

HARPLEY PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Thursday 22nd May 2025 which followed the Annual Parish Meeting at the Village Hall

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

Also present, Michelle Wroth (Parish Clerk) and 4 members of the public

1. Election of Chairman and Vice-Chairman for Council Year 2025/26 (025/19)

a) Elect Chairman for the new Council Year

Cllr Pocklington proposed Cllr Case, Cllr Edwards seconded – decision carried

b) Receive the Declaration of Acceptance of Office for the above

Cllr Case signed his declaration for the above

c) Elect Vice-Chairman for the new Council Year

Vice-Chair not elected; will carry to next agenda

d) Receive the Declaration of Acceptance of Office for the above

N/A

2. Declarations of Interest (025/20)

a) To receive declarations of interest

None

3. Apologies for Absence (025/21)

a) To receive apologies for absence

No apologies received from Cllr Steed

4. Minutes (025/22)

a) To consider approving minutes of the meeting held on 27th March 2025

The minutes of the meeting held on 27th March, having been previously circulated, were accepted as a true record and duly signed

b) To consider approving minutes of the extraordinary meeting held on 30th April 2025

The minutes of the meeting held on 30th April, having been previously circulated, were accepted as a true record and duly signed

c) Matters arising from the minutes above, or previous meetings (information only)

- **Confirmation that the BT Kiosk transfer is now complete**

5. Public Participation (025/23)

a) To receive comments and questions from Members of the Public

The Telephone Kiosk was raised along with its future use, Cllr Case stated decisions had not yet been made and the Parishioners would be consulted. Item to be included on next agenda

6. Appointment of Representatives (025/24)

a) Village Hall Committee – Cllr Case

- b) **Harpley Primary School** – Cllr Edwards
- c) **Parochial Church Council** – Cllr Pocklington
- d) **Community Car Scheme** – Cllr Steed
- e) **Playground** – Cllr Pocklington
- f) **Defibrillator** – Cllr Steed
- g) **SAM unit** – will confirm in a future meeting

7. To receive reports (025/25)

- a) **County Councillor** – No report received
- b) **Borough Councillor** – No report received
- c) **Clerk** – Updates provided during meeting where required

8. Planning (025/26)

a) Consider Planning Application(s):

None

b) Consideration of applications arriving after publication of agenda:

None

c) Other Planning matters, including recent decisions - Noted

Application	Address	Description	Decision
25/00346/F	Croft House, Church Lane	Single storey extension	Application Permitted
2/TPO/00700	Croft House, Church Lane	Tree Preservation Order	BCKL&WN

9. Finance

a) Consider Payments to be made – payments approved

Name	Description	Gross
Nurture Landscape Ltd	Ground Maintenance – April	53.05
Salaries	Salaries (May)	389.45
Unity Trust	Service Charge	6.00
J Pocklington	Work carried out to clear uprooted tree on Brickyard Lane	50.00
Ewing Accounts Services Ltd	2024/2025 Payroll Services	139.20
BCKL&WN	Dog Bin – Weekly empty (52 weeks)	1,318.20
Harpley Village Hall Management Committee	Meeting room hire 24/25	105.00
Gallagher	Insurance 01.06.25 to 31.05.26	825.88

b) To note receipts: - Noted

Name	Description	Amount
BCKL&NW	2025/2025 – Precept	6,798.00

c) Bank Reconciliation at 30.04.25 – Reserves of £14,926.15 – Noted

d) To approve Annual Governance Statement for financial year 2024/25

Due to the Internal Audit not being available, item to be on next agenda

e) To receive and approve Certificate of Exemption for financial year 2024/25

Due to the Internal Audit not being available, item to be on next agenda

f) To approve Annual Accounting statement for financial year 2024/25

Due to the Internal Audit not being available, item to be on next agenda

10. Other items for consideration

a) The sign at the Playing Field has fallen; discuss steps to reinstall

No action as this had been reinstalled

b) Tree survey for all trees on Brickyard Lane

A discussion took place on the trees which are overhanging, Cllr Case will visit and report back on the necessary action

11. Correspondences

a) NCC New Funding Initiative to Support Bus Shelter Installation Across Norfolk

Noted

b) BCKL&WN Planning Parish Update Sessions

Cllr Case asked to be added to an online session – Clerk to register the place with BCKL&WN

12. Other items for discussion

a) Matters raised by Cllrs – for discussion only

None

b) Receive future agenda items

- The future of the telephone kiosk
- Ponds

13. Next meeting

a) To confirm the next meeting as at 7.00pm in the Village Hall, on Thursday 31st July 2025

Meeting closed at 8.17pm

Signed:

(Chairman)

Date: