

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 6th November 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

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

Also in attendance: County Cllr. Otton (in part); District Cllr. Bradbury (in part); Mrs Waples, Clerk and Mrs Gladwell, Deputy Parish Clerk. There were no members 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 – there were no applicable apologies received.
 - b) Council noted the submission of apologies from District Cllrs. Bradbury and Richardson and PCSO 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 – Cllr. West declared a pecuniary interests for Agenda 11a (expenses). There were no further 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 2nd October 2024 – **it was resolved to approve the minutes as previously circulated and 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.**
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:
 - Updates – SCC have put in a CIL bid for remedial work to purchase the land at the rear of the college. It was confirmed that the CIL application would allow SCC to properly secure the additional land and make it a usable space for the school until such time as the rebuild takes place.
 - Extra money for flooding – concentrating on areas where five or more properties were flooded.
 - Question – land for CIL bid was confirmed as that previously submitted and awaiting determination.
 - Question – Cllr. Otton confirmed that she had not had a response from the MP for a meeting with regards to the
 - Report from District Cllrs. David Bradbury and Harry Richardson - the written report as submitted was taken as read. There were no matters to be drawn to the meeting’s attention.
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.
 - 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 members of the public present.

So approved and signed at the meeting of 4th December 2024

8. STATUTORY BUSINESS –

- a) To receive nominations for the vacant post of Councillor (1) – council were advised that the fourth nomination to be submitted to the council for consideration had been withdrawn earlier that day. Officers would continue to advertise the vacancy during the normal avenues open to the council.

9. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) Planning Applications to be considered by the Council received from Mid Suffolk District Council:
- DC/24/04544 – Householder application – erection of double garage @ 64 Barton Road – it was agreed that a precedent had been set in that many properties along Barton Road now had double garages to the front of the property. Given the precedent and the fact that no objections had been raised by neighbouring properties, **it was resolved to recommend the application for approval, aif.**
 - DC/24/04538 – Householder application – construction of single storey rear extension, alterations and infilling to front elevation including new porch, windows and doors @ Highmead House, Ixworth Road – **given that there would be no detrimental impact to the street scene and that the extension would be in-keeping with the dwelling, it was resolved to recommend the application for approval, aif.**
 - DC/24/04451 - Application for Reserved Matters for Outline DC/19/02090 (following grant of appeal APP/W3520/W/23/3317494) Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended). Submission of details for Appearance, Landscaping, Layout and Scale for 210 dwellings (74 Affordable) and new vehicular access to include planting and landscaping, natural and semi natural greenspace(s), children’s play area and sustainable drainage system (SuDS) and all associated infrastructure, to include 35% affordable dwellings. Location: Land to the east of Ixworth Road – after further commentary by councillors it was agreed that overall the council had issues with the following: single access from west to east (and vice versa) via the central road; density has become a significant issues given the need for BNG on site; issue of internal layout; lack of EV panels to all houses (needed to power air source heat pump); clarification over the link from the north west access point into the Vistry; affordable houses location – although it is noted that Strategic Housing are supportive of the layout; build form includes straight lines of dwellings; greenspace is wrong end of development (see public realm’s response), lack of suitable age appropriate play equipment; SuDS – size of the area; link between footpath and Meadow Lane. **Given the issues raised, it was resolved that the council would recommend refusal and that the clerk be delegated to submit a response on these grounds, aif.**
- b) To receive an update on Planning Application DC/24/02330 – Revised Full Planning Application - Erection of 59 (fifty-nine) dwellings, open space and associated infrastructure. Location: land to the west of Ixworth Road – all were advised that the application had been determined by the planning committee with the recommendation for approval carried by 6:2. The Clerk provided the meeting with a resume of the conditions imposed by the committee.
- Post meeting note: conditions are as follows (as per the committee report): Approve as consolidated recommendation subject to: Review of parking space allocation; And with additional conditions: Phasing scheme to be agreed; Bin storage to be agreed; Local link for open market sales for 6 months; Conduit to future proof for PV; installation to be provided; PV option scheme to include provision of fitting and battery provision; To clarify consolidated recommendation: The developable area shall not exceed that shown and the area of open space shall not be reduced; Confirmation that the permission granted is for 5 9 dwelling units ONLY And addition to S106, to require 3m wide cycleway upgrade to be delivered prior to occupation of any unit.*
- c) To receive commentary on issues raised concerning College Park – Phase 1, land west to Ixworth Road – update given – Council formally received notification from the Enforcement Team at MSDC of the ongoing case involving the alleged unmanaged community facilities on College Park following grant of planning permission 4942/16. The Clerk had also taken the opportunity of highlighting the council’s concern at the lack of attention to landscaping and residential amenities on College Park with both the Head of Planning at Persimmon as well as the External Affairs Manager Eastern Counties. Both had confirmed that the landscaping issues would be addressed over the coming months and an audit was being prepared of the existing leisure amenities and appropriate action taken following any issues that might be highlighted. The Head of Planning had requested a meeting with the parish council to discuss the next stage of College Park, Phase 2 (Hakewill Mews) and the Clerk has suggested that at the same meeting an update should be provided with details as to remedial action

