

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 18th May 2017**

Present: Cllrs. Paul Bishop, Phil Gryce, Margaret Godwin, Gayle Mallows, Chris Marchant, Robin Stone,  
Claire Ebeling (Town Clerk), County Cllr. Mary Evans, Borough Councillor Cllr. Alaric Pugh,  
14 members of the public

1	<p><b>i) Election of Chair</b> – Cllr. Godwin nominated Cllr. Paul Bishop for the role of Chair. Cllr. Gryce seconded the nomination.</p> <p><b>ii) Declaration of Acceptance of Office of the Chair</b> – Cllr. Bishop confirmed that he was willing to accept the position of Chair.</p>	
2	<p><b>i) Election of Vice Chair</b> – Cllr. Mallows nominated Cllr. Margaret Godwin for the role of Vice Chair. Cllr. Gryce seconded the nomination.</p> <p><b>ii) Declaration of Acceptance of Office of the Vice Chair</b> – Cllr. Godwin confirmed that she was willing to accept the position of Vice Chair.</p>	
3.	<p><b>To receive apologies for absence and confirmation of acceptance of apologies</b> – Cllrs. Loveday Perceval-Maxwell, Steve Kimminau and Bob Verguson sent their apologies.</p> <p>Cllr. Bishop asked for confirmation of acceptance of the apologies. Confirmed unanimously.</p>	
4.	<p><b>To receive declarations of members' interests and consider requests for dispensation</b></p> <p>None.</p>	
<b><i>Section of the meeting open to the public:</i></b>		
5.	<p><b>Public Participation</b></p> <p>Two members of the public presented objections to Item 20 of the agenda (Planning applications - point 5, 28 Callis Street) on behalf of the owner of the neighbouring property (27 Callis Street). Their objections included a boundary problem, objection to the change of use to a listed building in a conservation area, adverse impact in commercial, residential amenity, safety and community terms.</p> <p>A member of the public referred to two letters he had sent to the council, which he believed were in the correspondence report and he wished to speak in support of those letters. He stated that the sole motivation of the trustees of the Country Park is for the greater good of the community of Clare and they have voluntarily given hundreds of hours of their time over the last 17 months in support of the park's development: on the Heritage Lottery Fund application and other activities such as tourism development and circular walks. He expressed deep concern that before and during this time there has been a campaign by some councillors to undermine the work of the trustees and to question their motives and integrity and to put into jeopardy the things the trustees have been striving for. He stated that these councillors and others do not serve the community well by their actions and asked those involved to please stop their campaign, to support the work that he and his fellow trustees undertake on their behalf and to deal with issues and concerns that arise through the mechanisms provided by the Town Council.</p> <p>A member of the public congratulated the chairman on being re-elected to the role. He asked the council to take a measured approach to its appointment of councillors to external roles on Clare community committees given the current conflicts and sensitivities between some councillors and some segments of the community.</p> <p>A member of the Clare First Responders team reported that from the beginning of May they have received 16 call-outs.</p>	
6.	<p><b>County Councillor's Report</b> – see attached report.</p> <p>Cllr. Godwin asked if any VAS data have been provided to Cllr. Evans to share with her colleagues. Cllr. Evans stated that Cllr. Kimminau has not yet provided the data requested.</p>	

