

THURSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 3rd May 2017 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Robinson

Present: Cllrs. Ames, Dashper, Fawcett, 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. **ELECTION OF CHAIRMAN** – Cllr Robinson was proposed as Chairman by Cllr. Fawcett seconded by Cllr. Dashper. There being no other nominations, Cllr Robinson was duly elected, aif. Having been elected to the office of Chairman, Cllr Robinson duly signed the Declaration of Acceptance of Office of Chairman.
3. **ELECTION OF VICE-CHAIRMAN** – Cllr. Dashper was proposed by Cllr. Rainbow, seconded by Cllr. Ames to serve as Vice-Chairman of the Parish Council with all in favour. Having been elected to the office of Chairman, Cllr Dashper duly signed the Declaration of Acceptance of Office of Vice-Chairman.
4. **APOLOGIES FOR ABSENCE** –
 - a. Apologies for absence – Cllrs. Alston (sabbatical). Cllrs. also noted that the Chairman had, with regret, accepted the resignation of Cllr. Mrs. Service for personal reasons. The Council asked that its appreciation be recorded for the years of service she had given to the Parish Council in her role as not only a Councillor but also as Chairman.
 - b. Council consented to these apologies and noted that apologies of absence had been received from District Cllrs. Haley and Jewson.
5. **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.
6. **MINUTES OF THE PREVIOUS MEETING** – the minutes of the Parish Council Meeting held on 12th April 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.
7. **PUBLIC FORUM** –
COUNTY COUNCILLOR MRS OTTON'S REPORT – Mrs Otton was invited to submit her report and commented on the following:

So signed by the Chairman at a meeting of 7th June 2017

- SUFFOLK RECORDS OFFICE: have been nominated for a national award for outstanding service.
- SPORT ENGLAND: have given Suffolk £160,000 to help develop community sports including FIT VILLAGES. This could be useful for either New Green or the school.
- CIL PAYMENT: a list has been issued for the period 1st October 16 to 31st March 2017. The next will be to 28th October.
- PAVEMENT ON STATION ROAD: I have asked SCC highways to look at the pavement outside the new building and opposite the car repair business where it has caused an elderly person to tumble as it is very uneven.
- SUFFOLK COMMUNITY FOUNDATION RURAL PANEL: this fund was set up to address, material want or income poverty, loneliness or social isolation, lack of access or limited access to services and opportunities; in 2017 this will go to charities, community hubs and micro projects hosted by parish councils: contact: frances.bedding@suffolk.gov.uk on 07714854998

DISTRICT COUNCILLORS' REPORTS –

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

- The amendments to the constitution regarding changes to the Leader/Cabinet model were approved at the council meeting on the 27th April.
- Community Infrastructure Levy - the second payment (of over £503,00 being received by Mid Suffolk) since CIL was adopted last April, is shortly to be released. This covers CIL collected in the period of 1st October 2016 to 31st March. The Town and Parish Councils receiving the CIL income in this period are Bramford, Coddensham, Creeting St Mary, Framsdon, Mendlesham, Palgrave, Stowmarket and Wyverstone. A full statement showing CIL income for the half year period will be available on the Councils websites reporting on the CIL reporting page. The sum Towns and Parishes will be receiving is that listed in the middle column of the attached documents titled "Neighbourhood CIL. Stowmarket Town Council and Palgrave Parish Council have received larger than expected sums as two developers have paid the whole amount of CIL liability for the commenced development rather than the more usual payment by instalments.
- The next statutory CIL payments for Town and Parish Councils will be due by 28th October 2017.
- As part of the HCA new council homes programme two three bedroomed bungalows have been completed and handed over at Mill Lane, Laxfield.
- Green Energy income is UP; £460,000 of income generated this year by solar panels installed by our Solar PV project up by almost 70% on last year. The project has now reduced CO2 emissions by 3.7 million tonnes since June 2014
- Following our Annual Electoral Canvas 97% of those surveyed feel well informed about electoral matters.
- The Annual Meeting of the Council takes place on 22nd May.
- There has been a change in the date for the Parish Liaison meetings and we hope that you are able to attend one of them on the new date of 27th June the venues being the same as previously advised.
- A number of meeting dates have *had to be rescheduled due to both the County and General Elections*

MEMBERS OF THE PUBLIC: there were none present.

