

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 2 December 2020 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; County Cllr. Otton and District Cllrs Richardson and Turner.

1. **OPENING** – the Chairman opened the meeting advising all that the Video Protocol adopted by the Parish Council, would be enacted for this meeting. *A copy of the Protocol is available from the Clerk or can be downloaded from the website:*
<https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>
2. **APOLOGIES** –
 - a) There were no applicable apologies for absence. Belated apologies were received from Cllr. Hay due to work commitments.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25 –**
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were no declarations declared.
 - b) To receive declarations of lobbying for planning matters on the agenda – there were none declared.
 - c) To receive requests for dispensations – none had been received prior to the meeting.
4. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting*
 - a) To approve the minutes of the following meetings:
 - Video Conferencing Meeting of 4th November 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - Video Conference Meeting of 18th November 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - Confidential Minutes of Video Conferencing Meeting of 25th November 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - b) To note the minutes of the planning meetings held by the Planning Committee:
 - Video Conference Meeting of 11th November 2020 – Council noted the minutes which would be approved at the next planning committee on 9th December 2020.
5. **REPORTS FOR INFORMATION** – the following reports were submitted:
 - Report from County Councillor Penny Otton – the report was taken as read and the following points were drawn to the meeting’s attention:
 - Diversity motion – tomorrow to the meeting
 - Pavement parking – difficult to be enforced
 - Locally to Thurston – email re various items that highways are looking at including Sandpit Lane and Pokeriage Corner and crossing on Station Hill
 - Merry Christmas wished to all.
 - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting’s attention:
 - Report as written stood.
 - Merry Xmas wished to all
 - Report from District Councillor Harry Richardson was taken as read and the following points were brought to the meeting’s attention:
 - Draft JLP now at Regulation 19 stage basically a technical consultation – issue might be where the draft JLP is not compliant with other local plans i.e. Thurston NDP – conflict of the things in the

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Thurston NDP versus the Local Plan - JR is an unknown – interesting to follow this quite closely over the coming months.

- Merry Christmas wished to all.

The Chair, on behalf of the Parish Council, thanked the County and District Councillors for their attendance during the year at the virtual meetings and the work undertaken by all for the parish and wished them all A Merry Christmas.

6. **PUBLIC FORUM** - due to government advice relating to public meetings, it was confirmed that the Meeting ID and Password for this meeting had been made available via the website and the parish noticeboards for those who wished to join the meeting.
 - to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – there were no members of the public present.
 - to receive comments relating to Thurston in general – the Clerk confirmed that no comments had been submitted to the Clerk by members of the public.
7. **POLICE MATTERS –**
 - a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for November had previously been circulated to all. All were made aware of ongoing ASB issues in Thurston.
 - b) Matters for referrals to PCSO Smith – there were none raised.
8. **STATUTORY BUSINESS –**
 - a) West Suffolk Planning Policy Consultations - West Suffolk Local Plan (Regulation 18) Issues and Options October 2020 – invitation to participate in the West Suffolk Local Plan (Regulation 18) Issues and Options October 2020 consultation by the consultation manager, West Suffolk Planning Policy - consultation open from 13 Oct 2020 at 09:00 to 22 Dec 2020 at 17:00: https://westsuffolk.inconsult.uk/consult.tj/WSLP_Issues_and_Options/consultationHome - p it was noted that potential sites as identified in the draft plan were most concerning for Thurston. Development appeared to be proposed all the way to Valley Corner and although not part of the current Morton Hall Development was creeping down Mount Road. Ribbon development is of a concern. Predicted numbers of 999 as development for Thurston were to be questioned. All were in agreement that this should be added to the agenda for further discussion at the meeting scheduled for 9th November 2020.
 - b) To consider Christmas Part Night Lighting 2020 – Council to consider the following options for Christmas Eve into Christmas Day and New Year’s Eve into New Year’s Day:
 - Part night lights to be lit units on all night Christmas Eve and New Year’s Eve (option being followed by SCC) –
 - Do nothing and continue to part night light throughout the Christmas and New Year period
 - Agree to do something different
 all agreed that the first course of action, as per previous years, should be followed, aif.
 - c) To receive the recommendation from the Policy & Resources Cttee to approve the Terms of Reference for the Thurston Climate Awareness and Environment Committee – Council was in agreement to approve and adopt the terms of reference as written, aif.
 - d) To agree to the appointment of Cllr. Cornell to the Climate Awareness and Environment Committee – all agreed to the nomination of Cllr. Cornell onto the Committee, aif.
 - e) To agree to the appointment of Cllr. Cornell to sit with Cllr. Turner on the Youth Council – all agreed to the nomination of Cllr. Cornell to sit on the Youth Council, aif.
 - f) To note the adoption of the following policies:
 - CIL Grant Awarding Policy - Council was in agreement to approve and adopt the policy as written, aif.
 - Application for CIL Funding Form – whilst it was noted that this was a lengthy form it did allow for reasonable detail to be captured. It was noted that this would be kept under review in terms of performance with the first review to take place after the completion of the first bid round.

