

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 18th January 2018**

Present: Cllrs. Paul Bishop (Chair), Stephen Kimminau, Margaret Godwin, Chris Marchant, Loveday Perceval-Maxwell, Robin Stone, Bob Verguson, Claire Ebeling (former Town Clerk), Maureen Smith (RFO), Julia Burge (Town Clerk)

County Councillor Mary Evans, Borough Councillor Cllr. Alaric Pugh, 7 members of the public

1.	Apologies for absence None.	7.03pm
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 expressed concerns regarding the provisions of the proposed draft byelaw for Clare Castle Country Park (CCCP) banning two dogs with one handler being off the lead at the same time, and any dog being off the lead if the handler was under eighteen. These concerns were noted and it was agreed that the provisions would be discussed further under item 12.	
4.	County Councillor's Report – See attached report. Cllr Evans reported that, in addition to the issues contained in her written report, there were two items of highways news. The first was that the county council was launching a £21m road surface dressing scheme. The second was that the bollard knocked down at the Bell corner had been reinstated promptly following one 'phone call. Cllr Stone said he believed the accident had been caused by the white lines at the start of Church Street being worn, and asked when they would be painted. Cllr Evans said that she had been in touch with the highways department again regarding this in light of the accident. However it is a bad time of year for white line painting and so she didn't anticipate the painting being expedited as a result of the accident.	7.12pm
5.	Borough Councillor's Report Cllr Pugh explained that he hadn't submitted a written report as little had changed since the previous meeting. However there was a lot going on with the growth agenda and he was working to ensure that rural areas were given proper attention. There is a new localities officer who will be introduced to council members shortly. Cllr Kimminau asked whether the monthly market would be restarting in the spring. Cllr Pugh replied that he hoped it would be and that he was working with Sharon Fairweather to ensure that Clare benefitted from her extensive markets experience. In response to a question from Cllr Verguson, Cllr Pugh said that he would talk to the appropriate person to request that a copy of St Edmundsbury's park byelaws were sent to him. Cllr Godwin asked how quickly CTC's position on s106 could be addressed once it came up for discussion in relation to the proposed Cavendish Road development, and what progress had been made with Vision 2031. Cllr Pugh replied that any discussions on s106 would be some weeks away, but that Penny Mills (planning officer) would keep CTC informed and that he would also keep an eye on the situation. Regarding Vision 2031, this was going to take some time but he hoped workshops would start in March and the first news of the local plan would be available then.	
End of public section of meeting		
6.	To approve minutes of the previous meeting held on 21 December 2018 Cllr Stone expressed concern that minute 12 didn't reflect his recollection of the full discussion. Other councillors didn't agree with Cllr Stone's proposed change. Claire	

