

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting held in Thompson Community Hall
7.30pm on Tuesday 18 September 2018

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice-chair
	Alan Dujon	
	Ian Robertson	
	Roy Shovelar	
	Irene Smith	
	Kate Winslow	
	Kim Austin	Clerk

Also present: 5 members of the public.

The meeting opened at 19:29

1. To consider accepting apologies for absence

RESOLVED to accept apologies from District Councillor, Phil Cowen who had sent a short report.

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 council meeting on Tuesday 17 July 2018

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

4. To discuss any matters arising from the minutes (17 July 2018) not on the agenda.

Litter pick. Cllr. Winslow apologised for having to change the date of the litter pick to Saturday 3 November due to the equipment not being available. The revised date had been printed as a post meeting note in the last minutes.

Benches. A quote for securing the benches to the ground has not yet been received.

Footpath. The cost of creating a proper path around the car park at the front of the Community Hall to allow better access for wheelchair users and pushchairs was quite high at £3600. This was explained by the high number of slabs needed and the fact that the bike racks needed to be moved.

5. To adjourn the meeting for public participation

Meeting adjourned at 19.34 and opened to the public.

There were no comments from members of the public. The meeting re-opened at 19:35.

6. To receive reports and updates

6.1 Chair (JK). Cllr. Kaye mentioned the Highway Rangers were due to visit Thompson and asked for the following to be added to the snagging list: The footpath between the bus shelter and the school needed attention. The speed sign by Leggate's Farmhouse had fallen down and needed cleaning and reinstating. The other speed signs should be looked at to find out whether they need attention. Cllr. Kaye asked councillors to let the Clerk know if there was anything else that needed attention.

Cllr. Kaye passed on thanks to Angus for doing a brilliant job cutting the ivy from the trees in Church Road.

6.2 Community Hall (KW). Cllr. Winslow reported bookings were increasing. Regular events include Fit Step, Yoga, Stitchers and Quilters, coffee mornings, lunches and WI. Future events include

Signed

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a quiz, ghost-story teller, vintage tea and a concert on 4 November 2018. There have been a number of bookings for parties and wakes and have a wedding reception booked for 2019 and another wedding enquiry. More volunteers are always welcome.

The hall has a new noticeboard and the new footpath mentioned at the last PC meeting has now been completed. The side gate has also been removed for easy access to the new path.

6.3 Millennium Green (IS). Cllr. Smith said there had been a clean-up last Sunday and overhanging branches had been cut ready for the 5K/10K runs on September 23rd. There are 150 runners and hopefully more will register on the day. There will be bacon butties as well as cakes and hot drinks. The Grand Second Hand Book Sale will be held on Saturday 22nd. Refreshments, including cakes, sandwiches and soup and rolls will be served. Donations of cakes to sell on the two days would be most welcome.

6.4 District Councillor (PC). Cllr. Cowen had sent his apologies. Cllr. Kaye thanked him for sending a report and read it out.

Breckland local plan. *'Following the examination in public earlier this year the inspector raised a number of detailed questions that officers have addressed. Therefore, the inspector will be back in Dereham for 3-4 days from 18 September. If he is content with the responses then we face a final 6 week consultation period following which, the timetable would see the proposed local plan as amended as necessary, being taken to Council in the spring of 2019; possibly February, but more likely the March full council. Until we have the plan adopted then I am afraid that Breckland is still a hostage to hostile planning applications as we do not have a 5 year housing land supply.'*

Budget. *'We have now reported to Cabinet our quarter 1 financial position and I am pleased to advise that unlike many authorities Breckland has a sustainable budget going forward with healthy reserves to meet the majority of unforeseen circumstances.'*

6.5 County Councillor (FE). Cllr. Fabian Eagle had sent neither apologies nor a report.

7. To report on Finance

7.1 Financial position

The bank account balances as on last bank statement received to 19 August 2018

Barclays Community Account	£	10039.40
Barclays Business Premium Account	£	1608.27
TOTAL as per bank	£	11647.67

7.2 Money in since last meeting (17 July 2018)

3/7/2018	HMRC - Vat return	£	326.24
	TOTAL IN	£	326.24

7.3 Cheques out (to sign)

CHQ 676	Clerks Wages - July 2018	£	208.21
CHQ 677	Clerks Wages - Aug 2018	£	208.21
CHQ 678	Wayland Partnership - Annual donation	£	300.00
CHQ 679	St. Martin's Church - Annual donation (£500-repairs)	£	287.72
CHQ 680	Serco - Grass cutting July-August 2018	£	267.10
CHQ 681	Thinking Rural - Payroll services July-Sept 2018	£	36.00
CHQ 682	Clerks Wages - Sept 2018	£	208.21
	TOTAL OUT	£	1515.45

Thank you

The Clerk thanked Geoff Winslow for all his help dealing with any queries encountered and for posting agendas and minutes etc.

