

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 11th January 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 Cllr. Davies; Mrs Waples, Parish Clerk; Mrs King, Deputy Clerk and two members of the public for item 6 only.

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. Hayley 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.
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 no such 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 7th December 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: Emergency Planning Committee; Leisure and Environmental Committee; Planning 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:
 - SCC considering level of council tax including the level of social care tax. Noted that the monies paid by SCC to Suffolk Libraries has reduced over the years and this was now having an impact.
 - Network Rail – lack of monthly updates on the crossing.
 - 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:
 - At the recent Scrutiny Committee, there was a presentation from SALC, and it was challenged as to why there was no contribution from MSDC regarding the support being given. Both East and West Suffolk made a financial contribution.
 - Has held a short meeting with Head of Primary School – three parking spaces have been omitted in the build-out.
 - Looking to put pressure on Linden Homes to see if they could provide some parking areas when they commence on Phase 2.

Cllr. Otton left the meeting at this point.

So approved and signed at the meeting of 1st February 2023

- 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. Cllr. Richardson asked that the meeting be made aware of the following:
 - looking to schedule a meeting with MSDC's economic regeneration team about the station building for later this month
 - MSDC is currently in the final throes of budget setting before February's full Council.

6. PUBLIC FORUM –

- a) to receive matters of concern from members of the public in attendance on the agenda submitted – there were no comments relating to the agenda as submitted.
- b) to receive comments relating to Thurston in general –
 - Dogs – concern regarding dogs in fenced play area on New Green Play Area. Could the parish council explore the possibility of having this area covered by a dog ban?
 - Agreement was forthcoming from the Council that a dog ban should be explored for the New Green Play Area and an article placed in the next edition of the newsletter with regards to dog fouling and controlling dogs in public areas. The Clerk would investigate and report back at the next meeting.*
 - Broken glass and bottles along Station Hill over the New Year period with some evidence of remnants of glass.

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 19th December 2022.
- b) To consider matters for referral to Stowmarket SNT – there were no matters for referral.
- c) Coronation Event – the Clerk confirmed that she had received an email from PC Henriksen of Stowmarket SNT requesting that they be kept informed of any events over the Coronation Weekend at which extra resources might be needed with which they could be involved / engaged. It was noted that the Clerk would pass on these details to relevant organisations in the village.
- d) PCSO Contract – the meeting was made aware that the new Service Level Agreement had been received by the Council effective 1st April 2023. There were a number of clauses that required clarity and once more information was forthcoming, the contract would be brought back to Council for final approval.

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.

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 there was nothing further to report and that the Clerk was chasing for updates as per the agreed timetable for completion: Dec. 22 – Finalise funding; Jan 23 – Confirm scheme requirements (crossing safety, etc); Feb 23 – Develop option selection criteria (comparison of options) TBC - Road traffic audit and passenger count; Apr 23 – Option review – answering the unknown (heritage protection, what it will look like, visual presentation; Jun 23 – High level costs, contents, risk and progress (land ownerships, costs, delivery, health and safety, etc) and Summer 23 – Presentation to the work group.
- 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 recent replies received covered: MSDC Heritage Team have replied that it is very unlikely that permission would be given to demolish the flanking free-standing courtyard walls to create parking spaces. This is not unexpected, but we believe that our enquiry serves to raise the issue for future discussions with them by a potential tenant. New Green Community Centre had replied that the trustees cannot commit to allowing any parking on their site by station tenants because of potential plans that would restrict this. I will follow up on this in case their plans change. Replies were awaited from: Cllr Harry Richardson regarding his contact with the MSDC Income Regeneration Team following the MSDC Community

Team saying that the GA lease terms are too restrictive for community organisations; Greenway Homes about their requirements for allowing vehicular access to the front of the station; Greater Anglia regarding fixing a date for Community Action Suffolk/Men's Sheds o view inside the building; Greater Anglia regarding how flexible their lease terms might be for Community Organisations; Cllr. Penny Otton regarding how SCC might help CATS project. Cllr. West updated the meeting with Greenway Homes cannot readily identify a way to grant vehicle access and parking for station users and that Greater Anglia has stated that they were not prepared to amend the lease terms.

