

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 12<sup>th</sup> January 2022 commencing at 6.30pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow and West. Also in attendance: District Cllr. H Richardson; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk and four members of the public.

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) There were no applicable apologies for absence.
  - b) Apologies of absence were noted from County Cllr. Otton.
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 such 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):*
  - a) To approve the following minutes:  
Full Council Meeting of 1<sup>st</sup> December 2021 – approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.
  - b) Council to note Draft and Approved minutes of the following committees are available to view online at <https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/>: for the following Committees: Recreational Facilities Committee; Planning Committee; Climate Awareness and Environment Committee.
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.
  - Report from District Cllr. Richardson – the written report was taken as read and the following points were brought to the meeting’s attention:
    - Old Primary School site – not a huge amount of work being undertaken since the last meeting, but MSDC have had conversations with SCC and there appears to have been an understanding of the Parish Council’s expression of interest. It was confirmed that Jo Churchill had initiated discussion with the Diocese to see whether collaborative working could take place. There is an agreement to a meeting in the new year to discuss the way forward.  
The Clerk explained to all present that matters had moved on over the last few weeks and that there now appeared to be an understanding that the school was to be reused as an educational establishment. The Clerk confirmed that neither the Parish Council or Cllr. Otton had been informed of this and Cllr. Richardson also stated that this had not been communicated to the LPA. Cllr. Richardson agreed to research this and report back to the Council.
    - Announcement at MSDC that it had been chosen as a Local Planning Authority which would be part of a pilot scheme to allow residents an easier way to help shape and influence development in their local area. It was noted that the scheme would allow for 1 Officer is to be funded across each district.

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The meeting noted the resignation of Councillor Wendy Turner as District Councillor for the Thurston Ward prior to Christmas. The Clerk confirmed that the Casual Vacancy has been advertised in accordance with legislation and as stated in Cllr. Richardson's report a by-election had been triggered and would take place on 17<sup>th</sup> February 2022.

**6. PUBLIC FORUM - to receive issues from members of the public present on the agenda items as listed under Agenda Item 6 below:**

- a) From members of the public present on the agenda submitted– the following matters were brought to the attention of the meeting:
  - Prospective Green Candidate was in attendance.
- b) From members of the public present relating to Thurston in general – there no matters to be brought to the attention of the meeting.
- c) Written representations submitted prior to the meeting:  
 Emails had been received from two residents complaining at the lack of engagement prior to the installation of the Cocowave on New Green and concerns raised that it would result in a lack of privacy and overlooking. It was noted that similar emails had been sent to the New Green Trust. The Clerk was asked to respond on this matter to both residents and to state that the Council will monitor the situation over the coming months.

**7. POLICE MATTERS**

- a) To receive a report from PCSO Swain on crimes relating to Thurston – a copy of the report from the Clerk was provided to all containing a summary of the crimes investigated and work undertaken by PCSO Swain for December. There were no significant matters to be brought to the Council's attention.
- b) To consider matters for referral to Stowmarket SNT – there were none at this stage.
- c) To receive an update from the Chair and Clerk on the meeting held with Inspector McKay to discuss the day-to-day operation of the contract for the fully funded PCSO for Thurston – it was noted that there had been difficulties interacting with the senior team in the past and that this meeting had been seen as a positive step forward along with the ability to be able to interact with both the Sgt and Inspector on a regular basis. All were in agreement that steps will be undertaken to mitigate any issues raised. One of the issues has been has involved the turnover within senior posts and that there was a need for the embedment of the understanding of roles between the SNT and PC regarding the funded PCSO role. On a day-to-day operational basis, agreement had been forthcoming that the PC would agree to the funding (up to a sum of £250) to cover the cost of lights, helmet, bike lock and pannier bags for a police force provided bike and that they were actively looking into the provision of a Constabulary provided smartphone, the use of which would be covered under a memorandum of understanding.

**8. STATUTORY BUSINESS –**

- a) Parish Council vacancies – – to receive and consider nominations for co-option to the Parish Council to fill the current four casual vacancies.  
 Council considered the seven nominations for the four vacant posts of Councillor and following a vote taken in accordance with the LGA 1972 Sch 12, para 13 the following applicants, having received an absolute majority, were co-opted onto the parish council: Graham Balaam; Elizabeth Bond; Jonathan Grant and John Priscott.

