

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 4<sup>th</sup> August 2021 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Dashper (Chair), Cllrs. Cornell, Rainbow and Turner. Also in attendance: Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk; County Cllr. Otton (in part), District Cllr. Turner (in part) and one member of the public (in part).

1. **OPENING** – the Chairman opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, 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, Morris and West due to personal commitments and Cllr. Hay due to work commitments.
  - b) The meeting agreed to accept the apologies submitted, aif.
  - c) Apologies 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 – there were no declarations received.
  - 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):*
  - a) To note and approve the minutes of the following meetings:
    - Meeting of 7<sup>th</sup> July 2021 – Council approved the minutes as previously circulated and consented to the Chair signing the minutes as a true and accurate record of the proceedings that took place, aif.
  - b) To note the minutes of the Planning Committee:
    - Planning Meeting of 16<sup>th</sup> June 2021 – Approved under delegated powers - Council noted the minutes as circulated.
    - Planning Meeting of 21<sup>st</sup> July 2021 – Draft to be approved under delegated power at the next Planning Committee Meeting - Council noted the minutes as circulated.
5. **REPORTS FOR INFORMATION** – the following reports were submitted: *all of which can be viewed under Appendix C and D – (separate file).*
  - Report from County Councillor Penny Otton – the circulated report was taken as read and the following points were brought to the meeting’s attention:
    - Updates on bollards at Victoria Close - *it was noted that this would be covered by the Clerk later in the meeting*
    - Meadow Lane – date for resurfacing agreed but this needs also to include reinstatement works to the verges in particular
    - Crossing point on Norton Road – should be in at the end of August.
    - Parking at Fox and Hounds – disappointed that the Safety Team are unlikely to support this. Other options are for “H” lines.
    - ASB – spraying of graffiti on the road signs at Barrells Road – she had arranged for this to be removed asap and will chase for the missing sign to be replaced.
  - Report from District Cllr. Turner – the circulated report was taken as read and the following points were brought to the meeting’s attention:
    - Cllr. Turner updated the meeting with the COVID-19 rates for BDC which were now reducing.

So signed by the Chair at the meeting of 1<sup>st</sup> September 2021

- Report from District Cllr. Richardson – the written report as submitted was taken as read.

## 6. PUBLIC FORUM -

- to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – there were no comments from the member of the public present.
- to receive comments relating to Thurston in general –  
The Big Weekend – the co-ordinator of the event explained the take-up for the weekend and gave a brief summary of the events to date that were scheduled to take place. Raffle is being undertaken which will support local charities that have been supportive over the pandemic. Next newsletter will have a wraparound section explaining what is happening and where. All Homes have agreed to fund noticeboards advertising the event. Parish Council is to have a stall and it is hoped that it will write an article to add to the promotional literature.

## 7. POLICE MATTERS –

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for July 2021 had been previously circulated to all. A summary of the items dealt with will continue to be placed in the village newsletter on a monthly basis.
- b) To note the resignation of PCSO Smith from the post of match funded PCSO for Thurston. The Clerk provided an update on the process to be followed for recruitment to the post advising that it was hoped to advertise the role internally and that interested parties would shadow PCSO Smith over the coming weeks to understand what the role entailed.
- c) To consider matters for referral to Stowmarket SNT – there were no matters for referral.

## 8. STATUTORY BUSINESS –

- a) Parish Council vacancies – Council received confirmation from BMSDC that there has been no request for an election and that Council is now able to co-opt to fill the vacancies.
- b) To note that the Standing Orders and Financial Regulations have been reviewed and amended with non-binary information – Council noted that the new versions are to be uploaded onto the website.

