

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 15th March 2018**

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

Borough Councillor Alaric Pugh; 7 members of the public

1.	Apologies for absence The Clerk reported that Mary Evans, whose written report was circulated prior to the meeting, had sent apologies for her absence.	7.01pm
2.	To receive declarations of members' interests and consider requests for dispensation Cllrs Stone and Kimminau declared their non-pecuniary interests as trustees of CHOC (Combined Halls of Clare) in relation to item 19, concerning the proposals for 17 Market Hill and Clare Town Hall. Cllr Godwin declared her non-pecuniary interest as chair of the Friends of Clare Community First Responders in relation to items 10 and 15.	
Section of the meeting open to the public:		
3.	Public Participation Members of the public expressed their views on a number of issues, including Cllr Gryce's continuation as a councillor following his move from Clare. It was noted that the Council would be considering whether and in what form to write to Cllr Gryce at item 16.	
4.	County Councillor's Report – See attached report.	7.15pm
5.	Borough Councillor's Report – See attached report. Cllr Pugh highlighted the consultation on new borough council boundaries. He explained that the boundary was reviewed on a five yearly basis and that changes were proposed because of an increase in population. It was noted that most Clare residents would be unclear about the different boundaries and the significance of boundary reviews. Cllr Godwin asked whether Cllr Pugh could produce a brief explanatory note for Chevron, which he agreed to do.	Cllr Pugh
End of public section of meeting		
6.	To approve minutes of the previous meeting held on 15 February 2018 The minutes were approved unanimously.	
7.	To receive an update on the actions from the previous meeting Covered in the Clerk's Report or in subsequent agenda items.	
8.	To receive the Clerk's report for decision and information See attachment to the minutes. Item 2 – Clare Castle Country Park byelaws. Cllr Pugh confirmed that he would support a request to St Edmundsbury for a PSPO to cover Clare Country Park. It was agreed that the Clerk should continue to investigate this with the relevant officers at St Edmundsbury. Item 5 – flooded drain at Callis Street. Cllr Kimminau reported that he had investigated the drain and sewer with a local builder, and that they were confident the problem was in the drain rather than the sewer. It was noted that there were issues with other storm drains in Clare, but that this was the most problematic because of potential damage to the old school building from running	Clerk

	<p>water, the disruption to the Cock Inn, the blocking of a key footpath and the impact on a conservation area. It was agreed that the Clerk should write to SCC Highways, copying in the conservation officer and including photographs. The Clerk was also asked to liaise with other affected parties such as CHOC, the primary school, the pre-school and the Cock Inn, so that they could make representations to SCC. Cllr Pugh added that he would follow up the issue if the conservation officer at St Edmundsbury was copied in.</p> <p>Item 6 – s106 monies. The councillors discussed the report that had been provided by SCC. Cllr Godwin reported that CTC had previously contacted all local organisations which could submit requests for funds. It was noted that the remaining traffic calming monies would be used to fund community speedwatch and an extension of the 30mph limit. The Finance Officer confirmed that she would be reporting on the s106 position now that she had the necessary information.</p> <p>Item 7 – community speedwatch. Cllr Bishop had circulated a report of a meeting with volunteers prior to the meeting. He told the meeting that he hoped the group would be up and running next month, provided the police were able to assess the proposed sites in time. Cllr Stone advised that there would need to be liaison between the speedwatch group and TWP to ensure their activities didn't conflict. Cllr Kimminau volunteered to join the speedwatch group.</p> <p>Item 9 – WW1 commemorations. Cllr Kimminau volunteered to lay the wreaths for the joint commemorations on 23rd March. Clerk to provide Cllr Kimminau with the information forwarded by Cllr Gryce. It was agreed that the Clerk should try to publicise the commemorations beyond the notices in Pashlers Alley.</p> <p>Item 10 – fire fighters charity. Clerk to write to explain that CTC doesn't have a designated charity, but suggesting they may wish to request a donation which could be considered under s137.</p> <p>Item 12 – Suffolk Neighbourhood Watch. The information from the chair of Suffolk Neighbourhood Watch was considered. The Clerk was asked to find out who is responsible for the Chilton Street scheme and whether a donation can be made for the benefit of Clare specifically, rather than Suffolk Neighbourhood Watch in general.</p> <p>Item 13 – street lights. The councillors considered the pros and cons of reports regarding faulty street lights being made to SCC via the Clerk. It was agreed that the County Councillor would be asked how many reports were made to obtain an idea of the work involved, and that information on how to report faulty lights should be included in Chevron.</p>	<p>Clerk</p> <p>Cllr Pugh</p> <p>RFO</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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. The RFO asked that any queries be raised in March, so that they could be dealt with during the current financial year.</p> <p>ii) To consider applications for Section 137 grant funding See minute 8 items 10 and 12.</p>	
10.	<p>To consider items of correspondence for decision/response See attached report. Regarding the email from Alex Wilson at St Edmundsbury, Cllr Pugh explained that funding had been agreed for Clare and Newmarket. The funding for Clare</p>	

