

Thompson Parish Council (TPC)
Minutes of Annual Parish Council Meeting (AGM) held in Thompson Community Hall
after the Annual Parish Meeting on Tuesday 7 May 2019

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice-chair
	Alan Dujon	
	Ian Robertson	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Phil Cowen	District Councillor

Also present: 1 member of the public.

All councillors elected without contest on 2 May, signed a Declaration of Acceptance of office before the meeting started and all were witnessed and countersigned by the Clerk.

The meeting opened at 20:10

1. To elect Chairperson 2019 - 2020

Cllr. Jean Kaye agreed to stand again as Chair. There were no other nominees for Chairperson. Cllr. Winslow proposed and Cllr. Robertson seconded the proposal. Cllr. Jean Kaye was duly elected as chair for another year. Declaration of Acceptance of Office was signed by Cllr. Kaye and witnessed and signed by the Clerk. Cllr. Kaye took the Chair.

2. To elect Vice Chairperson 2019 - 2020

Cllr. Duncan Gregory agreed to stand again as Vice Chair. Cllr. Kaye proposed and Cllr. Winslow seconded the proposal. Cllr. Gregory was duly elected as vice-chair for another year. Declaration of Acceptance of Office was signed by Cllr. Gregory and witnessed and signed by the Clerk.

3. To consider accepting apologies for absence

RESOLVED to accept apologies from Cllr. Roy Shovelar who had family commitments.
RESOLVED to accept apologies from Fabian Eagle who had other work commitments.

4. Declaration of Office and Disposable Pecuniary Interests.

The Clerk would send all councillors completed forms to Breckland Council by 30 May 2019 deadline.

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 2019

The minutes had been circulated prior to the meeting. Cllr. Alan Dujon proposed approval of the minutes and Cllr. Duncan Gregory seconded the proposal. On a vote this was carried unanimously and the minutes were duly signed by the Chair, Cllr. Jean Kaye.

7. To discuss any matters arising from the minutes (Tuesday 19 March 2019) not on the agenda.

The clerk had been tasked to write to Amanda Byrne at Thompson Hall Cottage, regards tidying the garden at No. 1 College Road. This will be done as soon as possible. It is thought it has been used as a holiday let but is currently empty.

Signed

Date

8. To adjourn the meeting for public participation

Meeting adjourned at 20.20 and opened to the public.

There were no comments from the floor and the meeting was re-opened at 20.21.

9. To discuss Breckland Local Plan - latest version/modifications/consultations/briefings.

A Schedule of Main Modifications to the Local Plan had been received from Breckland Council and circulated to all Parish Councillors. Cllr. Welch had summarised the changes as follows. Note: [MM] refers to the serial number of the Appendix.

1. **Title.** Thompson is now referred to as a village with boundaries rather than a rural settlement with boundaries [MM12 HOU4]. 'Village' implies something larger than 'rural settlement'.

2. **HOU04 - Allocation of Housing.** HOU 04 confirms what we already know. For Thompson, the numbers of dwellings within the Settlement Boundary (including those with Planning Permission to 31/3/18) is 117 and the stated amount of 5% growth equals a target of 6 more dwellings up to and including year 2036 [MM162]. The figure of 6 dwellings should not be significantly increased through planning applications. There is no definition of what constitutes significant. It would not lead to the number of dwellings in the settlement significantly exceeding the identified housing target. [MM16 Criterion 2]

Of course, the Local Plan goes on to state that applications immediately adjacent the settlement boundary would still be considered, and we would hope that any such applications are deemed within the overall target of 6, but this is not explicitly stated. Two quotes from the appendix: Outside the defined settlement boundaries, development is restricted to recognise the intrinsic character and beauty of the countryside. Development outside the defined settlement boundaries will only be acceptable where it is compliant with all relevant policies set out in the development plan [MM12]. Appropriate development will be allowed immediately adjacent to the settlement boundary, subject to being supported by other policies within the development plan and where all the following criteria are satisfied:

- a. The development is of an appropriate scale and design to the settlement of up to 5 dwellings;
- b. It would not lead to the number of dwellings in the settlement increasing by significantly more than 5% from the date of adoption of the Plan. The settlement refers to the number of dwellings inside the defined settlement boundary;
- c. The design contributes to preserving, and where possible enhancing, the historic nature and connectivity of communities; and
- d. The development avoids coalescence of settlements. [MM18]

3. **Policy ENV05 Protection and Enhancement of the Landscape.** It is encouraging that environmental matters now seem to have a higher profile than hitherto in mainstream planning and the Parish Council's consideration of planning applications should include environmental aspects along the lines of this quote from the appendix:

The landscape of the District will be protected and valued for its own intrinsic beauty, its benefit to the rural character and in the interests of biodiversity, geodiversity and historic conservation. Development proposals will be expected to contribute to and where possible enhance the local environment by recognising the intrinsic character and beauty of the countryside. Development should have particular regard to maintaining the aesthetic and biodiversity qualities of natural and man-made features within the landscape, including a consideration of individual or groups of natural features such as trees, hedges and woodland or rivers, streams or other topographical features.

