

# THURSTON PARISH COUNCIL

## Minutes

Minutes of the Thurston Parish Council meeting held on Wednesday 5 August 2026 in the Community Library, Norton Road, Thurston, commenced at 7pm

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

Also in attendance: Mrs Waples, Responsible Financial Officer; Mrs Gladwell, Deputy Clerk, County Cllr. Bentley (in part), PCSO Brown (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 Cllr. Millett.
- b) Council to consent to accept apologies received - **Council resolved to accept the apologies submitted.**
- c) Council also noted the submission of apologies from District Cllrs. Bradbury and Richardson.

### 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 1 July 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](#). The Chair welcome Cllr. Bentley to the meeting and invited him to address the meeting. He confirmed that there were no other matters to be brought to the meeting's attention.

Signed and approved on 2<sup>nd</sup> September 2026

- 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 read and [is available to read on the Parish Council’s associated documents page](#).

## 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 July 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](#). There were fourteen crimes recorded in the area for the month of July. PCSO Brown also made the meeting aware of a suspected arson attack on the wildlife garden / nature reserve that had taken place earlier that evening. The fire had been brought under control and investigations were ongoing.
- b) To consider matters for referral to Stowmarket CPT – the following matters were requested to be submitted for onward referral:
- Excessive speeding along Beyton Road in the vicinity of the caravan park
  - Excessive speeding by motor bikes generally in the village
  - Increased use of motorised scooters on the public highway

## 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 and the Chair moved to the next item of business.

## 8. STATUTORY BUSINESS

- a) To receive and consider nominations from two candidates for co-option to the Parish Council to fill one casual council vacancy. Both candidates were invited to address the Council with Councillors being given an opportunity to ask questions of each candidate. Following the presentations, the Chair asked for nomination of the candidates to allow Council to progress to the voting stage. Voting was undertaken in accordance with the Council’s Standing Orders with council **resolving to co-opt Imogen Warren onto the parish council**. Cllr. Warren signed her Declaration of Acceptance of Office and joined Councillors at the table.
- b) To approve Cllr Howard joining the Open Space & Leisure Committee – it was **resolved to approve the appointment of Cllr Howard to the Open Space and Leisure Committee**. It was **further resolved that Cllr Warren be appointed to the Environment and Biodiversity Committee**.
- c) To receive the Practitioner’s Guide and Good Councillor’s Guide to Finance to further Councillors’ knowledge of governance and decision making responsibly – with reference to the paper submitted and as part of the overall training and development of Members, it was resolved to accept the recommendation from the Policy and Resources Committee (meeting of 29th July 2026) that the [Practitioners’ Guide 2026](#) and the [Good Councillors Guide to Finance 2025](#) be shared with all Members of the Council noting that this will provide new as well as experienced councillors with an appropriate level of understanding and knowledge in the financial aspect of the parish council.

## 9. REMOVAL OF ADDRESSES FROM MEMBERS’ REGISTER OF INTERESTS

- a) To receive the report on changes to the publication of members’ home addresses in the register of interests – the Clerk’s paper on the recent changes in legislation that meant that local authorities, including parish and town councils must no longer automatically publish councillors’ home addresses on their public Register of Interests (ROI) was noted by all. The

change came into effect on 29 June 2026 and applies to elected and co-opted members. A councillor's home address will now only be published if they specifically ask for it to be made public. This is achieved through the insertion of Section 32A into the Localism Act 2011. It was confirmed with the District Council that councillors' addresses had now been removed as per the new legislation. All were reminded to regularly review their own publicly published ROIs and to ensure that they still declared their interests in accordance with the adopted Code of Conduct.

