

THURSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 12th April 2017 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Robinson

Present: Cllrs. Ames, Dashper, Masters, Moss, Mrs O'Connell, Rainbow and Thomas.

In Attendance: Mrs V Waples, Clerk and County Cllr. P Otton.

1. **OPENING** – The Chairman declared the meeting open at 7.30 pm and thanked all for attending. A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media to report on the proceedings of the meeting. A full transcript is available from the Clerk.
2. **APOLOGIES FOR ABSENCE** –
 - a. Apologies for absence – Cllrs. Alston (sabbatical); Cllr. Ames (work commitment) and Cllr. Mrs Service (personal commitment).
 - b. Council consented to these apologies and noted that apologies of absence had been received from District Cllrs. Haley and Jewson.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a. The following local non-pecuniary interests for the Agenda under discussion were declared:
Cllrs. Fawcett, Robinson and Thomas as Friends of Thurston Library
There were no gifts of hospitality exceeding £25 declared.
 - b. There were no requests for dispensations for the Agenda under discussion.
4. **MINUTES OF THE PREVIOUS MEETING** – the minutes of the Parish Council Meeting held on 1st March and the Policy and Resources Committee Meeting held on 20th March 2017 were agreed as true and accurate records, aif. The Chairman duly signed the minutes as such.

The Parish Council meeting was closed to allow the Public Forum to take place.

5. **PUBLIC FORUM** –

COUNTY COUNCILLOR MRS OTTON'S REPORT – Mrs Otton was invited to submit her report and commented on the following:

 - **HIGHWAYS** - I have asked how many damage claims have been submitted in the past 6 months as a result of potholes and broken road edges. I hope I will have the answer!!
 - **SCHOOLS** - I have asked the cabinet member for schools how is going to respond to the government announcement about Free Schools; Ixworth has half of its places empty whilst other schools are full to capacity and also the idea of giving free transport to some children who go to these schools.
 - I was delighted to take part in the "British Values Day" at Thurston community college. This is part of the curriculum.
 - **TRADING STANDARDS** - I have passed onto the clerks some worrying news from Trading Standards regarding Facebook voucher scams and solar panel scams.
 - **LIBRARIES** - these will now come under the Public Health and Protection Director, Abdul Razaq. Sarah Blake to be the lead officer.
 - **THURSTON AS A PILOT TO TAKE ON CERTAIN HIGHWAYS WORK** - I hope the meeting we had with highways on how to take on this work was what you feel can work for THURSTON. If successful I can see other villages doing the same.

So signed by the Chairman at a meeting of 3rd May 2017

- NETWORK RAIL; having been at the meeting with parish council and local residents with the representative from Network rail it is obvious Network Rail's criteria fails to recognise the potential danger with the crossing with no barriers.

DISTRICT COUNCILLORS' REPORTS –

A written report had been submitted from Cllr. Jewson in which she mentioned the following:

- Planning applications - Parish councillors and a representative of TNPSG have met twice with MSDC and SCC and both of us for a briefing re the 5 planning applications. These briefings were held after meetings with developers by the officers of both councils.
- Electoral Review - Further electoral review is being undertaken by the Local Government Boundary Commission for England. A number of things have informed the calculations for the proposed number of councillors, put forward to the commission; these include 3 councillor workshops, an online survey and information from the Strengthening Governance Task & Finish group. The Boundary Commission has made no changes to the draft council size submission therefore the final version was submitted in March. Councillors will be notified when the first attempt at the re-drawing is made available by LGBC for consultation.
- Move to Cabinet Model - Public papers are available on these changes on the MSDC website. The changes and amendments are to move to a Cabinet model, with a move from 7 to 8 portfolios. This model is in line with modern government implementation models. These constitution amendments will be brought to Council in April for approval having been considered by the Strengthening Governance Task & Finish Group in March.
- Affordable Housing – MSDC are building 65 new council houses across the district, with 14 already occupied with funding for community coming in from DCLG; a £430,000 to promote community led housing and support the delivery of further new homes. 97 empty houses were brought back into use providing valuable housing and generating £130,000 of income to the local economy this year.
- Neighbourhood Plans - The first 3 neighbourhood plans have been adopted including one in Mendlesham. A further 14 communities have started the formal process.
- Grants for the Community - Over £725,000 was provided this year in grants to community groups, supporting vital local activities for people.
- New Contact Number - 0300 1234000 is the new central contact number for MSDC.

