

**THURSTON PARISH COUNCIL**

Minutes of the Parish Council Meeting held on Wednesday 7<sup>th</sup> June 2017 at 7.30pm in the Community Library, Thurston Community College, Thurston.

**In the Chair: Cllr. Robinson**

**Present:** Cllrs. Fawcett, Masters, Moss, Mrs O'Connell and Thomas.

**In Attendance:** Mrs V Waples, Clerk, District Cllr. D. Haley and four members of the public.

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); Cllrs. Ames and Dashper (work commitments) and Cllr. Rainbow (personal commitment).
  - b. Council consented to these apologies and noted that apologies of absence had also been received from County Cllr. Otton.
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, Mrs O'Connell, 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 3<sup>rd</sup> May 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, having previously submitted her apologies had provided a written report which was read out by the Clerk and covered the following:

  - I am delighted to have been re-elected as a Suffolk County Councillor on May 4th.
  - Cllr Colin Noble is again the leader of the council and the cabinet members remain the same i.e. Cllr James Finch for highways, apart from Cllr West who is responsible for Ipswich and Cllr Miller who has a new "role"; families and communities including working with districts and boroughs.
  - The council is considering changing to a "HYBRID" system of governance; a cabinet but with committees, as a result the 5 Liberal Democrats, 3 Green Party, 4 Independent councillors have agreed to form a group which will then entitle us to at least some of those committee places in order that we will be fully informed.

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

- I am pleased to report that at long last the work has started on Old Norton Road, hopefully this will be the end of the flooding problems there.
- I have been in touch with a resident of Hollow Lane in an attempt to see when the planning appeal will be finalised.
- NETWORK RAIL; we are still waiting for them to come with the noise monitor.

The Clerk was asked to request an explanation of the committee structure and the 'hybrid' system.

DISTRICT COUNCILLORS' REPORTS – Cllr. Haley was invited to submit his report and commented on the following:

- The Annual Council Meeting took place on 22nd May when appointments were made to the various committees, changes also took place regarding the portfolio holders. We now have a new Deputy Leader and that is Cllr John Whitehead who is also the portfolio holder for finance. The timetable of meetings was also agreed at the meeting. Appointments were also made to outside bodies the SRP and Suffolk Joint Standards Board. We also received the annual report of the Joint Scrutiny Committee.
- I was elected Chairman of the Council and Cllr John Levantis as vice chairman for the ensuing year.
- The list of all the appointments are on the council website - the first meeting has taken place of the Leader and Cabinet under the new arrangements.
- With the new Leader and Cabinet model we need to produce what is called a "Forthcoming Decisions List" this list will be updated every month the public besides the councillors can see the key decisions and other executive decisions for the period This list is also published on our website.
- Just a reminder about the dates of the Parish Liaison meetings on the 22nd June when I hope the council will be represented.
- We have held another meeting with representatives of the developers involved in the various major planning applications and the parish council has also been briefed on those meetings.
- The date has now been set for the site visit and that is 13th June when the Planning Referrals Committee will have a tour of not only the sites but the infrastructure of the area. The committee will have a briefing before the site tour begins.
- The Planning Referrals Committee will meet on 28th June to hear and decide those applications on that day.
- We all shall be having more planning training during this month besides having more briefings on the Local Plan.
- We had a very interesting briefing called "Safeguarding Vulnerable Groups" this was an introduction to Safeguarding. "As members you are out there meeting and visiting people in the Community. Would you recognise if someone was being abused? What are the signs and indicators of abuse? What if someone discloses to you they are being sexually and physically abused? It is not a police matter, so who would you contact? You cannot choose to do nothing as we as we all have a duty of care as Safeguarding is everyone's responsibility".
- He also mentioned that MSDC small grants pot was now open and there was a further £225,000 that would be available for distribution.

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

**MEMBERS OF THE PUBLIC:** the following comments were made by those present:

- Youth Shelter – issues raised covered graffiti; rubbish laying around on the ground; inappropriate and at times abusive language; car parking issues; shadowy figures hovering around the shelter at night making residents uneasy; arrival late at night of cars and persons possibly not from Thurston; smell of cannabis; attracts like-minded people who do not respect the area. There has been a significant increase in anti-social behaviour over the last 6 – 9 months. There needs to be more liaison with the community; police and schools over such behaviour and surely the Parish Council and others have a duty of care to residents which is not being exercised.  
It was mentioned that if the Youth Shelter were to be removed then it would force the young people elsewhere and create the same issues in possible an isolated area that would impact on other residents.

