

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 4 November 2020 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

**Present (by video):** Cllrs. Dashper (Chair), Cllrs., Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; District Cllrs Turner and one member 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) Apologies for absence were received from Cllrs. Haley and Hay due to personal commitments.
  - b) Council consented to accept the apologies given.
  - c) Apologies of absence were noted from District Cllr. Richardson.
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 – Cllr. Morris re 8c – Sec of TRIN. There were no further 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*
  - a) To approve the minutes of the following meetings:
    - Video Conferencing Meeting of 7<sup>th</sup> October 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 21<sup>st</sup> October 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif
  - b) To note the minutes of the planning meetings held by the Planning Committee:
    - Video Conference Meeting of 14<sup>th</sup> October – Council noted the minutes which would be approved at the next planning committee on 11<sup>th</sup> November 2020.
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:
    - Disappointed that the motion for lowering the speed limits across Suffolk to 20mph was voted down – it seemed a sensible proposal.
    - COVID-19 rules – waiting to see how SCC Officers are going to deal with this in terms of site visits.
  - Report from District Cllr. Turner was taken as read and the following points were brought to the meeting's attention:
    - MSDC had responded to the Parish Council's request for signs at the Cavendish Car Park and had advised that it might be best to PSPO on the area.
  - Report from District Councillor Harry Richardson – the report was taken as read.
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 none raised

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- to receive comments relating to Thurston in general –
  - Linden Homes – issue over the continual use of Meadow Lane for access. Agreement was thought to be in place that once the access roads were built, the use of Meadow Lane as an access point was to be stopped.
  - Will the hedgerow on Meadow Lane be replaced and/or built up?
  - Residents on Meadow Lane during the first phase have had to put up with fumes, noise with no consideration of their proximity. Currently there appears to be a generator/generators running continually through the night. This is impacting on the residents.

## **7. POLICE MATTERS –**

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for October had previously been circulated to all. The meeting was made aware that there was a significant rise in ASB on the Recreation Ground and around the Pavilion and the Thurston Under Fives facility. Agreement was forthcoming that there was a need to get something into circulation to advise members of the public about the increase of ASB, the manner in which it was being tackled and the associated costs.
- b) Matters for referrals to PCSO Smith – there were none raised.

## **8. STATUTORY BUSINESS –**

- a) SCC – to consider and comment on the proposed speed limits amendments for Norton Road, Church Road and Pakenham Road – all were in agreement that this was the desired outcome in terms of the wider implication of speed limits at this point in the village.
- b) SCC – to receive the schedule of highways improvements for Thurston in relation to the significant five developments as approved in 2017 including matters relating to the new primary school on Norton Road – discussion followed over the comment made by the Planning Officer regarding the route of the footpath along Meadow Lane and the comment attributed to the Parish Council over the desire to have further entrances onto Meadow Lane from Linden Homes and a re-routing of the footpath. District Cllr. Turner agreed to seek further clarification from the Planning Officer on this matter and to request that the Parish Council be formally consulted.
- c) To confirm Parish Council nominees for the Thurston Relief in Need Charity – it was noted that two nominees to the Charity's committee are appointed by PC for a period of 4 years – Mrs. Churchus was confirmed in place in 2019. It was explained that Mrs Service's period expired in August and it was noted that she had agreed to stand again. The Council was in full agreement to extend Mrs Service's tenure by a further four years, aif.

## **9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:**

- a) To receive an update on the feasibility study relating to the Thurston Station level Crossing to be carried out by Network Rail following the successful submission of an application for funds against the Community Infrastructure Levy (CIL) Bid Round Five – the Clerk confirmed that there was no update and that there had still been no further meeting to discuss the final remit once the CIL bid had been approved.

## **10. 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 – 04.11.20) – the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif. It was noted that Cllr Morris having declared a pecuniary interest did not participate in the vote that followed.
- b) To note the accounts paid since the last meeting (see Paper 2 – 04.11.20) - 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 – 04.11.20) – Council noted the receipt of monies as identified on Page 766.