## 10. TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES

- a) Planning and Infrastructure committee meeting – the meeting received the draft minutes, and the Chair provided a brief report from the meeting of 29 July 2026. It was noted that the consultant had given further information on the revision of the NDP and policy development which included enhancement of some policies and drafting of new ones. One minor planning application considered covering a housing extension which was supported. The meeting had also looked at the development of Rougham Airfield in accordance with West Suffolk's Masterplan and the significant impact on Thurston. Feedback will be provided on this matter.
- b) Policy and Resources committee meeting – draft minutes and report from the meeting of 29 July 2026 – the meeting received the draft minutes and was advised that the latest committee meeting had focused on the updating of internal policies to reflect the recent changes in staffing and the way council operates. The meeting had also focused on the renewal of some policies along with the adoption of a Vexatious Behaviour Policy. The recommendation in relation to door entry system to the parish council office would be covered off under Agenda Item 13j.

## 11. CONSIDER MATTERS RELATING TO PLANNING

- a) To consider a response to the re-consultation of DC/26/01628 - Full Planning Application - Land East of Woodlands, Barrells Road, Thurston - Erection of 15 Retirement bungalows – it was confirmed that the re-consultation focused on an update around access and the manner in which residents would be able to access the services and facilities in the village from the site itself. Given the demographic targeting of the development, it was **resolved that the council's stance of refusal be reconfirmed.**

## 12. COMMUNITY MATTERS

- a) To note an update on the Thurston Biodiversity Day – the Deputy Clerk reported that the event had gone according to plan and been well supported. Thanks were given to all on the Working Group and the councillors who helped on the day. In attendance on the day had been the Hive; Elmswild Group; the Thurston Hedgehog Group; Lark River Group; 1<sup>st</sup> Thurston Scouts and the Thetford River Group. There were several bird boxes left to find a home for, which will be subject to a separate project. More than 50 had signed up to the bird box project on the day. Widespread praise had been received for the project with all being positive that it had been interactive and free. The event also saw the launch of the Environment and Biodiversity Photo Competition. The biodiversity action plan was also on display for all to read and interest was shown in the projects being supported by the parish council. Numerous emails of congratulations had also been received. The meeting considered the event a success and it was hoped to carry out similar future events. The meeting asked that the Council's thanks be given to Paula for the overall organisation of the event. Discussion followed as to how best to allocate the remaining boxes. Council **resolved to delegate authority to close the Working Group at the most opportune moment.**

Signed and approved on 2<sup>nd</sup> September 2026

- b) To receive and resolve the application from Bloomfield Amusements to operate a travelling funfair on Thurston New Green public space during the August Bank Holiday period – given the late submission of information and, by their own admission, the inability of the operators to provide up to date paperwork in such a short space of time, it was agreed that it was prudent on both sides to ensure that not only was all supporting documentation in place but all had the time to make adjustments where necessary. It was **resolved to decline the current application and invite a future proposal for 2027 which would allow more time for planning and consultation.** It was agreed that the late Spring Bank holiday in 2027 be proposed. It was requested that this be communicated to the New Green Community Trust.
- c) To resolve to retrospectively approve the calling of a community event planning meeting – the meeting received a summary of actions taken following the resolution of the Open Space & Leisure Committee on 29 April 2026 relating to a potential community event in 2027 and to seek retrospective approval for action taken by staff. Council **resolved to note the contents of the report and retrospectively approve the action taken by an officer in inviting expressions of interest and arranging an initial community planning meeting following the Open Space & Leisure Committee resolution of 29 April 2026.** It was further resolved that Cllr. Smith be appointed to oversee the community planning meeting, scheduled for 8<sup>th</sup> September, which shall operate as an informal community discussion and not as a meeting of the Parish Council.
- d) To consider investigating joining Suffolk County Council's Lorry Watch Scheme – this matter was brought to council following representation to Officers about the excessive numbers of lorries traversing through the village in what appeared to be a disregard of the HGV weight restriction. It was confirmed that SCC's Trading Standards Team had setup a Lorry Watch Scheme in which local trained observers would be able to records details of vehicles that may be misusing a restricted route and send to the Suffolk Trading Standards for further investigation. It was noted that the lorry watch scheme needed to have parish / town council support. It was **resolved to place an article in the newsletter asking for those interested in being Observers to come forward so that the council could gauge overall interest.** It was suggested that once the buildouts around were complete (noting that building lorries accessing the sites will be exempt), the matter might be less evident as a nuisance.
- e) To receive an update regarding the Thurston Recycling Facility and discuss future of the fenced area – the Chair and RFO spoke to the cessation proposal of the operating agreement that had been put to New Green Community Trust which had been verbally accepted by the Working Group (three Trust members and the Chair and Vice-Chair of the Parish Council) when they had met in late July. The agreement would cover the return of all sets of keys; site clearance; £100 per month ground rent and monies received for recycling from February to July 31<sup>st</sup> when the facility closed. Following discussion, it was **resolved to release 25% of the recycling credits (£764.50) to the New Green Trust for the period year February – July 2026 and to retain the balance (£2,293.50) to assist with the transitional measures for repurposing of the facility.** Delegated approval was given to Officers to communicate this to New Green Community Trust, to seek the return of all the keys issued by New Green Community Trust and to draw up an agreement to incorporate the changes to the existing Recycling Centre Operating Agreement. Confirmation was given that the site had been cleared. The meeting was made aware that Officers had met with the Active Travel Officer for the area to discuss the suitability of the recycling facility as a possible site for cycle storage in connection with the SCC bike led project. Discussions were at an early stage, and it was noted that the facility would need a roof and that change of use for this or any other project would be subject to planning permission. Further discussion over the future use of the facility was deferred until more details were known.

