

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 6th April 2022 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Rainbow (Chair), Cllrs. Balaam, Bond, Cornell, Haley, Morris, Priscott and West.

Also in attendance: County Cllr. Otton; District Cllr. Davies; PCSO Swain; Mrs Waples, Parish Clerk and three members of the public.

1. **OPENING** – the Chairman opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, 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) Apologies for absence were received from Cllrs Dashper, Grant and Hay for personal reasons.
 - b) Council agreed to approve the apologies submitted.
 - c) Apologies were also noted from District Cllr. Richardson and Mrs A King, Deputy Clerk.
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):*
 - a) To approve the following minutes:
Full Council Meeting of 2nd March 2022 – approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.
 - b) Council to note Draft and Approved minutes of the following committees are available to view online at <https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/>: for the following Committees: Recreational and Leisure Facilities Committee; Planning Committee; Climate Awareness and Environment Committee.
5. **REPORTS FOR INFORMATION** – the following reports were submitted: all of which can be viewed under Appendix C and D – (separate file).
 - Report from County Councillor Penny Otton – the written report was taken as read and the following points were brought to the meeting’s attention:
 - Single motion regarding Ukraine supported by full Council.
 - Some issues are arising in terms of schooling and funding with those who are looking to house refugees. Council are trying to signpost those enquiring as to how to access services that will be needed.
 - Bid for Bus Back Better has failed and SCC are still looking at how to support the Community Bus Service and a possible Catch Scheme.
 - State of road edge on Persimmon Site.
 - Report from District Cllr. Davies - the written report was taken as read and the following points were brought to the meeting’s attention:
 - New Code of Conduct adopted
 - JR – MSDC are seeking to appeal the decision.
 - Council tenants – 500 – are to feed into a survey re support and services.
 - Cycling Strategy Report – passed at Cabinet Meeting of 4th April 2022.

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- Report from District Cllr. Richardson – the written report as submitted was taken as read.

6. PUBLIC FORUM - to receive issues from members of the public present on the agenda items as listed under Agenda Item 6 below:

- a) From members of the public present on the agenda submitted – the following matters were brought to the attention of the meeting: none raised.
- b) Written representations submitted prior to the meeting – Thurston FC had submitted apologies for the evening's meeting and had provided the Clerk with an update which confirmed that the Club was in the process of providing the details as discussed at the Recreational and Leisure Facilities Committee Meeting of 30th March 2022 and that these would be pulled together in a document which would be sent over to the Council at the earliest opportunity.

7. POLICE MATTERS

- a) To receive a report from PCSO Swain on crimes relating to Thurston – a copy of the report from the Clerk was provided to all containing a summary of the crimes investigated and work undertaken by PCSO Swain for March 2022. A significant number of lines of enquiries at the TCC are taking up PCSO Swain. Explanation was given as to how this is handled from a SNT point of view. Parking in Lady Road is a significant problem but there is little that can be enforced from a police point of view as there are currently no restrictions in place. Functional issues have also become apparent with the temporary traffic lights. PCSO Swain confirmed that there was a new Inspector in post at Stowmarket SNT – Inspector John Murray.
- b) To consider the request from District Cllr. Davies into the creation of a Speed Watch Group – noted there was a group in Beyton and in Norton running such a scheme. It was explained that there would need to be a clear line of sight to allow for speed and that the issue was, the areas that could be allocated for such a scheme, were limited in number. PCSO Swain confirmed that the Safety Camera Team had confirmed that there are two sites in Thurston, Barton Road and Station Hill at which they deploy. Both are quiet sites with only 5 offences being processed in the past year. They try to enforce at these sites once a month in line with the data they obtain. It was noted that PC Henriksen would be reviewing areas in the village over the coming weeks that might be suitable for further speed checks in Thurston.

It was agreed that the Clerk would put an article in the June newsletter asking for volunteers to come forward for a Speed watch scheme to be run in Thurston.

- c) To consider matters for referral to Stowmarket SNT – there were no matters for referral.