**9. PLANNING MATTERS COMING FORTH:**

- a) Recycling Centre, New Green Centre – Council to consider further the recycling centre project following additional comments from the New Green Trustees for the recycling centre on the grounds. Council to be informed of the position of the landlords on this matter – the Clerk made the meeting aware of further comments from the New Green Trust who have stated that they had concerns over the visual impact of this requirement and that ,following discussions with the Landlord have prepared an outline scheme proposing a means of mitigating the visual impact which they would like the Parish Council to consider. The proposal was for the concrete base for the project to be installed approximately half a

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metre below the existing footpath and a concrete block wall approximately half a meter high be installed to the perimeter of the project. An acoustic fence would then be installed on top of this block wall to establish an overall height of 2.5 meters above the slab. Entrances would be repositioned to the sides and a soakaway drain installed to prevent rainwater accumulating in the enclosed space. It was confirmed that the Trustees understood that this will increase the cost of the project and that they had not taken this position without due consideration. Indicative costs for such changes were in the region of an additional £9,274. The meeting discussed the overall principal of amendments to the plans and noted that prior to such a facility being installed an application for a non-material amendment would need to be made to the LPA. Discussion followed and overall Council was in agreement that as this project was to be funded from the CIL monies it was holding on behalf of the village, it needed to ascertain whether the benefits to the community justified the end cost and such an increase in expenditure. It was agreed that maybe in time, with other developments coming forth, there might be a better location but for now this was the only one and was most suited giving its central location. Concern was raised that this was supposed to have been a joint venture and was fully supported by the New Green Trust and yet now it had become a complex matter. Whilst costs will be in excess of £30k, the project was considered to be to the advantage of the whole village. Agreement was therefore forthcoming that this was a worthwhile project and that as there were no further sites coming forward for consideration, it should be fully supported as a worthy call against CIL. When queried, it was agreed that the management of the facility and overall responsibility for general cleansing duties will form part of an Agreement with New Green and that the emptying of the facilities will form part of an Agreement between the District Council and the Parish Council. The meeting also noted that the Landlords had considered that location wise it was ideal as New Green was central to the village and that the premise of the New Green Centre and grounds as being central to the village along with such facilities was one fully supported by the Landlords. It was agreed that the new proposal would be supported by the Council on the understanding that this proposal was the final one and that quotations for both groundworks and fencing are to be firmed up in the knowledge that there will be additional costs for the project, aif. It was further agreed that once the new costs had been ascertained, the matter will be brought back to Council for formal debate and agreement to proceed would be considered at that time, aif. It was reconfirmed that the New Green Trustees were supportive as long as the visual aspect can be amended. The meeting agreed that Roger Smith on behalf of the New Green Trust would assist the Clerk and Deputy Clerk with discussions with the preferred contractor.

- b) DC/21/06645 – Discharge of Conditions – Condition 5 (Acoustic Fence) @ New Green Community Centre, New Green Avenue. Council noted that the details submitted to satisfy the Condition had been signed off the LPA. The meeting noted that the contractors due to install the telephone mast and cabinetry in the New Green bottom car park would be drilling a bore hole at the end of January.
- c) CO/297/2021 Thurston PC v Mid-Suffolk DC - heard on 20/21 October 2021 – to receive an update on the Council's application to adduce further evidence – the meeting was informed that, in light of the Inspectors' comments on the examination of the Babergh and Mid Suffolk Joint Local Plan Examination, the Council's legal team had submitted an application to the High Court of Justice to adduce further evidence as being of significant and material impact to the matter that was heard before the Deputy Judge in October. The Clerk confirmed that she had previously spoken to the Chair and Vice-Chair on this matter and that it had been agreed that the submission should be done on the premise that if such an application was not made at this juncture, the lack of submission could affect the view of the Court of Appeal if the matter was to be challenged once the Draft Judge had given consideration in determining the Council's claim.
- d) DC/19/02090 – Gladman Developments Ltd for development on land to the East of Ixworth Road – Council to receive communication from its Legal Team on this application – the Clerk provided the meeting with an update from its legal team with regards to communication that had been with regards to the status of this planning application. The legal team acting on behalf of MSDC had confirmed that they would not be issuing the planning permission until they had considered the points raised by the PC's legal team covering the request, in light of the Inspectors' comments on the Draft Local Plan, for the application to be reported back to committee and for the application to be reassessed when it is returned in light of the Inspectors' recommendations. This was still to be addressed.

