

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 2 September 2020 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Haley, Hay, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; District Cllrs. Richardson and Turner.

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) Apologies of absence were noted from County Cllr. Otton
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 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*
 - Video Conference Meeting of 5th August 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - Video Conferencing Meeting of 5th August 2020 – Confidential Minutes – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - Video Conference Meeting of 19th August 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif
5. **REPORTS FOR INFORMATION** – the following reports were submitted:
 - Report from County Councillor Penny Otton – the report was taken as read and the following points were drawn to the meeting’s attention:
 - All were reminded that Cllr. Otton still had a sum in her locality fund, which will be lost if not used by beginning of the next financial year. All were asked to make other community groups aware of the possibility of funding streams.
 - Old Norton Road has been added to the list of those areas that had recently been affected by flooding in Thurston.
 - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting’s attention:
 - Thurst Café – application submitted yesterday, which had been accepted and was now being processed. Positive response from the Trust with agreement that further proposals for the future of the café should be worked up over the coming weeks.
 - Thurston Oaks – positive meeting with one of the planners who had met with Cllr. Turner to discuss the rerouting and which trees might have to be removed to allow for others to be retained. It was suggested that some of the coppiced trees may have to be removed but these could be replaced with new healthy trees that could be repositioned away from the cycle path. The planner was happy to meet with anyone who wished to meet and discuss this matter

As approved at the meeting of 07.10.2020

further. The Clerk agreed to circulate the email regarding the invitation to meet so that those interested could respond and a meeting could be arranged.

- Report from District Councillor Harry Richardson – the report was taken as read and the following points were drawn to the meeting’s attention:
 - Confirmation that in mid-October a white paper on the future of local government would be released with the aim of handing down more powers to local councils. There would be a need to look at different governing models e.g. unitary.
 - Gladman application – a provisional date for this to be returned to Mid Suffolk Planning Referrals Committee appeared to be 16th September. It was agreed by all that Cllr. Haley would attend the meeting to discuss the Gladman Planning application and speak on behalf of the Parish Council.

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 – there were no members of the public present.
- to receive comments relating to Thurston in general – there were no members of the public present.
- to consider the request from a resident for a permanent home for the Thurston COVID-19 Snake
 - It was agreed that the PC was content to support the request for a permanent home for the COVID-19 Snake and that a plan as to how the stone snake should be housed should be formulated. It was noted that there was a substantial number of stone with agreement that the most suitable area for them to be incorporated was on the New Green Open Space as the centre of the village. Discussion followed over the need for the stones to be contained with the possibility of the space being able to be extended. It was queried as to whether this could be one of the community projects supported by Linden Homes? Cllr. Richardson confirmed that if this was not supported by Linden Homes then the Council should look to submit a request for it to be supported from one of the Locality Budgets. Cllr Thurlbourn agreed to discuss this project with the New Green Trust to ascertain whether they would be prepared to support this on an area within New Green.

7. YOUTH MATTERS –

- a) To receive an update on the formation of a Youth Council – Cllr. Turner advised that he had been in contact with the Assistant Headteacher at the Community College who had indicated that the College would be keen to be involved in the setting up of the youth council and to be involved in climate emergency initiatives. Cllr. Turner advised the meeting that he would be meeting up with the College once it had reopened to all pupils to discuss how to strategically commence setting up a Youth Council and he was hopeful of also getting their views on the Youth Shelter. It was also noted that the local SNT had indicated that they too were keen to be involved in the Youth Council.
- b) To consider further the replacement Youth Shelter on New Green: shelter is fundamental on the Youth Council being set-up and active. It was noted that there had been positive feedback from the police who had supported the concept of a new shelter and the concept of it being a focal point. They were also keen on a broader spectrum of meeting places and supported the idea of cameras to monitor the area as part of the overall consideration of the project. At a suitable point in the procedures all noted that there was a need to advertise the intention to install the Youth Shelter and the police agreed that this should be extended as wide as possible and not limited to door knocking of the area. The meeting was reminded that notices of such intention would be placed in the newsletter and on the website informing all residents of the Parish Council’s intention to install an open shelter on New Green grounds later in the Autumn.

As approved at the meeting of 07.10.2020

8. POLICE MATTERS –

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for August had previously been circulated to all. Highlights of the meeting between the SNT and the Chair and Clerk on the 21st August 2020 were drawn to the attention of all. The Mobile Police Unit had been erected in the grounds of the New Green Car Park on the Friday and Saturday night of the bank holiday weekend. Feedback from Friday night from residents who arrived at the mobile unit covered the same issue - 5 people on Friday had concerns which all related to a young person knocking on the doors of those dwellings where people had visible motorhomes and caravans. There were no attendees on the Saturday night and it had been agreed that more informal events could and would be held in the Co-Op car park during daytime hours.
- b) Matters for referrals to PCSO Smith – there were none raised.