**6. POLICE MATTERS –**

- a. Council noted the latest Thurston SNT Report which had been provided following discussions between the Clerk and PCSO Matt Smith. It was noted that the report contained many issues relating to the Youth Shelter, most of which had occurred outside of the working hours of the PCSO. It was confirmed that the Parish Council was disappointed that these hours could not be extended and noted that there were discussions being held with the Policing Sector as to the issue this created for all PCSOs.
- b. To consider the issues relating to the Youth Shelter currently situated in the car park of the New Green Centre – given the comments made in the public forum and from issues raised direct with the Clerk and PCSO Matt Smith it was agreed that the Clerk would chase MSDC for the removal of the graffiti and arrange for the Youth Shelter to be painted with anti-graffiti paint once cleaned. It was further agreed that the following actions would be undertaken:
  - PC to investigate along with New Green whether it was appropriate to erect a barrier around the Youth Shelter in effect fencing off the bottom of the car park of New Green. It was agreed that a staggered barrier would not prevent motor bikes from accessing the rest of the car park.
  - Newsletter article to be inserted into the August Newsletter about anti-social behaviour indicating that it will not be tolerated and if it continues the Youth Shelter will be removed.
  - PCSO Matt Smith to be asked to speak to on regular occasions to all youngster on anti-social behaviour whenever he meets with them.
  - Parish Council to ask New Green to put up notices on the locking of the car park and to ensure that this is done on a regular basis.
  - PC to organise a meeting with Stowmarket SNT and interested parties to discuss the way forward. Agreement was forthcoming that if the situation was not resolved in the next 6 months the Shelter should be considered for removal.
  - Residents were reminded that the police must be informed of all incidences to ensure that there was an accurate log.
- c. It was agreed that the issue of speeding along Beyton Road should be reported to PCSO Matt Smith by the Clerk along with guidance on appropriate further traffic calming measures once a decision is taken on the five significant planning applications facing Thurston.

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

**7. STATUTORY BUSINESS –**

- a. To confirm the PC nominated members to the appointment of Trustees to the New Green Community Trust (Charity No 299410) – It was agreed that as there were no Parish Councils willing to be nominated for the role of Trustee due to its being unincorporated and the Clerk was still to liaise with the New Green Trust to ascertain whether this might change in the imminent future, guidance should be sought from the Council's Insurers as to what indemnity might be in place should Councillors be interested in the position.
- b. To note that the Parish Councillor vacancy has been advertised on the Noticeboards and on the website – Council noted that the time for a request for an election had now expired and that it was free to co-opt a person to the Parish Council. As of yet no nominations had come forward.
- c. To receive the Clerk's Annual Review as reference in confidential report submitted by the Chairman – PURSUANT TO SECTION 1, SUBSECTION 2 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PRESS AND PUBLIC ARE EXCLUDED FROM PROCEEDINGS ON THIS MATTER AS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL MATTER TO BE DISCUSSED – the following item was held in camera and the minutes record that the review was agreed to be accurate and that Council gave approval to the increase to the Clerk's salary.

**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 – nothing further had come forward and the Clerk was asked to continue to chase for this information.

**9. CHAIRMAN'S COMMUNICATIONS –** there were no further communications from the Chairman.**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 Fawcett and seconded by 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 £4.22 had been received since the last meeting.
- d. The Bank Reconciliation for the period ending 31<sup>st</sup> May 2017 was presented to Council and approved by all. Council's bank balances stood at £101,004.99 (30 Day Account) & £1,100.00 (Treasurer's Account).
  - e. To consider the Internal Control Report as carried out by Cllr. Rainbow on the council's system of internal controls – Council received the report and agreed that the checks carried out provided robust evidence that the Council had appropriate controls in place for the monitoring of its financial activities.
- f. To receive an updated report from the Skatepark Group's proposal to install a skatepark facility within Thurston – it was confirmed that a request had been submitted from the Skatepark Committee on details of ownership of land opposite Cracknells Garage and the Clerk confirmed that this had been passed on.