	Ebeling explained that the minutes only needed to reflect the decision reached, rather than details of the discussion. It was agreed that the draft minutes would be amended so that minute 12 referred only to the decision taken. The minutes of the meeting held on 21 December 2017 were then agreed unanimously.	
7.	To receive an update on the actions from the previous meeting Claire Ebeling reported that CTC's concerns regarding the response to the Cavendish Road consultation had been sent to the planning officer, whose subsequent response had been forwarded to all councillors.	
8.	To receive the Clerk's report for decision and information See attachment to the minutes. It was agreed in principle that the telephone box on Market Hill should be purchased by CTC. It was noted that a valuation would be needed for insurance purposes and that the Finance Officer would make inquiries about this. It was agreed that the purchase, renovation and potential use of the boxes would be added to the Environment Committee agenda. It was noted that an extension of time would be needed to consider the two recent planning applications referred to in the clerk's report.	RFO Clerk
9.	Finance 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. ii) To consider applications for Section 137 grant funding None received.	
10.	To consider items of correspondence for decision/response See attached report. Cllr Godwin read out the First Responders Report from Georgina Lovejoy of the East of England Ambulance Service. The meeting asked that their thanks for the volunteers' work be recorded. Cllr Godwin reported that a group to support their work was being set up and that she would be speaking to Cllr Pugh regarding a contribution from the locality budget.	Cllr Godwin
11.	Planning To agree the Town Council response to the planning authority on: i) DC/17/1252/FUL – land off Cavendish Road, 53 dwellings It was noted that the planning officer, Penny Mills, was being very helpful but that most of CTC's issues of concern still required responses from statutory consultees. It had been confirmed that the surface water drainage needed to be acceptable to Suffolk County Council ("SCC"). It was agreed that a letter would be sent to SCC regarding their refusal to move the 30mph speed limit further back. Cllrs Godwin and Stone agreed to draft a response with the latest VSA data. Cllr Pugh agreed to write a letter of support as ward councillor. Claire Ebeling commented that she hadn't received a revised date for CTC's comments to be submitted and that this item would need to be added to the agenda for the next council meeting. ii) DC/17/2655/LB and DC/17/2583/ADV – 8 Market Hill, replacement signage It was agreed unanimously that the proposed signage was inappropriate. The colour and font were unsuitable for a listed building in a conservation area, and the proposed illumination was unsuitable and a potential precedent for other businesses. It was noted	Cllrs. Godwin /Stone Cllr Pugh Clerk

<p>iii)</p>	<p>that Historic England had offered no comments and referred to the Conservation Officer.</p> <p>It was agreed that CTC would object to the applications on the basis of: Policy DM15 Listed Buildings (a) it does not demonstrate a clear understanding of the significance of the building and its setting, (c) it is detrimental to the building's character, (d) it does not respect the existing building and its setting, (e) it does not use appropriate materials to respect the character of the building, (g) it does not respect the setting of the listed building.</p> <p>Policy DM17 Conservation Areas (a) the application does not enhance the character or appearance of the Conservation Area, (b) it is not of a detailed design which respects the area's character and setting, (f) it does not use materials which complement and harmonise with the character of the area.</p> <p>DM38 Shop Fronts and advertisements - the application does not preserve or enhance the character and appearance of the building or location of which it forms a part, nor the street scene in which the proposal is located.</p> <p>It was also agreed that the clerk would write to the Co-op's head office, copy to the Conservation Officer, asking them to consider more appropriate signage for the area and advising them of the palette of appropriate colours put together by Phil Gryce.</p> <p>DC/17/2653/FUL – 4 holiday cottages at Clare Golf Club</p> <p>It was noted that the pre-application consultation document referred erroneously to CTC having supported the application, as no view had yet been given by the Council.</p> <p>Cllr Godwin reported that, having checked the planning portal online, no objections from consultees had been recorded. She further reported that the application met the requirements of policies DM1, 2 and 5 and also CS4 as well as policy DM34 (Tourism Development) which was perhaps of most importance, given the current Tourism Clare initiative. Cllr Godwin proposed that the Town Council's response be to support the application. Approved unanimously.</p>	<p>Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>To consider a request from the Trustees of CCCP to apply for the adoption of revised byelaws for Clare Castle Country Park</p> <p>The meeting noted the responses from residents to the byelaw consultation, copies of which had been circulated to councillors prior to the meeting, as well as the verbal representations. After detailed discussion of each provision of the proposed byelaws, it was agreed that they be approved in principle except that:</p> <ol style="list-style-type: none"> 1. Paragraph 3(viii) It was felt that an absolute ban on dogs being allowed off the lead either two at a time or by a person under 18 would penalise responsible, as well as irresponsible, dog owners. This provision was also the one that received the highest number of objections from residents. All councillors agreed that the provision should be removed. 2. Paragraph 3(ix) The meeting agreed with the prohibitions on swimming and fishing, but felt that boats shouldn't be prevented from using the river to navigate to points either side of the Park. It was agreed that this paragraph should be amended to prohibit launching and disembarking from personal watercraft within the Park, rather than prohibiting all use. 3. Paragraph 3(xxvii) The meeting agreed with the need to prevent the use of camera drones and other drones or aircraft that might be either dangerous or a nuisance, but there was concern about enforceability of a blanket ban. It was also felt that children and families shouldn't be prevented from playing with toy aircraft. It was therefore agreed that there should be an absolute prohibition on camera drones and a further prohibition on drones or model aircraft being flown in such a way as to cause a nuisance or danger to Park users or wildlife. The meeting also queried whether the use of lasers should be prohibited in the Park. 	

