

**Minutes of the meeting of  
Thompson Parish Council  
held at 7.30 pm on Monday 18 September 2017  
in Thompson Village Hall**

**Present:** Jean Kaye (Chair), Duncan Gregory (Vice-chair), Alan Dujon, Ian Robertson, Roy Shovelar, Kate Winslow and the Clerk.

- 1 Apologies for absence:** Irene Smith, Fabian Eagle (Norfolk County Councillor)
- 2 Declaration of Interest:** Jean Kaye and Kate Winslow are trustees of Thompson Community Hall and will only report on progress to date and not take part in any discussions.
- 3 Approval of Minutes of the meeting held on Tuesday 18 July 2017:** Duncan Gregory proposed and Kate Winslow seconded approval of the minutes of the meeting held on Tuesday 18 July 2017. Carried unanimously. The minutes were signed by Jean Kaye.
- 4 Matters arising:**
  - 4.1 CPRE Footpaths project:** The Clerk reported that a letter had been received from Mrs Scott asking for a shortened form of comments regarding footpaths on OS maps to be published. The members noted the comments but felt that further action was not required.
  - 4.2 Breckland Local Plan:** Final representation/comments are currently underway. The Thompson settlement boundary remains unchanged in the discussion document.
  - 4.3 Thompson Community Hall:** A progress update was given. The Windows are in and first fixing has started. Grants are being applied for various projects to maximise the contingency funds at completion.
  - 4.4 Drainage:** Nothing further to report.
- 5 Correspondence not already notified:**

An e-mail from Mrs Scott which has not been circulated but which was discussed as item 4.1

- 6 Reports:**
  - 6.1 Chair:** Nothing to add that is not reported elsewhere in the minutes.
  - 6.2 Responsible Financial Officer/Clerk:** The Acting Clerk presented the accounts for the financial year to date (See Appendix) and also presented the budget forecast for the year against actual figures for the year to date. The figures suggest a small surplus at year end. (See Appendix)
    - 6.2.1 Invoices due since last meeting and paid:** The following cheque was prepared for an account due for payment between meetings and paid. The members present unanimously agreed the payment of this account.

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Explanation</b>	<b>Amount</b>
100637	06 Sept 17	Serco	Grounds maintenance	£178.07

- 6.2.2 Payments due:** The following accounts are due for payment. The members agreed unanimously to the payment of these accounts and prepared cheques were signed at the meeting.

<b>Cheque No.</b>	<b>Payee</b>	<b>Explanation</b>	<b>Amount</b>
100638	Serco	Grounds maintenance	£178.07
100639	G Winslow	2 <sup>nd</sup> Quarter salary	£400.20
100640	Post Office	for HMRC – PAYE	£100.80
100641	Thinking Rural CIC	Payroll services	£36.00

- 6.3 Thompson Millennium Green:** It was reported that a working party is scheduled for Sunday 24 September 2017. And the AGM of the Management Committee is at 7.30 pm

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on Monday 25<sup>th</sup> September 2017. To date there have been 90 applications to take part in the 5 and 10 km runs and it is intended to close the on-line applications for the run when the number reaches 125, to ensure that there are a few places left for runners turning up on the day – these are more likely to be local runners.

**Report on attendance of MP's Surgery in Swaffham on 08 September 2017:** Jean Kaye, Alan Dujon and the Clerk attended a recent surgery held by our MP, Elizabeth Truss in Swaffham. The topics raised at the meeting included poor broadband service in Thompson, poor mobile signal, health care (doctors' lists, service level, appointments etc), roads & drainage and fly tipping. Broadband speed and poor service was discussed. Mrs Truss asked for instances of problems i.e. dates, times of complaints etc. It was suggested that as far as mobile signal is concerned we should investigate the possibility of a mini mast.

