

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 19th April 2018**

Present: Cllrs. Paul Bishop (Chair), Loveday Perceval-Maxwell, Stephen Kimminau, Margaret Godwin,
Chris Marchant, Robin Stone and Davina Neale; Maureen Smith (RFO), Julia Burge (Town Clerk)
County Councillor Mary Evans; 13 members of the public

1.	Apologies for absence The Clerk reported that Cllr Verguson had sent apologies for his absence for family reasons. It was agreed to accept this. Following discussions regarding the absence of Cllr Gryce, Cllr Kimminau elected to withdraw from the meeting. The Clerk reported that Alaric Pugh, whose written report was circulated prior to the meeting, had sent apologies for his absence.	7.01pm
2.	To receive declarations of members' interests and consider requests for dispensation Cllr Stone declared his non-pecuniary interest as a trustee of CHOC (Combined Halls of Clare) in relation to item 12, concerning the proposals for 17 Market Hill and Clare Town Hall.	
<i>Section of the meeting open to the public:</i>		
3.	Public Participation Public participation included a presentation by Sgt Gilbert of Suffolk Police Safer Neighbourhoods scheme.	
4.	County Councillor's Report – See attached report. Cllr Evans reported that Hargrave had been working on a neighbourhood plan for the last three years and that, despite it being a smaller village than Clare, the plan had involved a great deal of work and commitment. Cllr Evans also requested an opportunity to discuss sharing road closure information.	7.40pm
5.	Borough Councillor's Report – See attached report.	
<i>End of public section of meeting</i>		
6.	To approve minutes of the previous meeting held on 15 March 2018 The minutes were approved unanimously.	
7.	To receive an update on the actions from the previous meeting a) Country Park PSPO: the Clerk reported that she had requested a meeting with Damien Parker of SEBC and was chasing this up. b) Emergency Plan: the Clerk reported that she had informed SEBC that the Council does not have an emergency plan at present. c) Cllr Stone reported that the Traffic Working Party had the purchase of 30mph stickers in hand, along with an explanatory letter to residents. d) GDPA: the Clerk reported that the contract with LCPAS had been signed by the Council, though not yet by LCPAS, and that a date for the compliance inspection was awaited. e) 17 Market Hill: Cllr Marchant reported on the site meeting that had taken place. It was noted that the surveyor's report on values was awaited.	
8.	To receive the Clerk's report for decision and information See attachment to the minutes. It was also reported that donations by cheques	

	and cash for hanging baskets amounted to £395 to date.	
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. It was noted that the year end accounts had been circulated prior to the meeting.</p> <p>ii) To consider applications for Section 137 grant funding No applications were considered.</p>	
10.	<p>To consider items of correspondence for decision/response See attached report.</p> <p>a) Email from Clare resident regarding potholes: Cllr Evans said that she had received this email and was responding to it.</p> <p>b) Email from Mr Spencer's Flowers: the councillors confirmed that they had no concerns with the board that had been used at the pop up shop in the Market Hill.</p>	

11.	<p>Planning To agree the Town Council response to the planning authority on:</p> <p>DC/18/0365/FUL – maintenance shed in Clare Country Park</p> <p>i) Pre-application advice taken from Christine Leveson and no online objections registered to date. Full and complete Design and Access statement compiled by James Mellish of JM Environmental Ltd who worked on the successful HLF bid and this work forms part of the work included. The aim is to provide safe and secure storage facilities for the equipment necessary for park management. Given the recent level of crime in Clare, this seems very timely. The application contains a Bat Survey, Biodiversity survey and report, Conservation Management Plan, Tree Survey and an Arboricultural Impact Assessment. Policies: DM1 Presumption in Favour of Sustainable Development DM2 Development Principles: does not adversely affect sites, habitats, species and features of ecological interest. Takes account of crime prevention. It is a design which respects the character of the location. DM17 Conservation Areas: Materials and design respect the setting in a Conservation Area. It is of an appropriate scale, form, height and detailed design which respects its setting. It uses materials which harmonise with the character of the area and demonstrates a clear understanding of the significance of the CA.</p> <p>ii) Approved unanimously.</p> <p>DC/18/0526/HH – Dorrn House, Chilton Street, first floor extension and single storey side extension</p> <p>No pre-application advice has been taken and there are no objections online to date. The front extension is to provide en suite facilities and dressing room. The side extension is to provide a new lobby with part of the existing window being filled in and a new window in the remaining opening. There will be two Velux roof windows. Policies: DM1 Presumption in Favour of Sustainable Development DM2 Creating Places - Development Principles and Local Distinctiveness. Would seem to have no impact on residential amenity DM24 Extensions to Dwellings and Development with the Curtilage. Respects the character, scale and design of existing dwellings and does not seem to be over development. Although the ground floor extension appears close to the property boundary, no objections have so far been raised by occupants of nearby properties.</p> <p>iii) Approved unanimously.</p> <p>DC/18/0593/FUL and DC/18/0594/LB – Gothic House, Church Street, alterations and improvements to create holiday let and replacement/enlargement of conservatory</p> <p>Pre-application advice has been sought from Christine Leveson with support in principle. There are no objections registered online.</p>	8.00pm
-----	---	--------

