

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 4th October 2023 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Rainbow(Acting Chair), Balaam, Gerrish, Morris, Moy, Pott, Smith, Welham and West.

Also in attendance: County Cllr. Otton; District Cllrs. Bradbury and Davies; PCSO Brown (in part); Mrs Waples, Parish Clerk and Mrs Gladwell, Deputy Parish Clerk and two members of the public (for Agenda Item 7a).

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) Verified apologies of absence were received from Cllrs. Bond, Dashper and Hay.
 - b) **Council consented to accept the apologies as submitted, aif.**
 - c) The meeting noted that Cllr. Cornell had given notice that she would be resigning in writing from the Parish Council with immediate effect.
3. **DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50** –
 - a) 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 no interests submitted.
 - b) To receive notification of gifts or 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. **MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated):*
 - a) To approve the following minutes: full Council Meeting of 6th September 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.** Permission was given for the Chair to sign the minutes in accordance with legislation, 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 & Environment Committee.
 - c) Council (as Sole Trustee) to note the circulation of the approved minutes of the May meeting of the Recreation Ground Trust Charity – Council noted that these would be circulated once they had been approved at the next Trust meeting.
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 meeting’s attention was drawn to the following:
 - Congratulations on Large Village of Year on Community Awards
 - Problem regarding visibility splays at Barrells Road
 - Ixworth Road – ongoing
 - Norton Road – yellow road – ongoing
 - Old Norton Road flooding – will be chased up
 - Letter to the Minister demanding funds for the crossing – Jo Churchill MP has requested a draft
 - A14 online meeting situation – requested STOP sign at the bottom of the slip road
 - Lack of buses – responded to residents
 - Bus Improvement Plan – information has been sent round
 - TCC – still discussing the progress of plans to rebuild

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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 drawn to the meeting's attention:

Cllr. Davies

- Carbon Footprint – SCC provide a link to the commercial service, but MSDC will look at utilising the Electric Buses to fill any gaps in this provision.
- Request for trees and hedges – any sites coming forward please let them know
- MSDC will be having a tour of the village on 13th October viewing the village and what works on each development

Cllr. Bradbury

- Meeting with a landowner – revised plans have been submitted for the two applications in which they are involved – interesting meeting was had.
- Attended the Groundbreaking Ceremony for the Care Home on Monday 25th September 2023.
- Ely and Haughley rail junctions are to benefit from scrapped HS2 funds which will create additional freight and passenger services.

6. POLICE MATTERS

- To receive a report from PCSO Brown, the match funded PCSO from Stowmarket SNT on crimes relating to Thurston – the written report from PCSO Matthew Brown covering the month of September 2023 was circulated to all Councillors.
- To consider matters for referral to Stowmarket SNT – there were no matters for referral.

7. PUBLIC FORUM –

- To receive an overview from Trina Stone and France Day from Our Special Friends (Registered Charity), a wellbeing and pets companion service – Trina Stone provided the meeting with a brief overview of the Our Special Friends Project which was a wellbeing and pets companion service, supporting residents to enjoy the benefits from bonding with and walking local domestic pets, building friendships with others, and supporting with social isolation or other personal hardships. The Charity operates out of Suffolk covering southwest and mid-Suffolk with Thurston being part of their patch. Babergh and Mid Suffolk have invested monies into the project with the aim of increasing an offering this provision in the local area. The charity was looking for volunteers to assist with the services being provided which would allow an increase in referrals to allow more opportunities to come forward to connect with local services and residents in Thurston.
- to receive matters of concern from members of the public in attendance on the agenda submitted – there were no other members of the public in attendance.

8. STATUTORY BUSINESS –

- To note that the Parish Council was the joint winner of the Suffolk Community Awards Large Village Of the Year category - it was confirmed that the presentation took place on Monday 25th September 2023 with the Chair and Vice-Chair in attendance at the award ceremony. The plaque is available to view in the Parish Council office.

9. 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 conducted by Network Rail – the Clerk confirmed that an invitation to the next meeting to discuss the outcomes of the Thurston Rail Feasibility Study had been issued for Wednesday 25th October 2023. It was confirmed that the Clerk had requested that the Chair and Cllr. West also be included on the list of invitees.

