

Thompson Parish Council (TPC)  
Minutes of the Annual Parish Council Meeting (AGM)  
held in Thompson Community Hall on Tuesday 21 May 2024

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

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

The meeting opened at 20:07

The signing of Declarations of Acceptance of Office must take place before the agenda proper starts for all councillors.

The meeting was chaired by the outgoing Chairperson.

**1. To elect Chairperson 2024 - 2025**

Jean Kaye agreed to stand again as Chair. There were no other candidates. Cllr. Powrie proposed and Cllr. Wagner 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 2024 - 2025**

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),**

Councillors only need to complete a DPI form within 28 days of this meeting if any of their details/interests have changed. DPIs can now be completed online.

**4. To consider accepting apologies for absence**

Apologies were received from Cllr. Cowen who was currently unable to drive, Cllr. Fabian Eagle, Cllr. Barry Mallindine who was away on work commitments.

**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 19 March 2024**

The minutes had been circulated prior to the meeting. Cllr. Powrie proposed approval of the minutes and Cllr. Wagner 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 19 March 2024) 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 20:12.

**Upkeep of Hall Lane.** It was asked if there was any progress with the maintenance of the road to the retreat that was being used commercially and by farm vehicles. The Clerk had written a letter back in

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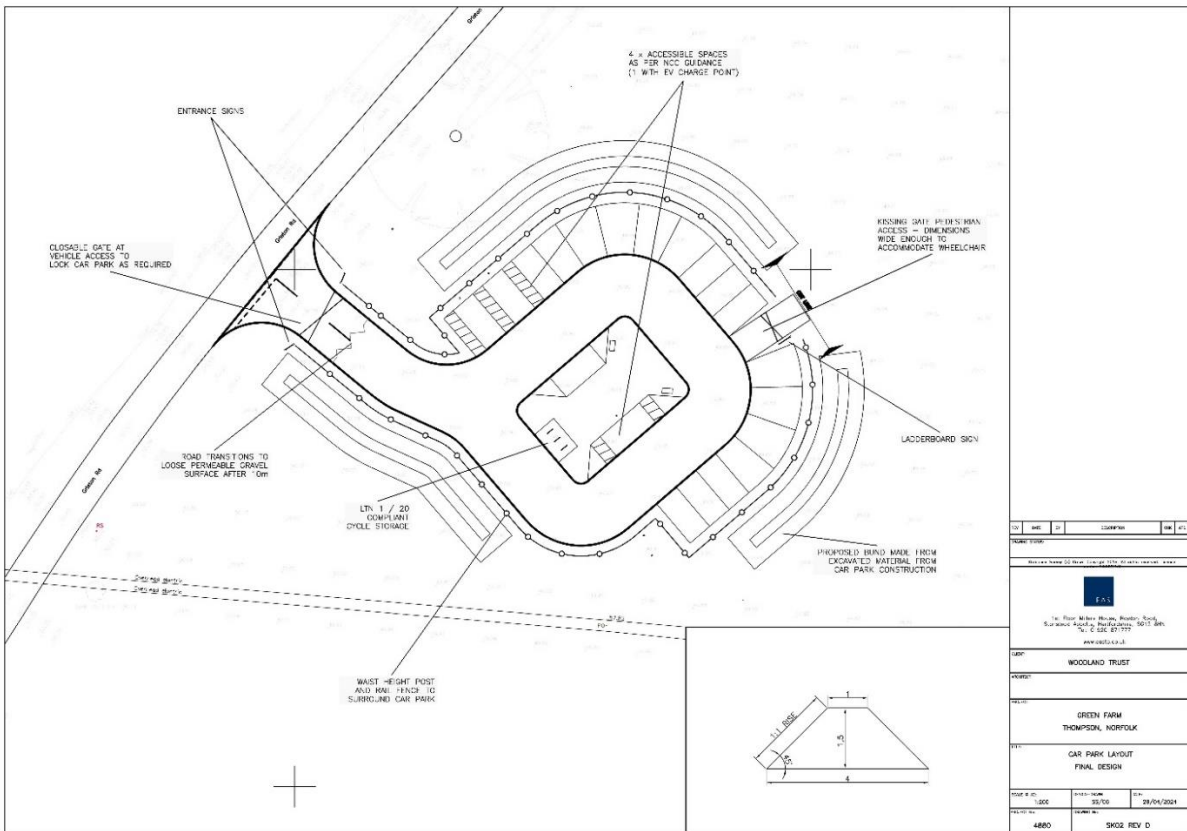
March and the reply had said plans had been made for the material to be delivered to site but with the weather being so wet this will not be attempted until all areas had dried out and the forecast ahead has a long period of clement weather. The Clerk was asked to write again but the weather is still wet. **Footpath inquiry.** The Parish Council was asked if it had any further information. A resident asked about deadlines, witnesses and more evidence. Add as an agenda item for July.

