

Minutes of the meeting of Taverham Parish Council held on Monday 8 April 2024, held in Suite 2 at Taverham Village Hall, commencing at 7.50 pm, when there were present:

Mr T Yousefian in the Chair  
 Mrs L Barrington-Smith      Mrs J Ellis  
 Mrs B Clarke                    Mr S Matthews  
 Mr N Dack                        Mrs S Parkinson

Also present: County Councillor Clancy, Clerk and 2 parishioners.

**49/24 To receive apologies for absence**

Apologies for absence were received from Councillors Karimi-Ghovanlou, Latchford and Knights. Apologies were also received from District Councillor Kelly

**50/24 To receive Declarations of Interest in items on the agenda**

None

**51/24 To confirm and sign the Minutes of the Council Meeting held on 11 March 2024**

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

**52/24 Report items**

Noticeboard: The noticeboard had been installed in the village hall front garden.

Bug hotels: The bug hotels to celebrate the King's coronation had been installed in the village hall front garden and in the frontage at Hinks Meadow Hall.

Accident on The Street: An order had been made with Cozens UK to replace the streetlight that had been damaged on The Street as a result of a car accident.

**53/24 District and County Council Members Question Time**

County Councillor Clancy addressed the Meeting and advised that the construction of the North West Link road was in question due to revised guidance from Natural England. The guidance, if followed, would have a significant impact on developments and infrastructure in the south of England. It would also have a detrimental effect on small housebuilder businesses.

The parking issues on Baldric Road were still on-going. Cllr Clancy was pursuing the possibility of installing bollards in the verges and having double yellow lines painted on the highway. He suggested that the Clerk investigate whether it would be possible to create a byelaw to address parking on the verges.

**54/24 Public Break**

No members of the public wished to speak.

**55/24 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. Receipts were noted. The Committee budgets overview was received.

Chq No.	Supplier	Details	Net	VAT	Total
DDebit	nPower	Streetlighting – March 2024	908.94	181.79	1,090.73
EP2100	John Allaway	Woodland Contract–March 24	300.00	0.00	300.00
EP2101	Baileys of Nor	Recreation - Renovation Mix for Play Areas – Fill in Soil	68.00	13.60	81.60
EP2102	Amazon	Bug Hotels x 2 (Hmdow/Sandy Ln)	61.04	12.20	73.24
EP2103	Ian Smith	Office Sundries	19.45	3.89	23.34

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EP2104	Glasdon	Ashguard Cigarette Bin	299.38	59.88	359.26
EP2105	Tracy Jones	Mileage Claim – August 23 - March 24	47.25	0.00	47.25
EP2106	Tav Nursery	Recreation - Fast Grass	15.57	3.12	18.69
EP2107	PLG	Recreation – Heavy Duty Fencing/ Postmix	50.77	10.16	60.93
EP2108	ESPO	Hmdow – Sundries	34.50	6.90	41.40
EP2109	Broadland DC	Commercial Waste – 23/24 (Balance)	272.97	0.00	272.97
EP2110	Broadland DC	Commercial Waste - 2024/25	674.64	0.00	674.64
EP2111	Citron Hygiene	Sanitary Contract - 2024/25	268.53	53.71	322.24
EP2212	Barford Hire	Van Hire x 2 (Feb/March and March/April 24 – 28 days)	600.18	120.04	720.22
EP2213	TT Jones	Streetlight Maintenance–March 2024	196.61	39.32	235.93
EP2214	BT	Office Broadband/Calls and Rentals PATCH Line Rental and Calls BT	566.31	113.26	679.57
EP2215	NALC	Annual Subscription – 2024/25	1,244.54	0.00	1,244.54
EP2216	SGW	Payroll Processing – March 2024	35.00	7.00	42.00
EP2217	Norse	Un/Locking Gates – Sandy Lane / Hmdow – March 2024	496.00	99.20	595.20
EP2218	TVHC	Office Rent/Room Hire/Youth Club/ Youth Club Electricity/Sandy Ln Carpark Lights – Jan-March 2024	1,259.52	0.00	1,259.52
EP2219	Cash	Petty Cash – March 24	58.25	11.65	69.90
EP2220	GardenGuardian	Horticultural Contract – March 24 /Verge Cutting – March 23	3,748.69	749.74	4,498.43
EP2221	Countrystyle	Bottle Bank Collections–Jan/Feb 24	102.50	20.50	123.00
EP2222	Taverham Rec	BMX Contribution – 2023/24	604.05	120.81	724.86
EP2223	Siemens	Photocopier Lease Agreement	160.86	32.18	193.04
			<b>12,093.55</b>	<b>1,658.95</b>	<b>13,752.50</b>

**PAYMENTS FOR RATIFICATION**

DDebit	SSE	Hmdow – Gas – Dec 23 /Jan 24	102.73	5.14	107.87
EP2095	Total Energies	Hmdow Electricity – February 2024	830.51	166.09	996.60
EP2096	Veck	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP2097	Gannaway	Return of Hmdow Hall Deposit	50.00	0.00	50.00
EP2098	Metcalfe	Return of Hmdow Hall Hire/Deposit	95.60	0.00	95.60
EP2099	Collinge	Return of Hmdow Hall Deposit	50.00	0.00	50.00
			<b>1,178.84</b>	<b>171.23</b>	<b>1,350.07</b>

**ELECTRONIC PAYMENTS MADE 28<sup>TH</sup> MARCH 2024 (STAFF RELATED)**

TRNS	Staff	March 2024 – Staff Pay	8,550.46	0.00	8,550.46
TRNS	HMRC	March 2024 – Tax and NI	2,777.63	0.00	2,777.63
TRNS	Norfolk Pension	March 2024 – Pension Conts	3,021.20	0.00	3,021.20
			<b>14,349.29</b>	<b>0.00</b>	<b>14,349.29</b>

**RECEIPTS FOR MARCH 2024**

Bank	Interest	613.18	0.00	613.18
Hinks Meadow	Hall Hire	1,172.64	234.53	1,407.17
Hinks Meadow	Hall Hire–Deposits (To be returned)	200.00	0.00	200.00

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Veck	Payment Received (Incorrect – To be returned)	25.00	0.00	25.00
		<b>2,010.82</b>	<b>234.53</b>	<b>2,245.35</b>

**56/24 Internal audit checks:** Councillors Dack, Clarke, Matthews and Yousefian volunteered to carry out internal audit checks.

**57/24 The Minutes of the Planning Committee Meetings held on 11 & 25 March 2024** were received.

**58/24 The Minutes of the Sports Committee Meeting held on 25 March 2024** were received.  
The Clerk informed the Meeting that the car park at Hinks Meadow would need to be closed for the foreseeable future due to a sinkhole which had appeared at the entrance to the car park. The cause of the problem was unknown and investigative work was needed.

**59/24 To receive the youth club annual report**  
The annual report from the YMCA was received along with Cllr Clarke’s report.

**60/24 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**

**61/24 To approve changes to the land transfer arrangements at Beech Avenue, to approve the terms of the lease, and to authorise the signing of any documentation necessary to complete the transfer**  
Councillors confirmed that the term of the lease should be three years and that no more than 20% of the area should be occupied by signage. Councillors **RESOLVED** to authorise the Chairman to sign the final land transfer and lease documents once they had been produced by the Council’s solicitor.

The meeting closed at 8.30pm.

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

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