

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 19 July 2012**

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

**1 Apologies for absence** – Cllr. Keith Mison, County Cllr. Jane Midwood, PC Rob Sippitt

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

*Section of the meeting open to the public:*

**3 Police Report** – See attached report

**4 Parishioners' question time** – A parishioner reported a concern regarding the opening times of the public toilets in Clare Country Park. Cllr. Pugh will investigate.

A parishioner asked for clarification on the Section 137 donation of £100 for assistance with fundraising for St Nicholas Hospice. Cllrs Blake and Haisman clarified that the donation was the amount normally donated for charities that provide assistance to the parishioners of Clare and that any amount remaining after the cost of hall hire and refreshments will be donated to St Nicholas Hospice.

A parishioner asked to be informed on the outcome of the Planning Committee meeting held on 16<sup>th</sup> July 2012 with regard to the planning application for a flagpole on the keep of the castle ruin. Cllr. Mallows reported that the Committee has a number of concerns and detailed the draft response to be proposed to the Town Council later in the agenda of this meeting. The parishioner expressed agreement with the draft response and added concerns regarding safety, costs and responsibility for the flagpole.

**5 County Councillor's Report** – No report

**6 Borough Councillor's Report** – See attachment to the minutes. Cllr. Pugh reported a focus on consideration of the responses to Vision 2031. Cllr. Mallows asked whether the 2016 plan meant that the number of dwellings for the land East of the Granary site was set and whether the Town Council have a limited amount of time to raise concerns about the number of dwellings on other future sites in Clare. Cllr. Pugh responded that local plans can override and total numbers can also include windfall sites. Cllr. Pugh added that it is the intention that there will be more local involvement and consultation with Vision 2031 and that the Planning Department at St Edmundsbury Borough Council will be undergoing restructuring to enable a more consultative process. Cllr. Pugh encouraged the Town Council to contact other councils who have a local plan in place.

*End of public section of meeting*

**7 To approve minutes of previous meetings held on 21 June 2012**

One amendment – to change CYAC to Clerk in action column. The minutes were approved unanimously.

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

Item 16 to be carried forward – to seek a response from Lloyds TSB on providing a donation for the cost of prizes for the Primary School Jubilee competition.

Clerk confirmed that all other actions had been completed.

**Cllr. Gryce**

- 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.  
The Clerk reported a change to the BT account that should reduce the bills. The Clerk will contact BT to arrange for a booster to be fitted for the wireless broadband, which should reduce expenses further by obviating one of the two Broadband lines. Clerk
- 11 **Correspondence** - see attachment to minutes Clerk
- 12 **Committee Reports - for decisions required**
- a) **Environment Committee** – Minutes of 4 July 2012 were circulated.
- b) **Planning Committee** – Minutes of 16 July 2012 were circulated.
- c) **Finance Committee** – Minutes of 10 July were circulated.  
Cllr. Blake proposed that a Section 137 donation of £100 be made to the Kernos Centre in Sudbury. Seconded by Cllr. Phillips and approved unanimously.  
Cllr. Blake reported the appointment of Maureen Smith as Responsible Finance Officer and proposed that her appointment be ratified. Agreed unanimously. Cllr. Blake welcomed Maureen.  
Cllr. Blake reported that a review of the Risk Assessment action plan had taken place and that two items had been escalated to a risk rating of 6, requiring an update to the records. Cllr. Blake also highlighted some risk assessment action points for the Community Committee. The Clerk will add this as an agenda item for the next Community Committee meeting. Clerk
- d) **Highways Committee** – informal meeting held on 29 May 2012 were circulated.  
Cllr. Phillips reported that a discussion took place with the local PC regarding Speedwatch and Cllr Phillips proposed an item for the next Chevron to appeal for community volunteers to run the scheme in Clare. Agreed unanimously.
- e) **Community Committee** – Minutes of 25 June were circulated. Cllr. Haisman reported that the Community Committee will be proposing a reviewed budget to allow for changes to costs relating to the printing and delivery of Chevron and to the unplanned website costs.
- 13 **Planning**
- a) **SE/12/0835 – Erection of flagpole on the Keep of the ruins of Clare Castle**  
A draft response has been circulated to all Town Councillors and was approved unanimously. Cllr Mallows  
Cllrs. Mallows will send the response to St Eds and Suffolk County Council.
- SE/12/0738 – 1 High Street – Extension and alterations**  
No objections, approved unanimously.
- Highways Act 1980 Section 115 – Street Café Vending Permit – Café Clare, 1 Well Lane**  
No objections, approved unanimously.
- b) **Applications received by the Clerk between publishing the agenda and this meeting**  
**SE/12/0678 – The Bell Hotel – Internal and external alterations to first floor function room.**  
No objections, approved unanimously.
- TCA12/2291 – Nethergate House – Fell tree in rear garden**  
No objections, approved unanimously.

