

## THURSTON PARISH COUNCIL

MINUTES of the ANNUAL COUNCIL MEETING held on Wednesday 17<sup>th</sup> May 2023 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Balaam, Bond, Dashper, Hay, Morris, Moy, Rainbow and Welham.

Also in attendance: District Cllrs. Bradbury and Davies; PCSO Swain (in part); Mrs Waples, Parish Clerk and Mrs King, Deputy Clerk and seven members of the public.

1. **DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION OF COUNCILLOR –**  
The Clerk confirmed that the Councillors so named above had signed the relevant paperwork and were eligible to take up their seats.
2. **OPENING –** the retiring 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/>.
3. **ELECTION OF CHAIR INCLUDING THE SIGNING OF THE DELCARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION -** following acceptance of his nomination, **Cllr. Dashper was proposed and approved by all to continue in the role of Chair, aif.** Cllr. Dashper signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.
4. **ELECTION OF VICE- CHAIR INCLUDING THE SIGNING OF THE DELCARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION -** following acceptance of his nomination, **Cllr. Rainbow was proposed and approved by all to continue in the role of Vice-Chair, aif.** Cllr. Rainbow signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.
5. **APOLOGIES –**
  - a) Apologies of absence were received from Cllrs. Cornell and West for personal reasons.
  - b) **Council consented to accept the apologies as submitted, aif.**
6. **DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50 –**
  - a) Council to note the requirement to complete the circulated Register of Interests and return same to the Clerk within 28 days of signing the Declaration of Acceptance of Office for the post of Councillor
  - b) To receive declarations of disclosable pecuniary interests; other registerable and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were none submitted.
  - c) To receive notification of gifts of hospitality exceeding £50 – there were none submitted.
  - d) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy – there were none to be reported.
7. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS: (all as previously circulated):**
  - a) To approve the following minutes: full Council Meeting of 5<sup>th</sup> April 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.
  - c) Council (as Sole Trustee) to note the circulation of the approved minutes of the February meeting of the Recreation Ground Trust Charity.
8. **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.

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- Report from District Cllr. Report from District Cllrs. David Bradbury and Austin Davies - the written report as submitted was taken as read and the following matters were brought to the attention of the meeting: Gladman – food resilience is important but there was no acknowledgement of the potential of this field in Gladman’s written defence.

The meeting was made aware that both District Councillors had agreed with other councils in their wards that they would divide the reports submitted and report on different matters.

## 9. 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 17<sup>th</sup> May 2023. ASB in particular with regards to two motorbikes – numerous calls being reported.
- b) Council to note the resignation of PCSO Swain from the role of match funded PCSO for Thurston – all were thanked for their support and kind words. It was hoped that a replacement PCSO would be in post shortly. The Chair thanked PCSO Swain for her tremendous efforts undertaken and that she had enlivened the post. It was noted that a new SLA would need to be signed to reflect that the post would not revert to a full time role.
- c) To consider matters for referral to Stowmarket SNT – there were no matters for referral.

## 10. PUBLIC FORUM –

- a) to receive matters of concern from members of the public in attendance on the agenda submitted – the following matters were received:
  - Item 15f – could that be moved forward. If the land is being gifted to the Charity - under Charity Law, can the Charity regift that land to other people?
  - Item 15f – Chair of the Ben Wragge Charity – the aim of the charity is to offer community facilities and this gift is a way of ensuring that the items specified in the Thurston NDP can be provided for the community. Planning permissions will be required to obtain CIL funding or other grants and the charity will only include within the planning application wanted facilities on the site. Question is being put to the council as to whether the parish council wanted to accept the gift. It was confirmed that the gift has not yet been given and the landowner is willing to discuss what is gifted and where.

*At the direction of the Chair Agenda Item 15 was brought forward and covered at this point:*

Agenda Item 15f) To consider the request from the Ben Wragge Charity to consider the most suitable forum to progress discussions with the Council to establish in principle if the Parish Council would be interested in a gift of land and if so, what facilities it would wish to install on the site for the community – it was acknowledged that this item would need to be debated further prior to such an answer being given and that the Council would need to ensure that the offer would be suitable to fit it’s requirements. It was noted that none of the site was in Thurston and MSDC and that other stakeholders interested in the land were Thurston FC and Thurston Scouts.

*The Chair invited comments from the public and Councillors present which are summarised below:*

- Large provision in the village for the younger members but there is limited provision for the teenage years and those in the middle school age group.
- Next meeting of the steering group is later in May 2023.
- The Chair of the Charity stated that momentum could be lost – no proactive support coming from the local authorities. MSDC has previously stated that there needs to be a full funded plan, but he cannot provide a funded strategy until he has an understanding as to whether the PC wishes to accept this offer.
- Any proposal should take into account the facilities that will back onto the residents.
- Many of those who welcomed this would not be affected and did not live in the immediate vicinity.
- Car park on Barton Road would increase the traffic – would the PC be willing to fund a crossing?
- Impact of increase of traffic will affect those living along Barton Road.
- Issue also of overspill from car parks.
- This area is not an area in which young people reside.
- FC will take up the majority of the land – no business plan has yet been submitted.

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- If they are not going to use that piece of land then the PC could be offered 33 acres of the land.
- The PC should also carry out a detailed consultation survey of the amenities required.
- Would the landowner offer other land and could this opportunity be explored?

The Chair reminded all that a number of these points would be addressed through the planning process and all residents would have the official opportunity to feed into that process. He further stated that there was a need to have a concept as to the impact on residential amenities and the village as a whole and to ascertain the level of support for such a venture. It was re-confirmed that there was no formal offer made to the PC of the gift of land and any conditions that might be imposed by the landowner would depend upon the facilities being offered. Council was in agreement that it should speak direct, with the landowner which could allow an “in principle” decision to be made but there would need to be a targeted decision and the feedback and input from the residents and other stakeholders must be taken into account. The Chair concluded the discussion by stating that the PC could not agree to the facilities needed at this meeting without further dialogue with either the landowner or the community at large and that the best way forward was the continuation with the Steering Group. This in turn could lead to a wider consultation but ultimately there was a need to know the parameters of the land that will be offered. It was also noted that whilst there may be preliminaries costings, there needs to be evidence of a fully funded strategy including maintenance and upkeep and organisational strategy.

**Agreement was forthcoming from the Councillors present that the way forward was to continue with the Steering Group forum, meet up with the landowner and then subject the matter to wider community engagement, aif.**

#### 11. STATUTORY BUSINESS –

- In accordance with the LGA1973 s84 (4), council to agree to set a date to receive the signed Acceptance of Office from those elected Councillors not present – **all were in agreement that the date by which the form should be submitted was to be 31<sup>st</sup> May 2023, aif.**
- To receive nominations for the unfilled posts of Councillor following the uncontested Parish Council Election on 4<sup>th</sup> May 2023 – all noted that the vacancies would be advertised as widely as possible to attract new members.
- General Power of Competence – Council to confirm that it fulfils the eligibility criteria to use the power (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)) for the next four years – **it was to resolved from this date onwards until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Parish Council would adopt the General Power of Competence, aif.**
- Councillors to consider the Clerk’s paper on Committee Structure and approve nominations for the vacant positions on each committee (Paper entitled Parish Council Structure) - **approval was forthcoming for the following appointments: Cllrs. Balaam and Moy to the Policy & Resources committee, Cllr. Welham to the Planning Committee and Leisure and Environment Committee and Cllr. Moy to the Emergency Planning Committee aif. All other existing appointments were therefore agreed to be rolled forward, aif.** All were asked to keep membership of the committees under review and inform the Clerk of any amendments.
- Councillors to consider the Clerk’s paper on Parish Council Representation on outside bodies and confirm appointments (Paper entitled Parish Council Structure) - **approval was forthcoming for Cllr. West to be appointed as Parish Council nominated person to the New Green Community Trust and Cllrs. Hay and Rainbow as nominated persons to the Friends of Thurston Library, aif.** As there were no other changes, all other existing appointments were agreed to be rolled forward, aif.
- Councillors to consider nominations to the Parish Appointed Positions and confirm appointments (Paper entitled Parish Council Structure) - **approval was given for Cllrs. Ballam and Hay to be added to the list of existing bank signatories (which would roll forward) and for Cllr. West to be the second Internal Controller, aif. All other positions were agreed to be rolled forward, aif.**
- Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council’s Responsible Financial Officer for the Council as part of her contract of employment - all noted that the Clerk was the s151 Officer for the Parish Council and that Council’s FR 1.8 reflected this position.
- To confirm that there are no significant amendments to be made to the Council’s Terms of Reference for the following committees: Environment and Leisure Committee; Emergency Planning Committee; Planning

