

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 15 December 2011**

Present: Cllrs. Keith Haisman (Chair), Leslie Warmington, Derek Blake, Phil Gryce, Keith Mison, Peter Phillips,  
Margaret Godwin, and Gayle Mallows  
Clerk, Claire Ebeling and RFO, Sharon Benson  
Borough Cllr. Alaric Pugh,

**1 Apologies for absence** – County Cllr. Jane Midwood, Cllr Alan Parsley and Police Officer Sinclair

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

*Section of the meeting open to the public:*

**3 Police report** – Report circulated. See attachment to the minutes.

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

**5 County Councillor's Report** – Report circulated. See attachment to the minutes.

**6 Borough Councillor's Report** – Report circulated. Cllr Pugh requested that an amendment to the report be noted: regarding the Stoke By Clare Wind Assessment mast application; Cllr Pugh has agreed with Cllr Whittaker of Hundon that she will call it in. See attachment to the minutes.

Cllr Pugh requested that the Parish Council consider sending a letter of support for the Stour Valley Area of Outstanding Natural Beauty Project. Cllr Haisman proposed, Cllr Mison seconded. Agreed unanimously.

**Clerk**

**7 To receive an outline of plans for the Friends of Clare Country Park from Mrs Reynolds**  
Mrs Reynolds was unable to attend the meeting.

*End of public section of meeting*

**8 To approve minutes of previous meeting held on 29 November 2011**  
The minutes were approved (start time to be amended). Proposed by Cllr Gryce, seconded by Cllr Warmington and approved unanimously.

**9 To receive an update on actions from the last meeting**  
Clerk confirmed that the actions have been completed.

**10 Clerk's Report** – see attachment to minutes

**11 Finance**  
Cllr Blake presented the monthly accounts and cash flow report. Proposed by Cllr Blake, seconded by Cllr Mison and approved unanimously.

**12 Correspondence** - see attachment to minutes.  
Email from Mrs Reynolds – Some discussion took place about the appropriateness of having an unrecorded meeting as suggested by Mrs Reynolds. It was agreed that it should not be a closed meeting, should include County and Borough representatives and must be minuted. Concern was expressed about the shortness of time before the consultation date in February. Cllr Haisman requested a show of hands of all those in favour of attending a meeting as discussed. The majority were in favour and it was agreed that a letter with this proposal be sent to Mrs Reynolds

**Clerk**

**Clerk**

### 13 Committee Reports - for decisions required

- a) Environment Committee – minutes of 30 November were circulated. In addition, Cllr Mison reported on a very worthwhile visit to the Recycling Plant this week. Recycling awareness will be discussed at the next Environment Committee meeting.
- b) Emergency Planning Committee – Cllr Phillips reported that the Committee intends to contact key local people and contacts in neighbouring villages to discuss a plan for 2012. Cllr Godwin invited Cllr Mison to attend the next meeting.
- c) Communications Committee – No meeting took place. Cllr Gryce has circulated details of a free website which could be used by Clare Groups. Cllr Gryce also reported that the first edition of the new Parish newsletter ‘Chevron’ has been produced.
- d) Finance Committee – Minutes of 6 December were circulated. Cllr Blake reported that the Precept application has been sent to St Edmundsbury. The insurance claim for the chapel has been chased again. Cllr Phillips requested on behalf of CHOC that the money in next year’s precept for additional heaters for the Old School be brought forward to allow them to be bought for use in the coming winter months. Cllr Blake proposed that John Laws discuss an advance of £700 with the Finance Officer. Approved unanimously.
- e) Highways Committee – minutes of the meeting held on 5 December were circulated. Cllr Phillips reported that the key issue is currently road safety and the wish to petition for lights for crossings for both schools and the possibility of employing school crossing people. Cllr Phillips also raised the question of police presence in Clare. Cllr Haisman reported that he had heard that the Police Station in Clare will not be manned from February 2012, although there will still be two Police Officers allocated to Clare, albeit based in Haverhill. It was agreed that a letter be sent to the Police Authority to ask for an explanation of how they propose to provide adequate policing for the villages.

