

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 20 September 2012**

Present: Cllrs. Derek Blake (Chair), Alan Parsley, Phil Gryce, Gayle Mallows, Leslie Warmington
Borough Cllr. Alaric Pugh
Clerk, Claire Ebeling, RFO, Maureen Smith

- 1 Apologies for absence** – Cllrs Keith Haisman, Margaret Godwin and Peter Phillips, County Councillor Jane Midwood.

The Town Council wished to express their good wishes to Cllr Phillips who is now convalescing at home following time in hospital after being taken ill on Sunday.

Following his resignation, the Town Council wished to acknowledge and thank Keith Mison for his very significant contribution to the community as a Parish and Town Councillor over a period of more than twenty years. Fortunately his experience will not be totally lost since he has offered his services in various lay capacities.

- 2 Register of members' interest** – None

Section of the meeting open to the public:

- 3 Police Report** – PC Kayla Packman presented the attached report.

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

- 5 County Councillor's Report** – Cllr Midwood sent her apologies

- 6 Borough Councillor's Report** – See attachment to the minutes. Cllr. Pugh also expressed his best wishes to Cllr Phillips for a speedy recovery and to Keith Mison for his work for Clare. Cllr Pugh informed the TC that there would be no surgery in October. Cllr Pugh informed the TC of a 'Visit Suffolk' road show which will take place at a London Fair to encourage tourism in Suffolk and asked the TC to consider making a contribution to support the initiative that other Clare groups are currently considering. Cllr Blake proposed that £100 from the Tourism precept be used. Agreed unanimously.

End of public section of meeting

- 7 To approve minutes of previous meetings held on 16 August and 11 September 2012**

The minutes were approved unanimously.

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

The Clerk reported that one item was outstanding – to write to the Environment Agency regarding the river. The Clerk will write expressing the concerns raised by parishioners and mentioning the letter received from the landowner.

Clerk

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

Clerk

- 10 Finance**

- i) The monthly accounts and cash flow report were proposed by Cllr Blake and approved unanimously.
- ii) The RFO reported that the Precept proformas have been sent to Committees and Community Groups and completed forms should be received in the coming week.
- iii) The RFO reported on her findings regarding the insurance quote for the coming year. It was proposed that the insurance policy with Zurich be renewed. Agreed unanimously.

11 **Correspondence** - see attachment to minutes

Clerk

12 **Committee Reports - for decisions required**

- a) **Environment Committee** – Minutes of 5 September 2012 were circulated. Cllr. Parsley proposed that Keith Mison be accepted as a lay member onto the Committee. Agreed unanimously.
- b) **Planning Committee** – Minutes of 13 September 2012 were circulated.
- c) **Finance Committee** – Minutes of 11 September were circulated. It was an informal meeting as it was not quorate.
Cllr. Blake proposed that Cllr. Mallows be accepted as a Committee member. Agreed unanimously.
Cllr. Blake proposed that the Community Committee precept be increased by £693.88 as per the request from the Committee. Agreed unanimously.
Cllr. Blake proposed that up to £200 be approved to be used for the Highways CCTV HGV monitoring project. Agreed unanimously.
- d) **Highways Committee** – Minutes of 3 September 2012 were circulated.
Cllr. Warmington suggested that Cllr. McGregor at SCC be written to requesting sight of a recent report of traffic in Clare that he had become aware of. Agreed unanimously.
- e) **Community Committee** – Cllr. Mallows reported that a working party had met and further information will be provided at the next meeting.

Cllr.
Warmington

13 **Planning**

- a) **SE/12/1051/FULCA – Jacaranda House, High Street – Erection of 1.5 storey dwelling**
All Councillors agreed that there was no objection to the application.

SE/12/1178/HH – 6 Cavendish Road – Erection of single storey side extension

All Councillors agreed that there was no objection to the application.

SE/12/1176/HH – 40 Highfield - Erection of single storey side extension

All Councillors agreed that there was no objection to the application.

Clerk

SE/12/0461/FULCA – Land East of the Granary – Erection of 60No. dwellings

All Councillors agreed that the concerns about the design aspects have been addressed with some significant improvement to the design of the development. However concerns remain regarding the foul water sewage system, therefore it was agreed that the application should be objected to pending clarification of the impact on infrastructure at the meeting with Anglian Water on 5th October. Cllr. Mallows will draft a response to planning.

