

**Minutes of the meeting of  
Thompson Parish Council  
held at 7.30 pm on Tuesday 16 January 2018  
in Thompson Village Hall**

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

- 1 Apologies for absence:** Irene Smith and Fabian Eagle (Norfolk County Councillor)
- 2 Declaration of Interest:** Jean Kaye and Kate Winslow are Trustees of Thompson Community Hall CIO and as such will only brief the Council, nor take no part in any discussion regarding Thompson Community Hall.
- 3 Approval of Minutes of the meeting held on Tuesday 28 November 2017:** Alan Dujon proposed and Kate Winslow seconded approval of the minutes of the meeting held on Tuesday 28 November 2017. Carried unanimously. The minutes were signed by Jean Kaye.
- 4 Matters arising:**
  - 4.1 Breckland Local Plan:** Nothing further to report. The members expressed their disappointment that our meetings had no input from our District Councillor in recent months and direct the Clerk to ensure that they were invited to the next meeting scheduled for 13 March 2018 and which would be the first council meeting to be held in the new Community Hall.
  - 4.2 Thompson Community Hall:** The hall is open for use from 01 February 2018 and already has bookings in place. The official opening is to be on 07 April 2018 and invitations to the opening event will be sent out shortly. The members discussed the Parish Councils use of the hall. There will be no charge for Parish Council use of the hall. It was proposed Alan Dujon and seconded by Roy Shovelar that an annual grant of £300 be given to Thompson Community Hall. Carried unanimously.
  - 4.3 Drainage:** Flooding on School Road continues to be a problem. The Clerk confirmed that he had written Highways regarding the problem and had also spoken the Breckland Council regarding the clearance of the ditch around their parcel of land on the Corner of Griston Road and School Road. They reacted very quickly and sent someone to assess the problem on the same day as the telephone call with a view to getting the clearance done as a matter of some urgency.
  - 4.4 General Data Protection Regulations:** The Clerk reported that he had recently obtained information from LCPAS which would aid work towards compliance.
  - 4.5 Grievance and disciplinary policy and procedures:** Model documents have been received and a draft document produced shortly.
  - 4.6 Traffic flow within the village:** Highway to be contacted to gauge whether a limited one-way system could be introduced to reduce damage to the village verges. Duncan Gregory expressed great concern that the Police were still, on occasion diverting traffic, including HGV's through the village despite the difficulty of negotiating the corner at the barn on Church Road. The Clerk is to Contact the polic regarding this.
  - 4.7 Village sign:** A letter has been from a parishioner suggesting that any replacement sign should be similar to the one it is to replace. The members of the Council agreed that this was their preference. Meanwhile the damaged sign is in the hands of a parishioner who is cleaning it drying it out and who will tidy the sign so that it can be used until the money is available for a new sign.
- 5 Correspondence not already notified:**

The Clerk reported that he had received an e-mail from Historic England asking about ownership of the Tottington War Memorial as they work considering listing it. In reply to

the e-mail he said that this was not in the ownership of the Parish Council and suggest that the owner of the land on which the memorial is sited be contacted.

**6 Reports:**

**6.1 Chair:** Jean Kaye said that she had nothing extra to report other than it was time for the Spring litter pick. A date was set for 24/25 March 2018.

**6.2 Responsible Financial Officer/Clerk:** The clerk presented the accounts for the year to date and also figures showing budget for the financial against expenditure to date. See addendum for these figures.

**6.2.1 Invoices due since last meeting and paid:** The following invoices became due for payment since the last meeting and were paid.

Date	Cheque	Payee	Reason	Amount £
21/12/17	100646	G Winslow	Cheque destroyed	£0.00
23/12/17	100649	G Winslow	3 <sup>rd</sup> quarter salary	£400.80
05/01/18	100647	HMRC	PAYE	£75.00
05/01/18	100648	Thinking Rural Payroll services		£36.00

The members present unanimously approved these payments.

**6.2.2 Payments due:** The following accounts are due for payment:

Date	Cheque	Payee	Reason	Amount
16/01/18	G Winslow	G Winslow	Gardening voucher	£25.00
16/01/18	G Winslow	G Winslow	LPCAS documents	£30.00

The members unanimously approved payment of these accounts and cheques were prepared and signed.

**6.3 Thompson Millennium Green:** A “clean up” day has been recently held. Following a complaint by a member of the public to RoSPA work has started to put a fence between the pond and Hallfield Road. The Council has received notification that £3897 was available to be spent in Thompson on Children’s play and outdoor sport. The members voted unanimously to accept this money and to distribute appropriately.

