

Thompson Parish Council (TPC)  
Minutes of Parish Council Meeting (Virtual meeting - held using Google Duo)  
on Tuesday 22 September 2020

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

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

The meeting opened at 19:30

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

Apologies were received from Cllrs. Shovelar and Newnham who were unable to join the meeting due to lack of technology for the virtual meeting. Cllr. Winslow proposed acceptance of the apologies and this was seconded by Cllr. Welch. Apologies were duly accepted. Late apology from Cllr. Cowen.

**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 21 July 2020**

The minutes had been circulated prior to the meeting. Cllr. Angus Welch proposed approval of the minutes and Cllr. Ian Robertson 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 21 July 2020) not on the agenda.**

**Amada Byrne.** The Clerk had sent another reminder as requested at July PC meeting but had no reply.  
**Village Sign.** Cllr Winslow reported that the sign was almost ready to be installed. Some brass screws were on order. Cllr. Robertson offered to help Geoff Winslow with the installation.

**Incident/Insurance claim.** No further communication from the Insurance Company (RSA).

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

The meeting was adjourned at 19.40. There were no members of the public present.

**6. To discuss flooding and road drainage issues (Cllr. JK)**

There had been exceptionally heavy rainfall on Sunday 16 August 2020, the consequences of which were experienced in Thompson. 5 fire appliances attended and other fire officers arrived by car. JK's husband has a weather station recording events every 15 minutes. Rainfall between 1-2pm was 2mm, 2-3pm 42mm, 3-4pm 29mm, 4-5pm 34mm, 5-6 59mm, 6-7pm 12mm, totalling **185.6mm** for the period 1-9pm. The incident log below, had been circulated prior to the meeting. Some residents had ingress problems but did not call the fire brigade for help. This is not considered a one-off and we are sure will happen again. Need to make sure existing drainage is maintained and look at network of ditches/cuts and what other features they link to. NCC are not currently doing any visits due to Coronavirus. These unusual weather events have prompted the PC to consider a survey/report. Such documents would be useful, making reference to them when responding to planning applications (Planning may take more notice). Need a map showing ditches and filled in ditches (appreciate there would be no budget for digging and re-establishing filled in ditches). Cllr. Winslow agreed to talk to Betty to try and establish a map. Councillors agreed Betty with her knowledge of the village would be a good start. Cllr. Welch suggested looking at Defra maps, that he had found useful for the Countryside

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Stewardship scheme. He would trawl the Internet and look at Anglian Water for anything useful. Cllr. Gregory made two points:

1. Look at how the information is best displayed to assist in supporting our responses to planning applications. Perhaps we should see if other Parish Councils might have done the same thing.
2. This might be a useful project for a university student doing a degree in geography or environmental science.

Cllr. Robertson suggested keeping a note of those people affected.

Millennium Green (MG) are going to record their experiences of the afternoon, with photographs.

See what MG report produces.

Flooding and drainage will be a regular agenda item.

Incident	Time	Location	Summary
GNGN029563	2020-08-16 17:53	Thompson	Appliances from Hingham and Hethersett attended flooding in Hallfield Road. Crews provided pumping equipment. The stop was received at 21:44
GNGN029652	2020-08-16 21:59	Thompson	One appliance from Hethersett attended flooding on Church Farm. The crews provided pumping equipment to remove flood water. The stop message was received at 00:37.
GNGN029594	2020-08-16 18:29	Thompson	One appliance from East Harling attended flooding on Pockthorpe Lane. The crews provided pumping equipment to remove flood water from the property. The stop message was received at 19:51.
GNGN029569	2020-08-16 17:58	Thompson	A Fire Service Officer assisted a member of the Mill Road. The stop message was received at 19:18.
GNGN029544	2020-08-16 17:30	Thompson	An appliance attended reports of flooding on Butters Hall Lane. Hand appliances and flooding equipment was used to prevent water entering the property. The stop message was received at 18:33.
GNGN029542	2020-08-16 17:23	Thompson	An Officer attended Flooding on Pockthorpe Lane. The Officer provided Advice. The stop message was received at 18:56.

## 7. To receive reports

**7.1 District Councillor (PC)** Post meeting report from PC: Breckland are still working from home and this may well be the case for some time to come although we are preparing the office for a Covid-compliant workplace. No doubt we shall all find out more this evening following the PM's announcement. It is however very much business as usual for Breckland and there is a council meeting this Thursday at which I will be presenting our budget. I am happy to report that despite the costs that we have incurred over the past 6 months in respect of Covid, that with government support and our ability to draw on reserves, that Breckland is in a sound financial position. This is in contrast to many others around the country who are in far worse financial straits.

**7.2 County Councillor (FE)** No report received.

The Clerk was asked to contact FE to ask for an update please, if can't attend/join the meeting.

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**7.3 Thompson Chair's report (JK)** The Saturday 24 October litter pick had been advertised in the September and October Waylander. Merton will be joining Thompson. Cllr. Winslow offered to do notices.