7.	<p><b>Borough Councillor's Report</b></p> <p>In the absence of a written report, Cllr. Pugh reported that with double Purdah there is only a limited amount of Borough activity to report.</p> <p>Cllr. Pugh referred to Cllr. Evans' report and confirmed that he shares the same concerns.</p> <p>Cllr. Pugh reported that the locality officer is arranging a meeting to discuss anti-social behaviour in the park with the police and the park trustees.</p> <p>The Borough tree survey has taken place and Cllr. Pugh was pleased to hear of the plan for some new trees in Clare.</p> <p>With regard to the proposal for St Edmundsbury to merge with Forest Heath, Cllr. Pugh reported that this will be subject of public engagement and work by officers between now and September.</p> <p>Cllr. Gryce asked if there would be a public consultation. Cllr. Pugh responded that public engagement is required rather than a public vote. The process is expected to begin by 31<sup>st</sup> May 2017.</p>	
	<p><b><i>End of public section of meeting</i></b></p>	
8.	<p><b>To approve the Committee/Working Group structure for the Council and confirm terms of reference and the number of members, receive nominations and elect members</b></p> <p>Cllr. Bishop referred to the document circulated to all councillors in advance of the meeting and asked for councillor comments.</p> <p>Cllr. Stone stated that he wished to join the Traffic group.</p> <p>Cllr. Gryce stated that he agreed with the new committee structure because it reflects the recent town survey and action plan.</p> <p>Cllr. Mallows explained to the members of the public that the new structure of the working groups had been suggested based on the recent town survey. She referred to the Community Plan highlights document and action plan.</p> <p>Cllr. Bishop stated that the working groups should agree their terms of reference at their first meeting and appoint a chairperson.</p> <p>Cllr. Bishop proposed the adoption of the structure of the working group structure. Approved unanimously.</p> <p>Cllr. Gryce expressed a concern that as some councillors were not present, the allocation of roles within each group might require some reflection given the amount of work involved, the degree of engagement with the community and the importance of the roles on external groups.</p> <p>Cllr. Mallows stated that she felt the statement made in the public session regarding working with community groups was valid because the groups do vital work in the community and it is important to be clear that the groups are happy to receive the nominations made by the Town Council.</p> <p>Cllr. Gryce stated that those councillors absent should be asked to confirm that they are willing to join the groups they indicated in advance of the meeting.</p> <p>Cllr. Bishop reminded councillors that any role taken does not have to be permanent if councillors do not wish to continue. He suggested that the Clerk write to all councillors to confirm the groups and roles.</p>	<p>Clerk</p>
9.	<p><b>To review and adopt standing orders and financial regulations</b></p> <p>The Clerk referred councillors to the standing orders circulated in advance of the meeting, which had not altered since they were ratified on 20 October 2016. Cllr. Bishop proposed the standing orders be adopted. Agreed unanimously.</p> <p>The RFO referred councillors to the revised financial regulations circulated in advance of the meeting, which had been updated to the most recent version recommended by NALC. Cllr. Bishop proposed the standing orders be adopted. Agreed unanimously.</p>	
10.	<p><b>To review the inventory of land and assets</b></p> <p>The RFO reported that she had begun reviewing the register of land and assets and is yet to update the asset register with an inventory or street furniture etc. Cllr. Gryce</p>	

	suggested that this be referred to the Environment Committee. Cllr. Bishop proposed this item be deferred until the inventory is complete. Agreed unanimously.	
11.	<b>To review and confirm arrangements for insurance cover in respect of all insured risks</b> The RFO confirmed that she had had sight of the insurance cover for all Town Council assets which were all up to date. She confirmed that she is satisfied the cover is adequate. Cllr. Bishop proposed the approval of the insurance arrangements. Agreed unanimously.	
12.	<b>To review the Council's and/or employee membership of other bodies</b> The Clerk referred to the document circulated in advance of the meeting and the discussion under item 8. She reported that she would send an email to all Councillors detailing the Town Council/s membership/subscriptions.	Clerk
13.	<b>To review the Council's complaints procedure</b> The Clerk referred councillors to the complaints procedure circulated in advance of the meeting, which had not altered since it was ratified on 17 November 2016. Cllr. Bishop proposed the complaints procedure be adopted. Agreed unanimously.	
14.	<b>To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998</b> The Clerk referred councillors to the procedure circulated in advance of the meeting, which had not altered since it was ratified on 21 April 2016. Cllr. Bishop proposed the procedures be adopted. Agreed unanimously.	
15.	<b>To approve minutes of the previous meeting held on 20 April 2017</b> The minutes were approved unanimously.	
16.	<b>To receive an update on the actions from the previous meeting</b> The Clerk reported that all actions were complete or on today's agenda.	
17.	<b>To receive the Clerk's report for decision and information</b> See attachment to the minutes.	
18.	<b>Finance</b> i) <b>To receive the monthly report from the Responsible Finance Officer and approve the monthly accounts and cash flow.</b> The monthly accounts and cash flow were approved unanimously.  ii) <b>To approve Section 1 of the Annual Return (Annual governance statement 2016/17)</b> The RFO referred councillors to the copy of section 1 of the annual return circulated in advance of the meeting. Cllr. Bishop proposed the approval of the document. Agreed unanimously.  iii) <b>To consider applications for Section 137 grant funding</b> The RFO reported that an email had been received from Sudbury Town Council (see correspondence) on a fundraising event 'Changing 20 lives in 20 days'. Cllr. Godwin reported that the CCA are working with the Co-op to host the stop point in Clare and will be providing breakfast for those taking part. As a specific charity has not been named, the Town Council cannot make a donation at this stage.	
19.	<b>To consider items of correspondence for decision/response</b> See attached report. The Clerk referred to the letters of complaint from Mr Blake regarding correspondence from Cllr. Kimminau and a draft response to Mr Blake that had been circulated in advance of the meeting for consideration. Cllr. Bishop asked for councillors' views on the draft letter. Cllr. Godwin stated that as Cllr. Kimminau's letter accuses current and previous councillors of misconduct, she would prefer that the letter of apology came from Cllr. Kimminau himself rather than the whole Town Council.	