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- g) To note amendments to the following policies:
- Grant Awarding Policy – it was noted that this policy covered smaller grants that were aimed at providing small sums of money for local causes – Council was in agreement to approve and adopt the policy as written, aif.
 - Application for a Grant Form – it was noted that this form covered the donation process, and that information was able to be captured in a formal process but on a smaller scale.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update on the feasibility study relating to the Thurston Station level Crossing to be carried out by Network Rail following the successful submission of an application for funds against the Community Infrastructure Levy (CIL) Bid Round Five – the Clerk confirmed that there was no update and that there was still been no date for a further meeting to discuss the final remit once the CIL bid had been approved. The Clerk reported that there appeared to be an understanding from District Cllrs. that there was money in the JLP Infrastructure Delivery Plan for upgrades to Thurston Railway Station and that the money had been ringfenced. The Clerk has asked the question as to what money had been allocated? When questioned it was confirmed that NR budget about six years ahead for improvement works and that currently there were no plans for Thurston Railway Station although there might be in a future year-round. It was confirmed that NR needed to bid for CIL monies to achieve any improvements.

10. FINANCIAL MATTERS - to note that all associated papers can be found at:

<https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes>

- a) To approve the accounts awaiting payment including those coming forth (Paper 1 – 02.12.20) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif.
- b) To note the accounts paid since the last meeting (see Paper 2 – 02.12.20) - the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2, aif.
- c) To note receipts allocated since the last meeting (see Paper 3 – 02.12.20) – Council noted the receipt of monies as identified on Page 784.
- d) To consider and receive the Bank Reconciliation for the period ending 30.11.2020 (Paper 4 – 02.12.20) – Council noted the overall bank balances of £270,514.14 effective 30th November 2020 assuming all written cheques prior to that date would be presented. Cllr Rainbow confirmed that he had verified the bank reconciliation log to the end of October 2020.
- e) To review the monies held under the CIL Reserve and consider an update to projects identified in the Parish Infrastructure and Investment Plan (Paper 5 – 02.12.20) – Council reviewed the paper as submitted along with the newly written section 4 covering those bids that had been submitted as expression of interests. It was agreed that the CIL Reporting Paper was a useful working record and the Clerk was asked to reconfirm the timescales for monies to be spent in the next report.
- f) To consider the 1st Draft of the Budget for 2021-2022 (Paper 6 – 02.12.20) –
- to receive the recommendation from the Policy and Resources Committee that a budget in the sum of £139,770 be set for the year 2021-2020 – it was noted that this was a draft budget and that the final decision would be taken at the January 2021 meeting as to whether this should be adopted.
 - To note the provisional Tax Base for the Parish of Thurston is set at £1,227.12 (refer to email of 25.11.20 regarding tax bases) – Council noted that this was a provisional figure and would be finalised by BMSDC at the beginning of the year (2021).
 - To approve the continuation of the contract with Suffolk Constabulary for a fully funded PCSO for the two-year commencing 01.04.2021 at a cost of £36,000 per annum plus car leasing costs of £3,300 — a robust discussion followed centering over the merits of employing a dedicated PCSO for the village of Thurston versus the overall coverage that would be offered by the SNT without such a resource, the control that a parish council could have over extra police in the county and where they will be deployed and whether a growing community needed to have a PCSO presence in the village. It was agreed that there was a need to create not only positive links with the Youth