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Committee; Policy and Resources Committee and Recreation Ground Trust Committee other than to the numbers on the committee and quorum – it was noted that amendments were to committee numbers and quorums and that all Committees will have a quorum of five (5) members apart from the Emergency Planning Committee which will have four (4). **All noted and agreed the changes as written, aif.**

- i) To elect a Chairman of the Recreation Ground Trust Committee -following acceptance of his nomination, **Cllr. Rainbow was proposed and approved by all to continue in the role of Chair of the Recreation Ground Trust Committee, aif.** Cllr. Rainbow signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.
- j) To consider and sign up to the Civility and Respect Pledge (Paper entitled Civility and Respect Pledge) – following a review of the paper submitted by the Clerk, **all agreed to answer the statements in the affirmation and thereby approved the resolution to sign up to the civility and pledge statement and to grant delegated power to the Proper Officer to sign the pledge on behalf of the Council, aif.**
- k) To note the appointment of Ms Morgan Robinson as the Senior Detached Youth Worker for the 2-year contract commencing 22<sup>nd</sup> May 2023 – Council noted the appointment and that this was a two-year project being run by the Council. The Clerk confirmed that all necessary paperwork had been completed and employment contracts signed.
- l) To confirm that the Parish Council is participating in the Duke of Edinburgh Scheme by running a Wildlife Project in the New Green wildlife area – the Deputy Clerk updated the meeting on the scheme which involved 10 weeks of volunteering being overseen by the Leisure and Environment Committee. The volunteering will involve assisting with the building of the Bug Hotel in the wildlife garden on New Green, ongoing monitoring of the inhabitants and creation of a library of the biodiversity in that area.
- m) Council to note the deferment of Standing Orders 5j ix, xiii-xix until later meetings – Council noted that: SO ix – review of adoption of appropriate standing order and financial regulations would be deferred until the annual review in March or sooner should legislation change; SO xiii review of inventory of land and assets including buildings and office equipment, SO xiv confirmation of arrangements for insurance cover in respect of all insure risks and SO xv review of the council's and/or staff subscriptions to other bodies would be deferred to the 7<sup>th</sup> June 2023; and that all of the policies as listed under xvi through to xix would be reviewed by the Policies and Resources Committee at the annual review due in February 2024 (as they were last reviewed in February 2023) unless legislation required they be revisited earlier.

## 12. 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 – there were no further updates from the Professional Lead, Key Sites and Infrastructure.
- b) to receive an update on the Community Action for Thurston (CATS) campaign to improve the appearance and use of the Thurston Station Building – there were no further updates from the group. District Cllr. Davies made the meeting aware that he had discussed with the relevant department at MSDC the possibility that they could investigate whether these premises could be used for either residential or commercial use.

## 13. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 17.05.23*) - the items awaiting payment were verified and explanations given where appropriate. **All were in agreement to approve those items 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 – 17.05.23*) - **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 – 17.05.23*) - Council noted the receipt of monies received as identified at Appendix B. All noted the receipt of the first tranche of the precept.
- d) To consider and receive the Bank Reconciliation for the period ending 31<sup>st</sup> April 2023 (*Paper 4 – 17.05.23*) - Council noted the overall bank balances of £344,810 (rounded) across both accounts held in the name of the Parish Council. All noted that Cllr. Rainbow would review the actual balances and sign in accordance with his role as Internal Controller.

