

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 21 June 2018**

Present: Cllrs. Paul Bishop, Margaret Godwin, Steven Kimminau, Chris Marchant, Davina Neale, Loveday Perceval-Maxwell, Robin Stone; Julia Burge (Town Clerk), County Cllr Mary Evans (until 7.30pm)
9 members of the public

1.	<p>To receive apologies for absence and confirmation of acceptance of apologies. It was reported that Cllr Verguson had sent his apologies as he was away. It was agreed unanimously to accept his apologies. The Clerk reported that Borough Councillor Alaric Pugh had also sent his apologies.</p>	
2.	<p>To receive declarations of members' interests and consider requests for dispensation. Cllrs Stone and Kimminau declared their non-pecuniary interests in items 21 and 23 as trustees of the Combined Halls of Clare ("CHOC").</p>	
Section of the meeting open to the public:		
3.	<p>Public Participation The following matters were raised:</p> <ol style="list-style-type: none"> 1. Whether the legal charge would affect the Country Park in perpetuity. Councillors responded that it was security for the trustees of the Country Park carrying out their obligations under the terms of the Heritage Lottery Fund agreement and would cease to have effect a period of time after these obligations had been fulfilled. It was noted that it applied to the Park trust's leasehold interest rather than CTC's freehold interest. 2. Whether more of the market stalls should be on Market Hill rather than in Wayman & Long's car park. Cllr Stone responded that this had been one of two original plans but that the market manager had decided on the other configuration. 3. The watering of the beech tree planted in the cemetery in 2017. 4. Whether steps could be taken to support Clare Post Office against inaccurate allegations concerning its temporary closure by Post Office Ltd. Cllr Evans explained that she was dealing with Royal Mail regarding the closure and would chase them again the following day. It was noted that a draft letter had been circulated to councillors by the Community Support Group. Councillors expressed their support for Clare Post Office and its owner. 	
	<p>County Councillor's Report – Cllr Evans apologised for not having sent her written report in advance of the meeting, having been delayed on her return to Clare by a road traffic accident.</p> <p>She reported that there had been a change of leader at SCC and that she was now deputy leader and cabinet member for highways. She had ordered a review of all highways' operations starting immediately.</p> <p>Beestons had informally indicated that there may be changes to the 236 route but SCC would seek to maintain a service on that route.</p> <p>Double yellow lines had been agreed in front of Rochford House in Nethergate Street, subject to letters from CTC and neighbouring properties confirming they had no objections. Cllr Stone asked if this could be extended by approximately 5m to cover Thomas House. Cllr Evans will speak to Dave Smith at SCC about this.</p> <p>The speed limit change at Stoke Road would be going to public consultation shortly and councillors needed to respond to provide evidence of support for the change.</p> <p>A new police community engagement officer had been appointed. It was agreed that Cllr Perceval-Maxwell would invite him to the Party in the Park to meet Clare residents.</p> <p>There were no firm proposals for the land to the rear of the fire station. It was noted that</p>	7.15pm

