THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 7th August 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

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

Also in attendance: County Cllr Otton (in part); Mrs Waples, Parish Clerk; Mrs Gladwell, Deputy 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 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/.

APOLOGIES –

- a) Verified apologies for absence were received from Cllrs. Dashper, Gerrish, Moy and West.
- b) The meeting **resolved to accept the apologies submitted, aif.**The meeting noted apologies of absence from PCSO Brown, PC Stephens, District Cllr. Davies & District Cllr. Bradbury.
- c) To note the resignation of Cllr. Welham and the advertisement of the casual vacancy all were advised that the vacancy was in the process of being advertised and that the period in which ten (10) electors could request an election to fill the vacancy expires on 8th August.

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 3rd July 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:
 - ➤ Motion to the council about the timing of infrastructure work unanimous agreement with Thurston being a prime example.
 - Flooding meeting with Beyton with Jason Skilton from SCC.
 - Ixworth Road response received design acceptable.
 - Highways reporting system regarded as not working effectively.
 - 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.

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

July 2024 was circulated to all. A total of 50 calls had been submitted in the last month with 14 crimes recorded in the area. Generally PCSO Brown had been continuing his work with local housing associations in the area to try and combat issues in and around anti-social behaviour (ASB). Work has also been undertaken regarding end of school patrols and events attended engaging with the young people in attendance. Safeguarding visits have been completed in the local area with victims of domestic incidents. Parking issues in and around the new estates have been dealt with and residents advised regarding this.

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 Network Rail Thurston Station House is the Thurston Station LX Closure ES2 Feasibility Report open to the public? The Clerk confirmed that whilst no information had been released into the public domain, the council was able to share that of the five options mentioned in the feasibility study, the parish council, at a recent meeting with MSDC had indicated its first and second preference being the opening of the tunnel under the railway line and a bridge to the east of the station building. The Clerk confirmed that she was also in the process of ascertaining whether the report could be released into the public domain.
- b) To receive comments from members of the public on matters relating to Thurston the member of the public indicated that they were a local person and keen to be involved in community matters in particular biodiversity enhancement. They confirmed that they would be willing to share their knowledge and expertise in this field with the council should the opportunity arise.

8. STATUTORY BUSINESS -

- a) To receive nominations for the vacant posts of Councillor (4) the Clerk confirmed that she had had no expressions of interest in the positions. Discussion ensued over the possible reasoning for this and how the parish council were being associated with the inaction of other tiers of local government. The Clerk outlined the targeted advertising campaigns that would be followed over the coming months to try and raise awareness of the parish council and encourage parishioners to stand for one of the vacancies.
- b) To receive and review the clerk's proposal for committee streamlining (parish council structure 07.08.24) following a review of the paper submitted by the Clerk, it was approved that the council would enact the following until more parishioners came forth to sit on the council: The Recreation Ground Charity Trust Committee to remain as a standing committee and retains its full financial powers; the Policy and Resources Committee to remain as a standing committee with no change to its terms of reference; the Planning Committee be suspended, and all planning matters be considered by full Council until new members have been elected and have received training on planning matters; the planning meeting previously called for in the middle of each month now be amended to be a full Council Committees and that all Councillors will be expected to attend the monthly council meeting and the monthly committee meeting to be scheduled on the first and third Wednesday of the month (with the exception of the January meeting). This new system would commence September 2024, aif.

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 the meeting to discuss the options that had been put forward under the Thurston Station LX Closure ES2 Feasibility Report produced by Network Rail had been held with MSDC. This had covered 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 in positive and negative terms. The meeting indicated an overall preference for one option with a second option to be considered should the former prove unviable. Options preferred were the opening up of the tunnel under the railway adjacent to the station building and a bridge complex being built to the east of the station building. It was considered that option 1 might assist with the renovation of the listed building status of the station building allowing its preservation and bringing it into community use. The unknown was the structure of the tunnel and the right of access across the land at the front. Any plans would need to encompass an entrance into the building and the tunnel to gain access to the southern platform. The bridge structure to the east of the building was the next preference but it was acknowledged that this would require footpath access from Beyton Road and would have an impact on the skyline. It appeared a simpler option than other options for bridges and would

