

Thompson Parish Council (TPC)  
Minutes of the Parish Council Meeting  
held in Thompson Community Hall on Tuesday 20 September 2022

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	John Newnham	
	Ian Robertson	
	Jean Wagner	
	Angus Welch	
	Kim Austin	Clerk

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

The meeting opened at 19:30.

A minute silence was observed in respect of the passing of queen Elizabeth II.

Cllr. Kaye said, since our last meeting at the beginning of August, Her Majesty Queen Elizabeth has sadly passed away and Charles, Prince of Wales has succeeded her as King Charles III. The Parish Council offers its sincere condolences on behalf of the parishioners of Thompson to King Charles III and the Royal Family. The Parish joined with the rest of the United Kingdom and the Commonwealth and others around the world in mourning her death. We wish King Charles a long and successful reign.

- 1. To consider accepting apologies for absence**  
Apologies were received from Cllr. Winslow who was on holiday. Apologies were accepted.
- 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 9 August 2022**  
The minutes had been circulated prior to the meeting. Cllr. Welch proposed approval of the minutes and Cllr. Wagner seconded the proposal. On a vote, this was carried unanimously and the minutes were signed by the Chair, Cllr. Jean Kaye.
- 4. To discuss any matters arising from the minutes (Tuesday 9 August 2022) not on the agenda.**  
There were no matters arising.
- 5. To adjourn the meeting for public participation, an opportunity for members of the public to raise any queries and concerns**  
There were no members of the public present to participate.
- 6. To discuss surface water management in Thompson and Reclaim the Rain project (JK)**  
Cllrs. Kaye and Welch, the Reclaim the Rain Project Manager and a member of the NCC environmental team met for a tour of the village. A workshop to kickstart the project would be held to include people wanting to support the project, farmers, landowners, wildlife trusts and residents. The next stage will involve a questionnaire of 5 or 6 questions to determine people's awareness and experience of flooding issues/drought issues. To be delivered 24<sup>th</sup>/25<sup>th</sup> September, to be collected the following week when the Waylander magazine is delivered. QR code can be used to access the questionnaire online. Six areas in Norfolk and Suffolk will get the same survey. One of the Defra conditions of funding is that a survey is carried out at the beginning and at the end of the project for comparison.

Signed .....

Date .....

Two parish meetings are scheduled for Tuesday morning 18 October (same time as the coffee morning) and Wednesday evening 19 October. More in depth work will start by collecting lots of data relating to topography, geology and local features. The whole area will be assessed. Areas which have experienced excess water are the Church end of the village, as well as the area around the Millennium Green and parts of Pockthorpe Lane. The official statistics do not fully reflect the experiences during flooding. Collected data regards, peoples' experiences and other findings will be kept within the project and will not be available to other agencies. The project is based on a requirement to capture the rain, to prevent flooding and also to make water available for later use. The village survey is important and people must be encouraged to complete and submit it.

**7. To discuss Thompson Community Hall as 'Warm Space for Winter'**

Cllr. Kaye had brought up this topic at the Community Hall Trustee meeting. Bronwen Tyler had also put an article in the Waylander. Feedback suggested a 'Warm Space' was a good idea but no-one so far had expressed an interest in taking advantage of it.

Cllr. Kaye said that if the Parish Council thinks it's a good idea to provide a 'Warm Space' then it would need to be a joint venture between the Parish Council and the Community Hall.

The last few winters, the temperature in the Community Hall has been maintained at a frost-free level. If the temperature needs to be maintained higher at ~20 degrees, then need to consider the cost of electricity, given the current large increases and uncertainty of future price levels. Community Hall has baseline costs recorded so any incremental costs could be calculated.

Financially, the Community Hall is not currently breaking even, but it does have the resources to keep it afloat. However, additional heating of the Hall would place an added strain on those resources. Maybe Breckland has a pot of money for this purpose? There are a couple of village funds that could possibly contribute.

Cllr. Welch said he could not support this initiative at present. Is fraught with issues and could put the Hall at risk. Could have insurance implications. Would have a duty of care whilst people on the premises. How long would people be allowed to stay? Would they be allowed to stay overnight? Cllr. Kaye confirmed overnight stays would not be allowed. Would offer refreshments, TV, communal games, maybe 9-12 over a number of days.