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

- g. To consider the costs of installing a concrete litter bin at the bottom of the New Green Centre Car Park next to the Youth Shelter – this was deferred until a later meeting once the meeting had taken place with interested parties on the issues at the Youth Shelter.
- h. To discuss the Parish Council's involvement with the production of the Village Newsletter
  - To agree the formal involvement of the Parish Council – following discussion it was agreed that the Parish Council would become involved in the editing of the Village Newsletter and that the Clerk to the Council would become the Editor with an assistant Editor being appointed by St Peters Church to work alongside the Clerk.
  - To agree the costs involved in providing staff to cover the involvement of the Parish Council - PURSUANT TO SECTION 1, SUBSECTION 2 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PRESS AND PUBLIC ARE EXCLUDED FROM PROCEEDINGS ON THIS MATTER AS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL MATTER TO BE DISCUSSED – the minutes record that the Clerk will be reimbursed by the Parish Council for the time spent on the editing of the newsletter. All hours to be claimed will be by way of a monthly timesheet.

**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 decisions coming forth as detailed at Appendix A – 12a)
  - iii. To note the route to be taken by the Development Referrals Committee for their site meeting to view the five locations of the significant planning applications to be considered at the meeting of 28<sup>th</sup> June 2017 – Council noted the route and agreed several amendments. The Clerk was asked to pass these onto the Planning Officer concerned. It was noted that on the day of the site meeting the Parish Council (and Ward Members and Representatives from each Development) had been invited to attend a briefing being given to all members of the Committee on the day of the site meeting. It was advised that SCC Highways Infrastructure Team had an issue with the proposals as submitted by Network Rail in response to the 5-significant planning applications submitted.
- b. Neighbourhood Plan:
  - i. Update on the Neighbourhood Plan – the meeting noted that the Character Assessment should be completed by the next NP meeting (19.06.2017). Once completed the NP would be able to look at formulating policies. The Character Assessment would need to be submitted for consultation and if approved it would be able to be a fully accountable supplementary planning document.
- c. Recreation Ground Trust: (for financial details see the Appendix A at the end of the minutes)
  - i. The accounts to 31<sup>st</sup> May 2017 were presented to Council and accepted by all. Bank balances for the period ending 31<sup>st</sup> May 2017 stood at £1,466.42. The Budget to Actual for the period ending 31<sup>st</sup> May 2017 showed that expenditure was 38% under with income being also under at 7%. Noted that the invoices for hire by casual users and the Football Club for May were still to be raised.

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- 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. There were no further matters to be brought to the Council’s attention.
- d. Library Account: (for financial details see the Appendix A at the end of the minutes)
  - i. The accounts for the period ending 31<sup>st</sup> May 2017 were presented to full Council and accepted by all. Bank balances were confirmed as £8,309.25 with available funds being the same.
  - 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 reminded of the upcoming event: Any Questions (Beyton) on June 16<sup>th</sup>
- e. Emergency Plan – it was noted that no meetings had been arranged to date and that dates would be circulated for a meeting later in June / July. The current Emergency Plan would in the meantime be circulated to all Emergency Plan Committee members for perusal.
- f. Councillor’s Reports:
  - i. Councillors’ Activities since the last meeting:
    - Library & associated meetings – Cllrs. Fawcett, O’Connell and Robinson
    - NP Meeting – Cllrs. Fawcett and Robinson
    - Planning – Cllrs. Fawcett, Mrs O’Connell; Moss and Robinson
    - MSDC /PC Meeting – Cllrs Fawcett and Robinson with the Clerk
    - Movement of VAS – Cllrs. Moss, Masters and Robinson
    - Cllr. Surgery – Cllrs. Masters and Thomas
    - Litter Picking – Cllr. Ames
    - Village Newsletter – Cllrs. Fawcett and Robinson
  - ii. Councillors’ Reports on village issues arising:
    - Fly tipping – Meadow Lane
    - Cleansing of road signs in general
    - Pothole on Beyton Road
    - Gate catch on Heath Road Play Area
    - Litter on Heath Road Play Area
    - Ditch on Meadow Lane had now been dug out by a local farmer.

