

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 3 June 2020 at 7.03pm 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; County Cllr. Otton; District Cllr. Turner and two members of the public.

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) Council received apologies for absence from Cllr. Fawcett for personal commitments.
 - b) Acceptance of the apologies submitted was agreed by all, aif.
 It was noted that District Cllr. Richardson had submitted his apologies due to work commitments.
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. **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 6th May 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif
 - Video Conference Meeting of 20th May 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:
 - SCC Planning Cttee Meetings – agreed to allow the public to speak at these meetings
 - Mill Lane – need to get the proposal formulated and she will support the proposal as submitted
 - Liberal Democrat and Independents Group – change of Leadership – Elfrede Crawshaw is Group Leader and Penny is Deputy Leader
 - Report from District Councillor Harry Richardson was taken as read.
 - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting’s attention:
 - Update from the meeting regarding trees from earlier in the day – complex situation with regards to land ownership,
 - Mill Lane – possible 20mph zone
 - Thanks were offered to Cllr. Turner for her work with Persimmons and the manner in which she reported back on issues raised.
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.

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- Ixworth Road - thanks to PC and District Cllr. Turner and County Cllr. Otton for their efforts in liaising with various bodies on the issue of the Oak Trees. Focus of attention in connection with oak trees has been positive but must not lose sight of the issues of Ixworth Road – lack of mitigation measures for the Norton Road end of Ixworth Road and further works are required in terms of general landscaping along Ixworth Road – lack of detail is of great concern. Complicated site and future implications for the site itself.
- Further detail is needed and the pressure to continue a dialogue must be kept up. It was agreed that the Parish Council, in conjunction with others would ensure that this was considered further.
- The meeting was advised that a Senior Ecologist at SCC stated that SCC would become involved if the removal of the trees were on SCC Highways and that there should be compensation for the removal of the vegetation at this point in the village.

7. POLICE MATTERS –

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for April and May had previously been circulated to all. Most of issues that are coming from the Grange are happening within the Stowmarket SNT area. Cllr. West made the point that there did not appear to be a direct communication link between the Stowmarket and Bury St Edmunds SNT over issues relating to The Grange. It was also agreed that there appeared to be a number of dead-ends with the issues being reported and a lack of solutions to the incidents raised.
- b) Matters for referrals to PCSO Smith – lack of visibility in all areas of the village.

8. STATUTORY BUSINESS –

- a) To receive and adopt a Safeguarding and Vulnerable Person Policy – it was agreed that whilst the policy was robust, when measures allowed, training on safeguarding should be available for members of the Parish Council. Cllr. Turner stated that the policy was a good solid policy and that all should be aware of it and that the most important measure was for all Cllrs. to understand and recognise the PC's responsibility. All agreed to adopt the policy and to access training as soon as practically possible, aif.
- b) To confirm the appointment of Cllr. Turner as the Parish Council Safeguarding Officer – Council confirmed the appointment of Cllr. Turner as the Safeguarding Officer for the Parish Council, aif.
- c) To consider suitable routes to come forward under the Government's initiative to reallocate road space to people for walking and cycling, both to encourage active travel and to enable social distancing during restart - <https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19> - all understood that the proposals were for greater use of space and protection of vulnerable road users and that the Parish Council along with others should look at building on the momentum that has become prevalent in the last few months. Agreement was forthcoming that the PC should look to connect up all the areas in the village to allow pedestrians and cyclists access as Key Movement Routes. Cllr. Turner mentioned that it would be positive to look at ensuring that Cycle Route 51 is extended past the Community College and along to Heath Road as a dedicated cycle route. All agreed that Mill Lane was a sensible start to see how this would work and the relevant forms should be submitted once further information was forthcoming from County Cllr. Otton, aif.
- d) To consider routes under the above initiative that might be suitable for a reduce speed limit – 20mph - <https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-> following the circulation on the paper of consideration of a village wide 20mph speed limit, it was agreed that the Clerk be delegated authority to draw up the terms of reference for commissioning a study on the following proposal "The Parish Council resolves to undertake a feasibility study on the implementation of reduced speed limits or other measures throughout Thurston as a part of a new

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framework in recognition of the enormity of change doubling the size of Thurston and doubling the amount of car traffic will have on the safety and wellbeing of its residents and visitors”, aif. Once the terms of reference have been drawn up then the remit, including costs for the study and the overall approach will be finalised at a future meeting, aif.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