Cllr. Gregory suggested a warm space could be offered during any cold snaps. Could implement a 'buddy up' scheme. Encourage people to be good neighbours and keep an eye on each other. The cap on energy suggested by the government will mean people would know the cost and this may take away some of the anxiety. Cllr. Gregory wondered what demand there would actually be.

'Warm Space' will be on the agenda for the November PC meeting.

Cllr. Kaye would ask Bronwen Tyler if the village fund could be advertised in the Waylander.

**8. To discuss The Millennium Green (TMG), Adult Exercise and Children's' Play Equipment, maintenance.**

Cllr. Welch read his report. As I reported to the Parish Council at the last meeting, it is apparent that TMG does not raise enough income to cover the cost of repair and maintenance of the adult exercise and children's' play equipment. This equipment is a whole village asset and, in my view, the whole village needs to fund its upkeep. The current TMG income stream (Parish Council Grant, Lottery, Thompson 10K run) only just covers day to day operational costs such as insurance, mole control etc.

As previously briefed, some of the equipment is old (10 years plus), has survived well, but was now showing some deterioration. A new company has been engaged to provide an annual report on the equipment, broken down by repair cost. The TMG Committee has a few expert DIY personnel and of course, where appropriate and feasible, maintenance and repair would be carried out at no cost.

As I see it, there is a short term and a long-term resolution to this, therefore, I propose the following to the Parish Council:

**In the Short Term:** Required repairs, not able to be completed by the TMG Committee, in accordance with the recent annual inspection, is paid for through the Parish Council (due to its ability to reclaim VAT) using the £1746 currently allocated to Sports Equipment.

**In the Longer Term:** Next year the Parish Council authorises an increase to the precept covering the anticipated maintenance and repair of the adult exercise and children's play equipment.

Signed .....

Date .....

I propose this addition to the precept should be £1000 per annum. With approximately 165 dwellings this amounts to an increase of £6 for the year (50 pence per month on the community charge per household). For this excellent asset in the village this is value for money to keep it going.

Of course, the TMG committee will continue to look at applying for available grants.

Cllr. Kaye said that although a community asset, not all residents use the equipment. Increasing the precept for this purpose might not be acceptable to all residents.

The Clerk explained grant money of £5196 had been received on 7/2/2018 and £2300 on 28/1/2019 from Norfolk Community Foundation Match funding. Total grant money was therefore £7496. All grant monies received were for the purpose of providing sports and equipment.

There was unanimous agreement that it would be appropriate to use the remaining £1746 to maintain the sports equipment.

Cllr. Wagner mentioned that Lovewell Blake are currently advertising a grant of £2000.

## 9. To receive reports

### 9.1 Breckland District Councillor (PC)

No report received from Cllr. Cowen.

### 9.2 Norfolk County Councillor (FE)

No report received from Cllr. Eagle.

### 9.3 Thompson Chair's report (JK)

**Autumn Litter pick** - Put October litter pick date, 22 October, in Waylander and reclaim the rain information.

### 9.4 Community Hall report (KW)

Cllr. Kaye gave an update. A leaflet drop had been done for Sunday's one minute silence at 8pm by the tree on the green. The funeral was screened in the Hall but disappointing that very few apart from the trustees attended. Maybe people preferred to watch in their own homes. Coffee mornings doing reasonably well. Ice-cream Thursday is popular. Could do with some additional hall bookings. Exercise classes have come back. Four popular films are scheduled to be shown. There will be a Greek evening in October. Following the Queen's death, the September Book Sale was cancelled. Next one, including a craft fair will be end of November.

