

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 16 February 2012**

Present: Cllrs. Keith Haisman (Chair), Derek Blake, Margaret Godwin, Phil Gryce, Gayle Mallows, Alan Parsley, Peter Phillips, and Leslie Warmington  
Clerk, Claire Ebeling  
Borough Cllr. Alaric Pugh, Inspector Peter Ferrie  
And 1 member of the public

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

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

*Section of the meeting open to the public:*

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

Cllr. Haisman welcomed Inspector Ferrie and thanked him for attending.

Insp. Ferrie explained that a range of options for policing Clare had been reviewed and it has been decided not only to retain Clare police Station but to increase the number of officers. Insp. Ferrie assured Clare Parish Council that the level of response policing would remain unchanged and would still be provided by officers from Haverhill. The level of SNT policing provided by officers based at Clare will actually increase, with the provision of an additional PCSO. This new PCSO - Christopher Shields - will cover Clare, Stoke By Clare and Cavendish. This will allow him to concentrate far more on Clare itself. The other two existing PCSO's will change areas, with less villages each, allowing more time in each village. Clare will also see a new PC arrive in March, with Rob Sippett replacing Ruth Horton, who requested a move to Sudbury. Rob will be tasked with being very proactive in Clare and ensuring that any emerging crime or ASB issues are dealt with quickly and firmly.

Insp. Ferrie told the meeting that Clare remains a very low crime area, 8 crimes reported so far in 2012, with 3 detected.

Insp. Ferrie was invited to return to Council in 6 months so that an assessment could be made of the changes implemented.

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

**5 County Councillor's Report** – None

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

**7 To receive a report from Inspector Peter Ferrie on Police cover in Clare.**  
See item 3.

*End of public section of meeting*

**8 To approve minutes of previous meeting held on 19 January 2012**  
The minutes were 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 Mallows and approved unanimously.

**12 Correspondence** - see attachment to minutes.

Parish Conference 23 April 2012 – Cllrs. Haisman and Phillips will present the case study.

Rural South Watch – The new Police team will be asked to help revive a Neighbourhood Watch scheme.

Canhams Farm Development Control Meeting – Cllr. Godwin will attend.

Snow clearing – The Clerk will write to Mr Rodwell thanking him for his assistance and will write to the County Councillor asking her to pass on thanks to Suffolk County Council for the good work clearing the roads during the bad weather.

The Clerk will check the Street Wardens job description for a snow and ice plan and will write to them to thank for the good work clearing the paths during the bad weather.

**13 Committee Reports - for decisions required**

- a) Environment Committee – minutes of 1 February 2012 were circulated.
- b) Emergency Planning Committee – No meeting took place. Cllr. Phillips reported that a review of the Emergency Planning procedures has taken place; a new plan has been written and an accompanying website is up and running. A free Emergency Plan kit has been obtained from St Edmundsbury. Leaflets appealing for volunteers to help in an emergency situation will appear in the next Chevron. Melanie Butcher, a trained First Responder is part of the Emergency Planning Committee. Cllr. Blake suggested a desktop exercise to train and test the new plan. This will be considered in the future.  
Cllr. Phillips was thanked for the time and dedication he has given for this project.
- c) Communications Committee – minutes of 31 January 2012 were circulated. Cllr. Blake proposed that the groups who did not receive grants this year would nonetheless like to contribute to the Annual Parish Report and that CLASP and the Ancient House Museum groups be invited to contribute. Cllr. Gryce seconded the proposal and it was agreed unanimously.
- d) Finance Committee – Minutes of 7 February were circulated. Cllr. Blake reported that a formal proposal for funds for the Clare Adult Choir is expected.  
Cllr. Blake reported that there a small number of budget lines which have not yet used their full precept.
- e) Highways Committee – minutes of the meeting held on 30 January 2012 were circulated.  
Cllrs. Phillips reported on the positive contribution made by lay members.  
Cllr Phillips reported that a positive meeting with the Head and Governors of Clare Primary School took place. Cllr. Phillips proposed that high visibility vests be bought by the Parish Council for children walking to school and pre-school. Basic yellow vests cost £1.65 each. Cllr. Godwin seconded the proposal and it was agreed unanimously. It was agreed that the process of handing out vests and ensuring they are returned should rest with the schools.

Clerk

**14 Planning**

- a) No applications received.
- b) **Applications received by the Clerk between publishing the agenda and this meeting**  
None.

**15 To agree a response to Planning consultations:**

- **Joint Development Management Policies** - Cllr. Godwin was thanked for her work. A draft paper will be put together by Cllr. Godwin and Cllr. Gryce and circulated to the other Councillors by email before finalising. The paper must be submitted by 8 March 2012.
- **Vision 2031**- This will be discussed in March.

Cllr. Godwin  
& Cllr. Gryce

**16 Reports – by exception**

- i) **Clare Country Park** – Cllr. Haisman reported that two parishioners have volunteered to write the business case on behalf and under the control of the Parish Council. It is expected that these two volunteers will become Trustees if the Parish Council takes over the running of the park. Cllr. Haisman reported that Suffolk County Council had confirmed that legal and professional fees will be covered.

Cllr. Haisman was pleased to report positive press feedback.

An in camera meeting will take place on Tuesday 21<sup>st</sup> February. SALC has confirmed that where discussions are of a commercially sensitive nature it is in order to hold such discussions separately or, if during a PC meeting, to move in camera and ask the public and press to leave. Cllr. Warmington expressed concern regarding working with the Friends group. This will be discussed at the meeting.

