

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 18 November 2020 at 19.50pm by VIDEOCONFERENCE of Thurston Parish Council.

**Present (by video):** Cllrs. Rainbow (Chair), Haley, Morris, Thurlbourn, Towers, Turner 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 Cllr. Dashper due to a personal matter.
  - b) Council consented to accept the apologies given.
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.
5. **MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – YOUTH MATTERS**
  - a) To receive an update on matters relating to the Youth Council – Cllr. Turner confirmed that there was not too much to report as there was a further meeting scheduled for 24<sup>th</sup> November. The priority was to finalise the guidelines for use of the Youth Shelter and how to take this forward. The council was keen to make a positive contribution to the existing litter problem and keen to take part in regular litter picks. The aim was once the Council was more sustainable, work would begin with the College to forge links with the youth council to allow the young people to engage in a democratic forum and create positive links with the Parish Council.
  - b) To receive an update on the colour choice and location for the community / youth shelter in the grounds of New Green – it was noted that the Youth Council had chosen Bright Orange which fitted in with the colour of the equipment on the Gym Trail. The Clerk confirmed that she would request further information on whether anti-graffiti paint could be applied. It was noted that final layout approval from the landlord was still awaited and that New Green had been asked to confirm acceptance of the proposed siting of the shelter.
6. **MATTERS ARISING FROM COMMITTEES / WORKING GROUPS - LIBRARY** –
  - a) To receive a report from the Chair of the Friends of Thurston Library – nothing new was forthcoming, but all were reminded of the AGM due to take place on 8<sup>th</sup> December 2020. If interested please contact the Chair of the Friends of Thurston Library for joining details. It was noted that the Library situation had changed due to the current lock-down restrictions.
  - b) To consider further the proposal for the Parish Council and The Friends of Thurston Library/Thurston Library to, jointly, provide a further welcome to Thurston – nothing further to report since the last meeting – whilst there had been a meeting amongst the Friends of Thurston Library on this matter,

So approved at the meeting of 2<sup>nd</sup> December 2020

the basic idea was still to be worked through and further information would be forthcoming at the next meeting of the Parish Council's Committees.

- c) There were no further matters coming forth.

#### **7. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – RECREATIONAL FACILITIES**

- a) To receive a report from the Chair of the Recreational Facilities Committee – a meeting had been held earlier that evening. Discussion had been had on work that needed to be carried out on the exterior of the pavilion. A specification had been agreed which would now be submitted for quotation. Overall the resurfacing of the car park at the Recreation Ground had been well received by the majority of people.
- b) To receive an update on the feasibility study to install CCTV at the Recreation Ground, Church Road - an update on the CCTV project was given in which it was confirmed that the decision would be between four companies and a delegated committee would meet within the week to determine the preferred contractor and place the order. Written agreement was to be sought from the Cavendish Hall Committee to engage with the project. Installation of broadband would be finalised at a later stage and minor electrical works at both the Pavilion and Cavendish Hall would be to be carried out by separate qualified parties. It was noted that there were issues with obtaining broadband at the pavilion, but this can be added later as the system being used was a stand-alone system. It was agreed that the cameras in situ should act as a deterrent in themselves.
- c) To consider whether the Council should commence a feasibility study into the implementation of public space protection orders (PSPO) for designated areas in the village – it was agreed that the installation of the cameras, as advised by the Designing Out Crime Officer (DOCO) at Suffolk Constabulary, was the first and most appropriate action to be taken and that a review should be undertaken after an initial period to determine their effectiveness. It was agreed that a period of three to six months was appropriate after which the Parish Council could look at exploring the PSPO option.
- d) There were no further matters coming forth.

#### **8. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – EMERGENCY PLANNING**

- a) To note the minutes of the meetings of 15<sup>th</sup> October – Council noted the minutes of the meeting which can be seen at Appendix B.
- b) To note the following:
- Further areas have been added to the list of those areas that have become prone to flooding over the course of 2019/2020 and these will be added onto SCC's relevant website.
  - The review of the status of the grit bins within the village had now been completed with some areas requiring attention and/or replacement bins.
  - To approve the recommendation from the Emergency Planning Committee for the purchase of two replacement grit bins for the junction of Heath Road/Genesta Drive and the Library at a cost of: £296.38 ex VAT – it was agreed by all that the purchase of the two replacement bins should be funded from Neighbourhood CIL Funds at a cost of £296.38 ex VAT, aif.  
Given the amount of rubbish that is being deposited in the grit bin in the Library Car Park, it was agreed that the Clerk should approach the Community College to see if they would agree to the siting of a litter bin in the grounds of the library, aif.
  - A review of the full Emergency Plan will be undertaken over the coming months – it was noted that the Committee would review the overall Emergency Plan and the manner in which information is cascaded over the coming months.

