

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 16th November 2017**

Present: Cllrs. Paul Bishop, Phil Gryce, Margaret Godwin, Loveday Perceval-Maxwell, Robin Stone,
Claire Ebeling (Town Clerk), Maureen Smith (RFO),
County Councillor Mary Evans, Borough Councillor Cllr. Alaric Pugh, 6 members of the public

1.	Apologies for absence – Cllrs. Chris Marchant, Stephen Kimminau and Bob Verguson, The apologies were accepted.	
2.	To receive declarations of members' interests and consider requests for dispensation None.	
Section of the meeting open to the public:		
3.	Public Participation A member of the public raised a concern about dogs being allowed to run loose and unsupervised in the cemetery. She reported that she had seen a few dogs run into the cemetery through the hedge from the fields behind and asked if it would be possible to put a fence up to prevent them getting through. Cllr. Gryce responded that it is against the regulations to allow dogs to run free in the cemetery. It was agreed that a note will be added to the next edition of Chevron to clarify that dogs should not be allowed to roam free in the cemetery. The consideration of fencing or a barrier will be taken at the next Environment Committee meeting.	Clerk
4.	County Councillor's Report – See attached report. Cllr. Evans reported that budgets for social services are challenging especially given the number of requests for care for elderly care given the age demographics in Suffolk. Cllr. Evans reported that the social care team are launching a campaign for foster parents and there is a particular need for foster homes for boys over 11 years old and pregnant teenagers. Cllr. Evans reported that there are plans to bring in requirements for utility companies to rectify damage they cause to underground drainage before leaving a job due to the cost and problems caused by ongoing flooding issues that have been filled in without acknowledgement or repair. Cllr. Bishop asked if Suffolk County Council runs a permit scheme. Cllr. Evans responded that there is currently no permit scheme. The Clerk asked for an update on the highways matters raised previously. Cllr. Evans will raise them again with her Highways colleagues.	
5.	Borough Councillor's Report – See the attached report. Noting the item regarding the recruitment of a Town Clerk, Cllr. Pugh asked that his appreciation of the work of the current Town Clerk be recorded. Cllr. Pugh reported that St Edmundsbury Borough Council has employed an officer to help develop skill levels in a variety of sectors. Cllr. Pugh presented Cllr. Gryce with a certificate of outstanding contribution made by a member of the community to the community. A round of applause followed.	
End of public section of meeting		
6.	To approve minutes of the previous meeting held on 19 October 2017 The minutes were approved unanimously.	
7.	To receive an update on the actions from the previous meeting The Clerk reported that one action was outstanding and she would be looking into it shortly.	Clerk
8.	To receive the Clerk's report for decision and information See attachment to the minutes.	