	<p>4. Paragraph 2(i) The meeting agreed with the principle that cycling should be allowed in the Park, subject to the safeguards noted in the draft byelaws, in particular in the explanatory notes in red. Cllr Verguson expressed concerns about the potential danger that cyclists posed to pedestrians. It was agreed that the draft may need strengthening to ensure the explanatory notes regarding pedestrians having right of way, and cyclists dismounting when encountering pedestrians on paths, are encompassed in the byelaw. The Clerk was asked to clarify the penalty for a breach of the byelaw.</p> <p>It was agreed that the Clerk would re-draft the bye-laws following investigation of the queries raised and based on the amendments agreed and circulate the new draft to all councillors.</p>	
13.	<p>To consider the annual risk assessment document The annual risk assessment document, a copy of which was forwarded prior to the meeting, was approved. Cllr Kimminau asked about CTC's emergency plan. It was agreed that the clerk would report for the next meeting on (a) what plans were currently in place and (b) whether a plan was required by law. Cllr Godwin commented that a community meeting had been arranged previously to discuss emergency planning and no one had come forward.</p>	<p>9.10</p> <p>Clerk</p>
14.	<p>To receive a proposal to approve additional expenditure for Suffolk County Council to install appropriate road markings to restrict parking close to the bus stop on Stoke Road The meeting agreed a proposal from Cllr Verguson to approve expenditure to restrict parking close to the bus stop in Stoke Road, due to the difficulties being caused by lorries and other vehicles parking in this area. It was noted that the cost would be in the region of £1300 to £1500.</p>	Clerk
15.	<p>To receive reports from Councillors on activity since the last meeting. None received.</p>	
16.	<p>To receive reports and items for decisions proposed by Town Council Committees and Working Groups. It was noted that a report had been received from the Transport Working Party ("TWP") and circulated prior to the meeting. The TWP would like to extend the VAS unit deployment points to other areas within Clare where speeding is a problem. It was agreed that the clerk would find out from Mary Evans who is responsible for this and request an assessment.</p>	Clerk
17.	<p>To receive agenda items for next meeting. To consider the adoption of the amended Country Park byelaws To consider the Cavendish Road planning application To consider CTC's emergency plan</p>	
18.	<p>To confirm the date of the next meeting as Thursday 15th February 2018. Agreed.</p>	

The meeting closed at 9.30pm

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

Highways

A1092 Closure Review

I will be meeting the head of Network Assurance re the traffic management and communications early next month once she has given evidence to the SCC Audit Committee. We have had, as you are all aware, further works at Well Lane this week to remedy the making good after the works at Christmas – I understand that part of the problem was that people moved the barriers and drove through before the tarmac had set.

I am meeting members of the Clare Business Association to look at ways communication and information can be better shared in future when the A1092 is closed.

I have followed up this afternoon a query from Cllr Stone regarding the fact that no works have been undertaken for a couple of days. The contact number I have for UKPN traffic management team is not responding – I guess they are busy on emergency work today. When I have an answer I will share it with you.

I understand from the CBA that a member is thinking of making and displaying his own signs when there are future road closures. There are legal considerations here: signs for traffic information and direction must conform to the Traffic Sign Regulation General Direction 2016 specification which defines the make-up of the sign (size, shape, colour, lettering, reflectivity etc) and they must be placed on the highway in accordance with Chapter 8 Signing and Guarding Specification or Lantra depending on the category of road, by persons accredited and certificated in those qualifications.

