

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 16 December 2020 at 7.15pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Morris, Rainbow, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk and one member of the public (in part).

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) Apologies for absence were received from Cllrs. Hay and Thurlbourn due to work commitments.
- b) Council consented to accept the apologies of absence submitted.

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. **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 – there were no members of the public present.
- to receive a paper on the proposal for a change to the Route 51 cycle path around the east end of School Road – *Council referred to the paper and proposal submitted by a member of the public relating to a change of the current route.*

Comments made by the public:

- Many people miss the turning into St. Peter's Way.
- Last part, which is shared with the footpath, is very narrow with issues that arise from such a narrow-shared route.
- Very few people use the correct route.
- Main route appears to be up School Road.
- Lack of knowledge of footpath that borders School Road.
- The hill on school road was very narrow in places.

It was therefore suggested that the Council should consider using CIL funding to make a new cycle path going up the hill and in the middle of the current hedges/trees.

To allow a debate on this matter, the Chair agreed to move Agenda Item 9 (as follows) to this point of the meeting:

6b) To consider the proposal to request a change to the to the Route 51 Cycle Path around the east end of School Road:

It was agreed that at the time when Sustrans proposed the route, it was felt that this was the best route to follow. It was noted that this would be a costly proposal and a number of trees would have to be removed to allow for the increased width. The meeting agreed that it was reluctant to agree to or suggest the removal of any trees in Thurston. It was noted that some did use the correct route

So approved at the meeting of 13th January 2021

although there was a very sharp bend at the top. The meeting agreed that the proposal did merit consideration as, depending upon which route is taken, only minor trees and scrubland might need to be removed although the proposed new route might impact on the bungalows on Cavendish Close. It was countered that an alternative proposal would be to ensure the route is signed better and to increase awareness of the route. It was therefore proposed and agreed that an approach should be made to Sustrans with a request to look at improvements to the existing path in terms of safety, aif.

5. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS – YOUTH MATTERS:

- a) To receive an update on matters relating to the Youth Council – it was confirmed that a couple of meetings had been held but due to a number of the council being tied up with assessments at school, attendance had been limited. Design posters on the use of the community/youth shelter and broad message re COVID-19 were being worked upon. Cllr. Turner confirmed that he was hoping to soon have a meeting with the Lead for Community Engagement at the College to allow a broader mission for the youth council to be established. Pleased to see shelter is in place and it is hoped that the use will be positive, and responsibility/ownership taken forward. Diversity of council is being explored.
- b) To receive an update on the installation of the shelter in the grounds of New Green – it was confirmed that the structure was in place and that the base was under construction. The litter bin to be situated within the vicinity of the shelter was on order.

6. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS – CLIMATE AWARENESS/ENVIRONMENTAL MATTERS:

- a) to consider further the council's position on the Climate Change Emergency:
 - To receive the notes of the 2nd Meeting of the Committee – 03.12.20 – the meeting noted the minutes which would be approved at the next Committee Meeting scheduled for January 2021. It was confirmed that the cards had been printed and were in the process of being distributed. The Youth Council assisting with delivery. Positive comments in the main had been made by those who had received their cards.
 - To receive an update on the feasibility of establishing a recycling centre in the New Green Car Park (bottom) – positive discussion was being had at New Green but at this stage there was nothing further to add.
 - To consider further information to be included within a “Green” section of the parish website and the format and process to enable this to be taken forward – to be deferred until the Deputy Clerk was in place to assist with progressing this.
 - To consider further information to be included, should approval be given by the Editorial Team of the Thurston Parish Magazine, within a Green Forum Section of the Magazine – it was noted that Cllr. Turner would compose a piece for the next edition of the newsletter which, in line with the Council's Media Policy, would be run past the Chair and Clerk for review.
 - Climate Awareness Week – the Committee would like to look at this for some time later in 2021 given the cancellation of the event for 2020.
- b) to consider the following Environmental Matters:
 - To receive an update on the discussions on the status of ownership of allotment land on the Hopkins Homes site – discussions with Hopkins Homes Representatives were ongoing and had been proactive in terms of water, layout, paths and raised flower beds. The Clerk had provided Hopkins Homes with a Draft Tenancy Agreement to enable any clauses to be discussed in transference of the land to the Parish Council. It was noted that this would require legal advice once the matter progressed further.
 - To consider the proposal to request a change to the to the Route 51 Cycle Path around the east end of School Road (as discussed and debated under agenda item 4) – it was agreed that this had been adequately discussed within the public forum.
 - To note the areas for consideration for planting of trees within Thurston – Cllr. Morris confirmed that she had a number of trees that needed homes and had submitted her paper to commence a discussion of those areas that might be suitable. It was agreed that Cllr. Morris would identify in

So approved at the meeting of 13th January 2021

further detail the areas for planting for the Clerk to ascertain ownership and whether permission might be needed or not. Discussion followed as to how often some areas should be cut and the overall management of some of the areas that are currently maintained by MSDC. It was agreed that this should be included within Cllr. Morris' paper.

