

**Minutes of the meeting of  
Thompson Parish Council  
held at 7.30 pm on Tuesday 20 March 2018  
in Thompson Community Hall, School Road, Thompson**

**Present:** Jean Kaye (Chair), Duncan Gregory (Vice-chair), Alan Dujon, Ian Robertson, Roy Shovelar, Irene Smith, Kate Winslow, Fabian Eagle Norfolk County Councillor, four members of the public and the Clerk.

- 1 Apologies for absence:** Fabian Eagle (Norfolk County Councillor) indicated he would arrive late at the meeting.
- 2 Declaration of Interest:** Jean Kaye and Kate Winslow are Trustees of Thompson Community Hall CIO and Irene Smith a member of TCH management committee these members 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 Tuesday 16 January 2018:** Duncan Gregory proposed and Kate Winslow seconded approval of the minutes of the meeting held on Tuesday 16 January 2018. Carried unanimously. The minutes were signed by Jean Kaye.

**Suspension of meeting:**

The meeting was suspended to hear from non- Parish Council members attending the meeting. A representative of the owners of the barn at Red Brick Farm which is subject to prior approval consent 3PN/2017/0049/UC said that the owners had taken notice of the Parish Council's concerns and comments regarding this application and said that they would like to develop the site that was more acceptable locally. He said that they were prepared to apply for a development that was a terrace of three cottage style houses built in brick but wanted to gauge the Council's opinion before directing an architect to design such a development. Sketches of the potential buildings were shown. The members thought that such a development would be preferable and in keeping with buildings currently in the village. Concern however, continued to be expressed regarding the small curtilage and lack of gardens. The representative of the owners said that garden space could be made available behind the development. The members thought that the suggested development had more architectural merit than converting a portal frame building to housing stock and would be in keeping with nearby buildings.

Fabian Eagle Norfolk County Councillor apologised for being late. He thanked all those who participated in snow clearing adding that the "Beast from the east" had cost the county £800,000 in gritting costs. Council tax had increased by 5.9% and that there was still a sizeable shortfall.

There is a likelihood that we will see less uniformed police but there was the possibility of special constables filling the gap.

The mobile library service is under pressure and cost some £457,00 per annum. Fabian said that he would like to see libraries set up locally on a voluntary basis. The possibility of using the now defunct Village Hall as such a library was mentioned. The meeting was reconvened.

- 4 Matters arising:**
  - 4.1 Breckland Local Plan:** Nothing further to report.
  - 4.2 Thompson Community Hall:** Work continues with security fencing for the PTP and heat pumps currently being installed. Over flow car parking is being created and footpaths extended. The opening event is scheduled for 07 April with invitations being extended to all Thompson residents.
  - 4.3 Drainage:** The Clerk is to meet our Highways engineer shortly.

- 4.4 General Data Protection Regulations:** The Clerk reported that he had recently obtained further information from LCPAS which would assist working towards compliance. He also asked that an additional meeting be held to approve GDPR matters. The meeting is to be held in Thompson Community hall at 7:30pm on Tuesday 24 April 2018.
- 4.5 Grievance and disciplinary policy and procedures:** Nothing further to report.
- 4.6 Traffic flow within the village:** The Clerk said that he had been in contact with Highways who reacted negatively regarding the suggestion of a one-way system.
- 4.7 Village sign:** The Clerk outlined the work that had been done by a resident to revive the village sign and asked the members to approve a payment of £52.99 for materials to carry out this renovation. The payment was approved unanimously.

**5 Correspondence not already notified:**

The clerk said that he had received an email from a resident asking for a map and information regarding highway boundaries on Pockthorpe Lane. This council does not hold such information but that it should be available from Norfolk County Council Highways and he was to direct the enquirer to the Highways.

A further communication from Historic England regarding the Stuston and Tottington War Memorial saying that it was now listed. The Clerk said that he had queried some of the statements in the order which ignored that the Parish Council had had correspondence on the matter with Historic England. The Council are not the owners of the memorial nor of the land on which it sits on and as such have no liability for repairs to the memorial.

**6 Reports:**

- 6.1 Chair:** Jean Kaye said that she had nothing extra to report but reminded everyone of the litter pick on 24 March 2108
- 6.2 Responsible Financial Officer/Clerk:** The clerk presented the accounts for the year to date and also figures showing budget for the financial year 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 £
Date	Cheque No.	Payee	Reason	Amount
01/02/18	100652	G Winslow	Anti-virus subscription	35.99

The members present unanimously approved this payment.

