

Thompson Parish Council (TPC)
Minutes of the Annual Parish Council Meeting AGM
held in Thompson Community Hall on Tuesday 19 March 2026

Present: Robert Garcia Chair of this meeting
 Ron Powrie Vice Chair
 Duncan Gregory
 Jo Shelton
 Tony Snelling
 Kim Austin Clerk

Also present: There were no members of the public present.

The meeting opened at 19.58

Signing of Declarations of Acceptance of Office must take place before the agenda proper starts for all councillors.

1. To elect Chairperson 2026 - 2027

Cllr. Robert Garcia agreed to stand as Chair. Cllr. Powrie proposed and Cllr. Snelling seconded the proposal. There was a show of hands and unanimous agreement to the proposal. Cllr. Robert Garcia was duly elected as chair. The Declaration of Acceptance of Office was signed by Cllr. Garcia and countersigned by the Clerk. Cllr. Garcia took the Chair.

2. To elect Vice Chairperson 2026 - 2027

Cllr. Ron Powrie agreed to stand again as Vice Chair. Cllr. Shelton proposed and Cllr. Snelling seconded the proposal. There was a show of hands and unanimous agreement to the proposal. Cllr. Powrie was duly elected as Vice Chair. The Declaration of Acceptance of Office was signed by Cllr. Powrie and countersigned by the Clerk.

3. Declaration of Pecuniary Interests (DPIs),

DPIs can now be completed online. All councillors need to complete a DPI form within 28 days of this meeting BUT ONLY if their details/interests have changed.

4. To consider accepting apologies for absence

Apologies were received from Cllr. Jean Wagner who was unwell.

5. To record declarations of interest from members in any items on the agenda

There were no declarations of interest.

6. To approve the minutes of the last Parish Council meeting on Tuesday 17 March 2026

The minutes had been circulated to all councillors prior to the meeting. Acceptance of the minutes was proposed by Cllr. Gregory and seconded by Cllr. Shelton. The minutes were duly signed by the Chair, Cllr. Garcia.

7. To discuss any matters arising from the minutes (Tuesday 17 March 2026) not on the agenda

There were no matters arising.

8. To adjourn the meeting for public participation, an opportunity for members of the public to raise any queries and concerns.

There were no members of the public present.

9. To discuss transfer of Breckland Community Land to Parish Councils

In summary: Breckland Community Land Transfer is to transfer parcels of land to Parish councils for them to maintain as Community Assets. Thompson had the offer of two parcels of land. After discussion at the last PC meeting, it was agreed not to accept the offer of land transfer for either plot. The Clerk informed Melanie at Breckland Council of this decision explaining that solicitor costs are prohibitive for such a small parish.

Some residents have approached councillors saying the offer should have been accepted, but why were they not at this meeting or at the last meeting to join in the discussions and put their point of view forward? There is no debate to be had if the PC doesn't have the money for solicitor's fees or maintenance of the land thereafter. See example quotes after 15.2.7 in clerk's notes.

10. Update on Woodland Trust Project (RG).

Email update received from Woodland Trust (Tom Bolderstone TB)

The Woodland Trust has installed oak welcome signs in three areas of the site made from FSC timber grown in the UK. Contractors have also installed further access infrastructure to the site, and the permissive paths through the deer fenced blocks will soon be open.

Contractors are working on detailed designs for the construction of the car park with the tender process for construction beginning shortly with construction planned for later in 2026.

There have been a number of lapwing chicks seen feeding in the pingo and pond margins on the site.

There are still some issues with signs being vandalised and removed from the various parts of the site, which is very frustrating and takes time and budget away from other works across the site.

There have been some volunteer groups working on the site from local conservation organisations helping us to maintain the site.

Plans are already progressing for planting the middle section of the site this winter coming (2026).

Cllr. Gregory said it would be courteous to be informed of what was going on, in advance.

Cllr. Garcia would invite Tom Bolderstone to attend a future PC meeting.

Previous meeting: Neighbouring gardens are not easy to maintain now due to the amount of weed/seed dispersal in the area. Cllrs. RG and TS would draw up a letter to send to Woodland Trust regards this matter.

