

Thompson Parish Council (TPC)
Minutes of the Annual Parish Council Meeting (AGM)
held in Thompson Community Hall on Tuesday 16 May 2023

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ron Powrie	
	Jean Wagner	
	Kim Austin	Clerk

Also present: There were 2 members of the public present.

The meeting opened at 19:58

The signing of Declarations of Acceptance of Office must take place before the agenda proper starts for all councillors. The Clerk distributed the Declaration of Office forms. These were signed by all councillors present and witnessed and signed by the Clerk. Cllr. Barry Mallindine would sign later.

The meeting was chaired by the outgoing Chairperson.

1. To elect Chairperson 2023 - 2024

Jean Kaye agreed to stand again as Chair. Cllr. Wagner proposed and Cllr. Powrie seconded the proposal. The vote was unanimous and Jean Kaye was duly elected as chair. The Declaration of Acceptance of Office was signed by Cllr. Kaye and witnessed and signed by the Clerk. A Declaration of Pecuniary Interest (DPI) would be completed online after the meeting if necessary. Cllr. Kaye took the Chair.

2. To elect Vice Chairperson 2023 - 2024

Duncan Gregory agreed to stand again as Vice Chair. Cllr. Powrie proposed and Cllr. Wagner seconded the proposal. The vote was unanimous and Duncan Gregory was duly elected as vice-chair. The Declaration of Acceptance of Office was signed by Cllr. Gregory and witnessed and signed by the Clerk. A Declaration of Pecuniary Interest (DPI) would be completed online after the meeting if necessary.

3. Declaration of Pecuniary Interests (DPIs),

All councillors need to complete a DPI form within 28 days of this meeting. DPIs can now be completed online. Councillors who have already completed a DPI form will not have to complete another one unless their details/interests have changed.

4. To consider accepting apologies for absence

Apologies were received from Cllr. Cowen who was unwell and Cllr. Barry Mallindine who was away on exercise.

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

There were no declarations of interest.

6. To approve the minutes of the last Parish Council meeting on Tuesday 21 March 2023

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

7. To discuss any matters arising from the minutes (Tuesday 21 March 2023) not on the agenda.

There were no matters arising from the previous minutes.

8. To adjourn the meeting for public participation

The meeting was adjourned at 20:04. There were no comments from the members of the public present and the meeting resumed.

Signed

Date

9. To discuss Footpath No. 1

The interim decision of the inquiry regarding Footpath No.1 confirms the Order route to be recorded as a public footpath rather than a Byway Open to All Traffic (BOAT) and to modify the recorded width accordingly. The inquiry officer is bound to give notice of their proposal to modify the Order and to give an opportunity for objections and representations to be made to the proposed modifications. A letter will be sent to interested persons. The deadline for objections is 14 July 2023. The Parish Council was aware Mr and Mrs Scott would be objecting to the order and the Clerk read out an email received from Mrs Scott: *To Thompson Parish Council and Thompson Residents. Concerning the interim decision of the Pockthorpe Lane inquiry, Mr and Mrs Scott wish to inform the Parish Council and residents of Thompson that we will be objecting to the inspector's decision and modifications to the order. We remind them and the general public, that our driveway and garden currently still remains STRICTLY PRIVATE.*

The Parish Council were asked when the footpath would be open as it was still locked and access to the public denied. The PC were not able to answer this question. Cllr. Kaye would write to NCC to clarify the situation and ask what the time frame is for the final resolution of the status of the footpath. Assuming that the status of footpath is confirmed how long will it take for it to be added to the Definitive Statement and the Definitive Map ? Also, should the objections to the status of right of way not be upheld how will the requirement to make the pathway open to all be enforced ?

10. To discuss litter picking equipment

Thompson has its own equipment but this is sometimes borrowed by Merton. On some occasions, there is not enough equipment. Kate Winslow would like to buy some more. It was agreed to purchase more equipment and to get more information from Kate.

11. To discuss surface water management in Thompson (JK)

Several meetings have been held recently to get more inclusion in how Thompson is involved in the direction of its part in the Reclaim the Rain project. Thompson felt that they were not being involved at the appropriate level. A meeting in the near future with two of the project people will hopefully assist and facilitate this. Cllr Kaye produced a resume of where the village was in terms of problem areas; Pockthorpe Lane crossroads, area at the bottom by the pond and the church end, detailing the issues in each area and the solutions. This was sent to the Reclaim the Rain Manager in March 2023. We have been told that a project board has been set up with representatives from each County, including a person from Watton to represent Norfolk. The intention is to move forward as one. Cllr. Kayes document that she had sent to the Project Team was read by them at the meeting but had not been read before, which was disappointing. They are process driven with a box ticking exercise. They do not appear to be results focused. They made lots of comments referring to Highway's responsibilities and what Thompson could do for themselves. Not very satisfactory.