9. STATUTORY BUSINESS –

- a) To note that, effective 2nd September, the Planning Committee will be meeting to consider all planning matters relating to Thurston.
- b) To receive nominations to the Friends of Thurston Library Committee – Cllr. Hay agreed to act as the Parish Council nominee. It was noted that Cllr. Haley remains on the Friends of Thurston Library Committee.
- c) To receive nominations for the previously held casual vacancies (1 No.) – Cllr. Hay made the meeting aware that he had been approached by someone who was interested in being nominated to the Parish Council. He agreed to pass details on to the Clerk.
- d) To note the decisions taken by the following Policy and Resources Committee sub-committees:
 - Appeals Sub-Committee – the meeting was updated on the appeal against the decision taken by the Policy and Resources on a complaint over the processes of the parish council in handling data relating to a complaint. It was confirmed that matters had been concluded and the appeal had not been upheld. It was confirmed that the complainant has been informed.
 - Data Breach Sub-Committee – the meeting was updated on the determination as to whether there had been a data breach concerning the personal data of a living individual. It was confirmed that this matter had been investigated and the committee concluded that there had been no breach and the relevant persons had so been informed.
- e) To consider the recommendation from the Data Breach Sub-Committee to consider the requirement for a more comprehensive Staff Handbook to be issued to all employees – given that the Parish Council is a growing council and there is a growing reliance on virtual communications there are expectations around the systems being operated. Whilst the PC has a number of policies and procedures they tend to be geared more to Cllrs. It was proposed and confirmed that the proposal be accepted for the Policy and Resources Committee to look at reviewing the need for a staff handbook and that this should be as comprehensive a handbook as possible, aif.
- f) To consider and respond to Mid Suffolk's updated 2020 draft five-year housing land supply position statement for public consultation – comments required by Monday 14th September 2020 - the meeting noted that there was currently a 7.2-year land supply on the documentation provided. The meeting agreed that in principal it would support the findings in the documents and Councillors were asked to email any further comments to the Clerk by Friday 11th September 2020 for collation and onward submission.

10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update on the meeting called by MSDC to consider the terms of reference for the feasibility study relating to the Thurston Station level Crossing bid by Network Rail submitted against the Community Infrastructure Levy (CIL) Bid Round Five – Position Statement for Compliant Bid Project reference-20-07 - Thurston Station Level Crossing – the meeting noted that following the meeting held on 11th August, draft meeting notes which included the notes and amendments to the scope that had been discussed had just been issued. This included the additional points from a discussion held with the Transport Policy and Development Manager at Suffolk County Council

As approved at the meeting of 07.10.2020

Highways Department. The Clerk agreed to circulate the notes in time for the next full meeting of the Parish Council.

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 – 02.09.20) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif.
- b) To note the accounts paid since the last meeting (see Paper 2 – 02.09.20) - the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2, aif.
- c) To note receipts allocated since the last meeting (see Paper 3 – 02.09.20) – Council noted the receipt of monies as identified on Page 740.
- d) To consider and receive the Bank Reconciliation for the period ending 31.07.2020 (Paper 4 – 02.09.20) – Council noted the overall bank balances of £193,868.70 effective 28th August 2020 assuming all written cheques prior to that date would be presented.
- e) To review the monies held under the CIL Reserve and consider an update to projects identified in the Parish Infrastructure and Investment Plan (Paper 5 – 02.09.20) - it was agreed that the paper on minor expenditure projects would be returned for approval at the meeting on 7th October 2020.
- f) To consider further the request from St Peter’s Church for financial assistance with the production of the Thurston Newsletter – it was agreed that the retention of money can only be for the production of the newsletter and would have to be set up in an accountable manner and that the PC should be involved in the production of the newsletter if it is to be a community project i.e. a parish newsletter. Discussion followed over the future in terms of circulation and whether the Parish Council should issue a parish magazine itself on a quarterly basis. It was agreed that to allow the PC to discuss this further, the PCC should be in attendance, as had been agreed, to answer questions to allow for clarification of matters raised. The Clerk agreed to liaise with the PCC to allow this matter to be brought back to the Council at the meeting of 7th October 2020.

12. Councillor Reports:

- a) To report village matters of concern to the Clerk – there none raised as Cllrs. had previously emailed the Clerk with their concerns.
- b) Items for sharing – the following matters were raised – there were no matters raised.

13. 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 flagged up to other agencies for action:
 - flooding on Barton Road / Station Hill
 - flooding on Old Norton Road
 - various issues relating to signage; footpaths and hedgerows had been flagged up to relevant authorities to take appropriate action
- b) to receive items of correspondence for noting only –
 - Healthwatch Suffolk Digital Health and Care Survey – all were encouraged to respond
 - School Entrance Markings Traffic Regulation Order 2019 – stopping, waiting and loading prohibitions and restrictions and on-street parking places – for Thurston this covers School Lane (where marked) and Norton Road (where marked) between the hours of 8am – 4.30pm Monday through to Friday).
 - SALC - Ministry of Housing, Communities and Local Government have issued three consultations on reform of the planning system: *all three will be circulated to Councillors via*

As approved at the meeting of 07.10.2020

email to allow the Planning Committee to formulate a response at its meeting on 16th September 2020

