THURSTON PARISH COUNCIL

Minutes

Minutes of the Thurston Parish Council meeting held on Wednesday 7 October 2026 in the Community Library, Norton Road, Thurston, which commenced at 7pm.

Present: Cllrs Dashper (in the Chair), Allen, Howard, Moy, Rainbow, Smith, Warren and West.

Also in attendance: Mrs Border, Clerk; Mrs Waples, Responsible Financial Officer; Mrs Gladwell, Deputy Clerk; District Cllr. Richardson (in part), and three members of the public.

1. OPENING OF THE MEETING

The Chair formally opened the meeting at 7.00pm and read out the Protocol adopted by the Parish Council for reporting at Parish Council Meetings.

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 Balaam, Marsh, Millest and Morris**

b) Council to consent to accept apologies received - **Council resolved to accept the apologies submitted**

c) Council also noted the submission of apologies from County Cllr Bentley

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 – **t**here 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 5 August 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 – No report was received from Cllr Bradbury. Cllr Richardson's written report, shared prior to

Signed..... Date:

DRAFT

the meeting, was taken as read and is available to read on the Parish Council's associated documents page. the following matters were brought to the attention of the meeting.

i. Proposed Government changes to planning delegation would remove call to review arrangements and the requirement for planning committees to consider reserved matters applications, with developments of fewer than 100 dwellings determined under delegated officer powers
ii. Mid Suffolk District Council is expected to begin analysis of Call for Sites submissions this month. Local Plan progress has been delayed pending changes to the National Planning Policy Framework
iii. Local Government Reorganisation remains paused, with a further announcement anticipated later this month
iv. Members noted reports of further potential delays to the devolution programme.
v. It is assumed that CIL funding will be available for the Network Rail project, although no further update has been received; it is anticipated by the end of the year

Cllr. Richardson left the meeting at this point of the meeting.

6. POLICE MATTERS

a) To receive a report from PCSO Matt Brown from Stowmarket Community Policy Team (CPT) on crimes relating to Thurston for the month of September 2026. Council received the report as written and there were 19 crimes recorded in the area for the month of September
a) To consider matters for referral to Stowmarket CPT
    i. An increase of the use of e-bikes and e-scooters within the village
    ii. Council noted that the PCSO will be prioritising safety in the October village newsletter

7. PUBLIC FORUM

a) To receive comments from members of the public on the agenda submitted. There were no comments from members of the public
b) To receive comments from members of the public on matters relating to Thurston. There were no comments to receive, and the Chair moved to the next item of business

8. STATUTORY BUSINESS

a) To note the Babergh and Mid Suffolk District Council's Community Infrastructure Levy (CIL) Draft Charging Schedules were submitted to the Planning Inspectorate (7 September 2026), to be independently examined. Council noted the submission of the Draft Charging Schedules for independent examination, the absence of challenges relating to previous CIL expenditure, proposed changes to settlement definitions, and the potential implications for the Neighbourhood Plan
b) To note the resignation of Elizabeth Bond as Councillor of Thurston Parish Council. Council noted the resignation of Cllr Elizabeth Bond. The Chair confirmed that the resignation had been accepted and, on behalf of the Council, expressed thanks to Cllr Bond for her service and contribution during her time as a member of Thurston Parish Council

9. TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES

a) Planning and Infrastructure committee meeting. **The draft minutes and report from the meeting of 23 September 2026 were received**

Signed..... Date:

DRAFT

b) Open Spaces and Leisure Committee, 30 September 2026. It was noted that the meeting was declared inquorate and not held
c) Environment and Biodiversity Committee, 30 September. It was noted the meeting was also declared inquorate and not held

10. TO CONSIDER MATTERS RELATING TO PLANNING

a) To note receipt of communication from BMSDC relating to important planning changes following the new National Planning Policy Framework. It was noted and received, and Council was made aware that the NALC is making representations on this **and agreed that if approached, Chair is happy to make a comment.** The Clerk reminded Councillors of the opportunity to attend SALC's NPPF webinar on 19 October
b) DC/26/03949 Full application under Section 73A of the Town and Country Planning Act 1990 (as amended) for retrospective planning permission for the retention of a stable block and manège, demolition of existing outbuildings, and the use of land for horse grazing. Location: Manor Farm, Pakenham Road, Thurston. **Council resolved to approve the application, subject to the conditions set out in the application**

11. COMMUNITY MATTERS

a) To receive and consider Cllr Howard's report on the proposed Thurston Community Awards and determine approval of the scheme, budget, governance arrangements and associated working group.

