

**THURSTON PARISH COUNCIL**

Minutes of the Parish Meeting of the Parish Council held on Wednesday 8<sup>th</sup> January 2020 at 7.30pm in the Community Library, Thurston Community College, Thurston.

**In the Chair:** Cllr. Dashper

**Present:** Cllrs. Fawcett, Haley, Morris, Rainbow, Robinson, Thurlbourne, Turner and West.

**In Attendance:** County Cllr. P Otton, Mrs V Waples, Clerk and 1 member of the public.

1. **OPENING** – The Chairman declared the meeting open at 7.30pm 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. There were no applicable apologies of absence.
  - b. Council noted that apologies of absence had been received from District Cllrs. Richardson and Mansel (on behalf of District Cllr. Turner).
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
  - a. The following local non-pecuniary interests for the Agenda under discussion were declared: Cllrs. Fawcett, Haley and Robinson as Friends of Thurston Library and Cllr. Fawcett for Agenda Item 15bi). There were no gifts of hospitality exceeding £25 declared.
  - b. There were no declarations of lobbying for planning matters by those Councillors present.
  - c. The Clerk confirmed that 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 4<sup>th</sup> December 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.
  - The minutes of the Planning Committee Meeting held on 4<sup>th</sup> December 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.
  - The minutes of the Planning Committee Meeting held on 18<sup>th</sup> December 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING** – Council received the following updates from the Clerk:
  - Green Space – Station Road – request for the parish council to consider a proposal to purchase/rent overgrown strip of land on the left side of Station Hill – the Clerk was still to review the status of ownership of this land.
  - Request a bench to be provided along Station Hill for use of residents – enquiries were ongoing with regards to the status of land along Station Hill and whether permission would be granted.
  - Thurston Station Building – request for the parish council to consider the future of this building – the Clerk was still to receive information from Network Rail on its plans for the station’s futures
  - Oak Tree Seedling – request for the parish council to consider transplanting a young oak tree from a garden to the green area at the top end of Oakey Field Road – the Council’s comments on this matter would be passed onto the resident.  
Procedure for planting trees in the village – the Policy and Resources Committee, in conjunction with the Tree Warden would consider whether a policy/procedure was required.

So signed by the Chairman at the meeting of 5<sup>th</sup> February 2020

**6. PUBLIC FORUM –**

**COUNTY COUNCILLOR MRS OTTON'S REPORT** – Cllr. Otton had submitted a written report, a copy of which can be seen at Appendix C.

**DISTRICT COUNCILLOR REPORTS –**

Cllr. Richardson's written report as submitted can be seen at Appendix D.

Cllr. Mansel's written report as submitted on behalf of Cllr. Turner can be seen at Appendix D.

**MEMBERS OF THE PUBLIC** – there no comments made by the member of the public present.

**7. POLICE MATTERS –**

- a. to receive a report from PCSO Smith on crimes relating to Thurston – the brief report compiled by Stowmarket SNT was presented to the Council. It was confirmed that PCSO Smith was still on long-term sick leave.
- b. to receive village reports of concern for referral to Police – the Clerk confirmed that she will be asking the SNT to look at inappropriate parking during school collection times – St Peter's Way; Heath Road; Norton Road and also parking of vehicles at the car park at Black Bourn Valley Nature Reserve.
- c. to receive further information on:
  - i. a variation to the PCSO contract – this was in abeyance until PCSO Smith's return to work.
  - ii. matters relating to anti-social behaviour in Thurston – a further joint ASB operation had taken place over the weekend of 20<sup>th</sup> – 22<sup>nd</sup> December. No issues were found, and the youths encountered gave no cause for concern.

**8. YOUTH MATTERS –**

- a. To receive an update on the provision of a youth shelter within the grounds of New Green – Cllr. Turner confirmed that he was still in the process of
- b. trying to make contact with interested parties to take this forward. Agreed that if the reports from the Stowmarket SNT continue to show that the anti-social behaviour has calmed down there was a willingness from the Parish Council to take this matter forward.
- c. To receive an update on the establishment of a Youth Council – Cllr. Turner confirmed that he was still awaiting a response from the interested parties to take this forward.

**9. STATUTORY BUSINESS –**

- a. To receive the official Order from Suffolk County Council (Parish of Thurston) for the new 40 mph Speed Limit along the C692 Thurston/Mount Road and C693 Thurston/New Road – Council received the order and map showing the location of the speed limit.
- b. To note the temporary closure of Barton Road, Thurston and Thurston Road, Great Barton between 13th and 17th January 2020 to carry out surface dressing preparation. Diversion route to be via Pakenham Road and Ixworth Road – Council noted the paperwork related to this closure.