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- d) To consider and receive the Bank Reconciliation for the period ending 31.10.2020 (Paper 4 – 04.11.20) – Council noted the overall bank balances of £294,968.44 effective 31<sup>st</sup> October 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 – 04.11.20) – noted work way through the list – Sandpit Lane should be upgraded as a priority project
  - CCTV project at Recreation Ground including car park – the meeting was informed that there was a need to review quotes to ensure all four were quoting against the same remit – wireless bridge, equipment in both the Cavendish Hall and Pavilion with dedicated cupboards in the latter. There was a need for business broadband to be installed into the pavilion for a dedicated IP address for remote access to download information as required. Timescales – all those quoting would be able to react quite quickly. Cllr. Towers agreed to return to those quoting for revisions. Given that the Pre-School had decided to not participate in this project as well as the need for business broadband, all agreed to increase the CIL allocation to a maximum of £10,000 and that once the revised quotes were received, Cllrs. Dashper, Rainbow, Towers, West and the Clerk would ratify the decision to proceed under delegated powers, aif. Once the scheme is finalised and prior to the order being placed, it was agreed that the Cavendish Hall would be invited to comment on the proposals. Cllr. Towers confirmed that throughout the project he had been keeping them and the Clerk informed of progress.
  - Youth Shelter on New Green – it was confirmed that this had now been included in the committed funds. It was agreed that a variation of cost in terms of a litter bin to be sited in the vicinity will need to be accounted for.
- f) To consider and approve the request for additional staffing support in the Parish Council Office (Paper 6 - 04.11.20) – given the workloads and growth of the work of the parish council in light of the development of the village, all agreed to approve the principle of the recruitment of a Duty Parish Clerk for a minimum of 15 hours per week with job descriptions and salary scale to be finalised by the Policy and Resources Committee, aif. Indicative pay-scales to be in the region of LC2 (18-20) (FTE £24,982-£25,991) dependent upon experience. to support, aif.
- g) To receive and note the completion of the limited assurance review for the year ended 31<sup>st</sup> March 2020 for Thurston Parish Council – the meeting noted the comment from the external auditor that, “on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” There was however a comment made under “Other matters not affecting our opinion which we draw to the attention of the authority” which related to the fact that Section 1, the Annual Governance Statement and Section 2, the Accounting Statements were both approved on 6 May 2020, however the public rights period did not commence until 3 August 2020. The Clerk explained that, given guidance from HM Government, she was working from home and would not have been in a position to open the office to members of the public to allow them to exercise their public rights to examine the accounts. The dates chosen – 3 August to 14 September 2020 - were once the office had been reopened and as such were in full accordance with the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 which amended the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period and allowed councils flexibility to set their dates as long as the period for public inspection began on or before 1 September 2020. This was noted and accepted by the Council and the meeting’s thanks were given to the Clerk for the manner in which she had presented the Parish Council’s accounts and for work carried out on the audit in the current climate, aif.
- h) To note confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31<sup>st</sup> March 2020 – As the audit had been concluded, the Clerk confirmed that she had advertised the conclusion of the audit.

**11. PLANNING MATTERS:** to consider and formulate a response to the following applications which have been brought back to full Council as significant planning applications:

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- a) DC/20/01716 - Hybrid application: erection of 171 No dwellings (inc. 60 affordable) together with associated access; infrastructure, landscaping and amenity space (applied for in full) and 9 No self-build plots (applied for in outline with all matters reserved, access to be considered @ land on the North side of Norton Road – in light of new information do we wish to change the response or are we happy with the original submission. It was agreed that the original submission as dated on 27<sup>th</sup> May 2020 should be resubmitted in its entirety, aif. It was agreed that the adaptations made by the applicant did not change the stance of the Parish Council and that the Clerk was requested to resubmit the Council's objections using the original letter with appropriate additions, aif.
- b) DC/20/01249 - Application for reserved matters: submission of details under Outline Planning Permission 5070/16 – appearance, landscaping, layout and scale in respect of Phase 2 – erection of 104 no. dwellings @ land on the North Side of Norton Road – it was agreed that there was nothing significant submitted by the applicant and that the Parish Council should continue with its recommendation that the application be refused along the grounds raised previously, aif. It was also suggested that if the applicant is not going to develop the remainder of the land perhaps they might wish to consider gifting it to the Parish Council, aif.
- c) DC/20/04517 - Application for modification or discharge of S106 Planning Obligation dated 11th October 2017 relating to 5010/16 and subsequent appeal APP/W3520/W/17/3172098 – removal of affordable housing @ land at Norton Road – it was agreed that the Parish Council did not wish to offer a comment and that such a response should be made to the LPA, aif.

## 12. VILLAGE GUIDE 2020:

- a) To consider the first draft of the booklet to be produced and delivered to all residents of Thurston – amendments as follows were agreed by all: Thurston 2021 for a title; page 20 defibrillators – bring locations to start of piece; page 24 – photo of new Green – web-address is upside down; page 26 – no mention of new primary academy – need to add something; Insert the postcard article - 10 ways to help Planet Earth; insert an article on climate change and the parish councils position on climate change and awareness (Cllr. Turner to provide the Clerk with copy); check running order for text and description of the facilities. The proposal that the Parish Council approves the principle of the production of the Thurston 2020 booklet for distribution to all residents at a maximum cost of £1,500 and that the Policy and Resources Committee be given delegated authority to review the finalized document before signing it off on behalf of the Council, was agreed by all with the amendment that a web version be drawn up for circulation to all prior to final approval by the Committee.

## 13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk
  - Highways re pothole on Church Road – Woodlands Close on road by entrance.
  - Path coming out of Station going down Station Hill outside of flats – growth coming into the path
  - Heath Road and Genesta Drive – dog fouling along the pavement.
  - Norton Road – ditch on Linden Homes side – full of water. Appears to be inadequate drainage linking across to the ditches on each side of the newly built roads. Possibly arising from inadequate culverts.
- b) Cllr. Hay made the meeting aware that over the coming week they would be lifting potatoes from the area next to the Rugby Club which would result in them travelling along Ixworth Road and down Norton Road. Due to current weather there will be issues with mud on road. Attempts would be made to mitigate with good signage on the bends on the Pakenham side with a full-time person dedicated to trying to alleviate any mess caused.

