

Minutes of Annual Meeting of the Parish Council  
held at Hapton Community Cabin, Hapton on Wednesday 15<sup>th</sup> May 2024 at 7.00pm.

**1. Appointment of Chairman – To sign acceptance of Office**

Nick Potter agreed to continue as Chair and all councillors agreed this and duly signed the Acceptance of Office Form Witnessed by the Clerk

**Proposed Graham Bleach**

**Seconded David Daniels**

**2. Appointment of Vice Chairman – To sign acceptance of Office**

Tim Ward agreed to continue as Vice-Chair and all councillors agreed this and duly signed the Acceptance of Office Form Witnessed by the Clerk

**Proposed Nick Potter**

**Seconded Jenna Goodall-Browne**

**3. Public Participation–** County and District Council reports can also be received during this time. (10 minutes maximum).

Both County and district councillor reports were given at the Annual Meeting of The Parish

**4. Apologies – To consider accepting apologies for absence.**

No Apologies Received

**5. Minutes – To approve the minutes of the last meeting held on the 10<sup>th</sup> of April 2024**

**Proposed Nick Potter**

**Seconded Tim Ward**

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

**7. To adopt the General Power of Competence**

All councillors agreed to stay with the general Power of Competence for the coming year

**Proposed Nick Potter**

**Seconded Tim Ward**

**8. Planning**

- **To discuss the Planned Open Space Land**

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

**No Planning applications received**

**9. Finance –**

- To receive the following receipts

SNDC	Precept	£12,522.63
HMRC	VAT Refund	£151.92

- To approving the following invoices for payment:

I.	To approve Payments to Parish Clerk Alan Arber for April salary and exp	£962.01
II.	To approve payment for Clerks pension for April	£275.54
III.	To approve payment to Huxley hedges for site visit	£45.00
IV.	To approve payment to Viking for Stationery and new printer	£295.85
V.	To approve annual payment to Tharston Church for maintenance	£525.00
VI.	To approve annual payment to Hapton Church for maintenance	£375.00
VII.	To approve payment to NPTS for annual Subscription	£250.45
VIII.	To approve payment to PWLB for parish loan	£1054.17
IX.	To approve payment for Wix website for 2 years charge Credit card payments	£285.44
X.	To approve payment to Sonya Blythe for Internal Audit	£120.00
XI.	To approve payment to Plan to garden for Hapton Community Garden Dep	£12,000

XII.	To approve payment to Action Suffolk for Parish Insurance	£642.53
XIII.	To approve payment to Direct debit for security sim cards	£40.54
XIV.	To approve payment to Lloyds for monthly credit card charge	£3.00
XV.	To agree payments made on Credit card	
XVI.	Amazon for printer Ink	£30.98
XVII.	Ink factory for printer ink (returned for refund as not suitable)	£39.99
XVIII.	Amazon for BBQ Charcoal	£35.84
XIX.	Amazon for Cat Litter for compostable Toilet	£33.99

XX. To approve any payments that come in after the agenda is posted.  
None

XXI

XXII To receive the financial Report

The clerk reported that that on May 1<sup>st</sup> the Parish councils balance was £34,181.96 and after today's payments it would be £17,041.63 but this low figure was due to the payment of the deposit for the new garden, but this would be drawn down from the Pride in place fund in the coming weeks. The clerk also reported that he would be putting in a VAT refund claim for £2250.00 which would bolster our accounts along with the draw down monies back to a more normal figure.

XXIII To receive the Internal auditors report and note actions required

. S137 – Council confirmed in May 2023 that it holds the General Power of Competence. This power supersedes S137, and as such S137 should not be used in future. These payments can be recorded under your other budget categories, such as admin or grants, as required.

**Duly Noted**

Email management – the JPAG Practitioners Guide states that “every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a.gov.uk or.org.uk address or could be an address linked to the council website.” I note from your minutes that this is in hand.

**Very close to being in place**

When budget setting it is best practice to have a complete budget year on the document for Council to see. For example, when setting the 24/25 budget, you would have had a full year showing for 2223, then the estimate to the end of 2324, then the 2425 budget line for consideration. This helps to have a full summary of the financial position available.

**Clerk will ensure this recommendation is met asap**

XXIV To agree Clerks salary, increase of one point to SCP 24

**Proposed Nick Potter**

**Seconded David Daniels**

XXV To agree bank signatories for 2024-2025

Bank signatories for 2024-2025 remain as Tim Ward, Graham Bleach and Victor Blake

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

- Highway issues

The clerk reported that he had emailed and spoken to the 2 companies around the access to Redwing's vis Cow Lane and he has also contacted Highways and the Police on this and sent them the photos asking for more enforcement. He also commented that he had contacted Redwings on this and had been assured by Lynne Cutress that they will also contact the companies to ensure this does not happen again.

The clerk will report the issues with the sign on Fundenhall Road as you cannot see it and needs moving as it is hard to see for the overgrowth.

- To discuss the Proposed Long Stratton new development

There is a meeting between Cornerstone, Long Stratton Town Council and Norfolk Homes and councillor David Daniels and the clerk is able to attend.

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

- Tree warden's Report

A gift of thanks to the outgoing Tree Warden and a voucher of £100 was agreed and the clerk will action asap.

