

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 19 April 2012**

Present: Cllrs. Leslie Warmington (Vice Chair), Derek Blake, Phil Gryce, Gayle Mallows, Keith Mison, Alan Parsley  
Margaret Godwin and Peter Phillips  
Clerk, Claire Ebeling  
Borough Cllr. Alaric Pugh, County Cllr. Jane Midwood  
And two members of the public

**1 Apologies for absence** – Cllr. Haisman, PC Rob Sippitt

**2 Register of members' interest** – None

*Section of the meeting open to the public:*

**3 Police report** – Report circulated. See attachment to the minutes.

**4 Parishioners' question time** – No questions.

**5 County Councillor's Report** – Cllr Midwood distributed flyers for a home security event she had organised, endorsed by the local police. It will take place on a drop-in basis between 6 pm and 8 pm Thursday 3<sup>rd</sup> May at Wickhambrook Memorial Hall.  
Cllr. Midwood reported that she had recently attended meetings regarding Development Control and Clare Castle Country Park and had written to Cllr. Judy Terry to express her concern regarding the security of the buildings in the Country Park and also to support Clare Parish Council's bid to run the Park.

**6 Borough Councillor's Report** – Report circulated. See attachment to the minutes.  
Cllr. Pugh added that he had attended a Development Control meeting regarding the Canham's Farm met mast which had voted in favour of the planning application, although the developer had previously appealed over the Council's failure to make a decision in time, and so the decision would rest with a planning inspector.

*End of public section of meeting*

**7 To approve minutes of previous meetings:  
Parish Council meeting held on 15 March 2012**  
The minutes were approved unanimously.

**Environment Committee Grass-cutting tender meeting held on 28 March 2012**  
The minutes were approved unanimously.

**Parish Council Planning applications meeting held on 11 April 2012**  
The minutes were approved unanimously.

**8 To receive an update on actions from the last meeting**  
The Clerk confirmed that most actions had been completed; there was more work to be done on reviewing procedures in line with the recent risk assessment.

**9 Clerk's Report** – See attachment to the minutes.

**Clerk**

**10 Finance**  
Cllr Blake presented the monthly accounts and cash flow report. He explained that these documents detailed the Council's end year financial position. Proposed by Cllr Blake, seconded

by Cllr Godwin and approved unanimously.

**11 Correspondence** - see attachment to minutes.

**12 Committee Reports - for decisions required**

- a) **Environment Committee** – minutes of 4 April 2012 were circulated.  
Cllr. Parsley highlighted that the grass cutting tender from St Edmundsbury Borough Council was much higher than the other tenders and that he would be discussing this with Cllr. Pugh.
- b) **Emergency Planning Committee** – No meeting took place.  
Cllr. Phillips proposed that the updated EP leaflet be circulated with the next edition of Chevron.  
Agreed unanimously. **Cllr. Mallows**
- c) **Communications Committee** – No meeting took place.
- d) **Finance Committee** – Minutes of 10 April were circulated.  
Cllr. Blake referred to Item 5 of these minutes and proposed that James Dennis be recompensed with expenses of £50 for the use of his equipment and the cost of petrol used in strimming and carrying out work in the cemetery. Cllr. Parsley seconded. Approved unanimously.  
Cllr. Blake referred to Item 5 of the minutes and it was agreed that the Finance Officer would write to CHOC regarding the increased rent as the new amount was not in the Precept. **RFO/Cllr. Blake**  
Cllr. Blake reported that a plan to change the date of salary payments to the end of the month and alter untaken leave arrangements was likely to be coming forward.  
Cllr. Blake confirmed that a further £100,000 would be invested on the money markets, for six months, once the new Precept had been banked.  
Cllr. Blake proposed that the previously circulated 3 Finance documents (attached) that summarised the end year position for the Annual Parish Meeting and Annual Report to Parishioners be approved. Seconded by Cllr. Mallows and agreed unanimously.
- e) **Highways Committee** – minutes of the meeting held on 2 April 2012 were circulated.  
Cllr. Warmington reported that there is a new sub-committee which was looking at footpaths in Clare.

**13 Planning**

- a) None
- b) **Applications received by the Clerk between publishing the agenda and this meeting**  
SE/12/0212/HH – 1 Chilton Hall Cottages, Chilton Street (i) Erection of cart lodge (ii) provision of drop kerb to access and (iii) gabion wall to stream bed. No objections, approved unanimously.  
  
