

THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at
The Community Building, Holly Lane, Hapton
On Wednesday 8th October 2025 at 7pm.

In Attendance:

Mr N Potter (chair)
Mr T Ward
MR V Blake
Mr D Daniels
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 from County or District Councillor Received
No other public participation.
2. **Apologies** – To consider accepting apologies for absence.
David Daniels and Jenna Goodall Browne sent their apologies. All agreed to accept
3. **Minutes** – To approve the minutes of the last meeting held on the 17th of September 2025
These were agreed as a true record of the meeting on 17th September and the chair signed them as such
Proposed Nick Potter Seconded Tim Ward
4. **Declarations of interests** – To receive any declarations of personal or prejudicial interest from members on any item to be discussed.
None Declared
5. **Planning**
 - Planning applications
None
 - To discuss the Planned Open Space Land
Email has been sent to Norfolk Homes but as, yet no reply has been received
 - To discuss Planning Applications and any received after the agenda is posted
None
6. **Governance – To update Parish policies**
None
7. **Finance –**
 - To note receipts in September

2 nd Precept payment	£18783.95
Newsletter advertising Metro rod	£80.00
Newsletter advertising C Redenhall	£45.00
Newsletter advertising Redwings	£72.00

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To approve the following invoices for payment October

- To approve Payments to Parish Clerk Alan Arber for Sept salary and expenses £874.38
 - To approve payment for Clerks pension for Sept £297.32
 - To approve payment to HMRC for tax and NI £550.89
 - To approve payment to PKF Littlejohn for External Audit charge £378.00
 - To approve payment to Handyman for salary and expenses Sept £348.00
 - To approve monthly payment for Wi-Fi in the cabin £55.20
 - To approve payment to Graham Bleach for keys for cabin (paid in Sept) £84.00
 - To approve payment to 02 for security cameras £76.18
 - To approve payment to Lloyds for monthly credit card charge £3.00
 - To approve payment to Unity Trust for Monthly bank Charges £6.00
 - Credit card payments
 - New cameras £205.98
 - Cloud Subscription for camera 1 £14.79
- Proposed Nick Potter Seconded Victor Blake

7.1. To receive the financial position of the council

At the start of October, the council had a balance of £35,871.85 due to the receipts we had received and after today's payments of £2809.74 are paid we will have a balance of £33,062.11 with a vat refund of £381.09 to be done at the end of October.

These figures show the council in good financial health at present

7.2. To receive the external Auditors report and note any actions

The external auditors report is in, and a copy was given to all councillors. There was an error made by the clerk regarding the handyman's salary being allocated under salaries when it should have been under any other payments as he is self employed and a contractor and as such the clerk has been asked to restate the figures which he has done, and he asked all councillors to agree that he has done this. Despite many hours of phone calls and email to PKF Littlejohn they would not accept the variances that the clerk had submitted (which were correct) and as such have listed this on the AGAR on their report which is disappointing as the clerk had never suffered this before and the young intern would not agree to the clerk's figures and as such this is how it was signed off. The variance in box three had been fully explained as detailed here (The Parish Council received 2 grants totalling £35,000 from pride in Place and CAF funds for their project to ensure they could finish it with them putting in £7914 of their reserves to add to the works) They had requested that we submit every variance figures we had done for the last 5 years but the clerk explained to them he only works 13 hours, and this would take lots of overtime that the council should not be paying using government money.

The clerk apologised for his error and the chair commented that is it fine and we move forward now it is in.

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

- Highway issues

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The main issue is the large lorries coming through our village as a rat run and the clerk has contacted both Highways, County Councillor and the companies but none seem to want to help us. We have also had a article in the EDP and on local news and the details of where to report are now in the newsletter for people to report direct to the people named above.

An arctic lorry came down Cow Lane on Saturday and a request was asked if we could ask for a full no large lorries on this road.

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

- Tree warden's Report

No report

- Footpath Issues

1 issues reported at Redwings, and this has been reported

1 other issue on Tharston FP has also been reported.