## 9. PLANNING MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL:

- a) Planning Applications to be considered by the Parish Council: full details of the applications listed below are available to view online by visiting:
  - DC/21/04044 - Householder application – conversion of garage to additional living accommodation @ Copper Coin, The Planche – it was agreed that overall there was no difference visually apart from the change of the garage door to windows. It was agreed that the application be supported on the proviso that it was conditioned by remaining ancillary to the host dwelling, aif.
  - DC/21/04089 – Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition. Use of land as runways and taxiways for light aircraft (general aviation), construction of two hangers and a windsock @ Little Haugh Hall, Ixworth Road, Norton – it was agreed that the Council would decline to make a comment, aif.
  - DC/20/05894 - Submission of Details (Reserved Matters) for Outline Planning Permission DC/19/03486. Layout, Scale, Appearance and Landscaping to be considered for the construction of 210 dwellings, public open space, play area, sustainable drainage features and associated infrastructure including foul sewerage pumping station @ and South-west of Beyton Road – Council agreed that it wish to ensure that its concerns were raised once again with the Planning Officer and in particular: siting of the affordable housing; 2.5 storey houses and reference to the safety aspect of the design as outlined in the report from the Design Out Crime Officer. It was further reiterated that there was no open spaces etc. and no reference had been taken from the Building Beautiful Places, changes to the NPPF in terms of design and that there were no demonstrable improvements to the overall design showing how bio-diversity net gain was being achieved. Agreement was forthcoming that Council should continue to recommend refusal citing further comments in accordance with the papers submitted, aif.

- b) To receive an update on Planning Application DC/21/02655 submitted for the recycling centre at New Green Car Park and the Noise Assessment Report received by the Parish Council – it was confirmed that the Noise Assessment Report from Peak Acoustics had been received and sent to the Planning Officer who would now liaise further with the Environmental Health Officer for their comments. Target date for determination was 18<sup>th</sup> August. It was anticipated that the application would be conditioned to control the hours of use for the bins and collections/changes over of the recycling bins. It was noted that discussion over the hours of emptying being determined by the PC following discussion with MSDC Waste Services had already been had. It was also expected that the application would also be conditioned by the installation of a 2.5m acoustic barrier fence to be constructed around the recycling bin area. The Deputy Clerk agreed to explore the cost for this in preparation. It was also agreed that once the planning permission was granted the PC would need to liaise with the New Green Trust over the conditions imposed, aif.
- c) Planning Applications determined by the Local Planning Authority:
- DC/21/03581 – nonmaterial amendment sought following approval of planning permission DC/20/03899 – replacement of garage door with doors/window to utilise approved garage as study @ 51 Oakey Field Road.
  - DC/21/02943 – planning permission for the erection of cart lodge and extension and conversion of garage to form annexed accommodation @ Mofley Cottage, Barrells Road.
- d) To receive further information on the Judicial Review submitted following the granting of Planning Permission against application DC/19/03486 Land Southwest Of, Beyton Road, Thurston, Suffolk as granted by Mid Suffolk District Council’s Planning Department – it was confirmed that the Council’s legal team would be preparing the skeleton argument in early September and would liaise with the Council over any pertinent matters. The Clerk confirmed that she was keeping all abreast of the works that both MSDC and the applicant were pursuing despite the pending JR.
- e) Thurston Primary School – Norton Road – Council received an update from the Principal Engineer of the Growth, Highways and Infrastructure Department at SCC Highways in which it was confirmed that due to resources and required equipment not being available, the zebra crossings will not be in place prior to the school opening. However, there will be a temporary pedestrian signals in place until the zebras can be installed. The meeting was made aware that the Clerk had flagged this significant issue up with the relevant authorities for a speedy resolution and had alerted Stowmarket SNT for a police presence in the first week(s) of term.
- f) Babergh and Mid Suffolk Examination of the Joint Local Plan – Council were provided with the details of the format of the remainder of the hearing sessions following the recent postponement and that virtual (MS Teams) sessions had been decided as the most reliable way forward for the examination at the present time. At the Matter 2 (Accommodation for Gypsies, Travellers, Travelling Showpeople and Boat Dwellers) session and preliminary Matter 4 (Settlement Hierarchy, Spatial Distribution of Housing and Housing Site Selection Process) BMSDCs indicated their intention to undertake some further work (including a detailed response to some specific comments from participants, further evidence base work and some suggested modifications to the plan). This work will be published, and the Inspectors were willing to accept written comment on it from participants at the relevant hearing sessions. The Clerk advised that the following might be of interest: Matter 4 (Settlement Hierarchy, Spatial Distribution of Housing and Housing Site Selection Process) and that further work was to be published by Council by 12:00 noon on Friday 10 September 2021. All were advised that a revised National Planning Policy Framework has recently been published. In the first instance the Inspectors will invite verbal representations from participants at the Autumn hearing sessions on any implications of this for the soundness of the plan and that if the Inspectors considered that any main modifications to the plan are likely to be necessary to ensure its soundness or legal compliance these will be the subject of full public consultation in due course.