9.	<p>Finance</p> <p>i) To receive the monthly report from the Responsible Finance Officer and approve the monthly accounts and cash flow See attached report. The RFO asked for approval of the monthly accounts and cashflow. Approved unanimously.</p> <p>ii) To consider a revision to item 5.3 of the Financial Regulations The RFO raised a concern regarding the ease of obtaining signatures from Councillors for cheques. She reminded councillors that they all have sight of the monthly accounts and cashflow on a regular basis and that most councils do only have two signatories. The RFO requested authorisation to revise item 5.3 of the Financial Regulations to reduce the requirement from three to two members of the Council for the signing of cheques. Approved unanimously.</p> <p>iii) To consider applications for Section 137 grant funding The RFO asked for approval of two payments in relation to the Remembrance ceremony: £100 to the Royal British Legion for the presentation wreath and £120 to the Boys Brigade Band. Approved unanimously.</p>	
10.	<p>To consider items of correspondence for decision/response See attached report. Cllr. Bishop acknowledged the resignation of Cllr. Gayle Mallows and proposed that the council record a vote of thanks for her considerable contribution to the council and that he draft a formal letter of thanks. Agreed unanimously. Cllr. Gryce asked for volunteers to present the WWI commemorations on the anniversary of the deaths of the Clare fallen. One is due in December and two in March. Cllr. Perceval-Maxwell volunteered to present the December commemoration. The Clerk read a letter of thanks and congratulation from Mark Pendleton DL in relation to the Remembrance Day commemorations.</p>	Cllr. Bishop
11.	<p>Planning</p> <p>To agree the Town Council response to the planning authority on:</p> <p>i) DC/17/2022/HH – 24 Cavendish Road – Single storey rear extension Cllr. Godwin reported that Pre-Application advice had been sought and the application meets the requirements of policies DM1 (Presumption in favour of sustainable development); DM2 (Local Distinctiveness) and DM24 (Development within the curtilage). Regarding DM6 (Flooding and sustainable drainage), Cllr. Godwin noted comments from the Environment Agency indicate the site is located above a Principal Aquifer and therefore the developer should address risks to controlled waters from contamination at the site as per NPPF and Environment Agency guiding principles and commented that she would expect this to be covered by conditions if approved. Cllr. Bishop proposed that that the council response be to support the application. Agreed unanimously.</p> <p>ii) DC/17/2152/HH – 12 Hertford Road - Single storey front extension Cllr. Godwin reported that this is an amended design to DC1163 approved earlier this year and involves incorporating part of the garage into the extension already approved, linked by a flat roof and roof light. Cllr. Godwin reported that the application meets the requirements of policies DM1 (Presumption in favour of sustainable development); DM2 (Local Distinctiveness) - several properties on the development have already incorporated the garage into the main home because the garages are too small to accommodate modern vehicles; DM24 (Alterations and extensions to dwellings and development within the curtilage). Cllr. Bishop proposed that the council support the application. Agreed unanimously.</p> <p>iii) DC/17/2136/LB – Apothecary House, Well Lane – Retention of gates Cllr. Godwin reported that the application meets the requirements of policies DM1 (Presumption in favour of sustainable development); DM2 (Local Distinctiveness) and DM15 (Listed buildings) and DM17 (Conservation Area). She commented that there is a precedent for these types of gates on other listed buildings within Clare’s conservation area and photographs have been included in the application. Cllr. Godwin recommended that the council support the application. Agreed unanimously.</p>	Clerk

- iv) **DC/17/2277/TCA – Ashley House, Cavendish Road – Reduce height up to 6 metres of 3no. Beech and fell 2no. Poplar** Cllr. Godwin noted the application as good tree management and recommended that the council support the application. Agreed unanimously.
- v) **DC/17/2290/FUL & 2291/LB – Clare Castle Country Park – (i) Extension and alterations to Goods Shed including raising of roof ridge and parapets (ii) Creation of 6no. new parking bays, re-locating accessible parking bays to ends of rows and reversing direction of flow around car park (iii) Resurfacing of North and South station platforms and repair work to walls (iv) Alterations to Motte including installation of floor-mounted orientation disc and seating (v) De-silting of Moat** – Cllr. Godwin reported that the application contains comprehensive reports on every aspect including detailed diagrams and plans and provided commentary as follows:
 The Goods shed forms part of the 1865 group of buildings in the park which are Grade II listed. Extensive consultation has taken place with conservation officers at West Suffolk and this application reflects their advice and suggestions. The level of detail of the supporting information is proportionate to the importance of the building, the works proposed and is sufficient to understand the proposal.
 Proposed works:
- demolition of non-original extension and service yard
 - removal of non-original internal partitions
 - removal of non-original glazing and walling to west elevation
 - new glazing to original openings in west and east elevations
 - new extension
 - insulation of walls internally
 - insulation of roof requiring raising of ridge and parapets by one brick course
 - insulation and extension of original raised floor internally
 - installation of roof lights
 - removal of external steps to convert original door opening into community notice board behind glazing
 - renewal of rainwater goods and non-original external lighting
 - new internal partition
 - new bound gravel surfacing replacing asphalt around the building creating six new parking bays and re-locating accessible parking bays to ends of rows
 - reversing direction of flow around car park
 - resurfacing of north and south station platforms and repair work to walls
 - the removal of 8 trees and 4 tree groups located at the south west corner of the car park and around the maintenance sheds
 - installation of floor-mounted orientation disc and seating
 - renewal and supplementation of street furniture (seating, way finding, information boards) across the Park
- The small lean-to extension and the service yard were built against the south-west corner of original 1865 goods shed after closure of the station in 1967. It is listed only through being attached to the original building and is described as an alteration in the 2013 listing. No planning application can be found for the extension.
 The extension is a simple brick building with a mono-pitch slate roof. It is one third the length of the south elevation of the goods shed and the roof meets the south elevation below the eaves. The extension has no internal connection to the original building and is accessed externally on the west elevation from within a fenced-in service yard.
 The extension is not an original part of the 1865 goods shed, is of no architectural or historic value and detracts from the architectural and visual qualities of the original building. It is proposed to remove this later alteration to better reveal the original form of the nineteenth-century building to visitors arriving at the Park.
 Cllr. Godwin reported that the application meets the requirements of the following policies and recommended that the council's response be to support the application:
 DM1 (Presumption in favour of sustainable development), DM2 (Development Principles and Local Distinctiveness), DM6 (Flooding and sustainable drainage: a Design and Access Statement incorporating a Flood Risk Assessment is provided), DM15 (Listed

