

Thompson Parish Council (TPC)
Minutes of Parish Council Meeting (Virtual meeting - held using Google Duo)
on Tuesday 17 November 2020

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ian Robertson	
	Angus Welch	
	Kate Winslow	
	Kim Austin	Clerk
	Fabian Eagle	Norfolk Count Councillor

Also present: There were 2 members of the public present.

The meeting opened at 19:30

1. To consider accepting apologies for absence

Apologies were received from Cllr. Newnham who was unable to join the meeting due to lack of technology for the virtual meeting. Cllr. Cowen tried to join the meeting but was not able. Apologies were duly 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 22 September 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 22 Sept. 2020) not on the agenda.

There were no matters arising.

5. To adjourn the meeting for public participation

The meeting was adjourned at 19.32. There were no comments from the public present.

6. To discuss a Parish Councillor vacancy

Cllr. Roy Shovelar had sent a letter of resignation to the Parish Council. His resignation had been accepted and Breckland Council has been notified. A Breckland Notice of a Vacancy in Thompson had been advertised. The deadline for receipt of requests to hold an election was published as 1 December 2020, after which Breckland would notify the PC if able to fill the vacant position by co-option. The Clerk would send a letter to Roy to thank him for his 4 years contribution on the Parish Council.

7. To discuss surface water management in Thompson (JK)

There had been exceptionally heavy rainfall in August 2020 with fire appliances attending. Need to make sure existing drainage is maintained and look at network of ditches/cuts and what other features they link to. These unusual weather events have prompted the PC to consider a survey/report focusing on the geology and topography of the village and a map showing ditches (and filled in ditches). Cllr. Winslow had talked to Betty for her recollections and had marked on a map where the ditches were. Must log where they currently are too. Others with knowledge may include Cllr. Robertson, the Rakers, Alice Crick and Philip George. Need to talk to people where the ditches are on their land. Cllr. Gregory suggested using an aerial photograph or map from e.g. google maps/earth. Cllr. Winslow will visit the records office when open and ask at the museum in Watton. Cllr. Kaye had approached the UEA who said they were interested in this research as a project and would be best taken on by a 3rd years BSc.

Signed

Date

Student or MSc. It would however depend on finding an individual student wanting to explore this. Cllr. Kaye will pursue this as the village does have very interesting geology where water is concerned. All agreed, involving an academic would be marvellous, and a good way forward as well as doing own ditch survey. Would demonstrate to the village that the PC was trying to do something. Wondered if there were any forms of funding for this research. Environmental team at NCC are not very responsive at the moment.

8. To discuss Holiday Lets and Short Term Lets

This topic was mentioned under correspondence at the September meeting and put on the agenda for November. The Parish Council understands the correspondence was prompted by some properties in the village being advertised as available for letting but no permission had been found on the Breckland Planning website. Breckland have confirmed that planning permission is required to let property as holiday or short term lets, and whether rented directly or through an agency. The Parish Council had not made a complaint to Breckland and agreed it was up to individuals or neighbours with concerns to make any complaints.

9. To receive reports

9.1 District Councillor (PC) Post meeting report from PC:

I am pleased that the two appeals were dismissed; sanity prevails in the Planning Inspectorate ! Covid continues to exercise our minds in Breckland as I appreciate you are aware and the latest information is that Breckland District is the second best in terms of numbers, with ours having risen from 78.59 to 119.3 per 100,000 last week. Norfolk is currently at 122 and the national average is 248. It just shows how important the national restrictions are to tackle the community spread of the virus. we should all follow the rules. They are there for our safety

9.2 County Councillor (FE)

Proposed County Council budget consultations are underway and able to comment if we wish. Council Tax has been increased by 1.99%. 2% already spent on social care. Of the extra £16million there is a £10million shortfall at the moment in this area. Huge loss of income due to the pandemic. Implementation of any planned cost savings have not been possible. Meetings are virtual, held on 'Teams'. On top of the pandemic we now have Avian Influenza. No outbreaks in Norfolk but precautions have been put in place nationwide. Everybody has a legal responsibility for taking these precautions. The Clerk would produce a summary of these precautions to advertise on noticeboards, the PC website and the Waylander.

Cllr. Welch thanked Fabian saying the newsletters from NCC were very useful.

