

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 9 February 2026, held in Suite 2, Taverham Village Hall, commencing at 7.46pm, when there were present:

Mrs C Karimi-Ghovanlou in the Chair
 Mrs L Barrington-Smith Mr K Kelly
 Mrs B Clarke Mrs J Latchford
 Mr N Dack Mrs S Parkinson
 Mrs J Ellis

Also present: Clerk

19/26 To receive apologies for absence

Apologies were received from Councillors Matthews and Yousefian, and also County Councillor Clancy.

20/26 To receive Declarations of Interest in items on the agenda

Councillors Clarke and Latchford declared personal, non-pecuniary interests in the item relating to the closure of St Edmunds Churchyard as they were members of the congregation.

21/26 The Minutes of the Council Meeting held on 26 January 2026 were agreed and then signed by the Chairman.

22/26 Report items

None

23/26 District and County Council Members Question Time

District Councillor Karimi-Ghovanlou was pleased to announce that there was no increase to the District Council's share of Council Tax for 2026/27. Councillor Dack questioned whether any measures could be implemented to prevent inconsiderate parking on Baldric Road. The Clerk was requested to make enquiries with Norfolk County Council for the installation bollards in the verge.

24/26 Public Break

No members of the public were in attendance.

25/26 FINANCE

Councillors had received a copy of a list giving details of outstanding invoices. The budget overview for the committees was 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
EP2714	John Allaway	Woodland Contract – January 2026	340.00	0.00	340.00
EP2715	ESPO	Office/Hmdow Sundries	74.45	14.89	89.34
EP2716	Norse	Un/Locking Gates – Sandy Lane / Hmdow – December 2025	578.00	115.60	693.60
EP2717	Cozens (UK)	Streetlight Maintenance – Dec 25	150.00	30.00	180.00
EP2718	Amazon	Youth Room Noticeboard, Table Cloths and Toilet Roll Holders / Ranger's Drill Bits, Saw, Torx Bit Set / Hmdow Teaspoons, Sponges	101.02	20.25	121.27
EP2719	Barford Hire	Van Hire – Jan/Feb 2026	299.88	59.98	359.86

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EP2720	SGW	Payroll Processing – January 2026	35.00	7.00	42.00
EP2721	Veolia	Hmdow/Recreation – Refuse January 2026	392.51	78.50	471.01
EP2722	GardenGuardian	Horticultural Contract – Jan 2026	2,976.02	595.20	3,571.22
EP2723	Cash	Petty Cash – January 2026	75.66	13.62	89.28
			5,022.54	935.04	5,957.58

PAYMENTS FOR RATIFICATION

DDebit	Valda Energy*	Streetlights Electricity – Part Oct-Nov 2025	175.39	35.08	210.47
DDebit	Valda Energy*	Streetlights Electricity – Nov-Dec 25`	2,417.02	483.40	2,900.42
DDebit	Lloyds Bank	Banking Charges –Nov/Dec 25	13.13	0.00	13.13
EP2711	Total Energies	Hinks Meadow-Electricity-Dec 25	279.79	14.00	293.79
EP2712	Dig It Projects	Rock Salt	240.83	48.17	289.00
EP2713	Blake	Hmdow Hall Deposit Return	50.00	0.00	50.00
			3,176.16	580.65	3,756.81

**Omitted from previous Approval List for Ratification*

ELECTRONIC PAYMENTS MADE 28TH JANUARY 2026 (STAFF RELATED)

TRNS	Staff	January 2026 – Staff Pay	9,387.66	0.00	9,387.66
TRNS	HMRC	January 2026 – Tax and NI	3,251.13	0.00	3,251.13
RNS	Norfolk Pension	January 2026 – Pension	3,103.85	0.00	3,103.85
			15,742.64	0.00	15,742.64

RECEIPTS FOR JANUARY 2026

Bank	Interest	447.68	0.00	447.68
Hinks Meadow	Hall Hire	2,421.93	484.38	2,906.31
Hinks Meadow Deposits	Hall Hire – To be Returned	200.00	0.00	200.00
Taverham Football Club	Pitch Fees (Oct-Dec 2025)	2,265.27	0.00	2,265.27
		5,334.88	484.38	5,819.26

Councillor Kelly offered to carry out the following internal audit checks:

Petty cash payments match receipts and petty cashbook

Hinks Meadow receipts match booking forms

Sickness chart

Bank reconciliations checked and signed by a non bank signatory

26/26 The Minutes of the Planning Committee Meetings held on 12 and 26 January 2026 were received.

27/26 The Minutes of the Woodlands Committee Meetings held on 8 December 2025 and 12 January 2026 were received.

28/26 The youth club monthly report for January was received. It was commented that several YMCA groups had been struggling to increase membership.

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29/26 To accept the quote for the replacement works for Thorpe Marriott Green Play Area and to place the order for works

It was confirmed that, following the Estimates Meeting at which the Council's expenditure budget was approved, sufficient funds were available to move forward with the new play area project at Thorpe Marriott Green.

It was **RESOLVED** to accept the quote from HAGS in the sum of £192,640 and to place an order for works.

30/26 To consider assuming responsibility for the maintenance of St Edmunds Churchyard upon its closure

The Council had received informal notification from the church that only enough burial space remained for approximately three more years, after which the churchyard would close. The Council expressed disappointment, particularly as the Glebe land had been bought by Taverham residents and gifted to the church specifically for burials. The church currently used the Glebe for parking and events and had stated that the land was unsuitable for burials due to the chalk. The Parish Council requested a copy of the report clarifying the depth and extent of the chalk. It was acknowledged that the presence of chalk might increase burial costs for families but would not make burials impossible.

Councillors were informed that Taverham residents would be liable for costs associated with maintaining the churchyard, such as insurance, tree surveys and works, and upkeep of boundary walls. Should the Parish Council assume responsibility for the churchyard, these costs would need to be incorporated into the precept. If the District Council or a future unitary authority were required to maintain the site, this would result in a surcharge on residents' council tax bills. It was noted that the District Council already managed other churchyards and therefore had the capacity to take on St Edmunds Churchyard when required.

It was **RESOLVED** to write to the church declining responsibility for the churchyard and to request a copy of the survey confirming that the Glebe land was unsuitable for burials.

The meeting closed at 8.22pm

Signed Dated

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