	<p>Cllr. Bishop clarified that the draft response to Mr Blake is to reiterate the Town Council's support for the Trustees of Clare Castle County Park. It is not in the Town Council's gift to decide on action as a result of a complaint to the Monitoring Officer. Cllr. Marchant stated that he thought the draft letter was acceptable.</p> <p>Cllr. Mallows stated that it is unfortunate that Cllr. Kimminau is not at the meeting tonight because parishioners should be able to hear from him why he sent the email to the HLF Consultant. She emphasised that the person who ought to be at the meeting to explain is not.</p> <p>Cllr. Bishop asked if Cllr. Mallows was proposing that no decision be taken about sending the response to Mr Blake.</p> <p>Cllr. Gryce reported that a Tourism group meeting took place last week and Mr Blake is a member of that group but did not attend the meeting because he did not feel he could attend until he received an apology from Cllr. Kimminau. Cllr. Gryce added that he is personally upset about the email that Cllr. Kimminau sent to the HLF Consultant because in it he accused councillors of illegal <i>in camera</i> meetings – these meetings were not unlawful because there was commercially sensitive information being discussed with regard to Suffolk County Council.</p> <p>Cllr. Stone commented that at a recent SALC training course attended by himself and Cllr. Kimminau, Cllr. Kimminau had discussed at length <i>in camera</i> meetings and the trainer had explained that there is a fine line when assessing whether a meeting should be held in camera or not.</p> <p>Cllr. Gryce expressed concern that Cllr. Kimminau made the personal accusation and did not discuss his email with the council before sending it; also that he would like to understand why Cllr. Kimminau sent the email. Cllr. Gryce concluded that he would support a proposal not to send the response to Mr Blake until the matter is discussed with Cllr. Kimminau and an explanation is provided.</p> <p>Cllr. Marchant stated that the decision to be made was whether to send the draft response letter to Mr Blake, which has been written following the advice of the Monitoring Officer.</p> <p>Cllr. Bishop asked if councillors understood that a proposal was being made to delay the sending of a response to Mr Blake's letters.</p> <p>Cllr. Mallows stated that before a letter is sent Cllr. Kimminau needs to be given the opportunity to explain why he sent it.</p> <p>Cllr. Bishop proposed that before the letter is sent, Cllr. Kimminau is asked to explain his reasons for sending it. Agreed unanimously.</p>	
20.	<p><b>Planning</b></p> <p><b>To make a decision on the Town Council response to the planning authority on:</b></p> <p>i) <b>DC/17/0759/ADV – Visitor Centre, Country Park – 2no. Non-Illuminated Notice Board</b> - Cllr. Gryce reported that he had reviewed the application and would recommend no objection. Cllr. Godwin reported that the application complies with the requirements of policy DM1, DM17 and DM34 and proposed that the council response to support this application. Agreed unanimously.</p> <p>ii) <b>DC/17/0749/HH – 26 Bridewell Street – Continuation of fence and insertion of gates</b> - Cllr. Gryce reported that he had reviewed the application and would recommend no objection. Cllr. Godwin reported that the application complies with the requirements of policy DM1 and DM17 and proposed that the council response to support this application. Agreed unanimously.</p> <p>iii) <b>DC/17/0767/HH – Quylters, Nethergate Street – (i) Erection of garden room (ii) relocation of existing bay window</b> - Cllr. Gryce reported that he had reviewed the application and would recommend no objection. Cllr. Godwin reported that the application complies with the requirements of policy DM1, DM17, DM22 and DM24 and proposed that the council response to support this application. Agreed unanimously.</p> <p>iv) <b>DC/17/0844/LB &amp; 0089/ADV – Broadway House, 1 Nethergate Street – (i) Retention of non-illuminated fascia sign</b> - Cllr. Gryce reported that he had reviewed the application and would recommend no objection. Cllr. Godwin reported</p>	Clerk