#### 10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update from the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail following the granting of funds against the Infrastructure (CIL) Bid Round Five - there was no further update available from either MSDC or NR.

So signed by the Chair at the meeting of 1<sup>st</sup> September 2021

**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- 04.08.21) - the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif.
- b) To note the accounts paid since the last meeting (Paper 2 – 04.08.21) – the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.
- c) To note receipts allocated since the last meeting (Paper 3 – 04.08.21) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31.07.21 (Paper 4 – 04.08.21) – Council noted the overall bank balances of £316,681.24 across both accounts held in the name of the Parish Council. Cllr. Rainbow confirmed that he would verify the bank balances as per the audit log and report back at a later meeting. It was confirmed that the audit log to the end of June had been verified and signed by Cllr. Rainbow.
- e) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects identified in the Parish Infrastructure and Investment Plan (Paper 5 – 04.08.21) – Council noted the monies that had been expended, monies that had been provisionally allocated and those falling due later that year.
- f) To consider a bid against the CIL Reserve for monies to be expended on works to the trees on the Recreation Ground in the sum of £8,721.00 (High Priority and Medium Priority Works) (Paper 5 – Item 2 refers – 04.08.21) – following discussion over the merits of removing mature trees that had been classed as being in good health with no basal decay evident, it was queried as to why there was support for their removal as opposed to crown reduction. Council was not in agreement that removal was the best option and as such it was agreed that the works that should be costed against the CIL bid were those as outlined in the Urban Forestry quotation dated 6<sup>th</sup> April 2021 – Part One High Priority and Medium Priority (Option One including Crown reduction of trees T35, T40, T 43 and T44) in the sum of £8,721.00, ex VAT, aif.
- g) To receive and consider the 1<sup>st</sup> quarter budget to actual monitoring paper (Paper 6 & 7 – 04.08.21) – Council noted the overall position which showed an overspend of 21% due in the main to legal fees incurred for the JR. Council noted the Reserve position as of 23<sup>rd</sup> July 2021 and the allocation of monies carried forward.
- h) To receive and consider the 1<sup>st</sup> quarter internal control review as carried out by Cllr. Rainbow (Paper 8 – 04.08.21) – Council received the report as carried out by Cllr. Rainbow including comments concerning action required on the behalf of BMSDC with regards to the removal or the Register of Interests of Councillors who had resigned; a new Financial Transparency page had been uploaded onto the website to ensure compliance with the Transparency Code 2015 given the Council’s level of income and the three Councillor vacancies had been advertised on the noticeboard; website and Facebook page.
- i) To note the Clerk, under delegated powers, had agreed to the cost to replace the lantern at column 50 on Thedwastre Road with a more energy efficient LED lantern along with a weather box mounted on the pole at a cost of £559.52 – Council noted the cost incurred – Council noted the cost incurred.
- j) To consider the paper submitted by the Clerk with regards to the current lighting stock own/maintained by the Parish Council and the three options open to the Council (Paper 9 – 04.08.21) – Council agreed that it would pursue Option 1 which was to replace all the remaining MBFU type lanterns (which were no longer supported in terms of maintenance) of the stock held by the parish within the next twelve months under one order. This would cover 67 lights. Estimated investment required for the lantern replacement was in the region of £51,555 ex VAT. It was agreed that this type of infrastructure work would support the provision of local services for the people living or visiting within the local area and as such was a valid call on the Council’s CIL pot, aif. Council also reviewed the indicative savings in monetary terms based on part time lighting once all lights had been converted – cost per year per night lighting: LED £9.00 versus MBFU lamp @ £40.00. It was agreed that the Clerk would liaise with SCC for a survey of the units to ascertain those units which will require brackets/control boxes and/or UKPN transfer of overhead supply to allow a firm cost to be worked up and brought back to Council for formal approval, aif.

