

**Minutes of the Town Council meeting held in The Old School Community Centre
at 7.00 p.m. on Thursday 19 May 2016**

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

- 1i) Election of Chair** - Cllr. Perceval-Maxwell nominated Cllr. Bishop, who confirmed that he would be willing to carry out the role. Cllr. Mallows seconded the proposal.
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. Bishop nominated Cllr. Parsley, who confirmed that he would be willing to carry out the role. Cllr. Godwin 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**
Cllr. Verguson’s apologies were noted.
- 4 To receive declarations of members’ interests and consider requests for dispensation**
None.
- Section of the meeting open to the public:*
- 5 Public Participation –**
A member of the public raised a concern regarding a highways issue due to parked cars on all approaches into Clare. The number of parked cars causes a narrowing of the roads to a single lane. He referred to the recent fatal accident. Cllr. Bishop responded that the Town Council will be looking at this matter and it would be discussed later on in tonight’s meeting.
- 6 To receive comments regarding police matters**
As the police no longer attend Town Council meetings, the public were invited to raise any concerns to be passed on to the local team.
Cllr. Pugh reported that the police intend that information reporting incidents relating to the area can be viewed on the police website. Cllr. Gryce responded that the Town Council receives reports via the Police Connect service.
- 7 County Councillor’s Report** – See attached report. Cllr. Evans reported that she had met with a mother who lives at the Granary to walk from the Granary into the centre of Clare. She had raised a concern regarding the difficulty in walking a pram and a dog on the narrow paths and across roads, often due to parked cars and low visibility.
Cllr. Parsley reported that he had raised a concern about the need for a barrier across the footpath at Westfield due to low visibility exiting the Hastoe development on foot. He believes this was a measure that should have been put in place by Hastoe.
Cllr. Mallows thanked Cllr. Evans for her report and asked for clarification on the guidelines for visibility splays and that it is imperative that road safety is improved on Cavendish Road as part of the proposed development next to Stour Valley Community School. Cllr. Mallows added that in her opinion if improved road safety is not put in place then the development should not go ahead.
- 8 Borough Councillor’s Report** – Cllr. Pugh reported that due to Mayor Making in May there have been less meetings. He reported that he has taken action regarding the removal of the swings at Westfield and the swings will be reinstated once the new grass and safety matting is in place. He

could not give a timescale for this.

As portfolio holder for Planning and Growth he reported that an informal agreement for a meeting regarding highways matters in relation to the Cavendish Road development had been arranged.

Cllr. Pugh announced that the new Mayor for St Edmundsbury Borough Council is Cllr. Julia Wakelam, who is a Green Party Councillor.

Cllr. Parsley thanked Cllr. Pugh for his assistance with the reinstatement of the swings.

End of public section of meeting

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

Cllr. Bishop referred to a previously circulated proposal for the revision of the structure of Committees and Working Groups (see attachment). Cllr. Bishop explained the reasons for the dissolution of the Finance Committee and confirmed that all Councillors would make all decisions relating to Finance matters and could be involved (as previously) in informal drafting meetings to prepare proposals to be taken to full Town Council on matters such as precept setting and risk assessment. Cllr. Gryce asked for clarification on the reporting of requests for grants. It was confirmed that such requests would be included in the RFO's report which would be circulated in advance of each Town Council meeting. Cllr. Bishop proposed the acceptance of the new arrangement for Committees and Working Groups. Councillors agreed unanimously to the proposal.

10 To elect Committees and Representatives

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

Non Councillor members were approved as

Olive Smith - Environment Committee Lay member, CHOC Trustee

Trevor Pickerin - Environment Committee Lay member

Phil Gryce (assisted by Trevor Pickerin) – Tree Officer

It was reported that no Town Council representative was required for Clare Business Association;

- they will liaise with the tourism group.

11 To approve minutes of previous meetings held on 21st April 2016

The minutes were approved unanimously.

12 To receive an update on actions from the previous meetings

The Clerk reported that all actions were complete..