Cllr. Austin left the meeting at this point.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 11.01.23*) - the items awaiting payment were verified and explanations given where appropriate. **The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif.**
- b) To note the accounts paid since the last meeting (*Paper 2 – 11.01.23*) - **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 – 11.01.23*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31.12.2022 (*Paper 4 – 11.01.23*) - Council noted the overall bank balances of £251,085.48 across both accounts held in the name of the Parish Council. It was confirmed that the audit log to the end of December has been 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 – 11.01.23*) - 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 £228,741 which would fall to £212,676 if the estimated costs for projects coming forth against the CIL pot were realised.
- f) To receive prior notification of the applications to be considered under CIL Bid Round 2 at the meeting of 1st February 2023 (*Paper 6 – 11.01.23*) – Council noted the bids that had been submitted within the deadline for formal consideration at the meeting on 1st February 2023.
- g) To consider and finalised the Budget for the financial year 2023 – 2024 as discussed at the meeting of 7th December 2022 by full Council (*Paper 7 – 11.01.23*) – following receipt of the revised budget papers as well as the narrative paper that accompanied the budget paper, and with confirmation that there was no change to the indicative tax base given by MSDC in November 2022, **Council was in agreement to accept the revised proposed budget in the sum of £205,550.00, noting that the PCSO costs were still subject to clarification and/or change, aif.** Council noted that the confirmed Tax Base for the Parish of Thurston was £1,645.31 for 2023-24 which was a 19.2% increase over the previous year.
- h) To consider and approve the Precept to be set for the financial year 2023 – 2024. (*Paper 7 – 11.01.23*) –**all agreed that the precept to be served on the charging authority (MSDC) by the council should be £152,920 noting that this would equate to an increase of £2.04 or 2.23% on a Band D property in Thurston, aif.** The Chair and Clerk signed the precept forms which would be submitted to the District Council by the required date. It was noted that overall the budget of £205,550 would be funded by: Precept £152,920; Cleansing Grant £4,330 and CIL Reserves (PCSO Contract) £48,300.
- i) Plusnet – the meeting was informed that the Clerk had received an email from the Council's Business Broadband and phone service provider indicating that within the next 12 months they would be closing their Business services as they move focus to their residential offerings. It was stated that they were working with their colleagues at BT for Business and would be putting together some packages and deals including Full Fibre and Voice Services that they were confident will meet the future needs of the business. The Clerk informed the meeting that she would be exploring options going forward.

11. TO CONSIDER PLANNING MATTERS RELATING TO THURSTON

- a) Council to consider whether it wishes to respond to the formal Consultation of revisions to the Babergh & Mid Suffolk Planning Local Validation List (LVL) – comments to be submitted by 20th January 2023 - <https://www.midsuffolk.gov.uk/planning/development-management/apply-for-planning->

So approved and signed at the meeting of 1st February 2023

permission/national-and-local-validation-requirements/ - it was considered that although the documents being proposed were comprehensive, it would still require monitoring as to how all are implemented and considered by the local planning authority.

- b) SCC Planning Application: SCC/0121/22MS - Proposal: This application is linked to the following approved planning applications:- PP-11201292 Thurston Community College School Expansion. The proposal for a single storey standalone teaching block & - PP-08335880 Provision of a new Multi Use Games Area Pitch, and 10 drop off points with 60 car parking spaces and cycle parking for associated use with the adjacent Thurston Community College School. This application proposes 18 additional parking spaces within the current school site, using both the grasscrete area highlighted and the training corps parking area for school use. The proposed spaces will allow the school to have the parking provision required for the proposed teaching block (PP-11201292) whilst the MUGA, drop-off points and car parking (PP-08335880) is under development north of the school site @ Thurston Community College Norton Road Thurston Suffolk IP31 3PB - <http://suffolk.planning-register.co.uk/Planning/Display?applicationNumber=SCC%2F0121%2F22MS> – the meeting considered that there would be no impact on community groups and housing and as such had no further comments to make on the application, aif.
- c) DC/21/04549 – Housing 21 – Heath Road extra care development – the Clerk made the meeting aware that she had had the opportunity to review the draft proposal by Housing 21 to discharge condition 30 of the planning permission – Parish Liaison. The proposal set out the manner in which the PC would be kept up to date with progress of the construction along with dates for regular email updates. It was also noted that the developer was in agreement to send a representative to a parish council meeting up to a maximum of two occasions per calendar year.
- d) DC/21/04549 – Heath Road extra care development – the Clerk made the meeting aware that she had been copied in on correspondence from the planning department to a local resident over concerns that trees bordering the development might be damaged during construction. All noted that protective fencing was to be provided to ensure that the agreed protection was delivered and that the Planning Officer can be copied in the agent in their response to ensure that the contractor was fully briefed.