The meeting coincided with Boris Johnson's speech on the TV. If the latest statistics are to be heeded, then the Coronavirus flyers might need to be re-circulated to residents. The Clerk confirmed she was happy to continue as point of contact and to co-ordinate volunteers. In fact, the Clerk had had a call this week for a click and collect, at short notice, and as no volunteers were available, she had gone to collect it herself.

**7.4 Community Hall report (KW)**

With a Risk Assessment in place it had been hoped the Community Hall could be open by the end of this year. However, with the now Rule of 6, it would not be opening any time soon. Have had a booking for a wedding reception end of next May.

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

**AGM** and bi-monthly meeting held 14 Sep 2020.

**Committee** voted in, no change to appointments from last year.

**Finances** - Lottery income restarted in September.

**Boundaries**

- 2 plaques reinstated by bus shelter, thanks to those involved.
- Ground mounted plinth at the start of Celebration Avenue opposite old village hall.
- Hedge laying on Hallfield Road will start Oct/Nov 2020.
- Field Gate on Hallfield Road/posts around old village hall car park to be completed by Spring 2021  
Not sure when this will be started.

**Play Equipment**

- Not open due to current restrictions.
- ROSPA recommendations being worked through by Millennium Green committee.

**Thompson Run** cancelled this year.

**Working Party** worked through some ROSPA recommendations on 6 September.

**Rainfall and flooding** were recently heavy. The committee are considering what actions would be appropriate relating to managing road run-off should there be exceptional weather events in the future and will report back.

**Next Meeting** 16 Nov 2020.

**8. To report on financial matters**

**8.1 Financial position**

**The bank account balances as at Tuesday 22 September 2020**

Barclays Community Account	£	7042.94
Barclays Business Premium Account	£	1614.29
<b>TOTAL as per bank</b>	<b>£</b>	<b>8657.23</b>

**Summary (Including monies allocated)**

Allocated to Sports Equipment	£	1746.00	See notes.
Allocated to Notice Board	£	1084.30	
Thompson Parish Council	£	5826.93	
<b>TOTAL as per bank</b>	<b>£</b>	<b>8657.23</b>	

**NOTE: Sports equipment.** Grants received: £5196 on 7/2/18 and £2300 on 28/1/19.

**TOTAL RECEIVED £7496.** Expenditure: 26/6/18 Oak Post £65. 26/6/18. Picnic tables x 3 £685. 22/5/2019 Caloo equipment £5000. **TOTAL SPENT £5750.** Therefore **MONEY LEFT £1746.** PC agreed this was the correct amount. JK confirmed no money was spent on Petanque.

**8.2 Money in since last meeting (21 July 2020)**

7/9/2020	Barclays Saver Ac - Interest	£	0.22
	<b>TOTAL IN</b>	<b>£</b>	<b>0.22</b>

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**Note: VAT claim submitted for £1292.85 (Includes £1000 vat on Caloo outdoor sports equipment). PRECEPT 2<sup>nd</sup> payment due before the end of September for £2900.**

### 8.3 Bank Reconciliation

<b>Opening balance</b> at bank, Current (Last meeting, 21 July 2020)	£	7042.94
<b>Opening balance</b> at bank, Savings (Last meeting, 21 July 2020)	£	1614.07 (Total £8657.01)
PLUS Money in since last meeting (as above)	£	0.22
MINUS Money out since last meeting (Total cheques 21 July 2020)	£	219.05
PLUS Not yet presented (CHQ 736)	£	219.05
<b>Closing balances</b> at bank (This meeting, 22 Sept. 2020, as above)	£	<b>8657.23</b>

### 8.4 Cheques out (to sign)

CHQ 737	Clerks Wages - July 2020	£	219.05
CHQ 738	Clerks Wages - Aug 2020	£	219.05
CHQ 739	Clerks Wages - Sept 2020	£	219.05
<b>TOTAL OUT</b>		<b>£</b>	<b>657.15</b>

**Note: Donations to Wayland Partnership/Church would be on the next agenda. LCN hosting due end October. Councillors confirmed they were happy for the Clerk to pay on her personal card as last year and be reimbursed at the November PC Meeting.**

THOMPSON PARISH COUNCIL ACCOUNTS										INCOME
										YEAR ENDED 31 March 2021
Date	From	Description		PRECEPT	SAVER A/C INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MSC	TOTAL
05/04/2020	Breckland Council	Precept	DIR	2,900.00						2,900.00
04/06/2020	Breckland Council	Recycling payment	DIR			131.13				131.13
08/06/2020	Barclays	Barclays Saver A/C Interest	DIR		0.43					0.43
				2,900.00	0.43	131.13	0.00	0.00	0.00	<b>3,031.56</b>
									CHECK	3,031.56