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- e) To note the CIL report for May 2023 including nominal sums for potential CIL expenditure for the coming year (Paper 6 – 17.05.23) – Council noted the balance of £263,687 once the approved allocated sums of monies for CIL bids had been expended. It was shown on the report as submitted that this would drop to £219,294 once committed sums were included. Overall since 2018 Council had received CIL monies in the sum of £676,472 and had approved expenditure in the sum of £457,178.
- f) To receive and adopt the Annual Internal Audit Report for the year ending 31<sup>st</sup> March 2023 as produced by the Council's appointed Internal Auditor (Paper 7 – 17.05.23) – all agreed that the Internal Audit was a good comprehensive report. Thanks were offered to the Clerk for the manner in which the audit papers were produced and the overall report which was a credit to the admin team. **Council formally agreed to receive and adopt the report as submitted noting that there were no areas that required improving or requiring an action plan to be submitted, aif.**
- g) To receive and approve the Asset Register for the year ending 31<sup>st</sup> March 2023 (Paper 8 – 17.05.23) – following clarification as to the manner in which local authorities maintain their asset register, **Council received and agreed that the asset register in the sum of £320,274.65 as at 31<sup>st</sup> March 2023 was a true and accurate reflection of the assets held by the Council at that point in time, aif.**
- h) To approve the Statement of Accounts for Thurston Parish Council for the year ending 31<sup>st</sup> March 2023 (Paper 9 – 17.05.23) - **Council accepted and approved the accounts for the year noting that the carried forward figure was the same as that declared as the year-end bank reconciliation which had been formally approved at the previous meeting, aif.**
- i) To receive and approve, as sole trustee, the Annual Accounts for the Recreation Ground Charity (304946) for the year ending 31<sup>st</sup> March 2023 (Paper 10 – 17.05.23) - **Council accepted and approved the accounts for the year ending 31<sup>st</sup> March 2023, aif.**
- j) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31<sup>st</sup> March 2023 as per the Annual Governance and Accountability Return (AGAR) – Council to provide explanations for responses in the negative (Paper 11 – 17.05.23) – **it was agreed that Council was able to answer in the affirmative to the statements posed and that the Chair be authorised to sign the Annual Governance Statement, aif.**
- k) To consider and approve the Accounting Statements for the year ending 31<sup>st</sup> March 2023 as transposed onto the AGAR (Paper 12 – 17.05.23) – **it was agreed that the Accounting Statements as written, and which were a summary of the Statement of Accounts as approved under 13h, reflected the Council's overall financial position and were adopted as such, aif. It was agreed that the Chair be authorised to sign the Accounting Statements as written, aif.**
- l) To note the Budget to Actual position including variances for the year ending 31<sup>st</sup> March 2023 (Paper 13 – 17.05.23) – all received the final overrun as per the papers submitted and noted that if legal fees were removed then the year had broken even.
- m) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2022-23 (Paper 14 – 17.05.23) - **Council noted the list of payments and gave approval that such payments be made provided that they were reported back to Council as retrospective payments once expenditure had been incurred, aif.**
- n) Council to reconfirm, in accordance with FR 6.9 & 6.10 its acceptance for the use of BACS (Bank Transfer) for the settlement of its invoices / requests for payment, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are reported to council as having been made (Paper 15 – 17.05.23) – **Council confirmed its acceptance of the use of BACS for the settlement of its invoices for the next two years, aif.**

#### 14. TO CONSIDER PLANNING MATTERS RELATING TO THURSTON

- a) DC/23/01913 - Householder Application - Erection of garden room (Retention of) @ 3 Rooks Mead – it was noted that this was a retrospective application, that the proposal was not permitted development as it was situated in the garden and beyond the size of a temporary structure. It was however agreed that this did not affect a large number of residential properties, but the issue was of the impact on the landscape and visual amenity. **All agreed that given the cited reasons the Council would recommend rejection of the application as it was in contravention of the original planning permission, aif.**

