

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 16 August 2012**

Present: Cllrs. Keith Haisman (Chair), Derek Blake, Alan Parsley, Phil Gryce, Gayle Mallows, Margaret Godwin and  
Peter Phillips, Leslie Warmington  
County Councillor Jane Midwood, Borough Cllr. Alaric Pugh  
Clerk, Claire Ebeling, RFO, Maureen Smith  
and 3 parishioners

**1 Apologies for absence** – None

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

*Section of the meeting open to the public:*

**3 Police Report** – PCSO Chris Shields presented the attached report. PCSO Shields responded to a question regarding road line markings that photos will be taken of the queried areas and will revert to the Highways Committee.

**4 Parishioners' question time** – A parishioner raised a concern regarding the state of the river following the ongoing dispute between the owner of the mill and the Environment Agency. A request was made that Clare Town Council write to both to encourage them to settle their dispute.

**Clerk**

A parishioner requested that the minutes and agendas of Committee meetings be put on the website.

**Clerk**

**5 County Councillor's Report** – Cllr Midwood reported that she had attended a briefing by SCC on the Country Park and expressed her confidence that the proposal from Clare Town Council will find favour. Cllr. Midwood confirmed her support for Clare Youth Club to use Clare Park Centre.

Cllr. Midwood reported that following the arson attack attended by Suffolk Fire & Rescue, there will be further training for officers.

**6 Borough Councillor's Report** – See attachment to the minutes. Cllr. Pugh reported having received three requests for bike racks for Clare. This will be added as an agenda item for discussion at the next Highways Committee meeting.

**Clerk**

*End of public section of meeting*

**7 To approve minutes of previous meetings held on 19 July 2012**

One amendment – to change Cllr. Mallows to Godwin in action column (page 3). The minutes were approved unanimously.

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

Cllr. Mallows reported that the Chevron has not yet been published as it was decided to await a decision on the Country Park.

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

**Clerk**

**10 Finance**

The monthly accounts and cashflow report were proposed by Cllr Blake and approved unanimously.

Cllr. Blake reported that the new RFO has now taken over the role from Sharon Benson, who was thanked for her contribution over recent years.

Cllr. Blake proposed that the Precept timetable be adopted. Approved unanimously.  
The RFO will send proformas to Committees and Community Groups.

**RFO**

**11 Correspondence** - see attachment to minutes

**Clerk**

**12 Committee Reports - for decisions required**

a) **Environment Committee** – Minutes of 1 August 2012 were circulated.

b) **Planning Committee** – Minutes of 9 August 2012 were circulated. Cllr. Gryce proposed that the Town Council apply for an Ordnance Survey Public Sector Mapping Agreement for free use of Ordnance Survey materials. Approved unanimously.

c) **Finance Committee** – Minutes of 7 August were circulated.

Cllr. Blake proposed that retrospective approval be given for payment of half of the cost of transporting crockery for CHOC. Seconded by Cllr. Phillips and approved unanimously.

The Clerk presented a report on office requirements to accommodate the RFO and additional cemetery and finance records. The purchase of a range extender to improve wireless capability, and office chair and pedestal were approved at a maximum cost of £500.

**Clerk**

d) **Highways Committee** – Minutes of 30 July 2012 were circulated.

Cllr. Warmington reported that the Committee requested that CCTV be put in place for 2 weeks to monitor HGVs through Clare. Legalities to be investigated with the police, Highways Committee to discuss set up and put proposal to Finance Committee.

**Highways Committee**

e) **Community Committee** – Minutes of 23 July were circulated. Cllr. Haisman reported that press releases should be notified to the Town Council before they appear in the public domain. Clerk to write to all Councillors and Lay members.

Cllr Haisman proposed that the Community Committee Terms of Reference be adopted. Approved unanimously.

**Clerk**

**13 Planning**

a) **a) SE/12/0762/ADVCA – Abbeyfield, High Street – Double hanging advertisement sign**

All Councillors agreed that this application should be objected to and that the observations should be:

Advertisement not in keeping with the Conservation Area. The sign is larger than other signs in proximity.

