

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 1 July 2020 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

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

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) Council received apologies for absence from Cllr. Rainbow for personal commitments.
  - b) Acceptance of the apologies submitted was agreed by all, aif.
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 – Item 11a.) Julian’s own application DC/20/02427
  - 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*
  - Video Conference Meeting of 3<sup>rd</sup> June 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif
  - Video Conference Meeting of 17<sup>th</sup> June 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif
  - Video Conference Meeting of 25<sup>th</sup> June 2020 – 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:
  - Report from County Councillor Penny Otton – the report was taken as read and the following points were drawn to the meeting’s attention:
    - Meeting with Director of Public Health – how to cope if there is a local lock-down. Might be one up in the North of the County.
    - Most of the new cycle routes will be in the larger towns– another announcement to encourage local groups to have more local cycle routes
    - Mill Road – no signs have been erected to dissuade users from using it as a rat run.
    - Waste Recycling Centres – will now be allowing larger vehicles on a pre-booked basis.
    - 2020 Fund – community projects – need to be specific in detail and through a cabinet member.
  - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting’s attention:
    - Gateway 14 part of CIFCO – believed not to be so?
  - Report from District Councillor Harry Richardson – the report was taken as read and the following points were drawn to the meeting’s attention:
    - Apologies for not attending over the last few months.

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- MSDC Cabinet – report from Climate Change Task Force – various actions and costings will be considered. Changes in delivery and undertakings over the next 10 years or so.
- Locality budgets – live and active. Please contact both of them with details.
- MSDC Finances – overview to be considered by cabinet – due to COVID-19 anticipated deficit of £2m for this financial year – income down due to reduced growth (CIFCO); business rates and social housing rents deferment. Better than thought. Deficit can be offset by the reserves held – general fund £3m in unmarked reserves; £4m for earmarked reserves. Recommending that the £4m are not touched as the projects for which they are allocated are important for the recovery of the economy.
- CIFCO – agreement that 50% of the rental income will be deferred. This is at no risk to the Council. Need at least 29% of income to service the debt.

**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.

- There were no members of the public present.
- Email correspondence raised by the public for consideration by the Parish Council:
  - Rubbish behind School Road along alleyways. It was agreed that Cllr. Towers would provide visual evidence of the areas most affected and the Clerk will write to a number of residents along School Road – lower numbered houses and possibly Victoria Close requesting all to remove their rubbish and allow free passage along the alleyways.

**7. POLICE MATTERS –**

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for June had previously been circulated to all. The main message from the reports was that all residents needed to be aware that anti-social behaviour needed to be logged with 101 or via email with the Police to allow a record to be maintained of the issues facing the village. Such a record would allow further pressure to be brought on the SNT to assist with ASB in general.
- b) Matters for referrals to PCSO Smith – lack of visibility in the roads off the main roads in the village.

**8. STATUTORY BUSINESS –**

- a) Local Government Association (LGA) consultation on a new model member code of conduct – Council to consider its response to the consultation noting closing date is 17 August 2020: <https://www.local.gov.uk/local-government-association-model-member-code-conduct-consultation> - agreed that all would review the document and submit comments to the Clerk prior to the meeting on 5<sup>th</sup> August for formal consideration
- b) To receive nominations for the casual vacancies currently held by the Council (3 No.) – it was confirmed that if Council considered that a nominee was regarded as a suitable addition to the Council, the Council had the power to co-opt without further advertising the vacancies held. Council was in agreement via a majority that Mr James Hay be co-opted onto the Parish Council. All noted that, as was the case with all Councillors, the Register of Interests will be completed at the earliest opportunity and that there would be able opportunity at each meeting to log and interests accordingly.
- c) To receive an update on suitable routes to come forward under the Government's initiative to reallocate road space to people for walking and cycling - as mentioned by Cllr. Otton none of the roads in or around Thurston had been regarded as suitable. The first tranche had been agreed and were now in place. These had in the main concentrated in the centres of the man towns in Suffolk.
- d) To receive an update on the remit to be submitted for the feasibility study to review on the implementation of reduced speed limits or other measures throughout Thurston as a part of a new framework in recognition of the enormity of change doubling the size of Thurston and doubling the amount of car traffic will have on the safety and wellbeing of its residents and visitors at the speed

