

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 3rd July 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Rainbow (in the Chair), Balaam, Bond, Gerrish, Morris, Moy and Smith.

Also in attendance: County Cllr Otton (in part), District Cllr. Austin (in part), Mrs Waples, Parish Clerk; Mrs Gladwell, Deputy Clerk and one (1) member 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 and read the applicable statement. 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 for absence were received from Cllrs. Dashper, Welham and West.
 - b) The meeting **resolved to accept the apologies submitted, aif.**
 - c) The meeting noted apologies of absence from PCSO Matt 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: Council Meeting of 5th June 2024 – it was resolved to approve **the minutes as previously circulated, aif. It was resolved to give permission for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, 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.
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:
 - A14 – slipway closures overnight.
 - NR meeting – slightly more positive. Willingness to help with the finances for the next step.
 - More foster carers required.
 - Meeting in July – her group will be adding a motion to the council for debate to ensure that mitigations measures for infrastructure as funded by s106 from developers are used within a reasonable timeframe.
 - Report from District Cllrs. David Bradbury and Austin - the written report as submitted was taken as read along with the circulated release from BMSDC outlining the latest developments at both Councils. The following matters were drawn to the meeting’s attention:
 - Officers working on getting the election process up and running.
 - Meeting on 14th July with the Case Officer and Persimmon to discuss the site put forward for development.
 - Invite to a meeting with Barrett David Wilson Homes on 10th July – *suggested that this be amalgamated with the PC meeting on 17th July 2024.*
 - Anticipated date 14th August 2024 for the Barrells Green and Church View planning applications.
 - MSDC working on the Bus Project – provision of bus services outside of the service offered by SCC.

So approved and signed at the meeting of 7th August 2024

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 June 2024 was circulated to all. A total of 49 calls had been submitted in the last month with 17 crimes recorded in the area. Generally PCSO Brown had been working with local housing associations in the area to try and combat issues in and around anti-social behaviour (ASB). Work has also been undertaken with the schools in and around on-line safety, bullying and safeguarding issues. Community intelligence has been obtained from members of the public and placed into the police systems and CCTV has been viewed to identify the persons involved in offences around the parish.
- b) To consider matters for referral to the 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 – none were submitted.
- b) To receive comments from members of the public on matters relating to Thurston – none submitted.

8. STATUTORY BUSINESS –

- a) To receive nominations for the vacant posts of Councillor (3) – the Clerk confirmed that she had had no expressions of interest in the positions.

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 Clerk confirmed that a meeting had been called to discuss the options that had been put forward under the Thurston Station LX Closure ES2 Feasibility Report as produced in April 2024 Version 3.0 by Network Rail. It was expected that this would cover the outline of all of the options as produced by Network Rail as commissioned by MSDC along with the budgetary costs for each and a brief outline of the impacts both positive and negative. The expectation was that if the meeting agreed an overall preference for an option, then discussions would be had over funding for the next stage – option development and detailed design. All were asked to review the previously circulated paperwork and feed back into the clerk so that a preference could be collated from responses received.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 03.07.24*) - 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 retrospectively approve the accounts paid since the last meeting (*Paper 2 – 03.07.24*) - **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 – 03.07.24*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the balance of the accounts including the bank reconciliation for the period ending 30th June 2024 (*Paper 4 – 03.07.24*) - Council noted the overall bank balances of £276,362.63 across both accounts held in the name of the Parish Council. This matched the retained balance moving forward noting the VAT recoverable account stood at £1,509. 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 account to the end of May had been signed off.
- e) To note the CIL report for May 2024 including nominal sums for potential CIL expenditure for the coming year and receipts received (*Paper 5 – 03.07.24*) – council noted the paper submitted showing receipts to date for the year at £37,281 with incurred expenditure of £9,186. Once all committed expenditure has been realised, the meeting noted the retained CIL balance would be £76,044. Council was reminded that some CIL costs would need to become revenue costs for the year commencing 31st March 2025.
- f) Council to receive the 1st quarter budget to actual review for 2024-2025 (*Paper 6 – 03.07.24*) – deferred until the next meeting once amendments had been made to the budget to date columns. It was agreed that the paper would include the accounts to the end of July.

