

THURSTON PARISH COUNCIL

Parish Council Office

New Green Centre

Thurston IP31 3TG

Tel: 01359 232854

e-mail: info@thurstonparishcouncil.gov.uk

website: <https://thurstonparishcouncil.uk/>



The Parish Councillors of THURSTON PARISH COUNCIL are summoned to attend the ANNUAL COUNCIL MEETING on Wednesday 1st May 2024 commencing at 7.00pm in the Thurston Community Library on Norton Road.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

AG E N D A

1.	Opening including Statement	7.00
2.	Election of Chair inc. signing of the Declaration of Acceptance of Office for the position	
3.	Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office for the position.	
4.	Apologies – a) Council to receive apologies for absence. b) Council to consent to accept apologies received.	7.01
5.	Declarations of interests: a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct for the Agenda under discussion. b) To receive notification of gifts of hospitality exceeding £50. c) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy.	7.05
6.	Minutes of previous meetings: a) To receive and consider the minutes of the following meeting: <i>(all as previously circulated)</i> Meeting of 3 rd April 2024. 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/ : Planning; Policy & Resources and Leisure and Environment Committee.	7.10
7.	REPORTS FOR INFORMATION – to receive the following reports as submitted by: a) County Councillor Penny Otton b) District Councillors Austin Davies & David Bradbury.	7.15
8.	Police Matters – a) To receive a report from PCSO Matt Brown from Stowmarket Community Policing Team (CPT) on crimes relating to Thurston for the month of April 2024. b) To consider matters for referral to Stowmarket CPT.	7.30
9.	PUBLIC FORUM – To receive comments from members of the public on the agenda submitted.	7.40
10.	Statutory Business – <i>to view associated papers please use the following web-link:</i> https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/ a) To receive nominations for the vacant posts of Councillor (3). b) Land adjacent to 54 Barleyfields, Thurston – Council to receive the response regarding the acquisition of the land highlighted in red from Sustrans. c) Council to consider and adopt a substitution policy for Council's committees (<i>Paper</i>	7.55

	<p><i>entitled Substitution Policy 2024</i>).</p> <p>d) Councillors to consider and approve the revised Terms of Reference for committees (<i>Paper entitled Terms of Reference</i>).</p> <p>e) Councillors to reconfirm appointments to committees, outside bodies and parish appointed positions (<i>Paper entitled Parish Council Structure</i>).</p> <p>f) 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.</p> <p>g) To elect a Chairman of the Recreation Ground Trust Committee.</p> <p>h) To ratify the appointment of Miss Laura Bumstead as the Thurston Newsletter Editor</p> <p>i) To review and adopt the latest version of Standing Orders for Thurston Parish Council</p> <p>j) To review and adopt the latest version of Financial Regulations for Thurston Parish Council</p>	
11.	<p>To consider matters relating to Network Rail:</p> <p>a) To receive an update on the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail.</p> <p>b) To note receipt of the Mid Anglia Rail Passengers' Association (MARPA) Spring 2024 Newsletter</p>	8.30
12.	<p>Finance - to view all associated papers please use the following web-link: https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/</p> <p>a) To approve the accounts awaiting payment including those coming forth (<i>Paper 1 – 01.05.24</i>)</p> <p>b) To note the accounts paid since the last meeting up to 29.02.24 (<i>Paper 2 – 01.05.24</i>)</p> <p>c) To note receipts allocated since the last meeting up to 29.02.24 (<i>Paper 3 – 01.05.24</i>) and in particular the receipt of the 1st tranche of precept for the year 2024-2025 in the sum of £88,680.00</p> <p>d) To receive the Balance of the Accounts for the period ending 30.04.24 (<i>Paper 4 – 01.05.24</i>)</p> <p>e) To note the CIL report for April 2024 including nominal sums for potential CIL expenditure for the coming year and receipts received (<i>Paper 5 – 01.05.24</i>)</p> <p>f) Council to approve expenditure to the fencing around the war memorial in the sum of £620.00 plus VAT (<i>Paper 6 – 01.05.24</i>)</p> <p>g) Council to consider the CIL bid submitted by Cavendish Hall for Chairs following receipt of further information (<i>Paper 7 – 01.05.24</i>)</p> <p>h) To consider the request to allow TCP to retain the balance of £3,567 from the original CIL bid of £9,064 to allow for future productions to take place (<i>Paper 8 – 01.05.24</i>)</p> <p>i) To receive and approve the Asset Register for the year ending 31st March 2024 (<i>Paper 9 – 01.05.24</i>)</p> <p>j) To approve the Statement of Accounts for Thurston Parish Council for the year ending 31st March 2024 (<i>Paper 10 - 01.05.24</i>).</p> <p>k) To receive and approve, as sole trustee, the Annual Accounts for the Recreation Ground Charity (304946) for the year ending 31st March 2024 (<i>Paper 11 – 01.05.24</i>)</p> <p>l) To receive the internal audit for the year ending 31st March 2024 as carried out by Trevor Brown, CPFA</p> <p>m) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2024 as per the Annual Governance and Accountability Return (AGAR) – Council to provide explanations for responses in the negative (<i>Paper 12 – 01.05.24</i>)</p> <p>n) To consider and approve the Accounting Statements for the year ending 31st March 2024 as transposed onto the AGAR (<i>Paper 13 – 01.05.24</i>)</p> <p>o) 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 2024-2025 (<i>Paper Annual Payments 2024-25 & Paper Annual Subscriptions 2024-25</i>).</p>	8.35

