

Thompson Parish Council (TPC)
Minutes of the Annual Parish Council Meeting (AGM)
held in Thompson Community Hall on Tuesday 17 May 2022

Present:	Jean Kaye	Chair
	John Newnham	
	Ian Robertson	
	Jean Wagner	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Phil Cowen	District Councillor

Also present: There were no members of the public present.

The meeting opened at 19:40. The Clerk took the chair.

1. To elect Chairperson 2022 - 2023

Jean Kaye agreed to stand again as Chair. Cllr. Winslow proposed and Cllr. Robertson seconded the proposal. The vote was unanimous and Jean Kaye was duly elected as chair for another year. The Declaration of Acceptance of Office was signed by Cllr. Kaye and witnessed and signed by the Clerk. Cllr. Kaye took the Chair. The current Declaration of Pecuniary Interest (DPI) for Cllr. Kaye remained unchanged.

2. To elect Vice Chairperson 2022 - 2023

Duncan Gregory although not present at the meeting had agreed to stand again as Vice Chair. Cllr. Welch proposed and Cllr. Newnham seconded the proposal. The vote was unanimous and Duncan Gregory was duly elected as vice-chair. The Declaration of Acceptance of Office would be signed by Cllr. Gregory after the meeting and witnessed and signed by Cllr. Wagner. The current Declaration of Pecuniary Interest (DPI) for Cllr. Gregory remained unchanged.

3. To consider accepting apologies for absence

RESOLVED to accept apologies from Duncan Gregory who had family commitments.

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

There were no declarations of interest.

5. To approve the minutes of the last Parish Council meeting on Tuesday 15 March 2022

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

6. To discuss any matters arising from the minutes (Tuesday 15 March 2022) not on the agenda.

It was noted that Katharine Wolstenholme had not yet responded to Parish Council correspondence regards a donation to the church and a request for invoices.

7. To adjourn the meeting for public participation

The meeting was adjourned. There were no members of the public present and the meeting resumed at 19:52.

8. Breckland Council Local Plan - Call for sites consultation

An email from Breckland explained they were updating their Local Plan and were required to allocate sites to meet the housing, employment and other needs of the district and consider sites for specific

Signed

Date

protection from development. They were therefore undertaking a 'call for sites', an opportunity for Parish Councils, individuals, landowners and developers to suggest sites within the District for **development or protection** over the next 20-30 years. All sites received through the call for sites consultation would be made publicly available. Deadline for suggestions is 20 May 2022.

Sites for Development (Including residential, industrial or commercial).

Local Green Spaces (Areas of land of particular importance to a local community).

The emails from Breckland had been circulated to all councillors prior to the meeting.

Millennium Green is already a protected space as defined when set up. Land at back is already protected by Woodland Trust.

Neighbourhood planning (NP) was mentioned. The Clerk confirmed that the contract for the NP consultant at Breckland had not been renewed and they would not be replaced. Thompson did not have enough people or money to do a Neighbourhood Plan.

It was agreed the 'Call for Sites' consultation was not worth doing

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

Culvert in Church Road found to be defective. Road closure in Thompson was mentioned.

Cllr. Kaye has met with Highways and Norfolk Wildlife Trust. Landowners should be encouraged to keep ditches clear. Need dialogue with waterways body. Wissey runs through Thompson.

10. Review of governance documents

10.1 To review Code of Conduct

10.2 To review Standing Orders

10.3 To review Financial Regulations

10.4 To review Risk Assessment

The documents had all been circulated prior to the meeting for councillors to review. No amendments were suggested. It was proposed to accept them without amendment. The Clerk would check if there were any legal changes required. The Clerk would update the review date for each document.

11. Finances

11.1 Approval of accounts 2021/2022 (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.

11.1.1 Certificate of Exemption (p3) - Exemption from limited assurance review

The Clerk explained that because gross income and gross expenditure are less than £25,000, Thompson PC 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.

