

Annual Parish Council Meeting on Monday 14 May 2018, at Taverham Village Hall, after the Planning Applications Committee Meeting, when there were present:

Mr J Pennells in the Chair	
Mrs L Barrington-Smith	Mrs S Parkinson
Mrs B Clarke	Mr R Morriss
Mr J Cox	Mr P Savage
Mr C Ison	Mrs M Temple
Mrs C Karimi-Ghovanlou	Mrs J Tyler
Mr N King	Mr D Wilson
Mrs P Mooney	

Also present: County Councillor Clancy, District Councillor Bannock and Clerk.

**69/18 To elect a Chairman and receive his/her Declaration of Acceptance of Office**

On Mr Morriss' proposal, seconded Mr Ison, Mr Pennells was unanimously elected as Chairman. Mr Pennells' Declaration of Acceptance of Office was then received by the Meeting.

**70/18 To elect the Vice Chairman of the Council**

Mr Pennells proposed, seconded Mr Morriss to elect Mrs Latchford as Vice Chairman of the Council. The proposal was unanimously agreed.

Standing orders were suspended to agree to move the agenda items relating to the warden vacancy and the Neighbourhood Plan to the end of the meeting.

**71/18 Apologies for absence** were received from Councillors Cox and Latchford.

**72/18 Declarations of Interest** Mr Pennells and Mrs Temple reminded the Meeting that they were members of the District Council's Standards Committee. Mrs Karimi-Ghovanlou declared a personal, non-prejudicial interest in the agenda item concerning the warden vacancy as the applicant was known to her.

**73/18 Appointments of Chairmen, Vice Chairmen and members of the Council's Committees and Subcommittees for 2018/19 were agreed as follows:**

<b>Planning</b>	<b>Recreation</b>	<b>Sports</b>
L Barrington-Smith		
B Clarke	B Clarke	
J Cox		
C Ison	C Ison	C Ison
C Karimi-Ghovanlou	C Karimi-Ghovanlou	
N King		
J Latchford	J Latchford	J Latchford
P Mooney	P Mooney	
R Morriss (Chair)	R Morriss (Vice-chair)	
S Parkinson	S Parkinson	S Parkinson
J Pennells	J Pennells	J Pennells
P Savage		
M Temple	M Temple (Chair)	M Temple
J Tyler	J Tyler	J Tyler
D Wilson	D Wilson	D Wilson (Chair)



**Woodlands**

L Barrington-Smith  
 B Clarke  
 J Cox  
 C Ison

N King  
 J Latchford

J Pennells  
 P Savage (Chair)  
 M Temple  
 J Tyler (Vice-chair)

**T & T**

L Barrington-Smith

C Ison

N King  
 J Latchford (Chair)  
 P Mooney  
 R Morriss  
 S Parkinson

J Pennells  
 P Savage  
 M Temple  
 J Tyler  
 D Wilson

No members were willing to stand as vice-chair on the Planning or Sports Committees.

**74/18 Members of the Performance Review Subcommittee under the Chairmanship of the Council Chairman were agreed as follows:**

J Latchford  
 R Morriss  
 J Pennells  
 M Temple  
 P Savage  
 D Wilson

**75/18 Members of the Grievance, Staff Appraisal and Interview Panels were agreed as follows:**

<b>Grievance Panel</b>	<b>Staff Appraisal Panel</b>	<b>Interview Panel</b>
J Latchford	J Latchford	J Latchford
	R Morriss	R Morriss
J Pennells (Reserve)	J Pennells	J Pennells
	P Savage	P Savage
M Temple	M Temple	M Temple
D Wilson	D Wilson	D Wilson (Reserve)

**76/18 Bank signatories were re-appointed as follows:** J Latchford, R Morriss, J Pennells and J Tyler

**77/18 Appointees and Representatives to other bodies were agreed as follows:**

<b>Post</b>	<b>Appointees</b>
Taverham Village Hall Committee	D Wilson, B Clarke
Thorpe Marriott Village Hall Committee	P Mooney
Village Hall/Council Joint Working Party	J Pennells, J Latchford,
Youth Clubs Management Committee	M Temple, J Pennells, S Parkinson
	P Mooney
Association of Local Councils	J Tyler
Taverham Recreational Facilities Ltd	J Pennells, J Latchford