- f) To note that the new editorial and advertising policies for the Thurston Newsletter have been approved by the Policies and Resources Committee – the meeting noted the revised policies which were now in-line with the way the newsletter was produced.

### 13. 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 – 05.08.26) - it was **resolved that council approve those items as submitted under Paper 1 and as detailed in Appendix B, for payment.**
- b) To note the accounts paid since the last meeting (Paper 2 – 05.08.26) - **the meeting resolved to retrospectively approve those payments that had been made away from the meeting as detailed under Paper 2 as seen in Appendix B.**
- c) To note receipts allocated since the last meeting (Paper 3 – 05.08.26) - Council noted the receipt of monies received as identified at Appendix B.
- d) To receive the bank reconciliation for the period ending 30<sup>th</sup> June 2026 (Paper 4 – 05.08.26) - all noted the confirmed bank balances of £1,141,765.57 across all accounts held in the name of the Parish Council at the end of July 2026. It was confirmed that Cllr Rainbow as the Council appointed Internal Controller had reviewed the bank reconciliations to the end of June 2026.
- e) To receive the statement of accounts for the period ending 31 July 2026 (Paper 5 – 05.08.26) - The Council resolved to accept the Balance Sheet as of 31 July 2026, including total assets of £1,146,421 and nil current liabilities, funded by Working Reserves of £24,704, Contingency Reserves of £53,823, Earmarked Reserves of £18,385 and CIL Reserves (Restricted) of £1,049,509.
- f) To note the CIL report for July 2026 including nominal sums for potential CIL expenditure for the coming year and receipts received (Paper 6 – 05.08.26) – the paper was deferred until the next meeting.
- g) To receive the first quarter budget monitoring paper for the period ending 30 June 2026 (Paper 7 – 05.08.26) – the report as submitted was noted including the large inflow of precept funds from the billing authority, plus existing reserves, before significant spending occurs. This combination of advance funding, reserve policy, and seasonal cash flow explains why the account is much higher at the beginning of the year than later in the year. Variances during this quarterly reporting period, allowing for the inclusion of CIL monies, were expected due to the routine patterns of expenditure spread over the financial year which has resulted in some budget headings being outside the specified tolerances. Overall, there were no concerns that the council should be aware of at this time. 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 **resolved to accept the report and approve the following recommendations for action:**
  - **Transfer of £2,382.15 from CIL Reserve 2024-25 to offset Villager Ranger employment costs incurred from April to June 2026.**
  - **Transfer of £545.80 from CIL Reserves 2024-25 to offset Allotment Funded Works incurred from April to June 2026.**
  - **Transfer of £2,461.160 from CIL Reserves 2024-25 to offset CIL Expenditure incurred to 30 June 2026.**
  - **Transfer of £111.11 from CIL Reserves 2023-24 to offset CIL approved expenditure incurred to 30 June 2026 (this now exhaust the monies for this year).**

