

**Minutes of the Town Council meeting held in The Old School Community Centre
at 7.00 p.m. on Thursday 18 June 2015**

Present: Cllrs. Paul Bishop, Margaret Godwin, Phil Gryce, Stephen Kimminau,
Gayle Mallows, Chris Marchant, Alan Parsley, Loveday Perceval-Maxwell,
County Councillor Mary Evans, Borough Councillor Alaric Pugh,
Maureen Smith, RFO, 6 members of the public

1 Apologies for absence – Cllr. Bob Verguson sent his apologies due to being on holiday
Councillors unanimously approved the acceptance of the apologies.

2 To receive declarations of members' interests and consider requests for dispensation
Cllr. Parsley declared a non-pecuniary interest in item 11 ii) Clare Christmas Lights

Section of the meeting open to the public:

3 To receive an update from Tim Passmore, Police & Crime Commissioner, regarding Clare Police Station

Suffolk's Police and Crime Commissioner Tim Passmore and Temporary Chief Constable Gareth Wilson presented an update on the changes to the St Edmundsbury Rural South Safer Neighbourhood Team (SNT) base in Clare:

New arrangements for the SNT, which comprises a sergeant, two police officers, three PCSOs and a Special Constable, were required after the lease on the existing building in Harp Lane expired. From Tuesday 14th July normal patrols for the SNT officers and response officers will continue exactly the same in Clare and the surrounding villages, but instead of working from the Harp Lane base, the SNT will stage a drop-in session at Clare Fire Station every Tuesday from 10am until midday.

Tim Passmore said, "Earlier this year I attended the town council meeting with Gareth Wilson and I pledged to find a solution and are pleased, with the support of Suffolk Fire and Rescue we will be able to keep a policing base in the town. I'm sure everyone will agree that enabling the SNT to use the Fire Station is a practical and value for money solution". He added, "Regardless of where the officers are based, I can assure residents of Clare and the surrounding area that the Constabulary will maintain its local police presence at the existing levels for the foreseeable future in spite of the reductions in posts at county policing command, and that they will see no change in the policing services they currently receive."

Mr Wilson said, "We are very grateful to the support of our colleagues in the Fire Service in this issue. This is another excellent example of public services working together to provide the very best service possible to the people of Suffolk. Work is now underway as part of the Suffolk Local Policing Review to identify how we can re-design policing across the county to be the most efficient we can, whilst protecting our high levels of service."

In addition to the weekly drop-in session a police phone point is being set up on the wall at Clare Fire Station so that anyone without a phone/mobile can contact their SNT at other times.

Cllr. Kimminau asked about the arrangements for the drop-in session on 13th July. Mr Passmore responded that the session is intended to ensure that parishioners are aware of the new arrangements and it is hoped that the community will share information with the police team so that they are aware of the issues that matter to the people of Clare and the surrounding villages.

A member of the public asked if resources are available to deliver some guidance on online safety. Mr Wilson responded that education is the most vital part of prevention and there are a number of websites such as Action Fraud and Cybersmart but that the best point of contact is through the Safer Neighbourhood Team by calling 101.

Cllr. Godwin asked if the change in office will impact on the number of police in Clare or the promise made by Inspector Ferrie that cover of Clare and the surrounding villages would not be affected. Mr Wilson responded that there will be a requirement to 'flex' the staff and to deploy

staff to incident requiring higher numbers of staff if necessary but that he did not foresee this happening on a frequent basis.

4 Police Report – Apologies were received and a report was sent in advance (see attached).

5 Public Participation –

A member of the public asked if the council would consider making the public aware of planning applications that are significant. Cllr. Mallows responded that Clare Town Council is not the planning authority; it is St Edmundsbury Borough Council's responsibility to consult with those affected by a particular planning application. The reference and a brief summary of each planning application to be considered by the Town Council as a statutory consultee is listed on the meeting agenda which is posted in Pashlers Alley. For larger applications such as the recent Charles Church development, where a number of houses are proposed, the consultation period is much longer and there is much more consultation, notice etc.

Cllr. Bishop added that the detail given on the agenda provides sufficient information for parishioners to establish whether it is an application that is significant to them.

Cllr. Gryce explained that every application receives the same amount of attention and that he believed it would be inappropriate to underline one over another.