iv)	<p>There is a comprehensive Design and Access statement with detailed descriptions of the proposed works. No physical changes are planned to the original dwelling and existing parking (for 7 or 8 vehicles) will be available to guests by arrangement. DM1 Presumption in Favour of Sustainable Development DM2 Creating Places – Development Principles and Local Distinctiveness. The proposals recognise and address the special qualities of the area and should not adversely affect the distinctiveness, historical character of the building or residential amenity. DM15 Listed Buildings. The proposed works will have no adverse visual or other material impact on the historic character of the town, including the host dwelling, as no physical changes are planned to the original building. The work includes various repairs which will contribute to the preservation of a listed building and the works are therefore not detrimental to the building’s character or historic features. DM17 Conservation Areas. The plans are of an appropriate scale, height, alignment and detailed design which respect the area’s character and setting. The fenestration and materials to be used will complement and harmonise with the character of the area. DM24 Alterations, Extensions to Dwellings and Development within the Curtilage. The plans will not result in overdevelopment of the curtilage with an increase of just 4.5 sq metres on a very large plot, and should not adversely affect residential amenity. DM34 Tourism Development. As a town, we are looking to increase tourism by turning day trips into overnight stays. A two bedroom holiday let will certainly increase available accommodation. Approved unanimously.</p> <p>DC/18/0486/LB – Apothecary House, Well Lane, replacement of shop front windows. This is a Listed Building in the Conservation Area. Pre-application advice has been taken with a positive response. No objections registered online with neighbours being supportive. There is a comprehensive Design and Access Statement with details of the materials to be used: hardwood and toughened glass panel panes. DM1 Presumption in Favour of Sustainable Development. DM15 Listed Buildings. The proposal demonstrates a clear understanding of the significance of the Listed Building and its setting. The replacement windows will contribute to the preservation of the building and are not detrimental to the building, its character or historic features. Appropriate materials will be used which respect the character of the building and its setting. DM17 Conservation Areas. The plans preserve the character and appearance of the Conservation Area and the detailed design of the fenestration respects the area’s character.</p> <p>DM/17/1252/FUL – proposed Cavendish Road development No further activity has been logged on the planning portal.</p>	
12	To consider a request from the Combined Halls of Clare (“CHOC”) to nominate two representatives of the Town Council to serve as trustees	

