

## THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 1<sup>st</sup> June 2022 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Rainbow (Chair), Cllrs. Balaam, Bond, Cornell, Grant, Haley, Morris, Priscott and West.

Also in attendance: County Cllr. Otton; PCSO Swain Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk and nine 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 Cllrs Dashper and Hay for personal reasons.
  - b) **Council agreed to approve the apologies submitted, aif.**
  - c) Apologies were also noted from District Cllrs. Richardson and Austin.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
  - 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 no interests 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 4<sup>th</sup> May 2022 – **approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.**
  - b) Council to note Draft and Approved minutes of the following committees are available to view online at <https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/>: for the following Committees: Recreational and Leisure Facilities Committee; Planning Committee; Climate Awareness and Environment Committee and Policy & Resources 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:
    - Proposal by National Grid – will affect a high proportion of the district. All are invited to comment on the consultation.
    - Thurston Rail Crossing – Thurston will be included in the discussions with Network Rail
    - Extension to the College – planning application has now been submitted
    - Cloverfields – parking issues
    - Took part in an online discussion re SCC for a bus strategy – Cllr. Otton will keep the parish up to date with matters as this strategy progresses.
  - Report from District Cllr. Davies - the written report was taken as read. There were no comments for onward submission.
  - Report from District Cllr. Richardson – the written report as submitted was taken as read. There were no comments for onward submission.

So approved and signed at the meeting of 6<sup>th</sup> July 2022

## 6. PUBLIC FORUM –

- a) to receive matters of concern issues from members of the public in attendance on the agenda submitted – there were none received.
- b) to receive comments relating to Thurston in general – process of granting of planning permission for 92 Barton Road – was due diligence carried out by the Delegated Officer? Case Officer is supposed to give someone the opportunity of making representations i.e. Ward Members. Procedural unfairness – was this demonstrated by the Case Officer? *It was agreed that this application along with associated paperwork would be considered further by the Planning Committee at its meeting of 15<sup>th</sup> June 2022.*
- c) to receive comments submitted in writing / email for future consideration by the Council:

- Parking in Cloverfields by non-residents – the meeting was made aware of the issue over non-residents parking vehicles on the roads in Cloverfields and how this was impacted residents. It was confirmed that residents and PCSO Swain had spoken to the persons in question and enquired whether they could park outside their own properties on other roads. It was queried as to whether there was a method by which the residents could be discouraged from parking here. Discussion followed over the suitability of “H” lines, but it was noted that these were non-enforceable. PCSO Swain confirmed that she could only enforce the legislation as it stands.

*It was agreed that the Clerk would arrange a meeting with County Cllr. Otton, SCC Highways and the SCC Highways Community Liaison Engineer to discuss this matter further and report back.*

- Station Building, Thurston – to receive communications on this matter – the resident informed the Council that they were involved in a likeminded group of concerned residents who would like to restore the station building if possible. They have got together in an informal manner and wished to engage with not only Network Rail but also interested organisations ensuring that the station building was not only restored but put to good use.. The group were waiting to get access into the station to assess the condition prior to formulating a plan to move this forward. There was an anticipation that there was a potential for the building to be restored and used.

Four questions were posed to the Council:

1. Would PC link in with the lobbying group – they need to be a constituted group?
2. Would the parish council consider following up claims the owners that they were failing in their duty of care to maintain a Listed Building?
3. Would Central CIL money be accessible for such a project?
4. Does the Council have a view as to whether this should be kept separate from the Barrow Crossing?

Further discussion followed over the possibility of opening up the station and tunnel for use for access to the south platform and whether this should be explored prior to the station being opened up to consideration for community use.

*The Chair agreed that this should be explored further and that this would be a further agenda item at a future meeting once more information was forthcoming..*

## 7. POLICE MATTERS

- a) To receive a report from PCSO Swain on crimes relating to Thurston – a copy of the report from the Clerk was provided to all containing a summary of the crimes investigated and work undertaken by PCSO Swain for May 2022.
- b) To consider matters for referral to Stowmarket SNT – there were no matters for referral.

