

THURSTON PARISH COUNCIL

Minutes of the Parish Meeting of the Parish Council held on Wednesday 4th September 2019 at 7.30pm in the Community Library, Thurston Community College, Thurston.

In the Chair: Cllr. Dashper

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

In Attendance: County Cllr. P Otton, District Cllr. Turner, Mrs V Waples, Clerk and four members 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. Council to receive apologies for absence – apologies for absence were received from Cllrs. Angus (work commitments).
 - b. Council to consent to accept the apologies received, aif.
 - c. It was noted that District Cllr. Richardson had also submitted his apologies and had provided the Clerk with a short 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. Fawcett, Haley & Robinson as Friends of Thurston Library. 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 7th August 2019 were agreed by all present as true and accurate records and signed by the Chair as such.
 - The minutes of the Planning Committee Meeting held on 28th August 2019 were agreed by all present as true and accurate records and signed by the Chair as such.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING** – there was none that was not covered elsewhere on the agenda.
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. Turner was invited to submit her report, a copy of which can be seen at Appendix D.

Cllr. Richardson had made the Clerk aware that he had recently met with Jo Churchill MP in Thurston because of the recent planning applications and had discussed some of the issues involved. The meeting was aimed at keeping her apprised of any future developments. He had confirmed that there

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weren't any definitive outputs from the meeting and he will give a brief oral update when next at a Parish Council meeting. He confirmed that he had asked the Planning Team at MSDC to keep him updated about when the two planning applications are due for discussion at Committee but hadn't been given an indication of any possible dates as yet.

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

- Network Rail – could villagers be informed in advance of work to the lines – given that some work is carried out over the night. It was mentioned that the noise relating to recent work might relate to that being carried out on the A14 as opposed to the railway line.
- Item 13 – pleased that Cllr. Turner has raised and that the Parish Council will discuss this matter further.
- Road Safety – lack of white lining and white lining in middle of road – mainly but not limited to Heath Road.
- Hedges – junction of Heath Road and Barton Road.
- Give Way signs covered by overgrowth – Heath Road.

CO-CHAIR OF THE THURSTON NEIGHBOURHOOD PLAN STEERING COMMITTEE – the Co-Chair made the meeting aware that there appeared to be a need for clarity on issues raised at the Neighbourhood Plan Surgeries earlier that day on what it would mean in voting yes or no. It was agreed that this clarity message for needed to be placed on as many platforms as possible - Nextdoor and Thurston Planning Page on Facebook as social media intervention was agreed to be the best way forward. Message that needed to be got across was that the village is left exposed if the Neighbourhood Plan is not approved and past at referendum. *The Clerk provided clarity on campaigning rules for a referendum which allowed the neighbourhood planning body to encourage voting and disseminate information on the proposed neighbourhood plan, within reasonable expense limits. However, members of the parish council and others could act independently, using independent funds, to campaign for a 'yes' vote.*

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.
- b. To receive village reports of concern for referral to Police – there were no further matters raised for referral.
- c. To receive an update on the provision of a Youth Shelter within the grounds of New Green – not yet had any further dialogue with the College on the information that was circulated prior to the Summer Holidays. It was noted that Cllr. Turner would be attending Freshers Day at the College on 18th September on behalf of the Parish Council and ascertain whether there is any feedback from the potential users of the youth shelter. A report will be submitted to the next Parish Council meeting.

8. STATUTORY BUSINESS –

- a. To discuss cover for the office during the Clerk's annual leave – it was agreed to increase the Administrative Assistant's hours to cover the office for a shortened period on both Wednesdays and Fridays during the Clerk's annual Leave.
- b. To receive confirmation of the Temporary Closure of Footpath 6, Thurston from 2nd September 2019 to 1st March 2020 (or longer if extended by the Minister) – noted that this will be for a rolling six-month period and will be opened as soon as practically possible.

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9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a. To receive an update on safety works/improvements to Thurston Railway Station – it was agreed that there was a need for a response from technical planning on the current applications in for consideration as well as a more current feasibility study of usage which would give a clearer definition of the impact and the need for mitigation measures.
- b. To receive an update on the measures to mitigate the Thurston Area Noise Complaints with particular reference to freight trains – the Clerk had nothing further to report on this issue although the Clerk had asked Daniel Fisk whether he would be in a position to obtain said data.