Signatories

The Clerk received confirmation from Barclays that Jean Kaye has now been added as a new signatory.

Signed

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7.4 To allow the clerk non-signatory, online access to Thompson bank account

To enable the Clerk to report up to date bank account balances at PC meetings she asked to be allowed non-signatory online access to the bank account. Cllr. Gregory proposed and Cllr. Smith seconded this proposal. The clerk had received and completed the necessary forms. Cllr. Shovelar proposed that Cllr. Kaye sign the paperwork.

7.5 Hosting of Thompsonvillage.org.uk Website renewal (LCN.com)

Last year, 1 year hosting was paid for at a cost of £71.94 (£59.95 plus vat) (16 Oct 2017 CHQ 643) which expires 31/10/2018. The clerk gave the current cost of renewal in order for the councillors to decide whether to renew for 1,2 or 5 years.

Web hosting fees summary:

1 yr	£59.95 plus Vat.	Total £71.94 (Inc. Vat.)	£59.95 per year
2 yrs	£99.95 plus Vat.	Total £119.94 (Inc. Vat.)	£49.98 per year
5 yrs	£199.95 plus Vat.	Total £239.94 (Inc. Vat.)	£39.99 per year

The clerk suggested renewing for 2 years to make a small saving, saying that 5 years was probably too long an undertaking. The councillors agreed to renew for **2 years**.

The Clerk has spoken to LCN and updated the LCN account with new the clerk details. LCN confirmed that renewal was best done online and payment is by card as cheque payments are not accepted. Although Geoff had paid this in the past and was happy to continue to do so, Cllr. Kaye confirmed the Clerk should pay using her own credit card and be reimbursed at the next PC meeting.

It was noted: Domain name was last renewed for 2 years so doesn't expire until 31/10/2019 **next year**.

7.6 Grass cutting contract

The grass cutting contract is currently with Serco 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 will be out of contract at the end of this year. Total Annual cost is £1038.73. Geoff has given feedback that Serco are excellent. We have also used CGM and Norse in the past so could consider them too if we want to put a tender out. It was agreed to get three quotes. Post meeting note: Geoff offered to get the quotes for the grass cutting and Cllr. Kaye agreed this was a good idea as he knows which areas need cutting. The Clerk will liaise with Geoff.

8. To consider planning applications

8.1 Planning outcomes since last meeting

There were no outcomes since the last meeting

8.2 Applications pending outcome

There were no applications pending outcome.

8.3 New applications since last meeting

3PL/2018/0590/F Benton/Thompson Hall Cottage/Holiday Accommodation Construction of 2 tree house accommodation units, 3 glamping pods and 2 areas for summer bell tents within the site.

Background. First application 3PL/2016/1421/F received at the end of 2016 was for change of use of the land to allow holiday accommodation and the siting of 3 Shepherd huts and a gravel car park. A further application 3PL/2017/0480/F in April 2017 was to build 3 x timber framed veranda structures with oak frames and corrugated steel roofs, to be attached to existing shepherd huts and to be of equal floor area. On the website this has evolved to include outdoor bath, heating appliance and a kitchen/cooking area.

The Parish Council had been in favour of the original application and were happy to support local business. They do not wish to object to sustainable tourism. Concerns were raised however, when the second application was received and the councillors feared a 'creeping' application. These fears have now been confirmed with the receipt of the third application. There was concern there could be more. There was a verbal assurance from the applicant present that this was the last application. The Parish Council cannot however take this as a firm assurance for the future.

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It was noted that on the original planning application for the huts, Item 5 of the conditions states 'the site shall be limited to three shepherds huts only'.

At 19:42 the meeting was adjourned to allow members of the public present to discuss this application. **Ownership of the lane** was discussed. Hall Lane is a bridleway (signposted as such and referenced as BR4) and which has not been adopted by Norfolk County Highways. There is some confusion as to who owns the lane. The Design and Access statement says, Hall Lane is owned by the Highways, but is the main access to Thompson Hall Cottage to which the applicant has right of way. Condition 12 of 3PL/2016/1421/F states that the landowner will remain responsible for repairing any damage to the public right of way caused during construction and for undertaking routine maintenance when required. The bridleway is used by walkers, dog walkers, horses, cyclists and vehicles.

