

THURSTON PARISH COUNCIL

Parish Council Office

New Green Centre

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The Parish Councillors of THURSTON PARISH COUNCIL are summoned to attend the ANNUAL Council Meeting on Wednesday 17th May 2023 commencing at 7.00pm in the Thurston Community Library on Norton Road.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

AG E N D A

1.	To receive the signed Declarations of Acceptance of Office for the position of Councillor	6.50
2.	Opening including Statement	7.00
3.	Election of Chair inc. signing of the Declaration of Acceptance of Office for the position	7.02
4.	Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office for the position.	7.06
5.	Apologies – a) Council to receive apologies for absence b) Council to consent to accept apologies received	7.11
6.	Declarations of interests: a) Council to note the requirement to complete the circulated Register of Interests and return same to the Clerk within 28 days of signing the Declaration of Acceptance of Office for the post of Councillor b) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct for the Agenda under discussion c) To receive notification of gifts of hospitality exceeding £50 d) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy	7.15
7.	Minutes of previous meetings: a) To receive and consider the minutes of the following meeting: <i>(all as previously circulated)</i> Meeting of 5 th April 2023 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/ : Planning; Policy & Resources and Leisure and Environmental Committee c) Council (as Sole Trustee) to note the circulation of the approved minutes of the February meeting of the Recreation Ground Trust Charity	7.20
8.	REPORTS FOR INFORMATION – to receive the following reports as submitted by: • County Councillor Penny Otton • District Councillors Austin Davies & David Bradbury	7.25
9.	Police Matters – a) To receive a report from PCSO Swain on crimes relating to Thurston. b) Council to note the resignation of PCSO Swain from the role of match funded PCSO for Thurston. c) To consider matters for referral to Stowmarket SNT.	7.40
10.	PUBLIC FORUM – a) to receive matters of concern from members of the public on the agenda submitted.	7.45
11.	Statutory Business – <i>to view associated papers please use the following web-link:</i> https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/ a) In accordance with the LGA1973 s84 (4), council to agree to set a date to receive the signed Acceptance of Office from those elected Councillors not present.	8.00

	<ul style="list-style-type: none"> b) To receive nominations for the unfilled posts of Councillor following the uncontested Parish Council Election on 4th May 2023 c) General Power of Competence – Council to confirm that it fulfils the eligibility criteria to use the power (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)) for the next four years d) Councillors to consider the Clerk’s paper on Committee Structure and approve nominations for the vacant positions on each committee (<i>Paper entitled Parish Council Structure</i>). e) Councillors to consider the Clerk’s paper on Parish Council Representation on outside bodies and confirm appointments (<i>Paper entitled Parish Council Structure</i>). f) Councillors to consider nominations to the Parish Appointed Positions and confirm appointments (<i>Paper entitled Parish Council Structure</i>). g) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council’s Responsible Financial Officer for the Council as part of her contract of employment. h) To confirm that there are no significant amendments to be made to the Council’s Terms of Reference for the following committees: Environment and Leisure Committee; Emergency Planning Committee; Planning Committee; Policy and Resources Committee and Recreation Ground Trust Committee other than to the numbers on the committee and quorum – all Committees will have a quorum of five (5) members. i) To elect a Chairman of the Recreation Ground Trust Committee. j) To consider and sign up to the Civility and Respect Pledge (<i>Paper entitled Civility and Respect Pledge</i>) k) To note the appointment of Ms Morgan Robinson as the Senior Detached Youth Worker for the 2-year contract commencing 22nd May 2023. l) To confirm that the Parish Council is participating in the Duke of Edinburgh Scheme by running a Wildlife Project in the New Green wildlife area. 	
12.	<p>To consider matters relating to Network Rail:</p> <ul style="list-style-type: none"> a) to receive a monthly update on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail. b) to receive an update on the Community Action for Thurston (CATS) campaign to improve the appearance and use of the Thurston Station Building. 	8.30
13.	<p>Finance - to view all associated papers please use the following web-link: https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/</p> <ul style="list-style-type: none"> a) To approve the accounts awaiting payment including those coming forth (<i>Paper 1 - 17.05.23</i>) b) To note the accounts paid since the last meeting up to 30.04.23 (<i>Paper 2 – 17.05.23</i>) c) To note receipts allocated since the last meeting up to 30.04.23 (<i>Paper 3 – 17.05.23</i>) d) To receive the Balance of the Accounts for the period ending 30.04.23 (<i>Paper 4 – 17.05.23</i>) e) To note the CIL report for May 2023 including nominal sums for potential CIL expenditure for the coming year (<i>Paper 6 – 17.05.23</i>) f) To receive and adopt the Annual Internal Audit Report for the year ending 31st March 2023 as produced by the Council’s appointed Internal Auditor (<i>Paper 7 – 17.05.23</i>) g) To receive and approve the Asset Register for the year ending 31st March 2023 (<i>Paper 8 – 17.05.23</i>) h) To approve the Statement of Accounts for Thurston Parish Council for the year ending 31st March 2023 (<i>Paper 9 –17.05.23</i>). i) To receive and approve, as sole trustee, the Annual Accounts for the Recreation Ground Charity (304946) for the year ending 31st March 2023 (<i>Paper 10 – 17.05.23</i>) j) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2023 as per the Annual Governance and Accountability Return (AGAR) – Council to provide explanations for responses in the negative (<i>Paper 11 – 17.05.23</i>) k) To consider and approve the Accounting Statements for the year ending 31st March 2023 as transposed onto the AGAR (<i>Paper 12 – 17.05.23</i>) 	8.40