Members considered the report and discussed timescales, governance arrangements, funding options and the Council's powers to support the scheme. Potential sponsorship opportunities and the establishment of a working group were also discussed. It was agreed that the working group arrangements be referred to the Policy and Resources Committee for further consideration.

Cllr Howard was thanked for the proposal and was asked by Council to investigate and build around potential clash dates including the 2027 pre-election period, SALC Awards and Neighbourhood Planning engagement.

Resolved: To approve the Community Awards scheme in principle, subject to the amendments discussed at the meeting, and to progress arrangements for the working group.

Resolved: RFO to investigate legislative powers to support with awards

b) To note feedback from the recent meeting of community groups to initiate an event working group and consider the requirement for a follow up meeting

Council received a report from Cllr Rainbow on the recent meeting of community groups regarding the establishment of an event working group. Members discussed how the Council could support the initiative and encourage wider community involvement, including the potential for a multi-site event.

Resolved: To nominate Cllr Marsh as the Council's representative on the proposed event working group, support the arranging of a further meeting in January, and request that the Clerk promotes the initiative through the Council's communication channels.

c) To consider provision of a High Street Safari type event

It was noted that the event had not taken place in the previous year and that increased opportunities for promotion and business engagement may support its delivery.

Signed..... Date:

DRAFT

Resolved: To defer consideration of a High Street Safari event to a future meeting, with a view to exploring the feasibility of holding the event at Easter.

12. 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 receive and consider the accounts awaiting payment including those coming forth (Paper 1) **It was resolved that items as submitted under Paper 1 and as detailed in Appendix B, be approved for payment.**

b) To note the accounts paid since the last meeting (Paper 2) **It was resolved to retrospectively approve payments made as detailed under Paper 2 as seen in Appendix B.**

c) To note receipts allocated since the last meeting (Paper 3) Council noted the receipt of monies received as identified at Appendix B and in Paper 3 and in particular the receipt of the second tranche of the precept.

d) To receive the bank reconciliation for the period ending 30 September 2026 (Paper 4). **It was resolved to receive and approve the bank reconciliation for the period ending 30 September 2026 as detailed under Paper 4**

e) To receive the statement of accounts for the period ending 30 September 2026 (Paper 5) **It was resolved to receive and approve the statement of accounts, noting assets of £1,218,301 and reserve balances totalling £1,218,301 on 30 September 2026**

f) To note the CIL report for the period April to September 2026 (including nominal sums for potential CIL expenditure for the coming year and receipts received (Paper 6) The CIL report was noted , including a total CIL balance of £1,043,667 and anticipated CIL receipts of £337,822.15 in October 2026

g) To receive the second quarter budget monitoring paper for the period ending 30 September 2026 (Paper 7) **It was resolved to receive the budget monitoring report for the period ending 30 September 2026 and approve the recommended transfers from the 2024/25 CIL Reserve as detailed under Paper 7 :**

In accordance with Council's adopted Financial Regulation 4.10 (any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council), Council is asked to resolve to accept the report and approve the following recommendations for action:

- Transfer of £1,973 (rounded) from CIL Reserve 2024-25 to offset Villager Ranger employment costs incurred from July to September 2026
- Transfer of £78 (rounded) from CIL Reserves 2024-25 to offset Allotment Funded Works incurred from July to September 2026
- Transfer of £2,350 from CIL Reserves 2024-25 to offset Donations given to date
- Transfer of £5,649 from CIL Reserves 2024-25 to offset CIL Expenditure incurred to 30 September 2026

13. COUNCILLOR REPORTS

a) To report village matters of concern to the Clerk

Members raised a number of matters of concern. These included reports of an unofficial bicycle track at Lady Greene Wood, the maintenance of the Persimmon-managed open space, the operation of the lights bollards at the Recreation Ground, a loose bollard on Barton Road footpath, and ground conditions to the side of the barber shop and the pharmacy.

Signed..... Date:

DRAFT

It was agreed that the relevant bodies be contacted where appropriate and that further investigations be undertaken into potential solutions for the Recreation Ground lighting and bollard arrangements.

