

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 7<sup>th</sup> April 2021 at 7.00pm by VIDEOCONFERENCE of Thurston Parish Council.

**Present (by video):** Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow, Thurlbourn, Towers and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; Mrs A King, Deputy Clerk; County Cllr. Otton, District Cllr. Richardson and two members of the public.

1. **OPENING** – the Chairman opened the meeting advising all that the Video Protocol adopted by the Parish Council, would be enacted for this meeting. *A copy of the Protocol is available from the Clerk or can be downloaded from the website:*  
<https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>
2. **APOLOGIES** –
  - a) Apologies for absence were received from Cllr. Turner due to personal commitments.
  - b) The meeting agreed to accept the apologies submitted, aif.
  - c) It was noted that District Cllr. Turner had also submitted her apologies.
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:*
  - a) To note and approve the minutes of the following meetings:
    - Video Conference Meeting of 3<sup>rd</sup> March 2021 - all agreed that the minutes as presented were a true and accurate record of the meeting that took place, aif.
    - Video Conference Committee Meeting of 17<sup>th</sup> March 2021 - 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 Committee: the meeting noted the submission of the following minutes:
    - Video Conference Planning Meeting of 17<sup>th</sup> March 2021 – Draft minutes.
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 drawn to the meeting’s attention:
    - ANPR Camera Project – if Thurston wishes to consider having the camera sited within the village then the application needs to go through her and SCC.
    - Quiet Lanes – although launched clarity is required as to whether new applications can be submitted.
    - Meadow Lane – met with Sam Harvey – reassurance given that Meadow Lane will be reinstated but clarity was required as to whether further meetings were in the pipeline and what these would cover.
  - Report from District Cllr. Turner – the written report as submitted was taken as read.
  - Report from District Cllr. Richardson – the circulated report was taken as read and the following points were brought to the meeting’s attention:
    - Tree and Hedgerow Planting Scheme – just released to all Parish Councils - *the Clerk confirmed that she had received the email on this subject earlier that evening and would circulate to all.*

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- 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 –  
Paper recycling at Recreation Ground, why is the bank not coming back? The income from the paper banks was given to the Scouts and it is disappointing that this had not been considered in the installation of a new recycling facility at New Green Centre. The Deputy Clerk confirmed that she had only that day been talking to a Waste Management Officer for the paper banks to be brought back.  
CIL monies – can public noticeboards be erected so that events and notices can be advertised. *Agreed that this should be added to the CIL bids moving forward.*
  - to receive comments relating to Thurston in general – none submitted prior to the meeting.
- 7. POLICE MATTERS –**
- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for March was still to be finalised and would be circulated to all later that week.
  - b) To consider matters for referral to Stowmarket SNT - issue with vulnerable person as previously reported to PCSO Smith.
- 8. STATUTORY BUSINESS –**
- a) To note that Council's Committee Membership and Representation will be reviewed at the Annual Council Meeting on 5<sup>th</sup> May 2021 along with the position of Chair and Vice-Chair – all were reminded that this will be coming forth for consideration at the Annual Council Meeting scheduled for 6<sup>th</sup> May 2021.
  - b) To note that in accordance with the Trust Document, Council is obligated to nominate 6 Trustees to the New Green Trust. Council to consider further nominations noting that there were 2 vacancies at present – Cllrs. Haley and Towers agreed for their nominations to go forward.
- 9. 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 – it was confirmed that in accordance with the instructions given, final submissions had been received by the court – copies of which had been circulated to the Councillors and a date for the JR hearing was still awaited.
  - b) To receive a briefing update from BMSDC on the Joint Local Plan (March 2021) – Council noted the brief update from MSDC on the next stages of the JLP and the emerging JLP in decision making.
  - c) Land off Beyton Road – appeal decisions against service of 2 enforcement notices – the meeting was updated with confirmation that information had been submitted to the Legal Team at BMSDC for prosecution on 19<sup>th</sup> March 2021 and that the Enforcement Officer was attempting to seek a resolution with both the owner and tenant of the breaches. She also confirmed that she had sought the removal of the pole mounted lighting without delay.
- 10. 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 no further updates coming forth but the meeting noted that there was to be a meeting between the Clerk and Professional Lead – Key Sites and Infrastructure, at BMSDC to discuss CIL funding for projects in the pipeline along with further amendments to the CIL Spending Review and caps to Neighbourhood CIL payments. It was agreed that once the formal letter explaining why the CAP was being levied the Council should look as to why this was being imposed with reference to the legislation concerning CIL.
- 11. FINANCIAL MATTERS** - to note that all associated papers can be found at:

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

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 07.04.21) - 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 – 07.04.21) – 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 – 07.04.21) - Council noted the receipt of monies received.
- d) To consider and receive the Bank Reconciliation for the period ending 31.03.21 (Paper 4 – 07.04.21) – Council noted the overall bank balances of £206,358.11 which was in fact the year-end position.
- 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 – 07.04.21) – the meeting noted the monies expended, monies committed and potential sums for allocation. The year-end position had been finalised and the Annual CIL Reporting form, once countersigned by the Chair, would be sent to BMSDC for their files and uploaded onto the Council’s website.
- f) To approve the costs of installation for items purchased under CIL monies: 6 No benches (removal of 5) Recreation Ground; 2 No signs at the Recreation Ground and 3 No dog bag dispensers – total cost including materials £1,115.00 – it was agreed that the total cost be approved, and that installation commenced as soon as practically possible, aif.
- g) To receive the recommendation from the Policy and Resources Committee to approve the application to fund the Clerk’s holiday entitlement due to overtime worked during the year 20-21 (Paper 6 – 07.04.21) – Council received the paper submitted and agreed that the possibility of adding this to the Council’s carried over sums of leave was not practical. It was agreed that the sums should be funded in full at a maximum cost to the Parish Council of £951.62, aif
- h) To receive and consider the draft allocation of Council’s Reserves for the period ending 31<sup>st</sup> March 2021 (Paper 7 – 07.04.21) – the allocation of the sums across the Earmarked Reserves along with those allocated as Restricted was agreed by all, aif. It was noted that Council’s General Reserves were just below the level outlined in its Reserves Policy but given the large sums being received as CIL funds this was, for the current year, deemed to be acceptable. It was noted that movement between reserve allocation would require full Council approval.
- i) To receive and approve the Asset Register for the year ending 31<sup>st</sup> March 2021 as approved by the Policy and Resources Committee on 26<sup>th</sup> March 2021 (Paper 8 – 07.04.21) – all noted the changes in the register and agreed to approve and adopt the register as now written at a value of £242,478.
- j) To note the receipt of the details from PKF Littlejohn for the limited assurance review for the year ending 31<sup>st</sup> March 2021, noting that Council will be subject to an intermediary review – the meeting noted the receipt of the information supplied and were made aware that the intermediary review required the basic level review information along with evidence that the authority is registered with HMRC (Practitioners Guide para. 5.48 to 5.54 provides guidance related to Employment Issues) and that if the 19/20 external auditor report included any “except” for matters, copies of the minutes and any agreed plan showing the corrective action taken to address these matters. The Clerk confirmed that this work was already in hand.
- k) To receive the dates for Exercise of Public Rights as set by the RFO – Council noted that the dates had been set as commencing on 14<sup>th</sup> June until 23<sup>rd</sup> July 2021. The notice had been written and would be placed on the parish noticeboards and uploaded to the Council run website.
- l) To note the approval by the Policy and Resources Committee of carry-over of annual leave for all Staff for the year ending 31<sup>st</sup> March 2021 – as per the paper submitted, the meeting approved the carryover of annual leave from 2020-2021 for the Clerk, Deputy Clerk and Village Handyman. It was noted that, given the high level of days being carried over, the Clerk will be expected to use the carried over days by 31<sup>st</sup> March 2022.
- m) To note the Village Information Booklet will be available for distribution week commencing 14<sup>th</sup> April 2021 – all were aware that the booklets had now been printed and all Councillors should arrange to collect the booklets from the Office for delivery in the areas assigned to them.

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**12. COUNCILLOR REPORTS:**

- a) To report village matters of concern to the Clerk:
- 50% of the drains from Ixworth Road down to Station Hill blocked and silted. *Clerk made the meeting aware of comments from SCC Highways which had stated that whilst they noted standing water at these points, they cannot raise a reactive order at this time due to the category of road beyond a CAT 7 order for potential future works. The drains themselves seem to take the water and the issue seems to be in their downstream outfalls as the standing water does clear, albeit rather slowly. They are liaising with the various developers in Thurston for general improvements and upgrades to various Highways Drains and have flagged this location up – although it is one of the locations our Development Control Team are aware of. They have asked that the Assessment Officer who covers Thurston to monitor this area – if the situation deteriorates reactive gully jetting/clearing can be ordered. Their contractors are due to visit this location in early summer, regardless of any further reports as part of their annual jetting program.*
  - Photos of potholes in New Road and Barton Road had been submitted to the Clerk for onward submission to Highways.
  - Bovis – potential issues regarding dust control. *Cllrs Cornell and West to keep the Clerk informed if these issues continue.*
  - Stoney Lane – potholes and subsidence.
  - Hopkins site – potential issues with future maintenance along between Victoria Pub and Highfields given the location of fencing and maintenance.
  - Norton Road – staggering of parking along Norton Road – no clear road markings etc – issues for aggregate vehicles moving through the village.
  - Thedwastre Road – over bridge 3 large potholes, road subsiding – *as this had been reported many times previously how can the PC ensure action is now taken?*
  - New Green – path across New Green – drains fully blocked.

