

Minutes of the Council Meeting of Taverham Parish Council held on Monday 13 July 2026, held in Suite 2, Taverham Village Hall, commencing at 7.22pm, when there were present:

Mrs B Clarke in the Chair	
Mrs L Barrington-Smith	Mrs J Latchford
Mr N Dack	Ms K Lindsay
Mrs J Ellis	Mrs C Ward
Mr K Kelly	

Also present: County Councillor Clancy and Clerk

105/26 To receive apologies for absence were received from Councillors C Karimi-Ghovanlou, H Karimi-Ghovanlou, Matthews and Parkinson

106/26 To receive Declarations of Interest in items on the agenda
None

107/26 The Minutes of the Council Meeting held on 22 June 2026 were agreed and then signed by the Chairman.

108/26 Report items

Sandy Lane/Fakenham Road Pedestrian Crossing

Notification had been received that the traffic lights at the pedestrian crossing at the Sandy Lane/Fakenham Road junction were due to be replaced, with works scheduled to begin on 5 September.

The Council expressed concern about the timing of the works, as they would coincide with local children returning to school after the summer break. Questions were also raised about whether the replacement of the lights was necessary. County Councillor Clancy advised the meeting that he had not been informed of the proposed works.

Council Office Relocation

The project to relocate the Council Office to the youth room had not progressed. A quotation for moving the telephone lines and internet connection was still awaited. The Council requested that the Assistant Clerk contact BT and provide a full report for consideration at the August Council meeting.

109/26 District and County Council Members Question Time

County Councillor Clancy reminded the Council that the County Council was challenging the Local Government Reorganisation proposals. He advised that there had been no further announcements regarding devolution, and that a new route for the Western Link was to be sought.

110/26 FINANCE

Councillors had received a copy of a list giving details of outstanding invoices. It was **RESOLVED** to pay the invoices as presented. Receipts were noted. The Committee Budgets overview and the financial summary cashbook were received.

Chq No.	Supplier	Details	Net	VAT	Total
EP2811	John Allaway	Woodland Contract – June 2026	350.00	0.00	350.00
EP2812	Veolia	Hmdow/Recreation-Refuse–May/June	637.78	127.56	765.34
EP2813	Norse	Un/Locking Gates – Sandy Lane / Hmdow – May/June+ 2026	1,156.00	231.20	1,387.20
EP2814	Countrystyle	Recycling Collection – May 2026	50.00	10.00	60.00

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EP2815	PLG	Redwood Post/Postmix	16.25	3.25	19.50
EP2816	Cozens (UK)	Streetlight Maintenance – June			
		Replacement Lantern–Somerset Way	475.00	95.00	570.00
EP2817	Broxap	Litter Bin, Fixings and Carriage	439.95	87.99	527.94
EP2818	Price Bailey	Final Payment of Internal Audit Fee	875.00	175.00	1,050.00
EP2819	Norfolk PTS	Clerk and Councillor Training	365.00	73.00	438.00
EP2820	ESPO	Hmdow – Cleaning Products	80.55	16.11	96.66
EP2821	Barford Hire	Van Hire – May/June 2026	299.88	59.98	359.86
EP2822	SGW	Payroll Processing – June 2026	35.00	7.00	42.00
EP2823	RGM	Ranger Holiday Cover	95.00	19.00	114.00
EP2824	MayDay	Maintenance Support – Connectivity			
		June and July 2026/B&W and Colour	124.67	24.93	149.60
EP2825	S3 Secure Sys	Hmdow – Call out to CCTV	95.00	19.00	114.00
EP2826	HuwsGray	Skatepark – Builders Sand (Oil Stain)	21.32	4.26	25.58
EP2827	GardenGuardian	Horticultural Contract – June 26			
		/Verge Cutting Contract – June 26	4,750.96	950.20	5,701.16
EP2828	Taverham VHC	Office Rent/Room Hire/Youth Club/ Youth Club Electricity/Sandy Ln			
		Carpark Lights – April-June 2026	1,420.55	0.00	1,420.55
EP2829	BT	July to September 2026 Charges	743.97	148.79	892.76
EP2830	Cash (Debit Card)	Petty Cash – May/June 2026	105.41	20.38	125.79
			12,137.29	2,072.65	14,209.94

