

THURSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 3rd October 2018 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Dashper

Present: Cllrs. Hasler, Masters, Mrs Morris, Moss, Rainbow and Robinson.

In Attendance: Mrs V Waples, Clerk; County Cllr. P. Otton; District Cllr. D. Haley; 1 member 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 were received from Cllrs. Fawcett & Mrs. O’Connell due to personal commitments.
 - b. Council agreed to approve these apologies of absence, aif.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a. There were no declarations of 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. *Council noted that a partial dispensation had been granted to Cllr. Moss with regards to the matter relating to discussions over a Skatepark/Wheeled Facility for Thurston.*
4. **MINUTES OF THE PREVIOUS MEETING** – the minutes of the Parish Council Meeting held on 5th September 2018 were agreed as true and accurate records, aif. The Chairman of the meeting duly signed the minutes as such.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING** – none that were 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.

 - Monies still sitting in Highways Budget for Cllr. Otton and other County Cllrs.’ budgets.
 - The County Council had launched a consultation on school’s admissions policy – reference is made to catchments areas & other facts – Council was advised to look at the consultation and respond if appropriate.

DISTRICT COUNCILLOR MR HALEY’S REPORTS – Cllr. Haley was invited to submit his report which covered the following items:

- Parish Liaison Meeting – Tuesday at Needham Market
- CIL – information released recently of successful Bids.

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- Shared Legal Services – he and other Cllrs. had had a presentation on it – shared with St Eds & Forest Heath.
- Council Meeting – independent persons had been appointed for the Code of Conduct Complaints Panels.
- Looked at Treasury Management for the year.
- Civic Service had raised £375 for his chosen charity.
- Boundary Review – Full list of parliamentary constituencies proposed in the Boundary Commission review and the related parliamentary seats can be seen on the Boundary Commission website.
- Will look at request for funding for NP funding from the Parish Council as soon as form is received.

Question – situation with Cllr. Jewson – she has not attended a meeting of the Parish Council since last November (2017). Is she still a District Member? Cllr. Haley confirmed that she was still drawing an allowance as a District Councillor and the Leader had spoken to her regarding her attendance. Cllr. Haley confirmed that he is aware of the unease of Parish Councils at the lack of her attendance. It was suggested that the Council should speak direct to the Leader of the Council to see if any pressure can be put on Cllr. Jewson to attend and engage with her constituents.

Challenge to the 5- year land supply – are there any further details? Cllr. Haley confirmed that they had been given a statement that Council were looking at the next steps and how the calculations were arrived at and whether the District needed to review its calculations with reference to the revised NPPF – July 2018.

MEMBERS OF THE PUBLIC – there were no comments made by the members of the public present:

7. POLICE MATTERS –

- a. 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. Noted that CCTV might be the answer to addressing issues of anti-social behaviour in the New Green Centre area and Youth Shelter area.
- b. To receive village reports of concern for referral to Police – there were no further issues raised.
- c. To discuss the use of the New Green Car Park in the Youth Shelter area and speeding issues on New Green Avenue / access road to Field View – address issues for former in conjunction with New Green & ask for Police to monitor

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 two vacancies. The current vacancy would be advertised in accordance with legislation.
- b. To note further clarification by SCC on the proposal to introduce Civil Parking Enforcement around School Road/School Lane – Council received the updated information and it was agreed that if the Council wished so to do then it could appoint its own warden by applying to be a Civil Parking Enforcement Authority. It was further agreed to wait for the formal consultation to come through prior to making further comments.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a. To receive an update on safety works / improvements to Thurston Railway Station – the Clerk reported that she had nothing further to add from any of the parties involved.
- b. To receive an update on the measures to mitigate the Thurston Area Noise Complaints with particular reference to freight trains – there was nothing further to report at this stage. It was noted that the speed restriction was still in place.

