

**Minutes of the meeting of
Thompson Parish Council
held at 7.30 pm on Tuesday 28 November 2017
in Thompson Village Hall**

Present: Jean Kaye (Chair), Duncan Gregory (Vice-chair), Alan Dujon, Ian Robertson, Roy Shovelar, Irene Smith Kate Winslow, the Clerk and Mrs Mary Tottman (due to become the Parish Clerk from 01 January 2018).

Jean Kaye introduced Mrs Mary Tottman to the members of the Council. Mary is to take over as Parish Clerk and RFO on 01 January 2018.

- 1 Apologies for absence:** None.
- 2 Declaration of Interest:** Jean Kaye and Kate Winslow are Trustees of Thompson Community Hall CIO and as such will only brief the Council and take no part in any discussion regarding Thompson Community Hall.
- 3 Approval of Minutes of the meeting held on Monday 18 September 2017:** Kate Winslow proposed and Duncan Gregory seconded approval of the minutes of the meeting held on Monday 18 September 2017. Carried unanimously. The minutes were signed by Jean Kaye.
 - 3.1 Approval of Minutes of the meeting held on Monday 16 October 2017:** Duncan Gregory proposed and Irene Smith seconded approval of the minutes of the meeting held on Monday 16 October 2017. Carried unanimously. The minutes were signed by Jean Kaye.
- 4 Matters arising:**
 - 4.1 CPRE Footpaths project:** Nothing further to report. £1084.30 remains ringfenced in the accounts awaiting final decision regarding the route from Pockthorpe Lane to Sparrow Hill. The members asked for the item to be removed from future agendas until further notice.
 - 4.2 Breckland Local Plan** Nothing to report.
 - 4.3 Thompson Community Hall:** Handover date is expected to be 08 December 2017. The site is being cleared and much of the security fencing to be taken down. The Hall should be operational by February 2018.
 - 4.4 Drainage:** Concern was expressed regarding the flooding on School Road during and after heavy rain. The Clerk is to write to Highway and Breckland regarding the problem
- 5 Correspondence not already notified:** None.
- 6 Reports:**
 - 6.1 Chair:** Jean Kaye said that she had little to report that was not recorded elsewhere in the minutes but said that she had noticed a tendency for some dog walkers to leave bags of dog waste on the roadside and suggested we look at putting up at least one more dog waste bin. The Clerk is to speak to the Dog Warden regarding where an acceptable place would be.
 - 6.2 Responsible Financial Officer/Clerk:** The Clerk presented Accounts to the current financial year to 24 November 2017 and expenditure v forecast for the year to date. Figures suggest that there will be a small excess due to budgeting for a replacement for the whole of the financial. This has happened much later than expected. See Addendum for the data under this item. presented.

6.2.1 Invoices due since last meeting and paid:

Date	Cheque	Payee	Reason	Amount £
02/11/2017	CHQ 100642	Serco	Grounds Maintenance	178.07
02/11/2017	CHQ 100643	G Winslow	2nd quarter salary	71.94
02/11/2017	CHQ 100644	Norfolk ALC	GDPR training	60.00
24/11/2017	CHQ 100645	Serco	Grounds Maintenance	178.07

The members unanimously approved all the payments listed above.

6.2.2 Payments due: None.

6.3 Thompson Millennium Green: Bi-monthly clear up days day continue and following a complaint to RoSPA a fence is to be erected on the verge between the road and the pond.

7 Planning Applications: No new applications.

7.1 Applications determined since last meeting: 3PN/2017/0049/UC Barn at Redbrick Farm, Marlpit Road, Thompson IP24 1PS Prior approval for a proposed change of use of agricultural building to 3 dwellinghouses (C3) use class: Decision Prior Approval Given.

8 Budget and Precept for financial year ending 31 March 2019: The Clerk presented a document showing the budget for Y/E 31 March 2018 and precept dependant forecasts for year ending 31 March 2019 – See addendum. Compliance with GDPR is likely to lead to increased costs both in staff salary and additional training and it was felt that an increase in precept of £200 to £5250 would be necessary to break even in the forth-coming year, this subject to the increase not being liable to a local referendum. The members voted unanimously in favour of the budget as presented and will set the precept at the January 2018 meeting.