**10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:**

- a. To receive an update on safety works / improvements to Thurston Railway Station – it was confirmed that nothing further had been received on this matter. The Clerk confirmed that she was continuing to chase Mr Fisk for the results of the census taken at the station in Thurston in October 2019. It was noted that the tree clearance being carried out on behalf of Network Rail along the railway track was quite extensive. It was further agreed that the Clerk should write to all bordering the railway line requesting residents to not use the area for the depositing of their garden waste.

So signed by the Chairman at the meeting of 5<sup>th</sup> February 2020

**11. TO CONSIDER MATTERS RELATING TO PLANNING FOR THURSTON:**

- a. To consider the following Planning Application: none had been received for the Council to consider.
- b. To note planning applications determined by the local planning authority: Council noted the planning applications determined by the LPA as noted at Appendix A.
- c. To note responses to previous planning comments submitted as statutory consultees: the Clerk provided an update on the following applications:
 

Hopkins Homes - road closure booked in on 20<sup>th</sup> January for a 6-week period to complete Section 278 works to Sandpit lane, these works involve service connections and road alterations. For the foreseeable future they are continuing with road sweepers, and as discussed development of site is allowing them to minimise mud and other nuisances outside of their site boundary. HV cable works are underway and currently have a switch over date pencilled for the 4<sup>th</sup> February 2020.

Linden Homes - show home due to be opened around April time, depending on how the section 278 works on Norton Road go. The licence for the section 278 has been applied for, no date as of yet, when it does start it will be a 13 weeks licence which should cover all works to Norton road and any service diversion work. It had been agreed by the site manager that "Meadow Lane is not holding up very well but will be looked at once we stop using it. I don't know whether Laurence Homes are not going to use it for their access." They have put some concrete barriers along the verges to help with the situation and a banksman at the end of the road to stop lorries parking along there and blocking the locals.

College Park, Ixworth Road – adoption of the woodland to the North of College Park bordering Ixworth Road – the Clerk confirmed that she was still awaiting details from the landowner to provide further information on the status of the woodland and the extent of management of the area.

College Park, Ixworth Road – to consider further the adoption of the areas of public open space as shown on Drawings 981-E-SK19 (Persimmon) following information received – the Clerk confirmed that the LPA had still to sign off the produced landscape and ecological management and maintenance place and that she was awaiting advice from MSDC re commuted sums.

- 12. CLIMATE CHANGE** – to consider further the council's position on the Climate Change Emergency and to note information coming forth - Cllr. Turner agreed that he would set a meeting up with Cllrs. Morris and Haley to take this forward.

**13. 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 - the items shown on the list as at Appendix A were approved for payment by those able so to do, aif.
- b. To note the accounts paid since the last meeting (see Appendix A) – council noted the accounts paid since the last meeting.
- c. To note receipts allocated since the last meeting (see Appendix A) – those items received since the last meeting as per Appendix A were noted.
- d. To consider and receive the Bank Reconciliation for the period ending 31<sup>st</sup> December 2019 (Paper 1/08.01.20) – Council noted the overall balances of £123,371.83 (cleared £121,937.54) of which £64,146.65 was from CIL Receipts received to date.
- e. To receive and consider the Internal Control Review for the 3rd Quarter 2019-20 as carried out by Cllr. Rainbow (Paper 2/08.01.20) – the report was received and noted.
- f. To consider and approve donations as per requests submitted (Paper 3/08.01.20) – it was agreed that the following donations, under the provisions of the General Power of Competence, be awarded: SARS £300; Mid Suffolk CAB £500 and West Suffolk CAB £500.
- g. To consider and finalised the Budget to be set for the year 2020-2021 with consideration to the tax base for Thurston (Paper 4/08.01.20) – Council agreed to set a budget of £118,175 for the year 2020-2021, aif.

So signed by the Chairman at the meeting of 5<sup>th</sup> February 2020

- h. To consider and approve the Precept to be levied on the parish of Thurston for the year 2020-2021 - the three scenarios put to the parish council were discussed and it was agreed, by a unanimous decision, that the Council would set a precept of £105,162 to fund the budget of £118,175 with the balance coming from reserves and known grant sources. It was further agreed that there was a need to explain reasoning behind the increase and such an article should be put into the newsletter and cover the fact that the increase does have an impact on the services and facilities offered by the Parish Council.

