

Minutes of the Meeting of Taverham Parish Council held on Monday 11 April 2022, held in Suite 1 at Taverham Village Hall, commencing at 7.36pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair

Mrs B Clarke	Mrs S Parkinson
Mrs A Harris	Mr P Savage
Mr B Knights	Mrs M Temple
Mrs J Latchford	Mrs J Tyler
Mrs P Mooney	Mr T Yousefian

Also present: District Councillors Adams and Kelly, and Clerk

87/22 Apologies for absence were received from Cllrs Starling and Matthews for personal reasons, Cllr Wilson-Town due to family commitments and Cllr Barrington-Smith due to illness.

88/22 To receive Declarations of Interest in items on the agenda were received by Cllr Clarke as she was a member of the Taverham Fayre Committee

89/22 The Minutes of the Council Meetings held on 14 March 2022 were confirmed as correct and were signed by the Chairperson.

90/22 Report items

It was reported that there had been problems with the payment for the questionnaire on SurveyMonkey. It was hoped that this would be rectified the following day

91/22 District and County Council Members Question Time

Councillors received the written report from District Councillor Karimi-Ghovanlou detailing the impact of Natural England's requirement for nutrient neutrality on new planning applications.

District Councillor Kelly advised that he had attended meetings regarding hosting Ukrainian refugees and that a website had been created to help the public to host families. He also reported that the District Council had employed 2 officers to patrol areas that had been experiencing anti-social behaviour.

District Councillor Adams stated that there were difficulties in recruiting planning officers to the Broadland and South Norfolk one team.

District Councillors Adams and Kelly left the meeting.

92/22 Break for the public to speak

There were no members of the public in attendance.

93/22 To approve payment of accounts

It was **RESOLVED** to pay the invoices as presented.

EP1533	TT Jones	Maintenance Contract – March 22 / Repairs – 9241 / 9038 / 9019	902.44	180.49	1,082.93
EP1534	SGW Payroll	Payroll Processing – March 2022 Year End Processing – 2021/22	70.00	14.00	84.00
EP1535	Eden Tree & H	Tree and Hedge Work on Sandy Ln	3,500.00	700.00	4,200.00
EP1536	Norse	Un/Locking Gates – Sandy Lane and / Hmdow – March 2022	280.00	56.00	336.00
EP1537	John Allaway	Woodland Contract – March 2022	285.00	0.00	285.00
EP1538	S3 Secure Sys	CCTV System Service	195.00	39.00	234.00
EP1539	Npower*	Street Lighting – January 2022 /	1,023.61	204.72	1,228.33

		Street Lighting – February 2022 /	883.25	176.65	1,059.90
		Street Lighting – March 2022	929.69	185.94	1,115.63
EP1540	CK Plumbing	Unblock disabled toilet/fit new flush etc	445.00	0.00	445.00
EP1541	BT	Office Broadband/Calls and Rentals			
		PATCH Line Rental and Calls	393.57	78.71	472.28
EP1542	APC Pest Cont	Mole Contract – Jan-March 2022	305.00	61.00	366.00
EP1543	Veolia	Hmdow/Recreation–Refuse–Mar 22	307.41	61.48	368.89
EP1544	Taverham RF	Contribution - BMX Caretaking–21/22	604.04	120.81	724.85
EP1545	KJ Youth Work	Provision of Youth Services–Mar 22	1,302.27	0.00	1,302.27
EP1546	Garden Guardian	Horticultural Contract – March 2022			
		/ Verge Cutting Contract – March 22	3,174.79	634.96	3,809.75
EP1547	Barford Van Hire	Van Hire – Feb-March 2022	299.88	59.98	359.86
EP1548	ESPO	Nail Brush Nylon Bristle	0.52	0.10	0.62
EP1549	Ian Smith	Office/Hmdow Sundries	51.32	10.26	61.58
EP1550	Mr B Baston	Screwfix - Evo Stick Clear	10.41	2.08	12.49
EP1551	Taverham VHC	Office Rent / Room Hire / Youth Club			
		Room Hire /Sandy Ln Car Park			
		Lights–Jan-March 2022	940.40	0.00	940.40
EP1552	Cash	Petty Cash Reimbursement	38.86	0.00	38.86
EP1553	Countrystyle	Bottle Bank Collections – Jan-March 22	71.25	14.25	85.50
EP1554	Taverham Nurs	Erin 70ltr Multipurpose Compost	23.30	4.66	27.96
EP1555	Mrs T Jones	Mileage Claim – 1 st Aug 21 – 31 st Mar 22	36.67	0.00	36.67
EP1556	Mr B Paston	Asda – Diesel for Warden's Van	37.50	7.50	45.00
EP1557	Tav Newsletter	Hmdow Listing - Jan 22 to Dec 22	540.00	0.00	540.00
EP1558	Broadland Tree	Broadland Tree Warden Network	50.00	0.00	50.00
EP1559	NALC	Annual Subscription – 2022/23	525.30	0.00	525.30
EP1560	Mayday	Maintenance Support – Connectivity	20.00	4.00	24.00
			17,246.48	2,616.59	19,863.07

