

THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at
The Community Building, Holly Lane, Hapton
On Wednesday 17th June 2026 at 7pm.

In Attendance:

Mr N Potter (chair)
Mr T Ward
MR V Blake
Mr G Bleach
Mrs J Chaney
Mr D Daniels
Mrs J Goodall-Browne
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).

District Councillor Kim Carsok sent her apologies as she was on leave.

County Councillor Karl Catchpole gave the following report.

Karl introduced himself to the meeting

Not a lot is happening in the area, although a ditch has collapsed on Saxifrage close in Tharston Meadows, and a tree preservation order saw the TPO put on the Trees near the dip in the ground at this location which caused the issue. Karl has met the agents in charge of the development, and it is hoped they will produce a solution along with Taylor Wimpey to get the work done. It should be done asap
An In-depth meeting regarding NSIPS and county council on the issue with solar developments moving forward was recently held.

2 footpaths are being looked at to be registered to ensure that they cannot be taken away when the solar starts.

2. Apologies – To consider accepting apologies for absence.

No apologies received

3. Minutes – To approve the minutes of the last meeting held on the 13th of May 2026

The minutes were approved as a true record of the Annual Parish Meeting held on 13th May and the chair signed the minutes

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.

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None Recorded or requested at this meeting.

5. Planning

- Planning applications

2026/1296

Location: Valley Farm Low Tharston Norfolk NR15 2AF

Proposal: Raise existing 2 storey house roof 600mm. Two storey rear extension

Application Type: Householder

This application was discussed and it was agreed to approve this application

2026/1513

Location: Mill Farm Low Tharston Norfolk NR15 2AF

Proposal:

Replacement of all existing windows in the property, which are currently timber single glazed timber windows, with double glazed aluminium windows in the same style

This application was discussed and it was agreed to approve this application

- To discuss the Planned Open Space Land

The clerk commented that he had spoken to Aylsham FC and they are willing to meet with the councillors when everyone is free and at a date and time that suits all parties.

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

None Received

6. Governance

To agree the Microsoft subscription for 6 licences at a cost of £105.00

Proposed David Daniels Seconded Vic Blake

The clerk also commented that he had update the following Policies in accordance with the Transparency code and they would be put on the agenda asap

CCTV Policy

Code Of Conduct

Financial regulations

Privacy Policy

Standing Orders

Bullying and Harassment Policy

Complaints Policy

Co-Option Policy

Cover Polices sheet

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Data Audit Policy

Disciplinary Policy

IT Policy

Model ICO publication Scheme

Model Publication PC Scheme

AI Policy

GDPR policy

The clerk was thanked for his work on these and they were duly adopted to be put on the website

Proposed Nick Potter Seconded David Daniels

The clerk commented that we cannot use the WhatsApp group to make decisions or request items are purchased as this is not legal and leaves the clerk open to suspension by the county council.

It was agreed that the clerk would run a WhatsApp group to inform councillors of items such as payment, agendas and emails that are important.

The councillors will have their own group for general chat.

7. Finance –

- To note receipts in May 2026
 - South Norfolk in Bloom Grant £940.00
 - Cabin Hire for children's party 13/6 £75.00
 - Election Payment for cabin use £300.00
 - Amazon refund for cat litter that was damaged £27.99

To approve the following payments for June 2026

- To approve Payments to Parish Clerk Alan Arber for May salary and expenses £902.51
- To approve payment for Clerks pension for May £265.66
- To approve payment to HMRC for tax and NI £6.33
- To approve payment to Handyman for salary and expenses May £330.40
- To approve payment to Viking for Stationery £78.68
- To approve payment to PWLB for Loan £992.17
- To approve monthly payment for Wi-Fi in the cabin £55.20
- To approve payment to 02 for security cameras £79.99
- To approve payment to scribe for Accounts package £44.40
- To approve payment to Lloyds for monthly credit card charge £3.00
- To approve payment to Unity Trust for Monthly bank Charges £7.00
- Credit Card Payments

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Printer Ink for Cabin	£24.99
TEN Notice	£21.00
New pump Action Kettle for cabin events	£21.99
Proposed Nick Potter	Seconded David Daniels

7.1. To receive the financial position of the council

The council finished May with a balance of £32,547.99 and after today's payments totalling £3742.63, we have a balance of £29,239.67 with a vat reclaim of £604.51 outstanding that the clerk will look to reclaim at the end of June

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

- Highway issues

Contact has been made with MP Ben Goldsborough who sent a letter to the leader of the Norfolk County Council Mr David Bick but we again got the standard reply that NCC are not willing to do anything about the lorries and the clerk replied telling them that should a death or serious incident occur we will release all the email sent to them, the companies and County and district councillors to the press showing their lack of help in this dangerous situation.