8. STATUTORY BUSINESS –

- a) To note that Mid Suffolk District Council are carrying out a Community Governance Review of Parishes, Town Councils and Unparished areas. The deadline for submissions to the first stage of the review is Friday 27th May 2022 (Paper entitled Community Governance Review) – Council noted that the proposals were still to be received from MSDC and that this item would be discussed in more detail at the next meeting.
- b) To note the Council has responded to a FOIA request for information relating to an article in the February newsletter on Dog Fouling – the Clerk provided an update in which it was stated that although The Freedom of Information Act 2000 (FOIA) gives individuals rights of public access to information held by public authorities, it only applies to information that is already held by that authority. There is no obligation on the authority to create information in order to respond to a request. As the requested information was not held by the Council in written form, it would need to be created in order to respond to the request. As such the Council has been unable to provide the information and the request has been refused.
- c) Councillors to consider the Clerk's paper on Committee Structure and consider nominations for the vacant positions on each committee (Paper entitled Update on Parish Council Structure) – **the following nominations were approved by Council – Cllrs. Bond and Balaam to the Emergency Planning Committee; Cllr. Priscott to the Climate Awareness and Environment Committee.**

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- d) Compliance with the Pensions Regulator - Council noted that the Clerk has submitted the Council's re-declaration to The Pensions Regulator confirming that the Council, as an employer, has complied with its legal duties for re-enrolment.
- e) Mid Suffolk District Council CIL Funding Applications - May Bid Round – Council noted the deadline for submissions to the first stage of the review is Friday 27th May 2022.
- f) To note the revised date for the Annual Parish Meeting is 19th May 2022, commencing at 7.30pm in the Cavendish Hall, Church Road, Thurston – Council noted the amended date.

9. PLANNING MATTERS COMING FORTH:

- a) CO/297/2021 Thurston PC v Mid-Suffolk DC - heard on 20/21 October 2021 – to receive the judgement from Timothy Mould, QC on the JR and the associated actions arising from the judgement. It was confirmed that all had been previously notified of the judgement from Mr Mould which for clarity is repeated: The Defendant's decision to grant planning permission to the Interested Party dated 23 December 2020 under ref. DC/19/03486 be quashed ; The Defendant shall pay the Claimant's costs in the sum of £35,000 and The Defendant's and Interested Party's applications for permission to appeal to the Court of Appeal are refused. The meeting was further informed that MSDC (Defendant) and Bloor Homes Limited & Sir George Agnew (Interested Parties) had sought leave to appeal the order of Mr Mould QC direct to the Court of Appeal and that all documents relating to the request to appeal the judgement (as submitted by MSDC and Bloor Homes and Sir George Agnew) had been submitted to the Courts and acknowledged as served. At this stage there were no time indications as to when the matter would be reviewed / heard. **Cllr. Richardson agreed to investigate whether a risk assessment had been undertaken by the District Council in terms of any further appeals against the JR.**
- b) DC/19/02090 – Gladman Developments Ltd for development on land to the East of Ixworth Road – Council to receive communication from its Legal Team on this application. It was noted that the Council's legal team had no further answers on this matter as MSDC's Legal Advisor had indicated that the way forward was still under discussion.
- c) DC/21/04549 – Heath Road application – it was noted that this application was being proposed for the Development Control Committee Meeting on 20th April 2022. Both of the District Cllrs. had previously indicated that they supported the PC stance and its wishes. **It was agreed that Cllr. West and the Clerk attend the meeting speaking in support of the application but also raising the concern at the lack of EV charging points and associated infrastructure, aif.**
- d) Clerk provided an update to the matter raised in the public forum at the last meeting with regards to the PC writing to the CEO expressing its concerns over the manner in which planning applications are discussed & and the PC seek to communicate with other councils and write a letter expressing the collective view – all agreed that this should be held back until the result for leave to appeal the JR was known.

10. **TO CONSIDER MATTERS RELATING TO NETWORK RAIL:** to receive an update form the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail – the Clerk confirmed that the only update she had been provided on this matter was that the Infrastructure Officers at MSDC had confirmed that they had approached Network Rail for an update and that none had been forthcoming. The Clerk confirmed that she had asked Cllr. Davies as to whether he could enquire as to the expiry date of the CIL funding granted to NR.

11. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 06.04.22) - the items awaiting payment were verified and explanations given where appropriate. **The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif.**
- b) To note the accounts paid since the last meeting (Paper 2 – 06.04.22) - **the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.**
- c) To note receipts allocated since the last meeting (Paper 3 – 06.04.22) - Council noted the receipt of monies received as identified at Appendix B.

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- d) To consider and receive the Bank Reconciliation for the period ending 31.01.2022 (Paper 4 – 06.04.22) - Council noted the overall bank balances of £370,919.86 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of March was still to be verified and signed off by Cllr. Rainbow.
- e) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects identified in the Parish Infrastructure and Investment Plan or coming forth as a bid against the CIL Reserve (Paper 5 – 06.04.22) - Council received the up-to-date position from known expenditure and noted that once all committed funds were realised there would be a potential available balance of £155,035.
- f) To receive the Annual CIL Report for the year ending 31st March 2022 (Paper 6 – 06.04.22 & Paper entitled MSDC CIL Annual Report) – **Council received and approved the annual report detailing CIL income and expenditure as well as committed funds for the year ended 31st March 2022.** All noted that the form would be signed by the Chair of the Council and the RFO and submitted to MSDC and uploaded onto the Council’s website in accordance with the CIL Regulations (2010).
- g) To confirm acceptance of the implementation of the NJC pay increase effective April 2021 for all applicable staff in accordance with their contracts – **in accordance with its own Financial Regulation 7.3, the Council retrospectively approved the amendments to the Council’s employees’ pay according to the NJC pay increase effective April 2021, aif.**
- h) To consider further the increase in financial costs for the recycling project given the change in design as proposed by the New Green Community Trust. Council to approve the increase in costs and for a non-material amendment to be submitted to the LPA for formal approval prior to installation of the project – the meeting agreed that it would accept the quotations as supplied and that the Clerk be instructed to raise the relevant orders and liaise with the planning department over the changes which were deemed to be non-material amendment.
- i) To note the Clerk as RFO has set the period for the exercise of public rights for the inspection of the accounting records for the year ending 31st March 2022 to take place between 13th June and 22nd July 2022 inclusive – Council noted the dates as set by the RFO.

12. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON:

- a) To receive any matters relating to the partnership working with the PCC in the production of the Thurston Community Newsletter - the meeting noted that the production of the April newsletter had continued with little hiccup and that the timescales now being produced on a monthly basis in conjunction with Gipping Press had proved to be easier for all.
- b) To receive an update from the Clerk on the meeting with SCC & BMSDC Officers on Travel Plans and Sustainable Travel along with plans to hold a Community Event promoting sustainable travel -
- c) To consider the recommendation from the Climate Awareness and Environment Committee to approve BMSDC’s Biodiversity plans to rewild the following areas: St Peter’s Way and Birch Road (*Minutes dated 23.02.22 – Climate Awareness and Environment Committee – Item 8c*) – **Council approved the recommendation from the Committee and agreed to propose to BMSDC Biodiversity Team the following areas for consideration as part of their rewilding projects – St Peter’s Way and Birch Road, aif.**
- d) To receive an update on the Ixworth Road Cycle path and ongoing issues with fencing and planting – the Clerk made the meeting aware that she had flagged up concerns to Persimmon, MSDC and SCC over the lack of sweeping along Ixworth Road and the mud that is accumulating along the verges. Persimmon had responded stating that they were aware of the issues and would be meeting on site with the Technical Director, the site engineer and SC Highways on 11th April to discuss the issue and to come up with a strategy / design to manage this. The Clerk agreed to inquire whether a Parish Council Representative could be in attendance at the meeting. Furthermore the Council has been informed of the S278 works that Persimmon’s contractor, Barconn, will be undertaking along Ixworth Road in the coming weeks. A layout showing the drainage works has been sent to the Clerk. Persimmon anticipated being on schedule for delivering the previously mentioned works, e.g. fence and landscaping, between now and end of Easter holidays.
- e) To consider the recommendation from the Recreational and Leisure Facilities Committee to support potential sites for a mean-while or temporary skateboarding event to be held during the Summer Holidays and to be run in conjunction with Skateboard Suffolk – **all agreed to support and recommend**

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the following sites for consideration of a mean-while event subject to permission / liaison with each: TCC car park; Primary School and the Old Primary School, aif.