13 To receive the Clerk's Report for decision and information – see attached report.

14 Finance

i) **To approve the monthly accounts and cash flow report** – Cllr. Godwin proposed the adoption of the monthly accounts. Approved unanimously.

ii) **To approve Section 1 of the Annual Return – Annual governance statement 2015/16:** Cllr. Bishop read the statement in full and proposed it be approved. Approved unanimously. Cllr. Bishop and the Clerk signed the document.

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

16 Planning

a) To make a decision on the Town Council response to the planning authority on:

i) **DC/16/0772/HH – The Firs, Snow Hill – (i) Single storey front and side extensions and (ii) first floor extension over existing study** Cllr. Malloes reported that the application complies with policies DM1, DM7, DM17a, DMs4a and recommended that the Town Council response be to support the application Approved unanimously. **Clerk**

ii) **DC/16/0789/HH – 8 Hermitage Meadow – Two storey rear extension** Cllr. Godwin reported that the application complies with policies DM1 and recommended that the Town Council response be to support the application Approved unanimously. **Clerk**

- iii) **DC/16/0764/LB – Lion House – Internal alterations and repairs** – Cllr. Gryce reported that the application is an amendment to a previous application that was not approved by the conservation officer. He reported that it is not clear as to whether this amendment has been approved by the conservation officer and recommended that the Town Council response be to support the application subject to conservation officer approval. Agreed unanimously. **Clerk**
- iv) **DC/16/0958/VAR – Moonstone, Folley Road – (i) Conversion of cartlodge to separate dwelling, (ii) Open cartlodge ancillary to host dwelling** – Cllr. Godwin reported that the application complies with policy DM1, and recommended that the Town Council response be to support the application but comment that the proposed fencing is not in keeping with the local area. Agreed unanimously. **Clerk**
- v) **DC/16/0790/FUL – 69 Highfield – 2 single-storey dwellings** – Cllr. Godwin reported that the application does not comply with policies DM2, DM24 or DM27 and proposed that the response be to object to the application. There was some discussion regarding the change to 2 single storey dwellings from the originally approved single detached dwelling. Cllr. Godwin proposed that the response be to object because the application does not comply with policies DM24 or DM27 but note that the council remains fully supportive of the previous application for a single dwelling. Cllr. Marchant stated that he did not agree and would therefore not be voting in favour. All other Councillors present agreed to the proposed response. **Clerk**
- vi) **DC/16/0847/HH – Pilgrims Rest, Poslingford Corner – 2 storey side extension and porch** – Cllr. Gryce reported that he believes there is a need for an archaeology report given that there is a very old listed building close to the property and because of the local history. He proposed that the response be to support but note the need for an archaeology report. Agreed unanimously. **Clerk**
- vii) **NMA(B)/12/0461 – Land East of the Granary – Amendment to the landscaping scheme around the lagoon areas and site frontage** – Cllr. Godwin queries who will be responsible for the management of the greens on this development and noted that they are currently seemingly unattended. She noted that the proposed amended fencing is not in keeping with the local area and does not match the townscape. She also asked why the life belt is noted on the plans as being intended to be removed. Cllr. Kimminau proposed that the response be to object. Agreed unanimously. **Clerk**

The Clerk will contact Charles Church to request clarification on the ownership and future management of the greensward areas around the development. **Clerk**

b) To receive a report from the Planning Working Party on the proposed development at Cavendish Road (including consideration of demographics and agreement on the formulation of the response – Cllr. Mallows reported that a meeting took place on 3rd May with the developers, Land Charter Homes, Brown & Scarlett Architects, Carter Jonas, representatives from the Clare Society and all Clare Town Councillors. No plans were available as yet, but the initial proposals for the development were discussed (these are in their very early stages until the land is purchased). Matters discussed were access points and off-road links to the town (a condition of Vision 2031). Town Councillors highlighted the importance of traffic calming along the A1092 and the fact that the Section 106 agreement for the Land East of the Granary development was unusual in that it was agreed that the funds were made available to Clare specifically.

A period of public consultation was planned and would include a leaflet drop (which the Town Council suggested should be town-wide rather than in the vicinity of the proposed development only, as suggested by the developer). A 4-hour open session was also planned for parishioners to attend. This took place on 18th May and 30 people attended.

