

Minutes of the Taverham Parish Council meeting held on Monday 12 March 2018, Suite 2, Taverham Village Hall, commencing at 8.40pm after the Planning Committee meeting, when there were present:

Mr J Pennells in the Chair

Mrs L Barrington-Smith

Mrs B Clarke

Mr J Cox

Mr C Ison

Mrs C Karimi-Ghovanlou

Mrs J Latchford

Mrs P Mooney

Mr R Morriss

Mrs S Parkinson

Mr P Savage

Mrs M Temple

Mr J Tyler

Mr D Wilson

Also present: District Councillor Bannock and Clerk.

36/18 Apologies for absence were received from Councillors Fox.

37/18 To receive Declarations of Interest: Mrs Temple and Mr Pennells reminded the Meeting that they were members of the District Council's Standards Committee. Councillors Ison, Karimi-Ghovanlou and Savage declared a personal interests in the item regarding the allotment tenancy agreement as they were plotters.

38/18 The Minutes of the Meetings held on 12 & 26 February 2018 were agreed and then signed by the Chairman.

Matters arising

None

Chairman's report items

39/18 Taverham Village Hall Committee Minutes: Councillors had received copies of the minutes of the meetings held on 18 January and 15 February 2018.

40/18 Police report: Copies of the report and the statistics for the month of February had been circulated to all Councillors

41/18 Road closure: Ringland Road would be closed approximately 350m west of the junction with Beech Avenue for a period of one day on 25 March for the replacement of a telegraph pole.

42/18 Upon the Chairman's proposal, it was agreed to suspend standing orders to move the agenda item regarding the Neighbourhood Plan to the end of the meeting in order for the discussion to be held within a closed session.

District & County Council Members Question Time


District Councillor Bannock reported that the District Council had increased its share of the council tax in order to preserve frontline services.

Public break

No members of the public were in attendance.

43/18 The Minutes of the Planning Applications Committee Meetings on 12 & 26 February 2017 were received.

44/18 The Minutes of the Traffic and Transportation Committee Meeting held on 26 February 2018 were received. Mrs Latchford reported that a quote in the sum of £4500 had been received to regrade the footpath from 300 Taverham Road to the nearside of Victoria Plantation. The Clerk had requested an additional quote to extend the regrading the footpath to the far side of the Plantation. This quote was still awaited.


.....

45/18 The Minutes of the Recreation Committee meeting held on 26 February 2018 were received. Mrs Temple advised that she would like to join the Sandy Lane Play Area Working Party.

46/18 FINANCE: (i) To approve payment of accounts; (ii) To report receipts

All Councillors had a copy of a list giving details of outstanding invoices. Mr Pennells proposed, seconded Mrs Latchford, to pay the outstanding invoices with the exception of the Neighbourhood Plan expenditure and to ratify those payments made in advance of the meeting – resolved.


<u>Chq</u> <u>No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	E'On	Street Lighting - February 2018	503.01	100.60	603.61
005939	Mrs S Elmes	Neighbourhood Plan - Refreshments	69.14	0.00	69.14
005940	Mrs S Elmes	Neighbourhood Plan - Sundry Items	51.39	0.00	51.39
005941	Top Pixel Ltd	Neighbourhood Plan - Website Design	765.00	0.00	765.00
005942	Mr T Mitchell	Neighbourhood Plan - Prizes for Logo Design Winners	28.10	0.00	28.10
005943	Mrs B Clarke	Neighbourhood Plan - Lanyards and Cardholders	17.88	0.00	17.88
005944	Cash	Petty Cash Reimbursement - Feb 18	101.27	0.00	101.27
005945	Miss T Stone	Office Calendar Reimbursement	8.99	0.00	8.99
005946	Ian Smith	Office/Hmdow Sundries/2 Fido Bins	354.56	70.91	425.47
005947	P Baston	Hmdow/Sandy Ln-Keyholder-Feb 2018	420.00	0.00	420.00
005948	SGW	Payroll Processing - February 2018	38.30	7.66	45.96
005949	GardenGuardian	Horticultural Contract - February 2018	1,755.20	351.04	2,106.24
005950	APC	Sandy Lane - Treatment for Rats/Mice	80.00	16.00	96.00
005951	John Allaway	Woodland Contract - February 2018	285.00	0.00	285.00
005952	NPTS	Annual Subscription - 2018/19	500.00	0.00	500.00
005953	NPTS	Data Protection Reg/Essential Update	306.00	0.00	306.00
005954	Anglian Water	Hmdow - Water Charges	129.81	0.00	129.81
005955	Total Gas&Power	Hmdow - Elect Supply - Jan 2018	283.45	56.69	340.14
005956	Total Gas	Hinks Meadow-Gas Supply - Feb 2018	32.22	1.61	33.83
005957	Veolia	Hmdow Refuse - February 2018	141.07	28.21	169.28
005958	P Bowyer Ass	Sandy Ln Carpark - Service Contract	120.00	24.00	144.00
005959	Kerry Johnson	Provision of Youth Services - Feb 18	780.00	0.00	780.00
005960	Cozens (UK)	Streetlight Maintenance - Feb 2018 / Bowl Lanterns (Upgrade Programme)	865.00	173.00	1,038.00
005961	D & G Cox	Hmdow Hall Hire - Payment Returned	27.33	5.47	32.80
			7,662.72	835.19	8,497.91

