THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 5th July 2023 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Dashper (Chair), Bond, Cornell, Moy, Rainbow, Welham and West.

Also in attendance: County Cllr. Otton; District Cllr. Davies; Mrs Waples, Parish Clerk and two (2) members of the public.

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) Apologies of absence were received from Cllrs Balaam and Morris for personal circumstances.
- b) Council consented to accept the apology as submitted, aif.
- c) The meeting noted that Cllr. Hay was absent.

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 none submitted.
- b) To receive notification of gifts of 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. TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:** (all as previously circulated):
 - a) To approve the following minutes: full Council Meeting of 5th June 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 April meeting of the Recreation Ground Trust Charity.
- **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:
 - Road humps on Sandpit Lane and issue with lighting referred to SCC Highways
 - Network Rail issue over the meeting and a lack of forward thinking and urgency. Issue is that NR have no money from DoT for any works suggested. It was suggested that the PC, DC and SCC to get a lobby group setup to talk about this matter further and to bring it to the fore for future funding. She will ask the Cabinet Member for Transport at SCC as to whether they would assist in a campaign to the DoT to secure funding in the future.
 - ➤ Library contract due for renewal SCC expectation to extend the contract by 10 months and then will go out for tender.
 - Updates for A14 issue of rat runs. Perhaps more HGV signs.
 - 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:
 - ➤ Potential job opportunities for residents Gateway 14 1600 new jobs. The Range will arrange pick-up from Stowmarket Station.
 - > Gladman voiced dissolution with the planning system and lack of confidence and frustration. If the application is approved there will be funding for Norton Road crossing, a NEAP and community stakepark.

6. POLICE MATTERS

- a) To receive a report from Stowmarket SNT on crimes relating to Thurston no matters had been reported to the Clerk although this was being looked at. The meeting was informed that PCSO Matt Brown was due to start in post on 10th July 2023 and that the weekly surgeries would recommence in the parish council offices as soon as practically possible.
- b) To consider matters for referral to Stowmarket SNT there were no matters for referral.

7. PUBLIC FORUM –

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

8. STATUTORY BUSINESS -

- a) To consider nominations for co-option to the Parish Council to fill the three (3) vacancies on the Council Council considered the two nominations for the three vacant posts of Councillor and following a vote taken in accordance with the LGA 1972 Sch. 12, para 13 the following applicants were co-opted onto the parish council: Simon Pott and Philip Smith co-opted onto the Council, aif. Having signed his Declaration of Acceptance of Office, which was countersigned by the Clerk, Cllr. Pott was invited to join the Councillors at the table. The Clerk would arrange to inform Mr Smith of his successful application and ensure that the relevant paperwork was signed prior to his attendance at any future meetings.
- b) To receive the Council's 3 Year Business Plan for formal review at the next full parish council meeting the current report would be circulated to all for a review at the next meeting.

9. 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 - the following updates were received from the meeting that had been held with the Professional Lead, Key Sites and Infrastructure and her Officers and representatives from Network Rail on 28th June 2023 – the Clerk provided the meeting with an update during which it was confirmed that NR had judged the crossing to have a high individual collective risk but appropriate safety features were in place even though there had been an uplift in numbers since 2019. NR were only formally contracted in March 2023 and hoped to have the feasibility completed by Autumn 2023. Cllr. Otton and the Clerk had expressed frustration at the time taken to enter formally into contract. NR have attended site and are in discussion with MSDC and SCC over the option selection, but the internal design team were confident that they would be able to produce an option. A traffic survey would be carried out under the underpass next to the station to include cars, bicycles and pedestrians and the project team were working with SCC Highways to commission the count. Footfall surveys were also currently being carried out and the Clerk had asked for some weighting to be given bearing in mind that a significant portion of those students using the train had now finished their exams and the term. All had been reminded that the current scope of the project was a feasibility study only and the output would be an assessment of best options. Any steps beyond this would require further funding and none had been allocated from NR's side. MSDC confirmed that they were working on a funding strategy to help finance this. If finance were to be found a detailed design stage for the chosen option would need to be undertaken. NR confirmed that they are only funded for the operation and maintenance of existing infrastructure. Cllr. Austin confirmed that there was now a need for MSDC to push for a business plan together to allow for future funding.
- b) to receive an update on the Community Action for Thurston (CATS) campaign to improve the appearance and use of the Thurston Station Building – the following update was shared with the meeting: CATS is on a "wait and see" approach following its successful campaign to raise the profile of the station. Greater Anglia are regularly reminded about the broken gutter down-pipes that are causing damp to the exterior (and interior) of the building and the need to cut back the vegetation. They "wait and see" regarding the following:
 - i) The possible investigation of the pedestrian tunnel as part of the Network Rail safety appraisal of the barrow crossing. The tunnel opens into the building so the whole site might be impacted by their findings. Personally I doubt that re-opening it will be a serious consideration.