	<p>CTC wished to be involved if there were proposals at a future date.</p> <p>Two ways lights in the High Street for the impending 2 day road closure at Church Street wouldn't be viable. Traffic control would need to be at least 3 way because of Bucks Lane and there would need to be parking restrictions. Cllr Stone asked for additional no entry signs at the Callis Street end of the High Street for the duration of the closure.</p> <p>Cllr Evans had arranged a meeting the following day with highways to look at options for a new planter with electricity for the Christmas tree lights and a charging unit for electric cars. Representatives of CTC, Clare in Bloom and the Christmas Tree Lights had been invited.</p>	
5.	Borough Councillor's Report – see attachment to minutes.	7.30pm
	<i>End of public section of meeting</i>	
6.	To approve minutes of the previous meeting held on 17 May 2018 Approved unanimously.	
7.	<p>To receive an update on the actions from the previous meeting</p> <p>The CBA were carrying out a review of their members regarding any impact of the increase in parking charges in the Country Park. This would be available for the next meeting. Cllr Stone produced a survey that had been carried out by a Clare trader, asking 17 traders whether they felt the loss of free parking before 11am had impacted on their custom. A copy of the survey was given to the Clerk to be considered alongside the CBA's results at the next meeting.</p> <p>The Council approved the advertisement for a Tree Warden circulated prior to the meeting. It was agreed that this should be publicised in Chevron and with local conservation/wildlife groups.</p> <p>The Clerk reported that the GDPR changes agreed at the last meeting had either been made or were underway. The updates to the email signatures appeared to need to be made from the server so the Clerk had written to its host regarding this. The compliancy visit had taken place.</p> <p>The Traffic Working Party ("TWP") councillors approved the draft letters to Cllr Storey and affected parishes, which would now be circulated to all councillors for approval. Cllr Stone said that Cllr Verguson would supply the details of the affected parishes and the online petition at the next meeting. The TWP had contacted the police regarding traffic cones in Nethergate Street near Half Moon Yard. The police required a letter from the Clerk to the Suffolk Neighbourhood Policing Unit. The TWP will forward details to the Clerk.</p>	
8.	<p>To receive the Clerk's report for decision and information</p> <p>As per the attached report.</p> <p>Cllr Godwin reported that Beestons had informed her that the 236 route would continue between Sudbury and Clare but would not go beyond Clare towards Haverhill from August this year. It was agreed that the draft letter from the Community Support Group ("CSG") circulated previously should be sent by the Clerk.</p> <p>Regarding the request for funding for goalposts, it was agreed that the RFO would look at all designated funds and recommendations for their use should be made for the Council's consideration.</p> <p>The inclusion of West Suffolk Hospital's volunteer posts in Chevron was agreed.</p>	
9. i)	Finance To approve the monthly accounts and cash flow	

ii)	<p>The monthly accounts and cash flow were approved unanimously.</p> <p>To consider applications for s137 grant funding None.</p>	
10.	<p>To consider items of correspondence for decision/response See attached report.</p> <p>The Clerk referred to the email, circulated prior to the meeting, advising that Forest Heath and SEBC were looking at proposals to bring both councils' discretionary business rate relief policies into line. CTC was asked to share the information with charitable organisations which paid business rates in Clare. The Clerk asked if councillors could let her know of any organisations they thought this might apply to.</p> <p>The Clerk briefly explained the correspondence in the “items for noting” section of the summary. She reported that she had listened to the recording of the last meeting and was satisfied that the comments alleged to have been made by a councillor during the meeting had not in fact been made. Regarding the email from SEBC planning enforcement, written permission had been given in advance to the felling of the Weeping Ash if this proved necessary and this had been sent to the officer, along with an email from the tree surgeon explaining why they had been unable to save any part of the Weeping Ash.</p>	
11.	<p>Planning To make a decision on the Town Council’s response to the planning authority on DC/18/0989/HH: 2 Highfield - single storey side extension and front porch Cllr Godwin reported that there were comments from a neighbour on the planning portal that the boundary was disputed and that the proposed extension would extend onto their property. It was agreed unanimously that CTC should object to the application whilst there was an outstanding boundary dispute and that this should be noted in the comments section of the Council's response.</p> <p>To receive an update on the Cavendish Road planning application It was agreed that the draft letter from the Planning Working Group circulated prior to the meeting should be sent, requesting further information.</p>	
12.	<p>To consider a request to consent to the Legal Charge between the Trustees of the National Heritage Memorial Fund (1) and Clare Castle Country Park Trust (2) dated 23rd April 2018 being registered against title number SK360018. Approved unanimously.</p>	
13.	<p>To consider a request by Clare Combined Charities (“CCC”) to consent to the appointment of Alan Mayle as a trustee of CCC. The appointment of Alan Mayle as a trustee of CCC was agreed unanimously.</p>	
14.	<p>To review the Council’s position in relation to emergency planning. Stephen Henthorn, SEBC's lead officer for emergency planning for the local area, joined the meeting and explained the Community Emergency Planning concept, that a plan needn't be onerous and that he would support CTC if they wished to resurrect a plan. It was agreed that the Clerk would liaise with Mr Henthorn to arrange a further visit with councillors and other interested individuals with a view to putting a plan in place.</p>	7.55pm
15.	<p>To undertake a review of the monthly Clare market and the Council’s financial support for it. The meeting considered the review circulated prior to the meeting. It was agreed unanimously that (i) a further £500 would be made available to support the market if needed; (ii) a further review would be carried out later in the year with the market</p>	