	<p>of CHOC for a period of 12 months.</p> <p>It was reported that Olive Smith and Cllr Kimminau had volunteered for nomination as representatives of the Council on CHOC's board of trustees. The nominations were approved unanimously.</p>	clerk
13	<p>To consider the Town Council's response as statutory consultee to the Bradwell with Pattiswick Regulation 14 Consultation Draft Neighbourhood Plan.</p> <p>It was agreed that the Clerk should write to thank Bradwell with Pattiswick for their neighbourhood plan and explain that CTC is not a statutory consultee. It was also agreed that the Planning Working Party should ask Sudbury and Haverhill town councils to consult CTC on any planning matters that might impact on Clare.</p>	8.25pm clerk
14	<p>To receive a report from the Environment Committee following a survey of the churchyard and cemetery drive walls and consider action to be taken in response.</p> <p>It was agreed that the work to the cemetery drive and churchyard boundary walls recommended by Whitworth within the next 12 months should be carried out. It was further agreed that Whitworth be instructed to manage the tendering process and building contracts on the basis set out in their email dated 11 April 2018.</p>	clerk
15	<p>To approve a draft letter from the Town Council to Lloyds Bank regarding the Clare branch</p> <p>Since the draft letter had been circulated, Lloyds had announced their intention to close the Clare branch. It was agreed that Cllrs Godwin and Neale would redraft the letter to ask for further information and assurances regarding the proposed mobile banking service. Cllr Godwin reported that the post office were able to supply change to business customers provided the business had a change card, and that they were seeking to ascertain whether or not Lloyds could supply this to their business customers.</p>	Cllrs Godwin/ Neale
16	<p>To consider a request from a local individual to run a bric-a-brac stall on Market Hill on 2nd June 2018 to raise funds for Operation Smile.</p> <p>It was agreed unanimously that the Clare resident's request for a stall to raise funds for Operation Smile be agreed. The Clerk was asked to offer the individual the option of the community stall at the monthly market, subject to checking availability with Sharon Fairweather.</p>	clerk
17	<p>To consider a request by the Planning Working Group to appoint Cllr Neale as a member.</p> <p>Agreed unanimously.</p>	
18	<p>To consider the Town Council's options in relation to Neighbourhood</p>	

	<p>Planning.</p> <p>Following discussion of the pros and cons of a possible Neighbourhood Plan for Clare, it was agreed that further information was needed on items such as SEBC's local plan and land bank, and any Growth Plan for Clare. It was therefore agreed that SEBC would be asked to attend the meeting in June to provide further information and answer councillors' questions.</p>	
19	<p>To consider and approve two letters proposed by the Traffic Working Party to the Cabinet Member for Highways and Transport at Suffolk County Council and to affected parish councils.</p> <p>The principle of writing to Cllr Storey requesting a meeting to discuss a TRO for the A1092 between Baythorne End and Long Melford was agreed. It was noted that Cllr Evans would need to be present at any such meeting. The principle of writing to other affected parishes to invite them to support the request and attend any subsequent meeting was also agreed. It was further agreed that the Clerk would revise the drafts as necessary so that they could be sent by the Clerk on the Council's behalf, and circulate the drafts to all councillors for approval.</p>	Clerk
20	<p>To consider a proposal by the Traffic Working Party for an online petition for a Traffic Regulation Order to ban large goods vehicles from travelling on the A1092 between Baythorne End and Long Melford.</p> <p>The proposal by the TWP for an online petition was agreed unanimously. It was agreed that the TWP would look at how best to implement this.</p>	TWP
21	<p>To review the salaries of the staff employed by the Town Council in line with the National Local Government Pay Agreement.</p> <p>The budget circulated to councillors prior to the meeting, which included salary reviews for staff in line with the National Local Government Pay Agreement, was agreed unanimously.</p>	
22	<p>To receive agenda items for the next meeting.</p> <p>It was noted that the next meeting would be the annual meeting and would therefore include the usual business for an annual meeting.</p>	
23	<p>To confirm the date of the next meeting as Thursday 17 May 2018.</p> <p>Agreed.</p>	

The meeting closed at 8.45pm

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

Highways

A1092 Closure Review

I spoke about this at the recent 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

The white lining has been now that the risk of prolonged frost (and gritting) is past. It would be helpful if the TWP could assess all the white lines in the town centre so that we can aim to get faded lines refreshed well before next winter.

Stoke Road speed limit change

The report setting out the proposed changes on Stoke Road, along with two other schemes I am sponsoring in the area, is currently being prepared. The plan is to extend the 30mph to the current 40mph and then create a new 40mph buffer zone.

Flooding by The Cock

Many thanks to Cllr Kimminau for reporting the flood by The Cock on Easter Saturday which led to a manhole cover being swept away. I gather a child, who was playing with others in the water, fell into the manhole.

This incident has caused the county's drainage team to re-prioritise this issue up the works programme. As a consequence, the gullies and drains along Callis and Bridewell Streets will be inspected, jetted, and cleared. However, I can not promise that major works will be undertaken this financial year. This is partly because of funding but also because of the sheer time it takes for investigation, design and planning of more significant works.