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being undertaken for Phase 1. A further case had been submitted to enforcement regarding the advertising hoarding that had appeared for Phase 2, erected once again without planning consent.

- d) To receive commentary on the meeting with SCC Highways Officer with regards to the works planned for Ixworth Road in relation to the Interim Stage 3 Safety Audit – following the meeting earlier that day, Persimmon need to undertake works to satisfy the current manner in which Ixworth Road has been finished in accordance with the Interim Stage 3 Road Safety Audit. This was under an enforcement order and the specified works were scheduled for completion in February 2025. All noted that there were more works to be undertaken on the opposite side of the road in relation to the application as submitted by Barrett David Wilson (Anglia) which would warrant some remedial work to the road surface. Agreement was forthcoming for a request to be submitted to the Highways Department for an overall assessment of the state of the roads in Thurston to ascertain whether remedial works could be funded from monies held by SCC in relation to works being carried out in Thurston. Timings had been discussed with regards to other works being undertaken around the village and it was noted that SCC were keen to maintain the pressure on developers to ensure that s278 works were coordinated and completed in a satisfactorily manner.
- e) To receive commentary on the parish liaison meeting held with Bloor Homes on 6th November 2024 - a verbal update was given in which the issues raised by the community were covered along with Bloor's commitment that it will endeavour not to use Beyton Road where possible, and all contractors and sub-contractors are encouraged to use Mount Road. However there is no condition that states they cannot use the former route. Timescales for the completion of the southern entrance, Fishwick Corner and route to the northern access were discussed along with the potential timescales for the northern access and works to Pockeridge Corner, all to be constructed under s278. A circular route within the site was almost completed to all construction traffic to use the approved entrances. Launch of the development was expected in March 2025 with the showhouse being completed by May 2024. 1st occupation was expected July/August. Build programme was confirmed as 55 dwellings in the first year and 60 thereafter.
- f) To receive an update on the status of Planning Applications DC/23/02429 and DC/23/02430 – the meeting was informed that the delays for the latter included the need to secure adequate supporting information; negotiation around BNG enhancements; re-consultation due to various amendments; by-election and the associated pre-election period and general caseload pressures. The delay for the former included those mentioned as well as the requirement for further design changes to be secured. Once these had been submitted and were deemed to be acceptable, reports would be drawn up and the applications submitted to committee. At this stage no dates had been anticipated.

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

- a) To receive matters relating to the production of the Thurston Community Newsletter – there were no known issues with production or distribution. The meeting noted that a distributor for part of College Park was being actively sought.
- b) To receive an update on the Taxi-Bus Service – Thurston to Bury St Edmunds – service was still well supported with fares now £4 return irrespective of the start point. The BSP funded monies had been used to fund the existing service as opposed to starting a new service.
- c) To note the new transport service being run by Communities Together East Anglia – Rural Connect as launched 4th November 2024 – council noted the new service and that bus timetables had now been produced. These would be uploaded to the website and placed on bus stops and parish noticeboards where able. All were reminded that this was a trial service offering a door-to-door style service, in a new fully accessible, electric London style taxi. The aim was to provide a Monday to Saturday service, transporting local residents into the Stowmarket area to access facilities, reduce carbon emissions and help connect communities and was funded by MSDC.
- d) To note the route and timings for the newly implemented bus service 73 from Garboldisham to Bury St Edmunds as launched 2nd September 2024 – all noted the service now being offered serving Thurston with stops at the Community College. This was being funded from the last of SCC's Bus Recovery Grant funding to support this route on a temporary basis until Christmas. Aim was to enable parishes involved time to decide what the most effective long-term solution would be.