Safer Neighbourhood Action Panel  
Airport Liaison Committee  
Youth Advocate

C Karimi-Ghovanlou, D Wilson  
J Latchford  
J Pennells

**78/18 The Record of Councillors' Attendance at Meetings during 2017/18** was received. Councillors Barrington Smith requested that the record be amended to show her attendance at a Traffic and Transportation Committee meeting.

**79/18 The Minutes of the Council Meeting on 9 April 2018** were confirmed as correct and were signed by the Chairman.

### **Matters Arising**

**80/18 Council's insurance policy:** The RFO had confirmed that the sum reported at the previous meeting for the 5 year agreement with Zurich was correct. The administrator had advised that the cost of adding business insurance to her vehicle would be £16, the Clerk's vehicle insurance policy currently had business cover included at no extra cost. The RFO was unable to add business cover to her insurance at the moment. Mr Pennells proposed, seconded Mr Morriss to reimburse the administrator the cost of adding business insurance to her policy. The proposal was unanimously agreed.

### **Chairman's Report Items**

**81/18 Marriott's Way Heritage Trail Stakeholder Meeting:** Mrs Tyler advised that she would like to attend future meetings

**82/18 Western Link Consultation:** The public consultation would be open until Tuesday 3 July. An event was being held at Taverham Village Hall on Tuesday 5 June. Submissions could be made at [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)

**83/18 SNAP:** Councillors received copies of the minutes of the meeting held on 17 January. The next meeting would be held on 16 May at Thorpe Marriott Village Hall

**84/18 Traveller Encampment:** Travellers had recently gained access to Thorpe Marriott Green and Hinks Meadow. A Notice to Leave was issued and the travellers moved site before an eviction notice could be served. A skip was ordered shortly after the land was vacated, and Councillors and their spouses cleared the fly-tipping and made good the damage to the Green.

### **85/18 District & County Council Members Question Time**

Mr Clancy and Mrs Bannock gave a verbal update on apprenticeships, the recent Ofsted inspection at Nightingale Infant School, flooding and other highways issues.

### **PUBLIC BREAK**

There were no members of the public in attendance.

**86/18 The Minutes of the Planning Committee Meetings on 9 & 23 April 2018** were received.

**87/18 The Minutes of the Performance Review Subcommittee Meeting held on 16 April 2018** were received. The recommendation that the Neighbourhood Plan Steering Group should find a secretary was approved as the Parish Council office staff were unable to provide the support. The recommendation that the Clerk should be appointed as the Data Protection Officer was not agreed as there were changes to the legislation that would be discussed as a later agenda item.

**88/18 The Minutes of the Woodlands Committee Meeting on 23 April 2018** were received.



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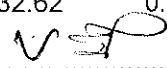
**89/18 FINANCE** All Councillors had a list giving details of outstanding invoices. Mr Pennells proposed, seconded Mr Morriss, to pay the outstanding invoices and to ratify those payments made in advance of the Meeting – Resolved.

The Meeting approved the following accounts for payment:

<u>Chq No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	E'On	Street Lighting - April 2018	719.34	143.87	863.21
005990	Ian Smith Group	Council and Hmdow Sundries	74.53	14.91	89.44
005991	RGM	Amenity Site Contract - April 2018 / Sandy Ln Bin Emptying and Warden Cover - April 2018	1,070.00	214.00	1,284.00
005992	John Allaway	Woodland Contract - April 2018	285.00	0.00	285.00
005993	Zurich	Council Insurance - 2018/19	4,317.12	0.00	4,317.12
005994	R Wenn	New Bollards and Installation	160.80	0.00	160.80
005995	GJ Wymer	Hmdow - High Security Padlock	75.00	0.00	75.00
005996	Peartree Bind	Council Minutes x 2 Books	70.00	0.00	70.00
005997	Garden Guardian	Horticultural Contract - April 2018 /Verge Cutting Contract - April 18	2,778.39	555.68	3,334.07
005998	Cozens (UK)	Streetlight Maintenance - April 18	335.00	67.00	402.00
005999	Kerry Johnson	Provision of Youth Services-Apr 18	540.00	0.00	540.00
006000	Total Gas&Power	Hmdow - Gas Supply - April 2018	27.96	1.40	29.36
006001	P Baston	Hmdow/Sandy Ln-Keyholder-Apr18	469.80	0.00	469.80
006002	Veolia	Hmdow Refuse - April 2018	141.07	28.21	169.28
006003	ADTFire&Safety	CCTV Maintenance Contract-18/19	683.18	136.64	819.82
006004	Lf Legionella	Legionella Contract - 2018/19	772.43	0.00	772.43
006005	SGW	Payroll Processing - April 2018	36.80	7.36	44.16
006006	Rachel Leggett	Neighbourhood Plan - Briefing and Design for Drop in Sessions	320.00	0.00	320.00
006007	Taverham PCC	Neighbourhood Plan - May Fayre Stall	30.00	0.00	30.00
006008	Top Pixel	Neighbourhood Plan - Site Admin Support and Monthly Plan	37.00	0.00	37.00
006009	WensumPrint	Neighbourhood Plan-Banners/Maps	286.00	57.20	343.20
006010	Ian Smith Group	Council and Hmdow Sundries	44.71	8.94	53.65
006011	John Allaway	Sandy Ln and TMG Tree Works, Safety Works at Ghosthill/Eastfield, Ghosthill Survey, New Tree Map and 10 Yr Management Plan - Ghosthill	5,475.00	0.00	5,475.00
006012	G&G Fencing	Tennis Courts Fence Repair	545.50	109.10	654.60
006013	ESPO	Hmdow Hall - Folding Tables (17)	1,632.00	326.40	1,958.40
006014	Indigo Waste	Bottle Bank Collections-Jan-Mar 18	50.60	10.12	60.72
006015	APC Pest	Mole Contract - Jan-March 2018	200.00	40.00	240.00
006016	SGW	Year End Payroll Processing-17/18	39.80	7.96	47.76
006017	Just Regional	Warden Advert	75.00	15.00	90.00
006018	Total Gas&Power	Hmdow - Elect Supply - March 18	313.44	62.68	376.12
006019	Max Sports	New Matchplay Tennis Net	125.41	25.08	150.49
006020	A Wilkinson	Hmdow - Fire Alarm and Repairs	537.15	107.43	644.58
			<b>22,268.03</b>	<b>1,938.98</b>	<b>24,207.01</b>

**ELECTRONIC PAYMENTS MADE 27TH APRIL 2018 (STAFF RELATED)**

TRNS	Staff	April 2018 - Staff Pay	4,432.62	0.00	4,432.62
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TRNS	HMRC	April 2018 - Tax and NI	1,200.42	0.00	1,200.42
TRNS	Nfk Pension	April 2018 - Pension Contributions	1,395.57	0.00	1,395.57
			<b>7,028.61</b>	<b>0.00</b>	<b>7,028.61</b>

#### **PAYMENTS FOR RATIFICATION BY COUNCIL MEETING ON 14TH MAY 2018**

DDebit	E'On	Street Lighting - March 2018	556.9	111.38	668.28
005984	Hmdow Hirer	Cancellation Hmdow Booking - Refund	78.75	15.75	94.50
005985	BT	Office Rental/Calls	312.38	62.47	374.85
005986	R Wenn	TMG - Installation of Litter/Dog Bins	30.00	0.00	30.00
005987	Hmdow Hirer	Return of Part Deposit Payment	30.00	0.00	30.00
005988	HusseyKnights	A1 Colour Prints/Laminating	71.00	14.20	85.20
005989	AKS Skip Hire	Hmdow - 4 Yard Door Skip Hire	135.00	27.00	162.00

#### **90/18 To consider quotes for hire of summer holiday activities**

Councillors considered options for the summer holiday activities. Mrs Karimi-Ghovanlou commented that there was only one event planned which she considered to be inclusive. She was requested to provide suggestions for activities for the 2019 summer holidays. It was proposed and seconded that an order should be placed with Highline for four days of activities and with Fool Hardy Circus for a workshop day, in the total sum of £2730. The proposal was agreed with one abstention.