	would be used primarily for space planning consultants to look at car parking, the optimum location for the fire station and possibly options for a small business hub.	
11.	<p>Planning To agree the Town Council response to the planning authority on:</p> <p>i) DC/18/0407/TCA – felling of Holly tree in cemetery Following discussion it was agreed to approve the application by a majority of 7 to 1, with Cllr Stone dissenting.</p> <p>ii) DC/18/0313/FUL – trail signs in Clare Country Park Cllr Godwin reported the application was for the replacement of 5 signs and the addition of 2 new signs in painted cast iron, describing the links between the town and park. Pre-application advice had been sought, the design and access statement prepared by consultants gave detailed information, and the signs appeared to be appropriate in design and materials for their location. It was agreed unanimously to support the application.</p> <p>iii) DC/18/0327/TCA – felling of cypress at Galloways, High Street Following discussion it was agreed unanimously that the application be approved.</p> <p>iv) DC/18/0265/HH – swimming pool at Keepers Cottage, Ashen Road The councillors agreed that there was insufficient information to enable them to approve the application at present. It was resolved unanimously not to support the application.</p> <p>v) DM/17/1252/FUL – proposed Cavendish Road development Cllr Godwin reported that no further information had been logged on the planning portal since CTC's last submission.</p> <p>vi) DC/17/1252/FUL – noted.</p>	
12	To consider the Town Council's position in relation to emergency	8.10pm

	<p>planning</p> <p>It was noted that there appeared to be an existing plan of sorts, and that St Edmundsbury BC was under the impression there was a current plan, but that it was out of date and not capable of being implemented at present. Cllr Godwin explained that CTC had started work on a plan but that this had stalled because no volunteers had come forward from Clare. Following discussion it was agreed that the Clerk would write to St Edmundsbury to inform them that CTC does not have an emergency plan at present and is reviewing the situation. Cllr Kimminau volunteered to take over the role of emergency contact in place of Cllr Gryce. It was further agreed that if any councillors wished to present proposals to the meeting this would be considered further, but that emergency planning was not a legal requirement and that the potential problems might outweigh the benefits.</p>	Clerk
13	<p>To consider a request from Clare Combined Charities to reappoint 3 standing trustees for a further 4 years.</p> <p>The Clerk reported that the 3 trustees were Andy Gill, Nigel Partridge and Olive Smith, and that a letter from CCC regarding their appointment had been circulated. The appointments were agreed unanimously.</p>	8.25pm
14	<p>To consider a request from Mr Spencer's Flowers for a pop up stall in the Market Hill on some Saturday mornings.</p> <p>Concerns were raised regarding the creation of a precedent for other traders, highways safety issues, the loss of parking space, the need for a permit and public liability insurance, and the need for business owners' views to be considered if the stall was to be outside their businesses. Following discussion, Cllr Bishop proposed that the Council agree to a trial period in the space currently used by the fish van, at a cost of £12 per occasion, subject to evidence of the necessary permit and insurance, and to the stall being positioned so as to take up only 1 parking space and ensure 1.8m clearance for pedestrians. The proposal was agreed by a majority of 7 to 1, with Cllr Verguson objecting.</p>	
15	<p>To consider the Town Council's response to possible plans by Lloyds Bank for the closure of the Clare branch</p> <p>It was agreed that Lloyds Bank should be asked for timescales for any possible closure of the branch, and that residents should be helped to understand the alternatives available, particularly through the local Post Office services. Cllrs Godwin and Neale undertook to pursue this.</p>	Cllrs Godwin/ Neale
16	<p>To consider whether the Town Council should ask Cllr Gryce to clarify his intentions in relation to his position as councillor following his move from Clare. If so, to consider the form of the attached letter.</p> <p>The Clerk reported that she had received an email from Cllr Gryce, asking her to read the following at the meeting:</p> <p>"In response to an inquiry as to my future as a councillor, I will resign as soon as I have completed commitments I have undertaken. None of these commitments are to fellow councillors."</p>	

