

## THURSTON PARISH COUNCIL

MINUTES of the COUNCIL'S COMMITTEE MEETING held on Wednesday 17<sup>th</sup> March 2021 at 7.30pm by VIDEOCONFERENCE of Thurston Parish Council.

**Present (by video):** Cllrs. Dashper (Chair), Cllrs. Haley, Morris, Rainbow, Thurlbourn, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk and Mrs A King, Deputy 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 Cllr. Hay due to work commitments.
  - b) Council consented to accept these apologies, 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** - 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 comments relating to Thurston in general – none had been submitted prior to the meeting.
5. **TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**
  - a) To consider donations against the Council's allocated budget for the year ending 31<sup>st</sup> March 2021 – following the completion of the relevant forms and guidance as issued within the Council's Small Grants Awarding Policy, the meeting agreed to offer the following donations: Suffolk Accident Rescue Service £300; Mid Suffolk Citizen's Advice Bureau £500 and Fresh Start £500. This would then leave a balance of £1,520.00 for further requests coming forward.
  - b) To consider the request to replace the Council's noticeboards and install a new noticeboard on New Green (Sandpit Lane end) – the meeting was in agreement that given the state of the current noticeboards, new ones should be ordered and cited at the existing locations with a further one to be cited at the Sandpit Lane end of New Green. It was noted that approval had been sourced from New Green and that Persimmon had been contacted to see if they were interested in having one such noticeboard within the development on Ixworth Road. Agreement was forthcoming that 4 should be purchased at a maximum cost of £1220 each and that the monies should be allocated from the Neighbourhood CIL pot, aif.
  - c) To consider printing copies of the supplementary documents to the Thurston NDP – the Committee was asked to approve the cost for the printing of the Supplementary Documents which were part of the suite of documents for the Thurston Neighbourhood Development Plan - History, Environment and Character Assessment. The documents would be produced in a similar manner to the adopted Thurston NDP at a cost of £268.00 for 12 copies of each. It was agreed that this number should be increased if copies were to be kept in the Library; at the PC Office with a copy for each member of the Planning Committee and some for future needs. It was agreed that 20 of each should be ordered at a maximum cost of £500.00, aif. It was noted that Cllr. Morris did not participate in

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the vote that took place as she would be a recipient of a copy of two of the documents given her considerable input into their production.

- d) To consider the quotations for Grounds Maintenance for the following areas:
- New Green fenced Play Area - £26.00 per cut
  - Heath Road Play Area - £60.00 per cut (approx. 5 cuts per season)
  - Heath Road Playing Field hedge - £225.00 – 1 cut annually
  - Thurston Churchyard – cutting and strimming - £170.00 per cut approx. once a month dependent upon the growing season.

All were in agreement for the costs to be borne as indicated. It was noted that these were public areas which require a degree of tidiness and care and that the timescales envisaged were appropriate, aif.

## **6. TO CONSIDER MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – YOUTH MATTERS**

- a) To discuss Cllr. Turner's paper on matters relating to the Youth Council – the Council received Cllr Turner's paper on youth matters and were in agreement that overall engaging with young people should be a key part of the work of the Parish Council. Although the youth council had been set up it had proved difficult to sustain during Covid-19 pandemic. Given the growth of the village, the Council needed to have a recognisable framework of moving forward and to get a sustainable working youth council set up. He confirmed that he had been in discussion with The Thurston Partnership Coordinator at TCC who had shown interest in making the college a partner in the development of a youth council as a sustainable and key part of the Thurston community. It was also mentioned that it would be good practice to get representatives from organisations within the village that already have connections with young persons. It was also agreed that the manner in which engagement was had with the young people should also link into the Community Hub discussions. The next step forward was to liaise with TCC and see what interest comes forward from the College which should assist in producing a more sustainable model. Support from SCC might be explored at a later stage given their desire to also set up a Youth Council and experience common to both could be shared. It was noted that the document Youth Matters was intended as a discussion document at this stage and should be viewed as a live document which can be amended once in-depth discussions have been had. It was agreed that the PC needed to move forward with setting up a Youth Council and the next key areas should be the issuing of a survey to gain interest (via the College), ascertaining the interest shown and ultimately the establishment of a Youth Council. It was agreed that 50 flyers and a few posters could be printed off in the PC Office.