11.1.2 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 recommended however, that because the TTSR contract for grass cutting had earned over £1,300 in 2021, three estimates for the service should have been sourced before approving renewal. He appreciates that it is unlikely that alternatives would have realized a significant saving, if any. The recommendation was noted for when the contract next needs renewing. 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 2022/2023.

Signed

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11.1.3 To approve Annual Governance Statement 2021/2022 AGAR Form 2. Section 1 (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.

11.1.4 To approve Accounting Statements 2021/2022 AGAR Form 2. Section 2. (p6)

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

11.2 Finances

11.2.1 Financial position

The bank account balances at Tuesday 17 May 2022

Barclays Community Account	£	10293.54
Barclays Business Premium Account	£	1614.53
TOTAL as per bank	£	11908.07

Summary (Including monies allocated)

Allocated to Sports Equipment	£	1746.00 *
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	9077.77
TOTAL as per bank	£	11908.07

* £1746 remaining from grant for sports equipment. Check if there are any restrictions on what the money can be used for (check minutes/Mike Corrie). Children's' play area is a bit old and tired and the money could be used to renovate, with new equipment and posts.

11.2.2 Money in since last meeting (15 March 2022)

4/4/2022	Donation - Gregory Family - Defibrillator Maintenance	£	300.00
8/4/2022	Breckland Council - Precept 1 of 2 payments (£6600)	£	3300.00
28/4/2022	HMRC - Vat claim	£	415.87
	TOTAL IN	£	4015.87

11.2.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 15 March 2022)	£	6617.69
Opening balance at bank, Savings (Last meeting, 15 March 2022)	£	1614.53 (Total £8232.22)
PLUS Money in since last meeting (as above)	£	4015.87
MINUS Money out since last meeting (Total cheques 15 March 2022)	£	340.02
Closing balances at bank (This meeting, 17 May 2022, as above)	£	11908.07

11.2.4 Cheques out (to sign)

CHQ 775	Instaprint - Flood leaflet - Reimb. Geoff Winslow	£	84.36
CHQ 776	Clerks Wages - March 2022 M12 Inc. back pay.	£	333.99
CHQ 777	Clerks Wages - April 2022 M1	£	228.93
CHQ 778	Information Commissioner - Annual subscription	£	40.00
CHQ 779	TTSR Ltd. 1 of 2 payments (1 st year. LTA 22-24)	£	832.42
CHQ 780	Plant hamper for M Corrie int. audit - Reimb. Clerk	£	30.00
CHQ 781	Clerks Wages - May 2022 M2	£	228.93
	TOTAL OUT	£	1778.63

THOMPSON PARISH COUNCIL ACCOUNTS				RECON					INCOME	
YEAR ENDED 31 March 2023										
Date	From	Description		PRECEPT	SAVER AC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
07/04/2022	Breckland Council	Precept 1 of 2	DIR	3,300.00						3,300.00
26/04/2021	HMRC	Vat annual refund	DIR					415.87		415.87
				3,300.00	0.00	0.00	0.00	415.87	0.00	3,715.87

Signed

Date

THOMPSON PARISH COUNCIL ACCOUNTS 2022 - 2023													EXPENDITURE							
													YEAR ENDED 31 March 2023							
Date	r v To c	Description	CHQ	CLERKS WAGES	POSTA GE	PAYROLL SERVICES	COUNCIL EXPENS ES	TRAINING	HALLHRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING Etc.	WEB SITE	MISC	CAPITAL	VAT	TOTAL
17/05/2022		Instaprint		775													84.36			84.36
17/05/2022	Kim Austin	Clerk's wages M12-Mar22 ind	776	333.99																333.99
17/05/2022	Kim Austin	Clerk's wages M1 - April 22	777	228.93																228.93
17/05/2022	Info Commissioner	Annual Data Protection Fee	778											40.00						40.00
29/04/2022	TTSR Limited	Grass cutting 1 of 2 (50%)	779												693.68				138.74	832.42
17/05/2022	Sally Foreman - Plan	Internal Audit 'Plant Hamper'	780								30.00									30.00
17/05/2022	Kim Austin	Clerk's wages May 22 - M2	781	228.93																228.93
				791.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	40.00	693.68	0.00	84.36	0.00	138.74	1,778.63
																			CHECK	1,778.63