Cllr. Cowen said that the changes have to be accepted 'en bloc' and not 'yes' to some and 'no' to others. The final draft should go to the full council meeting in September. HOU04 and 05 are unique and allow for management of development and to prevent changes in village character. There is a need for smaller houses. In Austria, 86% of dwellings are self-builds whereas, in UK, the % is much lower at 8%. Cllr. Cowen doesn't think that HOU04 will hurt Thompson. The settlement boundary is also very tight. Cllr. Cowen will check if Thompson is in HOU05 as well.

Signed

Date

Cllr. Dujon queried the 5%, as to whether it was a hard and fast rule. In light of this should application 3PL/2019/0155/F 8 dwellings, Marlpit, have been disregarded at the outset? There is only one plot within the settlement boundary but HOU04 would allow to build adjacent to the settlement boundary. The village has a well-defined edge and not allowed to build 'into the countryside'. Maintaining character is an important consideration.

10. Modification Order 2018 - LM55733/HP453/2 NCC (Thompson, Pockthorpe Lane)

To add footpath/byway, open to all traffic from Pockthorpe Lane to Sparrow Hill. (FE).

In the absence of Fabian Eagle, this item was deferred to the next Parish Council meeting.

11. Reviews

11.1 Review of Standing orders

It was agreed the Standing Orders adopted 24 April 2018, last year would remain unchanged.

11.2 Review of Financial regulations

The Clerk requested that the frequency of Bank Reconciliations should be changed from quarterly to coincide instead, with every ordinary PC meeting. Quarterly does not fit well with the frequency of PC meetings. The same is true of Budget Vs Actuals. The Clerk would amend paragraph 2.2 (bank reconciliations) and paragraph 4.8 (Budget Vs Actuals) and distribute to all councillors for approval at the next PC meeting.

11.3 Review of Inventory/Assets

It was agreed to add the Litter Picking equipment to the asset register with an estimated value of £300. The adult outdoor equipment would not be added, as once installed, it would be donated to the Millennium Green to go on their insurance.

11.4 Review of Risk Assessment

It was agreed the current Risk Assessment would remain unchanged.

12. To report on financial matters

12.1 Approval of accounts 2018/2019 (AGAR Part 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), letter of completion by internal auditor.

12.1.1 Exemption from limited assurance review.

Thompson's gross income and gross expenditure are both less than £25,000 therefore Thompson PC may declare itself exempt from a limited assurance review by PKF Littlejohn, the external auditors. The Certificate of Exemption has been completed, signed by the Chair and emailed to the external auditors.

12.1.2 Internal auditors report.

Michael Corrie carried out the Internal Audit for Thompson again this year. He has found several issues but explained they had been temporary and largely attributable to the change of Clerk/RFO during the financial year 2018/2019. No recommendations were made by Michael because necessary actions had already been done and the accounts were signed off as approved. 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 2019/2020.

12.1.3 To approve the Annual governance Statement 2018/2019 AGAR Part 2. Section 1 (p5)

The Annual Governance Statement was reviewed, the councillors agreed unanimously to approve the statement, which was then signed by both the Chair and the Clerk.

12.1.4 To approve the Accounting statements 2018/2019 AGAR Part 2. Section 2 (p6)

The Accounting Statements were reviewed, the councillors agreed unanimously to approve the statements. The document was then signed by the Chair. The Clerk had signed the document prior to the meeting.

Signed

Date

12.2 Financial position

The bank account balances as at Tuesday 7 May 2019 ***

Barclays Community Account	£	14388.47
Barclays Business Premium Account	£	1610.67
TOTAL as per bank	£	15999.14

Summary (Including monies allocated)

Allocated to Sports Equipment (Approx.)	£	6300.00
Allocated to Notice Board (Approx.)	£	1000.00 approx.
Thompson Parish Council	£	8699.14
TOTAL as per bank	£	15999.14

12.3 Money in since last meeting (19 March 2019)

5/4/2019	Breckland Council - Precept	£	2775.00
	TOTAL IN	£	2775.00

NOTE: Notification of recycling payment £158.76 received but money not yet reached A/C.