Cllr. Mallows/
Clerk

SE/12/1075/LBCA - Bell Hotel – Internal alterations to partitions adjacent to the servery

Following receipt of amended plans, all Councillors agreed that there was no objection to the application.

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

SE/12/ 1220/HH Dorron House – it was agreed that this application will be discussed at a TC meeting to be held on 5th October.

SE/12/1114/FUL – Solar Farm – The Clerk will request an extension of more time to consider this application.

14 **Items for the next Chevron**

The next edition will be published in early October and will include items on Remembrance

Cllr. Mallows

Day, Christmas Lights fundraising, First Responders, SafeKey and bike racks.

**Clerk to contact
CLC**

15 To receive an update on Clare Castle Country Park

Cllr. Blake reported that a meeting between Chris Hawkins (Savill's) and SCC Property Team to review building costs was due to take place shortly. Cllr. Blake requested that all Councillors endorse the suggested response to Suffolk County Council on the Terms of Reference for this review viz that there should be only one category of items, namely all the repair, maintenance, replacement and improvement necessary to bring the buildings into the condition required for the implementation of the Town Council's business plan for the Park. Agreed unanimously.

16 To receive a report from Cllr. Mallows on the draft briefing paper on the management of the cemetery

Carry forward to next meeting.

Cllr. Mallows

17 To receive an update on the BMX Track

Cllr. Blake reported that the only outstanding issue was that of the payment of the insurance policy, which will be dealt with by Councillor Godwin liaising with CYAC.

Cllr. Godwin

18 To receive an update on affordable housing

In camera item.

19 To discuss Christmas activities

It was agreed that all CTC Councillors, staff and partners will meet for a Christmas meal and that Keith and Gill Mison and Sharon and Carl Benson will be guests as a thank you for their contribution following their resignations this year.

20 To receive agenda items for next meeting

- To receive a report on the draft briefing paper on the management of the cemetery
- To discuss Christmas activities
- Country Park Update

21 To confirm the date of the next meeting as Thursday 18 October 2012.

Confirmed.

The meeting closed at 9.15pm

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 5th 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 10th 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.
- 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 16th August 2012 there have been 2 crimes of note:

Burglary Other Building – Computer equipment stolen from Stour Valley Community School
Criminal Damage Vehicle – Damage to vehicle tyres in Maltings lane

We wish to encourage the use of our 101 number for reporting any non-emergency events. There seems to have been a misconception about the use of this number, be assured that any call we receive whether via 999 or the 101 number will be graded and responded to appropriately.

On the 12th September we set our SNT priorities for the next three months, they are as follows;

PRIORITY 1: SPEEDING – Lt Thurlow, Chevington, Hawstead and Hargrave

PRIORITY 2: PARKING – School parking in Kedington

PRIORITY 3: RURAL PATROLS – For thefts and burglaries

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

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: 12/12/12

TIME: 7pm

PLACE: St Edmundsbury 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.

St Edmundsbury Borough Councillor's report to Clare Town Council Period: 16th August - 19th Sept 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 Town 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

A short report as few Council meetings take place in August:

1. Training undertaken since last report - Energy efficiency
2. Civic events etc - None
3. Meetings attended (excluding Majority Group meetings)
 - Development Control
 - Rural Working Party
 - Sustainable Development
 - Special Meeting to consider the appointment of Joint Directors
 - Bury Business Festival
 - Fresh Festival for Youth jobs
4. Forthcoming meetings before next TC Meeting
 - Development Control
 - Development Control Site visits
 - Performance and Audit Scrutiny
 - Full Council
 - Anglian Water with the TC
5. Voting record - items with significance to Clare community
 - I voted against the Maynewater Lane Development in Bury as the design still wasn't of a good enough standard for the prominence of the site, but it was granted planning permission by a majority
6. Current Clare issues involvement/resident requests to take forward
 - On request I spoke to the Clare Society about Planning, assisted by an officer from St Eds
 - 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 fourth Saturday surgery in the Library but the fifth one will have to be cancelled. My next surgery will be held on Saturday 3rd November.

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

Action:

- Town Council office:
Items for office – chair and pedestal for Mo purchased and delivered.
2-hour fireproof cabinet costs approx £1500 new, second-hand (but not damaged or soiled) £800 + VAT and £100 delivery.

Action: Approval agreed unanimously. Clerk to purchase.

Wireless range extender – the product recommended by BT is £63 + VAT.