9 General Data Protection Regulations: Additional training will be necessary for the clerk and Chair.

10 Grievance and disciplinary policy and procedures: The Council needs, as an employer to have these policies and procedures in place. These will be worked on and a document presented to the members for approval.

11 Distribution of meeting notices and documentation by email rather than paper copy: With the appointment of a new Clerk from outside of the village there is a potential for increased cost both of postage and travel expenses and it was felt by the Chair that more should be made of electronic communications. The LGA 1972 requires the summons to meeting is delivered to each member by post or hand, but in addition in England the Local Government (Electronic Communications) (England) Order 2015, SI 2015/5 has amended this requirement and now requires that the summons is sent to every member 'by an appropriate method', which includes sending it electronically to any member who has consented and has provided an electronic address. The summons has to be signed by the Clerk/Proper Officer and in the case of electronic distribution require an electronic signature and be sent from the Council e-mail address. Individual members consent is required. Alan Dujon said that whilst happy to receive electronic communications he has a very poor broadband service which is not suitable to allow communications purely by electronic means. He therefore wished to continue to receive paper copies for the summons and other important document. Those members present willing to receive documents electronically signed a waiver allowing their receipt of documents in this manner.

12 Use of AV equipment for displaying planning related documents and other similar: The new Community Hall will have AV equipment which will allow the display of planning related documents electronically. The members welcomed this advance and approved it unanimously.

13 Traffic flow within the village: Jean Kaye raised the subject of large vehicles, particularly farm vehicles on the village roads. When meeting other vehicles much damage is being caused to the verges in the village. It is accepted that nothing can nor should be done to limit the sizes of vehicles using the village road but it was suggested that a one-way system could be introduced on one or two roads in the village. The subject is to be raised with Highways to gauge their reaction to this.

- 14 Village sign:** The village sign has recently fallen down and is in such poor condition that the time has come to replace it. The Clerk said that he had spoken to the Village Sign People who are based locally but seem to be the major supplier of village signs nationally. They know our sign, as Harry Stebbings is principle of the company and repaired our sign in the 1990's. A new sign in carved oak would probably cost between £6000 and £9000 and a three-dimensional, painted cast sign £4000 to £6000 and cast plastic signs are available at a cost of £2500- £5000. Painted cast signs need repainting every 20 or so years. The possibility of grant funding is being investigated.
- 15 Date of Next meeting:** Tuesday 16th January 2018 – venue to be announced but most like to be in the old village Hall.
- 16 Any other business (for agenda of next meeting):**
- 16.1 Date of next Thompson 5 and 10 km runs – 23rd September 2018**
- 16.2 Alan Stammers Print:** Roy Shovelar said that he had an original Alan Stammers print of the Thompson Chequers that he wished present to Thompson Community Hall.

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Addendum

Accounts for period 01 April 2017 to 24 November 2017

Business Savings Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2017					Balance brought forward 1,606.39
			0.00	0.00	
24/11/2017					Balance carried forward <u>1,606.39</u>