## 8. STATUTORY BUSINESS –

- a) To confirm that Officers and Councillors are aware of their responsibilities and obligations in relation to the collecting, using and protecting of personal information in accordance with the provisions of the GDPR and Data Protection Act 2018 – following receipt of the form, all present were asked to ensure they reviewed and completed the General Data Protection Awareness Checklist following the action points to ensure that they complied with relevant legislation.
- b) To review and adopt the Council’s Engagement Strategy for the year 2022-2023 (*Paper entitled Thurston Community Engagement Strategy*) – **the paper as circulated was approved and adopted by the meeting, aif.**

So approved and signed at the meeting of 6<sup>th</sup> July 2022

- c) To note the reintroduction of Councillor monthly surgeries commencing September 2022 – Council noted
- d) To review and adopt the Council's 3 Year Business Plan (Paper entitled 3 -year business plan) – **all agreed that the paper as submitted should be adopted and that the Clerk would liaise over the Summer months with dates and suitable venues, aif.**
- e) To consider suitable dates for a tour of the new Primary School, following an invitation from the Headteacher, Mr Bayes – all agreed that the preferred days were a Monday and Tuesday. The Clerk agreed to liaise with the Headteacher over suitable dates and circulate them to Councillors for consideration.

#### 9. PLANNING MATTERS COMING FORTH:

- a) DC/21/02655 – To receive an update on the Recycling Centre Project, New Green Centre – it was noted that at the meeting of 19<sup>th</sup> May 2022, the Trustees approved support of the siting of the recycling centre facility at the New Green subject to a number of conditions: Mr Smith to act as Project Manager (limited to Clerk of Works); fencing to be green; area for the planting of shrubs; consideration of material for the posts along with galvanised sleeves. The Clerk and Deputy Clerk confirmed that they had been liaising with all suppliers for firm quotations based on the drawings supplied by Mr Smith. Ants Construction had provided a firm quotation for the grounds works to the drawings supplied at a cost of £7,930 ex VAT and Jackson Fencing (following a site visit that day) had indicated that their quotation dated 23 November 2021 should be uplifted by 15% and would be approximately £22,228. It was noted that Jackson's had agreed to firm up the quotation which would be received the following week. It has also been confirmed during the site visit that the fencing was standard colour and could not be green and that the wooden posts were already costed in to be sleeved so no extra steelwork was necessary. All of the treated timber and metal products supplied by Jackson were guaranteed for 25 years (against rot and insect attack for the former and service life guarantee for the latter). The Clerk confirmed that the Parish Council has signed a Community Recycling Centre Site Management Agreement with MSDC, and that New Green Centre would be required to sign a similar agreement with the Parish Council confirming that they would at all times comply with Conditions 3 and 4 of the Planning Permission granted under DC/21/02655 as well as ensuring that the site was kept clean and regularly inspected. The Clerk confirmed that she had already provided the draft version of such an agreement to the Chair of the New Green Community Centre. **The meeting agreed that based on the information given, the project should proceed and that the Clerk be authorised to place the orders with the contractors provided the final price was in the region of £31,000, aif.**

- 10. **TO CONSIDER MATTERS RELATING TO NETWORK RAIL:** to receive an update from the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail – the Clerk updated the meeting by informing them that despite chasing the Infrastructure Lead at MSDC, no further information was forthcoming on the progress of this project.

#### 11. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1- 01.06.22*) - the items awaiting payment were verified and explanations given where appropriate. **The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif. Agreement was forthcoming that the PC would accept the request from the Cavendish Hall Trust to reimburse them for the £150 emergency call-out fee for blocked drains caused by tarmac from the previously laid car park, aif.**
- b) To note the accounts paid since the last meeting (*Paper 2 – 01.06.22*) - **the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.**
- c) To note receipts allocated since the last meeting (*Paper 3 – 01.06.22*) - Council noted the receipt of monies received as identified at Appendix B. **It was agreed that the recycling credit of £645.30, as received from the temporary bottle banks located on New Green, would be added to the Parish Council's small grant budget to allow for redistribution to those organisations that aim to provide a social, environmental or economic benefit to the community of Thurston, aif.**
- d) To consider and receive the Bank Reconciliation for the period ending 31.05.2022 (*Paper 4 – 01.06.22*) - Council noted the overall bank balances of £400,391.91 across both accounts held in the name of the Parish