<p>vi)</p> <p>vii)</p>	<p>Buildings), DC17 (Conservation Areas). Cllr. Godwin recommended that the council's response be to support the application. Agreed unanimously.</p> <p>DC//17/2098/HH – 27 Clarence Road - Two storey rear extension (resubmission) Cllr. Godwin reported that a variation of this application had been considered by the council before and this resubmission does not address any of the concerns raised by neighbours objections, nor Clare Town Council's previous objections. She reported that the application does not meet the requirements of policies DM1 – any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits; DM2 - the application does <i>not</i> recognise the key features and characteristics of the area; it <i>does</i> adversely affect individual and groups of buildings; it <i>does</i> adversely impact the amenities of adjacent areas by reason of overshadowing, loss of light; does affect residential amenity and the he design <i>does not</i> respect the scale of the locality. DM22 Residential Design - properties on the development are staggered to avoid large expanses of brick walls overshadowing adjacent properties. In this case, two neighbouring bungalows would be severely impacted by this extension very close to shared boundaries. DM24 – the application <i>does not</i> respect the character, scale and design of existing dwellings and the extension would adversely affect the residential amenity of occupants of nearby properties.</p> <p>DC/17/2380/TCA – The Griffins, Well Lane - (i) 5no. Yew - reduce canopy and height by 25% (ii) 1no. Sycamore - Fell (iii) 2no. Acacia - reduce height by 25% and crown by 15% (iv) 1no. Ash and 1no. Oak - reduce crown by up to 20%. Cllr. Gryce expressed the opinion that the proposed works are reasonable management of trees on an important site and recommended the council's response be to support the application. Agreed unanimously.</p>	
<p>12.</p>	<p>To receive a proposal to purchase a Vehicle Activated Sign (usage to be shared with Stoke By Clare).</p> <p>Cllr. Bishop referred to the minutes of the Traffic Working Group (TWG) and asked Cllr. Stone to report the views of the group with regard to the purchase of a second VAS machine.</p> <p>Cllr. Stone stated that the TWG believe that drivers become complacent if a VAS machine is in the same place too frequently or for too long. If the town had more than one machine the frequency in one place would inevitably increase.</p> <p>Cllr. Bishop asked why people wouldn't want two VAS machines in Clare.</p> <p>Cllr. Stone replied that there are not enough volunteers to operate the machine. It takes two people every three weeks which involves detaching and attaching the machine to the posts in the various locations, charging the machine on a weekly basis and downloading the data gathered and compiling reports. Therefore the TWG felt that the cost of another machine would not be justified. The council noted that it was regrettable that with a lack of volunteers the decision would have to be not to purchase a second VAS machine.</p> <p>Cllr. Stone suggested an alternative option would be to lend Stoke By Clare the machine used in Clare maybe once every 3 weeks.</p> <p>Cllr. Stone reported that he has now taken over the reporting of the VAS data as Cllr. Kimminau was unable to download the data.</p> <p>The question was raised regarding the purchase of a speed gun to be shared with Cavendish. Cllr. Stone expressed concern that many community speed watch teams do not continue and speed guns are then mothballed. This has happened in Stoke By Clare. Cllr. Evans reported that the Cavendish team use their speed gun on a fortnightly basis and their second machine would be available for use when they are not using it. Cllr. Stone expressed concern about the cost of training.</p> <p>The Clerk reported that some months ago at least two teams of people volunteered to run Speed Watch groups to cover Chilton Street and Snow Hill. Cllr. Bishop reported that he had previously been contacted by volunteers in Nethergate Street.</p>	

