

**Minutes of the Parish Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 20 October 2011**

Present: Cllrs. Leslie Warmington (Chair), Phil Gryce, Keith Mison, Alan Parsley, Peter Phillips, Derek Blake
Margaret Godwin, and Gayle Malloes
Parish Clerk, Melanie Butcher
Borough Cllr. Alaric Pugh, County Cllr. Jane Midwood.
PCSO Kayla Packman and eight members of the public

1 **Apologies for absence** – Cllr. Keith Haisman

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

Section of the meeting open to the public:

3 **Police report** – deferred to later in the meeting.

4 **Parishioners' question time**

Five parishioners spoke making the following representations:

- The clare-uk website is very out of date in places including the Clare Business Association, and Clare in Bloom pages. The message board also has some inappropriate content. This creates a bad impression. Cllr Gryce answered that the Communication Committee are also unhappy with the website which is not fully under the control of the Parish Council. He agreed that it is well used but currently unsatisfactory and the committee is working to come up with a solution.
- The Parish News newsletter's style and content are not satisfactory and not relevant to the people of Clare. A less glossy, community based monthly update would be better. Cllr Warmington explained that similar concerns had been raised and as part of tonight's meeting, the Communication Committee will be presenting some new communication options.
- A request to move the Country Park up the agenda was received. All Councillors voted in favour of moving it to the end of the public section of the meeting.
- Why has there been no public meeting for parishioners to attend regarding the future of the Country Park? It is getting to late to involve the community. This view was seconded by another parishioner. This will be answered under the Country Park report agenda item.
- A thank you was expressed from a parent involved with the new youth organisation, CYAC. The group have been encouraged by the support the Parish Council are giving

5 **County Councillor's Report** – Cllr Midwood presented her report. See attachment to the minutes.

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

End of public section of meeting

16 (b) **Clare Country Park, report from October's Steering Group meeting** (*item moved up the agenda as requested in Parishioner's question time*)
Cllr Blake gave an update concerning Suffolk County Council's proposed divestment of Clare Castle Country Park:

The Parish Council regarded the Park as a vital community resource for Clare residents and visitors alike that must be retained for the continued benefit and enjoyment of all. The Parish Council had agreed when divestment had first been announced that they would seek close involvement in discussions with Suffolk County Council and other interested parties to ensure the best possible outcome in the circumstances. At the beginning the County Council had adopted a challenging stance but, whilst they were still determined on divestment, their attitude had softened recently and was now more collaborative.

A meeting had been held in spring 2010 when all organisations that had expressed an interest in the future of the Park had come together. This had resulted in a Steering Group, and a smaller Working Group that met in camera, being established. Progress had been quite slow, but had accelerated recently. The key issue was the complexity of the site. Whilst consideration of grounds maintenance was relatively straightforward, difficulties arose in relation to a number of assets in the Park that carried significant potential or actual liabilities. These included a scheduled ancient monument, a number of bridges and footpaths/rights of way, and two buildings that were in need of attention. There was a need to find solutions to all of these problems in the context of a viable and sustainable business plan for the Park as a whole. Suffolk County Council were committed to consulting the local community but wished to do so only once viable and sustainable options for the future of the Park had been determined.

The next Steering Group meeting was to take place on 16 November. In the meantime the County Council were examining three options proposed by St Edmundsbury Borough Council which were endorsed by the Steering Committee as worthy of further consideration. One of these options would involve the Parish Council taking ownership of the asset, but with the Park being managed by a community group that would need to be set up for that specific purpose. Cllr Blake said that the Parish Council would stress to the County Council the importance of early communication and consultation with the local community. He very much hoped that this would take place before the end of the year. He re-iterated that prime responsibility for the process, including consultation, had been, and would remain, with Suffolk County Council since they had instigated the divestment process.

