

Minutes of the Annual Parish Council meeting of Taverham Parish Council held on Monday 12 May 2025, held at Hinks Meadow Hall, commencing at 7.30 pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair	
Mrs L Barrington-Smith	Mr B Knights
Mrs B Clarke	Mrs J Latchford
Mr N Dack	Mr S Matthews
Mrs J Ellis (from 58/25)	Mr T Yousefian

Also present: Clerk.

**53/25 To elect the Chairman of the Council and to receive his/her Declaration of Acceptance of Office**

Cllr Karimi-Ghovanlou was elected as Chairwoman of the Council and her Declaration of Acceptance of Office was signed in the presence of the Clerk.

**54/25 To receive apologies for absence**

Apologies for absence were received from Councillor Parkinson

**55/25 To receive Declarations of Interest in items on the agenda**

None

**56/25 To elect the Vice Chairman of the Council**

Cllr Yousefian was elected as Vice Chairman.

**57/25 The Minutes of the Council Meeting held on 14 April 2025**

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

**58/25 The Chairman (C), Vice Chairman (VC) and members of the Planning, Recreation, Sports, Woodlands, and Traffic and Transportation Committees were appointed as follows:**

**Planning:** L Barrington-Smith, B Clarke, J Ellis, B Knights (VC), J Latchford, S Matthews, S Parkinson, T Yousefian (C)

**Recreation:** B Clarke, (C) Karimi-Ghovanlou, J Latchford, S Matthews, S Parkinson, T Yousefian (VC)

Cllr Ellis joined the Meeting.

**Sports:** B Clarke, C Karimi-Ghovanlou, J Latchford (C), S Matthews (VC), S Parkinson, T Yousefian

**Woodlands:** L Barrington-Smith (C), C Karimi-Ghovanlou, B Knights (VC), J Latchford

**Traffic and Transportation:** L Barrington-Smith, C Karimi-Ghovanlou, J Latchford (C), S Matthews (VC), T Yousefian

**59/25 The members of the Performance Review Subcommittee, under the chairmanship of the Council Chairman, was agreed as follows:**

C Karimi-Ghovanlou (C), B Clarke (VC), S Parkinson, J Latchford, T Yousefian

**60/25 To appoint the members of the Grievance, Staff Appraisal and Interview panels**

It was confirmed that the Grievance, Staff Appraisal, and Interview panels should comprise of the members of the Performance Review Subcommittee.

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**61/25 To appoint bank signatories**

It was agreed that Mrs Karimi-Ghovanlou, Mrs Latchford, Mr Matthews and Mrs Clarke were to be the council's bank signatories.

**62/25 Representatives to other bodies were agreed as follows:**

**Taverham Village Hall Committee:** B Clarke and T Yousefian

**Thorpe Marriott Village Hall Committee:** T Yousefian

**Taverham Recreational Facilities Ltd:** J Latchford and S Matthews

**Safer Neighbourhood Action Panel:** C Karimi-Ghovanlou and N Dack

**Airport Liaison Consultative Committee:** J Latchford and S Matthews

**63/25 The Record of Councillors' Attendance at Meetings for the 2024/25 municipal year** was received.**64/25 Report items**

Thorpe Marriott Green Play Area: The online consultation was open, several posters advertising the consultation were being displayed and an advertisement for the consultation had been placed with Just Taverham and Drayton magazine for their May publication.

**65/25 District and County Council Members Question Time**

Broadland District Council's AGM was to be held on 22 May. The District Councillors reported that there had been offers made for the purchase of Thorpe Lodge and that the District Council was unlikely to receive the sum at which the property was originally valued.

**66/25 Public Break**

No members of the public wished to speak.

**67/25 The Minutes of the Planning Committee Meetings held on 14 & 28 April 2025** were received.**68/25 The Minutes of the Woodlands Committee Meeting held on 28 April 2025** were received.**69/25 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	Electricity–Streetlights – April 2025	1,802.71	360.54	2,163.25
EP2520	Jonn Allaway	Woodland Contract – April 2025	340.00	0.00	340.00
EP2521	SGW	Payroll Processing – April 2025	35.00	7.00	42.00
EP2522	Barford Hire	Van Hire – March/April 2025	299.88	59.98	359.86
EP2523	Mayday	Maintenance Support – Connectivity April/May 2025 / B&W and Colour	59.99	12.00	71.99
EP2524	Cozens (UK)	Streetlight Maintenance – April 25	150.00	30.00	180.00
EP2525	Amazon	Dell Laptop – Asst Clerk	401.67	80.33	482.00
EP2526	Kompan	Zip Wire – Inspection at Height	312.00	62.40	374.40
EP2527	Norse	Un/Locking Gates – Sandy Lane / Hmdow – April 2025	510.00	102.00	612.00
EP2528	Veolia	Hmdow/Recreation-Refuse–April 25	309.17	61.83	371.00

