

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 17 May 2012**

Present: Cllrs. Alan Parsley (Chair for this meeting) Derek Blake, Phil Gryce, Gayle Mallows, Keith Mison, Margaret Godwin and Peter Phillips  
Clerk, Claire Ebeling

**1 Election of Chairman**

Nominations were invited. Cllr. Mallows nominated Cllr. Keith Haisman. No other nominations. The nomination of Cllr. Haisman was seconded by Cllr. Blake and agreed unanimously.

**2** Declaration of acceptance of Office of the Chairman  
The Clerk will write to Cllr. Haisman.

**3 Election of Vice Chairman**

Cllr. Mallows nominated Cllr. Phillips. No other nominations. The nomination of Cllr. Phillips was seconded by Cllr. Blake and agreed unanimously.

**4 Apologies for absence** – Cllr. Haisman, Cllr. Warmington, PC Rob Sippitt, County Cllr. Midwood and Borough Cllr. Pugh.

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

*Section of the meeting open to the public:*

**6 Police Report** – None

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

**8 County Councillor's Report** – Cllr Midwood sent her apologies.

**9 Borough Councillor's Report** – Cllr. Pugh sent his apologies and a report (circulated). See attachment to the minutes.

*End of public section of meeting*

**10 To discuss the future committee organisation of the Town Council**

A proposal put forward by Cllr. Blake (see attachment to minutes) was proposed formally by Cllr. Parsley, seconded by Cllr. Gryce and approved unanimously. It should be reviewed in 6 months' time. All Town Councillors should receive copies of agendas and minutes of all committees. Cllr. Blake was thanked for his proposal.

**11 Election of Committees and Representatives**

- a) Following confirmation of the new Town Council committees, Councillors volunteered to represent Committees as stated in the attachment to the minutes.
- b) Finance Committee – Cllr. Blake (Chair), Parsley, Godwin, Warmington
- c) Clare Playing Field Association representative – to be elected by County Council
- d) SALC representative – Cllr. Phillips
- e) CLASP representative – Cllr. Parsley
- f) CBA representative – Cllr. Haisman
- g) Tourism Forum representative – Cllr. Gryce
- h) Clare Combined Charities representative - Cllr. Mison
- i) Press Officer – Cllr. Haisman
- j) Tree Officer – Cllr. Mison

- k) Community Plan monitoring committee – Cllr. Phillips (Chair), Cllr. Mallows
  - l) Ancient House Museum – Cllr. Blake, Cllr. Gryce (Records Officer)
  - m) CYAC representative – Cllr. Godwin
  - n) Country Park representative – Cllr. Blake
  - o) Emergency Planning – Cllr. Phillips
  - p) Cemetery – Cllr. Warmington
  - q) CHOC – Cllr. Phillips
- All Committee representatives are to be confirmed at the next Committee meeting.

**12 To approve minutes of previous meetings held on 19 April 2012**

Cllr. Phillips proposed an amendment to item 14(iii) of the minutes – to supply Jubilee mugs to all pupils of the Primary School. The minutes were proposed by Cllr. Godwin, seconded by Cllr. Phillips and approved unanimously.

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

The Clerk confirmed that the actions had been completed.

**14 Clerk’s Report** – See attachment to the minutes.

**Clerk**

**15 Correspondence** - see attachment to minutes

**Clerk**

**16 Finance**

The monthly accounts and cashflow report were approved unanimously.  
Cllr. Mison thanked the Finance Chair and Officer for settling his insurance claim.

**17 Committee Reports - for decisions required**

a) **Environment Committee** – minutes of 2 May 2012 were circulated.  
Cllr. Mison reported interest in tours of the Nuttery from local groups including schools.

b) **Emergency Planning Committee** – No meeting took place.

c) **Communications Committee** – No meeting took place.

d) **Finance Committee** – Minutes of 8 May were circulated.  
Cllr. Blake referred to Item 5 of these minutes and proposed that the Clare Community Singing Group be given £500 to purchase original sheet music, subject to the forming of a committee and the opening of a dedicated bank account to enable payment. Cllr. Gryce seconded. (Parsley declared an interest). Approved unanimously.

Cllr. Blake referred to Item 5 of the minutes and proposed that 2% increases be applied to the wages of the employees of Clare Town Council with effect from 1 October 2012. Seconded by Cllr. Mallows and agreed unanimously. The Clerk will write to the Street Wardens to notify them of the increase.

Cllr. Blake proposed that a Childcare Voucher salary sacrifice scheme be approved to benefit staff at no cost to the Council. Seconded by Cllr. Mallows and agreed unanimously.

**RFO/Clerk**

e) **Highways Committee** – minutes of the meeting held on 30 April 2012 were circulated.

**18 Planning**

a) **SE/12/0525/HHCA – 8 Boat House Mews** – (i) Erection of single storey side extension incorporating flue (ii) provision of 3 dormer windows to rear elevation in association with loft conversion – date extended, awaiting updated plans.

b) **Applications received by the Clerk between publishing the agenda and this meeting**  
SE/12/0590/HH – 21 Gilbert Road - Erection of part single storey part two storey rear and side extension. No objections, approved unanimously.

