

Minutes of the Taverham Parish Council meeting held on Monday 9 April 2018, Suite 2, Taverham Village Hall, commencing at 7.50pm 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 N King

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, County Councillor Clancy and Clerk.

52/18 The Chairman's proposal to suspend standing orders to bring forward the viewing of the Neighbourhood Plan website and to view the posters for the consultation event was agreed.

53/18 Apologies for absence were received from Councillor Ison.

54/18 To receive Declarations of Interest: Mrs Temple and Mr Pennells reminded the Meeting that they were members of the District Council's Standards Committee.

55/18 The Minutes of the Meetings held on 12 & 26 March 2018 were agreed and then signed by the Chairman.

Matters arising

56/18 Regrading of pavement at Victoria: A response was still awaited from the County Council's Highways Engineer for the regrading of the pavement to the eastern side of Victoria Plantation.

Chairman's report items

57/18 Sandy Lane Car Park: Councillors received copies of the Chairman's report of the meeting held to discuss the use of the car park. The Clerk would investigate the possibility of the keyholder carrying out grit spreading duties.

58/18 Taverham Village Hall Committee Minutes: Councillors received copies of the Minutes of the meeting held on 15 March 2018

59/18 Thorpe Marriott Village Hall Minutes: Councillors received copies of the Minutes of the meetings held on 14 March 2018.

District & County Council Members Question Time

District Councillor Bannock advised that the application for the development at Beech Avenue had been withdrawn but there was a possibility that it would be resubmitted. The County Council's Highways Department had had objections regarding the proposed entrance to the development.

Mrs Bannock provided a list of items which could be placed in residents' recycling bins. County Councillor Clancy confirmed that Broadland District Council had found sufficient land for its 5 year land bank.

Mr Clancy advised that he was investigating the poor workmanship of the repairs to potholes. Mrs Latchford enquired whether the cause of the subsidence of the drains on Nightingale Drive had been rectified. It was also commented that the building of the car park for Taverham Mill Fisheries had exacerbated the flooding problem at Taverham Lane/Costessey Lane.

The meeting was advised that the number of apprenticeships in Norfolk had dropped by 25%. This was attributed to the apprenticeship levy.



The Western Link consultation was being drafted. It was hoped that the number of possible routes could be reduced to three with the final consultation taking place during autumn.

Public break

No members of the public were in attendance.

60/18 The Minutes of the Planning Applications Committee Meetings on 12 & 26 March 2018 were received.

61/18 The Minutes of the Sports Committee Meeting held on 26 March 2018 were received.

Neighbourhood Plan

62/18 The Minutes of the Neighbourhood Plan Steering Group Meeting held on 27 March 2018 were received. It was noted that there were inaccuracies in the Minutes and that it had been Mrs Parkinson, and not the Clerk, who had contacted Rachel Leggett to discuss further assistance. Councillors were also advised that the Clerk would not be completing the accounts return to Groundworks. The RFO had provided the Group's treasurer with up to date financial information so the Group should be able to complete this return itself.

63/18 Requests for expenditure: The Clerk had received requests for expenditure from the Steering Group Chairman. However, members of the Group explained that the Group had not agreed to ask for funds to pay for an advert in the Taverham Players' programme. Councillors were concerned that this request had been made despite the Group agreeing not to place an advert. There were discussions regarding a petty cash float but, as requests had been made for expenditure which had not been agreed by the Group, there were concerns that the float would not be used effectively.

It was agreed that the Steering Group should spend a maximum of £30 per consultation event on refreshments, £30 for the hire of tables at the May Fair at St Edmunds Church and £13 on stickers and printing. The printing of the stickers would be undertaken by Council staff on the understanding that the template for the stickers would be provided in a format which could be immediately used.

64/18 Website: The meeting noted that the original "Starter for Ten" document had been removed from the website. It was commented that there were very few photos on the website. It was agreed that the website should be made live.

65/18 FINANCE: (i) To approve payment of accounts; (ii) To report receipts

All Councillors had a copy of a list giving details of outstanding invoices. Mrs Latchford proposed, seconded Mrs Temple, to pay the outstanding invoices 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 005962	BNP Paribas Taverham VHC	Photocopier Lease - 1st Quarter 18/19 Hire of Office/Meeting Room/Youth Room/Sandy Lane Car Park Lights	256.00 980.28	51.20 0.00	307.20 980.28
005963	Broadland DC	Woodlands Insurance - 2017/18	307.43	0.00	307.43
005964	SGW	Payroll Processing - March 2018	36.80	7.36	44.16
005965	Mayday	Photocopier - B/W and Colour Copies	90.53	18.11	108.64
005966	John Allaway	Woodland Contract - March 2018	285.00	0.00	285.00
005967	TotalGas&Power	Hmdow - Elect Supply - Feb 2018	313.45	62.69	376.14
005968	FW Frost (Eng)	Sandy Ln - Repair Gate	81.40	16.28	97.68
005969	Miss T Stone	Specsavers - EyeTest	25.00	0.00	25.00



