

THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 3rd November 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: County Cllr. P Otton; District Cllr. H Richardson; 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/>.
2. **APOLOGIES** –
 - a) Apologies for absence were received from Cllr. Rainbow due to personal commitments.
 - b) The meeting agreed to accept the apologies submitted, aif.
 - c) The meeting noted the apologies submitted from District Cllr. Turner.
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 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 approve the following minutes:
 - Full Council Meeting of 6th October 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.
 - Full Council Meeting of 20th October 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.
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:
 - Buses – routes axed – impression is that it is a lack of drivers but Cllr. Otton is looking at having this investigate further.
 - COVID-19 - Suffolk has become a risk area and will benefit from government assistance.
 - A1088 Bridge Restriction – the PC agreed that it would be beneficial if it were involved with any meetings for such restrictions that might impact on Thurston.
 - CIL money for Phase 1 for the TCC – whilst this phase had had the community agreement removed from it, MSDC was holding against them that there has to be a Community Benefit overall for the final result on this land and that such amendments to the original bid should have involved real community engagement.
 - Report from District Cllr. Turner – the written report was taken as read.
 - Report from District Cllr. Richardson – the circulated report as submitted was taken as read and the following were brought to the meeting’s attention:

So signed by the Chair at the meeting of 1st December 2021

- CIL – request to remove the Community User Agreement (CUA) from the bid previously approved came from the school for both Phase 1 and 2. It was agreed within the technical assessment that the CUA will be attached to Phase 3.
- JLP – paused by the Inspector for clarification and further evidence over the spatial strategy.
- When requested by Cllr. Richardson, it was confirmed that in relation to the Judicial Review into the Planning Application for Beyton Rod, judgement had been reserved by the presiding judge and would be issued shortly.
- MSDC Cabinet had passed a number of funding opportunities in the sum of £5m for projects supporting wellbeing initiatives.

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 – the following matters were brought to the attention of the meeting:
Representatives from Thurston Football Club introduced themselves and made the meeting aware that they were in attendance to put a face / name to the Club and to briefly outline the overall plans for the club in that they wished to expand and facilitate further growth across all age groups. Funding matters were discussed and would need to be addressed for any financial bids moving forward. It was noted that the Club had been invited to attend the next Recreational Facilities Meeting to outline their aspirations in more detail.
- b) Written representations submitted prior to the meeting – an email relating to Planning Application DC/21/05686 was noted as having been received and circulated to all Councillors.

7. POLICE MATTERS

- a) To receive a report from PCSO Smith on crimes relating to Thurston – Council confirmed that they had received the circulated report from the Clerk earlier that day with a summary of the crimes and work undertaken by PCSO Swain since being in post. PCSO Swain reported ongoing parking issues with the new residential areas and in particular the traffic lights on Norton Road.
Council was requested to approve the request from PCSO Swain to liaise with the College over possible measures that it could undertake in communicating to parents and staff the use of the car park to the rear of the College for the dropping off and collecting of school pupils.
PCSO Swain also confirmed that whilst there should be a vehicle available to her, currently she is given first call on any available vehicle. The Clerk was asked to follow this and check the provisions of the contracts as to whether there should be a dedicated vehicle for the funded role. There were no other particular crimes or matters that required being brought to the Council's attention.
- b) To consider matters for referral to Stowmarket SNT – there were none at this stage.

8. STATUTORY BUSINESS –

- a) Parish Council vacancies – to consider candidates for co-option to the Parish Council to fill the current casual vacancies –it was noted that none had come forward. The meeting was made aware that the postcard, to be delivered to all dwellings in Thurston advertising the need for Councillors to come forward, had now been produced and would be distributed to all for delivery over the coming weeks.
- b) Lorry Route Map Review in Suffolk – Council to formulate a response to the community-led review to report the three most important issues associated with lorry movement in the community – looking at pinch points and traffic movements of HGV to build into the responses as to where the lorry routes should be mapped. Those accessing Thurston from the Rougham A14 along Mount Road using Thedwastre Road/Sandpit Lane via Pokeriage Corner accessing the central village route running along New Green. Beyton Road/Church Road past The Planche. Barton Road/Norton Road running past the Community College and the Primary School. Noted that roads usage have changed significantly since the last time such a review was undertaken.
- c) PCC Consultation on new Police and Crime Plan – Council to consider a response to the Draft Police and Crime Plan 2022-2025 – survey closure date is 22nd November 2021 – noted that there was no mention of the role and/or future of PCSOs. Agreed that the PC should mention the role of the funded PCSO and

So signed by the Chair at the meeting of 1st December 2021

that they fulfilled a valuable community role. Clarification of the breakdown of the roles within Suffolk Constabulary and numbers for each was also to be requested.