11. TO CONSIDER MATTERS RELATING TO FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 06.11.24*) - 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 – 06.11.24*) - **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 – 06.11.24*) - Council noted the receipt of monies received as identified at Appendix B including the second tranche of CIL receipts in the sum of £57,741.66.
- d) To note the Balance of the Accounts for the period ending 31.10.24 (*Paper 4 – 06.11.24*) - all noted the confirmed bank balances of £290,574 (rounded) 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. The accounts to end of September were confirmed as having been reviewed and verified by Cllr. Rainbow.
- e) To receive the budget versus actual report for the period ending 30th September 2024 and to note the Clerk's commentary upon the findings (*Paper 5 – 06.11.24*) -
- f) To note the CIL report for October 2024 including nominal sums for potential CIL expenditure for the coming year (*Paper 6 – 06.11.24*) – Council noted the paper submitted showed receipts to date for the year at £95,023 with incurred expenditure of £88,858. Once all committed expenditure had been realised, the meeting noted the retained CIL balance would be £129,039. The meeting also noted the potential CIL liability for the council over the coming years and due dates, sums due being £683,200 and potential sums due being £270,666. The latter would be queried with the Infrastructure Team at MSDC as some of the sums due had been exceeded. At this point in time the sums due for payment in April 2025 totalled £163,582 from monies collected since October 2024. This may change given the scheduling of payment dates.
- g) Council to consider the requests for financial support (*Paper 7 – 06.11.24*) - Council resolved to support the four proposed donations as identified in the paper submitted and awarded the following sums: SARS - £500; West Suffolk CAB - £500; Mid Suffolk CAB - £500; Mid Suffolk Croquet Club - £500; aif.

12. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
 - Station Road – contractor has only cut part of hedgerow along Station Hill.
 - Recreation area on Denbury Homes - dead trees (from Summer) that have still not been replaced.
 - Priority bridge sign on Thedwastre Road – knocked round the wrong way – unclear as to who has priority.
 - Pokeriage Corner – diversion signs blocking views.
 - Thedwastre Road – 7.5 tonnes signs - potential incorrect signage given current location.
 - Bovis Homes – dead trees have been reported but no action has been taken.
 - Bovis Homes – erroneous signs have appeared on the public open space.
- b) To receive items for information only from parish council appointed representatives on outside bodies/groups:
 - Library – Christmas events starts later this month. Main events on 8th December through to Christmas. Parish Council Christmas Tree to be decorated 4th/5th/6th. Village Quiz is 24th January 2025 at the Primary School.
 - New Green – Christmas Event at which the Chair will make a short speech – 23rd November. Interesting demonstration as to how the booking system works. Bar alteration is proceeding. Centre will be the depository for real christmas trees in the New Year.

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:
 - Vandalism – New Green and Denbury – police have been alerted and relevant CCTV will be interrogated.
 - Fly tipping Meadow Lane has been reported.
 - Fly tipping Barton Road will be reviewed and reported.

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- Blocked drains in Pepper Lane and Church Road – reported but SCC have declined to clear them as they don't warrant action but have indicated that the area will be monitored.
- Raw sewage at Stoney Lane was reported and the issue is now fixed.
- Inappropriate parking by contractors on residential areas has been reported and issue addressed.
- Grass cut in wildlife garden. Working party for bulb planting scheduled for 26th November 2024 at 10.00am.
- High street safari event being undertaken again this Christmas– needs good promotion.
- Thermal imaging project – camera will be available in February – three requests - volunteers needed to carry out the works.