**14. QUESTIONS FROM COUNCILLORS PREVIOUSLY SUBMITTED – none received.**

**15. REPORTS FROM COMMITTEES AND GROUPS -**

- a. Recreational Facilities Committee:
  - 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 15a i) at the end of the minutes for full details.
  - ii. The Council received the bank reconciliation to date and noted that bank balances stood at £1361.13 with available funds being £1361.13. It was agreed that the Recreation Ground account would make a payment of £800 to cover part of the £1300 loan.
  - iii. To receive any matters coming forth – following reports that part of the footpath along the rear of the Recreation Ground from School Road across to the Church was blocked by soil – agreement was forthcoming that a working party would be set-up to carry out remedial repairs; a meeting was still to be organised with the contractors quoting for works on the Cavendish Car Park for further information; work has been carried out on the Recreation Ground field pitch by Parkers Pitches following concerns raised by the state of the pitch by the Football Club – this was at no cost to the although this will impact on pitch bookings for the next to months. Cllr. Morris agreed to look at the status of the Chestnut Trees on the Recreation Ground and report back to the Clerk as to works required.
- a. Library Account:
  - 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 A 16b ii) at the end of the minutes for full details.
  - ii. The Council received the bank reconciliation to date and noted that bank balances stood at £11,076.18 with cleared funds being £10,983.49.
  - iii. To receive any matters coming forth – all events held have made a good profit. Noted that the Library might need to call upon monies held in the Council's Reserves for the Library to fund works to ; Xmas Tree Festival – thanks offered to all who contributed to the festival – pleasing response and well supported financially. AGM held on 12<sup>th</sup> December.
- iv. Emergency Plan:
  - i. to receive any matters coming forth from the committee – parts of the booklet will be uploaded to the website once corrections had been made.
  - ii. A committee meeting had been arranged for 22<sup>nd</sup> January 2020 to carry out further reviews of the current document.
- e. Parish Infrastructure Investment Steering Group:
  - i. to consider and approve the recommendation from the PIISG to fund the production of an Open Space and Play Strategy for Thurston as per the quotation received from Ethos Environmental Planning at a cost of £6,062.50 plus expenses – the paper submitted by the Clerk was discussed and it was agreed that the Council's Financial Regulation 11.1h be suspended and that it was acceptable that a single tender was allowed given that the firm quoting was an expert in its field and had carried out some of the work at a district level for Mid Suffolk. It was noted that the PIISG were also

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- looking at a strategy for parking using professional advisers. All agreed that this type of work to underpin possible CIL was needed and required professional input and the quotation
- ii. to receive an update on the projects to form part of the infrastructure programme to be funded by the Neighbourhood CIL monies – meeting on 31<sup>st</sup> January would be able to provide an update at the next meeting.
- e. Village Guide 2019:
- i. to receive a report from the working group on the production of the Thurston Village Guide 2020 – noted that the copy was still in the process of being collated.
- f. Councillors Reports –
- i. to note Councillors’ activities/committee meetings/meetings attended since the last meeting –
    - VAS – Cllr. Robinson
    - Playground Inspection – Cllrs. Morris, Turner and West
    - Planning meeting – Cllrs. Dashper; Haley; Morris; Rainbow; Robinson; Thurlbourn and West
    - New Green Decorations – Cllr. Thurlbourn
    - Library – Cllrs. Robinson and Fawcett
    - PIISG – Cllrs. Dashper, Fawcett, Robinson, Rainbow
    - Youth Council Meetings – Cllr. Turner
    - Christmas Tree Festival – Cllrs. Dashper and Fawcett
  - ii. To receive reports from Councillors’ on issues relating to the village:
    - Potholes – opposite post office on Barton Road; Stoney Lane
    - Dog Fouling – Heath Road; on hedgerow by Railway Bridge (clerk put in another notice)
    - Ryefields – Sandpit Lane – road surface being broken up
    - Footpath Signs – reported by Cllr. Morris
    - BT Openreach – rubbish left by BT Openreach by Phone Kiosk – reported by Clerk.
    - Road sign on Barton Road – still to be replaced

## 16. CLERKS REPORT

- a. Delegated powers – the Clerk confirmed that she had dealt with a number of matters under delegated powers: matters relating to Planning (Hopkins and Linden Homes); potholes; liaison with Stowmarket SNT over policing in the village; reporting of various issues on the Suffolk Reporting Tool; answering residents’ concerns over development taking place on the Hopkins Homes and Linden Homes sites.
- b. To receive an update on the deployment of the VAS – it was noted that both units had been downloaded today via the Bluetooth facility and that data has still to be interrogated. The Clerk has still had no response from the Speed Management Team at SCC for discussion over appropriate further traffic calming measures that might be considered appropriate.
- c. All significant correspondence had been dealt with elsewhere on the agenda. Items for noting had been previously circulated.
- d. Cllr. Fawcett made the meeting aware that he has been working on a script to present to the Planning Department / Planning Referrals Committee when the Bloor and Gladman applications come before the committee. This will be discussed further at the Planning Committee Meeting scheduled for later in the month.