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- b) DC/23/01912 - Householder Application - Erection of garden room (retention of) @ 2 Rooks Mead – **all agreed that the application should be rejected under the same grounds as that for DC/23/01913, aif.**
- c) EN/21/00776 – land at Beyton Road, Thurston (Non-compliance with Enforcement Notices) – the Clerk provided an update in which it was confirmed that the case (which was previously adjourned) was heard in the Ipswich Magistrate’s Court and discussions were had pre-hearing with both defendants concerning four offences which were: Non-compliance with Enforcement Notice in not surfacing the approved access with hot rolled asphalt; Non-compliance with Enforcement Notice in not removing the driveway and yard areas in their entirety and restoring the land to its former condition as agricultural land; Non-compliance with Enforcement Notice in not removing the containers in their entirety from the land and Non-compliance with Enforcement Notice in not removing the black and white polytunnels in their entirety from the land. Guilty pleas were entered by the tenant and the Magistrate’s found the tenant guilty to the first, second and fourth offenses. Fines were levied and a collection order of 28 days was made for the total financial penalty of £3,600.00. It was noted that this matter will remain ongoing until full compliance with the two Enforcement Notices has been secured therefore further monitoring and compliance of the land will be pursued.
- d) DC/23/01282 - Discharge of Conditions Application for DC/20/01249- Condition 4 (Written Liaison Scheme) and Condition 15 (Construction Management Statement) (Part discharge for Parcels A and B) @ Land On The North Side Of, Norton Road – **all agreed that the comments raised previously under similar applications should be repeated in their entirety, aif.**
- e) DC/19/02090 – Appeal Under Section 78 - 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 dwelling @ Land To The East Of, Ixworth Road – all were advised that the Public Enquiry into the Appeal would on 4<sup>th</sup> July and last for four days. It will be held at the Blackbourne Community Centre, Blackbourne Road, Elmswell. It was noted that the Planning Committee will be asked to review the cases being made and consider the matter further.
- f) Babergh and Mid Suffolk Joint Local Plan Main Modifications - Notice of Commencement of Further Examination Hearing Sessions (Regulation 24)JDLP – examination hearing sessions – all were advised that the hearing sessions will commence at 10:00 on Monday 26<sup>th</sup> June 2023 and will be held as Virtual sessions on Microsoft Teams. The sessions are likely to continue until Thursday 29<sup>th</sup> June 2023 and further details about the hearing sessions will be passed on once known. It was noted that the Planning Committee will be asked to review the cases being made and consider the matter further.

#### 15. 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 confirmed that there were no issues with the overall production and distribution of the newsletter.
- b) To receive an update on the outstanding s106 income held by MSDC and to determine whether this could be used as joint funding (via a CIL bid) for upgrades and improvements to the Recreation Ground Play Area and Pavilion on Church Road – it was noted that there was an intention to submit the paperwork to claim the monies held under s106 – Play and Open Space at MSDC **£6104.40** and to claim the balance of monies needed for the works required via a CIL bid. **Council agreed for the Deputy Clerk to work on the submission to MSDC and for the Clerk to sign off the formal bid submission paperwork, aif.**
- c) To receive an update on the review of total CIL collection and expenditure for the Parish – all noted that this was an ongoing situation as the Clerk was trying to drill down on the expenditure that had been allocated and approved under the CIL 123 list given the sparse details on the Developer Database as operated by MSDC.
- d) To note that the Planning Committee will commence work on the review of the Parish Infrastructure and Investment Plan – Council noted that the committee would commence work on this project over the coming months.
- e) To receive an update on the Norton Road proposed parking restrictions as outlined under the recent TRO consultation – the meeting was advised that following the recent consultation on the proposed parking restrictions, agreement was forthcoming from County Cllr. Otton that a short length of junction protection (10metres from the start of the dropped kerb for the driveway) on Wren Close would be added to the

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proposal. A further letter to residents around that junction would now be issued. After that the next stages would be the accrual legal consultation for the proposed order.

