

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting (Virtual meeting - held using Google Duo)
on Tuesday 26 May 2020

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ian Robertson	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk

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

The meeting opened at 19:32

1. To consider accepting apologies for absence

Apologies were received from Cllr. Fabian Eagle and Cllr. Phil Cowen. Cllrs. Shovelar and Newnham were unable to join the meeting due to lack of technology for the virtual meeting. All 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 17 March 2020

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 would be signed by the Chair, Cllr. Jean Kaye after the meeting.

4. To discuss any matters arising from the minutes (Tuesday 17 March 2020) not on the agenda.

School Speed awareness poster. At a previous meeting, the Parish Council agreed it would be a good idea to ask the school children to design a speed awareness poster and they would provide a book token as a prize. This would be on hold until after the pandemic.

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

5. To adjourn the meeting for public participation

No members of the public had joined the group meeting.

6. To discuss the current Coronavirus situation.

Peddars Way had been busy with walkers of late. The Clerk gave an update on the Thompson volunteer effort. The flyer had been dropped through every letterbox in Thompson. Just under 30 people had volunteered to help. About 10 people had registered for help with shopping, click and collect, prescriptions, returning unused food from food parcels and a lost cat. All was working well, and people were checking on vulnerable neighbours regularly. Had one referral from NCC. The Clerk has been doing a 'phone round' maybe once a week to make sure everybody OK. Less requests for help now than at the start of Lockdown.

7. To receive reports

7.1 District Councillor (PC) The PC was being kept in the loop regarding Covid 19 matters and the work being undertaken by Breckland Council and NCC. Breckland preparing for a virtual cabinet meeting on 1 June 2020 to establish a road map to begin the drive back to a 'New Normal'.

7.2 County Councillor (FE) Nothing to report from County apart from Ashill recycling centre to reopen on Thursday 28 May 2020.

7.3

Signed

Date

7.4 Thompson Chair's report (JK)

Litter pick Some litter picking had been done by Cllrs. Welch and Gregory whilst walking and dog walking and had taken any rubbish found, home with them.

7.5 Community Hall report (KW)

The Hall is closed. Fire checks are still being done. A door has been broken and will need replacing on insurance. Would guess, realistically, the Hall will not be open again before the Autumn. Good news that the Hall has received a £10,000 community grant which will cover expenses until the Hall can return to normal use.

7.6 The Millennium Green report (AW)

Committee. New chair, Martin Hayman, chaired the virtual meeting on 11 May 2020. Volunteers still required to collect Lottery money.

Finances. Remain healthy.

Hedges. Good news. Registered as business with RPA. Grant applied for, for the stewardship scheme. Successful grant applications will be promulgated in July.

Wild area. Acknowledged that the concept of a wildflower meadow is too challenging.

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

Play Equipment. Preservative will be added to the posts at ground level to prevent rot.

Thompson Run. Unsure whether Thompson run will go ahead on 20 September 2020.

Working Party. Grateful thanks from the village for those participating in the working parties. The pile of branches etc. left from recent working parties will be removed shortly, half removed already.

Further Matters. Bus Shelter. Cllr. Kaye will obtain a quote for fixing the flint and brick wall by the bus shelter and will donate the flint stones needed to fill the holes. Alternative options for siting the plaque which fell from the wall are to mount it on a board or mount on the side of the bus shelter.

Next Committee meeting. 14 July 2020.

8.0 To report on financial matters

8.1 Approval of accounts 2019/2020 (AGAR Part 2, PKF Littlejohn, External auditors.)

The AGAR (Part 2) had been circulated to the councillors prior to the meeting for reference.

8.1.1 Exemption from limited assurance review (<£25,000 gross income/expenditure) (p3)

The Clerk explained that because both gross income and expenditure were less than £25,000, Thompson Parish Council was eligible to apply for an exemption certificate for the year 2019/2020 meaning a limited assurance review would not be carried out by the external auditors. There would therefore be no fee of £200. It was agreed the Chair would sign the form after the meeting and the Clerk would send the completed/signed form to PKF Littlejohn the external auditors.