	<p>manager (and would look at possible alternative layouts for the market); (iii) the Clerk would be supplied with the names of the individuals who had volunteered to help with the signs etc, to pass to the market manager.</p> <p>Cllr Kimminau reported that the market manager had offered to set up training for those individuals. Cllr Stone reported that an individual had offered a generous donation to subsidise a broader range of stalls such as fruit and veg, but that the market manager had felt this couldn't be taken. It was agreed that Cllr Stone would supply details of the individual's offer so that this could be considered alongside the other issues at a further review later in the year.</p>	
16.	<p>To consider whether the ordinary Council meeting scheduled for 16th August should take place.</p> <p>It was agreed unanimously that the next ordinary meeting after July's meeting would be on 20th September. It was noted that a meeting to consider planning issues might still be needed in August.</p>	
17.	<p>To approve the Terms of Reference for the Community Support Working Group.</p> <p>Approved unanimously.</p>	
18.	<p>To receive reports and items for decisions required by Town Council Committees/Working Parties.</p> <p>It was agreed that members of the TWP would circulate a draft letter to be given to residents who were receiving bin stickers, and that they would speak to the relevant residents in person. It was further agreed that Cllr Bishop would pass the details of the new Community Speedwatch group chair to the TWP, once the group was established and he knew the identity of its chair.</p>	
19.	<p>To receive agenda items for the next meeting.</p> <p>This would include neighbourhood planning, the discussion of which would be attended by Cllr Pugh and an officer from SEBC. The Clerk reported that 3 planning applications had been received in the last few days with expiry dates for consultation prior to the next scheduled meeting. Extensions had been requested and she would let councillors know if any were not extended.</p>	
20.	<p>To confirm the date of the next meeting as Thursday 19th July 2018.</p> <p>Confirmed.</p>	
21.	<p>To consider a proposal that the public be excluded from the meeting during consideration of agenda item 23, pursuant to the Public Bodies (Admission to Meetings) Act 1960, as it involves the disclosure of information which is commercially sensitive to the Council.</p> <p>The Clerk explained that the discussions would encompass CTC's negotiating position and financial information that wasn't currently in the public domain. She considered that it would be appropriate for members of the public to be excluded from the meeting during the discussions pursuant to the Public Bodies (Admission to Meetings) Act 1960. The councillors voted by 6 votes to one in favour of the proposal, with Cllr Stone voting against it.</p>	
22.	<p>To consider a proposal that the public be excluded from the meeting during consideration of agenda item 24, pursuant to the Public Bodies (Admission to Meetings) Act 1960, as it involves the disclosure of information relating to an employee of the Council.</p> <p>Agreed unanimously.</p>	
23.	<p>To consider the Council's position in relation to proposals for the development of land to the rear of 17 Market Hill.</p> <p>Following discussions it was agreed that:</p> <ul style="list-style-type: none"> (i) the Clerk would contact SCC to explain CTC's position regarding the right of way to the rear of the Town Hall; (ii) CHOC/CTC would seek to clarify that moving the fire exit from the side wall of the Town Hall to the rear wall would be consistent with building 	

