

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 21<sup>st</sup> January 2016**

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

**1 Apologies for absence** – Cllr Chris Marchant, Cllr. Alaric Pugh

**2 To receive declarations of members' interests and consider requests for dispensation** –  
Cllr. Godwin declared an interest in item 13

*Section of the meeting open to the public:*

**3 Police Report** – No report was provided.

**4 Public Participation**

Suffolk Fire & Rescue Service Area Commander Ian Bowell presented a summary of the Integrated Risk Management Plan for 2015-18. He explained that the objective is to establish the risks facing the county and effectively manage them while reducing costs by about £1m. With regard to changes locally, the proposals in the plan include to remove an on-call fire engine at Bury; at Sudbury to replace one on-call fire engine with a rapid response vehicle and at Ipswich to remove three of the six fire engines.

Cllr. Mallows asked for clarification that on-call firefighters are at the most risk of being reduced. She added that the people of Clare value the local fire crew and would be extremely concerned if they were to be reduced. Mr Bowell responded that on-call firefighters are an integral part of Suffolk Fire and Rescue Service.

Cllr. Gryce asked for clarification on the reference in the plan to the number of false alarm calls (2,412 out of the 4,780 calls in 2014/15 0. Mr Bowell explained that many false alarm calls are triggered by automatic alarms in commercial buildings and therefore the proposal is that a fire crew do not attend some of this type of call unless they receive a second call confirming an incident.

Cllr. Kimminau asked if Mr Bowell was happy that the service would not significantly change given the large number of cuts. Mr Bowell responded that he believes the changes would not dramatically reduce the ability to respond to emergencies and that the approach to the proposed changes are three-pronged: 1. Prevention activities such as design and construction of buildings; 2. Protection and 3. Emergency response.

Cllr. Verguson asked for clarification on the difference between the capabilities of the current and the proposed vehicles to be deployed in Sudbury. Mr Bowell responded that the rapid intervention vehicle carries less water, but there are a number of different sizes of these vehicles and the specification has not yet been decided, but the vehicle will definitely have rescue equipment and breathing apparatus in addition to water carrying.

Cllr. Verguson asked if the approach taken in Sudbury had been reviewed following the recent fire in Friar Street. Mr Bowell stated that the incident was taken into account in the risk management exercise.

Cllr. Bishop asked about the rapid response vehicle and the reduction in size compared to a fire engine. Mr Bowell responded that at the moment they do not know but it would be smaller and carry less water but still be able to carry enough firefighters to deal with an incident, carry some water and deal with traffic incidents. The final decision on its configuration would be made in collaboration with the Sudbury fire crew.

Cllr. Godwin asked if the proposals take into account increasing numbers of new housing.

Mr Bowell confirmed that they do. Although the population and traffic levels have increased over the past five years emergency calls have reduced.

Cllr. Gryce asked how the general public know about the consultation. Mr Bowell replied that an external company has been used to assist with the consultation process and that the preferred method for responses is online.

Gary Brown, Secretary of Clare Community Association introduced himself and said that he would be happy to answer any questions about agenda item 13.

**5 County Councillor's Report** – Report attached.

Cllr. Evans reported that some road repairs to the A1092 on the edge of Glemsford, east of Cavendish, will be undertaken this year. The work couldn't be undertaken last summer when the road was closed in Clare because this section was part of the diversion route. Other roadworks planned for Cavendish will not be on the A1092 so should have no impact on traffic through Clare.

**6 Borough Councillor's Report** – Cllr. Pugh was unable to attend.

*End of public section of meeting*

**7 To approve minutes of previous meeting held on 17<sup>th</sup> December 2015**

The minutes were approved unanimously following the noting of two amendments:

Item 6 (remove 's after Cllr. Bishop), add to item 13 Cllr. Mallows proposed that a letter of thanks be sent to the Trustees as they reach the end of their term. Agreed unanimously.

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

The Clerk reported that all actions were complete.

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

**10 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:

a) Cllr. Godwin reported a recommendation from the Finance Committee to pay £100 to Age UK (Suffolk) under section 137 of LGA 1972 and proposed that the recommendation be approved. Cllr. Verguson proposed the amount be reduced to £50 for reasons of austerity. Cllr. Godwin reminded Councillors that £3,500 had been reserved in the Section 137 budget and only £850 had been spent so far this year. Also, that all such requests are assessed to ensure the organisations carry out work that benefits Clare residents. Cllr. Bishop proposed a vote in favour of a payment of £100. 8 in favour 1 abstained.

**11 To consider items of correspondence for decision/response**

See attachment to minutes

Fire consultation: Cllr. Bishop to draft and circulate a letter for approval to include concerns raised during tonight's meeting and to ask for confirmation that the proposals are based on assessment of need rather than top-driven. Also to include a request to take into account places with particularly high numbers of timber buildings. Letter to be copied to central government and local parish councils.

Following correspondence from and to the PCC, it was proposed to write again to ask some specific questions that have not been answered and to emphasise the bad feeling caused by the lack of meaningful consultation.

It was also agreed to invite the new Chief Constable to the next Town Council meeting.

**Clerk**

GPR survey – following the provision of further information, Cllr. Bishop suggested that if this work was successful it could be advantageous for the town in terms of increased visitors. He proposed the council support this request for the reason of increased tourism under section 144 of the LGA and donate £100 (to be paid only if the survey is actually carried out).

Correspondence with Police & Crime Commissioner – Cllr. Bishop proposed that the council send a letter to the PCC again stating disappointment in the consultation process and asking for a response to the following questions:

1. What are the staffing levels under the new proposals going to be for the SNT and response (rural and Haverhill) teams?
2. What is the position for Inspector cover for Clare/Haverhill/Sudbury area?
3. Will there be dedicated rural SNT cover for Clare and the surrounding area?
4. What will be the nearest (open) police station to Clare?

## 12 Planning

- i) DC/15/2533/TCA – Sigors House, High Street – Fell 1No. Lime tree. Cllr. Gryce recommended that the Town Council make no comment on this application because insufficient information is provided. Agreed unanimously.
- ii) DC/16/0003/TCA – The Spindles, High Street – Fell Sycamore and treat stump. Cllr. Gryce recommended that the Town Council make no comment on this application because insufficient information is provided. Agreed unanimously.

Clerk

## 13 To receive a request from Clare Community Association (CCA) for funding for an event to celebrate the Queen's 90<sup>th</sup> birthday

Cllr. Bishop referred to documents provided in advance of the meeting and asked for comments from Councillors.

Cllr. Parsley expressed concern that the information relating to the expected expenses was vague and that insufficient information on fundraising had been provided. Also that a risk assessment had not been provided.

Cllr. Kimminau stated that he supported the idea of an event to celebrate the Queen's birthday and felt that the event should provide something of lasting benefit to the community rather than just being a street party.

Cllr. Bishop reminded Councillors that at the previous Town Council meeting all Councillors agreed to put aside the money to fund a community event to celebrate the Queen's 90<sup>th</sup> birthday.

Cllr. Mallows commented that she is delighted that the groups have come together and wished to thank them for volunteering. She noted that a community group had arranged a similar event (Magna Carta in Clare) which had been a success for the community and was confident that the proposed event would be similarly successful in bringing the community together. She spoke for the Clare Playing Fields Committee as Chair to wish the CCA well and offer support.

Cllr. Godwin, who is Treasurer of the CCA responded to the concerns raised by stating that the CCA does not currently have any funding behind it, being newly formed, and this will be the first event to be arranged. She explained that the initial expenses would be to pay for items that will need to be booked very soon (waste management fees, marquee hire, printing and advertising, etc). However, the CCA hoped that the money requested would not be required in full because of contacts in the community willing to donate items for now charge. She added that it is hoped that the event will also provide an opportunity for smaller organisations in Clare to be involved in the event and to raise funds for their own organisation.