So signed by the Chair at the meeting of 1<sup>st</sup> September 2021

- k) Big Weekend – 25<sup>th</sup> & 26<sup>th</sup> September - to consider the request that the Parish Council makes available £130 towards the cost of a full colour four page “pull out’ spread to publicise the programme of activities - their location and time - in the Thurston Newsletter for the September edition – Council was in agreement that it was minded to support this cost with formal approval to be given at the meeting of 1<sup>st</sup> September.

**12. TO NOTED THAT WORK IS UNDERWAY TO FORM BASIS OF THE PARTNERSHIP WORKING WITH THE PCC IN THE PRODUCTION OF A COMMUNITY NEWSLETTER –**

- a) Editorial Policy – all noted that the draft policy had been sent to the PCC and would be sent onto the Policy & Resources Committee for review. Once approval was given, the policy would be enforced.
- b) Advertising Policy – all noted that the draft copy had been sent to the PCC and would be sent onto the Policy & Resources Committee for review. Once approval was given, the policy would be enforced.
- c) Separate newsletter bank account – Council noted that the Clerk was in discussion with Lloyds over this matter.
- d) Contract for the employment of the Editor – a meeting was still to be held to take this matter forward.
- e) Transfer of prepaid sums into the newsletter account – once the bank account had been sent up these sums would be transferred over.

All agreed that the collaborative work between the PCC and PC on the production of a Community Newsletter would result in a more interactive production and would ensure that community matters were at the forefront of the aims of the newsletter.

**13. COUNCILLOR REPORTS:**

- a) To report village matters of concern to the Clerk:
  - Satnavs not picking up new speed limits.
  - Potholes – Ixworth Road – middle of the road – odd shapes.

**14. CLERK’S REPORT - to receive the Clerks report and in particular:**

- a) To receive the reports of items actioned under delegated powers: both the Clerk and Deputy had spent time liaising with various authorities over obstructions on footpaths; fly tipping; reports of littering; hedgerows/tress and general maintenance issues in the village.
- b) to receive an update on the meeting with Suffolk County Council Highways Department for the following matters:
  - Parking issues in the vicinity of the Fox and Hounds / mini roundabout - the SCC Community Liaison Officer confirmed that he had spoken to the Speed and Safety Team at SCC on the parking issues in this area along with the access issues being caused to the properties opposite (and in the vicinity), and they have advised that it is highly unlikely that double yellow lines would be approved in this area. Instead most effective solution that could be offered was the ‘H-Bar’ markings to be installed across the driveways of any effected properties. Although these are not mandatory, as seen in other villages, they were claimed to improve driver awareness and behaviour. However, it was noted that residents must now apply for these themselves, rather than the PC applying and must be applied for individually. It was suggested that although the residents would have to pay the initial costs themselves (approx. £250 per H-Bar), if approved, SCC could arrange for retrospective funding – from either Cllr. Otton’s Locality Highway Budget or from PC funds. Following discussion, it was agreed that, at this point in time, whilst the parking on the grass was an annoyance, the situation appeared to have improved over the last few weeks and Council was in agreement not to pursue this matter at this point in time, aif.
  - Controlled crossing point on Sandpit Lane – it was confirmed that the Speed and Safety Team at SCC had no objections to and would support the application and installation of a controlled crossing on Sandpit Lane in place of the current uncontrolled point. This would be dependent on the outcome of the various traffic surveys and consultations. The Clerk had previously confirmed that this would be funded from the Parish Council Neighbourhood CIL pot.
  - The road into the Linden site past the new Primary School is being surfaced on 18<sup>th</sup> & 19<sup>th</sup> August.
  - Meadow Lane is being surfaced 24<sup>th</sup> August.

