

**Minutes of the Annual General Meeting of
Thompson Parish Council
held in
Thompson Village Hall on Thursday 23 May 2013
The meeting commenced at 8:10 pm**

Present: Kate Winslow (Chair), Duncan Gregory, Laurie Hull, Jean Josiah, Anthony Murphy, Ian Robertson, Andy Wagner, 4 members of the public and Geoff Winslow (Parish Clerk).

1 Election of Officers:

1.1 Chair: Kate Winslow was nominated as chair by Ian Robertson, seconded by Laurie Hull and unanimously elected as Chair of Thompson Parish Council.

1.1.1 To receive the Chair's Declaration of Acceptance of Office: The Parish Clerk received and countersigned Kate Winslow's Acceptance of Office form.

1.2 Vice-Chair: Duncan Gregory was nominated as Vice-chair by Kate Winslow, seconded by Ian Robertson and unanimously elected as Vice-chair of Thompson Parish Council.

1.3 Responsible Financial Officer: Anthony Murphy was nominated as Responsible Financial Officer by Ian Robertson, seconded by Andy Wagner and was unanimously elected as Responsible Financial Officer of Thompson Parish Council.

2 Apologies for absence: None received

3 Declaration of Interest: None

4 Approval of Minutes of the Meeting held on 21 March 2013: Approval of the minutes of the meeting held on 21 March 2013 was proposed by Jean Josiah and seconded by Andrew Wagner and unanimously approved by the members present. The minutes were signed by the Chair of the meeting.

5 Reviews:

5.1 Review of Standing orders: The Members present unanimously voted in favour of retaining the Council's current Standing Orders.

5.2 Review of Financial regulations: The Members present unanimously voted in favour of retaining the Council's current Financial Regulations.

5.3 Review of Representation on external bodies and arrangements reporting back:

5.3.1 Village Hall Committee: Kate Winslow was unanimously voted as the Council representative on the Village Hall Committee and would report back to the Council as meetings are held.

5.3.2 Thompson Millennium Green Charitable Trust: Current chair of the Management Committee Laurie Hull was unanimously voted as the Council representative to the Thompson Millennium Green management committee and will continue to report at each Parish Council meeting

5.3.3 Parish Land: It was unanimously agreed that Kate Winslow would continue as the Council's trustee of the Parish Land Charity.

5.3.4 Thompson Community Hall Project: Duncan Gregory was unanimously voted as Thompson Parish Council's representative to the Thompson Village Hall Project. It was noted that other Councillors i.e. Kate Winslow and Laurie Hull also attend meetings.

5.4 Review of Inventory and assets: A list of the Thompson Parish Councils assets and investments was presented and unanimously agreed as being correct.

5.5 Review of Insurance arrangement in respect of insured risks: The insurance arrangements for the year commencing 01 June 2013 was agreed as being adequate and that the Council would continue to use Aon Limited to obtain insurance cover at a cost of £577.12 for the period.

5.6 Review of Councils membership of other bodies:

5.6.1 Norfolk Association of Local Councils: It was agreed unanimously to continue with membership of the Norfolk Association of Local Councils. Fees for the 2013/2014 being

£103.47. The fee includes an amount £16.86 for membership of the National Association of Local Councils.

- 5.6.2 Norfolk Rural Community Council:** It was agreed unanimously to continue with membership of Norfolk Rural Community Council at a fee of £20.00 for Bronze membership. It was felt that voting membership was unnecessary.
- 5.6.3 Norfolk Playing Fields Association:** No request for a fee had been received and it was decided to wait for such a request to be received before deciding about continued membership.
- 5.6.4 Watton Twinning Association:** It was unanimously agreed to continue membership of this organisation.
- 5.7 Reviewing Thompson Parish Council's complaints procedure:** It was unanimously decided that the procedure for handling complaints was adequately covered by Thompson Parish Councils Standing Orders.
- 5.8 Review procedure for request made under the Freedom of Information act 2000 and Data Protection act 1998:** It was unanimously decided that the procedure for handling requests under the above Act complaints was adequately covered by Thompson Parish Councils Standing Orders.

Setting dates, times and place of ordinary meetings for the next full Council year: It was unanimously decided to hold meetings, whenever possible, on the third Thursday of January, March, May, July, September, November and January in each year. The clerk is to book meetings for the next year as follows: 18 July 2013, 19 September 2013, 21 November 2013, 16 January 2014, 20 March 2014 and 15 May 2014.

- 6 To adopt the accounts for year ending 30 March 2013:** Adoption of the accounts as prepared for and agreed by the internal auditor for the year 2012/2013 was proposed by Duncan Gregory and seconded by Jean Josiah and adopted unanimously.
- 6.1 To Approve the accounting statements provided to the external auditor for year 2012/13:** Approval of the accounting statements made to the external auditor for the year 2012/2013 was proposed by Duncan Gregory and seconded by Jean Josiah and approved unanimously.
- 6.2 To approve the Annual Governance Statement made to the external Auditor for year 2012/13:** Approval of the Annual Governance Statements made to the external auditor for the year 2012/2013 was proposed by Duncan Gregory and seconded by Jean Josiah and approved unanimously.