### 9.5 The Millennium Green report (AW)

- Committee
  - No change
  - Tina Sales takes over from Martin Hayman as Chair of the TMG Committee on 27 September
- Finances
  - Lottery income collection ongoing
  - Planning for the Thompson 10k Run 2022 on 2 Oct is ongoing under guidance of Martin Kaye
- Boundaries and Green
  - No change
  - Over late autumn and winter periodic hedge laying will take place along Hallfield Road from the pond to the property at the western edge of the Green at no cost – due to funded by Defra
- Play Equipment and Adult Exercise Area
  - No change
  - OLP annual inspection completed 30 May 22 and report produced
  - A Work Programme will be formulated to action points raised and identify items that require specialist input and funding
- Community Involvement
  - The Platinum Jubilee oak tree was the focus for the villagers' Minute of Reflection for HM Queen Elizabeth on 18 September
- Next Working Party will take place on 25 Sep 22, preparing for the Thompson 10k run
- Next Committee Meeting 27 Sep 22

This report was accepted by members of the Parish Council, in their role as Parish Councillors and as Trustee of The Millennium Green.

Signed .....

Date .....

## 10. Finances

### 10.1 Financial position

The bank account balances at Tuesday 20 September 2022

Barclays Community Account	£	8035.06
Barclays Business Premium Account	£	1615.15
<b>TOTAL as per bank</b>	<b>£</b>	<b>9650.21</b>

**Summary (Including monies allocated)**

Allocated to Sports Equipment	£	1746.00
Allocated to Notice Board	£	1084.30 *
Thompson Parish Council	£	6819.91
<b>TOTAL as per bank</b>	<b>£</b>	<b>9650.21</b>

\*Noticeboard showing footpaths in the village

### 10.2 Money in since last meeting (9 August 2022)

5/9/2022	Barclays Saver A/C	£	0.50
	<b>TOTAL IN</b>	<b>£</b>	<b>0.50</b>

### 10.3 Bank Reconciliation

<b>Opening balance</b> at bank, Current (Last meeting, 9 August 2022)	£	8492.92
<b>Opening balance</b> at bank, Savings (Last meeting, 9 August 2022)	£	1614.65 (Total £10107.57)
<b>PLUS</b> Money in since last meeting (as above)	£	0.50
<b>MINUS</b> Money out since last meeting (Total cheques 9 August 2022)	£	457.86
<b>Closing balances</b> at bank (This meeting, 20 Sept. 2022, as above)	<b>£</b>	<b>9650.21</b>

### 10.4 Cheques out (to sign)

CHQ 785	Clerks Wages - Aug/Sept 2022 M5/6	£	457.86
	<b>TOTAL OUT</b>	<b>£</b>	<b>457.86</b>

THOMPSON PARISH COUNCIL ACCOUNTS					RECON					INCOME	
										YEAR ENDED 31 March 2023	
Date	From	Description	DIR	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	
07/07/2022	Breckland Council	Glass recycling payment	DIR			185.49				185.49	
05/09/2021	Barclays	Barclays Saver A/C Interest	DIR		0.50					0.50	
				3,300.00	0.50	185.49	0.00	415.87	0.00	3,901.86	
									CHECK	3,901.86	

THOMPSON PARISH COUNCIL ACCOUNTS 2022 - 2023										EXPENDITURE										
										YEAR ENDED 31 March 2023										
Date	v To	Description	CHQ	CLERKS WAGES	POSTA GE	PAYROLL SERVICES	COUNCIL EXPENSES	TRAINING	HALL HRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING Etc.	WEB SITE	MISC	CAPITAL	VAT	TOTAL
17/05/2022	Instaprint	Reimb. Print Flood leaflet	775														84.36			84.36
17/05/2022	Kim Austin	Clerk's wages M12-Mar22 in	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
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
10/06/2022	Bus. Services at CAS	Annual Insurance - renewal	782								207.48									207.48
19/07/2022	Kim Austin	Clerk's wages June 2022 - M	783	228.93																228.93
19/07/2022	Kim Austin	Clerk's wages July 2022 - M	784	228.93																228.93
20/09/2022	Kim Austin	Clerk's wages Aug/Sept 2022	785	457.86																457.86
				1,707.57	0.00	0.00	0.00	0.00	0.00	0.00	207.48	30.00	0.00	40.00	693.68	0.00	84.36	0.00	138.74	<b>2,901.83</b>
																			CHECK	2,901.83

### 10.5 Budget Vs Actuals

Signed .....

Date .....

