

## THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 4<sup>th</sup> September 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

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

Also in attendance: District Cllr. Bradbury, County Cllr. Otton and Mrs Gladwell, Deputy Parish Clerk. There were no members of 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 - There were no apologies.
  - b) Council to consent to accept apologies received – None applicable.
  - c) The meeting noted apologies from Mrs Waples, Clerk and PCSO Brown.
  - d) Council received apologies from The meeting was informed of the resignation of District Cllr. Austin Davies. The meeting noted the election for a Councillor for Thurston Ward is called for 24<sup>th</sup> September 2024.
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 7<sup>th</sup> August 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.**
  - b) Council to note Draft and Approved minutes are available to view online at <https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/>: for the following Committees: Planning; Emergency Planning and Leisure & Environment Committee. All of which will be submitted for approval at the Committee’s Meeting of 18<sup>th</sup> September 2024.
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:
    - Ofsted Inspection of SCC Children’s Social Care report published findings are that the Overall effectiveness requires improvement to be Good.
    - Flooding in Beyton, Beyton PC now have a helpful report from a professional engineer. The meeting was encouraged to join forces to alleviate flooding.
    - Ixworth Road, now have a confirmed start date of October 2024.
    - Solar Together Suffolk, publicise on website.
    - Recycling, next week cabinet meeting will discuss food waste and any financial loss from bottle banks resulting from glass being allowed in domestic recycling bins.
    - Offer to write to new MP, inviting him to attend parish council meetings.
  - 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:
    - The District Council have written to the new MP asking for a meeting, they have no reply to date. Cllr Bradbury will write again encouraging him to meet with Parish Councils.

So approved and signed at the meeting of 2<sup>nd</sup> October 2024

- Streetlights on new developments are not yet on the same schedule as others in the village. This will hopefully synchronise once SCC adopts them.

## 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 August 2024 was circulated to all Councillors. A total of 38 calls had been submitted in the last month with 21 crimes recorded in the area. PCSO Brown had been completing enquiries in relation to several of the recorded offences including house to house, CCTV and general crime prevention advice. Work has been undertaken in partnership with Housing Associations, Suffolk Highways and the district council relating to anti-social behaviour, parking and neighbour complaints. Complaints of speeding around Thedwastre Road will be addressed by conducting checks in the coming months. Vehicle and foot patrols in the area have been undertaken.
- 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 – there were no other members of the public in attendance.

## 8. STATUTORY BUSINESS –

- a) To receive nominations for the vacant posts of Councillor (4) – there were no nominations for Council to consider. The Deputy Clerk confirmed that targeted advertising of the vacant posts will be done by a post card drop this week.

## 9. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 04.09.24*) - 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 – 04.09.24*) - **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 – 04.09.24*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 30<sup>th</sup> November 2023 (*Paper 4 – 04.09.24*) - Council noted that Paper 4 was not available. The Deputy Clerk confirmed the overall bank balances of £177,742.99 across both accounts held in the name of the Parish Council and all noted that the Clerk would provide more detail next month.
- e) To note the CIL report for July 2024 including nominal sums for potential CIL expenditure for the coming year (*Paper 5 – 04.09.24*) – Council noted the paper submitted showed receipts to date for the year at £37,281 with incurred expenditure of £82,346. Once all committed expenditure had been realised, the meeting noted the retained CIL balance would be £69,979.
- f) To receive the second quarter internal control review as conducted by Cllr. Rainbow on 23<sup>rd</sup> August 2024 (*Paper 6 – 04.09.24*) – the report as completed was received and adopted by the council. The meeting's attention was drawn to the Commercial Package now used for Asset Register, the second CIL instalment due October 2024 and the second Precept instalment due September 2024.