SE/12/0427/HH – 40 Highfield. Erection of single storey side extension to provide ancillary accommodation (following demolition of shed). No objections, approved unanimously.

**14 To receive reports – by exception**

- i) **Clare Country Park** – to be discussed at Item 19.
- ii) **4 Year Plan** - Cllr. Mallows reported that there had been no further comments from parishioners and suggested that groups with particular interests might come together to focus on particular issues.
- iii) **Diamond Jubilee arrangements**  
Cllr. Gryce reported that mugs for children had been ordered. Councillor Blake expressed the view that pupils at Stour Valley Community School as well as the Primary School should receive mugs. This was agreed. **Cllr. Gryce**  
A request for helpers would be going out shortly.

**iv) BMX Track**

Cllr. Godwin reported a delay in finalising the lease and that this has been very disheartening for the group who had put so much work into getting all the other requirements in place. Cllr. Godwin had put Steve Brooks in touch with Simon Pickering at St Edmundsbury, who it was hoped will be able to use his expertise to secure the lease as soon as possible.

**15 To agree the final version of the Annual Parish Report**

Cllr. Blake requested that page 6 be amended. This change was agreed. The report was proposed by Cllr. Gryce, seconded by Cllr. Phillips and agreed unanimously.

It was also agreed that after the Annual Parish Meeting in May, the Clerk would make the necessary changes to the stationery etc from Parish to Town Council.

**Clerk/RFO**

**16 To agree a response to the consultation document Vision 2031**

It was agreed that Cllrs. Godwin, Blake and Mallows would meet to draft a response, which would be circulated to all Councillors for comments.

**Cllrs. Godwin,  
Mallows & Blake**

**17 Items for the next Chevron**

Cllr. Mallows confirmed the items for the next Chevron. Agreed unanimously.

**Cllr. Mallows**

**18 To discuss the issues raised regarding use of the meadow behind Clifton's Farm**

A complaint had been made regarding unauthorised vehicles driving and parking on the Clifton's Farm land and people and dogs walking on areas of the farm where there were no footpaths. Cllr. Mison had advised that the landowner had put up some signs making it clear that the land was private and there was no right of way. This had been done but the signs were removed within 24 hours. The owner was happy for the land to be used by walkers (provided dogs were kept off the fields) and 'permissive way' sign markers would be placed accordingly. However the lane by the BT telephone exchange would shortly be gated against vehicles. It was agreed that Cllr. Mison would continue to liaise with Mr Cousins.

**Cllr. Mison**

**19 In camera item – To discuss Country Park matters**

**20 To discuss elections**

A discussion took place and Cllr. Warmington suggested that all Councillors consider the Committees they wish to sit on for the coming year.

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

- To elect a Chairman and a Vice Chairman
- To elect representatives and Committee members
- To receive reports – by exception:
  - a) Clare Country Park
  - b) 4 Year Plan
  - c) Diamond Jubilee arrangements

The meeting closed at 9.30pm

## Attachment to minutes – Item 3, Police Report:

The following local report was presented:

### Countywide issues

#### Performance & Public confidence

- **Suffolk is a very safe county. Crime levels, based on our end of year figures (2010/2011), show that crime levels have reduced for the 5<sup>th</sup> year in succession, meaning levels are at their lowest for a decade.**
- **National Confidence Measure** - British Crime Survey figures show that to December 2010, 54% of people believe that the police and local councils are dealing with the crime and ASB issues that matter in their area, putting Suffolk at 10<sup>th</sup> nationally for this measure of confidence.
- 92.3% of people feel safe where they live, the highest level for over two years (*rolling 12 months to March 2011*)
- 70.3% of people think we are tackling the things that matter in their community. This is the highest level for 2 years.
- End of year figures show that ASB is down 8% overall, with rowdy and inconsiderate behaviour down 10%. This equates to over 2000 less incidents of rowdy and inconsiderate behaviour.
- We have attended over 90% of emergency calls with our 15-minute target time, which is a quicker target time than the national target of 20 minutes.

