

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting held in Thompson Community Hall
on Tuesday 16 July 2019

Present:	Jean Kaye	Chair
	Ian Robertson	
	Roy Shovelar	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Fabian Eagle	County Councillor

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

The meeting opened at 19:36

1. To consider accepting apologies for absence

RESOLVED to accept apologies from Cllr. Duncan Gregory who had family commitments.
RESOLVED to accept apologies from Cllr. Phil Cowen whose wife was unwell.

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 7 May 2019

The minutes had been circulated prior to the meeting. 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 7 May 2019) not on the agenda.

Item 7 on 7 May agenda. The clerk had written to Amanda Byrne at Thompson Hall Cottage, regards tidying the garden at No. 1 College Road. Crates etc. were still there The Clerk was asked to write again, asking for confirmation of receipt of letter and what actions would be taken.

5. To adjourn the meeting for public participation

The meeting was not adjourned as there were no members of the public present.

6. 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).

The Parish Council had received a letter from the Planning Inspectorate, dated 17 July 2019, confirming that there was to be a public enquiry. Cllr. Eagle (FE) explained it would have been opened first as a BOAT in order to close it and then downgrade to a footpath. NCC would lead at the enquiry. FE would get NCC to meet with the PC before the Public Enquiry so that the PC could fully understand the process. FE confirmed there would be no cost to the PC.

7. Triangle at junction of Stow Bedon Road, Church Lane and Butter's Hall Lane.

The triangle is a bit of a mess. Some of the tree growth impinges on overhead lines. A parishioner has volunteered to clear the triangle at no cost, but they will need permission from highways to do so. Highways will not clear as they say it is not their responsibility to clear the lines.

The Ash Die Back team had recently visited Thompson to identify any dangerous trees. There was a yellow marker on one tree on the triangle indicating it needed attention. This tree is unregistered so

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still not sure who owns it. The Clerk will write to Highways to confirm ownership and let them know of the intention to clear the area.

All councillors agreed it would be good to have the area cleared and tidied.

8. Reviews

8.1 Approval of Financial Regulations (Change to bank reconciliation timings)

The frequency of bank reconciliations and Budget Vs Actual reports was to be changed from quarterly to approx. every 2 months at each normal PC meeting. The Clerk read out the proposed changes to the relevant paragraphs in the Financial Regulations.

Paragraph 2.2 The RFO will produce a bank reconciliation to be presented at every normal Parish Council meeting to be held approximately, every 2 months. All councillors will agree the reconciliation. This report will form part of the minutes and will be signed off by the Chair.

Paragraph 4.8 The RFO will produce a Budget Vs Actual report to be presented at every normal Parish Council meeting to be held approximately, every 2 months. The report will include an explanation of any material variances (being in excess of £75 or 15% of the budget). All councillors will agree the Budget Vs Actual report. This report will form part of the minutes and will be signed off by the Chair.

At the meeting, it was decided that the Clerk should also provide bank statements showing the transactions and the bank balance, as part of the reconciliation. The Clerk would make further amendments to the financial regulations and recirculate for approval at the next meeting.

8.2 Review of Representation on external bodies and arrangements for reporting back.

8.2.1 Thompson Millennium Green, Charitable Trust.

Cllr. Welch agreed at the last meeting to take on this role on a trial basis.

8.2.2 Parish Land. Cllr. Kate Winslow as PC representative reported that the next lot of rent had been paid and there were horses on the land.

8.2.3 Thompson Community Hall. Cllr. Kate Winslow was the agreed PC representative for Thompson Community Hall.

9. To receive reports

9.1 District Councillor (PC)

Cllr. Cowen had sent a brief report saying there was not a lot to report; The Local Plan is still on track to be adopted in September. Finances at the council are in a healthy state. The Council continues to invest in the district and supports local businesses wherever possible.

9.2 County Councillor (FE)

FE said the second cut had been on the verges to a greater depth than normal to increase visibility. Slow down signs have been purchased and are being allocated to villages on a rota basis. Not a speed limit sign, so can put anywhere in the village. Most effective if the signs are moved to a new location every 3 days. If speeding continues to be a problem, then can get the police involved. FE has 4/5 designs of wheelie bin stickers that help to slow traffic on bin collection days. 'Hedgehogs Crossing' could have the desired effect!

9.3 Thompson Chair's report (JK)

The PC are one councillor short following a resignation. No volunteers yet to join the PC. May need to approach people. The Clerk to check process with Breckland Council. There was an incident a few weeks ago with motor bikes revving their engines and doing wheelies. A call had been logged.

9.4 Community Hall report (KW)

KW reported all was going well. There were a variety of events held and planned. Book sale raised £1600, split between the Hall and Thompson and Griston churches. A Heritage Weekend would be held at the end of the month with displays in the Hall and concert with food and wine in the church. August film will be "Can you ever forgive me" and September film will be 'Fisherman's Friends'. November film will be 'Yesterday'. The final bill for the building of the

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hall has been agreed. After a year, the hall does need a little redecorating. The Architect has entered the hall for an architecture award. WI federation meeting being held in October. There are several party bookings.

9.5 The Millennium Green report (AW)

AW said no meetings had been held, so nothing to report. JK said they do know that AW is the new PC representative.

10. To report on financial matters

10.1 Financial position

The bank account balances as at Tuesday 16 July 2019

Barclays Community Account	£ 13551.20
Barclays Business Premium Account	£ 1611.47
TOTAL as per bank	£ 15162.67

Summary (Including monies allocated)

Allocated to Sports Equipment (Approx.)	£ 6300.00 (See CHQ 701)
Allocated to Notice Board (Approx.)	£ 1000.00 *
Thompson Parish Council	£ 7862.67
TOTAL as per bank	£ 15162.67

*The Clerk will ascertain the actual amount allocated to the Notice Board.

