

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 14 July 2025, held in Suite 2, Taverham Village Hall, commencing at 7.38pm, when there were present:

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

Also present: District Councillor Kelly, Clerk, and 1 member of the public.

94/25 To elect a Chairman of the Meeting

Cllr Latchford was elected to Chair the meeting in the absence of both the Chairwoman and Vice-Chairman.

95/25 To receive apologies for absence

Apologies for absence were received from Councillors Karimi-Govanlou and Yousefian.

96/25 To receive Declarations of Interest in items on the agenda

None

97/25 The Minutes of the Full Council Meeting held on 9 June 2025 were agreed and then signed by the Chairman.

98/25 Report items

North West Link Road - A report has been published and proposals considered by Norfolk County Council for the future of the Western Link Road. An email had been circulated to all councillors containing a link to the report. Cllr Latchford reported that she was due to attend a NWL liaison group meeting to discuss the County Council's proposals.

Allotments – A plot inspection had been carried out. Letters would be sent to those who had vacated their plots but had not been re-let to remind them of their duty to clear the plot. Letters would also be sent to those appearing not to be working on their plots to remind them that they were in breach of their agreements and that, if they did not have the time to keep their plots tidy, they may wish to reconsider taking on a plot at the new site.

Taverham Fayre – The weather on the day was quite challenging being hot and windy. The Clerk and the RFO were very grateful to the other stall holders and volunteers who helped them set up as without their help the gazebo and information boards would have blown away. Councillor Yousefian (and his wife) spent the day at the Council's stall and spent time with the few residents who came over to chat.

There were no entries for the picture quiz. Should the Council wish to attend the Fayre next year, the staff would require the assistance of Councillors to set up the stall as the large gazebo and display were too unwieldy for the Clerk and RFO to manage on their own.

Thorpe Marriott Green Play Area project – The consultation had concluded. A working party meeting was to be held to discuss the outcome and to draft a proposed specification for the Council's consideration.

99/25 District and County Council Members Question Time

District Councillor Kely was in attendance. He reported that he had recently attended an Environmental Excellence Panel meeting when laws regarding dog fouling were discussed. He advised that there was a possibility of the District

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Council employing Enforcement Officer who could issue fines to those who failed to clean up after their dog.

Congratulations were extended to County Councillor Clancy on his upcoming nuptials.

In response to Cllr Kelly's request for an update regarding the padel courts, he was advised that planning permission had been granted and that the lease addendum paperwork was expected from TRF soon.

District Councillor Kelly left the meeting.

100/25 Public Break

There were no members of the public who wished to speak.

101/25 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 the financial summary cashbook received.

EP2568	Jonh Allaway	Woodland Contract – June 2025	340.00	0.00	340.00
EP2569	Amazon	Barrier Fencing Mesh/Pins, Toilet Paper, Gavel, Leaflet Dispensers, Gazebo and Taverham Fayre Misc	363.91	55.78	419.69
EP2570	NPTS	Chairing Successful Meetings – TY	65.00	13.00	78.00
EP2571	Price Bailey	Internal Audit - 2024/25 AGAR	1,325.00	265.00	1,590.00
EP2572	AC Leigh	Replacement Lock/Keys	17.51	3.50	21.01
EP2573	Barford Hire	Van Hire – May/June 2025	299.88	59.98	359.86
EP2574	Mrs S Salmons	Survey Monkey/QR Code/Logo Pack	187.00	37.40	224.40
EP2575	Miss T Stone	Taverham Fayre – Fido Bags, Cable Ties Garden Wire and Batteries	18.47	0.00	18.47
EP2576	SGW	Payroll Processing – June 2025	35.00	7.00	42.00
EP2577	Mayday	Maintenance Support – Connectivity July 2025 / Cy78yolour Copies	111.96	22.39	134.35
EP2578	Norse	Un/Locking Gates – Sandy Lane / Hmdow – June 2025	476.00	95.20	571.20
EP2579	Cozens (UK)	Streetlight Maintenance – June 25	150.00	30.00	180.00
EP2580	Wensum Print	Taverham Fayre - Logo Banner	50.00	10.00	60.00
EP2581	Dyno-Rod	Service Contract–Sandy Lane/Hmdow	650.00	130.00	780.00
EP2582	RGM	Ranger Holiday Cover – Litter Pick	285.00	57.00	342.00
EP2583	Veolia	Hmdow/Recreation-Refuse–June 25	309.17	61.83	371.00
EP2584	TVHC	Office Rent/Room Hire/Youth Club/ Youth Club Electricity/Sandy Ln Carpark Lights – April-June 2025	1,280.91	0.00	1,280.91
EP2585	APC Pest Control	Mole Contract – April-June 2025	305.00	61.00	366.00
EP2586	Garden Guardian	Horticultural/Verge Cutting-June25	4,331.14	866.22	5,197.36
EP2587	Total Energies	Hinks Meadow–Electricity–May/June	115.91	5.80	121.71
EP2588	Cash	Petty Cash – June 2025	91.09	16.65	107.74
			10,807.95	1,797.75	12,605.70

