

## THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 2<sup>nd</sup> October 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

**Present:** Cllrs. Dashper (in the Chair), Bond, Gerrish, Morris, Moy, Rainbow and West.

Also in attendance: County Cllr. Otton (in part); District Cllrs. Bradbury & Richardson (in part); Mrs Waples, Clerk; Mrs Gladwell, Deputy Parish Clerk, PCSO Brown (in part). There was one member of the public in attendance.

1. **OPENING** – the Chair opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be 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) Council to receive apologies for absence – verified apologies for absence were received from Cllrs. Balaam and Smith.
  - b) Council to consent to accept apologies received – **council consented to approve the apologies submitted, aif.**
3. **DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50** –
  - a) To receive declarations of disclosable pecuniary interests; other registerable and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were no interests declared for the meeting.
  - b) To receive notification of gifts or hospitality exceeding £50 – there were none submitted.
  - c) To note the determination of requests for dispensations in accordance with Council’s Dispensation Policy – there were none to be reported.
4. **MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated)*:
  - a) To approve the following minutes: Full Council Meeting of 4<sup>th</sup> September 2024 – **it was resolved to approve the minutes as previously circulated, aif. It was resolved to give consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, in accordance with legislation, aif.**
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:
    - Recycling – MSDC has been asked about the impact on the community glass and paper-banks.
    - Hollow Lane / The Planche – comprehensive report – will await the comment from Council prior to proceeding.
    - Thurston Rail – no reply from MP.
    - Director of Highways – can we have a meeting in Thurston to address issues.
    - Parking problems at St Peter’s Way – will ask the Highways Officer for Thurston to visit site and advise further.
    - Cabinet meeting – agenda item about the future of the Library Services.
  - Report from District Cllr. David Bradbury - the written report as submitted was taken as read. The following matters were drawn to the meeting’s attention:
    - Community survey – will be distributed to some of the groups in the village.
    - Enforcement action against the unauthorized access and works on land next to Smart Offices on Church Road.
  - Report from District Cllr. Harry Richardson - the written report as submitted was taken as read. The following matters were drawn to the meeting’s attention: welcome and congratulations were given to Cllr. Richardson on his election to the Thurston Ward.
    - Planning Case Officer – will provide a short note with regards to the outstanding planning applications.

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- Infrastructure Officer – will meet with the Officer to discuss current and future CIL bids attributed to Thurston.
- CATS – will meet with them to discuss potential
- BDWH – both District Cllrs. agreed to attend the meeting scheduled for Friday 4<sup>th</sup> October at 2.00pm.

## 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 September 2024 was circulated to all Councillors. A total of 34 calls had been submitted in the last month with 10 crimes recorded in the area. After receiving complaints of speeding on Howes Avenue, PCSO Brown had worked with the safety camera team who have supplied data to state that they were unable to carry out any further works as the data did not meet current criteria for setting up enforcement. The Data show that the average speed in this area over a 7-day period between the 19/09/2024 and the 26/09/2024 was recorded in both direction at 21.8MPH. The overall percentage for vehicles traveling over the speed limit during this week sits at 2.7%. He confirmed that he would carry on monitoring this area and all information had been passed to the Clerk. School inputs had also been conducted in relation to on-line safety with years 5 and 6 at the Primary School and he had conducted Street a Week surveys in some areas working with housing associations regarding concerns that have been raised by members of the public around Anti-social behaviour. Currently no further information has come forward to assist. Community intelligence had been submitted into the police system regarding several different issues raised by members of the public in the area. Following requests relating to speeding, PCSO Brown will look to carry out speed checks on Meadow Brown Way and Thedwastre Road.
- b) To consider matters for referral to Stowmarket CPT – 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 – Transport coordinator for Ixworth Surgery – in need of more drivers – 120 people use the service; claims for mileage at 0.45pence per mile will be honoured. It was agreed that an advert would be placed in the next newsletter and the Clerk would add an item to the village website page.

