

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 3RD February 2021 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; Mrs A King, Deputy Clerk; County Cllr. Otton and District Cllr. Richardson.

1. **OPENING** – the Chairman opened the meeting advising all that the Video Protocol adopted by the Parish Council, would be enacted for this meeting. *A copy of the Protocol is available from the Clerk or can be downloaded from the website:*
<https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>
2. **APOLOGIES** –
 - a) There were no applicable apologies for absence. *Post meeting note – apologies for absence were submitted by Cllr. Hay due to personal circumstances.*
 - b) The meeting noted that District Cllr. Turner had submitted her apologies due to work commitments.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were no declarations declared.
 - b) To receive declarations of lobbying for planning matters on the agenda – there were none declared.
 - c) To receive requests for dispensations – none had been received prior to the meeting.
4. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting:*
 - a) To note the minutes of the following meetings:
 - Video Conference Meeting of 13th January 2021 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
5. **REPORTS FOR INFORMATION** – the following reports were submitted: all of which can be viewed under Appendix C and D – *(separate file)*.
 - Report from County Councillor Penny Otton – the report was taken as read and the following points were drawn to the meeting’s attention:
 - Trees on Ixworth Road – the cycle route discussion meeting confirmed that the route was still being discussed by interested parties without the loss of more trees. It was noted that the recently pollarded trees by Persimmon were the subject of possible replacement and that SCC intended to ensure that more trees and hedgerow were planted along the route to compensate for the loss of bio-diversity.
 The following issue was raised for Cllr. Otton’s attention:
 - Flooding – crossroads Ixworth Road/Norton Road – more than just run-off – all of the gullies along this are were full and Cllr. Otton was asked to pass this onto SCC Highways. All were in agreement that the mitigation of water running off from development sites was of concern and should have been addressed at the planning stage.
 - Report from District Cllr. Turner was taken as read.
 - Report from District Cllr. Richardson was taken as read and the following points were brought to the meeting’s attention:
 - Confirmation of Council Tax increase – due to be confirmed in time for the next meeting.
 - Suspended garden waster from 11th January 2021 and future invoices will be amended to reflect this in new charges.

So approved at the meeting of 3rd March 2021

- 6. PUBLIC FORUM** - due to government advice relating to public meetings, it was confirmed that the Meeting ID and Password for this meeting had been made available via the website and the parish noticeboards for those who wished to join the meeting.
- to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – none raised.
 - to receive comments relating to Thurston in general – none raised.
- 7. POLICE MATTERS –**
- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for January had previously been circulated to all. All were made aware of ongoing ASB issues in Thurston. report submitted note final comment. the Clerk provided the meeting with an update on the PCSO Contract. Confirmed that the CCTV is now up and running. Comprehensive system and training is to be provided for the CCTV Working Group.
 - b) Matters for referrals to PCSO Smith – there were none raised.
 - c) Update on the Service Level Agreement for the funded PCSO – the meeting were advised that the amended SLA now included the dates of the various parish and annual meetings with the narrative “Constabulary attendance”. This was because the SNT could not “guarantee” that the PCSO will be available as an individual to attend evening meetings due to the nature of their employment and contracted hours. The Locality Inspector and Parish Council will work together nearing the respective meeting dates to provide suitable constabulary attendance at the meetings. Review timings of the contract had been included and relevant dates would be diarised for action by the Clerk and the Locality Inspector/Sergeants. Both the Chair and Vice-Chair had now signed the SLA and the new contract would commence on 1st April 2021. The meeting was also made aware that Inspector McKay and the Clerk would have an initial conversation over the functioning of the contract and to ensure that the PC and SNT were able to continue to build on the relationship that was already in existence and continue to work in partnership to positively influence the area.
- 8. STATUTORY BUSINESS –**
- a) To review the Council’s Standing Orders 2021 – Council reviewed the Standing Orders dated February 2021 and confirmed that they were fit for purpose and agreed to adhere to them as written, aif.
 - b) To review the Council’s Financial Regulations 2021 – Council reviewed the Financial Regulations dated February 2021 and agreed to amend the value inserted in the footnotes relating to the EU Procurement and Public Contract Regulations 2015 thresholds and confirmed that they were fit for purpose and agreed to adhere to them as written, aif.
 - c) To receive and consider the revised Freedom of Information Act Publication Scheme – Council reviewed the Scheme as written and confirmed that the proposed changes were in order and should be added to the revised Scheme, aif.
 - d) To review and adopt the policy “Thurston Internet Banking Policy 2021 – Council agreed to adopt the policy as written, aif.
- 9. PLANNING MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL:**
- a) To receive further information on the Judicial Review submitted following the granting of Planning Permission against application DC/19/03486 Land South West Of, Beyton Road, Thurston, Suffolk as granted by Mid Suffolk District Council’s Planning Department – the meeting was advised that as the Council’s legal team had been given a case number following the submission of documents for leave to apply for a Judicial Review in the granting of planning permission for the above site, all parties involved with the case had been served with the relevant papers and the Certificates of Service had been filed with the Court. The meeting was advised that given the size of the file, the documents that made up the Authorities Bundle were available to view in the Parish Council Office. All confirmed that they had seen the case file served and noted the grounds.
The meeting was advised that the groundworks that had commenced recently on the site related to the archaeological survey which needs to be satisfied under Condition prior to any groundworks taking place. It will take about 4 weeks and will involve 60 or more trenches. The reports of any findings and associated works required should be available for release later in the Spring.

