

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 5<sup>th</sup> May 2021 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

**Present (by video):** Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay (latterly), Morris, Rainbow, Towers and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; Mrs A King, Deputy Clerk; County Cllr. Otton 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. **ELECTION OF CHAIR** – following acceptance of his nomination, Cllr. Dashper was proposed and approved by all to continue in the role of Chair, aif. Evidence was seen of the Chair signing the Declaration of Acceptance of Office which would be presented to the Proper Officer at the earliest opportune moment for her to countersign and retain in the Parish Council records.
3. **ELECTION OF VICE-CHAIR** – following acceptance of his nomination, Cllr. Rainbow was proposed and approved by all to continue in the role of Vice-Chair, aif. It was agreed that Cllr. Rainbow would meet with the Proper Officer at the earliest opportune moment to counter the Declaration of Acceptance of Office which she would retain in the Parish Council records once signed.
4. **APOLOGIES** –
  - a) Apologies for absence were received from Cllrs. Thurlbourn and Turner due to personal commitments.
  - b) The meeting agreed to accept the apologies submitted, aif.
  - c) It was noted that District Cllrs. Turner and Richardson had also submitted their apologies.
5. **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.
6. **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 note and approve the minutes of the following meetings:
    - Video Conference Meeting of 7<sup>th</sup> April 2021 – aif
    - Video Conference Committee Meeting of 14<sup>th</sup> April 2021 - aif
  - b) To note the minutes of the Planning Committee:
    - Video Conference Planning Meeting of 14th April 2021 – *Approved* – Council noted the minutes as circulated.
    - Video Conference Planning Meeting of 28th April 2021 – *Draft* – Council noted the minutes as circulated.
7. **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 drawn to the meeting's attention:
    - NR – rang CT to have a conversation with her. NR had put in some extra resources and that she would follow this up.
    - Meetings of full Council – changes in legislation will require different venues to be sourced to allow meetings to take place in person following Covid-19

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021

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

**8. PUBLIC FORUM** - due to government advice relating to public meetings, it was confirmed that the Meeting ID and Password for this meeting had been made available via the website and the parish noticeboards for those who wished to join the meeting.

- to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – there were no comments from the members of the public present.
- to receive comments relating to Thurston in general – the Clerk confirmed that none had been submitted for the consideration of the Council prior to the meeting.

**9. POLICE MATTERS –**

- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for March and April (mid) had been circulated to all earlier that day.
- b) To consider matters for referral to Stowmarket SNT – Clerk to follow up with PCSO Smith as to why there had been no visit to the elderly resident as requested and as reported at the last full Council meeting.

**10. STATUTORY BUSINESS –**

- a) To review Council's Committee Membership on the following Committees of the Parish Council:
  - Policy and Resources Committee – 5 Councillors – Council agreed to remove the word elected for membership of this Committee, aif.
  - Planning Committee – 6 Councillors – all agreed to remain on the committee with Cllr. Towers being appointed to the Cttee.
  - Recreational Facilities Committee – 5 Councillors – it was agreed that membership would remain the same for the coming year.
  - Climate Awareness and Environment Committee – 6 Councillors - it was agreed that membership would remain the same for the coming year.
  - Emergency Planning Committee – 5 Councillors - it was agreed that membership would remain the same for the coming year.
- b) To confirm the appointment of Parish Council Representatives on the following Bodies:
  - Cavendish Hall Management Trust – Cllr. Morris
  - Thurston Community College Forum – Cllr. Turner
  - SALC Area Forum – Clerk to circulate dates for future meetings so that all Cllrs. could have the opportunity to attend. It was agreed that it was important that a presence at these forums was essential for ensuring Councillors were aware of local and national issues.
  - Friends of Thurston Library – Cllrs. Haley and Hay
  - Parish Infrastructure & Investment Group – now that there was a clear CIL bid process it was agreed that this Group was not required at this date.
  - Local Recorder for Thurston – Cllr. Morris.
  - Parish Tree Warden for Thurston – Cllr. Morris for a further year. *Noted that this would be advertised later in the year as an opportunity for others to come forward.*
  - Parish Footpath Warden for Thurston – Cllr. Morris for a further year with Cllr. Cornell assisting where able.
  - Thurston Youth Council – Cllrs. Cornell and Turner.
  - New Green Community Trust – it was confirmed that a further vacancy had arisen on the Trust Management Committee. All were asked to consider the position.
- c) To confirm that the Council's 3 Year Business Plan will be circulated for discussion at the meeting scheduled for 2<sup>nd</sup> June 2021 – it was noted that this was currently being worked upon and would be circulated prior to the meeting for consideration and adoption at the meeting.
- d) To confirm that Council Engagement Strategy will be reviewed at the same meeting – comments as per agenda item 8c apply.