## 8. STATUTORY BUSINESS –

- a) To receive nominations for the vacant posts of Councillor (4) – to date four nominations had been submitted for consideration although one form was still awaited. Before the council were three nominations for consideration by the parish council. Council considered the three nominations for three of the vacant posts for Councillor and following a vote taken in accordance with the LGA 1972 Sch. 12, para 13, **it was resolved that Jeanette Allen, Peter Marsh and David Millest be co-opted onto the parish council, aif.** It was noted that all would be informed and granted permission to sign their Declaration of Acceptance of Office prior to the next meeting.
- b) Council to ratify the re-appointment of Mrs J Service as the parish council appointed trustee to the Thurston Relief In Need Charity (appointment to run for 4 years) – **it was resolved that the appointment of Mrs Jannette Service be so ratified, aif.**

## 9. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 02.10.24*) - 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 note the accounts paid since the last meeting (*Paper 2 – 02.10.24*) - **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 – 02.10.24*) - Council noted the receipt of monies received as identified at Appendix B including the second tranche of the Precept in the sum of £88,680.00 and the Locality Grant of £2,500 for minor works to the Pavilion on Church Road.

- d) To consider and receive the Balance of the Accounts including the Bank Reconciliation for the period ending 30<sup>th</sup> September 2024 (*Paper 4 – 02.10.24*) - Council noted the overall bank balances of £250,750.90 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 £872 (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 July had been signed off.
- e) To note the Balance of the Accounts for the period ending 31.08.24 (*Paper 5 – 02.10.24*) – as deferred from the meeting of 31.08.24). All noted the confirmed bank balances of £177,742.99 across both accounts held in the name of the Parish Council. The statement of accounts would also be reviewed by Cllr. Rainbow following the submission of the Clerk’s workings.
- f) To note the CIL report for September 2024 including nominal sums for potential CIL expenditure for the coming year (*Paper 6 – 02.10.24*) – Council noted the paper submitted showed receipts to date for the year at £37,281 with incurred expenditure of £85,948. Once all committed expenditure had been realised, the meeting noted the retained CIL balance would be £71,297. The meeting also noted the potential CIL liability for the council due to be paid in October amounted to £57,741.66.
- g) Council to consider the requests for financial support (*Paper 7 – 02.10.24*) - it was agreed to defer this matter until the November meeting as the clerk was awaiting the submission of further information and completed forms.
- h) To receive the external audit completion letter following the annual review of the council’s accounts for the year ending 31<sup>st</sup> March 2024 – all noted the conclusion of the audit and that there were no matters which gave cause for concern or required remedial actions. The Clerk was thanked for the manner in which the work was undertaken to achieve such a result. Council noted that the official process had been complied with and that in accordance with the Accounts and Audit Regulations 2015, the Clerk had advertised the conclusion of the audit on the Council operated website and noticeboards.

#### 10. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON:

- a) To receive matters relating to the production of the Thurston Community Newsletter – it was noted that the October newsletter was in the process of being delivered with delays due to staff shortages and delays at the printers. The deadline dates for the November issue were currently being agreed. It was confirmed that there were no overall issues with the production and distribution of the newsletter.
- b) To receive an update on the Taxi-Bus Service, Thurston to Bury St Edmunds – there were no further updates available, but all noted the new prices that had come into effect on 4<sup>th</sup> September (return journey of £4.00). The Clerk agreed to chase for an updated poster to advertise the service.
- c) Council to consider measures to assist with the integration of newcomers to the community of Thurston – it was agreed that the council should be aware of this issue and seek to understand whether there were any causes that could be addressed by the council. All agreed that an open approach was offered by the council and the council would continue to monitor the situation.
- d) Hollow Lane and The Planche speed limit review – Council to receive the data and commentary on the recent traffic surveys undertaken – the meeting noted receipt of the data and the commentary from the Community Liaison Officer in which it was stated that the conclusion that can be drawn from the data is that speeds are very low here, well below the 60-mph national speed limit and the perceived speeds of vehicles. It appears that drivers are identifying that this is a settlement / hamlet area and adjusting their speed accordingly. The data tables showed that very few vehicles were travelling in excess of 30 mph, even though the limit was set at 60 mph. The meeting agreed that the results were pretty comprehensive and having noted the conclusion from the officer that they did not feel that any further action or investigation was required from the Safety Team, **it was resolved that due to their being not enough evidence, the council would not pursue this further, aif.**
- e) Ixworth Road – remedial works – to receive an update on the date for works to be completed – all were advised that the remedial works would take place from 6<sup>th</sup> to 24<sup>th</sup> January 2025. The delay was due to other works within the area previously booked and the road space could not be booked until the new year. Some remedial works, close to the Rugby Club would be undertaken early – mid October. It was noted that the Clerk had requested a meeting with SCC Highways to discuss the works that have been agreed.