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

- a) to receive the reports of items actioned under delegated powers – the Clerk 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:
- SCC - Potholes and edge of road disintegration – the Clerk made the meeting aware of email correspondence with SCC Highways Transport Policy and Development Manager in which photos of potholes and verges breaking up were shared. This was in direct response to the comment from the Manager that the reports he had had back from two engineers who independently visited site did not note any significant defects. It was agreed that accurate locations would be shared to ensure that they have not missed anything.
  - BMSDC - tree, hedge and wildflower planting for Parishes – the Clerk informed the meeting that she had circulated to the Deputy for an agenda item at the next Climate Awareness and Environment Committee Meeting, the offer of free trees and hedgerow plants to all their parishes - regardless of whether they are being planted on council, parish, church, or private land. This was time limited and the Committee would be looking at this at the meeting in May.
  - Recreation Ground Trees – the meeting noted that the quote and site-specific risk assessment for tree works at the Recreation Ground, IP31 3RU had now been received. This would be reviewed and brought back to the Council for formal approval of those works that had been identified as of an urgent nature.
  - VAS – data shared with Council showed that the majority of those along Barton Road were below the 85<sup>th</sup> percentile although there were occasions when significant inappropriate speeds were being deployed along this road. All in agreement for Barton Road to be submitted for assessment for trialling the use of Automatic Number Plate Recognition (ANPR) cameras to tackle speeding hot spots across the county.
  - Primary School – new location Norton Road – in response to questions raised by the Clerk, it was confirmed by SCC Highways Department that the design for the Zebra crossings on Norton Road has been completed and currently with the road safety audit team. All have been reminded of the importance of the delivery for before the school opens so the programme is to construct

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these by this August. When asked if those children accessing the school on foot from the east of the village would be able to traverse through the Hopkins Homes site, SCC Highways stated that “we are checking with Hopkins Homes to see if the route through the site from the east will be completed; I will update you when we receive a reply”.

- Footpath on Norton Road (Linden Homes condition) – when asked by the Clerk as to whether the footpath was now regarded as “ finished”, it was stated that Highways were speaking to Linden Homes and Lawrence homes to ensure they have a joined-up approach to this area (Lawrence Homes to date have not yet given an expected start date).
  - Impact of Poor Communication between Councillors and Officers on Staff and Working Practices with Local Councils – the Clerk confirmed that she had responded to a survey being undertaken by an undergraduate at Chichester College on this matter.
- b) Reducing Plastic Waste Initiative - to note the positioning of a mobile refill shop offering affordable sustainable eco household cleaning and personal care products to local communities will be stationed in the New Green Car Park on every 3<sup>rd</sup> Thursday of the month.
- c) to receive items of correspondence for noting only – it was confirmed that all other relevant emails had been passed onto the Councillors where applicable.

#### **14. TO CONFIRM THE DATE OF FUTURE MEETINGS:**

- a) 14<sup>th</sup> April 2021 – Planning Committee Meeting – via Zoom – commencing at 6.00pm.
- b) 14<sup>th</sup> April 2021 – Council’s Committee Meeting – via Zoom – commencing at 7.30pm.
- c) 21<sup>st</sup> April climate Awareness and Environment Committee Meeting – via Zoom - commencing at 6.00pm
- d) 21<sup>st</sup> April 2021 – Recreational Facilities Meeting – via Zoom – commencing at 7.15pm.
- e) 5<sup>th</sup> May 2021 – Annual Council Meeting – via Zoom – commencing at 7.00pm.
- f) To note that following advice from SALC as to when the expiry of remote meetings legislation come into force (6<sup>th</sup> May 2021), Council will not be permitted to conduct meetings by remote means after 6<sup>th</sup> May but in person meetings will not be able to take place until 17<sup>th</sup> May 2021 when Step 3 of the Government’s ‘Roadmap out of Lockdown is implemented) (The Health Protection Coronavirus, Restrictions) (Steps) (England) Regulations 2021. As such the Emergency Planning Meeting scheduled for 12<sup>th</sup> May 2021 will be cancelled and the Climate Awareness and Environmental Committee Meeting will move to 6.00pm on 19<sup>th</sup> May 2021 – venue to be confirmed.