allow for a construction process without any additional land requirements, would be less disruption to services during work and could tidy up the car park area, bicycle store and access to the station as one linked project. The next stage was for MSDC to meet with NR and confirm the option selection and move to the next stage — option development and detailed design. It was however noted that funding for this stage needed to be sourced and that Network Rail had submitted an inquiry as to whether CIL funding could be sourced for this work.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth ($Paper\ 1 07.08.24$) 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 07.08.24) 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 07.08.24) 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 31st July 2024 (*Paper 4 07.08.24*) Council noted the overall bank balances of £179,819.56 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 £7,760 (rounded). 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 June had been signed off.
- e) To note the CIL report for July 2024 including nominal sums for potential CIL expenditure for the coming year and receipts received (*Paper 5 07.08.24*) council noted the paper submitted showing receipts to date for the year at £37,281 with incurred expenditure of £82,202. Once all committed expenditure had been realised, the meeting noted the retained CIL balance would be £69,979. The Clerk made the meeting aware of the Neighbourhood CIL monies now due (£875,654) over the period July 2024 July 2026. Discussion was had over the breakdown of the funds (as held by MSDC) on the CIL 123 list: monies now due (£2,451,831); monies collected £6,612,643) monies spent (£2,230,560) and monies available (£4,292,083) and how to ensure that monies were spent in the area in which development was taking place. It was agreed by all that further discussions over health provision and appropriate facilities should be instigated with the relevant authorities.
- f) Council to receive the 1st quarter budget to actual review for 2024-2025 appended from meeting of 3rd July 2024 (Paper 6 07.08.24) and updated to include income and expenditure to 31.07.24 (Paper 7– 07.08.24) the meeting received the paper for the period to the end of June 2024 noting that generally the council showed an underspend across all areas and that overall the council showed higher income over expenditure. A similar pattern, although slightly reduced was noted for the period to the end of July 2024.

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 at the recent meeting it was agreed that the successful bid should be used to continue the service on a Wednesday and Saturday into Bury St Edmunds with a price reduction taking affect from 4th September at a cost of £4.00 return. The new arrangement would be advertised as widely as possible. The meeting was also made aware of pilot schemes being supported by MSDC Rural Transport grants to commercial and community operators: a "flexible scheduled" service which accepts bus passes and is working towards a Demand Responsive Transport model and a Taxicab scheme which is inaugurating a loop which includes villages in Mid Suffolk in six different configurations for an 8-seater service 7.00am 7.00pm at a cost of £6.00 per trip. The Clerk confirmed that Elmswell and Thurston were still at the exploration stage for exploring further a DRT service within the area allocated by Mid Suffolk (purple on their Rural Transport Grants Scheme map) which includes

Elmswell & Thurston including the rules regulating the operation of such a service, training of drivers; the possibility of job share and general areas of operation.

12. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) To consider the following planning application: DC/24/03199 – Full Planning Application – creation of access off Beyton Road. Stopping up of existing access onto Pepper Lane. (retention of). Location Land at Beyton Road – all agreed that the council should leave it to the statutory body (Highways) to make a comment.
- b) To receive the notes of the Parish Liaison Meeting held with Vistry Homes on 19th July 2024 Council received a verbal update on the meeting which covered: sites issues; security; interim travel plan (to be shared with the parish council); parking (observations as to the size of on plot parking bays to the front of dwellings); build programme; woodland (request submitted for a parish council controlled visit); noticeboards; play area designs (to be shared with the parish council once signed off internally); timing of the design and installation of Norton Road Tiger Crossings (junction of Norton Road and Station Hill). Those present had agreed that the latter would be the subject of an internal discussion to ascertain whether this could be brought forward in time for both design and installation.
- c) To receive a verbal report on the pre-application Parish Liaison Meeting held with Barrett David Wilson Homes (BDWH) (Anglia) on 17th July 2024 the meeting received a verbal update from the Clerk following attendance by Cllrs. Dashper, Rainbow, West and both the Clerk and Deputy for a pre-application engagement meeting with BDWH and GNL Strategic. Discussions had covered their intention to build via a concept that had quality and sustainability at its heart and the meeting's attention was drawn to the offers that the build would give the community of Thurston. The meeting noted the toucan crossings planned for Ixworth Road, Barton Road and the Norton Road Tiger Crossing. Build process was expected to last 4 years and if the reserve matters was approved later this year, an expected start on site would be mid-2025. Issues raised by the parish council were as follows: pepper potting of affordable housing; shared EV charging points; materials to be used (no barn like construction); render to be of a traditional colour; emergency access for the whole site as there was no ring road within the layout; requirement for reuse of grey water on site; ventilation; batteries for PV panels; street lighting; NEAP as opposed to a LEAP or trim trail; parking areas and suggested materials to take account of the ground conditions. Clarity was also sought over the £200,000 as mentioned in the signed s106 agreement and within the appeal conditions as to whether this related to offset facilities or onsite facilities.
 - The Clerk also confirmed that she had sent over to GNL Strategic indicative drawings of NEAP areas that could be explored for inclusion in the site and had emphasized that there was an expectation that play areas should address the issue of areas to "hang out" and ensure that the needs of young girls were catered for.
- d) Update on Ixworth Road it was noted that whilst a technical design had now been approved by SCC Highways, the issue now was one of booking road space to ensure the works were carried out. The parish council would be kept updated on the earliest possible date for the solution to this issue.
- e) Unauthorised access onto Church Road the council was advised of an ongoing investigation to alleged works that had been undertaken to an area on Church Road that had been refused planning permission and had had a related appeal dismissed.
- f) Meeting of larger councils in Mid Suffolk the Clerk made the meeting aware of matters that had been covered in the meeting with MSDC's CEO and Deputy CEO and Clerks to the larger councils and in particular: impact of general election in terms of local plans; impact of the introduction of housing targets; impact of the duty to cooperate with neighbouring districts in achieving such targets; anticipated amendments to the NPPF and expected growth patterns in BMSDC to follow the A12 and A14.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
 - ➤ Barrells Road and Stoney Lane had recently been resurfaced.
 - Meadow Lane wire from Meadow Lane into Cavendish View has been cut.
 - ➤ Thedwastre Lane flooding this had been dealt with that day.
 - ➤ New Road one of the advance Give Way signs is missing.

- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
 - Cavendish Hall still low on trustees.
 - ➤ Library Sensory Garden had an official opening at which the Chair and Vice-Chair of the Parish Council had been in attendance. Garden is opened when the library is open. The parish council had been thanked for its financial support. Suffolk Libraries AGM is in September and Thurston Library have been asked to provide a demonstration as to the manner in which the library was run and the activities offered. Thurston Library is being held up as an exemplar library.
 - ➤ Housing 21 Topping out ceremony the Vice-Chair confirmed that he had attended this event on behalf of the parish council. The aim was to finish the build by March 2025, and, allowing for a six-week period for sorting out staff, residents were expected to take up residency from May 2025. An Open Day would be held in New Green Centre in December to demonstrate all that was on offer at the facility. Expressions of interest were already open.

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:
 - Pokeriage Crossroads the Clerk confirmed that she had asked for the road markings at both Pokeriage
 Corner and the junction of Beyton Road and New Road to be refreshed and clear for all to see as their
 visibility was in question. It was requested that such work take place prior to the closure of Fishwick
 Corner, on a health and safety grounds, given the increase in traffic that would be pushed through this
 area.
 - SCC- Report 482960 Thurston Footpath 018 following a submission of a report into the accessibility
 of this route it had been confirmed that work was required to the vegetation at the second 90-degree
 corner where the hedge row had grown right over the path. Remedial works would be undertaken after
 1st September 2024 as at present SCC were prevented from carrying out such works (Bird Nesting
 Regulations).
 - Allotments Denbury Homes remedial work was deemed to have been carried out and an onsite
 meeting was scheduled for later that week. Once the transfer into the council's ownership had been
 affected council was made aware that it would need to make a decision on the timing of the opening of
 the submission of interest for applications for a plot along with a scheme for approving the allocation /
 assignment of the plots. In the meantime, Council's Officers would review and determine the manner in
 which the plots were to be identified, measured and assigned along with the appropriate fees to be
 charged.
- b) To receive items for correspondence for noting only -
 - ➤ SALC Bulletins these are circulated to all councillors once received.
 - ➤ Community energy initiatives these are circulated to all once received.

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

- a) Planning Committee Meeting 21st August 2024 commencing at 7.00pm.
- b) Council Meeting 4th September 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 receive and consider quotations for tree work specified as High Priority or requiring action in the recent Tree Inspection Survey at the Recreation Ground, Church Road – following receipt of the paper submitted by the Clerk, the tree survey as carried out and the associated quotations, Council agreed to appoint Leon Brown, Arb-Agri Contacting to carry out works to two (2) Elm trees and two (2) Horse Chestnut trees located on the Recreation Ground on Church Road at a cost of £1,305.00, aif. All noted the works to be

- carried out were high priority works and that it had been recommended that they be completed within three months of the survey.
- c) To receive and consider quotations for tree work specified as Medium Priority in the recent Tree Inspection Survey at the Recreation Ground, Church Road it was agreed to wait and review the works carried out under 16b prior to instructing contractors for the medium priority works, aif.
- d) Staffing Matters to confirm that the Newsletter Editor has successfully completed their probation period and to receive the Clerk's report on this matter following receipt of the paper submitted by the clerk, council agreed to ratify the completion of the probationary period and for employment to continue, aif. Amendments to staff renumeration were also agreed, aif.
- 17. CLOSURE OF THE MEETING there being no other business the meeting was closed at 21.08pm.

