

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 6 May 2020 at 7.03pm by VIDEOCONFERENCE of Thurston Parish Council.

Present (by video): Cllrs. Dashper (Chair), Cllrs. Fawcett, Haley, Morris, Rainbow, Thurlbourn, Towers, Turner and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; County Cllr. Otton and District Cllr. 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) Council to receive apologies for absence – there were none as all were present. 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*
 - Parish Council Meeting 4th March 2020 – all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
 - Parish Council Meeting of 18th March 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 22nd April 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 29th April 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 and taken as read:
 - Report from County Councillor Penny Otton – report was taken as read and the following points were brought to the meeting’s attention:
 - Brown Bins are now being emptied. Director of Highways who deals with waste has confirmed that there are ongoing discussions as to safety aspects regarding Refuse Centres and until the government specifies that that is a reason to leave home then they will stay closed.
 - Street closures for walking and cycling – please inform her if there are any that might be suitable for consideration.
 - Report from District Councillors Harry Richardson and Wendy Turner were taken as read and the following point was made
 - The Grange – currently housing 10 homeless people but at present MSDC are now no longer using it.
6. **PUBLIC FORUM** - due to government advice relating to public meetings, it was noted that the Parish Council was trialling the public forum, by ensuring that the Meeting ID and Password for this meeting were made available via the website and the parish noticeboards for those who wished to join the meeting.

So approved at the meeting of: 03.06.2020

The public forum was limited to 15 minutes duration.

➤ To receive an alternative proposal for Thurston Allotments and Wildlife Habitat as submitted by Mr A Noble, resident of Thurston - Council reviewed the paper submitted and the following comments were noted:

- How to acquire? Whilst it is a viable proposal in an ideal world ideal how practical was it to acquire the land?
- Would it be a possibility for rewilding? Not cultivated for a couple of decades.
- Would the landowners agree to donate the land or even sell it?
- What would the land value be? There will be additional costs plus land value.

It was agreed that the process with regards to the submitted planning application needs to be followed prior to the landowners agreeing to this level of discussion. In principal the Parish Council would be supportive of retaining the land for allotments and a wildlife habitat but there will need to be more investigation into this once the current planning application has run its course.

The Clerk was asked to acknowledge the proposal received, confirming that it had been discussed and that the PC probably could not take this much further until the planning application has run its course. Options can be considered once the outcome of the planning application is known.

7. POLICE MATTERS –

- a) To receive a report from PCSO Smith on crimes relating to Thurston – final report will be circulated once all crimes had been submitted.
- b) Matters for referrals to PCSO Smith – a more visible presence in the village was to be submitted. It was further agreed that the Clerk needed to be made aware of shift patterns and activity in more detail.

8. STATUTORY BUSINESS –

- a) Governance - External Audit – to delegate authority to the Clerk and Responsible Officer to take any action needed to execute the Council's statutory responsibilities in respect of audit, and also permit the Chair of the Parish Council to sign any related undertakings where necessary. Matters to be discussed under External Audit relate to Agenda Items 10b, 10d and 10e – it was agreed to delegate authority to the Clerk/Responsible Officer to take any action needed to execute the Council's statutory responsibilities in respect of audit, and also permit the Chair of the Parish Council to sign any related undertakings where necessary, aif.
- b) To receive an update of the roll-out of the Parish Council's Emergency Plan Covid-19 – Cllr. Towers provided an update following the resolution given at the 18th March to roll-out the system. Following the roll-out, the scheme was up and running by the end of March. The plan was supporting a number of people on a regular basis and all appeared to be running smoothly. Any issues that had arisen have been relatively easy to resolve and feedback has been positive. Demand has been relatively low. Cllr. Haley provided positive feedback on the system.
- c) To consider the proposal by Suffolk County Council to extend the existing 30mph speed limit on Norton Road Thurston from a point 100m east of its junction with Sandpit Lane, in an easterly direction to a point of 226m east of the centre of its junction with Church Road, a total distance of approximately 700m (*Paper 1 – 06.05.20 and Paper 2*) – it was agreed that this would be supported along with a request, as mentioned by a resident, that the extension to the 30mph maximum speed limit on Church Road, Thurston, from its existing termination point north of St. Peters to its junction with Norton Road then northwards along Pakenham Road, Thurston, (as included in the highway adjustments included in the "Thurston 5" S106 agreements) be addressed at the same time, aif.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

To receive an update on safety works / improvements to Thurston Railway Station – the meeting noted that there was to be a meeting with Infrastructure Officers at MSDC and SCC; representatives from Network Rail and Thurston Parish Council later in the month (21st May 2020) to discuss the latest

So approved at the meeting of: 03.06.2020

Feasibility Study carried out by Network Rail on the Thurston Station Level Crossing – it was agreed that the Clerk would circulate all relevant documentation that had been received from NR on this matter, along with relevant meeting notes to Councillors for perusal. Should there be any questions or comments on the documentation then they should be fed back to Cllrs. Dashper, Haley or West prior to the end of the following week to allow them to be fed into the discussion.