The Chairman invited members of the CCA present to speak. Mr Brown stated that is the

council supports the proposal the CCA are planning to meet very soon and start making the arrangements for the event. He added that the intention is that some parts of the event will be run by the CCA and any takings will be held for future use for CCA events (and it may be possible to return some or all of the precept funds to the council). Any individual organisations who take part in the event would keep any money they make.

Mr Brown explained that the group wish there to be a legacy from the event and regretted if this was not clear in the report submitted to the council.

With regard to the list of items requiring funding, Mr Brown explained that it was based on the items on the Magna Carta committee's list, as a starting point based on the most recent, successful event in Clare. Mr Brown explained that the plan would be for the CCA members to have a tight hold over the running of the event.

Nikki Terry, Chairperson of the CCA added that the CCA had come together because there had been a lot of call on social media for an event to bring the community together. She stated that she personally has a passion for ensuring there are things for the children of Clare to do and would love to build on the community spirit that clearly exists.

Cllr. Kimminau asked for clarification on the request for decision at this meeting.

Cllr. Bishop stated that the proposal is to agree that the CCA will be permitted to commit the Town Council to the expenditure as already agreed for the Queen's 90<sup>th</sup> birthday event and to make bookings and pay deposits to secure the arrangements required. In short, that the CCA would be the organisation to collect the precepted amount for this event.

Cllr. Gryce added that Mr Brown had made it clear that if there was a profit made, some or all of the precept may be returned, but if there is not a profit made, there is a risk that no money would be returned to the council.

Cllr. Verguson commented that although it was a good idea, a precedent had been set in the past that required organisations to produce a risk assessment in advance of receiving funding.

Cllr. Bishop asked for clarification. Cllr. Verguson stated that he believed it was the Christmas Lights Committee.

It was clarified that the risk assessment for the Christmas Lights was provided for insurance purposes *after* funding was precepted for use by the Christmas Lights Committee.

Cllr. Verguson conceded that if a risk assessment would be provided, he had no objection.

Cllr. Mallows suggested that the CCA provide reports on progress and the use of the funding. Nikki Terry stated that the group wish to be completely transparent and have no problem with providing reports – the more people that know about the group and their objectives, the better in her view.

Cllr. Bishop proposed that the CCA would be the organisation to collect the precepted amount of £2,500 for a community event in Clare to celebrate the Queen's 90<sup>th</sup> birthday. Agreed unanimously.

#### **14 To discuss the introduction of identity cards for Councillors**

Cllr. Verguson recommended the use of cards to be worn by Councillors to identify them to the public and referred to some examples and costs circulated in advance of the meeting.

Cllr. Parsley asked for clarification as to whether Cllr. Verguson meant an identity card (such as that used by officials or to gain access to secure buildings) or simply a card or badge for identity purposes. Cllr. Verguson stated the intention was the latter.

Cllr. Gryce suggested a cheaper and appropriate option would be plastic badges (and provided an example of a badge already in possession of the council) with inserts made to bear the Town Council logo and the Councillor's name.

Cllr. Kimminau proposed that the badges shown by Cllr. Gryce be used as necessary. Councillors can collect their badge from the Clerk's office.

**15 To discuss the reduction of Town Council Committee and working party meetings**

Cllr. Verguson proposed that in times of austerity, it would be sensible to reduce the number of Committee meetings; thereby reducing spending on room bookings and clerk's time. Instead Councillors could be portfolio holders for specific matters.

Cllr. Bishop asked why Cllr. Verguson felt the Environment Committee meetings should be reduced when it has the direct responsibility for managing the street wardens and the cemetery and has delegated responsibility to make decisions, thereby reducing time for discussion at main council meetings. He added that the Community Working Party does not meet publicly and therefore does not incur fees from room bookings (being held informally) and is not clerked.