	<p>that the application complies with the requirements of policy DM17 and DM38, the sign having been simply repainted and moved and proposed that the council response to support this application. Agreed unanimously.</p> <p>v) <b>DC/17/0722/FUL &amp; 0723/LB – 28 Callis Street – (i) Single storey front extension to outbuilding, (ii) Installation of covered walkway from main dwelling to outbuilding and (iii) Change of use of part of existing outbuilding from residential to D1 (Dentist) -</b> Cllr. Gryce reported that he had reviewed the application and it is complex. He reported that a consideration must be that an alternative to a change of use would be to look at other places in town where this orthodontic service could be provided. Although there is a mix of uses in the vicinity of the application, with pubs and a Bed &amp; Breakfast, he stated that he would not support the application unless a restriction was placed on the amount of use. He also raised a query regarding the lack of an archaeology report given the local history. Also that the application does not mention the fact that the dwelling is a 16<sup>th</sup> Century building and how the structure would be protected; nor is there a comment from the Conservation Officer regarding linking the annexe to the host dwelling. Cllr. Marchant stated that there are actually very few vacant premises for businesses in the centre of town. Cllr. Stone suggested that a suitable location might be the business premises on Harp Lane beyond the Pavilion. Cllr. Mallows stated that it was unclear as to whether the application meets the requirements of policy DM24 which covers annexes. She also suggested that there may be more suitable premises in Clare for commercial use. Cllr. Pugh provided a point of information that planning conditions can be applied and the council can ask the planning authority for further advice. Cllr. Bishop asked about the determination deadline and it was confirmed that the Town Council's response is expected imminently. Cllr. Godwin stated that she would have liked to have seen a report from the Highways officer. She raised concerns about the boundary wall dispute and that she did not believe the application meets the requirements of policies DM20 or DM24. Cllr. Stone commented that neighbour objections should be taken into account. Cllr. Gryce proposed that the council response to object to this application. Agreed unanimously.</p>	
21.	<p><b>To receive an update on developments regarding improving tourism in Clare.</b></p> <p>Cllr. Gryce reported that the group are currently working on a marketing plan and will bring a recommendation to the next Town Council meeting that the group becomes a Charitable Incorporated Organisation (CIO). The reason for this is that some funding cannot be received by a Town Council but can be applied for by a CIO and the group could then be self-sufficient. The recommendation will include that groups in Clare nominate representatives to join the group and that the group then takes responsibility for tourism in Clare.</p>	
22	<p><b>To receive a report on data gathered by the Vehicle Activated Signs sin the last month</b></p> <p>Cllr. Kimminau had not sent a report. The Clerk reported that having discussed the use of VAS data with the camera enforcement team, it seems the best course of action is to provide monthly reports including the date and location of data collected, total numbers and percentage over the speed limit. The enforcement manager makes a decision as to whether to send the team based on the percentage. In addition, if there is a pattern of excessive speeding by an individual, this should be noted (days, times, speed) and we should be sending this to another contact as it is dealt with differently. Cllr. Stone suggested that the newly formed Traffic Working Group assists Cllr. Kimminau with this.</p>	
23.	<p><b>To receive reports from Councillors on activity since the last meeting.</b></p> <p>See attachments to the minutes.</p> <p>Cllr. Bishop stated that councillors should forward their reports to all councillors and the Clerk in advance of each full Town Council meeting.</p>	