10.2 Money in since last meeting (7 May 2019)

16/5/2019	Breckland Council - Recycling Payment	£ 158.76
4/6/2019	Barclays Business Savings A/C Interest	£ 0.80
2/7/2019	HMRC - Vat refund	£ 404.15
TOTAL IN		£ 563.71

10.3 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 7 May 2019)	£ 14388.47
Opening balance at bank, Savings (Last meeting, 7 May 2019)	£ 1610.67 (Total £15999.14)
PLUS Money in since last meeting (as above)	£ 563.71
MINUS Money out since last meeting (Total cheques 7 May 2019)	£ 1192.70
MINUS Insurance renewal cheque (Signed at extra PC meeting)	£ 207.48
Closing balances at bank (This meeting, 16 July 2019, as above)	£ 15162.67

10.4 Cheques out (to sign)

CHQ 700	Insurance renewal - Business services at CAS Ltd.	£ 207.48 (SIGNED AT EX. MTG.)
CHQ 701	Caloo Ltd. Outdoor adult equipment	£ 6000.00
CHQ 702	Thinking Rural - 3 months payroll Apr-Jun 2019	£ 36.00
CHQ 703	Clerks Wages - May 2019 (Plus £43.80 owed April)	£ 262.89
CHQ 704	Clerks Wages - June 2019	£ 219.09
TOTAL OUT		£ 6725.46

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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
04/06/2019	Barclays	Barclays Saver A/C Interest	DIR		0.80					0.80
				2,775.00	0.80	158.76	0.00	404.15	0.00	3,338.71
									CHECK	3,338.71

EXPENDITURE TO DATE (2019/2020 financial year)

THOMPSON PARISH COUNCIL ACCOUNTS 2019 - 2020											EXPENDITURE													
											YEAR ENDED 31 March 2020													
Date	Invoice	To	Supplier VAT Reg. No.	Description	CHD	CLERKS WAGES	CLERKS REMBURSEMENTS	POSTAGE	PAYROLL SERVICES	PAYE (GW)	COUNCIL EXPENSES	TRAINING	HALL HIRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING Etc.	WEB SITE	MISC	CAPITAL	VAT	TOTAL
01/05/2019	3244	TTSR Limited	279 8073 50	Grass cutting	693														492.15				98.43	590.58
07/05/2019		Info Commissioner		Annual Data Protection Fee - sub	694													40.00						40.00
31/03/2019		Thinking Rural	996 0216 00	Payroll Services Jan-Mar 2019	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	2831	NALC		Annual Subscription	697													117.62						117.62
06/05/2019		Wymondham Garden Centre		Internal Audit Voucher Mike Corrie	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	2382	Caloo	918 3820 14	Outdoor adult equipment	701																5,000.00	1,000.00		6,000.00
30/06/2019	TR554	Thinking Rural	996 0216 00	Payroll Services Apr-Jun 2019	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
						865.48	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	207.48	25.00	0.00	157.62	492.15	0.00	5,000.00	0.00	1,110.43	7,918.16

10.5 Budget Vs Actuals
(See spreadsheet below)

11. To consider planning applications

11.1 Planning outcomes since last meeting

3PL/2019/0488/HOU/GREGORY/Church Farm/Conversion outbuilding to annexe. PERMISSION

11.2 Applications pending outcome

There were no applications pending outcome.

11.3 New applications since last meeting

3PL/2019/0752/F RAKER/Barn at Redbrick Farm, Marlpit Road/4 dwellings

A previous application for change of use of the barn and its conversion into 3 dwellings had been approved by Breckland Council. Mr Raker had subsequently spoken at a Parish Council meeting to describe an alternative use of the site, demolishing the barn and building 3 terraced houses on its footprint.

This new application is for 3 small terraced, 2 storey dwellings and 1 detached dwelling. This application is completely different. After much discussion, there was a unanimous decision to object to this application for the following reasons: Outside the settlement boundary, adjacent to listed buildings and sustainability.

12. To discuss any correspondence

Another letter had been received from Mrs Ann Scott and circulated to all councillors.

13. AOB

Cllr. Shovelar reported that he had experienced a road rage incident which resulted in the driver threatening to assault him in his own driveway. The police were called and although identified as

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aggravated assault, Cllr. Shovelar would not be pressing charges. The incident had started at the junction between Pockthorpe Lane and Watton Road, which is on a blind bend. Cllr Shovelar asked if it would be possible to have a mirror on the triangle so that you could see cars coming from Mill Road. The Clerk was asked to contact Highways to arrange a visit to assess safety at this junction. The junction is particularly dangerous at school run times.

Date for the next litter pick was agreed as Saturday 2 November meeting at Thompson Community Hall at 09:45.

Donations to organisations will be on the agenda for the next meeting.

14. Date of next Meeting

Tuesday 17 September 2019 at 7.30pm in Thompson Community Hall

The meeting closed at 21:29

Thompson Parish Council Budget Vs Actual 2019/2020				16/07/2019
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	
INCOME				
Precept	5,550.00	5,550.00	2,775.00	
Recycling	240.00	240.00	158.76	
Interest (Barclays Saver)	3.20	3.20	0.80	
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	3,338.71	
EXPENDITURE				
Staff Costs including PAYE	2,630.00	2,630.00	865.48	
Payroll services	120.00	120.00	60.00	
Internal audit fee	0.00	25.00	25.00	
Postage	15.00	15.00	0.00	
Insurance	400.00	207.48	207.48	Saving £192.52 on last year
Grass cutting	1,181.16	1,181.16	492.15	
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	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	110.43	
Total	6,097.16	5,938.64	1,918.16	
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	

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Date