**9. To Co-opt a Parish Councillor**

Karen Keen's application had been circulated to all councillors prior to the meeting. All councillors agreed unanimously to co-opt Karen. A Declaration of Acceptance of Office was signed by Karen and witnessed and signed by the Clerk. The Clerk would keep this on file. Karen would need to complete a DPI form (Declaration of Pecuniary Interest) within 28 days. This form can now be completed online, or a paper form can be completed and scanned to Breckland Council. The Clerk would inform Breckland Council of Thompson's new councillor appointment.

**10. An introduction by Tom Bolderstone of the Woodland Trust**

Tom was welcomed to the meeting to give a brief update, with pictures and maps, on Green Farm and proposed car park. Not much has changed since the public consultation which was carried out to collect and feed information into the final design. Necessary to get the design right. A woodland coming into Thompson has been submitted to the Forestry Commission. Change of land use from Agricultural to Woodland. Hoping to plant first three sections (top) this winter. Have met with the 'Reclaim the Rain' project with a view to putting something in to take the water away from the roads near the church. Would need to discuss maintenance of this. Norfolk Wildlife Trust are looking at Amphibian restoration. 6 possible sites on the Pingo trail, with gauges to measure suitability. Ponds and depressions have all been mapped. Waiting for funding for hedging on Church Road and other areas. Car Park on site is for consultation. There would of course be an increase in number of cars. Approx. 20 spaces are planned to include 2 disabled parking bays. It was commented, this is a lot of parking with more parking than Wayland Wood for less woodland. Gives flexibility and capacity for the future. Have opted to site the carpark on the Griston Road, half way up, near the pub, opposite the field with the shire horses in, and beyond the power lines.



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Any soil removed will be used to create low banks, which long-term will be planted. There will be a closable/lockable gate to be manned by volunteers from the community. Height barrier to prevent tall vehicles entering. There would be EV charging points and cycle racks. Dog Poo bins and litter bins - locations not yet decided. Probably will not have lighting. Good to keep as dark as possible. Application has not gone to Planning yet but will hopefully go in next few months. No funding for car park yet but need to do the design, to work out the cost, in order to obtain funding. Fields are currently cropped - would be the last season of farming. Some sheep on the wetland areas and possibly some cattle.

**11. To discuss Breckland Council's Boundary Review (JK)**

Appears there would be two extra areas and an increase in councillors.

**12. To update on the Preferred Options phase of Breckland's Local Plan (JK)**

This is the next round of public consultations. Face to face workshops to be held at Attleborough, Watton and Dereham and some other virtual meetings. Cllrs. Kaye and Powrie are registered to attend. Hope to distribute fliers in with the Waylander magazine and advertise on Thompson Community Facebook page (RP). GW to advertise on Parish website.

**13. To discuss surface water management in Thompson & Reclaim the Rain project (JK) No update.**

**14. To report on financial matters**

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**14.1 Approval of accounts 2023/2024 (AGAR Form 2, PKF Littlejohn, External auditors.)**

**14.1.1 Certificate of Exemption - 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.

**14.1.2 Internal auditor's report (p4) 2023-2024**

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 2024/2025.

**14.1.3 To approve Annual Governance Statement 2023/2024 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.

**14.1.4 To approve Accounting Statements 2023/2024 AGAR Form 2. (p6)**

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

**14.2 To report on financial matters**

**14.2.1 Financial position**

**Bank account balances at Tuesday 21 May 2024**

Barclays Community Account	£	9766.85
Barclays Business Premium Account	£	4467.83
<b>TOTAL as per bank</b>	<b>£</b>	<b>14234.68</b>

**Summary (Including monies allocated)**

Allocated to Sports Equipment maintenance (TMG)	£	1746.00	TSFD TO SAVINGS AC
Allocated to Notice Board	£	1084.30	TSFD TO SAVINGS AC
Thompson Parish Council	£	11404.38	
<b>TOTAL as per bank</b>	<b>£</b>	<b>14234.68</b>	

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**14.2.2 Money in since last meeting (19 March 2024)**

26/3/2024	WI - Returned donation money from £150	£	112.50
8/4/2024	Breckland Council - Precept - 1 of 2 payments	£	3850.00
26/4/2024	Breckland Council - Recycling payment	£	95.12
	<b>TOTAL IN</b>	<b>£</b>	<b>4057.62</b>

