

THURSTON PARISH COUNCIL

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

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

Also in attendance: County Cllr. Otton; District Cllrs. Richardson and Davies; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk, PCSO Swain and 3 representatives from Bloor Homes.

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) There were no applicable apologies for absence.
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 – there were non submitted.
 - 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 1st February 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) To receive and note the minutes of the Policy and Resources Committee meeting of 24th February 2023 with particular reference to year-end procedures (draft form) - Council noted the draft minutes and the processes relating to year-end that had been carried out by the Committee under delegated powers.
 - c) 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:
 - White “H” lines outside of the recycling centre to be funded from Cllr. Otton’s LHB.
 - Highways contract awarded to the M Group – important to keep abreast of how well they are reporting and that they are fulfilling
 - Had to chase up Network Rail – it was confirmed that it was NR that should be sending out the updates – very little action being undertaken.
 - A14 – Highways England have put the dates back again and are not keeping relevant parish councils and County Councillors informed and up to date.
 - Report from District Cllr. Harry Richardson – the written report as submitted was taken as read and the following points were brought to the meeting’s attention:
 - Budget went through unanimously. Budget has been balanced with a freeze on council tax. Part of the budget includes a Community Development Grant fund which can include funding for a Feasibility Study (Thurston Station Building).
 - Gladman coming forward to Planning Committee on 8th March.

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- 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:
 - £2m for energy saving included in the budget – recommendation from the Green Party approved.
 - Fitness Suite and assets at TCC and Beyton – meetings with TCC to make these available to the community.

6. 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 28th February 2023. Pupils protests in TCC – dealt with in the school.
- b) To consider matters for referral to Stowmarket SNT – there were no matters for referral.
- c) To receive an update on the PCSO Contract effective 1st April 2023 – the meeting were informed that the Service Level Agreement had been signed by both parties following amendments which included: street surveys and engagement surgeries to be undertaken after discussions with the SNT and the PC; weekly engagement surgeries at the PC Office on a Wednesday to continue; reduction in the overall hours for the current incumbent of the post; contract to be for two years; a half-marked vehicle to be provided to ensure a visible presence in the village. A further breakdown of the funding costs had been provided to the Clerk and reviewed by the Chair and Vice-Chair.

7. 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 –

Representatives from Bloor Homes were in attendance to address the meeting: introductions were given: in attendance was Alex Clark, Design & Technical Director, Steven Lee, Architectural Consultant and Ruby Lord, Architectural Technician with confirmation that Bloor Homes was a local firm with sites in the local area and was regarded as a 5-star builder with a 95% rating for customer care and service. The application before the Council was the one at reserved matters and there was an understanding with the district that this would go to committee on 15th March 2023. Positive comments has been received from all of the statutory consultees thus far. Number of things have been changed in response to the consultation submitted in 2021. Confirmation was given that this was a site of 210 units with a mix 137 private and 73 affordable and contained a good rural mix. Ecological enhancements have been included – boundary hedgerows, insect bird boxes, bat and bird boxes. Car club was now part of the proposed scheme – 2 car park spaces and electrical vehicle charging points – pay as you drive scheme. £30k had been allocated for platform improvements at the station. A resume of the CIL and S106 package was also given.

With particular reference to comments made in 2021, Bloor Homes had reviewed a number of areas: 2.5 storey house types – reduced the quantity down to six; size of dormer windows reduced along with a change in design to reduce width; cycle way connection – along northern perimeter along down the western edge to link with Fishwick Corner; external materials – black pantiles – now omitted, black weatherboarding now to be white; natural clay tiles included; all plots have a shed for storage facilities; EV charging to be provided to all plots; sustainability enhancements – 50% of plots having PV panels and 50% having air source heat pumps; play equipment – now multi-functional equipment; details of gym trail equipment has been included; landscape amendments have been included as well as wildflower beds. It was confirmed that community engagement post planning is now standard including construction management plan and engagement with the parish council would be welcomed.