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10. TO CONSIDER MATTERS RELATING TO PLANNING FOR THURSTON:

- a. To consider the following Planning Applications: there were none received for the meeting.
- b. To note decisions as determined by the Local Planning Authority (see Appendix A).
- c. To note responses to previous planning comments submitted as statutory consultees – no feedback.
- d. To note the request to meeting with Pigeon to introduce their home builder partner – the Clerk would send around suggested dates for all to respond.
- e. To note the request to meet with a Landowner to discuss Thurston and ideas for future "Housing and Design" & "Supporting younger people" & "Supporting older people" – Clerk would circulate dates for Chair, Vice-Chair and Chairs of NP to attend such a meeting. An update would be provided to the Council at the next Parish Council meeting.
- f. To receive an update on progress following the meeting with SCC and other stakeholders on the new school for Thurston CofE Primary Academy – the Clerk confirmed that she had put a number of points to SCC's Infrastructure Delivery Manager regarding the use of the site not required for a primary and early years education. The questions and responses were summarised as:
 - Is the option (*for the primary school site*) likely to be triggered before planning approval for the school is gained or after?
Response: Most likely to trigger the option after SCC has secured planning permission for the new school.
 - Once the option is triggered and the other land is no longer needed for a school what are the processes to be followed if the Parish Council wish to acquire this land?
Response: suggest that the Parish Council register interest with Persimmon Homes.
 - What is the mechanism as to how the land will be dispensed with if no longer needed for a school?
Response: understood that will be a matter for Persimmon Homes to consider.
 - What timescales are likely to be involved in the release of land for alternative use?
Response: There will be plenty of advance notice for the PC in respect of the new school planning process, with the 'release' of the site not preferred for the new school only following after the option on the favoured site is triggered.

11. NEIGHBOURHOOD PLANNING –

- a. To receive a summary of the comments received during the consultation of the Thurston Neighbourhood Plan Pre-Submission (Regulation 14) Version Document – the Clerk informed the meeting that the consultation had received a significant response not only from statutory bodies but also residents which in the main were supportive of the work and document produced. A number of minor changes will be made to the Neighbourhood Plan, but these will be to enhance or strengthen the document as opposed to change it. A summary of all the responses will be uploaded onto the website and will form the basis of a Public Meeting to allow the residents to know progress and the next stages. This is likely to take place in November. Assuming that the Council's Professional Partner agreed that there were no substantive changes to be made, the next step will be the formal submission of the Plan to Mid Suffolk. The Clerk also advised that MSDC had advised that they had had responses from all three statutory bodies on the Thurston NP SEA / HRA Screening Report and all concur with Essex Place Services' findings that the need for a SEA and HRA are 'screened-out'. Consequently, no further work is required in respect to this matter.

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 – Council approved the items for payments including the annual insurance premium now due. It was noted that, in accordance with Council's Financial Regulation 15 following a review of the annual risk assessment, the RFO had carried out an annual review of the insurance document
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and found the items to be under cover were consistent with the Council's requirements and the Council's Asset Register. This would be further reviewed by the Internal Controller at the next Internal Control Review due end of November 2018.

- b. To note the accounts paid since the last meeting (see Appendix A) – it was noted that the Council was expecting a refund from Plusnet due to the double payment of premiums when the Council switched from a residential contract to a business contract.
- c. To note receipts allocated since the last meeting (see Appendix A) – Council noted the monies received since the last meeting with particular reference to the 2nd instalment of the precept in the sum of £47,033.50. Council was further advised that the Clerk had submitted a bid for monies for the next stages of the Neighbourhood Plan to County Cllr. Otton as a call against her Locality Budget. This had been successful and the sum of £500 had been agreed. A similar bid would be out to Cllr. Haley and Jewson as a call against their District Locality Budgets.
- d. To consider and receive the Bank Reconciliation for the period ending 30.09.18 (Paper A) – Council noted the bank reconciliation for the period ending 30th September 2018 with cleared funds being £103,325.27.
- e. To receive the Budget to Actual Statement for the period ending 30th September 2018 – to be presented at the November meeting.
- f. To consider the quotations received to 'fence off' the Youth Green Shelter from the New Green bottom car park – the meeting was in agreement in principal to determine a run to allow the bottom car park to be fenced off from both the road and the youth shelter and that a combined price be sought, aif. The Clerk was asked to progress this further with New Green to allow an agreed costed solution to be put to both parties.
- g. To consider further the request for financial assistance from the New Green Trust with regards to the costs involved with its conversion to Community Incorporated Organisations – it was queried that if the main concern was to provide indemnity, why did the New Green Trust not get indemnity insurance for its trustees? The issue of personally liability was a known issue and has been problematic in filling the role of a Trustee. The Clerk was asked to ascertain whether the New Green Trust had explored the possibility of purchasing Indemnity Insurance. It was further agreed that both the Parish Council and New Green Trust have a duty of responsibility to work towards a solution and whilst options need to be explored, the Parish Council cannot make any judgement until it knows the likely costs and changes involved in changing the current lease and trust document. It was agreed that it can only be viewed as a positive step that ongoing discussions on this matter are had. The clerk was asked to initiate the discussion with the landlords in the first instance.
- h. To receive the quotations for works to the trees on Church Road following the arboriculturalist report produced by Urban Forestry – it was agreed that a meeting would be set between the Chair, Vice-Chair, Clerk and Tree Warden to discuss the quotations received.
- i. Works to trees at St Peter's Close & Cavendish Close – it was agreed that the Clerk would ask the successful applicant under 'h' above to quote for the work to the trees as identified by Mid Suffolk District Council Public Realm Department.