	<p>l) To note the Budget to Actual position including variances for the year ending 31st March 2023 (<i>Paper 13 – 17.05.23</i>)</p> <p>m) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2022-23 (<i>Paper 14 – 17.05.23</i>).</p> <p>n) Council to reconfirm, in accordance with FR 6.9 & 6.10 its acceptance for the of BACS (Bank Transfer) for the settlement of its invoices / requests for payment, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are reported to council as having been made (<i>Paper 15 – 17.05.23</i>)</p>	
14.	<p>To consider and response to the following planning matters relating to Thurston: https://www.midsuffolk.gov.uk/planning/development-management/application-search-and-comment/</p> <p>a) DC/23/01913 - Householder Application - Erection of garden room (Retention of) @ 3 Rooks Mead.</p> <p>b) DC/23/01912 - Householder Application - Erection of garden room (retention of) @ 2 Rooks Mead.</p> <p>c) EN/21/00776 – land at Beyton Road, Thurston (Non compliance with Enforcement Notices)</p> <p>d) DC/23/01282 - Discharge of Conditions Application for DC/20/01249- Condition 4 (Written Liaison Scheme) and Condition 15 (Construction Management Statement) (Part discharge for Parcels A and B) @ Land On The North Side Of, Norton Road</p>	9.15
15.	<p>To consider matters relating to the Community of Thurston:</p> <p>a) To receive matters relating to the production of the Thurston Community Newsletter.</p> <p>b) To receive an update on the outstanding s106 income held by MSDC and to determine whether this could be used as joint funding (via a CIL bid) for upgrades and improvements to the Recreation Ground Play Area and Pavilion on Church Road.</p> <p>c) To receive an update on the review of total CIL collection and expenditure for the Parish.</p> <p>d) To note that the Planning Committee will commence work on the review of the Parish Infrastructure and Investment Plan.</p> <p>e) To receive an update on the Norton Road proposed parking restrictions as outlined under the recent TRO consultation</p> <p>f) To consider the request from the Ben Wragge Charity to consider the most suitable forum to progress discussions with the Council to establish in principle if the Parish Council would be interested in a gift of land and if so, what facilities it would wish to install on the site for the community.</p>	9.30
16.	Councillor Reports: To report village matters of concern to the Clerk	9.45
17.	<p>Clerks Report – to receive and consider information from the Clerk and Deputy Clerk and in particular:</p> <p>a) To receive the reports of items actioned under delegated powers.</p> <p>b) To receive items of correspondence for noting only.</p>	9.50
18.	<p>To confirm the date of future meetings: all taking place in the Thurston Community Library:</p> <p>a) Leisure and Environment Committee Meeting –31st May 2023 – commencing at 6.00pm</p> <p>b) Planning Committee Meeting – 31st May 2023 – commencing at 7.30pm</p> <p>c) Parish Council Meeting – 7th June 2023 – commencing at 7.00pm.</p>	9.55
19.	<p>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 –</p> <p>a) To consider the request for a pre-application meeting to discuss development of residential land in Thurston</p> <p>b) To consider the request to commence discussions relating to the potential change of lease terms relating to New Green</p> <p>c) To confirm that performance reviews have been completed on all members of staff and will be reported further at the next meeting.</p>	10.00
20.	Close of the Meeting	10.15

