

Thompson Parish Council (TPC)  
Minutes of the Annual Parish Council Meeting (AGM)  
held in Thompson Community Hall on Tuesday 18 May 2021

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

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

The meeting opened at 19:48. The Clerk took the chair.

**1. To elect Chairperson 2021 - 2022**

Jean Kaye agreed to stand again as Chair. Cllr. Robertson proposed and Cllr. Winslow seconded the proposal. 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 2021 - 2022**

Duncan Gregory agreed to stand again as Vice Chair. Cllr. Winslow proposed and Cllr. Robertson seconded the proposal. Duncan Gregory was duly elected as vice-chair. The Declaration of Acceptance of Office was signed by Cllr. Gregory and witnessed and signed by the Clerk. The current Declaration of Pecuniary Interest (DPI) for Cllr. Gregory remained unchanged.

**3. To consider accepting apologies for absence**

RESOLVED to accept apologies from Bronwen Tyler due to a long-standing prior engagement.  
RESOLVED to accept apologies from Fabian Eagle who was chairing another meeting.  
RESOLVED to accept apologies from Jeannie Wagner who had an unavoidable commitment.

**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 16 March 2021**

The minutes had been circulated prior to the meeting. Cllr. Angus Welch proposed approval of the minutes and Cllr. Kate Winslow 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 16 March 2021) not on the agenda.**

**College Road.** The Clerk had sent another email asking when the property might be tidied. Amanda had replied confirming it would be done as soon as she gets a chance.

**Phone Box.** Thank you to Zara Brown for offering to turn the phone box into a library/book swap. Zara has tidied the box and filled with books for people to read. Cllr. Kaye will write a piece for the Waylander. Zara will produce a poster to advertise the new facility for residents.

**Land.** The Clerk would let Mr. Shelton know that the Parish Council did not own the land he asked about.

**7. To adjourn the meeting for public participation**

The meeting was adjourned. There were no comments from the public present and the meeting was resumed.

Signed .....

Date .....

**8. To Co-opt a new Parish Councillor**

The vacancy had been advertised and Jeannie Wagner had volunteered to become a Parish Councillor. Unfortunately, Jeannie was not present at the meeting. There was a unanimous vote from the councillors for Jeannie to join Thompson Parish Council. Co-option was proposed by Cllr. Welch and seconded by Cllr. Gregory. The Clerk gave the relevant forms (Declaration of Acceptance of Office and DPI) to Cllr. Gregory to pass to Jeannie Wagner for signing. It had been confirmed it was OK to co-opt a councillor in the absence of the applicant.

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

There has been a visit from the Water Management Team and two people from Highways. Cllr. Welch and Kaye walked round with the team, starting at the Griston Road crossroads where the road had been flooded for much of the winter. The Parish Council had contacted Breckland Council about this. A ditch had been dug out. Previously John Taylor and Paul Howe had managed to pump water off, but within a week it had flooded again. Jetting the drain under the road helped but clearing the ditch was needed to maintain drainage. Highways are due to survey drains here. Problem made worse by fields draining into this area. Highways not really interested in other areas but really hoping to interest them in the village as a whole. Only interested where peoples' houses are affected. The problem is there is very little money to do any work. The low point of Hallfield Road next to the pond was also discussed. Highways will also survey how water from the ditches around the Green is taken to the fields behind Hallfield Road to identify what improvements could be made.

Pockthorpe Lane. The drains and ditches are inadequate and need sorting immediately. There is no central drainage. Some drains had been jetted but the improvement had been short lived. Needs further investigation. Ditches need to be properly cleared out. Ditch at the North end of the lane stops/reduces water flow. During the visit, the weather had unfortunately been dry so the issues in the area were not seen.

Cllr. Kaye read out a letter received from Roy Shovelar (Photographs were also included).

*The last year has been one of mud and water along Pockthorpe Lane (PL). Rainwater from the field north of PL runs through the properties on the northern side of PL onto the tarmac surface of the Lane. All the drains and inter-connecting pipelines are blocked with stones, mud, soil, tree roots etc. Therefore, the rainfall runs onto the lower southside gardens of properties on PL, in particular, the garden of number 17.*

*Several residents of numbers 17,24,25,27 and 29 decided late in the year to contact the District Council (DC) direct. A Mr. Martin Etheridge, who said he was responsible for drainage (tel:07795301554) agreed to visit PL. A detailed visit was carried out on 22nd December 2020 and a drainage vehicle duly arrived on 24 December 2020 and extracted all the rubbish accrued out of all the drains along PL. Did not have the equipment to rod the pipelines. Still work in progress.*

*The photographs show that no. 17 is suffering far more than the surrounding properties. The lady that lives in no. 17 is a widow and lives alone. This lady has contacted the DC several times, in an attempt to have the problem of surface water on her land resolved. I sense, the stress of living surrounded by water, is affecting her well-being.*

*Please can the Parish Council urgently investigate the problem of surface water in Pockthorpe Lane and have the problem rectified.*

Need to keep the pressure on to get something done.

