

THURSTON PARISH COUNCIL

Minutes of the Parish Meeting of the Parish Council held on Wednesday 3rd July 2019 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Dashper

Present: Cllrs. Hasler, Haley, Mrs Morris, Rainbow, Robinson and Thurlbourn.

In Attendance: District Cllr. W Turner; Mrs V Waples, Clerk and 5 members of the public.

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. Council to receive apologies for absence – apologies for absence were received from Cllrs. Angus (work commitments), Fawcett and West (personal commitments).
 - b. Council to consent to accept the apologies received, aif.
 - c. It was noted that County Cllr. Otton and District Cllr. Richardson had also submitted their apologies and had provided the Clerk with a written report.
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. Haley & Robinson as Friends of Thurston Library, Cllr. Mrs Morris as the Cavendish Hall Parish Council appointed representative, Cllr. Haley as the Parish Council appointed New Green Trustee. 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 5th June 2019 were agreed by all present as true and accurate records and signed as such by the Chairman.
 - The minutes of the Planning Committee Meeting held on 5th and 19th June 2019 were agreed by all present as true and accurate records and signed as such by the Chairman.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING** –

Draft Joint Local Plan – this has been received and circulated since the last meeting. Cllrs. had circulated comments via email over the inaccuracies contained within the document which were noted by all present. District Cllr. Turner made the meeting aware that members had until Friday 5th July to draw such inaccuracies to the officers' attention for amendment, if applicable, prior to the document being released for public consultation. It was agreed that Cllr. Haley should collate the comments received from Cllrs. for onward submission to District Cllr. Turner by Friday 5th July. It was confirmed that the Joint Local Plan will be formally discussed by the Planning Committee and Neighbourhood Plan Steering Group at meetings later in the month.

NALC briefing – one of their supported proposals was for the local plan to be reviewed every 10 years as opposed to 5. Cllr. Haley felt that this was not a proposal that the Parish Council should support and had asked the NALC Chief Executive for further information which he would bring back to the council.

Approved at the meeting of 7th August 2019 for the Chair to sign the minutes.

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.

The following items were to be brought to her attention:

- Agreed to arrange a meeting with SCC Highways to discuss the finalised details for S106 & highway improvements relating
- Mount Road 40mph speed proposals implementation date was unknown as at this stage and Cllr. Otton agreed to try and ascertain likely implementation dates.

DISTRICT COUNCILLOR REPORTS –

Cllr. Richardson had previously submitted a written report, a copy of which can be seen at Appendix D.

Cllr. Turner was invited to submit her report, a copy of which can be seen at Appendix D.

MEMBERS OF THE PUBLIC – *the following comments were made by the members of the public present:*

- Cold calling by members of a religious group. Could the PCSO be approached for no cold calling stickers and could something be placed in the next newsletter.
- Shelter – what is happening regarding the shelter? When is the next meeting? Why has there been nothing in the newsletter about the future of the shelter.

The Chair confirmed that the next meeting of the Action Group would be on 11th July 2019 at 6.30pm in the New Green Centre and that the members would be discussing this matter later on the agenda.

- Why is there not a PCSO present at this meeting to discuss such issues?

The Chair explained the working hours of the PCSO, as per the policing review, and that there was one Engagement Officer able to attend all PC meetings throughout the Mid Suffolk area. He had previously attended the Annual Meeting of the Parish Council.

