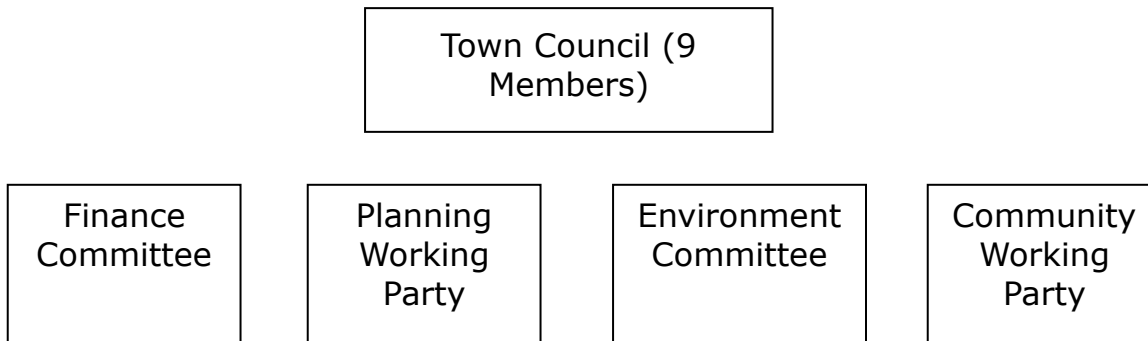
Mary Evans, Clare Division, Suffolk County Council

## Attachment to minutes – Item 9, Structure of Town Council

Report author: Cllr. Bishop

Date: 21/05/2015

It is proposed that the structure of the Council for the next municipal year is as follows:



The full Town Council, Finance and Environment Committee meetings will continue to meet on a monthly basis. The Community Working Party will continue to meet on an adhoc basis but making reports as necessary to each Town Council meeting.

It is proposed that we have a Planning Working Party rather than a Committee. It is hoped that this change will enable greater flexibility in considering planning applications and assist the Town Council in meeting the deadlines imposed by St. Edmundsbury (the planning authority).

The tasks of the working party will be to

- *Liaison with the Clerk to decide if we need to ask for an extension, especially for any contentious applications.*
- *Thorough checking of site plans.*
- *Reading all background papers and matching application to elements of the policy documents.*
- *Undertaking site visits*
- *Checking for possible objections to applications on the St. Edmundsbury website .*
- *Through the Clerk, contacting the planning authority to check the involvement of other stakeholders such as English Heritage or SCC Highways. etc.*
- *Briefing all councillors prior to the town council meeting – suggest 30 to 45 mins needed for this.*
- *Drafting the full response for the Clerk to send to planning after decision made.*

It is further proposed that all highways matters are dealt with by the full town council as has been the practice for the last year. The benefits of this approach in dealing with highways matters in this way it that it recognises the importance of them to parishioners and also allows our County Councillor to be involved in discussions.

**Attachment to minutes – Item 10 – Election of Committees and Representatives**

	<b>Paul Bishop (Chair)</b>	<b>Margaret Godwin</b>	<b>Phil Gryce</b>	<b>Steve Kimminau</b>	<b>Gayle Mallows</b>
<b>Town Council Committee/ Working Group roles</b>	Community Environment Finance	Community Finance Planning	Community Environment Planning	Community Finance	Environment Finance Planning
<b>Town Council Representative</b>	Press Officer SALC	Clare Business Association	Ancient House Museum  Emergency Planning		CPFA
<b>Other Community Roles</b>		Emergency Planning  STOC member	Town Recorder  Friends of Clare Library		
	<b>Chris Marchant</b>	<b>Alan Parsley</b>	<b>Loveday Perceval- Maxwell</b>	<b>Bob Verguson</b>	
<b>Town Council Committee/ Working Group roles</b>	Planning	Finance	Community Environment Planning	Community Environment	
<b>Town Council Representative</b>					
<b>Other Community Roles</b>	CHOC	CLASP			



## Attachment to minutes, item 13, Clerk's Report – May 2015

### Information:

Overgrown hedge on pavement on Highfields side of Cavendish Road – it is the responsibility of Haverbury – I have requested that they ensure it is included on a regular schedule as I have to request it be dealt with every year.

Public Meeting, Clare Town Hall on 2<sup>nd</sup> June re Cavendish Road closure for replacement of gas mains. Hosted by National Grid.

The Police & Crime Commissioner will be attending the next Town Council meeting to provide an update on plans for the Police office.

All Councillors are invited to a site tour following completion of building works at Aragon Court (Hastoe Housing Association site) on 29<sup>th</sup> May.

### St Edmundsbury Borough Council Planning decisions

DC/15/0272/HH – 2 Poslingford Corner – Single storey rear extension – Application approved

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

DC/15/0472/HH - Penrhyn, Bridewell Street Removal of garage doors and replacement with 2 no. windows to form a Granny Annexe - Application approved