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

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

- a) To receive and adopt the Annual Internal Audit Report for the year ending 31st March 2020 as produced by the Council's appointed Internal Auditor (*Paper 3 – 06.05.20*) – the meeting received the report provided by the internal auditor and noted that there were no major issues arising it and that it was a comprehensive report. Thanks were offered to the Clerk for a very professional report and the work undertaken in the production of the Council's accounts. Council was in full agreement that the report be received, adopted and acknowledged, aif.
- b) To approve the Statement of Accounts for Thurston Parish Council for the year ending 31st March 2020 (*Paper 4 – 06.05.20*) - Acceptance of the accounts presented to full Council was proposed and agreed by all, aif
- c) To note and approve the movement to/from the Council's Reserves for the year ending 31st March 2020 (*Paper 5 – 06.05.20*) – the Council noted and approved the movement between the council's reserves as per the paper submitted. It was agreed that the reserves held by the Parish Council at the year-end were appropriate and sufficient to its needs and that the Parish Council moving forward recognised that it could be flexible with the descriptive purposes and resources could be reallocated as required, aif
- d) To consider and approve the completion of the Statement of Assurance (Section 1) for the year ending 31st March 2020 as per the Annual Governance and Accountability Return (AGAR) (*Paper 6 – 06.05.20*) – Council agreed that it was able to answer in the affirmative to all the statements.
- e) To consider and approved the Accounting Statements for the year ending 31st March 2020 as transposed onto the AGAR (*Paper 7– 06.05.20*) – the Accounting Statements made up of the Council's accounts for the year ending 31st March 2020 was also presented to Council and approved by all as a true reflection of the Council's transactions for the year under review, aif.
- f) To note the Budget to Actual for the Year ending 31st March 2020 (*Paper 8 – 06.05.20*) – it was noted that this would be brought back to the Council at a later date.
- g) To approve the accounts awaiting payment including those coming forth (*Paper 9 – 06.05.20*) – approval of the accounts as submitted were approved by all, with agreement that the cheques be signed away from the meeting, aif.
- h) To note and approve the accounts paid since the last meeting (*see Paper 10 – 06.05.20*) – Council noted and approved the paid accounts as per the list submitted, aif.
- i) To note and approve receipts allocated since the last meeting (*see Paper 11 – 06.05.20*) – Council noted and approved the receipts received and allocated since the last meeting, aif.
- j) To consider and receive the Bank Reconciliation for the period ending 30.04.2020 (*Paper 12/06.05.20*) – Council noted the period end balances of £268,223.07 across both accounts. The meeting was informed that the Clerk would be undertaking a review of the Fidelity Guarantee held which currently had cover of £250,000. This would be debated further by the Policy & Resources Committee with a recommendation to be submitted to full Council at the next available meeting.
- k) To agree to the request for the Clerk to carry over annual leave entitlement from 2019-2020 of 9.92 days and to request that this be phased in during May - July – it was noted that the comprehensive policy amongst LGA tiers was that 10 days is acceptable to be rolled over and as such all were in agreement for this to be allowed for the Clerk, aif. There was no requirement for the Clerk to take any holiday during the current lockdown measures.
- l) To agree to the request for the Clerk to be paid the Allowance for Working from Home effective 23 March - £4 per week for March 2020 and £6 per week from April 2020 as per HM Revenue and

So approved at the meeting of: 03.06.2020

Customs Guidelines – it was agreed that the Clerk would be paid the Allowance for Home Working during the COVID-19 lockdown measures, aif.

11. 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.
- b) to receive items of correspondence for noting only – the meeting was made aware of correspondence received of works to the A14 between Stowmarket and Claydon which would result in overnight closures. Full details had been uploaded onto the Parish Website.
- c) The Clerk provided the meeting with the following updates on planning matters:
 - DC/19/05114 - Barrells Road – the Ward Members and the Clerk were seeking further information from the planning officer with regards to the manner in which this application had or had not considered consultee comments. It was noted that one consideration was for a complaint to be submitted on procedural grounds.
 - DC/20/00585 - Harveys – Council noted that District Cllr. Turner had advised the planning department that should the LPA refuse planning permission on Harveys application she would not put a call in to committee. This was on the understanding that if the application was going to be approved her call-in request still stood. Council was advised that, once again, there appeared to be a different interpretation of Policy 1 Spatial Strategy of the Thurston NDP by the LPA who were honing in on the word “focus” without relating it to the full chapter explaining why the NDP had taken the stance it had on new growth in the immediate stage of the NDP.
 - JR against MSDC – it was noted that this was an ongoing matter and that counsel were waiting to hear from the LPA as to progress with the section 106.
 - Meeting with LPA re discussion over the NDP – the Area Planning Manager at the LPA has stated in email communication that it would be beneficial to have meeting on Thurston NDP Policy 1 to examine it in detail, not least to ensure planning officers can defend any decision it is used with the Parish. He wanted his policy team to also consider their understanding of the NP policy and maybe join the meeting. To his mind the outstanding questions are:-
 - if the settlement boundary policy of the NP was intended to stop all development outside the settlement boundary, why use the word focussed?
 - if the intention of the word focussed was to allow for the odd exception of development outside the settlement boundary, what is the criteria to be used for consistent decision making for that exception?