The Chair thanked the Village Ranger for undertaking works to fill a path drop.

b) To receive items for information only from parish council appointed representatives on outside bodies/groups

Members received updates from appointed representatives. It was reported that the proposed trampoline project at the New Green Centre would not be proceeding and that works to the toilet facilities had been completed under budget, with investigations ongoing into water pressure issues. The Library representative advised that activities and events had been fully booked through to June 2027.

c) To receive reports from councillors on meetings and training events attended

Cllr Warren provided an update on a recent Environmental Network collaboration meeting. Members were advised that the initiative seeks to establish local branches, including within Suffolk, to encourage the sharing of ideas, best practice and resources. It was noted that the network would initially be chaired by a national organiser, with the potential for local leadership arrangements to be developed in due course.

d) Councillors to review the training bulletins as circulated and to advise the Clerk of items of interest.

All were reminded to review the training bulletins as circulated by the Clerk and advise areas of interest.

14. OFFICER'S REPORT

a) To receive the reports of items actioned under delegated powers. The following were received:

Members received the Officers' reports. Updates were provided on allotment matters, including interest in the vacant Denbury Homes plot. Members noted that the legal transfer documents for New Green, Barrell's Green and Manor View Nature Reserve had been submitted to the Land Registry. Updates were also received on consultations responded to under delegated powers, resident enquiries and complaints, councillor vacancy arrangements, community communications and officer training activities.

Members further noted progress on veteran tree surveys, biodiversity initiatives and the nest box project, together with ongoing work at Manor View Nature Reserve. Updates were provided on playground inspections and associated remedial works, village entrance gate investigations, Pavilion checks and other open space projects across the parish.

b) To receive items of correspondence for noting only and in particular:

i. Mid Suffolk Town and Parish Council Briefing Notes for September 2026. The correspondence was received.

15. PARISH LIAISON MEETINGS

a) To receive the notes from the following parish liaison meetings

i. Bloor Homes, 9 September 2026

Signed..... Date:

DRAFT

Members noted that development works continue to progress well, with roadworks completed, occupancy ahead of programme, and landscaping, woodland management and public footpath works ongoing. It was further noted that play equipment and EV charging infrastructure remain programmed for later phases of the development.

ii. Vistry, 25 September 2026

Members noted that the development is nearing completion, with landscaping, woodland remedial works and play area works progressing. Ongoing discussions continue regarding the future management and transfer of public open spaces, woodland areas and associated amenities.

b) To confirm the dates of the next parish liaison meetings
   i. Barrett David Wilson Homes, Tuesday 13 October 2026
   ii. Vistry Homes, Friday 13 November 2026

16. INFRASTRUCTURE HIGHWAY MATTERS

For details of future road closures visit: One.Network road closures website

17. NEXT MEETINGS

a) It was confirmed that the next Planning and Infrastructure meeting is to be held on Wednesday 21 October, 7pm at Thurston Library
b) It was also confirmed that the next Emergency Planning Committee meeting is to be held on Wednesday 28 October, at 6pm at Thurston Library

18. 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 the quotations received and appoint a contractor to undertake an assessment of the suitability, constraints and development potential of land for recreational and leisure use in Thurston

Council considered the quotation received for the commission of a study to assess the suitability, constraints and development potential of land for recreational and leisure use within the parish.

Resolved: To appoint Rob McCaig of Bridgewell Civil to undertake the assessment in accordance with the submitted quotation at a cost of £4,850 to be funded from CIL Reserves.

b) To consider the quotations received and appoint a contractor to undertake the necessary planning requirements, strategy and application process necessary to deliver a community-focused scheme comprising: community car parking; allotments; public open space/community land; ecological enhancements; landscaping and woodland planting; and associated pedestrian and cycle connectivity

Council considered the quotations received for the project and reviewed the submissions against the requirements of the brief.

Resolved: To appoint James Bailey Planning to undertake the necessary planning requirements, strategy and application process in accordance with the submitted specification at a maximum cost of £12,000 to be funded from allocated CIL Reserves.

Signed..... Date:

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19. CLOSURE OF THE MEETING

a) There being no other business, the meeting was closed at 9.40pm.