### 13. CLERKS REPORT

- a) Delegated powers – several issues relating to potholes and speeding had been reported to other agencies for consideration or action. The Clerk confirmed that she had attended the following meetings: meetings with MSDC on the significant planning applications facing Thurston; had undertaken training on the Council’s new finance package; met with a resident on the future of the NP and had liaised with the SNT over various issues facing the village.
- b) To receive an update on the deployment of the VAS – further data collected was acknowledged.
- c) Council were informed of the email sent to Jo Churchill MP on the subject of the progress of the Thurston NP and that there would be changes to the Data Protection Act coming into force in 2018 – at this stage full details were unknown and guidance would be sought to ensure the Council was compliant.

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

There was no further 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.**

**15. CLOSE OF MEETING** – There being no other business the Chairman closed the meeting at 10.00pm.

**16. DATE OF NEXT MEETING – Parish Council Meeting on Wednesday 5<sup>th</sup> July at 7.30pm in Thurston Community Library, Norton Road, Thurston**

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017

## Appendix A

## 10 Financial Matters

a) Accounts agreed for payment	CHQ/DD/CC	NETT	VAT	TOTAL
<i>Salaries inc Pension Fund – May 2017</i>	<i>3327-3330</i>	<i>2122.39</i>		<i>2122.39</i>
<i>Suffolk Police and Crime Commissioner</i>	<i>3331</i>	<i>16808.00</i>		<i>16808.00</i>
<i>P Robinson – refund of new telephone system</i>	<i>3332</i>	<i>49.99</i>		<i>49.99</i>
<i>Rialtas Business Solutions – Software &amp; support</i>	<i>3333</i>	<i>686.40</i>	<i>137.28</i>	<i>823.68</i>
<i>Stephen Gage</i>	<i>3334</i>	<i>87.50</i>		<i>87.50</i>
<i>Navigus Planning</i>	<i>3335</i>	<i>614.50</i>	<i>122.90</i>	<i>737.40</i>
<i>T Goodfellow – Expenses</i>	<i>3336</i>	<i>14.81</i>	<i>2.96</i>	<i>17.77</i>

## b) Accounts paid since the last meeting –

<i>Plusnet – Telephone</i>	<i>DD</i>	<i>29.18</i>	<i>5.83</i>	<i>35.01</i>
<i>New Green Community Trust – rent June</i>	<i>SO</i>	<i>360.00</i>	<i>0.00</i>	<i>360.00</i>
<i>Eurooffice – Stationary</i>	<i>CC</i>	<i>140.19</i>	<i>28.04</i>	<i>168.23</i>

## c) Receipts received since the last meeting –

<i>Lloyds – Interest</i>	<i>Interest</i>	<i>4.22</i>		<i>4.22</i>
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## 12a Planning:

## iii) To note the following decisions coming forth:

- Appeal granted for the erection of a detached dwelling @ Popples, Barrell Road
- Planning permission for the erection of a rear extension @ 3 Ryefields
- Appeal dismissed for the erection of a dwelling @ 54 Heather Close

## 12c Rec Ground Accounts

## i) Accounts awaiting payment: None

<i>R Cook – Caretaker Contract</i>	<i>543</i>	<i>107.25</i>	<i>0.00</i>	<i>107.25</i>
<i>R Cook – Caretaker Expenses</i>	<i>545</i>	<i>15.56</i>	<i>3.11</i>	<i>18.67</i>

## ii) Monies received since the last meeting:

<i>SCC – TUFs Rent</i>	<i>BACS</i>	<i>625.00</i>		<i>625.00</i>
<i>Thurston PC – VAT Reclaim</i>	<i>Chq</i>	<i>97.08</i>		<i>97.08</i>
<i>Thurston Football Club – Rent</i>	<i>Chq</i>	<i>356.00</i>		<i>356.00</i>

## 12d Library Accounts

## i) Monies received since the last meeting:

<i>Charlie Haylock – event</i>	<i>Sales</i>	<i>290.00</i>		<i>290.00</i>
<i>Charlie Haylock – event</i>	<i>Bar Sales</i>	<i>113.70</i>		<i>113.70</i>
<i>Charlie Haylock – event</i>	<i>Donation</i>	<i>16.00</i>		<i>16.00</i>

## Accounts awaiting payment:

<i>S Reeve – Big Bike Revival Project</i>	<i>88</i>	<i>17.57</i>		<i>17.57</i>
<i>R Fawcett – Charlie Haylock Expenses</i>	<i>89</i>	<i>225.25</i>		<i>225.25</i>

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017



## Glossary of Abbreviations used

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

So signed by the Chairman at the meeting of 5<sup>th</sup> July 2017