Cllr Parsley added that interested parties were invited by the County Council as a result of emailing expressions of interest. These had been open to members of the public. Cllr Gryce expressed an opinion that the financial viability is key. Cllr Phillips expressed concern that there has not been much information of proceedings coming out from the County Council nor has there been sufficient updates from the Parish Council on involvement. All Councillors agreed that communication could and would be improved moving forward.

With approval, Cllr Warmington reopened the public section of the meeting for the deferred Police Report

3

Police report

PSCO Packman reported that there had been four crimes in Clare in the past month all of which were quite minor offenses. There have been a number of burglaries in other villages however so all were reminded to be vigilant. A leafleting campaign is being carried out at the moment.

Cllr Warmington asked for confirmation of the new non-emergency police number. PCSO Packman will report back to the Clerk on this. Cllr Phillips requested some posters with the new number on, these will be obtained. Cllr Gryce queried why there was no police report for the last Parish Council meeting. PCSO Packman will find out

and send the report to the Clerk. She also confirmed that during the spate of Vandalism in Clare which included arson, police did attend. Cllr Phillips asked if there was any update on the traffic data previously requested for Stoke Road. PCSO Packman will follow this up. **Clerk and PCSO Packman**

This public section of the meeting was closed.

7 To approve minutes of previous meeting held on 15 September 2011
The minutes were agreed as correct, approved unanimously and signed in the meeting.

8 To receive an update on actions from the last meeting
The Clerk reported that all actions for the Clerk had been actioned. There were no questions from Councillors.

9 Clerk's Report
The Clerk raised one matter for action and that was the formation of an interview panel for the Parish Clerk Vacancy. Cllrs Gryce, Blake, Phillips and Mallows will make themselves available.
There were also six items for noting, one newly reported issue and an update on five outstanding issues (see attached report). Cllr Parsley added that the raised water main outside of the Swan on the High Street was also still outstanding. The Clerk will re-report this issue to Anglian Water. **Clerk**

10 Finance
Cllr Blake presented the cash flow and financial summary for September. He highlighted two large payments which were the annual insurance costs and the 6-monthly loan repayments. He also highlighted that there is still money invested in the Money Market to earn interest. There were no questions. Cllr Parsley seconded the accounts and they were approved unanimously.

11 To receive and review the third draft of the 2012/13 precept
A fourth draft of the precept was presented to Councillors by Cllr Blake. He highlighted all the changes made from the third draft following a separate working party meeting. The changes result in the draft precept currently standing at £105,236 which requires further reductions to reduce it closer to this year's figure of £98,942. To help achieve this, the Environment Committee will be asked to look at whether their budget can be cut further and the Combined Halls Of Clare will be asked if they can commit to spending this year's precepted amount and reduce next years requests. **Environment Committee**

Cllr Parsley asked why the Clare in Bloom and Swimming Pool figures had dramatically increased from this year and Cllr Blake explained that it was due to them having their funding cut from the Borough Council. The Clerk passed the Clare in Bloom accounts for inspection by Cllr Parsley. He also queried what the community plan group required funding for. Cllr Phillips confirmed it would be to meet the costs of meeting rooms. Following a further query regarding whether this group has previously incurred unnecessary printing costs, the Clerk was able to provide information to the contrary. Cllr Phillips assured Councillors that precepted money would only be spent if required.

Cllr Blake highlighted that Parish Council expenditure in the draft is proposed to be lower than this year's spend. The additional costs are down to an almost 50% increase in support to local community groups who have had funding cuts from elsewhere. The final draft of the precept will be presented during November's Parish Council meeting.

All Councillors agreed that the direction the precept is going was acceptable.

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

Clerk

13 **Committee Reports - for decisions required**

- a) Environment Committee – minutes of 5 October were circulated. Cllr Parsley recommended that Paul Bishop be accepted as a lay member on this committee. This was approved unanimously. He also recommended that the Environment Committee's Terms of Reference be approved. All members were in favour of the committee adopting these terms.

