

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 10 June 2025, held in Suite 2, Taverham Village Hall, commencing at 7.38pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair	
Mrs L Barrington-Smith	Mrs J Latchford
Mrs B Clarke	Mrs S Parkinson
Mrs J Ellis	Mr T Yousefian

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

75/25 To receive apologies for absence

Apologies for absence were received from Councillors Knights and Matthews.

76/25 To receive Declarations of Interest in items on the agenda

None

77/25 The Minutes of the Annual Council Meeting held on 12 May 2025 were agreed and then signed by the Chairman.

78/25 Report items

Chairmanship training had been arranged for Cllr Yousefian. Councillors were encouraged to inform the Clerk of any of their training needs.
An update regarding Local Government Reorganisation had been circulated prior to the meeting. The County Council would consider the proposal for a single unitary authority at a meeting on 23 June.

79/25 District and County Council Members Question Time

County Councillor Clancy advised that a scheme for planting trees in Taverham was being drafted for the autumn. It was anticipated that 50-60 trees would be planted in verges throughout the parish.
Mr Clancy had recently attended the Norfolk Strategic Flood Alliance meeting. He reported that there appeared to be no funds available to support some projects
The Road Improvement Panel were to be holding their first meeting in the near future.
The North West Link Road project could not be progressed, and the Government had instructed Norfolk County Council to produce a new scheme quickly to address the movement of traffic from the Broadland Northway to the A47.
There had been several accidents at the Fir Covert Road junction with Fakenham Road and Beech Avenue since the junction had been redesigned and traffic lights installed. Mr Clancy suggested that part of the problem could be that there was no filter light for the right hand turn into Beech Avenue.
District Councillors Karimi-Ghovanlou and Yousefian had both attended the recent Safer Neighbourhoods meeting where there was a complaint about cyclists not considering pedestrians whilst using Marriott's Way.
Mrs Karimi-Ghovanlou had attended a planning meeting at Broadland District Council to discuss a new design code. The District Council would take into consideration her comments about provision for people with disabilities. She also advised that she had been re-elected as Chair of Broadland District Council.

80/25 Public Break

Residents in attendance reported their complaint to Mr Clancy regarding the resurfacing of Lacey Road pavements.

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81/25 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 and budget pictures received.

EP2545	Jon Allaway	Woodland Contract – May 2025	340.00	0.00	340.00
EP2546	Ian Smith	Office/Hmdow – Sundries	84.07	16.81	100.88
EP2547	ESPO	Office/Hmdow - Sundries	58.25	11.65	69.90
EP2548	AC Leigh	New Hmdow Door Keys	93.75	18.75	112.50
EP2549	OL Playgrounds	Wetpour Gap Filler	40.00	8.00	48.00
EP2550	Siemens	Photocopier Lease Agreement	195.00	39.00	234.00
EP2551	SGW	Payroll Processing – May 2025	35.00	7.00	42.00
EP2552	Barford Hire	Van Hire – April/May 2025	299.88	59.98	359.86
EP2553	EDGE IT	New Laptop Set-up/Microsoft	164.00	32.80	196.80
EP2554	Mayday	Maintenance Support – Connectivity May/June 2025	22.00	4.40	26.40
EP2555	Elec-Tech	Hmdow – Fire Alarm Inspection/Test	75.00	15.00	90.00
EP2556	YMCA Norfolk	Youth Club Provision – April-June	3,931.50	0.00	3,931.50
EP2557	Huws&Gray	Hmdow – Asphalt Repair	40.56	8.11	48.67
EP2558	Veolia	Hmdow/Recreation-Refuse–May 25	382.51	76.50	459.01
EP2559	Cozens (UK)	Streetlight Maintenance – May 25	150.00	30.00	180.00
EP2560	Norse	Un/Locking Gates – Sandy Lane / Hmdow – May 2025	527.00	105.40	632.40
EP2561	PLG	Postmix	30.00	6.00	36.00
EP2562	Cash	Petty Cash – May 2025	11.37	1.39	12.76
			6479.89	440.79	6,920.68

PAYMENT FOR RATIFICATION

DDebit	SSE	Hmdow Gas – April 2025	93.72	4.69	98.41
DDebit	Lloyds Bank	Banking Charges – March to April 25	10.63	0.00	10.63
EP2534	Lewis	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2535	Just Regional	Play Area Consultation Process	167.00	33.40	200.40
EP2536	Total Energies	Hinks Meadow–Electricity–April 25	157.09	7.86	164.95
EP2537	Swannington Win	Balance Payment-Hmdow New Door	1,626.92	325.38	1,952.30
EP2538	Garden Guardian	Horticultural/Verge Cutting–April 25	4,331.14	866.22	5,197.36
EP2539	Glowa	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2540	Wave	Hmdow – Water Bill (Feb-May 25)	214.02	0.00	214.02
EP2541	Signs Express	Hmdow – No Football Boots Signs The Drove – Signage	98.66	19.73	118.39
EP2542	Piercy	Return of Allotment Fee	16.50	0.00	16.50
EP2543	Roadware	Fido Bin	165.30	33.06	198.36
EP2544	Bailey	Hmdow Hall Deposit Return	50.00	0.00	50.00
			7,030.98	1,290.34	8,321.32