- **Transfer of £302,636.72 from the revenue account into an Earmarked Reserve for 26-27 until funds are called upon within the revenue budget.**
- h) To note commentary on the final accounts for the year ending 31 March 2026 (Paper 8 – 05.08.26) – the paper as submitted was noted including the financial summary which concluded that although an overall positive balance was achieved, there were minor areas of overspend at year-end. The main significant variance (15% where the variance is more than £200) related to staffing costs with the introduction of employer's National Insurance costs on all staff; employment of a Village Ranger; performance related awards offered during 2025, and overtime worked by office staff. These variances have been considered and adjustments have been made, where an ongoing trend has appeared, to future budgets to help mitigate the risk of recurrence. The meeting **resolved to accept the report for the financial year to 31 March 2026.**
- i) To receive a financial update on the costs relating to the Biodiversity Event Day (Confidential Paper) – the paper was deferred until the next meeting to allow all associated costs to be reviewed and ascertained.
- j) To consider and approve the recommendation to install a system of integration door entry access to include fob access and keypad to manage who can enter the office and a CCTV surveillance camera in the rear corridor for out of hours surveillance on an out-of-sight zone – following a verbal report on the issues that had arisen with regards to entry to the parish council offices out of hours, it was **resolved to accept the quotation to install a surveillance camera to the rear corridor to include a recorder and monitor for remote viewing and playback for the sum of £760.00 which would include a one year full maintenance.** It was noted that alternative options for access to the inner office from the front office would be explored in place of a door entry system.

## 14. COUNCILLOR REPORTS

- a) To report village matters of concern to the Clerk
- New streetlights on Barton Road – this was still work in progress.
  - Barrow crossing at railway station – near misses due to persons rushing to catch trains.
  - Marley Close – swift response to road issues raised.
  - Drug related issues outside of the Co-Op had been reported to the relevant authorities.
  - Speeding along Barton Road.
- b) To receive items for information only from parish council appointed representatives on outside bodies/groups
- Library – although a meeting had been held, Cllr Rainbow was unable to attend and would provide an update at the next meeting.
  - New Green – recent meeting discussions centred on the Fun Fair; an issue with the door opening mechanisms and possible solutions; working group set up to talk about the future of the centre; water leak within confines of the centre.
- c) To receive reports from councillors on meetings and training events attended – there were none to be reported.
- d) Councillor 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.

## 15. OFFICER'S REPORT

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

- i. Clerk – confirmed that the following correspondence had been actioned on behalf of residents: faded white lines on roads on Persimmons developments; Thurston Recycling Facility and asks surrounding the future of the fenced area; fly tipping reports; heavy vehicle complaints; Anglian Water reports and reports relating to the highway. Responses had been submitted in relation to the following: BMSDC Joint Local Plan; West Suffolk Local Plan; Suffolk County Council 20mph limit; planning applications DC/26/02473 - 1 Marley Close and DC/26/02776 - 6 Blackbird Close. A letter had been sent to the New Green Community Trust detailing the proposal for cessation of their involvement in the recycling facility, whilst a meeting had been held with SCC over their potential use of the centre. Social media has been used to provide updates on relevant topics, and the website was in the process of being updated with relevant information.
- ii. RFO - Child's drawing signs have been erected; the Village Ranger has recemented the posts moved along Footpath TH01 to accommodate the new mixed-use path (between Ixworth Road and Meadow Lane); allotment invoices had been issued, with two allotments reassigned and a third in the process of being allocated.