Cllr Blake added that he had pursued further the provision of storage and facilities for the ES Street Wardens in the Country Park but there was nothing available. Access to the toilet and wash facilities could however be available and will be discussed at the next Environment Committee meeting.

**Environment
Committee**

- b) Emergency Planning Committee – Cllr Phillips reported that no meeting had been held but he is progressing a new free website with up to date information on and that he has applied for a free emergency kit from St Edmundsbury Borough Council. Cllr Blake highlighted that the budget for the Emergency Planning Committee had been substantially cut for next year. Cllr Phillips confirmed that he did not anticipate much Emergency Planning spending in 2012/13.
- c) Communications Committee – Minutes of 7 October were circulated. There were no recommendations or questions from the minutes. Parish News will be discussed under agenda item 14.
- d) Finance Committee – Minutes of 11 October were circulated. Cllr Blake made four recommendations from the Finance Committee:
1. To provide £28 under section 137 to the Community Plan Action Monitoring Group for hall hire. This was approved unanimously.
 2. To approve a request from the Environment Committee to move precepted funds from tractor costs to provide additional funds for bins, grit bins and dog waste bins. This was approved unanimously.
 3. To approve a section 137 request for £500 for the Budding Artists project. This was approved by majority with Cllr Parsley objecting
 4. To approve a section 137 request from Clare Youth Association Committee for £1250. This was discussed and costs examined in more detail. The proposal was then amended to a recommendation to approve £750 towards start up costs which was approved unanimously.
- e) Highways Committee – minutes of 3 October were circulated. Cllr Phillips made the following four proposals on behalf of the Highway's Committee:
1. To approve the committee's terms of reference (circulated). This was agreed unanimously
 2. To receive a request to have Highways meetings clerked. This was discussed by Councillors and the Clerk and as this impacts on costs and resources, it was decided to defer this request to a later date.
 3. To consider offering Parish Council encouragement to an action group being set up to tackle the issue of heavy goods vehicles travelling through Clare. After discussion this was agreed unanimously although no action is required.
 4. To approve and give support to three road safety issues regarding the layout of a section of Stoke Road, a zebra crossing and a review of speed limits. It was agreed unanimously that the Highways Committee could work towards all three of these aims. A letter will be prepared for Suffolk County Council which all

RFO

Clerk and Cllr

Councillors will have chance to comment on before it is sent.

Phillips

Cllr Phillips also reported back that following the consultation carried out with Parishioners regarding moving the Market Hill bus stop back to outside 6 Market Hill, this proposal will not go ahead. A Highways Committee site meeting has taken place and it was agreed by the Committee that to meet the requests of parishioners a new proposal will be put forward making adaptations to the bus stop in its current position adjacent to the war memorial. It was agreed unanimously to consult with parishioners on the new proposals.

Clerk and
Highways
Committee

14 To review the effectiveness of the Parish News newsletter and receive proposals from the Communications Committee on how communications to parishioners should continue

A Parish News Editorial Plan and an Option Appraisal were put forward to all Parish Councillors on all the options available with regards to a Parish News newsletter. This was widely discussed by all Parish Councillors but the overriding theme was that the Parish News in its current format is work intensive whilst not fully meeting the need of the Parish Council, parishioners or the wider community.

Cllr Blake proposed that Parish News be discontinued. Cllr Gryce reported that a special war memorial edition was already in progress and amended the proposal to discontinue Parish News after this edition. This was approved unanimously and the Communications Committee will be asked to come forward with a recommendation on how all parishioners can be best reached in the future.

Communications
Committee

All agreed that the parish updates were useful and perhaps this was a good starting point for better communications. Cllr Blake will proof read the last edition of Parish News and communication on its progress and articles will be circulated to all for comment and approval.