8.1.2 Internal auditor's report (p4)

Michael Corrie had carried out the internal audit of the accounts and confirmed all accounts are in order. Michael's letter of confirmation had been circulated to all councillors prior to this meeting. Michael had been paid for his services with a 'plant hamper' agreed by the Parish Council.

8.1.3 To approve the Annual Governance Statement 2019/2020 AGAR Part 2. Section. 1 (p5)

The Chair read out the 9 governance statements. All councillors agreed with the statements; therefore, the Clerk ticked the YES boxes. The Form would be signed by the Chair after the meeting.

8.1.4 To approve the Accounting Statements 2019/2020 AGAR Part 2. Section 2. (p6)

The councillors all agreed with the accounting statements. The Chair would sign the form after the meeting.

8.2 Financial position

The bank account balances as at Tuesday 26 May 2020

Barclays Community Account	£	8602.31
Barclays Business Premium Account	£	1613.64
TOTAL as per bank	£	10215.95

Signed

Date

Summary (Including monies allocated)

Allocated to Sports Equipment	£ 300.00
Allocated to Notice Board	£ 1084.30
Thompson Parish Council	£ 8831.65
TOTAL as per bank	£ 10215.95

NOTE: Note from Mike Corrie re Sports Equipment £6k spent and £300 still available (as above), but total granted was £6496: £5196 on 7/2/18 and £2300 on 28/1/19. Might want to increase the balance to £496 ? Clerk queried this with the councillors. Cllr. Kaye said this was for benches (not yet installed) and an oak post for the village sign. The Clerk would check the accounts.

8.3 Money in since last meeting (17 March 2020)

7/4/20 Breckland Council - Precept - 1 of 2 payments	£ 2900.00
TOTAL IN	£ 2900.00

8.4 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 17 March 2020)	£ 6568.49
Opening balance at bank, Savings (Last meeting, 17 March 2020)	£ 1613.64 (Total £8182.13)
PLUS Money in since last meeting (as above)	£ 2900.00
MINUS CHQ 719 Thompson Community Hall - NOW presented	£ 300.00
MINUS Money out since last meeting (Total cheques 17 March 2020)	£ 566.18
Closing balances at bank (This meeting, 26 May 2020, as above)	£ 10215.95

8.5 Cheques out (to sign)

CHQ 727 Thinking Rural CIC - Payroll services 3 months (Final)	£ 36.00
CHQ 728 Clerks Wages - Mar 2020	£ 219.09
CHQ 729 Clerks Wages - Apr 2020	£ 219.05
CHQ 730 TTSR Ltd. Grounds Maint. Year 2 of 3. Inv. 1 of 2	£ 602.38
CHQ 731 Business Services at CAS Ltd. Insurance. Yr. 2 of 3	£ 207.48
CHQ 732 Info Commissioner ICO - annual fee, reimb. Clerk	£ 40.00
CHQ 733 NALC Annual fee	£ 117.45
CHQ 734 J Roberts. 'Plants' M Corrie, audit fee, reimb. Clerk	£ 30.00
CHQ 735 Clerks Wages - May 2020	£ 219.05
TOTAL OUT	£ 1690.50

INCOME TO DATE (2020/2021 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS										INCOME	
										YEAR ENDED 31 March 2021	
Date	From	Description		PRECEPT	SAVER A C INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL	
05/04/2020	Breckland Council	Precept	DIR	2,900.00						2,900.00	
				2,900.00	0.00	0.00	0.00	0.00	0.00	2,900.00	
											CHECK 2,900.00