11. To update on flooding and drainage (TS)

Flooding at 'Bus Stop Corner' - BSC. Over recent months I've met the Highways area engineer and BDC land and development manager. Measures mitigating flooding at BSC have been and are continuing to be taken, including drains and chambers cleaned and inspected (still waiting on the report from Highways), and ditch 1 (next to 1 School road) being dug-out to allow surface rainwater to drain away from the cross road, and flow into ditch 2 Millennium Green (MG) via the culvert under school road.

This morning I received an email from Mr. Austed Williams, land and development manager at BDC, saying that he is very apologetic and unhappy with how ditch 1 had been cleared and has employed another contractor to do the job, as he requested.

Ditch 2 needs to be dug out to a depth of 300mm (12 inches) below the bottom outflow pipe (behind the old phone box) to allow water to flow away from ditch 1 and the crossroads. Having it dug out should also help drain excess water from that corner of the MG in wet conditions. This is MG responsibility and needs to be assessed and a quote for the works obtained. Cllr. Shelton said Cllr. Snelling should talk to Andrew (MG) and perhaps attend the next MG meeting to discuss.

12. To update on defibrillators (RG)

The defibrillator had been installed and would be working and available as soon as Richard and Tanya had completed the required admin. An advert will be put in the Waylander regards the new defibrillator. Deadline for copy is 13th of the month.

Post meeting note: Listed building planning application to site defibrillator on outside wall of the Chequers Inn has now been APPROVED.

13. To discuss footpath maintenance and signage (KA)

Countryside Access Officer at NCC had confirmed it was planned to install signage on Thompson FP1, however she was waiting for one landowner to confirm when they have cleared the route just to the south of the wood where the path changes direction. Once this was done, she would raise an order for the fingerposts and any necessary way marker posts to be installed. 18/5 She confirmed she had now met with the landowner the landowner and found the outstanding work involves removal/realignment of the fencing at the southern end of the wood. She will contact them to see if the works have been carried out, or if there is a revised timescale.

The Clerk had received an enquiry from a resident asking about way markers along the route. The Clerk had informed them that footpath signage and way markers would be positioned soon. The resident had offered to help maintain the footpath and would happily join a working party. The offer of help was noted. Cllr. Shelton would speak to the resident about the footpath and also ask if they would consider joining the MG Committee.

14. To discuss Millenium Green Committee - need for committee members

The chair asked that this be on the agenda for discussed at the July meeting.

15. To report on financial matters

All documents had been circulated to the chair prior to the meeting.

15.1 Approval of accounts 2025/2026 (AGAR Form 2, PKF Littlejohn, External auditors.)

The end of the financial year was 31 March 2026. The Clerk had prepared the end of year accounts and completed the annual return (AGAR) for the external auditor (PKF Littlejohn).

15.1.1 Certificate of Exemption from limited assurance review (p3) (<£25,000 gross income)

The Clerk explained that because both gross income and expenditure were less than £25,000, Thompson Parish Council was eligible to apply for an exemption certificate for the year 2025/2026 meaning a limited assurance review would not be carried out.

The Certificate of Exemption was approved by the councillors and signed by the chair Cllr. Garcia and the Clerk. The Clerk would send the completed/signed form (p3) to PKF Littlejohn the external auditors.

15.1.2 Internal auditor's report (p4)

Michael Corrie had carried out the internal audit of the accounts for Thompson again this year and confirmed the Council's finances and proceedings to be in good order (p4). However, one point he wished to note was that salary had been paid without paye being deducted. The Clerk had previously explained the issue was to do with not now being able to adjust her tax code to cover total payments. This issue has been sorted going forward with salary paid nett and paye paid to HMRC. A statement has been appended to the AGAR giving qualified approval.

Michael has been given a £35 garden voucher as a thank you.

15.1.3 To approve Annual Governance Statement 2025/2026 AGAR Form 2. (p5)

The 10 governance statements were agreed and the Chair ticked the YES boxes for all statements except statement 9 which was ticked as N/A. The Form (p5) was signed by the chair Cllr. Garcia and the Clerk.