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021

- e) To review the Council's Terms of Reference for the following committees:
  - Climate Awareness and Environment Committee – all agreed to renew the terms as written, aif.
  - Emergency Planning Committee – all agreed to renew the terms as written, aif.
  - Planning Committee – all agreed to renew the terms as written noting that legislation might require further changes and a review of the Thurston NDP within the coming year or two, aif.
  - Policy and Resources Committee – all agreed that provided amendments were made to the Councillors that could sit on the committee, the terms should be renewed, aif
  - Recreational Facilities Committee - all agreed that the terms be renewed, noting that the Cttee had delegated powers for dealing with matters associated with the Thurston Recreation Ground Charity, aif.
- e) To confirm that the Deputy Clerk has passed her period of probation with the Council – Council noted this fact.

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

- a) To receive further information on the Judicial Review submitted following the granting of Planning Permission against application DC/19/03486 Land South West Of, Beyton Road, Thurston, Suffolk as granted by Mid Suffolk District Council's Planning Department – a date for the JR hearing was still awaited.
- b) DC/21/02484 – Application for prior approval for a proposed: erection of a Potato Storage Building for Agricultural use. The Town and Country Planning (General Permitted Development) (England) Order 2015. (As amended) – Schedule 2, Part 6 @ Manor Farm, Pakenham Road – it was agreed that this was relatively straight forward in terms of the application. IT was noted that there would need to be materials reasons for recommending refusal. It was agreed that the Council was minded to recommend approval for the application on the grounds that the proposal would have no or minimal impact, aif.
- c) DC/21/02372 – Application for approval of Reserved Matters following Outline Approval DC/17/04938 Town and Country Planning Order 2015 – appearance, layout scale, design and access including turning area, parking and landscaping details for the erection of 1 No dwelling @ Ashdown, Poplar Farm Lane – no reference to DC/20/02062 in which the case officer gave significant reasons as to why it should be refused. The proposal was adjacent to the garden of Poplar Farmhouse and although the building was smaller overall the same response as previously should be made given the impact that it would have on the Farmhouse and surrounding buildings. The Planning Officer's report had given weight to the Thurston NDP and the arguments raised earlier should be repeated. Consistency was required and Council agreed to object on the grounds of scale, appearance, impact on the landscape along the lines of the previous reports with the additional clauses of location and outside of the settlement boundary.

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

- a) To receive an update from the Clerk on the meeting held on 10<sup>th</sup> February with Network Rail to discuss 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 – at this stage there were still no further updates coming forth. The Chair agreed to enquire of BMSDC as to how long BMSDC will leave the funding in place without a response or inaction from NR.

#### **13. 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- 05.0521) - the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment, aif
- b) To note the accounts paid since the last meeting (Paper 2 – 05.05.21) – the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 , auf.
- c) To note receipts allocated since the last meeting (Paper 3 – 05.05.21) - Council noted that the receipt of monies received including the 1<sup>st</sup> half of the Precept £52,932.00 and CIL monies totalling £147,739.69 – the Clerk agreed to amend the paper submitted and circulate it to all.