Cllr. Haisman proposed that a review of the use of Parish Council owned assets be undertaken as part of the Country Park business plan. Cllr. Blake suggested that a full audit of all leases would be beneficial.

- ii) **4 Year Plan** – Cllr. Mallows reported that this will be finalised very shortly and published in the next Chevron. Cllr. Mallows
- iii) **Annual Parish Meeting** – Further details will be discussed at the next Communications Committee meeting. It is hoped that the WI might be able to assist with serving tea and coffee.
- iv) **Clare Library** – Cllr. Haisman reported that Alison Wheeler (Head of IPS) will be coming to familiarise herself with Clare shortly.

**17 To discuss the option of becoming a Town Council** – deferred until next meeting.

**18 To discuss items for the March Chevron**

Cllr. Mallows confirmed the items for the next Chevron. Cllr Mallows

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

- To receive an update on the Jubilee celebrations.

The meeting closed at 9.28pm

## 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 is 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 19<sup>th</sup> January 2012 there have been 3 crimes of note:

HH/12/207 – Tax still stolen from unsecured car

HH/12/235 – Criminal Damage to the door of Dr's surgery

HH/12/300 – Sum of money stolen from a cash tin from a business

Should any members of public see anything that they deem suspicious, please continue 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: Wednesday 14<sup>th</sup> March 2012

TIME: 7pm - 9pm

PLACE: Chevington Village Hall

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 6, Borough Councillor's report

### St Edmundsbury Borough Councillor's report to Clare Parish Council Period: 17th January-14th February 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 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 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

Understanding the media

Local Govt Assoc - Next Generation Leadership 2 day - Communications training

Planning - the NPPF and Localism

2. Conferences/Exhibitions attended

- Planning associated with AONBs
- Clare Country Park Consultation

• Civic events etc

- None

4. Meetings attended (excluding Majority Group meetings)

- Meetings re Clare Country Park
  - Development Control
  - Full Council
  - Planning for the Parish Conference - follow-up
  - Rural Working Party
  - Development Management Policies Consultation
  - Planning policy development
  - Cabinet - to speak to item on Clare Country Park
  - Vision 2031
  - Discussion of Rural Economic Development
  - Housing tenancy Strategy Working Party
  - Sustainable Development
  - St Eds Corporate Plan Consultation
  - Communications policy development
- Forthcoming meetings before next PC Meeting
- Sustainable Development
  - Rural Area Working Party
  - Dedham Vale AONB and Stour Valley Project
  - Development Control

6. Voting record - items with significance to Clare community

- I voted in support of deferring Suffolk Police's request for a visually intrusive 30 metre radio mast in Bury St Edmunds

4. Current Clare issues involvement/resident requests to take forward

- I have supported various Highways discussions in Clare
- It has been a busy month and I have represented the interests of Clare where possible during all the meetings listed above
- I continue to research avenues for funding for Rural Economic Development and will happily assist any residents with business planning where I can
- I am trying to set up a business education meeting later in the year at SVCS

## **Attachment to minutes – Item 10, Clerk’s Report – February 2012**

### **Action:**

- Planning training - in-house course can be provided by SALC – I am awaiting emails from all Councillors re availability so that it can be booked before the second stage workshops which are scheduled for mid March.

### **Noting:**

- The Citizens Advice Bureau have not been receiving any visitors to their drop-in sessions, so will be trialling a new appointment system, further details to follow.
- The dog bin is now in place on Sheepgate Lane and very well used.
- I have received an email from Chris Foyle at SCC requesting details of areas with road marking and/or parking issues. I have asked for one of the local PCs to walk around Clare with a member of the Parish Council to identify the areas requiring work.

### **Reported issues**

#### **Newly reported issues**

- None

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

- Missing and faded street signs. The replacement signs for Snow Hill, Bridewell Street, Callis Street and Hermitage Close are now in place.

### **Borough planning decisions:**

- SE/11/1482, 12-34 Churchill Close, Erbury Place, Provision of solar panels – APPROVED

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

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

Parish Conference 23 April 2012	St Edmundsbury would like 2 reps from Clare to attend the Parish Conference on Monday 23 April 2012 at Great Barton Village Hall to provide a case study along the lines of 'A parish that means business'.
Rural South Watch	Consider this suggestion to encourage more Neighbourhood Watch Coordinators in Clare.
Canhams Farm	Invitation from St Eds to attend (and present) at the Development Control Committee meeting on 1 March 2012.

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

Damage to pavement	Damage to the pavement to the rear of the Co-op was reported to St Eds.
War Memorial	A further explanation of the removal of hoggin has been provided with 10 more photographs and a note expressing concern about the delay and asking for the grant to be processed as soon as possible. The Officer apologised for the delay and stated that it was due to a full and appropriate completion report not being provided. She will be looking at this next week.
Bridewell Street Telegraph Pole	Work to relocate the telegraph pole is planned for 27-29 February.
Temporary closure of Church Lane	<b>To allow for a new gas connection, Church Lane will be closed to vehicles on 20<sup>th</sup> to 24<sup>th</sup> February (08:00 to 16:00 hours), but there will be access for pedestrians and cyclists.</b>
Help clearing snow	Tracy Snow wrote to make the Parish Council aware of the help Warren Rodwell gave to clear the snow.
Parking in Clare	A Nethergate Street resident wrote to express her concerns regarding parking in Clare and HGVs coming through Clare. Cllr. Phillips has written in response.
Letter from Sheila Martin	Thank you letter re Remembrance Day
1 <sup>st</sup> Clare Scout Group	Thank you letter for donation.