

Thompson Parish Council (TPC)  
Minutes of the Parish Council Meeting  
held in Thompson Community Hall on Tuesday 21 November 2023

Present:	Jean Kaye	Chair
	Duncan Gregory	Vice Chair
	Ron Powrie	
	Jean Wagner	
	Kim Austin	Clerk

Also present: There was 1 member of the public present.

The meeting opened at 19:31.

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

Apologies were received from Cllr. Barry Mallindine who was at work.

**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 19 September 2023**

The minutes had been circulated to all councillors prior to the meeting. Cllr. Gregory proposed and Cllr. Wagner seconded the signing of the minutes. The minutes were duly signed by the Chair, Cllr. Jean Kaye.

**4. To discuss any matters arising from the minutes (Tuesday 19 September 2023) not on the agenda.**

There were no matters arising.

**5. To adjourn the meeting for public participation, an opportunity for members of the public to raise any queries and concerns. Meeting adjourned at 17:06**

- There were concerns about the new application (**3PL/2023/0017/AG** - Boruch) for a 'new road' which was not actually a new road. Post Meeting note: This application has been approved as 'No Prior Approval Required'.
- The Parish Council were asked if they could purchase more **sandbags** as all had been used and not returned during the recent heavy rain. All should be accounted for but difficult to police. Publish a request for sandbags to be returned after use for others to use, maybe in the Waylander. The Parish Council agreed to purchase more sandbags.
- The upkeep of the lane to Thompson Hall Retreat was questioned. The lane is not adopted and is not owned by Amanda Benton of the Retreat, but it was thought that a condition of the application being approved was for the applicant to be responsible for routine maintenance of the lane. Item 12 of the Reasons/conditions of application **3PL/2016/1421/F** states: *The landowner will remain responsible for repairing any damage to the public right of way caused during construction and for undertaking routine maintenance when required. Additionally, the public right of way must remain available for use by the public throughout the course of works and once the development is complete. If it is envisaged that public access will be affected by works a temporary closure order should be applied for.* Traffic is increasing with weddings and other events now being held there, so maintenance becomes even more important.

The Clerk was asked to write to Amanda Benton, outlining the concerns and quoting the condition attached to Approval of planning application 3PL/2016/1421/F.

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- The Parish Council was asked if it would pay for the Christmas Tree this year to be erected at the bus stop in Thompson. Already have the stand and lights. Parish Councillors agreed to pay for a tree up to £60. Tree will be sourced locally from Manor Farm, Hockham.

The meeting re-opened at 19:52.

#### 6. To discuss surface water management in Thompson and Reclaim the Rain project (JK)

Cllr. Kaye reported it was now 18 months since the start of the project. Not much happening. Drain survey carried out since the last meeting. Drains jetted and CCTV cameras used to look at the condition. Could only go so far as areas choked with roots. Highways will do something to improve the drainage. Couldn't fully survey most areas. The triangle area outside the church should be a soakaway. When full it drains away down the road. Highways were shocked about this and are investigating. Project board set up at NCC. The first meeting was in February. The second meeting is this week. The four villages/areas involved had a pre-meeting to produce a list of points before meeting with the project team. Will meet again only once the NCC project board have met.

The person responsible for Thompson was Jack Griffiths and he has now been replaced by Darren Walmsley.

#### 7. To discuss the Village Sign.

Except for Bronwen Tyler and Theresa Blake, no interest in participating in the design of the replacement of the old Village Sign has been shown, following the article in the Waylander.

#### 8. To receive reports

##### 8.1 Breckland District Councillor (PC)

No report received from Cllr. Cowen.

##### 8.2 Norfolk County Councillor (FE)

No report received from Cllr. Eagle.

##### 8.3 Thompson Chair's report (JK)

**Litter pick.** The new hoops made the job easier. Collected a lot of litter in the last pick. Some wheels and tyres (~10) were found dumped and another 10 inside the field. Cllr. Gregory reported a collection of four bags including Monster cans, vape wrapper etc.