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021

- d) To consider and receive the Bank Reconciliation for the period ending 31.03.21 (Paper 4 – 05.05.21) – Council noted the overall bank balances of £370,851.18 across both accounts held in the name of the Parish Council. Cllr. Rainbow will verify the bank balances as per the audit log and report back to full Council after the next quarterly review.
- 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 – 05.05.21) and to note the CIL Annual Expenditure Report for the year ending 31<sup>st</sup> March 2021 (Paper 6 – 05.05.21) – Council noted the comprehensive report and those that would be submitted as a CIL bid in July 2021. It was agreed that it was a positive move to be able to allocate monies back into the community and that this was a valuable resource for those in the community looking to obtain funding resources, aif. The CIL Annual Statement was confirmed as having been completed, submitted to BMSDC and uploaded onto the Council's website.
- f) To receive the Internal Control Statement on the council's internal controls for the 1<sup>st</sup> Quarter of 2021-2022 as carried out by Cllr. Rainbow (Paper 7 – 05.05.21) – Cllr. Rainbow confirmed that the new report used would link into the AGAR Assurance Statements and that the internal control check had been carried out with this in mind. Asset Register had been reviewed, Cllr. Towers Register of Interests had been updated and the Clerk had asked BMSDC to correct errors on those showing on their website for Thurston. The report as submitted was received and approved by all, aif.
- g) To receive and adopt the Annual Internal Audit Report for the year ending 31<sup>st</sup> March 2021 as produced by the Council's appointed Internal Auditor (Paper 8 – 05.05.21) – it was noted that the only real comment concerned the level of General Reserves. All agreed that it was a good comprehensive report. Thanks were offered to the Clerk for the manner in which the audit papers were produced and the overall report. Council formally agreed to receive and adopt the report as submitted noting that there were no areas that required improving or an action plan to be submitted, aif.

*Cllr. Hay joined the meeting and gave apologies for his late arrival.*

- h) To approve the Statement of Accounts for Thurston Parish Council for the year ending 31<sup>st</sup> March 2021 (Paper 9 – 05.05.21) – Council accepted and approved the accounts for the year noting that the carried forward figure was the same as that declared as the year-end bank reconciliation which had been formally approved at the previous meeting, aif.
- i) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31<sup>st</sup> March 2021 as per the Annual Governance and Accountability Return (AGAR) – Council to provide explanations for responses in the negative (Paper 10 – 05.05.21) – it was agreed that Council was able to answer in the affirmative to the statements posed and that the Chair should sign the Annual Governance Statement at the earliest opportunity, aif.
- j) To consider and approve the Accounting Statements for the year ending 31<sup>st</sup> March 2021 as transposed onto the AGAR (Paper 11 – 05.05.21) – it was agreed that the Accounting Statements as written, and which were a summary of the Statement of Accounts as approved under 13h, reflected the Council's overall financial position and were adopted as such, aif. It was agreed that the Chair would sign the Accounting Statements at the earliest opportunity, aif.
- k) To note the Budget to Actual position including variances for the year ending 31<sup>st</sup> March 2021 (Paper 12 – 05.05.21) – the report was received with the outcome for the year being a variance of 1%. All were thanked for the support mechanism that was in place to deal with the matters that had arisen due to COVID-19 and that overall the Council had managed to respond to issues that had arisen during the past year in a constructive manner.
- l) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2021-2022 Paper 13 – 05.05.21) – Council noted the list of payments and gave approval that such payments be made provided that they were reported back to Council as retrospective payments once expenditure had been incurred, aif.
- m) To accept the quotation for Operational Inspections for Play Equipment installed on New Green (excluding the football goals) by Kompan at a cost of £446.25 for three visits – it was agreed that this reporting system formed part of the Council's overall risk assessment and given that it covered all of the play equipment on New Green – including the Youth Shelter and the football goals

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021

(latterly), approval was given for the contract to be accepted for three visits for the year 2021-2022, aif.

**14. COUNCILLOR REPORTS:**

- a) To report village matters of concern to the Clerk:
  - i. New road/ Barton Road / Fishwick Corner potholes
  - ii. Bovis / Vistry – as mentioned at the previous main meeting, the dust arising from this site did not appear to be so bad although it was noted that there had been no response from the site manager to the email sent by Cllr. West.
  - iii. Highest point in village still flooded – Norton Road/ Ixworth Road / Station Hill - it was agreed that all would provide up-to-date photos to the Clerk to allow further submissions to be made to SCC Highways Dept.
  - iv. Flooding at Pokeridge Corner – again all were asked to provide up-to-date photos to the Clerk to allow further submissions to be made to SCC Highways Dept.