Cllr. Parsley stated that the Environment Committee has its own budget and remit to make decisions and he would not support the disassembly of that committee.

Cllr. Gryce added that the council may be required to *increase* meetings because of carrying out work on the 4 year development plan. He added a concern that no lay members could be involved if no committee meetings took place. There are two valued lay members of the Environment Committee.

Cllr. Godwin stated that the current 4 year plan governs the actions and decisions of the committees and working parties and if they do not take place with a smaller group of Councillors, it would mean that *all* Councillors would need to meet more often to discuss and make decisions on all matters.

Cllr. Mallows asked Cllr. Verguson how the portfolio holder theory would work and how the public would be involved if no meetings took place. Cllr. Verguson that a full town council meeting would provide the public involvement.

Cllr. Bishop stated that there is a need for the council to effectively manage its time and bear that in mind when reviewing the 4 year plan and suggested that the council review the committee structure at a later date as part of the review of the 4 year plan. Agreed unanimously.

**16 To consider proposals for the revision of the 4 Year Plan**

Cllr. Mallows reported that she had been reviewing the current plan with Cllrs. Godwin and Gryce and was happy to take the lead on the review of the plan and the collation of information. She proposed a full community survey be carried out ahead of the new 4 year plan (as was undertaken prior to the 2012-16 plan).

Cllr. Bishop asked for confirmation of the support of Councillors. All agreed. Cllr. Godwin added a cautionary note that it is a terrific amount of work and Cllr. Perceval-Maxwell thanked Cllr. Mallows for the offer to oversee the task.

**17 To consider a revised version of the Media Policy**

To be considered at a future meeting.

**18 To receive an update on developments regarding improving tourism in Clare**

Cllr. Gryce reported that there would be a meeting next week with other groups in the area Cllr. Gryce and he will report back following that meeting.

**19 To receive a report on Highways matters**

Cllr. Godwin suggested a review be carried out of the HGV survey results and reported that anecdotal evidence suggests the Bell has been hit again on several occasions and suggested that there may have been an increase in HGVs using the B1063 to access the A1092 via Chilton Street and Callis Street which is causing problems at Bell corner. She proposed that the council write again to SCC to ask which of the criteria listed on their website Clare does not fulfil for a TRO on the A1092.

Clerk

The Clerk continues to chase SCC for access to the S106 funding designated for traffic calming in the town. The costs for the Vehicle Activated Signs have been obtained; the cost of peripherals (insurance, mobile phone, Hi Vis jackets in various sizes, etc) are to be confirmed.

In preparation for the use of the signs, volunteers will be required (appeal to be placed in the next edition of Chevron), training undertaken and a Memorandum of Understanding signed.

SCC are to be contacted to establish when the installation of the new bus shelter at Westfield will take place.

Detailed costings for the extension of the 30mph limits in Stoke Road and Cavendish Road are awaited from SCC.

There have been increasing reports of vehicles turning around in the (one way) High Street and exiting right onto A1092 towards Stoke. Cllr. Godwin suggested requesting advice from SCC as to whether the one way signage at the sites on High Street and Bucks Lane is adequate and in the best place.

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

- i) Environment Committee: To receive a proposal for the purchase of a 20ft storage container to be placed in the cemetery – further information currently being obtained.
- ii) Environment Committee: To agree the provider to be awarded the tree work tender. Three tenders were circulated in advance of the meeting and the tender from David Gotts was approved unanimously. Crownlifting work to trees on Clare greenswards to be carried out as soon as approval is received from St Edmundsbury Borough Council.

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

- (i) To receive an update on developments regarding improving tourism in Clare
- (ii) To consider proposals for the revised 4 Year Plan
- (iii) To consider a revised version of the Media Policy
- (iv) To consider making a request regarding the extension of the 30mphs speed limits on the outskirts of Clare
- (v) To consider Rest Centre training.