	<p>The Clerk reported that she had taken advice from SALC. They had advised that it was appropriate to write a courteous letter asking Cllr Gryce to clarify his plans. In light of Cllr Gyce's statement it was agreed that an additional sentence should be added to the letter, asking him for clarification of the commitments he referred to and their likely timescales. It was agreed that the draft letter would be circulated to councillors before being sent.</p>	Clerk
17	<p>To consider a proposal by the Traffic Working Party to purchase 30mph stickers for residents' wheelie bins in some locations within Clare.</p> <p>The advice given by SCC's waste management team, that bins shouldn't be left out to display stickers beyond normal collections, was noted. Cllr Pugh reiterated the importance of this on safety grounds and it was agreed that the TWP would monitor the use of the stickers. Cllr Pugh also explained that s106 funding wouldn't be approved for the purchase of the stickers as their use is generally discouraged on safety grounds. It was agreed unanimously to approve the purchase of the stickers as per the costed proposal provided previously by the TWP.</p>	
18	<p>To consider the appointment of LCPAS for 12 months to provide a Data Protection compliance service to the Town Council, including the appointment of Jayne Cole as Data Protection Officer, at a cost of £150.</p> <p>Following discussion the appointment was agreed unanimously.</p>	
19	<p>To consider the Town Council's response to proposals for the transfer of ownership of areas around the emergency access corridor of the Town Hall, as part of a redevelopment of land to the rear of 17 Market Hill.</p> <p>The Clerk explained that CHOC's trustees had considered the proposals and wished to go ahead with them. The Clerk had been contacted by the person proposing the transfer, who had agreed to pay for an independent chartered surveyor to attend a site meeting, to review the proposals and advise CTC on issues of value. It was agreed that the Clerk should arrange this meeting and that it would be attended by Cllr Marchant and the Clerk.</p>	Clerk
20	<p>To receive reports and items for decisions proposed by Town Council Committees and Working Groups.</p> <p>A report had been received from the Transport Working Party and circulated prior to the meeting.</p> <p>It was noted that Cllrs Kimminau and Godwin would be attending listed building training shortly.</p>	
21	<p>To receive agenda items for next meeting.</p> <p>To receive an update on the Cavendish Road planning application.</p>	

22	To confirm the date of the next meeting as Thursday 19 April 2018. Agreed.	

The meeting closed at 9.00pm

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

Highways

A1092 Closure Review

I have been invited to speak about this at the next meeting of the Clare Business Association. I know the CBA is talking about using its email alert system to cascade information about road closures to its members

I would also like to discuss with Clare Town Council how in future information is best shared with all residents and businesses in the town.

Cavendish Road Junction

Following two near misses at the junction on Saturday, reported to me by Graham Thornton, I have raised this again with highways. I know the officer is escalating the need for emergency work to reinstate the white lines. At the time of writing I haven't got a date for the works.

Stoke Road speed limit change

I am delighted to report that we now have a positive response. I have approved funding from my highways budget for the necessary covert speed survey and a report for the extension of the 30mph zone out to the 40mph limit and creation of a new 40mph buffer.

The outstanding 106 money from the Stoke Road development, earmarked for traffic calming, would be used to fund works including the legal order to make the speed limit change and new signage. I do consider this to be money well spent from my budget.

As I suspected, the initial view that the proposal was unlikely to gain approval was based on a desk top survey. I have made my views known about this – Google Streetview is not always up to date and can give a wrong impression about the width of a road.

Highways

It is obvious to all of us that our roads have deteriorated as a result of the long wet winter. The mix of mild wet weather punctuated by sharp frosts has resulted in many more potholes than usual. SCC is committed to repairing them all. Do please continue to report highways defects on the website.

I note from the Clerk's report there is a question about who should report street light faults. I would suggest, as with highways reports, they are best handled by the Town Clerk so she can keep a log of report, dates and report reference numbers.

I would remind CTC that the confusion over the council's view of the Westfield bus stop occurred when a councillor rather than the clerk entered into an email dialogue with an SCC officer. It is much easier to monitor reports and follow up if necessary if there are clear lines of communications between CTC and the County Council.

Emergency Planning

I discussed the point raised at the last meeting by Cllr Kimminau, about whether Clare is required to have an Emergency Plan, with Neal Evans, Deputy Head of Emergency Planning, Suffolk Joint Emergency Planning Unit. The short answer is – No. The Town Council doesn't need to have one but it is recommended that you should have an Emergency Plan. Of course, if you do have a plan it should then be kept up to date.

