

# THARSTON AND HAPTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at  
The Community Building, Holly Lane, Hapton  
On Wednesday 18<sup>th</sup> March 2026 at 7pm.

## In Attendance:

**Mr N Potter (chair)**  
**Mr T Ward**  
**MR V Blake**  
**Mr D Daniels**  
**Mrs Jess Chaney**  
**Mrs J Goodall Browne – arrived 19.10**  
**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).  
Alison Thomas sent the following report.  
County Elections going ahead on new boundaries in May. Tharston & Hapton remain in Stratton Division although Wacton moves to West Depwade.  
No news as yet on Local Government Reorganisation and County Council goes into pre- election period on March 27<sup>th</sup> so unless it is announced before then suspect it will be after May elections.  
Devolution also stalled until after the election as a revised decision cannot be made by the outgoing authority which ties the hand of a new administration.  
It is goodbye from me as I will not be standing in May so will step away after 19 years serving Tharston & Hapton.  
Kim Carsok sent no report
- 2. Apologies** – To consider accepting apologies for absence.  
Graham Bleach sent his apologies. All agreed to accept
- 3. Minutes** – To approve the minutes of the last meeting held on the 18<sup>th</sup> of February 2026  
The minutes were agreed as a true record of the meeting of 18<sup>th</sup> February and were duly signed by the chair.  
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.  
None declared

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## 5. Planning

- To discuss Planning Applications and any received after the agenda is posted  
No Planning this month
- To discuss the Planned Open Space Land  
To be discussed later in the meeting

## 6. Governance – To update our public participation scheme

The clerk had updated the Publication document as required by the ICO and will update the website in May when he does the Policies update as required

## 7. Finance –

- To note receipts in February 2026

No receipts in February

### To approve the following payments for March 2026

- To approve Payments to Parish Clerk Alan Arber for Feb salary and expenses £900.08
- To approve payment for Clerks pension for Feb £297.32
- To approve payment to HMRC for tax and NI £5.00
- To approve payment to Handyman for salary and expenses Feb £356.05
- To approve payment to SNDC for new extra Dog Bin charge £43.38
- To approve payment to the clerk for SLCC Norfolk AGM attendance £10.00
- To approve payment to the clerk for parking costs for Planning inspectorate meeting £20.00
- To approve payment to Toilets 2, go for toilet for community payback work £192.00
- To approve payment to Wensum Print for Spring Newsletter and new circular walk map £523.00
- To approve monthly payment for Wi-Fi in the cabin £55.20
- To approve payment to O2 for security cameras £76.08
- 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
- Clerks Hotel bill Room for Planning Inspectorate Meeting in Ipswich £157.68  
Proposed Nick Potter Seconded Vic Blake

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

The clerk reported that at the start of March we had a balance of £21,539.65 and after today's payments including credit card payment, we have a balance of £18,893.86 which is a good total to finish the year off and includes the £5000 CAF grant for the new toilet block. The clerk also reported that he is due to VAT reclaim £786.92 in vat at the end of March.

## 7.2 To receive the year-end balance of the council

The clerk had produced the year end figures for the councillors and we will finish year end 2025-2026 with a balance of £18,893.86 which is £7,100 up on last year but does include the £5000 CAF grant in reserve. The clerk was thanked for his work on this.

## 7.3 To receive the Budget v Expenditure report

The clerk also produced the year end Budget V expenditure report for all councillor's, and this will go on the website asap

## 7.4 To receive the Internal control report for Quarter 4

The clerk thanked councillor Vic Blake for his assistance on doing the 4<sup>th</sup> Quarter Internal control report for all councillors and this will go on the website also asap.

## 7.5 To agree updated Asset Register for 2026-2027

The clerk had updated this to add the new items on for year end and all councillors agreed it was correct

## 7.6 To discuss getting the Scribe Accounting package

The clerk had held a meeting with a couple of accounting packages such as Raitas and Scribe at his recent conference and after using Rialtas on one of his councils found it to be very clunky and difficult to use. He has held a zoom meeting with Scribe and found it (along with many recommendations from other clerks) to be the best package for Tharston and Hapton PC in his opinion. He had submitted the report produced to councillors from Scribe for their attention and to look at before tonight's meeting. The report showed that the initial set up is £199.00 plus vat for Scribe and they will set up the whole package with our payment and receipt codes for a one-off cost of £149.00 plus vat. The system seems to have everything we need to move forward as our precept and budget gets bigger. The monthly cost for Scribe is £37.00 a month plus Vat for the whole package and unlimited support. This year alone we have had over 180 invoices, and we really need to move forward with an accounting package that supports not only the clerk but also our assets and maintenance of these with their inbuilt system

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called Civic.ly. It would also allow us to do our bookings for the cabin etc online too

I feel that this would be a worthwhile investment and would save lots of time and allow us to produce more detailed reports and allow us to move forward and be ready for when and if we take over the land to be discussed.

