

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL'S COMMITTEES MEETING held on Wednesday 17th February 2021 at 8.00pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Rainbow (Chair), Cllrs. Haley, Morris, Thurlbourn and West. Also in attendance (by video): Mrs V Waples, Parish Clerk.

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. Dashper and Turner due to personal commitments.
 - b) The meeting consented to accept the apologies submitted, 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.
 - b) To receive requests for dispensations – none had been received prior to the meeting.
4. **PUBLIC FORUM** –
 - a) To receive questions and matters of concern from those present on the agenda under discussion – there were no members of the public present and no questions submitted for consideration by the Committee.
5. **MATTERS ARISING FROM COMMITTEES / WORKING GROUPS** -
 - a) To receive an update on matters relating to the Youth Council – the Clerk provided a summary of the items raised by Cllr. Turner in his submitted relating to obstacles in taking the Council forward; opportunities for developing the Youth Council involving the TCC; meeting the needs of Young People and Addressing the Key Areas in terms of engagement and ongoing discussion. As Cllrs Turner and Cornell were not at the meeting it was agreed to defer the Discussion Paper until the next Committees Meeting scheduled for 17th March 2021.
6. **MATTERS ARISING FROM COMMITTEES- - Climate Awareness / Environmental Matters**
 - a) To note the draft minutes of the Committee Meetings of 3rd December and 14th December 2020 – the meeting noted the draft minutes as circulated.
 - b) To receive an update on the feasibility of establishing a recycling centre in the New Green Car Park (bottom) – a verbal update was given by the Clerk in which it was confirmed that the next steps would be to submit a formal planning application to the LPA which would detail opening hours, exact location, anticipated use and approval from Landlord and engagement followed with residents. As the Lead Tenant of the Lease with the Landowners, the Committee approved the request to formally agree to submit the planning application once details were ascertained from the New Green Trust / Climate Awareness Committee and to fund the application in the sum of £231 excluding VAT (50% of the fee of £462.00), aif.
 - c) 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 – this was deferred until the next Committee Meeting once further information was forthcoming from the Climate Awareness / Environment Committee.
 - d) To receive an update on taking forward the areas for consideration for planting of trees within Thurston – it was noted that ownership for the areas within Thurston still needed to be ascertained prior to planning schedules being agreed.

So approved at the meeting of 3rd March 2021

- e) To consider and approve the quotation for works to the following areas in the sum of £2,350 (maximum):
- To clear paths/edge and cut hedges as discussed in and around Cavendish Close, School Road (bottom).
 - To reinstate the fence at Heath Road Play Area.
 - To clear paths along / across New Green.
 - To clear and edge paths along Station Hill up to the Ixworth Road/ Norton Road crossroads.
 - Hedgerow on
- All were in a greement that the works be approved and funded from the Village Maintenance Reserve held which currently stood at £2,691.00
- f) To receive any matters coming forth – there were none forthcoming.

7. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – LIBRARY

- a) To receive a report from the Chair of the Friends of Thurston Library – an update had been provided in which it was confirmed that the new Library Manager was now in post – Ellie Longman. Pleased to report that effective 16th February the Library was open for Reservations and Select and Collect Services. Testing will be taking place for members of staff and Covid-19 risks assessments have been undertaken. The Suffolk Libraries Newsletters February Newsletter contained a host of opportunities and event that would be taking place over the coming months via differing forums. Cllr. Haley made the meeting aware that Suffolk Libraries as a whole had been very active in the communities during the lockdown.
- b) To receive any matters coming forth –
- the Clerk confirmed that she and the Deputy Clerk would be meeting with the Chair of the Friends of Thurston Library and the new Librarian the following week to look at whether the Library might be a suitable venue to meet in should the Council need to return to face to face meetings.
 - It was also confirmed that they would be working on a paper to bring back to Council on the working proposal for a coordinated strategy to welcome newcomers to Thurston.
 - The Clerk advised that she would also be reviewing the monies paid over to Suffolk IPS in April last year for extended opening hours and the use of the Library as a PC venue given that this was public money. Council would be updated in due course.

