

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting held in Thompson Community Hall
on Tuesday 21 January 2020

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ian Robertson	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Phil Cowen	Breckland District Councillor
	Fabian Eagle	Norfolk County Councillor

Also present: There were 4 members of the public present.

The meeting opened at 19:33

1. To consider accepting apologies for absence

Apologies were received from Cllr. Roy Shovelar. 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 19 November 2019

The minutes had been circulated prior to the meeting. Cllr. Kate Winslow proposed approval of the minutes and Cllr. Angus Welch seconded the proposal. 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 (Tuesday 19 November 2019) not on the agenda.

Missing arm on signpost. The Clerk had received an email from Highways saying the repair to signpost had been completed. Cllr Kaye said she thought the arm was still missing. Cllr. Winslow would check.

Junction visit. The Clerk had followed up the request for a site visit by Highways to assess road safety at the junction of Church Lane and Butters Hall Lane. A site visit was eventually scheduled for school drop off time in the morning. Martin Etheridge from Highways attended in his high viz jacket which may have made people drive more carefully. He said he couldn't do anything at this junction. No signs, not even a 'slow' or 'careful' sign could be erected, due to the amount of street furniture already present. Rumble strips or sleeping policeman would not be ideal and would be costly. It was suggested the school asked parents to divert traffic another way - but just moving the problem somewhere else. It was decided Cllrs. Kaye and Winslow would meet with school Head to discuss. The Clerk would arrange.

Verges. Verges at school need some remedial work, road planings etc. There was a question as to whether the school could/should use the Community Hall car park.

Trees on triangle. Still waiting for confirmation that OK to cut trees on triangle. Cllr. Kaye to check.

5. To adjourn the meeting for public participation

The meeting was adjourned at 19.49 and opened to the public.

The Clerk confirmed when asked, that The Wayland Partnership had acknowledged receipt of annual donation from Thompson Parish Council.

Meeting re-opened at 19.50.

Signed

Date

6. Public inquiry – Norfolk County Council (Thompson, Pockthorpe Lane). April 2020

Sub-committee has been set up consisting of Cllrs. Kaye, Welch, Shovelar and Geoff Winslow and Bronwen Tyler. The approach is to support the NCC submission. The sub-committee felt that they had other documents that could support the application. These will be sent to the Planning Inspectorate by the relevant deadline. No update from Cllr. Eagle saying the PC were better informed that he was.

7. Upkeep of Hall Lane

An email had been received from Amanda Byrne raising concerns about the maintenance and state of repair of Hall Lane, asking if the Parish Council could assist. The email had been circulated to all councillors. The PC agreed there was a justifiable concern as the Lane could be muddy and unusable in places. It was understood that Amanda was required to do routine maintenance. The PC agreed there were probably 3 main user groups of the Lane; Farmers, business and domestic. As the Parish Council has no power to enforce responsibilities, it was thought the best plan of action would therefore be for the interested parties to meet and agree a way forward between themselves. The Parish Council thought communication between these parties was key to a solution and a letter from Amanda to the relevant people, suggesting a meeting, would be the logical place to start. The Clerk would compose a letter and send to Amanda on behalf of the PC.

8. Defibrillator

Teresa Blake has confirmed prices: New battery £250 plus Vat. Set of pads £45 plus Vat. Defibrillator fund has £60 left. Cllr. Kaye suggested a donation of £300 towards maintenance of the defibrillator. Cllr. Winslow proposed and Cllr. Gregory seconded the proposal. (Possibly £100 per annum thereafter.)

9. Snooker table

Nothing to say about the snooker table except the one referred to was apparently not full size and not sure where it could be stored at the community hall.

10. To receive reports

10.1 District Councillor (PC)

Local Plan (LP). LP now adopted pre-Christmas. LP takes preference over all other business, therefore most residential planning applications are delayed. Monday last week was the first planning meeting. All very new for the planning officers who are having to rewrite/rework reports. Difficult for the planning committee who are not trained as planning officers. Now has a 5-year housing land supply. No hard copies available yet as not back from the printers.

Budget. Can't set budget yet as need decisions on council tax and police decision on their precept too.

Planning application 3PL/2019/1189/F Blue Oak Developments. Cllr. Cowen had requested that this application be called in to committee for members to determine. He said there was significant concern in the village regarding the application as it has the potential to lead to flooding, loss of habitat and it changes the character of the village irreparably. The proposed development is out of context and flies in the face of the form, scale and character of Thompson that is characterised by housing that is clustered around large open spaces within its heart. Planning reasons must be stated, so Cllr. Cowen made reference to policy HOU 04:

- The proposed development is not of an appropriate scale and design to the existing settlement
- The design does not contribute to preserving or enhancing the historic nature and connectivity of the community of Thompson
- The following policies relating to housing policies **not met** in the context of this application, GEN 01, HOU 08, HOU12, HOU 13, HOU 14, EC 06 and EC07

Signed

Date

- The application does not appear to meet all the requirements of para 3.22 of the adopted local plan, a need has not been identified and the layout does not respect the setting of this part of the village
- The proposal does not reflect the local character of the village and thus is contrary to the requirements of HOU 06
- Reference policy GEN 02, this application fails to A) respect the character and surrounding area and does not make a positive architectural and urban design contribution to its context and location, B) does not contribute positively to the public realm and public spaces.....workers and visitors, C) does not maximise connectivity within and through the development and to the surrounding areas.....