6 County Councillor's Report – See attached report. Cllr. Evans summarised the substantial changes recently made to the arrangements for the road closure by National Grid for works to gas mains in Cavendish Road:

The length of the road closure has been reduced to 4 weeks. Works will begin on 13th July with traffic lights allowing vehicles to pass through. The road will be fully closed from 18th July. A temporary bus timetable will be available. A compensation scheme is in place.

7 Borough Councillor's Report – See attached report. Cllr. Pugh reported that he has accepted an additional role as Chair of Sustainable Development.

Cllr. Bishop reported that he had spoken to the Youth Worker staffing the One Stop Bus and understood there was some difficulty making contact with the young people and that there were very few resources for the young people to use. Cllr. Bishop asked if Cllr. Pugh could obtain more information as to whether Clare Town Council could assist financially to improve resources available.

Cllr. Pugh

End of public section of meeting

8 To approve minutes of the previous meeting held on 21st May 2015

The minutes were approved unanimously.

9 To receive an update on actions from the previous meeting

The Clerk reported that all actions were complete.

10 To receive the Clerk's Report for members' information – see attached report.

11 Finance

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

ii) Decisions required:

a) To consider a recommendation for reimbursement in the sum of £43.83 to Clare Christmas Lights Committee for the pro rata payment of Public Liability Insurance for the period to August 2015. Cllr. Godwin proposed the approval of this recommendation. Approved unanimously.

RFO

b) To approve the recommendation of the Public Liability Insurance report. The report was approved unanimously and it was agreed that in order to finalise arrangements, a clear definition of 'direction and control' was required. The RFO will request clarification from the insurers. It was noted that due to the timescales for insurance arrangements for swimming at Stour Valley School in the summer holidays, the swimming club had arranged insurance cover. It was agreed that a final decision on public liability insurance cover for community groups must be agreed at the next Town Council meeting.

- c) To approve the annual return. The annual return was approved unanimously and signed by the Chairman and the Town Clerk.

12 To consider items of correspondence for decision/response - see attached report.

13 Planning

Cllr. Mallows reiterated that Clare Town Council is not the planning authority, but a statutory consultee. St Edmundsbury Borough Council is the planning authority, bound by planning policies and has tight timescales within which to consult and make decisions. Consequently, Clare Town Council have tight timescales to consider, make decisions and respond on planning applications. As part of this process, Councillors review the documents provided in advance of the Town Council meeting and review information on the St Edmundsbury website.

a) DC/15/0333/ADV – Land East of the Granary – Retention of 2no non-illuminated flag signs and 3no non-illuminated hoarding signs

Cllr. Mallows recommended that the Town Council object to this application because it does not comply with Policies DM15, DM17 or DM30. Agreed unanimously.

b) DC/15/0883/HH and 0963/LB – 15 Market Hill – Reinstate 9 metres 25cms of collapsed Victorian brick wall rear of property and insertion of white wooden picket gate into proposed wall.

Cllr. Mallows recommended that the Town Council support the approval of this application because there is clear justification for the works and it complies with Policy DM15 (e) and (g). Agreed unanimously.

c) DC/15/1003/TCA – Norfolks, 29 Callis Street – Removal of 5no Robinia trees and replacement with 2no trees

Cllr. Mallows recommended that the Town Council support the approval of this application. Agreed unanimously.

d) DC/15/0857/LB – Saddlers Cottage, Well Lane – Replace south facing catslide roof with slate tiles, remove asbestos from kitchen roof and reslate, insert rooflight into kitchen roof

Cllr. Mallows recommended that the Town Council support the approval of this application because there is clear justification for the works and it complies with Policy DM15. Agreed unanimously.

e) DC/15/1032/LB – 13 Church Street – Proposed Garden Room to rear and removal of window in Dining Room

Cllr. Mallows recommended that the Town Council support the approval of this application. Cllr. Bishop abstained from voting on the premise that he believed there was insufficient information provided. 8 Councillors voted in favour.

f) DC/15/1132/TCA – 28 Bridewell Street – Removal of 1no. Rowan tree

Cllr. Mallows recommended that the Town Council support the approval of this application. Agreed unanimously.

g) DC/15/1136/TCA – 33 Cavendish Road – Reduce size of 1no silver Birch

Cllr. Mallows recommended that the Town Council support the approval of this application. Agreed unanimously.

h) DC/15/1058/FUL – Stour Valley Community School – Installation of 2no double temporary classroom units on existing playground area to rear of school.

