

Minutes of the Meeting of Taverham Parish Council held on Monday 14 February 2022, held in the Suite 2 at Taverham Village Hall, commencing at 8.12pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair  
Mrs L Barrington-Smith      Mrs S Parkinson  
Mrs B Clarke                      Mr P Savage  
Mr A Harris                        Mr N Starling  
Mr B Knights                      Mrs M Temple  
Mrs J Latchford                 Mrs J Tyler  
Mr S Matthews                    Mr T Yousefian  
Mrs P Mooney

Also present: Clerk and RFO

- 42/22 Apologies for absence** were received from Cllr Wilson-Town due to personal reasons. District Cllr Kelly and County Cllr Clancy had also sent their apologies.
- 43/22 To receive Declarations of Interest in items on the agenda**  
Cllrs Knights, Harris and Savage declared in interests in the agenda item regarding allotment fencing as they were allotment ploholders.
- 44/22 The Minutes of the Council Meetings held on 24 January and 4 February 2022** were confirmed as correct and were signed by the Chairperson.
- 45/22 Report items**  
The tree surgeon who had been commissioned to conduct the tree works at Sandy Lane had advised that he would carry out the work on 22 and 23 March.
- 46/22** The fire exit gate to the side of Taverham Village Hall had been installed
- 47/22** Long standing councillors had attended a training session to refresh their knowledge. The Clerk had attended training to update the style of the Council Minutes. She reported that she would also be attending training later in the year to update the Council Agendas
- 48/22** Cllrs Karimi-Ghovanlou, Latchford and Matthews were to attend the opening of the new Lidl store later in February
- 49/22** Cllr Latchford had met with representatives of Taverham Recreational Facilities (TRF) and the new headteacher of the local high school to discuss parking arrangements outside the pavilion. It was agreed that the high school would contribute approximately £1000 per year to TRF to assist with the maintenance costs of the car park. Sixth form students could be charged £10 per term for a pass to allow them to use the car park.
- 50/22 Matters arising**  
None
- 51/22 District and County Council Members Question Time**  
There were no reports
- 52/22 Break for the public to speak**  
There were no members of public in attendance
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**53/22 To approve payment of accounts**It was **RESOLVED** to pay the invoices as presented.

<u>Chq No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	BNP	Photocopier Lease - March-June 2022	325.00	65.00	390.00
EP1487	Veolia	Hmdow/Recreation Refuse - Jan 2022	248.59	49.72	298.31
EP1488	John Allaway	Woodland Contract - January 2022	285.00	0.00	285.00
EP1489	APC Pest Con	Mole Contract - Oct-Dec 2021	305.00	61.00	366.00
EP1490	BarfordVanHire	Van Hire - December-January 2022	299.88	59.98	359.86
EP1491	SGW Payroll	Payroll Processing - January 2022	35.00	7.00	42.00
EP1492	Norfolk PTS	Councillor Refresher Training x 5 Essential Update Seminar	285.00	0.00	285.00
EP1493	Mayday	Maintenance Support - Connectivity	20.00	4.00	24.00
EP1494	AuditingSolutions	Interim Internal Audit - 2021-22	460.00	92.00	552.00
EP1495	Ian Smith	Hmdow Sundries	82.46	16.49	98.95
EP1496	Vision ICT	Website Hosting/Support - 2022/23	197.00	39.40	236.40
EP1497	PLG	Post and Postmix	118.78	23.76	142.54
EP1498	TT Jones	Maintenance Contract -Jan 22/Repairs	447.76	89.55	537.31
EP1499	GardenGuardian	Horticultural Contract - Jan 2022	2,177.01	435.40	2,612.41
EP1500	Norfolk Prestige	TVH - New Side Gate Final Payment	458.92	91.78	550.70
EP1501	Miss T Stone	RFO - Eye Test	25.00	0.00	25.00
EP1502	KJ Youth Work	Provision of Youth Services - Jan 2021	1,058.12	0.00	1,058.12
EP1503	Norse	Un/Locking Gates - Sandy Lane and Hmdow -January 2022	280.00	56.00	336.00
EP1504	Cash	Petty Cash-Reimbursement Apr-Jan 22	123.24	6.80	130.04
			<b>7,231.76</b>	<b>1,097.88</b>	<b>8,329.64</b>