Community Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2017		Balance brought forward			4,261.77
07/04/2017	REC 000026	Breckland precept 1st instalment	2,525.00		
07/04/2017	REC 000027	Breckland Grant 1st instalment	55.5		
04/05/2017	REC 000028	Breckland Recycling payment for 2016/17	205.18		
16/05/2017	CHQ 100624	Zurich Municipal		388.64	
16/05/2017	CHQ 100625	Norfolk ALC Community Action		116.37	
16/05/2017	CHQ 100626	Norfolk		50.00	
16/05/2017	CHQ 100627	Serco		178.07	
19/05/2017	CHQ 100628	Baggleys machinery		84.00	
19/05/2017	CHQ 100629	Serco		178.07	
19/06/2017	CHQ 100630	G Winslow		400.80	
19/06/2017	CHQ 100631	Post Office		100.20	
12/07/2017	CHQ 100632	Thinking Rural CIC		36.00	
12/07/2017	CHQ 100633	Serco		178.07	
25/07/2017	CHQ 100634	Thompson Village Hall		150.00	
25/07/2017	CHQ 100635	Wayland Partnership		300.00	
25/07/2017	CHQ 100636	St Martins Church		430.00	
06/09/2017	CHQ 100637	Serco		178.07	
18/09/2017	CHQ 100638	Serco		178.07	
18/09/2017	CHQ 100639	G Winslow		400.80	
18/09/2017	CHQ 100640	HMRC		100.20	
18/09/2017	CHQ 100641	Thinking Rural CIC		36.00	
27/09/2017	REC 000029	Breckland precept 2nd instalment	2,525.00		
27/09/2017	REC 000030	Breckland Grant 2nd instalment	55.50		
02/10/2017	REC 000031	HMRC VAT refund	455.67		
02/11/2017	CHQ 100642	Serco		178.07	
02/11/2017	CHQ 100643	G Winslow		71.94	
02/11/2017	CHQ 100644	Norfolk ALC		60.00	
24/11/2017	CHQ 100645	Serco		178.07	
		Totals	5,821.85	3,971.44	6,112.18
		Total cash carried forward			<u>7,718.57</u>

Reconciliation

Total cash 01 April 2017 £
Business Savings Account 1,606.39

Community Account	4,261.77	<u>5,868.16</u>	
Receipts to 24/11/17		5821.85	
Expenditure to 24/11/17		-3971.44	Total <u><u>7,718.57</u></u>

Thompson Parish Council Forecast to Actual at 24 November 2017

	Budget 2017/2018	Actual to date	Forecast for full year	Explanation of variances
Receipts				
Precept	5050	5050	5050	
Grant	111	111	111	
VAT	435	456	435	Vatable expenditure higher than forecast
Recycling	0	205	0	Not forecast
Interest	0	0	0	
Other	<u>0</u>	<u>0</u>	<u>0</u>	
Total	<u>5596</u>	<u>5822</u>	<u>5596</u>	
Expenditure				
Staff Costs including PAYE	2500	1002	2504	Over estimated staff costs and only shown to 2nd quarter
Payroll services	120	60	120	
Insurance	356	389	389	2% increase in insurance premium tax
Grass cutting	1038	1039	1039	
VAT	305	256	305	
Other	300	202	300	
Grants				
Church	500	430	430	Mower service deducted from grant
Wayland Partnership	300	300	300	
Village Hall	150	150	150	
Thompson Hearts Memberships	0	0		
Norfolk ALC	105	116	105	Increased electorate
Community Action Norfolk	50	50	50	
Total	<u>5724</u>	<u>3994</u>	<u>5692</u>	
Income less expenditure	<u>-128</u>	1828	<u>-96</u>	

water

Thompson Parish Council Budget for year ending 31 March 2019

	Budget 2017/2018	A Forecast 2018/2019	B Forecast 2018/2019	C Forecast 2018/2019
Receipts				
Precept	5050	5050	5120	5250

Grant	111	56	56	56
VAT	435	275	275	275
Recycling	0	200	200	200
Interest	0			
Other	0			
Total	5596	5581	5651	5781
Expenditure				
Staff Costs including				
PAYE	2500	2200	2200	2200
Payroll services	120	120	120	120
Insurance	356	390	390	390
Grass cutting	1038	1038	1038	1038
Training	0	200	200	200
VAT	305	275	275	275
Other	300	300	300	300
Grants				
Church	500	500	500	500
Wayland Partnership Village	300	300	300	300
Hall/Community Hall	150	250	250	250
Thompson Hearts	0			
Memberships				
Norfolk ALC	105	111	111	111
Community Action Norfolk	50	50	50	50
Total	5724	5734	5734	5734
Income less expenditure	-128	-153	-83	47