So approved and signed at the meeting of 6<sup>th</sup> July 2022

Council. It was confirmed that the audit log to the end of May was still to be verified and signed off 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 – 04.05.22*) - 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 £294,209 which would fall to £198,456 if the estimated costs for the upgrade of the shared use crossing on Sandpit Lane and the Recycling Centre were factored in.
- f) To receive the 1<sup>st</sup> Quarter Internal Control Review report as carried out by Cllr. Rainbow (*Paper 6 – 01.06.22*) - Council noted the review as submitted and that there were no matters raised for Council's concern. **The reports was adopted, aif.**
- g) To receive prior notification of the applications to be considered under CIL Bid Round 3 at the meeting of 6<sup>th</sup> July 2022 (*Paper 7 – 01.06.22*) - the meeting noted the validated bids that would be considered at the meeting of 6<sup>th</sup> July 2022.
- h) To consider and approve requests for donations from the Council small donation budget (*Paper 8 – 01.06.22*) - **the meeting agreed to the following requests as submitted under the Council's small grants scheme – SARS - £300 to assist with operational duties in the area; Citizens Advice West Suffolk - £500 to assist with the provision of advice and assistance to residents from Thurston and the surrounding areas, aif.** It was noted that the pot would stay open for applications coming forward until the balance was exhausted and that the recycling credit of £645.30 would be added to this pot for similar causes in accordance with the Council's Grant Awarding Policy 2022.

## 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 – it was noted that the processes and procedures seem to be working well.
- b) To receive an update on the Ixworth Road cycle path and ongoing issues with kerbing and planting – Clerk confirmed that she was still waiting an update on this matter, but it was noted that one of the road closures for this area was to reinstate some of the kerbs and it was hoped that remedial work to the kerbsides would also be undertaken at the same time.
- c) To consider further steps that could be taken in relation to the Thurston Railway Station Building – all agreed with the Chair suggestion that this matter should be brought back to full Council once more information had been ascertained. The Clerk agreed to liaise with Cllr. Richardson over the project to restore Bury St Edmunds Railway Building and MSDC with regards to the use of the MSDC Infrastructure CIL pot.
- d) To receive an update following the meeting with Jo Churchill, MP; SCC and PC representatives to discuss community use of the old primary school site – the Clerk confirmed that there was no update on this matter and would continue to chase SCC's Schools Planning Manager as to whether they had had the opportunity to discuss the matter with the Diocese.
- e) To receive a report on the meeting with the Community College to re-establish community links – the Clerk made the meeting aware that following an email from the Assistant Principal at TCC, she and the Deputy Clerk had met to discuss the College's interest in re-establish their Community Voice Meetings now that we have moved into Living With Covid times. As soon as the Clerk has any more information such as format, dates and venue she would circulate to those interested in attending.
- f) To consider nominations for the Suffolk Community Awards for 2022 – all noted the closing date was 17<sup>th</sup> July 2022 and that this would be brought back to the next meeting on 6<sup>th</sup> July 2022 for further consideration: <https://www.salc.org.uk/2022/05/19/the-suffolk-community-awards-are-back/>

## 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:
  - Lump in tarmac at top of Station Hill.
  - Bovis Homes (Grange View) have removed part of the hedgerow bordering Barton Road and not replaced it.

So approved and signed at the meeting of 6<sup>th</sup> July 2022

- New Green grassed area – are dogs allowed as there are notice banning dogs. The Clerk confirmed in MSDC there were no dog control areas in which dogs were banned and that the Parish Council would soon be erecting signs indicating that as long as they were under control, dogs were allowed on new Green. Further signs would be erected stating that dogs were not allowed in the fenced children’s play area as that was permitted under ownership rules.