To receive the notes from the meeting on 21st May 2020 with Infrastructure Officers at MSDC and SCC, representatives from Network Rail and Thurston Parish Council to discuss the latest Feasibility Study carried out by Network Rail on the Thurston Station Level Crossing and the associated CIL bid to be submitted by 31st May 2020 – all relevant documentation that had been received/discussed on this matter, along with relevant meeting notes had been circulated to Councillors for perusal. At the meeting of 21st May 2020 with relevant bodies it had been confirmed that the CIL bid from Network Rail was to be submitted by end of May 2020 to obtain monies for a feasibility study. If bid is submitted on time and if scope of feasibility study is agreed, CIL bid decision would be in September, or sooner if required. It was reported that S Merry from SCC Highways Dept in the meeting had asked what options would be captured in the feasibility study? He stated that this feasibility study, will be critical and consideration must be given to the wider sustainable links, where future transport movements will need to be considered. He reiterated that the Bloor scheme only provided a narrow footpath under the railway bridge. It was stated at the meeting that care needed to be taken not to shift the safety issues from the rail crossing to under the bridge. There was also a clear agreement that there was a need for a parking strategy for Thurston which improves on sustainable travel linkages/opportunities with parking at the rail station to be included and that this should be the subject of a separate project. It was further noted that the next meeting would be set-up following the submission of the CIL bid and will cover the scoping of the feasibility study by focusing on the measures and options to be investigated under the revised feasibility study.

10. FINANCIAL MATTERS - to note that all associated papers can be found at:

<https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes>

- a) To note the Budget to Actual for the Year ending 31st March 2020 (Paper 1 – 03.06.20) – Council noted the paper as submitted showing overall a 1% underspend in the budget versus actual. It was felt that this equated to a good result for the year and the increased income over budget was fully explained by the increase in CIL receipts and monies for the Gym Trail on New Green. The Clerk was thanked for a comprehensive report and it was acknowledged that the variances on certain budget lines had been considered during the year.
- b) To approve the accounts awaiting payment including those coming forth (Paper 2 – 03.06.20) – approval of the accounts as submitted were approved by all, with agreement that the cheques be signed away from the meeting, aif.
- c) To note the accounts paid since the last meeting (see Paper 3– 03.06.20) - Council noted and approved the paid accounts as per the list submitted, aif.
- d) To note receipts allocated since the last meeting (see Paper 4 – 03.06.20) - Council noted and approved the receipts received and allocated since the last meeting, aif.
- e) To consider and receive the Bank Reconciliation for the period ending 31.05.2020 (Paper 5 - 03.06.20) – – Council noted the period end balances of £230,903.90 across both accounts and that the balances were subject to formal verification by the Internal Controller at the earliest opportunity.
- f) To agree and approve to fund the extra hours incurred by the Clerk during April and May (Paper 6 - 03.06.20) – it was agreed to pay for the hours incurred as opposed to requesting TOIL. The village had benefitted from the hours worked and all agreed to fund the hours at a total cost of £2,199.77 as noted in the paper submitted, aif.
- g) To consider Projected Expenditure for 2020/21 in light of Covid-19 (Paper 7 – 03.06.20) – the meeting the potential impact on the budget set for 2020 – 2021 noted that there could also be a

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converse impact on some budget lines. The Clerk had identified areas as to where the overruns would take place and it was agreed to monitor the situation on a regular basis, aif.

- h) To review the monies held under the CIL Reserve and consider allocation against projects as identified in the Parish Infrastructure and Investment Plan (Paper 8 – 03.06.20) - also see background papers on CIL – Appendix A,B,C – all agreed that the paper as submitted should be noted and formal discussion would take place at the next meeting of 17th June 2020, aif.
- i) To consider requests for donations for the year 2020-2021 (Paper 9 – 03.06.20) – it was agreed that a donation in the sum of £1500 would be offered to the New Green Trustees for assistance with the maintenance of the New Green Area and a donation in the sum of £680 would be offered to the Recreation Ground Facilities Committee to cover redecoration costs of the Pavilion (from the Recreation Account), aif. It was noted that the Rec Grd Cttee was waiting for a quote for repairs to the apex of the Pavilion and that a request had been submitted from the Football Club for consideration of a realignment from the pavilion onto the playing field to protect the area in front of the pavilion. Both of these would be considered by the Cttee at its next meeting.