- f) To consider the request from the Ben Wragge Charity to consider the most suitable forum to progress discussions with the Council to establish in principle if the Parish Council would be interested in a gift of land and if so, what facilities it would wish to install on the site for the community – *as covered earlier in the agenda.*

#### 16. 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:
- Ixworth Road – state of road and issue as to why the relevant authorities have not taken appropriate action
  - Norton Road – issue of speed, pedestrians in the road
  - Pokeridge Corner – vegetation
  - Footpath – fence on the footpath at Barleyfields

#### 17. 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 –
- Bus Service 384 & 385 – the Clerk updated the meeting with discussions that had taken place directly with Elmswell, Woolpit and Beyton parish councils over the proposal that a Vertas minibuses be made available for local runs when not serving the school runs. The proposed scheme would involve the four councils agreeing to underwrite / subsidise the scheme on a trial basis to ascertain demand and use. The cost of each bus journey was £45.00 but it was hoped that the scheme would prove popular enough for there to be little financial input from the four parish councils. The service is essentially commercial although Vertas were not intending to charge profitable rates and would be utilising driver and vehicle resource during downtime. A return journey from Thurston to Bury St Edmunds would be £5.00. The Clerk and Deputy Clerk were actively promoting the scheme in Thurston along with colleagues from the other three parish councils and council was asked to support the venture. **All were in agreement that the trial period commencing 3<sup>rd</sup> June – Wednesday and Saturdays – for six weeks be supported and that further updates be provided as to the success of the scheme and the overall uptake, aif.**
  - Matters that had been covered by Council's Officers: issues relating to the poor service from BMSDC over the emptying of the bottle bins at the recycling centre; liaison with SCC Highways over the H lines outside of the recycling centre; liaison with PCSO Swain over inappropriate parking along St Peter's Way; hedgerows; grass verges at Mill Lane; liaison with SCC over issues relating to Footpaths and Street Lights.
  - Cycle Route – Sustrans 51 -
- b) 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.

#### 18. 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 – 31<sup>st</sup> May 2023 – commencing at 6.00pm
- b) Planning Committee Meeting – 31<sup>st</sup> May 2023 – commencing at 7.30pm.
- c) Council Meeting – 7<sup>th</sup> June 2023 – commencing at 7.00pm.

#### 19. TO RESOLVED THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETNG DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED – all agreed that the public be excluded from the meeting as matters relating to land negotiations is likely to prejudice the position of the council in ongoing discussions if made public at this point.

- a) To consider the request for a pre-application meeting to discuss development of residential land in Thurston – **the meeting agreed that such a meeting was deemed to be acceptable on the understanding that the Council would invoke its pre-application protocol. The Clerk was requested to communicate this to the applicant.**

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- b) To consider the request to commence discussions relating to the potential change of lease terms relating to New Green – **it was agreed that exploratory discussions would be positive and the Clerk was instructed to communicate and initiate such a meeting, aif.**
- c) To confirm that performance reviews have been completed on all members of staff and will be reported further at the next meeting – the meeting noted that the reviews had taken place and would be brought back at the next meeting for further discussion.
- d) To consider the request from the Planning Department for the LPA to come to the Parish Council for exploratory talks over development of residential land to the north of the village – **all agreed that the LPA be asked to come to a future meeting to discuss this matter further, aif.**