15 Planning

a) SE/11/1098 – 9, Snow Hill, Clare. (i) erection of two storey rear extension and (ii) provision of front door and canopy (following blocking up of existing front door). NO OBJECTION

ITOO305(2001)2 – Hermitage Meadow, Clare. Reduce one Poplar tree to 10 meters in height. NO OBJECTION

SE/11/1128 – Guildhall Surgery, High Street, Clare. Internal and external alterations including (i) provision of doors to existing open passageway (ii) provision of hanging sign and (iii) insulation to the existing party wall. COMMENT – Clare Parish Council have no objection to this application providing the door will be left open during surgery open hours. This is to prevent any potential risk caused by people from having to walk down the driveway to access the surgery.

Clerk

b) **Applications received by the Clerk between publishing the agenda and this meeting - none**

16 Reports – by exception

a) Cllr Godwin read out the following Clare Youth Association Committee report:

I attended the last CYAC Committee meeting at which they agreed a Constitution, necessary to open a Bank Account. Barclays Bank will match the money raised from their first Fundraising event to a maximum of £750, although their name will have to be mentioned somewhere in the promotion.

Could the Clerk add Steve Brooks email to the list of recipients for any relevant literature mail shots please?

Clerk

With regard to the BMX Track, they are keen to get a project up and running to show they are serious about their intentions, and have been in correspondence with David Byford who has agreed to the project being resurrected under the same conditions as previously. They would like a copy of the lease which they understand has to be signed, and would also like to know if there are any other Parish Council conditions which they have to fulfill.

Clerk

They have had a meeting with Stuart Green about getting the Youth Club back up and running. One night a week to start off with and then more often as demand increases. It does require an experienced leader, and one of the lads' mothers was previously in this role and she will be approached by her son to see if she is willing to take on the role again. There are several other parents willing to supervise and some are already CRB checked. They ask how the previous Youth Leader was employed by the County Council. Do we have any information that would help them?

I suggested they submit posters promoting CYAC activities to the Clerk for possible inclusion on Parish Council Notice Boards. They are keen that all Clare Youth should be involved in their activities and are looking to include them in future projects.

I also suggested joint fundraising projects with other clubs as this would possibly broaden their appeal base and mentioned they might find out about using the Country Park or Playing Field for fundraising events.

As part of the 4 year plan, Cllr Mallows and I are proposing a questionnaire in Clare Focus or the Parish News to find out what young people in Clare actually want. In order to get the right answers, we propose letting CYAC help write the questions. They also now have a Facebook page up and running.

Cllr Mallows
and Cllr Godwin

c Cllr Gryce confirmed he had provided all the details under the County Councillors report.

d Cllr Phillips confirmed that CHOC have applied for a projector grant for the committee room. The grant needs the approval of the Parish Council. This was given unanimously and the Clerk will provide written confirmation to CHOC.

Clerk

17

To receive agenda items for next meeting

- Approve the final draft of the 2012/13 precept
- To receive a recommendation from the Environment Committee regarding the future use of the cemetery chapel and the viability of putting in an electricity supply
- To discuss the four-year Parish Council development plan
- To receive a report from Cllr Gryce on the first Jubilee celebration committee meeting

Clerk

The meeting closed at 21.38pm

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

Cllr Midwood provided the following verbal report relating to Clare:

- A new CEO is now in place at Suffolk County Council.
- Although unable to attend the last two Clare Park Steering Group meetings, Cllr Midwood assured parishioners that a lot of background work has been happening in the interest of people in Clare. This needs to happen in order to provide solid foundations for a constructive public meeting.
- The Development Control Committee have been meeting a lot lately regarding commercial breaches of planning. Please report any development work that you think may not have proper permissions.
- There have been a spate of burglaries locally recently that the Police will provide more information on.

Cllr Warmington asked Cllr Midwood to confirm that Suffolk County Council were delaying their decision on the ratification of the Clare Traffic Order until a petition received by the County Council had been investigated by their legal department. Cllr Midwood confirmed she was aware that this was the case. They are looking at the validity of signatures and the wording of the petition to check it is acceptable. Clare Parish Council have not been given a copy of the petition but Councillor Midwood confirmed it could be inspected at the County Council offices.

