

# THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at  
The Community Building, Holly Lane, Hapton  
On 13<sup>th</sup> December 2023 at 7.00pm.

**In Attendance:** Mr N Potter (chair)  
Mr T ward  
Mr G Bleach  
Mr C Hewitt  
Mr A Arber (clerk)

**2 members of the public**

## **Public Participation**

*Standing Orders were suspended to allow the public to speak.*

County Councillor Alison Thomas sent no report.

District Councillor Kim Carsok sent no report.

A Parishioner thanked the councillors for providing the pylons banners.

*Standing Orders were reinstated.*

## **1. Apologies**

Apologies received from Jenna Goodall Browne, Victor Blake and David Daniels all agreed to accept.

## **2. Minutes**

The minutes of the Parish Council meeting on 15<sup>th</sup> November 2023 were agreed as a true record of the meeting and were duly signed by the Chairperson as a true record of the meeting.

**Proposer: Tim Ward**

**Seconder: Chris Hewitt**

## **3. Declarations of Interest**

Tim Ward for a payment  
Chris Hewitt for a payment

**All agreed.**

## **4. Planning**

- **To discuss the Planned Open space**  
Nothing to report.
- **Planning Application**  
No planning received.

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The clerk commented that the recent licence application for Greenmantle Hapton was adjourned till Monday the 18<sup>th</sup> of December at SNDC house and he will be attending.

## 5. Finances

To note receipts in November

None

### Important payment made between the meeting.

PWLB Parish loan £1069.67

### Payments made at this meeting.

I.	To approve payments to Parish Clerk for Salary November	£1210.65
II.	To approve payment to Norfolk Pension Fund for Clerks Pension Nov	£385.43
III.	To approve payment to Viking for stationery	£126.47
IV.	To approve payment to C Hewitt for Banners	£51.07
V.	To approve payment to Tim ward for sim card top up	£10.00
VI.	To approve payment to London Hearts for new defib donation	£750.00.
VII.	To approve payment to Pride Press for newsletter	£378.00
VIII.	To approve payment to Credit Card for Bleed kits and defib pads	£304.80
IX.	To approve payment to Plan to garden for shed base	£760.80
X.	To approve payment to Wensum print for banners and Stickers	£110.40

X. To receive the up-to-date financial report.

The clerk reported that we are in good health and the balance before today's meeting was £33,836.83 and after today's payments the balance stands at £29749.21 with a Vat refund claim ongoing of £332.85 Plus a further Vat refund to be claimed of £209.69.

**Proposed: Chris Hewitt    Seconded: Nick Potter**

### xi. To receive a 9-month budget v expenditure report.

Unfortunately, the clerk for personal reasons had not completed this yet and as such will have the report for the Jan meeting.

### Xii. To agree the budget and any precept rise

The clerk had worked on this and submitted it to all councillors via email and it was agreed that the band d charge would stay the same and due to the increase of the band d Tax base the precept request would be £25,045.25 with no band d increase meaning the band d charge for 2024-2025 would stay at £60.35.

All agreed.

**Proposed: Chris Hewitt**

**Seconded Graham Bleach**

### XIII, to agree the appointment of the Internal auditor for year end 2023-2024

The clerk reported that he had spoken to Sonya Blythe who did an excellent job on our internal audit last year and she has agreed to undertake the internal audit again at a flat fee of £120.00.

**Proposed: Tim Ward**

**Seconded Chris Hewitt**

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## **XIV. To receive the clerk's appraisal and to agree then actions**

The chair and vice chair had conducted the clerk's appraisal, and the clerk needs to promote the excellent work he does better and show the value he brings to the council. It was also noted the clerk has performed well and continues to ensure all parts of his role.

are undertaken well and continues to lead the council well at all times.

The clerk is due a one-point SCP rise to SCP 24 from 1<sup>st</sup> April 2024.

**Proposed: Nick Potter**

**Seconded Chris Hewitt**

## **6. Governance**

Nothing to report this month under this heading although the financial Regulations are being looked at moving forward and the consultation ends soon, and it is hoped that the model ones will be out for the start on the new financial year.

## **7. To receive the details of the long Stratton town council proposal and discuss supporting it.**

No report forthcoming on what is happening at present.

## **8. Highways**

### **Highways issues**

The clerk reported that he had received an email from a parishioner on a near miss incident on Fundenhall Road with a large Artic and would be forwarding this to the police and will inform the parishioners we have no power over these issues, and its better they reported to the police by themselves.

Pothole on Marsh Lane to be reported by the clerk.

Drain at the top opposite the corner of cow lane needs cutting back and reporting.

Drain on Holly Lane/Cow Lane junction also need reporting.

