

THURSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 4th July 2018 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Chair Cllr. Dashper

Present: Cllrs. Bradley, Masters, Moss, Rainbow and Robinson.

In Attendance: Mrs V Waples, Clerk, County Cllr. P. Otton, 2 members of the public and 1 representative from Pigeon Land Development Ltd.

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 – apologies of absence had been received from Cllrs. Fawcett, Hasler, Mrs Morris and Mrs O’Connell for personal commitments.
 - b. Approval of apologies for absence – Council agreed to approve the apologies submitted for absence, aif.
Apologies were noted from District Cllr. Haley.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a. There was one Pecuniary Interests for the Agenda under discussion –
The following local non-pecuniary interests for the Agenda under discussion were declared:
Cllr. Robinson as Friends of Thurston Library.
There were no gifts of hospitality exceeding £25 declared.
 - b. There were no declarations of lobbying by those Councillors present.
 - c. 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 6th June 2018 were agreed as true and accurate records, aif. The Chairman of the meeting duly signed the minutes as such. The minutes of the Planning Committee Meeting of 20th June 2018 were agreed as true and accurate records and signed by the Chairman of the meeting as such.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING** – none that was not covered elsewhere in the agenda.
6. **PUBLIC FORUM** –
COUNTY COUNCILLOR MRS OTTON’S REPORT – Cllr. Otton was invited to submit her written report - the full version can be seen at Appendix C.
When questioned the Clerk confirmed that although the Parish Council had responded to the consultation on the proposed new speed limits to be funded under a S106 agreement for the 5 developments, there had been no further communication from the Strategic Development Growth, Highways & Infrastructure Department at SCC. Cllr. Otton confirmed that she had seen the agreed amendments and would pass that pass information over to the Clerk.
Cllr. Otton made the meeting aware that a number of residents had contacted her over the missing post box at Furze Close. The Clerk confirmed she knew about it and that discussions were ongoing with the Local Royal Mail Office for its reinstatement.

So signed by the Chairman at the meeting of 1st August 2018

DISTRICT COUNCILLORS' REPORTS – Cllr. Haley having given his apologies asked that the following be brought to the meeting's attention:

- There were a number of media releases of which he was sure that Clerk had forwarded onto all Councillors
- a reminder of the Parish Liaison meeting on the 12th at Walsham-le Willows
- Statement of Community Involvement with regards to Planning Issues - of which he was sure the Parish Council were aware and would be commenting on. you are already aware of
- Locality Awards – application details are on the web and any applications must be with the ward member by 31st December for them to submit and sign off by 31st January. One application had already been submitted.

Agreement was forthcoming from all present that the Clerk should write to MSDC and request information about Cllr. Esther Jewson's attendance at all relevant meetings. Whilst the Thurston and Hessett Ward might be a 2 Councillor Ward it was evident from her lack of attendance that in fact the parishes were one Councillor down and that she had not attended a single meeting of Thurston Parish Council for almost a year.

MEMBERS OF THE PUBLIC – there were no issues raised by members of the public present.

7. POLICE MATTERS –

- a. Council noted that the latest SNT report was via the website as direct link to Stowmarket SNT.
- b. Council received the latest Thurston SNT Report detailing the work undertaken over the past month by PCSO Matt Smith which had been produced following reports submitted to the Clerk from PCSO Matt Smith. The meeting noted the offensive vandalism of vertical panels of the slide located on the New Green Play Area and that these would be cleaned under a Community Resolution by the known offenders. It was noted that the Parish Council, in agreeing to a Community Resolution Order being served on the offenders have also reserved the right to reclaim the costs of replacing the damaged panels if the items cannot be cleaned by the offenders. It was agreed by all present that the reporting issues from PCSO Smith and the Stowmarket SNT are greatly improved, and street surveys are proving popular with this new 2-way communication process.
- c. to receive village reports of concern for referral to Police – parking of vehicles in Rylands Close causing disturbances.

8. STATUTORY BUSINESS –

- a. To receive nominations for the posts of Councillor following the remaining casual vacancy as advertised in accordance with section 232 of the 1972 Act – there were none to fill the current vacancy.
- b. To received and consider the Council's 3 Year Business Plan (Paper A) – reflects future and current actions. Cllr. Moss made the meeting aware that he had a number of suggestions as amendments to the report but that they were minor only. It was agreed by all present that the document be approved subject to implementation of the minor amendments, aif.
- c. To receive an update on work carried out to show compliance with the GDPR – the meeting noted the following:
 - ICO fees had increased from £35 to £40;
 - privacy notices to be issued for responses given via email for the Thurston NP;
 - impact assessment had now been completed;
 - risk register was in the process of being completed;
 - a page on the website would be created to allow all information relating to GCPR to be held in one place.

