

Thompson Parish Council (TPC)  
Minutes of Parish Council Meeting held in Thompson Community Hall  
on Tuesday 17 September 2019

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

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

**The meeting opened at 19:30**

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

RESOLVED to accept apologies from Cllr. Fabian Eagle.

RESOLVED to accept apologies from Cllr. Roy Shovelar.

**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 16 July 2019**

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 duly signed by the Chair, Cllr. Jean Kaye.

**4. To discuss any matters arising from the minutes (Tuesday 16 July 2019) not on the agenda.**

**Item 4** on 16 July agenda. The Clerk had written again to Amanda Byrne at Thompson Hall Cottage, regards tidying the garden at No. 1 College Road. Confirmation of receipt of the letter was requested but was not received.

**Item 7** on 16 July agenda. The Clerk wrote to Highways to confirm ownership of the trees on the triangle and to let them know of the intention to clear the area. All councillors had agreed it would be good to have the area cleared and tidied but were seeking clarification and permission. Martin Ethridge of highways said he would investigate. No response yet. The Clerk would email Martin for an update. Cllr. Gregory asked who the person is that volunteered to do the tidying. Cllr. Welch re-confirmed, they wanted to remain anonymous at this point.

**Item 13** on July agenda. The Clerk had contacted highways to ask if a mirror could be placed at the junction of Mill Road, Watton Road, Pockthorpe Lane and Marlpit Road, so cars could be seen coming from Mill Road. Highways replied that a mirror would not be allowed as this did not conform to Traffic Signs and Regulations. The Clerk emailed Martin Ethridge noting the comments re the mirror, but still asking for a site visit to assess road safety at this junction. The Clerk asked if the visit could be at a time when parents deliver or collect their children from school. No response yet. The Clerk would email for an update.

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

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

**6. To discuss 'Solo Housing'.**

Signed .....

Date .....

The Clerk had received a letter asking for support in publicising the work of the Solo Housing Lodgings Scheme within Breckland. Cllr. Kaye noticed their poster did not show their charity number. They are a facilitator, whereby people with a spare room in their house can rent it out to single people looking for affordable accommodation. An individual could earn £7,500 before being taxed. Would Thompson PC be happy to promote this in the village ? It was agreed there were better ways of achieving the objectives. Breckland could promote on their website or in Breckland Voice and there should be a single point of contact. Cllr. Cowen would make enquiries at Breckland and report back. Not a good idea to put on Thompson noticeboards. Maybe Solo Housing should be targeting towns with infrastructure and facilities rather than villages.

**7. To agree wording change in Financial Regulations.**

**Paragraph 2.2** now reads: Further amendment in bold.

The RFO will produce a bank reconciliation to be presented at every normal Parish Council meeting to be held approximately, every 2 months. **Bank statements showing the transactions to date and the bank balance, will form part of the bank reconciliation.** 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** now reads:

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.

Acceptance of the wording change was proposed by Cllr. Welch and seconded by Cllr. Robertson. The September 2019 version was duly signed and dated by the chair, Cllr. Kaye.

**8. To agree donations to organisation**

Prior to the meeting, the Clerk had circulated a table showing donations in the last 5 years. The figures were discussed, and it was agreed to continue, same as previous years, with donations totalling £1100. The Clerk would prepare cheques to be signed at the next meeting, leaving the Community Hall cheque till Jan 2020.

Financial Year:	2019/2020	
Thompson Community Hall (Jan)	£300	January payment ties in with the lease.
Wayland Partnership (Sept)	£300	TPC is one of few parishes supporting the WP.
St. Martin's Church (Sept)	£500	See note.

Note: Previously, mower repairs/maintenance costs were deducted from the £500. Cllr. Gregory reported it was now not cost effective to keep repairing the old ride-on mower. Alternatives would be sought.

The Clerk mentioned a wheeled strimmer which is apparently ideal for graveyards.

**9. To receive reports**

**9.1 District Councillor (PC)**

**Local Plan.** The Planning Inspector's report had been promised early September but still hadn't been received. If it doesn't arrive in September, then it won't go before the Planning Committee by the end of the year. May hold a special November council meeting to move it through. The Inspector has already told Breckland he wants them to revisit the housing trajectory, housing figures and employment. Breckland hasn't reached its targets because developers buy and then don't build for a variety of reasons. Brexit has caused hold ups in the construction industry due to concerns and uncertainty about supplies of building materials, many of which come from European countries.

Further Local Plan would be needed within two years, to contain accurate information on housing and employment, a 5-year land supply.

Signed .....

Date .....

Cllr. Cowen talked about electricity shortage in Norfolk. Will affect Breckland even though we have wind farms. Another new wind farm is currently being promoted. Necton's generated electricity is carried in large cables. Needs to be transformed down to distribute in smaller cables to households. Costs £80million to transform. 20% of the nation's electricity is routed from offshore wind farms through Necton. Doesn't however, stay in Norfolk. Breckland is at the end of the cable so if someone higher up the cable wants more electricity, then the energy available at the end of the line is reduced. Norfolk doesn't get increased supply through this. Breckland looking to boost the supply but needs to secure funds.