7. POLICE MATTERS –

- a. Council received the latest Thurston SNT Report detailing the work undertaken over the past month by PCSO Smith which had been produced following reports submitted to the Clerk from PCSO Smith – the report was submitted to full Council. A summary of the
- b. To receive village reports of concern for referral to Police – there were no further matters raised for referral. The Clerk made the meeting aware of a communication trail between TCC and the Clerk relating to the attendance of the parish funded PCSO at the College Community Forum Meetings. The meeting was informed that where duties allowed, the PCSO might be able to be released from policing duties to attend such meetings, but this would be once a request had been submitted to the Clerk. It was also confirmed that the PCSO already carried out a number of engagements roles with TCC.
- c. Council to note the forthcoming meeting of the action group meeting formed to discuss the youth shelter on the New Green car park – 11th July 2019 at 6.30pm in the New Green Centre. Police have been asked to attend.
- d. To consider and discuss the removal and replacement of a youth shelter within the grounds of New Green – contingent on the action group, but in terms of discussion with the young people who had attended the meeting, those present felt that the shelter was not the place where they wished to go and congregate and that there should be a disassociation of the youth shelter from the road. Progress was being made as to the type, location and replacement facility. Noted that the council was still minded to remove the shelter. Agreed that the replacement was required to be user friendly, public friendly and located in an area which has the support of the landlords and New Green Community Trust. Agreement was forthcoming for the youth shelter to be removed by the end of July and the area to be fenced off at the same time or before the removal of the shelter, costs to be shared with the New Green Centre, aif. It was agreed by all that Council was minded to

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install a new youth shelter in a more appropriate place following discussions with the landlords, New Green Trust and members of the Action Group, aif.

- e. To consider the proposal submitted by Cllr. Turner to set up a Youth Council to involve young people in the provision of a youth shelter and the decision-making process of facilities such as these at parish council level – (Paper entitled Draft Youth Council – 03.07.19) – it was agreed by all present that this should be discussed at the Action Group meeting with the expectation that the Action Group would become/ take the lead in setting up the Youth Council.

8. STATUTORY BUSINESS –

- a. To receive nominations for the unfilled post of Councillor following the uncontested Parish Council Election on 2nd May 2019 – no nominations had been submitted to the Clerk since the last meeting.
- b. To confirm the appointment of Parish Council Representatives on the following Bodies: to note that there is still a vacancy for a post on the New Green Community Trust – noted by those present.
- c. To receive the Council's 3 Year Business Plan (Paper 1/03.07.2019) – it was agreed by all that the monthly surgeries should be reinserted in accordance with the Business Plan. Following a couple of minor amendments, the business plan was approved for adoption by the council, aif.
- d. To note the appointment of Mrs Angela Dean as Administrative Assistant to the Clerk to the Council.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a. To receive an update on safety works/improvements to Thurston Railway Station – the Clerk had nothing to report on this issue.
- b. To receive an update on the measures to mitigate the Thurston Area Noise Complaints with particular reference to freight trains – the Clerk confirmed that she had still not received copies of the speed data to allow Cllrs. to make an informed comment.

10. TO CONSIDER MATTERS RELATING TO PLANNING FOR THURSTON:

- a. To consider the following Planning Application: there were none to be discussed.
- b. To note planning determinations by the Local Planning Authority (see Appendix A) – noted
The meeting noted that the applicants had submitted an appeal against the refusal of planning permission for a further dwelling in the grounds of No. 54 Heather Close. The meeting confirmed that it had no further comments to make.
- c. To note responses to previous planning comments submitted as statutory consultees: Clerk to provide an update on the status of the application for Fields of Dreams, Beyton Road following the refusal of planning application DC/18/01503 – *email for an update*
- d. To receive an update from the Clerk on the school relocation project for the Thurston Primary Academy – the Clerk informed the meeting of an update to the project which confirmed that Barnes Construction had been appointed the contractor who have experience working on school projects; there had been a decision to delay the planning submission to September 2019, with a target for approval in December 2019; this period would be used to respond there was the most efficient solution in terms of construction, prior to submitting the planning application. It was confirmed that the delay to the planning application would not have any other impact on the project delivery programme, with the aim to start on site in May/June 2020, to complete ready for the school to move in and open from September 2021. Following a comment made, it was noted that SCC has to underwrite the financing of the school and timescale is unaffected by the timescales of development of the significant five planning applications.
- e. Draft New Local Plan – comments as previously discussed stood. It was confirmed that the Joint Local Plan will be formally discussed by the Planning Committee and Neighbourhood Plan Steering Group at meetings later in the month once the document had been released for formal consultation.