15.1.4 To approve Accounting Statements 2025/2026 AGAR Form 2. (p6)

Any variances were explained. The councillors all agreed with the accounting statements (p6). The Form (p6) was signed by the chair Cllr. Garcia.

All documents will be available on the Parish Council website.

15.2 Finances

15.2.1 Financial position

Bank account balances - Tuesday 19 May 2026

Barclays Community Account	£	4555.30
Barclays Business Premium Account (Savings)	£	8640.76
TOTAL as per bank	£	13196.06

Summary (Including monies allocated)

Allocated to Sports Equipment maintenance (TMG)	£	1746.00
Allocated to Notice Board £1084.30 - £355.84 Map board printing	£	728.46
Thompson Parish Council	£	10721.60
TOTAL as per bank	£	13196.06

15.2.2 Money in since last meeting (17 March 2026)

8/4/2026 Breckland Council Precept 1 of 2 payments	£	4450.00
TOTAL IN	£	4450.00

15.2.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 17 March 2026)	£	2715.33
Opening balance at bank, Savings (Last meeting, 17 March 2026)	£	8640.76 (£11356.09)
PLUS Money in since last meeting (as above)	£	4450.00
MINUS Money out (between 20/1/26 and last mtg 17/3/26)	£	0.00
MINUS Money out this meeting (19 May 2026 - as below)	£	2610.03
Closing balances at bank (This meeting, 19 May 2026, as above)	£	13196.06

The chair signed the Bank Reconciliation documents prepared by the Clerk.

15.2.4 Direct payments

21/3/2026 DP007 Clerk's wages x1 M12 Mar 26	£	283.40
21/3/2026 DP008 RLS Computer Services	£	516.00
21/3/2026 DP009 Reimb. Clerk postage/ink (03/25 - 03/26)	£	25.49
1/5/2026 DP010 Clerk's wages x1 M1 April 2026	£	226.80
1/5/2026 HMRC Paye M1	£	56.60
1/5/2026 DP011 Reimb. Clerk - Voucher - thank Int. auditor	£	35.00
1/5/2026 DP012 TTSR Grass cutting - inv. 1of4 plus surcharge	£	640.49
1/5/2026 DP013 Information Commissioner - Annual Fee	£	52.00
1/5/2026 DP014 Zurich Insurance - Annual renewal	£	264.00
15/5/2026 DP015 Spotted Paint - Noticeboard Costs	£	355.84
15/5/2026 DP016 NALC - Annual Subscription	£	154.41
TOTAL OUT	£	2610.03

THOMPSON PARISH COUNCIL ACCOUNTS					INCOME					
					YEAR ENDED 31 March 2027					
Date	From	Description		PRECEPT	SAVER AC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
08/04/2026	Breckland Council	Precept 1 of 2 payments	DIR	4,450.00						4,450.00
				4,450.00	0.00	0.00	0.00	0.00	0.00	4,450.00
										£4450.00

THOMPSON PARISH COUNCIL ACCOUNTS 2026 - 2027													EXPENDITURE										
													YEAR ENDED 31 March 2027										
Date	n v To c	Description	CHQ	CLERKS WAGES	TAX	POSTA GE	PAYROLL SERVICE	COUN CL S	TRAINING	HALL HRE	PRINTER	INSURANC E	AUDIT	DONATIONS	SUBS	GRASS CUTTING Etc.	WEB SITE	DEFB	MISC	CAPIT AL	VAT	TOTAL	
01/05/2026	Kim Austin Clerk	Clerk's wages M1 April 2026	DP010	226.80	56.60																		283.40
01/05/2026	Wham garden centre	Int Audit - thank MC Reimb. Clerk	DP011										35.00										35.00
01/05/2026	TTSR Ltd.	Grass cutting 1/4 plus temp fuel	DP012													640.49							640.49
01/05/2026	Info. Commissioner	Annual Data Protection Fee	DP013												52.00								52.00
01/05/2026	Zurich Municipal Insur	Annual Insurance	DP014									264.00											264.00
15/05/2026	Spotted Paint	Footpath - Map board printing	DP015																	355.84			355.84
15/05/2026	NALC	NALC annual membership	DP016												154.41								154.41
																							0.00
																							0.00
				226.80	56.60	0.00	0.00	0.00	0.00	0.00	0.00	264.00	35.00	0.00	206.41	640.49	0.00	0.00	355.84	0.00	0.00	0.00	1,785.14
																						£1785.14	

