

Minutes of the Annual Council Meeting of Taverham Parish Council held on Monday 11 May 2026, held in Suite 2, Taverham Village Hall, commencing at 7.50pm, 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		Mr S Matthews
Mrs J Ellis		Mrs S Parkinson

Also present: County Councillor Clancy, Clerk and one member of the public.

- 58/26 To elect the Chairman of the Council and to receive his/her Declaration of Acceptance of Office**
Mrs Karimi-Ghovanlou was elected as Chairwoman of the Council and her Declaration of Acceptance of Office was signed in the presence of the Clerk.
- 59/26 To elect the Vice-chairman of the Council and to receive his/her Declaration of Acceptance of Office**
Mrs Clarke was elected as Vice-chairwoman of the Council and her Declaration of Acceptance of Office was signed in the presence of the Clerk.
- 60/26 The resignation of Mr Yousefian was received** and a casual vacancy for Taverham North Ward was declared.
- 61/26 To receive apologies for absence**
None
- 62/26 To receive Declarations of Interest in items on the agenda**
None
- 63/26 The Minutes of the Council Meeting held on 13 April 2026** were agreed and then signed by the Chairman.
- 64/26 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, N Dack, J Ellis, J Latchford (VC), S Matthews (C), S Parkinson
Recreation: B Clarke (C), N Dack, C Karimi-Ghovanlou, J Latchford (VC), S Matthews, S Parkinson
Sports: B Clarke, N Dack, K Kelly, C Karimi-Ghovanlou, J Latchford (C), S Matthews (VC), S Parkinson
Woodlands: L Barrington-Smith (C), K Kelly (VC), C Karimi-Ghovanlou, J Latchford
Traffic and Transportation: L Barrington-Smith, N Dack, C Karimi-Ghovanlou, J Latchford (C), S Matthews (VC)
- 65/26 The members of the Performance Review Committee, under the chairmanship of the Council Chairman, was agreed as follows:**
C Karimi-Ghovanlou (C), B Clarke (VC), N Dack, S Parkinson, J Latchford
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- 66/26 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 any 5 members of the Performance Review Committee.
- 67/26 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.
- 68/26 Representatives to other bodies were agreed as follows:**
Taverham Village Hall Committee: B Clarke and 1 vacancy
Thorpe Marriott Village Hall Committee: 1 vacancy
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
- 69/25 The Record of Councillors' Attendance at Meetings for the 2025/26 municipal year** was received.
- 70/26 Report items**
None
- 71/26 District and County Council Members Question Time**
County Councillor Stuart Clancy was congratulated on his recent re-election. He advised that the Local Government Reorganisation had not yet been fully confirmed and also that the County Council remained supportive of a link road between the NDR and the A47. Broadland District Council had received an offer for Thorpe Lodge but the sale had not been completed. In response to a query regarding double yellow lines in Baldric Road, Mr Clancy advised that he had been informed that the installation of the lines was costly and was unlikely to be progressed. District Councillor Karimi-Ghovanlou reported that two of the reserved matters applications for Marriott's Park were due to be considered shortly by the District Council's Planning Committee. District Councillor Kelly was due to attend a site visit with the Rivers Board.

County Councillor Clancy left the meeting.
- 72/26 Public Break**
No members of the public wished to speak.
- 73/26 FINANCE**
Councillors had received a copy of a list giving details of outstanding invoices. It was **RESOLVED** to pay the invoices as presented. Receipts were noted.

Chq No.	Supplier	Details	Net	VAT	Total
EP2780	John Allaway	Woodland Contract – April 2026	350.00	0.00	350.00
EP2781	OLP	Sandy Lane Zip Wire Seat	95.00	19.00	114.00
EP2782	SGW	Payroll Processing – March 2026 And Year End Processing (25/26)	70.00	14.00	84.00
EP2783	PLG	Ranger - Epoxy Syringe, Sanding Sheets and Eco Flex Skip Tub	14.44	2.87	17.31
EP2784	ESPO	Hmdow Sundries	34.50	6.90	41.40
EP2785	Amazon	Office/Hmdow Sundries	57.44	11.50	68.94
EP2786	Barford Hire	Van Hire – April 2026	299.88	59.98	359.86
EP2787	Veolia	Hmdow/Recreation-Refuse – April 26	395.71	79.14	474.85

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EP2788	HuwsGray	Ranger – Ballast/Pipe Socket	34.99	7.00	41.99
EP2789	SGW	Payroll Processing – April 26 (26/27)	35.00	7.00	42.00
EP2790	Mayday	Maintenance Support – Connectivity March 26/B&W and Colour Copies	84.01	16.80	100.81
EP2791	Norse	Un/Locking Gates – Sandy Lane / Hmdow – April 2026	510.00	102.00	612.00
EP2792	GardenGuardian	Horticultural Contract – April 26 /Verge Cutting Contract – April 26	4,750.96	950.20	5,701.16
EP2793	Cash	Petty Cash – April 2026	95.88	15.17	111.05
			6,827.81	1,291.56	8,119.37

PAYMENTS FOR RATIFICATION

DDebit	Valda Energy	Streetlights Electricity – Apr-May 26	1,377.04	275.40	1,652.44
DDebit	SSE	Hmdow – Gas Supply	96.72	4.84	101.56
DDebit	Lloyds Bank	Banking Charges – Feb- March 26	10.83	0.00	10.83
EP2773	Gannaway	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2774	Leach	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2775	Barling	Hmdow Hall Deposit Return	50.00	0.000	50.00
EP2776	Countrystyle	Recycling Collection-Jan and Mar 26	95.00	19.00	114.00
EP2777	Max Sports	Tennis Net	111.15	22.23	133.38
EP2778	Etchels	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2779	Willimott	Hmdow Hall Deposit Return	50.00	0.00	50.00
			1,940.74	321.47	2,262.21

ELECTRONIC PAYMENTS MADE 28TH APRIL 2026 (STAFF RELATED)

TRNS	Staff	April 2026 – Staff Pay	9,441.06	0.00	9,441.06
TRNS	HMRC	April 2026 – Tax and NI	3,267.84	0.00	3,267.84
RNS	Norfolk Pension	April 2026 – Pension	2,784.08	0.00	2,784.08
			15,492.98	0.00	15,492.98

74/26 The Minutes of the Planning Committee Meetings held on 13 and 27 April 2026 were received.

75/26 The Minutes of the Performance Review Committee Meeting held on 27 April 2026 were received. It was requested to amend the Grant Awarding policy to state that an organisation may only apply for a grant once within a 12 month period. All other recommendations made by the Committee were approved.

76/26 To appoint a solicitor to represent the Council regarding the transfer of land at Taursham Park

Recommendations for representation had been sought as the Council had been unhappy with the firm of solicitors previously used for the transfer of land in the first phase of development. A name of a solicitor at NPLaw had been highly recommended by another Clerk whose parish was also experiencing expansion. Councillors were wary of using NPLaw as past experiences had given cause for concern, however, as a particular solicitor had been recommended it was **AGREED** to appoint NPLaw on this occasion.

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77/26 To consider quote for a replacement lantern and deflector on a streetlight on St Walstan's Road

The quote in the sum of £375 + vat from Cozens UK, for a replacement lantern and deflector, was **ACCEPTED**.

The meeting closed at 8.41pm

Signed Dated

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