So signed by the Chairman at the meeting of 1st August 2018

- d. To agree the Terms of Reference for the Parish Infrastructure Investment Steering Group – the meeting agreed to adopt the previously circulated Terms of Reference, aif.
- e. To consider and respond to Mid Suffolk District Council’s Consultation on an update to the Draft Statement of Community Involvement – 29th June to 30th July – 2.3 – Cllr. Masters made the following comments on the circulated document: - who will the councils involve? There is a feeling that in the past they have treated the Parish Council with contempt and have not followed in the spirit of code of conduct with regards to their own Cabinet Member for Planning. Within a document there is a comment regarding Conflict of Interests and Members Interests – how will this be monitored? It was agreed that whilst the new document seems sensible, it will require a mindset to change from the way in which they have operated in the past. Even now, notification of changes to planning system are not consistent. Why is the Local Planning Authority allowed to add statements/documents without showing the date the document was produced and the date it was added to the website, surely there should be an audit trail. It was agreed that the deadline for comments to the Clerk to include within the Parish Council’s response was the penultimate week of the month. The Clerk would then collate all comments and form the Parish Council’s response by the due date.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a. To receive an update on safety measures or improvement works at Thurston Railway Station - received a response from NR re closing of crossings – report in 2015 run up to 2040. Talks re passive crossing on high speed rails and station. Cllr. Moss made the meeting aware that he had received a response to his recent personal Freedom of Information Request submitted by him to Network Rail (FOI2018/00683) and drew reference to the following:
 - A Network Rail published document, Network Rail's Level Crossing Safety Strategy (Strategy) 2015-2040, indicates in its Executive Summary that passive rail crossings on high speed tracks or at stations will be given priority treatment.
 - The above FOI advises that, from 01/01/2015 to 31/04/2018, 13, passive level crossings at stations (like Thurston and removing high speed lines at stations, not like Thurston) have been closed out of a total of 123. This is 4 per annum over 3.25 years compared to a level average of 5 per annum over the 24-year Strategy period; hardly priority treatment.
 - The Strategy also announced the recent (2015) creation of 100 Level Crossing Managers and Route Level Crossing Managers (difference not defined). Has the Manager with responsibility for the Thurston Barrow Crossing been involved in this crossing safety consideration?
- b. To receive an update on the measures or improvement works to mitigate the Thurston Area Noise Complaints with particular reference to freight trains – nothing further to report but noted that still in monitoring period.

10. TO CONSIDER MATTERS RELATING TO PLANNING FOR THURSTON:

- a. To consider the following Planning Applications:
 - DC/18/02713 – Householder Planning Application – erection of a single storey side and rear extension and detached double garage. Weatherboarding cladding added to existing dwelling @ Aaland, Heath Road
Noted that this was a side and rear and that the garage is at the front and not viewed from the street. Similar properties in Heath Road have also had such weatherboarding. Approve but raise the issue of parking in the sense that there is not enough room within curtilage of dwelling for manoeuvring, aif.
 - DC/18/02805 – Planning Application – erection of 2 No. detached dwellings @ Plots 8 & 9, land off Cedars Close.

So signed by the Chairman at the meeting of 1st August 2018

The Clerk agreed to check where the BUAB for Cedars Close was. Agreed that previous comments relating to impact on village, access, visibility splay, density and reduced parking within curtilage as well as previous comments raised still stand and the Clerk should respond on same terms as before, aif.

- DC/18/02964 – Planning Application – erection of detached timber garden room @ 9 Stoney Lane.

Agreed that this application should be supported as it was a timber construction next to a garage and not impacting on neighbouring properties, aif.

- b. To note decisions as determined by the Local Planning Authority – (see Appendix A)
- c. To consider matters arising from previous planning responses submitted as statutory consultees – there were none
- d. To receive an update from the Steering Group on the production of the Parish Investment Infrastructure Plan (PIIP) –1st meeting would be held now that the Terms of Reference for the group had been agreed.