	<p>It was agreed to consider the purchase of a speed gun at the next meeting. The Traffic Working Group will instigate the recruitment of volunteers for the Cavendish Road area. Cllr. Bishop will liaise with those who volunteered from the other areas and report back to the Traffic Working Group.</p> <p>Cllr. Stone reported that an unknown person has been seen on Cavendish Road with a speed gun on more than one occasion.</p> <p>Cllr. Pugh offered to contribute the remained of his locality budget if the decision is made to go ahead with the sped gun.</p>	
13.	<p>To consider the appointment of a trustee for Clare Castle Country Park Trust.</p> <p>Cllr. Bishop referred to the correspondence received from the Chair of the Trust requesting a Town Council nominated Trustee due to Derek Blake’s term coming to an end. He reported that Derek Blake was willing to stand again. Cllr. Bishop proposed that the Town Council again nominate Derek Blake given the imminent HLF bid and Mr Blake’s involvement to date. Agreed unanimously.</p>	
14.	<p>To agree the nomination of a Town Councillor to sit on the selection panel for a trustee (with responsibility for health and safety) for Clare Castle Country Park Trust.</p> <p>Cllr. Bishop asked for volunteers and Cllr. Perceval-Maxwell confirmed that she would be prepared to sit on the selection panel. Agreed unanimously.</p>	
15.	<p>To receive reports from Councillors on activity since the last meeting.</p> <p>Cllr. Bishop reported that he had received website training.</p> <p>Cllr. Perceval-Maxwell reported that she and Cllr. Godwin had attended the Remembrance Day event as Town Councillors.</p>	
16.	<p>To receive reports and items for decisions proposed by Town Council Committees and Working Groups.</p> <p>Cllr. Stone asked if the Clerk had received an update from Suffolk County Council regarding the concerns about the lack of white give way lines in Church Street. The Clerk reported that she had contacted Suffolk County Council to request that they contact her with an update but had not received one to date.</p> <p>Cllr. Stone asked the council to consider the purchase of 30mph signage for wheelie bins for key areas in the town.</p> <p>Cllr. Pugh reported that he believes the Borough Council discourages people from placing such signs on their bins. He also suggested that the businesses be contacted so that trade waste bins could be included (as they put their bins out on a different day of the week). The Traffic Working Group will investigate permission and costs.</p> <p>Cllr. Gryce reported that the Traffic Working Group had recently written to the police directly and that the procedure is to send draft letters to the Clerk to send formally and record responses as official correspondence. Cllr. Stone will forward the correspondence sent by Cllr. Verguson and the response received regarding illegal parking on Station Road.</p> <p>Cllr. Perceval-Maxwell reported that the Environment Committee had received a detailed tree report with regard to the cemetery, the church, the High Street and Callis Street and quotes for the work required which had been circulated to all councillors. She recommended that all the work be approved to be carried out by the approved tree surgeon as it would be good tree management and should avoid serious emergency</p>	

	<p>tree work being required.</p> <p>Cllr. Perceval-Maxwell proposed that the council approve the total of £1830 for the works in Callis Street, the cemetery and the cemetery, the church, the High Street and Callis Street and confirm the authorisation for the Environment Committee to approve all tree works recommended for Nethergate Street. Approved unanimously.</p> <p>Cllr. Bishop proposed that Cllr. Godwin join the Environment Committee to replace Cllr. Mallows. Approved unanimously.</p>	
17.	<p>To agree the process of recruitment for vacancies and rates of pay for the following roles: Town Clerk and Street Warden</p> <p>Cllr. Bishop referred to the resignation of the Clerk and noted that she had given 2 month's notice (rather than the statutory one month) in order to allow time to recruit a replacement. He referred to a document circulated by the Clerk detailing the recruitment process.</p> <p>The recruitment process for a new Clerk was approved and councillors agreed unanimously the rate of pay, job advert, job description, person specification and application form and the interview panel to be the Clerk, Cllr. Bishop and Cllr. Godwin.</p> <p>There was some discussion regarding the Clerk's hours of work and it was agreed that the new Clerk should be in the office for 3 half days a week plus meeting time and in addition there should be flexibility for additional hours that may be required for dealing with the website and tasks relating to the new Data Protection legal requirements.</p> <p>With regard to the Street Warden position the rate of pay, job description and application form and the interview panel of the Clerk and Cllr. Perceval-Maxwell as Chair of the Environment Committee were approved.</p> <p>The Clerk reported that a quote had been obtained to cover some of the work required while there is a vacancy for a Street Warden. The quote is for £300 and should ensure that the leaves in Nethergate Street are managed. Approved unanimously.</p>	
18.	<p>To receive agenda items for next meeting.</p> <p>To consider the purchase of a speed gun to be shared with Cavendish.</p> <p>To consider the Cavendish Road planning application</p> <p>To consider the request to approve the Country Park social club lease</p>	
19.	<p>To confirm the date of the next meeting as Thursday 21st December 2017.</p> <p>Agreed.</p>	

