

Minutes of the Parish Council Meeting held on Monday 11 June 2018, at Taverham Village Hall, after the Planning Applications Committee Meeting, when there were present:

Mr J Pennells in the Chair

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|------------------------|--------------|
| Mrs B Clarke | Mr R Morriss |
| Mrs C Karimi-Ghovanlou | Mr P Savage |
| Mrs J Latchford | Mrs M Temple |
| Mrs P Mooney | Mr D Wilson |
| Mrs S Parkinson | |

Also present: District Councillor Bannock, Clerk and 1 parishioner.

99/18 To receive Declarations of Interest

Mrs Mooney advised that she had a prejudicial interest in the agenda item regarding the Thorpe Marriott Greenway as she was a very near neighbour to the proposed walkway. Mr Pennells and Mrs Temple reminded the Meeting that they were members of the District Council's Standards Committee.

100/18 The Minutes of the Annual Council Meeting held on 14 May 2018 and of the Extraordinary Council Meeting on 22 May 2018 were confirmed as correct by the meeting and were then signed by the Chairman

Matters arising

101/18 Hinks Meadow Play Area: Councillors had received copies of the proposal from HAGS for the completion of the play area and the timescale to do so. The Meeting was extremely dissatisfied with the proposal and agreed that HAGS should be instructed to remove all the pieces identified, shotblast, repaint and then return to site. HAGS was also to be instructed that the project was to be signed off and handed to the Council by 20 July and that if they were unable to commit to completing by that date they were to remove all the play equipment within the play area at their own cost.

102/18 NALC Membership: NorfolkALC had advised that it would not be offering a DPO service as it was no longer a legal requirement for Parish Council's to appoint a DPO although it would be offering GDPR support. Councillors had received information regarding the services available from NALC. Mr Morriss proposed, seconded Mrs Parkinson, to renew the Council's membership to NALC for the remainder of the current financial year. The proposal was agreed with one abstention. It was requested that the RFO provides details of renewing the NALC and NPTS subscriptions at the estimates meeting for the 2019/20 budget.

Report items

103/18 Taverham Village Hall Committee: The Minutes of the meeting held on 18 May 2018 were received.

District and County Council Members Question Time

District Councillor Bannock reported that a new leader of Broadland District Council was expected very soon.

PUBLIC BREAK

Mrs Karimi-Ghovanlou reported that, at the recent SNAP meeting, thanks were expressed to Mr Ison for his service.

104/18 The Minutes of the Planning Committee Meeting held on 14 May 2018 were received.



105/18 The Minutes of the Recreation Committee Meeting held on 29 May were received. Mrs Latchford proposed, seconded Mrs Parkinson, to place an order in the sum of £279.20 with Taverham Garden Centre for 80, 1litre lavender plants. The proposal was unanimously agreed. It was also requested that the Clerk obtain 75l of compost. Councillors Latchford, Temple, Mooney, Karimi-Ghovanlou and Parkinson kindly offered to carry out the planting. A date for planting would be arranged via email.

Further to the issue regarding the Village Hall front door, it was agreed that Mrs Latchford and Mr Pennells would meet with representatives of the Village Hall to consider options to protect the glass from breakage. It was suggested that the Council's horticultural contractor be invited to attend the meeting.

