

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 8th January 2025

Present: Cllrs. Dashper (in the Chair), Allen, Balaam, Bond, Gerrish, Hamel-Cooke, Marsh, Morris, Moy, Rainbow and West.

Also in attendance: County Cllr. Otton (in part); Mrs Waples, Clerk, and Mrs Gladwell, Deputy Parish Clerk. There were no members of the public in attendance.

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 taken as read. A copy of the Protocol can be downloaded from the website: <https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>.

A welcome was extended to the newly co-opted member Yvonne Hamel-Cooke.

2. **APOLOGIES** –

- a) Council to receive apologies for absence – verified apologies for absence were received from Cllrs. Millett and Smith, **council consented to accept the apologies submitted, aif.**
- b) Council noted the submission of apologies from District Cllrs. Bradbury and Richardson and PCSO Brown.

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 declared for the meeting.
- 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 4th December 2024 – **it was resolved to approve the minutes as previously circulated and to give consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, in accordance with legislation.**

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. The following matters were brought to the meeting’s attention:
 - Proposed devolution – SCC, at a special meeting 2.00pm the following day, will discuss the proposals being out forward. The recommendation will then be put to full Cabinet later that day for a final vote. A new unitary council could be formed along with a directly elected mayor.
 - Meeting has been scheduled with the TCC Headteacher to obtain an update on the school’s rebuild.
 - Meeting has been scheduled with the Pickleball club to discuss their proposals for a court in Thurston.
- Report from District Cllrs. David Bradbury and Harry Richardson - the written reports as submitted were taken as read.

6. **POLICE MATTERS**

- a) To receive a report from PCSO Brown, the match funded PCSO from Stowmarket Community Policing Team (CPT) on crimes relating to Thurston – the written report from PCSO Matthew Brown covering the month of December 2024 had previously been circulated to all Councillors. It was confirmed that there had been 44 calls within the month for the parish and 11 recorded crimes. Matters covered by PCSO Brown were as follows: School inputs in relation to drugs/vapes and the dangers (Community College) and “How Police help and safety advice” (Thurston Primary); community intelligence provided from members of the public placed into the system for development ; worked with vulnerable persons within the area; Joint agency meeting regarding safety concerns regarding 2 x residents within the Thurston area ; attended 2 x Road

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Traffic Collisions in the area and assisted with traffic control and CCTV observations undertaken have identified offenders for theft from shops in the area and persons are being dealt with.

b) To consider matters for referral to Stowmarket CPT – there were no matters for onward referral.

7. PUBLIC FORUM –

a) To receive matters of concern from members of the public in attendance on the agenda submitted – there were no members of the public present.

8. STATUTORY BUSINESS –

a) To note the communication from Cllr Andy Mellen, Mid Suffolk District Council leader, and Arthur Charvonja, Babergh and Mid Suffolk District Councils chief executive regarding Devolution White Paper and other Government announcement – Council noted the commentary on the Devolution White Paper and the LGA briefing and the districts recognition of the indispensable role of Town and Parish councils. Council also noted the new annual housing targets as set by the government which would see an increase from 535 homes a year to 734 a year for Mid Suffolk. It had been reiterated that good quality, affordable homes in vibrant communities was required by all. The communication championed the benefits of town and parishes developing an up-to-date Neighbourhood Development Plan as they are an important and powerful tool. The meeting challenged the premise that they allowed communities statutory influence to show how a local area developed given recent developments in Thurston.

b) To note communication from SALC regarding the above matter – council noted the blog pages that had been set up entitled The English Devolution White Paper.

c) To consider a response to the Government consultation on [‘Strengthening the Standards and Conduct Framework for Local Authorities in England’](#) - at this stage, council was in agreement that it would defer any response to the LGA as the national voice of local government.

d) To consider a response to the Government consultation on [‘Local Audit reform: a strategy for overhauling the local audit system in England’](#) – it was confirmed that there would be an impact on the council in the manner in which it would be expected to carry out the audit process. **It was resolved that the council would delegate to the clerk and deputy to formulate a response given the impact that would be had on those undertaking the audit work, aif.**

9. TO CONSIDER MATTERS RELATING TO PLANNING:

a) Planning Applications to be considered by the Council received from Mid Suffolk District Council:

- DC/24/02429 – Hybrid Planning Application – Full Planning application: Erection of 3 no. dwellings with garaging and open space provision on adjacent site. Outline Planning application (Access Points to be considered, Appearance, Layout, Landscaping and Scale to be Reserved) - Erection of 7 no. dwellings with associated garaging involving the demolition of an existing building and the provision of allotments and community land with its own independent access and car parking on adjacent land. The hybrid application includes a package of mitigation offered by the developer. PLEASE NOTE THIS APPLICATION HAS BEEN REVISED AND NOW INCLUDES THE PROPOSAL PREVIOUSLY SUBMITTED UNDER APPLICATION REFERENCE DC/23/02430 (BARRELLS ROAD). Location: Land at Norton Road and land at Barrells Road – **council resolved to respond to the case officer along the legal advice received, aif.**
- DC/24/03629 - Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Stage 2 of DC/23/03120 - Creation of an irrigation reservoir. Location: Land West Of, Great Green – **council consented to recommend the proposal for approval, aif.**
- DC/24/04451 - Application for Reserved Matters for Outline DC/19/02090 (following grant of appeal APP/W3520/W/23/3317494) Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended). Submission of details for Appearance, Landscaping, Layout and Scale for 210 dwellings (74 Affordable) and new vehicular access to include planting and landscaping, natural and semi natural greenspace(s), children’s play area and sustainable drainage system (SuDS) and all associated infrastructure, to include 35% affordable dwellings. Location: Land To The East Of, Ixworth Road – re-consultation – no changes to the road structure; no increase to

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bungalows; no relocation to the green space; not addressed the significant concerns raised by the council – **council resolved to submit the original response with amendments for those few items that had been addressed, aif.**

- b) To note the Designation of the Norton Neighbourhood Plan Area (effective from 19 December 2024) – council noted the designation of the whole parish would form the boundary for the extent of the area to be included within the neighbourhood area. Council received and noted that designation notice, the map on which the area related and the formal application as submitted.
- c) Intended road works in Thurston updates:
- Beyton Road – utility, entrance and footway works to be carried out between 6-31st January – full road closure with local diversion
 - The Acorns – utility works to be carried out between 6-31st January – traffic control (multi-way signals) for access.
 - Meadow Lane – utility works to be carried out between 13-17th January under a street works licence – access for residents. The Clerk confirmed that she had suggested that contact be made with the primary school to ensure parents were appropriately advised.
 - Beyton Road / The Planche – utility works to be carried out between 13–24th January under two-way signals.
 - Beyton Road – highway improvement/construction works to be carried out between 3-14th February – traffic control (two-way signals).
- d) To note the dates for the following parish liaison meetings:
- Persimmon Homes (Hakewill Mews) – 22nd January 2025 (Pavilion, Recreation Ground) at 2.00pm.
 - Bloor Homes – 5th February 2025 (on site) at 2.00pm.
 - Vistry Homes – tbc – February 2025 (on site).

10. TO CONSIDER MATTERS RELATING TO FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 08.01.25*) - the items awaiting payment were verified and explanations given where appropriate. **All were in agreement to approve those items as submitted under Paper 1 and as detailed at Appendix B, for payment, aif.**
- b) To note the accounts paid since the last meeting (*Paper 2 – 08.01.25*) - **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 – 08.01.25*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To note the Balance of the Accounts for the period ending 31.12.24 (*Paper 4 – 08.01.25*) - all noted the confirmed bank balances of £257,601.15 across both accounts held in the name of the Parish Council. The statement of accounts would also be reviewed by Cllr. Rainbow following the submission of the Clerk's workings. The accounts to end of November were confirmed as having been reviewed and verified by Cllr. Rainbow.
- e) To receive and approved the 2nd Draft of the Budget for the year 2025-2026 as reviewed at the meeting of 4th December 2024 (*Paper 5 – 08.01.25*) – it is above the current inflation rate, but extra expenses are noted as now being included within the revenue budget. **It was resolved to approve a revenue budget in the sum of £247,372.**
- f) To confirm the precept to be set for the year 2025 – 2026 (*Paper 6 – 08.01.25*) – **all agreed to defer a decision on the precept to be set until the confirmed tax base had been issued on 9th January 2025.** The clerk would add this item for approval to the Committee's Meeting agenda for 22nd January 2025.
- g) To note the CIL report for December 2024 including nominal sums for potential CIL expenditure for the coming year (*Paper 7 – 08.01.25*) – Council noted the paper submitted showed receipts to date for the year at £95,023 with incurred expenditure of £94,147 (overall receipts and expenditure since 2018 stood at £800,366 and £681,995 respectively) Once all committed expenditure had been realised, the meeting noted the retained CIL balance would be £118,371. The council noted potential CIL results due in April 2025 of £163,582 with a further £683,200 arising from approved development (due dates cover April 2025 – July 2026 and exclude CIL due on land to the east of Ixworth Road). A further potential levy of £440,510 on development that has still to commence was noted, although it was understood that clarity was being sought on three of the applications.

