

## THURSTON PARISH COUNCIL

MINUTES of the MEETING held on Wednesday 2<sup>nd</sup> June 2021 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Dashper (Chair), Cllrs. Cornell, Haley, Hay, Morris, Rainbow, Towers and West. Also in attendance (by video): Mrs V Waples, Parish Clerk; Mrs A King, Deputy Clerk; County Cllr. Otton and District Cllr. Turner.

1. **OPENING** – the Chairman opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be enacted for this meeting. A copy of the Protocol is available from the Clerk or can be downloaded from the website:  
<https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>
2. **APOLOGIES** –
  - a) Apologies for absence were received from Cllr. Thurlbourn due to personal commitments.
  - b) The meeting agreed to accept the apologies submitted, aif.
  - c) It was noted that District Cllr. Richardson had also submitted his apologies.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25** –
  - a) To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 – Cllr. Hay made the meeting aware that he had had an application submitted under a prior approval application for a potato store. There were no further declarations declared.
  - b) To receive declarations of lobbying for planning matters on the agenda – there were none declared.
  - c) To receive requests for dispensations – none had been received prior to the meeting.
4. **TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated):*
  - a) To note and approve the minutes of the following meetings:
    - Video Conference Meeting of 5<sup>th</sup> May 2021 – Council approved the minutes as previously circulated and consented to the Chair signing the minutes as a true and accurate record of the proceedings that took place, aif.
  - b) To note the minutes of the Planning Committee:
    - Video Conference Planning Meeting of 28<sup>th</sup> April 2021 – Approved under delegated powers - Council noted the minutes as circulated.
    - Planning Meeting of 19<sup>th</sup> May 2021 – Approved under delegated powers - Council noted the minutes as circulated.
    - Planning Meeting of 26<sup>th</sup> May 2021 – Draft to be approved under delegated power at the next Planning Committee Meeting - Council noted the minutes as circulated.
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 circulated report was taken as read and the following points were drawn to the meeting’s attention:
    - Significant change under Cllr. Portfolios for Highways – Operational and Development (Waste)
    - Cabinet member for Children and Young Persons and Education
    - NR – she had attended a meeting earlier during the day with the Clerk and MSDC in which further matters were raised over the lack of progress.
  - Report from District Cllr. Turner – the circulated report was taken as read and the following points were drawn to the meeting’s attention:
    - Categorisation of the road from the railway bridge
  - Report from District Cllr. Richardson – the written report as submitted was taken as read.

So signed at the meeting of 7<sup>th</sup> July 2021

- 6. PUBLIC FORUM** - due to government advice relating to public meetings, it was confirmed that the Meeting ID and Password for this meeting had been made available via the website and the parish noticeboards for those who wished to join the meeting.
- to receive questions and matters of concern from members of the public in attendance on the agenda for the evening – there were no comments from the members of the public present.
  - to receive comments relating to Thurston in general – the Clerk made the meeting aware of the following comments received from the Street Survey Week that had been carried out by PCSO Smith in late May:  
issues regarding road safety in general plus the entrance to the Co-op and how difficult this was to manoeuvre for pedestrians and cars alike.
- 7. POLICE MATTERS –**
- a) To receive a report from PCSO Smith on crimes relating to Thurston – the report on policing activities for May 2021 (to 28<sup>th</sup> May 2021) had been circulated to all earlier that day.
  - b) To consider matters for referral to Stowmarket SNT – the issue of visibility in particular parts of the village was raised. Following discussion it was agreed that PCSO Smith be asked to visit Cllr. Rainbow to discuss visibility concerns within the village.
- 8. STATUTORY BUSINESS –**
- a) To review and adopt the Council’s Engagement Strategy for the year 2021-2022 – it was agreed that following amendments to one of the new paragraphs, Council approved the Strategy as written, aif.
  - b) To review and adopt the Council’s 3 Year Business Plan - it was agreed that the circulated Business Plan would be brought back to the July meeting once all had had further time to peruse the document. Any identifiable issues were to be raised direct with the Clerk to allow their incorporation.
  - c) To review and consider the winding down of the Covid-19 Emergency Plan Support Scheme – Cllr. Towers made the meeting aware that the scheme was very quiet and had been for a long while with the level of demand very low. The assistance being offered now was more of a good neighbour scheme and could easily be started up should circumstances dictate. It was noted that the scheme had never been overrun and that many volunteers had undertaken no or little action. The three Co-ordinators felt that this was now the time to stand the scheme down and allow individuals to make their own arrangements. It was agreed that the scheme would be stood down in accordance with government guidance once the next stage of lockdown had been approved, and that this would be communicated via all media.
- 9. PLANNING MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL:**
- a) To receive further information on the Judicial Review submitted following the granting of Planning Permission against application DC/19/03486 Land Southwest Of, Beyton Road, Thurston, Suffolk as granted by Mid Suffolk District Council’s Planning Department – a date for the JR hearing was still awaited.
  - b) DC/21/02655 – New Green Community Centre – Recycling Centre - the meeting was informed of an email received from the Planning Officer in relation to the response from the Environmental Health Team which had stated that given the slatted fence around the proposal, the operating hours of the recycling centre and access for the delivery collection of the bins, a noise impact assessment was required. The assessment needed to take into consideration the type of bins to be provided (with technical specification shown) and the overall operation of the site based on the times that there will be access by both the public and for the commercial collection and delivery of the bins. The Planning Officer had given the Parish Council until 23<sup>rd</sup> June to provide such a report as without this they would be recommending refusal on insufficient information. The Deputy Clerk confirmed that New Green Centre had said this was beyond their expertise and that the PC needed to source the appropriate response. It was also confirmed that initial enquiries had been made with regards to a noise impact assessment being carried out for costs and an estimated value was around £1-2K. It was agreed that the timescales were rather tight and that if the PC could not provide an assessment in time, then the application should be withdrawn until all the information had been obtained. The meeting agreed that