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## 11. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) SCC/0094/23MS - 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 at Land to the west of Ixworth Road – council to consider further in light of revised plans submitted – it was noted that the wider offer now included an increase in drop off points (increase from 10 to 15) which was **resolved as being acceptable to the parish council, aif. It was also agreed that the council would request whether EV charging points could also be incorporated, aif.**
- b) DC/24/02330 - To receive further commentary from the Assistant Planner of Persimmon Homes Suffolk regarding Phase 2 – College Park – amended to consider further:  
Full Planning Application - Erection of 61 no. dwellings, open space and associated infrastructure. Location: Land to the west of Ixworth Road - Reason(s) for re-consultation: Documents and drawings received on 26.09.2024 – having reviewed the papers council was in agreement that the following issues were still a concern: affordable housing; still regimented; houses on southern side on boundary with the college sit very closely to the boundary; why have only two dwellings been removed when four were previously mentioned; layout for southern half is poor and fails to accord with the looser design first shown to the council. In addition, the data from residents around the poor-quality of build for Phase 1 failed to convince that this would be any different for Phase 2; failed to adhere to the conditions of Phase 1 – why would this be any different. Density has increased – more houses in less space with a compacted layout. Clerk confirmed that the Case Officer is aware of an audit that should be carried out on the existing play area, and both will chase for further action – **it was agreed that the position of previous commentary still stood and should include further commentary as raised and accordingly the meeting resolved to recommend refusal of the application in its current form, aif.**
- c) To receive an update on the status of Planning Applications DC/23/02429 and DC/23/02430 – following recent conversations with the Case Officer, it was anticipated that both applications would not be heard at the same meeting and that further design reviews were envisaged for DC/23/02429. Concerns had been raised at the continual delay for these applications; the need to understand the cumulative community benefits that accrued from both of the applications and the risks being posed for the future of communal facilities in the village.
- d) Fishwick Corner – the meeting noted the following update from SCC as received from Bloor Homes who were providing the Fishwick Corner junction improvements. The programme for 30<sup>th</sup> September was stated as follows: Monday 30 September - Install the handrail to head walls. Tuesday 1 October - Install sandbag retaining walls to embankments. Wednesday 2 October - Completion of sandbag walls and regrading the verge adjacent to this area ; the barriers will be removed on completion. Due to the slope of the ditch, the temporary barriers are required to be placed at the top of the ditch to create safety zone for the workmen on site. 25 October to 18 November – road closure of Fishwick Corner in phases to connect the new road into existing and complete surfacing. Programmed finish is anticipated for the 22 November. All traffic management had been agreed with SCC as appropriate for the works in question, and they will continue to liaise with the developer and their contractor as these improvements progress. All of the above were subject to favourable weather conditions.

## 12. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
  - Villate Noticeboard at New Green – broken and in need of repair – New Green to review.
  - Large pothole in middle of road opposite entrance to the Granary.
- b) To receive items for information only from parish council appointed representatives on outside bodies/groups:
  - Cavendish Hall – nothing to report.
  - Library – nothing to report.
  - New Green – roof repaired and works undertaken to Gents toilet. Deputy Clerk has reported issues with the skylight in the Parish Council Office and New Green are monitoring the damp patches on the floor behind the Clerk's desk.