#### **15. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING**

- a) DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IT WAS RESOLVED THAT MEMBERS OF THE PUBLIC BE EXCLUDED FROM THE MEETING AS PUBLICITY OF THE DISCUSION WAS LIKLEY TO PREJUDICE THE COMMERCIAL INTERESTS OF THE PARTIES INVOLVED – Land to the rear of the Community College – to consider further matters coming forth – it was agreed that there was merit in this being a separate meeting and that once the Clerk had discussed with the Infrastructure Officers at BMSDC the implications of CIL restrictions and how CIL could be accessed to obtain the land, a further meeting should be called to discuss this matter. It was also agreed that if CIL was being restricted there might be a reluctant to commit to the Public Works Loan Board to raise the funds required.
- b) DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED AS IT WAS RESOLVED THAT MEMBERS OF THE PUBLIC BE EXCLUDED FROM THE MEETING TO PROGRESS A CONFIDENTIAL STAFFING MATTER AS INFORMATION ABOUT AN INDIVIDUAL MEMBER OF THE PUBLIC IS CONIDENTIAL BETWEEN THE COUNCIL AND THE STAFF MEMBER – to receive and consider the Clerk’s Annual review as carried out by the Chair of the Parish Council – the meeting considered the report from the Chair on the review that had been recently carried out. It was reported that the majority of targets set had been managed with the exception of succession planning given the Covid-19 pandemic and that overall the Clerk had carried out her role in an exemplary manner given the circumstances that had faced the council during the past year.

#### **16. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 20.33.

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## Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
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

<i>Accounts submitted for payment – 07.04.21</i>	Voucher	METHOD	NETT	VAT	TOTAL
SALC – Membership Fee	1113	Bacs	1014.12	0.00	1014.12
M&TJ's – Village Maintenance	1114	Bacs	2350.00	650.00	3000.00
SCC – Lighting and Maintenance	1115	Bacs	6178.44	1235.68	7414.12
Realise Futures – Benches – CIL	1116	Bacs	2564.74	512.95	3077.69
Kompan – New Green Play Area Repairs	1117	Bacs	2343.53	468.70	2812.23
SHO Cleaning & Maintenance – Office Cleaning	1118	Bacs	96.00	0.00	96.00
Community Heartbeat – Defibrillator – New Green (2)	1119	Bacs	2810.00	33.00	2843.00
SALC – Cllr Cornell Training	1120	Bacs	25.00	5.00	30.00
Suffolk Cloud – website hosting	1121	Bacs	110.00	0.00	110.00
Kompan – Additional repairs NG Play Area	1122	Bacs	210.00	42.00	252.00
Bailey Venning Associates – Affordable Housing Consultance Fee – fixed fee -Thurston/Debenham and Stradbroke	1123	Bacs	375.00	75.00	450.00
SARS – Donation – approved 17.03.21	1124	Bacs	300.00	0.00	300.00
Mid Suffolk CAB – Donation – approved 17.03.21	1125	Bacs	500.00	0.00	500.00
Fresh Start New Beginnings – Donation – approved 17.03.21	1126	Bacs	500.00	0.00	500.00
Village Handyman – Hours worked and expenses	1127	Bacs	49.36	0.00	49.36
Arien Signs – 50% with order for 4 No Noticeboards	1128	Bacs	2637.50	527.50	3165.00
Gipping Press – Parish Plan Supplement Documents	1129	Bacs	330.00	0.00	330.00
Secelec – installation of sockets for CCTV	1130	Bacs	996.00	19.20	115.20
Ashtons Legal – application for permission for JR	1131	Bacs	7276.00	1270.40	8546.40

<i>Accounts paid since 03.03.21</i>	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (March 21)	1100	SO	381.28	0.00	381.28
Plusnet -Office Mobile – (February 21)	1101	DD	6.67	1.33	8.00
Plusnet – Telephone & internet ( Feb - Mar 21)	1102	DD	28.50	5.70	34.20
Salaries – March 2021	1103-1107	Bacs	6340.31	0.00	6340.31
Safety signs – posts and clips	1108	CC	120.72	24.14	144.86
Microsoft – renewal of 365 – Deputy	1109	CC	225.60	45.12	270.72
Amazon – prime membership	1110	CC	7.99	0.00	7.99
Eurooffice – stationary	1111	CC	87.74	17.54	105.28
Eurooffice – stationary	1112	CC	44.81	8.96	53.77

<i>Receipts received since 03.03.21</i>	METHOD	NETT	VAT	TOTAL	
Lloyds Bank – Interest	Interest	1.34	0.00	1.34	Year 20/21
MSDC – Cleansing Grant	Bacs	662.72	0.00	662.72	Year 20/21
HMRC – VAT reclaim Jan – Feb 21	Bacs	3420.72	0.00	3420.72	Year 20/21
SCC – Locality Grant – Defibrillator	Bacs	2500.00	0.00	2500.00	Year 20/21

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