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

Date	Cheque	Payee	Reason	Amount
Date	Cheque	Payee	Reason	Amount
20/03/18	100653	G Winslow	GDPR LCPAS pack2	£ 30.00
20/03/18	100654	G Winslow	Salary 4 <sup>th</sup> Quarter	£ 400.80
20/03/18	100655	HMRC	PAYE	£ 100.20
20/03/18	100656	TMGCT	Grant Sports/play	£5196.00
20/03/18	100657	Thompson C H	Grant	£ 300.00
20/03/18	100658	Thinking Rural	Payroll servs.	£ 36.00

The members unanimously approved payment of these accounts and cheques, along with a cheque for £52.99 for materials used to repair the village sign were prepared and signed.

- 6.3 Thompson Millennium Green:** The last clean day had been cancelled because of the bad weather.

- 7 Planning Applications: 3PL/2018/0265/HOU – 2 -bay oak framed cart lodge at Novus Cottage, Mill Road Thompson:** The members discussed the application and had no objection to it. The Clerk was directed to inform Breckland of this.

- 8 Draft Standing Orders for discussion/adoption.** Alan Dujon queried the draft orders saying that in his opinion amendments/additions were required and it was decided to re-visit them at the 24 April meeting. Councillors are to provide the Clerk with any alterations/additions they would like to see.

- 9 Norfolk Community foundation Grant.** The Clerk reported that since reporting the grant to the members the size of the grand had increased to £5196 which had been received into the Councils bank account. The members decided to hold the money, ringfenced for children's play equipment and/or Sports equipment until spent.
- 10 Date of Next meeting:** Tuesday 24 April 2018
- 11 Any other business (for agenda of next meeting):**

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**Addendum****Accounts 01/04/2017 to 19/03/2018****Business Savings Account**

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

**Community Account**

Date	Reference	Details	Receipts	Payments	Balance
01/04/2017		Balance brought forward			4261.77
07/04/2017	REC 000026	Breckland precept 1st installment	2525		
07/04/2017	REC 000027	Breckland Grant 1st installment	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	
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		150.00	
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	
18/09/2017	CHQ 100638	Serco		178.07	
18/09/2017	CHQ 100639	G Winslow		400.8	
18/09/2017	CHQ 100640	HMRC		100.2	
18/09/2017	CHQ 100641	Thinking Rural CIC		36	
27/09/2017	REC 000029	Breckland precept 2nd installment	2525		
27/09/2017	REC 000030	Breckland Grant 2nd installment	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	
24/11/2017	CHQ 100645	Serco		178.07	
21/12/2017	CHQ 100646	G Winslow		0	
23/12/2017	CHQ 100649	G Winslow		400.8	
05/01/2018	CHQ 100647	HMRC		100.2	
05/01/2018	CHQ 100648	Thinking Rural CIC		36	
16/01/2018	CHQ 100650	G Winslow		25	
16/01/2018	CHQ 100651	G Winslow		30	
01/02/2018	CHQ 100652	G Winslow		35.99	
07/02/2018	REC 000033	Norfolk Community Fund	5196		
<b>Totals</b>			<b>11,017.85</b>	<b>4599.43</b>	<b>10,680.19</b>
<b>Total cash carried forward</b>					<b><u>12,286.86</u></b>

## Reconciliation

Total cash 01 April 2017		£	
Business Savings Account		1,606.67	
Community Account		4,261.77	<u>5,868.44</u>
Receipts to 24/11/17			11017.85
Expenditure to 24/11/17		-4599.43	<b>Total</b> <u><b>12,286.86</b></u>

## Thompson Parish Council Forecast to Actual at 18 March 2018

	Budget Budget 2017/2018	Actual Actual to date	Forecast Forecast for full year	Explanation Explanation of variances
<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	0	5196	<u>5196</u>	Norfolk Communities grant for Sports/play equipment
<b>Total</b>	<u>5596</u>	<u>11018</u>	<u>10997</u>	
<b>Expenditure</b>				
Staff Costs including PAYE	2500	1503	2004	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	268	305	
Other	300	317	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	0	0		
Memberships				
Norfolk ALC	105	116	105	Increased electorate
Community Action Norfolk	50	50	50	
<b>Total</b>	<u>5724</u>	<u>4652</u>	<u>5192</u>	
<b>Income less expenditure</b>	<u><b>-128</b></u>	6366	<u><b>5805</b></u>	