## 17. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – Clerks review.

## 18. DATE OF NEXT MEETINGS –

- a. Community Engagement Surgeries – 15<sup>th</sup> January 2020 between 10.30am and 1.00pm
- b. Emergency Committee Meeting – 22<sup>nd</sup> January 2020 commencing at 6.30pm
- c. Planning Committee Meeting – 22<sup>nd</sup> January 2020 commencing at 7.30pm
- d. PIISG Meeting scheduled for 31<sup>st</sup> January 2020 commencing at 10.30am in the Parish Council Office

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e. Parish Council Meeting scheduled 5<sup>th</sup> February 2020 commencing at 7.30pm.

**19. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the Meeting due to the confidential nature of the business to be transacted – there was none forthcoming.**

**20. CLOSE OF MEETING – there being no other business the Chairman closed the meeting at 9.20pm.**

## **Appendix A**

So signed by the Chairman at the meeting of 5<sup>th</sup> February 2020

**11. Planning: c) To note the following decisions coming forth:**

DC/19/05155 - Planning Permission for the outline planning application (some matters reserved – access to be considered) – erection of 1 NO dwelling with provision of internal access road and landscaping – land at Navarac, Great Green

DC/19/05477 – Non-material amendment to Outline Permission 4963/16 and Reserved Matters DC/18/03547 – omit porch canopies on plots 88 and 12 and replace them with brick headers on land to the west of Ixworth Road

DC/19/05243 – discharge of conditions application for ref: 1032/16 – condition 3 (Arboricultural impact), condition 4 (landscaping scheme) and condition 12 (details of illumination) on land on corner between Norton Road and Church Road.

**13. Financial Matters****a) Accounts submitted for payment**

	Voucher	METHOD	NETT	VAT	TOTAL
Gipping Press – NP Adopted Plans	799	3593	150.00	0.00	150.00
MSDC – Annual Play Inspections	800	3594	165.39	33.08	198.47
Sac-O-Mat – Dog Waste Bags	801	3595	404.36	80.87	485.23
M&TJ's – path clearance	802	3596	300.00	60.00	360.00
Headway Suffolk - donation	803	3597	300.00	0.00	300.00
EACH – Donation	804	3598	300.00	0.00	300.00
St Peter's Church – donation to Tiny Toes	805	3599	150.00	0.00	150.00

**b) Accounts paid since the last meeting**

New Green Community Trust	790	SO	375.64	0.00	375.64
Plusnet – Internet and Telephone	791	DD	37.55	7.51	45.06
Salaries – December 2019	792 - 796	3556 - 3560	5113.24	0.00	5113.24
Vacs R Us - Hoover	797	CC	150.00	0.00	150.00
Eurooffice - Stationary	798	CC	200.67	40.14	240.81

**c) Receipts received since the last meeting**

Lloyds – Interest – December	Interest	3.45	0.00	3.45
Lloyds – Refund Fees – error – May 09-July 10	Deposit	0.30	0.00	0.30
Lloyds – Compensatory Interest on above	Deposit	0.22	0.00	0.22
Monies banked by PC on behalf of Rec. Grd Acct *	Deposit	84.00	0.00	84.00
Repay of Train Ticket by Clerk – meeting cancelled	Deposit	20.60	0.00	20.60

**15a) Rec Ground Accounts****i) Accounts paid since the last meeting:**

British Gas - Electricity	DD	81.01	4.05	85.06
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**Monies received since the last meeting:**

French for Tots – hire of pavilion	BACS	342.00	0.00	342.00
SCC – TUFS rent – 4 <sup>th</sup> Quarter	BACS	625.00	0.00	625.00
Thurston Village Hall – use of Car Park	Chq	250.00	0.00	250.00

**Accounts awaiting payment:**

R Cook – Caretaker Contract	633	117.26	0.00	117.26
R Cook – expenses	634	3.18	0.00	3.18

**15b) Library Accounts****Accounts awaiting payment:**

St Peter's Church – Quiz Night Donation	148	142.80	0.00	142.80
R Fawcett – expenses – AGM, VOCA concert, John Martin Talk	149	100.00	0.00	100.00

**Appendix B**

So signed by the Chairman at the meeting of 5<sup>th</sup> February 2020

## Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
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
FR	Financial Regulations
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
NDP	Neighbourhood Development Plan
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
SARS	Suffolk Accident Rescue Service
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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