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 effective January 2023, the Newsletter Editor would be taking over the role of overall Co-ordinator for the distribution of the newsletters. At this point in time there were no issues with the overall production of the newsletter.
- b) 33 Acre Project, Heath Road – to note the public consultation event being held on 12th January 2023 – it was confirmed that a positive pre-application meeting had been held earlier in the week with the planners from West Suffolk District Council being overall supportive, talking about net community gain and the manner in which the proposal could be supported subject to conditions.
- c) To receive an update on the actions that the Parish Council could consider in response to the cost-of-living crisis – nothing was forthcoming at present, but the meeting noted the Library was offering warm spaces, tea and coffee along with coats and scarves for those that needed them.
- d) To receive an update on the Community Venue Partnership Opportunity meeting as organised by Thurston Community College – the Clerk provided the meeting with an update of the matters that were discussed which covered the following: the College was exploring opportunities to increase indoor & outdoor community use of both the Thurston & Beyton sites. A review of the progress regarding an Artificial Sports Pitch Project which was established prior to the covid pandemic was now being actioned. Overall the meeting was to be regarded as informal in its nature, with interested parties being invited to share an understanding of their own organisation's community venue activities, issues & aspirations for the future. This would assist the College in its consideration as to the scale & scope of its proposed increased community use, plus explore interest in the parties working closer together in the future for the benefit of the overall community venue offer within the village. An outline of each individual organization's use was given by those in attendance. The Clerk confirmed that she had identified that the PC saw its role as an overseeing role which support community facility and activity provision with the village and parish. There was a need to balance a wide range of demands for community using NCIL for both capital and activity purposes. It was noted that attendees were from TCC; TPS; TPC; New Green Centre and Cavendish Hall. A follow up meeting would take place in the new year.

So approved and signed at the meeting of 1st February 2023

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:
- Laurel hedges – newly planted opposite junction with Wheatfields – it was noted that the planting of any hedgerow was within the remit of the landowner.
 - Potholes – Pokeriage Corner along Thedwastre Road from the Railway Bridge towards the corner.
 - Potholes – Ixworth Road.
 - Recycling Centre – van is parking outside of the centre and creating an issue. *Clerk to explore the possibility of having a dropped kerb installed.*
 - Norton Road – lack of lighting and footpath past the school with no safe places for pedestrians.
 - Station Hill – 20 yards from the junction, potholes are appearing in the subsidence and causing an issue with drivers.

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. Take-up of the offer had been slow but further promotional ideas would be explored prior to 21st February.
- b) To receive an update on actions arising from the Clerk's meeting with the SCC Highways Community Liaison Engineer – a) Sandpit lane dropped kerb / footway – the Clerk was awaiting the details from the Engineer who had planned to measure up the week before Christmas; b) an update was still awaited on the enforcement notice that had been sent out to the owner of the hedge at Ixworth Road Crossroads; c) an update on the investigation by the Enforcement Team on the hedge outside of Rowan House on Thedwastre Road was still awaited.
- c) To receive an update on issues relating to Ixworth Road – all were advised that this matter would be discussed in more detail at the meeting the Clerk was due to attend with Infrastructure Officers from Mid Suffolk and Suffolk County Council on 25th January 2023. An update would be provided at the next meeting.
- d) To receive an update on Ixworth Road/Station Hill/Norton Road Crossing Point - the Clerk confirmed that this and other issues relating to infrastructure would be discussed at the meeting on 25th January 2023 with Infrastructure Officers. An update would be provided at the next meeting.
- e) To receive the reports of items actioned under delegated powers – a) Old Norton Road - following issues raised by residents along Old Norton Road with regards to flooding, the Clerk confirmed that, after liaison with SCC Highways Department, a crew attended site prior to Christmas to clear out / blast out a number of gullies that required attention and that the agreed schedule for such an operation would now be adhered to (6 monthly enhanced cleansing regime); b) Barton Road – following a request for investigatory work to flooding issues, SCC Highways had visited site and ordered for the drainage section between Furze Close and Heath Road on both sides to be jetted within a 20 working days programme (ordered 21.12.22); c) Thank you letters had been received for the recent donations given to Mid Suffolk CAB, Headway Suffolk, the Thurston Table Tennis Club and the Cavendish Hall.
- f) 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) Leisure and Environment Committee Meeting – 25th January 2023 – commencing at 6.00pm.
- b) Planning Committee Meeting – 25th January 2023 – commencing at 7.30pm.
- c) Parish Council Meeting – 1st February 2023 – commencing at 7.00pm.