There followed a Q&A session with questions being posed by the County, District and Parish Councillors:

Thurston Railway Station – it has been suggested that the proposed pedestrian link, due to changes to the highway code, might now illicit a significantly different response from SCC Highways Department – have Bloor had any discussions over the travel links to the village and would they consider this moving forward?

Response: To get a S278 Bloor Homes will need to go through a second safety audit which will bring out any changes to allow approval to move forward. Monies have been included to be used for safety improvements at the station.

Pokeridge Corner & Fishwick corner need a review given the serious issues that have arisen at these areas is that possible?

Response: Bloor Homes will rely on SCC to advise the improvements that are needed – road safety audits will

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be needed prior to signing off any conditions (the proposals will be subject to a road safety audit level 2) with a further audit – road safety audit 3 - to be carried out after the improvements have been installed and changes could be made if the junction is not working as anticipated. The developer will need to rectify any defects found.

Was there a trigger point for s278 works to be installed?

Response: intention is to get s278 by first occupation given the extent of the works being done.

There are two railway bridges that access the village, have any adjustments or improvements be made to Thedwastre Road?

Response: there were none required by SCC as this was not covered in the outline permission given.

Where does Bloor stand on 10% biodiversity net gain.

Response: at this point in time this is only a requirement but will come into play from September 23. But Bloor have looked to enhance the hedgerows etc but there is no requirement at this stage to calculate this.

Footpath in the northwest corner leading onto Beyton Road what type is it?

Response: these crossing points will be raised tables as opposed to a pedestrianised crossing point.

What type of heating is being proposed?

Response: air source heat pump & PV panels with gas boilers with hydrogen conversion kits.

Does this comply this building regulations?

Response: under new part L, PV must be put into those with gas boilers. Customer extras are offered to purchase at source and be made as part of the build.

Why are gas boilers to be installed given that gas central heating will be banned in the next few years?

Response: in anticipation of this, whilst all new properties will be banned from having gas boilers, a blended boiler is being installed to allow conversion – this is preferable at this stage.

What is the potential timeline of buildout?

Response: if planning permission is given in March, Bloor will look to get s278 agreed within 6-9 months, will then commence on site taking 6-9 months for the first house to be ready. Anticipate build time of 3 – 4 years.

What are the plans for the marked area on the map on the other side of Pokeriage Corner?

Response: visibility improvements for the junction. A summary of the s278 will be shared.

Swales have been introduced – as a feature?

Response: swales will carry water as well as holding water – water is aimed to be usable. Statutory bodies now require these to be above ground with a carrier drain underneath linking into a pond with a control mechanism. Highways will use the swales to collect and store surface water.

Construction points – will the ingress and egress points be built out first?

Response: the construction environmental management plan has not yet been finalised but it Bloor would look to get the Beyton Road and Fishwick Corner works done first of all.

There is considerably more construction traffic in the village as the other sites are still building - how will this be mitigated to prevent further issues from arising?

Response: - what conditions would be preferable to the Council? Working hours could be conditioned and the Council could feed into the construction environmental management plan.

What is the maximum depth for the main pond –

Response: this will be specified by the LFA but there should be a maximum depth of 1.5 which will need to be tiered with specific gradings.

In the past, all of the Developers have promised to engage and have started out positive, but the Council has struggled to ensure there is active engagement after the first year or so. This needs to be maintained throughout the build. The Council has also sought to have a dialogue over the future ownership of management with regards to green open space and public access.

Response– under the s106 the public open space and public access areas will be under the control of a management company which is to be set up in accordance with a management plan - which in turn is linked to the properties through a TP1 with a managing agent and held and managed as such in perpetuity.

The Council would like to avoid the replication of play equipment and would like the opportunity to be part of the discussion.

Response: there is an obligation under the s106 for the play equipment to be approved as part of the reserved matters and the Landscaping Plans as submitted under reserved matters can be reshared with the Council.

Car club?

Response: this will be set up by the developer with investment into the capital outlay – the scheme will be a pay as you drive system with 2 spaces and 1 communal charging point.

Location of affordable housing and is it to be tenure blind?