**7 Planning Applications:** None

**8 Precept for financial year ending 31 March 2019:** The members unanimously voted to adopt the preferred budget from the 28 November 2017 meeting, the final decision being held over until this meeting awaiting decisions from central government. The adopted budget is as follows:

	Budget 2017/2018	Budget 2018/2019
<b>Receipts</b>		
Precept	5050	5250
Grant	111	56
VAT	435	275
Recycling	0	200
Interest	0	
Other	0	
<b>Total</b>	<b>5596</b>	<b>5781</b>
<b>Expenditure</b>		
Staff Costs including		
PAYE	2500	2200
Payroll services	120	120
Insurance	356	390
Grass cutting	1038	1038
Training	0	200
VAT	305	275
Other	300	300
<b>Grants</b>		
Church	500	500

Wayland Partnership	300	300
Village Hall/Community Hall	150	300
Thompson Hearts	0	
<b>Memberships</b>		
Norfolk ALC	105	111
Community Action		
Norfolk	50	50
<b>Total</b>	<b>5724</b>	<b>5784</b>
<b>Income less expenditure</b>	<b>-128</b>	<b>-3</b>

The Clerk was directed to request a precept of £5250 from Breckland Council.

- 9 Delivery problems – Church Farm:** The Clerk said that he had checked on the area with Google Maps and found that Church Road was incorrectly named as Church Lane for its entire length. He has reported this error to Google Maps but as yet had not heard back from them. It was felt by the members, some of whom either live in or had lived in the “Church Farm” area that with a clearly visible House name there should be no problem with deliveries.
- 10 Date of Next meeting:** Tuesday 13 March 2018
- 11 Any other business (for agenda of next meeting):**

There being no other business the meeting closed at 21:30.

**Addendum****Accounts 01/04/2017 to 16/01/2018****Business Savings Account**

Date	Reference	Details	Receipts	Payments	Balance
<b>01/04/2017</b>			<b>Balance brought forward</b>		<b>1,606.39</b>
04/12/2017		Interest	0.28	0.00	
<b>16/01/2018</b>			<b>Balance carried forward</b>		<b><u>1,606.67</u></b>

**Community Account**

Date	Reference	Details	Receipts	Payments	
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		116.37	
16/05/2017	CHQ 100626	Community Action 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	55.5		
02/10/2017	REC 000031	HMRC	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	
21/12/2017	CHQ 100646	G Winslow		0.00	
23/12/2017	CHQ 100649	G Winslow		400.80	
05/01/2018	CHQ 100647	HMRC		100.20	
05/01/2018	CHQ 100648	Thinking Rural CIC		36.00	
16/01/2018	CHQ 100650	G Winslow		25.00	
16/01/2018	CHQ 100651	G Winslow		30.00	

**Totals**      **5,821.85**      **4563.44**      **5,520.18**  
**Total cash carried forward**      **7,126.85**

## Reconciliation

<b>Total cash 01 April 2017</b>	<b>£</b>		
Business Savings Account	1,606.67		
Community Account	4,261.77	<u>5,868.44</u>	
Receipts to 24/11/17		5821.85	
		-	
Expenditure to 24/11/17	4563.44	<b>Total</b>	<b><u>7,126.85</u></b>

## Thompson Parish Council Forecast to Actual at 16 January 2018

	<b>Budget 2017/2018</b>	<b>Actual to date</b>	<b>Forecast for full year</b>	<b>Explanation of variances</b>
<b>Receipts</b>				
Precept	5050	5050	5050	
Grant	111	111	111	
VAT	435	456	435	Vatable expenditure higher than forecast
Recycling	0	205	205	Not forecast
Interest	0	0	0	
Other	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Total</b>	<b><u>5596</u></b>	<b><u>5822</u></b>	<b><u>5801</u></b>	
<b>Expenditure</b>				
Staff Costs including PAYE	2500	1503	2504	Over estimated staff costs and only shown to 2nd quarter
Payroll services	120	90	120	
Insurance	356	389	389	2% increase in insurance premium tax
Grass cutting	1038	1039	1039	
VAT	305	262	305	
Other	300	233	300	
<b>Grants</b>				
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	
<b>Total</b>	<b><u>5724</u></b>	<b><u>4562</u></b>	<b><u>5692</u></b>	
<b>Income less expenditure</b>	<b><u>-128</u></b>	1260	<b><u>109</u></b>	