

THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at
The Community Building, Holly Lane, Hapton
On Wednesday 14th May 2025 at 6.45pm.

In Attendance:

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

2 members of the public

- 1. Appointment of Chairman** – To sign acceptance of Office
Nick Potter indicated that he was willing to stand and was voted in as Chair and all agreed to this appointment
Proposed Jenna Goodall-Browne Seconded David Daniels
He duly signed the Acceptance of Office Form Witnessed by The Clerk
- 2. Appointment of Vice Chairman** – To sign acceptance of Office
Tim Ward was voted in as Vice Chair and all agreed to this appointment
Proposed Nick Potter Seconded David Daniels
He duly signed the Acceptance of Office Form Witnessed by The Clerk
- 3. Acceptance of Office and Register of Interests** – Nick and Tims acceptance of Office and Register of interest's forms were handed to The Clerk. No seat vacancy at the council at present.
- 4. Public Participation**– County and District Council reports can also be received during this time. (10 minutes maximum).
- 5. Apologies** – To consider accepting apologies for absence.
Apologies were received from Graham Bleach all agreed to accept
- 6. Minutes** – To approve the minutes of the last meeting held on the 16th of April 2025
All councillors agreed the minutes were a true record of the meeting on 16th April and the chair duly signed them
Proposed Nick Potter Seconded Tim Ward
- 7. Declarations of interests** – To receive any declarations of personal or prejudicial interest from members on any item to be discussed.
Nick Potter for 2 payments

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Graham Bleach for a payment

Both in item 11

8. Planning

- Planning applications
No Planning applications received
- To discuss the Planned Open Space Land
Nothing to report
- To discuss Planning Applications and any received after the agenda is posted
Nothing received after the agenda posted

9. Governance – Updated financial Regulations for use of Card machine at events

Proposed Nick Potter Seconded Tim Ward

10. Parish Insurance – To agree new 3-year Long Term agreement with Business services at CAS for Parish Insurance policy

Proposed Nick Potter Seconded Vic Blake

11. Finance –

- To note receipts in April

Cabin Hire	£30.00
Vat refund	£232.98
VE/VJ day Grant	£300.00
Precept Payment	£18,783.95

To approving the following invoices for payment April

- To approve Payments to Parish Clerk Alan Arber for April salary and expenses £867.77
- To approve payment for Clerks pension for April £288.02
- To approve payment to Handyman for salary and expenses April £347.50
- To approve payment to Business at CAS for Parish Insurance £748.06
- To approve payment to G Bleach for maintenance items £65.50

- To approve payment to Nick Potter for Maintenance items £27.00
- To approve Payment to PWLB for Parish Loan £1023.17
- To approve payment to B Ward for Solar Panel £345.60
- To approve payment to NPTS for Mrs J Allen Training £56.00
- To approve payment to SLCC for annual subscription £100.30
- To approve payment to Nick Potter For new Battery £528.74

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- To approve monthly payment for Wi-Fi in the cabin £55.20
- To approve payment to 3 mobile for Direct debit for security sim cards £76.18
- To approve Monthly bank charges £6.00
- To approve Monthly credit card, charge £3.00
- Payments on credit card
 - Batteries for Handyman £103.34
 - Gala Tent for marquee parts £93.90
 - BBQ Charcoal for Event £85.86
 - Stakes for Marquee £8.48
 - Ground anchors for Marquee £33.48
 - Jax medical for Defib Pad for Tharston St Defib £75.79

Proposed Tim Ward Seconded Vic Blake

- To receive the financial position of the council
The Parish Council ended April with a balance of £27,431.57 and after today's payments of £4938.39 we start the balance on June 1st at £22,493.18.
The chair checked the bank statement to ensure the starting balance was correct for 1st April and duly signed the Bank statement as correct.
The clerk has a VAT reclaim of £305.30 to do at the end of May which he will undertake.
Bank signatories are Graham Bleach, Tim Ward and Vic Blake which is great cover

12. . **Highways** – to receive any updates regarding highways and footpaths.

- Highway issues
There are some issues by The White Horse Cottage on Norwich Road and Marsh Lane Clerk report that tomorrow.

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

- Tree warden's Report
No report as we have no tree warden
- Footpath Issues
Footpath warden gave the following report
BR1 which meets with Holly Lane, and we were told we could use the edge of the field and the entrance on Corner of Holly Lane and is very dangerous due to the huge, large lorries and is not safe so is also dangerous for horse riders so the clerk will report to Highways.
Lots of work is needed on this and all works needed will be reported.