DC/15/0623/HH – 15 Clarence Road – Garage conversion – Application withdrawn

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

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

Bob Verguson	Query on procedure for Finance Committee meeting after 7 <sup>th</sup> May. <b>See item 15 of these minutes.</b>
Olive Smith	Request for consideration as lay member for Environment Committee. <b>Confirmed.</b>
CHOC	Request for CHOC leaflet to be included in delivery with the next Chevron. <b>Cllr. Mallows will make arrangements for delivery and costs to be shared between CHOC and Chevron.</b>
Magna Carta in Clare Committee	Invitation to Councillors to be a part of the procession that will precede the opening of the Magna Carta Festival on Saturday 13th June 2015. <b>Confirmed that a Town Councillor will be in attendance to make the presentation.</b>
Clare Business Association	Request for TC rep to join CBA <b>Cllr. Godwin was nominated and accepted the role.</b> Concerns re Gas mains Road closure <b>The Clerk will respond that Councillors will be attending the public meeting and Cllr. Bishop will discuss the concerns with the Chair of the CBA.</b>
Magna Carta Committee	Malting Lane road closure for Magna Carta event. <b>Draft letter approved. Clerk to send.</b>
Stephen Kimminau	Clare country park refurbishment tender - no local contractors Clare country park listed building repair & conservation contract Country park best deal strategy - minutes of 17 November 2011 Country park financial facts - council meeting of 16 April 2015 <b>Information awaited from third parties.</b>
Clare Combined Charities	Request approval of appointment of Trustees. <b>Approved.</b>
Olive Smith	Tree in memory of Leslie Warmington <b>Approved, Environment Committee to arrange.</b>
John Collecott	Ashen Road bridge (painting) <b>CTC cannot commit any budget to this, refer to County Councillor and Borough Councillor.</b>
Clare Library	Consultation survey to change opening hours – request for insertion into Chevron <b>Cllr. Mallows to include in Chevron to be printed next week.</b>
Clare Parishioner	Concerns re tree work on Snow Hill. <b>Clerk has referred to Suffolk County Council and awaits a response.</b>

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

Isobel Wright, Hastoe Housing	Notification of vacant affordable housing in Clare
Suffolk Housing	Notification of placement of Clare resident into affordable housing in Clare
Derek Blake	Notification of requirement for TC rep for Ancient House Museum Trustee
Clare Castle Country Park	Copy of business plan
CHOC	Annual Report
Mr Andrews	Tree works to Snow Hill
Chilton Street Resident	Speeding in Chilton Street
A Pugh and S Kimminau	Environment: Public Space Protection Orders
S Kimminau	Recent letters
Mary Evans	Street lights at Westfield
Emergency Planning Group	Suffolk Community Emergency Planning Newsletter
Suffolk County Council	Water main works, Market Hill, Wednesday 20 <sup>th</sup> May
PA to Tim Passmore, PCC	Confirmation of attendance at the June TC meeting
Clare Primary School/SCC/Police	Parking in Erbury Place at school drop-off and pick-up times
Network Assurance (SCC)	Green verge From Ashen Road To Stour House Entrance – damage by BT.

**Attachment to minutes – Item 16b, Planning Applications DC/15/0454/FUL & DC/15/0455/HH**

CTC has been requested by Gemma Pannell, Senior Planning Officer at SEBC to provide further background to our earlier decision to support these applications.

Clare Town Council has always tried to avoid the requirements of conservation leading to the development of “Clare in Aspic”. The Council has developed an approach that seeks to showcase the best that the Clare Conservation Area has to offer by welcoming creative design and use of modern materials so long as the spirit of conservation is respected. We believe that we achieved this successfully by rejecting the initial applications for the Land East of the Granary development. Although only on the edge of the Conservation Area the finished houses sit well with much older and listed buildings along Nethergate Street.

A Pre-application Presentation from PlanSurv re. The White House was item 4(a) on the Agenda of Clare Town Council Planning Committee Agenda of 13<sup>th</sup> November 2014.

This presentation was made by Michael Hendry (PlanSurv) with Lee Frere (JAP Architects) and Mr and Mrs Daniels of the White House. It was noted that prior to submitting a request for pre-application advice, the applicants would be consulting with the Borough Council, Clare Town Council and the Clare Society. Details are included in the minutes of that meeting.

Applications DC/15/0454/FUL and DC/15/0455/HH were item 7(a) on the Clare Town Council Planning Committee Agenda of 18<sup>th</sup> March 2015.

A presentation was made by PlanSurv, Lee Frere and Mr and Mrs Daniels. There were no objections raised by members of the public at that meeting, there were no objections recorded on the West Suffolk Planning website online, however there was a letter of support.

At this meeting we questioned in particular the widening of the access and width of the gates and were advised that both were necessary to comply with the access and visibility splays as advised by SCC Highways. On the dates of our meetings, there were no documents from SCC Highways available online to contradict this.

It was considered that the application might be contentious and it was therefore included as Item 13(a) on the Clare Town Council Agenda of 19<sup>th</sup> March 2015.

This meeting was again attended by the Agent, Architect and Mr and Mrs Daniels. There were no comments or objections from parishioners in Clare, and on the SEBC Planning website there were no objections and one letter of support.

Pre-application advice had been sought from SEBC in December 2014. The Town Council therefore considered this application within the Joint Development Management Policies adopted by West Suffolk Council in February 2015.

It was considered that the application complied with:  
Policy DM1: Presumption in Favour of Sustainable Development,  
Policy DM6: Flooding and Sustainable Drainage,  
Policy DM15: Listed Buildings and  
Policy DM17: Conservation Areas.

In particular we noted that the proposed building is set in a sensitive location, lying on Nethergate Street which contains a complex of listed buildings and others, of varying date and quality. It is discreet and unpretentious, neither a pastiche of existing houses nor a modern intrusion. It is shielded from most views by a high wall and by a screen of well-established beech trees on the public sward. The committee took into account that objections on the grounds of an alteration of privacy and/or outlook might be forthcoming. To the west lies a

meadow area open in view from the street to the New Cut of the Stour itself, kept as such by covenant; this area will be unaffected by the proposal.

The building is designed to include facilities and ease of use for a disabled person.

(The previous application E/99/1445: Alteration to boundary wall to provide enlarged opening was approved by SEBC despite objections from the then Clare Parish Council but no documentation is available online to explain this decision).

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