	<p>regulations;</p> <p>(iii) the Clerk would contact Ms Turner to explain the action the Council was taking regarding access and rights of way;</p> <p>(iv) the Clerk would supply copies of Whymark & Moulton's report to Ms Turner and the CHOC trustees.</p> <p>The Council agreed the offer that it would make to Ms Turner in the event of a satisfactory outcome to point (ii) above. It was noted that, subject to the outcome of (i) above, a limited right of way may need to be retained along the side of the Town Hall to Market Hill.</p>	
24.	<p>To consider issues relating to the employment of a member of staff.</p> <p>It was agreed unanimously that the Clerk be authorised to work for up to 70 hours per month (ie an additional 10 hours on top of the existing 60 hours) and her contract of employment be varied accordingly. The Clerk expressed her concerns to councillors regarding the impact of some people's behaviour on her ability to carry out her job effectively on behalf of the residents of Clare.</p>	

The meeting closed at 9.05pm

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 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 and the Executive of the new Shadow West Suffolk Authority. I Chair the Bury Town Centre Masterplan Implementation Advisory Group 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: day's visit to Oxfordshire Self-build project, Licensing and Regulatory workshop
2. Civic/business events: a number of press briefings on growth and development topics
3. Recent meetings attended (excluding Majority Group meetings):
 - Growth Briefings on Investment Strategy delivery
 - Joint Cabinet
 - Joint Cabinet Planning
 - Shadow Executive (Cabinet) x 2
 - SCC Transport Portfolio Holder briefing (prior to Mary Evans' appointment)
 - Visit Clare Festival Communications sub-committee
 - Shadow Full Council x 2
 - Housing strategy x 3
 - Licensing briefings x 3
 - Bury Town Centre Masterplan Implementation briefings x 2
 - Western Way Development Site briefing
 - Foundation East
 - One Haverhill Masterplan
 - Development Control
4. Forthcoming meetings before next TC meeting
 - Development control
 - Joint Cabinet Planning

- Growth and Investment Briefings
- Joint County and Districts Planning Design event

5. Voting record - n/a

6. Current Clare issues involvement/resident requests to take forward - ongoing no change:

- planning items e.g. Fishery lakes
- Locality budget item submission re Summer Festival, and discussions re Winter Festival and Sound and vision systems for the Town Hall
- Monitoring the completion position on the Land east of the granary
- Long term market town sustainability and one public estate plans
- Community hub plans

7. NEWS:

- 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 continue to support the Woodtowns Initiative and the work of the Woodland Trust in East Anglia
- I have been investigating the treatment of our Post Office by Post Offices Limited with little satisfaction or progress

I must give my apologies for this month's meeting but will be back again next month.

