

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 1st February 2023 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllr. Dashper (Chair), Cllrs. Balaam, Cornell, Hay, Morris, Rainbow and West.

Also in attendance: County Cllr. Otton; District Cllr. Davies; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk, PCSO Swain and 18 members of the public.

1. **OPENING** – the Chair 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. Bond for personal reasons.
 - b) **Council agreed to approve the apologies submitted, aif.**
 - c) The meeting noted that District Cllr. Richardson had submitted his apologies for the meeting.
 - d) The meeting was also made aware of Cllr. Haley’s resignation from the Council. As this had been received in writing by the Chair, the resignation was effective immediately and the Clerk had informed Electoral Services at MSDC. The casual vacancy would be advertised in accordance with legislation. The Chair confirmed that he had thanked etc contributions to – he expressed regret at having to write the letter which was accepted by the chair with regret
3. **DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50 –**
 - a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllr. Dashper submitted a disclosable pecuniary interest for agenda item 10a). There were no further interests submitted. Cllrs. Morris and Hay declared a personal interest for Agenda Item 10e - CIL application from Rougham Primary School.
 - b) To receive notification of gifts of hospitality exceeding £50 – there were none submitted.
 - c) To note the determination of requests for dispensations in accordance with Council’s Dispensation Policy – there were none to be reported.
4. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS: (all as previously circulated):**
 - a) To approve the following minutes: full Council Meeting of 11th January 2023 – **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: Planning; Policy & Resources Committee and Leisure & Environmental 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
 - Disappointed with the response from Network Rail
 - Recycling Centre possible restrictions
 - Report from District Cllr. Austin Davies - the written report as submitted was taken as read and the following points were brought to the meeting’s attention:
 - SALC relationship being developed
 - Simplified Council Tax in terms of Universal Credit receipts
 - Debt has been reduced by £6m.
 - Agreed to increase the numbers of Councillors from 11 to 13 for Thurston.

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Cllr. Otton left the meeting at this point.

- Report from District Cllr. Harry Richardson – the written report was taken as read and there were no matters to be brought to Cllr. Richardson’s attention. An update as provided by Cllr. Richardson would be provided under Agenda Item 9b).

6. PUBLIC FORUM –

- a) to receive matters of concern from members of the public in attendance on the agenda submitted – the following comments not relating to the agenda as submitted were received–
land next to the assisted living scheme – what are the plans for this? At the LEC Committee meeting it was stated that these would be discussed.

It was confirmed that this land belonged to a separate Charity and that any questions over its future use should, in the first instance, be directed to the Charity.

- b) to receive comments relating to Thurston in general –
a matter was raised concerning the recently issued statement that the Parish Council would be supporting two planning applications that had been subject to pre-application discussion and raised concerns as to the manner in which this had been brought about and the impact that the proposals would have for the land between Barrell's Road and Stoney Lane and along Church Road.

The Chair stated that there will be further details as the process is developed and that the application is still subject to full planning application – it is a progressive process. The PC will have a measure of control over design of the proposal at outline stage. The Chair also explained the planning gain that the Council had taken into consideration which was linked to the proposal that will be submitted.

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 and Stowmarket SNT up to 31st January 2023. Stowmarket SNT Team were relocating to a new site in Needham Market with the Fire and Ambulance Services as a shared services site. An explanation was also given as to the procedures followed when the SNT receives an abandoned call. PCSO Swain made the meeting aware that given the referrals received relating to speed, the SNT were interested in talking to the Parish Council in setting up a Community Speedwatch Scheme.
- b) To consider matters for referral to Stowmarket SNT – there were no matters for referral.

8. STATUTORY BUSINESS –

- a) To consider nominations for co-option to the Parish Council to fill the two casual vacancies – there were no nominations for the Council to consider.
- b) To carry out the annual review the Council’s Standing Orders and Financial Regulations – **it was agreed that, the Council, having received both the circulated adopted Standing Orders and adopted Financial Regulations, dated March 2023, confirmed that they have been reviewed, were deemed to be fit for purpose and that it agreed to adhere to them as written, aif.**

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) to receive an update from the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be conducted by Network Rail – all noted that an update had been provided which gave details from the project sponsor confirming the following network rail procedures: Anglia Investment Panel (AIP) approved the investment paper and granted authority subject to receipt of the signed and approved third party Basic Services agreement (BSA); The Basic Services Agreement (BSA) has been submitted to Anglia Governance Panel (AGP) in December 2022 and is now with one of the members of the Panel who will review and approve the agreement; once the agreement has been approved by the AGP, this will be shared with the District Council for their final review and signature. Upon the receipt of the sign agreement NR will need to sign the document as well. When all signatures are in place for both panels (AIP & AGP), the authority will be released which practically means that the 2 parties will enter officially into contract.
- b) to receive an update on the Community Action for Thurston (CATS) campaign to improve the appearance and use of the Thurston Station Building – the Clerk provided the meeting with an update received from CATS