So signed by the Chairman at a meeting of 7th June 2017

8. POLICE MATTERS –

- a. Council noted the latest Thurston SNT Report which had been provided following discussions between the Clerk and PCSO Matt Smith.
- b. To consider the issues relating to the Youth Shelter currently situated in the car park of the New Green Centre - the key issues still appeared to concern the inappropriate behaviour of young people at both the New Green Play Area and the Youth Shelter. Cllr. Moss provided an update on his findings regarding Outreach Workers and confirmed that SCC had stopped all funding of such workers in 2002 and that they were now funded by charities and in particular the LGBT Foundation. He confirmed that 2 enquiries had been submitted to see how to identify with people engaged with these activities. The meeting concluded that there might be issues with a small group of young people but did not feel that such outreach workers would provide the necessary answers. The Clerk was asked to liaise with MSDC to see if they could assist with the removal of the graffiti and to see if clear anti-graffiti paint could then be applied. It was agreed that an article would be placed into the July newsletter reminding all that continual abuse of the youth shelter would result in its removal.
- c. The meeting was aware that reports of a suspicious white van had been reported to PCSO Smith by the Clerk on behalf of a resident.

9. STATUTORY BUSINESS –

- a. To re-confirm the appointment of the Clerk as RFO – Council approved this appointment for the forthcoming year.
- b. To re-confirm that the Parish Council fulfils the eligibility criteria to use the General Power of Competence - it was confirmed that the Council still fulfilled the eligibility criteria set by the Secretary of State (Localism Act 2011 s8) and as such it was enabled to use the General Power of Competence.
- c. To confirm the appointment of Parish Council Representation on Outside Bodies - it was agreed that all would be re-elected en-bloc with the following changes: Cllr. Masters would represent the Parish Council at Thurston Community College Forum alongside Cllr. Mrs O’Connell and Cllr. Moss would represent the Parish Council on the Cavendish Hall Committee.
- d. To confirm the appointment of Parish Council Representatives on Committees and Groups – it was agreed that all would be re-elected en-bloc with the following changes: Cllr. Moss would join the Planning Committee.
- e. To confirm the PC nominated members to the appointment of Trustees to the New Green Community Trust (Charity No 299410) – Council were advised that current nominated Trustees were Mr Bowden, Mr Ling and Mr Wallace which left 3 vacancies. As there were no Parish Councillors willing to undertake this role due to the Charity being unincorporated, the Clerk was asked to liaise with the New Green Trust to ascertain whether this might change in the imminent future.
- f. To note that the Parish Councillor vacancy has been advertised on the Noticeboards and on the website – Council noted that this had taken place.
- g. Election of Chairman of the Recreational Ground Committee - Cllr Dashper was proposed as Chairman by Cllr. Rainbow and seconded by Cllr. Ames. There being no other nominations, Cllr Dashper was duly elected, aif. Having been elected to the office of Chairman, Cllr Dashper duly signed the Declaration of Acceptance of Office of Chairman.

10. 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
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Thurston Railway Station – the meeting was advised by the Clerk that she had reminded Network Rail that the Parish Council would wish to see copies of the new footfall count and new risk assessments once completed. The meeting also noted that Network Rail’s Town Planning Department had responded to the six planning consultations and had concluded that given the increase in risk and increased in usage at this station, development being proposed would have a severe effect on safety unless mitigation measures are put in place. The council noted that a feasibility report had been submitted which required the crossing to be closed and all the developments coming forth to share the costs of the proposed solution for access.

11. CHAIRMAN’S COMMUNICATIONS – the meeting noted that the Council’s 3-year business plan would be circulated in June for discussion at the meeting scheduled for 5th July 2017.

