

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 2nd February 2022 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Dashper (Chair), Cllrs. Balaam, Bond, Cornell, Grant, Haley, Hay, Morris, Priscott, Rainbow and West. Also in attendance: County Cllr. Otton; PCSO Swain; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk and two 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/>. Cllrs. Graham Balaam; Elizabeth Bond; Jonathan Grant and John Priscott were welcomed onto the Council as the newly co-opted members. It was confirmed that all had signed their Declaration of Acceptance of Office in front of the Clerk to the Council.
2. **APOLOGIES** –
 - a) There were no applicable apologies for absence.
 - b) Apologies of absence were noted from District Cllr. Richardson.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
 - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – Cllr. Morris declared a Pecuniary Interest under Agenda Item 11a. There were no further 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 12th January 2022 – 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 written report was taken as read and the following points were brought to the meeting’s attention:
 - Budget proposal for 1.99% increase plus 1% for adult social care.
 - Meeting with Christine Thurlow – catch up meeting – will be in touch with the Clerk and also NR to progress this project.
 - H Markings on Barton Road will be chased.
 - Vacancy at the Community College.
 - Circulated the Platinum Jubilee – street parties – SCC will waive the cost of a street closure if a street party is to be held. All applications need to be submitted by 27th March 2022.
 - Report from District Cllr. Richardson – the written report was taken as read.
 - The meeting noted that the by-election for the position of District Councillor for the Thurston Ward would take place on 17th February 2022. The Statement of the Persons Nominated, Notice of Poll, and Situation of Polling Stations would be placed on the Noticeboards once received from MSDC.

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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:
- Streetlight – Ixworth Road – is this to be switched to part night lighting as per all of the other street lights in the village? The Clerk confirmed that she had been in direct communication with SCC Highways on this matter as other residents had been impacted by these lights. It had been stated by SCC Highways Principal Engineer that they had made an assumption that the correct gear may not yet have been installed which controls the timings of the switch in the lighting columns. This would be investigated and actioned accordingly. Also, they would look at the potential to include a shade or change of lantern to reduce the light spillage.
- b) From members of the public present relating to Thurston in general – there were no matters to be brought to the attention of the meeting.
- c) Written representations submitted prior to the meeting:
- Thurston Railway Station Building - emails had been received from a resident regarding Thurston Railway Station Building and the possibility of the Council’s exploration of the future use of the building and whether it could be used as a Community Hub. All noted that the that the terms of letting required the tenant to upgrade the building themselves, and this along with the limited parking were agreed as being a barrier to the building being taken on. Further emails on this matter were noted along with the comment from the Community and Customer Engagement Manager that the building is leased from Network Rail and is surveyed on a regular basis by Greater Anglia as part of their stations portfolio. It was also noted that Greater Anglia had declined to contact the organisations identified in the resident’s email for assistance with upgrading the building as their funding was tightly controlled. They confirmed that they would welcome expressions of interest about its use. The Clerk was asked to respond to the resident explaining that the Council was aware of the condition of the building and would be monitoring the situation following liaison with the relevant departments at Greater Anglia.
- Barrells Road Development – email from a resident with regards to issues over landscaping and panel fencing that has been erected along Barrells Road. It was noted, following a review of the planning conditions submitted that there was limited or no mention of close boarded panel fencing and that a request was being made of the parish council to raise this with the Enforcement Team at MSDC. It was confirmed that in their response to these applications, the parish council had requested minimal use of this fencing, with the preferred type of fencing to be used being post and rail. It was noted that close boarded panel fencing was being used throughout the site. It was agreed that Council ought to raise this issue with enforcement. It was noted that this issue particularly impacted the views afforded to Bridge Cottage and Muffley Cottage as well as those walking past the area. All agreed that the Council should submit a response in support of the resident requesting enforcement to check the conditions of the planning permission issued for the development along Barrells Road.