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- g) To receive the recommendation from the LEC to purchase individual seats for the Wildlife Area at a cost of £352.50 (*Paper 7 – 03.07.24*) - Council noted the recommendation from the LEC committee for the provision of a single seat within the wildlife area on New Green and **approved the purchase of a new single seat in the sum of £352.50 to include installation and that funding for the proposal be from the balance of the CIL bid previously approved by Council – balance being £457, aif.**

11. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON:

- a) To receive any matters relating to the production of the Thurston Community Newsletter – it was noted that all had worked smoothly for the production of the July newsletter and that all targets with distribution to the delivery teams before the end of the month had been met.
- b) To receive an update on the Taxi-Bus Service – Thurston to Bury St Edmunds & the Grant Offer under the BSIP to deliver enhancements to the Village Connections DRT Scheme – all were advised that there was nothing further to report as the final details of the financial offer were still being worked upon. The bus service on a Wednesday and Saturday into Bury St Edmunds was a continuing service. A further meeting had been scheduled to discuss the next steps for the end of July 2024.

12. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) To consider the following planning application:
- DC/23/02430 - Application for Outline Planning Permission (Access Points to be considered, Appearance, Layout, Landscaping and Scale to be Reserved) Town and Country Planning Act 1990 (as amended) - Revised outline application for the erection of 6 No. Dwellings with associated garaging involving the demolition of 2 existing dwellings and the provision of allotments and community land with its own independent access and car parking. Access points to be considered, appearance, layout, landscaping and scale to be reserved. Location: land west of Barrells Road. **The council agreed that it had no further comments to make on this application as the only addition to the documents on the website were those from statutory bodies.**
 - [SCC/0094/23MSS](#) - Proposal: Provision of 10 drop off points with 60 car parking spaces and cycle parking for associated use with the adjacent Thurston Community College school and change of use of the land west of the proposed car park to a school playing field. Location: land to the west of Ixworth Road – following discussion, **it was agreed that the provision of 10 drop off spaces would not satisfy the current undercapacity for drop off spaces which was expected to be exacerbated by the future expansion of the school, aif.**
- b) To receive an update on matters relating to Ixworth Road - as had been advised at the last three meetings, SCC have still to agree a way forward with Persimmon over the items raised in the Safety Audit.
- c) To receive an update on works to Footpath TH6 - Norton Road to Church Road – the Clerk confirmed that she was still chasing for clarification as to the extent to which the path would be metalled and for an update on the safety audit results in relation to the slope onto Church Road. **It was agreed that the Clerk would chase Denbury Homes direct for a response on this matter, aif.**
- d) EN/24/00356 – MSDC have confirmed that they are looking into an alleged unauthorised use of premises for a boarding kennel business.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
- ASB in the wildlife area.
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
- Community Voice – matters covered included flooding issues and location of 6th Form moving forward.
 - Library – gate still to be moved into the sensory garden. Opening for the garden expected to be in September. Wine Tasting event in July – sold out. Lego Club for adults had commenced.
 - Cavendish Hall – meeting scheduled for the following week.

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:

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- SCC00476574 – Norton Road crossroads – overgrown vegetation issues with visibility – this work had been carried out as a priority response.
 - Grass Cutting of the green area in Heather Close – the clerk and deputy clerk had been dealing with concerns raised over the trialling of this area as a no mow area for 2024. It appeared that some residents had not appreciated that this area was being trialled for this season and were disappointed that it was not being cut given the results of the survey undertaken previously. Council's Officers had sent a letter round to those living in the area explaining this and how to feed comments into the MSDC trial.
 - Hollow Lane / Church Road – speed limit surveys – the surveys were confirmed to begin on 9th September until 17th September. The data, once downloaded and formatted, will be sent over to Cllr. Otton and the parish council. The funding for the surveys had been allocated against Cllr. Otton's LHB.
 - Beyton Parish Council – to note the request to meet to discuss the remedial works that Thurston Parish Council will be undertaking with regards to ditches in Thurston and to discuss drainage issues at the Bloor site. Councillors were unclear as to why Beyton Parish Council were of the opinion that Thurston Parish Council should undertake remedial works to private land. It was stated that the most recent report had not been completed as Beyton had obtained a copy of the report commissioned by SCC in 2014. It was agreed that the Clerk should ask for a copy of previous reports including the most recent report on works undertaken by SCC and their overall effectiveness.
 - Bus shelters on Sandpit Lane – Denbury Homes had cleaned both bus shelters and undertaken minor repairs.
 - Public Open Space – Denbury Homes had confirmed that they would be making arrangements to clear rubbish from the open space asap. They also confirmed that they were aware of the dead trees and would carry out replacement planting in the autumn along with the trees still to be planted in the open space at the frontage of the development. It was also confirmed that they were planning to install a couple of benches to the lagoon areas.
 - Allotments – Denbury Homes – remedial work was still ongoing and until all had been completed satisfactorily the parish council would not accept the transfer of the allotments into its ownership.
- b) To receive items for correspondence for noting only -
- SALC Bulletins – these are circulated to all councillors once received.
 - MARPA – June Newsletter – this had been circulated to all.

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

- a) Emergency Planning Committee Meeting – 17th July 2024 – commencing at 6.30pm
- b) Leisure and Environment Committee Meeting – 17th July 2024 – commencing at 7.30pm
- c) Planning Committee Meeting – 24th July 2024 – commencing at 7.00pm.
- d) Council Meeting – 7th August 2024 – 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 – Council so resolved to go into camera for the following items on the grounds that (a) staffing matters are confidential between the council and staff members and (b) Trust matters are confidential to the council -

- a) To note that the performance review for the Clerk has been completed but will be deferred to the next full council meeting – Council noted that this would be brought before the parish council once the Chair was able to attend.
- b) To consider the recommendation from the Recreation Ground Trust Committee to engage an architect at the cost of £450 to create a concept plan for the Pavilion on the Recreation Ground to allow quotations and funding to be sourced – all noted the concept of reorientation of the toilets to provide unisex toilets and reorientation of the referees room to use as a shared facility and **agreed to approve the costs of £450 to engage an architect to provide details to allow the concept plan to be created for future funding options, aif.** It was noted that the aim was also to improve the facility prior to promoting it as a venue for leisure activities.

17. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 20.51pm.

So approved and signed at the meeting of 7th August 2024

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
CPT	Community Policing Team
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
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
SID	Speed Indicator Device
SLA	Service Level Agreement
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 due for payment 3 July 2024	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance - Office Cleaning	2139	Bacs	120.00	0.00	120.00
SHO Cleaning & Maintenance – Installation of new noticeboards	2140	Bacs	65.00	0.00	65.00
Gipping Press - July Newsletter	2141	Bacs	1175.0	0.00	1175.00
TOP Garden Services - Grounds maintenance – churchyard	2142	Bacs	337.50	67.50	405.00
Thurston Village Hall – Hire of hall for Restart a Heart	2143	Bacs	32.00	0.00	32.00
MSDC – Dog and Litter bin emptying	2144	Bacs	1482.64	296.53	1779.17
SALC – Training – planning	2145	Bacs	210.00	42.00	252.00
Suffolk Police & Crime Commissioner – PCSO – 6 months	2146	Bacs	24150.00	0.00	24150.00
Kompan – Quarterly Play Inspection – New Green	2147	Bacs	334.52	66.90	401.42
Urban Forestry – Tree survey – Recreation Ground	2148	Bacs	893.75	178.75	1072.50
JRB Enterprise Ltd – bio dog bags	2149	Bacs	44.90	8.98	53.88
C Dashper – contribution to skips costs for rubble clearance	2150	Bacs	70.00	0.00	70.00
Thurston Community Players – ticket sales monies	2151	Bacs	4008.43	0.00	4008.43
Kompan – inclusive play equipment – New Green	2152	Bacs	27283.96	5456.79	32740.75
New Green Community Trust – external doors – CIL	2153	Bacs	21337.40	0.00	21337.40