Attachment to Minutes, Item 8, Clerk's Report

- Emergency Planning:** In March it was agreed to defer this until any councillors had further proposals and to advise SEBC that CTC doesn't have a Community Emergency Plan for the time being. In response to this, Stephen Henthorn of SEBC has volunteered to attend the Council meeting to answer any questions that councillors may have. I have therefore included a review of the Council's position on the agenda.
- Clare Castle Country Park:** Wayman & Long are acting for CCCP Trust CIO in relation to a legal charge over the Trust's leasehold property interest, in connection with their lottery funding application. As councillors will be aware, it was agreed last year that the lease would be varied to allow the Trust to issue a legal charge. The Trust's registered title contains a restriction against the registration of the charge without the Council's consent. I am attaching the written consent that is being sought, and a copy of the charge together with a letter from Wayman & Long confirming that the charge is in accordance with the Deed of Variation.
- Beestons 236 Service:** the Community Support Group has prepared a draft letter to Beestons which is being circulated for approval by councillors. Cllr Evans is also making inquiries with Beestons.
- Continuing Closure of Clare Post Office:** the Community Support Group has prepared a draft letter to Post Office Ltd which is being circulated for approval by councillors. Cllr Evans has supplied contact details for the relevant individuals at Post Office Ltd.
- Co-op Signage:** some time ago I was asked to contact the Co-op's head office regarding its signage in Clare. I'm attaching a draft letter for councillors' consideration.
- Goal Posts at Playing Field:** a question has been raised as to whether in principle the money for Youth Development that has been unspent for a number of years could be considered for funding some new goals for Clare Town Lions. The managers of the two younger teams would like new goals ahead of the new season, as the existing ones are apparently beginning to fall apart. The cost before VAT is approximately £1,850, although there may be a discount if they are purchased with the adult goals that are already planned for purchase by CPFA. This is an informal request for information at this stage.
- Sound System for Old School:** CHOC have arranged a visit from a sound engineer and will be updating CTC once they've considered the engineer's report.
- Planning Consultation DC18/0808/TCA:** the consultation expiry for this application pre-dates the meeting and could not be extended, and so it is not on the agenda for consideration. Details were circulated previously.
- West Suffolk Hospital Request:** the Council has been contacted by West Suffolk hospital to ask if they could add a small article to the newsletter to raise awareness of volunteering and some new volunteering roles that are available at the hospital and in the community.
- Country Park Byelaws:** I have had a meeting with SEBC. As there is quite a bit on the agenda already I'm planning to cover this at the July meeting, but wanted to let councillors know that a meeting has taken place.
- 17 Market Hill:** the Council has received a report from Whymark & Moulton, chartered surveyors, in connection with the proposals for the redevelopment of land to the rear of 17 Market Hill. A copy of the report will be sent to councillors separately, for discussion at the meeting. I have included an agenda item to enable councillors to consider the report without members of the public present. Please can the report be treated as confidential for the time being. If councillors agree, I will send copies to the landowner and CHOC after the meeting.

Julia Burge, 15th June 2018

Attachment to Minutes, Item 10, Correspondence Report

Items for action (all circulated to Town Councillors)

Town Hall/17 Market Hill	Report from Whymark & Moulton.
SEBC	Email regarding discretionary rate relief.

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

CHOC	Email requesting biannual PAT testing of office equipment, as agreed in March 2016.
Clare resident	Email concerning the quality of grass cutting by Havebury at Highfields.
Clare resident	Email concerning comments alleged to have been made during meeting by councillor.
Suffolk Community Barn Own Project	Newsletter/update.
SCC cabinet paper notification	School and post-16 travel.
Lloyds banking group	Branch closures update (circulated 22/5/18).
WSFT voluntary services	Request to include details of volunteering opportunities at West Suffolk Hospital in community newsletter.
Year 6, Clare Primary School	Letter regarding recycling facilities in Clare.
Clare resident	Email concerning objections raised with SEBC to felling of Holly Tree in cemetery.
SEBC planning dept	Email regarding enquiry received by StEds concerning the felling of the Weeping Ash Tree in the cemetery.

Attachment to Minutes, Item 17, Community Support Working Group Terms of reference

- To carry out research on background information and produce briefing papers for the full council.
- To produce action plans and proposals to be agreed by council on work to be undertaken, evidence to be collected, meetings to be held etc.
- To represent the council at agreed meetings with groups, organisations and officers. Agendas to be circulated ahead of meetings and feedback notes to be circulated to all Councillors.
- To produce draft letters for the Clerk to review and circulate for full Town Council approval.
- To provide briefing papers on progress for all Town Council meetings.
- To write draft submissions for national, county and borough consultations for ratification by full council.

Attachment to Minutes, Item 18, reports from working parties

Community Support Working Group (CSWG)

Meeting 6/6/2018

In attendance:

Cllrs. Margaret Godwin, Loveday Perceval-Maxwell, Davina Neale, Paul Bishop (ex officio)

Cllr. Godwin was elected Chair.

The CSWG Terms of Reference were agreed.

Actions:

It was agreed to draft a letter to Beestons concerning the rumours about their 236 Service from Sudbury to Haverhill. Letter to be presented to CTC for approval.

It was agreed to draft a letter to Post Office Limited concerning the continuing closure of the Post Office in Clare. Letter to be presented to CTC for approval.