It does not need to be overly complicated and advice is available to help communities to devise plans that meet their needs

It has been interesting to hear from the communities I represent how they coped in the recent bad weather. I think reflecting on how Clare coped may be a good starting point for CTC in considering whether a plan is necessary.

Incidentally, the Suffolk County Council Scrutiny Committee, which I chair, will be holding an examination in early May of the various elements of the council's winter emergency response.

We will be looking at issues like gritting routes, grit stocks, local grit piles, procedures for calling on farmers to help with keeping the roads clear. We will also be asking for reports on the process for announcing school closures and how SCC organised and delivered care visits to our most frail and vulnerable residents.

I would be interested to hear CTC's view of SCC's services during the severe weather and how the town coped.

GDPR Workshop for Charities and Community Groups

Following the last meeting of CTC, I was approached by Olive Smith, of CHOC, to ask if I could arrange training on the new data protection regulations which come into force in late May. There has been training available for parish and town councils but not much has been done to help local groups.

I am very pleased to report that Clare resident Jayne Cole, Chief Executive of the Local Council Public Advisory Service, has very generously offered her time for free to run the workshop. Jayne has already delivered a great deal of training on GDPR to parish and town councils.

We are in the process of agreeing a date and time. Details will be circulated to community groups and charities in the Clare area when we have finalised them. The workshop will be offered free of charge but we will be asking for donations to a local good cause.

Wool Towns

I am working with Susan Moore, who leads on the Wool Towns Association for Clare, to set up a meeting with SCC officials so we can obtain grant funding for the project.

Suffolk Fire and Rescue Service Recruitment

For the first time in 9 years SFRS has been recruiting full time fire fighters.

Local Boundary Review

You will be aware that St Eds/Forest Heath are proposing new ward boundaries as part of their merger and establishment of the new west Suffolk Council.

The proposed changes have quite a severe impact on the composition of the Clare Division of Suffolk County Council and I gather it is now highly likely that there will be a boundary review for SCC before our next elections in 2021.

One of the unintended consequences of the current proposals seems to be the removal of Stoke by Clare and Wixoe from the Clare Division – which I think would be highly regrettable. It would seem to me to be folly to break the link of the communities along the A1092

The ward options, background information and a feedback form can be accessed on our website at www.westsuffolk.gov.uk/wardoptions. Hard copies of the maps are also available to view at the Council offices in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket in the next few days.

Mary Evans
Clare Division

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 until requested

again but I can be contacted at other times: my mobile phone number is: 07930460899 and email alaric.pugh@stedsbc.gov.uk

Please note I was ill for some part of the last month and so some meetings were missed.

1. Training: finance and homelessness, the London Plan
2. Civic/business events: Walkers are Welcome Launch, Clare Business Briefing at Clare Golf Club with Suffolk Chamber of Commerce substituted for the Council Leader at the presentation of the London Plan by the London Mayor at City Hall.
3. Recent meetings attended (excluding Majority Group meetings):
 - Meeting re Clare market proposals
 - Growth Briefings on Investment Strategy delivery
 - Joint Cabinet
 - Joint Cabinet Planning
 - Visit Clare
 - Full Council
 - Housing strategy

Forthcoming meetings before next TC meeting

- Joint Cabinet
- Skills Forum
- Bury St Edmunds Town Centre Masterplan meeting

5. Voting record - n/a

6. Current Clare issues involvement/resident requests to take forward - ongoing no change:
 - planning items
 - Locality budget item discussions
 - 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:

- Zero council tax rise from St Eds approved
- Consultation has begun on the new Ward boundary for Clare and the increase to around 2000 electors - this is being achieved by incorporating Poslingford
- The work I have been doing on the policy frameworks of the Council in preparation for the next local plan should be of benefit to Clare in the long term. In particular it is anticipated that Clare will be included in the list of place that will have dedicated Growth Plans prepared for it in full consultation - this could affect thinking about plans for a Neighbourhood Plan
- I have been supporting the interests of Clare in particular in the local interpretation of the overall creation of a West Suffolk Council project
- I continue to work enthusiastically with and support Visit Clare - various actions
- I will be monitoring future Section 106 negotiations on the Cavendish Road application
- I continue to support the A1307 Strategy Group
- Planning Officers are still ready to come to Clare for an exploratory meeting on Neighbourhood Planning
- I have spoken to the Library about new A-boards
- I am talking to the Clare Society on behalf of St Eds Planners re use of digital files in place of paper ongoing
- We are shortly to meet the new Locality Officer