### **Long Stratton Development.**

No report

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

### **Tree Warden report**

Tree fall down in Church Road Tharston, and the residents cleared this up very quick.

National highways need to plant many new free trees over the year and Tim will put in for these.

### **Footpath issues**

No report

### **Maintenance**

The man that pooped on the cabin area has been upgraded to a public decency offence and hi picture has been circulated to all the local constabulary offices.

The end piece of the marquee has been repaired and we are not being charged and the clerk will write a letter of thanks for doing this.

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The compostable toilet recently blew over in the wind and needs some essential repairs to ensure we can keep using it moving forward.

Tim spoke about when we get the new storage shed that they are not covered by the CCTV system and it was proposed to purchase cameras for the various areas such as the orchard, Christmas tree plantation and on the community area. It was agreed to purchase 3 camera system.

**Proposed: Graham Bleach**

**Seconded Nick Potter**

## **Grass Cutting at Tharston Meadows**

All okay at present. **Remove from agenda.**

## **Highways Barrier at Hapton School**

The clerk reported that he had received an email from highways engineer Gary Overland on this issue and that the barrier could not be installed due to the width of the path and that where it was proposed was a manhole for services meaning they could not install without damaging the services. **Remove from agenda.**

## **10. To receive an update on the Hapton Community Project and plan events for 2023-2024**

The clerk commented he had now received the third quote which included the installation of a disabled path from the cabin to the sensory garden and he would be working on the grant application to be in place and submit before Christmas.

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

The banners have been received and are at the cabin for erection at the designated sites. The clerk had also received some literature that he had handed out to the councillors and parishioners in attendance.

## **12. To discuss Parish Projects.**

- **Newsletter.**  
The clerk was still awaiting some invoice payments to come in the Christmas newsletter is finished and has been distributed but he had made an error with checking due to the time pressures and the newsletter was not the best and he apologised. He also reported that he had found a new supplier in Wensum print who were cheaper and would be redesigning the front page for us ready for the March newsletter.
- **SAM Machines.**  
The clerk reported that due to Victor being unavailable he will be downloading in time for the Jan 2024 meeting.
- **Phone Box**  
. Nothing on the Tharston phone box but when we know we will speak with the management company once the location is known.
- **Parish Councillors and Clerk training.**  
The clerk will look at grant training and booking on the NPTS seminar in March when he returns from holiday, plus will start the FILCA scheme again on his return with all his parishes assisting with the funding of this.
- **Village Hall Fundraising**  
No report

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- **The Vision**
  - Dealt with earlier.
  - **New Park Fundraising Ideas**
  - No report
  - **Hapton Phone Box**  
The phone box continues to be well used and now look very tidy and graham has cleared out some books and added 2 shelves.
  - **Defib training**  
The clerk commented that the defibs are now all fitted with bleed kits and the necessary stickers plus the new defib pads into the Helen House Defib. He also reported that he had worked on the new DSHC defib donation scheme and we have been successful on this with us getting a new cabinet and defib for a donation of £750 and once this is paid all the kit will be delivered to home for installation at the cabin.
  - **Surveyors land**  
The land has been cleared by Mr Bunn and he has done a great job on this, and we will thank him. A question was asked on planting the Christmas Trees that was it too wet or are there any issues to stop planting at present. It was agreed to purchase 100 trees in various plots. The chair commented that he had picked out 5 varieties that would suit the land and the area.
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| <b>Proposed: Tim Ward</b> | <b>Seconded Graham Bleach</b> |
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- **Neighbourhood watch**  
The clerk asked how many of the signs should he order as few people had replied. It was agreed to purchase 15 of each and the clerk will do this next week.
  - **Meeting house Field**  
No report.
  - **Community Orchard**  
No report. But we have lots of trees coming to assist this project.
  - **Gov.com emails**  
The clerk had now submitted the physical order to Parish online and we await all the details of when the scheme will start.
  - **Dog mess in the village**  
There is an issue with this reported in Hapton, and we have plenty of dog bins that people do not use which it is a worry. This will go in the newsletter.

## 13. To discuss Speeding in the village and the setting up of a speed watch group.

No report

## 14. Green Initiatives.

Clerk has been working on the biodiversity policy and all councillors to take this away and bring their thoughts to the January meeting please.

## 15. Public participation

The clerk also commented that he had applied for the clean it and bloom grant of £300.

## To receive items for the next agenda.

- **Precept request agreed.**
- **9-month budget v Expenditure report.**
- **Gov.uk email process and report.**
- **Three sim card issues.**

# THARSTON AND HAPTON PARISH COUNCIL

Next Parish Council meeting Wednesday 10<sup>th</sup> January 2024 at 7pm

**There being no further business the meeting closed at 7.55. pm.**