Response: it is to be built tenure blind and follows national guidelines for house sizes. Majority of the units are situated on the periphery of the site in what appears to be large clusters- this is for easy management of the units and whilst they look as maximum cluster sizes in essence, the majority of them, due to the manner in which they are laid out, are accessed from different roads.

*At this point the Chair agreed to bring forward **Agenda Item 10 – PLANNING MATTER RELATING TO THURSTON***

a) DC/20/05894 Proposal: Submission of Details (Reserved Matters) for Outline Planning Permission DC/19/03486. Layout, Scale, Appearance and Landscaping to be considered for the construction of 210 no dwellings, public open space, play area, sustainable drainage features and associated infrastructure including foul sewerage pumping station @ land South West Of, Beyton Road – Council to review the revised plans and agree a response to be submitted to the LPA – following discussion and mindful of the Q&A with the representatives from Bloor Homes, **it was agreed that the Council was minded to support the application subject to further sight of junction improvement information as outlined under s278 agreement along with details of footpaths and cycle routes into the centre of the village; details of crossing points on Beyton Road; details of landscaping details showing play equipment and gym trail being proposed with an agreement to be consulted on the Construction Environmental Management Plan and a Community Liaison Plan, aif.**

b) DC/19/02090 Land east of Ixworth Road - Outline Planning Application (some matters reserved) - Erection of up to 210 dwellings and new vehicular access to include planting and landscaping, natural and semi-natural green space including community growing space(s), children's play area and sustainable drainage system (SuDS), to include 35% affordable dwellings – Council to note that Gladman has given the LPA notice that it intends to appeal the outline application for up to 210 dwellings on 'land east of Ixworth Road, Thurston' on the grounds that the Council has failed to decide the application. [non-determination] – following discussion, all agreed that the PC should reiterate the comments made previously as none of the points made have materially changed and in fact there are significant more data and understanding of the data coming forth in terms of mitigation needed. It was acknowledged that although this was MSDC's issue, the PC should make a comment on the recommendation by the Planning Officer for refusal of the application. All further agreed that the response should contain reference to the additional growth in Thurston in terms of expansion from infills, the Granary, Barrells Road, The Firs etc along with no progress on improvements at the significant junctions as raised previously by the PC and overall there was no further need for housing developments of this size, aif.

8. STATUTORY BUSINESS –

- a) To consider nominations for co-option to the Parish Council to fill the three casual vacancies – there was one nomination for the Council to consider – all agreed to accept the nomination and co-opt Michael Moy to the parish council.
- b) To note receipt of the annual play inspection reports covering the following areas: Thedwastre Park Play Area; New Green Open Space Play Equipment; Play Area on Heath Road and Play Area at the Recreation Ground, Church Road – **all noted and accepted the recommendation from the committee to formally accept the annual play inspection forms for the mentioned areas, aif.**
- c) To receive recommendation from the Leisure and Environment Committee that the reports be adopted and that the committee be tasked with sourcing quotations for the identified works – the Chair of the Committee and Deputy Clerk reported that whilst the findings found all the play areas to be low or very low risk, with standard recommendations contained within the reports, it was to be noted that the matting in play areas in both Thedwastre Park and the Recreation Ground has been highlighted as a risk. The Committee recommended that a CIL bid be put together for playground resurfacing in both areas. **This was accepted by the Council.**
- d) To receive an update from the clerk on the Elections for May 2023 – the Clerk updated the meeting with details of the election timetable noted that delivery of nomination papers needed to be in person or by a trusted person by close of nominations on 4th April 2023. Nomination papers would be available from the

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Clerk or the Returning Officer at Mid Suffolk and all were reminded that as existing councillors they must submit new nomination papers if they would like to stand for a new term of office. It was confirmed that the Council would have thirteen (13) seats and that a quorum would now rise to five (5).