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- 10. TO CONSIDER MATTRES RELATING TO NETWORK RAIL:** 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 – the Clerk advised that no further updates has been received. Clerk was requested to seek an update from MSDC on this matter.
- 11. FINANCE:**
- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 12.01.22) - the items awaiting payment were verified and explanations given where appropriate. 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 – 12.01.22) - 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 – 12.01.22) - Council noted the receipt of monies received as identified at Appendix B.
  - d) To consider and receive the Bank Reconciliation for the period ending 31.12.21 (Paper 4 – 12.01.22) - Council noted the overall bank balances of £399,326.86 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of December was still to be 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 or coming forth as a bid against the CIL Reserve (Paper 5 – 12.01.22) - Council received the up-to-date position and noted that once all committed funds were realised there would be an available balance of £174,517.
  - f) To receive prior notification of the applications to be considered under CIL Bid Round 2 at the meeting of 2nd February 2022 (Paper 6 – 12.01.22) – the meeting was informed that one bid had been received for the Bid Round 2 for 3 No noticeboards to be erected around the village for use by residents. It was confirmed that this was a valid bid and would be considered formally by the Council at its scheduled meeting in February 2022.
  - g) To consider and receive the Final Budget for the financial year 2022 – 2023 (Paper 7 – 12.01.22) – following receipt of the revised budget papers as well as the narrative paper that accompanied the budget paper, and with confirmation that there was no change to the indicative tax base given by MSDC in November 2021, Council was in agreement to approve a budget to be set in the sum of £167,780 and that this would be funded by: Precept £125,480; Cleansing Grant £3,000 and CIL Reserves (PCSO Contract) £39,300. Council noted that the confirmed Tax Base for the Parish of Thurston was £1,380.20 for 2022-23 which was a 13.0% increase over the previous year, aif.
  - h) To confirm the Precept to be set for the Parish of Thurston for the year 2022-23 – all agreed that the precept to be served on the charging authority (MSDC) by the council should be £125,480 noting that this would equate to an increase of £4.20 or 4.84% on a Band D property in Thurston, aif. All agreed for the Chair and Clerk to sign the precept forms outside of the meeting and submit to the District Council by the required date.
  - i) To consider and approve applications coming forth under the Council’s Small Grant’s Policy – (Paper 8 – 12.01.22) – this matter was deferred as the Clerk had still to receive the relevant forms.
  - j) Council to consider further the Parish Council taking over responsibility for the maintenance of the open spaces on New Green. Council to note that this is supported by the New Green Trust – the Chair and Clerk confirmed that they had met with the Chair of the New Green Trust to discuss the areas that would be covered by such an agreement. It was noted that the agreement would be an all-encompassing one for the whole site noting that there will need to be a higher volume spend in the first year to tackle some areas. The Clerk confirmed that she is working on a memorandum of understanding between New Green Trust and the PC for the day-to-day practicalities of managing the open space area. It was further agreed that a PC sum should be submitted as a CIL bid in the CIL Bid Round 2 to be considered in February for taking on works to the wildlife area; hedgerows surrounding the croquet pitch and an overall risk assessment on the trees bordering the New Green Open Space. Further sums should be included for the overall improvement of the New Green Open Space area, aif.

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**12. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON:**

- a) To receive any matters relating to the partnership working with the PCC in the production of the Thurston Community Newsletter – the production of the next newsletter was underway and currently there were no issues of concern to be raised. The Clerk and Deputy were working on articles for the next edition and would ensure that an article introducing new and existing Councillors would be included.
- b) Parking on Barton Road – the Clerk confirmed that SCC Highways have agreed to the reinstatement of road markings and H bar markings along this road following resurfacing carried out in 2021. The exact dates for their reinstatement was, as of yet, unknown but the Clerk would be chasing this on behalf of the residents.
- c) To note that Suffolk County Council’s contractor Bouygues will be replacing the Suffolk County Council owned lanterns (184) in Thurston with more efficient and environmentally-friendly LED lanterns where necessary – Council noted the action being taken and that this was separate to the order placed by the Parish Council for council owned lights (104).

**13. COUNCILLOR REPORTS:**

- a) To report village matters of concern to the Clerk
  - Thedwastre Road potholes.
  - 30mph on Pakenham Road – can this be pushed out?
  - The Co-op is being used as the area for children to be picked up and concerns are being raised in terms of Highway Safety.