Maintenance. The applicant said she is the only person that maintains it. The road end of the lane had been tarmaced in the past by Highways but they had now stopped doing this. The lane is frequently pot-holed and these may become filled with water. The applicant has scraped the top off the lane's surface and some considered this had made the problem worse. The applicant confirmed she had maintained and would continue to maintain the lane. It was agreed the lane was now better maintained but this had caused cars to travel faster along it.

Concerns were raised regards the **level and speed of vehicles** travelling along the lane.

The **speed** that some vehicles reach when travelling along this road is a major concern and is already affecting residents living along that stretch. Visibility for drivers of vehicles leaving the properties at the Thompson end of Hallfield Lane is restricted and there already are frequent occasions when an accident has only been narrowly missed. Although the road is pot-holed, vehicles have been reported to be travelling in excess of 30 mph. It was noted there was no speed restriction sign on the lane and maybe one needed to be installed. There was a unanimous NO when speed bumps were suggested.

It is appreciated that the **volume of vehicles** may increase on the access road during the infrastructure phase of the development but the volume of traffic during general business is also a concern with the now proposed number of visitor units far exceeding the number that was originally intended with the first application (3 units). Outside contractors are reported to start arriving from 8.30am. As this is a commercial operation there would be additional lorry traffic for commercial collection of refuse as well as the usual householder weekly collection and for deliveries.

The applicant said they would be using local produce, visitors would support the pub and any employment opportunities in the future would benefit local people.

The meeting reopened at 19:55 for the Parish Council to further discuss and summarise.

A councillor raised a problem with **litter** which needs to be addressed as currently litter is frequently scattered across the area where the bins are located. Bins need to be lidded and litter fully contained. The applicant confirmed they would use commercial bins and bungees to keep litter bins shut.

The **size of the car park** was raised as the size of the proposed car park has increased from that shown in the previous applications. To put this into perspective, the area delineated in the current application appears to be bigger than the Thompson Community Hall car park that will accommodate ~24 cars. The proposed car park could therefore accommodate ~30 cars. As visitors' cars (should this proposal go ahead) should total ~11 at maximum occupancy, the car park appears far too big for the venture and should be smaller. There is concern that this could be a provision in anticipation of further developments and for larger events.

The Parish Councillors all agreed in principle in terms of supporting tourism in the area, but also agreed there are the constraints of the access road, the speed and volume of vehicles, all of which should be reflected in the response to Breckland Council and raised as objections.

This approach was proposed by Cllr. Shovelar and seconded by Cllr. Smith. The Clerk would lodge the comments on the Breckland Council Planning website.

Signed

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9. To discuss Petanque

The area suggested to be used for Petanque is that between the hedge and the sewerage treatment plant behind the Community Hall. A quote has indicated it will cost £3600 for 1 lane and £5600 inc. vat (£4667 plus vat) for 4 lanes. Thompson Community Hall is looking to apply to one of the Lottery funds for £3000 (50%). If Parish Council wants to contribute they could apply to the Breckland Partnership Scheme (50:50 scheme). The deadline is 7 December for applications. Cllr. Dujon agreed this was a good idea. Could also apply for a grant from Tesco - Bags of Help. Thompson Community Hall is prepared to manage the project.

10. To discuss adult outdoor exercise machines (Caloo)

Cllr. Smith had a quote for a starter pack of 4 items costing £2900 with an additional installation cost of £2200 and delivery of £200 giving a total of **£5300**.

£4300 has been ringfenced for this purpose so was £1000 short. Cllr. Kaye expressed an interest but was allowed to speak as had the information to answer relevant questions. Cllr. Kaye suggested applying to Breckland Matched Funding Scheme for £4000 (£3000 for Petanque and £1000 for the adult equipment shortfall.) Cllr. Dujon proposed and Cllr. Shovelar seconded this suggestion.

A decision on the scope of this project will be deferred until the funding is confirmed.

11 To discuss any correspondence

The Clerk had received an email from a lady looking for a relative that may have lived in Thompson in the 1800s. She was wanting to refer to church records. The Clerk was asked to direct the enquiry to Bronwen Tyler as she has carried out extensive research into the history of the village.

12 AOB

Screeching of tyres had been heard. It was thought to be cars doing "donuts" on the concrete pad on farmland alongside Tottington Road.

An illegally constructed building was mentioned. This will be on the agenda for discussion at the next Parish Council meeting.

Post meeting note: The person raising this issue asked for it not to be on the next agenda.

No update so far on the footpath at the end of Pockthorpe Lane.

13. Date of next Meeting

Tuesday 20 November 2018 at 7.30pm in Thompson Community Hall - Parish Council Meeting

Cllr. Kaye thanked everybody for attending and the **meeting closed at 20:50**

Signed

Date