Karl commented that he is in charge of highways and he will try and help and there is worries that the low bridge sign is on the wrong side of the road and this needs looking at.

The clerk will send the pictures he has to the county councillor.

Drain at the bottom of Holly Lane is blocked again. Clerk to report asap

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

- Tree warden's Report

Nothing to report

- Footpath Issues

No footpath issues but we do have an Orchid in place on one of the verges.

- Maintenance and Handyman's report

Included in the councillors pack for their attention

10. **To receive an update on the Hapton Community Project**

To discuss the costs for a history group to use the cabin

It was agreed the History group can use the cabin free of charge for their meetings

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To note details of new toilet block and cost including fit out and approve works to be done asap.

The quote has been received and totals £5862.00 including vat for the full build and kit out for the proposed toilet block.

All agreed this was a great price and the clerk to contact the builder to get the work started

Proposed Graham Bleach Seconded Tim Ward

The new cameras have been installed, are excellent, and have new SD Cards in them at a cost of around £40 which we need to refund to Tim Ward asap.

The community event is in around 10 days, and the clerk has arranged for community payback to come and clear the site as best as possible on Monday 22nd June to allow the area to look its best, The clerk and Tim ward spoke to the bank regarding getting the incorrect payment (Ashtons error not the clerks) and this will be done in the coming days, and we will pay the Ashtons when it has been received. There is a £25 charge for this service, and it was agreed to hasten the recovery it would be paid

Proposed Tim Ward Seconded David Daniels

BBQ for the event is organised and the Parish Credit Card will be used to purchase items needed plus the alcohol, and the clerk has sorted the change but needs to get another £20 in 50p and the clerk has given £105 of his charity money, and he will do the risk assessment and the TEN licence has been applied for. Car parking for the event will be with Richard Martin, and the chair will speak to him on this.

11. To discuss the latest Pylons information

No further information has been received by the clerk, but it is noted that there are letters from the planning inspectorate regarding compulsory or otherwise regarding the parcels of land. A parishioner is due a meeting with national grid and the land agent in the coming weeks.

12. To note our comments to East Pye Solar Development Consent Order being received.

This has been noted and the clerk has set up our own registration number to reply when we need to and that is F7E8E94F7

13.To note information on Tas way energy park application

No further information on this scheme

14. To discuss the Tharston Open space land and next steps

Detailed earlier in planned open space agenda item

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15. To discuss Parish Projects

- Newsletter
Has been distributed and it is hoped the next issue will be around the end of August
- Sam Machine
Still working but needs downloading asap. A question was asked on a new flashing sign with smiley face moving forward. The clerk will look into this for the new parish partnership.
- Tharston Phone box
Needs to be done with a what three words location for the area and get the pad done asap plus repaired and painted.
Which company would have the type of lorry to get it onsite. GLS or Simons Landscaping will be contacted on this.
- Parish Councillors/Clerk training/Personal development
The clerk has received £60 bursary to allow him to start his final degree on internal audits at cost of £144 including VAT and he hopes to pass this vital resource in the summer.
He will also be attending the NPTS garden party on 10th July
The clerk has booked his place at the SLCC National Conference
- New Defibrillator and Defib Training dates to be fixed.
Nothing to report on this
- Surveyors Land and Christmas tree Order
Deferred till September meeting. He met with Gerald Barnes on the surveyors land the collapsing banch and this needs replanting by community payback if possible.
- Hapton Phone Box
All good and needs more books and could it be put in the newsletter.
- Neighbourhood watch
Nothing to report
- Meeting House Field
Grass has been cut and there are 5 baby owls on the land, and the community payback will strim by the fence next week.
Trail cameras will be put on the land soon
- Parish Orchard at Old Village Hall site
All good and new raspberries and rhubarb will be planted
- Dog mess in the village

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Still an ongoing issues. People must be reported asap.

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

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

All is good and it is hoped that the community payback will empty one of the compost bins freeing up the space

18. Public Participation (10 minutes)

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

Councillor Karl Catchpole asked to put the leaflets up on helping parishioners on our noticeboards plus there were also worries on Morningthorpe recycling centre as the land will not be leased to the council for this purpose due to issues with the landowner. A meeting is to be held with Norfolk County Council on the Pulham area regarding the closed down old recycling centre.

19. To receive items for the next agenda.

Xmas Tree Order

Tharston Telephone box.

Community Event report

Next Meeting Weds 22nd July 2026