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 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				
LEAP	Locally Equipped Area for Play				
LGBCE	Local Government Boundary Commission for England				
LHB	Locality Highways Budget				
LPA	Local Planning Authority Mid Suffolk District Council				
MSDC	Neighbourhood Equipped Area for Play				
NEAP					
NHS	National Health Service				
NDP	Neighbourhood Development Plan				
NP 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				
тсс	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				

Appendix B - Accounts submitted for payment

Accounts due for payment 7 August 2024	Vouch	er MET	HOD N	ETT VA	T TOTAL
SHO Cleaning & Maintenance - Office Cleaning	2175	Bacs	96.00	0.00	96.00
Gipping Press - August Newsletter	2176	Bacs	1175.00	0.00	1175.00
Thurston Recreation Ground Charity	2177	TRF	15.40	0.00	15.40
SALC – Training – Councillor basics and Chairing	2178	Bacs	99.00	19.80	118.80
Play Quest Adventure Play Ltd – bar for MUGA	2179	Bacs	135.00	27.00	162.00
Material Change Composting Ltd – play bark for Heat Road	2180	Bacs	590.34	118.07	708.41
SLCC – Training Contract Management and Quotes	2181	Bacs	30.00	6.00	36.00
TCP – part of CIL bid for release	2182	Bacs	144.00	0.00	144.00

Accounts paid since 1 st July 2024	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – July 2024	2154-	Bacs	7155.30	0.00	7155.30
	2159				
New Green Trust – Office Suite Rent (July24)	2160	SO	468.19	0.00	468.19
O2 – Mobile Phone – June-July 24 (Clerk's Phone)	2161	DD	12.76	2.55	15.31
BT – Pavilion Broadband (June-July 24)	2162	DD	42.30	8.46	50.76
O2 – Mobile Phone – June-July 24 (Editor's & Deputy Clerk's)	2163	DD	24.32	4.86	29.18
Adobe Systems Software – Acrobat Pro DC	2164	CC	16.64	3.33	19.97
Aerial Direct – Broadband & office (June-July 24)	2165	DD	81.75	16.35	98.10
Sackers – Monthly emptying of bins at New Green	2166	DD	122.96	24.59	147.55
Land Registry – Titles searches – 2	2167	CC	3.00	0.00	3.00
Euroffice – stationery	2168	CC	59.46	11.90	71.36
Currys – Ink	2169	CC	91.66	18.33	109.99
The Wooden Top – Wildlife area signs	2170	CC	130.00	0.00	130.00
123connect – .gov.uk domain name hosting	2171	Сс	116.80	23.36	140.16
RSPB – bee boxes	2172	CC	50.00	0.0	50.00
SLCC – Clerk's annual subscription	2173	CC	343.00	0.00	343.0
Amazon – play equipment and shelving	2174	CC	75.71	15.14	90.85
Amazon – inks	2175	CC	25.60	5.12	30.72

Items paid following authorisation at meeting of 3rd July 2024

2139	Bacs	120.00	0.00	120.00
2140	Bacs	65.00	0.00	65.00
2141	Bacs	1175.0	0.00	1175.00
2142	Bacs	337.50	67.50	405.00
2143	Bacs	32.00	0.00	32.00
2144	Bacs	1482.64	296.53	1779.17
2145	Bacs	210.00	42.00	252.00
2146	Bacs	24150.00	0.00	24150.00
2147	Bacs	334.52	66.90	401.42
2148	Bacs	893.75	178.75	1072.50
2149	Bacs	44.90	8.98	53.88
2150	Bacs	70.00	0.00	70.00
2151	Bacs	4008.43	0.00	4008.43
2152	Bacs	27283.96	5456.79	32740.75
2153	Bacs	21337.40	0.00	21337.40
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Receipts received since 1 st July 2024	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	229.40	0.00	229.40
Newsletter adverts – renewals	BACS	411.50	0.00	411.50
New Green Centre – ½ refuse and recycling costs	BACS	199.81	0.00	199.81

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
17.07.24	TRF	1721	4092	£45,000.00	Funds for CIL expenditure
24.07.24	TRF	1721	4092	£10,000.00	Funds for wages.