

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 7th July 2021 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow and West. Also in attendance: Mrs V Waples, Parish Clerk; Mrs A King, Deputy Clerk; County Cllr. Otton and District Cllrs. Richardson and Turner.

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 Cllr. Turner due to work commitments.
 - b) The meeting agreed to accept the apologies submitted, aif.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – Cllr. Morris declared a pecuniary interest under Agenda 11a. There were no further 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 2nd June 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.
 - Meeting of 23rd June 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 26th May 2021 – Approved under delegated powers - Council noted the minutes as circulated.
 - Planning Meeting of 16th June 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:
 - Meeting with Highways – all of the issues raised have had further details forwarded to SCC Highways for onward submission and investigation.
 - There appeared to be more of a willingness for Highways Officers from the Service Centres to
 - 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 has posted something on the facebook forum regarding the timescales involved in the delivery of the new cycle/footpath from the Persimmon site to the remainder of the village.
 - Report from District Cllr. Richardson – the written report as submitted was taken as read and the following points were brought to the meeting’s attention:
 - Cycling infrastructure project about to commence
 - Wellbeing Strategy to go to full Council

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- Investment over four different areas approved in the budget to now come forward over the next few months.

- 6. PUBLIC FORUM** - due to government advice relating to public meetings, it was confirmed that the Meeting ID and Password for this meeting had been made available via the website and the parish noticeboards for those who wished to join the meeting.
- to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – there were no comments from the members of the public present.
 - to receive comments relating to Thurston in general – none had been submitted in detail for the Council to consider.
- 7. POLICE MATTERS –**
- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for June 2021 had been previously circulated to all. A summary of the items dealt with is being placed in the village newsletter on a monthly basis.
 - b) To consider matters for referral to Stowmarket SNT – there were no matters for referral.
- 8. STATUTORY BUSINESS –**
- a) To note the resignation of Cllrs. Keith Towers and John Thurlbourne – the resignations of both Councillors were noted, and it was confirmed that they had been accepted in writing by the Chair. The Clerk advised that the vacancies had been advertised in the usual manner. Post Summer the meeting was advised that advertising in the form of a postcard drop would be undertaken.
 - b) To review and adopt the Council's 3 Year Business Plan – it was agreed to adopt the business plan on the understanding that amendments were made to the historical element of Appendix 3, aif.
 - c) To review and consider a response to the Boundary Commission for England initial proposals for the 2023 Boundary Review - consultation closing date 2nd August 2021 – details can be found at the link below: <https://boundarycommissionforengland.independent.gov.uk/2023-review/eastern/initial-proposals-for-new-parliamentary-constituency-boundaries-in-the-eastern-region/> - it was noted that the proposal was for Thurston to be added to the constituency that would be known as North Suffolk. Council was in agreement that Thurston would not have any links with the area in which it is proposing to be placed. Constituency is done on numbers, and it was difficult to understand why this area was being proposed. Thurston is the biggest settlement being proposed and there is no economic, social and geographic link to the administrative centre of the proposed constituency. It was felt that this was a numbers game only and would result in a very rural settlement of parishes. It was agreed that Thurston “felt” that it was West Suffolk and had more links with the west of the Council and that there would be an overall disconnect between it and the East of the constituency if this is where it is to be placed. All agreed that this should form the basis of a response from the Council, aif.
 - d) To receive notification of the Traffic Regulation Order – C691 Barton Road and Thurston Road – 30mph Speed limit – Order 2021 – effective 30th June 2021 – Council received the notice of the approved speed limit.
 - e) To note the delay to the BMSDC Joint Local Plan examination which is expected to resume in September – Council noted the delays due to technological issues and would await the new rescheduled dates.
- 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 Southwest Of, Beyton Road, Thurston, Suffolk as granted by Mid Suffolk District Council's Planning Department – it was noted that the date for the JR hearing was to be 20th and 21st October 2021 and that clarification was still awaited as to whether this would be a virtual hearing or an in-person hearing.
 - b) DC/21/01153 – Clerk to provide an update on the provision of the amended footpath/cycleway to serve new residential development (College Park) together with landscaping, tree planting and boundary fencing at Thurston Community College – following the approved of the amendments to the cycle route by the LPA, the Council was advised of the following actions that would allow progress to be made in the delivery of the route:

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- an ecologist will visit the site on Monday 12th July
 - tree works will commence in the w/c 12th July
 - construction of footpath will begin in the w/c 19th July.
- c) To note receipt of the letter from SCC in relation to the Thurston Community College – Expansion of Main Campus to 1650 Places – pre-application planning consultation Monday 28 June to Friday 16 July 2021 - <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/thurstoncc/> Council to consider whether it wishes to submit a response – design leaves little to the imagination and surely the build should be more attractive. Is this for just the overspill from Thurston as there is no significant increase to parking numbers to accommodate increased teaching and ancillary staff. A query should be submitted as to why they are only proposing such a small increase. Concerns were also raised as to the energy efficient of a flat roof and why there were no windows on the south side of the building.
- d) DC/21/03706 – Application for prior – demolition – application to determine if prior approval is required for a proposed demolition of building(s). The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 11, Class B - demolition of former piggery buildings @ Mill Farm, Barton Road – it was agreed that the Council should recommend that a full planning application be submitted to ensure all matters relating to the site be fully explored.