11. PLANNING MATTERS –

- a) To note responses to previous planning comments submitted as statutory consultees:
 - DC/19/05114 – the Clerk provided the meeting with the following updates/comments from the LPA:
 - self -build – in response to a request for clarification as to whether the dwellings actually followed the definition of self-build, the Area Planning Manager had responded stating that planning may approve housing but they do not approve self-building (despite being mentioned by the application). Equally any new house however it may be approved can also become self-build later by developer choice and if it may be CIL exempt or not will be for the infrastructure team to consider. He stated that self -build is a choice of the builder and in that why they secure affordable housing. Any 1 ned bungalow to a mansion could be a self-build as it is not about the building but about the people building it and how long they live in it afterwards.
 - Enforcement re Deliveries Management Plan – it was noted that alleged no compliance in respect of Condition 8 – deliveries management plan for HGV movements was being investigated by the Planning Enforcement Dept at MSDC;
 - Barrell’s Road bridge -the Clerk confirmed that she had written direct to the Highways Dept and expressed the Council’s concerns at the intensification of the use of this bridge. A response had been received stating that the rail bridge on Barrell’s Road is owned and maintained by Network Rail. They would undertake any necessary structural inspections and advise SCC if there is a weight limit on the bridge and arrange for the appropriate signage. The road surface including the verge is maintained by SCC as the highways authority. They work with developers to get them to repair any damage that they consider that they or their deliveries cause. Initially this is be developing good relationships with them, but they can follow the legal process but to do so successfully they would need clear undisputed evidence to factually link the damage to a specific vehicle accessing the site. They confirmed that they had assessed the road for the planning application and in their assessment the accesses into the site has sufficient visibility for the vehicles speeds using Barrell’s Road. However, two accesses were not acceptable for the size of the site. The Clerk confirmed she had flagged up the Council’s concerns to Network Rail but was waiting a response from them.
 - DC/20/01385 – the meeting was informed that there were on ongoing discussions over this application which as it was a prior approval application meant that the LPA had two options: 1) refuse on ecological grounds 2) extend the time for the prior approval to allow the applicant to resolve the ecological issues outlined by various consultees.

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- b) To note matters arising from approved planning applications:
- College Park (Persimmon Site) – Oak Trees along Ixworth Road – an update was provided which stated that the meeting held on site earlier in the day and chaired by the Sgt Rolfe from Stowmarket SNT was felt to be productive and the following were noted: trees will not be touched for 2 weeks; probably not be touched before September due to bird nesting season; commitment from all to explore options to relocate footway / cycleway and access issues that may allow all trees to remain in place permanently. Action points were agreed for the LPA; SCC; Cllr. Otton and Cllr. Turner in association with the Parish Council with Persimmon to confirm that they will not take any action until September and then only on ecologist advice and Arboricultural advice. A further meeting was noted for 17th June on site.
 - College Park (Persimmon Site) – Social Distancing – following concerns expressed that those on site might not be following social distancing guidelines, the Clerk provided the meeting with a comment via an email received from Persimmons which detailed their response to COVID-19 and covered the mandatory changes and working safely on site procedures. In respect of the site at Thurston, the local Group Health and Safety Advisor had attended site the previous day and had carried out a COVID-19 site assessment and had reported back that there was a good understanding and adherence by all trades on site of the COVID-19 Safe Operating Procedures and site rules. He had identified that tarmac operatives were working on site but due to their nature of work this required them to come within 2 metres of one another. It was mentioned by Cllrs present that other trades were not observing social distancing rules and it was agreed to monitor the situation.
 - College Park (Persimmon Site) – Road construction on site – access by lorries along Ixworth Road to the Persimmon site when the road is closed due to gas works – Clerk has confirmed that she has sent an email to Persimmon and Stowmarket SNT over this issue
 - College Park (Persimmon Site) – Central link road – a query had been raised by a resident as to the route of the internal road from North to South sections of the site and whether the three Oaks would be felled. The Area Planning Manager in a response had stated that the landscape details showed that the three trees were to be retained as per the approved plans. However he could not provide any assurance of intent on behalf of the applicant/developer/owner. It was also confirmed that landscape conditions on the outline permission protect existing trees for five and if these trees are removed during that 5yr period, then a suitable replacement will be required by condition or risk a breach of said condition. *Post meeting noted – confirmed by the Planning Manager at Persimmons that the three trees were not to be removed.*
 - TRO – Norton Road and Church Road – Extension of 30mph speed limit – the Clerk advised the meeting that SCC Highways had agreed with the suggestion to progress the two proposals (extension of 30mph on both Church Road and Norton Road) together in a single TRO. A drawing had been received which showed the revised proposals for the extended 30mph speed limits on Norton Road, Church Road and Pakenham Road. However, the new termination point of the 30mph speed limit on Pakenham Road was provisional, and required a final check on site, to confirm that the signs could be adequately positioned. Further details will be confirmed in due course.
 - The Drift – (DC/20/00608) – it was confirmed that the agent had withdrawn the application.
- c) To receive an update 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 29 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 were advised that as the Clerk had instructed a legal PA to work on the transcript of the meeting so that Counsel can prepare the papers. As the planning permission had yet to be issued the papers had yet to be served. It was noted that the

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Director of Suffolk Preservation Society had, in responses to planning applications for Thurston, raised a concern over the lack of weight afforded to the TNP and the need to ensure that the neighbourhood plan making process was not totally undermined.