005970	P Baston	Hmdow/Sandy Ln-Keyholder-Mar 18	465.00	0.00	465.00
005971	Veolia	Hmdow Refuse - March 2018	173.01	34.60	207.61
005972	RGM	Amenity Site Contract - Feb/March 2018 / Sandy Ln/Hmdow Car Park Gritting / Warden Cover - Jan/Feb 2018	2,690.00	538.00	3,228.00
005973	GardenGuardian	Horticultural Contract - March 2018 /Verge Cutting Contract - March 2018 / Sandy Lane Hedge Cutting	2,409.28	481.86	2,891.14
005974	Kerry Johnson	Provision of Youth Services - Mar 18	1,006.84	0.00	1,006.84
005975	Cozens (UK)	Streetlight Maintenance - March 2018	335.00	67.00	402.00
005976	SLCC	ILCA Online Training Course x 3	297.00	59.40	356.40
005977	BT	Office Line Rental and Calls	397.56	79.51	477.07
005978	TotalGas&Power	Hmdow - Gas Supply - March 2018	35.87	1.79	37.66
005979	BT	PATCH Line Rental and Calls	117.30	23.46	140.76
005980	Crook P/Wash	Tennis Courts - Powerwash/Repairs	1,160.00	0.00	1,160.00
005981	CannonHygiene	Hmdow - Waste/Sanit Removal 18/19	121.68	24.34	146.02
005982	D & D Mack	Tenancy of Allotment Field - 1st Half	500.00	0.00	500.00
005983	Taverham RF	Contribution to Caretaking of BMX	604.04	120.81	724.85
			12,688.47	1,586.41	14,274.88

ELECTRONIC PAYMENTS MADE 28TH MARCH 2018 (STAFF RELATED)

TRNS	Staff	March 2018 - Staff Pay	4,231.12	0.00	4,231.12
TRNS	HMRC	March 2018 - Tax and NI	1,050.97	0.00	1,050.97
TRNS	Nfk Pension	March 2018 - Pension Contributions	1,293.32	0.00	1,293.32
			6,575.41	0.00	6,575.41

RECEIPTS REPORTED AS FOLLOWS

Bank	Interest	5.47	0.00	5.47
Public	Hinks Meadow Hall Hire	724.62	144.91	869.53
Norfolk County Council	Car Park Contributions	410.70	0.00	410.70
Neighbourhood Plan	Grant Funding	1,147.00	0.00	1,147.00
Neighbourhood Plan	Photocopying (Internal Transfer)	67.40	0.00	67.40

Councillors agreed to carry out the following internal audit checks:

Bank statements checked against computer entries – Mrs Parkinson

Payslips checked against approved salaries and PAYE/NI payments match payslip totals – Mrs Parkinson

Hinks Meadow receipts match booking forms – Mrs Mooney

Cheques match computer entries – Mrs Mooney

66/18 To review the Council's insurance policy

Councillors had received information regarding options for insurance cover from several different providers. It was agreed that key person cover was not required within an insurance policy and that a contingency fund should be built up to be used in the eventuality of prolonged staff absence.

It was proposed and seconded that the Council should accept the five year quote from Zurich, being the Council's current insurance provide and being the lowest of the quotes received whilst providing sufficient cover. The proposal was carried on the Chairman's second vote.

Councillors were also informed that the office staff were not insured to use their



vehicles for business use under the Council's insurance policy. It was agreed that the staff should contact their own insurance companies to enquire about the cost of adding business use to their policies and that this would be considered at the May Council meeting.

67/18 To agree charge to the Football Club for electricity used during the 2017/18 season

It was agreed to increase the charge for electricity, water and sundries to the Football Club from £208 to £234 as the pitches were available for the Club's use for 9 months of the year.

68/18 To consider allocation of CIL and recycling credit income, and to consider transfers to reserves

It was agreed that CIL income should be held in a CIL projects reserve to support projects identified in the forthcoming neighbourhood plan. It was also requested that a record be kept of the developments which had created the income.

Councillors agreed that the recycling credits received during 2017/18 and the unclaimed woodland insurance premium should be allocated to the tennis courts reserve. It was unanimously agreed that the money held for the defibrillator should be transferred to the community safety reserve.

Then meeting closed at 9.55pm.

Signed.....



Dated.....

14/5/2018

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