

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.  
on 17 November 2011**

Present: Cllr. Keith Haisman (Chair), Cllrs Leslie Warmington, Phil Gryce, Keith Mison, Alan Parsley, Peter Phillips, Derek Blake, Margaret Godwin, and Gayle Mallows  
Temporary Parish Clerk, Tricia Hearn  
Borough Cllr. Alaric Pugh, County Cllr. Jane Midwood.  
six members of the public

**1 Apologies for absence – None**

**2 Register of members' interest – Cllr Mison declared an interest in item 14a)i) – Planning Application SE/11/1238**

*Section of the meeting open to the public:*

**3 Police report – a police report was presented to the meeting a copy of which is attached to the minutes.**

**4 Parishioners' question time**  
Parishioners' had no comment or questions.

**5 County Councillor's Report – Cllr Midwood presented her report. See attachment to the minutes.**

**6 Borough Councillor's Report – Report circulated. See attachment to the minutes.**

*End of public section of meeting*

**7 To approve minutes of previous meeting held on 20 October 2011 and 7 November 2011**

The minutes of 20 October 2011 were agreed as correct other than Page 2 para 2 should have read "Spring 2011" not "Spring 2010" duly amended.

Cllr Gryce proposed Cllr Blake seconded, approved unanimously and signed in the meeting.

The minutes of 7 November 2011 Cllr Gryce advised that a second resolution was omitted "The Parish Council to investigate the possibility of the Parish Council employing their own traffic warden"

Resolution to be included, and amended minutes approved unanimously.

**Clerk**

**8 To receive an update on actions from the last meeting**

The Chairman reported that all actions for the Clerk had been actioned. There were no questions from Councillors.

**9 Clerk's Report**

No Clerk's report was submitted

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### **Finance**

Cllr Blake presented the cash flow and financial summary for October. He highlighted that it was the lowest expenditure this year. He also highlighted that there was £180,000 invested in the money markets to earn interest. There were no questions. Cllr Gryce seconded the accounts and they were approved unanimously.

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### **To receive and agree the final version of the 2012/13 precept**

A fifth draft of the precept was presented to Councillors by Cllr Blake. He highlighted all the changes made to the fourth draft. The changes result in the draft precept currently standing at £102,896, a 3.9% increase on last year's precept of £98,942.

The changes were split:-

1. Parish Council Direct Expenditure – decreased 5.8% from £79,621 to £74,998 – all committees had contributed to these reductions which were in part offset by increases in S137 and S144.
2. Maintenance of Council assets via CHOC, CPFA etc– increased 11% from £13,600 to £15,200.
3. Direct Community Support £16,495 – 95% increase – funded by decrease in direct expenditure.

Cllr Haisman commented that a lot of work had been undertaken to retain the precept as flat as possible and that increased community grant funding was only possible through budget reductions elsewhere. Reserves will now only be at the mid-point of the SALC recommended level.

Cllr Blake thanked Committees for help in reducing expenditure and hoped that parishioners would see that money is going to places where it is needed. He also highlighted that the main risk area and key vulnerability was clerk resourcing.

Cllr Blake proposed to accept precept. Seconded Cllr Mallows. Approved unanimously.

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**Correspondence** - see attachment to minutes.

**Clerk**

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### **Committee Reports - for decisions required**

- a) Environment Committee – Minutes of 2 November 2011 were circulated.
- Chapel – The Environment Committee are forming a recommendation regarding the use of the Chapel and the question of installing electricity. This is now a larger expense (£20,000) than first thought and Cllr Parsley will recommend not to pursue further in 2011/12 or 2013 although it remains an ambition to install and grants will be investigated. Cllr Parsley also advised the Chapel has been restored faithfully.

**Environment**

- Fly posting – Unable to pursue until the notice board is up. Will liaise with traders to formulate a plan and not enforce zero tolerance
- b) Emergency Planning Committee – Cllr Phillips reported that no meeting had been held but he had attended a seminar with Cllr Godwin regarding a way to move forward. He also reported that Melanie Butcher had volunteered to be a lay member of the Emergency Planning Committee and this was agreed unanimously.
- c) Communications Committee – Cllr Gryce reported:
- **Website** - costs could be halved by changing the host.
  - **Parish News** – advised the Parish News doesn't deliver the job and a better way forward would be a monthly update and notes about what the Parish Council have been doing which would be posted in key places and also copies left in places in the town e.g. the library. This can, if necessary, be posted. Large issues may still need to be posted through every door. After some debate the concept of a brief monthly newsletter was agreed. Cllr Gryce made an appeal for material for the last edition of the Parish News.
- d) Finance Committee – Minutes of 8 November 2011 were circulated. Cllr Blake made two recommendations from the Finance Committee
1. To supply Scout Group with £360 under S137 following a request for equipment.
  2. To finance the reorganisation and archiving of files and back papers in the Parish Clerk office at a cost of approx £150.