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in which it was confirmed that i) MSDC - Cllr Harry Richardson had written to CATS that MSDC would like a survey of the building and a costing for the refurbishment works. CATS replied that neither CATS nor (probably) the Parish Council would fund this and that MSDC might have a surveyor that could do this work. Cllr Helen Geake has given CATS her support and will look into whether MSDC would be able to fund the survey and estimate ii) Access & Parking - Greenway Homes has replied to CATS that they can see no possibility of allowing vehicular access over their land at the front of the station. The Greater Anglia Portfolio Manager has agreed to look into the original sale contract for the land. The lack of access remains a major problem for any potential tenant iii) Site Visits - two dates have now been arranged for site visits - February 8th MARPA (Mid Anglia Rail Passenger Association) with the Greater Anglia Community Liaison Manager and February 9th CATS, the Chief Executive of The Gatehouse Centre, and a Men's Shed representative with the Greater Anglia Portfolio Manager iv) Greater Anglia has replied that there is minimal flexibility with their lease terms for Community Organisations. It was emphasised that a business plan would be essential and that a Full Repair Lease (FRL) would be the standard arrangement. The Gatehouse Centre is interested in the possibility of using the building for their Food Bank operation. The Men's Shed Organisation is interested in whether it's a possibility for developing a new site in Thurston.

The meeting was made aware of an email from District Cllr. Richardson in which it was stated that MSDC's economic regeneration team have agreed to meet with CATS to explore options to redevelop the building (subject to an agreement or lease with Greater Anglia), but they have suggested that the first step would be to obtain a full condition survey before this project proceeds any further. Officers at Mid Suffolk have indicated that they cannot fund this themselves and, because CATS are not a formal group or legal entity with their own bank account, they are not eligible for locality funding either. He wished to pose the question to the Parish Council as to whether it would be willing to fund this survey – officers at Mid Suffolk estimate this would be under £1k. *The meeting considered this matter further, but it was agreed that this was not something that the PC could pay for constitutionally and that it was constrained by the limitations placed on it within the CIL regulations and statutory legislation. All further agreed that the access point was needed prior to this project being taken any further.*

Cllr. Austin left the meeting at this point.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 01.02.23*) - the items awaiting payment were verified and explanations given where appropriate. **Those eligible so to vote approved those items as submitted under Paper 1 for payment, as seen at Appendix B, aif.** *It was noted that Cllr. Dashper did not take part in the matter under discussion or the vote that took place.*
- b) To note the accounts paid since the last meeting (*Paper 2 – 01.02.23*) - **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 – 01.02.23*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31st January 2023 (*Paper 4 – 01.02.23*) - Council noted the overall bank balances of £254,408.16 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of January is still to be verified and signed off by Cllr. Rainbow. The Clerk provided the meeting with an explanation as to the change in format of the Statement of Accounts which now incorporated bank balances and the income and expenditure account to date.
- 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 – 01.02.23*) - Council received the up-to-date position from known expenditure and noted that once all committed funds were realised there would be a potential available balance of £228,507 which would fall to £205,677 if the estimated costs for approved projects coming forth against the CIL pot were realised. It was noted that this sum would reduce once projects under 10f were approved.
- f) To receive and consider the validated applications under CIL Bid Round 2 (*Paper 6 – 01.02.23*) – Council reviewed and considered the paperwork associated with the 6 bids that had been submitted within the

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timeframes and agreed the following course of action: **Bid 1 Footpath Leading to the Church – following a discussion on materials to be used, the bid of £3,168 was supported with a request that aesthetics be considered in the type of material to be used, aif; Bid 2 - Supply only of 36 birdboxes – the bid of £504 was approved noting that the project could be expanded (subject to a further CIL bid) if demand was not satisfied, aif; Bid 3 - EV Charging Points at the Recreation Ground Car Park – the bid of £8,000 was supported subject to the Council’s own Financial Regulations for procurement, aif; Bid 4 - Rougham Primary School Swimming Pool Refurbishment – the bid of £12,500 was approved noting that access was not only for pupils but also for residents of Thurston, aif; Bid 5 – Street Lights Barton Road – the bid of £6,200 to enable further lighting to be installed between Furze Close and Marley Close was supported, aif; Bid 6 – Community Infrastructure Project – all noted that the requested sum of £15,000 would in essence be a revenue cost to support a parttime post to open up the facilities within the parish. Whilst all agreed that this project should be supported and would be beneficial to the community as a whole, it was agreed that the Council would be willing to fund it as a match funded project to a maximum of 50% and that a revised proposal be the subject for debate at a further Council meeting, aif.**