EXPENDITURE TO DATE (2020/2021 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS 2019 - 2020										EXPENDITURE												
										YEAR ENDED 31 March 2020												
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	
31/03/2020	TR604	Thinking Rural	Payroll Services Jan-Mar 2020	727			30.00														6.00	36.00
31/03/2020		Kim Austin	Clerk's wages March 2020	728	219.09																	219.09
31/04/2020		Kim Austin	Clerk's wages April 2020	729	219.05																	219.05
30/04/2020	4232	TTSR Limited	Grass cutting 1 of 2 (50%)	730												501.98					100.40	602.38
30/05/2020		Bus. Services at CAS	Insurance renewal Yr 2 of 3	731								207.48										207.48
10/05/2020		Info Commissioner	Annual Data Protection Fee -	732											40.00							40.00
31/03/2020	3893	NALC	Annual Subscription	733												117.45						117.45
24/05/2020		Mrs J Roberts Plants	Internal Audit 'Plant Hamper'	734									30.00									30.00
31/05/2020		Kim Austin	Clerk's wages May 2020	735	219.05																	219.05
					657.19	0.00	30.00	0.00	0.00	0.00	0.00	207.48	30.00	0.00	157.45	501.98	0.00	0.00	0.00	106.40		1,690.50
																						CHECK 1,690.50

Signed

Date

NOTE Update on payroll services

The handover between Community Action Norfolk (CAN) and Orchard House Accountancy was not smooth. The Clerk had organised the handover with plenty of time to spare and yet CAN did not pass over the relevant information. The Clerk had to repeatedly chase CAN and eventually received a first payslip from Orchard House. Note: TPC have now paid an annual fee for payroll services rather than paying quarterly. **Saving the Parish Council £72 per year.**

NOTE Insurance

Litter Pick equipment valued at £300 has been added to the asset register for insurance purposes.

8.6 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2020/2021				26/05/2020			
	Budget	Forecast	Actual to date				
	2020/2021	2020/2021	2020/2021				
INCOME							
Precept	5,800.00	5,800.00	2,900.00				
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	0.00				
Other	0.00	0.00	0.00				
Total	6,223.20	6,223.20	2,900.00				
EXPENDITURE							
Staff Costs including PAYE	2,630.00	2,630.00	657.19				
Payroll services	36.00	36.00	36.00			New supplier - saving £72 per annum	
Internal audit fee	30.00	30.00	30.00				
Postage	15.00	15.00	0.00				
Insurance	207.48	207.48	207.48			Saving £192.52 per annum	
Grass cutting	1,204.76	1,204.76	602.38				
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	0.00			Defibrillator	
Donation - St. Martin's Church	500.00	500.00	0.00				
Donation - Wayland Partnership	300.00	300.00	0.00				
Donation - Thompson Community	300.00	300.00	0.00				
Subs - Norfolk ALC	117.45	117.45	117.45				
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	0.00				
Total	6,220.69	6,220.69	1,690.50			PRECEPT £5800	
	Budget	Forecast	Actual to date				
	2020/2021	2020/2021	2020/2021			2020/2021	

9. To consider planning applications

9.1 Planning outcomes since last meeting

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

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

9.2 Applications pending outcome

3PL/2018/1352/PIP to APP/F2605/W19/3234662 FISHER/Appeal/Hallfield Rd/2x3 bed affordable houses (029) **APPEALED**

9.3 New applications since last meeting (17 March 2020)

3PL/2020/0278/HOU YOUNGS/Oak Tree Cottage, Church Farm/Single storey extn. (031)

NO OBJ/**PERMISSION** (discussion/comments by email exchange)

Signed

Date

10. To discuss any correspondence

An email had been received from Amanda Byrne on 11 May 2020 regards 1 College Road. She was not happy that a working party was suggested to clear her land. Cllr. Gregory said there had been a misunderstanding. The Clerk replied to Amanda saying the Parish Councillors were only trying to help after not having had any replies to any of their correspondence. The Clerk confirmed that of course, no members of the Parish Council would consider trespassing on anybody's land in any way. The idea of a working party was purely mentioned as a way forward and this was before any mention of a lockdown. If Amanda already had this in hand then this was an ideal scenario and the councillors would be delighted.

Amanda confirmed by email on 11 May 2020 that the work was in hand and as soon as the plant was available and grabs could be booked, the site would be cleared, hopefully within the next 3 weeks.

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

There were no items for the next agenda. Cllr. Gregory mentioned that the verges looked good and there was very little litter as would be expected during lockdown.

12. Date of next Meeting

Tuesday 21 July 2020 at 7.30pm. This meeting will probably be another virtual meeting.

The meeting closed at 21:12