#### **91/18 To appoint the Council's internal auditor for the current financial year**

The council's usual internal auditor had advised that with the new GDPR coming into effect he had concerns about conducting the Council's audit. The RFO continued to investigate options and would bring additional information to the next Council meeting.

#### **92/18 GDPR Update: To consider the appointment of a Data Protection Officer**

A report had been received advising that town and parish councils would be exempt from appointing a data protection officer, though it would be considered good practice to do so. The Norfolk Association of Local Councils was working with an independent company to provide a county-wide data protection officer. To take advantage of this service the Council would need to re-join NALC at a cost of £1036.46, with an additional fee of £75. All the office staff would feel much more comfortable having the DPO service out-sourced as it would provide independent support. It was proposed and seconded that the Council should re-join NALC in order to take advantage of the DPO service. The proposal was unanimously agreed.

#### **93/18 To consider increasing the Council's social media presence**

Following the recent traveller encampment at Hinks Meadow, there were several comments and discussions regarding the Parish Council, Councillors and its staff and the way that the situation was handled. False information had been being published which could have damaged the Council's reputation and had upset the Council staff. Although the website had been up and running for some time, it was agreed that the most effective way of communicating information to a large number of parishioners was via Facebook. It was agreed that a page be created which could be used to publish information only and disable the ability for parishioners to make comments. The status would be updated regularly to provide information regarding meetings, hiring Hinks Meadow, youth clubs, summer holiday activities, the neighbourhood plan, new consultations, road closures, PATCH etc and would be managed by the Council office staff.



It was unanimously resolved to close the meeting to the public to allow a full and frank discussion of the remaining agenda items.

**94/18 To confirm the appointment to the position of warden/handyman**

Councillors were advised that references had been received for Mr Wright. His appointment was confirmed with 2 abstentions.

**95/18 Neighbourhood Plan Update**

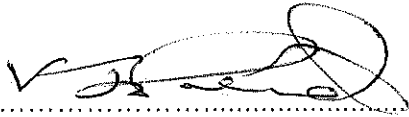
Councillors had received copies of a meeting of the Steering Group. These minutes were passed to the Clerk via the Council Chairman as the Steering Group Chairman had not added the Clerk to the circulation list.

The Clerk had completed the financial report to Groundworks as per the grant conditions. The supporting paperwork that was sent to Groundworks were copies of the invoices submitted to the Council and copies of the order placed by the Clerk to Wensum Print as per the Council's instruction. Unfortunately the invoice received from Wensum Print did not match the order placed by the Clerk due to members of the Steering Group changing the order without authorisation. This could cause considerable problems for the Council should Groundworks request to see the invoice as a copy of an order that was placed was not evidence of the service having been provided. The RFO had provided Councillors with an amended grants budget figure.

It was reported that there had been several resignations from the Steering Group and Councillors were concerned about the stability of the Group under its current leadership

Two tenders from consultants have been received. Both had very different methods of working and had provided very different proposals for costs. The Steering Group would need to see these tenders, invite the consultants to meet with the group and then make a recommendation to the Council who would then make the final decision. The Council could then advise the consultant which one was the preferred choice and that their engagement would be dependent on a successful grant application. Provided the Steering Group could catch up with its timetable, it would be reasonable to expect that a consultant could be working with the group from October.

The Meeting closed at 10.30pm

Signed .....  ..... Dated ..... 11/6/2018 .....

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