FP33 in Hapton Low Branches on a tree that has fallen and this needs cutting back asap.

Hedge cut by Tim ward on FP1 and he was thanked for this.

- Maintenance and Handyman's report

To ensure his report and invoice were in to the clerk on the last working day of the month without fail.

- Community Payback

The group will be coming back to the Parish on Tuesday 28th October when they will do another clear up, weed the garden and take the gazebo down and store it in the shed for us.

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

The grant is now in the bank, and we hope that works will start once the weather improves.

The McMillan day raise a good

11. To discuss the latest Pylons information

The consultation has now closed, and the development consent order has been submitted and we need as a council to keep an eye out for any documentation that may come in soon on this

12. To note our comments to East Pye solar

At a recent meeting in Hempnall many items were discussed, and it was felt that all parishes affected needed to get involved and report directly their own issues and that once the planning application was in it would be so large that many parishes will need to be involved along with the experts on the Block east Pye Solar group.

13. To note information on Tas way energy park application

This proposed park is starting to gather momentum, and councillors are able to attend an online webinar on 13 and 20th October to get more information. The clerk has emailed the details to all councillors for them to register should they wish to attend. The clerk will attend the 20th October one.

There are some in person ones that the clerk has not been informed of.

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

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As reported earlier the clerk has emailed Norfolk homes but as yet no reply has been forthcoming so he will email them again to set up another meeting date asap. The next steps are important to move forward and a business plan needs looking at and Tims Business plan would be worth looking at again. We need to discuss and decide what we actually want and what Norfolk Homes would help us with. This would also allow the clerk to look at grants to help us move forward.

15. To discuss Parish Projects

- Newsletter
Almost done but need another three pages that I am working on. All invoices have gone out with 3 paid and 2 new advertisers coming on board this month it s really starting to be the resource we wished it would become
- Sam Machine
No report and working okay
- Tharston Phone box
There is a location for this phone box in Tharston Meadows and David Daniels will undertake the consultation for us.
- Parish Councillors/Clerk training/Personal development
We have a new councillor wishing to join the council. It was agreed we would co-opt the parishioner at the November meeting.
The clerk recently attended the VVG clerks conference in Holland where he was treated with great hospitality and attended not only the Dutch parliament but also a regional clerks building. A local windmill and the conference that was both educational and enlightening. He has been invited back next year to be one of the formal speakers on how he became a clerk and what it took to reach his position.
On Thursday the clerk will attend the excellent NPTS Autumn Seminar and on Sunday he will travel to the SLCC Conference for three days to learn and network with other clerks.
- New Defibrillator and Defib Training dates to be fixed.
I am awaiting dates from the organisation at Wacton for a date for us but if anyone wished to attend the Wacton session it's at the village hall starting at 7pm on 30th October
- Surveyors Land and Christmas trees order
A question was asked if this would happen, but it was felt next year would be a better option.
- Hapton Phone Box
Still being well used and a great place for books etc. but it is getting depleted to half empty, and more books are needed
- Neighbourhood watch
Nothing to report on this
- Meeting House Field
The colonies of bees have been on the field and the grass cutting and conditions are good for the bees and is also really good along with many wildflowers the area look lovely. This is due to the way the field has been cut ensuring the environment can flourish.
- Parish Orchard at Old Village Hall site
No report and this has been cut

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- Dog mess in the village
Still a huge issue that we must persevere with trying to catch and report the perpetrators.

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

The clerk will be attending a workshop on Biodiversity at the National SLCC to get new ideas and see how we move forward

- **Green recycling of blister packs and razors**

As yet we do not have enough to fill up a box and when we are close the clerk will order a box.

18. Public Participation (10 minutes)

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

Litter Pick sticks and hi vis jackets and bags were here for all to enjoy and have regular litter picks

19. To receive items for the next agenda.

Litter Pick Report

Norfolk Homes Meeting

New Councillor Co-option

Holbrook Issues.

Next Meeting Weds 19th November 2025