

THURSTON PARISH COUNCIL

MINUTES of the PARISH COUNCIL'S COMMITTEES MEETING held on Wednesday 21st October 2020 at 7.30pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Haley, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; District Cllrs. Richardson and Turner and one members 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) There were no applicable apologies for absence.
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 – Cllrs Haley and Hay declared a Local Non-Pecuniary Interest as members of the Friends of Thurston Library Committee. There were no further declarations declared for the agenda under discussion.
 - 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 comments received.
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 at this stage there was not much of an update other than that a further meeting was planned. There appeared to be a willing group of young persons who wished to sit on the council but further details such as structure and understanding of roles needed still to be agreed / discussed. An email address is still to be set-up and Cllr. Turner and the Clerk would meet to discuss how the reporting side and cascading of information is to be handled. Cllr. Turner agreed to circulate a document from the Youth Council website on such matters to all Councillors.
 - b) To consider the proposal to proceed with the installation of youth / community shelter within the grounds of New Green - reference was made to the robust debate that had previously taken place regarding the Youth Shelter. It was confirmed that as the Clerk had obtained further information and had carried out not only a COVID-19 Risk Assessment but also an Assessment of the Benefits versus Constraints of installing a shelter, this matter was being returned to the Council for further discussion and a resolution to install or not. The Clerk presented the risk assessments as carried out which gave an overall risk assessment as follows: Risk Score 6-11, Medium Risk - Open areas ensuring government guidelines are adhered to where possible / practical. Council was made aware of the advice on the benefits of socialising and play for young persons as given by the following: "Associated Play Industries: "Our position since a couple of months into the pandemic has been that the risks to Children of not playing and socialising are greater than the health risks of contracting the virus. It has been our belief that the supervision of children's access to free play facilities should be one for parents / guardians and that personal responsibility rather than closure of facilities was the correct way to manage the risks vs the benefits of children having access to the facilities" and UK Play Safety Forum: "Determining the risk of transmission from children to young

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adults is a very difficult scientific activity and it is unlikely to be definitively answered in the short-term. The evidence is that while a risk inevitably exists it is small." Following discussion it was agreed that the risk assessments were to be regarded as work in progress and that, should council agree to the installation, then they could and should be revisited at given periods. It was pointed out that the Council had followed due process in this matter: the previous youth shelter had been removed on grounds that it was inappropriately sited and encouraged the gathering of youths with cars and motorbikes but that a promise had been given that, when practical, a new shelter in a different location would be installed. It was stated that a new site had now come forward; a new improved design had been approved; risk assessments had been carried out and would be reviewed on a regular basis; the youth council was gaining momentum; control measures would be put in place and broad costs and design had been agreed. On the basis that the above were in place and would be adhered to, Council agreed by a majority decision to approve the installation of a youth shelter and base on the New Green Centre Grounds.

6. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – LIBRARY

- a) To receive a report from the Chair of the Friends of Thurston Library – the Chair had previously submitted the following report to the Clerk: Retirement of Cathy McDonald, Librarian - Cathy McDonald, long-serving librarian at Thurston Library, retired at the end of October. Thurston Community College had recruited a new 'school' librarian from September who is keen to forge constructive links with the library. Suffolk Libraries are undertaking the recruitment of a new librarian. Were the Parish Council to have any observations/thoughts about the new position, do please let Richard Fawcett know. The AGM of the Friends of Thurston Library will take place at 7pm Tuesday, 8 December 2020 via Zoom. Details will be available in the library, the December edition of the Thurston Newsletter or from the Chair Richard Fawcett.
- b) To receive any matters coming forth - Exploration of the opportunity for the Parish Council and The Friends of Thurston Library/Thurston Library to, jointly, provide a further welcome to Thurston. Council reviewed the paper which set out the proposal to establish a publicised base for advice in the Library and in the Parish Council office as it would offer a mutually advantageous situation spreading the workload and widening the access to people that could point the way towards opportunities in and information. The meeting agreed that a paper outlining the proposal in more detail should be presented at the next Committee Meeting of the Council scheduled for 18th November 2020, aif.

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

- a) To receive a report from the Chair of the Recreational Facilities Committee – the committee had met earlier that evening and were in the process of looking at remedial works to the exterior of the pavilion; new signage for the recreation area as a whole as well as minor remedial works to the play areas. Works to the car park at the Recreation Ground would commence on 26th October and should last the week.
- b) To receive an update on the feasibility study to install CCTV at the Recreation Ground, Church Road - it was noted that the TUFs had decided not to proceed with collaboration on the installation of CCTV and had decided to install their own cameras It was reported that of the seven asked to quote, one had declined due to work pressures, two had not responded and the remaining four had submitted quotations. Further details were being obtained from one of the quotes to ensure that all were quoting against the same specification. It was confirmed that this would be a collaborative project with the Cavendish Hall and that overall control will be held by the PC. Once all quotations had been received a paper would be placed in front of the Parish Council for consideration and approval.
- c) There were no further matters coming forth.

8. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS - EMERGENCY PLANNING -

- a) To receive a report from the meeting held on 15th October to discuss:
 - Mapping out of those areas that have become prone to flooding over the course of 2019/2020 – all noted the definitive list was to be a work in progress.
 - Reviewing of the status of the grit bins within the village – all noted the action to be taken

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- Reviewing the documentation for inclusion on the parish website/Village Information Booklet – all agreed that relevant data should be uploaded as soon as practically possible.

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

- a) To receive an update on the production of the Village Information Booklet - the Clerk and Mr Richard Fawcett were continuing with the compilation of the Parish Council booklet for Newcomers to the village, a draft of which will be presented to Council at the November meeting. Apart from a number of maps, almost all of the data had been collected and collated.
- b) To receive any matters coming forth – exploration of the opportunity for the Parish Council and The Friends of Thurston Library/Thurston Library to, jointly, provide a further welcome to Thurston. On behalf of the Friends of Thurston Library, Cllr. Haley spoke on the paper that had been submitted to Council outlining a collaborative approach between the Parish Council and the Library to establish a publicised base for advice in the Library and in the Parish Council office which would offer a mutually advantageous situation in that it would assist with spreading the workload; widen the access to people; allow for personal contact with the two umbrella community groups that can point the way towards opportunities in and information; display resources (about the community, including volunteering opportunities, clubs and societies and the services on offer in the village and encourage community cohesion. It was agreed by all that a paper should be presented at the meeting of 4th November outlining the feasibility of such a project moving forward. *Post meeting note this will be presented to the Committees Meeting scheduled for 18th November 2020.*
- c) Road distribution - the Clerk requested that at a later date, and once Council was up to full complement, Council considered resurrecting the “road allocation” system that previously operated to allow members of the public to have a focal point to raise issues and allow for coverage of the news areas of development within the village.

10. MATTERS ARISING FROM COMMITTEES / WORKING GROUPS – CLIMATE AWARENESS & ENVIRONMENTAL MATTERS

- a) to consider further the council’s position on the Climate Change Emergency: the meeting received the notes and outcomes of the working group meeting of 5th October 2020 and agreed that the Parish Council should work towards deciding on a statement to guide the PC. It was agreed that such a policy should be a guiding document and continually under review, aif.
 - To agree and adopt the TPC Climate Crisis and Environmental Policy – subject to amendments, all agreed to adopt this policy, aif.
 - To agree the outcomes and action points linked to the above policy – the meeting recognised that these intentions arose out of the policy statement outlined in the above policy and that one of the main intentions was to highlight liaison with the community. It was agreed that Cllr Turner would liaise with the Clerk to write to New Green regarding the establishment of Outcome 2.
 - To agree the text for the card drop to be issued to all residents – 10 East Ways to help Planet Earth – it was agreed to produce a card drop from the template produced and that the final version would be drawn up by the Climate/Environment at their next working group. At the next Committees Meeting Council would consider the costs for production of A5 leaflets to be distributed to all residents. Terms of Reference will be drawn up for the Working Group to become a Committee by the Policy and Resources Committee at its next meeting (20.11.20).
- b) to consider the following Environmental Matters:
 - To receive an update on forming a tree nursery in Thurston – Cllr. Morris made the meeting aware that she had attended a couple of zoom meetings and that this project was very much up and running. Council was informed that initially she would start a nursery for Thurston within the confines of her garden. Some materials have been delivered and there was high interest in tree nurseries county wide. All have been encouraged to collect seeds from good specimens and native trees for onward planting. The meeting was informed that there was a shortage of Tree Wardens in this part of Suffolk.
 - Planting of Trees in Thurston – the meeting reviewed the paper submitted by Cllr. Morris as to where there might be possibilities for future planting. It was agreed that this was a proactive

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piece of work and should be used as a basis for future consideration. The meeting was made aware that MSDC has a very good interactive map showing woods by district and parish and agreed to share the link with all.

- To receive an update on the Tree Canopy Survey – it was noted that SCC were going to carry this out and access to details can then be given to relevant parishes that have shown an interest.
- To consider whether the Parish Council should apply to designate areas suitable as Quiet Lanes - note the deadline of 30 November for registering interest in Community Funding for Quiet Lanes – it was agreed that the Council, at this stage, did not need to commit itself to the identification of lanes to be considered as Quiet Lanes.

11. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 4th November 2020 – full Council Meeting – via Zoom - commencing at 7.00pm
- b) 11th November 2020 – Planning Committee Meeting – via Zoom – commencing at 6.00pm
- c) 18th November 2020 – Recreational Facilities Committee Meeting – via Zoom – commencing at 6.00pm
- d) 18th November 2020 – Committee Meeting – via Zoom – commencing at 7.30pm

12. 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 – there was none to be discussed

13. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.35pm

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