- 14. CLERK’S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:**
- a) to receive the reports of items actioned under delegated powers – it was reported that Officers had dealt with/were dealing with issues relating to concerns/complaints over the removal of the recycling facility; road closures inc. Ixworth Road; issues over hedgerow encroachment; liaising with officers at MSDC and SCC re cycling event; liaising with officers at MSDC re environmental matters and liaising with the Torch Relay Team for the event in Thurston.
  - b) To note that works to the two new pedestrian crossings and associated works have now been completed and that shields will be erected on the beacons to ensure residential amenities are not impacted.
  - c) To note that SCC under the Road Traffic Regulation Act 1984, as amended, have made an order to introduce school keep clear markings on the east side of Pond Field Road, either side of the vehicular access for the new Thurston Primary Academy. This will ensure that school entrance markings are enforceable as “No Stopping Monday-Friday 8am - 4.30pm” restrictions.
  - d) To receive items of correspondence for noting only – it was confirmed that all other matters not requiring a decision in their own right had been circulated to all Councillors since the last meeting.
- 15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library unless the agenda specifies otherwise –**
- a) Planning Committee Meeting – 15<sup>th</sup> June 2022 – commencing at 7.00pm
  - b) Emergency Planning Committee – 22<sup>nd</sup> June 2022 commencing at 6.00pm
  - c) Recreational Facilities Committee Meeting – 22<sup>nd</sup> June 2022 commencing at 6.30pm
  - d) Climate Awareness & Environment Committee Meeting – 22<sup>nd</sup> June 2022 – commencing at 7.30pm
  - e) Parish Council Meeting 6<sup>th</sup> July 2022 commencing at 7.00pm
- 16. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – it was resolved that members of the public be excluded from the meeting to progress confidential staffing matters, aif.**
- a) Staffing Matters: to receive a recommendation from the Policy & Resources Committee with regards to staff achievement – all agreed that the Deputy Clerk be awarded an extra SCP point due to her recent qualification and move to SCP19 (Range LC2 18-23) rate as per the National Salary Award 2021/22 as agreed by the National Joint Council for Local Government Services and that this should be backdated to when the qualification was achieved.
  - b) CO/297/2021 Thurston PC v Mid-Suffolk DC - to receive an update on the appeal submitted by Mid Suffolk District Council and Bloor Homes and Sir George Agnew to the Court of Appeal against the judgement from Timothy Mould, QC as issued on 18<sup>th</sup> February 2022 – Council were advised that the Court of Appeal, Civil Division had granted permission for the grounds of appeal as submitted by MSDC to be heard. An update on costs capping applications was provided to Council. **It was confirmed that Council wished to defend this challenge, aif.**
  - c) Vandalism Recreation Ground – the meeting was informed that the Clerk had liaised with Stowmarket SNT on this matter and that steps had been taken in dealing with issues. This was now an ongoing case.
- 17. CLOSURE OF THE MEETING –** there being no other business the meeting was closed at 20.57.

So approved and signed at the meeting of 6<sup>th</sup> July 2022

## 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
ILCA	Introduction to Local Council Administration
JR	Judicial Review
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
Pdf	Portable Document Format
PIISG	Parish Infrastructure Investment Steering Group
PROW	Public Rights of Way
Rec.	Recreation
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TNPSG	Thurston Neighbourhood Planning Steering Group
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