- g) To note confirmation of receipt of the Precept Form as served on the Charging Authority in January 2023 – Council noted that MSDC had confirmed receipt of Thurston Parish Council’s Precept Upon the Charging Authority with a precept for 2023/24 of £152,920. This would be paid to the Parish in two instalments, 50% in April 2023 and 50% in September 2023. This precept gave the Parish a Council Tax Band D amount of £92.94. This is an increase of 2.23% on 2022/23. These are the amounts that will be shown on the Council Tax Bill. The Clerk also confirmed that in accordance with required information for the publication of Council Tax budgets 2023/24, the Clerk had provided Mid Suffolk District Council with a further breakdown of the Council’s budget for the years 2022/23 and 2023/24 as the Council now had a precept greater than £140,000.

11. TO CONSIDER PLANNING MATTERS RELATING TO THURSTON

- a) DC/23/00177 - Discharge of Conditions Application for DC/20/01249 - Condition 4 (Written Liaison Scheme) @ Land On The North Side Of, Norton Road – following a review of the documentation submitted, **all agreed that the Clerk should push back on the scheme as written and request that a more detailed liaison scheme be submitted, aif.** Reference was made to the Communications Strategy as submitted by Housing 21 under planning application: DC/23/00227.
- b) DC/23/00227 - Discharge of Conditions Application for DC/21/04549 - Condition 10 (Construction Surface Water Management Plan), Condition 14 (Parking and Manoeuvring), Condition 16 (Construction Management Plan), Condition 17 (Cycle Storage and Showers) and Condition 30 (Parish Council Liaison) @ Land On The South Side Of Heath Road – all agreed that the paperwork submitted to sign off Condition 30 was a very comprehensive document and had been the subject of previous communication with Housing 21. With regards to the paperwork submitted for Condition 16 all agreed that there was a need to ensure that the plan submitted was amended to show an up-to-date route and travel plan. It was also agreed to enquire as to whether lighting under Item 10 of the Construction Management Plan could be conditioned so that there was minimal impact on neighbouring properties outside of working hours. It was noted that statutory authorities would also be asked for comments with regards to flooding; land contamination and highway matters.
- c) EN/14/00200 Parts A and B, 23rd August 2019. EN SF/EN/14/00200 28th September 2016. EN SF-EN/14/00011 - Material Change of Use. Jo Thorne email dated 1st December 2020. ALL Appeals and Enforcements on the Fields, Beyton Road, Thurston Since 2010 – the meeting was informed that a response on the outstanding matters relating to the breaches of the two enforcement notices and inspector’s appeal decision concerning Land at Beyton Road, Thurston (also known as Field of Dreams) had been received from the case officer in which it was stated that the prosecution file has been prepared and is currently with the Council’s legal team. A request for further information will be submitted to the District Council’s legal team to see what is happening with the case and further updates will be provided when one is available.

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 – all noted that the Newsletter Editor had coordinated the distribution of the newsletters to the nominated persons and that there appeared to have been no issues. It was confirmed that there were no issues with the overall production of the newsletter.