**Parish Council.** The PC is two councillors short, so if you know someone that might be interested in becoming a councillor, please ask them.

**Diesel.** Some diesel has been found in the ditch at Tottington Road. Environment Agency says it is not to do with them as it is not a watercourse so go to Breckland. Need to locate the source. Cllr. Kaye has mentioned it to Cllr. Cowen.

##### 8.4 Community Hall report (JK)

Race night in October, German themed evening last Saturday. Film night - Oppenheimer. Plans for an Art and crafts weekend next year with flowers at the church and art exhibition at the hall. Tree lighting. Xmas quiz. Increased number of bookings, albeit a slow increase.

##### 8.5 The Millennium Green report (AW). Angus Welch report was read out by Cllr. Jean Kaye.

###### Committee

- No change

###### Finances

- Lottery income collection ongoing

###### Boundaries and Green

- Norfolk Trees has completed a Tree Survey of the TMG. The report is being considered by the Management Committee
- The PC is asked to agree that the existing grass cutting contract for the Millennium Green by TTSR be extended to include 3 further runs - see map held by the Parish Clerk for the details. The reason for this is that nettles are beginning to encroach the Green along these areas and need to be cut back next season and kept under control thereafter. In addition, the Management Committee is aware of an amount of adverse comment as to how the Green had looked unkempt this year. The Green is the focal point of Thompson and we should all do what

Signed .....

Date .....

we can to make it an attractive asset. We would request that TTSR assess the extra work to advise the best way forward and present the extra costings to the PC for consideration. The Management Committee would anticipate the initial cutting to take place over the next cutting season of 2024/25 and be part of the contract thereafter.

- Basketball board needs replacing, Tim Cottage has taken it down to restore over the winter.
- The entrance pillars by the bus stop have been capped with lime mortar to prevent water ingress and decay.
- As reported previously, the Green has been awarded a grant of nearly £1300 from the DEFRA Countryside Stewardship Scheme to lay hedging on the boundary on School Road from the Green boundary with the Community Hall to the Bus Stop. The work will take place over the winter months. Prior to this, flailing of various boundaries, brambles and verges will have taken place.
- T&Cs for (non-village) users of the Green is in draft form and being circulated around the committee. This is as a result of a bouncy castle and sumo wrestling that were not declared at time of booking for a non-village event.

#### **Play Equipment and Adult Exercise Area**

See above

#### **Community Involvement**

**Next Working Party** will take place on tbc but in New Year after leaf fall

**Next Committee Meeting** Monday 4 December 2023

This report was accepted by members of the Parish Council, in their role as Parish Councillors and as Trustee of The Millennium Green.

## **9. To report on financial matters**

### **9.1 Financial position**

#### **Bank account balances at Tuesday 21 November 2023**

Barclays Community Account	£	12005.15
Barclays Business Premium Account	£	1625.77
<b>TOTAL as per bank</b>	<b>£</b>	<b>13630.92</b>

#### **Summary (Including monies allocated)**

Allocated to Sports Equipment maintenance (TMG)	£	1746.00
Allocated to Notice Board	£	1084.30
Thompson Parish Council	£	10800.62
<b>TOTAL as per bank</b>	<b>£</b>	<b>13630.92</b>

### **9.2 Money in since last meeting (19 September 2023)**

29/9/2023	Breckland Council Precept	£	3600.00
	<b>TOTAL IN</b>	<b>£</b>	<b>3600.00</b>

### **9.3 Bank Reconciliation**

<b>Opening balance</b> at bank, Current (Last meeting, 19 Sept 2023)	£	9142.85
<b>Opening balance</b> at bank, Savings (Last meeting, 19 Sept 2023)	£	1625.77 (Total £10768.62)
PLUS Money in since last meeting ( <b>as above</b> )	£	3600.00
MINUS Money out since last meeting (Total cheques 19 Sept 2023)	£	804.05(minus already signed)
PLUS CHQ 811 - Not yet presented	£	66.35
<b>Closing balances</b> at bank (This meeting, 21 Nov 2023, <b>as above</b> )	<b>£</b>	<b>13630.92</b>