9. PLANNING APPLICATIONS TO BE CONSIDERED BY THE PARISH COUNCIL:

a) Planning Applications to be considered by the Parish Council: full details of the applications listed below are available to view online by visiting:

- DC/20/01716 – Application for planning permission - Hybrid Application: Erection of 165 No. dwellings (inc. 61 affordable) together with associated access, infrastructure, landscaping and amenity space (applied for in full) and 9 no self-build plots (applied for in outline with all matters reserved, access to be considered) @ Land On The North Side Of, Norton Road – re-consultation – it was agreed that the application had no or limited changes and that the Council’s original stance as outlined in its latest letter of 24th May 2021 remained valid, aif.
- DC/20/01249 – Application for reserved matters - submission of details under Outline Planning Permission 5070/16 - Appearance, Landscaping, Layout and Scale in respect of Phase 2 - Erection of 104 no. dwellings @ Land On The North Side Of, Norton Road – re-consultation - it was agreed that the application had no change and that the Council’s original stance as outlined in its latest letter of 24th May 2021 remained valid, aif.
- DC/21/05686 – Application for planning permission without compliance of conditions relating to DC/21/01207 (Phase 3, Plot 2) for the variation of Condition 1 (approved plans and documents) @ land south of Barrells Road – Council was in agreement that it would repeat its response of 23rd July 2021 as there were no new comments as nothing had changed, aif.

b) Planning matters coming forth:

- To receive and consider issues relating to parking for those accessing the Primary School on Norton Road and Community College on Norton Road – it was agreed that this needed to be monitored in terms of pedestrian crossings and traffic lights not working outside of the Primary School and behaviour of drivers outside the
- To receive a response to a request for information from SCC Highways relating to the lack of a crossing point at the junction of Norton Road/Ixworth Road and Station Hill -
- To receive an update on the Judicial Review on behalf of the Parish Council as the Claimant in the High Court of Justice – Queen’s Bench Division Planning Court between Thurston Parish Council and Mid Suffolk District Council and Bloor Homes Limited (2) and Sir George Agnew – whilst it was known that the hearing had been held on 20th and 21st October, it was confirmed that the Judge had reserved judgement and would now review the facts and issue their findings in due course.
- To note the delay of the Examination of the Joint Local Plan in relation to Matter 9 Hearing Sessions as Babergh Mid Suffolk District Councils have proposed to undertake further work regarding the plan’s spatial distribution and the housing site selection process.

10. TO CONSIDER MATTRES RELATING TO NETWORK RAIL: to receive an update form the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail – the Clerk advised that an update had been received from the Assistant Director Planning and Building Control at BMSDC in which it was stated that the lead liaison officer at Network Rail has now left Network Rail and that, as of yet, they have not provided a named replacement. Network Rail are undertaking further pedestrian and traffic modelling and have done “some work” on possible bridge solutions. He had not been able to get further detail on exactly what this is. It would appear that the intention was to ensure that this project is fed into the wider Ely-Ipswich level crossings option selection report in December. It was also confirmed that SCC highways were involved through two Senior Officers and that to date no monies had been called down or paid over. The Clerk confirmed that she had stated to all that without a finalise scope of road safety audit there was little evidence as to how the Client Requirements Document (which was to be signed off by NR, SCC and MSDC) could be progressed.

11. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 03.11.21) - 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 – 03.11.21) - 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 – 03.11.21) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31.10.21 (Paper 4 – 03.11.21) - Council noted the overall bank balances of £513,714.16 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of October had been 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 – 03.11.21) - Council noted the monies that had been expended, monies that had been provisionally allocated and those falling due later that year.
- f) To receive the Internal Control Review as carried out by Cllr. Rainbow for the period ending 15th October 2021 (Paper 6 – 03.11.21) – Council noted the report submitted and that there were no matters raised for Council’s concern.
- g) To approve the costs to be incurred to replace the failed lights (80w MBFU lantern) and carry out upgrades at columns 86, Cavendish Close; 93, Church Road and 147, School Road. The associated cost to upgrade all lanterns with a more energy efficient LED lantern (and pole bracket at column 93) is to be £1,488.74 + VAT (call against Neighbourhood CIL monies) – Council agreed to approve the upgrade of the lights as outlined in the proposal, aif.
- h) To approve the costs to be incurred for a Feasibility Study and Surveys to assess the suitability of a zebra crossing on Sandpit Lane. Cost for study to be £3,530.77 (inc. VAT) and to be paid in advance (call against Neighbourhood CIL monies) – (Paper 7 – 03.11.21) – following the submission of the Clerk’s paper to Council agreement was forthcoming to fund the feasibility study noting that the fixed fee would cover: site visits; vehicle survey; pedestrian survey; design considerations; utility requests; designer hazard identification; design and construction estimate and the feasibility report. The fixed fee cost of £3,530.77 (inc. VAT.) was noted and given that this project had been identified within the Council’s own PIIP, agreement was also forthcoming that the study should be funded as a call against the Council’s Neighbourhood CIL monies, aif.
- i) To consider and approve the costs to be incurred for the upgrade of the Parish Council’s remaining 61no 80w MBFU lanterns with energy efficient LED lanterns (and associated works) at an estimated cost of ££34,395.00 (call against Neighbourhood CIL monies) – (Paper 8 – 03.11.21) – following the submission of the Clerk’s paper based on costs provided from Suffolk County Council Growth, Highways and Infrastructure Department, the meeting approved noted the costings as outlined and to approved of one order in the sum of £34,395.00 for investment in street lighting in Thurston to be carried out within the given timescales. Council further approved the sum of £34,395.00 to be regarded as a valid bid against the Thurston Neighbourhood CIL pot.
- j) Big Weekend – to note that the Big Weekend had raised funds for Suffolk Mind to the tune of £533.70.
- k) Litter Picker – to note that the Litter Picker contract has been increased by two hours a week to cover the New Green Open Space area. The New Green Trust is aware that any additional costs (for increased hours) over the standard amount will be re-charged to the New Green.

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

- a) To receive an update on the partnership working with the PCC in the production of the Thurston Community Newsletter – the meeting noted that there appeared to have been issues with getting copy to the printers in time for a delivery date by the end of the month (October). The Clerk and Deputy Clerk were taking proactive steps to ensure that the issues relating to this matter were taken in hand. The Clerk advised the meeting that the prepaid sums of money held by the PCC for advertising had now been handed over to the Council. It was noted that whilst the Editor and Clerk had met to discuss a formal

So signed by the Chair at the meeting of 1st December 2021

contract this had as of yet not been formally signed but would be so by the end of the week. Council was informed that the Editor would work within the PC Office for a couple of hours each Wednesday on the production of the newsletter.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk – there were no matters raised.

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 both the Clerk and Deputy had dealt with issues over reduction in bus services; surveys relating to action being proposed in terms of maintenance by BMSDC; leaves on pavements; hedgerow maintenance and issues relating to the pedestrian lights (temporary) on Norton Road.
- b) To note the Clerk has reported the damage glass of the bus shelter on Heath Road to the relevant authorities for a chargeable repair.
- c) To note the Clerk has reported the damage glass of the bus shelter on Sandpit Lane to the relevant authorities for a chargeable repair.
- d) To note that the Clerk has reported the non-functioning of the streetlights on Pole 114 and 115 across the New Green footpath.
- e) Great Green – following representations made to the PC and SCC by a resident over the increase in traffic numbers and speeding vehicles that were particularly evident along a stretch of Great Green, it had been agreed by County Cllr. Otton that she would fund a traffic count / speed survey from her locality highways budget for the route from the outskirts of Thurston to that of Norton. This would then provide the basis of discussion over what further interventions can be undertaken to counteract the speeding issues.
- f) Meadow Lane – it was reported that, following intervention of District Cllr. Turner, Enforcement had written to Vistry (Linden Homes) and that they were now taking relevant action over the following: the hedge have been planted with natural species, the verges have been raked and seeded, with grass suitable for verges and the verges were due to be rolled that day. However, overall there had been no action with regards to the ditch and the rubble within it as it would appear vehicles were still using the entrance to get onto the site.
- g) West Suffolk NHS Foundation Trust – the meeting was informed of the launch of the second round of pre-application public planning engagement sessions for the outline planning application for the new hospital to be built on the preferred site of Hardwick Manor. All were advised that this had been advertised on the parish website.
- h) Official Opening of Thurston CE Primary Academy – 9th December 2021 – following circulation of the invitation to attend the opening, Cllrs. Dashper, Haley and Morris confirmed that they would like to attend the event. The Clerk agreed to submit names prior to the requested date.
- i) To receive items of correspondence for noting only – it was confirmed 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 – *post meeting note: some meetings have had start times changed.*