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.
 - ii. The Council received the bank reconciliation to date and noted that bank balances stood at £1,045.69. Budget to actual for the period ending 30th September 2018 was received and noted.

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- iii. To receive any matters coming forth – looking at quotations for tree works. Still awaiting a visit / details from Kompan for the swings at Heath Road and the supanova on New Green. Moles have returned at Heath Road.
- b. Library Account:
 - i. The accounts for the period ending 30th September 2018 were presented to full Council and accepted by all. Bank balances were confirmed as £10,059.29 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 – looking at getting Primary School Children and Young Adults getting involved with IT projects. IT will be located within the Children’s Corner. Christmas Tree Festival discussions were ongoing.
- c. Emergency Plan – the Clerk was awaiting clarification on the extent of personal data to be retained within the emergency plan master copy with regards to GDPR. Once this had been confirmed the updated document was ready for release.
- d. Skatepark Steering Group –
 - i. To receive an update from Cllr. Dashper on the Skate Park Steering Group Meetings held – Cllr. Dashper informed the meeting that the group had discussed a number of sites and the variety of sites across the village and had been informed that infrastructure group will be looking at these via a number of criteria and input from the Skatepark Steering Group; Persimmon and the potential of accessing the land and raise interest – possible use for community; existing community school site – when does that become available; use of temporary facility – a full report will be produced on the trial. It was noted that the trial of the location of the temporary skatepark would be ending shortly. Next meeting is 25th October 2018.
 - ii. To receive an update from the Parish Infrastructure Investment Steering Group on the site assessments of suitable sites within the parish of Thurston for Recreation Use – 2nd meeting had now been held during which the group had discussed the feasibility of CIL bids to be made in the second round e.g. bus shelters at various points in the village and the upgrading of the Sandpit Lane crossing. Work on the site assessments was progressing and all had been asked to commence work on the sites identified for further consideration at the next meeting – 17th next meeting. It had been agreed that the remit of the PIISG was to consider all aspects that might require improvement / need upgrading and it was confirmed that all requests for items for consideration regarding infrastructure should be submitted to this group.
- e. Councillors Reports –
 - i. to note Councillors’ activities since the last meeting
 - Library – Cllr. Robinson
 - PIISG Meeting – Cllrs. Dashper, Rainbow & Robinson
 - Civic Service – Cllrs. Robinson & Mrs Morris
 - SALC Area Meeting – Cllr. Robinson
 - Christmas Tree Festival Meeting – Cllr. Robinson
 - VAS – Cllrs. Hasler & Masters
 - Recreation Ground Committee Meeting – Cllrs. Dashper, Moss & Rainbow
 - Engagement Surgery – Cllrs. Moss &
 - Cavendish Hall Committee Meeting – Cllr. Moss
 - Skatepark Steering Group Meeting – Cllr. Dashper
 - ii. to receive reports from Councillors’ on issues relating to the village:
 - Noted that a prominent Elm Tree at Elm Farm at Great Green had died. Tree is located on Seamans Land and it was hoped that part of it could be left as a wildlife haven.

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- Could Village Handyman carry out work to overgrowth from the hedgerows on Norton Road opposite the College – i.e. brambles.
- Could Village Handyman also carry out similar work on Sandpit Lane to the overhanging branches over the footpath in the interest of public safety.