### **9.4 Cheques out (to sign)**

CHQ 816	Breckland Council - uncontested election fees 5/23	£	75.00
CHQ 817	Clerk's Wages - Oct/Nov 23 M7, M8 +backpay 4/23	£	631.26
CHQ 818	TTSR Ltd. Grass cutting Inv2/2 for year 2023	£	711.90
	<b>TOTAL OUT</b>	<b>£</b>	<b>1418.16</b>

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THOMPSON PARISH COUNCIL ACCOUNTS					INCOME					
					YEAR ENDED 31 March 2024					
Date	From	Description		PRECEPT	SAVER AC INTEREST	RECYCLING GLASS & PAPER	GRANTS ETC	VAT	MISC	TOTAL
07/04/2022	Breckland Council	Precept 1 of 2	DIR	3,600.00						3,600.00
21/04/2023	Thompson Hall	Repay TTSR grass cutting	CHQ						386.84	386.84
05/06/2023	Barclays	Barclays Saver A/C Interest	DIR		3.37					3.37
26/07/2023	Breckland Council	Glass recycling payment	DIR			142.91				142.91
30/08/2023	HMRC	Vat annual refund	DIR					322.27		322.27
04/09/2023	Barclays	Barclays Saver A/C Interest	DIR		4.34					4.34
27/09/2023	Breckland Council	Precept 2 of 2	DIR	3,600.00						3,600.00
				3,600.00	7.71	142.91	0.00	322.27	386.84	8,059.73
									CHECK	4,459.73

**£8059.73**

THOMPSON PARISH COUNCIL ACCOUNTS 2023 - 2024					EXPENDITURE															
					YEAR ENDED 31 March 2024															
Date	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
01/05/2023	TTSR Limited	Grass cutting 1 of 2 (50%)	799													593.25			118.65	711.90
16/05/2023	Info Commissioner	Annual Data Protection Fee	800											40.00						40.00
16/05/2023	Sally Foreman - Plant	Internal Audit 'Plant Hamper'	801									30.00								30.00
01/05/2023	NALC	Annual Subscription - renew	802											145.17						145.17
16/05/2023	Kim Austin Clerk	Clerk's wages M12, M1, M2 2023	803	738.93																738.93
16/05/2023	Kim Austin Clerk	Reimb. Post/ink/paper	804		20.43				14.35											34.78
22/05/2023	Zurich Municipal Insur	Annual Insurance - new supplie	805							241.00										241.00
23/05/2023	Annual donation	Thompson Community Hall	806										300.00							300.00
23/05/2023	Annual donation	Wayland Partnership	807										300.00							300.00
23/05/2023	Annual donation	Millennium Green - TMGCT	808										500.00							500.00
18/07/2023	Kim Austin Clerk	Clerk's wages M3/M4 2023	809	492.62																492.62
18/07/2023	Thompson WI	One off donation	810										150.00							150.00
31/08/2023	British Red Cross	Reimb. T Blake - adult defib pad	811														56.45		9.90	66.35
19/09/2023	NALC	Annual payroll services 23/24	812			96.00													19.20	115.20
02/09/2023	Helping Hands	Litter picking hoops x 10 Reim	813															99.90	19.98	119.88
12/07/2023	Tesco	Ink cartridge - black	814						10.00											10.00
19/09/2023	Kim Austin Clerk	Clerk's wages M5/M6 Aug/Sept	815	492.62																492.62
26/10/2023	Breckland	Uncontested election fees 5/23	816														75.00			75.00
21/11/2023	Kim Austin Clerk	Clerk's wages Oct 2023 - M7	817	246.31																246.31
21/11/2021	Kim Austin Clerk	Clerk's wages Nov 2023 - M8	817	263.64																263.64
21/11/2021	Kim Austin Clerk	Clerk's wages 1/4-31/10 backp	817	121.31																121.31
01/05/2023	TTSR Limited	Grass cutting 1 of 2 (50%)	818												593.25				118.65	711.90
				2,355.43	20.43	96.00	0.00	0.00	0.00	24.35	241.00	30.00	1,250.00	185.17	1,186.50	0.00	131.45	99.90	286.38	5,906.61