**14.2.3 Bank Reconciliation**

<b>Opening balance</b> at bank, Current (Last meeting, 19 March 2024)	£	9450.80
<b>Opening balance</b> at bank, Savings (Last meeting, 19 March 2024)	£	1637.53 (Total £11088.33)
PLUS Money in since last meeting (as above)	£	4057.62
MINUS Money out since last meeting (Total cheques 19 March 2024)	£	911.27
<b>Closing balances</b> at bank (This meeting, 21 May 2024, as above)	<b>£</b>	<b>14234.68</b>

**14.2.4 Cheques out (to sign)**

CHQ 825	Zurich Municipal - Annual Insurance	£	264.00
CHQ 826	NPTS - New councillor training day 22/5/24 KK	£	65.00
CHQ 827	NALC - Annual subscription	£	153.14
CHQ 828	TTSR Ltd 1 of 4 payments - grass cutting MG/Tott	£	441.23
CHQ 829	Clerk's Wages - Apr 24 M1, May 24 M2 (x2)	£	527.28
CHQ 830	Clerk - Reimburse - black ink cartridge	£	11.00
CHQ 831	ICO - GDPR Data Protection Annual Fee	£	40.00
CHQ 832	Clerk - Reimb. - M Corrie plant hamper - Int audit	£	30.00
	<b>TOTAL OUT</b>	<b>£</b>	<b>1531.65</b>

THOMPSON PARISH COUNCIL ACCOUNTS				INCOME						
				YEAR ENDED 31 March 2025						
Date	From	Description		PRECEPT	SAVER AC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
08/04/2024	Breckland Council	Precept 1 of 2	DR	3,850.00						3,850.00
26/04/2024	Breckland Council	Glass recycling payment	DR			95.12				95.12
				3,850.00	0.00	95.12	0.00	0.00	0.00	3,945.12
									CHECK	3,945.12

**£3945.12**

THOMPSON PARISH COUNCIL ACCOUNTS - 2025													EXPENDITURE								
													YEAR ENDED 31 March 2025								
Date	v To	Description	CHQ	CLERK WAGES	POSTAGE	RYROL SERVICES	COUNCIL DRPGS	TRAINING	HALL FIRE	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING	VEH CUTTING	DEFB	MISC	CARTAL	VAT	TOTAL	
21/05/2024	Zurich Municipal Insur	Annual Insurance	825							264.00											264.00
07/05/2024	NPTS	New Councillor Training	826					65.00													65.00
06/04/2024	NALC	Annual Subscription	827										153.14								153.14
01/05/2023	TTSR Ltd	Grass cutting 1 of 4 (25%)	828											367.69						73.54	441.23
21/05/2023	Kim Austrn Clerk	Clerk's wages M1,M2 2024	829	527.64																	527.64
21/05/2024	Kim Austrn Clerk	Reimb. ink cartridge	830						11.00												11.00
21/05/2023	Info Commissioner	Annual Data Protection Fee	831										40.00								40.00
21/05/2024	Sally Foreman etc -	Internal Audit Plant Hamper	832								30.00										30.00
				527.64	0.00	0.00	0.00	65.00	0.00	11.00	264.00	30.00	0.00	193.14	367.69	0.00	0.00	0.00	0.00	73.54	1,532.01
																				CHECK	1,532.01

**£1532.01**

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## 14.2.5 Budget Vs Actuals

<b>Thompson Parish Council Budget Vs Actual</b>			
<b>AT 21/05/2024</b>			<b>2024 - 2025</b>
	<b>Budget</b>	<b>Forecast</b>	<b>Actual to date</b>
	<b>2024/2025</b>	<b>2024/2025</b>	<b>2024/2025</b>
<b>INCOME</b>			
Precept	7,700.00	7,700.00	3,850.00
Recycling	150.00	150.00	95.12
Interest (Barclays Saver)	10.00	10.00	0.00
VAT	350.00	350.00	0.00
Other	0.00	0.00	0.00
<b>Total</b>	<b>8,210.00</b>	<b>8,210.00</b>	<b>3,945.12</b>
<b>EXPENDITURE</b>			
Staff Costs including PAYE	3,163.38	3,163.68	527.64
Payroll services	96.00	96.00	0.00
Internal audit fee	30.00	30.00	30.00
Postage	25.00	25.00	0.00
Insurance	264.00	264.00	264.00
Grass cutting	1,470.76	1,470.76	367.69
Training	120.00	120.00	65.00
Printer/consumables	35.00	35.00	11.00
Website	165.00	165.00	0.00
Capital	100.00	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	153.14	153.14	153.14
Subs - Info Comm Registration	40.00	40.00	40.00
VAT	300.00	300.00	73.54
<b>Total</b>	<b>7,962.28</b>	<b>7,932.58</b>	<b>1,532.01</b>
<b>PRECEPT £7700</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual to date</b>
<b>2024/2024</b>	<b>2024/2025</b>	<b>2024/2025</b>	<b>2024/2025</b>

## 14.2.6 Insurance renewal

Insurance with Zurich would have stayed at £241 for the coming year, but increasing the precept to £7700 means we have moved into the next band between £7,500 - £10,000. The policy renewal price has therefore increased to £264.00. Renewed as above - see Cheque 825.