Any other signs placed on the public highway without the above and without the permission of the Highway Authority are an offence and are classed as an illegal obstruction of the highway by the Police and will be removed and potentially reported. If they cause an accident the person placing the signs is liable.

It is perfectly OK for "us" (by which I mean the town of Clare) to approach the traffic management company responsible for signage for works and alert them to issues and amendments. I would suggest though that if this is thought to be a good idea that the Town Council takes the lead. We will get nowhere if the company is inundated with numerous reports and calls.

I would also suggest that any approach is co-ordinated through the Clerk's office so that there is a clear account of what has been requested and what the response has been. This should be reported on the council website so residents can see what is being done on their behalf.

VAS

At your last meeting, Cllr Stone said that the VAS team had met up with a speed camera enforcement officer and there was a possibility that the VAS could be used for speed enforcement.

This seemed unlikely to me not least because of the data protection. I undertook to check this out with the head of the Norfolk and Suffolk Police Speed Enforcement team and this is the response I had.

"Thank you for the enquiry, it is correct that we are able to connect our equipment to the VAS signs to display the speed we are recording to motorists, However, we would normally only do this if the sign was free standing beside the operator.

Unfortunately, there is no way the sign can be converted to carryout enforcement by itself, the only way something similar could be carried out would be by means of installing a fixed camera system, if it was appropriate to install such a system at the location the VAS sign would most likely be redundant, the cost of installing a fixed enforcement camera would be approximately £40,000 as well as the ongoing licencing and maintenance fee of approximately £6,000 p.a.

As the safety cameras are maintained and run by the Safety Camera Partnership we would be the ones to install and pay for the system. In considering whether a camera would be of benefit we would normally carry out investigations based on the level of non-compliance with the speed limit as well as the level of injury collisions over the preceding five years, as well as consulting with SCC regarding any other engineering works that may achieve similar benefits. We would then prepare a business case for the oversight board which consists of the Suffolk PCC, County Councillors, and the Chief Constable, as well as consulting with local parish councillors.”

I am aware that there are now fixed average speed enforcement signs around the Orwell Bridge where the traffic volume is considerably higher than on the A1092, the accident history is much more severe.

Westfield Bus Stop

I had a site meeting with Simon Barnett recently to look at a bus stop in a nearby village and we took the opportunity to discuss the Westfield bus stop.

1. There would have been line markings around the bus stop if we had gone ahead with his proposal of moving the stop nearer the town centre. This is because buses would have been stopping on the carriageway used by all through traffic.
2. There was never any intention of lines to mark the bus stop on the visibility splay at Westfield because it is not on the carriageway for all through traffic.
3. The costs for installing lines would be about £1,300 - £1,500 of which: about £600 is for traffic management; about £300 for paint.
4. SCC has not logged complaints re vehicles parking on visibility splay overnight. Is this a serious and frequent problem?

Stoke Road speed limit change

I have written to the speed and safety team asking why they think the speed limit change request is not worth pursuing. I have not yet had a reply – it would be really helpful, as I said at your last meeting, to have the VAS data to show them but to date I haven't seen it.

New LED Streetlights for the centre of Clare

The county lighting manager has surveyed the centre of Clare to prepare for the installation of the new LED lights. As I explained in my last report he will only select lights approved by the St Eds Conservation officer. The work won't be done until the spring and I have asked him to send me images of the proposed lights so that I can share them with you. The final selection has not been made yet as he is awaiting costings. He has reported that where lights are on wooden poles these will be replaced with proper street light columns, which will be painted black. I have forwarded to him a request from CHOC that that old sodium light on the front of the Town Hall should be replaced by two lights concealed in the eaves. I can't guarantee that this will be done but the new light, whatever is chosen, will be a huge improvement on what we have now.