**£5906.61**

## 9.5 Budget Vs Actuals

Thompson Parish Council Budget Vs Actual						
AT 21/11/2023						
	Budget	Forecast	2023 - 2024			
	2023/2024	2023/2024	Actual to date			
INCOME						
Precept	7,200.00	7,200.00	7,200.00			
Recycling	190.00	190.00	142.91			
Interest (Barclays Saver)	0.20	10.00	7.71			
Grant	0.00	0.00	0.00			
VAT	400.00	400.00	322.27			
Other	0.00	0.00	386.84			
<b>Total</b>	<b>7,790.20</b>	<b>7,800.00</b>	<b>8,059.73</b>			
EXPENDITURE						
Staff Costs including PAYE	2,955.72	2,955.72	2,355.43			
Payroll services	108.00	108.00	96.00			
Internal audit fee	30.00	30.00	30.00			
Postage	25.00	25.00	20.43			
Insurance	241.00	241.00	241.00			
Grass cutting	1,387.35	1,387.35	1,186.50			
Training	120.00	120.00	0.00			
Printer/consumables	35.00	35.00	24.35			
Website	165.00	165.00	0.00			
Capital	70.00	70.00	99.90	Litter pick hoops		
Defibrillator (Batts/Pads)	200.00	200.00	56.45			
Miscellaneous/Contingency	200.00	200.00	225.00	WI Donation/Uncontested election fees 5/23		
Donation - St. Martin's Church	500.00	500.00	0.00			
Donation - Wayland Partnership	300.00	300.00	300.00			
Donation - Thompson Community	300.00	300.00	300.00			
Donation - Thompson Millenium G	500.00	500.00	500.00			
Subs - Norfolk ALC	145.17	145.17	145.17			
Subs - Info Comm Registration	40.00	40.00	40.00			
VAT	300.00	300.00	286.38			
<b>Total</b>	<b>7,622.24</b>	<b>7,622.24</b>	<b>5,906.61</b>			
<b>PRECEPT £7200</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual to date</b>			
<b>2023/2024</b>	<b>2023/2024</b>	<b>2023/2024</b>	<b>2023/2024</b>			

Signed .....

Date .....

### Finance Notes/Clerks Notes:

**Precept setting.** Thompson Precept needs to be agreed at the January 2024 meeting. The Clerk will circulate some figures for discussion prior to the meeting. Forms need to be completed, signed and returned to Breckland by 31 January 2023.

### National Salary Awards 2023-2024 - Clerk's Annual pay rise.

National Salary Awards have now been agreed and published. Pay is backdated to April 2023. Level **SCP18** was £14.21 per hour from 1/4/2022. New hourly rate from 1/4/2023 is £15.21. **£15.21** x 4 hours per week, x 52 weeks per year. Is £3163.68 / 12 months = **£263.64 per month**. This amount is confirmed by payroll services as November 2023 payslip. They have calculated back pay to 1 April 2023 to date as £121.31. Cheque payment (CHQ 817) prepared according to these figures.

### Sandbags

The Parish Councillors agreed to purchase 2 more pallets of sandbags at the discounted rate agreed with Baileys of Norfolk. £273 plus Vat.

### TTSR Grass cutting quote 2024

The clerk had compared the figures for 2023 with those quoted for 2024.

<b>Millenium Green</b>	2023	Annual cost £1186.50 plus vat.
	2024	Annual cost <b>£1269.75</b> plus vat. (Increase of £83.25 for the year.) *
	*	Similar increase to the previous year.
<b>Community Hall</b>	2023	Annual cost £358.80 plus vat.
	2024	Annual cost <b>£384.00</b> plus vat. (Increase of £25.20 for the year.) *
	*	Similar increase to the previous year.