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

- a. To receive and approve the Accounts for the year-ending 31st March 2017 - the Accounts for the year ending 31st March 2017 was presented to full Council. Acceptance of the Accounts was proposed by Cllr. Thomas, seconded by Cllr. Dashper, aif.
- b. To receive and approve the Internal Audit Report for the year ending 31st March 2017 - the meeting received the report provided by the internal auditor and noted that there were no major issues arising and that it was a comprehensive report. The Council’s thanks were offered to the Clerk for her upkeep and presentation of the Council’s financial records. The meeting agreed to accept the report in full, aif.
- c. To complete the Statement of Assurance for the year ending 31st March 2017 as per the Annual Return – the Statement of Assurance, Section 1 of the Annual Return was presented to Council and agreement was forthcoming for all the statements to be answered in the affirmative, aif. The Chairman and Clerk were authorised to sign Section 1 of the Annual Return.
- d. To approve the Accounting Statements for the year ending 31st March 2017 as per the Annual Return - the Accounting Statements made up of the Council’s accounts for the year ending 31st March 2017 was also presented to Council and approved by all as a true reflection of the Council’s transactions for the year under review, aif. The Clerk and Chairman were duly authorised to sign Section 2 of the Annual Return. It was noted that the Internal Auditor had signed section 4. It was noted that the commencement of the period which allowed electors the opportunity to inspect the council’s accounts would commence on 3rd July 2017 and last for a period of 30 working days. Council noted that the Annual Return along with relevant paperwork should be submitted to the external auditors by 29th May 2017.
- e. The schedule detailing the accounts awaiting payment was presented to Council for approval. Acceptance of the schedule was proposed by Cllr Thomas and seconded by Cllr. Dashper, aif.
It was agreed that an article would be placed in the July issue of the Newsletter advertising that there were a number of medals still available for residents of the village under the age of 16.
- f. 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.
- g. It was noted that income in the sum of Interest of £2.71; 1st instalment of the Precept of £45,479.50 and VAT reclaim in the sum of £8,014.70 had been received since the last meeting.

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- h. The Bank Reconciliation for the period ending 30th April 2017 was presented to Council and approved by all. Council's bank balances stood at £108,409.96 (30 Day Account) & £1,100.00 (Treasurer's Account).
- i. To receive and approved the payments to be made under Direct Debit and Standing Orders for the year 01.04.2017 to 31.03.2018 – in accordance with Financial Regulations, Council noted the payments to be made during the year under Direct Debit or Standing Orders.
- j. 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. The Clerk confirmed that she had met with the Strategic Leisure Advisor at Babergh and Mid Suffolk and had discussed the existing facilities for recreational space and the existing leisure infrastructure to enable an opinion to be submitted to the relevant Planning Officer in relation to the six planning applications pending decision. It was confirmed that the lack of a more adventurous type of plan for older children had been one of the focal points of the discussion.
- k. 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.

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

14. 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 papers submitted by Waldon Telecom Ltd for a base station installation at New Green Community Centre, New Green – prior to submitting a comment Council asked for a map of the impact of the signal on the area. Council felt that this would be appropriate for it to judge whether the benefits would outweigh the material considerations of the siting of the base station.
- b. Neighbourhood Plan:
 - i. Update on the Neighbourhood Plan – the meeting agreed that both it and the NP should continue to pursue all avenues it had to discuss this and future planning applications and to try and influence what is to happen to the village. It was agreed that, pending discussion with MSDC the following day Council felt that it was appropriate for it and the NP Team to attend the appeal submitted by Hopkins Homes and make representations. The Council also agreed that the update on discussions with Developers as given to the PC/NP by MSDC was to be welcomed and that the PC should stay as engaged as possible in these matters.
 - ii. It was also confirmed that Navigus Planning was in the process of looking at formulating the policies that would form the basis of the NP. They were also looking again at the assessments for both Site 1 and Site 2 given that planning applications had now been submitted for a school and residential site whereas the first assessments had been carried out on residential development only. The Character Assessment was also underway and was looking at 7 areas within the village and would form part of the NP.
- c. Recreation Ground Trust: (for financial details see the Appendix A at the end of the minutes)

