

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 13th January 2021 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; County Cllr. Otton and District Cllr Turner and two members of the public (one being Mrs Antonia King).

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.
 - b) The meeting noted that District Cllr. Richardson had submitted his 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 – Cllr Morris – expenses claim for COVID-19 – agenda item 11a there were no further 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 2nd December 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 16th December 2020 - all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - b) To note the minutes of the planning meetings held by the Planning Committee:
 - Video Conference Meeting of 9th December 2020 – Council noted the minutes which would be approved at the next planning committee meeting of 27th January 2021.
 - Video Conference Meeting of 6th January 2021 - Council noted the minutes which would be approved at the next planning committee meeting of 27th January 2021.
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:
 - Updates – signs on Beyton Road being obscured and hopefully sorted out –
 - Will join the meetings on the Cycle Path between Persimmon Development and Norton Road and Network Rail Feasibility Study
 - Residents offering old laptops for those who are struggling to obtain laptops.
 - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting’s attention:
 - Skylark plots – Rougham Estates in discussion with the agents for the SCC Planning Permission for the
 - Network Rail – update – change-over of staff has now delayed the study – to date no work has been carried out. Cllr. Otton had requested that this matter be progressed. Issue appeared to be getting Network Rail and Highways to discuss issues arising from an original feasibility study.

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Question to Cllr. Turner – Brown Bin recycling suspended – why was there no press release from MSDC on this matter? It was confirmed that it has been covered on social media and that Cllr. Turner would ask for communications at BMSDC to look into this.

- Report from District Councillor Harry Richardson was taken as read.

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 December 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.
- b) Matters for referrals to PCSO Smith – there were none raised.

8. STATUTORY BUSINESS –

- a) To approve the recommendation from the Chair and Vice-Chair of the Parish Council, following interview stage, to employ Mrs A King as Deputy Clerk to the Parish Council – following receipt of the confidential paper, it was agreed that the post should be formally ratified, and that Mrs King be employed as Deputy Clerk to the Council, aif.
- b) To adopt the draft CCTV Policy to cover the installation of CCTV on the Pavilion and Cavendish Hall buildings on the Recreation Ground, Church Road – Council agreed to adopt the policy subject to a number of minor amendments. Clerk provided an update on the background works that fed into the policy and advised the meeting that the Council’s General Privacy Notice for Residents and Public had been updated along with the Council’s Data Protection Impact Assessment which identified the reasons for collecting and retaining data relating to CCTV and was carried out when the Council undertook the processing of new DATA which was likely to result in a high risk to the rights and freedoms of data subjects.
- c) To note that the CCTV Control Group for the day-to-day operation of the CCTV will consist of the Chair, Vice-Chair, Parish Clerk and appointed representative of the Cavendish Hall Management Committee.
- d) To note the appointment of Ellie Longman (who currently works with Suffolk Libraries) as the Library Manager at Thurston Community Library – Council noted the appointment. Whilst the libraries are closed, there are many activities being run online by Suffolk Libraries during lockdown.
- e) To consider the request from the New Green Centre for the installation of a defibrillator on the outside wall for the benefit of not only all but also due to the age of a considerable number of its patrons – Council agree that this should be pushed forward, and the Clerk and Deputy were asked to progress this matter, aif.

9. PLANNING MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL:

- a) To note the following planning matters are to be discussed by full Parish Council (amongst other planning applications submitted) at the Planning Committee Meeting on 27th January 2021 - *Council to note that this is now a full Parish Council Meeting:*
 - To note the commencement of the Suffolk Design: Streets Guide Consultation by Suffolk County Council – consultation to run from 16th December 2020 until 5pm 10th February 2021:
<https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Suffolk-Design-Streets-Guide-R-compressed.pdf>
 - DC/20/05894 – Submission of Reserved Matters for Outline Planning Permission DC/19/03486. Layout, scale, appearance and landscaping to be considered for the construction of 210 dwellings,

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public open space, play area, sustainable drainage features and associated infrastructure including foul sewerage pumping station @ Land south west of Beyton Road.

Agreement was forthcoming that Council should seek advice prior to agreeing to a virtual meeting but that a detailed written response would be preferable. The Clerk was also asked to divide the application up into sections to allow a detailed review of the proposals submitted at the meeting of 27th January 2021.