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Council but also the village over the merits of having a dedicated resource. It was noted that the current management have been more approachable recently but there has been limited opportunity this year to review the provisions as set out in the contract vis-à-vis sponsored requested items. All agreed that the management issues should be pinned down with the new contract as opposed to the individual and that the Parish Council should ensure procedures were in place for these to be adhered to. Conditions that were to be imposed were outlined by the Clerk:

- duties that the PCSO is still able to attend re parking enforcement & Covid-19
 - street surveys on a rotating basis
 - monthly reports to be inserted into the Thurston Newsletter detailing items of interest / concern to the residents of Thurston
 - attendance at the Annual Parish Meeting –
 - attendance at quarterly Parish Council Meetings to address issues that have been notified in advance by the Sponsor
 - ability for core Hours of Work to be amended to respond to a localised event
 - a suitable wireless device to facilitate remote working and maintain daily presence in the village - sponsor to supply
 - quarterly review meetings with the Chief Constable, Locality Inspector and Sponsor to monitor and evaluate the work being undertaken by the PCSO and /or appropriate support from the SNT to which he is linked
 - six monthly contractual review meetings to take place for the duration of the Agreement
- Subject to the implementation of the conditions as requested by the Parish Council, approval to proceed to renew on the basis that the conditions as outlined by the Clerk were imposed and that the Parish Council sought to ensure that they were rigorously adhered to, was carried by a majority decision.

11. VILLAGE GUIDE 2020:

- a) To consider the first draft of the booklet to be produced and delivered to all residents of Thurston – all confirmed that they had reviewed the draft and were in agreement that it was a positive piece of work and would be a credit to the village as it brought a number of matters up to date. It was agreed that the booklet had excellent content, a good layout and that the maps and photos made it easy to read. It was proposed that Gipping Press be asked to proceed with a firm price for providing a physical draft copy as well as the printing of 2500 copies, aif.

12. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk
- Pothole on Church Road – yellow mark has been washed away
 - Trees – a number are still available. 3 wild service trees sent to Pakenham Water Mill as they would suit the conditions at the mill.
 - Propositions as to where to plant the trees on a formal basis will be submitted to the Council
 - Rotten speed limit at Pokeriage Corner
 - Village Handyman – removal of brambles from grit bins – when will this take place?
 - Sandpit Lane – mud – north - south direction coming from Hopkins Homes down to corner of Pokeriage Corner
 - Similar with issues on Norton Road
 - Give Way sign at the end of Sandpit Lane
 - Drains down by Cracknells - blocked
 - Drain outside flats at Station Hill – blocked
 - Pothole on Station Hill uphill from College

13. CLERK'S REPORT - to receive the Clerks report and in particular:

- a) to receive the reports of items actioned under delegated powers – Council advised the meeting that the day to day running of the council was continuing and that in particular the following had been either addressed or flagged up to other agencies for action:

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- VAS – machine downloaded the previous week – still to be interrogated by the Clerk
 - The responses to the following items reported via the SCC Highways Reporting Tool were noted by the Council:
 - Vegetation obscuring 40mph sign, Beyton Road. This has now been passed to the relevant Highways Assessment Officer to either clear himself or to raise an order for our contractors if the obstruction is more significant. Typically these are raised for 20 working day action.
 - Drainage Issues, Pokeriage Corner/Thedwastre Road. SCC's drainage contractors attended this area in September/October of this year for their annual jetting/clearing of the Highway Gullies. All were reported as operational, however several were reported as slow running. This would indicate a restriction in flow of the main line drain, rather than any issues with the gullies themselves. Our Drainage Team are aware of the problems here and have been passed all details for their review for potential future works. This has not yet been scheduled so a projected start date cannot be given. In the interim, they will always respond to reports of flooding or other issues here. They are limited to simple gully jetting for reactive orders but all reports are logged and will go towards increasing the priority with Drainage.
 - Faded markings on the crossing on Sandpit Lane. An order has been raised to have the lines refreshed here, as they are able to order these reactively. Unfortunately they are unable to order extra signage through HMOP as they can only replace missing mandatory signs.
 - Sandpit Lane – the meeting noted the intention to make it a pelican crossing which would require further work and input from the Road Safety Management Team at SCC.
- b) Planning Referrals Meeting 9th December 2020 – the meeting was advised that the planning application DC/20/00585 for the erection of one dwelling @ Harveys Garden Plants, Great Green was due to go before the MSDC Planning Referrals Committee Meeting on 9th December 2020. It was agreed that the Parish Council should make representations and continue with its objection. It was further agreed that the Planning Inspectors report for a new dwelling on Poplar Farm Lane should be reviewed and the comments at Para 11, which was very clear in its support of the Thurston NDP should be brought into the Council's submission. Cllr. Haley agreed to attend the meeting and represent the Council.
- c) to receive items of correspondence for noting only – it was confirmed that all other relevant emails had been passed onto the Councillors where applicable.

14. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 9th December 2020 – Policy and Resources Committee Meeting to consider Staffing Matters – via Zoom – commencing at 6.00pm
- b) 9th December 2020 – Full Council Meeting to consider Planning Matters – via Zoom – commencing at 7.00pm
- c) 16th December 2020 – Recreational Facilities Committee – via Zoom – commencing at 6.00pm
- d) 16th December 2020 – Committees Meeting – via Zoom – commencing at 7.30pm
- e) 6th January 2021 – Planning Committee Meeting - via Zoom – commencing at 7.00pm
- f) 13th January 2021 – full Council Meeting – via Zoom - commencing at 7.00pm
- g) 14th January 2021 – Emergency Planning Committee Meeting – via Zoom – commencing at 9.00am

15. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED – none to be transacted

16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.58

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Appendix A - Glossary of Common Abbreviations used

| | |
|------------------|--|
| Aif | All in favour |
| AGAR | Annual Governance and Accountability Return |
| APM | Annual Parish Meeting |
| ASB | Anti-social Behaviour |
| BACS | Bankers Automated Clearing Services |
| BUAB | Built Up Area Boundary |
| BMSDC | Babergh & Mid Suffolk District Councils |
| CC | Credit Card |
| CAS | Community Action Suffolk |
| CCG | Clinical Commissioning Group |
| CEO | Chief Executive Officer |
| Chq. | Cheque |
| Cllr. | Councillor |
| CMP | Construction Management Programme |
| Cttee. | Committee |
| DC | District Council |
| DCLG | Department of Communities and Local Government |
| DD | Direct Debit |
| FOI | Freedom of Information |
| FR | Financial Regulations |
| GPoC | General Power of Competence |
| HMRC | Her Majesty's Revenue and Customs |
| HRA | Habitats Regulations Assessment |
| JR | Judicial Review |
| LAIS (from SALC) | Local Association's Information Services |
| LGBCE | Local Government Boundary Commission for England |
| LPA | Local Planning Authority |
| MSDC | Mid Suffolk District Council |
| NHS | National Health Service |
| NDP | Neighbourhood Development Plan |
| NP | Neighbourhood Plan |
| NR | Network Rail |
| PC | Parish Council |
| PCSO | Police Community Support Officer |
| Pdf | Portable Document Format |
| PIISG | Parish Infrastructure Investment Steering Group |
| Rec. | Recreation |
| RFO | Responsible Financial Officer |
| SARS | Suffolk Accident Rescue Service |
| SEA | Strategic Environmental Assessment |
| SALC | Suffolk Association of Local Councils |
| SCC | Suffolk County Council |
| SID | Speed Indicator Device |
| SNT | SaferNeighbourhood Team |
| SO | Standing Order |
| SPS | Suffolk Preservation Society |
| TCC | Thurston Community College |
| TNPSG | Thurston Neighbourhood Planning Steering Group |
| TPO | Tree Preservation Order |
| TRO | Traffic Regulation Order |
| VAS | Vehicle Activated Sign |
| VCSE | Voluntary, community and social enterprise organisations |
| | |