11.2.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2022/2023

AT 17/05/2022			
	Budget 2022/2023	Forecast 2022/2023	Actual to date 2022/2023
INCOME			
Precept	6,600.00	6,600.00	3,300.00
Recycling	120.00	120.00	0.00
Interest (Barclays Saver)	0.20	0.20	0.00
Grant	0.00	0.00	0.00
VAT	400.00	400.00	415.87
Other	0.00	0.00	0.00
Total	7,120.20	7,120.20	3,715.87
EXPENDITURE			
Staff Costs including PAYE	2,852.22	2,852.22	791.85
Payroll services	72.00	72.00	0.00
Internal audit fee	30.00	30.00	30.00
Postage	15.00	15.00	0.00
Insurance	250.00	250.00	0.00
Grass cutting	1,387.35	1,387.35	693.68
Training	100.00	100.00	0.00
Printer/consumables	50.00	50.00	0.00
Website	70.00	70.00	0.00
Capital	70.00	70.00	0.00
Defibrillator	0.00	0.00	0.00
Miscellaneous/Contingency	200.00	200.00	84.36
Donation - St. Martin's Church	500.00	500.00	0.00
Donation - Wayland Partnership	300.00	300.00	0.00
Donation - Thompson Community H	300.00	300.00	0.00
Donation - Thompson Millenium Gre	500.00	500.00	0.00
Subs - Norfolk ALC	117.45	117.45	0.00
Subs - Community Action Norfolk	50.00	50.00	0.00
Subs - Info Comm Registration	40.00	40.00	40.00
VAT	300.00	300.00	138.74
Total	7,204.02	7,204.02	1,778.63
PRECEPT £6600	Budget	Forecast	Actual to date
2022/2023	2022/2023	2022/2023	2022/2023

11.2.6 Insurance renewal

The Clerk had received an email from Business Services at CAS Ltd (current insurers) saying they have some significant changes to their insurance scheme. They say insurance markets are going through challenging and uncertain times, due to Covid, Brexit, low interest rates and climate change, meaning potentially higher premiums. Their scheme provider has pulled out of the Council market and advised they are unwilling to provide cover after your renewal date, even if a long-term arrangement (LTA) is in place. They have secured a new provider called 'Ansva'. They say their previous insurance package had little flexibility and the new product will allow the Council flexibility and choices, so they aren't paying for cover that isn't needed. They have provided a new form to be completed. The Clerk had tried to speak to one of their agents to confirm we really want what we had before and to get a rough estimate in time for this meeting, but no agents were available. The Clerk thought we can expect an increase in our premium. Expiry date 31 May 2022.

Signed

Date

12. To consider planning applications

12.1 Planning outcomes since last meeting

3PL/2021/1621/HOU MALLINDINE (Amendments) Pitlochry, Church Lane/side extn. Access, triple garage (051) **APPROVED**

12.2 Applications pending outcome

3PL/2022/0016/O SYER/Allard Land adjacent to Farriers/Proposed new dwelling (049)

3PL/2022/0098/F GORAM/Dersingham House/Stornaway/Chalet bungalow/Waste plant (050)

12.3 New applications since last meeting (15 March 2022)

There were no new applications.

13. To discuss any correspondence.

The Clerk had received an email from Michael Corrie asking about the whereabouts of a plaque received in 2014, when the Millennium Green was recognized by the Fields in Trust organization to mark the Queen's Diamond Jubilee. Michael left the plaque with John Scott when he moved in 2016. Michael was asking if it had ever been displayed as was intended. John would be contacted.

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

There were no items received.

15. Date of next Meeting

Tuesday 19 July 2022 starting at 7.30pm in Thompson Community Hall.

The meeting closed at 20.35

Signed

Date