11. NEIGHBOURHOOD PLANNING –

- a. to note the period for consultation of the Thurston Neighbourhood Plan Pre-Submission (Regulation 14) Version Document commences on 9th July until 5.00pm on 31st August 2018 – the period was noted along with the list of those to be consulted upon the document. MSDC are duty bound to act within a reasonable time once they received the official draft document.
- b. to note the Executive Summary to be distributed to all residents prior to the commencement of the formal consultation on the Draft NP in accordance with the Regulations – the summary was noted and deemed to be an effective way of ensuring all were aware of the document and the period for consultation.
- c. to note that Mid Suffolk District Council, on behalf of the Parish Council will be instructing Essex Place Services to carry out the initial SEA / HRA screening on the Draft Neighbourhood Plan – it was noted that it Essex Place Services were to be used this would be at no cost to the Parish Council. The example document produced was deemed to be a comprehensive document. The Clerk confirmed that she was in the process of compiling a grant application for future work required.

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

- a. To approve the accounts awaiting payment (see Appendix A) including those coming forth – explained re banking issue re Lloyd. Approval given for internet banking to be set up, aif. Approval given for cheques to raised, aif.
- b. To note the accounts paid since the last meeting (see Appendix A) - noted
- c. To note receipts allocated since the last meeting (see Appendix A) - noted
- d. To consider and receive the Bank Reconciliation for the period ending 30.06.18 – noted that cleared funds across both bank accounts stood at £91,163.50
- e. To consider the Budget to Actual Report for the period ending 30.06.18 - it was agreed to move out of reserves the 2017-18 underspend for NP of £3,983, aif. Accounts to date were noted and minor variances confirmed.

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

14. REPORTS FROM COMMITTEES AND GROUPS -

- a. Recreation Ground Trust:
 - i. 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 14c ii) at the end of the minutes for full details – approved, aif.

So signed by the Chairman at the meeting of 1st August 2018

- ii. The Council received the bank reconciliation to date and noted that bank balances stood at £946.43 with cleared balances being £880.43. Given the increase in unforeseen expenditure on repairs at the pavilion, the Recreation Ground Committee asked that the Parish Council considered a grant of £2,000 to help offset these expenses. It was noted that in previous years (prior to 2016) the Parish Council had supported the Recreation Ground and given a support but the last couple of years it had managed to stand on its own feet. Agreement was forthcoming from a meeting that a grant of £2,000 be given, to be funded from general reserves, aif.
 - iii. To receive any matters coming forth – it was noted that a further meeting was to be held on 25th July 2018 to obtain further updates from the Skatepark Committee to ascertain how they were progressing with the pre-installation requirements for the siting of a temporary skatepark on the Recreation Ground. It was confirmed that orders have been placed for play equipment repairs at both Heath Road and Thedwastre Park.
- b. Library Account:
- i. The accounts for the period ending 30th June 2018 were presented to full Council and accepted by all. Bank balances were confirmed as £9,749.29 with cleared available funds being the same.
 - ii. The schedule of the accounts paid since the last meeting, monies received and those accounts awaiting payment was presented to the Council and noted by all present – see Appendix 14dii at the end of the minutes for full details.
 - iii. To receive any matters coming forth – plans in for Children’s Library to be discussed – quote for works to the Children’s area was around £10k & there would be new interactive IT equipment. Library closed that day due to staff health issues - no cover provided as Senior Managers were unaware.
- c. Emergency Plan – work has been undertaken and it is largely up to date. Clerk to chase for some sections still to be updated. Agreed that the edited copy to be left in strategic places. The agreed roads for which Councillors will be responsible was still a work in progress.
- d. Skatepark Steering Group –
- i) to receive an update from Cllr. Dashper on the Skate Park Steering Group Meetings held – it was noted that the next scheduled meeting was for the following evening.
 - ii) to receive an update from the Recreation Ground Committee on the request from the Skate Park Steering Group to consider siting a permanent skatepark facility on the Recreation Ground, Church Road – to note this matter will now be discussed at the meeting scheduled for 1st August 2018
 - iii) to receive an update from the Recreation Ground Committee on the request from the Skate Park Steering Group to consider siting a temporary wooden half pipe at either of the Recreation Ground, Church Road – to note further discussion to be held at the Recreation Ground Meeting scheduled for 25th July 2018 *post meeting note – this meeting has now been cancelled as the request to site the temporary skatepark on the Recreation Ground has been withdrawn.*
- e. Councillors Reports –
- i) to note Councillors’ activities since the last meeting
 - Rec Ground Committee Meeting – Cllrs. Dashper; Morris & Rainbow
 - Cavendish Hall booking confusion – Cllr. Moss
 - VAS – Cllr. Masters x 2
 - Community Voice – Cllrs. Masters
 - Celebration of Rural Housing Event – Cllrs. Masters and Rainbow
 - Planning – Cllrs. Dashper, Rainbow and Robinson
 - Postcard Deliveries – Cllrs. Dashper, Moss, Rainbow, Robinson
 - Library – Cllr. Robinson x 2
 - SALC Meeting – Cllr. Robinson – issues raised by Cllrs. relating to skill levels of Clerks; Planning & Community Engagement.
 - iv) to receive reports from Councillors’ on issues relating to the village
- So signed by the Chairman at the meeting of 1st August 2018**