17 To receive an update on developments regarding improving tourism in Clare

Cllr. Gryce reported that the group is currently liaising with advisers on applying for funding, for example, a grant for website design and the possible re-design of signage – these matters will be discussed at the next tourism meeting.

Cllr Gryce added that some items have been added in Clare to support tourism – the flag outside the Bell and the new information plaque about the history of 'The Market in Clare'.

18 To receive an update on the 4 Year Development Plan and survey (including distribution and collection)

Cllr. Mallow reported that an informal council meeting recently took place to discuss the 4 Year Plan. Some Councillors were unable to attend, but are still able to make a contribution if they wish. The discussion included assets of the town, services, communications, and the idea of stakeholder meetings for sharing information.

There is a lot of work to be done, which will be shared between Town Council groups: Planning (neighbourhood plan), Community and Tourism.

Cllr. Mallows reported that plans are developing for the distribution of the survey and Cllr. Perceval-Maxwell is planning the collection of the surveys, which will be necessary to be carried out by all Councillors. Cllr. Gryce noted that this had been possible in previous years when town-wide consultations were carried out for the previous 4 Year Plan and the Country Park.

19 To consider a response to the government consultation on NHS community pharmacies

Cllr. Gryce referred to a previously circulated draft letter in response to the consultation on NHS community pharmacies and proposed it be approved for sending. Agreed unanimously.

20 To approve a letter to the County Councillor requesting consideration of a budget for parking control in Clare

Cllr. Gryce referred to a previously circulated draft letter to Cllr. Evans to request that she ask her Highways colleagues to consider the inclusion of a review of highways issues in Clare in their budget for the coming year. Agreed unanimously.

21 To receive items for inclusion in the next Chevron

Suggestions for items to be included in the next issue of Chevron were:

- an update for parishioners on the work of the Town Council; the committee structure and the recent changes; the dates of coming meetings.
- a report on action taken regarding highways matters
- an explanation of the art displays in shop windows
- an update on the Cavendish Road development
- a request for more volunteers to assist with the Vehicle Activated Sign
- a report on the Westfield play area project
- the results of the business survey.

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

No decisions required.

Cllr. Godwin reported on behalf of the CCA that plans for the Party in the Park on 12th June have progressed significantly and over 30 local organisations are involved.

23 To receive agenda items for next meeting

To receive an update on the 4 Year Development Plan and survey (including distribution and collection)

To receive an update from the tourism group

24 To confirm the date of the next meetings as Thursday 23rd June 2016

Confirmed.

The meeting closed at 9.10pm

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

HIGHWAYS

Cllr Parsley has been in contact with me to press for a safety barrier in Aragon Court to protect children running from the Westfield path to the play area. This is a hazard that Cllrs pointed out at the planning stage. I have taken this up with highways and have just one question for CTC – have you any funds for this left in the S106 allocation as this is precisely the sort of issue that should be covered by the planning process and funded by the developers.

I am meeting a resident of The Granary this afternoon to walk into town with her so she can show me the problems she has pushing a buggy and getting safely across the road with speeding/heavy traffic. I will update you later.

I have forwarded to our highways planning team the paper Cllr Bishop wrote re the possible development on Cavendish Road. I fully understand your concerns. I know already people are talking about wanting to install a pedestrian crossing of some sort across Cavendish Road. I was advised in the past that there is no suitable site for a pedestrian crossing because of the visibility. There are strict, legal guidelines on the visibility distances required for pedestrian crossings. I will though check again I will be attending the meeting at St Edmundsbury in June.

It has been announced that highways will be spending £10m more in the coming year on maintenance, primarily surface dressing and will attempt to surface dress 500km of the 6,000km of roads in the county.

I gather your VAS machines are to arrive shortly. I have passed on details to Cllr Kiminnau of a meeting being held in Hargrave early in June with the parishes locally which are sharing VAS. Among other issues, we will be discussing how we share the speed data from the VAS with the police so together we can deal with speeding motorists.