Clerk

### 14 Planning

- a) No applications received.
- b) **Applications received by the Clerk between publishing the agenda and this meeting**
  - SE/11/1425: Planning Application - Erection of 80m high guyed wind monitoring mast for a temporary period of 3 years – Cllr Godwin reported her concerns. It was proposed that Cllr Godwin’s objections be taken as those of the Parish Council. Cllr Haisman proposed, Cllr Godwin seconded, agreed unanimously.

Cllr Godwin  
Clerk

### 15 Reports – by exception

- i) Clare Country Park – Cllr Haisman referred to a letter drafted and circulated by email in response to Mrs Reynolds’ paper of 7<sup>th</sup> November (action 17<sup>th</sup> November 2011 meeting). All agreed the amended draft should be sent to Mrs Reynolds. Cllr Haisman will forward to the Clerk for sending.  
Cllr Haisman reported that a draft update on the Country Park for Parishioners has been approved by Judy Terry, Portfolio Holder for Greenest County, Economy & Skills, Suffolk County Council. Sue Roper will send minor amendments and it will then be sent to Parishioners. Proposed Cllr Gryce, seconded Cllr Mallows, agreed unanimously.
- ii) Clare Library – a Cabinet meeting took place today in SCC and a representative will attend the next Parish Council meeting to report on the outcome.
- iii) Ancient House Museum, Parish Recorder– Cllr Blake reported that there is not currently a Parish Recorder but that Cllr Gryce has been nominated to be appointed. Cllr Blake proposed, Cllr

Clerk

Clerk

Haisman seconded, agreed unanimously. Cllr Gryce accepted.

- iv) Woodland Trust – Cllr Gryce reported that 101 fruit bearing trees have been allocated to Clare for the Jubilee and will be planted in the Nuttery and on the Common.
- v) CHOC – Cllr Phillips reported that the grant from St Edmundsbury has been used to purchase a projector for Hall 2 and a sound system has been purchased for the Town Hall, which is currently being decorated. Cllr Haisman reminded Cllr Phillips that there is still £500 in the Council’s reserves allocated to the redecoration of the Committee Room. John Laws will be the Caretaker and a cleaner will be appointed shortly.
- vi) Jubilee - Cllr Gryce reported that the Fire Brigade has agreed to light the beacon.
- vii) Youth Club – Cllr Godwin reported that the Youth Club are hoping to release some funds to buy new equipment and dispose of the current equipment.
- viii) Cemetery – Cllr Mison reported a positive meeting with Mr Gwinnell from Martins Funeral Directors and ways forward for the cemetery will be discussed at the next Environment Committee meeting.
- ix) CLASP – Cllr Blake reported a well-attended volunteer car drivers meeting today and that CLASP would like to see greater publicity of the service they provide to drive people to hospital appointments etc.
- x) Ancient House – Cllr Blake reported a series of events has been scheduled and will include a reading of ‘The Hollow Crown’ in the Town Hall.

**16 To agree the date for the 2012 Annual Parish Meeting**

Agreed as Tuesday 1<sup>st</sup> May at 7pm. The Clerk will invite the County Cllr and Borough Cllr and book the Town Hall.

**Clerk**

**17 To agree items for the January issue of Chevron**

All agreed to liaise with Cllr Mallows to finalise the next issue. The Clerk will ensure copies are sent the County and Borough Cllrs.

**Clerk**

**18 To receive agenda items for next meeting**

To consider changing the name of the Parish Council to Town Council - Cllr Warmington

The meeting closed at 9.15pm

## Attachment to minutes – Item 3, Police Report:

The following local report was presented:

### 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

Crimes...There have been 4 crimes of note for the parish of Clare since the last meeting in November 2011

1. Damage to vehicle whilst parked in Clare High Street
2. Repeat victim of damage to vehicle whilst parked in high street Clare
3. Damage to vehicle whilst parked in Clare country park
4. Theft of catalytic converter whilst parked in Bridewell Street Clare.