MEMBERS OF THE PUBLIC: there were none present.

6. POLICE MATTERS –

- a. Council noted the latest Thurston SNT Report which had been provided following discussions between the Clerk and PCSO Matt Smith. Over the past couple of weeks, the key issues appeared to have concerned the inappropriate behaviour of young people at both the New Green Play Area and the Youth Shelter. It was noted that both PCSO Matt Smith and PCSO Phil Brill had dealt with several incidences and had received complaints from residents of New Green Avenue. The meeting agreed that this ought to be flagged up to the Skatepark Committee to see if their assistance could be of use in approaching the young people and Cllr. Moss agreed to ascertain whether this might be more suited to an Outreach Youth Worker. The Clerk was also asked to pass on the Council's concerns to Rougham Estate over accessibility issues to the Woods opposite Cracknell's and whether the area could be made secure.
- b. There were no further matters to be flagged up to PCSO Smith.

7. STATUTORY BUSINESS –

- a. Rental Agreement for Office Space with New Green – it was noted that the lease had now been signed by both parties.
- b. Service Agreement for the Provision of a PCSO for Thurston – Council noted that the 2-year lease had been signed by all parties.

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- c. To formulate a response to the Bury St Edmunds Town Centre Master Plan – the meeting agreed that access to the town through the public network system needed to be considered and that there needed to be better links with rail, buses and car parks particularly for those accessing the town centre from neighbouring villages.

8. BUSINESS REMAINING FROM PREVIOUS MEETINGS –

- a. To consider further information received from Network Rail or partners with regards to the request that further safety measures or improvement works be considered at Thurston Railway Station – the meeting received a copy of the notes taken by a member of the NP Team who had attended the meeting with Network Rail along with County Cllr. Otton, Cllrs. Mrs O’Connell, Rainbow and Mrs Service and a member of the public. It had been agreed that safety issues needed to be addressed at the station in terms of numbers using the station and the lack of a suitable crossing to access the line to Bury St Edmunds. It was acknowledged that decisions were being made based on a lack of knowledge and an out of date risk assessment and feasibility study. There also appeared to be a lack of understanding of the cumulative impact that future growth will have. Network Rail agreed that copies of past risk assessments and feasibility studies would be sent to all and that a new census of footfall would be done the week after Easter. It was also agreed that the Network Rail Representative would check to see if they had been informed of the 5 planning applications or of the new retail/residential units being built adjacent to the station parking area.

9. CHAIRMAN’S COMMUNICATIONS – the Chairman had no further communications to share.

10. FINANCE (for financial details see Appendix A at the end of the minutes)

- a. The schedule detailing the accounts awaiting payment was presented to Council for approval. Acceptance of the schedule was proposed by Cllr Dashper and seconded by Cllr. Mrs O’Connell, aif.
- b. The schedule detailing the accounts paid since the last meeting was presented to Council and accepted. A copy of which can be seen at Appendix A.
- c. It was noted that income in the sum of Interest of £2.64 and Cleansing Grant of £467.00 had been received since the last meeting.
- d. The Bank Reconciliation for the period ending 31st March 2017 was presented to Council and approved by all. Council’s bank balances stood at £56,989.12 (30 Day Account) & £1,100.00 (Treasurer’s Account). Council also considered the Year End Reserve position and agreed several changes to the earmarked reserves. It was also agreed that a Social Infrastructure Project Reserve in the sum of £5,000 should be setup. It was noted that earmarked reserves totalled £36,104.00 and general reserves totalled £21,985.12.
- e. To receive and approve the report from the Policy and Resources Committee on the year-end procedures as required under current regulations – the meeting noted that the report was in the form of the minutes of the Policy and Resources Committee Meeting of 20th March 2017 which had been approved at Agenda Item 4a.
- f. To consider and approve the accounts for the period ending 31st March 2017 – these would be dealt with at the May meeting once the Internal Audit had been completed.
- g. To receive an updated report from the Skatepark Group’s proposal to install a skatepark facility within Thurston – it was confirmed that nothing further had been submitted from the Group. It was also noted that MSDC were in the process of researching existing facilities for recreational space and that the Clerk would be meeting further with MSDC to discuss existing infrastructure.
- h. To consider the request to approve a debit card in the name of the Clerk to be drawn against the Parish Council Current Account to be used for the purchase of items to a maximum value of £500 – agreement was forthcoming for such a card with a reminder that the Internal Controls and Annual Financial Risk Assessment be updated to reflect the use of the card, aif.
- i. To consider the paper submitted by the RFO to purchase and use the RBS Rialtas Accounting Package to produce the Council’s Financial Reports and Statements – it was agreed that an accounting system would save time in the production of reports that would link together to produce receipts and payments