## 14.2.7 Donations to Organisations

A summary of donations made in previous years had been emailed to all councillors, prior to the meeting. The amounts were discussed and it was decided that donations to all organisations (except the church) would increase by £50 (So, £150 increase in total for the year - £1750). Note: Donation to St. Martin's Church paid on invoice only. Clerk would prepare cheques for the July meeting.

<b>DONATIONS SUMMARY 2024-2025</b>					
<b>SUMMARY</b>	<b>Financial Year:</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>Treasurer</b>
			May 2023	May 2024	
Thompson Community Hall (Jan)	Hall hire and storage	£300.00	£300.00	£350.00	JEAN KAYE
Wayland Partnership (Sept)	Waylander costs	£300.00	£300.00	£350.00	TRUSTEES
St. Martin's Church (Sept) <b>(NEED INVOICES)</b>	Upkeep of the churchyard	<b>£500.00</b>	<b>£500.00</b>	<b>£500.00</b>	KATHARINE
Thompson Millennium Green CT (Sept)	Extra £300 for grass cutting	£500.00	£500.00	£550.00	JEAN KAYE
	<b>DONATIONS AGREED</b>	<b>£1,600.00</b>	<b>£1,600.00</b>	<b>£1,750.00</b>	
	<b>DONATIONS PAID</b>	<b>£1,100.00</b>	<b>£1,100.00</b>		
				<b>CHQS FOR</b>	
				<b>JULY MEETING</b>	

Signed .....

Date .....

**Clerk's and finance notes.**

**Barclays Mandate change - signatories**

The clerk had received a text message from Barclays to say a letter confirming the requested mandate changes had been done should be received, but not received. The Clerk suggested her cheques for reimbursement for plant hamper and ink be signed by Cllrs. Powrie and Wagner to make sure they had been added as signatories. Post meeting note: Cheques were authorised for payment OK. Clerk to remove Kate Winslow and Ian Robertson as signatories, if they are still listed, now that new signatories appear to have been added.

**Money transferred to Savings A/C.**

£2830.30 (Sports Equipment £1746.00 and Notice Board £1084.30) have been transferred from Barclays Current A/C to Barclays Saver A/C. now that savings account interest rate has recovered slightly.

**15. To consider planning applications**

**15.1 Planning outcomes since last meeting**

There were no planning outcomes since the last meeting.

**15.2 Applications pending outcome**

There are no planning applications pending outcome.

**15.3 New applications since last meeting (19 March 2024)**

**3AG/2024/0006/AG Croxton** Park Field opposite entrance to Woodside Farm, Erection of general purpose agricultural building (075).

The scale of the proposed building is large (10 metres to the ridge with 6 metre high doors). Twice the size of the barn on Marlpit Road. Modern construction and within the Parish boundary. Applied for as a grain store or equipment store. Fair distance from residential. Concerns; While sizeable, at 400 square meters it is within the 1000 square meter criteria allowed for Permitted Development and being green in colour will hopefully not become an eyesore. Assume there will be some form of hard standing laid in front of the access doors. Appropriate Farm Traffic signage should be put in place and removal of mud etc. from the highway should be enforced, with care taken to avoid heavy vehicle usage during periods of the School Run and the like. Drawings show guttering and downpipes which it is assumed will drain into appropriate tail pipes/soakaway. No detail of utility supplies and trust that any installation of these would not be to the detriment of supply to the rest of the village.

The clerk will submit Thompson's concerns on Breckland Planning website.

Post meeting note: Application refused. See resubmission: 3PL/2024/0012/AG.

And to include any new applications received after agenda finalised.

**16. To discuss any correspondence.**

**17. AOB - To receive items for the next agenda.**

**Salt Bin survey.** Clerk to add Thompson's 4 to the list. Should already be on as they are automatically refilled.

**Contingency planning.** A recent situation where a Clerk of several parishes was taken ill has prompted councils to consider contingency planning should this happen to them. Michael Corrie, internal auditor, has offered his expertise in this matter, if required. Agenda item for next meeting.

**18. Date of next Meeting**

Tuesday 16 July 2024 starting at 7.30pm in Thompson Community Hall.

**The meeting closed at 21:02**

Signed .....

Date .....