

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting held in Thompson Community Hall
on Tuesday 17 March 2020

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ian Robertson	
	Roy Shovelar	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Phil Cowen	Breckland District Councillor (On speaker phone)

Also present: There was 1 member of the public present.

The meeting opened at 19:30

1. To consider accepting apologies for absence

Apologies were received from Cllr. Fabian Eagle. 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 21 January 2020

The minutes had been circulated prior to the meeting. Two amendments. (Item 10.5) Fenton to Fensom. (Item 4). Church Lane and Butters Hall Lane to Mill Road and Marlpit Road. Cllr. Angus Welch proposed approval of the minutes and Cllr. Roy Shovelar 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 21 January 2020) not on the agenda.

School Meeting. Cllrs. Kaye and Winslow had a good meeting with the Headmistress who understood the problems with the traffic. She said she would write to parents regarding road safety and parking practice. Cllr. Winslow confirmed this had already been done. The Parish Council agreed it would be a good idea to ask the children to design a speed awareness poster. Cllr. Winslow proposed the Parish Council could provide a book token as a prize. This was seconded by Cllr. Welch.

Public Inquiry. Postponed.

Footpath Seminar. Approx. 100 people attended this meeting at Thompson Community Hall, which was in general, very interesting.

Defibrillator at the school. Parish Council paid for new battery and pads. Battery has been installed and the PC agreed it was their responsibility to maintain in the future. Possibly £100 per annum. There is also a defibrillator at the Community Hall - only available if the hall is open.

Amanda Byrne. No reply to any of the PC correspondence.

Garden at No. 1 College Road. Cllr. Gregory said he would try to find some volunteers to help clear the unsightly mess. Some is building waste. It was suggested Amanda had the equipment to clear this.

Signpost. Cllr. Winslow reported the signpost had still not been repaired.

5. To Co-opt a new Parish Councillor.

The vacancy for a new Parish Councillor had been advertised. The Clerk had received one application form which had been distributed to all councillors. Mr. John Newnham was present and wished to be elected. Cllr. Winslow proposed Mr. Newnham be co-opted and Cllr. Shovelar seconded this proposal. Mr. Newnham signed a declaration of acceptance of office, witnessed and signed by the Clerk. The

Signed

Date

Clerk gave Cllr. Newnham a DPI (Disclosable Pecuniary Interest) form to complete at home and return. Cllr. Newnham was welcomed to Thompson Parish Council.

6. To adjourn the meeting for public participation

The meeting was adjourned at 19.50 and opened to the public.

There were no comments from the public.

Meeting re-opened at 19.51.

7. To discuss the current Coronavirus situation.

Cllr. Phil Cowen gave an update by speaker phone from his home.

Meetings. During the period of restricted activity during the Covid 19 epidemic, Thompson meetings could easily be non-quorate. Seven councillors, 4 over 70 years, leaving 3 plus the Clerk. Future meetings will be virtual by conference calls, Skype or other means, WhatsApp groups, emails etc. NALC has issued a communication. AGMs may be postponed until later in May.

Carry on as we can, carrying out current statutory obligations. Discretionary may fall by the wayside. Health, social and economic challenges. Local communities must pull together to protect the vulnerable, such as those with COPD, asthma, cancer, receiving cancer treatment and lung disease. Norfolk Resilience Forum formed to produce a register of those at risk individuals that may need support. Not quite sure how people get on that list. Would be disseminated to parishes. Not always easy for people to ask for help. Make sure the vulnerable are not taken advantage of. Need to support in a structured way. Parish Council would identify trusted people. General fear about unscrupulous individuals becoming part of the support process. Could be local charities or branded organisations e.g. Waveney Partnership, that choose to lead. Cllr. Cowen was thanked for this update. Cllr. Cowen could be contacted by email if needed.

8. To receive reports

8.1 District Councillor (PC). See update on Coronavirus above.

8.2 County Councillor (FE)

No report from FE.