#### **9. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – VILLAGE INFORMATION BOOKLET**

- a) To receive an update on the production of the Village Information Booklet – it was confirmed that the Clerk and Mr Fawcett were in the process of finalising the ordnance survey map and street map (which would include the known names of the roads on the three estates currently being built out). Apart from a couple of layout issues and content/page numbering, the booklet was ready to go to the printers for artwork to be produced to allow the council to view the overall format and confirm approval to proceed to print.

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## 10. 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 1st Meeting of the Committee of 5<sup>th</sup> October 2020 – Council noted the minutes which can be found at Appendix C and received an update on the approved action points.
  - To approve the cost of the card drop to be issued to all residents – 10 East Ways to help Planet Earth – Council reviewed the amended text and was in agreement to accept the cost of printing the postcards at a cost of £129.32 for 1500 copies, aif.
  - To receive an update on the feasibility of establishing a recycling centre in the New Green Car Park (bottom) – it was agreed that a good basis as a model could be found at Ixworth and that it generated a not inconsiderable amount of revenue for the village hall. Cllr. Thurlbourn confirmed that this was on the New Green Trust's Agenda for the meeting due to be held the following night.
  - To consider the request to add a "Green" section to the parish website and to discuss the format and process to enable this to be taken forward – all agreed that this should be taken forward once the Deputy Clerk was in post, aif.
  - To consider the request to make a recommendation to the Editorial Team of the Thurston Parish Magazine to provide space in the community section for a Green Forum – it was noted that this was not within the control of the Parish Council to agree to this, but it did support the expansion of articles such as these within the parish magazine.
- b) To consider the following Environmental Matters:
  - To consider the request to initiate discussions on the status of ownership of allotment land on the Hopkins Homes site – Council reviewed the Clerk's Paper entitled Allotments along with the plans as submitted by Hopkins Homes. All agreed that if the allotments were provided in the manner as outlined in the paper – with water, fencing and car parking – then the Parish Council would have no issue with taking on the ownership and management of the allotments on the Hopkins Homes site, aif. It was agreed that the allotments would be offered on a first come first serve basis and should be open to all in the village. It was further agreed that if sheds were to be allowed on the allotments then there should be a maximum allowed size and that conditions as to maintenance, size of sheds and their location; greenhouses and/or cold frames etc could be approved at a later date. The layout as per the plans submitted was approved along with the provision of water, fencing, parking. All were in favour of the Clerk confirming to Hopkins Homes that the PC agreed to take over ownership and maintenance of the allotments and that it approved the layout, provision of water and fencing along with the installation of a number of raised flower beds, aif.
- c) There were no further matters coming forth.

## 11. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 25<sup>th</sup> November 2020 – extra-ordinary Meeting – via Zoom – commencing at 7.00pm
- b) 2<sup>nd</sup> December 2020 – full Council Meeting – via Zoom - commencing at 7.00pm
- c) 9<sup>th</sup> December 2020 – full Council Meeting - open to all – via Zoom – commencing at 7.00pm
- d) 16<sup>th</sup> December 2020 – Recreational Facilities Committee Meeting – via Zoom – commencing at 6.00pm
- e) 16<sup>th</sup> December 2020 – Committees Meeting – via Zoom – commencing at 7.45pm

12. **CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 20.42.

So approved at the meeting of 2<sup>nd</sup> December 2020

## 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

## Appendix B – Minutes of the Emergency Planning Committee Meeting of 15<sup>th</sup> October 2020

Minutes of the Emergency Planning Committee Meeting held on Wednesday 15<sup>th</sup> October 2020 at 9.30am by VIDEOCONFERENCE of Thurston Parish Council. Present (by video): Cllrs. Rainbow (Chair), Cllrs. Morris, Thurlbourn, Towers and West. Also in attendance (by video): Mrs V Waples, Parish Clerk.