## 13. CLERK'S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:

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- a) To receive the reports of items actioned under delegated powers:
- Cycle track between Hollow Lane and Thurston Road – following the reporting of this area in terms of overgrowth and issues of safety, SCC Highways had visited the site and stated that they would not be undertaking any work as it did not meet their intervention criteria. The Clerk had since flagged this up to the PROW team for review and action.
  - S106 works – the Clerk provided the meeting with an update in relation to the works that were to be delivered by SCC through s106 funding (as opposed to developer delivered schemes under s278). The three schemes were: Bunbury Arms junction, Fishwick Corner and Public Rights of Way improvements. The expected delivery dates were shared: Bunbury Arms Junction (in design stage currently) – expected delivery 2025/2026; Fishwick Corner – junction to rail bridge (improved surface link for pedestrians and cyclists) – Summer 2026 and PROW improvements adjacent to Mount Road (mixture of s106, s278/s38) – cycleway and bridleway creation – expected 2025/2026.
  - Cavendish View – the Clerk confirmed that she had agreed the product details and the siting of the two noticeboards (to be delivered by Vistry under conditions) – sites being by the pedestrian link between the two principal streets and at the entrance to the Public Open Space to the north of the site.
  - School Lane sign had been reported and replacement will be undertaken within two weeks.
  - Trees on Recreation Ground – those that were deemed to be dangerous have been removed from site.
- b) To receive an update on works to the allotments on Denbury Park – it was confirmed that following further discussions, Denbury Homes had agreed that the fencing would be replaced by a timber mortice post and rail at a height of 1200mm; a gate would be installed, and the fence line would be adjusted (to align with the plans) to allow maintenance of the hedgerow to the west of the allotments. Once the work had been completed, a further site visit would be arranged to sign off the works and allow for transfer into the parish council's ownership.
- c) To receive items of correspondence for noting – items for noting and not requiring a decision were circulated to all councillors once received.

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

- a) Council's Committees Meeting – 16<sup>th</sup> October 2024– commencing at 7.00pm.
- b) Council Meeting – 6<sup>th</sup> November 2024 – commencing at 7.00pm.
- c) Council's Committee Meeting – 20<sup>th</sup> November 2024 commencing at 7.00pm.
- d) Policy & Resources Committee Meeting – 15<sup>th</sup> November 2024 commencing at 10.00am – venue to be confirmed.

**15. CLOSURE OF THE MEETING** – there being no other business the meeting was closed at 8.38pm.

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## Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Chq.	Cheque
Cllr.	Councillor
CMP	Construction Management Programme
Cttee.	Committee
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
GA	Greater Anglia
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
LGBCE	Local Government Boundary Commission for England
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
SNT	SaferNeighbourhood Team
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TOR	Terms of Reference
TPO	Tree Preservation Order
TPS	Thurston Primary School
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

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**Appendix B - Accounts submitted for payment**

<b>Accounts due for payment 2 October 2024</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
SHO Cleaning & Maintenance - Office Cleaning	2225	Bacs	72.00	0.00	72.00
Kompan - Replacement grass mats to gym trail, cocowave & carousel	2226	Bacs	1664.11	332.82	1996.93
Project Landscaping - Works to rear of Cavendish Hall, Recreation Ground	2227	Bacs	916.67	183.33	1100.00
Parish Noticeboard Company - Balance of monies for noticeboard and magnets	2228	Bacs	553.00	110.60	663.60
Suffolk Libraries - Sensory Garden – CIL Bid	2229	Bacs	2477.05	0.00	2477.05
Project Landscaping - Installation of chair in the Wildlife Garden	2230	Bacs	166.67	33.33	200.00
PKF Littlejohn - Limited Assurance review fees	2231	Bacs	840.00	168.00	1008.00
P Gladwell - Expenses – Pavilion crockery & magnets	2232	Bacs	92.00	0.00	92.00
TCP - Part of CIL Bid – venue hire	2233	Bacs	266.00	0.00	266.00
Kompan - New Green & Thurst Café play equipment inspections	2234	Bacs	334.52	66.90	401.42
Zurich Insurance- Premium due for renewal of insurance	2234	Bacs	2158.92	0.00	2158.92
Leon Brown Arb-Agri Contracting - Tree works – Recreation Ground	2235	Bacs	1305.00	261.00	1566.00
Gipping Press - October Newsletter	2236	Bacs	1179.00	0.00	1179.00