9.3 Thompson Chair's report (JK)

JK thanked everybody that helped at the litter pick on Saturday 24 October. There were 5/6 volunteers as well as members of the Parish Council. Vegetation is still quite high so may have missed some litter in the undergrowth. It was understood that County cut the verges and local farmers cut the hedges. May help to co-ordinate litter picking with the cutting. Cllr. Gregory said he would be happy to litter pick again and others agreed to do this middle November when vegetation will have died down. Will pick up anything missed or dropped since. Cllr. Winslow has bags but will get some more. JK thanked Kate and Geoff Winslow for doing the admin side of the pick and to Geoff for driving round with trailer to collect rubbish bags.

There was mention of the secret 'Blossom Hill' drinker who was depositing their wine bottles.

9.4 Community Hall report (KW)

There had been an enquiry from a Martial Arts group. With a Risk Assessment in place and a one-way system it had been hoped to accommodate them and then the second lockdown happened. Have a wedding and a naming ceremony booked for next year. Nothing further to report.

Signed

Date

9.5 The Millennium Green report (AW)

Finances

Lottery income restarted in Sep

Challenging year due to cancellation of the Thompson Run with a substantial hit to income

Budget forecast approved for next year

Boundaries

Hedge laying on Hallfield Road started with first elements being laid now. An update note will be in the December Waylander

Proposed field gate on Hallfield Road and proposed posts around old village hall car park to be completed by Spring 2021. Awaiting results of a grant submission before work begins so no start date yet.

Play Equipment and Adult Exercise Area

Not open due to current restrictions. Appropriate signage is displayed.

Recent heavy rainfall and flooding

The committee, enhanced by other volunteers, including a ground hydrologist are in the process of assessing what more might be done to assist in enhancing water absorption capacity on the Green. This is an ongoing process.

Next Working Party day Sunday 10 January 2021

Next Meeting Monday 18 January 2021

10. To report on financial matters

10.1 To agree annual donations to village organisations

A summary of donations paid in previous years had been circulated to all councillors prior to the meeting. It was agreed to award the same amounts as last year, but this year it was also agreed to make a payment to the Millennium Green Charitable Trust of £500 - to be reviewed again next year. This was proposed by Cllr. Robertson and seconded by Cllr. Winslow. Cllr. Welch thanked the Parish Council. Total donations £1600. All cheques payable now except the Community Hall to be paid in January.

Thompson Community Hall (Jan)	£300.00
Wayland Partnership (Sept)	£300.00
St. Martin's Church (Sept)	£500.00
Thompson Millennium Green Charitable Trust (Sept)	£500.00
TOTAL	£1,600.00

10.2 Precept See summary.

The Clerk has received the precept forms that need to be completed and returned by 31 January 2020. The precept will be an agenda item for the January 2021 meeting. Councillors will consider the accounts and budgets ahead of the next meeting.

10.3 Financial position

The bank account balances as at Tuesday 17 November 2020

Barclays Community Account	£ 10359.59
Barclays Business Premium Account	£ 1614.29
TOTAL as per bank	£ 11973.88

Summary (Including monies allocated)

Allocated to Sports Equipment	£ 1746.00
Allocated to Notice Board	£ 1084.30
Thompson Parish Council	£ 9143.58
TOTAL as per bank	£ 11973.88

10.4 Money in since last meeting (22 September 2020)

25/9/2020	HMRC Vat reclaim	£ 1292.85
1/10/2020	Breckland Council - Precept 2 nd payment 2020/2021	£ 2900.00
	TOTAL IN	£ 4192.85

Signed

Date

10.5 Bank Reconciliation

Opening balance at bank, Current (Last meeting, 22 Sept 2020)	£	7042.94
Opening balance at bank, Savings (Last meeting, 22 Sept 2020)	£	1614.29 (Total £8657.23)
PLUS Money in since last meeting (as above)	£	4192.85
MINUS Money out since last meeting (Total cheques 22 Sept 2020)	£	657.15
MINUS CHQ736 now presented	£	219.05
Closing balances at bank (This meeting, 17 Nov. 2020, as above)	£	11973.88

10.6 Cheques out (to sign)

CHQ 740	TTSR Ltd. Grass Cutting 2 nd of 2 invoices.	£	602.38
CHQ 741	LCN.com - Website hosting, 2 yrs. - Reimb. Clerk	£	77.96
CHQ 742	Clerks Wages - Oct 2020	£	219.05
TOTAL OUT		£	899.39

