

HARPLEY PARISH COUNCIL

Minutes of Parish Council meeting held on Thursday 27th November 2025 at the Village Hall

Present: Cllr Case (Chairman), Cllr Pocklington & Cllr Edwards

Also present, Michelle Wroth (Parish Clerk), County Cllr Chenery and 7 members of the public

1. Declarations of Interest (025/60)

- a) To receive declarations of interest – Cllr Case item 10.e – Owner of Church Lane

2. Apologies for Absence (025/61)

- a) Apologies received from Cllr Steed and Borough Cllr Beales

3. Co-Option of Member (025/62)

- a) To receive application for Co-Option for Member Vacancies – The applicant introduced himself to the Councillors and gave a short presentation. Cllr Case proposed that Paul be co-opted. Cllr Pocklington seconded – unanimous decision
Paul Rowley signed the acceptance of office declaration; Paul was invited to participate in the remaining meeting as Cllr Rowley.

4. Minutes (025/63)

a) To consider approving minutes of the meeting held on 2nd October 2025

The minutes of the meeting held on 2nd October, having been previously circulated, were accepted as a true record and duly signed

5. Public Participation (025/64)

Items raised:

- A presentation was provided on the proposed 45 cabins to be installed at Houghton, although out of the Parish this had been scheduled due to Harpley being a close stakeholder of the development.
- BT Kiosk – a member of the public (MOP) suggested that the kiosk be transformed into a community library to promote and encourage reading. A free-standing shelf unit would need to be made for the books to be placed onto and the MOP volunteered to check the kiosk to make sure it is tidy. There would be some work required prior to placing books inside which include a clean of the kiosk and checking the windows/door to make sure no leaks, so the books remain dry. There currently is a light in the box, Clerk to contact BT to find out who currently covers the cost of this.

Cllr Case proposed to move forward to change the kiosk into a library with the suggestions above. Cllr Rowley seconded the motion – all in favour; decision carried

- Rowan House Appeal – The planning website states that the Parish Council had circulated a leaflet to residents. It was confirmed that the Parish Council had not done this.

6. To receive reports (025/65)

- a) County Councillor – Cllr Chenery had provided NCC Briefing notes prior to the meeting, and these were shared with the Cllrs
b) Borough Councillor – No report received

7. Planning (025/66)

- a) Consider Planning Application(s): None at time of publication
b) Consideration of applications arriving after publication of agenda - None
c) Other Planning matters, including recent decisions – None

8. Finance (025/67)

- a) Consider Payments to be made – Agreed, decision carried

Name	Description	Gross
Defib Warehouse	Replacement Pads and Battery	512.40
Nurture Landscape Ltd	Ground Maintenance – March	53.05
Nurture Landscape Ltd	Ground Maintenance – September	185.69
Nurture Landscape Ltd	Ground Maintenance – October	185.69
Salaries	Salaries (November)	334.68
Unity Trust	Service Charge – Sept	6.00
Salaries	Salaries (December)	334.68
HMRC	PAYE	1.20
Unity Trust	Service Charge - October	6.00
GMACCS	Contribution to the Car Scheme	250.00
BCKL&WN	24.25 Dog Bins	611.52

- b) To note receipts - None
 c) Bank Reconciliation at 31.10.25 – Reserves of £4,729.95 - Noted

9. Other items for consideration (025/68)

- a) Telephone Kiosk – discuss and decide on next steps – Covered in public participation
 b) Discuss and decide on next steps for GOV.UK Email addresses and Website to comply with Assertion 10 requirements – Clerk to receive quote on gov.uk emails and website
 c) Discuss items to be included in the 26/27 budget – No additional items raised
 d) Adopt the IT Policy for the council – Adopted unanimous – decision carried
 e) Adopt Response to Planning Applications Scheme of Delegation policy - Adopted unanimous – decision carried

10. Correspondences (025/69)

- a) Email - various items raised some of which are not the Parish Councils responsibility including speed limit outside the school, improved signage, purchase of additional SAM2 machine, over hanging trees, bench on Brick Lane. – Clerk to write to Highways and raise the matters which are their responsibility
 b) Email - Potential use of the Telephone Kiosk - Noted
 c) Email - Woodland on Church Lane – Clerk to contact Borough Council
 d) Email - Social Media for the Parish Council – Cllr Rowley to look into setting up and managing a FaceBook page for the Parish Council
 e) Email - Footpath Church Lane – Noted Footpaths are managed by County Council
 f) Email from NCC - Have your say: Government consultation on Norfolk's local government future - Noted

11. Other items for discussion (025/70)

- a) Matters raised by Cllrs – for discussion only
 b) Receive future agenda items - None

12. Next meeting (025/71)

- a) To confirm the next meeting as at 7pm in the Village Hall, on Thursday 29th January 2026

Meeting closed at 8:25pm

Signed:.....(Chairman) Date:.....