24.	<b>To receive items for decisions required by Town Council Committees and Working Groups.</b> None.	
25.	<b>To receive agenda items for next meeting.</b> Cllr. Mallows referred to the Clerk's Report section of the meeting regarding the response from the Monitoring Officer that Cllr. Verguson should make a public apology following a complaint about his conduct. Cllr. Mallows stated that she believed Cllr. Verguson had stated at the last meeting that he would not be making an apology. She requested that an agenda item be added to the next Town Council meeting to allow Cllr. Verguson an opportunity to apologise and that this agenda item remain until such time as the apology has been made.  To approve Section 2 of the Annual Return (Annual governance statement 2016/17). To review the inventory of land and assets. To receive items for decisions required by Town Council Committees and Working Groups. To receive an update on developments regarding improving tourism in Clare. To receive reports from Councillors on activity since the last meeting.	
26.	<b>To confirm the date of the next meeting as Thursday 15<sup>th</sup> June 2017.</b> Agreed.	

The meeting closed at 8.50pm

### **Attachment to Minutes, Item 6, County Councillor's Report**

Cllr Pugh and I met late last week and among other things discussed our concern that the current and continuing tensions in the town risk damaging its reputation and could undermine the efforts of so many people to promote and enhance the community which we all hold so dear. We decided to explore the possibility of holding a round table meeting so that can agree a way forward that sees everyone in Clare working together for Clare. We are prepared to organise and chair such a meeting. Accordingly we have made some preliminary approaches to key people to arrange initial meetings.

#### **Highways**

Our area office system is undergoing reorganisation and staff roles are being re-allocated prior to officers transferring from West Suffolk House out to the highways depot at Rougham. The idea is that there should be better communications with the engineers and gangs working alongside one another. I have not yet had my routine meeting with the team so am unable to give you updates on the long running issues. I will do so as soon as I can.

Now the SCC election is over, I hope to meet Cllrs. Gryce and Verguson to look at the current parking restrictions in the town and identify where lines and signs need to be improved. I am waiting for the TRO list.

#### **Vehicle Activated Sign/Speedwatch**

As I mentioned in my report to the Annual Parish Meeting, I was arranging a meeting with Phil Payne who leads the speed enforcement teams in Suffolk and Norfolk. That has now taken place. Your clerk also attended. It was a very useful meeting as he advised us that the Police and Crime Commissioner possibly has some grant available towards setting up community speedwatch.

The speed enforcement team obviously prioritises their patrols so we need to have the data to share with them

#### **Street Lighting**

To clarify the draft minutes from your last meeting: where an existing street light is a column light, rather than attached to a telegraph pole or building the whole column will be replaced. The new columns are galvanized steel. In the conservation area the columns will be painted black.

#### **Bus Stop - Stoke Road**

Please see below the style of the bus shelter for Stoke Road. However it will be mounted parallel to the road.



To clarify the minutes from your last meeting, the offer of a discussion/site visit from the SCC officer was made in June 2015.

### **Highfield uncut verge**

I have had complaints from residents re the uncut bank on Highfield. SCC has cut the areas it normally cuts. The bank is the responsibility of Havebury and the complaints have been passed to them

### **Crime in Clare**

Like others I was shocked to hear there has been another raid on the Antiques Centre in Clare. As I pointed out to your last meeting the Suffolk Police and Crime Commissioner Tim Passmore is about to launch his annual tour of the county meeting and speaking with residents. He will be meeting residents with the Chief Constable, Gareth Wilson, between 11am-2pm at The Arc shopping centre, Bury St Edmunds on Wednesday 9 August.