HGVs

As I said in my report to the APM, a colleague Cllr Jenny Antill, who represents Lavenham, and I have met with James Finch and senior highways staff to look at what we see as the anomalies in the Suffolk Lorry Route Network.

We have made a strong case for our officers to consider the impacts of HGVS on businesses such as tourism, damage to listed buildings, damage to health and the likely exacerbation to existing trouble spots from future housing developments. We are meeting again shortly.

Along with Cllrs. Verguson and Godwin, I met our MP James Cartlidge on Monday to look at the Clare – HGV problem. He is aware of it; he is also aware that highways are loathe to act if there is a risk that in establishing a TRO in one area it makes the situation much worse elsewhere. So he has asked Cllr Verguson to supply him with his proposed alternative route for lorries.

Fire Service Review

SCC on Tuesday approved the plans, as amended as a result of the public consultation. Instead of replacing one fire engine at Sudbury with a rapid response vehicle we will retain both appliances in Sudbury.

We will still buy a rapid response vehicle to be stationed close to the A12 in the north of the county. We believe this could prove to be a vital addition to our fire and rescue service as it will be possible to deploy it really quickly to road accidents. Its performance will be monitored to see if other parts of Suffolk would benefit from a RRV.

Suffolk Fire and Rescue work in close collaboration with the fire services in neighbouring counties to provide cross cover in border areas such as Clare and these arrangements will remain. Last year for example we actually earned £35,000 from Cambs fire brigade because we aided them so much more than they were called in to assist us.

Devolution Deal announced for East Anglia

Gossip and rumour are rife about the fate of proposed devolution deal. I am attending a briefing at SCC tomorrow. As you know I am a sceptic. I don't think this is the way to reform local government and as you know I am wary of creating anything which adds to bureaucracy. In all this talk of strategic or combined authorities and elected mayors we mustn't lose sight of the interests and needs of smaller towns and parishes. Indeed, I would much prefer to see more powers and funding coming down to parishes.

However, if devolution will deliver the strategic partnership and funding to tackle a major infrastructure problem such as the A1307 and the A1092 then I would readily support it!

Mary Evans, Clare Division, Suffolk County Council

DRAFT

Report to Clare Town Council

Date: 21st April 2016

Subject: Committee Structure

Author: Cllr. Paul Bishop

Introduction

At the start of the new council year we need to review our current structures to check that they are fit for purpose and take this opportunity to make any necessary changes. I think there is a need to change our structure to take account of the differing circumstances. These recommendations are made in light of the continuing need to make savings and the discussions that took place as part of the 4-year planning process.

Environment Committee

Should stay as a committee because it has and continues to need delegated powers and a budget. It is also the only place we can encourage lay members to sit. We currently have two active lay-members sitting on Environment. It is the committee in conjunction with the Clerk that is responsible for the day to day work of the Street Cleaners and the Cemetery Management Officer.

Finance and Personnel

It is recommended to disband the Finance Committee and take all Finance decisions at Town Council. (recommendation from the RFO and the Clerk.) Currently the Finance Committee has no power of decision making and all financial decisions are taken at Town Council. Rather than having a report from the Chair of Finance there would be a monthly report from the RFO.

The reasoning behind dispensing with the Finance Committee is to save money and streamline our decision-making process. The RFO will no longer need to clerk a monthly committee. I propose that the Chair and/or Vice Chair liaise with the RFO prior to reports being presented to Town Council.

With regard to personnel issues I suggest that the Chair and Vice-Chair are the first point of contact and will report to Town Council if required.

Community Working Party

Remains as a working party focussing on the website, welcome packs and linking with the Tourism Working Party and the town's voluntary groups, churches etc. I think that this group should also be looking at facilities for both young people and the elderly.

In addition there is a role to be undertaken in monitoring important assets of the town – fire station, ambulance service, the post office, the bank, doctors, chemists etc. In addition there is a need to monitor proposed changes at national, regional, county and local level and to spot possible changes and how they might affect Clare. Although this role could be undertaken by any councillor it probably sits best in the Community Working Party.

