

THURSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 5th September 2018 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Dashper

Present: Cllrs. Fawcett, Hasler, Masters, Mrs Morris, Moss, Mrs O'Connell, Rainbow and Robinson.

In Attendance: Mrs V Waples, Clerk; County Cllr. P. Otton; 3 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 – there were none applicable.
 - b. Council noted the resignation of Cllr. Bradley which had been submitted in writing and accepted by the Chairman.
 - c. Apologies of absence were also received 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 – Cllr. Fawcett under Agenda Item 14bi. It was noted that Cllr. Fawcett would not take part in the decision to approve financial matters.
The following local non-pecuniary interests for the Agenda under discussion were declared: Cllrs. Fawcett, Mrs O'Connell & 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 1st August 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 29th August 2018 were agreed as true and accurate records, following an amendment to the date for signature and a spelling mistake, and signed by the Chairman of the meeting 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.

She confirmed that a number of residents had asked her whether the post-box would be reinstated? The Clerk confirmed that there was now an issue over its reinstatement as a number of residents had written in asking for it to be relocated which would be the subject of a new application.

Meeting with Nicola Beach the New Suffolk County Council Chief Executive – she had outlined serious budget pressures – how will the issues relating to Thurston in terms of Highways; Highways Project re maintenance; Parking Enforcement etc all be funded given these concerns.

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When questioned as to whether “Staying Close” was focused on residential care she confirmed that it was not intended for foster care, but she would ascertain the full remit.

DISTRICT COUNCILLORS’ REPORTS – Cllr. Haley had previously indicated to the Clerk that he had nothing further to report as there had been no meeting in August for the District.

- Noted LGBCE report – final recommendations – it was noted that overall the number of District Councillors would reduce from 40 to 34 and that the new ward would be named Thurston and would be made up of Thurston, Beyton, Norton, Stowlangtoft & Tostock.

MEMBERS OF THE PUBLIC – the following issues were raised by members of the public present:

- Hedges – becoming dangerous – Station Hill almost opposite junction of New Green Avenue
- MSDC – can pressure be put on them to keep their website up-to-date? Issue re Brown Bin Collection – no update.
- Drains on Station Hill – filled up with growth over the drain – 1 opposite New Green and 1 between Pedestrian Crossing New Green & 1 at Pokeridge Corner.
- Factsheets – noted that the PC has a very good website which was kept up to date.

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.
- b. To receive village reports of concern for referral to Police – there were no further issues raised.
- c. To receive a report on the meeting held with Stowmarket SNT; the Parish Council and members of to the Skatepark Committee on the temporary siting of the half-pipe at New Green Centre – the Clerk confirmed that she and Cllr. Rainbow had met with Sgt Vaughan and the Chair of the Skatepark Committee and a Trustee of the New Green Centre to discuss issues relating to the use of the temporary skatepark; anti-social behaviour in the vicinity of the Youth Shelter and New Green Centre; general engagement with young people in the village and the use of anti-social behaviour powers of seizure for vehicles belonging to persons engaged in anti-social behaviour.

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 vacancies. The current vacancy would be advertised in accordance with legislation.
- b. To consider the proposal by SCC to introduce Civil Parking Enforcement around School Road/School Lane – the reasoning behind the proposal in terms of what was enforceable and the capacity to enforce the order to give out the tickets through a civil enforcement was discussed by all. It was agreed that the question of funding the proposal also needed to be addressed. If accepted by the Parish Council, there needed to be some accountability over the new role and how it would be enforced. Overall, there was a concern that pressure could be placed on other areas where there are no TROs. The Clerk was asked to ensure that there was the provision for the removal of the lines once school is redundant and for the TRO to be moved to the new location of the Primary School. Generally, the meeting wanted clarity as to what powers does this leave the PCSO for other areas of the village. The Clerk was asked to ascertain whether the Parish Council had a choice on whether to opt in or opt out?
- c. To consider whether the Parish Council, in conjunction with other stakeholders, should produce a Welcome to Your Village factsheet or similar document for new residents – with advent of 800+ homes should there be the opportunity to integrate these into the village. Should there also be the opportunity to provide a format indicating where further information could be provided. Cllr. Fawcett has spoken to the Church and Vicar who are in general support. Cllrs.