Formal meetings are being held at 8.30pm (doors open 6.40pm) on Thursday 7 September at Samuel Ward Academy, Haverhill and on Tuesday 12 September at Southgate Community Centre, Bury St Edmunds.

I have told Mr Passmore's office that he is always very welcome to come and meet Clare residents. If we are to invite him to the town, I would suggest it is not to a meeting of the Town Council as there probably wouldn't be time to raise all the issues that residents would like discussed in the course of one of your meetings. I would be happy to arrange a meeting if you feel that would be beneficial – as I did for the meeting re the closure of the Police Office.

Mary Evans, Clare Division

## **Attachment to Minutes, Item 8, Committee Working Group Structure and membership**

**Author: Paul Bishop**

### **Introduction**

At the start of the new council year we need to review our current structures to check that they are fit for purpose and take this opportunity to make any necessary changes. I think there is a need to change our structure to take account of the differing circumstances. These recommendations are made in light of the results of the Community Survey and the arising action points agreed at Town Council on 20th April 2017.

### **Environment Committee**

This Committee should stay as is because it has, and continues to need, delegated powers and a budget. It is also the only committee on which we can encourage lay members to sit. We currently have two active lay members sitting on Environment. It is the committee, in conjunction with the Clerk that is responsible for co-ordinating and managing the day to day work of the Street Wardens and the Cemetery Management Officer. It has also recently taken over responsibility for the cutting of footpaths from Suffolk County Council.

The Environment Committee will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20th April 2017.

### **Community Support Working Group**

To remain as a working group focussing on the website and linking with the Tourism Clare group and the town's voluntary groups, churches etc.

The Community Support Working Group should also be looking at facilities for both young people and the elderly.

It will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

#### Tourism Working Group (Tourism Clare)

The Tourism Working Group will continue to meet as necessary but report to each CTC meeting as tourism remains a key priority for the Council. The Tourism Working Group will be bringing a proposal forward to become a CIO in order to bid for, and receive, grant funding not available to councils. This will mean that it will cease to be a formal part of the Town Council structure. CTC representatives will still need to report back to the CTC.

#### Planning Working Group

All planning applications are decided by all councillors at full Town Council meetings but the Planning Working Group should research necessary background policy information and make recommendations on all planning applications. It will also take the lead in dealing with the Cavendish Road Development; liaise with the Local Planning Authority and also the Clare Society as the other statutory consultee in Clare.

The Planning Working Group will take the lead on researching into Town Centre Master Plans, Neighbourhood Plans and Neighbourhood Development Plans in order to identify which would be the best option for Clare. Once the decision has been made by CTC, to then formulate and implement a development plan as appropriate.

In addition there is a role to be undertaken in monitoring important assets of the town – fire station, ambulance service, the post office, the bank, doctors, chemist etc. There is also a need to monitor proposed changes at national, regional, county and local level and consider how they might affect Clare.

The Planning Working Group will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

*\* Members of the Planning Working Party must have undertaken formal planning training. All councillors must consider planning applications with an open mind and not influence each other before the final decision is taken.*

#### Traffic Working Group.

It is proposed to set up a Traffic Working Group to address all matters relating to HGVs, parking, school travel plans, traffic safety including Community Speedwatch and the deployment of our VAS sign.

It will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

#### Recommendations

1. The Town Council approves the creation of the Traffic Working Group.
2. The Town Council agrees the following terms of reference that apply to all working groups:
  - *To carry out research on background information and produce briefing papers for the full council.*
  - *To produce action plans and proposals to be agreed by council on work to be undertaken, evidence to be collected, meetings to be held etc.*
  - *To represent the council at agreed meetings with groups, organisations and officers. Agendas to be circulated ahead of meetings and feedback notes to be circulated to all Councillors.*
  - *To produce draft letters for the Clerk to review and circulate for full Town Council approval.*
  - *To provide briefing papers on progress for all Town Council meetings.*
  - *To write draft submissions for national, county and borough consultations for ratification by full council.*
3. That at their first meeting, each working group will agree its specific terms of reference to be used in conjunction with the general terms agreed above.