Action: Approval agreed unanimously. Clerk to purchase.

Computers – the PC in the office is running very slow and needs replacing – suggest buying a desktop (cost around £300) and also software - Cost of Microsoft Office 2010 (currently have 2007 version): £240.

Action: Approval for maximum spend £600 agreed unanimously. Clerk to purchase.

Noting:

- I have spoken to Simon Curl (SCC) about the Brown Tourism signs. He has confirmed that we have approval for the symbols we requested (Castle, Country Park and knife and fork symbol) which, it is hoped will encourage people passing through to stop in Clare. The signs are being designed and I will receive costings shortly.
- I have registered the Town Council for a PSMA Membership Licence to access and use Ordnance Survey services for free.
- Following a concern that the CAB services were not being used, I spoke to the manager again and she confirmed that they will not be running a session in Clare for the foreseeable future due to lack of interest and staffing shortage. I have therefore cancelled the room booking (£12.50 per month) and not included on the precept proforma.
- I have sent all Clare Town Councillors an email inviting you to share a folder in dropbox. I am using it as a back-up for electronic filing but it is also a useful way to view and update as groups without having to email/save to memory stick and recirculate every time. It may also help a little with attachments not opening/displaying well when attached by email. I will be sending documents for circulation by email as usual, but will also tell you on that email where it is in dropbox and you will have to the option to view it there. We will review next month and decide if attachments are necessary at all within our group. I await your feedback.
Action: Clerk to write procedure/protocol for use of Dropbox and making changes to shared documents.
- I have ordered samples of each size of high visibility jackets for the Primary School to determine how many they will need of each as we would like to order them as soon as possible.

Reported issues

- Drains – I have reported blocked drains on the Market Hill (outside the Bell) Reference no. 2728051.
- Hedge along Cavendish Road – I have reported to SCC the hedge overhanging the pavement alongside Highfields, Ref. 2728060

Borough planning decisions:

None

Attachment to minutes – Item 11, Correspondence:

Items for action (all circulated to Town Councillors)

- CYAC Request to store Youth club property in chapel. Approved unanimously on a temporary basis until the Youth Club have their own base, provided the floor is covered and walls are protected from any damage.
Action: Clerk to confirm with CYAC and ask Keith Mison to liaise with them to arrange.
- Keith Mison Resignation letter and reply from Keith Haisman.
The Returning Officer at St Eds was notified and a notice of vacancy has been displayed since 10 September. If by 28th September the Returning Officer has not received 10 requests for an election, the vacancy will be filled by co-option. If an election is called, it will take place no later than 30 November 2012.
Action: Await closing date.
- John Knight Request that the TC write to the Environment Agency asking that they reverse their decision and go back to managing, maintaining and clearing Clare Mill gates.
Also an email with an update.
Action: Clerk to write to EA.
- Pete Phillips Lollipop people service feasibility study takes place on 26th.
Action: Clerk to liaise with Kelvin Green to attend.
- Sandra Pell, St Eds Land east of the Granary – re our letter to Bidwells.
Action: Clerk to write to St Eds.
- Tess Gorst Request for bike racks. A bike rack is in place within the park gate at the bottom of station road. Cafe Clare has some freestanding racks available for customers.
Action: Refer request to Highways – Investigate an additional location for further bike racks on Market Hill.
- CHOC Quiz – Friday 19th October.
Action: Some Councillors will attend.
- Mrs Prestwood Request for Grit bin for the Granary.
Action: Refer request to Environment Committee.

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

- St Edmundsbury BC Christmas Lights funding limit – we will receive £4,000 for Christmas 2012 with no further funding in future as agreed with the Christmas Lights committee.
- Gemma Pannell, Planning Officer Confirmation that the TC's response to the Land East of the Granary planning application can be sent in two parts. The response on the design etc must be sent in time for the consultation expiry date and the response on the sewage system can be sent *after* the 5th October meeting with Anglian Water.
- Bob Verguson Resignation as Lay Member and letter to Keith Haisman.
Action: Refer to Community – Information sheet 'Guidance for Lay Members'.

Clare Society	Planning response re SE/12/0678/LBCA – The Bell Hotel Planning response re SE/12/0972/HH – Chilton Street brook
Simon Curl	Response to letter from Bob Verguson (cc TC) regarding parallels with HGV restrictions on a comparative road in Cumbria.
SALC	Response to Finance queries.