#### Finance

- Suffolk is a low cost force, but in line with police forces across the county, we are facing an unprecedented financial situation. We are facing a cut in funding of approximately £13.5 million over the next four years, based on current estimates.
- In order to deliver the financial savings required, the STEP (Strategic Transformation and Efficiency Programme) has been created to examine all aspects of how we deliver service, reducing unnecessary bureaucracy and improving value for money.
- The Constabulary is operating a recruitment freeze for both officers and staff, and the Business Support Review is in the implementation phase of creating shared support units with Norfolk Constabulary. This will provide collaborative support to our frontline services, achieving savings of an estimated £9.8million over 4 years.
- We are looking at new ways of delivering our local policing, constructing a new model that protects frontline policing, suits local demand and reduces supervisory and management roles.
- Our funding comes from two sources; government grant and council tax precept – Suffolk Police Authority froze this year's council tax at last year's levels in recognition on the economic pressures facing Suffolk residents.

#### Priorities

- Our latest Three-Year Plan has been published, which has moved away from national targets and focuses on what matters to Suffolk, this is available to view at [www.suffolkpoliceauthority.org.uk](http://www.suffolkpoliceauthority.org.uk).
- The top priorities identified through our consultation with communities are violence in public, drugs, house burglary, robbery, speeding and ASB. These have been worked into our priorities for the coming year and dedicated work will be undertaken to address these issues.
- Following consultation with our communities and an assessment of operational and organisational risks, the priorities for the constabulary for the next three years are to aim to:
  - Reduce crime and ASB
  - Improve the satisfaction of those that use our services and the confidence of the public in policing
  - Sustain the financial stability of Suffolk Police

#### Estates

- The Police Authority is working closely with our local councils and other agencies to explore ways in which we can use our properties and estate more effectively and efficiently. For example, it has purchased premises with Suffolk County Council, which will allow ageing properties in need of multi-million pound refurbishment to be sold off.
- An initiative called the 'Single Public Sector Estate' (SPSE) has been launched involving many parts of the public sector across Suffolk. The vision for the SPSE is to create an estate that supports the whole of the public sector, where staff from any public or partner organisation can work. The group are now looking at areas around the county so see where we can work collaboratively in respect of property needs.
- Ongoing projects include placing Safer Neighbourhood Team (SNT) offices in fire stations, council offices and schools. Framlingham SNT now shares premises with Framlingham Fire Service, and other SNTs around the county are being considered for this kind of collaboration

#### Police and Crime Commissioners

- The coalition Government intends to introduce directly elected Police and Crime Commissioners (PCCs) to replace Police Authorities.
- Members of the public will directly vote for an individual to represent their community's policing needs, and the first elections are due to take place in May 2012.
- PCCs will be in place to ensure that police forces work to deliver value for money and that they are meeting local policing priorities.

## Local Issues and Actions

Since the last meeting on the 15<sup>th</sup> March 2012 there have been 6 crimes of note:

- There was an attempted theft of copper piping.
- Theft of gas bottles from the Golf Course.
- Theft of Catalytic Converter from a Sprinter Van.
- Burglary Other Building, forced door to stable and removed petrol driven Auger.
- Attempted Burglary, forced rear window of property, nothing stolen.
- Burglary Other Building with intent, forced entry to sheds of Wardens House, set off fire extinguisher and caused general nuisance.

With the warmer weather on its way we are very aware that people, especially residents of properties in villages, are more inclined to leave buildings and out buildings vulnerable and we would like to reiterate the need to ensure that all property is stored away and secured.

A current crime trend is metal theft, particularly focusing on Catalytic converters, we would like to make you aware of this and for any information to be forwarded to the 101 number.

Please remember to call 101 to report anything that you feel is suspicious and/or notify your Neighbourhood Watch contacts.

The Priority Tasking Meeting will have been held on Wednesday 14<sup>th</sup> March and as at this point, we are unable to notify you as to what the new priorities will be.

### Local meetings

St Edmundsbury Rural South Safer Neighbourhood Team has set up a public meeting to help decide priorities for the team and its partners to tackle in the local area.

These public meetings take place on a three monthly basis. Concerns will be fed back to the Safer Neighbourhood Team and partner agencies, which will look to provide solutions.

DATE: 13/6/12

TIME: 19:00

PLACE: TBA (St Eds Rural North)

We really need your input as members of the community and the voice of Parish councils - please come along or send someone to represent you.

## Attachment to minutes – Item 6, St Edmundsbury Borough Councillor's report

This is a report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following the election on 5th May 2011.

