

# THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at  
The Community Building, Holly Lane, Hapton  
**On Wednesday 17<sup>th</sup> September 2025 at 7pm.**

## In Attendance:

**Mr N Potter (chair)**  
**Mr T Ward**  
**MR V Blake**  
**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).

County Councillor Alison Thomas sent the following report to the clerk  
No significant updates except to say decisions are pending for Devolution and finalising LGR submissions to government.

All access into and out of Long Stratton as of Wed 17th will be via the Parker's Lane roundabout to the south to enable completion of works and decommissioning of the compound at the northern end of old A140 (before roundabout)

Kim Carsok gave the following report

SNDC have been on the national news twice recently, once regarding the migrants at Diss and the second on the pylons when the council leader made a video that was not well received.

CAF Funding has all been allocated with over £150,000 allocated to well meaning projects and Tharston and Hapton received £5000 for the building of an accessible toilet block at their community project.

Finally, LGR has moved forward with both NCC and SNDC putting forward their thoughts on the makeup of the authority, and these will be decided at a meeting on 23<sup>rd</sup> September and then submitted to the government for the 26<sup>th</sup> of September who will make the final decision on the make-up of the new authority. One worrying thing is the legislation is not in place to appoint a mayor for Norfolk and Suffolk, but it was felt the legislation would be pushed through by the government before Christmas.

The chair thanked outgoing Councillor Jeanette Allen for all her work in her short time with the council and hoped she would be back soon once her personal circumstances are worked out.

### **2. Apologies** – To consider accepting apologies for absence.

No apologies Received

### **3. Minutes** – To approve the minutes of the last meeting held on the 15<sup>th</sup> of July 2025

The minutes of 15<sup>th</sup> July were agreed as a true record of the meeting of that date and duly signed by the chair

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Proposed Nick Potter      Seconded David Daniels

**4. Declarations of interests** – To receive any declarations of personal or prejudicial interest from members on any item to be discussed.

Graham Bleach for a payment under item 7

Nick Potter for a payment under item 7

## 5. Planning

- Planning applications  
None received
- To discuss the Planned Open Space Land  
A question was raised on this, and it was felt that our plans need moving forward soon and a meeting with Norfolk Homes should be sought
- To discuss Planning Applications and any received after the agenda is posted  
No applications received after the agenda posted

## 6. Governance – To update Parish policies

All Parish policies were added to the website in August

The following new policies required for the works with Assertion 10 were adopted

## IT Policy

## Data Audit Policy

Proposed Tim Ward Seconded Nick Potter

## 7 Finance

- To note receipts in July/August
  - Vat Refund £425.15
  - HWG Event £577.00
  - SLCC Bursary £60.00
  - SNDC Caf Grant £5000.00

**To approving the following invoices for payment August**

- To approve Payments to Parish Clerk Alan Arber for July salary and expenses £856.87
- To approve payment for Clerks pension for July £288.02
- To approve payment to HMRC for tax and NI £320.53
- To approve payment to Handyman for salary and expenses July £365.60
- To approve payment to W print for Newsletter £475.00
- To approve payment to N Potter for cabin solar maintenance £85.31
- To approve payment to Brownes Boilers for Grass Cutting £305.00
- To approve monthly payment for Wi-Fi in the cabin £55.20
- To approve payment to Toilets to Go for toilet hire for event £114.00
- 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

## To approve the following invoices for payment September

- To approve Payments to Parish Clerk Alan for Aug salary and expenses £936.94
- To approve payment for Clerks pension for Aug £332.11
- To approve payment to Handyman for salary and expenses Aug £379.82

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• To approve payment to SLCC for clerks attendance at National Conference	£217.80
• To approve payment to B ward for maintenance items	£25.42
• To approve monthly payment for Wi-Fi in the cabin	£55.20
• To approve payment to SNDC for annual dog bin charge for emptying	£676.80
• To approve payment to 02 for security cameras	£76.18
• To approve payment to G Bleach for Key Cutting	£84.00
• 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	
Filca Course	£144.00
No Parking Signs	£34.46
Cat Litter for Toilet	£28.49

Proposed Nick Potter    Seconded David Daniels

## 7.1. To receive the financial position of the council

The council started the beginning of August with a balance of £17841.29 and after the payments of £2950.71 were paid the balance for the start of September was £14890.58. Meaning we started with that balance on the 1<sup>st</sup> September of £14890.58 and once the receipts were added and the payments for September were taken out of £2999.68 the balance on the account was £16890.90 plus, we are due our next precept payment at the end of September which means the council will be in a good position. The clerk also reported that he had a VAT refund to reclaim at the end of £259.39 at the end of September.