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The Clerk made the meeting aware that the Professional Partner for the Thurston NDP drew the council's attention to Page 42 onward which have the minimum number of houses to be delivered in all the NP areas. Page 151 onwards shows the site allocations where they have been identified by the Joint Local Plan. The expectation will be that the neighbourhood plan allocates the sites to deliver the minimum housing requirement. It appeared that the Plan does not appear to allocate any sites in Hinterland Villages, only in the larger settlements (Market Towns and Core Villages).

- f. Application No: DC/17/02782 Address: Land Off Church Road, Access Via Garden Of 'The Firs' – the meeting was made aware that this application was due to go before the Development Control Committee the following week 10th July 2019 in the morning. The Clerk made the meeting aware that the Officer recommendation was for approval and that she had identified errors in the report submitted by the office to the committee with regards to the five-year land supply and the lack of reference to the Thurston NDP. Clarification on these matters had been requested from a senior planning officer. As the Chair and Clerk were committed elsewhere for meetings on behalf of the Parish Council, Cllr. Haley agreed to attend and represent the PC.

11. NEIGHBOURHOOD PLANNING –

- a. Clerk to provide an update on the next stage of the Thurston Neighbourhood Development Plan – the NPSG were working on the executive summary to be produced detailing all policies to be given which would be delivered to all dwellings and business in the parish. It was noted that the referendum date was still to be confirmed by MSDC, but this was dependent on a final clean version of the plan from the parish council. Final amendments were with Gipping Press for implementing and the final version will be with the Clerk by the following week for onward submission to MSDC.

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 - the items shown on the list as at Appendix A were approved for payment, aif.
- b. To note the accounts paid since the last meeting (see Appendix A) – council noted the accounts paid since the last meeting. Agreement was forthcoming for the clerk to investigate a sim card for the office mobile phone, aif.
- 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 30.06.2019 (Paper 2/03.07.2019) – Council noted that bank balances stood at £50,580.70 with available funds being £49,431.43.
- e. To consider and receive the budget to actual monitoring report for the 1st quarter ending 30th June 2019 (Paper 3/03.07.2019)
- f. To receive an update on the joint Youth Project to be sited on the New Green Centre Grounds – MSDC would be approached for funds held at MSDC, and once known, an approach could be made for additional funds.

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

14. 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 14a 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 £1,333.32 available funds £1,135.32.

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- iii. To receive any matters coming forth – it was noted that there had been issues regarding the cutting of the grass by the Academy Trust. Clerk was requested to notify all users of the increase in rates for the season. Swings are now installed at Heath Road.
- b. 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 14b 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 £8,215.39 cleared funds.
 - iii. To receive any matters coming forth – children’s corner plans still ongoing. Still to meet up with contractor to finalise details. Commencement to be later in the year. Reading challenge in the summer – if anyone had any spare time to assist with hearing young people read please come forward.
- c. Emergency Plan:
- i. To note a meeting has been scheduled for July 2019 for the committee to discuss the next steps in the plan and the cascading of information – Cllr. Hasler and the Clerk to schedule dates.
- d. Parish Infrastructure Investment Steering Group:
- i. to receive an update on the assessments of suitable sites within the parish of Thurston for Multi Facility Recreation Use – there was still only one response received to date.
 - ii. to receive an update on work on a strategy for provision of facilities for current and future residents of the village – Clerk to initiate contact with an organisation that might prove to be of assistance in producing a strategy on a more local level for Thurston. Once the remit had been agreed, the PIISG would discuss this further at its next meeting later in July.
 - iii. to receive an update on the status of the items included within the bid against the CIL 123 Regulation List in the May 2019 round – the meeting was informed of the progress of the 2 further bids that had been submitted - Bus Shelters with SCC as bid partners for Sandpit Lane - in the system; Library bid for the Children’s area with PC and Suffolk Libraries as joint bid partners – had been rejected. The bid relating to the provision of a children’s centre at the Library had not been successful as the bid was not compliant with the Council’s Regulation 123 list because the provision of equipment is not on the Regulation 123 list. The reference to libraries on the Regulation 123 List relates to the extension or construction of library facilities. It was stated that Parish Councils may use their Neighbourhood CIL for the purposes of purchasing Library equipment. However at a recent meeting at which the Professional Lead – Key Sites and Infrastructure from BMSDC was in attendance, it was suggested that the latter bid had not been wholly rejected and might still be in the system. The Chair informed the meeting that the Officer in question has agreed to attend the next PIISG to explain the changes regarding CIL following a recent review.
 - iv. Meeting relating to the land coming forth for educational use on the land to the west of Ixworth Road (Persimmon site) – a meeting had taken place with the Principal and a governor of the Community Collage, Officer from SCC, Representatives from Concertus (Design); Key Sites and Infrastructure Officers from BMSDC and representatives from the Parish Council and Neighbourhood Plan Team regarding the use of this area as submitted under the planning application submitted by Persimmon Homes. A proposed community site plan was shared with all which provided outline details of an artificial pitch; area for a wheeled facility; area for expansion of the community college in terms of movement of sporting facilities and a parking area. It was noted that of the 2.4 hectares previously allocated for the new primary school, the college were interested in 1.8 hectares for school for recreational use; car park and turning circle which would leave 0.6 hectares for community use for an outline concept of a wheeled recreational facility which would be regarded as community space. The concept plan as shown was to be redrawn following the suggestion of realignment of the pitch and the community facility. Prices quoted were £240k per hectare to purchase the land in question. Area in question is 4 hectares in total.