- To receive any matters coming forth – there were no matters coming forth.

7. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS – LIBRARY:

- To receive a report from the Chair of the Friends of Thurston Library - it was confirmed that at the AGM held the previous week, Mr Fawcett and Mr Robinson had been re-elected Chair and Vice Chair of the Friends of Thurston Library respectively.
- To receive any matters coming forth – Cllr. Haley reported that overall libraries in Suffolk have done well during the pandemic and the majority have remained open throughout the period with Suffolk Libraries being held up as a positive model. The vacancy for the Thurston Library Manager needed to be filled and that process was currently underway. There was to be a full Suffolk Library Board meeting the following week.

8. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS – RECREATIONAL FACILITIES:

- To receive a report from the Chair of the Recreational Facilities Committee – it was confirmed that a meeting of the committee had been held that night and overall finances were healthy due to the Business Support Grant received earlier in the year. The Football Club had managed to use the pavilion, observing social distancing rules, for a couple of games in November and December with more planned for January through to March 2021. All necessary COVID-19 guidelines were being observed.
- To receive an update on the installation of CCTV at the Recreation Ground, Church Road – it was confirmed that minor electrical work to both premises was due to be carried out the coming weekend with the main project due to commence week commencing 11th January 2021.
- To note that the Committee is seeking quotations for remedial work to the exterior and roof of the pavilion – it was confirmed that the exterior of the Pavilion was in a poor state of repair and the Committee has agreed to use the grants received to carry out remedial works to both the exterior and roof. A schedule of works required had been sent to various contractors enquiring if they were interested in quoting. Once expressions of interest were received, interested parties would be contacted to quote against an agreed specification. It was anticipated that prices should be known by the end of January with tenders to be discussed at the next Recreational Facilities Committee Meeting at the end of January 2021.
- To receive any matters coming forth – given the works that will be carried out with regards to CCTV the Committee has agreed to install appropriate signage to the entrance of the car park denoting responsibility for the area – Thurston Recreation Ground. It was confirmed that works to the Car Park at the Recreation Ground had now been finalised. It was also noted that both the Pavilion and Cavendish Hall has suffered further cases of vandalism.

9. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS – EMERGENCY PLANNING:

- To note the minutes of the meetings of 12th November 2020 – the meeting noted the draft minutes which will be signed off at the next meeting of the Committee (14th January 2021). It was noted that the meeting scheduled for the previous week had been cancelled due to there being no business to transact. It was confirmed that the areas at risk of flooding had been updated and is now on the website. There were no further areas to be added at this stage.
- To confirm that a review of the full Emergency Plan will be undertaken over the coming months – the meeting noted that this would be the main task for 2021 and would include the cascading of information for future events.

10. MATTERS ARISING FROM COMMITTEES/WORKING GROUPS - VILLAGE INFORMATION BOOKLET:

- To receive an update on the production of the Village Information Booklet – it was confirmed that the Clerk was now waiting for a draft hard copy of the booklet prior to giving approval for printing. Three copies would be provided and would be circulated to the Chair, Cllr. Morris and Mr Fawcett

So approved at the meeting of 13th January 2021

for final editing. The meeting noted that Gipping Press had finalised the price for providing physical draft copies as well as the printing of 2500 copies at £1,664.

11. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 6th January 2021 – Planning Committee Meeting - via Zoom – commencing at 7.00pm
- b) 13th January 2021 – full Council Meeting – via Zoom - commencing at 7.00pm
- c) 14th January 2021 – Emergency Planning Committee Meeting – via Zoom – commencing at 9.00am
- d) 14th January 2021 – Climate Awareness and Environmental Meeting – via Zoom – commencing at 7.00pm
- e) 27th January 2021 – Recreational Facilities Committee Meeting – via Zoom – at 6.00pm
- f) 27th January 2021 – Planning Committee Meeting – via Zoom – commencing at 7.30pm

12. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.00 with the Chair thanking all for their attendance during the year and wishing all a Merry Christmas and a health New Year!

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

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