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Fawcett, Mrs O'Connell and Robinson agreed to take this forward. Perhaps reach out to the Developers for potential funding sources. All were in agreement to set up a working group to take this forward, aif.

- d. To consider the appropriateness, under GDPR, of having full Councillor details on the website – it was recognised that certain data needed to be on the website but the GDPR gave the Council the opportunity to review the position of phone numbers, addresses etc of Councillors and how easily accessible they should be. All agreed that the transition from personal email to parish council email was a good point and that these should be on the Parish Council pages of the website. It was noted that there will be a need to enact call cascade for the Emergency Plan within the Council and that such data would be held in accordance with the GDPR. Agreement was forthcoming for the Clerk to remove Councillor's personal phone numbers from the website and initially to channel all queries etc through the official channels.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a. To receive an update on safety measures or improvement works at Thurston Railway Station - there were no further updates, but all were made aware that Network Rail was waiting on SCC Highways to respond formally to their proposals. A solution might be to look at an option that was more Highway based. It was noted that a ticket machine had been installed at the Railway Station.
- b. To receive an update on the measures or improvement works to mitigate the Thurston Area Noise Complaints with particular reference to freight trains – the only update covered confirmation that had been given on 21st August that the speed restrictions were still in place.

10. TO CONSIDER MATTERS RELATING TO PLANNING FOR THURSTON:

- a. To consider the following Planning Applications:
DC/18/03723 – Application for Advertisement Consent. Installation of 1 No internally illuminated fascia, 2 No non-illuminated fascia, 4 No non-illuminated wall mounted flat aluminium panels and 1 No internally illuminated 3.5m totem @ Co-Operative Food, The Granary, Station Hill – concern for light pollution – noted that all bar the Totem are attached to the overall unit. Approval by a majority decision was recommended, aif.
- b. To note decisions as determined by the Local Planning Authority coming forth – none since the last meeting
- c. To consider matters arising from previous planning responses submitted as statutory consultees – noted new NPPF – July 2018 and
- d. To receive an update on progress following the meeting with SCC and other stakeholders on the new school (and location) for Thurston CofE Primary Academy – a verbal update on the meeting was given. Noted that Pigeon is the preferred option and that once the option has been triggered for this site only then will the other site be released for alternative use. The following action points from the meeting were noted:
 - Discussion to be explored over the incorporating of linked movement corridors to the primary school
 - Meeting to be arranged with Highways regarding safe access to the primary school and how to upgrade the safety aspects of Norton Road.
 - Discussion to be had with SCC over future plans and use of land for the Community College and Primary School provision on the Persimmon site if the Pigeon site is chosen for the primary school
 - Discussion to be had with SCC over the timing of the trigger of the option for the primary school site
 - Discussion to be had with Pigeon to ascertain its plans for the school area in terms of facilities coming forth.

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11. NEIGHBOURHOOD PLANNING –

- a. To note the period for consultation of the Thurston Neighbourhood Plan Pre-Submission (Regulation 14) Version Document has now finished and to receive a summary of responses received – it was confirmed that comments had been received from statutory bodies; individuals and groups on the recent consultation which had finished on 31st August 2018. Most had been complementary on the nature and professional feel of the document. The comments made would be analysed and where errors or omissions have been identified changes would be made. The majority of comments made by the Statutory Bodies would assist in the strengthening of the document and none had stated that they were not in support. Once analysed a summary of the responses would form part of a public meeting. Council asked that its thanks be offered for the continuing work of the Neighbourhood Planning Steering Group, aif.