So signed by the Chair at the meeting of 1<sup>st</sup> September 2021

- The footway between Hopkins Homes site and Linden Site programmed to be constructed from 19<sup>th</sup> August and the footway east of Meadow Lane is being completed to a sketch provided to the Clerk.
  - Bollards on the walkway between Victoria Close and Oakey Field Road – given the overall reduction of this walkway, and acknowledging that there had been no encroachment, Council was in agreement that the Clerk should ask SCC Highways to remove the bollards on the grounds that as the width of 1mtr. could no longer be achieved this was having / would have a significant detrimental impact on those accessing the route. It was further agreed that the situation be monitored for any adverse impact, aif.
- c) to receive items of correspondence for noting only – it was confirmed that all correspondence for noting had been previously circulated to Councillors.

**15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library unless the agenda specifies otherwise.**

- a) 18<sup>th</sup> August 2021 – Planning Committee Meeting – CANCELLED as inquorate
- b) 18<sup>th</sup> August 2021 – Council's Committee Meeting – CANCELLED
- c) 25<sup>th</sup> August 2021 – Climate Awareness and Environmental Committee – commencing at 6.00pm
- d) 25<sup>th</sup> August 2021 - Recreational Facilities Meeting – commencing at 7.00pm
- e) 1<sup>st</sup> September 2021 – full Council Meeting – commencing at 7.00pm

**16. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THAT MEMBERS OF THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED – there was no business to be transacted.**

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

## 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
SLA	Service Level Agreement
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

**Appendix B**

<b>Accounts submitted for payment – 04.08.21</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
SHO Cleaning & Maintenance – Office Cleaning	1214	Bacs	96.00	0.00	96.00
M&TJ's – Church, NG Play Area & Heath Rd – July 21	1215	Bacs	342.00	68.40	410.40
SHO Cleaning & Maintenance – Village Maintenance	1216	Bacs	105.00	0.00	105.00
SALC – Clerk & Deputy Training	1217	Bacs	64.00	12.80	76.80
Ethos Environmental Planning – Play Strategy – balance	1218	Bacs	3681.25	736.25	4417.50
Kompan – Quarterly inspection – New Green Open Space	1219	Bacs	148.75	29.75	178.50

<b>Accounts paid since 07.07.21</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (July 21)	1198	SO	385.09	0.00	385.09
Plusnet – Mobile Telephone (June - July 21)	1199	DD	6.67	1.33	8.00
Plusnet – Telephone & internet (July - Aug 21)	1200	DD	31.25	6.25	37.50
Salaries – July 2021	1201-1204	BACS	6948.65	0.00	6948.65
Peak Acoustics – noise assessment for recycling site	1205	Bacs	1300.00	260.00	1560.00
Thurston PO – Fly killer	1206	CC	2.99	0.00	2.99
123 connect – domain name hosting	1207	CC	99.00	19.80	118.80
Eurooffice – filing accessories	1208	CC	101.44	20.29	121.73
Amazon – prime	1209	CC	7.99	0.00	7.99
Eurooffice – stationary	1210	CC	50.70	10.14	60.84
SLCC – Clerk's Subscription Fee	1211	CC	289.00	0.00	289.00
Adobe Systems Software - Acrobat	1212	CC	12.64	2.53	15.17
Plusnet – Mobile telephones (July – Aug 21)	1213	DD	6.97	1.39	8.36

<b>Receipts received since 07.07.21</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds Bank – Interest	Interest	1.44	0.00	1.44

Year 21/22

So signed by the Chair at the meeting of 1<sup>st</sup> September 2021