One parishioner raised the point that the petition should have been registered with the Parish Council in June when this was being discussed but that signatures from out of Clare should not be disregarded as they are valid opinions. A second **person** felt that there was a Parish Council conflict of interest if the Parish Council were going to run the Country Park Car Park. Cllr Warmington replied that the Parish Council has expressed no interest in running the car park.

Cllr Midwood asked for arrangements for the War Memorial rededication. Cllr Gryce briefly explained the format and times that were agreed with the Clare British Legion today and would take place as part of the British Legion's normal parade and service. Cllr Blake asked if the relatives of those remembered on the memorial had been invited. They have not but it was felt that this should be done as well as the usual more general advertisement.

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

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@stedsbcc.gov.uk

1. Training undertaken since last report

- National Planning Framework
- Spatial Planning

2. Conferences/Exhibitions attended

- Anglia LEP Conference
- Menta Trade Fair/Bury Business Fair/Exhibition

3. Civic events etc

- Clare Tourist Information Point Launch
- Induction of Rector of Clare Church

4. Meetings attended (excluding Majority Group meetings)

- Meeting with Geoff Rivers re Clare Country Park
- Development Control
- Rural Vision Consultation
- 2031 all day workshop
- Tony Docherty - Director of the Apex re Tourism etc
- Clare Country Park
- Asset mapping visit to Clare by the Prince's Trust Foundation for 2031 process

5. Forthcoming meetings before next PC Meeting

- Development Control site inspections
- New Generation Leaders Training Programme
- Sustainable Development
- Rural Working Party
- Eastern Enterprise Hub visit with a view to informing decisions on economic development in West Suffolk

6. Voting record - items with significance to Clare community

- Full Council approved Sustainable Development Committee approved the Outline Planning Brief for Land to the East of the Granary

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

- Substantial Housing issues (held meetings with appropriate officers)
- Heavy lorries in Clare (from Community Plan) - raised with Rural Action Plan officers
- The future of Clare Country Park - discussion held with appropriate officers
- The future of Clare Library - as above

- Working on improved signage and information around Clare - documentation written

8. Information for Parish Councillors

- Free Planning Training for Parish Councillors has now been approved - to begin in New Year
- 2031 consultation process to begin after Christmas
- St Eds involvement in future of Clare Park Process secured this month
- Interesting item emerging from New Local Plan process - it seems that planning aspects of Community Plans will be adopted into the Local Plan by St Eds if this can be proved to be legal and if this happens any local designations of asset value such as fields or landscapes made by Parish Councils will be counted in the Planning Process. So Clare PC might want to consider designating its local landscape or other non-listed assets as of special interest/value. This needs checking with Ian Poole.

In addition to this written report, Cllr Pugh explained that the Vision 2031 documents is now well under way.

There were no questions for Cllr Pugh.

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Attachment to minutes – Item 9, Clerk’s report:

Clerk’s Report – October 2011

Action:

- An interview panel needs agreeing for the Parish Clerk role.

Noting:

- I requested an update from Jason Skilton following our request for sight of the parking petition which is as follows: “*Cllr McGregor has held back on ratifying the decision until he has seen the 1100 petition and also received additional information from Cllr Midwood. We should be able to advise you by the end of next week. In relation to the petition, we have a hard copy, but it is very large. The Parish Council are more than welcome to view it at Ipswich.*” Cllr Haisman has also received a verbal report that the petition is being examined by Suffolk County Council’s legal department and that Cllr Midwood has provided Cllr McGregor with a response.
- The Clerk’s office will be closed Thursday 3 November and will instead open on Tuesday 1.
- I have requested a quote for the liability insurance for the Remembrance Sunday parade.
- Keep clear signs on Callis Street will be put in place within five weeks.
- The mayor of St Edmundsbury has accepted the Christmas lights switch-on event invitation.
- The additional notice board keys have now arrived.

