

Minutes of the meeting of Thompson Parish Council

Held in

Thompson Village Hall at 7.30 pm on Tuesday 19 July 2016

Present: : Kate Winslow (Chair), Duncan Gregory (Vice-chair), Alan Dujon, Jean Kaye, Irene Smith, Andrew Wagner, 1 member of the public and the Parish Clerk.

- 1 **Apologies for absence:** Ian Robertson and Phil Cowen (Breckland District Councillor)
- 2 **Declaration of Interest:** Kate Winslow Items 4.3.1 and 7 and Jean Kaye Items 4.3.1 and 7.
- 3 **Approval of Minutes:**
 - 3.1 **Meeting held on 17 May 2016:** Approval of the minutes of the meeting held on 15 March 2016 was proposed by Alan Dujon and seconded by Andrew Wagner and unanimously approved by the members. The minutes were signed by the Chair of the meeting.
 - 3.2 **Meeting held on 31 May 2016:** Approval of the minutes of the meeting held on 15 March 2016 was proposed by Jean Kaye and seconded by Irene Smith and unanimously approved by the members. The minutes were signed by the Chair of the meeting.
- 4 **Matters arising:**
 - 4.1 **CPRE Footpaths project:** Nothing further to report.
 - 4.2 **Breckland Local Plan:** It was reported that three Councillors and the Clerk had that morning attended a Local Plan Workshop on settlement boundaries. The Breckland planners preferred option for Thompson is to retain the settlement boundary unchanged. This is in line with the preference expressed by the majority of respondents to the recent Village appraisal. The planners will issue a further consultation document later this year with a view to the Local Plan being adopted towards the end of 2016 or early in 2017.
 - 4.3 **Thompson Community Hall:** Thompson Community Hall are awaiting the outcome of a planning application for reserved matters for the proposed hall.
 - 4.3.1 **To consider whether to lease or sell the land for Thompson Community Hall to Thompson Community Hall CIO:** Kate Winslow and Jean Kaye, both Trustees of Thompson Community Hall left the meeting after Jean Kaye first outlined the Charity's concern about the possibility of the use of break points in the lease to remove control and hence ownership of a hall built on the leased land, feeling that it would be better for the charity to purchase the land. Great reticence was expressed regarding selling the land. Duncan Gregory said that it was fairly common for Charities to lease land and to build on it. The meeting was opened to the public and Bronwen Tyler, Chair of the Trustees of Thompson Community Hall spoke briefly and said that the sticking point as far as the Charity was concerned was the two-way break point in the draft lease. It unanimously decided by the eligible Councillors not to offer the land for sale to the Charity but instead to ask the Council's Solicitor to modify the lease so that the break point in the lease were one-sided in the favour of Thompson Community Hall. Kate Winslow and Jean Kaye re-joined the meeting and Kate Winslow took the Chair for the next item.
 - 4.4 **Drainage:** The Clerk reported that he had e-mailed Highways regarding drainage problems at Church Lane (adjacent to the triangle), Marlpit Road and Pockthorpe Lane and had received e-mails saying that these had been resolved. It was reported that the drain grating at Church Lane still needed replacing and that the drain was blocked and that no work had been done to the blocked drain in Pockthorpe Lane. Marlpit Road works are scheduled towards the end of July. The Clerk is to re-contact highway regarding Church Lane and Pockthorpe Lane problems. It was decided to walk the village and make a list of all repairs needed to the highway.
 - 4.5 **Village appraisal:** 160 surveys were handed out and 145 received back. Of the 145 returned surveys 4 were blank and one was filled in with vital information - number in household, age and sex data missing and could not be entered onto the data base. The data

for the other 140 appraisals has now been entered into the appraisal program and the data is now ready for analysis.

5 Correspondence not already notified:

Notification of retrospective planning application discussions by the Breckland Planning Committee were notified to the clerk immediately prior to the meeting and will be circulated.

Notification of the Norfolk County Council partnership scheme for highway improvements on 50/50 basis has been received. Closing date for applications is December 2016.

6 Reports:

6.1.1 Chair: Kate Winslow expressed her condolences to the family of Nigel Parrot who recently unexpectedly passed away. Nigel was a very well-known member of the community and had been a Parish Councillor for many years. Kate Winslow said that she would write to Julie Parrot expressing the Council's regret at her sad loss.

6.2 Responsible Financial Officer/Clerk: The Clerk presented the accounts for the financial year to date and also a summary of expenditure/receipts against forecast for 2016/17 to date.