The meeting closed at 8.25pm

Attachment to Minutes, Item 4, County Councillor's Report

Highways

Cavendish Road

Last month I was asked to bring you a fuller explanation as to why SCC favours a T junction over a roundabout on the junction with the Cavendish Road and the new development

Sam Bye, SCC Senior Development Management Engineer has given me the following advice:

"I have used my experience as a highway safety engineer, highway road safety auditor and senior development management engineer to come up with this response. All our responses to planning applications have all road users' safety paramount in our minds. The NPPF paragraph 32 requires sites to be safe and sustainable for ALL road users.

There are several reasons that we have concluded that this is not a required solution, in no particular order:

- Mini roundabouts are less safe for cyclists than junctions.
- Normal designed roundabouts are not suitable for this location due to their size and land constraints. Two-laned entry to roundabouts are not recommended for cyclists. Segregated cycle routes should be provided and this road is not wide enough.
- Mini roundabouts are not recommended for cycle routes due to lack of deflection and failure to give way at them increases cyclist risk.
- Compact roundabouts are only recommended for lower speed roads, lower traffic areas and high cycle areas.

Sustrans Design Manual handbook for cycle friendly design, states that compact roundabouts should only be used under 10,000vpd movements and large conventional roundabouts pose problems to cyclists and other options should be used.

- A mini roundabout may not afford enough space for HGVs and service vehicles to leave the site and negotiate it without having to cross over it.
- The close location adjacent to the school access may not be appropriate and further reduce highway safety.
- The construction of a roundabout will most likely require a road closure due to road widths and health and safety working space margins.
- Traffic flows would be low from the new development and so speeds may be higher through a roundabout than for a roundabout that has a more equal distribution of traffic on each arm.
- A roundabout should not be used as a traffic calming feature and will not reduce any vehicles movements on this road.
- Vehicles slowing, stopping and pulling away again, may cause extra noise, vibration and pollution at a roundabout as opposed to a normal t junction. As through traffic will be giving way. More traffic will need to give way/slow down at a roundabout than at the t junction.
- As roundabouts have different lighting requirements there will be significantly more light emitted from a roundabout.
- There is a considerable cost implication in building a roundabout and viability to the site must be considered. I have to work to CIL (Community Infrastructure Levy) regulations and therefore any measures I request must meet the CIL tests. A roundabout, along with the footpath widening and informal crossing points which in my opinion are more important to make this site sustainable and will ultimately benefit all users of Cavendish Road, will make these works unviable and would fail one of the CIL tests.
- The application as it is/was presented to SCC highways is acceptable in access road junction design therefore we would not refuse it on those grounds.
- The junction has been designed to DMRB (Design Manual for Roads and Bridges) standards.

We assess every application that comes in with regard to highway safety and request mitigation where needed to make a site safe and sustainable.

We can also only comment on schemes put directly in front of us. If the access was not safe or not designed to the appropriate standards we would comment and refuse accordingly. However this is not the case in this instance."

Shared VAS/Speedwatch gun

I gather the Traffic Working Party has rejected the idea of sharing a VAS with Stoke by Clare parish council. This will be a blow for Stoke, which the police recognise has a significant speeding problem – twice as many speeding drivers have been prosecuted in Stoke than in Clare. All the expert advice is that if a machine is to be used efficiently it needs to be moved around regularly and I fear there are not enough VAS sites in Stoke to enable that to be done. If we go ahead and get a machine it will have to be idle for a number of weeks at a time – which is a shame.