So signed at the meeting of 7<sup>th</sup> July 2021

the Parish Council should proceed and try and compress it into the timescales as defined by the Planning Department and that delegated authority be given to the Clerk and Deputy Clerk to access a report within a maximum budget of £2,000.

- c) Community Infrastructure Levy (CIL) Bid Round Seven – Position Statement for Compliant Bid Project Reference M19-06 – Thurston Community College, Additional Land and School/Community Facilities – the Clerk updated the meeting with the response from the PC to the above bid which overall stated that the PC supported the bid acknowledging that it will assist with the provision of increased facilities and expansion at the well-established Collage and that future bids will eventually lead to increased facilities available for sporting and leisure for current and prospective residents of Thurston. It was noted that the support was based on the following: a Community User Agreement is part of the conditioning for the car park, planning permission as identified in drawing Appendix A1; bid is for Phase 1 only; understanding that there will be further bids for the expansion of TCC; expectations that both MSDC and SCC will support the PC aspiration for land to the North of the site; the PC is looking for support from MSDC and SCC in providing services and facilities within the parish of Thurston that will support the physical and wellbeing of current and future residents. The Clerk also provide the meeting of an update of the meeting that was held earlier in the day with the Infrastructure Officers at BMSDC, County Cllr. Otton and the Clerk. It was confirmed that the CAP was in place on the amount of CIL that would come to the parish council for those applications with planning permission prior to the adoption of the Thurston NDP. Balance of money put into ring fenced account for Thurston. The current proposed CIL bid (for TCC) will be paid for from the ring-fenced monies for Thurston (which also included the monies not received by the PC. The meeting was provided with indicatives sums that would forward from the significant five developments to the Parish – estimate £1.13m. The land option that the PC was hoping to explore and its aspirations for that land was outside of the legal agreement as the land option agreement is for educational as opposed to public open space. Issue with the submission of a CIL by the PC for the land is that it would not be purchasing the land at best value i.e. it would be paying over the odds. A CIL by the PC to purchase the land would be seen to be offering community infrastructure (which is desirable but not essential) and the maximum that could be requested was 75K which must be no more than 75% of the total amount required. Such funding would come out of the ring-fenced amount. Prior to a bid being submitted the PC would need planning permission in place and need to be able to show that the money is being spent as best value. It was noted by all at the meeting that the PC had submitted a request into SCC to see what offer the County Council were able to make to the PC once they understand how much the landowner's wish to sell the land for so that this matter can be further progressed by the PC with the aid of MSDC and SCC. The meeting was made aware that the Clerk was still chasing a response from SCC on the PC's request to formally include Parcel 2 in its land bid to the landowners and whether staggered payments would be acceptable.

#### **10. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:**

- a) To receive an update from the Clerk on the meeting held on 10<sup>th</sup> February with Network Rail to discuss the feasibility study relating to the Thurston Station Level Crossing to be carried out by Network Rail following the granting of funds against the Infrastructure (CIL) Bid Round Five – the clerk made the meetings aware that during the discussions with BMSDC Infrastructure Officers earlier that day it was confirmed that the Feasibility Study now had project managers attached to the client requirement project and that BMSDC were actively engaged with them to ascertain timescales for some sort of response. During such discussions it was noted that there might be a need for improvements along the line to accommodate increased growth and increased rate of growth in freight. It was however unlikely that any enhancements would be funded by NR prior to 2028. A separate discussion was had on this matter, and it was noted that the freight enhancement work was to make the junction at Ely more efficient. If freight trains are increased then there will be a significant number of crossings that will be impacted by this decision and there was a real concern as to whether Network Rail had the monies to fund such works.

