

Minutes of Taverham Parish Council Meeting held on Monday 8 March 2021, commencing at 8.05pm, held virtually via Zoom, when there were present:

Mr J Pennells in the Chair	
Mrs L Barrington-Smith	Mrs S Parkinson
Mrs B Clarke	Mr P Savage
Mrs C Karimi-Ghovanlou	Mrs M Temple
Mrs J Latchford	Mrs J Tyler
Mr S Matthews	Mr C Wilson-Town
Mrs P Mooney	

Also present: Clerk, RFO and Assistant Clerk, County Councillor Clancy, District Councillors Kelly and Adams, and one member of the public

23/21 Apologies for absence

None

23/21 To receive Declarations of Interest in items on the agenda

Mr Savage declared a personal interest in the agenda item relating to the staff working from home payment as he was related to the RFO. He also declared an interest in the agenda item relating to the allotments as he was a plot holder. It was agreed that Mr Savage may speak on the allotment items but he may not participate in any vote. Mrs Temple and Mr Pennells reminded the meeting that they were members of the District Council's Standards Committee.

The Chairman informed the Meeting of the sad passing of former District Councillor Claudette Bannock. He also advised the Council of his intention to retire from the Council immediately prior to the Annual Council meeting in May.

24/21 The Minutes of the Council Meetings held on 8 and 15 February 2021 were received. It was noted that there was a typo with regard to Mr Pennells' title and needed to be amended. The Minutes were then confirmed as correct and signed by the Chairman.

Report Items

25/21 Meeting with staff The office staff had requested a meeting with the Chairman and Vice-chairman. The Meeting was reminded that working conditions had been difficult for the office team for the past year under Covid-19 conditions. Councillors were requested to show each other and the staff more respect and support.

26/21 District and County Council Members Question Time

District Councillor Kelly expressed sadness at the loss of Mrs Bannock who had been a friend and colleague, and also at the news that Mr Pennells had intended to retire. Mr Kelly provided an update with regard to the District Council's waste management contract and advised that he would be keen to see more households supplied with a food waste bin.

District Councillor Karimi-Ghovanlou's written report had been circulated prior to the meeting. She added that she had recently attended a Police priority setting meeting which had identified antisocial behaviour at the skatepark. She reminded those present that the census could be completed either online or via the post.

Mr Savage complained about cars speeding on Taverham Road. County Councillor Clancy advised that he would arrange for Community Speedwatch to carry out checks. He reported that he was trying to address the flooding issues at the bridge on Costessey Lane/Taverham Lane.

Public Break

No members of the public wished to speak.

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27/21 FINANCE

Councillors had a copy of a list giving details of outstanding invoices. Mrs Temple proposed, seconded Mrs Parkinson, to pay the invoices as presented. Unanimously agreed. The receipts were noted. The bank reconciliations for January and February were approved.

<u>Chq No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	E'On	Street Lighting - February 2021	681.63	136.33	817.96
EP1233	Top Pixel	Neighbourhood Plan - Site Admin	12.00	0.00	12.00
EP1234	TotalGas&Power	Hmdow - Electricity - January 2021	233.56	46.71	280.27
EP1235	Veolia	Hmdow/Recreation Refuse - Feb 2021	239.55	47.91	287.46
EP1236	KJ Youth Work	Provision of Youth Services - Feb 2021	555.30	0.00	555.30
EP1237	Norse	Un/Locking Gates - Sandy Lane/Hmdow - December and February 2021	550.00	110.00	660.00
EP1238	John Allaway	Woodland Contract - February 2021	285.00	0.00	285.00
EP1239	SGW Payroll	Payroll Processing - February 2021	35.00	7.00	42.00
EP1240	GardenGuardian	Horticultural Contract - February 2021 Warden - Mileage Claim - February 2021	2,146.95	429.39	2,576.34
EP1241	Mr P Baston	2021	37.26	0.00	37.26
EP1242	Hags-SMP	Replacement Spring, Torx Driver Bit and Pin plus Carriage	100.00	20.00	120.00
EP1243	Mrs S Salmons	Zoom Meetings A/c - Aug-March 21	115.12	0.00	115.12
EP1244	Wave	Anglian Water Bill - Nov-Feb 2021	76.40	0.00	76.40
			5,067.77	797.34	5,865.11

