

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting held in Thompson Community Hall
7.30pm on Tuesday 15 January 2019

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice-chair
	Roy Shovelar	
	Irene Smith	
	Kate Winslow	
	Kim Austin	Clerk
	Phil Cowen	District Councillor

Also present: 12 members of the public were present.

The meeting opened at 19:40

1. To consider accepting apologies for absence

RESOLVED to accept apologies from Cllr. Alan Dujon and Cllr. Ian Robertson who was unwell and also from County Councillor Fabian Eagle who was attending another meeting.

2. To record declarations of interest from members in any items on the agenda

There were no declarations of interest.

3. To approve the minutes of the last Parish Council meeting on Tuesday 20 November 2018

The minutes had been circulated prior to the meeting. Cllr. Kate Winslow proposed approval of the minutes and Cllr. Roy Shovelar seconded. On a vote this was carried unanimously and the minutes were duly signed by the Chair, Cllr. Jean Kaye.

4. To approve the minutes of the extra Parish Council meeting on Tuesday 2 January 2019

The minutes had been circulated prior to the meeting. Cllr. Roy Shovelar proposed approval of the minutes and Cllr. Duncan Gregory seconded. On a vote this was carried unanimously, and the minutes were duly signed by the Chair, Cllr. Jean Kaye.

5. To discuss any matters arising from the minutes (Tuesday 20 November 2018) not on the agenda.

There were no matters arising from the minutes.

6. To adjourn the meeting for public participation

Meeting adjourned at 19.43 and opened to the public.

There were no comments from the public and the meeting was re-opened at 19.44.

7. Presentation A presentation by Armstrong Rigg Planning had been planned to discuss a proposed residential development of land at Marlpit Road, Thompson. The presenter from Armstrong Rigg had not been able to make it at the last minute. He had sent a briefing note, a copy of which was given to all attendees at the meeting. The Chair summarised the proposal to those present.

Briefing Note (From Armstrong Rigg Planning)

Armstrong Rigg Planning are preparing a full planning application for residential development on land at Marlpit Road, Thompson on behalf of our client Merton Estates and welcome feedback from the Parish Council prior to the plans being finalised and submitted to Breckland District Council. The site is shown outlined in red on the plan (shown on the website with the minutes) and adjoins the settlement boundary of Thompson to the north and west.

Signed

Date

Justification for the Planning Application

Support for the proposal is twofold. The emerging Breckland Local Plan identifies Thompson as one of the 'Villages with Boundaries' which are expected to deliver an additional 150 dwellings over the Plan period to 2036. In order to help maintain the vitality of the most sustainable rural communities, emerging policy HOU 04 presents a sensitive approach that is responsive to local circumstances, allowing for some minor development of an appropriate scale and design immediately adjacent to settlement boundaries.

Emerging Local Plan Policy HOU 04

As noted on the Parish Council's website, Thompson is a village with about 150 dwellings. The Office for National Statistics Local Area Report for the Thompson Built up Area sourced from the 2011 Census confirms that there are 155 households. Since the Census in 2011, planning permission has been granted for some 9 dwellings. In addition, there are currently proposals in the planning process for a further 12 dwellings. An additional 9 dwellings to that existing/consented (approximately 164) would represent a modest and proportionate increase for the settlement (around 5%) which will meet local needs in a sustainable manner.

In addition to the above, as confirmed in Breckland District Council's Statement of 5 Year Housing Land Supply (July 2018), the Council is unable to demonstrate a sufficient supply of deliverable sites to meet its housing requirements for the next 5 years and in line with the National Planning Policy Framework (NPPF), current development plan policies which are most important for determining the application (e.g. those which restrict development outside of the settlement boundary) are considered out of date and the presumption in favour of sustainable development applies.

The proposed development will deliver clear social benefits through the provision of housing to contribute towards the acknowledged undersupply, specifically affordable housing for which there is a significant need in Breckland and there has been a lack of such provision in recent years in Thompson. In terms of housing size, the Central Norfolk 2017 Strategic Housing Market Assessment (SHMA) identifies that the highest need in Breckland District is for 3, then 4 then 5 bedroom market houses. The highest need for affordable housing is 3 bedroom houses. The proposed mix accords fully with this identified need.