- b) To note the following application as determined by Mid Suffolk District Council:
- DC/19/03486 - Outline Planning Permission (some matters reserved – access to be considered) – erection of up to 210 dwellings, means of access, open space and associated infrastructure, including junction improvements (with all proposed development located within Mid Suffolk District Council, with the exception of proposed development to Fishwick Corner being within West Suffolk) @ land South West of Beyton Road.
- c) Matters relating to approved Planning Applications in Thurston
- Cyclepath / – from College Park to Norton Road (Persimmon) - the Clerk provided the meeting with an update following a virtual meeting with a Mr Edwards from BMSDC Planning Department, County Cllr. Otton, District Cllr. Turner, a representative from TCC and herself to discuss the proposed route for the Ixworth Road – cycle/way footpath. It was confirmed that Persimmon had submitted drafts plans which had been discussed by SCC Highways and the District and some amendments were still to be ironed out. Discussion had centred on the route, green fencing, hedgerow planting, land issues, details of crossing. In the meantime, a temporary solution had been agreed as acceptable between parties (to allow occupation of the dwellings) but as soon as the amended details are approved, then Persimmon would be taking steps to ensure that a permanent solution is put in place at the earliest possible opportunity. Once the plans were formally submitted then they would be shared with interested parties.

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 – Clerk to provide an update includes reference to BMSDC-IDP-September 2020 – the Clerk made the meeting aware that in the document, reference was made to the potential for a new passenger underpass at Thurston Railway Station which was being investigated by Network Rail and Suffolk County Council as a potential solution to passenger safety issues and increased individual and collective risk to passengers. It was noted that the current Station Platform Crossing is protected by Miniature Stop Lights and spoken audible warnings. The document further highlighted the fact that Network Rail have raised concerns that mitigation is necessary to ensure safety for future station users. To date there was no further progress about the Feasibility Study being undertaken by NR and the Clerk confirmed that she would continue to chase for progress reports.

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- 13.01.21) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif. All as detailed on page 796.
It is noted that Cllr. Morris did not participate on the discussion or vote that was held under this item.
- b) To note the accounts paid since the last meeting (Paper 2 – 13.01.21) - 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 796.
- c) To note receipts allocated since the last meeting (Paper 3 – 13.01.21) - Council noted the receipt of monies as identified on Page 796.
- d) To consider and receive the Bank Reconciliation for the period ending 31.12.2020 (Paper 4 – 13.01.21) – Council noted the overall bank balances of £229,133.78 effective 31st December 2020

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assuming all written cheques prior to that date would be presented. Cllr Rainbow confirmed that he was still to verify the bank reconciliation log for November and December 2020.

- e) 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) - Council reviewed the paper as submitted along with sums incurred under Section 2 and 3 to date. It was agreed that the CIL Reporting Paper was a useful working record.
- f) To consider the Budget to Actual statement for the period ending 31.12.2020 and to include aggregate receipts and payments to date – (Paper 6 – 13.01.21) – Council considered the submitted paper noting that currently expenditure stood at 2% under budget for the year to date. It was noted that excessive receipts held were due to CIL payments that has been received for the year in the sum of £167,700. The meeting agreed for virements from the following reserves to offset revenue expenditure: £7770 late arrival of PCSO invoice for 19/20 allocated to reserves at 31.03.20; £30,293 from CIL Reserves to offset CIL incurred expenditure, aif. It was noted that the New Play Equipment had been funded from grants received by the Council and covered the Gym Trail and Stay and Play at Thurst Café.
- g) To consider the 1st Draft of the Budget for 2021-2022 (Paper 7 – 13.01.21)
 - To consider the funding of the approved budget in the sum of £145,760 set for the year 2021-2022 – following recalculation of the budget, all agreed that the budget should be set at £145,760 and should be funded as follows: Precept - £105,864; LCTS Grant £908; Cleansing Grant £2988 (noting that this was variable) and Reserves £36,000. The meeting agreed to fund the new contract for the PCSO from CIL reserves noting that it was using this fund to address the demands that development places on an area.
 - To note that the confirmed Tax Base for the Parish of Thurston is confirmed at £1,220.96 for 2021-2022 – Council noted the tax base as advised by MSDC noting that this had resulted in an overall reduction of 0.6% over the previous year.
 - To confirm the Precept to be set for the Parish of Thurston for the year 2021-2022 – all agreed that the precept to be served on the charging authority (MSDC) by the council should be £105,864 noting that this would equate to an increase of £1.13 or 1.32% on a Band D property in Thurston, aif.