After numerous rumours and speculation as of February 2012 all officers from Clare will no longer start and finish their shifts from Clare but will go to Haverhill. It is then the plan to then come out and patrol the villagers as usual. Unfortunately this will have a big impact on Clare village more than most villages as our presence will be greatly decreased. It is with great reluctance that we do this but it is the instructions we have been given and will adhere to. We will no longer be St Edmundsbury rural South but our new title is Haverhill rural. Although Clare Police station is not shutting it will rarely be used by the officers due to the developments.

### Local meetings

Date time and venue of next priority setting meeting is to be announced.

**Attachment to minutes – Item 5, County Councillor's report**

**County Councillor's Report for Clare Parish Council, 15<sup>th</sup> December 2011**

I send my apologies for not being with you tonight, on your last meeting before Christmas – originally I was not going to be able to come as I should have been in Ipswich for Full Council but, due to a very heavy cold, I have spared my colleagues the torture of sitting next to me and stayed at home!

I recently received notice from St Edmundsbury BC of another planning application for a wind monitoring mast close to Clare. The application is for Canhams Farm, near Stoke by Clare – I understand that this is the other side of the Stoke/Hundon road, not far from the site of the existing mast. The application is for a mast of 80 metres – this is taller than the existing mast and indicates an intention to develop turbines of considerably greater height than those planned by BT. I have written to St Edmundsbury with my objections to the proposal.

Suffolk County Council continues to evolve in its new leaner format. It is proving quite difficult to keep ahead of officer changes and consequently making it hard to know who to get hold of for what. Various changes have been made at Endeavour House – the most notable being different opening hours to bring the offices more in line with business practice.

Since the last meeting at Clare Country Park there has been a great deal of correspondence between various parties about the way forward and the public consultation. Your Chairman has contributed to the debate and will be able to fully put you in the picture about the next steps – involving all interested parties. I look forward to the public meeting and am confident of a really positive outcome for everyone.

I am hoping to arrange a meeting between Peter Philips and Jon Noble next week to discuss highway safety issues in Clare. I will inform your clerk when I have a date.

Meanwhile Peter has been working hard on bus stop plans – I am hoping the conservation officer from St Eds will not put a spanner in the works this time. You have my assurance that I will put Locality Budget money toward the scheme when we have a firm estimate of costs.

Very best wishes to all for a Happy Christmas and New Year.

## Attachment to minutes – Item 6, Borough Councillor's report

### St Edmundsbury Borough Councillor's report to Clare Parish Council Period: 17th November- 14th December 2011 Author: Councillor Alaric Pugh

This is a 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 look forward to doing 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 Clare Country Park Steering Group Meetings.

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 am happy to run a surgery at a mutually convenient time with parishioners whose questions cannot be addressed at the Parish Council Meeting. My mobile phone number is: 07930460899 and email [alaric.pugh@stedsbc.gov.uk](mailto:alaric.pugh@stedsbc.gov.uk)

Training undertaken since last report  
Alternative Energy Briefing  
Shared Services

2. Conferences/Exhibitions attended  
• Suffolk Foundation Annual Review

3. Civic events etc  
- Mayor's Carol Service  
• Launch of ARt Gallery at the Apex

• Meetings attended (excluding Majority Group meetings)  
• Meetings re Clare Country Park  
• Development Control  
• Full Council

5. Forthcoming meetings before next PC Meeting  
• Development Control

6. Voting record - items with significance to Clare community  
I voted in support of Sharing Services with Forest Heath to deliver savings/protection against service cuts for Council Tax payers

I visited the Haverhill Science Park site although I was not present to vote. After considerable community discussion the Council approved the application and it is expected to bring many jobs and new residents to the area as well as encouraging further future expansion of Haverhill.