Seconded Cllr Parsley and approved unanimously.

Cllr Blake also advised that the external audit report from BDO in respect of the year ended 31 March 2011 had been received and reviewed by the Finance Committee. The report stated that there were no matters that came to the attention of the auditors in relation to relevant legislation and regulatory requirements. They mentioned one previously identified issue that they wished to draw to the attention of the Council, namely that there had been no formal minuted review in the year ended 31 March 2011 of the effectiveness of the internal audit. This latter point the Finance Committee were aware of, and had taken appropriate steps to ensure that an annual review took place.

- e) Highways Committee – Cllr Phillips advised no meeting had been held and made the following proposal on behalf of the Highways Committee:
1. Consent requested to take forward the site for the raised bus stop at existing bus stop – approved unanimously.
  2. Cllr Godwin to become Highway Committee member – approved unanimously.

**Cllr  
Phillips/Cllr  
Warmington**

- Traffic incident [Item 17.] - Cllr Phillips will be meeting with the Primary school.
- Parking issue - Cllr Phillips will contact the work party member volunteers from extraordinary meeting 7 November 2011 to organise a meeting.
- Bus Stop – Cllr Phillips will meet with Cllr Warmington to prepare for the planning meeting.

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**Planning**

a) (i) SE/11/1238 – Larks, Malting Lane – fell two Beech trees adjacent to driveway.

NO OBJECTION

(ii) SE/11/1243 – 12, High Street – Crown lift one Ash tree, in rear garden, to 2 metres and crown by approx. 20%. NO OBJECTION

(iii) SE/11/1240 – Sigors House, High Street – Re-pollard one Lime tree on driveway adjacent to front gate of property. NO OBJECTION

(iv) SE/11/1169 – 4 Church Lane – erection of garage. NO OBJECTION

(iv) SE/11/1195 – Clare Parish Council – NO COMMENT

**Applications received by the Clerk between publishing the agenda and this meeting -**

(i) SE/11/1309 – Clare Antiques , Malting Lane – Conversion of existing Antiques Centre into 8 self contained residential units.

(ii) SE/11/1318 – Danem House, Stoke Road – Erection of (i) conservatory to side and rear elevations (following demolition of existing conservatory) (ii) cartlodge and (iii) guard rail to existing first floor balcony.

Both the above applications require further discussion. Cllr Haisman proposed a separate meeting date to be agreed – agreed unanimously.

15 **To receive a recommendation from the Environment Committee regarding the future use of the cemetery chapel and the viability of putting in an electricity supply**

Discussed under point 13 a). No further comments. Cllr Parsley to address at next meeting

16 **To discuss the four-year Clare Parish Council strategic plan**

A meeting has been held and output will be available shortly.

17 **To discuss road safety issues in Clare following a parishioner’s letter**

Cllr Haisman commented that, as demonstrated by the parishioner’s letter, the dangers of crossing the road at Bridewell St towards the Community Centre is totally unacceptable for our young families as well as our less able residents. Agreed to reply to parishioners letter reassuring that efforts are being made to address the situation copy letter to County Cllr. Midwood, Borough Cllr Pugh (re conservation area) and the Police.

**Clerk**

- Agreed speeding is an issue and Parish Council should push hard for reduction in speed limit. Speedwatch to be reconsidered.

- Contact Police to ensure that number plate was being tracked.
- Highways Committee are looking at improvements to footpaths and also alternative routes.
- Contact to be made to Primary School to discuss travel plan
- Parents are known to want a lollypop man

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### Reports – by exception

**Remembrance Day:** Cllr Haisman reported that there had been an exceptional turnout for the Remembrance Day Parade and the re-dedication of the memorial and there had been many positive comments. The large turnout and the length of the service at the memorial had however led to the police allowing traffic onto Market Hill part way through the service. This had caused anxiety to some residents and ex-servicemen. The Royal British Legion Chair has subsequently advised that the Scout Leader had found this year's new route and the policing too dangerous and they would not take part next year unless the route approved by St Edmundsbury in previous years is re-instated. Cllr Haisman has had a telephone call from the Chief Inspector of Suffolk police seeking a meeting to agree proposals for next year's Remembrance Day parade.