Summary of the Proposals

7no. market dwellings (2x 3 bedroom bungalows, 4x4 bedroom house, 1x 5 bedroom house)

2no. affordable dwellings (2x 3 bedroom houses). Vehicular access off Mill Road. A pedestrian footpath along the site frontage to link into that on the opposite side of Mill Lane. A 10m watercourse easement required by the Lead Local Flood Authority. A low density, high quality housing development incorporating generous plot and garden sizes and using design and materials in keeping with the character of the village. The retention and enhancement of existing trees and further site planting. Car parking provided to meet the Council's standards

Note from the Clerk: This document will be displayed on the Thompson website with the minutes.

If anyone has any questions, they can send them to the Clerk to forward to Armstrong Rigg for answers. District Cllr. Cowen commented that the emerging Local Plan (LP) was not yet adopted any may not be. May be another 6 months before the policies are adopted or not. There are points that the Planning Inspectorate are not happy with and this application is **in accordance with a plan that doesn't yet exist**. With elections in May there will probably no further action until the new council is in place. Affordable housing is normally provided by a regulated provider such as Flagship. The developers will probably sell 2 designated as affordable to a landlord. These must be available to the district (i.e. Breckland) and not just to the village. Thompson is not sustainable where new development is concerned, so under the current Local Plan would not go forward. Cllr. Cowen's view was that this application would fall at planning committee. Smaller developments are more favourable. Building on this site has been refused before due to access issues.

Signed

Date

8. To receive reports and updates

8.4 District Councillor (PC). The Chair agreed to Cllr. Cowen giving his report first so that he could get to another meeting. As we were now in the run up to the elections the council would not be able to make any decisions from 20 March onwards. In February they would set the council tax. For example: Band B has gone up a small amount from 88.88 to 88.93. Facing constraints from central government.

Planning: in 2004/5 Breckland decided to outsource planning and this has saved them a lot of money as well as giving them access to higher qualified staff for the bigger projects. In 2007/8 there was a recession, so they struggled. December 2018 meetings were held with the senior management team of planning and business control resulting in some restructuring. A new manager moved to Breckland. Big problem was when new applications were not validated for 14-21 days. This is now down to single figures. Decision notices are now quicker. Some take a while where legal stuff, e.g. heads of terms are involved. Large developments are not being delivered but seeing land banking by developers - never actually built. Housing numbers have not therefore been achieved and they are hoping that Breckland won't withdraw their contract. The short space of time for comments/deadlines was mentioned. It was noted that the planning inspectorate at Bristol was not Capita.

Looking to promote employment. Snetterton Heath to provide power to Thetford. High streets are challenged, and a high number of shops are closing.

3-4 months to get fibre installed. Difficult to get fibre to the villages. Breckland have earmarked £1 million and so too have central government. Once 'Better Broadland for Norfolk' is complete, will look at the shortfalls and the second million will kick in.

8.1 Chair (JK).

Cllr. Kaye thanked Cllrs. Robertson and Shovelar for organising the Christmas tree and lights by the bus shelter.

Spring litter pick will be organised by Cllr, Winslow for 6 April, 10 o'clock at Thompson Community Hall. It will be advertised in the Waylander. **Post meeting note:** Litter Pick date changed to Sunday 7 April 2019. Correct date in the Waylander.

Outdoor exercise equipment. The grant application has been successful but will wait for letter of confirmation.

Waiting for quotes for bases. Not the best time of year. Waiting for a third quote for the grass cutting contract.

8.2 Community Hall (KW).

Cllr. Winslow reported the hall is doing very well. Lots of bookings. Fit steps, Yoga every week. French evening. Party bookings. A wedding in August. It is the first - year anniversary of the new Community Hall. Some repainting and dealing with cracks are being dealt with as part of a snagging list. Business breakfast - normally held at a hotel but suggested to hold it at the hall and cater for ~40 people. February film night is a Star is born starting at 7 o'clock. A children's matinee will be held during the February half term.

8.3 Millennium Green (IS) Nothing to update on the Millennium Green.

8.5 County Councillor (FE) Cllr. Eagle was not present at the meeting.

9 To report on finance

9.1 Financial position

The bank account balances as at Tuesday 15 January 2019

Barclays Community Account	£ 10284.45
Barclays Business Premium Account	£ 1609.87
TOTAL as per bank	£ 11894.32

Summary (Including monies allocated)

Allocated to Sports Equipment (Approx.)	£ 4000.00
Allocated to Notice Board (Approx.)	£ 1000.00
Thompson Parish Council	£ 6894.32