- e) To approve the recommendation from the Policy and Resources Committee of the appointment of Mr Trevor Brown as the Internal Auditor for the year ending 31st March 2023 – (Paper entitled Internal Auditor Appointment) – following the submission of the paper by the Proper Officer, **Council was in agreement to accept the recommendation of the Policy and Resources Committee and agree to the re-appointment of Mr Trevor Brown CPFA to carry out the internal audit on Thurston Parish Council for the year ending 31st March 2023 at a cost of £350 plus pro rata travelling expenses at the rate of 45p per mile, 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 for January and February which stated the following: The Basic Services agreement was approved by Network Rail on the 25th January and was issued to Mid Suffolk shortly afterwards to review; on 9th February a meeting was held between Network Rail project members and Mid Suffolk officers (Infrastructure Development Management and Active Travel) and SCC Officers (Highways) to review approved developments and discuss highway cycling and parking issues so that the Road safety Audit requirements can be met through the feasibility study. This work continues; A further meeting between Mid Suffolk officers took place to review the Basic Services Agreement on 20th February with the conclusion that further minor clarification was required. This was sought during a telephone conversation with Network Rail on 27th February and an email was received on 27th February which provided the necessary clarity. Having received this it is for Mid Suffolk to confirm its acceptance in principle and to sign the document and return it to Network Rail. This is likely to occur over the next few days. On that basis it will then be for Network Rail to confirm that the 4th bullet point has been met and that both parties are officially in contract. Further officer meetings have been set up for 8th March and 12th April between Mid Suffolk officers and Network Rail to regularly review progress. As requested the Professional Lead – Key Sites and Infrastructure will look to arrange a wider meeting at an appropriate date to include Parish Council and District Council members together with network Rail representatives. Council agreed that the progress to date was poor not least in terms of communication.
- 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 in which it was confirmed that Greater Anglia have begun to tidy the front of the station building and that both courtyards have been cleared of all rubbish with vegetation removed, the front of the house has been tidied and further vegetation cut back. Painting works will commence once the weather has turned for the better, whilst the painting works are undertaken the hoppers will be cleared as Hollywells will have scaffold towers/cherry pickers on site and a temporary repair covering to the right-hand courtyard outbuildings will be completed within the next couple of weeks along with some minor brick repairs at low level. It was confirmed that there was a right of access for vehicle and pedestrians to the building with confirmation still awaited for the number of parking spaces that were allocated to the building.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 01.03.23*) - 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 – 01.03.23*) - **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 – 01.03.23*) - 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 - awaited*) - Council noted the overall bank balances of £247,842 (rounded) across both accounts held in the name of the Parish Council. A detailed breakdown would be provided to Cllr. Rainbow once the Clerk had resolved a couple of issues with the Financial Software Package used by the Council.

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- 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 £224,908 which would fall to £175,306 if the estimated costs for approved projects coming forth against the CIL pot were realised. The meeting noted the potential CIL bids that had been the subject to an initial enquiry:
- f) To consider and approve applications coming forth under the Council's Small Grant's Policy (*Paper 6 – 01.03.23*) – **the meeting approved the movement of £1000 from the cost-of-living budget into the miscellaneous grants budget and agreed to approve a donation to Tiny Toes in the sum of £ 184.00, aif.**
- g) To receive the budget to actual report for the period ending 31st January 2023 (*Paper 7 – 01.03.23*) – the paper as submitted was noted along with the variances against budget for both income and expenditure.
- h) To receive the Internal Control Review for the 4th Quarter for the year ending 31st March 2023 as carried out by Cllr. Rainbow (*Paper 8 – 01.03.23*) – Cllr. the meeting noted the report as submitted
- i) To consider approving the quotation submitted for a survey on the state of the Oak Trees on the Gravel Pit on School Road – this item was deferred as the quotation had not yet been received.
- j) Office Mobiles – the Council noted that the Clerk has negotiated a new contract for three Office Mobiles with O2 at a price of £33.60 for 3 sim only 24-month contracts. This provides two new numbers, with the existing mobile number ported over with unlimited texts, calls and 6gig of data. A cap had been applied to all the phones. The reason being for the change was that Plusnet were intending to increase the price on the current sim only plan and the offer including two new sim only contracts was not cost effective when compared to competitors.
- k) BT Broadband at the Pavilion – the meeting was made aware that in accordance with the terms and conditions of the council's contract, from 1st April 2023, the price for the provision of broadband at the pavilion would be increasing by 14.4%.