Actions: i) Speak to other villages to see if they had similar problems  
 ii) thank organisers for the very good Remembrance Day service.  
 iii) meet with Royal British Legion, police and all parties re next year

Clerk

**SALC Training** – report attached.

**Jubilee Celebrations** – notes to be circulated.

**Country Park** – The joint paper from SCC/St Edmundsbury had been circulated as had the letter from Mrs Reynolds dated 7 November. Cllr Haisman summarised the discussions at the Steering Group meeting on 16 November: SCC/StEds proposal:

Phase 1 - will be developed as a more detailed proposal in which St Edmundsbury would manage the green spaces.

Phase 2 – will be concerned with the future use of the buildings including the station master's house. Options still need to be developed further. No firm options have been tabled and no decisions made.

An SCC Communications Manager was present and will be responsible for organising full public consultation early in the new year on all options in both phases. It was suggested in the Steering Group that displays should be made available for a number of days, both during the day and the evening, to enable as many parishioners as possible to review the proposals and give them due consideration. At the end of the display days a public meeting would be held.

Friends of Clare Country Park:

In response to her letter of 7 November, Borough Councillor Pugh had met with Mrs Reynolds. At the Steering Group Mrs Reynolds produced sheets with 60 signatures of "Friends of Clare Country Park" which had been gathered over the previous 24 hours. The Parish Council had not been advised prior to the Steering Group meeting of the creation of the Friends group. This group wishes

to become involved in the development of proposals for consultation and the move was welcomed by SCC and St Eds representatives.  
Parish Council: Cllrs Blake and Gryce agreed to join the SCC/St Eds working groups to develop the proposals for public consultation.

Cllr Blake expressed serious concerns about the statements and the language used in Mrs Reynolds letter of 7 November and the attached paper which had been circulated widely in SCC and St Edmundsbury as well as in the community.

Cllr Phillips noted that some statements were simply untrue such as the involvement of the Parish Council in the opening of the new school.

Cllr Blake said that he had had a difficult time in the last week given the tenor and tone of Mrs Reynolds' letter and paper. These documents took no account of, and in his view undermined, the carefully-constructed strategy and tactics adopted by the Parish Council in seeking to secure from Suffolk County Council the best possible deal for Clare and all park users, as well ensuring best use of public money. He felt that the work of the Parish Council in relation to the Country Park, his personal integrity, and that of the whole Parish Council, had been impugned and believed that an apology was called for. Cllr Haisman said that there were assertions about "vested interests" which might be directed at County, Borough or Parish Councillors or indeed their officers. Insofar as the assertions of pursuing vested interests are aimed at Parish Councillors then Mrs Reynolds should be asked to either retract her comments and apologise, or put her assertions in detail as a formal complaint.

Action agreed: i) Advise SCC/St Eds of our representatives on the project group  
ii) write to Mrs Reynolds inviting her to make formal complaint

**Library Services update.** – It is unclear what current proposal means for Clare at the moment. Suffolk County Council need a group to engage with (Friends of Library?) Cllr Gryce to approach petition group. Action: invite Library representative to next Parish Council Meeting.

- 19 To receive agenda items for next meeting**  
Clare library  
Ancient House Museum – there is no formal Parish Recorder.
- 20 In camera item – staffing issues**

The meeting closed at 9.25

# Clare Parish Council Report

## 17<sup>th</sup> November 2011

### 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 of 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 20<sup>th</sup> October there have been 7 reported crimes for the Parish of Clare. There have been three criminal damages to motor vehicles, two in the country park and one in Bridewell Street.

During half term computer equipment was stolen from the school.

There have been two thefts from shops.

There has been one offence of criminal damage to a tree in Snow Hill.

Late/night patrols in the surrounding villages continue after a series of burglary's and thefts at insecure premises and vehicles. To date there have been five arrests and enquiries continue.

Should any members of public see anything that they deem suspicious, please do not hesitate to call the police, inform the your local SNT and/or contact your Neighbourhood Watch Coordinator.

The new number for non-emergency calls is 101. This number can be used anywhere in the country and is to report less urgent matters for example, crimes where the offender has left the scene a while ago, to speak to your local officer, if you suspect drug use , to report a minor traffic collision etc.