ELECTRONIC PAYMENT MADE 28TH MAY 2025 (STAFF RELATED)

TRNS	Staff	May 2025 – Staff Pay	9,177.90	0.00	9,177.90
TRNS	HMRC	May 2025 – Tax and NI	3,133.51	0.00	3,133.51
TRNS	Norfolk Pension	May 2025 – Pension	3,016.64	0.00	3,016.64
			15,328.05	0.00	15,328.05

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RECEIPTS FOR MAY 2025

Allotments	Allotment Payments (25/26)	234.00	0.00	234.00
Bank	Interest	522.40	0.00	522.40
Hinks Meadow	Hall Hire	1,416.94	283.39	1,700.33
Hinks Meadow	Hall Hire–Deposits (To be Returned)	100.00	0.00	100.00
Norfolk County Council	Recycling Credits	579.35	0.00	579.35
		2,852.69	283.39	3,136.08

It was confirmed that Cllr Clarke had completed the bank reconciliations for January to March 2025.

Councillors volunteered to carry out the following internal audit checks:

Bank reconciliations for April & May – Tony Yousefian

Petty cash payments match receipts and petty cash book – Janet Latchford

Hinks Meadow receipts match booking forms – Brenda Clarke

82/25 To receive the Internal Auditor's report and to note any recommendations

The Internal Auditor's report was received. Councillors were advised that a Performance Review meeting would need to be held to discuss the revised Standing Orders, Financial Regulations and Council Risk Assessment, and to consider the adoption of an IT Policy. Internal audit checks would be added to the monthly Council meetings and Councillors were reminded that they were all equally responsible for the Council's finances. The finance section of the Council's website would be updated, and a lockable tin purchased for petty cash which would be kept in a lockable drawer. Cash payments were rarely made to the Council as most people preferred online banking but any cash payments were promptly banked.

83/25 To review the effectiveness of the Council's internal controls

Although the Council had control measures in place, it was noted that they would be more effective if internal audit checks were made a standing item on the Council's monthly agenda.

84/25 To approve the Annual Governance Statement for 2024/25

With the exception of statement 2, the Council responded in the affirmative to the statements made in the Annual Governance and Accountability Return 24/25.

85/25 To approve the Accounting Statements for 2024/25

The RFO advised that the auditor required detailed explanations regarding variances totalling more than 15%, and any variance of £100,000 or more regardless of the percentage. She reminded Councillors that variances were quite normal from one year to another due to unexpected income and project work. The RFO explained the variances and the Accounting Statements were approved. The Council thanked the RFO for her hard work and detailed explanations.

86/25 To confirm the dates for the period for the exercise of public rights.

Notices displaying the exercise of public rights would be displayed from 11 June to 22 July.

87/25 To review the Council's insurance cover

The Meeting was reminded that the Council was in the third year of a three year agreement with Zurich. The insurance premium had increased by 4.84%. The assets at Draper Way had been added to the schedule and the level of cover for the

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Fidelity Guarantee had been increased. It was noted that sums insured were index linked by 5% and that all other cover and excesses remained unchanged.

- 88/25 The Minutes of the Traffic and Transportation Committee Meeting held on 14 April 2025** were received.
- 89/25 The Minutes of the Planning Committee Meetings held on 12 and 27 May 2025** were received.
- 90/25 The Minutes of the Recreation Committee Meeting held on 27 May 2025** were received.
- 91/25 To receive the youth club annual report**
The YMCA reports for April and May were received along with a report from Cllr Clarke.
- 92/25 To authorise the Council's streetlighting contractor to carry out connection and disconnection works to parish council owned streetlights**
Councillors were advised that UKPN was currently the only organisation who could connect/disconnect Council owned streetlights. Whilst their response in an emergency to disconnect a damaged asset is good, the service to reconnect had become extremely slow. A unit was damaged in Victoria Close towards the end of 2024 and UKPN had still not reconnected the new column. It was **AGREED** to grant permission for Cozens UK to work to connect/disconnect parish owned streetlights to improve services to residents
- 93/25 To consider and approve designs for parish logo**
Further to Councillors' requests at the Annual Council Meeting, a number of designs were offered to the Meeting for consideration. Design F was chosen as the preferred design. Councillors were advised that the logo had been created from a website providing generic logos which could be adjusted to suit different organisations. The Clerk had sought advice from a graphic designer who had quoted in the region of £500 to £1000 for a bespoke service. Councillors considered that the fee for the generic logo design offered good value for money and opted to pay for a 12month subscription in the sum of £72.

The meeting closed at 8.48pm

Signed Dated

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