Starting to look at the budget for next year in October 2019. Departments are submitting their wish lists. To sign off in February 2020.

**9.2 County Councillor (FE) - No report**

**9.3 Thompson Chair's report (JK)**

Litter pick on Saturday 2 November. Will be advertised in the Waylander. Merton joining in. Agreed it was OK for Merton to borrow Thompson equipment.

Showcase Day on 7/8 February 2020. Will be an agenda item on next PC agenda.

Cllr. Kaye said all need to think about how the Parish Council works. Needs to be proactive rather than reactive. Need to attract younger people onto the Parish Council. It was mentioned, the PC has no real power.

**9.4 Community Hall report (KW)**

KW reported all was going well. There were a variety of events held and planned. Book sale went well last weekend. Film club 'Rocket Man' planned for October and 'Yesterday' planned for November. December film will be a Christmas Film. Made money on refreshments at the Heritage Weekend held with the church. Flower arranging demonstration in November. 19 October, quiz night. Italian evening, early November, £15 per ticket. A company will hold an away day in late October with TCH catering. The hall has been booked for a number of parties and a wedding anniversary. Hall is about breaking even. Have had a couple of issues with the heating but now sorted.

**9.5 The Millennium Green report (AW)**

AGM held 9 September. Election of Chair, secretary and treasurer. The Chair gave the annual report. Income over expenditure was £1284. Grass cutting on a 3-year contract. ROSPA playground inspection carried out. Nothing high risk identified but further assessment required to prevent any low risks becoming risks. Thompson run is on track. Ash tree dieback specimens have been identified and will be cut in due course. The lime tree walk canopy will be trimmed to above head height in due course. The grass left as meadow may be reverted back to grass as easier to maintain. Hedges in Hallfield Road need brambles and ivy stripping away. Wall near bus shelter has a plaque that needs replacing. Will get quotes for replacement and any other options. Working days still continuing. There are a few spare lottery tickets available.

Cllr. Welch had attended the CPRE seminar. An email had been circulated to all councillors covering all the points that were raised.

**10. To report on financial matters**

**10.1 Financial position**

**The bank account balances as at Tuesday 17 September 2019**

Barclays Community Account	£ 6958.22
Barclays Business Premium Account	£ 1612.27
<b>TOTAL as per bank</b>	<b>£ 8570.49</b>

**Summary (Including monies allocated)**

Allocated to Sports Equipment	£ 300.00
Allocated to Notice Board	£ 1084.30
Thompson Parish Council	£ 7186.19

Signed .....

Date .....

TOTAL as per bank £ 8570.49

**10.2 Money in since last meeting (16 July 2019)**

2/9/2019	Barclays Business Savings A/C Interest	£	0.80
	<b>TOTAL IN</b>	<b>£</b>	<b>0.80</b>

**10.3 Bank Reconciliation**

Opening balance at bank, Current (Last meeting, 16 July 2019)	£	13551.20
Opening balance at bank, Savings (Last meeting, 16 July 2019)	£	1611.47 (Total £15162.67)
PLUS Money in since last meeting (as above)	£	0.80
MINUS Money out since last meeting (Total cheques 16 July 2019)	£	6517.98 (Minus pre-signed)
MINUS Breckland Council Election costs chq (Signed pre-meeting)	£	75.00
Closing balances at bank (This meeting, 17 Sept 2019, as above)	£	<b>8570.49</b>

The Clerk provided all councillors with copy bank statements showing all transactions for the financial year to date and current bank balances (See 10.1). Cllr. Gregory proposed approval of the Bank reconciliation and Cllr. Welch seconded the proposal. Cllr. Kaye signed and dated copy statements.

**10.4 Cheques out (to sign)**

CHQ 705	Breckland Council - Election costs	£	75.00 (ALREADY SIGNED)
CHQ 706	Clerks Wages - July 2019	£	219.09
CHQ 707	Clerks Wages - August 2019	£	219.09
	<b>TOTAL OUT</b>	<b>£</b>	<b>513.18</b>

**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
02/09/2018	Barclays	Barclays Saver A/C Interest	DIR		0.80					0.80
				2,775.00	1.60	158.76	0.00	404.15	0.00	<b>3,339.51</b>
									CHECK	3,339.51