## 14. 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 either addressed or flagged up to other agencies for action:
  - Flooding at Pokeriage Corner
  - Potholes on/near Woodland Close; Station Hill

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- Dog fouling on public footpaths
- Rights of dogs on public open spaces - it was agreed that the Clerk would share with New Green information on appropriate signage relating to dogs
- b) to receive items of correspondence for noting only –
  - to note that SCC has adopted the Suffolk Minerals and Waste Local Plan up to 2036
  - Email of 30<sup>th</sup> October 2020 – as circulated to all Councillors – containing i) link to the Police and Crime Commissioner [Annual Report](#) to the Police and Crime Panel ii) notification of the on-line discussion on 4 November for questions to be posed to Suffolk Constabulary's Chief Constable and Police and Crime Commissioner.
  - Email of 27<sup>th</sup> October 2020 – as circulated to all Councillors – from SALC - INVITATION to all local council representatives – from Suffolk Community Foundation to join them at a special celebration of the heroes of Suffolk's voluntary sector on 11<sup>th</sup> November 2020.
- c) it was confirmed that all other relevant emails had been passed onto the Councillors where applicable.

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

- a) 11<sup>th</sup> November 2020 – Planning Committee Meeting – via Zoom – commencing at 6.00pm
- b) 12<sup>th</sup> November 2020 – Emergency Committee Meeting – via Zoom – commencing at 9.30am
- c) 18<sup>th</sup> November 2020 – Recreational Facilities Committee – via Zoom – commencing at 6.00pm
- d) 18<sup>th</sup> November 2020 – Committees Meeting – via Zoom – commencing at 7.30pm
- e) 20<sup>th</sup> November – Policy & Resources Committee - via Zoom – commencing at 10.30am
- f) 2<sup>nd</sup> December 2020 – full Council Meeting – via Zoom - commencing at 7.00pm

**16. 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 as publicity of the discussion is likely to prejudice the negotiating position of the council*

- a) to receive and discuss information coming forth on negotiations over a possible land transaction involving the parish council - discussions over the S106 agreement in light of further information coming forth were had. It was agreed that there was a need for SCC to give an interpretation of this and give the account of themselves and how they might address the issues raised. The meeting noted the intransigence of SCC in working with the PC in obtaining the whole of the area and that the decision to proceed only with the limited option was made very late in the flow of conversations held.

It was noted that there was to be a further meeting with relevant parties to discuss this matter further the following week and the Chair, Vice-Chair and Clerk agreed that they would feed back at the earliest opportunity.

**17. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 21.19.

## 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

**Accounts submitted for payment – 04.11.2020**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office Cleaning	991	3678	60.00	0.00	60.00
Suffolk Cloud – hosting of mailboxes	992	3679	46.00	0.00	46.00
SALC – Birketts Training Module 4	993	3680	25.00	5.00	30.00
Sac-o-Mat – Bio Dog Bags	994	3681	272.74	54.54	327.28
Suffolk Police & Crime Commissioner	995	3682	18650.00	0.00	18650.00
PKF Littlejohn – External Audit	996	3683	400.00	80.00	480.00
Swift Document Services – transcript of Planning Referrals Meeting – re Gladmans	997	3694	506.25	0.00	506.25

**Accounts paid since 07.10.2020**

	Voucher	METHOD	NETT	VAT	TOTAL
Staff Salaries – October 2020					
New Green Trust – Office Suite Rent (October 20)	976	SO	381.28	0.00	381.28
Plusnet – Mobile Office Phone (September 20)	977	DD	7.33	1.47	8.80
Plusnet – Telephone & internet (Oct - Nov 20)	978	DD	34.70	6.94	41.64
Rec Grd Acct – VAT reclaim	979	TRF	169.48	0.00	169.48
Amazon – credit for items not received	980	CC	-63.54	-12.70	-76.24
Post Office – Cleansing Items	981	CC	4.98	0.99	5.97
Amazon – Prime Membership	982	CC	7.99	0.00	7.99
Eurooffice – Stationary	983	CC	194.55	38.91	233.46
Eurooffice – Noticeboards and hand sanitiser	984	CC	66.89	13.38	80.27
Amazon – Wireless keyboard and mouse	985	CC	24.99	5.00	29.99
Plusnet – Mobile Office Phone (October 20)	990	DD	7.33	1.47	8.80
New Green Trust – Office Suite Rent (October 20)	976	SO	381.28	0.00	381.28
Plusnet – Mobile Office Phone (September 20)	977	DD	7.33	1.47	8.80
Plusnet – Telephone & internet (Oct - Nov 20)	978	DD	34.70	6.94	41.64

**Receipts received since 07.10.20**

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	1.44	0.00	1.44
MSDC – CIL Payments ( Hopkins Homes)	Bacs	62516.95	0.00	62516.95
HMRC – VAT Reclaim	Bacs	3707.48	0.00	3707.48

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