- a) Planning Committee Meeting – 17th November 2021 – commencing at 6.30pm
- b) Council's Committee Meeting – 17th November 2021 – commencing at 7.30pm
- c) Recreational Facilities Committee Meeting – 24th November 2021 – commencing at 6.30pm
- d) Policy & Resources Committee – 19th November 2021 – commencing at 10.30am
- e) Full Council Meeting – 1st December 2021 – 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 – none to be discussed.

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

So signed by the Chair at the meeting of 1st December 2021

Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Chq.	Cheque
Cllr.	Councillor
CMP	Construction Management Programme
Cttee.	Committee
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
JR	Judicial Review
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
Pdf	Portable Document Format
PIISG	Parish Infrastructure Investment Steering Group
Rec.	Recreation
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TNPSG	Thurston Neighbourhood Planning Steering Group
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

Appendix B**Accounts submitted for payment – 03.11.21**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office Cleaning	1272	Bacs	120.00	0.00	120.00
Gipping Press – Councillor Vacancies postcard	1273	Bacs	148.90	29.78	178.68
M&TJ's – Grass cutting – War Memorial, Church Road	1274	Bacs	60.00	12.00	72.00
Kompan – Operational Inspection – New Green	1275	Bacs	148.75	29.75	178.50
SCC – Upgrade of lanterns – Column 20 Heather Close	1276	BACS	457.11	91.42	548.53
Thurston Pre-School –Part Claim - Approved CIL Bid	1277	BACS	8061.50	0.00	8061.50
M&TJ's – Grounds Maintenance	1278	BACS	250.00	50.00	300.00
MSDC – Annual Play Inspections 2021	1279	BACS	202.16	40.43	242.59
Gipping Press – Newsletter – November edition	1280	BACS	Tbc	Tbc	Tbc
Village Handyman – Cleansing of 30mph road signs	1281	BACS	44.25	0.00	44.25

Accounts paid since 01.10.21

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Oct 21)	1257	SO	385.09	0.00	385.09
Plusnet – Mobile (Oct - Nov 21)	1258	DD	6.40	1.28	7.68
Plusnet – Telephone & internet (Oct - Nov 21)	1259	DD	26.68	5.34	32.02
Amazon – prime	1260	CC	7.99	0.00	7.99
Adobe Systems Software – Acrobat Pro DC	1261	CC	12.64	2.53	15.17
Amazon – Stationary	1262	CC	8.32	1.67	9.99
Eurooffice – Stationary	1263	CC	33.12	6.62	39.74
Eurooffice – Stationary	1264	CC	73.79	14.75	88.54
B&Q – Plastic Garden Storage – Library (CIL)	1265	CC	387.50	77.50	465.00
Amazon – VGA Cable	1266	CC	6.66	1.33	7.99
Timpson – Cylinder Keys	1267	CC	8.75	1.75	10.50
Salaries – October 2021	1268- 1271	BACS	4315.10	0.00	4315.10

Receipts received since 01.10.21

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	£1.80	0.00	£1.80
BMSDC – CIL Payment	Bacs	£160,177.08	0.00	£160,177.08
VAT – March – July 21 Reclaim	Bacs	£6,956.06	0.00	£6,956.06
Newsletter Advertising Receipts	Chqs.	£964.00	0.00	£964.00
1 st Thurston Scouts – Remembrance Wreath	Bacs	£18.50	0.00	£18.50
PCC of Thurston – prepaid Newsletter Adverts	Chq.	£2,997.50	0.00	£2,997.50
Rougham Estate Farm – Newsletter Advert	Bacs	240.00	0.00	240.00

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
22.10.21	Internet	4092	1721	£25000.00	Increased interest rate for funds – part of CIL EARMARKED RESERVES
29.10.21	Internet	4092	1721	£25000.00	Increased interest rate for funds – part of CIL EARMARKED RESERVES

So signed by the Chair at the meeting of 1st December 2021