15. CLERKS REPORT

- a) Delegated powers – the Clerk confirmed that she had dealt with the following matters under delegated powers: hedgerow letters; potholes and state of verges at Pockerage Corner; overgrown trees in Cavendish Close/St Peter’s Way & Maltings Garth.
- b) To receive an update on the deployment of the VAS – this would be reported on in more detail at the next meeting.
- c) To note the following:
 - Listed Building Status given to the War Memorial – Council noted that the Secretary of State for Digital, Culture, Media and Sport had agreed to the recommendations from Historic England and decided to add Thurston War Memorial to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II. The Clerk was asked to chase for a date for the remedial works to the loose stone and the re-blackening of the missing letters in the names listed.

16. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – none

17. CLOSE OF MEETING – There being no other business the Chairman closed the meeting at 9.35pm

18. DATE OF NEXT MEETING – the next Parish Council Meeting is scheduled for Wednesday 7th November 2018 commencing at 7.30pm in Thurston Community Library, Norton Road, Thurston, Parish Infrastructure and Investment Steering Group Meeting on 17th October in the Parish Council Office and Planning Meetings (if necessary) 10th October and 31st October 2018 commencing at 7.30pm in the Thurston Community Library, Norton Road.

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

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Appendix A

10. Planning:

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b) To note the following decisions coming forth:

- DC/17/04197 – Appeal allowed for the construction of a single dwelling house following demolition of two existing buildings @ Poplar Farm, Great Green
- DC/18/01839 – Outline Planning Permission (access to be considered) – erection of up to 4 No detached dwellings with garages; construction of private access driveway; improvements to existing south frontage access (following demolition of existing dwelling and blocking up of existing access to North frontage access) @ Highmead House, Ixworth Road
- DC/18/03249 - Refusal of Planning Permission for the conversion of barn to form of barn to form 1 No dwelling, stable block, garaging and additional parking/turning area; repairs to boundary wall (following part demolition) @ Grove Farm, Barrells Road
- DC/18-03621 – Planning Permission for the erection of a single storey rear extension @ Navarac, Great Green
- DC/18/03138 – Refusal of Outline Planning Application (some matters reserved) – severance of garden and erection of 1 No detached dwelling and creation of new access @ 2 Victoria Close

12. Financial Matters

a) Accounts agreed for payment

	Voucher	CHQ/ DD/SO	NETT	VAT	TOTAL
M&TJ's – ground maintenance – Aug Invoices	578	3240	86.00	17.20	103.20
Kompan Ltd – Thedwastre repairs	579	3241	3799.96	759.99	4559.95
Business Services at CAS Ltd – Insurance	580	3242	1229.80	0.00	1229.80
M&TJ's – Grounds Maintenance – September	581	3243	272.00	54.40	326.40

b) Accounts paid since the last meeting –

Salaries – September 2018	565-569	3235- 3239	4885.92		4885.92
New Green Rent – September 2018	570	SO	360.00	0.00	360.00
Plusnet – business account	571	DD	40.25	8.05	48.30
Amazon – screen protector	572	CC	1.63	0.33	1.95
Mobile Stuff – case for phone	573	CC	2.38	0.60	2.98
Eurooffice – stationary	574	CC	37.03	7.41	44.43
Timpson – Keys (Pavilion)	575	CC	9.00	1.80	10.80
Amazon – sim free Smartphone	576	CC	69.99	14.00	83.99
BMSDC – Bulk Waste Removal	577	CC	39.50	0.00	39.50

c) Receipts received since the last meeting –

Lloyds – Interest – September	Interest	2.69	0.00	2.69
Groundwork UK – NP Grant	BACS	1898.00	0.00	1898.00
MSDC – Precept – 2 nd Instalment	BACS	47033.50	0.00	47033.50

14a) Rec Ground Accounts

i) Accounts paid since the last meeting:

WAVE – Water	DD	198.04	0.00	198.04
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Monies received since the last meeting:

PC of Thurston – VAT reclaim	TRF	604.02	0.00	604.02
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ii) Accounts awaiting payment:

Caretaker Contract	591	110.77	0.00	110.77
Caretaker Expenses	592			21.74
M&TJ's – Grounds Maintenance	593	55.00	11.00	66.00
H2O – Pavilion Repairs – hot water system	594	169.96	33.99	203.95