12. Review of governance documents

The governance documents are on the Parish website and were available for all councillors to review.

12.1 To review Code of Conduct

Cllr. Powrie asked, at what point does a 'co-opted' member become a full Member ? Co-option is the method only whereby a person joins the Council. It just means they were not elected as such. Co-option does not apply following an uncontested election as has happened this year. The Code of Conduct in place says, 'a reference to a member of the Council includes a co-opted member of the Council.'

12.2 To review Standing Orders

12.3 To review Financial Regulations

12.4 To review Risk Assessment - Earlier this year, a local clerk managing four parish councils was taken ill and this has highlighted the need for a plan to be in place should the clerk be unable to continue with their role due to unforeseen circumstances. Michael Corrie, internal auditor, has recommended the PC might wish to conduct an exercise to test the Council's continuity procedures. Two broad questions: (i) what would you do if your Clerk/RFO were suddenly and completely unavailable?; and (ii)

are the safeguards/mitigations documented in the Risk Register effective? Michael would be happy to advise if required.

No amendments were suggested to the documents. It was proposed to accept them without amendment. The Clerk would update the review date for each document.

13. To report on financial matters

13.1 Approval of accounts 2022/2023 (AGAR Form 2, PKF Littlejohn, External auditors.)

AGAR is the Annual Governance and Accountability Return. All financial documents prepared by the Clerk had been circulated to all councillors prior to this meeting. These included: income and expenditure spreadsheets, bank reconciliation, explanation of variances, AGAR forms (internal audit, governance statements and accounting statements) and letter of completion by internal auditor.

13.1.1 Certificate of Exemption from limited assurance review (p3) (<£25,000 gross income)

The Clerk explained that because gross income and gross expenditure are less than £25,000, Thompson Parish Council is eligible to apply for a Certificate of Exemption, meaning a limited assurance review would not be carried out by the external auditors and there would therefore be no fee to pay this year. The completed Certificate of Exemption was signed by the Chair and would be emailed by the Clerk to the external auditors.

13.1.2 Internal auditor's report (p4)

Michael Corrie carried out the Internal Audit for Thompson again this year and concluded the accounts have been kept in good order and in accordance with the Council's adopted practices throughout the year. He completed the AGAR without qualification.

Michael had been gifted a 'plant hamper' for his services with prior agreement from the Parish Council. Michael is happy to audit the accounts again next year if the PC wish him to do so. The PC agreed they would like Michael to do so for 2023/2024.

13.1.3 To approve Annual Governance Statement 2022/2023 AGAR Form 2. (p5)

The Chair read out the governance statements. All councillors agreed with the statements and the YES boxes were ticked. The form was signed by the Chair and the Clerk.

13.1.4 To approve Accounting Statements 2022/2023 AGAR Form 2. (p6)

The Accounting Statements were reviewed, the councillors agreed unanimously to approve the statements. The document was signed by the Chair.

13.2 Finances

13.2.1 Financial position

Bank account balances at Tuesday 16 May 2023

Barclays Community Account	£	12212.07
Barclays Business Premium Account	£	1618.06
TOTAL as per bank	£	13830.13

Summary (Including monies allocated)

Allocated to Sports Equipment maintenance (TMG)	£	1746.00
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	10999.83
TOTAL as per bank	£	13830.13

13.2.2 Money in since last meeting (21 March 2023)

05/04/2023	Breckland Council - Precept 1 of 2 payments	£	3600.00
21/04/2023	Thompson Comm. Hall - repay TTSR grass cutting	£	386.84
	TOTAL IN	£	3986.84 AS TABLE BELOW

13.2.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 21 March 2023)	£	8897.85
Opening balance at bank, Savings (Last meeting, 21 March 2023)	£	1618.06
PLUS Money in since last meeting (as above)	£	3986.84
		TOTAL £10515.91

Signed

Date

MINUS Money out since last meeting (Total cheques 21 March 2022) £ 672.62
Closing balances at bank (This meeting, 16 May 2023, as above) £ 13830.13

13.2.4 Cheques out (to sign)

CHQ 799	TTSR Ltd. Grass cutting and maintenance etc. 1 of 2.	£	711.90
CHQ 800	Information Commissioner - Annual subscription	£	40.00
CHQ 801	Plant hamper - M Corrie Internal audit - Reimb. Clerk	£	30.00
CHQ 802	NALC Annual subscription	£	145.17
CHQ 803	Clerk's Wages - Mar/Apr/May 2023 M12,M1,M2	£	738.93
CHQ 804	Clerk reimbursements - postage/ink/paper	£	34.78
TOTAL OUT		£	1700.78 AS TABLE BELOW