Whilst it seems that the development is adjacent to the settlement boundary, Cllr. Cowen suggested that the settlement boundary is drawn on the wrong side of Mill Road. All other red lines are shown on the road edge immediately adjacent to housing.

Electricity. Short of power. £14million now secured to bring power to Thetford and Snetterton. Breckland is unfortunately at the end of the line. Lack of power is a constraint on business/employment.

Thompson Showcase Day. Saturday 15 February. Cllr. Kaye asked Cllr Cowen if he would like to come along.

Cllr. Cowen congratulated Thompson on their cinema nights.

10.2 County Councillor (FE)

Working on budget proposals. Council tax to rise by 3.99%. Shortfall of 35 million. Received 427 million - almost spent on adult social care already. 186 million spent on children's' services. Boundary review completed. Keep 84 county councillors. Extra councillor in Breckland and South Norfolk. Lose 1 councillor each in North Norfolk and Norwich.

Traffic signs held by FE have been very successful and popular. Merton are borrowing 2 signs from 22 Jan 2020 for 3 weeks. Cllr. Ian Robertson will collect signs for Thompson from Merton. FE would let Merton know. The signs can be placed anywhere - no restrictions.

10.3 Thompson Chair's report (JK)

Litter pick Saturday 4 April at 10 o'clock.

Parish Paths Seminar NCC are holding a Parish Paths Seminar at Thompson Community Hall on Friday 28 February 2-5 o'clock. Cllrs. Kaye, Winslow, Welch and Bronwen Tyler and Geoff Winslow will be attending to find out what initiatives are available to support local footpaths.

10.4 Community Hall report (KW)

For Christmas there was tree lighting around the village followed by nibbles and a nostalgic film, 'It's a Wonderful Life' in the Hall. Walking Group, coffee mornings. Cinema nights going well, Downton Abbey last week was well attended. Thompson showcase Day is Saturday 15 February. Open gardens on 27-28 June. Line dancing is a new booking. Would like to see some more new, regular bookings. Recently carried out electrical PAT testing on all appliances. The cost of hall maintenance is high. Looking to redecorate the two halls as have some 'grubby marks' on the walls. Have two new trustees. Always looking for more committee members.

10.5 The Millennium Green report (AW)

Committee. Jane Fenton has resigned. A new chair is required, also one or two individuals to collect Lottery money. Needs volunteers both as committee members and to help with green maintenance.

Finance. Remains healthy.

Hedges. Current contractor will be retained. Area around the electricity transformer will be assessed for work.

Wild area. Acknowledged that the concept of a wildflower meadow is too challenging. This year, the area will be cut with a view to assessing the next steps.

Trees. The ivy will be removed from the Hallfield Road hedge line over the next few months, starting at the corner with the school. Debris will be collected and eventually burned at the

Signed

Date

appropriate site on the Green. Subsequently, the brambles will need to be tackled and the hedge line assessed to ascertain next steps.

Pond. It is hoped to remove the bull rushes before they take hold.

Play Equipment. Preservative will be added to prevent rot.

Thompson Run. Planning is ongoing and the date is confirmed as 20 September 2020.

Working Party. 15 March at 9:30.

Next Committee meeting is 9 March 2020 at 20:15.

11 Thompson Showcase Day 2020 (JK)

An opportunity for Thompson clubs, groups and businesses to showcase what they do. Parish Council will have a table. Set up from 9.30 on Saturday 15 February ready for 10 o'clock start. Bronwen has display boards that the Parish Council can borrow. Will display boundaries and hope to attract new councillors to the Council.