**EXPENDITURE TO DATE (2019/2020 financial year)**

THOMPSON PARISH COUNCIL ACCOUNTS 2019 - 2020				EXPENDITURE																	
				YEAR ENDED 31 March 2020																	
Date	Invoice To	Description	CHQ	CLERKS WAGES	REMBURSE MENTS	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSES	TRAINING	HALL HIRE	PRINTER	INSURANCE	AUDIT	DOWN TONS	GRASS CUTTING Etc.	WEB SITE	MISC	CAPITAL	VAT	TOTAL	
01/05/2019	3244 TTSR Limited	27 Grass cutting	693												492.15					98.43	590.58
07/05/2019		Info Commissioner Annual Data Protection Fee - sub	694												40.00						25.00
31/03/2019	Thinking Rural	99 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 C	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	2392 Caloo	91 Outdoor adult equipment	701														5,000.00		1,000.00		6,000.00
30/06/2019	17654 Thinking Rural	99 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
19/07/2019	934963 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
				1,303.66	0.00	0.00	60.00	0.00	0.00	0.00	0.00	207.48	25.00	0.00	157.62	492.15	0.00	5,075.00	0.00	1,110.43	<b>8,431.34</b>
																				CHECK	8,431.34

Signed .....

Date .....

## 10.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2019/2020				17/09/2019
	Budget 2019-2020	Forecast 2019-2020	Actual to date 2019-2020	
<b>INCOME</b>				
Precept	5,550.00	5,550.00	2,775.00	
Recycling	240.00	240.00	158.76	
Interest (Barclays Saver)	3.20	3.20	1.60	
Grant	0.00	0.00	0.00	
VAT	300.00	300.00	404.15	
Other	0.00	0.00	0.00	
<b>Total</b>	<b>6,093.20</b>	<b>6,093.20</b>	<b>3,339.51</b>	
<b>EXPENDITURE</b>				
Staff Costs including PAYE	2,630.00	2,630.00	1,303.66	
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	75.00	Election Costs
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	
<b>Total</b>	<b>6,097.16</b>	<b>5,938.64</b>	<b>2,431.34</b>	
	<b>Budget 2019-2020</b>	<b>Forecast 2019-2020</b>	<b>Actual to date 2019-2020</b>	
			*	6,000.00 £6000 Caloo outdoor equipment inc. VAT £1000
				<b>8,431.34</b>

## 10.6 Annual renewal of LCN Domain Name - thompsonvillage.co.uk

This is for renewal of the domain name **thompsonvillage.co.uk**, not the hosting. Domain name was last renewed for 2 years so expires 31/10/2019. Renewal costs are: 1 yr, £8.95, 2 yrs £15.95 (£7.98 per yr), **5yrs 34.95 (6.99 per yr)**, 9 years £55.95 (£6.22 per yr). Renewal costs were discussed, and it was decided to renew for 5 years. Cllr. Winslow proposed and Cllr. Kaye seconded the renewal. It was agreed the Clerk would renew online using her personal credit card, to be re-imbursed at the next PC meeting.

## 11. To consider planning applications

### 11.1 Planning outcomes since last meeting

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

### 11.2 Applications pending outcome

There were no applications pending outcome.

### 11.3 New applications since last meeting

3PL/2019/0757/HOU & LB SHELTON/College Gate, College Rd/Aviary, 4 birds (016) PERMISSION

3PL/2019/0941/HOU JAMES/College Farm Barn/outbuilding to annexe & garage (017) &

3PL/2019/0942/LB JAMES/College Farm Barn/outbuilding to annexe & garage (018)

Signed .....

Date .....

Cllr. Welch summarised the application: The buildings already exist. The applicants are sensitive about the materials used. The build would be in keeping. No building outside the footprint. It was unanimously agreed that the Parish Council had NO OBJECTION to this application but would like it stated that the annexe should not be sold as a separate entity and the main building and the annexe should remain in the same ownership.

**3PL/2019/0956/HOU** WOLSTENHOLME College Farm, College Rd/Goat shed to annexe (019) WITHDRAWN

**3PL/2019/0957/LB** WOLSTENHOLME College Farm, College Rd/Goat shed to annexe (020) WITHDRAWN

**3PL/2019/1040/HOU** CAVANAGH 15 Pockthorpe Lane/Rear extension to bungalow (021)

To be built in a large garden with plenty of space. Same width, different length with extension added.

Close proximity with neighbour but no issues have been raised. It was unanimously agreed that the Parish Council had NO OBJECTION to this application.

The Clerk would post comments on the Breckland Planning website.

**12. To discuss any correspondence**

A letter had been received for Solo Housing, discussed at Item 6.

A letter had been received regards the Norfolk Minerals and Waste Local Plan inviting comments. It was thought there would be little impact on Thompson.

**13. AOB**

Cllr. Gregory asked what had happened to the benches ? Still looking for someone to secure them.

The Clerk mentioned that a notice was being displayed until 30 September, announcing a vacancy on the Parish Council due to resignation. Breckland Council will confirm if an election is required, otherwise the Parish Council will be allowed to co-opt a new councillor.

The noticeboard at Church End is in need of repair.

**14. Date of next Meeting**

Tuesday 19 November 2019 at 7.30pm in Thompson Community Hall

**The meeting closed at 21:22**

Signed .....

Date .....