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11. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
 - Trees have been planted on Thurston Park in accordance with the landscaping conditions and appropriate planting schedules.
- b) To receive items for information only from parish council appointed representatives on outside bodies/groups:
 - Library – good outcome from events prior to and after Christmas. Village Quiz is Friday 24th January at the Primary School.
 - New Green – recycling centre – overflowing issues following bank holidays. Possibly a third clothes bin could be accommodated and/or consideration given to a change in design. Events are well supported and plenty of bookings. The Clerk and Deputy Clerk passed on concerns raised to the parish council office regarding the cleanliness of the toilets and the manner in which the kitchens were being cleaned / left after hirings.
 - CATS – update on legal status of access to the railway station. Building lease is held by Transport UK East Anglia.
 - Christmas Tree Festival – thanks were given to the parish council for the decorated trees located in both the Library and St Peter’s Church.

12. 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:
 - Road closures – the Clerk confirmed that she was still dealing with a number of emails and telephone conversations relating to road closures and their connection to s278 works as being implemented by various developers around the village.
 - Route DB1 – the Clerk made the meeting aware of correspondence received from Dan’s Coach Travel on the mission to tackle bus provision on the Stowmarket to Budy St Edmunds corridor between Monday and Friday. More provision has been offered since 2nd December 2024 but there needs to be sufficient uptake to extend the provision beyond Summer 2025. At that time, if the use proves the route to be viable, the operator will seek to include further stops such as Heath Road and a Saturday service (although the latter will be subject to funding that could be attracted). It was confirmed that all relevant bus timetables for Thurston had been placed on appropriate noticeboards.
- b) To receive an update on works to the allotments on Thurston Park – it was confirmed that following further works to the allotments, both parties had now signed the transfer documents. They would now be lodged with Land Registry, but it was to be noted that they have a significant backlog and the transfer might not be registered until April 2026. The Clerk confirmed that she had sought advice as to the implications of this delay and whether it would impact the council on the letting of the allotments. It was also noted that the clerk was waiting upon confirmation from Denbury Homes that the water meter had been fitted by Anglian Water along with the precise locations of the stop cocks.
- c) To receive items of correspondence for noting – items for noting and not requiring a decision were circulated to all councillors once received.

13. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library –

- a) Council’s Committees Meeting – 22nd January 2024 – commencing at 7.00pm in the Community Library, Norton Road.
- b) Council Meeting – 5th February 2025 – commencing at 7.00pm in the Community Library, Norton Road.
- c) Policy & Resources Committee Meeting – 12th February 2025 – commencing at 6.00pm in the Community Library, Norton Road.
- d) Council’s Committees Meeting – 19th February 2025 – commencing at 7.00pm in the Community Library, Norton Road.

14. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.35pm.