Butters Hall had problems but these had not been reported to the Water Management Team. Highways agreed to look into how the road drains connected with the nearby watercourse.

The Parish Council placed a questionnaire in the Waylander and leafleted houses asking for peoples' experience of flooding in the village and have received 30+ responses and many photographs. Cllr Kaye had collated the responses and organised geographically. Discussed identifying landowners to agree a plan to keep ditches cleared. Cllrs. Gregory and Robertson had done a survey to identify land ownership. Watton/Saham had formed a Flood Action Group. Mr. Hayman had tried to tie in with them but to date had no response. Lots of initiatives in Norfolk for both water management and drought management. Cllr. Newnham said that a close neighbour to him works for the Environment Agency. Cllr Winslow said that Cllr. Newnham's neighbour had started to get involved, but some time ago now, but useful to know.

Signed .....

Date .....

Cllr. Gregory reported that ditches had been dug in Church Lane.

Norfolk Flooding Alliance is chaired by Lord Dannatt.

Cllr. Kaye would write to Cllr. Eagle asking if he would meet with the Parish Council and residents.

Important that water entering properties is reported and this should include ingress to garages too.

## 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 by Cllr. Welch and seconded by Cllr. Newnham. The Clerk would update the review date for each document.

## 11. To report on financial matters

### 11.1 Approval of accounts 2020/2021 (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) 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 of £200 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. He found a couple of minor issues which the Clerk dealt with immediately. He identified an invoice where the VAT had not been separated. As the Clerk had already completed the VAT reclaim for 2020/2021 this will be claimed in the following year. Michael has been paid for his services with a 'plant hamper' 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 2021/2022.

#### 11.1.3 To approve Annual Governance Statement 2020/2021 AGAR Part 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 2020/2021 AGAR Part 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 as at Tuesday 18 May 2021

Barclays Community Account	£	9559.81
Barclays Business Premium Account	£	1614.37
<b>TOTAL as per bank</b>	<b>£</b>	<b>11,174.18</b>

#### Summary (Including monies allocated)

Allocated to Sports Equipment	£	1746.00
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	8343.88
<b>TOTAL as per bank</b>	<b>£</b>	<b>11,174.18</b>

Signed .....

Date .....

### 11.2.2 Money in since last meeting (16 March 2021)

9/4/2021	Breckland Council - Precept 1 of 2 2021/2022	£	3050.00
26/4/2021	HMLC - VAT annual reclaim 2020/2021	£	275.70
	<b>TOTAL IN</b>	<b>£</b>	<b>3325.70</b>

### 11.2.3 Bank Reconciliation

<b>Opening balance</b> at bank, Current (Last meeting, 16 Mar 2021)	£	6930.05
<b>Opening balance</b> at bank, Savings (Last meeting, 16 Mar 2021)	£	1614.37 (Total £8544.42)
PLUS Money in since last meeting (as above)	£	3325.70
MINUS Money out since last meeting (Total cheques 16 Mar 2021)	£	695.94
<b>Closing balances</b> at bank (This meeting, 18 May 2021, as above)	£	<b>11174.18</b>
(CHEQUES - MINUS £273.00 ALREADY SIGNED)		

### 11.2.4 Cheques out (to sign)

CHQ 754	TTSR Ltd. Grass Cutting services - Inv 1 of 2	£	614.42
CHQ 755	Information Commissioner - annual data fee	£	40.00
CHQ 756	ZOOM monthly subs (4/21, 5/21 X 2) - Reimb. Clerk	£	28.78
CHQ 757	Clerks Wages - Apr-May 2021 2 months M1-M2	£	438.10
CHQ 758	Internal Auditor - gift of plants - Reimb. Clerk	£	30.00
	<b>TOTAL OUT</b>	<b>£</b>	<b>1151.30</b>

THOMPSON PARISH COUNCIL ACCOUNTS					INCOME					
					YEAR ENDED 31 March 2022					
Date	From	Description		PRECEPT	SAVER AC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
07/04/2021	Breckland Council	Precept 1 of 2	DIR	3,050.00						3,050.00
30/09/2020	HMRC	Vat annual refund	DIR					275.70		275.70
				3,050.00	0.00	0.00	0.00	275.70	0.00	3,325.70
									CHECK	3,325.70