ELECTRONIC PAYMENTS MADE 26TH FEBRUARY 2021 (STAFF RELATED)

TRNS	Staff	February 2021 - Staff Pay	6,226.08	0.00	6,226.08
TRNS	HMRC	February 2021 - Tax and NI	1,698.60	0.00	1,698.60
TRNS	Norfolk Pension	February 2021 - Pension Contributions	2,085.82	0.00	2,085.82
			10,010.50	0.00	10,010.50

RECEIPTS FOR FEBRUARY 2021

Bank	Interest	2.49	0.00	2.49
Broadland DC	Local Restriction Grants *	2,096.00	0.00	2,096.00
Norfolk County Council	Recycling Credits	652.78	0.00	652.78

* Local Restrictions Grants - 16/02/2021 to 31/03/2021 (44 days)

District Councillors Kelly and Adams, and County Councillor Clancy left the Meeting.

28/21 The Minutes of the Planning Committee Meetings held on 8 and 22 February 2021 were received.

29/21 The Minutes of the Recreation Committee Meeting held on 22 February 2021 were received.

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30/21 To consider re-activating PATCH service

Mr Pennells declared an interest as he was a volunteer driver for the service. The assistant clerk had circulated a report to councillors providing information about support that she been receiving from the Community Transport Scheme to enable the PATCH service to resume when the Council and the drivers were ready. She advised that she would apply for a grant from Broadland District Council to purchase PPE to be supplied to the drivers. Councillors unanimously supported restarting the service.

Allotments:**31/21 To clarify TALGA terms of reference**

Ben Knights, a TALGA Representative was present at the meeting. He had supplied the Council with a list of duties that had previously been the responsibility of TALGA. Further to this list, he advised that the Association would be prepared to be responsible for pest control. The previous landowner had managed this on their behalf. TALGA wished to use the same contractor as the new landowner to minimise the likelihood of any problems arising. The Council agreed that it would be responsible for cutting the hedge. Councillors were advised that the water supply was metered and that TALGA would be billed directly by the landowner.

32/21 To agree changes to plotholder agreement

Councillors had received a copy of the plotholder agreement with proposed changes to be made to reflect that the Council would only have the licence to occupy the site for 1 year. These changes were approved. In addition, it was requested to add a clause to state that radios were not permitted on site as complaints had been received about noise.

33/21 To consider allotment plotholder rent chargeable from 1 April 2021 – 31 March 2022

Although the new landowner had increased the rent payable by the Council by 50%, it was considered to great an increase to pass directly to the plotholders. Mr Wilson-Town proposed, seconded Mrs Latchford, to increase the rent paid by the plotholders to £25 per year for a full plot and £12.50 per year for a half plot. The proposal was agreed with one abstention.

34/21 To confirm reserve transfers

The reserve transfers as detailed in the information provided by the RFO was agreed.

35/21 To confirm allocation of financial year 2019/20 underspends

It was agreed to use the underspends to replace the funds taken from the Community Safety Reserve to fund the trod path on Beech Avenue, and the remainder to be allocated to the Play Area Reserve.

Mr Savage left the Meeting.

36/21 To confirm allocation of financial year 2020/21 recycling credits and CIL payments

Councillors confirmed that the CIL payments should be allocated to the CIL projects reserve and that the recycling credits should be allocate to the General Renewals Fund.

37/21 To consider request for working from home expenses payment

Councillors had received information regarding the payment that could be made to staff to help cover additional expenses incurred from working from home. Mrs Latchford proposed, seconded Mrs Barrington-Smith, to pay the office staff £6 per week each for the 12 months that the Government had expected staff to work from home. The proposal was agreed, 10 for 1 against.

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38/21 To agree items for publication

It was agreed that the Council should remind the public about the census and to advise them that we would like suggestions for and comments about a new play area at Sandy Lane.

The Meeting closed at 10.25pm

Signed Dated

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