ELECTRONIC PAYMENTS MADE 28TH FEBRUARY 2018 (STAFF RELATED)

TRNS	Staff	February 2018 Pay	4,675.69	0.00	4,675.69
------	-------	-------------------	-----------------	-------------	-----------------

ELECTRONIC PAYMENTS MADE 6TH MARCH 2018 (STAFF RELATED)

TRNS	HMRC	February 2018 – Tax and NI	1,135.03	0.00	1,135.03
TRNS	Norfolk Pension	February 2018 – Pension Contributions	1,440.34	0.00	1,440.34
			7,251.06	0.00	7,251.06

.....


RECEIPTS REPORTED AS FOLLOWS

Bank	Interest	6.64	0.00	6.64
Public	Hinks Meadow Hall Hire	807.30	161.44	968.74
Taverham Football Club	Hinks Meadow Pitch Hire	2,180.90	436.18	2,617.08

47/18 To agree amendment to allotment ploholders' tenancy agreement

Councillors had received copies of the revised tenancy agreement. The amendment to allow Drayton parishioners to become allotment ploholders was agreed.

48/18 To consider reallocation of the churchyard maintenance grant from the Recreation budget to the Council budget

Councillors had received information from the RFO detailing the response from the St Edmunds Church Council to the questions raised by the Council at the time that the maintenance grant was discussed.

The reallocation of the maintenance grant from the Recreation budget to the Council budget was agreed.

District Councillor Bannock left the meeting.

49/18 To consider Clerk's request for additional training

Recent staffing issues had highlighted a need for employment law training. The Clerk had requested that she attend an Employment Basics course run by the SLCC at a cost of £95 plus approximately £55 for travel expenses. Mrs Parkinson proposed, seconded Mr Ison, that the Clerk should attend the course with up to three Councillors who had responsibility for the recruitment of staff. The proposal was unanimously agreed.

50/18 To resolve to close to the meeting to discuss staffing issues

A letter of appeal had not been received from the Council's former warden. His replacement would be sought as soon as possible.

51/18 Neighbourhood Plan: To receive the Minutes of the Meetings held on 21 February & 6 March 2018 and to approve recommendations

Further to the Chairman's earlier proposal, the Meeting remained closed to the public to discuss the Minutes and recommendations.

It was noted that work to the website for the Neighbourhood Plan had commenced prior to agreement from the Steering Group and without Parish Council authorisation. The Meeting was advised that there had been other items of expenditure that the Steering Group had incurred that not all members of the Group had been made aware of. The Clerk and the RFO had met with the Treasurer, and had spoken with the Chairman, to explain Council processes with regard to making decisions and authorising expenditure. Concern was raised about the increase in workload for the Clerk and RFO and that work had been requested from them with little notice. Councillors praised the Steering Group for its enthusiasm and suggested that a meeting should be held with members to support them. It was agreed that Mr Pennells and Mrs Parkinson would meet with the Chairman to help her guide the Group's meetings to make decisions and request authorisation for expenditure in accordance with Council policy.

Councillors had received copies of the receipts that the Steering Group had requested for retrospective approval. Mrs Parkinson proposed, seconded Mrs Barrington-Smith, to authorise the expenditure as itemised on the approval list. The proposal was agreed with one abstention.

Signed.....

Dated..... 9/4/2018

.....