- b) To receive an update on works to the allotments on Denbury Park – it was noted that the Clerk and Deputy would be undertaking a site meeting later that week following completion of works carried out by Denbury Homes: installation of a timber mortice post and rail at a height of 1200mm; installation of an entrance gate to the allotments and realignment of the fence line to allow maintenance of the hedgerow to the west of the allotments. Once the work has been signed off to everyone's satisfaction, the legal works for transfer into the parish council's ownership will be finalised. It was noted that whilst council had approved an allotment policy and tenancy agreement, discussion still needed to be had as to how the allotments on Thurston Park would be allocated.
- 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) Policy & Resources Committee Meeting – 15th November 2024 commencing at 11.00am – venue to be the Pavilion.
- b) Council's Committee Meeting – 20th November 2024 commencing at 7.00pm.
- c) Council Meeting – 4th December 2024 commencing at 7.00pm.

15. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed –

- a) To consider staffing matters in relation to performance review and remuneration – **it was resolved to approve the recommendations contained within the confidential report as submitted by the Clerk, aif.**
- b) To receive the approved minutes, as Sole Trustee, of the Recreation Ground Charity Trust meeting of 26th June 2024 – the minutes were received by the council in its role as Sole Trustee with the following matters being brought to Council's attention:
A building control application along with updated drawings for the Pavilion project will be submitted to MSDC. Once any potential queries, raised by Building Control at MSDC have been addressed, the architects would then be able to produce an enhanced brief specification / scope of works to assist with pricing.

16. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 21.19pm.

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

Accounts due for payment 6 November 2024	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance - Office Cleaning	2252	Bacs	96.00	0.00	96.00
Gipping Press - November Newsletter	2253	Bacs	1179.00	0.00	1179.00
Countryside Conservation & Tree Services - Hedge work, village tidy and safety work	2254	Bacs	1900.00	380.00	2280.00
SWT Trading Ltd - Thurston Open Spaces Biodiversity Audit	2255	Bacs	1448.50	289.70	1738.20
New Green Community Trust - Recycling Credits	2256	Bacs	926.91	0.00	926.91
Thurston Recreation Ground Charity - Hire of venue for meeting	2257	TRF	17.00	0.00	17.00
Parish Online - Mapping Software – annual fee	2258	Bacs	190.00	38.00	228.00
TCP - Part of CIL Bid – venue hire – 2 invoices	2259	Bacs	432.00	0.00	432.00
J West - Expenses – Planning Meeting	2260	Bacs	27.50	0.00	27.50
TCP - Part of CIL Bid – Stage scripts	2261	Bacs	222.00	0.00	222.00
High Street Safari - Trail package	2262	Bacs	549.00	109.80	658.80
Realise Futures – bench for wildlife area (FR 6.8iii)	2262	Bacs	252.50	50.50	303.00

Accounts paid since 1st October 2024	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Oct 24)	2237	SO	468.19	0.00	468.19
O2 – Mobile Phone – Sept - Oct 24 (Clerk's Phone)	2238	DD	12.76	2.55	15.31
BT – Pavilion Broadband Sept - Oct 24	2239	DD	42.30	8.46	50.76
O2 – Editor's & Deputy's Mobile Phone – Sept - Oct 24	2240	DD	23.92	4.78	28.70
Adobe Systems Software – Acrobat Pro DC	2241	CC	16.64	3.33	19.97
Community Heartbeat – Annual Support x 2	2242	Bacs	330.00	66.00	396.00
Sackers – recycling September 24	2243	DD	122.96	24.59	147.55
Aerial Direct – Office internet and phones – October 24	2244	DD	81.75	16.35	98.10
Amazon – Paper rolls (Pavilion)	2245	CC	11.00	2.20	13.20
Salaries – October 2024	2246-2251	Bacs	7914.05	0.00	7914.05

Receipts received since 1st October 2024	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	154.23	0.00	154.23
Newsletter adverts – renewals	BACS	1507.00	0.00	1507.00
MSDC – Neighbourhood CIL	BACS	57741.66	0.00	57741.66
Recreation Ground Charity – goods purchased	TRF	263.08	0.00	263.08
MSDC – Recycling credit – textiles and paper only	BACS	336.98	0.00	336.98
New Green Community Trust – recycling cross charges	BACS	199.81	0.00	199.81
HMRC – VAT – 2 nd Qtr.	BACS	1951.29	0.00	1951.29

Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
21.10.2024	TRF	4092	1721	£57741.66	CIL monies to be held until spent

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