THOMPSON PARISH COUNCIL ACCOUNTS				INCOME						
				YEAR ENDED 31 March 2021						
Date	From	Description	DR	PRECEPT	RECYCLING			VAT	MISC	TOTAL
					SAVERAC INTEREST	GLASS & PAPER	GRANTS ETC			
05/04/2020	Breckland Council	Precept	DR	2,900.00						2,900.00
04/06/2020	Breckland Council	Recycling payment	DR			131.13				131.13
08/06/2020	Barclays	Barclays Saver A/C Interest	DR		0.43					0.43
07/09/2020	Barclays	Barclays Saver A/C Interest	DR		0.22					0.22
29/09/2020	Breckland Council	Precept	DR	2,900.00						2,900.00
30/09/2020	HMRC	Vat refund	DR					1,292.85		1,292.85
				5,800.00	0.65	131.13	0.00	1,292.85	0.00	7,224.63

THOMPSON PARISH COUNCIL ACCOUNTS 2020 - 2021													EXPENDITURE								
													YEAR ENDED 31 March 2021								
Date	Invoice	To	Description	CHQ	CLERK WAGES	POSTAGE	PAYROLL SERVICES	COUNCIL FEES	TRAINING	HALL HIRE	PRINTER CONSUMABLES	ALERT	CONSUMABLES	SUBS	GRASS CUTTING	WEB SITE	MISC	CAPITAL	VAT	TOTAL	
																					31/03/2020
31/03/2020		Kim Austin	Clerk's wages March 2020 21	728	219.05																219.05
31/04/2020		Kim Austin	Clerk's wages April 2020	729	219.05																219.05
30/04/2020	1160	TTSR Limited	Grass cutting 1 of 2 (50%)	730											501.96				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	1163	NALC	Annual Subscription	733											117.45						117.45
24/05/2020		Mrs J Roberts Plants	Internal Audit Plant Hampers	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
31/11/2020	1165	TTSR Limited	Grass cutting 2/2	740											501.96				100.40		602.38
27/10/2020	1166	LCN.com	Website hosting (Reimb. Clerk)	741													77.96				77.96
31/10/2020		Kim Austin	Clerk's wages Oct 2020	742	219.05																219.05
					1,752.44	0.00	30.00	0.00	0.00	0.00	0.00	207.48	30.00	0.00	167.46	1,003.96	77.96	0.00	0.00	206.80	3,466.09
																				CHEQUE	3,466.09

10.7 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual 2020/2021				17/11/2020
	Budget 2020/2021	Forecast 2020/2021	Actual to date 2020/2021	
INCOME				
Precept	5,800.00	5,800.00	5,800.00	
Recycling	120.00	120.00	131.13	
Interest (Barclays Saver)	3.20	3.20	0.65	
Grant	0.00	0.00	0.00	
VAT	300.00	300.00	1,292.85	
Other	0.00	0.00	0.00	
Total	6,223.20	6,223.20	7,224.63	
EXPENDITURE				
Staff Costs including PAYE	2,630.00	2,630.00	1,752.44	
Payroll services	36.00	36.00	30.00	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	1,204.75	1,204.75	1,003.96	
Training	100.00	100.00	0.00	
Printer/consumables	50.00	50.00	0.00	
Website	70.00	70.00	77.96	
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	206.80	
Total	6,220.00	6,220.00	3,466.09	PRECEPT £600
	Budget 2020/2021	Forecast 2020/2021	Actual to date 2020/2021	

Signed

Date

11. To consider planning applications

11.1 Planning outcomes since last meeting

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

Although Thompson Parish Council, by a majority, voted in favour of this application, there were a multitude of concerns and considerations lodged, not least that it was outside the settlement boundary.

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

The Parish Council had objected strongly to the Blue Oak application and were very pleased that the appeal had now been dismissed.

11.2 Applications pending outcome

There were no applications pending outcome at this time.

11.3 New applications since last meeting (22 September 2020)

There were no new applications since the last meeting.

12. To discuss any correspondence There was no correspondence.

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

1 College Road. No tidying done to date.

Christmas Greetings. Cllr. Winslow will arrange for a 'Christmas greetings to all' for the Waylander.

Theresa Blake has produced a draft flier to wish all Thompson residents, 'Season's Greetings' and a 'Best Wishes for a Better 2021'. This would be from all Thompson organisations. Cllr Winslow would do the printing.

Christmas Trees. Cllr. Robertson will put the Christmas tree up as in previous years. It was agreed that Kate should purchase two sets of battery-operated lights, to go on the tree and be reimbursed. Decorated trees in gardens should be encouraged as would look great. Also, one at the well, and one at the Community Hall.

12. Date of next Meeting

Tuesday 19 January 2021 at 7.30pm.

It was suggested, Zoom be tried for virtual meetings going forward. It was appreciated there may be an associated cost due to the usual length of Parish Council meetings. The Clerk will look into this.

The meeting closed at 20.35

Signed

Date