8.3 Thompson Chair's report (JK)

Litter pick Saturday 4 April at 10 o'clock. Intended to continue with this. Cllr. Winslow can leave the equipment out. Cllr. Gregory said can do as part of normal walk for exercise. Helpers to take rubbish home with them.

Showcase Day. An opportunity for Thompson clubs, groups and businesses to showcase what they do. Worth doing as a one-off. Had hoped to attract new councillors to the Council and this was achieved in co-opting John Newnham onto the Parish Council.

Hall bookings. Police and crime commissioners had expressed an interest in booking the hall.

Chair. Cllr. Gregory as vice-chair would be acting chair if any meetings held without Cllr. Kaye.

Trees on the triangle. Cllr. Kaye confirmed OK to do the work has been given by Martin Etheridge.

8.4 Community Hall report (KW)

Film night was not well attended probably due to the Coronavirus outbreak. WI not meeting as advised by the Federation. All events have been cancelled up to May initially. Some parties booked, haven't yet cancelled. Would be easier to cancel everything and close the hall completely.

8.5 The Millennium Green report (AW)

Committee. A new chair volunteer has come forward. An individual still required to collect Lottery money.

Finances. Remain healthy.

Hedges. No change.

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.

Signed

Date

Trees. Ivy removed from the trees on Hallfield Road (school to the gap). NHLA hedge layer (trained at Euston College) has been to the site and will submit quotes in due course although no work until after the nesting season.

Pond. It is hoped to remove the bull rushes once the pond level drops.

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. This was held on 15 March and much work was achieved by the small number of regular volunteers and to whom the village owes grateful thanks.

Further Matters. Due to cars driving on the grass, it has been decided to obtain quotes for a field gate at the gap on Hallfield Road and for posts to be sunk around the old hall car park.

Next Committee meeting. To be confirmed.

9. To report on financial matters

9.1 Financial position

The bank account balances as at Tuesday 17 March 2020

Barclays Community Account	£	6568.49
Barclays Business Premium Account	£	1613.64
TOTAL as per bank	£	8182.13

Summary (Including monies allocated)

Allocated to Sports Equipment	£	300.00
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	6797.83
TOTAL as per bank	£	8182.13

9.2 Money in since last meeting (21 January 2020)

2/3/20	Barclays Business Account - Interest	£	0.57
	TOTAL IN	£	0.57

9.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 21 Jan 2020)	£	7388.34
Opening balance at bank, Savings (Last meeting, 21 Jan 2020)	£	1613.07 (Total £9001.41)
PLUS Money in since last meeting (as above)	£	0.57
PLUS CHQ 719 Thompson Community Hall - not yet presented	£	300.00
MINUS Money out since last meeting (Total cheques 21 Jan 2020)	£	801.85
MINUS CHQ 722 Theresa Blake/defib - already presented	£	318.00
Closing balances at bank (This meeting, 17 Mar 2020, as above)	£	8182.13

9.4 Update on payroll services

Community Action Norfolk (CAN) were providing a payroll service (of 1 employee) to TPC but are now stopping providing this service at the end of this tax year. Parish Council were paying £12 (Inc. VAT) per month to CAN. The Clerk has obtained several quotes: Two recommendations received from CAN included Mandrake who have quoted £24 (Inc. VAT) per month, and CBR solutions who have quoted an extortionate £35 (Plus VAT!) per month. The Clerk contacted two other companies. Decimal + who will only do payroll as an add on to other services. A local company based in Wymondham called Orchard House Accountancy, quoted £5 (Plus VAT) per month, because as they said, there isn't much involved. Apart from being the cheapest they were the most accommodating. **Saving the Parish Council £72 per year.**

9.5 Cheques out (to sign)

CHQ 722	Panda Medical, Defib batt/pads. Reimb. Theresa Blake	£	318.00	ALREADY SIGNED
CHQ 723	Clerks Wages - Jan 2020	£	219.09	