- ii) The possible establishment of a Community Rail Partnership (CRP) between Greater Anglia and the District Councils along the Ipswich to Cambridge line. This would, hopefully, have a positive impact in general terms on Thurston Station.
- iii) The possible effect of a newly-formed East Anglia group of influential heritage professionals who are keen to take GA to task over their poor maintenance of historic buildings in our area, including Thurston. Through the support of MP Jo Churchill, they plan to meet with the Minister for Transport to suggest that such buildings are taken over by a stand-alone organisation. Their suggestion might be that The Railway Heritage Trust should expand their remit (and funding) to do this. An updated article will be published in the Thurston Newsletter.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (Paper 1 05.07.23) 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 –05.07.23*) 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 05.07.23) 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 June 2023 (*Paper 4 05.07.23*) Council noted the overall bank balances of £309,358.61 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. It was confirmed that the bank reconciliation audit log for May had been signed off by Cllr. Rainbow
- e) To note the CIL report for June 2023 including nominal sums for potential CIL expenditure for the coming year (*Paper 6 05.07.23*) Council noted the balance of £255,086 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 £161,831 once committed sums were included.
- f) To receive and consider the verified applications submitted under CIL Bid Round 1 for 2023-2024 (*Paper 7 05.07.23*) having reviewed the applications submitted, the Council agreed the following bids: resurfacing under the play equipment at Thedwastre Park Play Area and Recreation Ground, Church Road £18,873.70 noting that this was being funded by match funding with s106 from MSDC; Community Theatre Group £9,064; Suffolk Libraries Sensory Garden at the Library £6,000; Thurst CIC Christmas Tree and Event £1,596.00, aif.
- g) To receive an update on the review of total CIL collection and expenditure for the Parish and expended by MSDC (Paper 5 05.07.23) Council noted the paper as submitted and the collected sums as well as those allocated. It was noted that the District had collected CIL 123 list contributions from development in Thurston in the sum of £6,346,580.01 and Neighbourhood CIL contributions in the sum of £676,472.31. Council already had a breakdown of the allocation of the Neighbourhood CIL monies (as submitted at each meeting) and noted the three projects that had been funded to date from the CIL 123 list in the sum of £2,951,303.00 (TCC Community College Expansion; Thurston Rail Station Feasibility Study and TCC Additional Land for Car Parking and MUGA). It was noted that the CIL 123 list had £3,377,477.01 monies available.
- h) To confirm that the relevant documentation for the year ending 31st March 2023 has been submitted to the external auditor PKF Littlejohn the Clerk confirmed that all relevant paperwork had been submitted on 16th June 2023 and to date there was nothing further from the external auditor.
- i) To note that due to the significant changes being proposed to the current Plusnet contract for the Office Broadband and Telephony Services, the Clerk has negotiated a future package with Aerial Direct Clerk to provide further details for Council's information. The Clerk confirmed that following notice given by the current providers that it would cease providing Business Broadband and telephony services within seven (7) months, she had sought other quotations from other providers and had negotiated a three-year contract with Aerial Direct for fibre broadband to include updated digital telephony equipment capable of cloud connection and conference calling with voicemail to email and remote working. The office number would be fully portable and the broadband service was expected to be more reliable. The monthly price would be

£81.75 which whilst slightly more expensive than the offer from BT, provided faster speeds and a more flexible telecom package overall.

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.
- b) To receive an update on matters relating to Ixworth Road Cllr. Otton this is still being progressed by SCC Highways and potentially subject to legal proceedings. It was considered that it might be worth talking to the site managers locally.

12. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) DC/20/05894 Approval of reserved matters Submission of Details (Reserved Matters) for Outline Planning Permission DC/19/03486 Layout, Scale, Appearance and Landscaping to be considered for the construction of 210 no dwellings, public open space, play area, sustainable drainage features and associated infrastructure including foul sewerage pumping station @ land South West of Beyton Road the Clerk provide an update regarding the additional conditions that she had requested at the meeting and which had now been approved: securing of a 3m wide footway/cycleway around the entire perimeter of the site and reduction in the number of plots with triplex parking. All were reminded that the junction improvements at Fishwick Corner were required to be completed prior to the 210 residential development being able to advance. The Clerk agreed to ascertain the exact position of the planning application for Fishwick Corner as determined by West Suffolk Council.
- b) DC/20/05894 Request for meeting with Bloor Homes to discuss the Parish Liaison Scheme the meeting noted that an approach had been made by an Architectural Technician on behalf of Bloor Homes to commence meetings to discuss this matter further. The Clerk had indicated that the Parish Council was happy to meet and was awaiting further details from the representative as to whether they wished to attend a PC meeting or have an informal meeting to discuss matters to be submitted to council for formal consultation.
- c) DC/19/03486 Street names for land of Beyton Road, Bloor Homes the meeting was asked to propose names for nine streets with a local relevance or a preferred theme it was agreed that suggestions should be sent to the Clerk by 12th July 2023.
- d) DC/20/01249 Liaison Meetings request for a meeting as part of the Parish Liaison Scheme Condition 4 Vistry Group the meeting was informed that an approach had been made by a Technical Co-Ordinator for Vistry Homes to arrange the first liaison meeting on the site at Norton Road to discuss Phase 2. The meeting was requested for a morning on either a Wednesday or a Friday. Meetings could be held either on site in the site compound or as a team's meeting. Once the dates had been agreed, the Clerk agreed to circulate them to ascertain who would be able to attend.
- e) Gladman
- f) DC/23/02429 & DC/23/02430 the Clerk advised the meeting that she had submitted a formal request to both District Cllrs. for both applications to be submitted as a call-in so that they would be determined by Committee as opposed to Delegated Officer. Cllr. Austin had confirmed that he had submitted the appropriate paperwork to the Planning Officers.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
 - Falling paving slabs, Station Hill
 - HGVs using inappropriate roads
 - Inability to repair damaged verges
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
 - > 33 Acre Project the Clerk provided an update to the questions posed concerning the gift of land which the Council would like to pose to the landowner, and all noted that whilst the landowner had indicated that they were prepared to meet with the Parish Council, they wanted the meeting to have taken place

between the Football Club and the FA first. At a request from the Working Group the Clerk had provided indicative costs that needed to be considered: capital costs for NEAP; palisade fencing; turning of agricultural land to amenity land; CCTV; costs associated with setting up a dog walking area etc. On top of this indicative annual costs had been provided for maintenance of amenity land; fencing maintenance; grounds maintenance; CCTV monitoring; hygiene costs; insurance; equipment maintenance (various levels depending upon the equipment installed).

c) To receive a verbal update on the Alice in Wonderland Open Air Theatre run by Cambridge Touring Productions as held on the Recreation Ground, Church Road (24.06.23) – tickets sold were 74, all who attended enjoyed it. Cambridge Touring Company felt that it was a success, and all hoped that it would be repeated the following year.

14. 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
 - ➤ Taxi Bus Service Elmswell to Thurston all were advised that the trial service seemed to be operating well and was being well used a breakdown of bookings for June were given along with the remainder of the trial period. Costs to Thurston for June would be £30.00.
 - ➤ PROW the Clerk updated the meeting with a request from the PROW Green Access Development Officer to meet with the Parish Council to discuss a number of proposed improvements with regards to Thurston's S106s and PROW funds. Date for the meeting would now be 19th July time at the Council's choosing. The Clerk confirmed that she and Cllr. Morris would be in attendance, and anyone interested was asked to let the Clerk know.
 - Norton Road proposed parking restrictions it was confirmed that having consulted with the first few properties in Wren Close and received no objections, SCC were proposing to progress onto Legal advertisement of the order for these and their original proposals for Norton Road.
 - ➤ SCC Temporary Closure of Footpath 18 all were informed that this footpath would be temporarily closed from June to November 2023 to allow s278 works to be progressed by the Developer.
 - ➤ Tour of Britain Stage 5 all were made aware that the Tour of Britain would be passing through Suffolk on Thursday 7th September to the east of the county.
 - ➤ A14 Haughley to Tothill reconstruction scheme the Clerk confirmed that she had fed into the proposal to trial slip road closures at peak periods on the A14 junction 47a to junction 49 Tothill scheme and confirmed that, following numerous representations, this would now not proceed. National Highways would continue working with Suffolk County Council to investigate alternative traffic calming measures that that can be carried out on local roads. With regards to the specific issue of the impact on Thurston when the A14 was closed, it was stated that the A14 is only every closed or partially closed during a road traffic collision to allow the emergency services to at the scene and that there were many actions they needed to take before opening the carriageway. They did acknowledge that there would be an increase in vehicles travelling through the village of Thurston when the A14 is closed or partially closed due to road traffic accident and understood the frustration that these roads aren't suitable for high volumes of traffic and leads to congestion in the village.
 - ➤ Graffiti on footpath leading to College Park it was confirmed that the Deputy Clerk had been in contact with Persimmon direct on this issue and they had agreed to take appropriate action and clear the area as much as possible.
 - > Station Hill graffiti it was confirmed that SCC Highways would remove the offensive graffiti on the road on Station Hill, but the sprayed speed indicators were to be monitored as opposed to cleaned.
 - ➤ Recycling centre dumped cardboard the Clerk confirmed that she had had a report from New Green Centre that cardboard had been dumped at the recycling unit and that she had suggested that it be placed in the Biffa bins next to the parish council offices.
 - ➤ Recycling centre new bell bottle banks had now been exchanged for the 240litre bins as MSDC had found a way to empty them using a grab lorry. All agreed that Cllr. West should be tasked with the supply and fitting of door stays to the centre in place of the concrete blocks that were currently being used.
 - > Suffolk Community Awards following a suggestion from SALC, all agreed that the PC should self-nominate for Large Village of the Year.