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For a CiL bid to be successful the proposal would need to have planning permission, but all noted that there was a need to have options on the land. Issues covered entrances and exits on the site; controlled measures for the community site and the requirement of a further access to the community part of the land so that it was not under the control of the community college. Concertus were tasked with looking at the issues raised and report back at the next meeting of 25th July 2019 in the afternoon. The principal of the land not reverting to the landowners to come forth for housing was supported by all.

e. Village Guide 2019:

- i. to receive a report from the working group on the production of the Thurston Village Guide 2019 – it was noted that the work was in abeyance until Cllr. Fawcett was available to meet with the Clerk to discuss the project further given recent comments from the Vicar for Thurston and Great Barton. This may impact on the costing of the project and the Clerk would seek to bring this back to the council at the earliest opportunity.

f. Councillors Reports –

- i. to note Councillors' activities/ meetings attended since the last meeting –
 - New Green Trust Cttee Meeting – Cllr. Haley
 - Planning Meetings – Cllrs. Dashper, Haley, Mrs Morris, Rainbow and Thurlbourn
 - Repairs to swings at Heath Road – Cllr. Rainbow
 - Officer Infrastructure Meeting – Cllrs. Dashper, Rainbow and Robinson
 - PIISG Meeting– Cllrs. Dashper and Rainbow
 - VAS – Cllrs. Hasler and Robinson. Cllr. Hasler requested that the Council investigate the possibility of a sim card for the mobile phone to allow the download procedure to take place on site rather than having to return to the office to gain access to the internet. Council was in agreement that this should be explored, and a report submitted at the next meeting.
 - Recreational Facilities Cttee Meeting – Cllrs. Haley; Hasler; Morris & Rainbow
 - Play Area Monthly Inspections – Cllrs. Hasler; Morris & Rainbow
 - Admin Assistant interviews – Cllrs. Dashper & Rainbow
 - Cllr. Training – Cllrs. Morris & Thurlbourn
 - SALC Areas Meeting Report – notes as submitted by Cllr. Angus
 - Community Voice Meeting – notes as submitted by Cllr. West
- ii. to receive reports from Councillors' on issues relating to the village:
 - Give Way sign Sandpit Lane - Norton Road on ground.
 - Suffolk Tree Wardens – free tree offer – 50 little trees have been ordered and would be available later in the year.
 - Vegetation from a property along School Road – encroaching onto the footpath between Birch Road and School Road.
 - Hedgerow from properties on Rylands encroaching into the road.
 - Undergrowth at Pokeriage Corner.