Signed

Date

CHQ 724	Clerks Wages - Feb 2020	£	219.09
CHQ 725	Land Registry - Title registers. Reimb. G Winslow	£	56.00
CHQ 726	Orchard House Accountancy - Annual Payroll 20/21	£	72.00
TOTAL OUT		£	884.18

INCOME TO DATE (2019/2020 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS				INCOME						
				YEAR ENDED 31 March 2020						
Date	From	Description	DIR	RECYCLING					TOTAL	
				PRECEPT	SAVER A/C INTEREST	GLASS & PAPER	GRANTS ETC	VAT		MISC
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	HMR C	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
02/03/2020	Barclays	Barclays Saver A/C Interest	DIR		0.57					0.57
				5,550.00	2.97	158.76	0.00	404.15	0.00	6,115.88

EXPENDITURE TO DATE (2019/2020 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS 2019 - 2020				EXPENDITURE																
				YEAR ENDED 31 March 2020																
Date	To	Description	CHD	CLERK WAGES	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSES	TRAINING	HALL HIRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SEWER	GRASS CUTTING Etc.	WEB SITE	MISC	VAT	TOTAL	
																				01/05/2019
07/05/2019	Info Commissioner	Annual Data Protection F	694											40.00						40.00
31/03/2019	Thinking Rural	Payroll Services Jan-Mar	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
08/05/2019	Wyndhamham Gard	Internal Audit Voucher MK	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 C	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	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-Sep	710			30.00													6.00	36.00
28/10/2019	LCN.com	Domain renewal - 5 years	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 Partnersh	Donation	713										300.00							300.00
19/11/2019	St. Martins Church	Donation	714										500.00							500.00
21/01/2020	Thinking Rural	Payroll Services Apr-Jun	715			30.00													6.00	36.00
21/01/2020	HMLR	2 x Title plans - Public Inq	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 Commu	Donation	719										300.00							300.00
21/01/2020	Kim Austin	Postage - Reimburseme	720		11.17															11.17
21/01/2020	Norfolk record office	Photog. Licence - reimb.	721														10.50			10.50
11/02/2020	Panda Medical Ltd.	Defib. Battery and pads	722														265.00	53.00		318.00
17/03/2020	Kim Austin	Clerk's wages Jan 2020	723		219.09															219.09
17/03/2020	Kim Austin	Clerk's wages Feb 2020	724		219.09															219.09
17/03/2020	Land Registry	Official copies - Title Dees	725														56.00			56.00
17/03/2020	Orchard House Acc	Annual payroll	726			72.00														72.00
				2,618.20	11.17	192.00	0.00	0.00	0.00	0.00	207.48	25.00	1,100.00	157.52	984.30	34.95	5,412.50	1,280.85		12,024.07

Signed

Date

9.6 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2019/2020				17/03/2020
	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	2.97	
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	6,115.88	
EXPENDITURE				
Staff Costs including PAYE	2,630.00	2,630.00	2,618.20	
Payroll services	120.00	120.00	192.00	Paid until March 2021
Internal audit fee	0.00	25.00	25.00	(Saving £72 per annum
Postage	15.00	15.00	11.17	
Insurance	400.00	207.48	207.48	(Saving £192.52 per an
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	412.50	Election Costs/Title Deeds
Donation - St. Martin's Church	500.00	500.00	500.00	and Photog Licence.
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	280.85	
Total	6,097.16	5,816.78	6,024.07	PRECEPT £5800
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	2020/2021
£6000 Caloo outdoor equipment	inc. VAT £1000		* 6,000.00	
			12,024.07	

10. To consider planning applications

10.1 Planning outcomes since last meeting

3PL/2019/1189/F BLUE OAK/AR PLANNING East of Marlpit, south of Mill Rd/6 dwellings (024, 026, 027)

This application was called in and was **REFUSED** by the Planning Committee. Both Cllrs. Welch and Cowen had attended and confirmed 9 out of 11 planning officers voted for refusal. There could possibly be an appeal.