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – May 2026	100.75	5.04	105.79
DDebit	Lloyds Bank	Banking Charges – April-May 26	11.16	0.00	11.16
DDebit	Valda	Streetlights Electricity–May-June 26	1,238.72	247.74	1,486.46
DDebit	Valda	Streetlights Electricity-June-July 26	1,050.31	210.07	1,260.38
EP2808	Constantin	Hmdow Deposit Return	50.00	0.00	50.00
EP2809	Collinge	Hmdow Deposit Return	50.00	0.00	50.00
EP2810	Carr	Hmdow Deposit Return	50.00	0.00	50.00
			2,550.94	462.85	3,013.79

ELECTRONIC PAYMENTS MADE 26TH JUNE 2026 (STAFF RELATED)

TRNS	Staff	June 2026 – Staff Pay	9,498.91	0.00	9,498.91
TRNS	HMRC	June 2026 – Tax and NI	2,787.30	0.00	2,787.30
RNS	Norfolk Pension	June 2026 – Pension	3,165.82	0.00	3,165.82
			15,452.03	0.00	15,452.03

RECEIPTS FOR JUNE 2026

Bank	Interest	431.58	0.00	431.58
Hinks Meadow	Hall Hire	1,722.50	344.50	2,067.00
		2,154.08	344.50	2,498.58

It was noted that Mrs Clarke had carried out the bank reconciliations for April, May and June.

Councillors volunteered to complete the following internal audit checks:

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Petty cash payments match receipts and petty cash book, and sickness chart – Mrs Latchford

Bank statements/electronic payments checked against computer entries, and VAT return submitted – Mr Kelly

111/26 The Minutes of the Planning Committee Meetings held on June 2026 were received.

112/26 The Minutes of the Sports Committee Meeting held on June 2026 were received. The recommendation that the Council appoints a project manager for the tennis court reconstruction project was **AGREED**.

113/26 To appoint Councillors to committees and nominate representatives to outside bodies

Mr Karimi-Ghovanlou was appointed as a member of the Traffic and Transportation Committee.

Mrs Ward was appointed as a member of the Woodlands Committee.

Ms Lindsay was appointed as a member of the Recreation Committee.

Mr Dack was appointed as the Parish Council's representative to the Thorpe Marriott Village Hall Committee.

114/26 To consider subscribing to Norfolk Parish Training and Support, Norfolk Association of Local Councils, and Society of Local Council Clerks

It was agreed that membership of NALC, SLCC, and NPTS provides significant value by enabling delivery of its Training Policy commitments, enhancing governance, supporting professional development, strengthening compliance, and ensuring access to expert advice. It was further agreed to subscribe to each of the associations in the total sum of £2337.

115/26 To consider and approve updates to the Council's Lloyds Bank account arrangements

The following actions were agreed:

To add the Clerk as a Limited User (non-signatory) to allow banking administration in the RFO's absence.

To add Brenda Clarke as the fourth cheque signatory

To authorise an additional Lloyds Business Debit Card for the Clerk once access was in place for the RFO

To authorise the RFO to complete and submit all required banking documentation for the above changes

116/26 PUBLIC BREAK

Speeding vehicles and inconsiderate parking were reported to the Meeting. The parking issues had been reported to officials numerous times but there was little that could reasonably be done as the cars were not parked illegally. The Clerk would contact the local police to enquire about speed checks on Fakenham Road between the Silver Fox pub and the police beat base. Information would also be requested about a community speed watch scheme.

The meeting closed at 9.05pm

Signed Dated

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