So signed by the Chairman at a meeting of 3rd May 2017

summary; annual return summary and detailed reports; bank reconciliation and budget reports. Council agreed to purchase the package at a cost of £295 with installation of software at £225 plus 45p per mile mileage and 1st Year Annual Support and Licence at a cost of £116 (1st year total £636), aif. It was noted that ongoing costs would be for the annual licence and support at a cost of £116 per annum.

- j. To approve the increase to the Clerk's and Litter Picker's Salaries as per the agreed rate as negotiated by NALC and the NJC – Council agreed to implement the increased rate of +1% effective 1st April 2017 as per the NALC/SLCC circular E02-16, aif.

11. QUESTIONS FROM COUNCILLORS PREVIOUSLY SUBMITTED – none had been received by the Clerk

12. REPORTS FROM COMMITTEES AND GROUPS -

- a. Planning
- i. There were no planning applications to be considered by the meeting
 - ii. To note decisions coming forth: Council noted the planning decision coming forth as detailed at Appendix A – 12a) ii. Council also noted that the Appeal for non-determination for planning application 5010/16 – land to the South of Norton Road had now been submitted. Council was also informed of the results of MSDC's Call for Sites as carried out in 2014 & 2016. A copy of the sites as submitted was available from the Clerk. The meeting was made aware that there was a campaign to call into question MSDC's ability to deal with large applications in similar sized villages as it was felt that their officers were struggling with their ability and capacity to deal with the cumulative impact of such applications. It was agreed that Council should, in the first instance, contact Elmswell and Woolpit to ascertain their views on this matter.
 - iii. To consider the Housing White Paper consultation as advised under SALC's LAIS1396 – Council noted the contents and the consultation's suggestion of a shift to more strategic local planning at principal authority level with neighbourhood plans and development plan documents becoming predominant for dealing with the detail at a local level. There was also an emphasis on building affordable housing.
- b. Neighbourhood Plan:
- i. Update on the Neighbourhood Plan – the meeting was informed of the following updates:
 - that a meeting would be held later in the month with Navigus Planning to commence the writing of policies for the NP;
 - Character Assessment was being worked on and would be looking at 7 specific areas within the settlement boundary
 - A working group of the NP would be looking at sites that might be considered of benefit to the village for inclusion within the NP
 - The meeting noted that a meeting had been held with landowners whose site had been submitted for development
 - The meeting noted the letter from Armstrong Rigg Planning informing MSDC that they would be submitting their second application for development on land south of Norton Road for appeal on non-determination grounds
 - The meeting noted the letter from Suffolk Preservation Society on the merits of site allocations within a NP should the local authority not have a 5-year land supply
 - Meeting with NHS England West Suffolk CCG – the meeting noted the plans for Bury St Edmunds and a medical hub in the Public-Sector Village which would release capacity at the 5 surgeries within Bury St Edmunds. It was noted that parts of the S106 monies that would be requested from the Development in Thurston would be used to fund this and that discussions were ongoing as to the practicalities involved with administering this. The Clerk was asked to ascertain which committee had considered this course of action and against which policy. What evidence is there that Mount Farm residents will support the new hub and move thereby creating space at Mount Farm for new residents.
 - A 2nd Developer Meeting had taken place and a summary of the discussion was provided to all – all developers had agreed to work together to bring forth their plans; CIL money was due for the

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entire site and would be split into 5 payments; CIL for the Parish Council would be paid once received by MSDC which released money twice a year; all the planning committee will visit the sites.