Reported issues

Newly reported issues

- Missing and faded street signs. The following will be replaced by St Edmundsbury Borough Council: Snow Hill, Bridewell Street, Callis Street and Hermitage Close.

Update on previously reported issues

Resolved:

- The water leak on Church Street – ref. 36626929.
- The lamppost in the alley by the Cock is now working.

Outstanding:

- Lampposts outside the Globe, and four on Stoke Road not working.
- Ancient House sign on Well Lane pointed in wrong direction, ref 2182626 - reported 3 times.
- Two lampposts on during the day on the corner of Hermitage Meadow reported twice.

Borough planning decisions:

- Development Control Committee meeting regarding Well House, Well Lane, SE/11/1043 held on 6/10/11 (as advised to all PC 30/9/11)
- SE/11/0994, 1 Chilton Hall Cottages, extension works – APPROVED.
- SE/11/0917, 3 Common Street, change to extension works – APPROVED.
- SE/11/0932, Willow Bank Cottage, conservatory – APPROVED.

Attachment to minutes – Item 12, Correspondence:

Items for action
(all circulated to Parish Councillors)

St Edmundsbury Borough Council, Licensing Services	Requests for comments on an application to transfer a Street Café Vending Permit for Café Clare to the café's new vendors. Deadline is 4 November 2011. No objections. Action: Clerk.
Shirley Mortimer, 1 st Clare Brownies	Request for a craft table stall on Market Hill on 12 November 2011 between 10am and 12noon in order to raise money for Children in Need. Approved providing they leave the usual pitch for the Royal British Legion collection. Action: Clerk.
Parishioner	Two emails requesting Parish Council assistance with cars ignoring the one hour parking restrictions on The High Street. Refer the item to the local police and let the parishioner know. Action: Clerk.
Parishioner	Request for Parish Council assistance in getting a dropped kerb planning issue resolved. This is part of a wider planning issue that the parishioner has written to the Clerk about. Write to the Highways authority asking them to look into the case and respond to the parishioner. Action: Clerk.
Parishioner	Request to revoke the decision of a zero-tolerance policy against fly-posting in Clare. Refer to the Environment Committee. Action: EC
Clare Antiques and Interiors	Request for a public meeting regarding Clare Country Park with a view to setting up a community group to run the park. Reply thanking them for their views and provide a copy of the meeting minutes for information on the current position.

The Clerk read out this correspondence only received today

Sheila Martin, Clare Royal British Legions Women's Section	<ul style="list-style-type: none"> • Request to carry out Poppy appeal collection on Market Hill on 12 November. Approved. Action: Clerk • Request for £100 to pay for the band for the Remembrance Day parade. Approved. Action: RFO • Invitation and other information for Parish Councillors. Clerk to circulate to Councillors for their information.
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Items for noting
(copies available for Councillors from the Clerk on request)

Bruno Peeks, The Queen's Diamond Jubilee Pageant master	Information pack about the beacons for the Jubilee and a registration form. Note: pack given to Cllr Gryce. If going ahead with Beacon, it needs to be registered by 30 April 2012
St Edmundsbury Borough Council, Property and Engineering Services	Covering letter and a copy of the approved road closure order for the Remembrance Service Parade. Note: copy sent to Clare British Legion and Clerk's recommending liability insurance for the event under Clerk's report.
Nigel Panting, Suffolk County Council	Response to the Parish Council's invitation to the October PC meeting. Note: reply sent to all PC – no response received.
Parishioner	A note and copy of the covering letter Mrs Neal sent to Suffolk County Council regarding the mobile library consultation on the Parish Council's behalf
Parishioner	Request to the Clerk for information on the role lay-members can play in committees. Note: Clerk compiling notes for circulation to all lay-members

Response to bus stop consultation
(closing date 14 October)

Parishioner	Objecting
Parishioner	Objecting

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