Signed

Date

TOTAL as per bank £ 11894.32

9.2 Money in since last meeting (20 Nov 2018)

3/12/2018	Barclays Saver Account - Interest	£	0.80
		TOTAL IN	£ 0.80

9.3 Cheques out (to sign)

CHQ 687	Thompson Community Hall - Donation	£	300.00
CHQ 688	Clerks Wages - Dec 2018	£	208.21
CHQ 689	Thinking Rural - Payroll services - Oct-Dec2018	£	36.00
		TOTAL OUT	£ 544.21

9.4 Actuals Vs Budget

Thompson Parish Council Budget Vs Actual 2018/2019					
	Budget 2017-2018	Budget 2018-2019	Actual to date 2018-2019	Forecast 2018-2019	Forecast 2019-2020
INCOME					
Precept	5,050.00	5,250.00	5,250.00	5,250.00	5,250.00
Grant	111.00	56.00	56.00	56.00	0.00
Recycling	0.00	200.00	272.02	272.02	272.00
Interest (Barclays Saver)	0.00	0.00	2.40	3.20	3.20
Other	0.00	0.00	0.00	0.00	0.00
Total	5,161.00	5,506.00	5,580.42	5,581.22	5,525.20
NEED TO RAISE PRECEPT TO COVER £6850					
EXPENDITURE					
Staff Costs including PAYE	2,500.00	2,200.00	1,650.06	2,374.89	2,600.00
Payroll services	120.00	120.00	90.00	120.00	120.00
Insurance	356.00	390.00	399.03	399.03	400.00
Grass cutting	1,038.00	1,038.00	964.53	1,000.00	1,350.00
Training	0.00	200.00	0.00	0.00	0.00
Printer/consumables	0.00	0.00	53.31	53.31	50.00
Website	0.00	0.00	99.95	99.95	100.00
Capital	0.00	0.00	0.00	0.00	0.00
Miscellaneous	300.00	300.00	127.90	** 140.45	200.00
Donation - St. Martin's Church	500.00	500.00	287.72	287.72	500.00
Donation - Wayland Partnership	300.00	300.00	300.00	300.00	300.00
Donation - Thompson Communit	150.00	300.00	300.00	300.00	300.00
Subs - Norfolk ALC	105.00	111.00	115.43	115.43	120.00
Subs - Community Action Norfolk	50.00	50.00	50.00	50.00	50.00
Subs - Info Comm Registration	0.00	0.00	35.00	35.00	40.00
Election costs	0.00	0.00	0.00	0.00	720.00
Total	5,419.00	5,509.00	4,472.93	5,275.78	6,850.00
	Budget 2017-2018	Budget 2018-2019	Actual to date 2018-2019	Forecast 2018-2019	Forecast 2019-2020
Budget £5509 minus forecast expenditure for year £5275.78				233.22	Below budgeted
Income £5581.22 minus forecast expenditure £5275.78				305.44	Below income

** MISC: Oak post Laptop padlock and drive

9.5 Precept setting

Thompson Parish Council has a healthy amount in the bank. Current Account £10,284.45 and savings account £1609.87 totalling **£11,894.32**. Need to bear in mind though, that the current account includes the grant for sport equipment which is over £4,000 and the savings account £1000 towards a new noticeboard showing village footpaths. Long term renewal of the village sign will be expensive and Cllr. Kaye thought there were few sources of funding assistance available. Cllr. Winslow said that she has heard about a grant which is available for this purpose and offered to do some research.

Extra expenditure: TPC must consider any extra expenditure when setting the precept. Also need to consider that 2019 is an **Election Year**. Need to consider the cost of an election to the parish. The cost of the parish election is to be a shared cost on an equitable basis where the elections are held on the same day as District Council Election. The cost of a contested election for a parish is in the region

Signed

Date

of £721.00 (where the cost shared with the District Council election) and £1289.00 (where the cost is not shared with the District Council election). An uncontested Election would be charged at a **flat rate of £75 to cover administration costs.**

Grant element paid with precept. The precept amounts paid for the last 5 years are shown below together with the grant amount paid with the precept. This has been reducing over the past 5 years and this year 2019/2020 will be zero. So TPC maybe need to consider the loss of this little bit of extra income too.

Taking all these things into consideration, the Parish Council decided to raise the precept by £300 2019/2020 to £5550. This was proposed by Cllr. Gregory and seconded by Cllr. Smith. The Chair signed the form B. The Clerk would send form to Breckland Council by the deadline of 31 January 2019.