**14. CLERK’S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:**

- a) to receive the reports of items actioned under delegated powers – it was reported that Officers had dealt with issues over traffic management issues; parking; complaints regarding icy roads/pavements; blocked drains and leaf fall.
- b) To note the pothole on Barton Road (New Road) was permanently repaired on 16<sup>th</sup> December 2021 following a temporary repair to ensure that the defect is safe.
- c) To note that the missing 30mph sign on Meadow Lane is to be reinstated (within 14 weeks from 8<sup>th</sup> December 2021).
- d) To note that the missing lines along the Sustrans Cycle Route 51 which crosses New Green has been flagged up to SCC for replacement with the area flagged up for possible reactive works.
- e) To note the issue of leaf fall and the blockage of drains along New Green footpath has been flagged up to MSDC for appropriate action.
- f) Structural Weight Restriction A1088 Stowlangtoft - Council noted the approval of a Structural Weight Restriction on Bridge Farm Bridge, A1088 Stowlangtoft.
- g) Name plate on Thurston Road (Barton Road) Council noted that the incorrect siting of the name for Thurston Road outside of Marley Close had been reported to SCC Highways for correction. It was also confirmed that Barton Road extends to the junction of Mill Lane and that after Mill Lane the road becomes Thurston Road.
- h) Icy paths on Norton Road – Council noted the complaints that had been submitted regarding icy paths on the newly installed footpath leading to the Primary School and on Pond Field Road. These had been passed onto the developer (Vistry) who had confirmed that they will not be gritting or salting the paths as they were as of yet unadopted.
- i) Lights on Ixworth Road – the meeting noted that following complaints regarding utility lighting on Ixworth Road, the contractor is to be asked to put a deflector on lights to reduce the light spillage.
- j) To note that the Clerk has been copied in on a response to a number of residents with regards to concerns with lack of landscaping and mud along Ixworth Road. The response from SCC Highways has stated that any matters relating to mud on the highway or road safety should be reported direct to SCC Highways using the relevant forms and that whilst landscaping is yet to be planted, the development has not yet been completed and there is currently no enforcement action to be taken. The Planning Officer concerned has however requested an update from Persimmon on the scheduling of planting along the cycle path and will update accordingly.

k) To receive items of correspondence for noting only – it was confirmed that all other matters not requiring a decision in their own right had been circulated to all Councillors since the last meeting.

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

- a) Planning Committee Meeting – 19<sup>th</sup> January 2022 – commencing at 6.30pm
- b) Recreational Facilities Committee Meeting – 26<sup>th</sup> January 2022 – commencing at 6.00pm
- c) Climate Awareness & Environment Committee Meeting – 26<sup>th</sup> January 2022 – commencing at 7.00pm
- d) Parish Council Meeting 2<sup>nd</sup> February 2022 commencing at 7.00pm

**16. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed -there was no such business to be discussed.**

**17. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.29.**

**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**

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<b>Accounts submitted for payment – 12.01.22</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
SHO Cleaning and Maintenance – Office Cleaning	1334	BACS	84.00	0.00	84.00
M&TJ's – Tree Removal – School Road & St Peters Way	1335	BACS	1370.00	274.00	1644.00
Suffolk County Council – - Upgrade Column 62 – Victoria Close	1336	BACS	457.11	91.42	548.53
Kompan – Cocowave Swing	1337	BACS	12825.90	2565.18	15391.08
SHO Cleaning and Maintenance – Office Cleaning	1334	BACS	84.00	0.00	84.00

<b>Accounts paid since 01.12.21</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (Dec 21)	1313	SO	385.09	0.00	385.09
Plusnet – Mobile (Nov - Dec 21)	1314	DD	6.67	1.33	8.00
Plusnet – Telephone & internet (Dec 21 – Jan 22)	1315	DD	28.35	5.67	34.02
Adobe Systems Software – Acrobat Pro DC	1316	CC	12.64	2.53	15.17
ASDA – Mugs	1317	CC	5.41	1.08	6.49
Amazon – Stationary	1318	CC	14.99	3.00	17.99
Eurooffice – Stationary	1319	CC	104.07	20.81	124.88
Headway Suffolk – Donation	1320	CC	500.00	0.00	500.00
Mid Suffolk CAB - Donation	1321	CC	500.00	0.00	500.00
Team Altitude - Donation	1322	CC	200.00	0.00	200.00
Recreation Ground Account – VAT Reclaim	1323	TRF	1831.45	0.00	1831.45
Thurston Pre-School – Part Claim – CIL Bid	1324	BACS	21938.50	0.00	21938.50
Salaries – December 2021	1325-1331	BACS	7964.65	0.00	7964.65
Plusnet – Mobile (Dec 21 – Jan 22)	1332	DD	6.67	1.33	8.00
BT –Broadband at Pavilion - <i>note credit expected!</i>	1333	DD	43.55	8.71	52.26

<b>Receipts received since 01.12.21</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds Bank – Interest	Interest	2.90	0.00	2.90
Newsletter Adverts – renewal	Bacs	1320.00	0.00	1320.00
MSDC – Cleansing Grant – Qtr. 2 – <i>note wrong amount again!</i>	Bacs	775.17	0.00	775.17
VAT Reclaim – Pavilion Account – July – October 21	Bacs	1831.45	0.00	1831.45
MSDC – Cllr. Turner - Locality Award – Parish Noticeboards	Bacs	620.00	0.00	620.00

**Inter Account Transfers carried out**

<i>Date of Transfer</i>	<i>Means</i>	<i>From Account</i>	<i>To Account</i>	<i>Amount Transferred</i>	<i>Reason for transfer</i>
10.12.21	Internet	1721	4092	£30000.00	Withdrawal into current account to offset bills to be paid (CIL Expenditure and Donations)

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