Cavendish Parish Council is looking to buy a new speedwatch gun for the long established speedwatch group in the village and has offered to share the purchase with CTC. Excuse the pun – but speed is of the essence. There is a discount offer on the purchase price – it will cost about £800 if bought before the end of December and about £50 more if purchased in the New Year.

If CTC doesn't want to commit to this proposal I don't think it will stop Cavendish going ahead as there are offers of funding in the village.

Highways

I am booking a meeting with the team leading on speed reduction schemes to find out where they are with the Stoke Road project. I will report back afterwards. The new reporting system seemed to work well last week when the Bell bollard was knocked over. The replacement was installed within 48 hours and I only had to log an online report and send one follow up email.

Library signage

I have discussed this with Cllr Pugh and the librarian. Our proposed solution is for lightweight 'A' boards. These would have the advantage of enabling the library not just to highlight its location but also its opening hours and events.

Walkers are Welcome and Wool Towns signage

I have asked the head of Suffolk highways to look at requests for signage for the Walkers are Welcome, and the Suffolk Wool Towns initiatives on a strategic basis. You may be aware SCC highways, in accordance with Government guidance, is not keen on the installation of more road signs and generally will not fund them. I have explained that the walkers are welcome initiative in Clare has had input, and funds, from a range of SCC staff including the public health and rights of way teams. The scheme meets all 3 of the county council priorities – health and well being; inclusive growth and efficient and effective local authorities. It strikes me that it would be somewhat perverse if we failed to capitalise on the benefits the walkers are welcome and wool towns schemes can be Clare because of intransigence from one arm of SCC.

SCC Budget

Our budget proposals have been published this week. SCC is looking to increase basic council tax by 1.99% and will again levy the 3% social care precept. This will cost residents of a Band B home an extra £46 a year. We will also be saving £24m and taking £3m from reserves. Adult social care and children's social services are two budgets that are under the most pressure with increasing demand. The budget will be coming to scrutiny next week.

Incidentally, in my role as chair of SCC Scrutiny Committee I gave evidence last month to the House of Commons Communities and Local Government select committee.

SCC Children's social services

Despite huge pressures of increasing demand the children's social services team have just been inspected by Ofsted and rated as good.

Home-School Transport

As you may recall, I reported last month that Suffolk County Council Cabinet had agreed to consult on a proposal to streamline the provision of free home school-transport and restrict it to providing transport to

a child's nearest school only. The proposal was called in to scrutiny where we upheld the call-in and sent the issue back to cabinet. The proposal will come back to cabinet next month.

Mary Evans
Clare Division

P.S. On a personal note, I would like to place on record my thanks and best wishes to Cllrs Mallows and Gryce who I gather are leaving.

Attachment to Minutes, Item 5, Borough Councillor's Report

This is a monthly report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following re-election on 7th May 2015. I am delighted to have been elected to represent Clare again and will work hard to uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Planning, Regulation and Growth and Transport issues. The committees I sit on are: Cabinet and Development Control. I Chair the Bury Town Centre Masterplan Working Party and am Chair of the Growth Steering Group and at The One Haverhill Partnership I lead on the Haverhill Town Centre Masterplan. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings. My chief role is to ensure Clare and its residents have a voice at the Borough Council table.

I expect to be in attendance at Town Council meetings and will be happy to answer any questions from councillors or residents after my report. I have run a surgery between 9.30 and 10.00 am on the first Saturday of the month for residents whose questions cannot be addressed at the Town Council Meeting - this is suspended but I can be contacted at other times: my mobile phone number is: 07930460899 and email alaric.pugh@stedsbc.gov.uk