The clerk asked all councillors if they would agree to move to the online accounting package and that Scribe would be the one.

After a shorty discussion it was agreed to move forward and get the package in place asap for 2026-2027 financial year

All agreed we should move forward

Proposed Nick Potter Seconded David Daniels

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

- Highway issues

The clerk reported that he had again written to the highways team, Ben Goldsborough and our county Councillor on the lorries issues reminding them of their responsibilities should anyone suffer an accident with these lorries moving forward. The usual reply that it is a police matter on speeding and that highways had nothing further to add on the matter which was disappointing yet again.

Potholes have been reported as requested.

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

- Tree warden's Report

No report

- Footpath Issues

No report

- Maintenance and Handyman's report

The clerk produced the handyman's report and had thanked him for the works he had done at the surveyors land with the Community Payback team plus other works carried out as detailed.

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

The battery is working well, and it is working well. The community garden needs looking at asap and the clerk to contact the contractor asap. A possible craft group to be set up in the cabin. It was asked the costs could be lowered for the costs so they could try and see what the take up was and what they can do take moving forward.

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

The clerk reported that he had requested an Assisted Site Visit and we await the date and time of when this will happen

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

The clerk had been informed that the DCO for this had been applied for but as yet no further information had been sent to him

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

This project is very much on hold due to them not getting a gate connection and we await further details

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

The clerk, Chair and three other councillors recently attended a very good meeting with Norfolk Homes onsite at the location of the land and it was surprising how big the land was. Many items were discussed and questions raised on what we are expecting to do with the land and how we move forward. The good news is it seems the access to the site facilities such as water and electric are in place to tap into. A discussion ensued around what facilities we would put in, and the clerk commented that Long Stratton FC would love if we could put football pitches and a clubhouse on the land for the whole community to utilise. There is outline planning for this use so should not be an issues although if we were to put items like a 4g pitch and floodlights funding would need to be sourced from the many funds out in the area. Long Stratton FC are meeting with MP Ben Goldsborough on Friday evening at 6pm to see what funding he has access to and we have been invited along to this meeting. It was felt that a visit to a site such as Aylsham FC would be beneficial to chat with them on the factors and issue they found and how they funded the project moving forward.

All agreed this was a very good idea and the clerk will arrange it

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

- Newsletter  
The newsletter had been well received, and the next issue will hopefully be going out in late May once year end is complete.
- Sam Machine  
All working fine but no report received from Long Stratton TC on Chequers Road again.
- Tharston Phone box  
No report
- Parish Councillors/Clerk training/Personal development

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The clerk will be attending the SLCC Norfolk AGM on 25/3/26 and has booked his attendance at the SLCC National conference in October.

- New Defibrillator and Defib Training dates to be fixed.  
Helen House Defib pads updated.
- Surveyors Land and Christmas tree Order  
Surveyors land looks good after community payback and the handyman's work
- Hapton Phone Box  
Still being well used and still needs new books
- Neighbourhood watch  
No report
- Meeting House Field  
New signage is up and they have QR code to report Dog Mess and the system is quite easy with date time details and action needed. Nick will meet with the contractor on this.
- Parish Orchard at Old Village Hall site  
The clerk had asked the handyman to get a price to get the fence repaired and this had come up as around £230.00 and would be done by community payback team along with the handyman in late March. All agreed to accept the quote, and the clerk will get the handyman to order the wood, and the clerk will sort out payment  
Proposed David Daniels      Seconded Tim Ward
- Dog mess in the village  
Still an issue and it was noted the new dog mess signs had been installed at The Community Project and Meeting House field by the handyman

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

- **Green recycling of blister packs and razors**  
Nothing to report but we would need to order the boxes once the new precept is received.

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

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

## **19. To receive items for the next agenda.**

**Year End**

**Agar**

# **THARSTON AND HAPTON PARISH COUNCIL**

**Aylsham Meeting date**

**Craft Group at the cabin**

**Next Meeting Weds 15<sup>th</sup> April 2026**

**Meeting closed at 20.00pm**