

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

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

- 1 Apologies for absence:** Ian Robertson, Fabian Eagle (Norfolk County Councillor).
- 2 Declaration of Interest:** Jean Kaye and Kate Winslow as Trustees of Thompson Community Hall CIO.
- 3 Approval of Minutes of the meeting held on Tuesday 26 May 2017:** Kate Winslow proposed and Duncan Gregory seconded approval of the minutes of the meeting held on Tuesday 26<sup>th</sup> May 2017. Carried unanimously.
- 4 Matters arising:**
  - 4.1 CPRE Footpaths project:** The Clerk reminded the meeting that an amount of £1084.30 remained ring-fenced in the accounts for provision of a footpath information board. Nothing further to report.
    - 4.1.1 Letter regarding Pockthorpe Lane soft road:** The members discussed the letter which was held over since the last meeting. It was pointed out that with regard to the statement that the footpath had never been on the definitive map, that until very recently the route was clearly shown as a public right of way on Ordnance Survey maps of the area and that it is stated on these maps that public rights of way were derived from definitive maps.

It was felt that following the rejection of the Parish Council's application on the grounds that the route was a soft road further representations were unnecessary and that the matter was entirely in the hands of the County Council as to the fate of the route. The Parish Council's preference remains that the route remains open as a public footpath.
    - 4.2 Breckland Local Plan:** The Local plan should be accepted early in 2018. The Clerk said that grants were available for the preparation of Neighbourhood plans and that he had been in contact with Susan Heinrich of Breckland Council who has been appointed to help parish councils through the process of neighbourhood planning. She was willing to speak to the members. It was decided to invite her to the next meeting.
    - 4.3 Thompson Community Hall:** The inner roof is in position and the internal walls erected. Duncan Gregory asked about lighting in the hall, being concerned about the possibility of strip lighting being extensively used. Kate Winslow said that a specialist had planned the lighting to ensure the best possible lighting of the premises. Duncan Gregory proposed a vote of thanks for all the effort put into this project by all involved, this was seconded by Irene Smith and carried.
    - 4.4 Drainage:** The Clerk said that he had been in correspondence with Highways with regard to maintenance of the ditch on College Road at its Church Farm junction. Highways had replied to the effect that clearing ditches is the adjacent landowner's responsibility. The verge at the road junction has a drain slot built into and this drains into the ditch and the members felt therefore, that Highways must take some responsibility for the maintenance of the ditches that they are using to clear water from the road at the junction. The Clerk is to write to Highways regarding this.

A letter was read from Linda May regarding problems with flooding on School Road close to the Griston Road junction; recently the flooding is impinging on her property causing them problems. It was felt that the flooding has got worse since the installation

of the footpath and kerbs. Drainage is by a drain which should drain into the ditch in Thompson Millennium Green and via perforated kerb stones which allow water to drain from the road onto the Green. Unfortunately, in wet weather this area of the green is prone to flooding allowing no water run-off from the road. The members directed the Clerk to write to Highways suggesting that they pipe the water from these perforated kerbs to the ditch on the Millennium Green.

**5 Correspondence not already notified:** None.

**6 Reports:**

**6.1 Chair:** Nothing further to report.

**6.2 Responsible Financial Officer/Clerk:** The Clerk reported that he had sent the 2016/2017 accounts to Mazars, the external auditor and display the relevant notice regarding the availability of the accounts for inspection on both the website and noticeboards. He also presented the budget forecast v actual to date and the cash book for the financial year to date. See Appendix

**6.2.1 Invoices due since last meeting and paid:** The following cheque had become due for payment since the last meeting and paid. Th members unanimously agreed these payments.

Cheque No.	Date	Payee	Explanation	Amount
100629	17 May 17	Baggleys	Repair Lawnmower	£84.00
100629	19 June 17	Serco	Grounds maintenance	£178.07
100630	19 June 17	G Winslow	Salary 1 <sup>st</sup> Quarter	£400.80
100631	19 June 17	Post Office	PAYE	£100.20

**6.2.2 Payments due:** The following cheques are for account due for payment and were unanimously agreed by the members and the cheques signed.

Cheque No.	Payee	Explanation	Amount
100632	Thinking Rural CIC	Payroll services	£36.00
100633	Serco	Grounds maintenance	£178.07

In addition, the meeting unanimously agreed the following grant payment to Thompson Village Hall - £150.00, Wayland Partnership £300.00 and St Martins Church £430.00. The following cheques were prepared for these grants and signed.