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limits within the village – Cllr. Otton made the meeting aware that there did not appear to be the support from SCC Highways to consider reducing speed limits to 20mph. Discussion followed as to why a blanket policy, as far as SCC were concerned, for a 20mph could not be imposed on speeding and emissions grounds. It was agreed that the PC was taking an overview on not only the implementation of reduced speed limits but other measures throughout Thurston as a part of a wider framework to deal with the enormity of change that doubling the size of Thurston and doubling the amount of car traffic will have on the safety and wellbeing of its residents and visitors. It was agreed that an overview of the village was needed and that this was the route to allow a detailed assessment to be made.

#### 9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

To receive the notes from the meeting on 21<sup>st</sup> May 2020 with Infrastructure Officers at MSDC and SCC, representatives from Network Rail and Thurston Parish Council to discuss the latest Feasibility Study carried out by Network Rail on the Thurston Station Level Crossing and the associated CIL bid to be submitted by 31<sup>st</sup> May 2020 – all relevant documentation that had been received/discussed on this matter, along with relevant meeting notes had been circulated to Councillors for perusal. An update was awaited from the Infrastructure Officer at MSDC but currently there was no new meeting date in the diary. Discussion followed over the continual delays to the solution being found and the reasoning behind the submission of the bid and the further work that was required prior to the scoping report being fully agreed.

#### 10. 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 – 01.07.20) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif
- b) To note the accounts paid since the last meeting (see Paper 2 – 01.07.20) - the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 , aif
- c) To note receipts allocated since the last meeting (see Paper 3 – 01.07.20) – Council noted the receipt of S106 monies held at MSDC released for the Gym Trail. Discussion followed over the monies that were still held by MSDC as S106 Developer Contributions and the Clerk was asked to obtain an update for discussion at a future meeting.
- d) To consider and receive the Bank Reconciliation for the period ending 30.06.2020 (Paper 4 – 01.07.20) – Council noted the overall bank balances of £241,327.18 which would reduce down to £235,057.05 once the approved items for payment had been issued.
- e) To note the transfer of £100,000 between the Parish Council’s Accounts to maximise the interest that may be obtained and to note that the Chair has verified the transaction that took place (01.07.20) – Council noted the transfer that had been actioned.
- f) To note the Budget to Actual for the period ending 30<sup>th</sup> June 2020 (Paper 5 – 01.07.20)
- g) To review the monies held under the CIL Reserve and consider an update to projects identified in the Parish Infrastructure and Investment Plan (Paper 6 – 01.07.20) – defer until next month once actual costs for projects identified were known.
- h) Broadband, phone and line rental – the meeting noted that the Clerk had renewed the business contract for Broadband, phone and line rental with Plusnet for a 24-month contract ending 11<sup>th</sup> July 2022 at a cost of £26.00 per month for Unlimited Business Fibre broadband with Business Phone line on Talk Anytime call plan.

#### 11. PLANNING MATTERS –

- a) To consider responses to planning applications submitted to the parish council as statutory consultees:

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- DC/20/02062 – Application for reserved matters - submission of details under Outline Planning Permission DC/17/04938 – access, appearance , landscaping, layout and scale for the erection of 1 No dwelling @ Ashdown, Poplar Farm Lane  
Lack of detail; no site plan; no environmental report; no mitigation measures regarding biodiversity; look at design statement which in itself is lacking in detail; not in keeping with the current properties located in the near vicinity. Impact on transport network; no transport planning submitted. The meeting agreed to recommend refusal due to the lack of detail and lack of information to allow an informed decision to be made on the character and impact on existing dwellings, aif.
  - DC/20/02427 – application for works to tree protected by TPO MS276/G1 – crown reduce 1 No Beech Tree (T016) by 25% and re-shape. Crown reduce 1 No Beech (TO14) by 20%; remove 2 lower protruding branches to balance tree shape to 1 No Ash tree; crown reduce 1 No Sycamore tree (T009) by 20% and re-shape. Reduce Conifers (T004 & T005) by 4m and re-shape @ 4 Marley Close – Council were in agreement that as long as the arboriculturist at MSDC was in support of the proposal, Council had no objections to the work being carried out, aif.  
*It is to be noted that Cllr. West was muted with camera turned off whilst this application was being discussed and determined.*
- b) To note determination by the LPA of the following applications:
- DC/20/01617 – Refusal of outline planning permission – erection of 1 No dwelling (following demolition of barn) @ barn located on southern side of Barrells Road
  - D/20/01385 – Refusal of prior approval for the change of use of agricultural buildings to dwelling houses (c3) and for building operations reasonably for conversion – conversion of 1 dwelling @ Moat Farm, Barrells Road.
  - DC/20/01092 – Discharge of Conditions application for 5010/16 allowed under Appeal reference APP/VV3520/VV/3172098 – Condition 8 (Archaeology) @ land south of Norton Road.
- c) To note matters arising from approved planning applications:
- College Park (Persimmon Site) – Oak Trees along Ixworth Road – noted that there are serious discussions between Developer; Planners, Suffolk County Council and interested parties on the diversion of the footpath/cycle route to allow for the retention of the trees. At this stage it appeared that the Oak Tree at the entrance to the Persimmon development was still likely to be felled as SCC Highways Department were still insisting on the need for the 90-meter visibility splays. It was noted that the Ecology Report had been submitted and that a Bat survey was still awaited. If bats were found to be roosting then Persimmon would need a special licence to fell any trees.
- d) To consider the request submitted by Linden Homes for consideration of any upcoming initiatives, relevant area investments or events planned for the area that they could consider supporting in some way as part of their general community outreach – Clerk to carry out further research on the general community outreach projects that have in the past been support by Linden Homes.
- e) Linden Homes – the meeting noted that conversations were ongoing between the Planning Officer and Linden Homes over the expectations that the proposal for an increase in numbers on the site to the North of Norton Road would need to be offset by a higher than normal standard of sustainability to achieve support.

## 12. Councillor Reports:

- a) To report village matters of concern to the Clerk –  
40mph sign – last one on approach to Thurston from Beyton – rotten and leaning over Barton Road – signs had been erected that work is due to commence in relation to resurfacing but no further details were forthcoming.  
Streetlights – a number had numbers that were damaged / missing throughout the village and these would need to be reported.  
MSDC's maintained fencing adjacent to the footpath that ran between Barleyfields to Station Hill – in need of repair

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- b) To update the meeting on reports from Committees –  
 Recreation Grounds - Risk assessments on all sites were in the process of being done. Recent assessment of the pavilion itself had indicated that it was in a poor state and would require some external works. A specification would be written up over the coming weeks.  
 Library – opening from Tuesday of the following week. There would be two librarians to marshal members of the public who wish to attend. Hours of opening are 10 hours during the week. Cllr. Fawcett is hopeful that there will be additional hours at the weekend from the second week onwards.
- c) To update the meeting on reports from organisations upon which Councillors represent the Council:  
 Youth Shelter – generally the Recreational Facilities Committee had concerns that the two shelters originally chosen by the young people were on the large size and could encourage a large number to congregate. Conversation had been had with the landowners who in principal were supportive but had raised concerns over the ASB in the village at the current time. Cllr. Haley agreed to continue a dialogue with the landowners as to the size that would be supported.  
 Youth Council – Cllr. Turner and District Cllr. Turner had been in discussion with those interested in setting up the Youth Council and it was anticipated that this would be pursued prior to the school holidays commencing.  
 New Green – the Trustees had stated that they were going to open the Thurst Café for a trial period of a month on reduced hours. Some hirers had indicated that they were also planning on returning.

**13. 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 various issues relating to signage; potholes, footpaths and hedgerows had been flagged up to relevant authorities.  
 The following had been cleared:
- Cut through from Wheatfields to Sandpit Lane – full of brambles
  - Opposite junction from School down along School Road – overgrown with brambles and full of garden rubbish
- The following had been reported:
- Network Rail bridge at Heath Road – covered in graffiti with dirty handrails
  - Request for Network Rail to look at the structure of the bridge over the railway line on Barrells Road to ensure it was fit for the traffic currently using the route
  - Catch-up re COVID-19 Emergency with MSDC
  - Update on NALC Holding Remote Meetings – there is a possibility that moving forward different platforms of meetings might be accommodated. Legislation was still needed but the preferred choice was in the form of a hybrid meeting with some Councillors in attendance and others and members of the public in attendance via remote means. Once further information and/or amendments were forthcoming the Clerk would issue an informative paper for all Councillors.
- b) to receive items of correspondence for noting only – it was confirmed that all relevant emails had been passed onto the Councillors where applicable.