4. To confirm the Councillors in the committees, working groups and positions as listed in the table below.

	<b>Paul Bishop</b>	<b>Margaret Godwin</b>	<b>Phil Gryce</b>	<b>Steve Kimminau</b>	<b>Gayle Mallows</b>
<b>Town Council Committee/ Working Group roles</b>	Environment Planning Tourism	Community Planning Tourism	Community Environment Planning Tourism	Traffic	Community Environment Planning
<b>Town Council Representative</b>	Press Officer SALC	Emergency Planning	Ancient House Museum		CPFA
<b>Other Community Roles</b>		CPFA CCA	Town Recorder Wool Towns Initiative	CHOC	
	<b>Chris Marchant</b>	<b>Loveday Perceval-Maxwell</b>	<b>Bob Verguson</b>	<b>Robin Stone</b>	
<b>Town Council Committee/ Working Group roles</b>	Planning	Community Environment	Traffic	Traffic	
<b>Town Council Representative</b>	CLASP	Friends of Clare Library			
<b>Other Community Roles</b>			Lorry Action Group		

<b>Town Council Representative</b>	Press Officer SALC	Emergency Planning	Ancient House Museum		CPFA
<b>Other Community Roles</b>		CPFA CCA	Town Recorder Wool Towns Initiative		

Representatives on other groups and other roles					
<b>CHOC</b>	Olive Smith Steve Kimminau		<b>CLASP</b>	Chris Marchant	
<b>Tree Officer(s)</b>	Phil Gryce Trevor Pickerin		<b>Clare Castle Country Park Trustees</b>	Derek Blake Keith Mison	

## Attachment to Minutes, Item 17, Clerk's Report

### Information:

Following a number of complaints to the Monitoring Officer, I have been in contact with her and would support her recommendation that the Town Council consider the provision of mediation sessions and training in conflict management and resolution for all Councillors. The objective being to help avoid situations such as those that have led to the recent complaints between councillors. Also to enable all councillors to work constructively together. I have begun investigating providers of qualified and well-trained mediators and will report back shortly.

CHOC arranges Portable Appliance Testing PAT annually because the Committee feels that it should carry out more regular checks because its equipment is used by a variety of users who hire the halls. Having checked (including on the HSE website), there are no legal requirements on the regularity for PAT testing but the recommendation is that electrical equipment is tested every 24 months. As the equipment in the Clerk's office is only used by the Clerk and the RFO, I recommend that we follow the guidance to have PAT tests every 24 months.

CHOC have asked that this be confirmed in a letter confirming the date of the last PAT tests (March 2016) and therefore the planned date for the next (June 2018). The cost last year was £75. Agreed unanimously.

### Suffolk County Council

I reported the bollard opposite The Bell which was smashed around 24<sup>th</sup> April. Ref 00168841

### St Edmundsbury Borough Council Planning decisions

DC/17/0344/HH – Willow Cottage, Harp Lane – Side extension – Approved.

DC/17/0383/LB – Rushbrooke House, 33 Cavendish Road - Demolish Existing Conservatory and (ii) replace with energy efficient conservatory structure - Approved

DC/17/0656/HH – 25 March Place – Single storey rear extension – Approved.

## Attachment to Minutes, Item 9, RFO Report

- The Precept of £93,482 has been received from St Edmundsbury BC.
- Cheques for Clare in Bloom, Clare Swimming Club and CCA have been processed for the full amount of their precept request.
- I have placed £150k on fixed term investment as follows:  
£100k at .55% maturing 6 November 2017  
£50k at .45% maturing 4 August 2017
- I have raised the invoice to SCC for the first cut of the footpaths.
- The final dowry payment of £12,500 has been received from SCC and paid over to the Country Park Trust.
- A cheque sent to the Stour River Trust in early March for an approved £100 donation was never received (presumably lost in the post) I have had the cheque cancelled and reissued a further cheque.
- I have had sight of quotes for essential health and safety work needed at the Playing Fields Pavilion. Approval for this work to be undertaken and paid from CPFA earmarked funds was minuted in April 2015.