- All 6 applications submitted will be dealt with at one meeting – the morning will be for presentations and the afternoon will be set aside for the Development Control Committee to make a decision.
 - Highways – confirmed that they are not happy with the Traffic Assessments carried out. The Bridge at Barton Road confirmed as not having reached saturation point and the biggest issues was confirmed as being the junction on Thurston Road, Great Barton with the A143 as this was currently at capacity.
- c. Recreation Ground Trust: (for financial details see the Appendix A at the end of the minutes)
- i. The accounts to 31st March 2017 were presented to Council and accepted by all. As the Year End Accounting Statements had been produced, the Chair of the Recreational Ground Committee and the Clerk as RFO signed the Accounts for the year ending 31.03.2017. Year-end bank balances stood at £1,108.85 and it was noted that invoices for the last quarter of rent by the Football Clubs had now been raised.
 - ii. The schedule of the accounts detailing income received, accounts paid since the last meeting and accounts awaiting payment, was presented to the Council and agreed by all present – see Appendix 12c ii) at the end of the minutes for full details.
 - iii. It was noted that the Recreational Ground Committee had agree to terms to rent the pavilion to a local club for use on a Thursday and Friday morning. The agreement was based on a six-week term and an hourly rate.
- d. Library Account: (for financial details see the Appendix A at the end of the minutes)
- i. The accounts for the period ending 31st March 2017 were presented to full Council and accepted by all. As the Year End Accounting Statements had been produced, the Clerk as Treasurer for the Library Account signed the relevant year-end statements. Year-end bank balances were £7,562.72.
 - ii. The schedule of the accounts awaiting payment was presented to the Council and noted by all present – see Appendix 12dii at the end of the minutes for full details.
 - iii. The meeting was made aware of the increased use of the Library with a Lego Club; Growing Old Positively Workshops and Bike Maintenance Workshops on the 1st Saturday of each month now being run. The following events due to take place over the coming months: visit from Charlie Haylock in May; talk by Pauline Manders; Any Questions (Beyton) on June 16th; Summer Meal with Singer. The meeting was also made aware of the new Library Website and thanks were offered to Cllr. Robinson for his work on the website.
- e. Emergency Plan – it was noted that no meetings had been arranged to date.
- f. Councillor's Reports:
- i. Councillors' Activities since the last meeting:
 - Library – Cllrs. Fawcett, Robinson & Thomas
 - MSDC/PC/NP Meeting – Cllrs. Fawcett, Mrs. O'Connell & Robinson
 - Movement of VAS – Cllrs. Dashper, Moss, Rainbow, Robinson
 - NP Meeting – Cllrs. Mrs O'Connell and Robinson
 - Network Rail – Cllrs. Masters, O'Connell and Rainbow
 - Policy & Resources Cttee Meeting – Cllrs. Dashper, Fawcett, Mrs O'Connell, Rainbow and Robinson
 - Annual Parish Meeting – Cllrs. Dashper, Moss, Mrs. O'Connell, Rainbow, Robinson, Mrs Service & Thomas
 - Community Engagement Surgery – Cllrs. Masters, Rainbow
 - SCC Highways & Infrastructure Officers Meeting – Cllrs. O'Connell & Rainbow
 - Meeting with Officer from West Suffolk CCG – Cllr. Robinson
 - Meeting with resident to discuss speeding issues – Cllr. Robinson
 - i. Councillors' Reports on village issues arising:

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- Report of rope attached from the swings to a bough of a tree on the Recreational Ground Playing Field – this had now been removed
- Speeding issues outside Cracknell's Garage – could this be flagged up to PCSO Matt Smith for outside intervention?
- Village signs – need a clean
- Branch of a tree hanging off on the corner of Barton Road and Mount Road.