10. FINANCE:

- To approve the accounts awaiting payment including those coming forth (*Paper 1 – 04.10.23*) - 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.**
- To note the accounts paid since the last meeting (*Paper 2 – 04.10.23*) - **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.**

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- c) To note receipts allocated since the last meeting (*Paper 3 – 04.10.23*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 30th September 2023 (*Paper 4 – 04.10.23*) - Council noted the overall bank balances of £316,603.84 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.
- e) To receive the receive the Budget to Actual statement for the period ending 30.09.23 (*Paper 5 – 04.10.23*) – the meeting received the report noting that whilst there appeared to be an overspend for the year, once grant claims had been settled this would result in a break-even position. At this stage the newsletter account was showing a minor profit and the CIL account would be finalised at the end of the year.
- f) To note the CIL report for September 2023 including nominal sums for potential CIL expenditure for the coming year (*Paper 6 – 04.10.23*) – Council noted the balance of £239,482 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 £133,154 once committed sums were included.
- g) To consider and approve the expenditure on a Parish Council Christmas Tree to be placed in the Library over the Christmas period – **all were in agreement that the Clerk and Deputy be granted delegated power to spend up to £250 on an appropriate Christmas Tree, aif.**
- h) To consider and approve the expenditure for a High Street Safari Christmas event at a cost of £549.00 – **all agreed that the Parish Council should support this venture once again and that the expenditure of £549.00 be so incurred, aif.**

11. 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. Distribution numbers were continuing to increase due to the build-out of four of the developments.
- b) To receive an update on matters relating to Ixworth Road – the Clerk reported that, as stated last meeting, the Stage 3 Road Safety Audit (a post construction safety audit) was completed on 19th July by an independent auditor had highlighted the safety concerns that needed to be addressed in particular the issue of the verge damage and running over the new cycleway. SCC Highways have had a meeting with Persimmon’s Senior Engineer and agreement was forthcoming that a topographical survey will be ordered on the ‘as-built’ works to determine levels and low points to ensure the revised design addresses all the issues raised. Once there is a clearer understanding on dates and programme, the Parish Council will be informed.
- c) To receive an update on the Taxi-Bus Service – Thurston to Bury St Edmunds – at this stage the figures for September were unknown. This matter would be considered further at the next meeting.
- d) To receive an update on the Wildlife Area Project on New Green Public Open Space including associated costs (*Paper 7 – 04.10.23*) – to be deferred until the next meeting.
- e) To receive an update on the EV Charging Project at the Recreation Ground Car Park, Church Road – all noted that the charging unit had been fully installed and would be commissioned later that week or early the following.
- f) To receive an update on the surface matting replacement at the play areas on New Green and the Recreation Field on Church Road – it was confirmed that all had now been installed. The Clerk agreed to investigate the lifespan and warranty cover for both areas and report back to the LEC.

12. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) DC/23/02429 re-consultation, erection of 5no. dwellings with garaging, Land at Norton Road – noting that the Council had a vested interest in this application, **all agreed that overall the benefits outweighed the harm that would come about from the granting of permission of three further dwellings, aif.**
- b) To note the Council Liaison Meeting scheduled with Linden Homes for 15th September 2023 was cancelled by Linden Homes – all noted that a request had been received for suitable dates for November. The Clerk agreed to provide suitable dates to Linden and circulate to those interested in attending once a date had been agreed.
- c) To note Suffolk County Councils proposed improvements to the A140 and consider any response to the consultation – all agreed that whilst the proposal should be supported, there was a concern at the impact that

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would be had on surrounding villages from vehicles using the routes as rat runs. **The Clerk was asked to pass this concern onto the County, aif.**

- d) SN/23/00346/SNL – land on the South Side of Heath Road, Thurston – Council were informed that they had been asked to consider suggestions for 2 No. road names for the Housing 21 Heath Road development – **all were in agreement with the developer’s suggestion that the following names be used: Michaelmas Close with Michaelmas Court for the block containing the 40 flats, aif**
- e) To note the Housing 21 groundbreaking ceremony taken place to celebrate the start of construction of the Extra Care development at Heath Road - all noted the event that had taken place including the relevant press releases. The Clerk made the meeting aware that she had raised the issue over inappropriate parking by delivery lorries (following complaints received) and she was pleased to report that this appeared to be a one-off with the area being blocked for a very short time. It was confirmed that haulage companies are fully aware that drivers must book in prior to arrival with their ETA so that the site is ready for their arrival. It was acknowledged that the site entrance needs to be set up before vehicles can turn round on site and that Carter’s were in the process of doing that and in the meantime they would try and minimise any vehicle movements on Heath Road where possible. Once the site was set up all were welcome to visit and discuss any concerns or fears and that the Developer and their Contractor would operate an open doors policy.
- f) BMSDC – Publication of the Inspectors’ Report on the Examination of the Babergh and Mid Suffolk Joint Local Plan – all noted that the conclusion was that the duty to cooperate had been met and that with the recommended Main Modifications as set out in the Appendix to the Report, the Joint Local Plan satisfied the requirement referred to in Section 20(5)(a) of the Planning and Compulsory Purchase Act 2004 was sound and capable of being adopted.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers: none to report.
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
 - Library – meeting scheduled for the following day.
 - New Green – positive use of the hall; improvements being undertaken; ambition to carry out further renovations. *It was agreed that in Cllr. Bond’s absence, Cllr. Welham would be appointed as the parish council appointed trustee to fill the vacancy that was now held on the New Green Trust. This matter would be revisited once Cllr. Bond’s leave of absence was no longer in effect, aif.*
 - Cavendish Hall – shortage of trustees.
 - 33 Acre Project – it was noted that the meetings to discuss this matter were now held in abeyance until the Suffolk FA position was clearer.