**Electronic Payments made 28th January 2022 (staff related)**

TRNS	Staff	January 2022 - Staff Pay	6,297.13	0.00	6,297.13
TRNS	HMRC	January 2022 - Tax and NI	1,723.16	0.00	1,723.16
TRNS	Norfolk Pension	January 2022 - Pension Contributions	2,140.02	0.00	2,140.02
			<b>10,160.31</b>	<b>0.00</b>	<b>10,160.31</b>

**Payments for ratification**

DDebit	E'On	Street Lighting - December 2021	861.71	175.03	1,036.74
DDebit	SSE	Hmdow - Gas - December 2021	40.35	2.01	42.36
EP1482	Collinge	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP1483	TT Jones	UKPN - Emergency Disconnection	750.00	150.00	900.00
EP1484	TT Jones	Annual Clean/Inspection - Defect List	788.32	157.66	945.98
EP1485	Citron Hygiene	Maintenance Contract - 2020/21	154.96	30.99	185.95
EP1486	Dallas	Return of Early Allotment Payment	12.50	0.00	12.50
			<b>2,657.84</b>	<b>515.69</b>	<b>3,173.53</b>

**54/22 Receipts** were noted.

**RECEIPTS FOR JANUARY 2022**

Allotments	Early Payment - To be Returned	12.50	0.00	12.50
Bank	Interest	4.84	0.00	4.84
Hinks Meadow	Hall Hire	2,234.39	446.85	2,681.24
Hinks Meadow	Hall Hire - Deposits (To be Returned)	100.00	0.00	100.00
		<b>2,351.73</b>	<b>446.85</b>	<b>2,798.58</b>

**55/22 The bank reconciliations for January** were to be checked by Cllr Clarke.

**56/22 The budget pictures for the Council's committees** were received.

**57/22 The Minutes of the Planning Committee Meetings held on 10 and 24 January 2022** were received.

**58/22 The Minutes of the Traffic and Transportation Committee Meeting held on 2 February 2022** were received.

**59/22 To consider quotes for paving the compound at Taverham Village Hall**  
Councillors had received copies of quotes in advance of the meeting.  
The Council **RESOLVED** to accept the quote in the sum of £2675, from D Thorogood, to pave the compound at Taverham Village Hall.

**60/22 To consider quotes to replace fencing at Place Farm allotments**  
Councillors had received copies of quotes in advance of the meeting.  
The Council **RESOLVED** to accept the quote in the sum of £720, from D Thorogood, to replace the broken fencing at the allotments.

**61/22 To receive the interim internal audit report and to note recommendations**  
The report had been circulated prior to the meeting. It was noted that the auditor would provide the RFO with suggestions for investment banking. Cllr Yousefian offered to assist the RFO by researching some of the options when the auditor had provided them.  
The report had recommended that the staff should be remunerated in accordance with national pay scales. It was **RESOLVED** that staff contracts and job descriptions would be reviewed. Cllr Harris' offer of assistance was accepted.

**62/22 To consider quotes for streetlight works following the recent routine electrical test**  
It was **RESOLVED** to carry out the necessary works only.

**63/22 To comment on the Norwich Airport draft Operating Framework Agreement**  
A copy of the agreement had been circulated prior to the meeting. It was noted that paragraph 4a on page 7 was not a complete sentence.

**64/22 To consider accepting ownership of the play area, open spaces and woodland at Beech Avenue**  
It was **RESOLVED** to accept the play area, open spaces and woodland at Beech Avenue

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**65/22 To agree recommendations regarding the maintenance of the youth room**

Councillors noted that the youth room toilet should have a pull cord/alarm if it were intended for use by disabled persons. The recent risk assessment report had not highlighted this.

The Council **RESOLVED** that Taverham Village Hall Committee would be responsible for the structural fabric of the room (eg walls, external doors, electrics and plumbing) provided that repairs and upgrades were not necessary due to vandalism or abuse. The Council and the Youth Club Management Committee would be responsible for all other maintenance.

**66/22 To agree items for publication on social media**

It was **RESOLVED** that the Clerk would publish information regarding the works to the trees at Sandy Lane Play Area.

**67/22 It was RESOLVED to close the meeting to the press and the public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the following agenda item**

**68/22 To receive advice from the Council's solicitor and to agree subsequent action**

Councillors received further information regarding the on-going legal matter and a draft letter to be sent on the Council's behalf. The Council accepted the Clerk's explanation regarding the actions leading to the situation and requested that amendments be made to the draft letter to reflect the explanation.

The Meeting closed at 9.40pm

Signed ..... Dated .....

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