13. CLERKS REPORT

- a) Delegated powers – several issues relating to overgrown and damaged trees; speeding and parking had been reported to other agencies for consideration or action. The Clerk confirmed that she had attended the following meetings: Policy & Resources Meeting; SCC Highways Community Self-Help Scheme Meeting; West Suffolk NHS CCG Meeting; MSDC Open Spaces Officer Meeting and Planning for All Conference.
- b) To receive an update on the deployment of the VAS – further data collected was acknowledged. It was confirmed that the most current data would be sent onto SCC Highways Department and the Planning Officer dealing with the 6 live significant planning applications for Thurston.
- c) SCC Highways Community Self-Help Scheme -
- d) There was no general correspondence as all necessary items had been dealt with else-where or had been passed onto Councillors previously.

14. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – there were no new specific matters to be added to the next agenda although it was noted that this would be the APCM and would cover the signing of the year-end accounts.

15. CLOSE OF MEETING – There being no other business the Chairman closed the meeting at 10.10pm.

16. DATE OF NEXT MEETING – Parish Council Meeting on Wednesday 3rd May at 7.30pm in Thurston Community Library, Norton Road, Thurston

Appendix A

10 Financial Matters

a) Accounts agreed for payment	CHQ/DD/CC	NETT	VAT	TOTAL
SALC – Planning for All – A Reeve	3310	75.00	11.00	90.00
SALC – LCAS Accreditation Fee	3311	80.00	16.00	96.00
M&TJ's – Grounds Maintenance	3312	246.00	49.20	295.20
Suffolk.Cloud – website hosting	3313	100.00	0.00	100.00
Village Maintenance Contract	3314	107.50		107.50

b) Accounts paid since the last meeting –

Plusnet – April	DD	27.00	5.40	32.40
Boards Direct – external noticeboards	CC	804.97	161.00	76.76
Microsoft Office – 365	CC	112.80	22.56	135.66
Suffolk Libraries – balance of donation	3304	700.00	0.00	700.00
SCC Pension Fund – March 2017	3305	467.64	0.00	467.64
VOID	3306			
HMRC – PAYE Due 4 th Quarter 2016-2017	3307	1128.41	0.00	1128.41
Litter Picker Wages – March	3308	150.88	0.00	150.88
Clerk's Wages – March	3309	1222.37	0.00	1222.7
New Green Office – rent for April	SO	360.00	0.00	360.00

c) Receipts received since the last meeting –

Lloyds – Interest	Interest	2.64	0.00	2.64
MSDC – Cleansing Grant	BACS	467.00	0.00	467.00

12a Planning:

iii) To note the following decisions coming forth: there were none

12c Rec Ground Accounts

i) Accounts awaiting payment:

M&TJ's – Grass Cutting	539	55.00	11.00	66.00
Business Services at CAS Ltd – Insurance	540	437.15	0.00	437.15

ii) Accounts paid since the last meeting:

R Cook – Caretaker Contract	538	107.25	0.00	107.25
British Gas – Electricity	DD	152.18	7.60	159.78

Monies received since last meeting:

Thurston Football Club – rent of Pavilion	Chq	128.00		128.00
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12d Library Accounts

i) Accounts received since the last meeting: NIL

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Accounts awaiting payment:

P Robinson – Charlie Haylock Tickets	000084	7.17	0.00	7.17
Suffolk.cloud – Website Hosting	000085	100.00	0.00	100.00
Suffolk Libraries – Signage Donation	000086	211.00	0.00	211.00

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Glossary of Abbreviations used

APCM	Annual Parish Council Meeting
APM	Annual Parish Meeting
BACS	Bankers Automated Clearing Services
CC	Credit Card
CCG	Clinical Commissioning Group
Chq.	Cheque
Cllr.	Councillor
Cttee.	Committee
DD	Direct Debit
HMRC	Her Majesty's Revenue and Customs
LCAS	Local Council Award Scheme
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
MSDC	Mid Suffolk District Council
NHS	National Health Service
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Financial Officer
SALC	Suffolk Association of Local Councils
SCC	Suffolk District Council
SNT	SaferNeighbourhood Team
SO	Standing Order
TNPSG	Thurston Neighbourhood Planning Steering Group
VAS	Vehicle Activated Sign