

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 11 August 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 Mr B Knights
 Mrs B Clarke Mrs J Latchford
 Mr N Dack Mrs S Parkinson
 Mrs J Ellis

Also present: Clerk

107/25 To receive apologies for absence

Apologies for absence were received from Councillors Matthews and Yousefian, and District Councillor Kelly

108/25 To receive Declarations of Interest in items on the agenda

None

109/25 The Minutes of the Council Meeting held on 14 July 2025 were agreed and then signed by the Chairman.

110/25 Report items

Allotments: Correspondence had been received from the consortium confirming that there had been no change to the plans or the delivery of the allotment site at Marriott's Park after a resident had emailed the Council advising that he had been informed otherwise at the consultation event at Hinks Meadow.

111/25 District and County Council Members Question Time

District Councillor Karimi-Ghovanlou's written report was received.

112/25 Public Break

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

113/25 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.

Chq No.	Supplier	Details	Net	VAT	Total
EP2591	Jonn Allaway	Woodland Contract – July 2025	340.00	0.00	340.00
EP2592	Amazon	Sandy Lane Heavy Duty Drain Cover / Hmdow Tissue Rols	27.83	5.56	33.39
EP2593	Countrystyle	Recycling Collection June 2025	75.00	15.00	90.00
EP2594	Ian Smith	Office Paper/Hmdow Floor Cleaner	43.64	8.73	52.37
EP2595	Marmax	TMG Two Benches/Ghosthill (Roe)	1,255.00	251.00	1,506.00
EP2596	Barford Hire	Van Hire – June/July 2025	299.88	59.98	359.86
EP2597	K Rackham	Repair Railings at Skatepark	235.62	47.12	282.74
EP2598	SGW	Payroll Processing – July 2025	35.00	7.00	42.00
EP2599	Mayday	Maintenance Support – Connectivity August 2025	22.00	4.40	26.40
EP2600	Norse	Un/Locking Gates – Sandy Lane / Hmdow – July 2025	527.00	105.40	632.40

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EP2601	Veolia	Hmdow/Recreation-Refuse—July 25	382.51	76.50	459.01
EP2602	Kompan	Play Inspection Repair Parts	195.20	39.04	234.24
EP2605	Cash	Petty Cash – July 2025	54.03	10.82	64.85
			3,492.71	630.55	4,123.26

PAYMENT FOR RATIFICATION

DDebit	Lloyds Bank	Banking Charges – May to June 25	10.68	0.00	10.68
DDebit	Valda Energy	Streetlights Electricity—July-August	1,299.30	259.86	1,559.16
DDebit	Vodafone	Monthly Fee – To be Returned	22.67	0.00	22.67
EP2589	Concilio Comm	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2590	BT	July to September Charges	690.75	138.15	828.90
			2,073.40	398.01	2,471.41

ELECTRONIC PAYMENT MADE 28TH/29TH JULY 2025 (STAFF RELATED)

TRNS	Staff	July 2025 – Staff Pay	9,147.91	0.00	9,147.91
TRNS	HMRC	July 2025 – Tax and NI	3,124.35	0.00	3,124.35
TRNS	Norfolk Pension	July 2025 – Pension	3,020.26	0.00	3,020.26
			15,292.52	0.00	15,292.52

RECEIPTS FOR JULY 2025

Bank	Interest	476.76	0.00	476.76
Hinks Meadow	Hall Hire	1,593.36	318.66	1,912.02
HM Customs & Excise	VAT Repayment	6,009.76	0.00	6,009.76
Taverham Tennis Club	Court Fees (April-June 2025)	555.37	0.00	555.37
		8,635.25	318.66	8,953.91

Councillors volunteered to carry out the following internal audit checks:

Employer and Public Liability Insurance – Janet Latchford

Payslips checked against approved salaries and PAYE/NI payments match payslip totals – Ben Knights

Bank reconciliations checked and signed by non-bank signatory – Ben Knights

114/25 The Minutes of the Planning Committee Meetings held on 14 and 28 July 2025 were received.

115/25 The Minutes of the Woodlands Committee Meeting held on 14 July 2025 were received. Cllr Barrington-Smith confirmed that a suitable location for a memorial bench had been found. The Clerk advised that three residents of the Taursham Park housing development had expressed an interest in becoming a woodland volunteer.

116/25 The youth club monthly report was received.

117/25 To comment on the Norwich Western Link Options Assessment Work

It was commented that a dual carriageway would be a better option in the longer term, and it was suggested that the route for the NWL road made use of the existing bridge over the River Wensum at Attlebridge.

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118/25 To appoint a deputy to attend Airport Liaison Committee meetings in the absence of Councillor Latchford

The Meeting was reminded that Councillor Matthews was nominated at the Annual Council meeting to attend the meetings in Councillor Latchford's place when she was unable to attend.

119/25 To confirm and sign the Deed of Variation for the land at Beech Avenue

The document varying the lease of the land at Beech Avenue with Taverham Recreational Facilities was received and signed. The variation permitted TRF to sub-let an area of land to a company to build padel courts.

120/25 To consider a proposed design brief and tender document for the replacement of the play equipment and safety surfacing at Thorpe Marriott Green

Copies of the consultation report, design brief and tender specifications were circulated prior to the meeting and were approved by councillors.

121/25 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**122/25 To receive a report on the refurbishment of the surface of the basketball court at Hinks Meadow and to consider appropriate course of action**

Councillors were dissatisfied with the standard of work carried out to the surface of the basketball court and received a report detailing the project to date. The Clerk was instructed to check that the project manager was still employed by the contracting company, send a letter reflecting the emails already sent and request to meet the contractor onsite to discuss their plans for remedial works with no additional cost to the Council. An alternative contractor had provided their suggestions on how the work could be rectified. Councillors asked that Trading Standards be contacted for further advice and that a quote for a survey be sought from a sports surface specialist. Cllr Karimi-Ghovanlou would liaise with the District Council to see if there was a contractor/officer that they use that could be of assistance. The Parish Council would discuss this further at the September Council meeting.

The meeting closed at 8.07pm

Signed Dated

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