Cllr. Mallows recommended that the Town Council support the approval of this application. Agreed unanimously.

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

Cllr. Gryce reported a concern that trees on the Callis Street greensward are overhanging the road and required reduction as soon as possible. He proposed that a quote be obtained and circulated for approval on email so that the work can be carried out urgently. Approved unanimously.

Cllr. Perceval-Maxwell requested agreement with the recommendation that the Town Council instigate the relocation of the defibrillator (currently stored in the library) be relocated to the Co-op as the working hours of the Co-op allow greater accessibility. Agree unanimously.

15 To receive an update on Vehicle Activated Signs

Cllr. Godwin presented the report (see attached). Cllr. Kimminau asked for clarification that the volunteers are required only to detach, move and re-attach the signs and that the role does not

involve the same tasks as the Speedwatch initiative. This was confirmed and Cllr. Kimminau stated that he would be willing to volunteer and believed that if the role was clarified, other would be more willing to volunteer.

Cllr. Evans explained that as Suffolk County Council are involved and understand that volunteers may be required to stand on the highway in order to attach and remove the signs, health and safety is of utmost importance. The data collected by the signs will be used by the police to collect the times when most speeding take place so that they might schedule speed monitoring more effectively.

Cllr. Godwin proposed the approval of expenditure of £2,900 to purchase the equipment and in addition a spare battery pack. Agreed unanimously. This expenditure should be reimbursed in the form of Section 106 money from the Charles Church development, which Clare Town Council will claim.

RFO

16 To approve revised standing orders

The Clerk reported that she had obtained confirmation from SALC and LCPAS that it is not necessary to name committees and sub-committees or Working Groups in Standing Orders.

It was recommended that the terms of reference of each committee/working group be reviewed and update where necessary for Town Council approval.

The Clerk reported having received advice regarding working group meetings (which are not open to the press or public) and recommended the amendment of the exclusion notice in the standing orders to make it clear that the press and public do NOT have the right to attend informal meetings (including working parties). This also means that there is no right to record or film during these meetings (although the advice is that there is no need to state this in standing orders). The Clerk therefore recommended the approval of the amendment of point c of the exclusion notice on page 3 of the standing orders to state:

Town Council and Committee Meetings (but not sub-Committees or Working Group meetings) shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

17 To receive agenda items for next meeting

To approve a recommendation following review of the Public Liability Insurance Report.

To consider planning applications.

To receive an update on the One Stop Youth Bus.

To receive items for inclusion in the next issue of Chevron.

18 To confirm the date of the next meeting as Thursday 23rd July 2015

Confirmed.

The meeting closed at 8.50pm

Attachment to minutes – Item 3 – Police Report

Please see the below crime report for Clare between 21/05/15 and 18/06/15:

- X2 Common Assaults
- Criminal Damage to a Town Council sign in Pashlers Alley which happened between the 18/05/15 and the 30/05/15.

There are no other crimes in Clare for the above period and there are no trending crimes in the surrounding area.

If I could also please remind everybody in Clare that the limited parking bays on Market Hill and in the High street and for visitors and more patrols will be carried out and tickets issued for people parking longer than the time allows. On the High street it is one hour and no return within 2 hours and on Market Hill it is 2 hours and no return within 4.

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

HIGHWAYS

Gas Main replacement Cavendish Road/Church Street

You don't need me to tell you that the public meeting on 2 June was a shambles. I apologise for not being with you on the night; my train was 3 hours late. However, I arrived in Clare in time to meet the 3 SCC officers who had attended and to begin working on a rescue plan to ensure the public are fully and properly informed.

Last week I chaired a productive meeting attended by Cllr Alaric Pugh, senior National Grid managers, SCC staff including senior highways and passengers/school transport officers.