THOMPSON PARISH COUNCIL ACCOUNTS 2020 - 2021										EXPENDITURE										
										YEAR ENDED 31 March 2021										
Date	Invoice	To	Description	CHQ	CLERKS WAGES	POSTAGE	PAYROLL SERVICES	COUNCIL EXPENSES	HALL TRAINING HRE	PRINTER	INSURANCE	AUDIT	DONATIONS	SUBS	GRASS CUTTING ETC	WEB SITE	MSC	CAPITAL	VAT	TOTAL
31/03/2020	TR604	Thinking Rural	Payroll Services Jan-Mar 2021	727			30.00												6.00	36.00
31/03/2020		Kim Austin	Clerk's wages March 2020 21	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
30/06/2020		Kim Austin	Clerk's wages June 2020	736	219.05															219.05
31/07/2020		Kim Austin	Clerk's wages July 2021	737	219.05															219.05
31/08/2020		Kim Austin	Clerk's wages Aug 2021	738	219.05															219.05
30/09/2020		Kim Austin	Clerk's wages Sept 2022	739	219.05															219.05
					1,533.39	0.00	30.00	0.00	0.00	0.00	207.48	30.00	0.00	157.45	501.98	0.00	0.00	0.00	106.40	2,566.70

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## 8.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2020/2021				22/09/2020
	Budget 2020/2021	Forecast 2020/2021	Actual to date 2020/2021	
<b>INCOME</b>				
Precept	5,800.00	5,800.00	2,900.00	
Recycling	120.00	120.00	131.13	
Interest (Barclays Saver)	3.20	3.20	0.43	
Grant	0.00	0.00	0.00	
VAT	300.00	300.00	0.00	
Other	0.00	0.00	0.00	
<b>Total</b>	<b>6,223.20</b>	<b>6,223.20</b>	<b>3,031.56</b>	
<b>EXPENDITURE</b>				
Staff Costs including PAYE	2,630.00	2,630.00	1,533.39	
Payroll services	36.00	36.00	36.00	New supplier - saving £72 per yr
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 H	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	
<b>Total</b>	<b>6,220.69</b>	<b>6,220.69</b>	<b>2,566.70</b>	PRECEPT £5800
	Budget 2020/2021	Forecast 2020/2021	Actual to date 2020/2021	2020/2021

## 9. To consider planning applications

9.1 Planning outcomes since last meeting NONE

9.2 Applications pending outcome

3PL/2019/1433/O PARROTT APPEAL F2605/W/20/3251745 (033) PC OBJECTION

3PL/2019/1189/F BLUE OAK APPEAL APP/F2605/W/20/325280 (034) PC OBJECTION

9.3 New applications since last meeting (21 July 2020)

No new applications.

## 10. To discuss any correspondence

**Footpath at end of Pockthorpe Lane.** There was an order made from NCC regards the locked gate across the footpath, which the owners acknowledged receipt of. The gate remains locked and the order has not been enforced. Correspondence has been received asking when NCC going to enforce the legal requirement to keep the footpath open ? This is an order that should have been enforced years ago. Is there a revised date for the Public Enquiry ?

**Post meeting note:** The Clerk had written to Cllr. Cowen. He replied that as the footpath is a County Council issue, the PC should contact Fabian Eagle and copy any correspondence to Tom McAbe who is he Head of Paid Service and Executive Director of Community and Environmental Service.

The Clerk will write to Cllr. Eagle to ask, why the order has not been enforced. Cllr. Welch confirmed he used to walk his dog along that footpath, certainly in 2014.

**Change of use.** It had been brought to the attention of the PC that a private dwelling is being used as a holiday let. The PC has been asked to enquire of Breckland Planning Department whether planning permission is needed. This will be an agenda item at the next Parish Council meeting.

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

**Oaks.** Cllr. Welch had a proposal: I feel it incumbent upon us all to bequeath to future residents of the village at least the same environmental and ecological benefits we currently enjoy - or, perhaps even better, an improvement. The wonderful avenue of mainly oaks on Church Road requires attention to enhance and not just protect. As such, I propose that this winter, I plant 5 x 3-foot oak saplings on Church Road from Leggates Farmhouse/Green Farm to where the power lines cross the road. I have a further 4 saplings that will be ready next year for planting (2021/22) from the power lines down to the church. The saplings have all been grown from acorns collected at Leggates so hopefully being 'local' might be an advantage and enable planting success ! I confirm that sight lines to the street furniture will not be affected and nor the obvious entrance/exits to the fields. I will remove the dead saplings previously planted by Geoff and Kate Winslow that failed to take. There will be no cost to the parish. Cllr. Welch wanted to receive the Parish Council's (and by implication, the landowner's) approval for his proposal. There was unanimous support for this proposal and agreed Cllr. Welch would be the guardian of these trees.

**Picnic benches.** The footings have now been dug out for the benches. The Parish Council agreed they would pay for the cement needed. Cllr. Winslow has a cement mixer that can be used for the job. Cllr. Welch volunteered to help. The money for this would come from the £1746 allocated to the Sports equipment (Grant money).

**12. Date of next Meeting**

Tuesday 17 November 2020 at **7.30pm**. There was a request to consider holding a physical meeting next time, as 'virtual' is not ideal, especially since 2 Parish Councillors are not able to join the virtual meetings.

**The meeting closed at 20.33**

Signed .....

Date .....