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- b) 33 Acre Project, Heath Road – i) to receive a summary of comments made at the public consultation event held on 12th January 2023 – all were made aware that the results of the event on 12th January 2023, having been analysed by the Ben Wragge Charity were available to view on the Parish Council’s website under associated papers for the meeting and on the Ben Wragge Skatepark Charity website: <https://benwraggecharity.co.uk/wordpress/> & ii) to receive a summary of the Officer meeting held on 25th January 2023 to discuss same – the meeting was provided with an update by the Clerk on the meeting that had taken place with the PC, MSDC Infrastructure Officers, District Cllr. Davies and the Ben Wragge Charity Chair which covered: details of the 2nd consultation event; changes to the name and objects of the Ben Wragge Charity; an update on the pre-planning meeting with West Suffolk District Council Planning Department; CIL funding for such a project; costs of a planning application and the gift of the land. It was stated that the Charity did not currently have the funds to progress an application and doing so on its own may not be the most suitable vehicle and would not be able to accept the gift if they were unable to see a way of funding and progressing the project. It was confirmed that the current proposal was overall well received by the planning officers of West Suffolk DC and that the planning balance would be significant community gain. Guidance was given on layout changes and documents that would be needed should a planning application be forthcoming: Noise Impact Assessment; Flood Risk Assessment and drainage strategy; preliminary ecological appraisal (there may also be a need to provide at least 10% Biodiversity Net Gains); Landscape and Visual Impact Assessment; Arboriculturist Impact Assessment and Phase 1. It was queried by MSDC Officers as to how the objections will be facilitated during the planning process and the practicalities of addressing the cumulative impact and whether phasing of the site in planning terms was preferable. Costs for an outline planning application to cover access road, car park and outline of facilities would be in the region of £60-100K. The Infrastructure Officer from MSDC confirmed that prior to a CIL Bid being deemed to be valid from a community group the following would need to be in place: Costing Strategy; Delivery Strategy; Funding Strategy and Maintenance Strategy. All Officers agreed that MSDC would expect to see the PC as the lead as they have localised planning expertise, exist in perpetuity, are part of legacy and would be addressing a need and that such a project should be phased. Advice was given to the Charity as to sources for potential funding advice and for deliverable costing plans to be obtained from all organisations wishing to have an input on the site.
- c) To receive an update on the Officer meeting to discuss outstanding s106 income and delivery of infrastructure and to review CIL collection and expenditure for the Parish. This will encompass update on Ixworth Road/Station Hill/Norton Road Crossing Point – the meeting was made aware that in essence very little information had been forthcoming concerning road improvements as outlined within the s106 agreements for the significant four developments that had commenced work. The sums of money paid over under such agreements were evidenced but to date limited expenditure had been incurred on those areas identified as requiring mitigation. It had been agreed that the Clerk would review the paperwork submitted and liaise with SCC as to the projects that were of most concern to the community. The PROW Team, who were also in attendance on the Teams Call, had confirmed that works were ongoing to Footpaths TH1, TH6, TH7 and TH18. It had also been agreed that the team would be looking into the New PROW that was to be built along the southern boundary of Grange Park to Heath Road and Cycle Route 51.
- d) To receive a further update from the SCC Highways Community Liaison Engineer on the footpath leading from Denby Homes Estate onto Sandpit Lane – all were advised that an inspection and measurements had taken place prior to Christmas and that although the internal specialist teams had appeared to be supportive, further checks were required as to whether the footpath was Public Highway and under SCC’s ownership. It has been confirmed that this area is currently subject to a Section 278 agreement where the developer has entered into a legal agreement with the Council, to make alterations and improvements to a public highway, as part of a planning application. Currently the s278 works in the area are not complete (they have works on Church Road to complete yet). The Highways Community Liaison Officer has been in contact with the Development Control Team about the Council’s request for a guardrail and has been told that their initial observation is there would be an issue to install a guardrail here in that the area is an emergency access route so will need to be kept clear of obstruction. Development Control have since stated that once all the scheme is completed, the site will be audited by a Road Safety Audit Team and have advised that if this issue (pedestrians coming out onto the highway across from the recreation area) is highlighted as a matter of concern in the audit it will be raised with the Site Designer to see if there is a solution / alternative.

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- e) To consider a recommendation from the Leisure and Environment Committee to commission a survey on the state of the Oak Trees on the Gravel Pit on School Road – it was recommended that remedial action was needed on a number of trees on health and safety grounds given the state of some of them in the area – **all agreed that the recommendation be approved and that Cllrs’ Hay and Morris be tasked with writing the specification detailing the trees to be covered and the reasoning for remedial action, aif.**

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk: the following matters would be actioned by the Clerk and Deputy Clerk under delegated powers:
- Pothole - Church Road – near new graveyard – Norton Road side - left side of the road.
 - Potholes – Thedwastre Road – south of the railway bridge including a large one to the south of Pokeriage Gardens.
 - Potholes – Pepper Lane.
 - Church Road – leaves around Memorial Church and on the pavement outside of the Church.
 - Pothole - Station Hill.
 - Dead tree – on green at Heather Close.