- Changes to the current planning system (NALC deadline for responses 17 September)
 - Planning for the future - the planning white paper (NALC deadline for responses 15 October)
 - Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October)
 - Acre – Action with Communities in Rural England – changes to the planning system and impact on affordable housing in rural communities – copy of letter sent to the Secretary of State for Housing, Communities and Local Government detailing how the proposed changes to the existing planning system risk drastically reducing the supply of affordable homes in rural communities.
 - BMSDC – Letter from Leaders thanking all for the efforts in responding to and dealing with the community issues relating to the COVID-19 pandemic.
- c) Invitation to a meeting with MSDC to discuss the new cycle route from College Park to the crossroads of Norton Road/Ixworth Road – the Clerk would circulate the date once known. Cllr. Morris agreed to attend such a meeting.
- d) Councillors were advised that SALC would be offering online training sessions for new (and if applicable existing) Councillors in the coming months.
- e) it was confirmed that all other relevant emails had been passed onto the Councillors where applicable.

14. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 16th September 2020 – Recreational Facilities Committee Meeting – via Zoom, commencing at 6.00pm
- b) 16th September 2020 – Planning Committee Meeting – via Zoom – commencing at 7.30pm
- c) 16th September 2020 – Committees Meeting – via Zoom – commencing at 8.30pm
- d) 18th September 2020 – Policy and Resources Committee Meeting – via Zoom – commencing at 10.30am
- e) 7th October 2020 – full Council Meeting – via Zoom - commencing at 7.00pm

15. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED -

it was resolved that the public be excluded from the meeting to consider legal advice from council's solicitor as publicity of it is likely to prejudice the legal position of the council, aif.

- a) to receive and consider further information on the potential Judicial Review against Mid Suffolk District Council on the decisions made at the meeting of Mid Suffolk District Council's Planning Referrals Committee on 29th January 2020 for the application on land South West of Beyton Road, Thurston, Suffolk – Bloor Homes/Sir George Agnew and on land to the East of Ixworth Road, Thurston, Suffolk – Gladman Developments Ltd – the meeting noted the ongoing discussions between the legal representatives of both parties in terms of documentation requested and understanding of points of law.

it was agreed that due to the matter to be discussed the public be excluded as information about members of staff are confidential between the council and the members, aif.

- b) Staffing Matters – as part of the discussion on the appeal process and GDPR circumstances, it was confirmed that discussions had been had with all members of staff and that all matters had been conducted appropriately and there was nothing untoward in the process and procedures that were followed.

16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.40.

As approved at the meeting of 07.10.2020

17.

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
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

As approved at the meeting of 07.10.2020

Accounts submitted for payment – 02.09.2020

	Voucher	METHOD	NETT	VAT	TOTAL	POWER USED
Salaries – August 2020	939-942	3650-3653	3082.58	0.00	3082.58	LGA 1972 s112
Gipping Press – Play Area Signs and Covid-19 Postcards	943	3654	248.52	49.70	298.22	Open Spaces Act 1908 ss9-10 & LGA 1972 s111
B Morris – Expenses – COVID-19	944	3655	33.00	0.00	33.00	LGA 1972 s111
SHO Cleaning & Maintenance – Office Cleaning	945	3656	36.00	0.00	36.00	LGA 1972 s111
Kompan – Play & Safety Installation costs	946	3657	2604.64	520.92	3125.56	Misc Prov Act 1976 s19
M&TJ’s – Grounds Maintenance – Churchyard and Heath Road	947	3658	230.00	46.00	276.00	Open Spaces Act 1908 ss9-10
Kompan – Operational Inspection	948	3659	148.75	29.75	178.50	Open Spaces Act 1908 ss9-10

Accounts paid since 05.08.2020

	Voucher	METHOD	NETT	VAT	TOTAL	POWER USED
New Green Trust – Office Suite Rent (August 20)	931	SO	375.64	0.00	375.64	LGA 1972 s111
Plusnet – Telephone & internet (July – Aug 20)	932	DD	34.85	6.97	41.82	LGA 1972 s111
Amazon Prime	933	CC	7.99	0.00	7.99	LGA 1972 s111
Shenzhen Hua Ting – Telescopic dusters	934	CC	14.98	3.00	17.98	LGA 1972 s111
Waitrose – stationary	935	CC	8.46	1.69	10.15	LGA 1972 s111
Amazon – Hand sanitiser – Pavilion & Office	936	CC	33.24	6.66	39.90	LGA 1972 s111
Amazon – Hand sanitiser dispenser – Pavilion & Office	937	CC	99.98	20.00	119.98	LGA 1972 s111
Eurooffice – Face Masks	938	CC	65.96	0.00	65.96	LGA 1972 s111

Receipts received since 05.08.2020

Lloyds Bank – Interest	Interest	6.66	0.00	6.66	Year 20/21
New Green Community Trust – monies for Gym Trail from Running Club	Bacs	2000.00	0.00	2000.00	Year 20/21
Lloyds Bank – ref complaint raised by Clerk in dealing with mandate	Bacs	270.00	0.00	270.00	Year 20/21