As a result

- On Tuesday 23 June there will be an information drop in session at Clare Town Hall for local residents/businesses - from 10am-5pm- with senior National Grid management present to explain its proposals more clearly and fully
- A second public meeting will be held on Tuesday 23 June 7pm-8.30pm at Clare Town Hall, again with senior National Grid management present to explain what is happening and respond to the concerns and queries of local people and businesses. These events are being advertised in the local press and flyers and posters are being distributed.
- The design of the scheme has been changed; two teams will be working extended hours enabling National Grid to cut the length of time the A1092 is shut to about 4 weeks – the whole project is still expected to take 7 weeks
- Start of the works, as previously announced, will be on Monday 13 July but they will operate until Saturday 18 July with traffic lights so as to avoid disrupting the school transport to and from Stour Valley.
- The following diversion route will be in place: A1092 towards Long Melford, A134 towards Bury St Edmunds, A1302, A143 towards Haverhill, A1017, and then the A1092 towards Clare.
- Signage will start as far out as Bury St Edmunds
- To prevent HGVs from entering the town, electronic variable message signs will be stationed at key points in the Clare area, warning of the road closure and diversion, and there will be communication with major haulage companies known to use Cavendish Road
- During the busiest traffic hours a gateman will be posted either end of the A1092 to advise all traffic of the road closure/diversions and to advise especially HGV drivers of the unsuitability of local lanes for heavy traffic.
- Local lanes will be signed as unsuitable for HGVs.
- Our local West Area Highways Inspection will check local lanes before the start of the project and at the end so any consequent damage can be identified and repaired.
- SCC will have staff monitoring the works and the local road network so any problems can be dealt with promptly
- During the road closure local buses between Sudbury and Clare, also, Haverhill and Clare will be running on a split service. Dropping off on Market Hill with a second bus picking up from Stour Valley Community School. For information around these services please go to www.suffolkonboard.com. Pedestrian access to Cavendish Road will be maintained at all times.
- National Grid stresses that at any one time only a short section of Cavendish Road will be shut and they will work closely with the local residents to ensure disruption is minimised. Members of the team on site will help with deliveries/putting out wheelie bins etc. Each resident/business along the closure route is to be visited and asked about what help they might need
- Plans are now in place to allow Emergency Service access into Cavendish Road while the road closure is underway
- As is normal with any road closure, the emergency services have been advised so they can plan accordingly
- Signage will stress that the town is open for business as usual.

- Diversion via Essex roads has not been possible but we will be using Essex roads as a strategic route should there be an incident within the Suffolk diversion route Roadworks are starting on June 29 to patch and surface dress the road from Chilton Street through Hundon to the A143. This has been set a finish time of 10 July. If it is not completed by then, work will stop to resume in September after the completion of the gas main renewal.

HGVs

I have had the analysis of the lorry survey. I am seeking a meeting to discuss the findings with the highways team. The video camera traffic survey was carried out between Clare and Felixstowe on 13 and 14 April 2015. The cameras were positioned as the plans in the report. The report comprises two excel spreadsheets, each with tabs for information, plan, eastbound and westbound traffic flows. Any number plates that were recorded at two or more of the camera locations are included in the report.

The vehicles are classified as 'light' or 'heavy'. (Light vehicles are up to and including transit van sized vehicles; heavy vehicles are larger than a transit van and therefore likely to include most delivery vans; heavy does **not** mean HGV only).

VAS

We recently held a very useful meeting at Hargrave Village Hall to see the VAS machines in situ and working. I trust the CTC will soon be able to order and install its own VAS.

Ashen Bridge

I have looked into the issue of re-painting Ashen Bridge which CTC referred to Cllr Pugh and me at its recent meeting. As you aware, this bridge is of cast iron construction and does not require a coating system to protect it and any paint is purely cosmetic in this case. SCC budget and resources for maintenance have been reduced considerably in recent years and we have had to make savings in areas such as cosmetic painting. The county council has around 3000 structures in the county to maintain so I am sure you can appreciate that we have to prioritise our maintenance works. All of our structures are part of a routine schedule of inspection and any defects identified are tackled. The last inspection carried out on this structure was 16th March 2015.

I am aware there has been an offer to carry out the painting of the bridge with local volunteers. However, the major issue here is the location of the bridge. A road closure would be required due to road width and full scaffolding would be necessary to protect the watercourse from contamination. The Environment Agency is very strict about protecting the water course – and rightly so – if such a project took place the people involved would need to be fully insured and would need to work closely with the EA.