## 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 September newsletter had been delivered and the deadline dates for the October issue circulated. It was confirmed that there are no issues with the production and distribution of the newsletter.
- b) To receive an update on the Taxi-Bus Service, Thurston to Bury St Edmunds – It was confirmed that the main users remain Woolpit residents with Thurston, Elmswell and Beyton having less passengers. There are some small booking process glitches that have been easily overcome by administrators. It was noted that numbers were slightly down, and this is attributed to the recent grant aid given to commercial providers which has resulted in additional services. It was noted that these additional services may have a time limit based on the

So approved and signed at the meeting of 2<sup>nd</sup> October 2024

length term of the grants and therefore it had been agreed that the Taxi-Bus scheme will continue. The meeting was advised of the decision to reduce the fare charge and that all passengers regardless of location will pay the same. The new prices will come into effect on 4<sup>th</sup> September and new publicity will be produced with a fresh poster and press release.

#### 11. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) DC/24/03686 Householder Application – Erection of a single storey rear extension. Location: 2 Rylands Close – **it was resolved to recommend approval based on the information available, aif.**
- b) Advance Notice: council to note that the following matters relating to Babergh Mid Suffolk Joint Local Plan Part 2 will be brought to council’s committee meeting on 18<sup>th</sup> September 2024:
  - i. Sustainability Appraisal Scoping Report Consultation
  - ii. Proposed Approach to the Strategic Housing Land Availability Assessment Consultation.
 – the meeting noted that these consultations would be discussed at the meeting 18<sup>th</sup> September 2024.
- c) To receive the notes of the Parish Liaison Meeting held with Vistry Homes on 22<sup>nd</sup> August 2024. To note the next meeting is scheduled for 27<sup>th</sup> September 2024 – the meeting received a verbal update on the meeting which covered: site issues (site management were ensuring no deliveries take place 8-9.30am and 3-3.30pm); security (perimeter hording and Haras fencing to all boundaries and contact details visible); interim travel plan; build programme (ahead of programme, end date expected August 2026); Woodland; Watercourses (Vistry informed that the Parish council are surveying the watercourses through the parish, agreement forthcoming to walk to the Heras fencing, further investigation would need to be by prior approval and accompaniment); Drainage area to front of development (Vistry are aware of the drainage issue and further works are arranged under s278 for October); Noticeboards; Play Area design; Norton Road crossroads Tiger Crossings (confirmed trigger point for design stage 150<sup>th</sup> occupation implementation 200<sup>th</sup> occupation); Trees (confirmation that dead trees within the site would be replaced during September/October); Date of next meeting confirmed 27<sup>th</sup> September 2024.
- d) To note the next pre-application discussion with Barrett David Wilson Homes (Anglia) is scheduled for 27<sup>th</sup> September 2024 – the meeting noted the scheduled date for the next meeting.
- e) To note the dates for the parish liaison meetings with Bloor Homes and the Principal Contractor – October 2024 through to December 2025 – the meeting noted the schedule of dates.

#### 12. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
  - Ixworth Road repairs, confirmation of road closure and plans requested.
- b) To receive items for information only from parish council appointed representatives on outside bodies/groups:
  - Cavendish Hall – no recent meeting. It was confirmed that the repairs to the slabs in the rear garden had been completed however the area for the bins was not included.
  - New Green – no recent meeting
  - Library – no recent meeting

#### 13. 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:
  - Advance warning sign on New Road/Barton Road leading to Fishwick Corner – “give way” has now been re-erected and Bloor extended their apologies for any issues caused by its removal.
  - Fly tipping – Landowners have been advised of items in Myatt’s Wood and items in Sheep’s Lane and Meadow Lane footpath have been reported.
  - Persimmon – Collage Park – Phase 1 – ongoing liaison over issues with current site. Persimmon have confirmed the following actions. Full audit of the play area and issues addressed, and a full list of replacement trees will be planted at the correct time of year to ensure they will survive.
  - Persimmon – College Park – Phase 2 – discussion has been had with the Chief Planner relating to matters that the case officer is keen to progress on this site prior to consideration by Committee relating to noticeboards, skatepark and LEAP. Advertising boards, it was confirmed that Enforcement have instructed

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Persimmon to remove the boards and it was noted that this had now been done. Email correspondence received from Persimmon Homes included an apology for any upset caused by the erection of advertising boards in advance of any planning permission being granted and an update of how the application was progressing including a suggested reduction in dwelling numbers and an amended layout.