**14. TO CONFIRM THE DATE OF FUTURE MEETINGS:**

- a) 22<sup>nd</sup> July 2020 – full Council Meeting – via Zoom – commencing at 6.30pm  
 b) 5<sup>th</sup> August 2020 – full Council Meeting – via the Zoom platform – commencing at 6.30pm

**15. 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 – *it was resolved that the public be excluded from the meeting to consider negotiations over a possible land transaction as publicity of the options being offered is likely to prejudice the position of the council, aif***

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- a) to receive and discuss information on negotiations over a possible land transaction involving the parish council - the meeting noted that the Clerk was still to received clarification from SCC as to the timescales involved for the purchase of the land in its entirety and the timelines for development should the whole site be purchased?
- b) to receive and consider further information on the potential Judicial Review against Mid Suffolk District Council on the decisions made at the meeting of Mid Suffolk District Council's Planning Referrals Committee on 29<sup>th</sup> January 2020 for the application on land South West of Beyton Road, Thurston, Suffolk – Bloor Homes/Sir George Agnew and on land to the East of Ixworth Road, Thurston, Suffolk – Gladman Developments Ltd – the meeting noted that the transcript for the meeting was in the process of being finalised and would be circulated to all Councillors and the Council's legal advisers once ready. The Clerk confirmed that she had provided clarity on the status of Cllr. Eburne and Cllr. Hicks and the role that they had played in the meeting and that this has been passed onto Counsel.

The Clerk was asked to ascertain the likely timescales involved in any action taken.

- 16. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 21.01pm.

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## 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
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

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**Accounts submitted for payment – 01.07.2020**

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
M & C Camp – COVID-19 Expenses	903	3628	17.55	0.00	17.55	LGA 1972 s111
BDC – Litter Bin emptying – Millennium Green – New Green	904	3629	27.72	5.54	27.72	Open Spaces Act 1906 s9&10
NALC – Registration Fee – Quality	905	3630	50.00	10.00	60.00	LGA 1972 s137
New Green Community Trust – Grant	906	3631	1500.00	0.00	1500.00	Open Spaces Act 1906 s9&10
New Green Community Trust – balance of rent due – April – June	907	3632	16.83	0.00	16.83	LGA 1972 s111
B Morris – Covid Expenses	908	3633	27.90	0.00	27.90	LGA 1972 s111
M&TJs – Grounds Maintenance	909	3634	256.00	51.20	307.20	Open Spaces Act 1906 s9&10

**Accounts paid since 03.06.2020**

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
New Green Trust – Office Suite Rent (June 20)	892	SO	375.64	0.00	375.64	LGA 1972 s111
Plusnet – Telephone & internet (June 20)	893	DD	45.80	9.16	54.96	LGA 1972 s111
Transfer to Recreation Ground Trust - GRant	TRF	TRF	680.00	0.00	680.00	Misc Prov Act 1976 s19
Transfer to Recreation Ground Trust – VAT Reclaim	TRF	TRF	25.16	0.00	25.16	LGA 1972 s111
Eurooffice - Stationary	894	CC	111.86	22.37	134.23	LGA 1972 s111
Zoom – Videoconferencng Subscription	895	CC	119.90	23.98	143.88	LGA 1972 s111
Amazon – Prime Membership	896	CC	7.99	9.81	7.99	LGA 1972 s111
Thurston Post Office – Stamos	897	CC	24.72	0.00	24.72	LGA 1972 s111
Salaries – June 2020	898-902	3584- 3585,3627	5665.14	0.00	5665.14	LGA 1972 s112

**Receipts received since 03.06.2020**

Lloyds Bank – Interest	Interest	3.57	0.00	3.57	Year 20/21
MSDC – S106 – Grant – Gym Trail	Bacs	11550.50	0.00	11550.50	Year 20/21