	<p>p) Council to reconfirm, in accordance with FR 6.9 & 6.10 its acceptance for the 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 (<i>Paper 14 – 01.05.24</i>)</p> <p>q) Council to consider the quotation from DRS Commercial Doors Specialist to automate the existing swing door (front door) complete with full safety for compliance with EN 16005 in the sum of £2,756.31 plus cost to provide a power supply point (estimated at £100) (<i>Paper 15 – DRS Quote QUO13586</i>)</p>	
13.	<p>To consider matters relating to the Community of Thurston:</p> <p>a) To receive matters relating to the production of the Thurston Community Newsletter.</p> <p>b) To receive an update on the Taxi-Bus Service – Thurston to Bury St Edmunds.</p> <p>c) To receive an update on the Grant Offer under the BSIP to deliver enhancements to the Village Connections DRT Scheme (<i>Paper BSIP2 Delivery</i>)</p> <p>d) To note the inclusive and accessible play equipment is to be installed at the fenced play area on New Green week commencing 7th May 2024.</p> <p>e) Devolution – Council to consider formulating a response to the proposals (<i>Paper Devolution</i>)</p> <p>f) MSDC District CIL – Bid Round 13 – to note that the Bid Round 13 for CIL funding applications from the District CIL will be open from 1st May and will close at 12.00pm on 31st May 2024.</p>	9.10
14.	<p>To consider matters relating to Planning:</p> <p>a) To note a date for the next Council Liaison Meeting with Linden Homes is still to be scheduled.</p> <p>b) DC/23/02429 & DC/23/02430 – to receive an update on the status of both planning applications.</p> <p>c) To receive an update on matters relating to Ixworth Road.</p> <p>d) To receive an update on works to Footpath TH6 - Norton Road to Church Road.</p>	9.30
15.	<p>Councillor Reports:</p> <p>a) To report village matters of concern to the Clerk.</p> <p>b) To receive items for information only from parish council appointed representatives on outside bodies / groups.</p>	9.40
16.	<p>Clerks Report – to receive and consider information from the Clerk and Deputy Clerk and in particular:</p> <p>a) To receive the reports of items actioned under delegated powers.</p> <p>b) To note receipt of the findings of the Citizens Advice Bureau Cost of Living Forum as previously circulated to all Councillors.</p> <p>c) To receive items of correspondence for noting only.</p>	9.45
17.	<p>To confirm the date of future meetings: all taking place in the Thurston Community Library:</p> <p>a) Planning Committee Meeting – 15th May 2024 – commencing at 6.30pm in the Community Library, Norton Road</p> <p>b) Leisure and Environment Committee Meeting – 15th May 2024 – commencing at 8.00pm in the Community Library, Norton Road</p> <p>c) Council Meeting – 5th June 2024 – commencing at 7.00pm in the Community Library, Norton Road.</p>	9.50
18.	<p>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 –</p> <p>a) To note that the performance review for the Clerk has still to be completed.</p> <p>b) To consider the recommendation from the Recreation Ground Trust Committee for works to the rear of Cavendish Hall</p>	9.55
19.	Close of the meeting	10.05

Victoria S Waples

Victoria S Waples,
Proper Officer to the Council
24.04.24