- Highways Survey – Cllr. Robinson made the meeting aware that he had received a survey from Highways as to how they handle issues on potholes and hedgerow and encroaching verges. He would be answering the survey.
- Large pothole past Pokeriage Corner only partially filled – this had caused injuries to cyclists during a recent cycle race with those trying to avoid the pothole
- Footpath from St Peters Way to Church Road – overhanging branches – both side of Railway Fence.
- Footpath that runs parallel with Church Road to St Peters overhanging vegetation.
- New Green trees along Sandpit Lane need trimming back.
- No 8 Howes Avenue – back on to Barton Road – bushes overhanging the path.
- No 54 Cloverfields – impeding footpath adjacent to house – no clear access route – 2 abandoned cars in his driveway.

15. CLERKS REPORT

- a) Delegated powers – several issues relating to potholes have yet again been flagged up to SCC Highways Department at Rougham. The clerk confirmed that there had been ongoing emails regarding the bollards at Fishwick Corner and vegetation issues at both Fishwick Corner and Pokeriage Corner.
- b) To receive an update on the deployment of the VAS – the meeting was made aware that whilst initial data showed that the new unit on Barton Road had had an impact there was still a minority of vehicles that continues to travel through the village at speed.
- c) There was no further general correspondence to deal with as all necessary items had been dealt with else-where or had been passed onto Councillors previously.

16. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – Standing Orders to be revised once reviewed by the Policy and Resources Committee.

17. CLOSE OF MEETING – There being no other business the Chairman closed the meeting at 9.40pm.

18. DATE OF NEXT MEETING – the next Parish Council Meeting is scheduled for Wednesday 1st August 2018 commencing at 7.30pm in Thurston Community Library, Norton Road, Thurston with a Planning Meeting scheduled for 25th July 2018 (in place of the Recreation Ground Committee Meeting) and a Recreation Ground Committee Meeting on 25th July 2018 (*now cancelled*) commencing at 7.30pm in Thurston Community Library, Norton Road, Thurston

19. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted – none arising

So signed by the Chairman at the meeting of 1st August 2018

Appendix A

12. Planning:

b) To note the following decisions coming forth:

DC/18/01222 – withdrawal of application - outline planning application (access to be considered) – erection of 1 No dwelling and access @ Ashdown, Poplar Lane Farm

16. Financial Matters

a) Accounts agreed for payment

	Voucher	CHQ/ DD/SO	NETT	VAT	TOTAL
S Gage – Computer Maintenance	528	3453	77.00	0.00	77.00
Suffolk Police & Crime Commissioner	529	3454	17363.50	0.00	17363.50
Sac-O-Mat – Dog Bio Bags	530	3455	272.74	54.54	327.28
Elsom Spettigue Associates – Rent Review	534	3456	100.00	20.00	120.00
M&TJ's – April Grounds Maintenance	535	3457	86.00	17.20	103.20

b) Accounts paid since the last meeting –

Salaries – May 2018	521-525	3448- 3452	4931.95		4931.95
New Green Community Trust – rent June	526	SO	360.00		360.00
Plusnet – Telephone – June	527	DD	31.13	6.22	37.35
Post Office – Stamps	531	CC	59.77	0.00	59.77
Euro-office - Stationary	532	CC	331.64	66.33	397.97
Glasdon – Grit Bins	533	CC	296.38	59.27	355.65

c) Receipts received since the last meeting –

Lloyds – Interest – June	Interest	4.70	0.00	4.70
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16a) Rec Ground Accounts

i) Accounts paid since the last meeting:

Wave – Water	DD	55.21	0.00	55.21
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Monies received since the last meeting:

PC of Thurston – VAT reclaim	Chq	158.84	0.00	158.84
SCC - TUFS rent	BACS	625.00	0.00	625.00

ii) Accounts awaiting payment:

R Cook – Caretaker	581	121.34	0.00	121.34
R Cook - Expenses	582	12.12	2.42	14.54
Secelec – Repairs to Pavilion	583	120.35	24.07	14.42
R Cook – Repairs to Pavilion	584	70.00	0.00	70.00

14b) Library Accounts

i) Monies received since the last meeting:

PC of Thurston – VAT reclaim	Chq	82.15	0.00	82.15
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So signed by the Chairman at the meeting of 1st August 2018

Appendix B

Glossary of Common Abbreviations used

aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
CC	Credit Card
CCG	Clinical Commissioning Group
Chq.	Cheque
Cllr.	Councillor
Cttee.	Committee
DC	District Council
DD	Direct Debit
FOI	Freedom of Information
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	
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
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
pdf	Portable Document Format
Rec.	Recreation
RFO	Responsible Financial Officer
SEA	
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TBC	To be confirmed
TCC	Thurston Community College
TNPSG	Thurston Neighbourhood Planning Steering Group
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign

So signed by the Chairman at the meeting of 1st August 2018

Appendix C – County Cllr. Otton’s July Report to Full Council

- Opposition successfully “call in” Suffolk County Council school transport cuts

On Tuesday 19 June, Suffolk County Council’s Cabinet voted to change the Home to School Transport policy so that only children travelling to their nearest school would receive free transport. The changes are due to be phased in from September 2019.

As you may be aware, I and my colleagues within the Liberal Democrat, Green and Independent Group have been opposed to this policy change since it was announced in September 2017. There has also been very vocal opposition from schools, parents and carers across Suffolk.

Following the Cabinet meeting, opposition councillors from all parties united to “call-in” the decision. We have received confirmation from the Monitoring Officer that the concerns presented within our call-in are valid.

This means the decision has been put on hold until 9 July, when the council’s Scrutiny Committee will investigate further. If they determine that the Cabinet did not have enough information to make an appropriate and informed decision, the matter will be referred back to Cabinet to reconsider at a later date.

The “call-in” was successful on three fronts:

1. There is concern at the quality and reliability of the financial modelling;
2. Whether the Cabinet were fully informed of the role of the Consultation Institute;
3. Whether there was enough analysis of the experience of Essex County Council, who implemented a similar policy in 2013.

- Major review of Suffolk Highways announced

The new Deputy Leader and Cabinet Member for Highways, Cllr Mary Evans, has launched a major review of the way highways in Suffolk are maintained.

Areas due to be reviewed include:

- Existing policy which determines how resources are deployed, known as the Suffolk Highway Maintenance Operational Plan (HMOP);
- How the location of potholes on the road is considered alongside the width and depth, recognising the impact they can have on cyclists and motorcyclists;
- How utility companies coordinate roadworks and are held to account for their actions;
- How residents, councillors and businesses are informed about road repairs and how they can access information;
- Financial control and contract management;
- How town and parish councils can work closer with Suffolk Highways to make the best use of their local knowledge, skills, money and time.
- Consultation launched on future commissioning of specialist education services

Demand for specialist education places in Suffolk for children with SEND continues to grow, and currently the county council has a much lower number of specialist education places than other similar authorities. This means that many children in Suffolk are forced to travel out of county to access the education provision they need – and often Suffolk County Council foots the bill.

At a time when the Council is attempting to reduce the amount of free home to school transport it provides over fears of escalating costs, it is vital that we begin to provide more SEND provision within Suffolk.

The 6-week consultation will look at three options for meeting the additional demand for specialist provision. More information and a link to the consultation can be found online at: <http://www.suffolk.gov.uk/SENDsufficiencyeducation>

- BUS STOP AT NORTON RD/RYLANDS CLOSE: following a message from a resident I have pushed this on as it is totally obscured.

So signed by the Chairman at the meeting of 1st August 2018

- NETWORK RAIL: It is now over 6 weeks since the meeting with them and others; I have emailed Steve Taylor and Daniel Fisk to ask what they have done so far as requested.
- THURSTON COMMUNITY VOICE MEETING: ATC - at the meeting it was raised that they are still not able to use their new building due to some admin issues, obviously the group are frustrated and having to share with Bury's teds group.
Helen Wilson had been nominated for a Raising the Bar award as have several others; teachers, pupils; 2 have got through to the last round.