12. VILLAGE GUIDE 2020:

- a) To approve the costs in the production of the booklet to be delivered to all residents of Thurston – Council agreed to the cost of £1,664 to produce 2500 copies, aif.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk.
 - Drains still blocked on those flooded areas as previously reported.
 - Potholes along New Road – previously repaired were now in need of further attention.
 - Pothole on Church Road by Woodland Close – yellow marking – why has this not been actioned.
 - Waste-Paper bin sited on Recreation Ground Car Park may not return as Bolton are having a review of all their sites.
 - Emergency Footpath Closure – No 16 – where footpath crosses the ditch.
 - Green at Genesta Drive – ad hoc swing has been placed in one of the trees. Whose responsibility? Ownership of land?
 - Linden Homes and access on Meadow Lane – works vans still using this point.

14. 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.
 - Flooding issues in and around the village.
 - Possible enforcement issues over the footpath at Norton Road

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- Resident issues over the state of the footpaths in the village.
 - Issues relating to litter – in particular around/over New Green Open Space.
- b) Thurston Newsletter – this would not be produced for the month of February 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.

15. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 14th January 2021 – Emergency Planning Committee Meeting – via Zoom – commencing at 9.00am
- b) 14th January 2021 – Climate Awareness and Environment Committee Meeting – via Zoom – commencing at 7.00pm
- c) 27th January 2021 – Recreational Facilities Committee Meeting – via Zoom – commencing at 6.00pm
- d) 27th January 2021 – Planning Committee Meeting amended to full Parish Council Meeting – via Zoom – commencing at 7.30pm
- e) 3rd February 2021 – Parish Council Meeting – via Zoom – commencing at 7.00pm.

16. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING TO CONSIDER LEGAL ADVICE FROM THE COUNCIL’S SOLICITOR AS PUBLICITY OF IT IS LIKELY TO PREJUDICE THE LEGAL POSITION OF THE COUNCIL – resolved to go into camera

- a) to receive and consider further information on the Judicial Review to be 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.
Consensus – council agreed that it wished to continue to pursue the action, aif.

Consensus – council agreed that once the JR was issued, a press release should be issued informing residents as to the action being taken by the Council. Agreement was forthcoming that the Chair, Chair of the TNDP and Clerk should work on such a release which would be run past the Council’s legal team to ensure compliance, aif.

17. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.56

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 – 13.01.21

	Voucher	METHOD	NETT	VAT	TOTAL
B Morris – Covid Expenses	1039	3703	45.00	0.00	45.00
Kompan – Inspection Fee – New Green	1040	3704	148.75	29.75	178.50
Gipping Press – External Play Area Signs	1041	3705	112.00	22.40	134.40
Glasdon – Litter bins (3)	1042	3706	296.38	59.28	355.66
M&TJ's – hedge cutting – Heath Road Playing Field	1043	3707	225.00	45.00	270.00
SHO Cleaning & Maintenance – Office Cleaning	1044	3708	36.00	0.00	36.00
Sac-O-Mat Ltd – Dog Bag Dispensers	1045	3709	516.50	103.30	619.80
CALOO – Community Shelter	1046	3710	7750.00	1550.00	9300.00
Gipping press – Climate Awareness Postcard	1047	3711	129.32	25.86	155.18
Select Office Furniture – office furniture	1048	3712	697.00	139.40	836.40
Gage Computer Services – maintenance	1049	3713	57.00	0.00	57.00

Accounts paid since 02.12.20

	Voucher	METHOD	NETT	VAT	TOTAL
OAKS CCTV Ltd – 1/3 with order to commence	1023	3697	1883.34		
New Green Trust – Office Suite Rent (December 20)	1024	SO	381.28	0.00	381.28
Plusnet – Mobile Office Phone (November – December 20)	1025	DD	33.40	6.68	40.08
Amazon – Prime Membership	1026	CC	7.99	0.00	7.99
Staff Salaries – December 20	1027- 1032	3698- 3702	6353.55	0.00	6353.55
Amazon – Yellow Hazard Tape	1033	CC	3.82	0.77	4.59
Amazon – Yellow Hazrad Tape – non sticky	1034	CC	11.34	2.25	13.49
Eurooffice – laminating pouches	1035	DD	29.65	5.94	35.59
Ordance Survey – 1 months subscription	1036	CC	3.33	0.66	3.99
Alamy Ltd – Arial photo of Thurston – Booklet	1037	CC	9.99	2.00	11.99
Eurooffice – inks	1038	CC	140.93.	28.18	169.11

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

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