## **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: Thursday 8th December 2011

TIME: 7pm - 9pm

PLACE: Village Hall, High Street, Ixworth, IP31 2HH

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 5, County Councillor's report**

Cllr Midwood provided the following verbal report relating to Clare:

Cllr Midwood asked that Highways Agenda be moved forward to allow her time to contribute as she attends other meetings on the same evening – would have liked to have commented on point 17. Road safety issues in Clare.

**Road Safety:** Cllr Midwood advised the person to get involved would be John Noble, the Locality Officer for Clare, as he can take Highways issues forward. Useful to have meeting with herself Jon Noble and PC rep. **Action: Cllr Phillips to arrange meeting with Cllr Midwood and Jon Noble.**

- Cllr Godwin advised she had taken route down Snow Hill to Primary School at 8am and noted the following:
  - Speeding cars
  - Obstacles on the side of the road (parked cars)
  - Total disregard for parking
  - No signage to warn traffic of school children. She was advised that we are unable to have sign due to being a conservation area.
- Cllr Phillips proposed a letter be issued to parents politely asking not to park. Issue being dealt with on Highways Committee meeting. Hoping to press for more restrictions.

**Country Park:** Cllr Midwood was encouraged by the meeting regarding the Clare Country Park and now sees a way forward. Thought that County Cllr Judy Terry had done a good job of chairing a meeting with so many people.

**Waste Management:** The new waste plant will be finished by 2013. Residual waste incinerated to produce electricity.

**Wind Farm:** Been advised by BT that they have found enough wind but had heard no more going forward.

## Attachment to minutes – Item 6, 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 look forward to doing 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)

Training undertaken since last report:

2 days - Next Generation Leadership nomination (How to be a better councillor)

2. Conferences/Exhibitions attended

None

3. Civic events etc

Remembrance Service

Meetings attended (excluding Majority Group meetings)

- Dedham Vale AONB and Stour Valley Project Partnership Board
- Meetings re Clare Country Park
- Development Control
- Rural Vision
- Sustainable Development
- Rural Working Party
- Eastern Enterprise Hub visit
- Havebury Housing Association local manager

5. Forthcoming meetings before next PC Meeting

- Development Control site visits - Haverhill Science Park
- Development Control

6. Voting record - items with significance to Clare community

Voted against Suffolk CC's proposal on school reorganisation for the north of the borough  
Supported Free School proposal in Ixworth

7. Current Clare issues involvement/parishioner requests to take forward

- Ongoing Housing issues (held meetings with appropriate officers)
- Heavy lorries in Clare (from Community Plan) meeting with Mr Ferguson

- The future of Clare Country Park - discussions held with appropriate officers and members of the community
- Working on improved signage and information around Clare - monitoring
- Working for support for economic development in rural areas
- Working to get an energy debate on the agenda for Borough Councillors - now planned

#### Information for Parish Councillors

- Suffolk Acre's new Local Food Project looks worth investigating further - Tim Freathy 07816828016 - support for allotments etc
- St Ed's 'On the Spot' van is planned to come here
- Other organisations are allowed to attend Parish Conference and should be encouraged to do so
- Info on the proposed Haverhill Science Park should be interesting next time
- A heads up for the Development Management Development Plan - coming out for consultation early in the New Year.
- Dedham Vale - new walks leaflets - need to avoid overlap

SUMMARY OF CORRESPONDENCE  
November 2011

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

Clare Tourist Forum (Co. Clare in Ireand)	Invitation from Clare Tourism Forum to event at Cophthorne Tara Hotel, Kensington on 8 <sup>th</sup> November – (passed)
Suffolk CC – Resource Management	Letter enclosing copy of correspondence from Suffolk Constabulary and Suffolk County Council regarding the extent of the prohibition of vehicles in the area of The Slipway, Malting Lane.

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

Parishioner, Olive Smith	Letter in response to invitation for a member of the Clare & District Horticultural Society to join a working party for the 2012 Jubilee celebrations. The Society are unable to put anyone forward at present but want to remain informed of any plans.
SALC	Email (copied to PC on 1/11/11) concerning the future of the library service and potential changes to the way it deals with archaeology and archive services.
Countryside Voice	Newsletter
Parishioner, F.D. Salter	Letter opposing the parking restrictions in Clare

**Borough Decisions**

SE/11/1128	<b>Guildhall Surgery – Granted</b>
SE/11/1026	<b>Café Clare – Granted</b>
SE/11/1043	<b>Well House – Granted</b>
SE/11/1098	<b>9 Snow Hill – Granted</b>