15. CLERKS REPORT

- a. Delegated powers – the Clerk confirmed that she had dealt with a number of matters under delegated powers: potholes; caps off streetlights; matters relating to planning and CiL.
- b. To receive an update on the deployment of the VAS – it was noted that both units had been downloaded the previous Friday via the Bluetooth facility and the Clerk was still to interrogate the data collected.
- c. To note general correspondence received as follows – all significant correspondence had been dealt with elsewhere on the agenda. Items for noting had been previously circulated.

16. TO CONSIDER SPECIFIC ITEMS FOR THE NEXT AGENDA – mobile sim for the office mobile phone.

Approved at the meeting of 7th August 2019 for the Chair to signed the minutes.

17. DATE OF NEXT MEETINGS –

- a. to confirm the date of the next Parish Council Meeting as scheduled for 7th August 2019 commencing in the Community Library, Norton Road.
- b. to note that there will be a Planning Committee Meeting on 17th July commencing at 7.30pm in the Community Library, Norton Road, Thurston

18. 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 were none to be discussed.

20. CLOSE OF MEETING – there being no other business the Chairman closed the meeting at 9.55pm.

Approved at the meeting of 7th August 2019 for the Chair to signed the minutes.

Appendix A

10. Planning:

b) To note the following decisions coming forth:

DC/18/03547 – Approval of reserved matters - Application for approval of Reserved Matters following Outline Planning Permission Town & Country Planning (Development Management Procedure) (England) Order 2015 - Layout, Scale, Appearance and Landscaping pursuant to condition 3 of Outline Planning Permission 4963/16, for up to 250 dwellings, open space and associated infrastructure @ Land To The West Of , Ixworth Road, Thurston

DC/19/02033 – Planning permission - erection of two detached dwellings and cart lodges following demolition of existing dwelling and outbuildings @ Corner Cottage, Hollow Lane, Thurston

DC/19/02224 – Outline planning permission - Outline Planning Application - (Access to be considered) for the erection of 2 No. dwellings and vehicular access @ land At Navarac , Great Green , Thurston

DC/19/02416 – Planning permission - Erection of a polytunnel @ Barton Mere Farm House, Barton Road

DC/19/02105 – Refusal of planning permission – erection of a home workshop and storage barn with office space above and changes to access @ Woodland Lodge, 19 Furze Close

DC/19/022502 – Planning permission – erection of first floor side extension and partial conversion of garage to utility room @ 80 Howes Avenue

DC/19/02417 – Planning permission – erection of 1.5 storey side extension. Conversion of attic to additional living space and rebuild existing garage following demolition of existing garage and outbuilding @ 9 Furze Close

12. Financial Matters

a) Accounts submitted for payment

	Voucher	METHOD	NETT	VAT	TOTAL
SALC – Cllr. Briefing x 4	695	3498	69.00	13.80	82.80
Catherine Legg t/a Pernickety Kate	696	3499	157.50	0.00	157.50
Thurston Village Hall (Cavendish Hall) – donation	697	3500	657.00	0.00	657.00
New Green Community Centre – donation	698	3501	1500.00	0.00	1500.00
M&TJ's – grounds maintenance	699	3502	282.00	56.40	338.40

b) Accounts paid since the last meeting

Salaries – June 2019	686 - 690	3526-3530	4771.72	0.00	4771.72
New Green Community Trust	691	SO	375.64	0.00	375.64
Eurooffice – stationary	692	CC	109.47	21.90	131.37
Coopers – glue & extension leads	693	CC	18.51	3.71	22.22
Plusnet – Internet and Telephone	694	DD	37.52	7.50	45.02

c) Receipts received since the last meeting

Lloyds – Interest – June	Interest	1.59	0.00	1.59
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14a) Rec Ground Accounts

Accounts awaiting payment:

R Cook – Caretaker Contract	615	117.26	0.00	117.26
R Cook – Expenses	616	30.90	6.18	37.08
M&TJ's – Spraying of field	617	360.00	72.00	432.00

14b) Library Accounts

Accounts awaiting payment: None

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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
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
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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