It is possible that the problem is not confined to one drain and the defects could be quite complex to investigate, diagnose and then solve. However, if it looks like the solution is fairly straightforward then it could well be done this year

There were complaints when the flood, and the incident with the child, were reported on the emergency number that highways did not attend the next day. I asked the highways asset manager for an explanation and was told

"With regard to the emergency call over the weekend, I checked with the control hub and they had an alarm post for the incident. However it appears the caller told them it had been made temporarily safe with barrier, so they had downgraded the reaction time from cat1 to cat2 which is 2 working days. With hindsight that may not have been the best decision but I know they based it upon the information they had, and it was quite a busy weekend for flooding reports."

Highways

We can all see that the roads are in a very poor state after the winter. Highways is committed to fixing all the potholes, for which we have been allocated an extra £2.5m by Government, and to improving the roads. SCC is borrowing £21m to surface dress 1,000 miles of road over the next four years – that is a quarter of the network. Do please continue to report highways defects on the website.

I gather there are concerns about poor street lighting on Cavendish Road, by the bridge. This is something that could be suggested to the developers as part of the proposed works to make the road safer for pedestrian – I hope CTC can raise it in the 106 discussions.

Emergency Planning

I am interested to know CTC's views on whether to re-issue a plan as mentioned in my report to you in March.

GDPR Workshop for Charities and Community Groups

This is taking place in the Old School Community Centre on Friday at 7pm. 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.

At the latest count it is going to be a full house. I think our local community groups and charities are very concerned about the complexities of the new regulations. I hope that this workshop will give participants the knowledge and information they need to allay their fears.

Wool Towns

I very much hope that I can build on the battle I won with highways over the Walkers. Welcome signage to get some promotional signage as requested by the Wool Towns group.

Community Hub

Michael Attwood, SCC's West Suffolk Localities Officer and I attended a meeting today in Clare to look at establishing a community hub which could bring in services to the town such as Citizens Advice and REACH, Haverhill. There was a recognition that there are many groups already in Clare and any new project should aim to fill gaps and duplicate.

Michael is extremely knowledgeable about how to launch and fund community projects having been instrumental in setting up the Bury St Edmunds Food Bank. The plan is to invite community groups to a meeting next month to share ideas and discuss what we can all do together.

Suffolk Day

I am supporting local efforts to mark Suffolk Day on Thursday 21 June. It is a county-wide celebration of everything that makes Suffolk such a wonderful place to live, work and visit. On this day, we're recognising our great icons, attractions, landscapes, institutions, special events and more.

The annual event, launched last year, is on the longest day of the year, when the sun rises on our east coast and shines upon the many wonderful places and things we have. This year the momentum continues and we want people to get involved and shout out about Suffolk. I am aware CBA is planning activities – and others are very welcome to join in. It can be anything: an event, a special meal using Suffolk produce or a special new product. If it celebrates Suffolk, it's right for Suffolk Day.

For info, this is the hashtag being used: #SuffolkDay. A new website (listing all the events) will be launched in the next couple of weeks.

Neighbourhood Plan

I see that this topic is being raised at CTC. Hargrave is the first parish in St Edmundsbury to launch a plan and as their county councillor I have been helping them for four years. I am very happy to share my observations with you tonight but suffice it to say the Hargrave team has worked incredibly hard. Do not, please, underestimate the cost of undertaking a

Neighbourhood Plan in terms of time, effort and funding
Clare Town Council Minutes page 19 April 2018

Unitary

The possibility of establishing unitary local government in Suffolk is back on the agenda after the Leader of Suffolk County Council commissioned the ResPublica Think Tank to produce a report on possible options. To report that this move has not gone down well with colleagues serving in the county's District and Borough Councils is an understatement. They complained that effectively Cllr Noble had declared unilateral unitary discussions without prior consultation. I trust that in time we could well end up having sensible talks about how we can better share across Suffolk delivery of services and funds available .