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

- a. To receive the external auditor report and certificate for the year ending 31st March 2018 – the Council accepted the external audit noting that there were no matters which came to their attention requiring the issuing of a separate additional issues arising report. As the audit had been concluded and the certificate accepted by the Council, the Clerk confirmed that she would advertise the conclusion of the audit. The meeting's thanks were given to the Clerk for the manner in which she had presented the Parish Council's accounts and for yet another clear audit, aif.
- b. To approve the accounts awaiting payment (see Appendix A) including those coming forth – agreement was forthcoming, by those eligible to vote, that all presented should be passed for payment, aif.
- c. To note the accounts paid since the last meeting (see Appendix A) - Council noted the accounts paid since the last meeting.
- d. To note receipts allocated since the last meeting (see Appendix A) – Council noted the interest received since the last meeting.
- e. To consider and receive the Bank Reconciliation for the period ending 31.08.18 (Paper A) – the meeting noted that available bank balances stood at £59,418.33.
- f. To receive the Internal Control Review as carried out by Cllr. Rainbow for Qtr. 2 for the year 2018-2019 – the report was submitted to the meeting and the increase in insurance to cover the increase in Fidelity Insurance cover as well as the CIL Regulation 2012 reporting requirements were noted.
- g. To consider the request from the New Green Trust to 'fence in' the Youth Green Shelter and to consider quotations received to date – in principal the meeting agreed that it had no objection to the fencing off of the Youth Shelter from the bottom car park to ensure that motorised vehicles did not access the car park once it was closed. The Clerk confirmed that she had requested quotations from three sources but to date none had submitted their prices. It was noted however that, although the Parish Council were in agreement to fence this area in, there were other larger areas through which access could be gained. The Clerk agreed to pass this comment onto the New Green Trust.
- h. To consider 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 agreed that a request should be submitted for further information on the processes and how this would impact the Parish Council along with a more detailed breakdown of costs involved. Following discussion, it was agreed that the Parish Council holds an interest in the Trust being run well and that the Parish Council should consider contributing to costs involved, aif. Agreed that in principal the Parish Council supported the request and would consider further once more details were received.

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

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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 £1,239.69 with cleared balances being £1,239.69.
- iii. To receive any matters coming forth - repairs to the play equipment at both Heath Road and Thedwastre Park had now been carried out. New seats for the swings were still being sourced for the Heath Road Play Area. Quotations for tree work to be carried out within the next three months as identified in the report by Urban Forestry were still to be received. Hot water issue at the Pavilion has now been sorted.

b. Library Account:

- i. The accounts for the period ending 31st August 2018 were presented to full Council and accepted by all. Bank balances were confirmed as £9,589.29 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 – the following events were noted - Village Quiz on 14th September; Trip to London 17th November with Elmswell Library; Christmas Tree Festival and AGM. Reading challenge had taken place over the Summer and as with other libraries numbers were down on the previous years. However, a number of other summer activities were run during the Summer holidays and these were well attended. Work was expected to take place on the Arts Council project which was tasked with looking at engagement with the 11-24 age group and plans were still to be finalised for work to the Children's Corner in the Library.

c. Emergency Plan – an issue had arisen with the stating of the roads to be covered by the Councillors given GDPR issues. It was agreed that it would be preferable to merely state who the Councillors were and ask for all queries/questions to be submitted to the Clerk. Within the overall plan there would be a cascade of numbers which would ensure the plan was put into action once the request for it to be enacted had been initiated by the relevant authorities. It was noted that the cascade of numbers had still to be agreed.

