

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 18 October 2012**

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

1 Apologies for absence – Cllr. Keith Haisman

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 – A parishioner reported increased amounts of dog fouling. Cllr. Parsley responded that dog fouling is a permanent item on the Environment Committee agenda. New signs (from a poster designed by a Stour Valley Community School pupil) will soon be in place around the town, bags are provided to Clare Pet shop and Hudgies for free distribution and frequent contact with the Borough Council Dog Warden is maintained. Parishioners are encouraged to report to the Town Clerk if they are aware of regular times and places that dog fouling occurs so that enforcement officers can attend.

5 County Councillor's Report – Cllr Midwood reported that the address for the Solar Farm planning application is incorrect and should be Broxted rather than Steeplechase. Cllr. Midwood reported that Council tax rates will be frozen again next year. Cllr. Midwood requested an update on Highways issues. Cllr. Phillips will write to Cllr. Midwood shortly. Cllr. Midwood reported that Suffolk County Council has signed a Community Covenant pledging support for Suffolk's Armed forces community. Also that Suffolk County Council will be investing in Suffolk's residential care homes and a meeting will be held next week and that Churchill Close in Clare is on the agenda.

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

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 the letter to the Environment Agency regarding the river was to be finalised.

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) Precept – to be finalised at the Finance Committee meeting on 6th November and proposed for approval at the Town Council meeting on 15th November.

11 iii) Correspondence - see attachment to minutes

Clerk

12 Committee Reports - for decisions required

- a) **Environment Committee** – Minutes of 3 October 2012 were circulated.
- b) **Planning Committee** – Minutes of 11 October 2012 were circulated.
- c) **Finance Committee** – Minutes of 9 October were circulated.

- d) **Highways Committee** – Minutes of 1 October 2012 were circulated.

Cllr. Warmington reported that Bob Verguson has purchased, on behalf of Clare Town Council, a video camera for the traffic survey. This was considerably cheaper than the cost of hiring a camera.

Cllr. Godwin proposed the following actions be approved:

- 1. To write to SCC requesting a contribution towards the cost of CCTV cameras in exchange for a copy of the information recorded.
- 2. To write to SCC (copy to Cllr Midwood) detailing HGV incidents in Clare and the concerns of residents.

Cllr. Blake proposed writing to the new Chief Executive of Suffolk County Council, Deborah Cadman to invite her to a meeting to discuss our key issues including Highways problems in Clare. Cllr.s Phillips and Godwin will draft the letter.

**Cllr.s Godwin
& Phillips**

- e) **Community Committee** – No meeting held.

13 Planning

- a) **SE/12/1114/FUL – Solar Farm** – Cllr. Mallows reported that the application had been discussed at the Planning committee meeting and proposed the response be to approve the application. Agreed unanimously.

Clerk

- b) **Applications received by the Clerk between publishing the agenda and this meeting**
SE/12/ 1292/FULBCA - The Old Guildhall, 21 High Street – the application was reviewed and approved unanimously.

Clerk

14 Items for the next Chevron

The next edition will be published in early November and will include items on Remembrance Day, Christmas Lights fundraising, First Responders, SafeKey, Volunteers for Stay Warm campaign, Anglian Water, HGVs, dog fouling and bike racks.

Cllr. Mallows

15 To receive an update on Clare Castle Country Park

Cllr. Blake reported that Chris Hawkins is unable to work on the review of the buildings; however Jason Jolly, Quantity Surveyor, has agreed to carry out the review with Suffolk County Council shortly.

16 To receive recommendations on the future management of the cemetery

Cllr. Blake proposed adopting the 6 the recommendations as agreed at the Finance Committee meeting as follows:

1. Cemetery admin transfers to Town Clerk and RFO between now and 31 March 2013. Increase number of working hours by 10 hours per month and propose increase with immediate effect.
2. Some expenditure will be necessary immediately for registers and/or software.
3. Create a paid staff member role of cemetery management officer for approx. 2 hours per week, plus as necessary per interment.
4. Repair works to go ahead immediately, capped at £1,000.
5. To request a review of the fee structure by 31st December 2012, considering an increase in the range of 30-50%. Cllr. Warmington stated that he would not wish to see a fee increase in excess of 30%.
6. Formally start the new management procedures from 1 April 2013.

Approved unanimously. Cllr. Warmington added that the Cemetery belongs to the whole Clare community.

17 To discuss Christmas activities

The Clerk will arrange a date in December for the Christmas meal.

Clerk

18 To receive agenda items for next meeting

- Clerk's contract – end of 12 month contract 30 November 2012.
- Country Park Update

19 To confirm the date of the next meeting as Thursday 15 November 2012.

Confirmed. The Clerk gave her apologies and the RFO confirmed she would Clerk the next meeting.