So approved at the meeting of 3rd March 2021

- b) To receive the Secretary of State for Transport's decision on the 24 level crossing proposals contained in the Suffolk Level Crossing Reduction Order (in relation to Thurston: S27 Barrell's Crossing & S28 Grove Farm Crossing) - the meeting noted the the Secretary of State for Transport's (SoSfT) decision and the more detailed Inspector's which affected 24 level crossing proposals contained in the Suffolk Level Crossing Reduction Order (Transport and Works Act Order). SCC had objected to 8 of the Public Rights of Way (PROW) level crossing proposals. A public inquiry was held over a six-week period between February and May 2018, and on 26th November 2020 the Secretary of State for Transport issued his decision letter. Out of an ultimate total of 22 crossings, 13 were removed from the order, including all 8 the county council had objected to. The meeting was informed that both of the crossings in Thurston Barrells Road and Grove Farm had been removed from the closure list.

10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update on the feasibility study relating to the Thurston Station level Crossing to be carried out by Network Rail following the successful submission of an application for funds against the Community Infrastructure Levy (CIL) Bid Round Five –

11. FINANCIAL MATTERS - to note that all associated papers can be found at:

<https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes>

- a) To approve the accounts awaiting payment including those coming forth (Paper 1 – 03.02.21) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment including one extra payment, aif. All as detailed on page 803.
- b) To note the accounts paid since the last meeting (Paper 2 – 03.02.21) - the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2, aif. All as detailed on page 803.
- c) To note receipts allocated since the last meeting (Paper 3 – 03.02.21) - Council noted the receipt of monies as identified on Page 803.
- d) To consider and receive the Bank Reconciliation for the period ending 29.01.2021 (Paper 4 – 03.02.21) – Council noted the overall bank balances of £205,928.15 effective 31st January 2021 assuming all written cheques prior to that date would be presented. Cllr Rainbow confirmed that he had verified the bank reconciliation log for November and December 2020.
- e) To receive the Internal Control Review for the period ending January 2021 as carried out by Cllr. Rainbow (Paper 5 – 03.02.21) – the paper as submitted was reviewed and it was noted that the Clerk's review was to be carried out before the next Internal Control Review and that under the District's website the Register of Interests for current Councillors still needed to be amended. The Clerk confirmed that she had highlighted this issue to the relevant department at MSDC.
- f) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects identified in the Parish Infrastructure and Investment Plan (Paper 5 – 13.01.21) – the paper was deferred until the March meeting at which further information would be received with an update on projects to be supported moving forward into 2021.
- g) To receive confirmation of the Precept that has been set for the Parish of Thurston for the year 2021-2022 – the Clerk confirmed that she had had confirmation from Mid Suffolk District Council that the precept to be set for Thurston for the year 2021/22 was £105,864. This will be paid to the Parish in two instalments, 50% in April 2021 and 50% in September 2021. This precept gives the Parish a Council Tax Band D amount of £86.71. This is an increase of 1.32% on 2020/21. It was further confirmed that, in addition to the 1st Precept instalment, a grant payment of £908 will be paid to the Parish in April 2021.
- h) To receive advice from the Parish Council on the project to install a defibrillator on the outside wall of the New Green Centre in relation to external funding streams to be explored and recoverable VAT – following advice on VAT and the manner in which a PC could reclaim VAY, it was agreed that the PC should proceed to obtain quotations on the basis that the PC would fund the purchase and installation and that this be allocated as a CIL project with match funding or partial funding from Cllr. Otton's Locality Budget, aif.

