

# THURSTON PARISH COUNCIL

## Minutes

Minutes of the Thurston Parish Council meeting held on Wednesday 3 June 2026 in the Community Library, Norton Road, Thurston, commenced at 7.00pm

Present: Cllrs Dashper (in the Chair), Marsh, Morris, Moy, Rainbow, and West. Cllr Bond indicated they would be late and subsequently arrived and joined the meeting during item 10 (Planning).

Also in attendance: Mrs Border, Clerk. No members of the public were present.

### 1. OPENING OF THE MEETING

The Chair formally opened the meeting at 7.00pm, advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be taken as read.

A copy of the [Protocol for recording at meetings can be downloaded from the website:](#)

### 2. APOLOGIES

- a) Council to receive apologies for absence – verified apologies for absence were received from Cllrs. Allen, Balaam and Millest.
- b) Council to consent to accept apologies received - Council resolved to accept the apologies submitted and the expected late arrival of Cllr Bond. Council also noted the submission of apologies from District Cllr 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 – 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 as having been determined.

### 4. MINUTES OF THE PREVIOUS MEETINGS: (all as previously circulated):

- a) To receive and approve the minutes of the previous meeting held on Wednesday 6 May 2026
  - i. It was resolved to approve the minutes as previously circulated and the Chair signed the minutes as a true and accurate record of the proceedings that took place.

### 5. REPORTS FOR INFORMATION

- a) To receive report as submitted by County Councillor Matt Bentley – Cllr Bentley's written report shared prior to the meeting was taken as read and [is available on the meeting's associated documents webpage.](#)
- b) To receive reports as submitted by District Councillors David Bradbury and Harry Richardson – Cllr Richardson's written report shared prior to the meeting was taken as

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read and [is available to read on the Parish Council's associated documents page](#). No report was submitted by Cllr Bradbury.

## 6. POLICE MATTERS

To receive a report from PCSO Matt Brown from Stowmarket Community Policy Team (CPT) on crimes relating to Thurston for the month of May 2026. PCSO Brown's written report shared prior to the meeting was taken as read and is [available to read on the Parish Council's associated documents page](#).

## 7. PUBLIC FORUM

At the direction of the Chair, matters will either be responded to or deferred for further discussion and/or debate.

- a) To receive comments from members of the public on the agenda submitted
- b) To receive comments from members of the public on matters relating to Thurston

With no members of the public in attendance, the Public Forum was not required.

## 8. STATUTORY BUSINESS

- a) To receive an update for the vacant posts of Councillor. The Clerk shared with the Council that since the resignation of two standing Councillors in May 2026, no applications had yet been made. With the written permission of Mid Suffolk District Council, it was agreed that the Council will look to co-opt as appropriate.
- b) Appointments to committees – to receive and vote on new appointments of Councillors to the following committees. The Council resolved to approve the following appointments:
  - i. Planning and Infrastructure – Cllr Allen
  - ii. Environment and Biodiversity – Cllr Rainbow

## 9. TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEE(S)

- a) Planning and Infrastructure committee meeting – draft minutes previously shared with Council from meeting of 20 May 2026 were discussed.
- b) Biodiversity Open Day Working Group – to receive an update from the meeting held on 22 May 2026. Cllr Morris updated the Council on the planning ahead of the Parish Council's Biodiversity Open Day to be held on 18 July 2026. Marketing including posters and social media is underway, excitement with building within Thurston Scouts due to their involvement in building their own nest boxes, sponsorship has been received from local businesses and the District Council, and the New Green Centre has kindly agreed to loan the working group chairs for outside and to be the host venue of photo competition gallery.

## 10. TO CONSIDER MATTERS RELATING TO PLANNING

- a) Thurston Neighbourhood Development Plan (NDP) Review – to receive a progress report over the site assessment work being undertaken with the Professional Advisor for the NDP. Chair reported that the NDP process is progressing as expected. The consultants have been helpful, particularly in relation to sports and leisure discussions, and in considering how to involve a professional adviser and proposal of such a contract which will be brought to Council in due course. Work remains on track and within the expected 12-month timetable. It is yet to be determined whether a referendum will be required; only being necessary if proposed changes are

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- substantial.
- b) DC/23/02429 – to receive an update from the Clerk on the Planning Permission relating to land at Barrells Green, land at Church View Meadow and land to the west of Sandpit Lane (New Green). Clerk stated that there was no update to share as yet.
  - c) To receive an update on the Thurston Community College rebuild project following discussions with the Case Officer. Clerk advised that Officers remain in regular contact with the planning Case Officer and that the Thurston Community College rebuild application is expected to be considered by Mid Suffolk District Council's Planning Committee in June, with the date yet to be confirmed. The Case Officer has requested a review of the proposal to reroute school coaches to the rear of the site via Ixworth Road instead of Norton Road. Officers noted that, while the Department for Education reported seven single-decker and minibuses in use, they had observed 11 coaches, including three double-deckers, with no viable route via Ixworth Road. Photographic and video evidence of potential pinch points on Ixworth Road was submitted with support from a local transport company.
  - d) Babergh & Mid Suffolk PPOSS - Parish/Town Council Consultation
    - i. To note the [joint Babergh & Mid Suffolk outdoor sports facilities needs assessment and strategy](#)
    - ii. To agree a response to the parish survey on local provision. It was delegated to Council's Officers to complete the survey.

## 11. TO CONSIDER MATTERS RELATING TO FINANCE

Documents received prior to the meeting and can be [found on the Parish Council's agenda and minutes webpage, under associated documents](#) and in appendix B of this document.

- a) To approve the accounts awaiting payment including those coming forth (Paper 1 – 03.06.26). The council received and approved the list of payments totalling £33,393.29 for authorisation for the period 1 June to 30 June 2026.
- b) To note the accounts paid since the last meeting (Paper 2 – 03.06.26). The council noted the list of payments totalling £19,514.19 for authorisation for the period 1 May to 31 May 2026.
- c) To note receipts allocated since the last meeting (Paper 3 – 03.06.26) The council noted the list of receipts allocated for the period 1 May to 31 May 2026, totalling £2,434.27. This comprised £236.44 Lloyds Bank May interest, £346.33 Redwood Bank May interest, and £1,851.50 received by BACS for newsletter advert renewals. The council also noted two inter-account fund transfers made on 11 May 2026, totalling £80,000.00: £40,000.00 for investment and £40,000.00 for three months' salaried staff costs.
- d) To receive the bank reconciliation for the period ending 31<sup>st</sup> May 2026 (Paper 4 – 03.06.26) The council received the bank reconciliation for 1 May to 31 May 2026, with total funds of £1,213,282.08.
- e) To receive the statement of accounts for the period ending 31<sup>st</sup> May 2026 (Paper 5 – 03.06.26). The Council received the Balance Sheet as at 2 June 2026, including total assets of £832,419, current liabilities of £7,838, and net assets of £824,581.
- f) To note the CIL report for May 2026 including nominal sums for potential CIL expenditure for the coming year and receipts received (Paper 6 – 03.06.26 & Paper 6A - CIL Funds) noted the Neighbourhood CIL report, including regulatory framework, income and expenditure to date, available balances, completed and committed projects, and potential future infrastructure projects identified for funding.
- g) To consider requests for donation submitted to date (Paper 7 – 03.06.26). Council asked for the application to provide a more detailed supporting statement for consideration.

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- Once received, the application will be reviewed again at next full Council meeting.
- h) To receive advance notice of bids submitted under CIL Bid Round 1 for the year 2026-2027 (Paper 8 – 03.06.26). Council received and noted to review ahead of 1 July Council meeting.
  - i) To consider requests for donations received to date (Paper 9 – 03.06.26). This is a duplicate of item 11g and was dismissed as such.
  - j) To receive and consider information from the Responsible Financial Officer and in particular:
    - i. Allotment invoices to be issued during June
    - ii. Vacancies for two allotments on Thurston Park will be advertised to those on the waiting list for Thurston Park. Clerk informed that since the agenda being issued, one more notice was issued, making three vacancies. Council called for correspondence to be shared with the houses on the Thurston Park development.
    - iii. Invoice to be raised for the emptying of the bin on Thurston Park. Council shared that feedback from villagers indicated such bins were making a positive impact on reducing litter.

## 12. COUNCILLOR REPORTS

- a) To report village matters of concern to the Clerk.
  - Post belonging to Vistry/Grange Park on Barton Road was recently replaced but has bolts that look loose. Clerk to contact Vistry and management company
  - Fire entrance on Mill Lane to College park has a missing post. Clerk asked for a photo to share with Persimmon
  - Reports of dead trees on Cavendish View. Councillors have been asked to take photos as evidence and share with Clerk
  - Reports of a lengthy water leak on Woodland Close and Glebe Close. Clerk asked to check for update
  - Pokeridge Corner – junction overgrown, with drivers having to pull out on Beyton Road to check for on-coming traffic. Clerk to report to Suffolk Highways and Bloor Homes
  - Fishwick Corner – same concerns as above, with drivers edging forward onto Thurston Road. Clerk to report to Suffolk Highways
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups.
  - Cllr West reported that New Green Community Centre Trust has received quotes for toilet facility refurbishment. Yet to be finalised, but hopes to start works in September
  - Cllr Rainbow reported the Hedgehog Day at the Library was well attended, wine tasting evenings have proved to be a success and there is a summer holiday reading event planned for children
- c) To receive reports from councillors on meetings and training events attended. None received.

## 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.
  - i. Recycling Centre – closure date has been extended to 1 July 2026, and Officers are liaising with Mid Suffolk for the removal of the bins++
- b) To receive items of correspondence for noting only

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- i. Dog Bin on College Park – location approved by MSDC and now on order by Persimmon.

#### 14. PARISH LIAISON MEETINGS

- a) To receive the notes from the following parish liaison meetings:  
Vistry Homes –19 May 2026. Notes received regarding meeting for Thurston Phases 2 and 3 on 19 May 2026 stated that attendees reviewed site progress, noting a slight delay to final completions until early September, ongoing woodland and play area works, and imminent installation of public EV charging points. Tree and planting matters, access to woodland, and the Meadow Lane ditch line were also discussed. Follow-up actions included clarification on the hedge planting planning position, completion of woodland works, finalisation of the play area, and parish council input on the trim trail location.
- b) To confirm the dates of the next parish liaison meetings:
- Bloor Homes – 10 June 2026 (on site) at 2.00pm
  - Persimmon Homes – 18 June 2026 (venue tbc) at 12.00pm
  - Vistry Homes – 2 July 2026 (on site-Showroom followed by walk around) at 9.00am

#### 15. Infrastructure Highway Matters:

- a) For details of road closures over the coming months [visit One.Network roadclosures website](#)

#### 16. 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

It was noted that while no members of the public or press were in attendance, that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the public and press be formally excluded from the meeting during the consideration of the item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- a) Council discussed the future management of the Recycling Centre following its closure from 1 July 2026.

#### 17. CLOSURE OF THE MEETING

- a) There being no other business the meeting was closed at 8.46pm.

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## Appendix A - Glossary of common abbreviations used

Abbreviation	Meaning
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
Cil	Community Infrastructure Levy
Cllr.	Councillor
CMP	Construction Management Programme
CPT	Community Policing Team
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	His Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
LGBCE	Local Government Boundary Commission for England
LGA	Local Government Association
LHB	Locality Highways Budget
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NEAP	Neighbourhood Equipped Area for Play
NCIL	Neighbourhood Community Infrastructure Levy
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
SDR	Sensor Data Record

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SID	Speed Indicator Device
SLA	Service Level Agreement
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TOR	Terms of Reference
TPO	Tree Preservation Order
TPS	Thurston Primary School
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

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## Appendix B

Accounts approved for payment 3 June 2026

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance	Office cleaning	2923	Bacs	72.0	0.00	72.00
Alpha Surveys	Site surveys for Barrells Road and Norton Road	2924	Bacs	925.00	185.00	1110.00
AWFM Ltd	Grounds maintenance	2925	Bacs	1254.70	250.94	1505.64
Suffolk Police & Crime Commissioner	Fully funded PCSO – 6 months	2926	Bacs	28665.00	0.00	28665.00
Trevor Brown	Internal Audit Services	2927	Bacs	600.00	0.00	600.00
Suffolk Wildlife Trust	Forest School taster day (2 places)	2928	Bacs	200.00	0.00	200.00
SLCC	Training – Officer (Clerk, Deputy & RFO)	2929	Bacs	682.00	136.40	818.40
Newsletter Editor	Expenses	2930	Bacs	13.20	0.00	13.20
Village Ranger	Expenses	2931	Bacs	39.80	6.55	46.35
New Green	Uplift in CPI for rent for April and May	2932	Bacs	31.70	0.00	31.70
SLCC	Clerk's Membership	2933	Bacs	331.00	0.00	331.00