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

- a) Thermal Imaging Camera Project – all were reminded that the thermal camera would be available to Thurston during the period 21st February to 20th March 2023 to undertake the surveys. Further information would be sent out to those registered for the survey which would cover: timing of readings; weather conditions; external temperatures versus internal temperatures; access to external walls. Permission / data forms would be sent out over the coming weeks.
- b) To receive an update on issues relating to Ixworth Road – it was confirmed that SCC Highways had recently approved the drawings for changes to the s278 design and were awaiting a date for construction from the developers. They had a meeting mid-January where it was indicated that the works will be completed during the Easter holidays, but this is not yet confirmed. Agreement to bring this date forward was dependent upon Network Assurance allowing works along the road outside the holiday period due to the requirement for a road closure for some of the works.
- c) To receive an update from the clerk on the Elections for May 2023 – the Clerk gave a brief outline of the timelines for the upcoming parish and district elections with all noting the period for nomination papers to be submitted was between 16 March 2023 and 4.00pm on Tuesday 4th April. All were reminded that for this election onwards there was a requirement for all voters to have Voter ID. Further information would be released over the coming weeks with relevant articles placed on noticeboards and website and social media.
- d) To receive an update on installation of fencing on Meadow Lane (Vistry Homes) – the meeting was informed that the Clerk had liaised with Vistry Homes over the installation of barbed wire on land bordering Meadow Lane and it had been confirmed that this has not been installed by Vistry Homes or their management company, although it is along their site boundary. Arrangements would be made for its removal and the landscapers had been chased for a date for the installation of the correct post and (plain) wire fence. All were made aware that as per the reserved matters submitted for both Phase 1 and 2, to ensure that the western boundary was permeable for pedestrians, there would be four dedicated links through the western boundary.
- e) Community Governance Review – Council were informed that, at the meeting of 26th January 2023 of Mid Suffolk Council, the recommendation from the Community Governance Review Working Group for an increase in seats on Thurston Parish Council to 13 members (from 11) was so approved.
- f) High Street Safari – Hunt for the Lost Toys – the deputy Clerk provided an update which confirmed that 252 players had taken part and that 1,000,800 steps had been walked on the trail. The meeting was informed that the school had sent a thank you note for the prizes donated for the colouring competition.
- g) To receive the reports of items actioned under delegated powers – there were no further matters to report.
- h) To receive items of correspondence for noting only – it was confirmed that all matters not warranting a response had been previously circulated to all Councillors and/or actioned by the Clerk/Deputy Clerk.

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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 – 15th February 2023 – commencing at 7.00pm
 - b) Leisure and Environment Committee Meeting – 22nd February 2023 – commencing at 7.00pm
 - c) Policy and Resources Committee Meeting – 24th February 2023 – commencing at 10.30am
 - d) Parish Council Meeting – 1st March 2023 – 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 TRANSACTED –**
- a) To receive an update on the PCSO Contract effective 1st April 2023 – the meeting was made aware that the Clerk was still chasing for an update on the contract in terms of breakdown of costs to ensure there was a reasonable comparison year on year. **All agreed the further proposed changes as outlined by the Clerk and agreed that a marked car was essential, aif.**
17. **CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 21.07pm.

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
GA	Greater Anglia
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
ILCA	Introduction to Local Council Administration
JR	Judicial Review
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
LHB	Locality Highways Budget
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NEAP	Neighbourhood Equipped Area for Play
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
TPS	Thurston Primary School
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 – 1st February 2023**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office cleaning	1661	BACS	120.00	0.00	120.00
SHO Cleaning and Maintenance – install dog bins	1662	BACS	120.00	0.0	120.00
Glasdon – dog bin and clamp	1663	BACS	149.48	29.90	179.38
Rialtas Business Solutions - Conversion from I&E	1664	BACS	275.00	55.00	330.00
C Dashper – Christmas Tree Festival Expenses	1665	BACS	30.42	6.10	36.52
Gipping Press – February Newsletter	1666	BACS	1136.00	0.00	1136.00

Accounts paid since 1st January 2023

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (January 2	1650	SO	412.05	0.00	412.05
Plusnet – Telephone & internet (Dec 22 – Jan 23)	1651	DD	29.10	5.82	34.92
BT – Pavilion Broadband	1652	DD	33.72	6.74	40.46
Adobe Systems Software – Acrobat Pro DC	1653	CC	12.64	2.53	15.17
McAfee – Annual Subscription	1654	CC	89.99	0.00	89.99
Eurooffice – Stationary	1655	CC	69.48	13.89	83.37
Salaries – January 2023	1656-1660	BACS	4481.83	0.00	4481.83

Items paid following authorisation at meeting of 11th January 2023

SHO Cleaning and Maintenance – Office cleaning	1645	BACS	132.00	0.00	132.00
SHO Cleaning and Maintenance – Goalposts	1646	BACS	200.00	0.00	200.00
Kompan – Operational Inspection	1647	BACS	153.20	30.64	183.64
Urban Forestry – New Green Tree Works	1648	BACS	3600.00	720.00	4320.00

Receipts received since 1st January 2023

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	102.07	0.00	102.07
HMRC – Reimbursement of VAT – Qtr. 3	BACS	12246.74	0.00	12246.74
MSDC – Cleansing Grant – Qtr 3.	BACS	940.50	0.00	940.50
Newsletter Adverts – renewals	BACS	27.00	0.00	27.00

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