Suggest the removal of the bottom part of the sign (web address and phone number in blue) and alter background of the rest of the sign from white to cream to more closely match the colour of the building.

**Clerk**

**SE/12/0972/HH – 1 Chilton Hall Cottages – Erection of gabion wall to Chilton brook**

All Councillors agreed that there was no objection to the application, however there are reservations about the effect downstream.

**Clerk**

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

None.

**14 Items for the next Chevron**

The next edition has not yet been published as a decision from SCC has not been confirmed.

**Cllr. Mallows**

The next edition will include a welcome to the new RFO, Country Park update, drains, request for Community volunteers for Speedwatch and a report from CHOC on the improvements to the Town Hall.

- 15 To receive a report from Cllr. Mallows on the draft briefing paper on the management of the cemetery**  
To be received at the next meeting following preparation by Cllr Warmington, Cllr Mallows and Cllr Parsley. **Cllr. Mallows  
Cllr Warmington  
Cllr Parsley**
- 16 To receive an update on Clare Castle Country Park**  
Cllr. Haisman presented a proposal from the Country Park Working Group that the amount of money required and presented to SCC on 30<sup>th</sup> August remain unchanged following a review of the requirements in the Park buildings. Approved unanimously.  
Cllr. Haisman presented a draft response to the Park Users Group. Cllr. Parsley proposed that it be sent unchanged, seconded by Cllr. Gryce and approved unanimously. **Clerk**
- 17 To consider an application from CYAC for the BMX Track**  
Cllr. Haisman proposed that the lease be signed subject to obtaining an acceptable insurance quote (level of cover/premium) and subject to approval from St Edmundsbury Borough Council. RFO to obtain quote from insurance company. Cllr. Godwin to contact St Eds. **RFO  
Cllr. Godwin**
- 18 To discuss the frequency of Committee meetings**  
It was agreed that the frequency of meetings would be as follows:  
Planning Committee – monthly (plus ad hoc as dictated by planning applications)  
Finance – monthly  
Environment Committee – monthly  
Highways Committee – monthly  
Community Committee – monthly but as working group – formal meetings when decisions/proposals required.
- 19 To receive agenda items for next meeting**
- To receive an update on the BMX Track
  - To receive an update on affordable housing in Clare
  - To receive a report on the draft briefing paper on the management of the cemetery
  - To discuss Christmas activities
  - Country Park Update
- 20 To confirm the date of the next meeting as Thursday 20 September 2012.**  
Confirmed.

The meeting closed at 9.25pm

## 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 19<sup>th</sup> July 2012 there have been 5 crimes of note:

Burglary Other Building – Theft of a Pedal Cycle

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Theft Other – Theft of conifer and smashed planting pot

Arson – Destroyed haystacks

Theft From Shop – Attempted theft of champagne and steaks from local CO-OP

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

### 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: Wednesday 13<sup>th</sup> September 2012

TIME: 7PM

PLACE: Chedburgh Village Hall

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, St Edmundsbury Borough Councillor's report

### St Edmundsbury Borough Councillor's report to Clare Town Council Period: 18th July - 16th August 2012 Author: Councillor Alaric Pugh

This is a monthly report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following the election on 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 and Treasury Management. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project and have shared delegated authority for aspects of Clare Country Park managed by St Edmundsbury.

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 run a surgery between 9.30 and 10.00 am on the first Saturday of the month for residents whose questions cannot be addressed at the Town Council Meeting. I can be contacted at other times: my mobile phone number is: 07930460899 and email [alaric.pugh@stedsbc.gov.uk](mailto:alaric.pugh@stedsbc.gov.uk)

A shorter report as less Council meetings take place in the summer:

1. Training undertaken since last report
  - Briefing on a report containing the suggestion that the Apex and the Theatre Royal might link up in the future
2. Civic events etc
  - Mayor's Church Service
3. Meetings attended (excluding Majority Group meetings)
  - re local Drug and Alcohol Abuse provision
  - re a Vision for Haverhill
  - Full Council
  - Development Control
  - Development Control Site visits
  - Sustainable Development
  - Treasury Management
  - Performance and Audit Scrutiny
  - Special Full Council Meeting to consider proposals to change the Management Structure
4. Forthcoming meetings before next TC Meeting
  - Development Control
  - Sustainable Development
  - Full Council
5. Voting record - items with significance to Clare community
  - I voted in favour of enabling the Science Park in Haverhill
  - I attended the opening husting for the selection of a candidate for the Police and Crime Commission
  - I attended the open husting for the selection of a candidate for the Clare Division of the County Council
  - I voted for the plan to change the management structure of St Edmundsbury and Forest Heath Borough Councils
6. **Current Clare issues involvement/resident requests to take forward**
  - I continue to take an active interest in solutions for Clare Country Park
  - I am involved in helping residents with planning and enforcement issues
  - I have held my third Saturday surgery in the Library.

## Attachment to minutes – Item 9, Clerk’s Report – August 2012

### Action:

- Town Council office:
  - Items required for office (filing cabinet, wireless amplifier, etc) – see separate report (agenda item 10 -Finance)
  - Old School building – My office has been decorated, but the window needs replacing and I have also raised concerns about the cleaning and look of the building. The weeds, guttering and moss externally make the building look unkempt. **Action: Cllr. Phillips will raise at the next CHOC meeting.**
- Code of conduct/Register of interests – Copies have been sent to the Monitoring Officer and put on the website. The Monitoring Officer commented that some Councillors have not declared ownership of any land; if they own their houses this counts as a declarable beneficial interest. **Action: Councillors updated their forms, Clerk to update copies with Monitoring Officer and on the website.**
- I forwarded information from St Edmundsbury Borough Council about the procedure to follow to increase the number of Councillors (but forgot to add to agenda). Key considerations are how many more Councillors are required, is there enough interest to fill seats? **Action: Councillors to discuss in a workshop, Clerk to arrange.**

### Noting:

- I have emailed the Information Commissioners Office to update the contact details and obtain confirmation of our registration and authorisation to carry out CCTV for monitoring traffic flow (as per Highways action).

### Reported issues

#### Update on previously reported issues

- Drains – I have reported blocked drains in Common Street, Callis Street, High Street (outside Ancient House), Buck Lane and Bridewell Street (between no.s 22 and 23). Reference no.s 2694709, 2694713, 2694728, 2697596 respectively.
- Pathway along Sheepgate Lane - stinging nettles and brambles have been strimmed, but dumped into Sheepgate Lane rather than removed, reported to SCC 13/8/12, request no 2666600.
- Caravan outside The Cock – was not reported last month as it had gone the next day. A resident in Callis Street has complained as the caravan had returned on 13/8. I reported it to Traveller Liaison who will send an officer out in the hope of being able to move him. If he then returns within 3 months after being directed, he will be committing an offence.

#### **Borough planning decisions:**

SE/12/0738 – 1 High Street – Extension and alterations – **Approved**

TCA12/2291 – Nethergate House – Fell tree in rear garden – **Approved**

SE/12/0718/HH – 1 Chilton Hall Cottages – Erection of cartlodge and new access - **Approved**

**Attachment to minutes – Item 11, Correspondence:**

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

Country Park Users Group	Letter inviting meeting to present business plan and discuss. Response drafted by Cllr. Haisman to be agreed. <b>Action:</b> see agenda item 16.
John Collecott Gemma Pannell	Chasing meeting with Anglian Water <b>Action:</b> Cllr. Mallows will contact the Environment Agency again.
Richard Hibbert	Enquiry about support for an event in Clare. <b>Action:</b> Clerk to write with contact details for Howard Jackson and request that Mr Hibbert contacts again to meet once he has more information.

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

PC Sippitt	Report on action taken following a report from a parishioner about vandalism in Clare.
PC Sippitt	Report on action taken following a report from a parishioner about cones being placed on Nethergate Street.
Ron Longland	Sheepgate Lane – strimmed weeds left in Sheepgate Lane (reported on Clerk's Report).
Jerry Hindle	Ruins Restoration notification