d. Skatepark Steering Group –

- i. To receive an update from Cllr. Dashper on the Skate Park Steering Group Meetings held – noted that there was a meeting to be held the following evening. It was confirmed that, with regards to the siting of the temporary facility a range of feedback had been received and that the group had concerned itself primarily with accessing a temporary site for the short-term. All feedback and analysis of the temporary siting of the ½ pipe project would be provided to the parish council but it was confirmed that 35 children had used it over the summer holidays on a membership base.
- 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 – the group had met for its 1st meeting on 29th August 2018. Initial meeting setting out remit of site assessments to look at covering a range of recreational activities and not limit such assessments to a Skatepark; making some short-term bids e.g. electric charging points and completing Parish Infrastructure Investment Plans as the basis of future dialogue with the District and other infrastructure providers.

e. Councillors Reports –

- i. to note Councillors' activities since the last meeting
 - Planning Committee Meeting – Cllrs. Dashper, Moss, Mrs O'Connell, Rainbow and Robinson So signed by the Chairman at the meeting of 3rd October 2018

- VAS Movement – Cllrs. Hasler and Masters
 - Stowmarket SNT Meeting – Cllr. Rainbow
 - NP Surgery – Cllrs. Fawcett; Mrs Morris; Mrs O’Connell and Robinson
 - NP Meetings – Cllr. Mrs O’Connell & Robinson
 - Library Meetings – Cllrs. Fawcett; Mrs O’Connell & Robinson
 - Education Meeting with SCC – Cllrs. Fawcett; Moss; Rainbow and Robinson
 - Parish Infrastructure Meeting – Cllrs. Dashper; Fawcett; Rainbow and Robinson
 - CIL – Cllrs. Rainbow and Robinson
 - Internal Control Audit – Cllr. Rainbow
 - Meeting with New Green Trust and Stowmarket SNT – Cllr. Rainbow
 - Cavendish Hall – Cllr. Moss
- ii. to receive reports from Councillors’ on issues relating to the village:
- Overgrown hedges on Sandpit Lane
 - Litter – by railway line along footpath 51 by railway line (along St Peter’s Way) – inside of fence.
 - Sunken drain path on Thedwestre Road has been reported and now has a yellow line around it
 - Footpath from Field View to Station Hill – adjacent to Lamp post 237 – footpath has sunk
 - Missing sign for Sustrans Cycle Route No 51
 - Church Road – low tree on garden of bungalow near to the railway – possibly close to No 60?
 - Missing sign on signpost on junction between Barrells Road and Church Road – directional signpost for Stockyard Green
 - Overgrown hedges along Station Hill and Norton Road
 - Litter around Youth Shelter
 - Litter on Recreation Ground on Heath Road
 - Furze Close – potholes – these are of significant depth and through the core of the road – 8-10 inches deep.

15. CLERKS REPORT

- a) Delegated powers – the Clerk confirmed that she had dealt with the following matters under delegated powers: numerous issues relating to potholes and the state of the road at Furze Close; three different reports of fly-tipping; issues regarding trees belonging to SCC; information passed to an historian with the Defence POW/MIA Accounting Agency, an agency of the U.S. Department of Defence, who had shown interest in areas connected to missing WW11 American airman in Thurston; confirmation from SCC Highways Department that all new grit bins must be yellow and the reporting of missing road and footpath signs.
- b) To receive an update on the deployment of the VAS – this would be reported on in more detail at the next meeting.
- 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 – none

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

18. DATE OF NEXT MEETING – the next Parish Council Meeting is scheduled for Wednesday 3rd October 2018 commencing at 7.30pm in Thurston Community Library, Norton Road, Thurston, Parish Infrastructure and Investment Steering Group Meeting on 25th September commencing at

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6.30pm followed by the Recreation Ground Committee Meeting at 8.00pm. The Planning Meeting scheduled for 19th September 2018 has been cancelled.