Tourism Working Party (Tourism Clare)

We need to formally create a Tourism Working Party which will meet as necessary but report to each CTC meeting as tourism is now a key priority for the Council. Although not formally set up, it has been functioning for several months now and is successfully putting things in place to promote Clare as a tourist destination.

Planning Working Party

We have already formally re-established this group in light of the Cavendish Road Application. Although I see all planning applications being decided at CTC, the Planning Working Party should meet between CTC meetings and make recommendations on all planning applications. It will also take the lead in dealing with the Cavendish Road development, liaise with the Planning Authority and also the Clare Society as the other statutory consultee.

Recommendations

1. The Town Council approves the deletion of the Finance Committee.
2. The Town Council approves the creation of the Tourism Working Party.

DRAFT

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

	Paul Bishop (Chair)	Margaret Godwin	Phil Gryce	Steve Kimminau	Gayle Mallows
Town Council Committee/ Working Group roles	Community Environment Planning	Community Planning	Community Environment Planning	Community	Community Environment Planning
Town Council Representative	Press Officer SALC		Ancient House Museum Emergency Planning		CPFA
Other Community Roles		CPFA CCA	Town Recorder Friends of Clare Library Wool Towns Initiative		
	Chris Marchant	Alan Parsley	Loveday Perceval- Maxwell	Bob Verguson	
Town Council Committee/ Working Group roles		Environment Emergency Planning	Community Environment Planning		
Town Council Representative	CLASP				
Other Community Roles					

Representatives on other groups and other roles					
CHOC	Olive Smith Steve Kimminau		CLASP	Chris Marchant	
Tree Officer	Phil Gryce Trevor Pickerin		Clare Castle Country Park Trustees	Derek Blake Keith Mison	

Information:

I have ordered the Vehicle Activated Speed Sign, having established that the model which had the option to display a 'slow down' message would not have been suitable due to its weight. It should be delivered within the next few weeks. I have made a note to ask Mo to add it to our insurance cover.

This week I attended a Royal British Legion Women's Section meeting with the CCA to discuss the handover of the arrangements for Remembrance Day. We also discussed the ceremony on 25th September when the British Legion will lay-up its Standard at a thanksgiving service in St Peter & St Paul church. The ladies would like to parade and this will require the closure of the road (very similar to the arrangements on Remembrance Day). I enquired if the £770 fee to SCC would be waived as it is a civic service and this was confirmed.

St Edmundsbury Borough Council Planning decisions

DC/16/0224/HH – Jacaranda, 2 Hermitage Meadow – Single and two-storey rear extension. Application approved.

DC/16/0540/LB – Chilton Lodge Farm House – Boundary brick wall - Application approved.

DRAFT

Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

Olive Smith	Confirmation of willingness to continue as lay member of Environment Committee.
Clare Castle Country Park Trust	Request for written approval in principle to progress the idea of making alterations to the old booking hall in the park for use as a café.
Citizens Advice	Request for donation Action: A donation of £100 was proposed. Approved unanimously.
JAP Architects	Request for informal meeting to present Pre-Application plans Action: An informal meeting was agreed for 25th May to receive a presentation of the initial proposals.
Friends of Clare Library	Request to hold book sale on Market Hill on 28 th May Action: Agreed unanimously.
Clare Community Association	Request to hold pop-up stand on Market Hill on 28 th May Action: As this clashes with the Friends of Clare Library, the CCA retracted their request and will be sited in the Country Park.
Wilf Stanbury	Request to collect for Christian Aid on Market Hill on 21 st May Action: Approved unanimously.
Jeremy Knapp	Parking on Callis Street greensward Action: To be referred to the Environment Committee. Cllr. Gryce reported that stone replacements are being investigated.

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

Haverhill Town Council	Notification of new Mayor and Deputy Mayor
Historic England	Notification of receipt of application to add to Clare War Memorial to the List of Buildings of Special Architectural or Historic Interest ('The List').
Suffolk Fire & Rescue	Report on post-consultation recommendations
Mike Mottram, Road Safety Manager, Suffolk County Council	Guidance for use of Vehicle Activated Signs