10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update from the Clerk on the meeting held on 10th 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 – it was confirmed that the latest update as circulated by MSDC had been circulated to Councillors earlier that day. The update in essence covered:
- Scope of the feasibility study agreed at the project group meeting on 11th August 2020 through collaborative work with Network Rail and SCC Highways, the Councils Infrastructure Officers Thurston Parish Council and District Ward and SCC Members. (This scope also factored in the need to focus on parking and cycling).
 - Agreed at project group meeting on 10th February 2021 that Network Rail representatives would secure project support resource so that the feasibility study could progress.
 - Project Sponsor appointed in April 2021 – Laura Kopelciw.
 - Client Requirements Document (CRD) updated in May 2021 – to be finalised and signed off by Network Rail, SCC and MSDC.
 - Ely to Ipswich Level Crossing project (led by Network Rail) is being developed to allow increase in freight capacity – implications of this are being looked into.
 - Resource for options report/pricing as part of the work under Network Rail's existing Ely to Ipswich level crossings project has been agreed.
 - Scope of road safety audit investigated with Network Rail and SCC at meeting on the 23rd June.
 - Finalisation of outstanding scope to be confirmed in CRD before project resource can be confirmed and dates agreed.

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- 07.07.21) - 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.
Having declared a pecuniary interest, Cllr. Morris did not participate in the vote taken.
- b) To note the accounts paid since the last meeting (Paper 2 – 07.07.21) – 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 – 07.07.21) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 30.06.21 (Paper 4 – 07.07.21) – Council noted the overall bank balances of £327,878.69 across both accounts held in the name of the

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Parish Council. Cllr. Rainbow confirmed that he would verify the bank balances as per the audit log and report back at a later meeting.

- 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 – 07.07.21) – Council noted the monies that had been expended and monies that had been provisionally allocated.
- f) To consider applications as submitted under Thurston Neighbourhood CIL Bid Round 1 (Paper 6 – 07.07.21) – the meeting noted the latest position subject to formal approval of items to be determined under Agenda Item 11g.
- g) To consider the applications submitted under CIL Bid Round 1 at the meeting of 7th July 2021 (Paper 6 – 02.06.21) – the meeting considered the bids that had been submitted and agree to allocate the following sums from the Neighbourhood CIL Pot operated by the Council from contributions received by the District Council and passed onto the Parish council following approval of development in the parish of Thurston, aif.

Bids that were agreed were:

- Thurston Pre-School – 25k for outside garden and shades to both gardens
 - Cavendish Hall – approve the principle of the maximum sum of £43,000 but a) will the income generated be used to sustain the facility and b) has permission been given for the siting of the equipment to the rear of the Cavendish Hall c) and have neighbouring properties been informed.
 - New Green Centre - £6638.40 for buggy store
 - PC Recreation Facilities - £12,757.51 for Cocowave swing
 - New Green Centre - £17,008.80 for the commercial parasols
 - Friends of Thurston Library - £2,648.00 for tables and storage
 - New Green Centre – given that the Council was awaiting further information with regards to noise assessment and mitigating measures that might need to be accommodated, it was agreed that the bid would be brought back to the Council (at the earliest opportunity) for formal determination once the planning permission, conditions and associated costs were ascertained, aif.
- h) To agree to the cost to replace the lanterns at the column outside of 20 Heather Road with a more energy efficient LED lantern at a cost of £457.11 – it was agreed to accept the price and to also ask the contractor to provide a quotation for the replacement of all of the lamps of this sort.

12. TO CONSIDER A PARTNERSHIP WITH THE PCC IN THE PRODUCTION OF A COMMUNITY NEWSLETTER (confidential report entitled Thurston Newsletter refers) and to agree to the following: the letter received from the PCC on the subject having been circulated to all Councillors was noted. The condition on collaborative working as outlined by the PCC – “the PCC would like assurance that any deficit incurred would be covered by the PC. A deficit is inevitable as the increase in the number of copies required rises as people move into our ‘small town’” – was deemed to be acceptable to the Parish Council given the powers at its disposal for contributing to such ventures. On this basis all agreed to proceed with the arrangement as outlined in the letter from the PCC, aif. The Clerk informed the meeting that she was working on the various agreed policies and would liaise with Lloyds bank for the separate bank account to be setup and with the Treasurer of the PCC for the transfer of pre-paid advertising.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk:
 - Potholes in School Road – yellow lines washed away
 - Tarmac outside Recreation Ground Car Park breaking up
 - Field of Dreams – farm shop closed, open weekends only with some events such as open days still planned.