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

- a) To receive a report from the Chair of the Recreational Facilities Committee – the Chair reported that the Pavilion and Rec Ground were not being used by any clubs at this time. Further monies had been received from MSDC as part of the COVID-19 grant. CCTV was up and running with no reports of any ASB to date. Play equipment on all three sites was being used at participants risk and notices has been installed as to how to use the equipment.
- b) To note that the Committee has placed the order for remedial work to the exterior of the pavilion – Council noted that this order had been placed with works to be scheduled in / agreed with regards to timescales.
- c) To note that the Committee is sourcing quotations / reports on the status of the roof at the pavilion – the meeting were advised that the Committee was in the process of seeking quotations to i) repair the damage sustained and ii) to replace the whole roof with new slates and /or concrete tiles. It was noted that concrete tiles were regarded as more robust and easier to replace.
- d) To consider and approve the quotation for the following works in the sum of £900 (maximum) - to clear paths/edge and cut hedges around Cavendish Hall/Recreation Ground on land under the ownership and responsibility of the Parish Council as Trustee of the Recreation Ground – Cllr. Morris made the meeting aware that she had met with the contractors to discuss the work needed which included cutting back the hedge on Church Road, clearing the scrub down to the road from the entrance from the Car Park up to the Pavilion (road side), to take back an Elm Tree on the right of the entrance to the car park, to tidy up the footpath from the Cavendish Hall leading to the Church on the opposite side of Church Road and to clear the footpath that runs across the top of

Recreation ground from Church Road to School Lane. All agreed that the works as discussed in the sum of £900 maximum should be approved and funded from the Recreation Ground Account, aif.

- e) To receive any matters coming forth – it was noted that the order to revisit the Tree Survey that had been carried out in 2018 on trees on the Recreation Ground had been placed with Urban Forestry and that the revised survey would also include a ground based visual assessment of the six horse chestnut trees that run across the Recreation Ground along with the Hornbeam and Oak Tree to the side and rear of the Cavendish Hall.

9. Matters Arising from Committees/ Working Groups – Emergency Planning

- a) To receive the approved minutes of the Committee meeting of 14th January 2021 – the meeting noted the minutes as circulated.
- b) To note the draft minutes of the Committee meetings of 11th February 2021 – the meeting noted the draft minutes as circulated.
- c) To receive an update on the review of the full Emergency Plan – the Chair stated that the Committee had gone as far as it could with the update of the main file and the only outstanding item was a piece on the COVID-19 Emergency Plan.
- d) To consider reintroducing the system of road allocation to specific Councillors and to ensure that new development is including within the allocation – it was agreed that the road distribution system should be re-introduced, and all Councillors should be allocated with roads to cover as their “patch”. It was agreed that the suggested distribution list be circulated to all for amendments / approval prior to formal adoption at the Parish Council Meeting scheduled for 3rd March 2021.
- e) Noted that the next Emergency Planning Committee Meeting was scheduled for 12th May 2021 – venue to be determined.

10. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 24th February 2021 – Recreational Facilities Meeting – via Zoom – commencing at 7.00pm *post meeting note to commence at 6.00pm*
- b) 25th February 2021 – Climate Awareness and Environment Meeting – via Zoom - commencing at 7.00pm
- c) 3rd March 2021 – Parish Council Meeting – via Zoom – commencing at 7.00pm.
- d) 17th March 2021 – Planning Committee Meeting – via Zoom – commencing at 6.00pm.
- e) 17th March 2021 – Council’s Committee Meeting – via Zoom – commencing at 7.30pm
- f) 24th March 2021 – Recreational Facilities Meeting – via Zoom – commencing at 7.00pm
- g) 26th March 2021 – Policy & Resources Committee Meeting – via Zoom – commencing at 10.00am

- 11. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 20.51pm.

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