

**Minutes of the meeting of the Clare Town Council
Environment Committee
held in Clare Old School Community Centre at 7.00pm
on Wednesday 7th February 2018**

Present: Cllrs. P Bishop, M Godwin, L Perceval-Maxwell (chair),
Lay members Mrs O Smith, Mr K Mison
Julia Burge - Clerk

1 To receive apologies for absence

None.

2 To receive declarations of members' interests and consider requests for dispensation

None.

Section of the meeting open to the public:

3 Public Participation

None.

End of public section of the meeting

4 To approve the minutes of the last meeting held on 3rd January 2018

Approved unanimously.

5 To receive an update on the actions from the previous meeting

Minute 5 – the Clerk has tried calling Marie Baker and left a message but hasn't had a response.

Minute 7 – the Clerk reported that Cllr. Gryce had informed her that he was up to date with permissions for any tree work scheduled at present, but wouldn't anticipate being able to do this in future.

Minute 8 – contact has been made with Paul Sutton and his quote is to be considered under the Clerk's report.

Minute 9 – Whitworths have confirmed that their survey quote encompasses the perimeter of the church wall and have been instructed to go ahead. A date for the work is expected shortly.

6 To review progress on the schedule of maintenance for Town Council assets

See attachment to the minutes.

Mrs Smith asked who owns the greensward along the front of Westfields, as the uncollected leaves are causing problems to an elderly resident by blowing into her garden. The Clerk is to check whether this land is owned by Havebury.

Clerk

7 To consider the adoption of the telephone box on Market Hill and the renovation of the telephone boxes in Clare

It was agreed in principle that the Council should adopt the Market Hill box and that costed proposals should be put to the full Council for the renovation of this and the Stoke Road box, with a view to using the Market Hill box for tourist information and the Stoke Road box to store a defibrillator. Clerk to obtain quotes and check storage requirements for defibrillators.

Clerk

8 To confirm the appointment of a new street warden with effect from 12 February 2018

The Clerk reported on the appointment of a new street warden, and the terms on which he had been offered employment. The appointment was confirmed by the Committee.

9 To receive a report from the Cemetery Management Officer/Administrator

Mr Mison reported that he has tidied up some of the graves and levelled mole hills. He is planning to lay traps for the moles shortly. He reported that the holly tree next to the Chapel is leaning towards the roof and needs to come down. The Clerk is to request permission for its felling.

Clerk

10 Items arising from the Clerk's report

A) Nuttery: it was agreed that Mr Mison would meet the leader of the Stour Valley Volunteers when they're working in the Country Park in March, and ask if they can allocate a day to the *Clerk*

Nuttery. Mr Mison will let the Clerk know once he's had this conversation.

- B) Overgrown footpath behind Swan Meadow:** Clerk to write to Highways and Greene King to ask for this to be cleared.
- C) Kerbstones on green:** the quote from Paul Sutton was noted. There were concerns regarding both the cost of setting kerbstones into the green and their appearance in a conservation area. It was agreed that other approaches should be tried first, namely "no parking on green" signs (Clerk to obtain quotes for signs suitable for a conservation area), a large wooden planter where the kerb drops (Mr Mison to supply dimensions, Clerk to obtain quotes to match planters used by Clare in Bloom) and reinforcement of the edge of the green at this point. Clerk to ask Clare in Bloom if they would be willing to maintain the planter.
- D) RBL tree:** it was agreed that the Clerk should contact Mrs Martin's daughter, to explain that the red oak sapling purchased to commemorate the women's section of the Royal British Legion can't be planted near the Social Club, as there is no suitable location for a tree of its eventual size. Clerk to ascertain whether Mrs Martin's daughter would prefer a much smaller commemorative tree with red autumn colour, which could then be planted within sight of the clubhouse.
- E) Street wardens:** (i) Clerk to ask Brian Watts whether he's happy to carry on emptying the Harp Lane bin and, if so, whether he could manage a larger bin. Mr Mison advised that there's a larger bin in the cemetery that could be used, and there's also a surplus bin in the Country Park, though it's very heavy and would need some work. (ii) Agreed the Clerk will ask Gary Brown how the Council should carry out an appropriate risk assessment for the street wardens, and in the interim ask them not to go beyond the golf club entrance in Stoke Road. (iii) Clerk to find out what St Edmundsbury's schedule for street cleaning is in Clare. (iv) Clerk to purchase more orange spray for a dog poo circling/education event to be held in the Country Park in April. (v) Clerk to obtain quotes for a new, smaller and more attractive salt bin in Pashlers Alley, and to ascertain whether St Edmundsbury would be happy to fill another bin if the existing one is moved to the slope on Mill Road. (vi) Clerk to contact St Edmundsbury about refilling various salt bins. (vii) Clerk to obtain quotes from AEG and Ernest Doe for servicing leaf blowers. (viii) Clerk to check price of new lid for Nethergate Street bin.

11 To receive agenda items for next meeting

To receive a report from the Cemetery Management Officer

To receive a correspondence report from the Clerk

To review progress on the schedule of maintenance for Town Council assets

Clerk

12 To confirm the date of the next meeting as Wednesday 7th March 2018 at 7pm.

Meeting closed at 7.58 pm