The Clerk advised that prior to agreeing to a meeting, she would prefer to consult the Parish Council's legal advisers as she did not want to compromise the current JR against MSDC. It was agreed that this advice should be sought prior to a response being submitted to the LPA, aif.

12. TO CONFIRM THE DATE OF FUTURE MEETINGS:

- a) 15th May 2020 – Policy & Resources Committee Meeting – via the Zoom platform - commencing at 1.30pm
- b) 20th May 2020 – full Council Meeting – via the Zoom platform – commencing at 6.30pm
- c) 3rd June 2020 – full Council Meeting – via the Zoom platform – commencing at 7.30pm

13. 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.

14. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.32pm.

So approved at the meeting of: 03.06.2020

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
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

So approved at the meeting of: 03.06.2020

Accounts submitted for payment – 06.05.20

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
Suffolk Police & Crime Comm – pro-rata 01.10.19-31.03.20	861	3613	7000.14	0.00	7000.14	Section 92 Police Act 1996 (subsections 1 & 3)
BMSDC – Litter Bin Emptying	862	3614	757.05	151.41	908.46	Opens Spaces Act 1906 s9&10
M&TJ's – Grass Cutting – Heath Rd and New Green Play Area	863	3615	86.00	17.20	103.20	Opens Spaces Act 1906 s9&10
Kompan – Gym Trail – as per T&Cs – materials released	864	3616	16431.59	3286.31	19717.90	LG (Misc Prov) Act 1976 s19
Kompan – Stay and Play – New Green – materials released	865	3617	1732.50	346.50	2079.00	LG (Misc Prov) Act 1976 s19
Clerk's Expenses – January – April 2020	866	3618	90.54	5.85	96.39	LGA 1972 s111
Trevor Brown – Internal Audit for year ending 31 March 2020	867	3619	260.00	0.00	260.00	Accounts and Audit Regulations 2015
Rialtas Business Solutions – Alpha Software Annual Audit	868	3620	124.00	24.80	148.80	LGA 1972 s111
Suffolk's Libraries IPS Ltd – support to Thurston Library	869	3621	2700.00	0.00	2700.00	LGA 1972 s133

Accounts paid since 18th March 2020

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
New Green Trust – Office Suite Rent (March 20)	843	SO	375.64	0.00	375.64	LGA 1972 s111
Plusnet – Telephone & internet (March 20)	844	DD	37.60	7.52	45.12	LGA 1972 s111
Rays Shoemakers – Keys	845	CC	11.40	0.00	11.40	LGA 1972 s111
Amazon – Electronic Key Cabinet	846	CC	73.91	14.78	88.69	LGA 1972 s111
Microsoft – Office 365 – add subscription	847	CC	109.10	21.82	130.92	LGA 1972 s111
Amazon – Ink Cartridges	848	CC	23.32	4.67	27.99	LGA 1972 s111
Amazon – Ink Cartridges	849	CC	45.39	9.09	54.48	LGA 1972 s111
Eurooffice – Ink Cartridges	850	CC	84.48	16.90	101.38	LGA 1972 s111
Amazon – Books re Office 365	851	CC	33.58	0.00	33.58	LGA 1972 s111
Sainsburys – cleaning products	852	CC	8.00	0.00	8.00	LGA 1972 s111
Salaries – April 2020	843-846	3574-3577	3194.78	0.00	3194.78	LGA 1972 s112 & LGA 1972 s151
New Green Trust – Office Suite Rent (April 20)	853	SO	375.64	0.00	375.64	LGA 1972 s111
Plusnet – Telephone & Internet – April	854	DD	41.77	8.35	50.12	LGA 1972 s111
Sainsburys – Paper	855	CC	7.00	0.00	7.00	LGA 1972 s111
Post Office – Stamps	856	CC	14.64	0.00	14.64	LGA 1972 s111
Eurooffice – Stationary	857	CC	162.35	32.48	194.83	LGA 1972 s111
Eurooffice – Stationary	858	CC	161.04	32.21	193.25	LGA 1972 s111
Eurooffice – Stationary	859	CC	51.38	10.28	61.66	LGA 1972 s111
Amazon – computer accessories	860	CC	10.58	2.12	12.70	LGA 1972 s111

Receipts received since 18th March 2020

MSDC – Cleansing Grant – Quarter 4	Bacs	623.96	0.00	623.96	Year 19/20
MSDC – Locality Budget – Gym Trail – New Green	Bacs	1000.00	0.00	1000.00	Year 19/20
New Green Trust – monies for Children's Play Area – New Green	Chq	4337.14	0.00	4337.14	Year 19/20
PCC of Thurston – monies for 2 No. wreaths	Chq	34.00	0.00	34.00	Year 19/20
Lloyds Bank – Interest	Interest	3.82	0.00	3.82	Year 20/21
MSDC – Precept 1 of 2	Bacs	52581.00	0.00	52581.00	Year 20/21
MSDC – CIL monies – DC/19/01602 – 25,779.97; DC/18/03547 – 67,483.57; DC/18/01376 - £11,919.85	Bacs	105183.39	0.00	105183.39	Year 20/21