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

1. Training: Local Boundary Commission processes, Creating One Council, Future Governance Issues, Data Protection
2. Civic/business events: Chamber of Commerce Skills Forum in Haverhill.
3. Recent meetings attended (excluding Majority Group meetings):
 - Visits to important businesses
 - Growth Briefings on Investment Strategy delivery
 - Joint Cabinet
 - Joint Cabinet Planning
 - Extraordinary Cabinet
 - Visit Clare
 - Visit Clare Festival Communications sub-committee x 2
 - Full Council
 - Housing strategy x 3
 - Licensing briefings x 3
 - Bury Town Centre Masterplan Implementation
 - Western Way Development Site briefing
 - Clare Locality Officer with new Town Clerk
 - The Woodland Trust and East Anglian Projects
 - Development Control
4. Forthcoming meetings before next TC meeting
 - Foundation East
 - Development Control

- Joint Cabinet
- Full Council
- Haverhill Town Centre Masterplan meeting and briefings
- Bury St Edmunds Town Centre Masterplan implementation meetings and briefings x 2
- Meeting with Walkers are Welcome
- Highways training

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
- Long term market town sustainability and one public estate plans

7. NEWS:

- Consultation continues on the new Ward boundary for Clare and the increase to around 2000 electors - this is being achieved by incorporating Poslingford - neighbouring wards may be more affected but several alternative proposals are being put forward
- NB: 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 places that will have dedicated Growth Plans prepared for them which will of course be done in full consultation - this could affect thinking about plans for a Neighbourhood Plan
- I have been supporting the interests of Clare in the local interpretation of the overall creation of a West Suffolk Council sustainable rural businesses project
- I continue to work enthusiastically with and support Visit Clare - various actions related to the Summer Festival in particular
- I continue to support the A1307 Strategy Group which is making progress towards medium term and long term measures but are dependent in part on the Cambridge Mayor finalising his transport policy
- I have been supporting the Wool

Cavendish Road Application update

- Section 106 negotiations on the Cavendish Road application are apparently going well and are substantially progressed. I am happy with the answers to my questions on SUDS - yes they will have a management agreement and can be fenced; the off-site play contribution can be used at the Playing Fields as well as the Country Park; safety improvements are conditioned

I must give my apologies for both this month's meeting and unfortunately next month's meeting which falls on my birthday!

Attachment to Minutes, Item 8, Clerk's Report

1. **17 Market Hill/Clare Town Hall:** Cllr Marchant and I attended a site meeting with chartered surveyor Barry Whymark and Emma Turner of ByChoice last week. Barry Whymark will be reporting on issues of value relating to Ms Turner's proposals.
2. **Callis Street Flooded Drain:** Mark Stevens of Suffolk County Council has responded to the Council's letter regarding the blocked drain. A copy of the letter has been circulated to councillors, CHOC, the Cock Inn, primary school and pre-school. The manager of the Cock Inn has written to Mark Stevens, expressing his concerns at the lack of any firm timescale for fixing the problem.

3. **Cemetery Drive and Churchyard Boundary Walls (agenda item 14):** Whitworths have completed their survey of the churchyard and cemetery drive walls. They recommend work to the cemetery walls within the next 12 months with an estimated cost of £1,550 for repairs and £300 for maintenance, and work to the churchyard walls within the next 12 months with an estimated cost of £5,850 for repairs and £450 for maintenance. This totals £8,150. To manage the tendering process (preparing specifications, applying for List B consents, obtaining and advising on tenders) they are quoting £382.50 ex VAT each for the churchyard and cemetery walls. To manage the building contracts they are quoting £722.50 and £595 respectively, ex VAT and a £200 contingency. A breakdown of this quote is available.
4. **Request for Bric-a-Brac Stall (agenda item 16):** the following are the details of a request to hold a stall on the Market Hill:

"I am writing to ask if it might be possible to run a bric a brac stall outside of the COOP to raise funds for Operation Smile.

I am a Senior Operating Staff Nurse in the Operating Theatre at The West Suffolk Hospital.

I am also a volunteer for Operation smile and I have been on seven missions to help children with cleft lip and palate to gain a quality of life and allow them to smile.

As you can imagine, children with a cleft condition are faced with numerous life threatening health issues as well as impacting on their social standing in their community. Operation Smile gives them the chance to have safe, free surgery as well as on going support.