16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.44.

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

So approved and signed at the meeting of 1st February 2023

Appendix B**Accounts submitted for payment – 11th January 2023**

	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance – Office cleaning	1645	BACS	132.00	0.00	132.00
SHO Cleaning and Maintenance – install goal posts	1647	BACS	200.00	0.0	200.00
Kompan – quarterly operational inspection	1648	BACS	153.20	30.64	183.64
Urban Forestry – works to New Green Trees	1649	BACS	3600.00	720.00	4320.00

Accounts paid since 1st December 2022

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (December 22)	1626	SO	412.05	0.00	412.05
Plusnet – Mobile Phone – Nov-Dec 22)	1627	DD	7.28	1.46	8.74
Plusnet – Telephone & internet (Nov-Dec 22)	1628	DD	29.10	5.82	34.92
BT – Pavilion Broadband	1629	DD	33.72	6.74	40.46
Lloyds Bank – Annual Card Fee	1630	CC	32.00	0.00	32.00
Adobe Systems Software – Acrobat Pro DC	1631	CC	12.64	2.53	15.17
Eurooffice – Stationary & Office Materials	1632	CC	51.86	10.37	62.23
Amazon – Keyboard and mouse	1633	CC	19.17	3.83	23.00
Amazon – Luminauts Christmas Trail – Prizes	1634	CC	34.90	6.98	41.88
Amazon – Luminauts Christmas Trail – Prizes	1635	CC	23.74	4.74	28.48
Mid Suffolk CAB	1636	BACS	200.00	0.00	200.00
Headway Suffolk	1637	BACS	200.00	0.00	200.00
Salaries – December 2022	1638-1643	BACS	9389.80	0.00	9389.80
Plusnet – Mobile phone – Dec 22- Jan 23	1644	DD	7.28	1.46	8.74

Items paid following authorisation at meeting of 7th December 2022

SHO Cleaning and Maintenance – Office cleaning	1616	BACS	144.00	0.00	144.00
M&TJ's – Grounds Maintenance inc. New Green Open Space	1617	BACS	280.00	56.00	336.00
Gipping Press – November Newsletter	1618	BACS	1088.00	0.00	1088.00
Gipping Press – December Newsletter	1619	BACS	1375.00	0.00	1375.00
Glasdon UK – Bin lids only to replace damaged ones	1620	BACS	476.04	95.21	571.25
Ashtons Legal – Fee for Supreme Court Application	1621	BACS	1000.00	0.00	1000.00
New Green Comm Trust – 2 nd Biffa Bin – Dec 22-Mar23	1622	BACS	668.64	0.00	668.64
High Street Safari – Luminauts Christmas Trail - CIL	1623	BACS	1059.00	211.80	1270.80
SCC – Street Lighting Upgrade – CIL	1624	BACS	32495.00	6499.00	38994.00
Glasdon - Dog bin & fixings - CIL	1625	BACS	234.68	46.94	281.62

Receipts received since 1st December 2022

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	Interest	61.42	0.00	61.42
St Peters PCC – Remembrance Wreaths	Cheque	40.00	0.00	40.00

Inter Account Transfers carried out since 1st December 2022

Date of Transfer	Means	Savings	Current	Amount Transferred	Reason for transfer
13.12.22	Transfer	1721	4092	£20,000	To offset CIL payments
23.12.22	Transfer	1721	4092	£20,000	To offset payments

So approved and signed at the meeting of 1st February 2023