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

- a) To receive an update on the request for the installation of hedgehog warning signs around the village -
- b) To receive the reports of items actioned under delegated powers:
 - Woodland known as The Pits – although this item had been raised at the previous meetings, the Clerk had not taken any action in contacting the owners of the land enquiring whether it could take a licence on the land under management and control to ensure that the land is used appropriately and in a safe manner as she had been on annual leave. However, the meeting was made aware that the illegal use of this land had now been raised with the police and that they would be looking into the ASB that was associated with the land following reports of inappropriate behaviour. Initially they would be seeking to address these concerns with the landowners direct. The Clerk advised that whilst these matters needed to be addressed, she would continue to ascertain whether there were any future plans for this land that was in private ownership. Until that time all were made aware that the use of this land constituted trespass.
 - TRO – Norton Road – the meeting was advised that the LHB design engineer working on this project had confirmed that the formal advertising stage of the related Traffic Regulation Order process finished last Friday (29th). The next stage will be to write a TRO report and submit it for approval. Once that’s been done, a job pack will be created, construction can be organised onsite, and Council would be updated. SCC was hopeful to be in a position to instruct Milestone (their new Highways Contractor) to proceed with scheduling the installation of the road markings ASAP.

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- c) To receive items of correspondence for noting – all matters not requiring action from Council have been dealt with under delegated powers with the following items noted:
- Temporary Closure of Footpath No. 7, Thurston – all noted the temporary closure from 2nd October to 6th October 2023 from Meadow Lane for 200 metres northbound to facilitate resurfacing works.
 - Correspondence from a resident concerning the issue of parking in Lady Road by non-residents. The meeting were informed that this particular incident was being investigated by Stowmarket SNT.
 - SALC – SALC Conference – 29th November 2023 – all were invited to attend and those so wishing should advise the Clerk to allow for bookings to be made.
- 15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library –**
- a) Emergency Planning Meeting – 11th October 2023 – commencing at 6.30pm
 - b) Leisure and Environment Committee Meeting – 18th October – commencing at 6.00pm (*post meeting changed to 6.45pm*)
 - c) Planning Committee Meeting – 18th October 2023 – commencing at 7.30pm (*post meeting changed to 8.15pm*).
 - d) Parish Council Meeting – 1st November 2023 – commencing at 7.00pm.
- 16. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED –**
- a) To discuss matters raised at a pre-application meeting for reserve matters for an approved outline application – the meeting received an update on the matters discussed noting the further discussions that had been had with the LPA. Matters raised at the meeting would now be reviewed and taken forward for discussion at a future meeting.
 - b) To receive an update on matters raised under a meeting to discuss two extant planning applications – the meeting was advised that discussions on one of the applications between the applicants and their agents and the LPA Officer were ongoing. It was expected that a further round of consultation would now be required.
 - c) To receive an update on matters raised during a recent pre-application discussion with a developer for land within Thurston – the meeting was given an update as to the matters that the developer had discussed with the LPA. Until further discussions were had with the LPA, they would be limiting the amount of work on the layout. Once further input had been had, they would seek to have further pre-application discussions with the parish council.
 - d) Recreation Ground Charity Trust – given that the Parish Council was sole trustee and the committee had not been able to meet, there was a concern that the charity's debts were not been settled in a timely manner due to the non-approval of non-budgeted items. **The meeting reviewed the submitted list and gave its approval for the outstanding invoices to be settled and payment made, aif.**
- 17. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 21.04pm.

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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
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
RAAC	Reinforced Autoclaved Aerated Concrete
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TNPSG	Thurston Neighbourhood Planning Steering Group
TPO	Tree Preservation Order
TPS	Thurston Primary School
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

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Appendix B - Accounts submitted for payment