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Accounts submitted for payment – 04.11.2020

| | Voucher | METHOD | NETT | VAT | TOTAL |
|--|---------|--------|----------|-------|----------|
| SHO Cleaning & Maintenance – Office Cleaning | 991 | 3678 | 60.00 | 0.00 | 60.00 |
| Suffolk Cloud – hosting of mailboxes | 992 | 3679 | 46.00 | 0.00 | 46.00 |
| SALC – Birketts Training Module 4 | 993 | 3680 | 25.00 | 5.00 | 30.00 |
| Sac-o-Mat – Bio Dog Bags | 994 | 3681 | 272.74 | 54.54 | 327.28 |
| Suffolk Police & Crime Commissioner | 995 | 3682 | 18650.00 | 0.00 | 18650.00 |
| PKF Littlejohn – External Audit | 996 | 3683 | 400.00 | 80.00 | 480.00 |
| Swift Document Services – transcript of Planning Referrals Meeting – re Gladmans | 997 | 3694 | 506.25 | 0.00 | 506.25 |

Accounts paid since 07.10.2020

| | Voucher | METHOD | NETT | VAT | TOTAL |
|--|---------|--------|--------|--------|--------|
| Staff Salaries – October 2020 | | | | | |
| New Green Trust – Office Suite Rent (October 20) | 976 | SO | 381.28 | 0.00 | 381.28 |
| Plusnet – Mobile Office Phone (September 20) | 977 | DD | 7.33 | 1.47 | 8.80 |
| Plusnet – Telephone & internet (Oct - Nov 20) | 978 | DD | 34.70 | 6.94 | 41.64 |
| Rec Grd Acct – VAT reclaim | 979 | TRF | 169.48 | 0.00 | 169.48 |
| Amazon – credit for items not received | 980 | CC | -63.54 | -12.70 | -76.24 |
| Post Office – Cleansing Items | 981 | CC | 4.98 | 0.99 | 5.97 |
| Amazon – Prime Membership | 982 | CC | 7.99 | 0.00 | 7.99 |
| Eurooffice – Stationary | 983 | CC | 194.55 | 38.91 | 233.46 |
| Eurooffice – Noticeboards and hand sanitiser | 984 | CC | 66.89 | 13.38 | 80.27 |
| Amazon – Wireless keyboard and mouse | 985 | CC | 24.99 | 5.00 | 29.99 |
| Plusnet – Mobile Office Phone (October 20) | 990 | DD | 7.33 | 1.47 | 8.80 |
| New Green Trust – Office Suite Rent (October 20) | 976 | SO | 381.28 | 0.00 | 381.28 |
| Plusnet – Mobile Office Phone (September 20) | 977 | DD | 7.33 | 1.47 | 8.80 |
| Plusnet – Telephone & internet (Oct - Nov 20) | 978 | DD | 34.70 | 6.94 | 41.64 |

Receipts received since 07.10.20

| | METHOD | NETT | VAT | TOTAL | |
|--------------------------------------|----------|----------|------|----------|------------|
| Lloyds Bank – Interest | Interest | 1.44 | 0.00 | 1.44 | Year 20/21 |
| MSDC – CIL Payments (Hopkins Homes) | Bacs | 62516.95 | 0.00 | 62516.95 | Year 20/21 |
| HMRC – VAT Reclaim | Bacs | 3707.48 | 0.00 | 3707.48 | Year 20/21 |

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