- 14 Items for the next Chevron**  
The next edition will be published during the first week in August and the contents will include a welcome to the new RFO, request for Community volunteers for Speedwatch. A later edition will acknowledge the work of the Street Wardens. **Cllr. Mallows**
- 15 To consider an application from CYAC for the BMX Track**  
Cllr. Godwin reported that the paperwork to finalise the BMX Track has not yet been completed. Cllr.s Godwin will put together the portfolio and with Cllr. Parsley will request approval St Edmundsbury Borough Council in order to present it at the next Finance Committee meeting. **Cllr.s Godwin and Parsley**
- 16 To consider the new version of the Code of Conduct from SALC**  
Cllr. Haisman proposed adoption of the Suffolk Code of Conduct as provided by SALC. Approved unanimously. The Clerk will update Appendix A and obtain signatures as necessary. A copy of the final approved version will be forwarded to all Councillors, put on the website and sent to the Monitoring Officer. **Clerk**
- 17 To discuss achieving the Quality Standard for Town Councils**  
Cllr. Phillips explained that many of the requirements to achieve the Standard can be met. The Clerk must be CiLCA qualified (studying to commence in October 2012). Cllr. Phillips will lead in putting together that portfolio to achieve the Quality Standard. **Cllr. Phillips Clerk**
- 18 To discuss the frequency of Committee meetings**  
To be considered at Committee meetings and reviewed at the next Town Council meeting.
- 19 To receive an update on community matters (*in camera item*)**
- 20 To receive agenda items for next meeting**
- To discuss the frequency of Committee meetings
- 24 To confirm the date of the next meeting as Thursday 16 August 2012.**  
Confirmed.

The meeting closed at 9.03pm

## 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 21<sup>st</sup> June 2012 there has been 1 crimes of note:

Theft from Motor Vehicle – Clare Country Park – A Handbag was stolen

We are still experiencing a large amount of Burglary other buildings and Metal thefts recently and together we are doing all we can to prevent them. Everyday you are calling us with suspicious vehicle sightings, which is providing us with invaluable intelligence. We still require you to report anything suspicious to us no matter how small you may think it to be.

The Priority Tasking Meeting was held on Wednesday 13<sup>th</sup> June 2012 in Ixworth. Our new priorities are:

- ANTI SOCIAL BEHAVIOUR – Caused by youths in Clare Country Park in the evening
- PARKING – Problems outside Kedington Primary School at the start and end of the school day
- SPEEDING – Vehicles in the area of Stour Road, Kedington and Cavendish Road, Clare

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 12<sup>th</sup> September 2012

TIME: 7PM

PLACE: Erskine Centre, Chedburgh

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 June - 18th July 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 than usual - less Council meetings take place in the summer

#### 1. Training undertaken since last report

- Next Generation Leadership training at the Local Government Association Conference

- Civic events etc
- None

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

- with the new Chief Executive and CTC
- Development Control
- Sustainable Development

#### 4. Forthcoming meetings before next TC Meeting

- Development Control
- Sustainable Development
- Full Council

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

- voted in favour of a 'new house in the countryside' against policy but with conditions

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

- I continue to take an active interest in solutions for Clare Country Park and am pleased to have been a part of ensuring that the Police have now set its patrol as a local priority target
- I am involved in helping residents with a number of planning issues
- I am in discussions about the river water level
- I have held my second Saturday surgery in the Library.

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

### Action:

- Cllr Pugh has asked that a request made previously (Jan 2011) for Brown Tourism signs be actioned.  
*ACTION: Cllr. Gryce to assist the Clerk to progress this.*
- Register of interests - The register of interests must be filled in by each councillor within 28 days of the relevant day (July 1 2012) and returned to the clerk and a copy provided to the Monitoring Officer. (I have spoken to the Monitoring Officer, Joy Bowes and she is happy to accept the SALC form and to receive it in early August). If the council has a website, it must publish the register of interests for its councillors. This can be met by publishing the link to your councillor registers on the district/borough websites. There is an obligation on the district/borough to publish all the registers for their area on their websites, so I will be sending pdfs of all forms to Joy.  
*ACTION: Clerk to obtain all forms from Councillors and send copies to Monitoring Officer. Link to copies of the forms on the Borough Council website will be put on the Town Council page of the Clare website.*
- Caravan outside The Cock – waste being emptied onto road. Street Wardens need to clean.  
*ACTION: Clerk to ask Highways/ Traveller Officer to deal with if necessary.*

### Noting:

- We should shortly receive information from St Edmundsbury Borough Council about the procedure to follow to increase the number of Councillors.  
*ACTION: Agenda item for next meeting.*
- I will begin studying for the CiLCA qualification in October!

### Reported issues

#### Update on previously reported issues

- Pathway along Sheepgate Lane obstructed by stinging nettles and brambles, reported to SCC 5/7/12, request no 2666600 – chased 18/7/12 - works order has been raised.

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

SE/12/0590/HH – 21 Gilbert Road – Erection of extension - **Approved**

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

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

Ron Longland	Clare Combined Charities - Re-appointment of Cllr. Keith Mison as Trustee. <i>Cllr. Mison happy to stand, proposed by Cllr. Parsley, seconded by Cllr. Gryce and approved unanimously.</i> <i>ACTION: Clerk to notify CCC Secretary.</i>
Olive Smith	CHOC keys – please let me know if you have keys to the CHOC buildings asap. <i>ACTION: Cllr. Haisman to pass keys he has to Cllr. Phillips. Clerk to update form (RFO, other Councillors) and send to CHOC.</i> <i>Clerk to report to Environment Committee details of replacement lock for bench by the War Memorial.</i>
Lee Frere	Offer of meeting re Land East of the Granary. <i>ACTION: Clerk to respond to Lee Frere accepting his invitation to a meeting to include the Clare Society.</i> <i>Clerk to contact Bidwells re a response on the support request.</i>

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

BT Wind Farm	Official notification of plan not going ahead.
Rosemary Warmington	Update report from CHOC.
Police report	PCSO Chris Shields has noted some improvement following the Parking Group notice to shop owners.