## Thompson Parish Council Budget Vs Actual 2022/2023

AT 20/9/2022			
	Budget	Forecast	Actual to date
	2022/2023	2022/2023	2022/2023
<b>INCOME</b>			
Precept	6,600.00	6,600.00	3,300.00
Recycling	120.00	120.00	185.49
Interest (Barclays Saver)	0.20	0.20	0.50
Grant	0.00	0.00	0.00
VAT	400.00	400.00	415.87
Other	0.00	0.00	0.00
<b>Total</b>	<b>7,120.20</b>	<b>7,120.20</b>	<b>3,901.86</b>
<b>EXPENDITURE</b>			
Staff Costs including PAYE	2,852.22	2,852.22	1,707.57
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	207.48
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
<b>Total</b>	<b>7,204.02</b>	<b>7,204.02</b>	<b>2,901.83</b>
<b>PRECEPT £6600</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual to date</b>
<b>2022/2023</b>	<b>2022/2023</b>	<b>2022/2023</b>	<b>2022/2023</b>

### Notes:

**Accounts - External auditors.** External auditors are employed on a five-year basis. Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing the external auditors, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period runs from 2022-23 until 2026-27.

However, all Parish Councils must be given the option to opt-out of the next round of 5-year audit appointments. In practise, this would mean appointing our own external auditor for the next 5-year period. In reality, the process is onerous with various complex procedures required under statute, and not one a Parish Council would choose to perform themselves. To opt out, no action is required, remaining part of central scheme. The Clerk asked for the councillors' agreement NOT to opt out. There was unanimous agreement NOT to opt out.

### LCN Renewal

LCN hosting of the parish website thompsonvillage.org.uk expires on 31 October 2022 after 2 years. Two years ago, the cost was £77.96 for 2 years. Their website now quotes £163.95 for 2 years ! which is double. The Clerk had contacted LCN to query the renewal cost. They said it was correct and said we had underpaid 2 years ago. Said they now don't do a special rate for Parish Councils but they do for charities. The only way to reduce the payment, and then only by £30 would be to reduce the number of web email addresses held to 10 or less.

Signed .....

Date .....

It was agreed all councillors should have a web address, and not provide their personal email address for contact on PC business. The Clerk had noticed that the LCN email addresses were out of date as they included ex-councillors. The Clerk would speak to Geoff Winslow to get list updated and correct. The councillors agreed unanimously to renew. The Clerk would renew on her credit card and be reimbursed as in previous years as needs to be paid online.

**11. To consider planning applications**

**11.1 Planning outcomes since last meeting**

There were no outcomes since the last meeting.

**11.2 Applications pending outcome**

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

3PL/2022/0634/O LAND GROUP BRECKLAND/Tom's Haven, Tottington Road/2 x 2-bedroom houses. Cllr. Kaye had delivered leaflets to the Airey Houses and Lavender House and spoken to the residents. She had explained the application would be called in and residents would have a chance to speak. Best to come together to select a spokesperson. Stressed they needed to get a meet to organise. Cllr. Kaye has had nothing back as yet. The person who owns a few of the Airey Houses has expressed an interest in being the representative.

**11.3 New applications since last meeting (9 August 2022)**

There were no new applications since the last meeting

**12. To discuss any correspondence.**

The Clerk had received an email from a parishioner regards flooding. It was suggested that a ditch that had been dug out along a neighbour's garden had helped with the problem. They suggested a similar, simple ditch along the back of their gardens would also help.

The Clerk would reply thanking them for responding to the previous questionnaire which together with other replies had helped Thompson in being selected to be part of the Reclaim the Rain project. This is an important development for Thompson as funding will be available to put in place mitigation measures in the village. It was hoped the parishioner would also complete the Reclaim the Rain questionnaire and attend one of the drop-in sessions to be arranged.

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

**Cllr. Robertson** The Clerk was handed a letter by Cllr. Ian Robertson which she read out. Dear Kim and Councillors, after nearly forty years' service to Thompson Parish Council, please note I will no longer be eligible to participate after my move to Didlington on 20 October 2022. Wishing you all the best for the future.

Ian was thanked for his 40 years on the Parish Council and all were sorry that Ian would be leaving.

**14. Date of next Meeting**

Tuesday 15 November 2022 starting at 7.30pm in Thompson Community Hall.

**The meeting closed at 21.00**

Signed .....

Date .....