Accounts paid since 1<sup>st</sup> May 2026

	Voucher	METHOD	NETT	VAT	Total
Salaries – May 2026	2903-2910	BACS	13211.24	0.00	13211.24
New Green Trust – Office Suite Rent (May 26)	2911	SO	480.36	0.00	480.36
O2 – Mobile Phone – May 26 (Clerk's Phone)	2912	DD	12.50	2.50	15.00
Lloyds Bank Charges – April 2026	2913	Chq	9.25	0.00	9.25
BT – Pavilion Broadband April/May 26	2914	DD	43.95	8.79	52.74
Aerial Direct – Office broadband and phones May 26	2915	DD	87.90	17.58	105.48
O2 – Editor's/Deputy's/ Ranger Phone – Apr/May 26	2916	DD	37.50	7.50	45.00
Allotment Holders – CIL expenses	2917	Bacs	312.47	0.00	312.47
Adobe Systems Software – Acrobat Pro	2918	CC	16.64	3.33	19.97
Amazon – prize for new posters for dog waste	2919	CC	10.00	2.00	12.00
Amazon – office equipment for new post	2920	CC	92.75	18.55	111.30
Amazon – Pavilion cleaning products	2921	CC	28.13	5.62	33.75
Amazon – ancillary office supplies	2922	CC	59.45	11.89	71.34

Items paid following authorisation at meeting of 6 May 2026

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SHO Cleaning & Maintenance - Office cleaning	2888	Bacs	96.00	0.00	96.00
AWFM - Grounds Maintenance 1/12	2889	Bacs	1254.70	250.94	1505.64
Birketts - Legal Advice	2890	Bacs	876.00	175.20	1051.20
Thurston Village Hall – Hire of Cavendish Hall for APM	2891	Bacs	32.00	0.00	32.0
Gipping Press – May Newsletter	2892	Bacs	1420.00	0.00	1420.00
Arb Agri Contracting – tree work New Green	2893	Bacs	240.00	48.00	288.00
Pear Space – Website and domain name hosting	2894	Bacs	120.00	0.00	120.00
Rialtas – Financial Software Package	2895	Bacs	602.00	120.40	722.40
SALC – Annual Subscription	2896	Bacs	1166.92	0.00	1166.92
Select Seating – Office Chair	2897	Bacs	209.00	41.80	250.80
SLCC – Deputy Clerk Membership	2898	Bacs	253.00	0.00	253.00
Freethought – Microsoft Licence 365 Basic	2899	Bacs	87.40	17.48	104.88
Suffolk Wildlife Trust – Forest School taster day	2900	Bacs	200.00	0.00	200.00
SALC – Play Inspection Course	2901	Bacs	128.50	25.70	154.20
Village Ranger – expenses	2902	Bacs	41.09	7.16	48.25

## Receipts allocated for May 2026

Lloyds Bank – May Interest	Interest	236.44	0.00	236.44	Year 26/27
Redwood Bank – May Interest	Interest	346.33	0.00	346.33	Year 26/27
Newsletter adverts – renewals	Bacs	1851.50	0.00	1851.50	Year 26/27

## List of inter account transfers for the month of May

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
11.05.26	TRF	4092	3602	£40,000.00	Investment
11.05.26	TRF	4092	3592	£40,000.00	3 months salaried staff costs

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Bank reconciliation for approval

Period covered:			1 <sup>st</sup> May to 31 <sup>st</sup> May 2026
Bank		Detail	Balance on 31 <sup>st</sup> May
Lloyds Current ending		4092	£331,301.17
Lloyds Instant Access		1721	£500,132.15
Lloyds Fixed Term Deposit		6948	£ 85,000.00
Redwood 95 Day Notice		6517	£119,250.72
Unity Trust Current Account		3592	£ 56,995.90
Unity Trust Instant Access		3602	£120,602.44
<b>TOTALS</b>			<b>£1,213,282.08</b>

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