**22 To confirm the date of the next meeting as Thursday 18<sup>th</sup> February 2016**  
Confirmed.

The meeting closed at 9.50pm



## **Attachment to Minutes, Item 6, County Councillor's Report**

### **Clare Town Council Report 21 January 2016**

First, belated New Year greetings to you all.

Second, I am pleased Group Commander Pat Dacey (West District commander) and Area Commander Ian Bowell from the Suffolk Fire and Rescue Service are attending tonight to talk about the current consultation exercise on the fire service review. They have asked The Station Commander for Clare and its neighbouring Stations Mark Walker to attend as well.

#### **HIGHWAYS**

##### **HGVs**

I had a very helpful and production meeting with Steve Morris, the general manager at Culina, in Clare last week. He explained the only Culina traffic coming through Clare is collecting from Copella at Boxford and he showed me the figures from September to December last year.

At the worst case scenario each collection involves two journeys through Clare but in practice lorries often pick up from Copella on their return from a delivery to London. The average daily collection rate, is 4.61 collections a day. Mondays on average are the busiest day with 6.06 collections and Sundays are the next busiest day with on average 5.18 collections. However there was one Thursday when there were 14 collections in the day on the other hand there were 20 days during this period when there were no collections at all.

Compared with the lorry survey figures, on April 13/14 last year Culina traffic made up about 0.25per cent of the total traffic each day and less than 6.5 per cent of the heavy traffic.

However Mr Morris appreciates the problems HGVs can cause through the town so he has instructed his transport manager to run a survey of when Culina vehicles are on the A1092 to ensure that none drive through Cavendish or Clare during school drop off or collection times.

Culina's international traffic travels routinely via Purfleet not Felixstowe. Any lorries coming to the Haverhill depot from Port of Felixstowe are advised to use the A14. Culina's deliveries to Haverhill are all in hard sided, large refrigerated HGVS. If we suspect a vehicle is going through to Culina he asks that you take its number and any logo details and pass that information to me to forward to him. If it transpires this was a delivery to Culina from Felixstowe he will advise the shipping company to use the A14 route in future. He favours that route not least because the MPG is much higher.

Mr Morris suggested we use the data from the visual survey that was conducted parallel to the SCC survey to identify the four transport companies most using the route and contact them to have a similar conversation.

#### **Parking outside the school**

As you know the works proposed by SCC highways will cost about £21,000. There is nothing in the SCC highways budget for this project nor are there are funds available from the parking account for this year – but we can apply for next year. I have about £5,000 in my highways budget but some of that might be needed to part fund any speed limit change.

Re changing the speed limit, I will ask Tom Nunn to visit the town and make an initial assessment. Can someone please supply exact locations of what you wish to do and where so I can brief him properly?

Street Parties: SCC will not charge for applications to close roads for street parties for the Queen's 90<sup>th</sup> birthday but applications should be made asap.

**Tourism in Clare**

I am planning to visit Brandon Country Park with Geoffrey Bray to see what the manager David Falk is planning for 2016.

**Match Funding PCSOs**

I sat on the Police and Crime Panel ratifying the appointment of the Chief Constable at the beginning of the month. I took the opportunity to raise with him the letter sent to you and other parishes on 18 December. That letter has been withdrawn and another was sent out yesterday but I am not sure how helpful it is either. I will take this up for you following your discussions to night.

This whole issue has prompted me to think that in this area we need to work together across parishes better so we can make our voice heard. Accordingly I am planning to call a meeting of all the parish chairmen/ women in the Clare Division so we can identify and discuss the matters of common interest – and, I hope, get some actions on them.

Mary Evans, Clare Division, Suffolk County Council



**Clerk's Report – January 2016**

**Information:**

There is an increase in complaints about dog fouling at the moment, particularly along the High Street and Station Road and mainly during the evenings and early mornings when it is still dark. I have spoken to the waste officer at St Eds who is currently working on a case study. New posters are available with the onus on encouraging parishioners to report to St Eds people who allow their dogs to foul public places. I am going to put posters on the noticeboards.