Margaret Godwin 7/6/2018

Traffic working party meeting Wednesday 13th June 6pm

In attendance councillors Stone, Kimminau and Verguson

1 VAS unit positioning

As previously stated, the 3 positions currently designated as deployment sites for the VAS machine do not allow us to monitor traffic speeds in areas we consider important. As such we ask if we can have additional deployment positions added. To do this we require the details to who we need to apply and ask the clerk if she can try and obtain this information for us. We would also like a copy of the Road Traffic Act which governs the placement of the VAS unit, as this would allow us to understand the requirement of positioning it.

2 Distribution of bin stickers

The distribution of the speed warning stickers to be placed on recycling and refuse bins will start in Cavendish Road in the next few weeks, closely followed by Stoke Road. Councillor Godwin requested that bins along the Snow Hill area also be included and this was taken into consideration when ordering the stickers. These are available for her to collect as and when she is ready to distribute them. If any other councillors are able to assist in distributing these stickers please let me know, as this will speed up the distribution time.

3 Liaising with the community speed watch team

It is noted that part of the remit of the TWP is to liaise with the community speed watch team; we once again request the Chairman provides us the list of names and contact details to enable us to do this. This is the third request for this information.

4 Police cones on restricted parking areas by Half Moon Yard

We request that the council agrees to contact the Suffolk neighbour policing unit and explain the situation on Nethergate Street by Half Moon Yard, with a request that they place police cones on the yellow lines that are currently being ignored by motorists and delivery vehicles.

5 Pilgrims food deliveries Wednesday and Saturday

We have had 3 complaints that Pilgrims food services are parking a large refrigerated lorry partly on a pavement and double yellow lines for over 30 minutes whilst making deliveries. The deliveries are on a Wednesday and Saturday around 11am. The vehicle parks in Market Hill and has blocked the entrance to the Town Hall, even when an Antiques Fair was taking place. It regularly completely blocks ByChoice making it impossible for customer to enter their premises. On at least 2 occasions it has parked outside the Old Bear & Crown. This vehicle has a very noisy refrigerator unit and restricts the pavement to a point that a mobility scooter or a double buggy cannot pass. As such we request that they stop the current practice with immediate effect on safety grounds and obviously show respect to residents, business and event organisers renting the Town Hall. Could a letter from the Town Council be sent to this company pointing out our concerns with the photos as attached? The company's contact number is 01205 312741

6 Street light on Cavendish road by bridge

The pavement by the old gas works in Cavendish road is not illuminated by a street light and is quite dangerous in the winter months. It has been pointed out to me that this is something that could be rectified with section 106 money and request that this is a point worth considering. As the Cavendish Road is the main walkway to the school this is quite a serious issue and needs to be a priority. An interim measure may be to investigate the pruning (not felling) of a tree that is restricting light to this area from a lamp on the opposite side of the road.

7 Update regarding the on-line HGV petition

I am unsure of the position we are at with the proposed online petition regarding a HGV restriction on the A1092

8 Update letter to all councils along the 1092 regarding HGVs

If possible we would like an update from the clerk on the response to the letter that was agreed be sent to all councils on the A1092 concerning their support on a HGV ban.

9 Question by parishioner at last council meeting regarding free parking until 11am in the country park

The Chairman in his reply to the parishioner who asked this question stated that he would ask the business association for their opinion. We would like an update on the response given by the CBA, as this is something we have mentioned in the past.

10 Future car parking needs

Historically Clare has had parking issues and one proposed site has always been the fire station if it ever closed. With this in mind we believe that an official inquiry should be made concerning this site.

Agenda for CTC to discuss, to be sent to Suffolk County Property services:

In view of the importance to Clare Town and all its residents, regarding the Fire Station site on Station Road; Clare Town Council wish to be fully involved in all discussions concerning the future use or transfer of this asset. This land asset is crucial to the future of Clare Town commercial centre, the Town Hall, and the Clare Castle Country Park.

Robin Stone.