

Minutes of the meeting of Taverham Parish Council held on Monday 12 February 2024, held in Suite 2 at Taverham Village Hall, commencing at 7.45 pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair  
Mrs L Barrington-Smith      Mrs J Latchford  
Mrs B Clarke                      Mr S Matthews  
Mr N Dack                              Mrs S Parkinson  
Mrs J Ellis                              Mr T Yousefian  
Mr B Knights (from 29/24)

Also present: District Councillor Kelly, County Councillor Clancy and Clerk.

**25/24 To receive apologies for absence**

None

**26/24 To receive Declarations of Interest in items on the agenda**

None

**27/24 To confirm and sign the Minutes of the Council Meeting held on January 2024**

The Minutes were confirmed as correct and then signed by the Chairman.

**28/24 Report items**

**Transfer of open space:** The Clerk advised that the land transfer at Beech Avenue was on-going, and that she had requested a completion date of 1 April as there were contractors in place ready to maintain the land. The Council's solicitors were working to remove restrictions on the title that could possibly create a complication should the Council wish to place the land under a Deed of Dedication. A Licence to Occupy had also been suggested by the solicitor to formalise the agreement regarding the maintenance of the frontage of the development until the second phase of the build had been completed. Councillors were reminded that the Council's legal fees were to be paid by Abel Homes.

**29/24 District and County Council Members Question Time**

District Councillors Karimi-Ghovanlou and Yousefian had attended the recent Safer Neighbourhood Action Panel meeting where parking and speeding around the Junior School were discussed. The Police had approached the County Council to suggest that St Edmunds Road should become one-way. District Cllr Karimi-Ghovanlou reported that the planning inspector had not yet reached a decision regarding the unauthorised development on Penn Road.

District Cllr Yousefian provided an update regarding the District Council's accounts, details of which would be recommended and voted on during the next full council meeting on the 22 February 2024. The proposed Band D for Council Tax to be increased by £5 to £134.91 for General Expenditure.

Cllr Knights joined the meeting.

District Cllr Kelly enquired about the reduction of the hedge on the boundary of Thorpe Marriott Green. The Clerk informed him that she had met with a contractor prior to Christmas who had advised her that it was a substantial job and that he would not wish to provide a quote. In the meantime, two other potential contractors had been identified and it was intended that the work would be carried out after the nesting season.

County Councillor Clancy reported that there would be junction works in Taverham which would lead to short road closures. He also advised that although the District

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Council had created a company to resolve nutrient neutrality issues, there was a large backlog of planning applications waiting to be determined.

**30/24 Public Break**

No members of the public wished to speak.

**31/24 FINANCE**

Councillors had received a copy of a list giving details of outstanding invoices. The budget overview for the committees were received. It was **RESOLVED** to pay the invoices as presented.

Chq No.	Supplier	Details	Net	VAT	Total
DDebit	nPower	Streetlighting – January 2024	1,030.02	206.00	1,236.02
EP2055	John Allaway	Woodland Contract–January 24	300.00	0.00	300.00
EP2056	Elect-Tech	Hmdow Reset Call Point/New Glass	49.50	9.9	59.40
EP2057	Amazon	Cleaner – Floor Squeegee Broom	10.82	2.16	12.98
EP2058	St Edmunds PCC	Churchyard Maintenance Grant	170.35	0.00	170.35
EP2059	Veolia	Hmdow/Recreation – Refuse December 23/January 24	579.50	115.90	695.40
EP2060	TT Jones	Streetlight Maintenance – Jan 24 Streetlighting Repairs (Rossons Rd, Taverham Rd x 2 and Victoria Rd)	1,226.81	245.36	1,472.17
EP2061	Barford Hire	Van Hire (Dec/Jan – 28 days) and (Jan-Feb – 28 days)	599.76	119.96	719.72
EP2062	Huws&Gray	Disposable Gloves/Youth Room Filler	29.42	5.88	35.30
EP2063	Ian Smith	Office/Hmdow Sundries	84.20	16.84	101.04
EP2064	Norse	Un/Locking Gates – Sandy Lane / Hmdow – January 2024	496.00	99.20	595.20
EP2065	SGW	Payroll Processing – January 24	35.00	7.00	42.00
EP2066	Vision ICT	Website Hosting/Support 2024/25 18 Email Hosting	152.38	30.48	182.86
EP2067	EAS	Allotments - Flail/Cut Hedge	270.00	54.00	324.00
EP2068	Mayday	Maintenance Support – Connectivity / December 23 and February 24	44.00	8.80	52.80
EP2069	MW Surfacing	Hmdow – Surfacing Works (Path and Bin Storage Area)	3,350.00	670.00	4,020.00
EP2070	GardenGuardian	Horticultural Contract – Jan 24	2,574.31	514.86	3,089.17
EP2071	PLG	TMG – Bollards and Wire	21.33	4.27	25.60
EP2072	Total Energies	Hmdow – Electricity – January 24	448.61	89.72	538.33
EP2073	Cash	Petty Cash Reimbursement–Jan 24	57.63	10.35	67.98
			<b>11,529.64</b>	<b>2,210.68</b>	<b>13,740.32</b>