*nPower – Transferred from E'on

ELECTRONIC PAYMENTS MADE 28TH MARCH 2022 (STAFF RELATED)

TRNS	Staff	March 2022 – Staff Pay	6,243.32	0.00	6,243.32
TRNS	HMRC	March 2022 – Tax and NI	1,691.64	0.00	1,691.64
TRNS	Norfolk Pension	March 2022 – Pension Contributions	2,121.71	0.00	2,121.71
			10,056.67	0.00	10,056.67

PAYMENTS FOR RATIFICATION

DDebit	BNP Paribas	Photocopier Lease – April-June 2022	325.00	65.00	390.00
DDebit	Npower	Hmdow- Gas – March 2022	15.68	3.14	18.82
EP1527a	KJ Youth Work	Additional Hours – Approved March 22	69.52	0.00	69.52
EP1528	Greentech Ltd	Hmdow–Ground Erosion Matting/Fixings	607.00	121.40	728.40
EP1529	Pearce	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP1530	Net World Sports	Hmdow – Boot Wipers	222.66	44.53	267.19
EP1531	Tunaley	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP1532	PNunn Install	Hmdow–Deposit-Guttering plus	3,458.33	691.67	
					4,150.00
			4,798.19	925.74	5,723.93

94/22 Receipts were noted.

Bank	Interest	3.94	0.00	3.94
Hinks Meadow	Hall Hire	1,302.31	260.44	1,562.75
Hinks Meadow	Hall Hire – Deposits (To be Returned)	100.00	0.00	100.00
		1,406.25	260.44	1,666.69

95/22 The bank reconciliations for March were to be checked by Cllr Harris.

96/22 The budget pictures for the Council's committees were received.

97/22 The Minutes of the Planning Committee Meetings held on 14 and 28 March 2022 were received.

98/22 The Minutes of the Sports Committee Meeting held on 28 March 2022 were received.

99/22 To review and adopt the Council's Financial Risk Assessment and Management Policy

The risk assessment was reviewed and adopted following the recommended amendments.

100/22 To confirm specifications for the Marriott's Park Section 106 Agreement

The March update document had been circulated prior to the meeting.

The Council **CONFIRMED** that it wished to take ownership of all the Local Areas for Play (LAP), Local Equipped Areas for Play (LEAP) and the proposed central open space. Bow-top fencing and self-closing gates were required to prevent free-roaming dogs from accessing play areas. A working party would liaise with developers to discuss specifications and the Council's requirement for inclusive play equipment to be installed in all LEAP's.

It was **AGREED** that Scott Properties would draft a licence to allow for the construction of the footpath through Hinks Meadow.