11. TO CONSIDER PLANNING MATTERS RELATING TO THURSTON

- a) DC/20/05894 Proposal: Submission of Details (Reserved Matters) for Outline Planning Permission DC/19/03486. Layout, Scale, Appearance and Landscaping to be considered for the construction of 210no dwellings, public open space, play area, sustainable drainage features and associated infrastructure including foul sewerage pumping station @ land South West Of, Beyton Road – *as covered previously in the agenda.*
- b) DC/19/02090 Land east of Ixworth Road - Outline Planning Application (some matters reserved) - Erection of up to 210 dwellings and new vehicular access to include planting and landscaping, natural and semi-natural green space including community growing space(s), children's play area and sustainable drainage system (SuDS), to include 35% affordable dwellings – *as covered previously in the agenda.*

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 and that the Clerk had agreed to the provision of a mobile phone for the Editor to allow advertisers and
- b) 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 – deferred until the next meeting once an update had been provided to the Clerk to the questions posed.
- c) Norton Road, Thurston TRO (Outside Thurston Community College) – Council to receive and consider the proposed TRO for Norton Road prior to consultation with residents and TCC – the meeting was presented with a proposal plan for consideration and checking that it met the Council's requirements and brief for this project. **All agreed that the proposal was acceptable noting that the bus stop box marking will need to be reduced in length, aif.** The reasoning given was that the School Keep Clear marking that has been requested between the zebra crossing and the bus stop, has a minimum size under Department for Transport guidance. For it to fit, the bus stop box marking needed to be reduced in length from its existing 20m to 18.5m as illustrated on the plan.
- d) Thurston Community Library – Council to note that there will be a presentation of the feasibility plans for the expansion of the Library to the Planning Committee on 15th March 2023 for the proposed planning

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application to support a CIL bid for funding of the expansion of the library. The Clerk confirmed that she had fed back initial concerns with regards to fire risk assessments, planned numbers for each area and parking issues.

- e) Sustrans 51 route – the meeting was made aware that there would be a Teams Meeting with MSDC Active Travel and SCC Highways Project Engineers, at which the Clerk and Cllrs. Davies would be in attendance, to discuss possible improvements to Sustrans Cycle Route 51 which runs through St Peters Way along the railway line route. The proposal could include a route from School Road to Church Road using the cleared footpath as a segregated route.
- f) Recycling Centre / Field View – Council was advised that, following a meeting with the SCC Highways Engineer after complaints received over inappropriate parking outside of the centre, works to install a white line in front of the recycling centre entrance in Field View, Thurston have now been ordered and are due to be completed by 6th June 2023. These would be advisory only and non-enforceable and had been funded from County Cllr. Otton’s LHB. Council noted that a TRO would cost in the region of £6k. It was also suggested that if the problem persisted then the PC may wish to also get a couple of polite signs made up to reinforce the message to attach to each end of the recycling centre – ‘ Please keep clear - do not block access for users or refuse collection vehicles’.

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:
 - Surface of Ixworth Road
 - Pokeriage Corner – vegetation on Thedwastre Road around the Give Way sign needs clearing

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

- a) Thermal Imaging Camera Project – the thermal camera imaging project was in progress and a number of properties had been carried out to date. The Deputy Clerk provided an update of the work underway confirming that Consent Forms, information on what to expect from the Thermal Images and links to further information had been submitted to all wishing to take part. A number of houses had been surveyed by Cllrs. West and Cornell and the resulting images had been shared with the homeowners. The camera was with the council until Monday 20th March 2023.
- b) To receive the reports of items actioned under delegated powers – the meeting noted that the Clerk and Deputy had dealt with the reporting of potholes; had had liaison meetings with SCC Highways and had updated the website and social media with information relating to reconstruction work on the A14 junctions 47a Haughley to junction 49 Tothill.
- c) The meetings attention was brought to the following items of correspondence for information only:
 - SCC – Fees waived for communities to celebrate His Majesty the King’s Coronation (road closures);
 - Bike Racks at Thurston Station had not been removed but had been replaced. Greater Anglia would be looking into their communication methods on this matter.
 - The Stephen Williams 10K Road Race would be taking place on Sunday 7 March 2023 commencing and finishing at Thurston Rugby Club on Ixworth Road.
- d) 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.