Accounts paid since 5th June 2024	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – June 2024	2126-2131	Bacs	7155.30	0.00	7155.30
New Green Trust – Office Suite Rent (June 24)	2120	SO	468.19	0.00	468.19
O2 – Mobile Phone – May – June 24 (Clerk's Phone)	2121	DD	11.96	2.39	14.35
BT – Pavilion Broadband (May-June 24)	2122	DD	42.30	8.46	50.76
O2 – Mobile Phone –May – June 24 (Editor's & Deputy Clerk's)	2123	DD	23.92	4.78	28.70
Aerial Direct – Broadband & office phone (May-June 24)	2124	DD	81.75	16.35	98.10
Sackers – Monthly emptying of bins at New Green	2125	DD	153.70	30.74	184.44
Adobe Systems Software – Acrobat Pro DC	2132	CC	16.64	3.33	19.97
Amazon – keyboard and mouse	2133	CC	16.66	3.33	19.99
Amazon – Protector for laptop	2134	CC	11.32	2.27	13.59
Amazon – Wireless mouse	2135	CC	8.32	1.67	9.99
Eurooffice – cleansing (Pavilion) & ink	2136	CC	166.60	33.32	199.92
Amazon – Training seta and toddler step – Pavilion	2137	CC	13.32	2.67	15.99
Amazon – replacement toilet seat – Pavilion	2138	CC	13.85	2.77	16.62

Items paid following authorisation at meeting of 5th June 2024

SHO Cleaning & Maintenance - Office Cleaning	2106	Bacs	96.00	0.00	96.00
Gipping Press - June Newsletter	2107	Bacs	1174.00	0.00	1174.00
Suffolkcloud - Email hosting	2108	Bacs	260.00	0.00	260.00
Thurston Village Hall (Cavendish Hall Charity) - Hire of hall for APM	2109	Bacs	32.00	0.00	32.00
SALC - Training – engaging with young people	2110	Bacs	35.00	7.00	42.00
MSDC - Annual Play Inspections – 4 sites	2111	Bacs	212.60	42.52	255.12
SHO Cleaning & Maintenance - Installation of bin and new bench (Woodland Close)	2112	Bacs	220.00	0.00	220.00
SHO Cleaning & Maintenance - Playground remedial works	2113	Bacs	165.00	0.00	165.00
TOP Garden Services - Grounds maintenance excluding churchyard (April & May)	2114	Bacs	1440.00	288.00	1728.00
New Green Community Trust - Balance of increase of rent due – April and May	2115	Bacs	29.04	0.00	29.04
Thurston Village Hall (Cavendish Hall Charity) - Release of funds for CIL bid for chairs	2116	Bacs	3383.00	0.00	3383.00

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Suffolk Libraries IPS Ltd - Part release of CIL bid for Sensory Garden – Thurston	2117	Bacs	2421.24	0.00	2421.24
TOP Garden Services - Grounds maintenance – churchyard April and May	2118	Bacs	675.00	135.00	810.00
Village Handyman - Cleaning of signs within 30mph zone	2119	Bacs	13.35	0.00	13.35
Trevor Brown - Internal audit services and travelling - maximum	2088	Bacs	418.40	0.00	418.40

Receipts received since 1st June 2024

	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	252.84	0.00	252.84
Newsletter adverts – renewals	BACS	484.00	0.00	484.00
HMRC – VAT reclaim – Recreation Ground	BACS	200.13	0.00	200.13

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
19.06.2024	TRF	4092	6154	£200.13	VAT for Recreation Ground Aug 23 – Jan 24

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