I am delighted to have been elected to represent Clare and work hard to do my best to uphold the interests of the town at St Edmundsbury Borough Council. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party, New Tenancies Working Party and am a substitute on Performance and Audit. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project and Clare Country Park Steering Group Meetings.

I expect to be in attendance at Parish Council meetings and will be happy to answer any questions from councillors or parishioners after my report. I am happy to run a surgery at a mutually convenient time with parishioners whose questions cannot be addressed at the Parish Council Meeting. My mobile phone number is: 07930460899 and email [alaric.pugh@stedsbc.gov.uk](mailto:alaric.pugh@stedsbc.gov.uk)

### 1. Training undertaken since last report

1. Next Generation Leadership - residential course
2. Communications

### 2. Civic events etc

- Mayor's fundraising Dinner

### 3. Meetings attended (excluding Majority Group meetings)

- Dedham AONB
- Development Control
- Full Council

### 4. Forthcoming meetings before next PC Meeting

- Rural Area Working Party
- Sustainable Development
- Development Control
- Energy Workshop

### 5. Voting record - items with significance to Clare community

- I voted in support of deferring a proposed Gypsy pitch for a site visit

### 6. Current Clare issues involvement/resident requests to take forward

- I have attended meetings about Clare Country Park and contacted SCC (letter copied to CPC)
- I am still investigating a yellow skip being used for residential waste in a conservation area, and nuisance dog barking
- I continue to research avenues for funding for Rural Economic Development and will happily assist any residents with business planning where I can.

The Council holds less meetings over the Easter Holiday period - consequently my report is much shorter than usual. I look forward to attending the Annual Parish Meeting.

**Action:**

Response to email re illegal happenings. **Action** – Pass to Clare Combined Charities Committee.

**Noting:**

- A parishioner reported that the guttering along Cavendish Road side of the Bell is broken in several places and in wet weather, makes the pavement impassable. I have written to Greene King and received an acknowledgement.
- The Street Wardens have reported the large wooden country park sign missing.

**Reported issues**

**Newly reported issues**

- Street Wardens reported lager cans and footprints on seats by the chapel (school holidays).
- St Eds Planning Enforcement Officer has been notified of advertising boards placed on the Bell and the Swan (Listed Buildings) and possible internal works at the Bell.
- I have informed SCC that the sign at Highfields has been knocked over and damaged.
- I have informed SCC that the sign Sheepgate Lane Footpath sign has disappeared.

**Update on previously reported issues**

**Borough planning decisions:**

SE/12/0255/HH – 10 Mortimer , Clare – (i) Erection of single storey front extension (ii) Additional hardstanding to create extra parking - GRANTED

## Attachment to minutes – Item 11, Correspondence:

### Items for action

(all circulated to Parish Councillors)

- Silver Birches Enquiry regarding 3 silver birches for the green at Sheepgate Lane. Cllr. Mison reported that this is being dealt with. Clerk will let Jane Haisman know.
- Christina Glover Request that CPC consider planting a tree near the War Memorial on Market Hill.  
Cllrs. Mison reported that this would not be possible for a number of reasons – Heritage Conservation (War memorial), possible damage to buildings from tree roots, lack of space. Clerk will respond accordingly.
- CHOC Request for permission to park the Old Clare Fire Engine on the Market Hill on Saturday 26th May (Town Hall Open Day).  
Agreed unanimously. Clerk to reply accordingly, providing police contact details
- Information Map Offer of free, permanently site map of Clare – happy with this and where to place it?  
Agreed would be good to have an up to date map showing key places. Will need to check with CHOC if they are happy to replace the map on the town hall with a bigger sign. Will need planning permission and ask provider if contribute to cost of application. Advertising should be Clare businesses only. Clerk to follow up.
- Clare Ancient House Museum Expression of interest in use of chapel.  
Action – Clerk respond that this will be passed to the Environment Committee for more detailed consideration.
- SCC – Bridges Update on works on Clare Priory Bridge – who owns the field to the southeast?  
Cllr. Mison suggested asking Mr Cousins as it used to belong to Mr Byford.

### Items for noting

(copies available from the Clerk on request)

- Clare WI Confirmation that the WI will serve tea and coffee at the Annual Parish Meeting on 1 May 2012. Clerk to organise purchase of tea, coffee and biscuits.
- Footpath concerns The concerns from Ms King were raised and a response sent.
- Cllr Pugh Letter to SCC re Country Park
- CHOC Town Hall open day invitation letter