THOMPSON PARISH COUNCIL ACCOUNTS				INCOME						
				YEAR ENDED 31 March 2024						
Date	From	Description		PRECEPT	SAVERAC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
07/04/2022	Breckland Council	Precept 1 of 2	DR	3,600.00						3,600.00
21/04/2023	Thompson Hall	Repay TTSR grass cutting	CHQ						386.84	386.84
										0.00
				3,600.00	0.00	0.00	0.00	0.00	386.84	3,986.84

THOMPSON PARISH COUNCIL ACCOUNTS 2023 - 2024				EXPENDITURE																	
				YEAR ENDED 31 March 2024																	
Date	From	Description	Cr/D	CLERK WAGE	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSE	TRAINING	HALL HIRE	INSURANCE	SAVERAC	AUDIT	DONATION	SUBS	GRASS CUTTING	WBS	MISC	CAPITAL	VAT	TOTAL	
01/05/2023	TTSR Limited	Grass cutting 1 of 2 (50%)	799													593.25					711.90
16/05/2023	Info Commissioner	Annual Data Protection Fee	800											40.00							40.00
16/05/2023	Sally Foreman - Plant	Internal Audit 'Plant Hamper'	801										30.00								30.00
01/05/2023	NALC	Annual Subscription - renew	802											145.17							145.17
16/05/2023	Kim Austin Clerk	Clerk's wages M12, M1 M2 202	803	738.93																	738.93
16/05/2023	Kim Austin Clerk	Reimb. Post/ink/paper	804		20.43					14.35											34.78
				738.93	20.43	0.00	0.00	0.00	0.00	14.35	0.00	30.00	0.00	185.17	593.25	0.00	0.00	0.00	0.00	118.65	1,700.78

13.2.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2023/2024			
AT 16/05/2023			
	Budget 2023/2024	Forecast 2023/2024	Actual to date 2023/2024
INCOME			
Precept	7,200.00	7,200.00	3,600.00
Recycling	190.00	190.00	0.00
Interest (Barclays Saver)	0.20	0.20	0.00
Grant	0.00	0.00	0.00
VAT	400.00	400.00	0.00
Other	0.00	0.00	386.84
Total	7,790.20	7,790.20	3,986.84
EXPENDITURE			
Staff Costs including PAYE	2,955.72	2,955.72	738.93
Payroll services	108.00	108.00	0.00
Internal audit fee	30.00	30.00	30.00
Postage	25.00	25.00	20.43
Insurance	241.00	241.00	0.00
Grass cutting	1,387.35	1,387.35	593.25
Training	120.00	120.00	0.00
Printer/consumables	35.00	35.00	14.35
Website	165.00	165.00	0.00
Capital	70.00	70.00	0.00
Defibrillator (Batts/Pads)	200.00	200.00	0.00
Miscellaneous/Contingency	200.00	200.00	0.00
Donation - St. Martin's Church	500.00	500.00	0.00
Donation - Wayland Partnership	300.00	300.00	0.00
Donation - Thompson Community	300.00	300.00	0.00
Donation - Thompson Millenium G	500.00	500.00	0.00
Subs - Norfolk ALC	145.17	145.17	145.17
Subs - Info Comm Registration	40.00	40.00	40.00
VAT	300.00	300.00	118.65
Total	7,622.24	7,622.24	1,700.78
PRECEPT £7200 2023/2024	Budget 2023/2024	Forecast 2023/2024	Actual to date 2023/2024

Signed

Date

13.2.6 Insurance renewal

The current insurer, Business services at CAS have now quoted £349.92 to renew (£208.94 last year), so £150 increase on last year's premium. Zurich have quoted £241. Very easy to obtain a quote from Zurich and competitive. A well-known insurance company. Might be better to go direct to Zurich, rather than CAS who have a new broker again for the second year running. Regards eligibility, Zurich specify that you must not have had more than three claims or any one claim exceeding £5,000 in the last three years. The Clerk was happy to obtain another quote but the councillors all agreed to renew with Zurich on the basis of 2 quotes. The Clerk would prepare a cheque to be signed after the meeting.

13.2.7 Donations to organisations

SUMMARY	Financial Year:	2019/2020	2020/2021	2021/2022	2022/2023
Thompson Community Hall (Jan)	Hall hire and storage	£300.00	£300.00	£300.00	£300.00
Wayland Partnership (Sept)	Waylander costs	£300.00	£300.00	£300.00	£300.00
St. Martin's Church (Sept) (NEED INVOICES)	Upkeep of the churchyard	£500.00	£500.00	£500.00	£500.00
Thompson Millennium Green Charitable Trust (Sept)	Extra £300 for grass cutting	£0.00	£500.00	£500.00	£500.00
? Thompson WI ? (AW)					
	DONATIONS AGREED	£1,100.00	£1,600.00	£1,600.00	£1,600.00
	DONATIONS PAID	£1,100.00	£1,600.00	£1,100.00	£0.00
		November 2019	November 2020	November 2021	November 2022
					TO May 2023
					LATE

The Council agreed donations would remain the same as the previous year as in the above table. The Clerk would prepare cheques for signing after the meeting, apart from the donation to St. Martin's Church which would be paid on invoice as agreed. These donations are late payments for the year (2022/2023).