15.2.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual			
AT 19/5/2026	Budget	Forecast	2026 - 2027
	2026/2027	2026/2027	Actual to date 2026/2027
INCOME			
Precept	8,900.00	8,900.00	4,450.00
Recycling	100.00	100.00	0.00
Interest (Barclays Saver)	120.00	120.00	0.00
VAT	400.00	400.00	0.00
Total	9,520.00	9,520.00	4,450.00 AS ACCOUNTS
EXPENDITURE			
Staff Costs including PAYE	3,500.00	3,500.00	283.40
Payroll services	96.00	96.00	0.00
Internal audit fee	35.00	35.00	35.00
Postage	10.00	10.00	0.00
Insurance	264.00	264.00	264.00
Grass cutting (Inc. fuel surcharge)	2,561.96	2,561.96	640.49
Training	100.00	100.00	0.00
Printer/consumables	35.00	35.00	0.00
Website	200.00	200.00	0.00
Capital	100.00	100.00	0.00
Defibrillator (Batts/Pads)	100.00	100.00	0.00
Miscellaneous/Contingency	200.00	200.00	355.84 FOOTPATH MAP BOARD
Donation - St. Martin's Church	500.00	500.00	0.00
Donation - Wayland Partnership	350.00	350.00	0.00
Donation - Thompson Community	350.00	350.00	0.00
Donation - Thompson Millenium G	550.00	550.00	0.00
Subs - Norfolk ALC	155.00	155.00	154.41
Subs - Info Comm Registration	52.00	52.00	52.00
VAT	360.00	360.00	0.00
Total	9,518.96	9,518.96	1,785.14 AS ACCOUNTS
PRECEPT £8900	Budget	Forecast	Actual to date
2026/2027	2025/2026	2025/2026	2025/2026

15.2.6 Annual insurance renewal

Insurance has been renewed. Renewal price was £264 same price as last year.

15.2.7 Donations to village churches and organisations

The summary of donations for previous years was circulated to all councillors prior to the meeting. The figures were discussed and donations for 2026/2027 were agreed to be increased by £50 per organisation, so £200 increase overall for the year. Proposed by Cllr. Gregory, seconded by Cllr. Powrie and carried by a show of hands.

DONATIONS SUMMARY					
SUMMARY	Financial Year:	2024/2025	2025/2026	2026/2027	Treasurer
		May 2024	July 2025	May 2026	
Thompson Community Hall	Hall hire and storage	£350.00	£350.00		JEAN KAYE
Wayland Partnership	Running costs/maint	£350.00	£350.00		TRUSTEES
St. Martin's Church (NEED INVOICES)	Upkeep of the churchyard	£500.00	£500.00		KATHARINE
Thompson Millennium Green Charitable Trust	Extra £300 for grass cutting	£550.00	£550.00		JEAN KAYE
	DONATIONS AGREED	£1,750.00	£1,750.00		
	DONATIONS PAID	£1,750.76	£1,757.46		

DONATIONS SUMMARY					
SUMMARY	Financial Year:	2024/2025	2025/2026	2026/2027	Treasurer
		May 2024	July 2025		
Thompson Community Hall	Hall hire and storage	£350.00	£350.00	£400.00	JEAN KAYE
Wayland Partnership	Running costs/maint	£350.00	£350.00	£400.00	TRUSTEES
St. Martin's Church (NEED INVOICES)	Upkeep of the churchyard	£500.00	£500.00	£550.00	KATHARINE
Thompson Millennium Green Charitable Trust	Extra £300 for grass cutting	£550.00	£550.00	£600.00	JEAN KAYE
	DONATIONS AGREED	£1,750.00	£1,750.00	£1,950.00	
	DONATIONS PAID	£1,750.76	£1,757.46	£0.00	

Clerk's notes and finance notes.