**PAYMENTS FOR RATIFICATION**

EP2049	Briggs	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP2050	Tim Molloy	Huws&Gray – Hi-Viz Bomber Jacket	31.00	6.20	37.20
EP2051	Baileys of Norfolk	Hmdow – Renovation Mix	68.00	13.60	81.60
EP2052	Fredericks	Return of Hmdow Hall Deposit	71.38	0.00	71.38
EP2053	Thompson/V	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP2054	Total Energies	Hmdow – Electricity – December 23	396.51	19.83	416.34
			<b>666.89</b>	<b>39.63</b>	<b>706.52</b>

**ELECTRONIC PAYMENTS MADE 26<sup>TH</sup> JANUARY 2024 (STAFF RELATED)**

TRNS	Staff	January 2024 – Staff Pay	8,547.23	0.00	8,547.23
TRNS	HMRC	January 2024 – Tax and NI	2,775.69	0.00	2,775.69
TRNS	Norfolk Pension	January 2024 – Pension Conts	3,019.79	0.00	3,019.79
			<b>14,342.71</b>	<b>0.00</b>	<b>14,342.71</b>

**RECEIPTS FOR JANUARY 2024**

Bank	Interest	613.05	0.00	613.05
Franklin Executors	Bequest from John Franklin	2,000.00	0.00	2,000.00
Hinks Meadow	Hall Hire	2,463.91	492.78	2,956.69
Hinks Meadow	Hall Hire–Deposits (To be Returned)	200.00	0.00	200.00
Longwater Gravel	Refund for Wrong Product	75.85	15.17	91.02
		<b>5,352.81</b>	<b>507.95</b>	<b>5,860.76</b>

**32/24** The Minutes of the Planning Committee Meeting held on 8 and 22 January 2024 were received.

**33/24** The youth club update report from the YMCA was received.

**34/24** It was resolved to close the meeting to the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the following agenda item

**35/24** To receive the notes of the Youth Club working party meeting held on 22 January and to consider any recommendations

Councillors received copies of the notes of the working party meeting, and copies of the proposed service level agreement from the YMCA. The Clerk provided a verbal report of the meeting held earlier that day with representatives of the YMCA. The Council was advised of all the plans to promote the youth clubs, which included visits to the local schools, attendance at the Taverham Fayre and attendance at the Annual Parish Meeting. It was noted that the YMCA required 2 evening sessions per year to be dedicated to staff training, that all visitors to the Club must be DBS checked and that a minimum of 7 days' notice must be given before any visitor may attend. Councillors were also advised that the notice period for the termination of the agreement had been reduced to three months. It was **RESOLVED** to accept the agreement and to pay the YMCA a total sum of £14,995. The working party would continue to meet to explore other youth provision options should attendance figures not increase.

The meeting closed at 8.30pm.

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

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