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 January 2022. The area of most concern was the parking issues that regularly arose along Barton Road. PCSO Swain agreed to provide the Clerk and County Cllr. Otton with details to allow a further meeting to be held with SCC Highways to seek to address the issues raised. Following a discussion with the Vice-Principal at the school that afternoon over issues being encountered at TCC, it was agreed that parent mail would be used to advise parents as to when the school gates would be opened to allow access for parents who collect young people by cars thereby encouraging them to park in the car park and not in residential areas nearby. Concern has also been raised by the Librarian over parents using the Library for parking. It was noted that parking issues in general around the Primary School centred along Pond Field Road and within the residential and working areas of Cavendish View.
- b) To consider matters for referral to Stowmarket SNT – there were none at this stage.

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8. STATUTORY BUSINESS –

- a) SCC – to receive a copy of the public notice, statement of reasons and plans relating to new proposed road humps and zebra crossings on Norton Road – Council noted the legal notices that had been submitted.
- b) SCC – to receive a copy of the draft Order, the Council’s reasons for proposing to make the Order, the Notice that will shortly be published in the local Press, and a map showing the road affected for the Suffolk County Council (District of Mid Suffolk) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (Thurston) (Pond Field Road) (School Keep Clear Markings) (Variation No. 5) Order 202 – Council noted the legal notice had been submitted.

9. PLANNING MATTERS COMING FORTH:

- a) DC/22/00045 - Full Planning Application - Erection of 56 no dwellings (inc. 20 affordable) together with associated access, infrastructure, landscaping and amenity space @ Land On The North Side Of, Norton Road – the meeting noted that this combination of an additional 56 when added to the numbers under phase 1 (87) along with those submitted under Reserved Matters 20/01249 (104) now equated to an overall total of 247 – being an uplift on the outline approval of 200. It was expected but not clear as to why there was a change in direction and why as Management Company will now look after the POS. The meeting agreed that this was an issue given the lack of detail as to who would form the membership of the company. Concern was raised once again over the woodland and whether it will be under the remit of the PC to hold as POS or whether it would come under the Management Company whose structure was unknown. There was a real concern that once again Highways had made an assumption that all of the mitigation measures proposed for the Significant 5 as well as those coming forth under the further 2 Significant Development would work when in reality they had not been tested as none of the sites were completed with full occupation. The meeting discussed further issues with the proposal covering lack of play facilities; density; green infrastructure; parking; overall layout and agreed to structure a response as per previous comments. All therefore agreed that rejection of this application on similar terms to those raised in earlier applications for this should be submitted by the Clerk, aif.
- b) CO/297/2021 Thurston PC v Mid-Suffolk DC - heard on 20/21 October 2021 – to receive an update on the JR and the Council’s application to adduce further evidence – no update was forthcoming other than that a draft report was due to be issued week commencing 31st January 2022 and that in the first instance it would be sent only to the legal teams for fact checking and not for public distribution.
- c) 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 meeting were made aware that the legal team for BSMDC had responded to the Council’s legal team’s request for an update as to when this application would be returned to the Development Control Committee in light of the Inspector’s comments and agreed actions relating to the Draft Local Plan. Their response indicated that they were waiting for the Thurston judgment prior to making a decision on this matter. The Council’s legal team had responded that they could not see the connection and that the threat of a further JR remained should permission be granted for this area without the LPA undertaking the actions agreed with the Local Plan Inspector.
- d) To receive an update on the use of the Old Primary School site – the meeting was informed that the Cabinet Member for Education, SEND and Skills had confirmed that SCC had been developing the option to extend The Priory School (SENDAT) using some of the old Thurston site. This was to address the needs of specific individual children and young people. The provision was needed as an extraordinary and temporary measure. The Clerk confirmed that she had received information from MSDC Officers regarding registering the possibility of registering the school under the Asset of Community Value Scheme. To allow an asset to be registered evidence would be required about the role the school played in the community over and above its core function as an educational facility. There would need to be material that showed that sections of the community had benefitted from the asset. Initial conversations indicated that a variety of evidence could be established: Jasmine Wood – set up as a community facility; use of gardens by Thurston Childcare; renting out of the hall for meetings, Brownies

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etc. It was agreed that such evidence would be gathered and passed onto the Clerk in the first instance for further assessment.