## 7.2. To receive the six-month Budget V expenditure report

The clerk produced the report for the second quarter of this financial year and was thanked for this and will put the report on the website under the transparency code as required

## 7.3. To agree appointment of Sonya Blythe as Internal Auditor

Sonya Blythe had agreed to be our Internal Auditor again this year with no increase in her charges

Proposed Nick Potter Seconded Tim Ward

## 7.4. To receive the Internal Control Report

The clerk thanks Victor Blake for stepping in to undertake the second quarter Internal control report and he found no issues and this report will be put on our website to ensure we meet the transparency code requirements

## 7.5. To approve the clerks salary rise from the recent government agreed pay rise

The government pay rise has been received for the clerk of 3.2% which equates to 0.59p per hour back dated to April 2025 meaning the clerk is due 267 hours at 0.59p meaning a payment of £157.83 was added to his September payslip in back pay

Proposed Nick Potter Seconded Graham Bleach

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

- Highway issues

The clerk reported that he had emailed both Richardsons Haulage and Holbrook Haulage regarding the lorries using the village as a rat run between A140 and A11 and they had assured him it would stop and only be used

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when needed. Councillors felt these lorries were still driving through the village at speed and if this continues it was felt we would get the police involved.

It was also asked the clerk to email both companies regarding ensuring they had the necessary insurance cover in place that allows their trucks to use C roads.

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

- Tree warden's Report

No report

- Footpath Issues

2 issues were reported on the highways reporting form for Tharston FP24 and Tharston FP27

- Maintenance and Handyman's report

The handyman had submitted his report, and all councillors thanked the handyman for his work.

The clerk reported that he had received an email regarding the dog bin in Tharston near chequers road that is always overflowing, and it was agreed to purchase a new dog bi to be sited at the start of the footpath on Chequers Road asap at a cost of around £140.00

Proposed Nick Potter Seconded David Daniels

- Community Payback

## **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 clerk had worked hard on the grant, and it was great to report that despite asking for £10,000 we had been successful in obtaining a £5000 grant from CAF to which the council were very pleased with. Work will start on the accessible toilet asap.

To agree the use of the cabin for no charge for a McMillan Coffee Day in September

Proposed Nick Potter Seconded Victor Blake

Tim ward then addressed the council with a report on the cabin security cameras that were not fit for purpose and with the extra incidents that had happened with vandalism, people not walking their dogs on leads and damage to the parish gazebo that these should be upgraded. All councillors agreed and it was agreed to purchase 2 new cameras and the necessary items to allow installation with a budget of £400 put aside for this

Proposed Nick Potter Seconded Graham Bleach

## **11. To discuss the latest Pylons information**

The latest consultation has finished, and we await the reports from this

## **12. To note our comments to East Pye solar**

There is a meeting on the 23<sup>rd</sup> of September at Hempnall if anyone wishes to attend

## **13. To note information on Tas way energy park application**

There has been an invite to attend an online meeting regarding this on the following dates

Monday 13<sup>th</sup> October 3pm to 4.30pm

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Monday 20<sup>th</sup> October 5.30pm to 7pm

If any councillors wish to attend, please email the clerk so he can book you in on the meeting and the link can be sent to you.

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

It was felt that we should engage with Norfolk Homes asap on this and get our planning ready for our project. Clerk to arrange

## **15. To discuss Parish Projects**

- Newsletter  
The last newsletter was well received, and the invoice have been sent out to all advertisers. It is hoped the Autumn Newsletter will be out at the end of October at the latest
- Sam Machine  
Report received from Long Stratton Town council for end of May to end of June 2025. The report is interesting reading with one speeder on 2/6 at 9.25am at 55mph. It showed the average speed taken over the 24,000 vehicles using the road is 23 mph but worrying is that over 70% of people using the road are speeding which is very worrying.
- Tharston Phone box
- Parish Councillors/Clerk training/Personal development  
The clerk has been invited to the Dutch conference, and it was agreed he would attend this in the first week of October followed by Autumn NPTS seminar on 8<sup>th</sup> October and then national SLCC conference week commencing 12<sup>th</sup> October to 15<sup>th</sup> October.
- New Defibrillator and Defib Training dates to be fixed.  
Wacton PC are holding a Session on Defibs and CPR and the clerk will ask if they do one for us and our local parishioners and the clerk will ask the company to put one on at Hapton Community project asap.
- Surveyors Land  
It was agreed that we would get Julian Bunn to Flail the area and cut the hedge. It was agreed to put this on the agenda for the next meeting
- Hapton Phone Box  
Looks Good
- Neighbourhood watch  
No report
- Meeting House Field  
Needs Cutting
- Parish Orchard at Old Village Hall site  
Needs Cutting
- Dog mess in the village  
Still an issue

## **16. To discuss Green Initiatives moving forward including recycling and actions on the biodiversity policy**

Nothing to report

### **• Green recycling of blister packs and razors**

It was agreed we would look at costs and sizes of the blister pack box.

If acceptable price we would order asap

## **17. Public Participation (10 minutes)**

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Nothing to report

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

**18. To receive items for the next agenda.**

Surveyors land Trees

External audit

Next Meeting Weds 8<sup>th</sup> October 2025