**Tottington Road (NEW)** 2024 Annual cost **£201.00** plus vat (NEW for 2024)

The Parish Councillors agreed the quote from TTSL Ltd for 2024 - including the additional work.

The additional work followed a proposal received by the Parish Council from Thompson Millennium Green Management Committee for three additions to existing grass cutting contract for cutting year 2024/25 and beyond, each 2/3 ride on mower cutting widths with following lengths: Hallfield Road = 110 metres; school road 40 metres and Tottington road 48 metres.

The reason for this was that nettles are beginning to encroach the Green along these areas and need to be cut back next season and kept under control thereafter. In addition, the Committee is aware of an amount of adverse comment as to how the Green had looked unkempt this year. The Green is the focal point of Thompson and we should all do what we can to make it an attractive asset.

### Bank account signatories

Not yet completed. Ron has performed his ID check with Barclays. Cllr. Jean Kaye and the Clerk had received emails from Barclays to act as authorisers of these changes, but these will have expired. Clerk to contact Barclays Mandate team again. The Clerk will remove Kate Winslow as signatory once Ron is cleared to sign.

## 10. To consider planning applications

### 10.1 Planning outcomes since last meeting (19 September 2023)

**3PL/2023/0670/O FLOAT** Land to rear of 1 Pockthorpe Lane IP24 1PN. Outline application with all matters reserved for the demolition of existing garage and erection of 1no. dwelling. (067) **REFUSED**

**3PL/2023/0926/VAR PRESTON** Threshing Yard Barn Hallfield Road IP24 1PT. Variation of Condition No2 on 3PL/2014/0188/F - Retrospective design changes and erection of a front porch. (070) **PERMISSION**

**3PL/2023/0944/LB PRESTON** Threshing Yard Barn Hallfield Road IP24 1PT. Variation of Condition No2 on 3PL/2014/0188/F - Retrospective design changes and erection of a front porch. (071) **PERMISSION**

Signed .....

Date .....

**10.2 Applications pending outcome**

There were no applications pending outcome.

**10.3 New applications since last meeting (19 September 2023)**

There were two new applications, both for PRESTON and both seeking variation of conditions. See 10.2 as both applications were APPROVED before this meeting.

**3AG/2023/0017/AG BORUCH** Green Farm House Church Road IP24 1QB. Proposed new road. (072).

There had been a short decision time allowed for this application and as the deadline fell between PC meetings, the Parish Council had discussed by email. The following comments had been posted by the deadline and would be ratified at this meeting.

*Having considered the application 3AG/2023/0017/AG, Thompson Parish Council has by a majority objected to the application. The principal objection is that there is no clarity about what the application relates to and therefore it is not possible to evaluate what is being proposed. The Application form states that a 10 metre by 10 metre roadway is proposed (100 sq. m area). The plan attached to the application and the justification by the agent states that it is an area of agricultural hardstanding covering 733 sq. metres which is proposed.*

*The second point to note is that the justification for whatever it is that the application relates to is inaccurate and the activity of occasional sheep grazing and the installation of solar panels to fully cover the roofs of the outbuildings cannot be said to be farming a land area in excess of 5 hectares.*

All councillors at this meeting agreed the first point of objection but one councillor was not sure the PC could comment on what constitutes farming in the second point.

Post Meeting Note: Outcome - **NO PRIOR APPROVAL** (i.e. no prior approval is required)

And to include any new applications received after agenda finalised.

**10.4 Planning Enforcement.**

3PL/2016/1421/F BENTON. Maintenance of access road.

**11. To discuss any correspondence.**

No correspondence.

**12. AOB - To receive items for the next agenda. No AOB.**

**13. Date of next Meeting**

Tuesday 16 January 2024 - 7.30pm Thompson Community Hall.

The meeting closed at 20:59

Signed .....

Date .....