- e) To receive an update from the Council's Officers on the Recycling Centre Project, New Green Centre – it was confirmed that following a meeting with a New Green Trust, work was now progressing on the feasibility of the design and layout with the preferred contractors.

- 10. TO CONSIDER MATTERS 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 provided the meeting with an overall summary of why this matter was of concern to the Council and a summary of events to date. However, overall the Clerk advised that no updates with regards to the audit remit and progress of the feasibility study had been received. The Clerk agreed to seek an update from MSDC on this matter at the earliest opportunity.

11. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 02.02.22) - 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 – 02.02.22) - 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 – 02.02.22) - Council noted the receipt of monies received as identified at Appendix B and transfer of sums between the Council operated bank accounts.
- d) To consider and receive the Bank Reconciliation for the period ending 31.01.2022 (Paper 4 – 12.01.22) - Council noted the overall bank balances of £384,803.99 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of January 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 – 02.2.22) - Council received the up-to-date position from known factors and noted that once all committed funds were realised there would be a potential available balance of £159,067.
- f) To receive and consider the applications submitted under CIL Bid Round 2 at the meeting (Paper 6 – 02.02.22) – the meeting considered the bids received and the reasoning behind the further three bids that now formed part of the validated bids under CIL Bid Round 2. It was agreed to allocate the overall sum of £15,215.00 from the Neighbourhood CIL Pot operated by the Council from contributions received by the District Council from Development within Thurston and passed onto the Parish council following approval of development in the parish of Thurston, aif. Bids that were agreed were: 3 No village noticeboards including installation: £2,090; New Green Open Space improvement, operation and maintenance of infrastructure £12,325; new litter bin on New Green including installation £450.00 and new dog bin to be sited on Stoney Lane at the entrance to Footpath TH17 at a cost of £350.00.
- g) To receive notification from the District Council of the Precept to be levied on the parish of Thurston for the financial year 2022 – 2023 - all noted that MSDC had confirmed that the precept served on them as the charging authority was £125,480 noting that this equated to an increase of £4.20 or 4.84% on a Band D property in Thurston, aif. All noted that the Clerk had written an article to be inserted into the next edition of the newsletter detailing the reasons behind the increase.
- h) 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 only received the relevant forms that afternoon.
- i) Council to consider further the Parish Council taking over responsibility for the maintenance of the open spaces on New Green. It was noted that the Clerk had written a memorandum of understanding between New Green Trust and the PC for the day-to-day practicalities of managing the open space area which would be issued to the New Green Trust for discussion moving forward. It was confirmed that the Deputy Clerk would be meeting with the current contractor to discuss works required to allow for new contracts to be written and approved. Following the approval of the CIL bid, it was agreed that a working party

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would be set up to include including members from both the Parish Council and the New Green Trust and that an order would be placed with Urban Forestry for a Condition Survey on the trees at New Green. Further sums might be required to be allocated should the survey identify any particular issues that required attention.