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) – the meeting noted those applications determined by MSDC.
- c. To note responses to previous planning comments submitted as statutory consultees:
- d. To note the submission of planning drawings for Thurston Primary School - Relocation and expansion from 210 to 420 places and new 30 place pre-school – as of 30th August 2019 – the meeting noted that the planning application for the new school will be submitted in September 2019. The Clerk made the meeting aware that she had raised the issue of capacity given the further planning applications that had been submitted during the Summer months of 2019. The Schools Infrastructure Programme Manager at SCC had confirmed that SCC had have ‘masterplanned’ the school site for future expansion, if it were required, to 630 Primary places and 60 pre-school places. They did not have detailed plans of what the accommodation would comprise, but had considered the location of, and access to, the additional building, outdoor play and PE areas and parking which would be required. The meeting agreed that there would be a significant impact regarding potential traffic movements if the school were expanded to such a size and that both the Primary School and the Infrastructure Officers at SCC had stated previously that they would not be in support of such an expansion.
- e. Hopkins Homes Update – the Clerk provided a brief update on commencement of work on the Hopkins Homes site which had been received by the construction manager:
 - *Site has been secured.*
 - *Footpath closed – 02.09.19 – reason for closure is the need for heavy plant to access the field to the north for the lagoon /drainage basin works.*
 - *Hedgerows - started clearance – Sandpit Lane most contentious and work will begin in earnest after 2nd September once the nesting season is over.*
 - *BT diversion works – likely to take place in late October*
 - *1st job = entrance off Sandpit Lane – during construction phase there will be two entrances as one will be used to gain access to build the primary access in accordance with visibility splays*
 - *Main site works commence on 9th September 2019*
 - *Ecological features to note:*
 - *Elms to be removed*
 - *Swift bricks to be put in appropriate gables of houses – noted that there is a swift colony on the estate opposite New Green and Cloverfields.*

The meeting agreed that it needed clear guidance from MSDC as to who had responsibility for the policing of adherence to planning conditions. The Clerk was asked to pose the question to MSDC as to how building regulations will be monitored and what measures will be undertaken to ensure planning conditions are enforced.

11. NEIGHBOURHOOD PLANNING –

- a. Clerk to provide an update on the referendum stage of the Thurston Neighbourhood Development Plan – the Clerk confirmed that the Referendum was fixed for 12th September 2019 and that polling would be held between 7.00am and 10.00pm at the New Green Centre. There had been good

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coverage by members of the Parish Council and Neighbourhood Plan Committee at the surgeries held earlier that day but attendance by the public had been limited. All agreed that they would assist with the positive message that a yes vote would bring to Thurston.

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.
- 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 31.08.2019 (Paper 1/04.09.2019) – Council noted that bank balances stood at £38,706.39 with available funds being £38,447.19.
- e. To receive an update on the joint Youth Project to be sited on the New Green Centre Grounds – it was noted that Sport England had declined to support a bid and that the Clerk had submitted the paperwork for funds from the S106 monies held at MSDC for Recreational/Sport use. It was agreed that the New Green Trust would contact Awards for All and submit a bid in the maximum sum of £10k.
- f. To consider the quotation received for works to Heath Road Play Area – the meeting acknowledged that work was needed on the play area on Heath Road to bring the play bark up to an acceptable level as it was severely compacted. The meeting agreed to accept the one quotation received from the M&TJ'S in the sum of £750.00 for the supply and installation of play grade bark.

13. QUESTIONS FROM COUNCILLORS PREVIOUSLY SUBMITTED –

- a. Cllr. Turner - How is the Parish Council responding to Suffolk County Council's declaration on 21 March 2019 of a "Climate Emergency" and the target of making Suffolk carbon neutral by 2030 – it was agreed that there was a discussion to be had as to whether a local approach or a strategic approach was to be adopted. Council was mindful of the emerging strategy for addressing the issues from both SCC and BMSDC. It was noted that the Parish Council has tried to stress green measures within the planning system – electric charging points; solar panels; water retention; enhancing biodiversity etc. Could the PC heighten awareness of climate change within the parish and should there be a broader understanding on this matter? It was agreed that there was a need to ensure there is a consistent approach on the message being given and that there is a clear understanding on the subject matter being discussed. It was further noted that this matter was to be discussed at the NALC Annual Conference and that topics covered would be along the lines: does your local council support the climate change emergency? Does your council want to do more locally to combat climate change? Do you want practical tips on how to strengthen your community's climate change toolbox? It was agreed that post NALC conference the meeting would be interested in receiving further information on this topic and that this should become a standing item on the agenda moving forward.

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 £642.52 available funds £642.52. It was noted that the invoices for the hire of the pavilion by the Cricket Club and Football Club for use over the Summer period were still to be settled and that the invoice for the 3rd Qtr. for 2019-20 for the TUFs facility had also been raised.