7 Matters arising:

- 7.1 Replacement of village notice board:** It was reported that the new notice board had been erected on the end wall of the Bus Shelter but that unfortunately it had already been mindlessly vandalised.
- 7.2 Salt bins:** Nothing further to report.
- 7.3 Welcome pack:** Nothing further to report.
- 7.4 Commemorative seat:** The seat had now been installed on the Millennium Green. A plaque is on order and should be available shortly.
- 7.5 Website:** The site had been migrated to a new provider and e-mail addresses being provided to other organisations.
- 7.6 Telephone box:** The Clerks was authorised to obtain paint and other supplies to allow the box to be painted when weather permits.
- 7.7 CPRE Footpaths project:** A bid on behalf of the village had been won and was allowing an in depth study of local footpaths. To this end training sessions had been attended and most of the footpaths already walked. The walks will continue throughout the year to build up a full picture of them.
- 7.8 Neighbourhood planning:** Held over until District Councillor Phil Cowen has spoken to the Council on this matter.

8 Correspondence not already notified: None

9 Reports:

Issued: Friday 05 July 2013 by G Winslow, Parish Clerk c/o 21 Pockthorpe Lane, Thompson Thetford, Norfolk IP24 1PN
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- 9.1 Chair:** Kate Winslow said that she had had a meeting with Edward Raker regarding a route for a village walk designed to keep the public away from farm machinery. He also was greatly concerned about dog faeces being left on his land and which were a problem for his workers and an unacceptable source of contamination on land where food is produced. The Council deprecates such contamination.
- 9.2 Responsible Financial Officer:** The books had been with the auditor prior to the meeting and Anthony was therefore unable to prepare anything for the meeting.
- 9.3 Clerk:** The clerk reported that in addition to his normal duties he had collected the commemorative seat from Feltwell; prepared a planning application, participated in the production of a design and access statement; collected information and prepared the vulnerable land contamination survey required by Breckland Planning for the Councils outline planning application for Thompson community Hall; finalised tax and national insurance figures for HMRC; attended the Breckland Town and Parish Forum and made a VAT reclaim for £294.80 for the year until 31 March 2013.
- 9.4 Thompson Millennium Green:** Laurie reported that the Millennium Green had been accepted into the Queen Elizabeth II Fields in trust project which confers addition protection to the green and should open up additional funding opportunities. A budget for 2013/2014 had been set anticipating a further fall in reserves as expenditure exceeds income. Thompson Live will be held on the Green on Saturday 03 August 2013.

10 Planning Applications:

3PL/2013/0351/F – Raker Farms Solar array off Hall Lane, Thompson. The application was discussed in some depth and the meeting opened to the floor to enable public comment.

Comment from the floor was positive regarding the application. Following these discussions a vote was then taken. The result of the vote was 4 votes in favour of the application, 2 votes against the application, with 1 abstention. It was felt that despite the favourable vote for this application note should be taken of the fact that at the time of the meeting a letter had been received by Breckland objecting to this application on the grounds that the proposed array adversely affecting the view to the south from the objector's home. It was also noted that as part of the application it is planned to plant trees which will eventually screen the array from the objector's property. This is to be done after the installation.

Councillors directed the Clerk to inform Breckland of their decision and to ask if perhaps the impact on the view from the objector's property could be further reduced by moving the position of the array further to the south and also if, with regard to the planting of a screen, it perhaps would be possible plant of a fast growing hedge rather than slow growing trees and preferable carrying out this well in advance of works starting on the installation of the array to minimise any impact of the array on the view from the objector's home?

10.1 3PL/2013/0317/O – Thompson Community Hall, off School Road, Thompson: The clerk was directed to inform Breckland/Capita Symonds of their unanimous support for this Planning application.

10.2 Decisions since last meeting:

10.2.1 3PL/2013/1276/F & 3PL/2013/1277/LB – Cart Lodge, Boundary wall/gate and solar panels – Oak Tree Barn, Marlpit Road, Thompson: Decision – application granted 03 April 2013.

10.2.2 3PL/2013/0089/F - Minor material amendment – new porch design – 11 Airey Houses, Tottington Road, Thompson: Decision – Application granted 16 April 2013.

10.2.3 3PL/2013/0190/F – conversion of garage ground floor to annexe – Ockleigh, Church Farm, Thompson IP24 1QD: Decision – Application granted 23 April 2013.

11 Date of Next meeting: 18 July 2013

12 Any other business (for agenda of next meeting): Duncan Gregory suggested 2 items for the agenda of the next meeting. These were a Village litter pick and the removal of ivy from some of the village trees.

The meeting closed at 9:25 pm.