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Signed..... Date:

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	Debit Card
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
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
SID	Speed Indicator Device
SLA	Service Level Agreement

Signed..... Date:

DRAFT

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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Signed..... Date:

Appendix B

Accounts approved for payment 2 September 2026

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance	Office cleaning	3078	Bacs	96.00	0.00	96.00
AWFM Ltd	Grounds maintenance 1/12	3079	Bacs	1254.70	250.94	1505.64
Gipping Press	October newsletter	3080	Bacs	1618.00	0.00	1618.00
Countryside Conversation and Tree Services	Repairs to play equipment matting on New Green	3081	Bacs	604.40	120.88	725.28
MSDC	Bin emptying – additional bins	3082	Bacs	412.00	82.40	494.40
Kompan	Operational Inspection – September 2026	3083	Bacs	360.06	72.01	432.07
SALC	Chairing Meetings	3084	Bacs	36.00	7.20	43.20
Pear Space	.gov.uk domain renewal	3085	Bacs	30.00	0.00	30.00
Newsletter Editor	Expenses	3086	Bacs	17.05	0.00	17.05
Village Ranger	Expenses	3087	Bacs	9.90	0.00	9.90
New Green Community Trust	Recycling Credits – February to July 2026	3088	Bacs	764.50	0.00	764.50
Village Handyman	Expenses	3089	Bacs	18.10	0.00	18.10

Council received the payment below and approved it for payment noting that it is a non-regular payment to be allocated from the CIL budget

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
Elan City	2 No. Solar Speed Sign	3090	Bacs	5678.98	1135.80	6814.78

Accounts paid since 2 September 2026

Salaries including associated liabilities for September 2026	3057-3064	BACS	3751.14	0.00	3571.14
New Green Trust – Office Suite Rent September 2026	3065	SO	496.21	0.00	496.21
Biffa – Waste recycling – June 26	3066	DC	116.90	23.38	140.28
Material Change – bark Heath Road	3067	Bacs	582.40	116.48	698.88
Lloyds Bank Charges	3068	Chg.	10.00	0.00	10.00
O2 – Mobile Phone – August 26 (RFO's Phone)	3069	DD	12.50	2.50	15.00
Adobe Systems Software – Acrobat Pro	3070	CC	16.64	3.33	19.97
Amazon – Fire Exit sign	3071	CC	2.84	0.57	3.41
BT – Pavilion Broadband July 26	3072	DD	43.95	8.79	52.74
Aerial Direct – Office broadband and phones August 26	3073	DD	68.10	13.62	81.72
O2 – Mobile Phones – August 26 – staff except RFO	3074	DD	48.50	9.70	58.20
Lloyds Bank – Bank charges	3075	Chg.	10.00	0.00	10.00

Signed..... Date:

DRAFT

Unity Trust – Bank charges	3076	Chg.	7.00	0.00	7.00
Wave – Allotment water bill	3077	DD	107.77	0.00	107.77

Council noted movement through the account for the list of payments made below noting that they were approved at the meeting of 2 September 2026

SHO Cleaning & Maintenance - Office cleaning	3049	Bacs	96.00	0.00	96.00
AWFM Ltd - Grounds maintenance 1/12	3050	Bacs	1254.70	250.94	1505.64
Gipping Press - September newsletter	3051	Bacs	1606.00	0.00	1606.00
Parish Online - Annual Subscription	3052	Bacs	190.00	38.00	228.00
Zurich Insurance - Annual Insurance Premium	3053	Bacs	2327.69	0.00	2327.69
PKJ Littlejohn - Limited Assurance Review	3054	Bacs	1680.00	336.00	2016.00
Orwell Insurance - Apple Tree Cottage, Church Road	3055	Bacs	513.35	0.00	513.35
Orwell Insurance - The Bungalow, Church Road	3056	Bacs	576.99	0.00	576.99

Receipts allocated for September 2026

Lloyds Bank – September Interest	Interest	344.99	0.00	344.99
Lloyds Bank – Investment Interest	Interest	883.63	0.00	883.63
Redwood Bank – September Interest	Interest	316.44	0.00	316.44
Unity Trust – July – September Interest	Interest			
Newsletter adverts – renewals	Bacs	1719.50	0.00	1719.50
Allotment Rent	Bacs	88.14	0.00	88.14
Precept 2 of 2 – 2026-2027	Bacs	115242.50	0.00	115242.50

Inter account transfers for September 2026

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
07.09.26	TRF	1721	6051-306	14,116.37	Reinvestment – balance required for £100,000.
24.09.26	TRF	1721	3592	35,000.00	Transfer to salary account – 3 months funding

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