Rights of Way

I am hosting a meeting for parishes with our local Rights of Way manager, Glyn French on 7 February at 7pm at the pavilion in Clare, along the lines of the meeting with Chief Insp Danny Cooper in October.

Home- School Transport

The consultation continues to 28 February – do please take the time to comment. It has been launched on the proposal to make the offer of free transport to a child's nearest school or nearest available school.

More information on the consultation including the options and post-16 proposals can be found in the consultation booklet which can be viewed at:

www.suffolk.gov.uk/schooltravel

Mary Evans
Clare Division

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

None received

Attachment to Minutes, Item 8, Clerk's Report

We (Julia and Claire) have been covering the clerk's role as best we can this month alongside our full-time positions (Julia currently working her notice). Julia will be starting the role in earnest from the beginning of February and her hours in the office will be Tuesdays from 12pm to 4pm, Wednesdays from 9am to 1pm and Fridays from 9am to 1pm.

The latest VAS data (reporting on vehicles coming into Clare from Hundon direction) has been sent to the police (Haverhill SNT) and I have received acknowledgement of receipt.

Testing using sonic tomography will be carried out on two trees (one in Nethergate Street and one in the cemetery) next week (as recommended by the tree survey). Our trusted grass cutting and tree contractor will be overseeing the work.

Telephone kiosks – Clare Town Council adopted the phone box in Stoke Road at the end of 2016 but there has been no interest in making use of it.

The phone box at Market Hill has not yet been adopted. Information about the adoption process can be found at:

<https://business.bt.com/campaigns/communities/adopt-a-kiosk/>

<https://business.bt.com/content/dam/bt/business/PDFs/payphones/Adopt-a-Kiosk-Brochure.pdf>

Councillor Verguson has suggested that the boxes are renovated for use. Once we know what use the Council has in mind, and whether the Market Hill box is to be adopted, we can obtain costings.

Since the agenda was drafted two further planning notices have been received:

DC/18/0032/FUL

PROPOSAL Planning Application - (i) 1no. dwelling; (ii) change of use of land from Agriculture to Residential and (iii) demolition of barn

LOCATION Land And Barn NW Of Strutts House Chilton Street Clare Suffolk

APPLICANT R Dennis Esq

The consultation expiry is 2 February 2018

DC/18/0048/TCA

PROPOSAL Trees in a Conservation Area Notification - Group of Mixed Species Trees works specified in accompanying tree schedule

LOCATION Clare Castle Country Park Malting Lane Clare Suffolk

The consultation expiry is 2 February 2018

Attachment to Minutes, Item 9, Responsible Finance Officer

I am working on a new bank mandate to include the new Town Clerk, so that we can amend the Town Council Debit Card and online banking arrangements

I have reviewed the Town Council Risk Assessment and included a section for the new Data Protection rules coming into force in May of this year

All the necessary paperwork and PAYE/Pension actions have been carried out in connection with Claire's resignation

I am now preparing to include the new Town Clerk onto the payroll and issue Workplace pension information to her.

At the Town Council meeting on 18th January 2018 I will be asking for approval of:

The cashflow and financial summary for December 2017.

Attachment to Minutes, Item 11, Correspondence Report

Items for action

Planning Officer, St Edmundsbury Borough Council	Response to our comments on planning application DC/17/1252/FUL – Residential development at Cavendish Road. To be considered under planning item
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Items for noting

Ashtons Legal	Confirmation of completion of the Deed of Variation in respect of the lease of Clare Castle Country Park
St Edmundsbury & Forest Heath Councils	Details of new strategic framework for West Suffolk for 2018-2020
Clare Society	Copy of response to planning application DC/17/1252/FUL – Residential development at Cavendish Road.
Clare Society	Copy of response to planning application DC/18/0048/TCA – Clare Castle Country Park tree work.
Clare First Responders	Update

DRAFT