Bank Reconciliation

Opening balance at bank (Last meeting, 19 May 2019)	£	13650.91
PLUS Money in since last meeting	£	2775.00
MINUS Money out since last meeting (Total cheques 19 May)	£	426.77
Closing balance at bank (This meeting, 7 May 2019, as above)	£	15999.14

12.4 Cheques out (to sign)

CHQ 693	TTSR Ltd. Grass cutting. (1 of 2) 50% of year total	£	590.58
CHQ 694	Information Commissioner - Annual Subscription	£	40.00
CHQ 695	Thinking Rural - Payroll Services Jan-Mar 2019	£	36.00
CHQ 696	Clerks Wages - Mar 2019	£	208.21
CHQ 697*	NALC - Annual subscription	£	117.62
CHQ 698**	Garden Centre Voucher - Audit Fee (Repay to Clerk)	£	25.00
CHQ 699	Clerks Wages - Apr 2019 (Owed £43.80)	£	175.29
	TOTAL OUT	£	1192.70

Note: The clerk explained she has been underpaid by £43.80 due to CAN using the wrong tax code. HMRC advised the Clerk that an adjustment would be made the following month.

* All councillors agreed to renew the annual subscription to NALC.

** Cllr. Gregory proposed and Cllr. Dujon seconded the proposal to give a £25 Garden Centre Voucher to the Internal auditor as payment for this year.

*** This includes an amount of £6300 relating to the purchase of the adult exercise equipment and the installation of the picnic tables, and approx. £1000 relating to the installation of a Thompson footpaths noticeboard

12.5 Budget Vs Actuals

(See spreadsheet below)

12.6 Insurance Renewal

Insurance with Zurich is due for renewal on 1st June 2019. Renewal quotes from Zurich are for:
1 year - £422.57. 3-year Long Term Agreement (LTA) - **£402.98** (£399.03 last 3 years. Extra £3.95).

Quote from Came & Company Ltd. **£344.74**.

Quote requested from Norris & Fisher Ltd.

Signed

Date

Quote requested from Parish Protect (Business Services at Community Action Suffolk Ltd. (CAS)) - quote received for £218.40. Three-year Long-Term Agreement (LTA) £207.48. The Clerk would distribute details of quotes/policies so councillors could decide which insurance company to use.

Thompson Parish Council Budget Vs Actual 2019/2020				
			at 7th May 2019	
	Budget	Forecast	Actual to date	
	2019-2020	2019-2020	2019-2020	
INCOME				
Precept	5,550.00	5,550.00	2,775.00	
Recycling	240.00	240.00	0.00	
Interest (Barclays Saver)	3.20	3.20	0.00	
Grant	0.00	0.00	0.00	
VAT	300.00	300.00	0.00	
Other	0.00	0.00	0.00	
Total	6,093.20	6,093.20	2,775.00	
EXPENDITURE				
Staff Costs including PAYE	2,630.00	2,630.00	426.77	
Payroll services	120.00	120.00	0.00	
Postage	15.00	15.00	0.00	
Insurance	400.00	300.00	0.00	Reduce cost ?
Grass cutting	1,181.16	1,181.16	0.00	
Training	0.00	0.00	0.00	No training budget
Printer/consumables	50.00	50.00	0.00	
Website	100.00	100.00	0.00	
Capital	0.00	0.00	0.00	No capital expense
Miscellaneous/Contingency	0.00	0.00	0.00	No contingency
Donation - St. Martin's Church	500.00	500.00	0.00	
Donation - Wayland Partnership	300.00	300.00	0.00	
Donation - Thompson Community Hall	300.00	300.00	0.00	
Subs - Norfolk ALC	111.00	120.00	0.00	
Subs - Community Action Norfolk	50.00	50.00	0.00	
Subs - Info Comm Registration	40.00	40.00	0.00	
VAT	300.00	0.00	0.00	
Total	6,097.16	5,706.16	426.77	
	Budget	Forecast	Actual to date	
	2019-2020	2019-2020	2019-2020	

13. To consider planning applications

13.1 Planning outcomes since last meeting

3PL/2019/0155/F 8 dwellings Marlpit Road, Blue Oak Dev./ARP Planning WITHDRAWN

It was expected they may re-apply when the Breckland Local Plan had been approved.

13.2 Applications pending outcome

There were no applications pending outcome.

13.3 New applications since last meeting

3PL/2019/0488/HOU/GREGORY/Church Farm/Conversion outbuilding to annexe. This application was on the Breckland Planning website, but the council had not been officially notified by email. It was decided to hold an extra meeting to discuss between PC meetings, which would be advertised as normal.

Signed

Date

14. To discuss any correspondence

Letter received from Mrs Ann Scott regards Item 10 on this agenda that has been deferred to the July meeting. The Clerk will make sure all councillors receive a copy (Including FE and PC).

15. AOB

Governance documents other than those discussed in Item 11, will be added to the July agenda.

Donations to local groups will be on the next agenda.

Irene Smith was the Parish Council representative on the Millennium Green Management Committee until she resigned this year. Cllr. Kaye asked for volunteers to take on this role. There were no volunteers, but Cllr. Kaye asked Cllr. Welch if he would take it on. Cllr. Welch agreed on a trial basis and would report back.

16. Date of next Meeting

Tuesday 16 July 2019 at 7.30pm in Thompson Community Hall

The meeting closed at 21:26

Signed

Date