<b>Accounts paid since 28<sup>th</sup> August 2024</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Salaries – September 2024	2206 – 2211	Bacs	6823.95	0.00	6823.95
Sackers – recycling July 24	2212	DD	153.70	30.74	184.44
Aerial Direct – Office internet and phones - August 24	2213	DD	81.75	16.35	98.10
New Green Trust – Office Suite Rent (Sept 24)	2214	SO	468.19	0.00	468.19
O2 – Mobile Phone – Aug-Sept 24 (Clerk's Phone)	2215	DD	12.76	2.55	15.31
BT – Pavilion Broadband Aug-Sept 24	2216	DD	42.30	8.46	50.76
O2 – Mobile Phone – Aug-Sept 24 (Editor's & Deputy Clerk's)	2217	DD	23.92	4.78	28.70
Adobe Systems Software – Acrobat Pro DC	2218	CC	16.64	3.33	19.97
Eurooffice – stationery	2219	CC	159.28	31.87	191.15
Amazon – batteries for internet banking card	2220	CC	9.14	1.84	10.98
Eurooffice – cleaning products for Pavilion	2221	CC	10.35	2.07	12.42
Eurooffice – cleaning products for Pavilion	2222	CC	50.77	10.16	60.93
Sackers – recycling August 24	2223	DD	122.96	24.59	147.55
Aerial Direct – Office internet and phones – September 24	2224	DD	81.75	16.35	98.10

**Items paid following authorisation at meeting of 4<sup>th</sup> September 2024**

SHO Cleaning & Maintenance - Office Cleaning	2175	Bacs	96.00	0.00	96.00
SHO Cleaning & Maintenance – Office Cleaning	2194	Bacs	120.00	0.00	120.00
The Noticeboard Company - Noticeboard and magnets – CIL- 50%	2195	Bacs	553.00	110.60	663.60
Gipping Press - Councillor Postcards	2196	Bacs	96.00	0.00	96.00
Elmswell PC - Taxi Bus Scheme – June 23 – March 24 – CIL	2197	Bacs	451.20	0.00	451.20
Rees Pryer - Professional services – Pavilion - CIL	2198	Bacs	450.00	90.00	540.00
Rialtas Business Solutions Ltd - Assets Inventory Software inc. annual support	2199	Bacs	739.13	147.83	886.96
Suffolk Libraries - Annual Support	2200	Bacs	2700.00	0.00	2700.00
TOP Garden Services - Church grounds maintenance	2201	Bacs	506.25	101.25	607.50

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Wicksteed Leisure - Labour costs only	2202	Bacs	400.00	80.00	480.00
Gipping Press - September Newsletter	2203	Bacs	Tbc	0.00	Tbc
Suffolk.cloud - Website training – Deputy and Newsletter Editor	2204	Bacs	70.00	0.00	70.00
SHO - Maintenance – Heath Road play area	2205	Bacs	35.00	0.00	35.00

**Receipts received since 28<sup>th</sup> August 2024**

	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds Bank – Interest	BACS	142.27	0.00	142.27
Newsletter adverts – renewals	BACS	360.00	0.00	360.00
MSDC – Locality Award – Pavilion	BACS	2500.00	0.00	2500.00
MSDC – Precept 2 of 2	BACS	88680.00	0.00	88680.00

**Inter Account Transfers carried out**

<b>Date of Transfer</b>	<b>Means</b>	<b>From Account</b>	<b>To Account</b>	<b>Amount Transferred</b>	<b>Reason for transfer</b>
09.09.2024	TRF	4092	1721	£25,000.00	Precept funds for 4th quarter
27.09.2024	TRF	4092	6154	£2500.00	Locality Award - Pavilion

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