To provide a durable finish the existing paint would need to be removed by grit blasting, before application of an appropriate paint system. A less robust paint system would still require the same level of access and protection and this is where the bulk of the costs are. SCC previously discussed this matter with Clare Town Council and an estimate of approximately £70,000 was provided in 2013 to undertake these works.

Obviously volunteers would be cheaper than SCC contractors but the scaffolding and road closure would run to tens of thousands. My highways budget, until recently entitled quality of life budget, is £8,000 a year to cover projects designed to improve the quality of life of residents of Clare division across 24 communities.

I will if you wish, ask for estimates for the road closure, scaffolding, materials, grit blasting so we know exactly what we are talking about here but I cannot commit anything but a token grant towards such a project.

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, 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 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@stedsbcc.gov.uk

1. Training undertaken since last report
 - Licensing
 - New procedures
 - IT
2. Civic events/business
 - Mayormaking
 - Clare Magna Carta Parade
3. Meetings attended (excluding Majority Group meetings)
 - Cabinet Planning
 - Joint Cabinet Planning
 - 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
 - Overview and Scrutiny re Bury Xmas Market
 - Joint Transport Portfolio Holders (SCC)
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:
 - None
6. Current Clare issues involvement/resident requests to take forward:
 - planning items
 - Locality budget items
 - Police/Fire station Suffolk-wide estates consultation

More generally:

I am/have recently been also involved in:

- The GAS MAIN - please see Mary's report for details, I am still pursuing issues relating to rat runs and the police and business support compensation issues
- I hope to bring the new locality officer to visit shortly
- I am already receiving Locality budget requests
- I am discussing the Ashen Bridge repair issue with Mary Evans
- 3. I am following the Haverhill Gymnastics Club planning application closely as it is of great interest to some Clare residents

8. NEWS:

- There have been some substantial changes to licensing laws that could positively affect events organisers - I am trying to get this info widely disseminated including a briefing for Town Clerks
- apparently national new wind turbine subsidies are to end next year
- Fix my street and report it websites are being launched by Suffolk local authorities and should make it easier to report stuff

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Attachment to minutes – Item 10, Clerk’s Report – June 2015

Information:

National Grid will hold another public meeting on Tuesday 23rd June in Clare Town Hall at 7pm until 8.30pm. There will also be a ‘customer drop-in session’ from 10am to 5pm.

I received a complaint from Clare Primary School that they had not been included in the consultation and communication regarding the closure of Cavendish Road. I sent an email to National Grid and asked Mary Evans to forward it to the relevant parties at Suffolk County Council.

A brief commemoration will take place at 11am on Friday 19th June 2015 at the War Memorial. A wreath will be laid on behalf of Clare Town Council to mark the 100th anniversary of each of the Clare men who died in World War 1. The first to fall was **Herbert Pask**.

The Parish Church bells will be rung half-muffled at 6pm as a further commemoration.

This brought to my attention the existence of the Clare Commemorates World War One Committee.

St Edmundsbury Borough Council Planning decisions

DC/15/0454/FUL – Land adjacent The White House, Nethergate Street –(i) Proposed new dwelling (ii) Covered parking (iii) Vehicular access (including widening the gap in the boundary wall) (iiii) associated infrastructure - Application refused

DC/15/0455/LB - Land adjacent The White House, Nethergate Street Partial demolition of boundary wall to widen existing gap to create vehicular access – Application refused

CLARE TOWN COUNCIL

REPORT TO FINANCE COMMITTEE

SUBJECT: PUBLIC LIABILITY INSURANCE

DATE: 9th JUNE 2015

REPORT AUTHOR: Mo Smith, RFO & Paul Bishop, Chair of CTC

Introduction

At the Town Council meeting of 21st May 2015 concerns were raised about the insurance position of the Clare Christmas Lights Committee. The Chair asked for the Finance Committee to undertake a thorough review of the council's public liability insurance and how it currently relates to affected community groups.

The Responsible Finance Office has listed our current assets alongside their relevant insurance cover. (Appendix 1) also attached is the current CTC insurance schedule from Suffolk ACRE Insurance (Appendix 2).