- f) To note the results of the Recreational and Leisure Facilities Committee site assessment of land at Heath Road as a potential site for a wheeled facility (Paper entitled Recreation Site 12 – Heath Road) – right strategy would be to have a pre-application discussion with West Suffolk – most accessible to the younger generation in the village. **It was agreed that the Site Assessment as carried out by the Committee be accepted and that the Ben Wragge Skate Park Committee be advised that they needed to pursue pre-planning advice from Officers at West Suffolk Council prior to this site being considered further, aif.**
- g) Council to consider the request from the Chair, Festival of Suffolk to encourage participation in organising a local event for the Festival Torch Relay as it passes through Thurston on Monday 23rd May 2022 (Paper entitled Festival Torch Relay) – **all agreed that this should be supported and encouragement given to support the torch as it passed through Thurston, aif.** The Clerk was asked to promote the event on social media and the Council's website and liaise with the Primary School and New Green Community Trust for support along with the WI for bunting.
- h) To receive and note the Babergh and Mid Suffolk proposed sustainable plans to improve walking and cycling network across both districts with particular reference to Thurston – the meeting was advised that at the MSDC Cabinet Meeting earlier that week, the MSDC Local Cycling and Walking Infrastructure Plan (LCWIP) was approved. The LCWIP identified a number of short-, medium- and long-term schemes that would be considered over the period of lifetime of the plan. Schemes for Thurston covered: Request for warning signs to tell oncoming vehicles of pedestrians and cyclists crossing at the Ixworth Road/Norton Road/Station Hill crossroads (Short Term); cycle path along School Road to allow for better segregation of users of the highway (Medium term); Cycle route from Ixworth Rod crossroads to the Rugby Club (Medium Term); segregation on cycle route and footpath from Field View to Sandpit Lane (Medium Term); Safe walking and cycling provisions between Thurston and Norton (Long Term); Long Walking & Cycling Route – Norton to Tostock & Elmswell (using Church Road or Thurston Road) (Long Term); Long Walking & Cycling Route – Thurston to Beyton (using Church Road or Thurston Road) (Long Term); Long Cycling Route – Thurston to Tostock via Stoney Lane /Barrells Road – Thurston Loop -linking to NCR51 (Long Term) and Cycling Route – Thurston to Pakenham Church Hill (Long Term). Estimates of costs were given for all routes being proposed. **It was agreed that the Clerk and Deputy would review the areas being proposed and feed into any further studies, aif.** The Clerk was asked to ensure that the cycle route across Thurston Park is built in accordance with the approved plans and accessible for all as soon as practically possible.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk: the following matters would be actioned by the Clerk and Deputy Clerk under delegated powers:
 - Visibility Issues with the junction of Beyton Road / Thurston Road
 - Fly tipping – Mill Lane – up the top of the hill
 - Mount Road – dead deer on the verge

14. CLERK'S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:

- a) to receive the reports of items actioned under delegated powers – it was reported that Officers had dealt with/were dealing with issues relating to Beyton Road/Thurston Road drainage issues; road closures inc. Norton Road; general complaints regarding the states of road; litter from Linden Homes; discussions with SCC Highways Officers with regards to possible intervention measures for footpath/cycle path across New Green.
- b) To receive items of correspondence for noting only – it was confirmed that all other matters not requiring a decision in their own right had been circulated to all Councillors since the last meeting.

15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library unless the agenda specifies otherwise –

- a) Planning Committee Meeting – 20th April 2022 – commencing at 7.00pm
- b) Recreational Facilities Committee Meeting – 27th April 2022– commencing at 6.00pm

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- c) Climate Awareness & Environment Committee Meeting – 27th April 2022 – commencing at 7.15pm
- d) Annual Parish Council Meeting 4th May 2022 commencing at 7.00pm

16. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed - there was no such business to be discussed.

17. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 21.22pm.

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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
PROW	Public Rights of Way
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
SLA	Service Level Agreement
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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Appendix B**Accounts submitted for payment – 06.04.22**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office Cleaning	1388	BACS	96.00	0.00	96.00
Suffolk.Cloud – Support and hosting of website	1389	BACS	120.00	0.00	120.00
SALC – Cllr. Training: Bond; Grant & Priscott	1395	BACS	408.00	81.60	489.60
Glasdon – 2 No Litter Bins	1396	BACS	684.44	136.89	821.33
Kompan – New Green Play Area Inspection	1397	BACS	153.20	30.64	183.84
SCC – Street lighting and maintenance	1398	BACS	5404.99	1080.99	6485.98
HMRC – 4th Qtr PAYE – 2021-2022	1399	BACS	3525.61	0.00	3525.61
New Green Community Trust – CIL Bid Round 1 – Parasols	1400	BACS	16712.40	0.00	16712.40
Thurston Village Hall – CIL Bid Round 1 – Heating (part)	1401	BACS	9263.34	0.00	9263.34
Urban Forestry – CIL Bid Round 1 - Works to trees on Recreation Ground	1402	BACS	12737.42	2547.48	15284.90
Urban Forestry – Add work to trees on Recreation Ground – Health and Safety Grounds	1403	BACS	947.20	189.44	1136.64
Suffolk Police & Crime Commissioner – contribution to bicycle for funded PCSO	1404	BACS	250.00	0.00	250.00
SALC – CALC & NALC Membership Fee – Annual	1405	BACS	1027.79	0.00	1027.79
Gipping Press – April 2022 Newsletter	1406	BACS	1058.00	0.00	1058.00

Accounts paid since 1 March 2022

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Mar 22)	1377	SO	385.09	0.00	385.09
Plusnet – Mobile Office phone (Feb - Mar 22)	1378	DD	6.67	1.33	8.00
St Edmundsbury Newstalk – donation (02.03.22)	1379	Bacs	500.00	0.00	500.00
Fresh Start New Beginnings – donation (02.03.22)	1380	Bacs	500.00	0.00	500.00
Plusnet – Telephone & internet (Mar - April 22)	1381	DD	26.45	5.29	31.74
Adobe Systems Software – Acrobat Pro DC	1382	CC	12.64	2.53	15.17
Eurooffice – Inks and face masks	1383	CC	62.87	12.58	75.45
Amazon – Inks and printer labels	1384	CC	31.87	6.38	38.25
Amazon – name plates	1385	CC	50.24	10.04	60.28
Amazon – batteries for bank login card	1386	CC	1.96	0.39	2.35
Amazon – paper clips	1387	CC	7.49	1.50	8.99
Salaries – March 2022	1390-1394	BACS	7123.99	0.00	7123.99

Items paid following authorisation at meeting of 2nd March 2022

SHO Cleaning and Maintenance – Office Cleaning	1369	BACS	96.00	0.00	96.00
Kompan – Cradle Swing – Heath Road	1370	BACS	154.00	30.80	184.80
Kompan – Operational Inspection – January 22	1371	BACS	148.75	29.75	178.50
M&TJ's – Hedge Cutting	1372	BACS	195.00	39.00	234.00
Sac-O-Mat UK Ltd – Bio Dog Waste Bags	1373	BACS	405.36	81.07	486.43
The Parish Notice Board Company – 4 No – 50%	1374	BACS	1341.50	268.30	1609.80
Gipping Press – March Newsletter	1375	BACS	1058.00	0.00	1058.00
Kompan – Inspection on Damaged Rotator	1376	BACS	242.00	48.40	290.40

Receipts received since 01.03.22

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	2.68	0.00	2.68
Newsletter Adverts – renewal – annual and one-offs	All	398.50	0.00	398.50
MSDC – Cleansing Grant – Qtr. 4 21/22	Bacs	895.45	0.00	895.45

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SCC – Locality Budget – Village Noticeboards	Bacs	500.00	0.00	500.00
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