**20. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 22.02pm.



## 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 by the Chair at the meeting of 7<sup>th</sup> June 2023

**Appendix B - Accounts submitted for payment – PC Account**

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
Astons Legal	Fees for statutory searches – <i>retrospective approval</i>	1737	BACS	1863.48	372.70	2236.18
SHO Cleaning & Maintenance	Office Cleaning	1738	BACS	120.00	0.00	120.00
Trevor Brown	Internal audit fee & expenses	1739	BACS	374.65	0.00	374.65
Ashtons Legal	Allotment Transfer fees at Thurston Park, Norton Road	1740	BACS	1554.00	301.80	1855.80
Community Heartbeat	Annual Support	1741	BACS	165.00	33.00	198.00
Rialtas Business Solutions Ltd	Alpha Software Annual Support and Maintenance	1742	BACS	156.28	31.25	187.53
Urban Forestry	School Road Tree Survey	1743	BACS	295.00	59.00	354.00
Gipping Press	May Newsletter	1744	BACS	1284.00	0.00	1284.00
New Green Community Trust	Increase in monthly rent (CPI @10% ) – April (SO in place May 23)	1745	BACS	41.62	0.00	41.62
SALC	Membership Subscription for 2023/24	1746	BACS	1055.03	0.00	1055.03
M&TJ's	Grounds Maintenance under remit of Parish Council	1747	BACS	835.00	167.00	1002.00
MSDC	Litter and Dog Bin Emptying	1748	BACS	1332.56	266.51	1599.07

**Accounts paid since 1<sup>st</sup> April 2023**

	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (April 23)	1724	SO	412.05	0.00	412.05
BT – Pavilion Broadband (April 23)	1725	DD	33.72	6.74	40.46
O2 – Mobile Phone – April 2023 (Clerk's Phone)	1726	DD	11.00	2.20	13.20
Plusnet – Office Broadband (April 23)	1727	DD	29.10	5.82	34.92
O2 – Mobile Phone – April 2023 (Editor's & Office)	1728	DD	22.00	4.40	26.40
Adobe Systems Software – Acrobat Pro DC	1729	CC	12.64	2.53	15.17
Indeed Job applications	1730	CC	75.00	0.00	75.00
PCC of Thurston – CIL Bid & Small Grants Offer	1731	BACS	4021.30	0.00	4021.30
Salaries – April 2023	1732.1736	BACS	4330.99	0.00	4330.99

**Movement through the account following authorisation at meeting of 1<sup>st</sup> April 2023**

SHO Cleaning and Maintenance – Office cleaning	1712	BACS	156.00	0.00	156.00
Urban Forestry	1713	BACS	1168.75	233.75	1402.50
Cavendish Hall	1714	BACS	31.00	0.00	31.00
Ashtons Legal	1715	BACS	2382.60	476.52	2859.12
Gipping Press	1716	BACS	1146.00	0.00	1146.00
Kompan	1717	BACS	157.80	31.56	189.36
New Green Community Trust	1718	BACS	620.88	0.00	620.88
New Green Community Trust	1719	BACS	458.62	0.00	458.62
SCC	1720	BACS	6079.55	1215.91	7295.46
Suffolk.Cloud	1721	BACS	150.00	0.00	150.00
SCC LGPS	1722	BACS	86.50	0.00	86.50
V Waples	1723	BACS	64.65	0.00	64.65

**Receipts received since 1<sup>st</sup> April 2023**

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	133.92	0.00	133.92
MSDC – Recycling Credit August 22 – January 23	BACS	458.62	0.00	458.62
MSDC – Precept 1 of 2	BACS	76460.00	0.00	76460.00
MSDC – CIL – DC/17/02232 & 4942/16	BACS	64880.50	0.00	64880.50
Newsletter Advertising	BACS	907.50	0.00	907.50

So approved and signed by the Chair at the meeting of 7<sup>th</sup> June 2023

*Inter Account Transfers carried out*

<b>Date of Transfer</b>	<b>Means</b>	<b>From Account</b>	<b>To Account</b>	<b>Amount Transferred</b>	<b>Reason for transfer</b>
03.04.23	Online	1721	4092	£25,000.00	Funds for revenue purposes
20.04.23	Online	4092	1702	£25,000.00	Precept to Reserves
21.04.23	Online	4092	1702	£25,000.00	Precept to Reserves
28.04.23	Online	4092	1702	£25,000.00	CIL to Reserves

So approved and signed by the Chair at the meeting of 7<sup>th</sup> June 2023