Accounts due for payment 4th October 2023	Voucher	METHOD	NETT	VAT	TOTAL
Thurston Recreation Ground - Hire of Pavilion for Thurston Community Players – CIL Bid	1872	TRF	15.40	0.00	15.40
M&TJ's - Grounds Maintenance	1873	Bacs	255.00	51.00	306.00
Gipping Press - Script Printing for Thurston Community Players – CIL Bid	1874	Bacs	37.00	0.00	37.00
James Hallam - Cyber Insurance Renewal Package	1875	Bacs	636.50	0.0	636.50
Gipping Press - October Newsletter	1876	Bacs	1291.00	0.00	1291.00
SHO Cleaning & Maintenance - Office Cleaning	1877	Bacs	120.00	0.00	120.00
SHO Cleaning & Maintenance - Installation / removal of litter and dog bins	1878	Bacs	280.00	0.00	280.00
Wicksteed - Safety Matting – Recreation Ground	1879	Bacs	14237.70	2847.54	17085.24
Wicksteed - Safety Matting – Thedwastre Park	1880	Bacs	22168.40	4433.68	26602.08
Glasdon - Dog Bin & Litter Bin	1881	Bacs	707.57	141.51	849.08
Glasdon - Double Litter Bin	1882	Bacs	746.71	149.34	896.05
EML Electrical - EV Charging Points	1883	Bacs	9068.35	1813.67	10882.02
CAB West Suffolk - Donation as approved 06.09.2023	1884	Bacs	500.00	0.00	500.00
Tom Whalley Pantomimes - Thurston Community Players – ½ Script Cost - CIL Bid	1885	Bacs	112.50	0.00	112.50
Sarah Cornell - Thurston Community Players – ½ Script Cost – CIL Bid	1886	Bacs	112.50	0.00	112.50
Glasdon - September Operational Inspection – New Green Play Equipment	1887	Bacs	157.80	31.56	189.36

Accounts paid since 1st September 2023	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (September 23)	1855	SO	453.67	0.00	453.67
O2 – Mobile Phone – September 2023 (Clerk's Phone)	1856	DD	12.90	2.58	15.48
BT – Pavilion Broadband (August - September 23)	1857	DD	33.72	6.74	40.46
O2 – Mobile Phone – August - September 23 (Editor's & Deputy Clerk's)	1858	DD	26.30	5.26	31.56
Adobe Systems Software – Acrobat Pro DC	1859	CC	16.64	3.33	19.97
Post Office Stamps – postage	1860	CC	22.40	0.00	22.40
Tesco – Administration	1861	CC	31.66	6.34	38.00
Amazon – Charger for office mobile	1862	CC	4.16	0.83	4.99
Eurooffice – stationery – ink and paper	1863	CC	80.49	16.11	96.60
Amazon – stationery – storage boxes	1864	CC	16.66	3.33	19.99
Tesco – Administration	1865	CC	15.50	0.00	15.50
Salaries – September 2023	1866-1871	BACS	9455.20	0.00	9455.20

Items paid following authorisation at meeting of 6th September 2023

SHO Cleaning and Maintenance - Office Cleaning – August	1839	BACS	108.00	0.00	108.00
DC Carpentry and Joinery - Pavilion exterior refurbishment	1840	BACS	1318.98	0.00	1318.98
FNCE (Nathan Head) - Fencing at Heath Row	1841	BACS	355.35	0.00	355.35
Zurich Municipal - Annual Insurance	1842	BACS	1535.30	0.00	1535.30
Sac-O-Mat - Bio Dog Bag Dispenser	1843	BACS	177.00	35.40	212.40
KOMPAN -4 Tower Multiplay Unit (New Green)	1844	BACS	17086.79	3417.35	20504.14
New Green Community Trust - 2 nd Biffa Bin – New Green	1845	BACS	668.88	0.00	668.88
Parish Online - Subscription to Digital Mapping (annual)	1846	BACS	190.00	38.00	228.00
SF Electrical Services - New hot water and heating system - Pavilion	1847	BACS	4718.22	0.00	4718.22
PKF Littlejohn - Audit fees for year ending 31 March 2023	1848	BACS	840.00	168.00	1008.00
MSDC - Parish Election Recharges – uncontested election	1849	BACS	240.65	0.00	240.65

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Gipping Press - August Newsletter	1850	BACS	1279.00	0.00	1279.00
Gipping Press - Taxi-Bus artwork	1851	BACS	15.00	3.00	18.00
Gipping Press - September Newsletter	1852	BACS	1279.00	0.00	1279.00
Staff Matters - Confidential	1853	BACS	66.70	0.00	66.70
M&TJ's - Grounds work and village maintenance – under contract – August	1854	BACS	520.00	104.00	624.00

Receipts received since 1st September 2023

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	242.46	0.00	242.46
Newsletter adverts – renewals	BACS	510.00	0.00	510.00
MSDC – Precept 2 of 2	BACS	76460.00	0.00	76460.00
HMRC – VAT reclaim for Recreation Ground	BACS	331.63	0.00	331.63
Plusnet Refund – end of contract	DD	22.42	0.00	22.42

Inter Account Transfers

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
04.09.23	TRF	ending 1721	ending 4092	20,000.00	Revenue Funds

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