	PRECEPT	GRANT	TOTAL
2014/2015	4300	£222.12	£4,522.12
2015/2016	4900	£222.12	£5,122.12
2016/2017	4900	£162.00	£5,062.00
2017/2018	5050	£111.00	£5,161.00
2018/2019	5250	£56.00	£5,306.00
2019/2020	5550		£5,550.00

9.6 Grass cutting contract

The grass cutting contract with Serco was for 2 cuts per month (Approx. 14 cuts per year) from April to October (7 months of the year). This was a 3-year contract for 2016, 2017 & 2018 so out of contract this year. Total Annual cost was £1038.73 (~£74 per cut). Geoff Winslow has been looking at getting 3 quotes for a contract going forward.

Quotes were requested from Serco (current contractor), CGM and Norse.

Serco did not quote and have responded saying, that sadly, due to contract changes they would **not** be in a position to quote for TPC grass cutting for 2019.

CGM have quoted for equivalent work at £95 per cut (so approximately an extra £290 per annum).

TPC has experience of **CGM** in the past and only moved away from them as a cost saving exercise.

Norse have provided a quote of £3390 but this cannot be compared to the other quotes as it includes additional work. Geoff is going to see if the quote can be itemised.

Geoff will contact another contractor for a third quote.

10. To consider planning applications

10.1 Breckland Planning department performance

There was some discussion about the performance of the Planning Department. Cllr. Cowen confirmed that the Planning department had been short staffed, which was why it had taken so long to allocate case officers to new applications. Breckland had discussed performance with Capita and changes in staffing had been made. The Parish Council agreed not to write to Breckland at this time.

10.2 Planning outcomes since last meeting

3PL/20183PL/2018/1284/HOU **Winslow**/Pockthorpe Lane/single storey extension (006) APPROVED

10.3 Applications pending outcome

3PL/0590/F Benton/Thompson Hall Cottage/Holiday Accommodation - To Planning Committee (003)

3PL/2018/1352/PIP **Fisher**/Hallfield Road/2 affordable 3 bed houses (007)

3PL/2018/0056/PNE **Callum**/5 Airey Houses/single storey rear extn. (008)

10.4 New applications since last meeting

3PL/2018/1502/HOU - Jennings/Oakfield House/Single storey extn. (010)

This application would increase building towards the road. The Chair asked the public attending if they had any comments. There were no comments from the public and the Parish Councillors

Signed

Date

unanimously agreed a vote of **NO OBJECTION**. The Clerk was asked to post this on the Breckland Planning website.

3PL/2018/1576/O - PARROT/Land off Marlpit Road/4 dwellings (O12)

This is for Outline planning only for 4 houses that would occupy half the field. The public were asked for any comments. There were concerns regarding the road that was increasingly becoming a rat run with vehicles travelling at high speed, the width of the road and the fact that the road edges and the verges were getting damaged as vehicles ate into the verges as they passed. It was commented that the verges should be maintained by Highways and did not belong to the properties. It was up to Highways to improve if required. The speaker did not think this should influence the application.

A bigger concern was that it went against the current Breckland plan.

Another speaker said that small tasteful developments should be supported. Definitely didn't want large developments. They did not consider this as infill as such, but called it natural infill, needed for a certain growth in the community.

The Parish Councillors discussed this application. They agreed it was outside the settlement boundary. It was not a large development but was fairly big. Thompson wants slow growth not rapid. The village agreed small numbers were acceptable but large blocks were not. Must reflect the views of the village. They agreed the road was busy at certain times of the day. Mention was made of the low water pressure and problems with the water supply and drainage which could be made worse by more dwellings.

A vote was held. 2 councillors voted for, 2 against and 1 abstainer. The Parish Council agreed not to object to this application but would mention their concerns; outside the settlement boundary and problems with highways, drainage and water supply should need to be considered. If this application were to be passed, it was thought there should be no further development on this site or the adjacent land owned by the applicant.

The Chair would write a response. This would be circulated and agreed by all Councillors and the Clerk would post the comment on the Breckland Planning website.

11. To discuss any correspondence

The Clerk had received correspondence from both Ann Scott and Julia Preston regards planning applications. This had been circulated to all councillors prior to the meeting.

12. AOB

There was no AOB.

13. Date of next Meeting

Tuesday 19 March 2019 at 7.30pm in Thompson Community Hall - Parish Council Meeting

Cllr. Kaye thanked everybody for attending.

The meeting closed at 21.16

Signed

Date