**15. CLERK'S REPORT - to receive the Clerks report and in particular:**

- a) to receive the reports of items actioned under delegated powers – highways; hedgerow issues;
- b) to consider the proposal by New Green Community Trust to have a 'Day for All' as part of a celebration day – possible dates August Bank Holiday – *considered alongside Item c)*
- c) to consider and support the joint venture between the PC & Thurston Library for a Newcomers Welcome Event to be held in September in support of the Newcomers Welcome Strategy – *considered alongside item b)*

It was agreed by all that it would be very ambitious to hold two events as identified under b and c in such a short space of time. It was also noted that there was a large event being organised in Bury St Edmunds over the bank holiday weekend and that the New Green event might attract less people. Overall the principal of a Welcome Event was supported along with the opportunity of having as many of the organisations in Thurston involved and that such an event should tap into all of the resources in the village and should include the New Green Trust and Cavendish Trust, Primary School and TCC to ensure there was as good a coverage as possible for all to enjoy the event. It was agreed that as there were a number of people on the Friends of Thurston Library Committee who would be very active in organising such an event for the community the opportunity of working with them and taking this project forward should be fully explored. It was proposed and agreed that an event in September, involving all in the community, was seen as giving better preparation time and would allow a number of different organisations to use the time to fully plan and cater for such an event and as such the Council agreed to support a Welcome Event in September, aif.

- d) to receive items of correspondence for noting only – it was confirmed that all correspondence for noting had been previously circulated to Councillors.

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

- a) 19<sup>th</sup> May 2021 – Climate Awareness and Environment Committee Meeting – Thurston Community Library – commencing at 6.00pm
- b) 19<sup>th</sup> May 2021 – Planning Committee Meeting – Thurston Community Library – commencing at 7.15pm
- c) 20<sup>th</sup> May 2021 – Annual Parish Meeting – Cavendish Hall, Church Road– commencing at 7.00pm
- d) 26<sup>th</sup> May 2021 - Recreational Facilities Meeting – Thurston Community Library – commencing at 6.00pm
- e) 28<sup>th</sup> May 2021 – Policy and Resources Committee – venue to be confirmed – commencing at 10.00am

**17. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING – none to be transacted.**

**18. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 21.12.**

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021

## 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

**Accounts submitted for payment – 05.05.21**

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – balance of rent due May	1146	Bacs	3.81	0.00	3.81
M&TJ's – Village Maintenance	1147	Bacs	86.00	17.20	103.20
OAKS CCTV – training & warning signs	1148	Bacs	85.00	17.00	102.00
Kompan – New Green Play Area Inspection	1149	Bacs	148.75	29.75	178.50
SHO Cleaning & Maintenance – Office Cleaning	1150	Bacs	120.00	0.00	120.00
Trevor Brown – Internal Auditor	1151	Bacs	260.00	19.96	279.96
Rialtas – Support and maintenance for finance package	1152	Bacs	124.00	24.80	148.80

**Accounts paid since 07.04.21**

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (April 21) *	1132	SO	381.28	0.00	381.28
Plusnet -Office Mobile – (April 21)	1133	DD	6.67	1.33	8.00
Plusnet – Telephone & internet (March-April 21)	1134	DD	28.65	5.73	34.38
Salaries – April 2021	1135 - 1139	BACS	4911.87	0.00	4911.87
Amazon – Laptop Sleeve Protective Case	1140	CC	14.16	2.83	16.99
Eurooffice – Noticeboard & cleaning acc. (Pavilion)	1141	CC	36.81	7.35	44.16
Eurooffice – Noticeboard (Pavilion)	1142	CC	76.54	15.31	91.85
AMAZON – PRIME	1143	CC	7.99	0.00	7.99
Timpson – Keys for Pavilion	1144	CC	35.21	7.04	42.25
Plusnet – Office Mobile (May 21)	1145	DD	6.67	1.33	8.00

**Receipts received since 07.04.21**

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	1.49	0.00	1.49
MSDC – Precept 1 of 2 for year 21-22	Bacs	52,932.00	0.00	52,932.00
MSDC – Parish Grant 21-22	Bacs	908.00	0.00	908.00
MSDC – CIL Receipts (Oct 20 – March 21)	Bacs	147,739.69	0.00	147,739.69

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
30.04.21	Telephone	Library	Parish Council	737.98	Reimbursement of iPads and iPad Cover – Linden Community Project – reimbursed Library Account

So signed by the Chair at the meeting of 2<sup>nd</sup> June 2021