Attachment to Minutes, Item 8, Clerk's Report

1. **Telephone kiosks:** I was asked by the Environment Committee in February to obtain quotes for the refurbishment of the kiosks in Market Hill and Stoke Road, and the installation of a defibrillator in the Stoke Road kiosk. While looking into this I came across a charity called Community Heartbeat, which is a national charity (though founded by a Glemsford first responder, Martin Render, and based in Haverhill) and an official partner to BT. Martin has helped a number of local councils to apply successfully for National Lottery funding. This has covered the whole cost, including renovation of the phone box, installation of the defibrillator and training. The key to a successful application appears to be community engagement, which in Clare's case will hopefully be achieved through the work of the Friends of Clare Community First Responders. I will be putting together quotes and an application to the National Lottery for the Environment Committee's approval.
2. **Clare Castle Country Park byelaws:** Based on my limited knowledge to date, it appears that a PSPO (public spaces protection order) may be a better option for Clare than a new byelaw. A significant benefit of a PSPO over a local byelaw is that enforcement becomes the responsibility of St Edmundsbury, rather than the Town Council. I'm hoping to arrange a meeting with Damien Parker at St Edmundsbury to find out exactly what we need to do to progress this.
3. **Data Protection legislation changes:** This is an agenda item, but I wanted to give some background explanation. The changes that are coming in in May are quite extensive. There is a fair bit of work to ensure that CTC is compliant. Jayne Cole of LCPAS has agreed to provide a year's full compliance service, including undertaking the role of data officer for that year, for a fee of £150. (LCPAS' normal fee for this is £300 for a parish council and more for a town council.) I'm asking the councillors to consider using LCPAS for the first year while we're finding our feet with the new legislation, and so that we then have an established process to follow in-house in future years.
4. **17 Market Hill/Clare Town Hall:** Emma Turner at ByChoice wishes to develop land to the rear of the offices and is proposing a transfer of land between herself and CTC, in exchange for which she'll rebuild the storage cupboard and corridor used by the Town Hall. CHOC's trustees have considered the proposals and consider them to be beneficial. Emma Turner rang me last week. I explained that I couldn't pre-judge the councillors' decision, but that I anticipated you may want an independent surveyor to advise on issues of value and whether the proposals represented a good deal for the residents of Clare. I also anticipated that one or more councillors might wish to attend a site meeting with Ms Turner and the independent expert. She has agreed to meet the cost of the surveyor and to attend a site meeting, should councillors wish to pursue this approach.
5. **Callis Street flooded drain:** As councillors will be well aware, there has been an ongoing issue with flooding between the Old School and the Cock Inn. I am trying to get SCC back to look at the drain again. Councillors may wish to consider other steps if this is unsuccessful.
6. **S106:** A letter from Adrian Buxton at SCC, regarding s106 payments affecting Clare, is included with the correspondence report. You'll see that Adrian's email says "these would need to follow up to service areas directly to ascertain when they will be allocated funds to complete projects if required".
7. **Community Speedwatch:** A meeting was held on 8th March of the speedwatch volunteers. Since then, PC Darren Marshall has reviewed the prospective speedwatch sites at Cavendish Road, Chilton Street and Nethergate Street. Paul Bishop will report further at the meeting.
8. **Christian Aid Collection:** The Baptist Church have requested permission to collect outside the co-op on Saturday 19th May, in support of Christian Aid week. **WW1 Commemorations:** A wreath is to be laid on behalf of Clare Town Council to mark the 100th anniversary of each of the Clare men who died in the First World War. There is a joint commemoration on Friday 23rd March, for Fred Martin and John Colin Ince. The practice has been for a councillor to read the names and the biographical details, lay the wreath (inviting someone else to do so if possible), ask for a minute's silence, and for the envoi (from Lawrence Binyon's "They do not grow old" poem) to be read - again possibly by someone else. In previous years this has been done by Phil

Gryce but will need to be undertaken by someone else. Phil tells me that attendance numbers can be anything from zero to about 15. I will post the notices this week and would be happy to contact the local primary school/CLASP etc if councillors would like me to. This is an ongoing process, with four further commemorations this year and two in 2019.