Public Liability and Employer Liability Insurance.

CTC has public liability insurance cover up to £6 million and employee liability insurance cover up to £10 million which is standard for an organisation of this size. Suffolk Acre have suggested that the council increases its public liability cover to £10 million. As part of this review it has become clear that a number of insurance issues need to be addressed by CTC.

Clare in Bloom

Currently Clare in Bloom is covered for public liability as an extension of the Town Council's policy. The additional premium of £25.20 each year is paid for by Clare in Bloom.

Clare in Bloom approached CTC in 2013, advising that they had previously been covered by a specialist policy through the RHS and this was no longer available.

Clare in Bloom suggested CTC be responsible for the 'in bloom' and be responsible for risk assessments and purchasing of the flowers etc. The decision was made that CTC Public Liability policy was extended for an additional premium instead of Clare in Bloom taking out a separate public liability policy.

In 2014 CTC received a request from Clare in Bloom to ask if we could do "the usual" and arrange public liability insurance for them. The Insurance Broker was approached and cover was arranged in the usual way. CTC has always received a 'Risk Assessment' from Clare in Bloom.

Clare Swimming Club

Currently Clare Swimming Club is covered for public liability as an extension of the Town Council Policy. The additional premium of £79.40 each year is paid for by Clare Swimming Club.

Paperwork relating to this extension dates back to 2010.

Clare Swimming Club provides CTC with extensive paperwork for this cover which has to be underwritten. CTC therefore receive copies of the Hire Agreement between SVCS and The Swimming Club, a six page Swimming Pool Procedure and eight page emergency action plan.

A decision regarding Clare Swimming Club is urgent as they requested that CTC arrange their public liability insurance for this summer.

Clare Christmas Lights Committee

The Clare Christmas Lights Switch-On event, which includes the lights and the tree, it appears has been covered on the CTC Public Liability Policy for many years. The previous organising committee has been contacted and confirmed that CTC covered public liability insurance for the event back to 2007. Unlike the other two groups above there was no extra premium paid or charged.

The Christmas Lights Committee supplied CTC with the risk assessments and met with the Clerk every year. The Clerk applied for the road closure approval and informed the insurers of the date etc. The insurers accepted this arrangement as long as there was no use of fireworks. It is understood that fundraising events were covered by the public liability insurance of the venues they were held at e.g. CHOC and the CPFA.

In 2014, which coincided with the formation of a new Christmas Lights Committee, the Switch-On Event was again covered under the Town Council's public liability insurance. This of course included the lights and the tree.

On 24th April 2015 the Christmas Lights Committee approached CTC to confirm public liability cover for the Summer Fete to be held on 7th June. The insurance broker was contacted on 27th April and chased for a response on the 11th May. The insurance broker's response was that the event could only be covered if CTC was prepared to take responsibility for the event and oversee the risk assessments and health & safety etc.

As this event was clearly not an event overseen by CTC, further advice was taken and a meeting with the Chair of the Lights Committee was arranged. The insurance broker recommended that the Christmas Lights Committee take out their own stand-alone public liability policy. It was suggested that CTC cover the premium for the Summer Fete as the Lights Committee would not have budgeted for the extra expenditure.

Conclusions

Given the answers that CTC gave to the Insurance Broker it has led to questions about the other groups that we have on our policy and the inclusion of the Switch On event itself.

The broker's view is that

'Any committee or group that are acting under the auspices and direction and control of the town council can be covered by the town council's policy. The council would have to accept responsibility for the actions of these volunteers, as ultimately in the event of an incident occurring it would be the Town Council that would be sued for damages, therefore the council would have to show that they had taken all reasonable steps to prevent a loss from occurring and that they had ensured a risk assessment had been carried out.

A completely autonomous group who have their own constitution, bank account etc, but purely receive some funding from the town council should have their own public liability cover, as the council has no control over their activities and therefore can't really be held liable should an incident occur'.

Given the above CTC will need to enter into a dialogue with all the groups in order to decide the best way forward.

CTC will need to determine that it has the capacity and the skills to hand to meet the requirement to direct and control a group's activities. Further discussion with the Insurers must take place to determine what level of CTC control they require for these events.

The groups themselves will have to decide how autonomous they wish to be.