- c) **To receive a report on the meeting with Gordon Mussett re Land East of the Granary.**  
Awaiting a response from Bidwells regarding independent advice. Cllr. Godwin will pursue. The Clerk will request an extension to the deadline. **Clerk**
- 19 Items for the next Chevron**  
Cllr. Blake will write an item detailing the new Committee structure and encouraging lay members. It was agreed unanimously that this month's issue will not be delivered but emailed, published on the website and copies provided to the library. **Cllr. Mallows**
- 20 To ratify the Vision 2031 submission to SEBC sent on 30 April 2012**  
The submission was proposed by Cllr. Gryce, seconded by Cllr. Mallows and approved unanimously.
- 21 To complete and approve the annual return for year ended 31 March 2012**  
Cllr. Blake requested that the annual return be signed by the Chair of the meeting in line with policy. Proposed by Cllr. Gryce, seconded by Cllr. Mison and approved unanimously.
- 22 To receive reports – by exception**
- i) **Clare Country Park** – No news at present.
- ii) **4 Year Plan** - Cllr. Mallows requested that 'Review of 4 Year Plan actions' be an agenda item for the next meetings of all of the Committees and that the ownership of actions be reported to Cllr. Mallows. **Committees/  
Cllr. Mallows**
- iii) **Diamond Jubilee arrangements**  
Cllr. Gryce reported that mugs for children had been ordered. Also that a request for helpers has been circulated and the list is growing. **Cllr. Gryce**
- iv) **CYAC/BMX Track**  
Cllr. Godwin reported that CYAC now have the lease and are keen to progress with the BMX Track. This should be added as an agenda item for the next Environment Committee meeting. **Clerk**  
Cllr. Godwin reported that the Youth Club will be running again from 2<sup>nd</sup> week in June at the Social Club.
- 23 To receive agenda items for next meeting**
- BMX Track
- 24 To confirm the date of the next meeting as Thursday 21 June 2012.**  
Confirmed.

The meeting closed at 9.10pm

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

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 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 parishioners 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)

### 1. Training undertaken since last report

- Localism
- Planning

### 2. Civic events etc

- Mayor-making ceremony
- Annual Parish Meeting - Clare

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

- Launch meeting for Visit Suffolk at the Apex
- Performance and Audit
- Rural Area Working Party
- Development Control
- Cabinet meeting of Suffolk County Council

### 4. Forthcoming meetings before next TC Meeting

- Development Control
- Energy Workshop

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

- I voted against the proposed wind assessment mast at Stoke by Clare
- I voted for rejection, on the grounds of poor design, for a development on a gateway site to Bury St Edmunds

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

- I continue to take an active interest in Clare Country Park and have spoken to the Police about it on several occasions
- I am still investigating a yellow skip being used for residential waste in a conservation area, and nuisance dog barking
- I attended a meeting with the Police and the Chair of the Town Council Highways Committee
- I am involved in helping residents with a number of planning issues
- I have met with The Clare Society
- I have submitted formal and informal responses to St Edmundsbury's 2031 Vision.

I have to give my apologies for being unable to attend May's Town Council Meeting as I will be involved in the Civic activities related to Mayor-making at St Edmundsbury, please don't hesitate to let me know about anything that arises that might need my attention.

In order to align the work of our Committees with the priorities identified in our 4 Year Development Plan, the following Committee Structure is proposed for adoption at the Town Council meeting on 17 May 2012:

#### Community

Expansion of Communications Committee.

communications, media, website, education, youth and elderly provision, community groups including Business Association, library, events, emergency planning

#### Environment

As now, but add Country Park.

Street cleaning, green spaces/trees, Cemetery, Nuttery, war memorial, re-cycling, Country Park

#### Finance

No change proposed.

#### Highways

No change proposed.

highways, HGVs, road safety, parking, access (elderly, disabled, pushchair)

#### Planning

formalisation of existing Planning Group plus addition of utilities infrastructure.

planning applications/recommendations, LDF consultations, affordable housing, delivery of intended Hastoe development, utilities

This proposal will not increase the number of Committees, other than confirming the Planning Group as a formal Committee.

It is proposed that each Town Councillor other than the Chair (who will be ex-officio on all Committees and particularly involved with the Community Committee) commits to a minimum of two, and a maximum of three, Committees, and that each Committee has a minimum of three Councillor members. Lay members of Committees will be encouraged, as long as the Councillor members are in the majority.

Committees will meet when necessary. It is likely that the workload of each Committee will be such that monthly meetings will be the norm, but it will be for each Committee other than Finance, which will be required to meet monthly, to determine frequency.

It is proposed that all Committees are formally clerked. To cope with this increase it is proposed that support is provided to the Clerk by recruiting someone, who hopefully has knowledge of council activities, to clerk two of the Committees. The cost of this additional support is likely to be of the order of £1,000 per annum (8 hours per month at £10 per hour = £960).