The allotment site was to be transferred into the Council's ownership within one year of the building works commencing at the Marriott's Park development. The specification for the allotment site was **AGREED** with the amendment that fruit trees such as apples, pears and plums would be planted around the perimeter of the site as cordons and espaliers rather than having a tree planted on each allotment plot. The Council did not expect the developer to set out the plots within the site, a working party would be tasked to do this.

The specification for the ground for the Hinks Meadow extension was **CONFIRMED**.

The offer from Scott Properties to use their architect to draw up preliminary designs for the Council office building, free of charge, was **ACCEPTED**.

101/22 To receive youth club update report and to approve any additional expenditure

The draft minutes of the meeting held on 7 April was received. There were no additional expenditure items. It was confirmed that the youth club committee would cover the cost of the youth worker's attendance at the Taverham Fayre.

Councillor Clarke left the Meeting

102/22 To consider grant application from Taverham Fayre Committee

In December, the Taverham Fayre Committee applied for a grant toward the provision of activities for children at the Fayre to be held this coming July. The Committee was advised to come back to the Council with quotes for activities up to

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the value of £500. The activities were to be provided free of charge to the public and a sign advising that the Council had sponsored the activity was to be erected. The Taverham Fayre Committee was unable to find activities that would come in within budget but had provided details of activities from the Fun Firm which would be suitable. The Committee would fund the difference in costs.

It was **RESOLVED** grant £500 to the Taverham Fayre Committee toward the cost of hiring bumper cars as a free activity at the Fayre.

Councillor Clarke joined the Meeting

103/22 To agree plans for the Jubilee celebrations and to authorise expenditure items

The Picnic in the Park proposal report was circulated. It was **AGREED** that:

- a) The event should be held from 2pm to 4pm on Sunday 5th June 2022 at Sandy Lane Recreation Ground
- b) Taverham Brass Band would provide music in two, 50 minute sets. The Parish Council would provide Band members with light refreshments
- c) A qualified first aider (at a cost of £180) would be in attendance
- d) Mr Karimi-Ghovanlou, Cllr Yousefian and Cllr Harris would marshal the car park
- e) Litter-pickers and bins would be loaned by the Taverham Fayre
- f) Vision Norfolk would be in attendance to provide colouring activities for children and to run a “name the teddy” competition

The beacon at Wensum Valley Golf Club would be lit at no cost to the Council. The public would not be invited to attend as the Club was fully booked with weddings and other events throughout the weekend.

104/22 To reconsider request to plant a tree in the Village Hall garden to commemorate the Jubilee

It was confirmed that the drains that ran through the garden had been lined with plastic several years previously. It was **RESOLVED** that a shallow rooted tree, such as a crab apple, should be planted with the Jubilee and Duke of Edinburgh roses.

105/22 To decide whether to progress the borehole project

The Clerk and Cllr Parkinson had met with the Chairman of Taverham Football Club (TFC). The Club was keen to have access to water should the pitches require watering in times of prolonged dry weather. It was **RESOLVED** to install a borehole and storage tank as a first phase of the project, and to consider watering methods at a later date.

106/22 To consider streetlighting proposal for phase 2 development at Beech Avenue

It was **RESOLVED** to accept the proposal for 3 streetlights for installation at the second phase of the development at Beech Avenue

107/22 To agree items for publication on social media

Cllr Parkinson **AGREED** to draft an article regarding the Council’s decision to install a borehole at Hinks Meadow.

The Picnic in the Park would also be advertised on the Council’s Facebook page.

108/22 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

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109/22 To receive advice from the council's solicitor and to agree subsequent action

Councillors had received copies of the correspondence from the Council's solicitor and the legal costs to date. It was **RESOLVED** to request that the solicitor write a final letter. Cllr Harris was to meet with the Clerk to assist with expressing the Council's instruction to the solicitor.

The Meeting closed at 10.30pm

Signed Dated

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