Thompson Parish Accounts 01 April 2016 to 13 July 2016

Business Premium Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2016		Balance brought forward			1,605.79
06/06/2016	REC 000020	Interest	0.20		1,605.99
13/07/2016		Balance carried forward			1,605.99

Community Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2016		Balance brought forward			4,112.52
07/04/2016	REC 000017	Breckland	2,450.00		6,643.52
07/04/2016	REC 000018	Breckland	81		6,643.52
18/05/2016	REC 000019	Breckland	202.72		
18/05/2016	CHQ 100590	Community Action Norfolk		50	
18/05/2016	CHQ 100591	Norfolk ALC		111.45	
25/05/2016	CHQ 100592	Zurich Municipal		349.15	
25/05/2016	CHQ 100593	Serco		178.07	6,157.57
01/06/2016	CHQ 100594	Serco		178.07	
06/06/2016	CHQ 100595	G Winslow		122.83	
06/06/2016	CHQ 100596	G Winslow		53.06	
29/06/2016	CHQ 100597	G Winslow		300.8	5,502.81
08/07/2016	CHQ 100598	HMRC		75.2	5,427.61
13/07/2016		Balance carried forward			5,427.61
13/07/2016				Total Cash	7,033.60

**Thompson Parish Council forecast versus actual 2016/2017
01 April 2016 to 13 July 2016**

	Forecast 2016/17	Actual to date	Revised forecast	
Receipts				
Precept	4900	2450	4900	
Grant	162	81	162	
VAT	305	0	443	
Recycling		203	203	
Interest	1	0.2	1	
Other	0			
Total	5368	2734.2	5709	
Expenditure				
Staff Costs including PAYE	1504	376	1504	
Payroll services	120	36	120	Improved quote
on basis of 3 year contract.				
Insurance	586	349	349	3-year contract
Grass cutting	980	297	1038	3-year contract
VAT	305	88	305	
Other	300	176	300	Appraisal paper, print cartridge etc.
Grants				
Church	500		500	
Wayland Partnership	300		300	
Village Hall	150		150	
Thompson Hearts	150		150	
Memberships				
Norfolk ALC	105	111	111	
Community Action Norfolk	50	50	50	
Total	5050	1483	4877	
Income less expenditure	318		832	

6.2.1 Invoices due since last meeting and paid:

The following payments were approved unanimously by the members present.

Date	Cheque No.	Payee	Description	Amount £
01/06/2016	100594	Serco	Grounds maintenance	178.07
06/06/2016	100595	G Winslow	Stationery Village appraisal	122.83
06/06/2016	100596	G Winslow	Printer toner	53.06
29/06/2016	100597	G Winslow	Quarterly salary	300.80
08/07/2016	100598	HMRC	PAYE	75.20

6.2.2 Invoices due for payment: The following payments were agreed unanimously by the members present and cheques for each were prepared and signed.

Payee	Description	Amount£
Thinking Rural CIC	Payroll Services	36.00
Serco	Grounds maintenance	178.07

6.3 Thompson Millennium Green: Thompson Live is to be held on the Millennium Green on 06th August 2016.

6.3.1 Maintenance of pond: A letter had been received from Mr and Mrs Preston suggesting that the pond needed to be cleaned out as its present state exacerbated recent flooding in Hallfield Lane. Irene Smith said that maintenance of the pond was scheduled for November 2016 when contaminating rushes and the like would be removed.

- 7 Planning Application: Application 3PL/2016/0739/D – erection of a Community Hall – reserved matters:** Kate Winslow and Jean Kaye having declared an interest in this application as Trustees of Thompson Community Hall left the meeting and Duncan Gregory took the chair. The meeting was open to the public to speak. Bronwen Tyler as Chair of the Trustees of Thompson Community Hall explained the economics of the proposed build and said that if money allowed more timber cladding would be used on the two gable end walls. No one attended the meeting to object to the application. Outline planning is already in place for the building and this application is for reserved matters and as such the eligible members unanimously supported the application and directed the clerk to inform Breckland of their decision. Kate Winslow and Jean Kaye re-joined the meeting and Kate Winslow took the Chair for the remainder of the meeting.
- 8 Selection of a Pension Scheme for the employees of Thompson Parish Council:** Pension law dictates that as an employer with one or more employees the Council must have a pension scheme in place and notify employees of their eligibility or ineligibility to join the scheme. The Government offer a scheme to which membership cannot be refused and it was decided to go ahead and join it. The Council has only one employee who is not eligible to join the scheme but one must be in place regardless of this. The Pensions Regulator has to have a contact for each organisation and it was decided to contact Thinking Rural, who carry out the councils Payroll services to see if they will act as the Regulators contact rather than the Clerk.
- 9 To consider grants to local organisations:** Grants to local organisation were discussed as outlined in items 9.1, 9.2, 9.3 and 9.4.
- 9.1 St Martins Church:** The Council has been invoiced for the servicing of St Martin’s lawnmower and it was unanimously decided to give a grant of £500.00, this amount to include the cost of the lawnmower servicing.
- 9.2 Thompson Village Hall:** It was unanimously decided to give a grant of £150.00 to Thompson Village Hall.
- 9.3 Thompson Hearts:** The village appraisal has shown that although a majority of villagers know where the defibrillator is kept, few know the access key. It was therefore decided that the Council should offer to obtain and distribute a supply of fridge magnets giving the all the relevant information regarding where to find it and how to access it.
- 9.4 Wayland Partnership:** It was unanimously decided to give a grant of £300.00 to The Wayland Partnership.
- 10 Date of Next meeting:** Monday 26th September 2016
- 11 Any other business (for agenda of next meeting):** Irene Smith said she was concerned about fly tipping on the road to Thompson Water and the failure of Breckland Council to collect the tipped items despite her having informed them. The Clerk is to contact Breckland regarding this matter.

Kate Winslow
Chair