16b) Library Accounts**ii) Monies received since the last meeting:**

Quiz Night Ticket monies	Cash/chq	354.00		354.00
Quiz Night Raffle monies	Cash	123.00		123.00

iii) Accounts awaiting payment:

I Churchus – Quiz Night Expenses	118	66.00		66.00
J Thompson – Quiz Night Expenses	119	52.64		52.64
Suffolk's Libraries – Library Equipment	120	1845.00		1845.00
Cavendish Hall – Hire of Venue for Quiz	121	31.00		31.00

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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
BMSDC	Babergh & Mid Suffolk District Councils
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	Habitats Regulations Assessment
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
PIISG	Parish Infrastructure Investment Steering Group
Rec.	Recreation
RFO	Responsible Financial Officer
SEA	Strategic Environmental Assessment
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

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

- Budget update – overspend in 2018/19, more cuts planned for 2019/20:
The first quarterly budget report has revealed a projected overspend of £8.6m on the 2018/19 budget, which equates to 1.7% of the overall budget.
Adult and Community Services: Main area of concern is the Care Purchasing Budget, which is forecasting a £4.4m overspend. This is due to a 1% increase in the number of people receiving care, as well as increases in prices for residential care homes above the standard published rates.
- Children’s Services: The base budget overspend is due to pressures within Corporate Parenting, Specialist Social Care Teams and SEN Home to School Transport budgets.
The Dedicated Schools Grant budget overspend is due to increasing demand for special school places and alternative education provision.
Corporate Services: there are pressures in achieving income targets in Corporate Property, Finance, IT, Strategy and Scrutiny & Monitoring. In particular, there is a reducing level of income from schools. Specific action is underway to promote services to schools through Schools Choice. The overspend is being mitigated by not recruiting to vacancies, leading to a £0.5m underspend on pay costs.
Furthermore, Cllr Richard Smith (Cabinet Member for Finance) has announced that there will be a further £25m of cuts in the 2019/20 budget. Although the details of the proposed budget will not be known until November, Cllr Smith has confirmed that no area will be immune from cuts.
- Rise in schools rated inadequate or requires improvement:
Data published by Suffolk County Council has revealed a sharp rise in the number of schools rated inadequate or requires improvement by Ofsted, to 1 in 5 Suffolk schools.
This has raised questions over the Council’s “Raising the Bar” strategy, which was launched in 2012 with the express aim of ensuring all schools in Suffolk were rated “good” or “outstanding”.
- Urgent need for more specialist education placements in Suffolk recognised by Cabinet:
Suffolk County Council’s Cabinet has agreed a recommendation to introduce a new approach to the development of specialist education placements for children and young people between the ages of 5 and 25 in Suffolk.
In Suffolk, it is projected that there will be an 18% rise in the number of children with Special Educational Needs and Disabilities (SEND) between 2018 and 2020, compared to only a 4% rise in the overall population of children.
Suffolk currently has insufficient specialist education placements and cannot meet current or future demand. Many children have long waited for specialist education or are placed far from home in out-of-county placements, which leads to expensive home-to-school transport costs for the Council.
The report to Cabinet suggested that Suffolk will need to develop a further 300-400 places. Following a public consultation, it was decided that the best way to develop these places in Suffolk was through a combination of new specialist support centres (attached to mainstream schools) with some new special schools, using independent placements for a small number of very specialist needs.
- Meeting with Chief Executive: at our meeting with Nicola Beach the main issue was, as you can imagine; highways. I particularly raised the lack of action on your “memorandum of understanding” which she has promised to look into. All of us are very unhappy at the lack of action on projects we have asked for which could be paid for from our local highways budget. We also raised the way the CIL money was being dealt with and the possible impact of any Brexit decision.
- Station Crossing: there is a COMMUNITY RAIL PARTNERSHIP which promotes tourism. Abellio and Greater Anglia offer start up grants of £20,000. I have asked if Thurston can be part of this.
- Locality Budget: I have put in applications for £500 towards the public consultation for the neighbourhood plan and £1,500 for the upgrade of the children’s area at the library.
- Reading Challenge: once again I was delighted to present the awards to all those children who had completed the summer reading challenge.

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