**11. FINANCIAL MATTERS** - to note that all associated papers can be found at:

<https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes>

- a) To approve the accounts awaiting payment including those coming forth (Paper 1- 02.06.21) - the items awaiting payment were verified and explanations give. The meeting approved those as submitted under Paper 1 for payment as seen at Appendix B, aif.
- b) To note the accounts paid since the last meeting (Paper 2 – 02.06.21) – 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 – 02.06.21) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31.05.21 (Paper 4 – 02.06.21) – Council noted the overall bank balances of £359,109.47 across both accounts held in the name of the Parish Council. Cllr. Rainbow confirmed that he had verified the bank balances as per the audit log.
- e) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects identified in the Parish Infrastructure and Investment Plan (Paper 6 – 02.06.21) – Council noted the monies that had been expended and monies that had been provisionally allocated.
- f) To receive prior notification of the applications to be considered under CIL Bid Round 1 at the meeting of 7<sup>th</sup> July 2021 (Paper 6 – 02.06.21) – the meeting noted the bids that would be considered at the meeting of 7<sup>th</sup> July 2021.
- g) To grant approval to the Clerk to incur expenditure under the Clerk/Deputy Clerk training budget to access appropriate as identified as part of overall performance related duties. Overall training budget stands at £1,000. Request submitted to release initial expenditure of £200.00 – Council agreed to delegate the sum of £200 to allow the Clerk to access relevant training for both herself and the Deputy.
- h) To confirm acceptance of the additional premium to increase the Council’s Fidelity Guarantee Insurance to £400,000 at a premium of £56.00 for the remainder of the period of the contract (30.09.21) – it was agreed to accept the quotation and for the money to be added to the list of items approved under Agenda Item 11a.
- i) To confirm acceptance of the additional premium to increase the insurance cover of the Council’s Assets to the next banding - £250,001 - £300,000 at a premium of £60.14 for the remainder of the period of the contract (30.09.21) - it was agreed in principle to accept the quotation to cover the assets that would be added to the Register of Assets held by the Council once the items had been purchased, aif. It was noted that the price quoted would reduce if a later commencement date was implemented.
- j) To consider and approve requests for donations from the Council small donation budget (Paper 7 – 02.06.21) – to be deferred to the Council’s Committee meeting scheduled for 23<sup>rd</sup> June 2021.

**12. TO CONSIDER A PARTNERSHIP WITH THE PCC IN THE PRODUCTION OF A COMMUNITY NEWSLETTER (confidential report entitled Thurston Newsletter refers) and to agree to the following:**

- a) Focus the Newsletter on being a community newsletter
- b) Ensure every home in the village has the Newsletter at a time when bringing the growing community together and integrating newcomers and existing residents into the activities, organisations and life of the village is a priority.
- c) Share expertise and ideas on production and circulation to ensure the growing village is served by a viable Newsletter.

Discussion followed on the above matters and the Council’s overall comments are summarised below:

- Whose budget will fund this? It was agreed that whilst there was overall agreement that a community newsletter was the way forward, Council was aware that given the increase in numbers of dwellings in the village, there would be ongoing costs as the advertising revenue was unlikely to fund such an increase.
- It was agreed that a community newsletter should be well supported, and that this would be a good way forward to allow the Parish Council to disseminate it’s good works.

So signed at the meeting of 7<sup>th</sup> July 2021

- As the village becomes more diverse should a newsletter be affiliated to a religious organisation.
- It was agreed that it was better to support a going concern as opposed to start over as that would then put the two in conflict with one another to the detriment of both.

It was agreed that subject to an agreement in writing from the PCC, the Council was minded to consider the matter further at the next meeting. If agreement was forthcoming under the proposed terms as drawn up (and those as previously discussed in terms of separate bank accounts, joint editorial decisions), there was no reason as to not proceed in the collaborative production of a Community Newsletter for Thurston, aif.

### 13. COUNCILLOR REPORTS:

- To report village matters of concern to the Clerk:
  - Grass-cutting – why has MSDC Public Realm decided that the grass areas under their remit should be every three weeks. *The Deputy Clerk made the meeting aware that she was looking into this.*
  - Visibility of Pokeriage Corner – verges.
  - Visibility on Ixworth Road / Norton Road crossroads
  - Bee Orchids had been cut on Maltings Garth and yet for years the marked out positions had been honoured
  - Footpath outside of Linden Homes – why is there no connectivity to either Meadow Lane or the new Primary School being built.
  - Potholes – Station Hill