**Proposed Nick Potter**

**Seconded David Daniels**

**All agreed**

- Footpath Issues

One issue with FP33 (o/s Grid Ref 171/978 and is clear at the start of the path but is overgrown as the path narrows and leaves the stream the area is overgrown with nettles and the hedge. The bridge that crosses the ditch into the field is still in need of repair either to reinstate the handrail or level up the planks. (o/s grid ref for the bridge is 174/977) and o/s explorer map 237

BR10 at Tharston Mill is overgrown through The Mill

BR16 is now clear thanks to Tim Ward and Graham Bleach and hanging ivy was also cleared but it was noticed that the Finger Post has been stolen have stolen the camera as it was thought they found that they were being filmed. Finger post at the other end also needs replacing. SIM Card needs cancelling.

All Bridlepaths on the route of the pylons meaning we would lose footpaths, but it was commented at the consultation that the footpaths BR1, FP33 and FP2 to Rattees corner would def be closed which is horrific.

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

David Daniels had produced the scope document, and this has been agreed by our contractor Plan to Garden and any further details have been dealt with over the location of the Oak tree and the Tunnel, the clerk also reported that he had ordered the WW2 benches, and these would be delivered to Plan to garden yard for installation once they arrive (lead time is 6-8 weeks)

At a recent meeting with the contractors Plan to garden it was agreed to pay a deposit of £10,000 plus vat in advance

**Proposed Nick Potter**

**Seconded David Daniels**

The clerk then reported that the first draw down report is due along with first draw down of the monies and this would be completed by himself and David Daniels by the end of May.

The chair and councillors thanked David and the clerk for their work on this and look forward to the project being completed

The clerk also commented that we would be having our first pride in pace visit on Tuesday 21<sup>st</sup> May and he will attend with Richard Martin to talk then through the project.

**13. To discuss the latest Pylons information**

The consultations have all been completed and the chair and Jenna Goodall-Browne attended this and that it was felt this was a done deal. It was felt in discussions that the area around here could go underground, and as other local MP's have lobbied for extra funding over these, and it was felt we should be lobbying these members of parliament now moving forward. The Planning application will not be called in for a year, so we still have time to keep the pressure on. Questions were raised on how far in the future they plan and came back with no real answer. A lack of planning is very prevalent, and the offshore cabling it seems is out of equation but is still the preferred option by all. The battery plants are nothing to do with the pylons project. It was noted that DC power is easier to put underground than AC at present.

David Daniels commented that the cost of the cable's maintenance is greater offshore, but this is not proven. The capacity is well over subscribed so it was hoped by keep lobbying MP we can move things forward better for our social, physical, and mental health. David also gave an indication of how the scheme works and how it moves forward.

A heated discussion ensued on many points by all in the meeting.

In conclusion we have to realistic we need to lobby our local MP to get extra funding to put it underground.

#### **14. To discuss Parish Projects**

- Newsletter  
The clerk commented that, if possible, he would produce an 8-page newsletter by end of May to be delivered around to help promote the Fete and the new Gov.uk email addresses and other local news such as the pylons, New Tharston Councillor and Anti-social behaviour. It was agreed that the clerk do this asap
- Sam Machine  
The Hapton Sam has been downloaded and the figures are encouraging with the average speed being captured was around 28.5 miles per hour, but the amount of vehicles that are going through the village has increased to around 500 per day one way which h is worrying. We have yet to receive the figures from Long Stratton Town Council for the Tharston SAM
- Tharston Phone box  
No further information has been received from the management company and the clerk will chase this up
- Parish Councillors/Clerk training/Personal development  
Clerk will be enrolling himself on the SLCC National Conference as agreed with all his councils
- Village Hall Fundraising ideas/The Vision/Community Area fundraising ideas  
Fete preparation is almost there for the Fete on 15/6 and the police will attend with a police car, if possible (clerk to action), plus the police will attend parish council meeting
- New Defibrillator and Defib Training dates to be fixed  
Still awaiting a good date for this and the clerk has cleaned the cabinets and done the Defib checks, and they are all on the circuit as required.
- Surveyors Land  
The Camera has been stolen and we need a new one as well as the finger post being damaged, and the clerk will report the finger post and the tree has been cleared so its looking good and cleared all the way through and its very accessible
- Hapton Phone Box  
Still being used and very full
- Neighbourhood watch  
No report
- Meeting House Field  
No report but it was felt the Hapton Meadow Working Group would take over the cutting to make wildflower areas
- Parish Orchard at Old Village Hall site  
Everything is growing and has been weeded and now Ken has left the village, and the large thistles are dreadful and the grass needs cutting very quickly with the challenge being that if it is not cut now and keep on top of it. It was agreed to ask companies to do the work asap. It was agreed Olly would look at the areas and see if he could do the work.
- Gov.uk Councillor email accounts  
The clerk and vice chair Tim Ward all both already enrolled in the scheme, and Tim will help the other councillors to get on the system
- Dog mess in the village  
Nothing more to report on this but a few are still not picking up after their dog which is a worry. The clerk to Keep pushing this in the newsletter.

#### **15. To receive a report from the Speed watch Group**

Sessions have been done with lower double figures and it was proposed that the group do a traffic count

**16. To discuss Green Initiatives moving forward including recycling and Biodiversity policy**

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

The clerk will look into this with Graham Bleach asap

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

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

The Tharston notice board is in a dangerous position and needs moving and would be better sited on the new state

Edges of the road along Fundenhall road are very dangerous and needs reporting asap by the clerk.

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

**Tharston Noticeboard**

**Loading Camera Images to the cloud**

**Next Meeting Weds 12<sup>th</sup> June 2024 7pm**