- i) To resolve that the Parish Council should move to online banking for regular payments effective February 2021 with Council's current bankers Lloyds for all of the accounts operated by the Parish Council – all agreed that in accordance with Council's Financial Regulations (5.1 and 6.15) the Council should move to online banking and that this should be the default position for payments made by the Council, aif.

12. VILLAGE GUIDE 2020:

- a) To receive an update on the production of the booklet to be delivered to all residents of Thurston – the Clerk confirmed that the final proof of the booklet having been agreed by the Chair, Vice-Chair and Clerk under delegated powers was now with the printers to progress further.

13. PARISH INFRASTRUCTURE AND INVESTMENT PLAN:

- a) To consider the request from the New Green Trust to form a working group to discuss the project to provide a Community Hub and Facilities as identified under the Parish Council's Parish Infrastructure and Investment Plan. Council to be requested to nominate members to the group – Cllrs. Turner and Thurlbourn agreed to sit on such a working group with both the Clerk and Deputy Clerk in attendance. It was agreed that a request would be submitted to the Chair of the Friends of Thurston Library and the Librarian as to whether they wished to engage with a working group at this stage. It was confirmed by all that prior to final decisions on a Community Hub and once talks were further along the line the Cavendish Hall Management Committee be invited to join the group to ensure the community worked as whole for the benefit for current and future residents.

14. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk.
- Drains on Ixworth Road/Station Hill.
 - Two potholes near Woodland Close have been repaired.
 - Linden Homes – ditch is continually flooding at the front including along the new footpath.
 - Pothole appearing at bottom of Thedwastre Road with verge beginning to break up coming up the road from the crossroads.
 - NR – overnight works due to take place overnight on 20th and 27th February.

15. CLERK'S REPORT - to receive the Clerks report and in particular:

- a) to receive the reports of items actioned under delegated powers – Council advised the meeting that the day to day running of the council was continuing and that in particular the following had been either addressed or flagged up to other agencies for action:
- VAS – machine – due to be downloaded at the end of the month.
 - Grit bins – The Acorns –rapid response had been achieved on this matter and SCC have now agreed that this bin will form part of the regular cycle for refills.
 - Flooding issues in and around the village – as reported to the SCC Highways and Floods Team – Cllr. Otton had also raised these issues.
 - Possible enforcement issues over the footpath at Norton Road.
 - Issues raised by residents over the state of the footpaths in the village – Clerk made the meeting aware that she would be bringing a paper to the Committee Meeting on 17th February 2021 for approval to incur costs for clearance works to a number of footpaths in the village, the hedge bordering the footpath on Church Road and the path on Church Road opposite the Recreation Ground leading to the Church.
- b) Thurston Newsletter – there appeared to be some doubt as to whether the newsletter will be produced for the month of March due to COVID-19 restrictions being observed in terms of delivery.
- c) to receive items of correspondence for noting only – it was confirmed that all other relevant emails had been passed onto the Councillors where applicable.

16. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 11th February 2021 – Emergency Planning Committee Meeting – via Zoom - commencing at 9.30am
- b) 12th February 2021 – Policy & Resources Committee Meeting – via Zoom - commencing at 10.00am
- c) 17th February 2021 – Planning Committee Meeting – via Zoom – commencing at 6.00pm
- d) 17th February 2021 – Parish Council Committees Meetings – via Zoom – commencing at 8.00pm
- e) 24th February 2021 – Recreational Facilities Meeting – via Zoom – commencing at 6.00pm
- f) 25th February 2021 – Climate Awareness and Environment Meeting – via Zoom - commencing at 7.00pm
- g) 3rd March 2021 – Parish Council Meeting – via Zoom – commencing at 7.00pm.
- h) Annual Parish Meeting – 20th May 2021 – commencing at 7.00pm – venue or format to be determined once further guidance had been issued by HM Government.

17. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED AS PUBLICITY OF THE DISCUSION IS LIKLEY TO PREJUDICE THE COMMERCIAL INTERESTS OF THE PARTIES INVOLVED –

- a) To receive information on land being considered for future development – is the lack of a Vicar going to impact on the application? Not anticipated at this stage. It was noted that this situation had bene evolving over a period of time but until there was further information in the form of a planning application, Council was not in a position to discuss or debate the matter further. It was confirmed that the email setting out the intention of the holders of the land was sent as a matter of courtesy as contracts had been exchanged on a lease.

18. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.25.

Appendix A - 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 |
| CAS | Community Action Suffolk |
| CCG | Clinical Commissioning Group |
| CEO | Chief Executive Officer |
| Chq. | Cheque |
| Cllr. | Councillor |
| CMP | Construction Management Programme |
| Cttee. | Committee |
| DC | District Council |
| DCLG | Department of Communities and Local Government |
| 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 |
| JR | Judicial Review |
| 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 |
| TCC | Thurston Community College |
| TNPSG | Thurston Neighbourhood Planning Steering Group |
| TPO | Tree Preservation Order |
| TRO | Traffic Regulation Order |
| VAS | Vehicle Activated Sign |
| VCSE | Voluntary, community and social enterprise organisations |
| | |

Accounts submitted for payment – 03.02.21

| | Voucher | METHOD | NETT | VAT | TOTAL | |
|--|---------|--------|------|--------|-------|--------|
| Gipping Press – A5 external sign | 1070 | 3721 | | 53.00 | 10.60 | 63.60 |
| SHO Cleaning & Maintenance – office cleaning & works | 1071 | 3722 | | 75.00 | 0.00 | 75.00 |
| V Waples – Clerk Expenses | 1072 | 3723 | | 138.49 | 25.15 | 163.64 |
| M&TJ's – hire of heras fencing – Nov-Dec 20 | 1073 | 3724 | | 75.60 | 15.12 | 90.72 |

Accounts paid since 13.01.21

| | Voucher | METHOD | NETT | VAT | TOTAL |
|--|-----------|-----------|---------|--------|---------|
| New Green Trust – Office Suite Rent (January 21) | 1049 | SO | 381.28 | 0.00 | 381.28 |
| Plusnet -Office Mobile – (December 20) | 1050 | DD | 6.67 | 1.33 | 8.00 |
| Plusnet – Telephone & internet (Dec 20 – Jan 21) | 1051 | DD | 31.30 | 6.26 | 37.56 |
| Staff Salaries – January 2021 | 1052-1056 | 3714-3718 | 3444.12 | 0.00 | 3444.12 |
| Ashtons Legal – Legal Fees | 1057 | 3719 | 2000.00 | 400.00 | 2400.00 |
| Amazon – Screen for Clerk | 1058 | CC | 125.00 | 25.00 | 150.00 |
| Amazon – HDMI Cable | 1059 | CC | 4.99 | 1.00 | 5.99 |
| Amazon – replacement power cable | 1060 | CC | 14.16 | 2.83 | 16.99 |
| Amazon – laminating pouches & colour paper | 1061 | CC | 19.16 | 3.83 | 22.99 |
| Amazon – desk mount | 1062 | CC | 16.66 | 3.33 | 19.99 |
| Amazon – power cable linkage | 1063 | CC | 14.16 | 2.83 | 16.99 |
| Eurooffice – Stationary (office) | 1064 | CC | 55.30 | 11.07 | 66.37 |
| SLCC – Principal Membership | 1065 | CC | 32.08 | 0.00 | 32.08 |
| Amazon – prime membership | 1066 | CC | 7.99 | 0.00 | 7.99 |
| Amazon – hazard warning tape | 1067 | CC | 16.62 | 3.32 | 19.94 |
| Amazon – filing accessory | 1068 | CC | 19.16 | 3.83 | 22.99 |
| McAfee – security | 1069 | CC | 89.99 | 0.00 | 89.99 |
| OAKS CCTV Ltd – Completion of installation of CCTV | 1070 | 3720 | 3766.67 | 753.33 | 4520.00 |

Receipts received since 02.12.20

| | METHOD | NETT | VAT | TOTAL | |
|--|----------|--------|------|--------|------------|
| Lloyds Bank – Interest | Interest | 1.44 | 0.00 | 1.44 | Year 20/21 |
| PC of Thurston Recreation Ground – reimbursement of expenses | TRF | 348.98 | 0.00 | 348.98 | Year 20/21 |
| PCC of Thurston – Remembrance Wreath | TRF | 34.00 | 0.00 | 34.00 | Year 20/21 |

So approved at the meeting of 3rd March 2021