#### 7. Current Clare issues involvement/parishioner requests to take forward

- The future of Clare Country Park - discussions held with appropriate officers and members of the community  
- Working for support for economic development in rural areas  
- I supported the appeal for allowing solar panels on a listed building under certain circumstances, and will take forward discussion of this in the Council  
- I have discussed the Stoke by Clare wind assessment mast application with Cllr Whittaker of Hundon, who is surveying parishioners in the Hundon area. Cllr Whittaker will call it in.

## Attachment to minutes – Item 10, Clerk’s Report – December 2011

### **Action:**

### **Noting:**

- I sent copies of the invoices and photos of the War Memorial as requested by the Conservation Officer dealing with the grant. She has requested further photographs and a detailed report of the work carried out. Cllr Mison has agreed to assist with this as Bakers (who carried out the work) are unable to assist.
- Grit bins have been ordered for Daneum Holt and Pashler’s Alley and Liz Ruggles has been informed.
- I have written to Paul Horne at Suffolk County Council (copy Jane Midwood and Conservation Officer) with a revised proposal for the bus stop and am awaiting his response; his concern is whether the cost to build it in materials in keeping with the War Memorial will be higher than the grant agreed.
- Free Litter Picking Equipment has been ordered from St Eds. Community Litter Pick to be discussed at next Environment Committee Meeting.
- I have requested that the CHOC cupboard be removed from the Parish Clerk’s office and been told that this will happen in early 2012.

### **Reported issues**

#### **Newly reported issues**

- The grit bin on Bailey Lane was missed on the grit filling rounds. I have requested that it be filled when the new bins are filled.

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

Outstanding: The raised water meter outside Swan Antiques has been re-reported to Anglian Water as the job had been closed, believed complete. I am assured it should be complete by 23<sup>rd</sup> December.

### **Borough planning decisions:**

- SE/11/1309, Clare Antiques, Malting Lane, Conversion to 8 residential units – WITHDRAWN (Reported at CPC meeting 29/11/11)
- SE/11/1195, Clare Parish Council Offices, notice board – APPROVED (Reported at EC meeting 30/11/11)
- SE/11/1128, Guildhall Surgery, internal and external alterations – APPROVED
- SE/11/1026, Cafe Clare, 1 Well Lane, change use of first floor – APPROVED.
- SE/11/1043, Well House, Well Lane, replacement shed, wood shed/hen house – APPROVED.
- SE/11/1098, 9 Snow Hill, two storey rear extension, front door and canopy – APPROVED.
- SE/11/1113, Green End, The Green, Cavendish, internal and external alterations – APPROVED
- SE/11/1169, 4 Church Lane, erection of garage – APPROVED
- TCA11/2174, 12 High Street, Clare, Crown lift one ash tree – APPROVED
- TCS11/2172, Sigors House, High Street, Re-pollard Lime tree – APPROVED
- TCA11/2171, Larks, Malting Lane, Fell two beech trees – APPROVED



**Attachment to minutes – Item 12, Correspondence:**

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

French Market	Proposal to book French Market in the Spring. <b>No objections. Suggest a date after Easter, compatible with other events scheduled in Clare. Contact provider for availability.</b> <b>Action: Clerk</b>
Fran Reynolds email	Discuss next step <b>All agreed a recorded meeting with all interested parties to establish the intentions of the Friends Group should take place and to write to Mrs Reynolds accordingly. Action: Clerk</b>

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

SCC Highways	Licence granted for skip(s) on High Street, Well Lane, Market Hill from 21/11/2011 and to be removed on or before 03/01/2012.
Viridor Ltd, Masons Materials Recycling Facility	Certificates for MMRF Awareness Course for members of Clare Parish Council Environment Committee.
Suffolk County Council	Budget Consultation Feedback
Parishioner: Peter Loup	Asking for advice from the Clerk on the issues with the contaminated gas supply in Clare.