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EP2529	Stephen Capper	Bench Seat Installation – Ghost Hill W	77.50	15.50	93.00
EP2530	PLG	Postmix – Bench Seat Installation	15.00	3.00	18.00
EP2531	Huws&Gray	Hmdow – Grilles - Loose Bolt Shield			
		Anchor/Everbuild Stixall	14.08	2.82	16.90
EP2532	Ian Smith	Office/Hmdow – Sundries	165.14	33.03	198.17
EP2533	Cash	Petty Cash – April 2025	115.79	15.09	130.88
			<b>4,607.93</b>	<b>845.52</b>	<b>5,453.45</b>

**PAYMENT FOR RATIFICATION**

DDebit	SSE	Hmdow Gas – March 2025	77.60	3.88	81.48
DDebit	Lloyds Bank	Banking Charges – Feb to March 25	10.81	0.00	10.81
EP2514	Total Energies	Hinks Meadow–Electricity–March 25	183.81	9.20	193.01
EP2515	Pearce	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2516	YMCA Norfolk	Youth Club Provision-Jan-March 25	3,748.75	0.00	3,748.75
EP2517	Crook Power W	Tennis Courts–Repairs/Powerwash	1,800.00	0.00	1,800.00
EP2518	Riding for the D	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2519	T Collinge	Hmdow Hall Part Deposit Return	24.90	0.00	24.90
			<b>5,945.87</b>	<b>13.08</b>	<b>5,958.95</b>

**ELECTRONIC PAYMENT MADE 28<sup>TH</sup> APRIL 2025 (STAFF RELATED)**

TRNS	Staff	April 2025 – Staff Pay	9,132.25	0.00	9,132.25
TRNS	HMRC	April 2025 – Tax and NI	3,113.34	0.00	3,113.34
TRNS	Norfolk Pension	April 2025 – Pension	3,013.36	0.00	3,013.36
			<b>15,258.95</b>	<b>0.00</b>	<b>15,258.95</b>

**RECEIPTS FOR APRIL 2025**

Allotments	Allotment Payments (25/26)	1,303.50	0.00	1,303.50
Amazon	Return of Laptop	415.83	83.17	499.00
Bank	Interest	506.48	0.00	506.48
Broadland District Council	CIL Payment	17,065.88	0.00	17,065.88
Broadland District Council	Precept 2025/26 (First of Two)	170,234.50	0.00	170,234.50
Hinks Meadow	Hall Hire	2,571.39	514.28	3,085.67
Hinks Meadow	Hall Hire–Deposits (To be Returned)	50.00	0.00	50.00
HMRC	VAT Repayment (4)	3,883.06	0.00	3,883.06
Photocopying	Taverham Village Hall Photocopying	193.00	0.00	193.00
Taverham Football Club	Pitch Fees (January-March 2025)	2,157.60	0.00	2,157.60
Taverham Football Club	Duplicate payment sent in error – to be returned	2,157.60	0.00	2,157.60
Taverham Tennis Club	Court Fees (January-March 2025)	539.18	0.00	539.18
		<b>201,078.02</b>	<b>597.45</b>	<b>201,675.47</b>

**70/25 To receive the youth club monthly report**

The YMCA had not sent their report for April to the Council in time for the meeting. Cllr Clarke's report was circulated. She was pleased to advise that the Junior Club remained fully subscribed and that the Senior Club membership had increased.

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**71/25 To consider request to use the youth room as a base for the litter picking group**

The local litter picking group had requested to use the youth room as a base for their regular events. The Council was pleased to support the group and granted permission to use the room free of charge, provided that a responsible person remained in the room as a key holder for the duration of the event.

**72/25 To comment on Broadland District Council's Public Spaces Protection Order Fouling of Land by Dogs**

Councillors were in support of the principle of the PSPO but commented that enforcement was challenging due to lack of resources and no District Council officer being available to patrol all the open spaces in the region. It was suggested that the District Council advertises the Order in the Just Taverham and Drayton magazine to raise awareness.

**73/25 To consider the need for streetlighting at Marriott's Park**

The Marriott's Park consortium requested that the Parish Council considered whether streetlighting at the new development was necessary. Councillors hoped that the spine road would be lit and that Norfolk County Council would take ownership of the lights. It was commented that all residential areas in Taverham were lit and that it was likely that new residents would expect that their streets would be lit too, especially as the new development was to be directly adjacent to the Thorpe Marriott development in Taverham North. Councillors requested that streetlighting is to be installed at Marriott's Park and it was **AGREED** that the Parish Council would adopt all the lights if Norfolk County Council refused to. It was further requested that the LED lanterns emit warm light wherever possible and that timers were fitted to the streetlights to allow for part-night lighting.

**74/25 Taverham Fayre****i) To consider designs for Parish Council logo**

Councillors chose their preferred design from those which were presented, however there were concerns about accessibility for the visually impaired due to the colours of the logo. It was requested that the logo be redesigned in a variety of colours for consideration at the June Council meeting.

**ii) To authorise the Clerk to purchase items necessary for the Parish Council's stall at Taverham Fayre**

The Clerk advised of a number of items that would be required for the Taverham Fayre. Most of the items were inexpensive, however a large gazebo would need to be purchased. The Meeting authorised a budget of £400 for the Clerk to source supplies for the items needed for the Parish Council's stall at the Fayre.

The meeting closed at 8.15pm.

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

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