- 7 **Planning Applications:** None.
- 8 **Neighbourhood Planning:** Following a presentation/question and answer session with Susan Heinrich of Breckland Council that took place prior to the scheduled meeting, the members felt that to develop a neighbourhood plan would require much engagement on the part of both the Council members and the electorate and that there are too many major projects going on in the village at the moment to expect the levels of engagement required to carry out such a major project. The current availability of grants means that there is only a 6-month window in which to apply for grant funding, to decide on the pathway of the plan, to carry out the grant funded consultations and to start writing the plan. It was therefore unanimously decided by the members present to shelve a neighbourhood planning project for the time being but to re-visit it should the need arise and funding is available.
- 9 **General Data Protection Regulations:** These regulations must be complied with by 25 May 2018. The Clerk said that there was a training course scheduled for 01 November 2017 on the subject at a cost of £25 per attendee. It was agreed that the Clerk and the Chair attend the course.
- 10 **Date of Next meeting:** Tuesday 28<sup>th</sup> November 2017
- 11 **Any other business (for agenda of next meeting):**

## Appendix

### Thompson Parish Council Cash Book 01 April 2017 to 12 September 2017

#### Business Savings Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2017					<b>Balance brought forward</b>
			0.00	0.00	<b><u>1,606.39</u></b>
18/07/2017					<b>Balance carried forward</b>
					<b><u>1,606.39</u></b>

#### Community Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2017		<b>Balance brought forward</b>			<b><u>4261.77</u></b>
07/04/2017	REC 000026	Breckland precept 1st instalment	2,525.00		
07/04/2017	REC 000027	Breckland Grant 1st instalment	55.5		
		Breckland Recycling payment for			
04/05/2017	REC 000028	2016/17	205.18		
16/05/2017	CHQ 100624	Zurich Municipal		388.64	
16/05/2017	CHQ 100625	Norfolk ALC		116.37	
16/05/2017	CHQ 100626	Community Act. Norfolk		50	
16/05/2017	CHQ 100627	Serco		178.07	
19/05/2017	CHQ 100628	Baggleys machinery		84	
19/05/2017	CHQ 100629	Serco		178.07	
19/06/2017	CHQ 100630	G Winslow		400.8	
19/06/2017	CHQ 100631	Post Office		100.2	
12/07/2017	CHQ 100632	Thinking Rural CIC		36	
12/07/2017	CHQ 100633	Serco		178.07	
25/07/2017	CHQ 100634	Thompson Village Hall		150	
25/07/2017	CHQ 100635	Wayland Partnership		300	
25/07/2017	CHQ 100636	St Martins Church		430	
06/09/2017	CHQ 100637	Serco		178.07	
			<b>2,785.68</b>	<b>2768.29</b>	<b><u>4,279.16</u></b>
					<b>Total cash carried forward</b>
					<b><u>5,885.55</u></b>

#### Reconciliation

Total cash 01 April 2017	£			
Business Savings Account	1,606.39			
Community Account	4,261.77	<u>5,868.16</u>		
Receipts to 18/07/17		2785.68		
Expenditure to 18/07/17		-2768.29	Total	<b><u>5,885.55</u></b>

## Thompson Parish Council Forecast to Actual at 18 September 2017

	Budget 2017/2018	Actual to date	Forecast for full year	Explanation of variances
<b>Receipts</b>				
Precept	5050	2525	5050	
Grant	111	56	111	
VAT	435	456	456	Vatable expenditure higher than forecast
Recycling	0	205	205	Not forecast
Interest	0	0	0	
Other	0	0	0	
<b>Total</b>	<b><u>5596</u></b>	<b><u>3242</u></b>	<b><u>5822</u></b>	
<b>Expenditure</b>				
Staff Costs including PAYE	2500	501	2504	
Payroll services	120	30	120	
Insurance	356	389	389	2% increase in insurance premium tax
Grass cutting	1038	594	1039	
VAT	305	109	305	
Other	300	70	300	
<b>Grants</b>				
Church	500	430	430	
Wayland Partnership	300	300	300	
Village Hall	150	150	150	
Thompson Hearts Memberships	0	0		
Norfolk ALC	105	117	117	Increased electorate
Community Action Norfolk	50	50	50	
<b>Total</b>	<b><u>5724</u></b>	<b><u>2740</u></b>	<b><u>5704</u></b>	
<b>Income less expenditure</b>	<b><u>-128</u></b>		<b><u>118</u></b>	