Recommendations

- That CTC increases its public liability cover to £10 million in light of advice from our brokers.
- That CTC cover the cost of the premium for Clare Christmas Lights Committee to insure the Summer Fete of £43.83.
- Immediate discussions take place with the insurance brokers to make arrangements for proper cover for Clare Swimming Club give the closeness of the summer swimming programme.
- The Town Council after consulting with its staff and the insurance brokers decides what level of support it can provide to meet the 'direct and control' requirement from CTC's insurers.
- Representatives of Clare Christmas Lights Committee, Clare in Bloom and Clare Swimming Club are invited to discuss the best way forward for their organisation.
- A final report after discussion with the council and with the relevant groups is put before the Town Council meeting in July 2015.

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Attachment to minutes – Item 12, Correspondence:

Items for action
(all circulated to Town Councillors)

Harry Burgess	Summer Beer Festival <i>Action: Forward to Country Park Trustees. Respond to explain criteria that TC would require for an application for a grant.</i>
Geoffrey Bray	Response to CTC letters sent 30 th April and 2015
CCCP Car park season ticket holder	Complaint at not being able to park in the car park on Saturday 13 th June due to Magna Carta event. <i>Action: Forward to Magna Carta Committee</i>

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

Alaric Pugh	Email regarding public meeting held by National Grid
Geoffrey Bray	Council tax bill for the 'Warden's House'
Peggy Smith	Notice board in Pashlers Alley
St Edmundsbury Borough Council	Mayor and Deputy Mayor for St Edmundsbury
Cllr. A Pugh	Tree Preservation Orders
Families & Communities Officer, West Suffolk	St Edmundsbury Rural Youth Work
Sgt M Gilbert	Perceived vandalism
Alaric Pugh, Mary Evans	Ashen Road bridge – following referral from Clare Town Council
Ron Longland	Blocked drains outside 24 Clarence Road
Martin Fine, NALC via SALC	Advice following ongoing queries.
Keith Haisman	Response to request from CTC for information to reply to letters from S Kimminau.

Attachment to minutes – Item 15 - Vehicle Activated Signs update from Cllr. M Godwin

On May 28th I attended the VAS workshop hosted by Cllr Mary Evans in Hargrave.

Briefly, the previous council was successful in lobbying for additional Section 106 funding from the developers of the new Stoke Road site when we were able to justify the necessity for speed calming measures in the town. We secured an additional £8,000 and it was agreed to investigate the SCC VAS programme.

For ease of reference for new councillors I attach the email which followed my April meeting with Hen Abbott when we discussed potential locations within the parish for the signs. The Town Council needs to agree that the suggested locations would be acceptable, always providing Hen is able to gain the necessary confirmations and advice from SCC Highways re. verges.

Clare is in the fortunate position of having funding available to purchase the sign(s) but so far no volunteers have come forward to form a Speedwatch group despite requests in Chevron and the parish notice boards. I attended an initial meeting in December hosted by our PCSO and a Speedwatch advisor from SCC for potential volunteers and, although there was initial interest from one parishioner, it seems he has been unable to form a group.

Until we have a group of committed volunteers, prepared to undergo the necessary training for the equipment, the TC will be unable to progress to the next step which is the signing of the Memorandum of Understanding. This must be done by the Clerk or the Chair on behalf of the volunteers who will be required to work in teams of two (one to erect the sign and one to spot) and to wear appropriate Hi Viz clothing at all times when working .

Our Insurance Company will require sight of the document as volunteers will need to be insured and the signs themselves insured for loss or theft.

It will be necessary to provide a Volunteers pack to be taken out when working. This to include a map of the locations, a copy of the MoU, First Aid Kit, mobile phone, phone nos. of the co-ordinator and storage keepers and Hi Viz clothing.

Volunteers will also need to be IT literate in order to upload data onto a laptop. It should be noted that SCC Highways will NOT use the data collected.

At the meeting, attendees were able to inspect the sign in situ and the manufacturers (Westcotec of Norfolk) were present to answer all our questions. The Chair of Hargrave PC was able to confirm that the sign had had an impact on speeding through the village.

As a council, we are all aware of the problem of speeding motorists in the town, and we need to decide how we enlist the assistance of the community in tackling that problem.