12. To report on financial matters

12.1 Financial position

The bank account balances as at Tuesday 21 January 2020

Barclays Community Account	£	7388.34
Barclays Business Premium Account	£	1613.07
TOTAL as per bank	£	9001.41

Summary (Including monies allocated)

Allocated to Sports Equipment	£	300.00
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	7617.11
TOTAL as per bank	£	9001.41

12.2 Money in since last meeting (19 November 2019)

2/12/19	Barclays Business Account - Interest	£	0.80
	TOTAL IN	£	0.80

12.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 19 Nov 2019)	£	9295.04
Opening balance at bank, Savings (Last meeting, 19 Nov 2019)	£	1612.27 (Total £10907.31)
PLUS Money in since last meeting (as above)	£	0.80
MINUS Money out since last meeting (Total cheques 19 Nov 2019)	£	1906.70
Closing balances at bank (This meeting, 21 Jan 2020, as above)	£	9001.41

12.4 Cheques out (to sign)

CHQ 715	Thinking Rural - 3 months payroll Oct - Dec 2020	£	36.00
CHQ 716	HMLR, 2 X title Plan view for PI. Reimburse Clerk.	£	6.00
CHQ 717	Clerks Wages - Nov 2019	£	219.09
CHQ 718	Clerks Wages - Dec 2019	£	219.09
CHQ 719	Annual donation - Thompson Community Hall	£	300.00
CHQ 720	Postage - 9 months May 19-Jan 20. Reimburse Clerk.	£	11.17
CHQ 721	Kate Winslow, reimburse NCC Photography licence	£	10.50
	TOTAL OUT	£	801.85

Signed

Date

INCOME TO DATE (2019/2020 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS					INCOME					
					YEAR ENDED 31 March 2020					
Date	From	Description		PRECEPT	SAVER A/C INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
05/04/2019	Breckland Council	Precept	DIR	2,775.00						2,775.00
16/05/2019	Breckland Council	Recycling payment	DIR			158.76				158.76
02/07/2019	HMRC	Vat refund	DIR					404.15		404.15
26/09/2019	Breckland Council	Precept	DIR	2,775.00						2,775.00
04/06/2019	Barclays	Barclays Saver A/C Interest	DIR		0.80					0.80
02/09/2019	Barclays	Barclays Saver A/C Interest	DIR		0.80					0.80
02/12/2019	Barclays	Barclays Saver A/C Interest	DIR		0.80					0.80
				5,550.00	2.40	158.76	0.00	404.15	0.00	6,115.31
									CHECK	6,115.31

EXPENDITURE TO DATE (2019/2020 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS 2019 - 2020					EXPENDITURE																
					YEAR ENDED 31 March 2020																
Date	To	Description	CHQ	CLERKS WAGES	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSES	TRAINING	HILLHIRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING ETC.	WEB SITE	MISC	CAPITAL	VAT	TOTAL	
01/05/2019	TTSR Limited	Grass cutting 1/2	693												492.15					98.43	590.58
07/05/2019	Info Commissioner	Annual Data Protection Fee -	694											40.00							40.00
31/03/2019	Thinking Rural	Payroll Services Jan-Mar 201	695			30.00														6.00	36.00
20/03/2019	Kim Austin	Clerk's wages March 2019	696	208.21																	208.21
01/04/2019	NALC	Annual Subscription	697											117.62							117.62
06/05/2019	Wyndham Garder	Internal Audit Voucher Mike C	698								25.00										25.00
30/04/2019	Kim Austin	Clerk's wages April 2019	699	175.29																	175.29
30/05/2019	Bus. Services at CAS	Insurance renewal	700								207.48										207.48
22/05/2019	Caloo	Outdoor adult equipment	701														5,000.00	1,000.00			6,000.00
30/06/2019	Thinking Rural	Payroll Services Apr-Jun 201	702			30.00														6.00	36.00
31/05/2019	Kim Austin	Clerk's wages May 2019	703	262.89																	262.89
30/06/2019	Kim Austin	Clerk's wages June 2019	704	219.09																	219.09
19/07/2019	Breckland Council	Election costs May 2019	705														75.00				75.00
31/07/2019	Kim Austin	Clerk's wages July 2019	706	219.09																	219.09
31/08/2019	Kim Austin	Clerk's wages Aug 2019	707	219.09																	219.09
30/09/2019	Kim Austin	Clerk's wages Sept 2019	708	219.09																	219.09
31/10/2019	Kim Austin	Clerk's wages Oct 2019	709	219.09																	219.09
30/09/2019	Thinking Rural	Payroll Services July-Sept 20	710			30.00														6.00	36.00
26/10/2019	LCN.com	Domain renewal - 5 years 20	711													34.95				6.99	41.94
01/11/2019	TTSR Limited	Grass cutting 2/2	712												492.15					98.43	590.58
19/11/2019	Wayland Partnership	Donation	713										300.00								300.00
19/11/2019	St. Martins Church T	Donation	714										500.00								500.00
21/01/2020	Thinking Rural	Payroll Services Apr-Jun 201	715			30.00														6.00	36.00
21/01/2020	HMLR	2 x Title plans - Public Inquiry	716														6.00				6.00
21/01/2020	Kim Austin	Clerk's wages Nov 2019	717	219.09																	219.09
21/01/2020	Kim Austin	Clerk's wages Dec 2019	718	219.09																	219.09
21/01/2020	Thompson Communi	Donation	719										300.00								300.00
21/01/2020	Kim Austin	Postage - Reimbursement	720		11.17																11.17
				2,180.02	11.17	120.00	0.00	0.00	0.00	0.00	207.48	25.00	1,100.00	157.62	984.30	34.95	5,081.00	0.00	1,227.85		11,129.39
																			CHECK		11,129.39