1. Training on Ethical behaviour and Social Media, the work of the Boundary Commission
2. Civic/business events - Reception at No 10 Downing St, West Suffolk Business Awards, Launch of West Suffolk Tourism Fair, Launch of Bury St Edmunds Literature Festival, Wool towns Association launch
3. Recent meetings attended (excluding Majority Group meetings): nb part Party conference period
 - Special Development Control - Growth Group
 - Growth Briefings - including several meetings with large local employers and developers
 - Cabinet - Joint Cabinet Planning
 - Cabinet Planning - Bury St Edmunds Town Centre Masterplan meeting
 - Skills development project progress meeting - Visit Clare
 - One Council Briefing - Area infrastructure briefing
 - One Public Estate Meeting - Licensing reform briefing
 - Housing change update briefing
 - Haverhill Town Centre Masterplan Implementation Meeting
 - Extraordinary Full Council - Comms strategy group
4. Forthcoming meetings before next TC meeting
 - Cabinet - Full Council
 - One Public Estate - Haverhill Masterplan
 - Joint Cabinet - AONB Board
 - Growth Group
5. Voting record - recent items with direct significance to Clare community:
 - supported the unanimous vote to progress creation of a new single Council for West Suffolk also support Boundary Commission proposal for reduction of 11% of councillors
6. Current Clare issues involvement/resident requests to take forward:
 - planning items
 - Locality budget item discussions
 - Visit Clare participation inc meeting with Bury and Beyond
 - Monitoring the completion position on the Land east of the granary (no change)
 - Long term market town sustainability and one public estate plans

7. NEWS:

Ongoing

- I have been supporting the interests of West Suffolk and Clare in particular in the overall LEP Economic Strategy and in future local strategic planning where support for small town and village sustainability is continuing to gather momentum and with skills project planning and meetings with large local employers
- I continue to enthusiastically work with and support Clare Tourism Group various actions.

- I will be monitoring future Section 106 negotiations on the Cavendish Road application.
- I continue to support the A1307 Strategy Group where considerable progress has now been made towards funding a viable business plan for a new road from Haverhill to Fourwentways
- I have been involved in the development of the Clare Winter Festival
- **A Clare-based local meeting about small business support is proposed in the next phase of the Service Level Agreement with the Suffolk Chamber of Commerce**
- The Bury and Beyond DMO will shortly acknowledge Clare as a business partner (funding permitting)
- Unfortunately I will not be here for the opening of the new play equipment in the Park - with apologies

Attachment to Minutes, Item 8, Clerk’s Report

I have received a letter of resignation from Gayle Mallows and have notified the Elections Team at St Edmundsbury Borough Council and the notice of the vacancy has been posted on the notice board and the website.

Cavendish Road development – I have contacted the Planning Officer who expects the revised plans from the developer shortly, but not in time for tonight’s meeting. However, it is likely that the re-consultation papers are soon to arrive and that the determination date will mean that an additional Town council meeting may need to be held as the response will be required before the date of the next meeting.

I have confirmed to Suffolk County Council that the Property Team at the Co-op Head Office have confirmed permission for the new Market Hill sign to be placed on the building and Suffolk County Council will now go ahead and order the signs and arrange their installation.

The latest VAS data has been sent to the police (Haverhill SNT) and I have received acknowledgement of receipt from Sgt Matt Gilbert.

Items reported to Suffolk County Council

Following a request by Cllr. Stone to repaint road markings to clarify the requirement to give way on Church Street I have also reported it and was told that it has been passed to the County Council’s community warden to assess. I await an update from the Highways department. Reference no. 00184789.

Attachment to Minutes, Item 9, Responsible Finance Officer

A fixed term investment of £100k matured on 6th November 2017 I have reinvested at a rate of 0.55% until March 2018.

You will see from the agenda that I am asking for a revision of item 5.3 of the Financial Regulations which read:

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by three members of Council.

The revision will be that only two members of the Council will be required to sign cheques as this is the “norm” for Town and Parish Councils

S.137 – We usually make payments as part of the Remembrance ceremony, £100 to the Royal British Legion for the Wreath and £120 to the Boys Brigade Band – approval please.

Attachment to Minutes, Item 11, Correspondence Report

Items for action

Local Council Public Advisory Service	Renewal notification. Annual subscription is £100. Action: Approved unanimously.
Clare Baptist Church	1. Invitation to take part in Crib Fest. Action: Declined due to lack of volunteers. 2. Request for approval to sing carols on Market Hill on Saturday 16 th December. Action: Approved unanimously.

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

Gayle Mallows	Resignation letter Action: Cllr. Bishop to draft a letter to Cllr. Mallows to record the council's appreciation of her work for the council.
Sharon Fairweather	Update following concerns regarding parking and unauthorised use of spaces during the October Clare Market.
Clare Castle Country Park Trust	Financial Report
Clare Castle Country Park Trust	Social Club sub-lease – to be added to the agenda for the next Town Council meeting.

DRAFT