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 meeting was made aware of concerns with the timescales involved in the production of the newsletter and noted that the Clerk would be addressing these direct with the newsletter to ensure future productions were produced in a timelier manner.
- b) To note that UKPN and SCC Highways have agreed for a road closure to Church Road from 7th to 15th March (not including the weekends) to allow Urban Forestry to carry out agreed works to the trees on the Recreation Ground bordering Church Road – the meeting noted the dates for the road closure, and it was queried as to whether access could be gained to the Cavendish Hall and the Thurston Under Five's Building during this period. The Deputy Clerk agreed to contact Urban Forestry and seek advice on this matter.
- c) To consider complaints received with regards to icy paths along Pond Field Road, Cavendish View and SCC's and the Developer's response to this complaint – Council noted the response from SCC that as soon as the road was adopted, grit bins could be installed by the parish council (following the process outlined previously by SCC) and a list of volunteers lodged for the spreading of such grit. The Developer's response in its refusal to spread such grit was also noted along with the recommendation from SCC for the Parish Council to contact the Developer direct and seek their assistance in gritting the paths. The meeting agreed that as it did not spread the grit on other pavements in the parish and being mindful of culpability agreed that there was no further action the council could or should take other than to flag up the issue to the primary school given parents' concerns.
- d) To receive an update following complaints regarding lighting installed along Ixworth Road – the meeting noted that, as mentioned previously in the meeting the Clerk was continuing to chase, following further complaints from residents, for clarification from SCC as to whether the correct gear had yet been installed in the lights which would control the timings of the switch in the lighting columns to allow part night lighting as per the lights in the remainder of the village. Clarification was also being sought as to whether the Developer would be able to include a shade or change of lantern to reduce the light spillage.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk:
 - State of Ixworth Road – sides of road breaking up and emergence of potholes
 - Tarmac on Barton Road by the Fox and Hounds roundabout
 - Lack of kerbing along Ixworth Road down to College Park and drain covers sitting proud in the road
 - Potholes along the road from the railway bridge to Fishwick Corner.

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/were dealing with issues relating to cleaning of the War Memorial; parking; allotment transfer on the Hopkins Homes site; PROW; siting of equipment awarded by MSDC to the PC under the Welcome Back Fund.
- b) To note the temporary closure of the Stowmarket Recycling Centre from 28 February to 14 March 2022 due to essential resurfacing work.
- c) 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) Council's Full Committee Meeting – 16th February 2022 – commencing at 6.30pm
- b) Planning Committee Meeting – 16th February 2022 – commencing at 7.30pm

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- c) Recreational Facilities Committee Meeting – 23rd February 2022 – commencing at 6.00pm
- d) Climate Awareness & Environment Committee Meeting – 23rd February 2022 – commencing at 7.00pm
- e) Policy and Resources Committee Meeting – 18th February 2022 – commencing at 10.30am
- f) Parish Council Meeting 2nd March 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 21.05pm.

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
PROW	Public Rights of Way
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 – 02.02.22**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office Cleaning	1353	BACS	84.00	0.00	84.00
Oaks CCTV – cable and relocate BT router and set up NVR for remote viewing	1354	BACS	105.00	21.00	126.00
B Morris – Ornamental tree – St Peter’s Way	1355	BACS	37.50	7.50	45.00
Suffolk.cloud – 2 no. Councillor email addresses	1356	BACS	28.00	0.00	28.00
Gipping Press – February Newsletter – tbc	1357	BACS	862.00	0.00	862.00

Accounts paid since 01.01.2022

New Green Trust – Office Suite Rent (Jan 22)	1338	SO	385.09	0.00	385.09
Plusnet – Telephone & internet (Jan – Feb 22)	1339	DD	28.35	5.67	34.02
BT – Broadband for CCTV	1340	DD	55.92	11.18	67.10
Adobe Systems Software – Acrobat Pro DC	1341	CC	12.64	2.53	15.17
Amazon – Stationary – filing accessories	1342	CC	37.02	7.41	44.43
SCC – Licence to install village noticeboard – School Rd	1343	CC	150.00	0.00	150.00
SCC – Licence to install village noticeboard – Heath Rd	1344	CC	150.00	0.00	150.00
BMSDC – Discharge of conditions – Recycling Centre	1345	CC	116.00	0.00	116.00
McAfee – Annual Subscription	1346	CC	89.99	0.00	89.99
Amazon – Stationary – Keyboard & mouse	1347	CC	19.16	3.83	22.99
Salaries – January 2022	1348-1352	BACS	3891.15	0.00	3891.15

Items paid following authorisation at meeting of 12th January 2022

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

Receipts received since 01.02.22

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	3.29	0.00	3.29
Newsletter Adverts – renewal	Bacs	27.00	0.00	27.00
VAT Reclaim – August – December 21	Bacs	8077.57	0.00	8077.57

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transfer	Reason for transfer
26.01.22	Internet	1721	4092	£30000.00	Withdrawal into current account to offset bills

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