- Highway issues – a number of emails have been responded to with regards to timeframes for highways infrastructure.
  - Dead deer on Mill Lane – confirmed as removed by Public Realm at MSDC.
  - Thurston Footpath no.18 – issues over access, response from Rights of Way that this area can be cut back after Sept 1<sup>st</sup> when bird nesting regulations allow.
  - Allotments – Thurston Park – remedial works still ongoing. Action points have been agreed and will be addressed prior to the PC accepting the site.
  - Overgrown cycle route – to Beyton from Hollow Lane – following complaints this area has been reported to PROW for action.
  - Hedge and skirting work – Clerk and Deputy in process of employing contractors for relevant remedial works.
  - Wildlife Garden – Contractor to be employed to cut and collect arisings.
  - SCC/0094/23MS application for car park at TCC – suggestions had been received from the case officer for an increase in drop off points to alleviate the PC concerns. Further consideration will be added to the next agenda.
  - Michaelmas Court update – email correspondence confirmed that the build is past the half-way point, completion has been revised to late March 2025 with the first move in pencilled in for 12<sup>th</sup> May 2025. The topping out on 7<sup>th</sup> August was well attended and thanks extended to Cllr Rainbow for representing the PC at this event. Staff recruitment starts in October with a launch event planned at New Green Centre on 3<sup>rd</sup> December 2024.
- b) To receive items of correspondence for noting – items are 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 – 18<sup>th</sup> September 2024 – commencing at 7.00pm in the Community Library, Norton Road.
- b) Policy and Resources Committee – 25<sup>th</sup> September 2024 – time tbc.
- c) Council Meeting – 2<sup>nd</sup> October 2024 – commencing at 7.00pm in the Community Library, Norton Road.

**15. 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 receive the performance review for the Clerk – **The Chair confirmed that the Clerks performance review had been carried out and key objectives had been discussed and agreed.**
- b) To approve the costs of £1,030.00 to engage architects to progress with drawings for the sports pavilion and prepare additional information for contractors to quote from – the meeting considered the Recreation Ground Trust Committees proposal to progress plans for the pavilion. **All agreed the improvements to the facility would promote the venue for leisure facilities and agreed to approve the engagement of the architect to prepare drawings and additional information at a cost of £1,030.00, aif.**

**16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 8.45pm**

So approved and signed at the meeting of 2<sup>nd</sup> October 2024

# BLANK FOR CONFIDENTIAL MATTERS

## 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

So approved and signed at the meeting of 2<sup>nd</sup> October 2024

**Appendix B - Accounts submitted for payment**

<b>Accounts due for payment 4 September 2024</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
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, Church Road	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 Ground maintenance	2201	Bacs	506.25	101.25	607.50
Wicksteed Leisure - Labour costs only (repair kit – credited)	2202	Bacs	400.00	80.00	480.00
Gipping Press - September Newsletter	2203	Bacs	1316.00	0.00	1316.00
Suffolk.cloud - Website training – Deputy and Newsletter Editor	2204	Bacs	70.00	0.00	70.00
SHO - Maintenance – Heath Road play are and Pavilion	2205	Bacs	35.00	0.00	35.00

<b>Accounts paid since 1<sup>st</sup> August 2024</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (Aug 24)	2183	SO	468.19	0.00	468.19
O2 – Mobile Phone – July-Aug24 (Clerk’s Phone)	2184	DD	12.76	2.55	15.31
BT – Pavilion Broadband (July-Aug 24)	2185	DD	42.30	8.46	50.76
O2 – Mobile Phone – July-Aug 24 (Editor’s & Deputy Clerk’s)	2186	DD	23.92	4.78	28.70
Adobe Systems Software – Acrobat Pro DC	2187	CC	16.64	3.33	19.97
Salaries – August 2024	2188-2193	Bacs	7821.58	0.00	7821.58

**Items paid following authorisation at meeting of 7<sup>th</sup> August 2024**

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

<b>Receipts received since 1<sup>st</sup> August 2024</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds Bank – Interest	BACS	181.70	0.00	181.70
Newsletter adverts – renewals	BACS	840.50	0.00	840.50
HMRC – VAT March – June 2024	BACS	7760.39	0.00	7760.39

**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>
NIL					

So approved and signed at the meeting of 2<sup>nd</sup> October 2024