

THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at
The Community Building, Holly Lane, Hapton
On Wednesday 15th July 2025 at 7pm.

In Attendance:

Mr N Potter (chair)
Mr T Ward
MR V Blake
Mrs J Allen
Mr D Daniels
Mrs J Goodall Browne
Mr G Bleach
Mr A Arber (clerk)

1 member of the public

1. **Public Participation**– County and District Council reports can also be received during this time. (10 minutes maximum).
No reports received from county and district councillor
No public participation
2. **Apologies** – To consider accepting apologies for absence.
No apologies received
3. **Minutes** – To approve the minutes of the last meeting held on the 11th of June 2025
The minutes were agreed as a true record of the meeting held on 11th June and were duly signed by the chair
Proposed David Gunton Seconded Nick Potter
4. **Declarations of interests** – To receive any declarations of personal or prejudicial interest from members on any item to be discussed.
T Ward for a payment in Finance for camera maintenance
5. **Planning**
 - Planning applications
Planning application 2024/2853
Proposal: Outline planning permission for the erection of 7 dwellings with all matters reserved except for access Location: Land at Chequers Road Tharston
Application Type: Outline Planning Permission
The parish council had approved this planning application in 2024 and still supported it and had no further comments to make

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- To discuss Planning Applications and any received after the agenda is posted

None

6. Governance – To update Parish policies

The clerk had updated the following policies

NPTS Standing orders
NPTS Financial regulations
CCTV Policy
LGA code of conduct policy
Complaints policy
General Risk assessment
AI policy
Privacy notice
Internal control Policy
Bullying and harassment policy
Co-option Policy
Disciplinary Policy
Model Publications policy
GDPR policy

The clerk also commented that for the upcoming 2025-2026 audit we will have to ensure we meet the Assertion 10 requirements on the following.

All councillors must be using Gov.uk email addresses

We must undertake regular data audits

We must adopt IT policy, and he hopes that we will have the first two in place at the September meeting, but all councillors must ensure they are using the gov.uk email box asap without fail.

7. Finance –

- To note receipts in June

Cabin Hire receipts	£60.00
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Refund on credit card for payment taken twice	£75.59
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To approving the following invoices for payment July

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| • To approve Payments to Parish Clerk Alan Arber for June salary and expenses | £878.10 |
| • To approve payment for Clerks pension for June | £288.02 |
| • To approve payment to HMRC for tax and NI | £265.75 |
| • To approve payment to Handyman for salary and expenses June | £350.65 |
| • To approve payment to Play safety for Annual play inspection of play area | £115.20 |

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- To approve payment to B Ward for
New converter for cabin £145.80
- To approve payment to Hapton PCC for
Churchyard maintenance grant £375.00
- To approve payment to Tharston PCC for
Churchyard maintenance grant £525.00
- To approve monthly payment for Wi-Fi in the cabin £55.20
- To approve payment to Wensum print for Cabin Sign £228.00
- To approve payment to 02 for security cameras £76.18
- To approve payment to T Ward for maintenance £34.62
- To approve payment to J Chaney for water tap £12.24
- To approve payment to Lloyds for credit card Charge £3.00
- To approve payment to Unity Trust for bank charges £6.00
- To receive the financial position of the council
- Credit card payments
- Foundry garden Centre for plants £51.92

d7.1. To receive the current bank balance

The council started the month of July with a balance of £20,392.11 and after today's payments of £3538.76 we will start the month of August with a balance of £16,801.43 with a vat refund of £474.93 to reclaim at the end of July to reclaim.

8. Highways – to receive any updates regarding highways and footpaths.

- Highway issues

Comments were made regarding the passing places in Picton road that were reported in June with the clerk having spoken to highways who told him that these would not be replaced due to budget cuts. It was asked if we could put our own up and pay for it ourselves. Clerk checked and the new signs would cost around £10.89, and the clerk will order three.

9. To receive an update on the following current issues and to consider any necessary actions:

- Tree warden's Report

No report

- Footpath Issues

The BR1 still needs looking at as it is dangerous and the clerk will contact highways again and say they would be liable for any injuries sustained if there were falls or horse injuries.

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- Maintenance and Handyman's report

The handyman report was in the councillors meeting pack, and all agreed it was fine

Tim Ward did address the meeting to the possibility of improving the set up around the cabin and after a google search he asked if the ones he had found would the council put the updated cameras up moving forward to get better coverage with the better cameras. Tim would put a package together on costs for the September meeting. Upgrade for the solar is ongoing but there are more details to be looked at due to the voltage issues moving forward.