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- iii. To receive any matters coming forth – it was confirmed that Cllr. Rainbow and the Clerk had met with two contractors on site to discuss possible solutions to the surface of the car park with a third still to attend. The quotations for the work to be carried out would be discussed at the next PC meeting and might be considered as a CIL bid in the next round (October 2019).
- 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 £9,041.39 with cleared funds being £8,215.39.
- c. To receive any matters coming forth – all were made aware of the Scarecrow Festival with the judging to be held on Sunday 8th September with D Haley and P Otton to be the judges. Upcoming events included in October a talk by John Martin; Village Quiz; Bike Maintenance (both September and October). Works to the Children’s Section of the Library will take place during week commencing 14th October 2019.
- d. Emergency Plan:
 - i. to receive any matters coming forth from the committee – it was confirmed that the website will be updated with the leaflet over the coming weeks.
 - ii. to note the costs of producing the Emergency Plan booklet – the quotation for the production of the Emergency Booklet in the sum of £275 for 1600 was noted. It was agreed that the order should be increased to 1800 to allow for distribution over the next couple of years to new dwellings across the parish. It was noted that there was an expectation that the booklet would be reviewed every two years.
 - iii. to consider whether Item cii) above should be incorporated into the Thurston Village Guide – it was agreed that this leaflet should be a stand alone document.
- e. Parish Infrastructure Investment Steering Group:
 - i. to receive an update on work on a strategy for provision of facilities for current and future residents of the village – remit and work has been commissioned.
 - ii. to receive an update on the items submitted as bids against MSDC’s CIL 123 Regulation List – the bus stop bid on Sandpit Lane – both – had been successful.
 - iii. to consider the items to be submitted under the next CIL Bid Round – October 2019 – the Clerk made the meeting aware that she had submitted a question to clarify whether works to the Recreation Ground Car Park could be considered as a valid bid under the Regulation 123 list. It was also clarified that a bid for the Open Space/Community land on the educational land submitted under the Persimmon application (behind the College) would only be submitted once planning permission and change of use on the 4.4 hectares had been submitted and approved. The Clerk made the meeting aware that she had confirmed to SCC that the PC wished to be included in the application for change of use of the 4.4 hectares and that the PC wished for the land to be designated as Open Space/Recreational/Community use. All were aware that there will be a significant cost to purchase the land and that this would need to be part of a CIL bid by the Parish Council. Noted that there was a further PIISG meeting on Friday 6th September 2019. It was also agreed that the Clerk should ascertain whether the PC could make a claim for funding for the Youth Project from the CIL fund as well as from S106 monies held at MSDC.
- e. Village Guide 2019:
 - i. to receive a report from the working group on the production of the Thurston Village Guide 2019 – deferred until the next meeting but the production was a work in progress.
- f. Councillors Reports –
 - i. to note Councillors’ activities/committee meetings/meetings attended since the last meeting –
 - VAS – Cllrs. Hasler and Robinson
 - Recreational Ground Assessments – Cllrs Hasler, Morris and West
 - Recreational Facilities Committee – Cllrs. Haley; Hasler, Morris and Rainbow

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Neighbourhood Plan Surgery – Cllrs. Dashper, Fawcett, Haley, Hasler, Morris, Rainbow, Robinson, Thurlbourn, West

Library (5 meetings) – Cllrs. Fawcett and Robinson

SCC/TCC/MSDC Meeting – Cllr. Rainbow

Internal Control Audit – Cllr. Rainbow

Extra-ordinary meeting – Cllrs. Dashper, Fawcett, Morris, Rainbow, Robinson, Thurlbourn and West.

Bloor Homes/Strutt and Parker Meeting – Cllrs. Dashper, Haley, Morris, Rainbow and Turner

Site contractors meeting for Cavendish Hall Car Park – Cllr. Rainbow

New Green Meetings - JT

- ii. to receive reports from Councillors' on issues relating to the village:
 - Hedge in front of The Victoria Road – impinges on visibility splays.
 - Laurel hedge of The Planche.
 - Hedge by Rylands.
 - Public Bus Service – at bus stop of Barton Road – could the engine be switched off when the vehicle is waiting/ahead of its schedule.