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 March 2023 – commencing at 7.00pm
- b) Annual Parish Meeting – 16th March 2023 – commencing at 7.30pm in the Cavendish Hall, Church Road.
- c) Leisure and Environment Committee Meeting – 22nd March 2023 – commencing at 6.00pm
- d) Parish Council Meeting – 5th April 2023 – commencing at 7.00pm.

16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 21.35pm.

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Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Chq.	Cheque
Cllr.	Councillor
CMP	Construction Management Programme
Cttee.	Committee
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
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

Appendix B

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Accounts submitted for payment – 1st March 2023

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance	Office Cleaning	1685	BACS	120.00	0.00	120.00
V Waples	Office Phone & travel expenses	1686	BACS	163.49	30.00	193.49
M&TJ's	Wildlife Area Hedgerow trimming	1687	BACS	130.00	26.00	156.00
Pickleball UK	Pickleball accessories	1688	BACS	543.33	108.67	652.00
Thurston Pickleball Club	Balance of locality funding	1689	BACS	125.67	0.00	125.67
Gipping Press	March Newsletter	1690	BACS	1292.00	0.00	1292.00
Sac-O-Mat – <i>invoice awaited</i>	3 No. Bio Dog Waste Bags	1691	BACS	407.36	81.47	488.83
Tiny Toes	Donation approved 01.03.23	1692	BACS	184.00	0.00	184.00

Accounts paid since 1st February 2023

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (February 23)	1667	SO	412.05	0.00	412.05
Plusnet – Mobile (Jan – Feb 23)	1668	DD	7.28	1.46	8.74
BT – Pavilion Broadband	1669	DD	33.72	6.74	40.46
Adobe Systems Software – Acrobat Pro DC	1670	CC	12.64	2.53	15.17
Eurooffice – Stationary	1671	CC	115.30	23.06	138.36
Microsoft Office – 2 licences	1672	CC	225.60	45.12	270.72
Eurooffice – Stationary	1673	CC	74.04	14.81	88.85
Cartridge People – inks for printer	1674	CC	103.51	20.70	124.21
Amazon – Whiteboard	1675	CC	19.96	3.99	23.95
Amazon – inks	1676	CC	54.99	11.00	65.99
Amazon – coloured inks	1677	CC	38.49	0.00	38.49
Amazon – Adhesive remover spray	1678	CC	83.71	0.00	8.71
Plusnet – Telephone & internet (Jan – Feb 23)	1679	DD	29.10	5.82	34.92
Salaries – February	1680-1684	BACS	4559.69	0.00	4559.69

Items paid following authorisation at meeting of 1st February 2023

SHO Cleaning and Maintenance – Office cleaning	1661	BACS	132.00	0.00	132.00
SHO Cleaning and Maintenance – Dog Waste Bins	1662	BACS	120.00	0.00	120.00
Glasdon – dog waste bin and clamps	1663	BACS	149.48	29.90	179.38
Rialtas Business Solutions – conversion to 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

Receipts received since 1st February 2023

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	116.52	0.00	116.52
MSDC – Locality Grant for Pickleball Equipment	BACS	669.00	0.00	669.00
HMRC – VAT Claim on behalf of Recreational Ground Trust	BACS	1487.62	0.00	1487.62
Newsletter Adverts – renewals	BACS	1536.00	0.00	1536.00

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
14.02.23	TRF	4092	6154	£1487.62	VAT Claim for Recreation Ground Account

So approved and signed at the meeting of 5th April 2023