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- i. The accounts to 30th April 2017 were presented to Council and accepted by all. Bank balances for the period ending 30th April 2017 stood at £561.59. It was noted that outstanding invoices submitted to SCC and Thurston Football Club were still to be settled.
- 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 30th April 2017 were presented to full Council and accepted by all. Bank balances were confirmed as £7,889.55 with available funds as £7896.72.
 - 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 reminded of the upcoming events: visit from Charlie Haylock (now sold out) and Any Questions (Beyton) on June 16th
- 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 – Cllrs. Fawcett & Robinson
 - NP Meeting – Cllrs. Fawcett & Robinson
 - Movement of VAS – Cllrs., Moss, Masters
 - Litter Picking – Cllr. Ames
 - Navigus Planning (NP) – Cllr. Robinson with the Clerk
 - Resident regarding Development and the NP – Cllr. Robinson with the Clerk
 - ii. Councillors’ Reports on village issues arising:
 - Ditch on Meadow Lane had now been dug out by a local farmer.
 - Potholes on Pakenham Road
 - Church Field on Church Road has been extensively set up for horses – concern at dog bags in the field. Could the Parish Council consider installing a bin on the Green at the junction of School Lane/Stoney Lane/Church Road.

15. CLERKS REPORT

- a) Delegated powers – several issues relating to potholes; speeding; parking and impact of rooks nesting had been reported to other agencies for consideration or action. The Clerk confirmed that she had attended the following meetings: resident meeting with regards to future development; Navigus Planning for an update on the NP. The Clerk also confirmed that she had now placed the order for a new computer that would could run some of the more memory hungry programmes that provided relevant information for the council.
- b) To receive an update on the deployment of the VAS – further data collected was acknowledged. It was confirmed that the most current data had been be sent onto SCC Highways Department and the Planning Officer dealing with the 6 live significant planning applications for Thurston.
- c) There was no general correspondence as all necessary items had been dealt with else-where or had been passed onto Councillors previously.

So signed by the Chairman at a meeting of 7th June 2017

- 16. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – there were no new specific matters to be added to the next agenda.**
- 17. CLOSE OF MEETING –** There being no other business the Chairman closed the meeting at 9.50pm.
- 18. DATE OF NEXT MEETING – Parish Council Meeting on Wednesday 7th June at 7.30pm in Thurston Community Library, Norton Road, Thurston**

10 Financial Matters

a) Accounts agreed for payment

CHQ/DD/CC

NETT

VAT

TOTAL

Rec. Grd. Acct – part of VAT claim	3316	97.08	0.00	97.08
Suffolk Libraries – financial assistance	3317	2700.00	0.00	2700.00
Prettys – advice for lease of rooms	3318	360.00	72.00	432.00
Trevor Brown – Internal Audit for 2016-17	3319	226.10	0.00	226.10
Maintenance Contractor – balance of March	3320	75.00	0.00	75.00
Litter Picker Salary – April 2017	3321	218.51	0.00	218.51
Clerk's Salary – April 2017	3322	1127.59	0.00	1127.59
SCC – Pension Fund	3323	415.16	0.00	415.16
Sac-O-Mat – Dog Waste Bags	3324	275.74	55.14	330.88
SALC – Subscriptions	3325	928.44	0.00	928.44
M&TJ's – Grounds Maintenance	3326	246.00	49.20	295.20

b) Accounts paid since the last meeting –

Plusnet – Telephone	DD	27.00	5.40	32.40
Boards Direct – external noticeboards	CC	804.97	161.00	965.97
New Green Community Trust – rent May	SO	360.00	0.00	360.00

c) Receipts received since the last meeting –

MSDC – Precept – 1 st Instalment	BACS	45479.50		45479.50
HMRC – Reclaim of VAT for 2016-17	BACS	8014.70		8014.70

12a Planning:

iii) To note the following decisions coming forth:

- Permission for the construction of a foul drain from Cedars Close to the Public Sewer at land at Cedars Close
- Refusal of Planning Permission for the erection of 3 detached houses and associated works @ Plots 1, 2 and 3 @ Cedars Close, Ixworth Road
- Planning Permission granted for the erection of a single storey rear extension @ Glenfell, 62 Barton Road

12c Rec Ground Accounts

i) Accounts awaiting payment: None

R Cook – Caretaker Contract	541	107.25	0.00	107.25
M&TJ's – Grounds Maintenance	542	55.00	11.00	66.00

ii) Accounts paid since the last meeting:

Anglian Water Services Ltd – Water	DD	64.86	0.00	64.86

12d Library Accounts

i) Accounts received since the last meeting: NIL

Accounts awaiting payment: None

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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
LGBT	lesbian, gay, bisexual, and transgender.
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

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