

Minutes of the Council Meeting of Taverham Parish Council held on Monday 14 September 2026, held in Suite 2, Taverham Village Hall, commencing at 7.50pm, when there were present:

Mrs B Clarke in the Chair

Mrs L Barrington-Smith

Mrs J Latchford

Mr N Dack

Mr S Matthews

Mr K Kelly

Mrs C Ward

Also present: Clerk

129/26 To receive apologies for absence were received from Councillors C Karimi-Ghovanlou, H Karimi-Ghovanlou, and Parkinson. Apologies were also received from County Councillor Clancy

130/26 To receive Declarations of Interest in items on the agenda
None

131/26 To receive the resignation of Joanne Ellis and to declare a casual vacancy for Taverham North

The resignation was received and a casual vacancy declared

132/26 The Minutes of the Council Meeting held on 10 August 2026 were agreed and then signed by the Chairman

133/26 Report items

Broadland Country Park Pathways Project: Broadland District Council and Norfolk Wildlife Trust thanked the Council for considering the proposals and noted its current concerns. They clarified that the project would reinstate existing public rights of way, rather than create new infrastructure. The project aims to protect sensitive habitats, improve access to Broadland Country Park and the wider green network, enhance biodiversity, manage invasive rhododendron, reduce trampling through boardwalks and no-dig paths, and allow native vegetation, woodland edges and wet areas to recover. They confirmed that protecting the woodland and its character remains central to the project and remain open to further discussion

National pay increases: The 2026/27 local government pay award had been agreed at 3.3% and would apply to all paid Taverham Parish Council posts, excluding those paid at the National Minimum Wage

Thorpe Marriott Village Hall: Carole Ward had stepped down from Thorpe Marriott Village Hall Committee creating a vacancy for a parish council representative

Thorpe Marriott Green Play Area Update: The project had commenced, albeit a couple of weeks later than anticipated

Bus shelters: Councillor Dack asked that bus shelters be considered outside 182 Fakenham Road, outside Two Acres Residential Home, and also opposite the residential home. These locations would be passed to a potential supplier to measure pavement widths and assess whether shelters could be installed

Speeding: The Meeting was advised that complaints regarding speeding in the Parish would be discussed at the Traffic and Transportation Committee meeting to be held on 21 September

134/26 District and County Council Members Question Time

District Councillor Kelly advised that he would pledge £1000 toward the costs of installing CCTV at Thorpe Marriott Green Play area, and that County/District Councillor Clancy had also pledged a minimum of £500.

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PUBLIC BREAK

There were no members of the public in attendance

135/26 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. The Committee Budgets overview and the financial summary cashbook were received.

Chq No.	Supplier	Details	Net	VAT	Total
EP2857	John Allaway	Woodland Contract – August 2026	350.00	0.00	350.00
EP2858	Tracy Jones	Eye Examination and Contribution to Glasses / Mileage (Nov 25-Mar 26)	127.75	0.00	127.75
EP2859	Huws Gray	Hmdow – Fencing - Chipboard Screws / Round Wire Screws, TTG	31.97	6.39	38.36
EP2860	PLG	Hmdow – Fencing – Post Mix, Wood Preserver, Brush, Sticker Remover	141.18	28.23	169.41
EP2861	Veolia	Hmdow/Recreation-Refuse–July/Aug	639.30	127.86	767.16
EP2862	Siemens	Photocopier Lease Agreement	195.00	39.00	234.00
EP2863	Barford Hire	Van Hire – July/August 2026	299.88	59.98	359.86
EP2864	Wave	Hmdow – Water Bill (May 26–Aug 26)	202.63	0.00	202.63
EP2865	Amazon	Ranger's – Jack Hammer	49.48	0.00	49.48
EP2866	Dyno-Rod	Service Contract – Sandy Lane and Hmdow Car Park	700.00	140.00	840.00
EP2867	Cozens (UK)	Streetlight Maintenance – August 26 / LED Lantern Replacement and Deflector (No. 9183) St Walstans	525.00	105.00	630.00
EP2868	PPL/PRS	TheMusicLicence Royalties 2026/27	224.64	44.93	269.57
EP2869	Norvic	Emergency First Aid at Work – RS	96.00	19.20	115.20
EP2870	SGW	Payroll Processing – August 2026	35.00	7.00	42.00
EP2871	Mayday	Maintenance Support – Connectivity August 26/B&W and Colour Copies	90.70	18.14	108.84
EP2872	Norse	Un/Locking Gates – Sandy Lane / Hmdow – August 2026	527.00	105.40	632.40
EP2873	EDGE IT	Microsoft 365 – Annual Fees 26/27	507.75	101.55	609.30
EP2874	Taverham VHC	Office, Room Hire, Youth Club, Youth Club and Car Park Elect – August 26	438.63	0.98	439.61
EP2875	Crook PowerW	Tennis Courts – Powerwash, Moss Treatment and Repairs	1,150.00	0.00	1,150.00
EP2876	GardenGuardian	Horticultural Contract – August 26 /Verge Cutting Contract – Aug 26	4,750.96	950.20	5,701.16
EP2877	Cash (Debit Card)	Petty Cash – August 2026	28.17	2.66	30.83
			11,111.04	1,756.52	12,867.56

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – July 2026	100.75	5.04	105.79
DDebit	Lloyds Bank	Banking Charges – June-July 26	8.50	0.00	8.50
DDebit	Valda	Streetlights Electricity–Aug-Sept 26	1,719.59	343.92	2,063.51
EP2853	Zurich	Insurance – 2026/27	6,912.75	0.00	6,912.75
EP2854	Wensum Point C	Hmdow – Doorway Mat Supply/Fit	193.33	38.67	232.00
EP2855	BH Trees & Wood	Sandy Lane – Cut Branches/Removal And Pendlesham Rise Tree Works	400.00	80.00	480.00
EP2856	Norfolk Stump G	Sandy Lane/Thorpe Marriott Green –			

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Stump Removal	250.00	0.00	250.00
	9,584.92	467.63	10,052.55

ELECTRONIC PAYMENTS MADE 28TH AUGUST 2026 (STAFF RELATED)

TRNS	Staff	August 2026 – Staff Pay	9,518.93	0.00	9,510.37
TRNS	HMRC	August 2026 – Tax and NI	3,174.61	0.00	3,169.29
TRNS	Norfolk Pension	August 2026 – Pension	2,787.30	0.00	2,784.08
			15,480.84	0.00	15,463.74

RECEIPTS FOR AUGUST 2026

Bank	Interest	449.91	0.00	449.91
Hinks Meadow	Hall Hire	1,686.73	337.34	2,024.07
Hinks Meadow	Hall Hire – Deposit	50.00	0.00	50.00
		2,186.64	337.34	2,523.98

Councillors volunteered to complete the following internal audit checks:
Councillor Matthews – Bank reconciliations

136/26 The Minutes of the Planning Committee Meetings held on 10 August 2026 were received.

137/26 To consider quotes for CCTV at Thorpe Marriott Green Play Area

Quotes were sought from three contractors for a solar powered CCTV system at the play area on Pendlesham Rise, only two were received. One contractor had quoted for a 6m pole on which the system was to be mounted but this would require planning permission.

It was **RESOLVED** to accept TPI Security's quote of £3,580 for a three-camera CCTV system with full night capability, mounted on a 4m pole with an anti-climb collar to prevent tampering. This was the lower of the quotes received, and the contractor had provided satisfactory service to a neighbouring parish.

Taverham's four District Councillors had pledged grants totalling £2,750. Any shortfall would be met from the Parish Council's Community Safety Reserve unless further grant funding was secured.

138/26 To consider an additional piece of SEN play equipment at Thorpe Marriott Green Play Area funded by Broadland Youth Advisory Board

Councillor C Karimi-Ghovanlou had obtained a £1,500 Broadland YAB grant for additional equipment at the new play area. HAGS proposed installing an extra play board and totem, with both supply and installation costs covered by the grant. It was **AGREED** to place the order.

139/26 To create a Draper's Way Amenity Reserve and to confirm reserve transfer

The Council approved the creation of the Drapers Way Amenity Reserve with an opening balance of £126,127.96 and authorised the transfer of £16,308.38 to the General Fund. The remaining balance of £109,819.59 was noted.

The meeting closed at 8.15pm

Signed Dated

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