## Attachment to Minutes, Item 10, Correspondence Report

Government consultation	Gov consultation on Public Parks including those held or administered by Parish and Town Councils - proposals to legislate to put it beyond doubt that local authorities cannot charge parkrun or junior parkrun for the use of public parks
Sharon Fairweather, Market Development Officer, St Edmundsbury Borough Council	Request for financial help with advertising the Clare market during the six month pilot scheme. – A further email from Sharon clarified that £500 would pay for the initial outlay of signage and road closures as well as provide social media marketing and press releases by SEBC communications team.
Derek Blake	Letters of complaint regarding letter sent to HLF project Lead Activity Planning Consultant from Cllr. Kimminau Action: Draft response circulated in advance of meeting by email.

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

Clare River Group	Update
Combined Halls Of Clare	Annual Report
Parishioner	Parking on double yellow lines Action: The Clerk has responded to the parishioner and Cllr. Bishop has also sent an email.
Parishioner	Landscaping plans - Chilton Place Development (Land East of the Granary)
St Edmundsbury Borough Council	4 year cyclical tree inspection for trees on land which is St Eds responsibility. There will be three trees planted in the parish at the end of this year: 1 at the front of the Granary to replace the horse chestnut and cedar previously removed. 1 on the public open space at Gloucester Road. 1 at the open space along the footpath at the end of Gilbert Road.
Sudbury Town Council	Changing 20 lives in 20 days

## Attachment to Minutes, Item 18 - Reports from Councillors

### Paul Bishop

- Attended the Environment Committee meeting.
- Met with Sharon Fairweather re the setting-up of the market in Clare.
- Opened the Platform One Cafe in the Park
- Attended initial meeting of parishioners wishing to set up a residents association in the new estate (Maxim/Pask Way)
- Attended the Tourism Clare meeting.
- Attended the Annual Town Meeting.

### Gayle Mallows

- Attended the Commemoration event for Thomas Henry Parker.
- Attended the Environment Committee meeting

- Written The Clare Community Plan Highlights Document, circulated it for confirmation and arranged printing.
- Attended the Annual Town Meeting. Written and delivered a presentation on the Clare Community Plan at the meeting.
- Studied Planning Applications and prepared responses based on Local and National Planning Policies.

### **Margaret Godwin**

- Attended the Commemoration event for Henry Parker.
- Attended the CTC Environment Committee meeting.
- Attended the Tourism Clare meeting.
- Conducted One to One Interviews with Clare Businesses on behalf of the Tourism Clare group.
- Attended the Annual Town Meeting.
- Made site visits for planning applications and prepared responses based on National and Local planning policies.

### **Phil Gryce**

- Commemoration event for WW1 at the Memorial
- Meeting with footpaths/trees contractor; visited several sites
- Attended Platform 1 launch
- Commemoration event for WW1 at the Memorial, including re-arrangement of older wreaths
- Delivering Town report copies to distributor
- Ancient House Museum trustees meeting
- Meeting with CCCP consultant
- Chaired Environment Committee meeting
- Wool Towns Association meeting in Sudbury
- Checked & updated councillor lapel badges
- Walks Group meeting
- Attended Annual Town meeting
- Chaired Tourism Clare meeting
- Visited sites re upcoming planning permission requests
- Compiling Business Plan for Tourism Clare
- Compiling Business Plan for WTA
- Miscellaneous email writing & replies: Bury & Beyond, WTA, walks, Chevron subscribers.....
- Throughout this period multiple updates on clare-suffolk, particularly community plan papers, & visit-clare & clarewalks

### **Stephen Kimminau**

No report provided

### **Chris Marchant**

No report provided

### **Loveday Perceval-Maxwell**

- Attended a meeting to finalise the parish survey report

### **Robin Stone**

No report provided

### **Bob Verguson**

No report provided