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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
LGA	Local Government Association
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
PIIP	Parish Infrastructure Investment Plan
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
SDR	Sensor Data Record
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TOR	Terms of Reference
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 approved for payment 8 January 2025	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office cleaning	2319	Bacs	72.00	0.00	72.00
SALC – Councillor Training	2320	Bacs	96.00	19.20	115.20
SALC – Councillor Training	2321	Bacs	32.00	6.40	38.40
Kompan – Operational Inspection – 2 sites	2322	Bacs	334.52	66.90	401.42
Suffolk Police & Crime Commissioner - 01.09.24-31.03.25	2323	Bacs	24150.00	0.00	24150.00
TOP Garden Services - August – November 24	2324	Bacs	1181.25	236.25	1417.50
TCP - CIL – Sensory Garden (Suffolk Libraries)	2325	Bacs	371.97	0.00	371.97
TCP - CIL – (New Green Community Centre)	2326	Bacs	50.00	0.00	50.00
TCP - CIL – (Thurston Community Centre)	2327	Bacs	2023.00	0.00	2023.00
Headway Suffolk - CIL – Donation (awarded 04.12.24)	2328	Bacs	500.00	0.00	500.00
Tiney Toes Toddler Group - CIL – Donation (awarded 04.12.24)	2329	Bacs	280.00	0.00	280.00
Cloudy Group - Training – Deputy Clerk – IT fundamentals	2330	Bacs	35.00	7.00	42.00
Ashtons Legal - allotment land Thurston Park	2331	Bacs	555.00	102.00	657.00

Accounts paid since 1st December 2024	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Dec 24)	2307	SO	468.19	0.00	468.19
O2 – Mobile Phone – Nov – Dec 24 (Clerk's Phone)	2308	DD	11.96	2.39	14.35
BT – Pavilion Broadband Nov - Dec 24	2309	DD	42.30	8.46	50.76
O2 – Editor's & Deputy's Mobile Phone – Nov – Dec 24	2310	DD	23.92	4.78	28.70
Adobe Systems Software – Acrobat Pro DC	2311	CC	16.64	3.33	19.97
Eurooffice – Lever Arch files, soap and waters	2312	CC	93.03	18.61	111.64
Eurooffice – filing accessories	2313	CC	36.89	7.38	44.27
Amazon – Calendar and wall dairy	2314	CC	20.78	4.18	24.96
Amazon – Pavilion accessories – kitchen (cross charges to be levied)	2315	CC	210.80	42.50	253.30
Sackers – Recycling November 24	2316	DD	153.70	30.74	184.44
Aerial Direct – Handset / router replacements	2317	DD	125.00	25.00	150.00
Aerial Direct – Office internet and phones – October 24	2318	DD	81.75	16.35	98.10
Salaries – December 2024	2301-2306	Bacs	7891.38	0.00	7891.38

Items paid following authorisation at meeting of 4th December 2024

SHO Cleaning & Maintenance - Office Cleaning	2284	Bacs	120.00	0.00	120.00
Gipping Press - December Newsletter	2285	Bacs	1320.00	0.00	1320.00
SHO Cleaning & Maintenance – Graffiti removal from Youth Shelter, MUGA court	2286	Bacs	60.00	0.00	60.00
High Street Safari – removed as paid previously	2287	Bacs	0.00	0.00	0.00
High Street Safari – Correx boards for trail	2288	Bacs	45.00	9.00	54.00
Thurston Recreation Ground Charity - Hire of venue	2289	TRF	25.50	0.00	25.50
Suffolkcloud – website maintenance	2290	Bacs	200.00	0.00	200.00
Rees Pryer Architects – professional services in relation to Sports Pavilion project	2291	Bacs	935.00	187.00	1122.00
Kompan – cradle east Heath Road	2292	Bacs	380.80	76.16	456.96
Kompan – repairs to play equipment – Thurst Café	2293	Bacs	344.88	68.97	413.85
JRB Enterprise Ltd – bio dog bags	2294	CC	82.40	16.48	98.88
SARS – Donation	2295	Bacs	500.00	0.00	500.00
CAB West Suffolk – Donation	2296	Bacs	500.00	0.00	500.00
CAB Mid Suffolk – Donation	2297	Bacs	500.00	0.00	500.00
Mid Suffolk Croquet Club - Donation	2298	Bacs	500.00	0.00	500.00
SHO Cleaning & Maintenance – refill trips hazards	2299	Bacs	150.00	0.00	150.00
SHO Cleaning & Maintenance – works in village	2300	Bacs	120.00	0.00	120.00

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Receipts received since 1st December 2024

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	192.36	0.00	192.36
Newsletter adverts – renewals	BACS	148.50	0.00	148.50
St Peter's PCC – Remembrance wreaths	BACS	40.00	0.0	40.00

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