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- Maintenance and Handyman's report

The clerk gave all councillors a copy of the handyman's detailed report and it was noted that there was a line for the repair and painting of the old bench at a cost of £180 and it was agreed this should be done asap

Proposed Nick Potter

Seconded Tim Ward

Can the handyman look at the thistles on the slide area asap.

- To discuss the upgrade of the cabin batteries and solar panels

These have now been purchased but a new control board was needed and this would also be purchased at a cost of around £160 but comes under the total cost of the £1000 budgeted for all items

Proposed David Daniels

Seconded Jenna Goodall-Browne

Grass Cutting is going to be done by Olly but not the community field yet as the grass at the top is not growing that much so the chair cut the bottom part of the field.

14. To receive an update on the Hapton Community Project

- New Disabled Friendly compostable toilet and to discuss the plans to install ourselves, costings, and grant possibilities

The clerk commented that we need to get the grant application in by 15th June for Community Action Fund and we need details and quotes to allow him to submit a detailed CAF grant funding application for around £7500 at least

15. To discuss the latest Pylons information

Nothing has been received lately on this.

16. To note our comments to East Pye solar

Nothing has been received lately on this.

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

The clerk at Long Stratton TC had contacted the clerk regarding the street lighting on our part of the development and would come back to the council with a detailed plan for the June Meeting

18. To discuss Parish Projects

- V E Day celebration and grant

The £300 grant has been secured as agreed and a float of £200 has been sourced by the clerk and is with Sue Waredale. The clerk has confirmed the £50 costs to Simon Delaney for the Military Vehicles and contacted the Police regarding a car to attend and they will try their best depending on operational issues.

The clerk has also been contacted by Norfolk events website to add our event on their excellent website asap.

Music will be played by local people for free.

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Hapton schoolchildren will make bunting and do a painting competition to be judged on the day.

The clerk will look to order the card machine and get the TEN notice ordered asap. Clerk To get this done in the next few days

- Newsletter
The next newsletter has been started and should be ready to go out around the middle of July at the latest
- Sam Machine
Needs downloading asap
- Tharston Phone box
Ongoing
- Parish Councillors/Clerk training/Personal development
Councillor Jeanette Allen has completed her training and found it very useful plus the clerk has enrolled himself on the SLCC Norfolk AGM at Carrow Road on 20/6 and will take part in clerks week attending the upcoming event to support all clerks during this week dated 7th-14th June 2025 with an event on 6/6 with all other Norfolk Clerks
- New Defibrillator and Defib Training dates to be fixed.
To be advised the next steps as the clerk knows of a local company providing this in our area and he awaits dated
- Surveyors Land
The clerk has submitted an Expression of Interest form to the new Natre Conservation fund for £10,000 and a meeting was held today with Helen Sibley via Zoom on our plans and more information should be known later in June if we were being put forward to the next stage.
- Hapton Phone Box
Still excellent and well used
- Neighbourhood watch
Nothing to report
- Meeting House Field and CCTV Issues
Nothing to report
- Parish Orchard at Old Village Hall site
The clerk has instructed the parish handyman to undertake the work on the tap at the orchard asap as it is not working and needs repairing
- Dog mess in the village
Still continues to be an issue but we need actual evidence to secure a conviction if anyone is caught with dog fouling> there is also more dog mess in Tharston footpaths which is not great and can be clearly seen in the grass verges.

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

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

We are moving forward with this and will order when the bins are full, we will arrange to get them to the company that deals with them. As detailed at the last meeting The clerk contacted the Bus Company Simmonds to ask for a meeting with them to talk about a local bus service, but this was turned down as they felt it was too expensive to move forward as they wanted us to guarantee £500 a day.

20. Public Participation (10 minutes)

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

A question had been raised by Tharston PCC if they could borrow the tables and chairs and Gazebos for their upcoming Fete and would the Parish council apply for the TEN notice for them asap

It was agreed this was all okay and the clerk would deal with it as normal, but the Tharston PCC would need to meet with the clerk on a day he works at the cabin to arrange collection and delivery of items back once Fete is over.

The clerk commented to the council that he has a meeting with the Community Payback team on Friday to look at jobs they can do moving forward.

Lana will undertake the cleaning of the cabin, Litter Picking and social media for the council to help with her Duke of Edinburgh award.

21. To receive items for the next agenda.

Meeting finished at 19.48pm

Next Meeting Weds 11th June 2025