## **7. TO CONSIDER MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – CLIMATE AWARENESS & ENVIRONMENTAL MATTERS –**

- a) To receive an update on the project to install a recycling centre in the New Green Car Park (bottom) – it was noted that the design had been accepted by the Climate Awareness and Environment Cttee and that the intent to install notices had been placed on noticeboards and in the next edition of the newsletter as well as on the Council's Facebook page. Comments to date had appeared to be broadly supportive. Once MSDC had carried out the risk assessment to ensure the project was viable, the plans would be formally reviewed by the Committee with a recommendation submitted to full Council to proceed with the submission of the planning application to the LPA. It was hoped that the Climate Awareness card drop would be completed over the coming weeks now that guidelines had eased on delivery and canvassing. The meeting was made aware that the Committee was Working with West Suffolk Hive on eco matters etc. and all were invited to attend the virtual Hive Eco event taking place on 28<sup>th</sup> March 2021 – via Zoom. The aim was to develop people's understanding about climate change as well as the local initiatives that are happening. Speakers included: Tom Barker (Assistant Director Sustainable Communities Babergh and Mid Suffolk District Councils who will address planning; Kate MacFarland (Waste Strategy Officer West Suffolk Council) will address waste issues and Libby Ranzetta (Bury Water Meadows Group) who will address water issues. Cllr. Turner agreed to send a link to the event to all via a separate email.

**8. TO CONSIDER MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – LIBRARY**

- a) To receive a report from the Chair of the Friends of Thurston Library – The Friends of Thurston Library are supporting Suffolk Libraries Day on Saturday 20<sup>th</sup> March in three ways: an Easter Egg Raffle, a Competition to win a £20 Book Voucher and a Sponsored Cycling Challenge. All were encouraged to join in the fundraising. The meeting was also advised of the Suffolk Libraries Day Book Festival from 15<sup>th</sup> to 21 March 2021 which had many online events organised by Suffolk Libraries. Ellie Longman, the recently appointed Library Manager, was in post and discussions were ongoing as to whether future meetings could be held in the Library once again.
- b) To consider a paper from the Chair of the Friends of Thurston Library Group - Newcomers to Thurston – a Community Welcome – the meeting was in agreement that this was a positive move forward to have both organisations working together to integrate newcomers into the community and by having a publicised base for advice in the Library and Parish Council Office could only be an advantage. The proposal to form a group of three members from each organisation to meet to take the initiative forward was agreed as the next move. Cllr. Haley agreed to sit on the Committee along with the Clerk and/or Deputy Clerk. It was agreed that a further member was needed and those not in attendance would be approached to sit on this group as well.

**9. TO CONSIDER MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – RECREATIONAL FACILITIES**

- a) To receive a report from the Chair of the Recreational Facilities Committee – Cllr. Rainbow provided the meeting with an update on works to the exterior of the pavilion and informed the meeting that work on the front will start the following week. Following the resignation of the cleaner / caretaker the previous month, the post had been offered to and accepted by Mr Lee of SHO Cleaning & Maintenance. It was also confirmed that the lock to the main door had been changed and new keys will be issued in accordance with the Council's Key Control Policy. The pavilion was not currently being used by anyone. CCTV was working and the previous week, PCSO Smith had requested access to CCTV due to reported issues on the Car Park. Cllr. Rainbow and the Deputy Clerk were able to identify the vehicles and pass relevant details onto PCSO Smith. External work to the hedges had been carried out along Church Road and School Road and new benches have been received and were waiting to be installed on the Recreation Ground once final locations have been agreed. At the same time the entrance signs to the Recreation Ground at the front of the car park would also be installed.
- b) To receive an update on works to the exterior of the pavilion – Cllr. West confirmed that Seaman's would be starting on the groundworks to the front of the pavilion the following week and weather dependent, the exterior works would follow. Works to the roof will be discussed at the next Recreational Facilities Cttee Meeting.

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

- a) 24<sup>th</sup> March 2021 – Recreational Facilities Meeting – via Zoom – commencing at 6.00pm (*post meeting change*)
- b) 24<sup>th</sup> March 2021 — Climate Awareness and Environment Meeting – via Zoom commencing at 7.15pm
- c) 26<sup>th</sup> March 2021 – Policy & Resources Committee Meeting – via Zoom – commencing at 10.00am.
- d) 7<sup>th</sup> April 2021 – full Council Meeting – via Zoom – commencing at 7.00pm.
- e) 14<sup>th</sup> April 2021 – Planning Committee Meeting – via Zoom – commencing at 6.00pm
- f) 14<sup>th</sup> April 2021 – full Council Committee's Meeting – via Zoom – commencing at 8.00pm
- g) 21<sup>st</sup> April 2021 – Recreational Facilities Committee Meeting – via Zoom – commencing at 6.00pm
- h) 21<sup>st</sup> April 2021 – Climate Awareness & Environment Committee Meeting – via Zoom – commencing at 7.15pm
- i) 5<sup>th</sup> May 2021 Annual Council Meeting – via zoom – commencing at 7.00pm

**11. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 20.47

So approved at the meeting of 7<sup>th</sup> April 2021

## 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
SLA	Service Level Agreement
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