Clerks Wages. ADD notes here re HMRC

Paid by Direct Payment. Now paying wages net and separate payment to HMRC for tax due.

New Footpaths Noticeboard.

Invoice received via Kate Winslow from Spotted Paints to be paid for new map board printing.

Breckland Land Transfer

Just for reference. Solicitor quotes obtained for another Parish Council.

Spire	£950 plus vat per title (So, x2) £1900 plus vat.
Rogers and Norton	£2500-2750 plus vat and disbursements.
WGA	£3864-4186 plus VAT and disbursements.

Barclays Bank Mandate.

Cllr. Gregory informed the Clerk at the last meeting that he has not received a pin sentry card reader or a pin number which he needs in order to authorise direct payments online via the Barclays website. The Clerk has spoken to Barclays but they do need Cllr. Gregory to call the Service Department himself. The Clerk has provided Cllr. Gregory with the telephone number. Cllr. Gregory confirmed he will contact Barclays

Co-opt a new Parish Councillor.

Hope to co-opt a new councillor at July meeting if possible.

Website.

Website to be reviewed and handed over as soon as Thompson's busy end of financial year/AGM has passed. Handover to be to Clerk and any other councillors that would like to be involved in maintaining the new website. Handover would be via Teams or similar and take about 45 minutes.

Will then be able to relinquish Geoff Winslow from his role.

16. Review of governance documents

All documents had been circulated to all councillors prior to the meeting for them to review and identify any changes.

16.1 To review the Constitution. The constitution was reviewed and accepted.

16.2 To review the Code of Conduct. The Code of Conduct was reviewed and accepted.

16.3 To review Standing Orders. Section 1. Rules of debate at meetings. Item 1t to be amended to '3 minutes' as was previously left blank. It was suggested District Councillor slot be restricted to 10 minutes plus 5 minutes for any questions at future meetings.

16.4 To review Financial Regulations. The financial regulations were reviewed and accepted.

Cllr. Garcia proposed the governance documents be accepted with the change to 1t in Standing Orders, Cllr. Snelling seconded and with a show of hands the proposal was accepted.

All reviewed documents will be available on the Parish Website.

It was agreed the PC should have a safeguarding policy. The Clerk would obtain a template from NPTS and circulate for comment.

17. To consider planning applications

17.1 Planning **outcomes** since last meeting (17 March 2026)

No outcomes since last meeting.

17.2 Applications **pending** outcome

No applications pending outcome.

17.3 New applications since last meeting (17 March 2026)
and to include any new applications received after agenda finalised.
PL/2026/0674/HOU CAVANAGH 15 Pockthorpe Lane, IP24 1PN. Proposed extension to front of bungalow, erection of new porch, and alterations to front garden to provide vehicular access and parking/turning area. All councillors agreed they had **NO OBJECTION** to this application.

17.4 Appeals No appeals.

17.5 Enforcement Pockthorpe Lane turning head update (KA)

This has been pending since August 2025. The Clerk has been requesting regular updates from Breckland Enforcement.

Post meeting note: Letter received from Breckland Enforcement. *The case was reviewed by the Council's Principal Lawyer and Director of Planning. Their review was based on all the known facts and full consideration, and weight has been given to the relevant planning legislation and expediency in determining an outcome. It was considered that as the land was not public but private, the Council could not defend the condition requiring its public use. Additionally, the service of a Breach of Condition notice in relation to the passing place was unenforceable and not appropriate in this case. Therefore, based on the information available at this time the case will now be closed.*

To be discussed at the next PC meeting.

Enforcement Griston Road encroachment - response from Highways (RG)

RG had not had a response from NCC Highways.

18. To discuss any correspondence.

There was no correspondence not already discussed.

19. AOB - To receive items for the next agenda.

Cllr. Gregory asked for white gates and flower beds to be added to the next agenda,

Discuss ditches that need digging at the Millenium Green.

Details of Planning and Infrastructure Act 2025.

Millenium Green committee - need for members.

20. Date of next meeting - Tuesday 21 July 2026 in Thompson Community Hall - starting at 7.30pm.

Meeting closed at 21.11