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 footpaths; hedgerows on Station Hill; obstructions on footpaths and general maintenance issues in the village.
 - The Clerk also made the meeting aware of the recent meeting with County Cllr Otton, Cllr. Rainbow and SCC Highways Officer at which the following were discussed: installation of white lines on Barton

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Road (due to obstruction of junctions etc) and on Sandpit Lane opposite Cloverfields. The former would be investigated further, and the latter had been referred to and action had been taken by PCSO Smith.

- Obstruction on the walkway between Victoria Close and Oakey Field Road – it had been reported that the footpath had been narrowed by new fencing which made it impossible for those with a double buggy or in a mobility scooter to access the footpath at the point where the barriers had been erected. This had been discussed in the meeting with the Highways Officer and this would be investigated to ensure appropriate action was taken. External funding would be required.
 - Upgrade of the crossing on Sandpit Lane – this was also discussed during the meeting and agreement was forthcoming that costs would be worked up for the upgrading of this crossing to a controlled crossing. Council was reminded that this upgrade has previously been discussed for funding under the Neighbourhood CIL pot.
 - Churchyard – Clerk made the meeting aware that she had met with the Church Wardens to discuss the manner in which the churchyard was cut following complaints from residents trying to access relatives' plots. It was agreed that once the final cut had been undertaken in the Autumn, the Clerk would arrange for a meeting with the Church Wardens and the Vicar to formulate a plan for the areas that were to be kept wild to be so designated. The Clerk would also be meeting with the contractor to clarify their understanding on areas that should be cut and cleared.
- b) HM Lord-Lieutenant for Suffolk – Festival of Suffolk 2022 – invitation to join in to celebrate the Queen's Platinum Jubilee in the Festival of Suffolk being planned – Council noted the request to be a Festival Community Champion to be part of the county-wide network to share plans and ideas for the celebration.
 - c) SALC - The Queen's Platinum Jubilee Central Weekend 2022 - to note the press release detailing events to take place over the extended bank holiday Thursday 2nd June to Sunday 5th June 2022 – Council noted the dates.
 - d) Ixworth Patients Association – Council to consider nominating a contact point to enable the association to keep the Council informed on plans to develop patient participation thereby ensuring Thurston patients have active representation. It was agreed that for now all information could be sent via the Parish Council main office.
 - e) 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) 21st July 2021 – Planning Committee Meeting – commencing at 7.00pm
- b) 28th July 2021 - Recreational Facilities Meeting – commencing at 6.00pm
- c) 28th July 2021 – Climate Awareness and Environmental Committee – commencing at 7.00pm
- d) 30th July 2021 – Policy and Resources Committee – commencing at 10.30am - venue to be confirmed
- e) 4th August 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 21.08.

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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

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Appendix B

Accounts submitted for payment – 07.07.21	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office Cleaning	1192	Bacs	96.00	0.00	96.00
M&TJ's –Church, NG Play Area & Heath Rd – May & June 21	1193	Bacs	613.00	122.60	735.60
B Morris – COVID-19 related expenses	1194	Bacs	49.50	0.00	49.50
Arien Signs – balance of monies due (4 Noticeboards)	1195	Bacs	2637.50	527.50	3165.00
Suffolk cloud – website and mailbox hosting	1196	Bacs	250.00	0.00	250.00
Business Services at CAS – Cyber Package Insurance	1197	Bacs	336.00	0.00	336.00

Accounts paid since 02.06.21	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (May 21)	1171	SO	385.09	0.00	385.09
Plusnet – Mobile Telephone (May – June 21)	1172	DD	6.67	1.33	8.00
Plusnet – Telephone & internet (May - June 21)	1173	DD	31.25	6.25	37.50
Salaries – June 2021	1174-78	BACS	6948.65	0.00	6948.65
1 st Thurston Scouts – donation	1179	BACS	500.00	0.00	500.00
New Green Community Trust	1180	BACS	1500.00	0.00	1500.00
Cavendish Hall Management Trust	1181	BACS	500.00	0.00	500.00
Amazon – Prime	1182	BACS	7.99	0.00	7.99
Adobe – Acrobat Pro DC	1183	CC	12.64	2.53	15.17
Amazon – Covid-19 Expenses / Cleaning	1184	CC	14.48	2.92	17.40
Amazon – Covid-19 Expenses / Cleaning	1185	CC	12.03	2.41	14.44
Zoom	1186	CC	119.90	23.98	143.88
Amazon – Hand Sanitiser	1187	CC	20.00	4.00	24.00
Amazon – Hand Wipes	1188	CC	5.82	1.17	6.99
Amazon – Memory Sticks	1189	CC	13.32	2.67	15.99
Planning Portal – Recycling Centre Planning Fee	1190	CC	254.33	4.67	259.00
John Lewis – ipad covers changed for cheaper model	1191	CC	-31.00	0.00	-31.00

Receipts received since 02.06.21	METHOD	NETT	VAT	TOTAL	
Lloyds Bank – Interest	Interest	1.44	0.00	1.44	Year 21/22
Recreation Ground Charity Account – expenses paid	TRF	169.31	0.00	169.31	Covid-19 Expenses

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