3PL/2019/1143/O PARROT/Land off Marlpit Road/3 dwellings (025). REFUSED

10.2 Applications pending outcome No applications pending outcome.

10.3 New applications since last meeting

3PN/2020/0005/UC RAKER/Barn at redbrick Farm/Change of use, agri to residential. (028)

This is a revisit of a 3-year-old application. A shocking application of bad design. This is for change of use, presumably a detailed application would follow. Sits outside the planning process. Red line must not exceed 200% of original building. No vehicle access and no ownership of access. No garden. No space for septic tanks etc. After discussion at this meeting, 5 councillors voted to **OBJECT**, 1 abstained. 1 objector was OK with change of use but not with building 4 new dwellings and not with the planned curtilage. Cllr. Welch proposed objecting. This was seconded by Cllr. Shovelar. Cllr. Cowen said to email him if there were any questions. Cllr. Kaye thanked Cllr. Cowen for his input.

3PL/2018/1352/PIP - APP/F2605/W19/3234662 FISHER/Appeal/Hallfield Rd/2x3 bed affordable houses (029). There was a unanimous vote to **OBJECT** to this application/appeal, proposed by Cllr. Welch and seconded by Cllr. Shovelar. Cllr. Kaye would look at original comments and the planning officer's report (as suggested by Cllr. Cowen) and draft a response, including photographs showing the site as completely unsuitable for building and noting the settlement boundary. The shape and size were also considered inappropriate.

Signed

Date

3PL/2020/0236/LB HAYMAN/Silver Dell Low Common Lane/Charging Pod for eCar (030)

Listed building consent to install port. Unanimous vote of NO OBJECTION. Proposed by Cllr. Winslow and seconded by Cllr. Gregory.

Two new applications were listed after the agenda was finalised. **3PL/2020/0278/HOU** Youngs and **3PL/2020/0271/HOU** Harris. The Parish Council had not yet received official notification from Breckland or deadlines for comments. PC would wait for email confirmation and discuss/comment by email exchange as future meetings were cancelled.

11. To discuss any correspondence

An email was received from Barbara Clements. She said: Following a visit from the highways department regarding drainage at our property on Marlpit Road, It was also discussed as to what could be done to prevent vehicles eroding the verges, particularly the state they are in, given the rain we have had of late. We are aware that we can't erect anything that would cause a safety issue, but we were told that the **Parish Council can apply for reflector Posts to be installed.**

The PC wrote to Highways and had the following reply: **'We are unable to install reflector posts** at this location as they are used to highlight a Highway hazard. This issue is not deemed to be a Highway hazard. As you will appreciate, rural verges are susceptible to edge damage where there is HGV traffic using the route. We will continue to monitor the area and works will be programmed as necessary if the need arises. We do not have the budget through routine maintenance to incorporate passing places in the county'.

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

Coronavirus. (continuation of Agenda item 7) There would be information in the Waylander and online. People must keep an eye on their neighbours as a start. Cllr. Gregory suggested the Parish Council should be more proactive. A leaflet would be drafted as soon as possible and delivered to every household. Cllr. Welch would produce the leaflet. There would be a GDPR disclaimer at the bottom of the leaflet. Geoff Winslow would do the printing and should be reimbursed. Leaflet delivery was divided between various councillors. It would ask for **volunteers** willing to help others to come forward and it would give those people needing **support** a number to call to register their support needs. The contact number/email address would be the Clerk, who would maintain the two lists and co-ordinate volunteers with requests for help. This would be turned around very quickly rather than wait for Breckland.

13. Date of next Meeting

Tuesday 19 May 2020 (**AGM**) at **7.30pm** in Thompson Community Hall to commence immediately after the **Annual Parish Meeting** which starts at 7pm.

The meeting closed at 21:38

Signed

Date