The following updates were also provided:

- Network Rail update – the RFO had chased and received an update from MSDC on this project – a reminder was given that the preferred options were Option 1. Open existing subway and install lifts and staircases to both platforms and Option 3. Install footbridge stairs and lifts at the east end of the station. However, it was recommended to Cabinet that the ES3 work by Network Rail would also include consideration of a south side access and this is the work that Network Rail are continuing to do. A more detailed report from the project Manager was received on 16<sup>th</sup> July:
  - i. *Design workshop at which the options being developed for subway and eastern entrance lift and bridge will be worked through – 23 July.*
  - ii. *Optioneering report issued to NR and MSDC for review – 27 August*
  - iii. *Review and comments need to be complete by 11 September*
  - iv. *Option selection workshop to agree the final option for the station – 11 September*
  - v. *Final report issued to NR and MSDC updated with the agreed option – 25 September*
  - vi. *Review of final report to be completed – 23 October*
  - vii. *Next stage definition, costing and programming work to commence – 14 September.*

To ensure effective communication and coordination, regular monthly progress meetings will be set up. It was also confirmed that once there were clear updates on the south side access, all would be advised accordingly.
- Footpaths update - the creation agreement has been received from the landowner to create a new footpath running south from the railway bridge to the new junction on Thurston Rd. This is due to be surfaced over the coming weeks and is part of the s106 for Bloor's Fishwick Corner. The permissive route running adjacent to Thurston Rd from the junction at Fishwick Corner to the union with Heath Rd will soon have bridleway status and will be recorded on the Definitive Map. The footway and new crossing on Thurston Rd linking to the new permissive path to Rougham is aimed to be completed and open by late October. The new bridleway connecting Heath Road to Barton Road is still subject to formal signing of the creation agreement. This new route will be surfaced as soon as the agreement is signed, and the work has been provisionally booked for Autumn 26.
- Grounds maintenance update including wildflower meadow land management – MSDC have confirmed that they will be bringing forward cutting of the open spaces they manage as wildflower meadows in order to reduce fire risk during the continued hot, and dry, weather. This will now start next week (w/c 27 July) instead of late August, following essential preparations and scheduling.

- C691 Barton Road – advance notice was given of the closure of Barton Road from outside the property Mere Lodge until the junction with Mill Lane for carriageway patching prior to surface dressing. This would take place from 8am to 5pm on Thursday 27 and Friday 28 August.

iii. Deputy Clerk: two responses had been received in a call for skills to offer in an emergency; low risk issues on the playground inspections were being undertaken; broken mats to be repaired under the rotator; debris from the pollard trees along Sandpit Lane and School Road had been cleared away and the new Tree Warden was about to commence the Veteran Tree Survey.

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

- i. Mid Suffolk Town and Parish Council Briefing Notes for July 2026. The correspondence was received.
- ii. SALC weekly bulletins. All confirmed receipt of the bulletins circulated.

## 16. PARISH LIAISON MEETINGS

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

- i. Vistry Homes – 2 July 2026 – the Deputy Clerk provided a verbal update in which it was confirmed that MSDC had issued a non-material amendment to allow the hedge planting at front of site to be a single species (Hornbeam); Vistry are expecting to be off site in September (build programme should be complete); 16 plots are still to be handed over (mixture of private and those to be allocated to the housing provider (Havebury Housing); self-build plots – no interest in the plots – if unsold at end of build programme it is likely that they will be fenced off for security and safety. Vistry are currently working on recommendations from their own woodland survey which has identified minor works only. Officers are concerned that this is not in accordance with the Woodland Management Plan as approved at the planning stage and will be seeking to review this. Clarification was also needed as to the process of inspection for the play area and the 12month maintenance prior to being signed off by MSDC (and therefore ready for handing over to the parish council).

b) To confirm the dates of the next parish liaison meetings

- i. Vistry Homes – 6 August 2026 at 9.00am – all noted the meeting due to take place the following day.

## 17. INFRASTRUCTURE HIGHWAY MATTERS

For details of future road closures visit: [One.Network road closures website](#)

## 18. NEXT MEETINGS

- a) It was confirmed that the next Planning and Infrastructure Committee meeting would be held on Wednesday 19 August 2026 at 7.00pm, Thurston Community Library.
- b) It was confirmed that the next Full Council meeting be held on Wednesday 2 September at 7pm, at Thurston Community Library.