- Community Payback

The community payback team had visited the community project twice to get it ready for the VE/VJ day event and it was noted what a great job they had done, and we await the next set of dates when they will help again in Tharston and Hapton.

10. To receive an update on the Hapton Community Project

- Report on progress of the grant for the fully accessible toilet block for compostable toilet

All submitted and we should know it late August if we are successful

To receive a report on the VE/VJ day celebrations

It was reported the event was a great success and that everyone who came had a great time. The chair thanked all the councillors and volunteers for their hard work on the event to make it a success.

The clerk's article on our community project was published in the clerk magazine that will be seen by over 36,000 town and parish clerks and it has been warmly received by many clerks with lots of positive feedback received from town and parish clerks on our project.

The clerk was congratulated on the article, and it is hoped it will be recognised at the upcoming SLCC National conference.

11. To discuss the latest Pylons information

No new information has been submitted to the clerk

A parishioner has received a letter inviting her to a voluntary discussion on the cost of her land and the worries are the high voltage cable cannot cross the pylons land at anytime which is why they need to purchase some land from the parishioner.

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12. To note our comments to East Pye solar

The latest consultation was taking place, and the clerk has lots of information from this to submit on behalf of the council that has been sent to him by the East Pye Solar action group and Hempnall Parish Council.

13. To note information on Tas way energy park application

Some information had been sent to parishioners but as, yet the clerk has received nothing on this project. We await further information on the project

14. To discuss the Norfolk Homes land and what next steps are

Nothing to report

15. To discuss Martyns Law and whether to implement the procedures for a small council

The clerk had sent a fact sheet to all councillors on this and the article in the clerk magazine on Martyns Law was in the clerk magazine and it detailed what was required for councils that hold events with over 200 attendees and as, yet our events do not reach that number so we do not come under the legislation at present but we must keep this in mind when doing an event as all volunteers , councillors and the clerk would need to attend Training in anti-terror and our risk assessments would need to be more substantial with more emphasis put on safeguarding our attendees at events. It was to be looked at when we have our budget meeting and we will budget for training.

16. To discuss Parish Projects

- Newsletter
Almost done and awaiting a report and pictures on the VE/VJ day event from Lana which we need by Monday to meet print deadlines
- Sam Machine
Nothing to report
- Tharston Phone box
Still awaiting location detailed so we can site once the phone box is fixed
- Parish Councillors/Clerk training/Personal development
The clerk has attended SLCC Norfolk AGM, Parish training on social media with SNDC along with a recent pension seminar. He also asked if he could book his place at the upcoming SLCC National conference please.
Proposed Nick Potter Seconded David Gunton

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The clerk also commented that he has been invited to Holland to attend the Dutch parliament convention and the annual Dutch clerks conference, and it is hoped the SLCC will sponsor him and fund the trip.

Finally, the clerk is awaiting news that he has been awarded a 50/50 bursary on undertake his FILCA training during August.

- New Defibrillator and Defib Training dates to be fixed.
Awaiting dates from Wacton PC
- Surveyors Land
Julian Bunn has been instructed to undertake the works on the hedge there but as yet we have heard nothing from him.
- Hapton Phone Box
Still being used by many parishioners and is a real asset to the community
- Neighbourhood watch
Nothing to report
- Meeting House Field
Nothing to report except Ollie has cut it and we await the bill.
- Parish Orchard at Old Village Hall site
Awaiting date from Community payback to undertake the work agreed. Tap still needs to be done asap and when the community payback are in place and a date received.
- Dog mess in the village
Is still an issue and as yet we have been unable to catch the perpetrator in the act to allow them to be fined

17. To discuss Green Initiatives moving forward including recycling and actions on the biodiversity policy

• Green recycling of blister packs and razors

The blister pack bin is getting pretty full, and the costs of a medium box is around £145 and then once full the clerk to arrange the prepaid label for the September newsletter. It was felt this would also go in the Tharston Phone box when it is sited asap but we first need to put a base down and then site.

18. Public Participation (10 minutes)

For any Parishioners to comment on any items that have been discussed during the meeting only

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19. To receive items for the next agenda.

IT Policy

Data Audit

Assertion 10 items

Next Meeting Weds 17th September 2025 meting finished at 19.54pm