9. **WW1 Commemorations:** A wreath is to be laid on behalf of Clare Town Council to mark the 100th anniversary of each of the Clare men who died in the First World War. There is a joint commemoration on Friday 23rd March, for Fred Martin and John Colin Ince. The practice has been for a councillor to read the names and the biographical details, lay the wreath (inviting someone else to do so if possible), ask for a minute's silence, and for the envoi (from Lawrence Binyon's "They do not grow old" poem) to be read - again possibly by someone else. In previous years this has been done by Phil Gryce but will need to be undertaken by someone else. Phil tells me that attendance numbers can be anything from zero to about 15. I will post the notices this week and would be happy to contact the local primary school/CLASP etc if councillors would like me to. This is an ongoing process, with four further commemorations this year and two in 2019.
10. **Fire Fighters' Charity:** A letter has been received from the Fire Fighters' charity, asking for support from CTC. A copy of the letter is included in the correspondence report.
11. **Clare Library Opening Times:** Suffolk Libraries are considering changing the opening hours at Clare Library and are inviting people to complete an online survey. The proposal would involve the total number of opening hours staying the same, but with the library opening for longer on Fridays, slightly less on Saturdays and less on Sundays.

The proposed new hours are as follows:
 - Monday - closed (no change)
 - Tuesday - 10am to 1pm and 2pm to 5pm (no change)
 - Wednesday - 10am to 1pm and 2pm to 5pm (no change)
 - Thursday - Closed (no change)
 - Friday - 10am to 1pm and 2pm to 5pm (currently open 12.30pm to 5pm)
 - Saturday - 10am – 1pm (currently open 9.30am to 1pm)
 - Sunday - 10am to 2pm (currently open 11am to 4pm).
12. **Neighbourhood Watch:** A request was received for a £50 donation from the chairman of the Suffolk Neighbourhood Watch Association, Tony Spall. As agreed I contacted him to ask for information about the Association's involvement in Clare. Mr Spall has replied: "Clare currently has a single active Neighbourhood Watch Scheme - Chilton Street, covering approx 25 properties. We communicate with all our member schemes, providing information and education on crime prevention, and promoting awareness of current policing and crime issues. We also have area coordinators, whose roles are to act as a point of contact for local schemes (such as Chilton Street) who in turn can engage with the local safer neighbourhood team to help raise any issues in the neighbourhood. Naturally, our organisation would welcome the opportunity to increase the number of schemes in Clare - with your council's assistance, by means of promoting Neighbourhood Watch through the town's website, and/or possibly using local magazine/newsletter publications etc."
13. **Street Lights:** I have been asked whether residents should report faulty street lights direct to SCC, via the clerk's office or via the Traffic Working Group. Please advise.

14. **Trail Signs in CCCP:** The agenda includes a planning item relating to new trail signs in the Country Park. If the councillors decide to approve the application, I have been asked to send a letter to the trustees, stating that CTC as landlord supports the planning application for the two signs.

15. **Holiday:** I shall be away over Easter, returning on Wednesday 4th April.

Julia Burge, 13th March 2018

Attachment to Minutes, Item 9, Responsible Finance Officer

The Bank Mandate has now been actioned to include the Town Clerk. She now has access to online banking

- The Fixed Term investments held have now matured and I will research reinvestment ready for the new financial year.
- We have received payment from CCCPT to cover the Ashtons Legal fee.
- We have received a VAT refund following the latest claim.
- I believe the Town Clerk has circulated a spreadsheet showing S.106 amounts following the discussion at last month's meeting.

At the Town Council meeting on 15th March 2018 I will be asking for approval of:

- The cashflow and financial summary for February 2018

**Attachment to Minutes, Item 10, Correspondence Report
Items for action**

Planning Obligations Support Officer, Suffolk County Council	S106 report for Clare and covering email
Trustees of Clare Combined Charities	Request for reappointment of trustees
Fire Fighters Charity	Request for support
Margaret Godwin	Email regarding possible Lloyds bank branch closure
WW1 100 th Anniversary Commemorations	Remaining commemorations for the men of Clare killed in WW1
Combined Halls of Clare	CHOC trustees' approval of proposals for 17 Market Hill
Waste Management, Suffolk County Council	Email regarding 30mph bin stickers

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

Combined Halls of Clare	Notification of price rises
Alex Wilson, Suffolk County Council	Email regarding public asset study in Clare and Newmarket
Mary Evans, County Councillor	Email regarding review of Stoke Road speed limit
Leigh Allston, Historic Buildings Surveyor	Survey of Half Moon House
SEBC Delegation Panel	Decision 21.2.18 regarding Halfway House Farm, Stoke Road
LCPAS	Email and service agreement in relation to GDPA

DRAFT