12.6 Precept setting

Summary of precept in previous years:

	PRECEPT	GRANT	TOTAL	INCREASE
2014/2015	4300	£222.12	£4,522.12	
2015/2016	4900	£222.12	£5,122.12	600
2016/2017	4900	£162.00	£5,062.00	0
2017/2018	5050	£111.00	£5,161.00	150
2018/2019	5250	£56.00	£5,306.00	200
2019/2020	5550	£0.00	£5,550.00	300
2020/2021	5800	£0.00	£5,800.00	250

The precept amount needs to be agreed at this PC meeting and Form B signed to be submitted before 31 January 2019. Summary of precept, budget figures and projections etc. had already been circulated to councillors for them to look at prior to this meeting. The precept was increased by £300 last year. Thompson Parish Council has a healthy amount in the bank and at least £1000 VAT to be reclaimed at the end of March 2020. Total balance currently at the bank is £9001.40 (Current and savings accounts combined). This amount includes £300 allocated to sports equipment and £1084.30 for a new noticeboard showing village footpaths, leaving the Parish Council with **£7617.11**. No new major costs

Signed

Date

were identified for the coming year. It was agreed to increase the precept by £250 to £5800 to cover additional costs for defibrillator maintenance. Precept Form B was duly signed by Cllr. Kaye. The Clerk would submit the form before the 31 Jan 2020 deadline.

12.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2019/2020			21/01/2020	
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	
INCOME				
Precept	5,550.00	5,550.00	5,550.00	
Recycling	240.00	240.00	158.76	
Interest (Barclays Saver)	3.20	3.20	2.40	
Grant	0.00	0.00	0.00	
VAT	300.00	300.00	404.15	
Other	0.00	0.00	0.00	
Total	6,093.20	6,093.20	6,115.31	
EXPENDITURE				
Staff Costs including PAYE	2,630.00	2,630.00	2,180.02	
Payroll services	120.00	120.00	120.00	
Internal audit fee	0.00	25.00	25.00	
Postage	15.00	15.00	11.17	
Insurance	400.00	207.48	207.48	Saving £192.52 on last year
Grass cutting	1,181.16	984.30	984.30	
Training	0.00	0.00	0.00	No training budget
Printer/consumables	50.00	50.00	0.00	
Website	100.00	100.00	34.95	
Capital	0.00	0.00	0.00	No capital expense
Miscellaneous/Contingency	0.00	75.00	81.00	Election Costs/Title Plans
Donation - St. Martin's Church	500.00	500.00	500.00	
Donation - Wayland Partnership	300.00	300.00	300.00	
Donation - Thompson Community H	300.00	300.00	300.00	
Subs - Norfolk ALC	111.00	120.00	117.62	
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	227.85	
Total	6,097.16	5,816.78	5,129.39	PRECEPT £5550
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	
* £6000 Caloo outdoor equipment	inc. VAT £1000		* 6,000.00	
			11,129.39	

13. To consider planning applications

13.1 Planning outcomes since last meeting

3PL/2019/1169/F WOLSTENHOLME College Farm/Goat shed to annexe (022) PERMISSION

3PL/2019/1170/LB WOLSTENHOLME College Farm/Goat shed to annexe (023) PERMISSION

13.2 Applications pending outcome

3PL/2019/1189/F BLUE OAK/AR PLANNING East of Marlpit, south of Mill Load/6 dwellings (024, 026,027)
Cllr. Kaye had spoken to the case officer. Cllr. Cowen had asked for this application to be called in

13.3 New applications since last meeting

3PL/2019/1143/O PARROT/Land off Marlpit Road/3 dwellings (025). An extra PC meeting had been held to discuss this application where the PC agreed they had NO OBJECTION.

Signed

Date

14. To discuss any correspondence

There was no correspondence.

15. AOB

When writing to Amanda Byrne re upkeep of Hall Lane the Clerk was asked to politely mention previous letters sent in June 2019 and September 2019 asking if it were possible for the garden at 1 College Road to be tidied, as they had not had a reply.

It was reported that the catch had gone on the noticeboard. It was noted it had already been sorted.

Cllr. Welch mentioned some tree planting that will be done in the spring.

Cllr. Winslow mentioned VE Day, WW2 commemorations on 10 May 2020.

16. Date of next Meeting

Tuesday 17 March 2020 at 7.30pm in Thompson Community Hall

The meeting closed at 21:21

Signed

Date