So approved and signed at the meeting of 6<sup>th</sup> July 2022

**Appendix B****Accounts submitted for payment – 1 June 2022**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office Cleaning	1447	BACS	96.00	0.00	96.00
SHO Cleaning and Maintenance – Clean Graffiti	1448	BACS	22.50	0.00	22.50
SHO Cleaning and Maintenance – Installation of equipment	1449	BACS	170.00	0.00	170.00
Community Heartbeat Trust – annual support	1450	BACS	165.00	33.00	198.00
Suffolk Police & Crime Commissioner – PCSO 6 months	1451	BACS	19650.00	0.00	19650.00
Suffolk Libraries – support for year to March 2023	1452	BACS	2700.00	0.00	2700.00
Gipping Press – June Newsletter	1453	BACS	1059.00	0.00	1059.00
Gipping Press – Thedwastre Park & Dog Fouling Signs	1454	BACS	133.00	26.60	159.60
Cavendish Hall – AGM Meeting	1455	BACS	31.00	0.00	31.00
SALC – Training – L Bond Module 6	1456	BACS	26.00	5.20	31.20
M&TJ'S – Grounds Maintenance	1457	BACS	355.00	71.00	426.00
M&TJ's – New Green Open Space Maintenance – CIL	1458	BACS	440.00	88.00	528.00
M&TJ's – Village Maintenance Work	1459	BACS	75.00	15.00	90.00
Thurston Village Hall – contribution to blocked drains *	1460	BACS	150.00	0.00	150.00
Suffolk Cloud – 14 mailboxes – annual charge	1461	BACS	280.00	0.00	280.00

\* Emergency Call-out to blocked drains – tarmac debris in main drain at front of the hall. Approval given for the Council to reimburse the Cavendish Hall Committee for the full sum of the call out charge of £150.00

**Accounts paid since 1<sup>st</sup> May 2022**

New Green Trust – Office Suite Rent (May 22)	1432	SO	385.09	0.00	385.09
Plusnet – Mobile Office phone (April - May22)	1433	DD	7.28	1.46	8.74
Plusnet – Telephone & internet (April - May 22)	1434	DD	26.56	5.31	31.87
Adobe Systems Software – Acrobat Pro DC	1435	CC	12.64	2.53	15.17
Amazon – Litter Picker – Hi Vis Vests	1436	CC	26.64	5.34	31.98
BMSDC – Bulky Waste Collection – New Green	1437	CC	135.00	0.00	135.00
Amazon – Bury St Edmunds Ordnance Map	1438	CC	7.25	0.00	7.25
SCC – Qualification Fee – ILCA – Deputy Clerk	1439	CC	120.00	24.00	144.00
Eurooffice – Paper and laminating pouches	1440	CC	35.61	7.12	42.73
Eurooffice – Inks and pens	1441	CC	98.67	19.73	118.40
Salaries – May 2022	1442-1446	BACS	4000.89	0.00	4000.89

**Items paid following authorisation at meeting of 4<sup>th</sup> May 2022**

SHO Cleaning and Maintenance – Office Cleaning	1422	BACS	108.00	0.00	108.00
SHO Cleaning and Maintenance – Village Works	1423	BACS	45.00	0.00	45.00
Thurston Village Hall – CIL Payment – No. 2	1424	BACS	9758.08	0.00	9758.08
The Parish Notice Board Company – CIL Payment – No. 2	1425	BACS	1341.50	268.30	1609.80
FTB Chambers – Mr M Lewis – Permission to Appeal	1426	BACS	1000.00	200.00	1200.00
Gipping Press - May Newsletter	1427	BACS	1059.00	0.00	1059.00
Trevor Brown – Internal Audit inc. travelling expenses	1428	BACS	303.87	0.00	303.87
Rialtas – Alpha Software Support & Maintenance Licence	1429	BACS	129.00	25.80	154.80
M&TJ's – Grounds Maintenance – New Green POS – CIL	1430	BACS	380.00	76.00	456.00
M&TJ's – Grounds Maintenance – Village	1431	BACS	355.00	71.00	426.00

**Receipts received since 1 May 2022**

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	2.78	0.00	2.78
Newsletter Adverts – renewal – annual and one-offs	BACS	383.00	0.00	383.00
MSDC – Glass Recycling Credit *	BACS	645.30	0.00	645.30

\* Council approved the proposal to add this to the small grants pot to be distributed amongst village organisations submitting a bid.

**Inter Account Transfers carried out**

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
25.05.22	Transfer	1721	4092	25,000.00	Funds for release of approved invoices.

So approved and signed at the meeting of 6<sup>th</sup> July 2022