PAYMENT FOR RATIFICATION

DDebit	SSE	Hmdow Gas – May 2025	96.84	4.84	101.68
DDebit	Lloyds Bank	Banking Charges – April to May 25	11.46	0.00	11.46
EP2563	Zurich	2025/26 Insurance Renewal	6,950.32	0.00	6,950.32
EP2564	Dartnall	Hmdow Hall Deposit Return	50.00	0.00	50.00

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EP2565	Garden Guardian	Horticultural/Verge Cutting–May 25	4,331.14	866.22	5,197.36
EP2566	Total Energies	Hinks Meadow–Electricity–May 25	135.21	6.76	141.97
EP2567	Kerry	Hmdow Hall Deposit Return	50.00	0.00	50.00
			11,624.97	877.82	12,502.79

ELECTRONIC PAYMENT MADE 28TH MAY 2025 (STAFF RELATED)

TRNS	Staff	June 2025 – Staff Pay	9,122.93	0.00	9,122.93
TRNS	HMRC	June 2025 – Tax and NI	3,109.33	0.00	3,109.33
TRNS	Norfolk Pension	June 2025 – Pension	3,009.90	0.00	3,009.90
			15,242.16	0.00	15,242.16

RECEIPTS FOR JUNE 2025

Allotments	Allotment Payments (25/26)	16.50	0.00	16.50
Bank	Interest	566.37	0.00	566.37
Franklin Estate	Memorial Bench Engraving	119.90	0.00	119.90
Hinks Meadow	Hall Hire	1,670.55	334.11	2,004.66
Hinks Meadow	Hall Hire–Deposits (To be Returned)	100.00	0.00	100.00
		2,473.32	334.11	2,807.43

Councillors volunteered to carry out the following internal audit checks:

Sickness absence – Linda Barrington-Smith

Bank statements/electronic payments checked against computer entries – Linda Barrington-Smith

Bank reconciliations checked and signed by non-bank signatory – Jo Ellis

102/25 The Minutes of the Planning Committee Meetings held on 9 and 23 June 2025 were received.

103/25 The Minutes of the Sports Committee Meeting held on 23 June 2025 were received.

104/25 To receive the youth club annual report

The YMCA report for June was received. Cllr Clarke reported that every member of the senior club had attended Taverham Fayre to help with the YMCA stall and that at least one member of the Senior Club helped at the Junior Club every week. Some members of the Junior Club were due to move up to the Senior Club in September. The Clubs were doing well despite the large number of after school activities that were available in the area.

105/25 To agree to adopt the bus shelters proposed for installation on the Marriott's Park spine road.

It was planned that six bus shelters were to be installed along the Marriott's Park spine road, two of which were to also have passenger real time information boards. The Meeting was advised that the County Council would adopt the information boards. The Parish Council **resolved** to adopt the bus shelters and requested that litter bins were installed at each location which would also be adopted by the Parish Council. It was requested that the Clerk investigate the possibility of installing litter bins at some of the bus stops on Fakenham Road.

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106/25 To consider quotes for the streetlight energy contract

The RFO's report advised Councillors that there were very few energy suppliers offering unmetered supplies for streetlighting. It was **REOLVED** to enter into a three-year contract with Valda Energy

The meeting closed at 8.07pm

Signed Dated

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