The website address (containing links to the posters) is

[http://www.westsuffolk.gov.uk/bins/street\\_cleaning/dogfouling.cfm](http://www.westsuffolk.gov.uk/bins/street_cleaning/dogfouling.cfm)

I have reported to the police a car that appears to have been abandoned in Bailey Lane.

**St Edmundsbury Borough Council Planning decisions**

DC/15/2037/FUL & 2038/LB – Land at Clare Hall, Cavendish Road – i) One and a half storey replacement building for Class B1 use (following demolition of curtilage listed barn) ii) proposed office building for Class B1 use iii) associated landscaping – Application approved.

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 – Application withdrawn

DC/15/2213/FUL – Land East of Chilton House - 2 no. dwellings with garages and new access (Resubmission of DC/15/1355/FUL), as amended by plans received 26th November 2015 revising the elevations - Application approved

DC/15/2260/HH – 26 Bridewell Street - Single garage and conservatory – Application approved

DC/15/2283/HH – 10 Bloomfield Court – Front porch - Application approved

DC/15/1851/HH – Lodge Farm Barn, Chilton Street – Installation of 4kw solar panels – Application returned

DC/15/2433/TCA – 12 High Street – Fell and remove Ash tree, pollard Willow tree

DC/15/1946/TPO – Lime Villa, Callis Street - 2no Acers (T1 and T2 on plan) - fell (ii) 1no Yew (T3 on plan) - crown lift to roadside for clearance and 1m all round reducton (iii) 1no Lime (T5 on plan) - crown thin by up to 20% and shape (iv) Sorbus (T4 on plan) - replant this replacement tree as amended by email received 07/12/2015 incorporating replacement planting to the eastern boundary

DC/15/2003/TCA – Maples, Erbury Place – Remove bough of Ash tree overhanging garden – No objections

## Attachment to Minutes, Item 12, Correspondence

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

Suffolk Fire & Rescue Service	Integrated Risk Management Plan Consultation – response to be agreed. <b>Action: Cllr. Bishop to draft and circulate a response voicing concerns (see minutes).</b>
Gareth Wilson, Temporary Chief Constable	Letter regarding opportunity for Match Funded Police Community Support Officers in the 2016/17 financial year (incorrectly dated 20 <sup>th</sup> Jan 2016, but received 18 <sup>th</sup> December 2015).
Tim Passmore, Police & Crime Commissioner for Suffolk	Email response to our letter of regarding PCSO funding.
Tim Passmore, Police & Crime Commissioner for Suffolk	Further information regarding opportunity for Match Funded Police Community Support Officers in the 2016/17 financial year. <b>Action: Cllr. Bishop to draft and circulate a further response (see minutes).</b>
Ashleigh Sheppard	Request to hold a cake stall on Market Hill on Saturday 9 <sup>th</sup> April 2016 to raise money for a school trip to Sri Lanka. <b>Approved unanimously.</b>
Dr. Christopher Thornton	Further information as requested in response to last month's application for a contribution to the cost of a GPR survey to clarify the position of medieval tombs in the church of Clare Priory. <b>Cllr. Bishop proposed a contribution of £100. Approved unanimously.</b>

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

Peggy Smith	Magna Carta reports
CHOC	Proposed electrical work in Clare Town Hall
John Collecott	Ponds at Charles Church development, Stoke Road
Paul Mitchell, Architect	Clare Golf Club – details of planning application for works to the clubhouse.
SALC	Planned activities for the Queen's 90 <sup>th</sup> birthday celebrations
CEO Hastoe Housing	Response to our letter re the Housing and Planning Bill
Moulton Parish Council	Copy of email to PCC re Match Funded Police Community Support Officers
Kedington Parish Council	Copy of letter to PCC re Match Funded Police Community Support Officers
Geoffrey Bray	Financial Report for Clare Castle Country for the period ending 31 <sup>st</sup> December 2015