Each time I go on a mission I take my own annual leave and I pay a £300 team fee. I raise this money by holding bake sales at work and raffles etc. Last year to help me get to Africa, Ghana, The Mogul Night held a fund raising evening for me. I have been donated several items that I feel I could sell on a table sale and the market place is a perfect place as it attracts a good foot fall."

5. **Request for Donation to Fire Fighters' Charity:** following the last meeting I contacted this charity to ask whether any modest donation would be used specifically to benefit Clare residents. They have responded as follows:

"We do have a specific purpose any grant could be spent on i.e. We could provide a beneficiary in Clare with a week's rehabilitation which costs us £1,200.00. We could provide a psychotherapy session to a beneficiary in Clare which costs us £50.00 or we could provide 10 x psychotherapy sessions for beneficiaries in Clare.

We could also restrict any donations to the area. A beneficiary could live or work in Clare.

Could you send over the application form so that I can have a read through of it and apply if we meet the criteria please, giving more information than I've put above if necessary including the reason's we need the funding?"

6. **Planning:** CTC has been notified of the approval of the application for a swimming pool at Keeper's Cottage in Ashen Road; the approval of the council's application to fell the leaning holly tree in the cemetery; the approval of BT's application to remove the telephone service from the kiosk on Market Hill.
7. **WW1 Commemorations:** The next commemoration is for William Bareham on 10 May. Cllr Neale has volunteered to undertake this. There are then no further commemorations until October.
8. **Annual Report/Chevron:** The copy for the 2018 report went to the printers last week. I hope to have a final proof to circulate to all councillors shortly. The printed copies will be distributed to Clare households between 27 and 30 April. Print costs for 1150 copies are £985 (the same as last year). Print costs for the recent edition of Chevron are £390.

9. **Neighbourhood Planning:** Following Cllr Verguson’s suggestion that the Council should consider its position on this issue, I have put together a note of what appear to be the main pros and cons in embarking on a Clare neighbourhood plan. This is based on planning training with LCPAS, discussions with Navigus (a public sector consultancy who have done a lot of work with local councils on planning) and input from Cllr Pugh regarding St Edmundsbury’s plans.
10. **Spillway in Country Park:** a question has arisen as to the ownership of the spillway on the far bank of the river opposite the car park/duck feeding area. There are two areas of registered land either side of the spillway, but the spillway itself appears to be within an area with unregistered title. It’s assumed that the land does form part of CTC’s title but the point needs clarifying in connection with an Environment Agency grant. The grant is for the cost of diverting the spillway to prevent flooding.

Julia Burge, 17th April 2018

Attachment to Minutes, Item 9, Responsible Finance Officer

- I have prepared the Year End figures which will be circulated at the Annual Town Meeting, these have been circulated to all councillors.
 - I have prepared the Year End PAYE for all employees and P.60’s have been produced.
- At the Town Council meeting on 19th April 2018 I will be asking for approval of:
- The cashflow and financial summary for March 2018
 - The Balance Sheet & Income & Expenditure Account for the year ended 31st March 2018.

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

Mark Stevens, Head of Highways, Suffolk County Council	Email 4 th April concerning blocked drain near Callis Street
Bradwell with Pattiswick parish council	Bradwell with Pattiswick neighbourhood plan consultation
Philip Orchard, Whitworth chartered surveyors	Reports in respect of churchyard boundary walls and cemetery drive walls and estimate of costs for managing tenders and building contracts
Cllrs Neale/Godwin	Draft letter to Lloyds Bank
Clare resident	Emailing regarding potholes in Clare
Clare resident	Email to St Edmundsbury planning department concerning incomplete landscaping works at Maxim Lane/Pask Way development

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

BT	Email confirming that the Market Hill kiosk can now be adopted by CTC on payment of £1 (note: contract terms for decommissioning and transfer of electricity supply to be presented for approval at May CTC meeting)
SALC	Training programme 2018/19
Olive Smith, CHOC	Notification of CHOC AGM on 25 April 2108
Clare resident to Suffolk Housing Association	CTC has been copied in to an email exchange regarding the maintenance of an area on the rear boundary of a house on the Granary.
Royal British Legion	Letter of thanks for CTC's contribution to Poppy Appeal
Mr Spencer's Flowers	Email regarding trading arrangements and board for pop up shop