- 12. 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 various issues relating to signage; potholes, footpaths and hedgerows had been flagged up to relevant authorities.
The following were flagged up to the Clerk for action:
 - Cut through from Wheatfields to Sandpit Lane – full of brambles
 - Opposite junction from School down along School Road – overgrown with brambles and full of garden rubbish
 - Network Rail bridge at Heath Road – covered in graffiti with dirty handrails
 - b) to receive an update from Thurston Community College and return to school measures -Year 10 going back to school on 15th June 2020 – the Clerk reported that the Council had been informed via email that TCC had been open from 23rd March to the Children of Key Workers and Vulnerable Children - through the Holidays and Bank Holidays - and as from 15th June they will begin to bring back their Year 10. Confirmation was given that everything regarding their daily practice of being open, has been and continues to be extremely well thought through, with no steps taken until they are sure they have all their measures in place to make the steps.
 - c) to receive items of correspondence for noting only – it was confirmed that all relevant emails had been passed onto the Councillors.
- 13. TO CONFIRM THE DATE OF FUTURE MEETINGS:**
- a) 17th June 2020 – full Council Meeting – via the Zoom platform – commencing at 6.30pm
 - c) 1st July 2020 – full Council Meeting – via the Zoom platform – commencing at 7.00pm
- 14. 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 transacted at the meeting.
- 15. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 20.54pm.

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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

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Accounts submitted for payment – 03.06.2020

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
B Morris – Covid Expenses	889	3624	76.05	0.00	76.05	LGA 1972 s111
Business Services at CAS	890	3625	58.41	0.00	258.41	LGA 1972 s111
M&TJs – Grounds Maintenance	891	3626	112.00	22.40	134.80	Open Spaces Act 1906 s9&10

Accounts paid since 03.06.2020

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
M Camp – Covid 19 Expenses	870	3622	21.15	0.00	21.15	LGA 1972 s111
M&TJ's – Grounds Maintenance	871	3623	282.00	56.40	338.40	Opens Spaces Act 1906 s9&10
New Green Trust – Office Suite Rent (May 20)	872	SO	375.64	0.00	375.64	LGA 1972 s111
Plusnet – Telephone & internet (March 20)	873	DD	37.60	7.52	45.12	LGA 1972 s111
Salaries – May 2020	874-877	3578-3581	2566.45	0.00	2566.45	LGA 1972 s112
Amazon Prime	878	CC	7.99	0.00	7.99	LGA 1972 s111
Thurston Post Office – Paper	879	CC	8.32	1.66	9.98	LGA 1972 s111
Amazon – Lanyards – Covid-19 Emergency Plan	880	CC	21.66	4.33	25.99	LGA 1972 s111
Eurooffice – Paper – Covid-19 – Emergency Plan	881	CC	49.03	9.81	58.84	LGA 1972 s111
Amazon – Inks – Covid-19 – Emergency Plan	882	CC	84.72	16.95	101.67	LGA 1972 s111
Amazon – Lanyards – Covid-19 – Emergency Pan	883	CC	21.66	4.33	25.99	LGA 1972 s111
Amazon – Badge Inserts – Covid-19 – Emergency Plan	884	CC	15.90	3.18	19.08	LGA 1972 s111
Amazon – Nitrile Gloves – Covid-19 – Emergency Plan	885	CC	104.23	20.85	125.08	LGA 1972 s111
Amazon – Lanyards – Covid-19 – Emergency Plan	886	CC	21.66	4.33	25.99	LGA 1972 s111
Amazon – Badge Inserts – Covid-19 – Emergency Plan	887	CC	21.66	4.33	25.99	LGA 1972 s111
Adobe – PDF Converter	888	CC	17.62	3.52	21.14	LGA 1972 s111

Receipts received since 03.06.2020

Lloyds Bank – Interest	Interest	3.94	0.00	3.94	Year 20/21
MSDC – COVID-19 – Grant	Bacs	2500.00	0.00	2500.00	Year 20/21
HM Revenue and Customs – VAT Claim 4 th Qtr 19-20	Bacs	2117.46	0.00	2117.46	Year 20/21