- 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.
- 15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library
 - a) Leisure and Environment Committee Meeting 19th July 2023 commencing at 6.00pm
 - b) Planning Committee Meeting 19th July 2023 commencing at 7.00pm
 - c) Parish Council Meeting 2nd August 2023 commencing at 7.00pm.
- **16. CLOSURE OF THE MEETING** there being no other business the meeting was closed at 21.05pm.

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
СМР	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 VCSE	Vehicle Activated Sign
. VI 3F	Voluntary, community and social enterprise organisations

Appendix B - Accounts submitted for payment

Accounts due for payment 7 th June 2023	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning and Maintenance - Office Cleaning – June	1790	BACS	180.00	0.00	180.00
SHO Cleaning and Maintenance - Removal of graffiti from	1791	BACS	20.00	0.00	20.00
Heath Road					
SHO Cleaning and Maintenance - Cleaning and general	1792	BACS	1150.00	0.00	1150.00
repairs to New Green Open Space including equipment on					
Thedwastre Park					
FNCE - Proforma payment for fencing at Heath Road	1793	BACS	355.35	0.00	355.35
Kompan - Play Inspection for play equipment at New	1794	BACS	157.80	31.56	189.36
Green Open Space					
SALC - Training – M Moy	1795	BACS	60.00	12.00	72.00
Mark Harrod Ltd - Spare Sockets for Goal Posts on New	1796	BACS	153.20	30.64	183.84
Green Open Space					
M&TJ'S - Grounds Maintenance – Thedwastre Park, Heath	1797	BACS	765.00	153.00	918.00
Road, Thurston Church & Memorial, New Green Open					
Space					
Gipping Press - July Newsletter	1798	BACS	1142.00	0.00	1142.00

Accounts paid since 1 st May 2023	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – June 2023	1775 - 1780	BACS	9329.33	0.00	9329.33
New Green Trust – Office Suite Rent (April 23)	1781	SO	453.67	0.00	453.67
BT – Pavilion Broadband (May - June 23)	1782	DD	33.72	6.74	40.46
O2 – Mobile Phone – June 2023 (Clerk's Phone)	1783	DD	12.90	2.58	15.48
Plusnet – Office Broadband (May - June 23)	1784	DD	29.10	5.82	34.92
O2 – Mobile Phone – June 2023 (Editor's & Office)	1785	DD	25.80	5.16	30.96
Adobe Systems Software – Acrobat Pro DC	1786	CC	16.64	3.33	19.97
Euroffice – Stationary	1787	CC	56.33	11.26	67.59
Indeed – Senior DYW Applicants	1788	CC	25.00	0.00	25.00
Amazon – cable ties	1789	CC	4.99	1.00	5.99

Items paid following authorisation at meeting of 7th June 2023

Astons Legal – fees for statutory searches	1737	BACS	1863.48	372.70	2236.18
SHO Cleaning and Maintenance – Office Cleaning May	1767	BACS	108.00	0.00	108.00
SLCC Membership Fee – Clerk	1768	BACS	291.00	0.00	291.00
Suffolk Police & Crime Commissioner Funded PCSO –	1769	BACS	5715.17	0.00	5715.17
01.04.22 – 18.05.23					
Suffolk.cloud Domain name and mailboxes for one year	1770	BACS	310.00	0.00	310.00
Gipping Press June Newsletter	1771	BACS	1279.00	0.00	1279.00
New Green Community Trust Biffa Bin – July to	1772	BACS	620.88	0.00	620.88
September 2023					
M&TJ's Village grounds maintenance	1773	BACS	1115.00	223.00	1338.00
MSDC Legal costs – protection costs and Supreme	1774	BACS	18535.00	0.00	18535.00
Courts cost					

Receipts received since 1 st June 2023	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	168.26	0.00	168.26
Newsletter adverts – renewals	BACS	300.00	0.00	300.00