15. CLERKS REPORT

- a. Delegated powers – the Clerk confirmed that she had dealt with a number of matters under delegated powers: hedgerows; overgrowth of hedgerows relating to speed signs on Mount Road; streetlights; matters relating to Planning (Persimmon & Gladman) and had attended the meetings with Bloor, Gladman, SCC /MSDC and TCC and contractors for the Cavendish Hall Car Park Project.
- b. To receive an update on the deployment of the VAS – it was noted that both units had been downloaded at the end of August via the Bluetooth facility and the Clerk was in the process of interrogating the data collected. Cllr. Hasler made the meeting aware that the Suffolk Highway Safety Team had installed equipment on Barton Road.
- c. SCC Grit Bins - the meeting was made aware that the Clerk would submit a request to Council to review the bins nearest to them and report back on the condition to the Clerk.
- d. 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 – Internal Control Review for 2nd Qtr. 2019-20; Climate Emergency (as a standing item).

17. DATE OF NEXT MEETINGS –

- a. to confirm the date of the next Parish Council Meeting as scheduled for 9th October 2019 commencing in the Community Library, Norton Road.
- b. to note that the Planning Meeting scheduled for 18th September 2019 is cancelled.
- c. to note that there will be a meeting of the PIISG on 6th September commencing at 2.00pm in the Parish Council Office.
- d. to note that there will be a meeting between SCC Highways; MSDC Planning Officer and the Parish Council on 20th September 2019 commencing at 9.00am in the Parish Council Office.

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 – none.

20. CLOSE OF MEETING – there being no other business the Chairman closed the meeting at 9.30pm.

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Appendix A

10. Planning:

c) To note the following decisions coming forth:

Dismissal of Appeal Ref: APP/W3520/W/19/3229613, 54 Heather Close - Ref DC/18/04911 – for the development proposed for a new dwelling and associated garage, together with new garage and access to existing dwelling.

Enforcement Notice – breach of planning control at land off Beyton Road – siting of a mobile home; erection of containers and polytunnels.

Enforcement Notice – breach of planning control at land off Beyton Road – the creation of a new vehicular access and driveway from Beyton Road; stationing of portacabin for sale sand storage of farm produce; creation of yard area.

12. Financial Matters

a) Accounts submitted for payment

	Voucher	METHOD	NETT	VAT	TOTAL
Suffolkbiz – hosting of mailbox	741	3514	33.00	0.00	33.00
D Haley – expense claim	742	3515	21.60	0.00	21.60
M&TJ'S – grounds maintenance	743	3516	282.00	56.40	338.40
Gipping Press – Referendum Copy & Booklet	744	3517	606.00	32.00	638.00
M&TJ's – Youth Shelter, New Green Car Park	745	3518	500.00	100.00	600.00
V Waples – expense claim	746	3519	60.62	0.00	60.62

b) Accounts paid since the last meeting

New Green Community Trust	729	SO	375.64	0.00	375.64
Plusnet – Internet and Telephone	730	DD	37.00	7.40	44.40
Salaries – August 2019	731-735	3536-3540	3240.72	0.00	3240.72
Transfer to Rec Grd Account – VAT reclaim	TRF	TRF	403.11	0.00	403.11
Guilty Gadgets Ltd – plug adaptor	736	CC	4.12	0.83	4.95
Amazon – stationary	737	CC	95.07	19.01	114.08
Amazon – prime membership – 1 month	738	CC	7.99	0.00	7.99
Eurooffice – stationary	739	CC	59.96	12.00	71.96
123connect – Hosting domain name	740	CC	99.00	19.80	118.80

c) Receipts received since the last meeting

Lloyds – Interest – Aug	Interest	1.44	0.00	1.44
HMRC – VAT – 1 st Qtr. 2019-2020	BACS	1638.44	0.00	1638.44
SCC – Locality Grant – balance	BACS	155.00	0.00	155.00

14a) Rec Ground Accounts

i) Accounts paid since the last meeting:

British Gas – electricity	DD	60.96	3.04	64.00
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Monies received since the last meeting:

TUF's hire of pavilion	Bacs	216.00	0.00	216.00
May-Jong – hire of pavilion	Cash	96.00	0.00	96.00
PC of Thurston – VAT monies – transfer	TRF	403.11	0.00	403.11

Accounts awaiting payment:

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R Cook – Caretaker Contract	623	117.26	0.00	117.26
R Cook – Expenses	624	4.58	0.92	5.50
M&TJ's – Grass cutting	625	110.00	22.00	132.00

14b) Library Accounts

i) Monies paid since the last meeting: None

Monies received since the last meeting:

Race Night Ticket Sales	Cash	322.00	0.00	322.00
Race Night Ticket Sales	Chq.	504.00	0.00	504.00

Accounts awaiting payment:

F Blade - Race Night Food Costs	138	242.79	0.00	242.79
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So signed by the Chairman at the meeting of 9th October 2019

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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