Cheque No.	Payee	Amount
100634	Thompson Village Hall	£150.00
100635	Wayland Partnership	£300.00
100636	St Martin's Church	£430.00

**6.3 Thompson Millennium Green:** Much work maintenance has been done this year and there is to be another clear-up day in August.

**7 Planning Applications:**

**7.1 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 dwelling houses (C3):** The members discussed this application extensively. It was noted that the site was outside the settlement boundary. The 2016 village appraisal showed that the majority of those replying to the appraisal were in favour of keeping the settlement boundary unchanged. In addition, concern was also expressed about the lack of detail regarding the proposed dwellings. It was also noted that for this application under section Q, the curtilage of the site would be a mere 445.7 m<sup>2</sup>. It was felt that this is very small and that the curtilage would consist mainly of driveway, car parking etc with minimal garden space. This is not in keeping with the village. As a result the members

present voted unanimously against this application and directed the Clerk to inform Breckland of their decision.

- 7.2 Decisions not previously reported: 3PL/2017/0480/F Thompson Hall Cottage - To build 3 x timber framed veranda structures with oak frames and corrugated steel roofs. These will be attached to existing shepherd huts: Permission 25/05/2017**

**8 Review of Official Thompson Parish Council Documents:**

- 8.1 Standing Orders:** - It was unanimously decided to hold this item over until a new Clerk was appointed and in position so that as part of the process their views could be taken into account.
- 8.2 Financial Regulations:** - It was unanimously decided to hold this item over until a new Clerk was appointed and in position so that as part of the process their views could be taken into account.
- 8.3 Risk Assessment Document:** It was unanimously decided to hold this item over until a new Clerk was appointed and in position so that as part of the process their views could be taken into account.

- 9 Date of Next meeting:** Monday 18<sup>th</sup> September 2017

**10 Any other business (for agenda of next meeting**

- 10.1 Broadband and MP:** It was suggested by Jean Kaye that the Council attend our MP's surgery to raise the Council's concerns regarding the village's lack of broadband. Jean Kaye is to organise and Jean Kaye, Alan Dujon and the Clerk to attend the meeting.

**Meeting closed at 9:30pm**

## Appendix

### Item 6.2

	Budget 2017/2018	Actual to date	Forecast for full year	Explanation of variances
<b>Receipts</b>				
Precept	5050	2525.00	5050.00	
Grant	111	55.50		
VAT	435	456.00	456.00	Vatable expenditure higher than forecast
Recycling	0	205.00	205.00	Not forecast
Interest	0	0.00	0.00	
Other	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
<b>Total</b>	<b><u>5596</u></b>	<b><u>3241.50</u></b>	<b><u>5711.00</u></b>	
<b>Expenditure</b>				
Staff Costs including PAYE	2500	501.00	2504.00	
Payroll services	120	30.00	120.00	
Insurance	356	389.00	389.00	2% increase in insurance premium tax
Grass cutting	1038	445.00	1039.00	
VAT	305	109.00	305.00	
Other	300	70.00	300.00	
<b>Grants</b>				
Church	500	0.00	430.00	
Wayland Partnership	300	0.00	300.00	
Village Hall	150	0.00	150.00	
<b>Thompson Hearts</b>	<b>0</b>	<b>0.00</b>		
Memberships				
Norfolk ALC	105	117.00	117.00	Increased electorate
<b>Community Action Norfolk</b>	<b><u>50</u></b>	<b><u>50.00</u></b>	<b><u>50.00</u></b>	
<b>Total</b>	<b><u>5724</u></b>	<b><u>1711.00</u></b>	<b><u>5704.00</u></b>	
Income less expenditure	-128		7.00	

### Item 6.2

#### Thompson Parish Council Cash Book 01 April 2017 to 18 May 2017

##### Business Savings Account

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

**Community Account**

Date	Reference	Details	Receipts	Payments	Balance
<b>01/04/2017</b>			<b>Balance brought forward</b>		<b><u>4,261.77</u></b>
07/04/2017	REC 000026	Breckland precept 1st installment	2525.00		
07/04/2017	REC 000027	Breckland Grant 1st installment	55.50		
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	
			<u>2785.68</u>	<u>1710.22</u>	
<b>18/07/2017</b>		<b>Balance carried forward</b>			<b><u>5,337.23</u></b>
			<b>Total cash carried forward</b>		<b><u>6,943.62</u></b>
		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		-1710.22	
				Total	<u>6,943.62</u>