Committees will need to implement or review their terms of reference as appropriate, taking on board the 4 year development plan priorities. Particular work-streams/priorities will be owned and championed by individual Councillors who act as "prime contractors" and progress subjects as appropriate, involving other individuals or groups as necessary, with the relevant Committee taking a co-ordinating over-view and ensuring that the development plan is progressed in a timely manner.

Committee agendas as well as minutes will be circulated to all Councillors, and the agendas will confirm Committee membership. Minutes will be confined to decisions and actions. Councillors will be able to attend any Committee meeting should they choose to do so.

It will be for individual Councillors and Committees to ensure that other Councillors are aware of issues that arise, and that the Town Council as a whole makes all decisions that have not been delegated to a particular Committee. It is the intention of these changes that more work takes place within Committees, leaving formal Town Council meetings for formal decision-making and the discussion of major issues.

These arrangements will be formally reviewed six months after implementation.

Derek Blake  
10 May 2012

**Attachment to minutes – Item 11, Town Council Committees, Councillor representatives**

<b>Councillor</b>	<b>Committee Role</b>
Derek Blake	Finance, Environment
Margaret Godwin	Finance, Highways, Planning
Phil Gryce	Community, Environment, Planning
Keith Haisman (Chairman)	Community, Press officer
Gayle Mallows	Community, Environment, Planning
Keith Mison	Environment, Planning, Tree Warden
Alan Parsley	Environment, Finance
Peter Phillips (Vice Chairman)	Community, Highways
Leslie Warmington	Finance, Highways

## **Attachment to minutes – Item 14, Clerk’s Report – May 2012**

### **Action:**

Letter to Haulage companies drafted by Bob Verguson for the Highways Committee.  
Approved unanimously. Clerk to put on headed paper and send to companies notified by Highways Committee.

Request for financial support from Stop Stansted Expansion.  
Request denied.

### **Noting:**

- Application made to St Eds for Jubilee Big Picnic event in Park on 3<sup>rd</sup> June.

### **Reported issues**

#### **Newly reported issues**

- Condition of Gents Toilets in Park – referred to Jerry Hindle at SCC and is being dealt with (hopefully before Jubilee events)
- Complaint about Clare Antiques Centre using slipway for displaying items for sale and causing obstruction to pedestrians.  
Forward to Planning Dept SEBC, copy to police.

#### **Update on previously reported issues**

- Puddle in Clarence Road (drains blocked) – was reported to St Eds, who investigated and found tree roots as the cause. SCC to attend and resolve.
- Bridewell Street Telegraph pole – UK Power Networks have put a replacement pole in a better position and have again requested that BT move the cables to the new pole so that they can remove the old one.
- Bell Hotel – acknowledgement received from St Eds Enforcement Section re Erection of sign and works.

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

SE/12/0264 – 3 Hermitage Meadow – Erection of detached garden room – **Approved**

SE/12/0375 – Richmond House, 20 Nethergate Street – Erection of (i) swimming pool enclosure (ii) link extension (iii) car port and (iv) alterations to previously converted coach house – **Approved**

SE/12/0255 – 10 Mortimer Place – Erection of single storey front extension (ii) additional hardstanding – **Approved**

TCA12/2246 – Gothic House, Church Street – Repollard seven lime trees – **Approved**

TCA12/2246 – 33 Callis Street – (i) 33% crown reduction to reduce height by 2 metres and shape Hawthorn and (ii) Fell Rowan – **Approved**

SE/12/0212/HH – 1 Chilton Hall Cottages – Erection of cart lodge, provision of drop kerb access and gabion wall to stream bed – **Application Withdrawn**



**Attachment to minutes – Item 15, Correspondence:**

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

Christina Glover	Tree planting on Market Hill. Response? Tree in planter will be allowed to grow to natural height - this is felt an appropriate size due to the proximity of the War Memorial.
Co-op delivery vehicles	Concern about parking of lorries when delivering to the Co-op. In the past, the delivery vehicles used to reverse into the yard. The Clerk will write to request that they revert to this practice to avoid causing an obstruction and blocking Bucks Lane. Cllr. Phillips will draft the letter and send to the Clerk to forward.

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

John H.M. Griffiths Leader, St Edmundsbury Borough Council	Congratulations on becoming Clare Town Council
Olive Smith	Happy to continue as lay member of Environment Committee
CHOC report	Reminder of Town hall
Patrick Scrivens, Suffolk County Council	Signpost for Sheepgate Lane – budget limitations prevent provision of a replacement footpath sign. Cllr. Mison to investigate and re-fix sign if he is able to find it.
CHOC	New information map – agreed permission to replace old map with free one from Codair (do not accept liability for upkeep of repair). Free advert for CHOC currently being negotiated.
Richard Smith for Ancient House	Continued interest
Alaric Pugh	Details of St Eds services carried out in Clare