1. OPENING – the Vice-Chair of the Parish Council took the role of Chair for the meeting and 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 FOR ABSENCE –
  - a) Apologies for absence were noted from Cllr. West due to personal commitments.
  - b) The meeting agreed to accept the apologies as 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 for the agenda under discussion.
  - b) To receive requests for dispensations – none had been received prior to the meeting. at 10.30am in the Parish Council Office, New Green Centre, Thurston.
4. PUBLIC FORUM – Members of the public – to receive questions and matters of concern from those present on the agenda under discussion – there were no members of the public present
5. TO CONSIDER MATTERS RELATING TO EMERGENCY PLANNING FOR THURSTON -
  - a) To map out those areas that have become prone to flooding over the course of 2019/2020 -  
<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk/>  
 The meeting received the current list of areas prone to flooding in the village and agreed to add the following areas:
    - Pokeridge Corner – road gully appears to be solid and forever closed. It was queried as to whether this was only a soakaway
    - Barton Road / Heath Road at bottom of Old Norton Road
    - Beyton Road by Cracknells – drain not fitted and gullies not emptied
    - Pepper Lane / Church Road junction – again issue of drains not being emptied
 It was acknowledged that the flooding along Barton Road just past the farm near Barton Mere was on occasions caused by the level of the Mere itself.  
 All agreed that over the coming months, the areas would be revisited and the list brought up to date with any new areas of concern, aif.  
 It was also agreed that it would be useful once the amended list was agreed that the areas should be uploaded onto a map to allow a visual record to be kept.
  - b) To carry out a review of the status of the grit bins within the village – it was agreed that all would review the grit bins from the list compiled by the Clerk and matters taken in hand to bring the list up-to-date and ensure all bins were suitably replenished and in good working order.
  - c) To review the documentation for inclusion on the parish website/Village Information Booklet - all were in agreement that the information contained within the document should be used and no amendments were required, aif.
  - d) To note the information that has recently been published with regards to the continuation of the COVID-19 Emergency Plan and consider whether amendments or updates are required –discussion followed as to how this information and in fact any information coming forth from the parish council should be distributed to new residents. It was agreed that the most recent article in the newsletter should be amended with an appropriate slant to new residents and distributed as soon as practically possible once the NACs were known for the area.
6. TO CONSIDER ANY FURTHER ARAS THAT SHOULD BE EXPLORED IN TERMS OF EMERGENCY PLANNING FOR THURSTON – there were none raised.
7. TO CONFIRM THE DATE OF THE NEXT EMERGENCY PLANNING MEETING – this was confirmed as being Thursday 12<sup>th</sup> November 2020 at 9.30am.
8. CLOSE OF MEETING - There being no further business to transact, the Chairman closed the meeting at 10.05.am.

So approved at the meeting of 2<sup>nd</sup> December 2020

## Appendix C – Notes of the Climate Awareness/Environmental Working Group of 5th October 2020

Meeting Monday 5<sup>th</sup> October

Outcomes.

1. Parish Council to be asked to adopt the proposed Thurston Parish Council Climate Crisis and Environmental Policy

2. Work towards establishing a PC recycling centre to be located in the New Green car park. (Objective 1.1)

Action: Write to New Green Trustees to obtain permission. Ensure that they understand the urgent need for this facility. (Policy Objective 1.1 Approaches 3.1)

3. Establish a cycle rack or similar outside the coop to encourage cycling. (Objective 1.1)

Action: Approach the coop to explore the possibility. (Approaches 3.1)

4. Add Green section to the Thurston website and put on cycle routes and footpaths. Add additional information such as location of dog waste bins (Activities to Achieve the Objectives 2.1)

Action: Develop website (Activities to achieve the objectives 2.1)

5. Organise a Winter and Spring litter Pick (Activities to achieve the objectives 2.1)

Action: Decide on dates; Organise materials; Involve the Youth Council as a key part of this. (Activities to achieve the objectives 2.1)

6. Place recycling bins alongside rubbish bins (Policy objective 1.1)

Action: Explore this as a possibility.

7. Adopt the 10 Easy ways to help planet Earth for a card drop. Add link to Green section of website. (Activities to achieve the objectives 2.1)

Action: Cards to be printed, Cards to be distributed (Youth Council have agreed to assist)

8. Include a Green news/forum section in the Parish Magazine/consider setting up a PC Green activities newsletter (not to be confused with the Green Party) (Activities to achieve the objectives 2.1)

Action: Write an introductory article and add the "10 easy ways..." to reinforce the card drop.

9. Form a partnership with the "The Hive, West Suffolk Outdoor family Eco-Centre Bradfield". (2.0 responsibilities 2.1 Share good practice with partners....)

Action: Working group member to attend Eco forum meeting at the Hive to explore opportunities. Councillor Turner attended on October 2<sup>nd</sup>.

Next meeting Friday Nov 6th. 2-4pm.

So approved at the meeting of 2<sup>nd</sup> December 2020