### 14. CLERK'S REPORT - to receive the Clerks report and in particular:

- To receive the reports of items actioned under delegated powers – footpaths; lack of demarcation on Sustrans Route 51 for pedestrian and cyclists; cycling of footpaths on Station Hill; dog fouling; hedgerow on Station Hill by the flats; potholes on Station Hill; potholes on New Road; flooding at Pokeriage Corner and Norton Road crossroads.
- Thurston Oaks – College Park – to note that following the submission of a report and photographs by members of the public and with the support of the District Councillor and the Parish Council, an investigation has been commenced by BMSDC which will look into the manner in which the trees on the site are being protected.
- Thurston – New Road – to note that following a review into the road hierarchies in Thurston and in particular of this road by the Asset Commissioning and Policy Manager for Suffolk Highways, it has been agreed that the road heading south from the railway bridge to the crossroads (Fishwick Corner) will change from a 4A (local Road) to a rural 3B (Secondary Distributor). This will be actioned within the coming weeks and the next inspection will be programmed into the system. Any defects identified will be raised in accordance with the hierarchy in play at the time of raising.
- SALC AGM – 29<sup>th</sup> July 2021 commencing at 7.00pm via the Zoom Videoconferencing Platform.
- to receive items of correspondence for noting only – it was confirmed that all correspondence for noting had been previously circulated to Councillors.

### 15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library unless the agenda specifies otherwise.

- 16<sup>th</sup> June 2021 – Emergency Planning Committee Meeting – commencing at 6.00pm
- 16<sup>th</sup> June 2021 – Planning Committee Meeting – commencing at 7.00pm
- 23<sup>rd</sup> June 2021 - Recreational Facilities Meeting– commencing at 6.00pm
- 23<sup>rd</sup> June 2021 – Council's Committee Meeting – commencing at 6.45pm (*post meeting change*).
- 25<sup>th</sup> June 2021 – Policy and Resources Committee – *cancelled now 30<sup>th</sup> July*.
- 7<sup>th</sup> July 2021 – full Council Meeting – commencing at 7.00pm.

### 16. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THAT MEMBERS OF THE PUBLIC BE EXCLUDED FROM THE MEETING TO PROGRESS A CONFIDENTIAL STAFFING MATTER AS INFORMATION ABOUT AN INDIVIDUAL MEMBER OF THE PUBLIC IS CONIDENTIAL BETWEEN THE

So signed at the meeting of 7<sup>th</sup> July 2021

**COUNCIL AND THE STAFF MEMBER – it was so resolved that members of the public be excluded from the meeting, aif.**

- a) Staffing – to consider the increase of a salary increment to be paid to the Clerk following the annual appraisal as carried out by the Chair – agreement was forthcoming to increase the Clerk’s salary scale by one incremental point (to SCP35), backdated to 1<sup>st</sup> April 2021, aif.

**17. CLOSURE OF THE MEETING –** there being no other business the meeting was closed at 8.27pm.

**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
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
JR	Judicial Review
LAIS (from SALC)	Local Association's Information Services
LGBCE	Local Government Boundary Commission for England
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
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
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
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

**Appendix B**

<b>Accounts submitted for payment – 02.06.21</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
SHO Cleaning & Maintenance – Office Cleaning	1166	Bacs	96.00	0.00	96.00
Suffolk Police and Crime Commissioner (CIL)	1167	Bacs	19650.00	0.00	19650.00
Cavendish Hall – APM – 20.05.21	1168	Bacs	31.00	0.00	31.00
M&TJ's – Thurston Church and NG Play Area	1169	Bacs	196.00	39.20	235.20
MSDC – Litter and dog bin emptying	1170	Bacs	816.86	163.37	980.23
Business Services at CAS	1171	Bacs	56.00	0.00	56.00

<b>Accounts paid since 05.05.21</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (May 21)	1153	SO	385.09	0.00	385.09
John Lewis – items for Library (reimbursed by Library)	1154	CC	614.98	123.00	737.98
Plusnet – Telephone & internet (April -May 21)	1155	DD	28.65	5.73	34.38
Ashtons Legal – court fees & disbursements	1156	Bacs	2350.00	0.00	2350.00
Salaries – May 2021	1157-1160	BACS	3804.00	0.00	3804.00
Adobe Systems Software – Acrobat Pro Dc	1161	BACS	12.11	2.42	14.53
Amazon – USB charger	1162	CC	6.66	1.33	7.99
Eurooffice – Stationary	1163	CC	100.60	20.12	120.72
Eurooffice – Stationary	1164	CC	51.68	10.33	62.02
Amazon – Prime Membership	1165	CC	7.99	0.00	7.99

<b>Receipts received since 05.05.21</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds Bank – Interest	Interest	1.49	0.00	1.49 Year 21/22

So signed at the meeting of 7<sup>th</sup> July 2021