## 19. CLOSURE OF THE MEETING

- a) There being no other business, the meeting was closed at 21.13pm.

## 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                          |
| 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 |

## Appendix B

### Accounts approved for payment 5 August

| Payee                      | Detail                                 | Voucher | Method | Nett    | VAT    | Total   |
|----------------------------|----------------------------------------|---------|--------|---------|--------|---------|
| SHO Cleaning & Maintenance | Office cleaning                        | 3004    | Bacs   | 120.00  | 0.00   | 120.00  |
| AWFM Ltd                   | Grounds maintenance 1/12               | 3005    | Bacs   | 1254.70 | 250.94 | 1505.65 |
| Gipping Press              | August newsletter                      | 3006    | Bacs   | 1597.00 | 0.00   | 1597.00 |
| Gipping Press              | A3 photos – Biodiveristy Day           | 3007    | Bacs   | 38.00   | 7.60   | 45.60   |
| Community Heartbeat        | Annual Support New Green Centre        | 3008    | Bacs   | 165.00  | 33.00  | 198.00  |
| SF Electrical              | Office PAT testing                     | 3009    | Bacs   | 75.00   | 0.00   | 75.00   |
| Leon Brown                 | Works to damaged tree School Road      | 3010    | Bacs   | 295.00  | 59.00  | 354.00  |
| MSDC                       | Garden Waste Collection (2)            | 3011    | Bacs   | 132.00  | 0.00   | 132.00  |
| MSDC                       | Dog and Litter Bin Emptying            | 3012    | Bacs   | 1493.50 | 298.70 | 1792.20 |
| National Allotment Society | Membership Fees                        | 3013    | Bacs   | 70.00   | 14.00  | 84.00   |
| SF Electrical              | New fan – Pavilion works               | 3014    | Bacs   | 385.00  | 0.00   | 385.00  |
| MSDC                       | Annual play inspections x 5            | 3015    | Bacs   | 327.65  | 65.55  | 393.20  |
| C Wright                   | Expenses                               | 3016    | Bacs   | 33.77   | 4.67   | 38.44   |
| Freethought                | Cyber security – emails – annual       | 3017    | Bacs   | 100.00  | 20.00  | 120.00  |
| L Greener                  | Expense                                | 3018    | Bacs   | 7.70    | 0.00   | 7.70    |
| Allotment Holder           | Expenses as approved                   | 3019    | Bacs   | 78.33   | 0.00   | 78.33   |
| Freethought                | HP Laptop – replacement laptop (Clerk) | 3020    | Bacs   | 728.16  | 145.63 | 873.79  |

### Accounts paid since 1 July 2026

|                                                   | Voucher   | METHOD | NETT     | VAT    | TOTAL    |
|---------------------------------------------------|-----------|--------|----------|--------|----------|
| Salaries – July 2026                              | 2977-2984 | BACS   | 15706.61 | 0.00   | 15706.61 |
| Unity Trust Charges                               | 2985      | Chg.   | 7.00     | 0.00   | 7.00     |
| New Green Trust – Office Suite Rent (July 26)     | 2986      | SO     | 496.21   | 0.00   | 496.21   |
| Biffa – Waste recycling – May 26                  | 2987      | DD     | 129.24   | 25.85  | 155.09   |
| O2 – Mobile Phone – July 26 (RFO's Phone)         | 2988      | DD     | 12.50    | 2.50   | 15.00    |
| BT – Pavilion Broadband June/ July 26             | 2989      | DD     | 43.95    | 8.79   | 52.74    |
| Aerial Direct – Office broadband & phones June 26 | 2990      | DD     | 87.90    | 17.58  | 105.48   |
| O2 – Mobile Phones – July 26 – staff except RFO   | 2991      | DD     | 48.50    | 9.70   | 58.20    |
| SLCC – ILCA – Clerk training                      | 2992      | Bacs   | 140.00   | 0.00   | 140.00   |
| CJ Wildlife – Owl and Kestrel boxes               | 2993      | DC     | 864.10   | 172.82 | 1036.92  |
| Baker Ross – Biodiversity day materials           | 2994      | DC     | 41.17    | 8.23   | 49.40    |