The meeting closed at 9.35pm

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 20th September 2012 there have been 4 crimes of note:

Produce Controlled Drug, Cannabis – Market Hill – 8 mature plants seized by officers
Burglary Other Building – Nethergate Street – Entry gained to outbuildings, various items stolen
Criminal Damage – Malting Lane – Damage to building
Criminal Damage – Clare Country Park – Fence around scout hut damaged

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: 20th Sept-18th October 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@stedsb.gov.uk

1. Training undertaken since last report - Data Protection, Customer Access Strategy, Retention of Business Rates/Pooling, Welfare Reforms - Housing

2. Civic events etc - None

3. Meetings attended (excluding Majority Group meetings)

- Performance and Audit Scrutiny

- Dedham Vale AONB

 - Arts Strategy Review Committee

 - Economic Strategy Review Committee

 - Regional Economic Development Review - supporting local businesses

- iv) Anglian Water with the TC

4. Forthcoming meetings before next TC Meeting

- Development Control

 - Sustainable Working Party

 - Rural Working Party

- Full Council

5. Voting record - items with significance to Clare community

- There have been no votes since the last meeting

- Current Clare issues involvement/resident requests to take forward;

- please note there is a Parish Conference coming up on 22 November

- I continue to take an active interest in solutions for Clare Country Park

- I am involved in helping residents with planning and enforcement issues

- My next surgery will be held on Saturday 3rd November.

Attachment to minutes – Item 9, Clerk's Report – October 2012

Action:

- Town Council office:
 1. Items for office – Wireless range extender purchased and delivered. PG has been testing it and it works, he will hopefully test and set up the wireless across the whole building next week (we can hopefully then cancel the second line).
 2. 2-hour fireproof cabinet to be delivered this Friday (Warren Rodwell and his colleagues will be assisting with sack barrows).
 3. New computer and software has been purchased from PCS within budget.
- Emergency Planning leaflets have been updated with new contact details – quote from Gipping Press £166.19+ VAT.
Action – approved. Clerk to arrange printing.
- Councillor Vacancy – advertised on noticeboard, suggest closing date be added – 9th November 2012.
Action: Closing date confirmed, Clerk to update notice.
- Training for Mo – SALC is running two courses that Mo would benefit from attending (Book keeping, Annual Return, Budget & Precept and Notices, Minutes & Agendas, both £25+VAT).
Action – approved. Clerk to arrange.
- Reports have been received that the cemetery gates have not been locked at the correct time in the evenings.
Cllr. Parsley will investigate.

Noting:

- Remembrance Day parade – Network Assurance (Suffolk County Council) have received Special Events order application and most parties have approved it. However they are still waiting for official approval from Police HQ and the Area manager's office. Both have to confirm directly to Network Assurance. They have both been reminded that the approval is outstanding. As soon as confirmation is received the order will be issued.
- Brown Tourism signs – being designed and priced – have chased.
- Christmas Lights – Liaising with Pippa Smith regularly. Electrician is booked and working on the application form to be sent to SCC.
- Dropbox - your feedback please (correspondence easier as attachments I think).

Reported issues

- Stoke Road – I have reported a broken drain and manhole cover and damaged highway Reference no. 2760707.
- Stoke Road – I have requested that the road be swept to clear the straw scattered after a bale was dropped. The Street Wardens have swept but there is so much it is unmanageable by hand. Reference no. 2760707.
- Ivy growth over street light at bottom of Station Road. Reference No. WEB010127

Borough planning decisions:

SE/12/0678/LBCA – Bell Hotel, Market Hill – External and internal alterations – Permission granted
SE/12/1075/LBCA – Bell Hotel, Market Hill – Internal alterations to partitions – Permission granted
SE/12/0762/ADVCA – Abbeyfield, Half Moon House, High Street – Provision of 1 non-illuminated double hanging sign – Permission refused
SE/12/09725/HH – 1 Chilton Hall Cottages – Extension of gabion wall to Chilton brook – Permission granted
SE/12/1176/HH – 40 Highfield – Erection of single storey side extension – Permission granted

Attachment to minutes – Item 11, Correspondence:

Items for action (all circulated to Town Councillors)

1 st Clare Brownies	Request for a stall on Market Hill on Saturday 17 th November (9.30am-12pm) to sell cakes and children's craft activities in aid of Children in Need. Cllr. Parsley expressed concern about possible unauthorised charity collectors standing at the door of the Co-op recently. Action: Approved – Clerk to write to confirm. A copy of the letter will be sent to the Co-op to ask that they avoid dates of charity collections authorised by CTC on the Market Hill when allowing other charity collectors in the store.
Royal British Legion Women's Section	Request for payment of the band for Remembrance Sunday. Action: Approved – Clerk to write to confirm.
Royal British Legion Women's Section	Request for a stall on Market Hill on Saturday 3 rd November (9.00am-12pm) to sell books, cakes, jams etc. as well as a coin collection, both in aid of the Poppy Appeal. Action: Approved – Clerk to write to confirm.
Community Buying	Volunteers Needed to Help Vulnerable People Stay Warm Action: To be added as an item in the next Chevron.
Suffolk Acre	Offer of support on a number of issues. Action: Clerk to forward to Committee Chairs and CHOC to follow up.
Country Park	Email string – Parishioner, Police, SEBC. Cllr. Gryce and Mallows have inspected the park and found nothing untoward. However the shed guttering is completely blocked. Also the footpath along the river has not been repaired. Action: Clerk to respond to parishioner and suggest they contact the police directly. Cllr. Gryce will contact the SCC contact he met previously about the riverbank and footpath.
Car park fee increase	See email from MG. Cllr. Pugh confirmed that St Eds are currently carrying out a review of all parking charges across the Borough, but have agreed there will be no change to parking charges in Clare without consultation. Action: Cllr Blake to forward to Damien Parker and ask for clarification.

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

St Nicholas Hospice	Thank you for support for street collection on 22 nd September.
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