THOMPSON PARISH COUNCIL ACCOUNTS 2021 - 2022											EXPENDITURE											
											YEAR ENDED 31 March 2022											
Date	Invoice	To	Description	CHQ	CLERKS WAGES	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSES	TRAINING	HALL HIRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING ETC.	WEB SITE	MISC	CAPITAL	VAT	TOTAL	
18/05/2021	5399	TTSR Limited	Grass cutting 1 of 2 (50%)	754												512.02				102.40		614.42
18/05/2021		Info Commissioner	Annual Data Protection Fee -	755											40.00							40.00
04/04/2021	NV78291055	ZOOM	Monthly virtual meeting fee	756														11.99			2.40	14.39
04/05/2021	NV84115223	ZOOM	Monthly virtual meeting fee	756														11.99			2.40	14.39
18/05/2021		Kim Austin	Clerk's wages April/May 21 -	757	438.10																	438.10
18/09/2021		Mrs J Roberts Plants	Internal Audit 'Plant Hamper'	758									30.00									30.00
					438.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	40.00	512.02	0.00	23.98	0.00	107.20		1,151.30
																					CHECK	1,151.30

### 11.2.5 Budget Vs Actuals

Signed .....

Date .....

Thompson Parish Council Budget Vs Actual 2020/2021			
18/05/2021			
	Budget	Forecast	Actual to date
	2021/2022	2021/2022	2021/2022
<b>INCOME</b>			
Precept	6,100.00	6,100.00	3,050.00
Recycling	120.00	120.00	0.00
Interest (Barclays Saver)	3.20	3.20	0.00
Grant	0.00	0.00	0.00
VAT	300.00	300.00	275.70
Other	0.00	0.00	0.00
<b>Total</b>	<b>6,523.20</b>	<b>6,523.20</b>	<b>3,325.70</b>
<b>EXPENDITURE</b>			
Staff Costs including PAYE	2,630.00	2,630.00	438.10
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	207.48	207.48	0.00
Grass cutting	1,228.84	1,228.84	512.02
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
Miscellaneous/Contingency	200.00	200.00	23.98
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	107.20
<b>Total</b>	<b>6,780.77</b>	<b>6,780.77</b>	<b>1,151.30</b>
<b>PRECEPT £6100</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual to date</b>
<b>2021/2022</b>	<b>2021/2022</b>	<b>2021/2022</b>	<b>2021/2022</b>

## 11.2.6

### Insurance renewal.

To renew on 1/6/2021 (Year 2021/2022) 3rd year of a 3-year Long Term undertaking (LTA).  
£207.48

**Notes: Zoom.** It was agreed to cancel the Zoom monthly subscription for now. Can easily be re-instated if required.

## 12. To consider planning applications

**12.1 Planning outcomes since last meeting** There were no planning outcomes since the last meeting

**12.2 Applications pending outcome** There were no applications pending outcome.

**12.3 New applications since last meeting (16 March 2021)** There were no new applications.

## 13. To discuss flag poles and flags

No requirement for a flag and noted that planning permission could also be required.

## 14. To discuss any correspondence.

**Inquiry.** Correspondence had been received from Mrs. Scott regarding two points. She insisted that the Inquiry should not be referred to as a Footpath Inquiry but a Byway Open to All Traffic (Boat) Inquiry. In the minutes of the March PC meeting, it had stated that finding a date for the meeting that suits all had been problematic. The date has now been set for 22 February 2022 and may be a blended or partial meeting. Mrs Scott was not happy with a blended meeting. The Parish Council confirmed they have not been responsible for setting the date nor deciding how that meeting will be held.

## 15. AOB - To receive items for the next agenda.

**Picnic benches.** Cllr Kaye asked if the Parish Council could pay for the concrete bases for the benches, which they had purchased as they are community assets ? Just need to get the work done. It was agreed that the PC should pay.

**Village Sign.** Cllr. Robertson will help Geoff Winslow put the village sign up with the help of a cherry picker. Cllr. Robertson will arrange a date with Geoff.

Signed .....

Date .....

**Accidents.** Cllr Newnham reported two accidents at corner of Pockthorpe Lane: A lorry driving into the thatched house at the corner and a collision between two cars. Could Community Speed watch be resurrected ?

**Welcome letter** to new residents. Cllr. Welch asked if a letter/booklet could be given to new arrivals in the village. It was noted that this had been done in the past. (Agenda item for next meeting)

**Great British Spring Clean.** All thought it was a good idea to join in. Cllr. Winslow has 20 sets and Cllr. Gregory has 9 or 10 sets of litter pick equipment. Cllr. Kaye would advertise Saturday 5 June date in the Waylander.

**Pockthorpe Lane.** Parish Council to check conditions associated with a planning application regards turning point and passing point in the Lane.

**16. Date of next Meeting**

**Important Post Meeting Note:** The next meeting originally scheduled for Tuesday 20 July 2021 at 7.30pm had been rescheduled to the earlier date of **Thursday 1 July, 7.30pm** at Thompson Community Hall.

**The meeting closed at 21.22**

Signed .....

Date .....