Signed and approved on 2<sup>nd</sup> September 2026

|                                                |      |      |        |       |        |
|------------------------------------------------|------|------|--------|-------|--------|
| Eurooffice – stationery                        | 2995 | DC   | 153.71 | 30.75 | 184.46 |
| Plot 7 Refund deposit - ceased tenancy + water | 2996 | BACS | 31.18  | 0.00  | 31.18  |
| Plot 9 Refund deposit – ceased tenancy + water | 2997 | Bacs | 31.18  | 0.00  | 31.18  |
| Adobe Systems Software – Acrobat Pro           | 2998 | CC   | 16.64  | 3.33  | 19.97  |
| JRB Enterprises – dispenser bags               | 2999 | CC   | 93.10  | 18.62 | 111.72 |
| JRB Enterprise – dispenser bags on rolls       | 3000 | CC   | 119.35 | 23.87 | 143.22 |
| Amazon – office equipment                      | 3001 | CC   | 12.41  | 2.48  | 14.89  |
| Amazon – covers for screw protection           | 3002 | CC   | 8.15   | 1.63  | 9.78   |
| Amazon – stationery                            | 3003 | CC   | 43.62  | 8.72  | 52.34  |

#### Items paid following authorisation at meeting of 1 July 2026

|                            |                          |      |      |         |        |         |
|----------------------------|--------------------------|------|------|---------|--------|---------|
| SHO Cleaning & Maintenance | Office cleaning          | 2964 | Bacs | 84.00   | 0.00   | 84.00   |
| AWFM Ltd                   | Grounds maintenance 1/12 | 2965 | Bacs | 1254.70 | 250.94 | 1505.65 |
| Gipping Press              | June newsletter          | 2966 | Bacs | 1595.00 | 0.00   | 1595.00 |
| Gipping Press              | July newsletter          | 2967 | Bacs | 1430.00 | 0.00   | 1430.00 |
| SLCC                       | RFO Membership           | 2968 | Bacs | 376.00  | 0.00   | 376.00  |
| Kompan                     | Quarterly Inspection     | 2969 | Bacs | 360.06  | 72.01  | 432.07  |
| C Wright                   | Expenses                 | 2970 | Bacs | 41.95   | 4.30   | 46.25   |
| V Waples                   | Expense                  | 2971 | Bacs | 98.74   | 11.00  | 109.74  |
| L Greener                  | Expense                  | 2972 | Bacs | 7.15    | 0.00   | 7.15    |

#### Receipts allocated for July 2026

|                                            |          |         |      |         |
|--------------------------------------------|----------|---------|------|---------|
| Lloyds Bank – July Interest                | Interest | 287.91  | 0.00 | 287.91  |
| Redwood Bank – July Interest               | Interest | 325.21  | 0.00 | 325.21  |
| Newsletter adverts – renewals              | Bacs     | 1215.80 | 0.00 | 1215.80 |
| MSDC – Cleansing Grant                     | Bacs     | 5617.92 | 0.00 | 5617.92 |
| Allotment Rent                             | Bacs     | 154.84  | 0.00 | 154.84  |
| Allotment Deposits – new tenant            | Bacs     | 50.00   | 0.00 | 50.00   |
| Thurston Recreation Ground - reimbursement | Bacs     | 42.79   | 0.00 | 42.79   |

#### List of inter account transfers for the month of July 2026

| Date of Transfer | Means | From Account | To Account | Amount Transferred | Reason for transfer |
|------------------|-------|--------------|------------|--------------------|---------------------|
| 23.07.26         | TRF   | 4092         | 1721       | 50,000.00          | Investment          |
| 24.07.26         | TRF   | 4092         | 1721       | 50,000.00          | Investment          |