106/18 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>Chg</u> <u>No</u> | <u>Supplier</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Total</u> |
|-------------------------|-------------------|--|------------|------------|--------------|
| DDebit | E'On | Street Lighting - May 2018 | 743.32 | 148.66 | 891.98 |
| 006021 | Cash | Petty Cash Reimbursement | 121.21 | 0.00 | 121.21 |
| 006022 | Top Pixel | Neighbourhood Plan – May Site Admin Support and Monthly Plan | 37.00 | 0.00 | 37.00 |
| 006023 | Susie Elmes | Neighbourhood Plan - Refreshments Labels/Stickers and Post-It Notes | 49.19 | 0.00 | 49.19 |
| 006024 | Tinks Bros | Hmdow Basketball Court Painting | 788.00 | 0.00 | 788.00 |
| 006025 | FW Frost Eng | Sandy Ln – Birds Nest Swing Brackets | 232.82 | 46.56 | 279.38 |
| 006026 | CK Plumbing | Hmdow - Supply/Fit New Boiler Rm Pumps/Replace Shower in Mens | 510.00 | 0.00 | 510.00 |
| 006027 | Mayday | Photocopier Copies - B&W/Colour | 107.20 | 21.44 | 128.64 |
| 006028 | SGW | Payroll Processing - May 2018 | 33.50 | 6.70 | 40.20 |
| 006029 | Total Gas & Power | Hmdow - Gas Supply - May 2018 | 29.98 | 1.50 | 31.48 |
| 006030 | Total Gas & Power | Hmdow - Elect Supply - April 2018 | 762.08 | 152.42 | 914.50 |
| 006031 | Veolia | Hmdow Refuse - May 2018 | 173.01 | 34.60 | 207.61 |
| 006032 | Anglian Water | Water Charges/Sewerage Charges | 139.32 | 0.00 | 139.32 |
| 006033 | Archant Media | Warden/Handyperson Advert | 274.00 | 54.80 | 328.80 |
| 006034 | Custance&Son | Hmdow - Boiler Service/Inspection | 80.00 | 16.00 | 96.00 |
| 006035 | IanSmithGroup | Council and Hmdow Sundries | 37.21 | 7.44 | 44.65 |
| 006036 | P Baston | Hmdow/Sandy Ln-Keyholder - May 18 | 485.46 | 0.00 | 485.46 |
| 006037 | Kerry Johnson | Provision of Youth Services - May 18 | 992.50 | 0.00 | 992.50 |
| 006038 | GardenGuardian | Horticultural Contract - May 2018 /Verge Cutting Contract - May 2018 | 2,778.39 | 555.68 | 3,334.07 |
| 006039 | Total Gas&Power | Hmdow - Elect Supply - May 2018 | 231.82 | 46.37 | 278.19 |
| 006040 | Cozens (UK) | Streetlight Maintenance - May 2018 | 335.00 | 67.00 | 402.00 |
| 006041 | John Allaway | Woodland Contract - May 2018 | 285.00 | 0.00 | 285.00 |
| 006042 | T Jones | Insurance - Business Car Use | 16.00 | 0.00 | 16.00 |
| 006043 | Wicksteed | Sandy Lane/Thorpe Marriott Green Repairs to Play Equipment | 485.20 | 97.04 | 582.24 |



9,721.21 1,256.21 10,983.42

ELECTRONIC PAYMENTS MADE 25TH MAY 2018 (STAFF RELATED)

| | | | | | |
|------|-------------|----------------------------------|-----------------|-------------|-----------------|
| TRNS | Staff | May 2018 - Staff Pay | 4,390.61 | 0.00 | 4,390.61 |
| TRNS | HMRC | May 2018 - Tax and NI | 1,190.79 | 0.00 | 1,190.79 |
| TRNS | Nfk Pension | May 2018 - Pension Contributions | 1,384.49 | 0.00 | 1,384.49 |
| | | | 6,965.89 | 0.00 | 6,965.89 |

107/18 Neighbourhood Plan

The Minutes of the Meetings held on 23 May and 5 June 2018 were received. It was noted that the Chairman had resigned. The Steering Group's requests for funds of £25 for photocopying and £15 for items for the Taverham Fayre were agreed.

Mrs Mooney left the Meeting

108/18 To consider Broadland District Council's proposal for Thorpe Marriott Greenway

A resident of Ganners Hill addressed the Meeting and advised that the money for creating the proposed walkway through various tree belts in Thorpe Marriott was being provided by a charity. The resident had been informed that the District Council had insufficient funds to carry out safety works to trees in the tree belts and that the money to create a walkway would be used to complete the safety works. It was not known how many people would use the walkway especially due to the proximity to the Reepham Road and that large sections of the walks were along existing pavements. Councillors were concerned that the walkway would compromise the security of the rear gardens of the parishioners who lived nearby. It was agreed, 5 for, 3 against and with 1 abstention, to oppose the proposed walkway as it was considered a poor use of funds, the Council was concerned about security, the walkway may not be inclusive, and that a walkway so close to roads would not be beneficial to health.

Mrs Mooney rejoined the Meeting

109/18 To consider contingency plans for keyworker cover

There had previously been concerns about sufficient funds to cover any periods of staff absence. The Council had opted not to change the Council's insurance provider to include keyworker cover. It was agreed that a reserve should be created for use to help cover costs in the event of extended periods of absence for any member of staff. Mrs Parkinson requested that Edge provide a quote for remote assistance in running the Council's accounts.

110/18 To resolve to make payments to British Telecom via direct debit

It was unanimously agreed to enter into a Direct Debit agreement with BT for the Council's telephone and broadband bills to prevent automatic late payment charges.

The Meeting closed at 9.35pm

Signed



Dated

9/7/2018

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