The Clerk had received a suggestion from Angus Welch who noted the excellent work and contribution made by the Thomson WI to community events. As a council we support other parish community organisations with annual grants and Angus believed that the Thompson WI is also well deserving of a Parish Council grant. There was some discussion about donating to an all-female group but it was agreed the group's contribution to community events was for the whole community and was all inclusive with no discrimination. Cllr. Wagner proposed to grant £150 to the WI. This proposal was seconded by Cllr. Gregory. Not all councillors agreed so it was decided to find out, what the WI would use the money for, if granted.

13.2.8 Bank account signatories

With the resignation of Kate Winslow, Thompson PC now only has two current signatories, Cllr. Jean Kaye and Cllr. Duncan Gregory. It was agreed there should be three. Cllr. Ron Powrie agreed to be the new third signatory. The Clerk would arrange for signatories to be updated. Remove Kate Winslow and Ian Robertson (if still a signatory) and add Ron Powrie.

14. To consider planning applications

14.1 Planning outcomes since last meeting

TRE/2022/0165/TPO WINSLOW 21 Pockthorpe Lane IP24 1PN. TPO Work. Ash A1 Remove dead wood only, thin small amount of epicormic on main stems. CONSENT

14.2 Applications pending outcome

3PL/2022/0098/F GORAM Dersingham House and Stornoway Marlpit Road IP24 1PR, Chalet bungalow and waste treatment plant to the rear of Dersingham House and Stornoway (050)

3PL/2022/1427/TDC WESTMERE HOMES (WAS BLUE OAK) Land to the east of Marlpit Road and South of Mill Road, Technical details consent for the erection of 4no. dwellings with associated access, foul and surface water drainage, parking and landscaping following Permission in Principle approval - 3PL/2020/1215/PIP (058) and revision (059) and additional info: revised flood risk (062)

3PL/2023/0177/D AINGE Land Adjacent to Farriers Tottington Road IP24 1PX. Approval of Reserved matters following Outline approval 3PL/2022/0016/O (060)

Signed

Date

3PN/2023/0008/UC RAKER Redbrick Barns Marlpit Road IP24 1PR/ Prior approval for proposed change of use of agricultural building to 4no. dwellinghouses (Use Class C3) and for building operations reasonably necessary for the conversion The Town and Country Planning General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q. (061)

14.3 New applications since last meeting (15 March 2022)

3PL/2023/0366/F (3PL/2022/1167/F Withdrawn) **PARROTT** Land off Hallfield Road IP24 1PT, Retrospective application for the retention of one timber cabin (to be used as a holiday let) (063). Known as Acorn Meadow. Another application, but no difference. The Parish Council OBJECT to this application and will submit the same comments as before.

If the application is refused then the hut will need to be removed. If permission is granted retrospectively, then The Handy Guide prepared by the CMC (Caravan and Motorhome Club) states that any other commercial activities (i.e. the hut) on the proposed caravan site should be completely separate, as the caravan site needs to be a stand-alone site. Has not been fenced. It was thought it would be difficult for the owners to achieve this. If both elements become an intended planning outcome, then the Parish Council should insist that the CMC statement must be fulfilled.

3PL/2023/0406/HOU DAWSON 25 Pockthorpe Lane IP24 1PN, Proposed Single Storey Front & Rear Extensions (064). This application was discussed and the Parish Councillors agreed they had NO OBJECTION.

3PL/2023/0445/F DOWN Leggates Barn Church Road IP24 1QB, Change of use of agricultural land to domestic curtilage (065). This application was discussed and the Parish Councillors agreed they had NO OBJECTION.

And to include any new applications received after agenda finalised.

15. To discuss any correspondence.

The Cllr. Kaye had received an email relaying residents' concerns about the existence of Japanese Knotweed on the verge at the junction of Pockthorpe Lane and Marlpit Lane. Cllr. Kaye had briefly researched the situation and although it is invasive it is not one of the weeds which have to be reported. The government website and the RHS website both have good information about the legal position and have information about eradication (which does have legal requirements).

As far as who is responsible for its containment is concerned, it is the owner of the property who has a responsibility for ensuring that it doesn't spread to neighbouring properties, but it is not unlawful to have the plant.

Cllr. Kaye will contact Highways to ask whether that area of verge is their responsibility, but in general the landowner is responsible for the verge and for the land under the road surface, up to the middle of the road. And report back.

16. AOB - To receive items for the next agenda.

There were no items received.

17. Date of next Meeting

Tuesday 18 July 2023 starting at 7.30pm in Thompson Community Hall.

The meeting closed at 21:21

Signed

Date