- 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:

b) To note the following decisions coming forth:

12. Financial Matters

a) Accounts agreed for payment

	Voucher DD/SO	CHQ/	NETT	VAT	TOTAL
PKF Littlejohn – External Audit	560	3230	400.00	80.00	480.00
Stephen Gage – Update and encryption	561	3231	77.00	0.00	77.00
SPS – Training	562	3232	45.00	0.00	45.00
Suffolk.biz – Councillor emails	563	3233	329.00	0.00	329.00
M&TJ's – ground maintenance	564	3234	246.00	49.20	295.20

b) Accounts paid since the last meeting –

Salaries – August 2018	554-556	3227- 3229	2708.28	0.00	2708.28
New Green Rent – August 2018	557	SO	360.00	0.00	360.00
Plusnet – residential account – Refund due	558	DD	9.16	1.83	10.99
Plusnet – business account	559	DD	34.36	6.87	41.23
Argos – Office Fridge	560	CC	66.65	13.34	79.99
Plusnet – initial contract charge	561	CC	37.00	7.40	44.40

c) Receipts received since the last meeting –

Lloyds – Interest – August	Interest	3.03	0.00	3.03
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14a) Rec Ground Accounts

i) Accounts paid since the last meeting: None

Monies received since the last meeting:

Thurston PC Account – Grant	BACS	2000.00	0.00	2000.00
Mah-Jong – Hire of Pavilion	Cash	120.00	0.00	120.00

ii) Accounts awaiting payment:

Caretaker Contract	588	110.77	0.00	110.77
Urban Forestry – Tree Survey	589	450.00	90.00	540.00
Caretaker Expenses	590	3.49	0.69	4.18

16b) Library Accounts

i) Accounts awaiting payment:

R Fawcett – Library Expenses	117	7.00	0.00	7.00
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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
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
PIIS	Parish Infrastructure Investment Group
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

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

- “Staying Close” scheme launched to support care leavers: Suffolk County Council have been awarded funding by the Department of Education for a three-year pilot scheme to support young people leaving care in Suffolk. The “Staying Close” scheme was launched on Thursday 9 August.

The aim of the scheme is to help young people from the age of 15 start planning for independent living with the assistance and support of residential care workers. This planning often only occurs close to the time a young person is due to move-out, causing unnecessary anxiety and distress. Early intervention and detailed planning from a younger age should help to alleviate this.

Young people will also continue to receive emotional and practical support from their children’s home and residential workers after they have moved out and started living independently.
- NEIGHBOURHOOD PLAN: I have responded to the county council, hoping for a stronger view on the station.
- CIL: having attended the meeting with Christine Thurlow and Neil McManus I hope there will a far better outcome from the bids the parish puts in.
- Reduction in recycling rates harm “Greenest County” ambitions: Recycling rates in Suffolk have dropped over the past 4 years, from 51% in 2013 to just 47% in 2017. Meanwhile, over 50% of waste in Suffolk is incinerated – much higher than the national average of 38%.

Although incineration may be a better option than landfill, it is still less environmentally-friendly than other methods of waste disposal. Furthermore, there are concerns that the level of harmful particles released by incinerators could pose a serious threat to public health.

The Suffolk Waste Partnership, as part of the Greenest County Partnership, set a target of recycling at least 60% of municipal waste by 2020. These latest figures suggest we are moving further away from this target. If Suffolk County Council truly wants Suffolk to be the “greenest county”, we need to start focusing on environmentally-friendly methods of waste disposal and ways to increase recycling levels in the county.
- SUPERFAST BROADBAND: Cllr Hicks has promised that 98% of all premises will have this by 2020. This is approx. 3000 new premises to be connected.
- LOCALITY FUND: I am in the process of looking at a bid for the library with Cllr. Fawcett.
- NEW PROCESS FOR PROVIDING DISABLED PARKING BAYS: This is to be simplified
- ACCESS PROTECTION MARKINGS: H MARKINGS: These will now have to be paid for by the applications.
- CIVIL PARKING ENFORCEMENT: SCC will be making sure all road markings and signs are fit for purpose this year, then will be taking the enforcement process; they have sent a map for the Mid Suffolk area which I have passed to the clerk.

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