

Minutes of the Parish Council Meeting held on Monday 13 August 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
Mrs C Karimi-Ghovanlou	Mr P Savage
Mr N King	Mrs M Temple
Mrs J Latchford	Mr D Wilson
Mr R Morriss	

Also present: District Councillor Bannock and Clerk.

**138/18 Apologies for absence** were received from Councillors Cox, Ison and County Councillor Clancy

**139/18 To receive Declarations of Interest**

Mr Pennells and Mrs Temple reminded the Meeting that they were members of the District Council's Standards Committee.

**140/18 The Minutes of the Council Meetings held on 9 July and 23 July 2018** were confirmed as correct by the meeting and were then signed by the Chairman

**Matters arising**

141/18 Western Link Road: The Chairman reported that Highways England was still to confirm where the roundabouts would be located on the A47 when it was dualled. The section of road at Blofield and the work to improve the Thickthorn roundabout were taking priority over the stretch of the A47 which would accommodate the link road at the western end. Until the locations of the new roundabouts were identified, possible routes for the western link road could not be considered.

142/18 Hinks Meadow Play Area: The Chairman's proposal to suspend standing orders to move the agenda item to a closed session at the end of the meeting was unanimously agreed.

**Report items**

None

**District and County Council Members Question Time**

District Councillor Bannock reported that a kissing gate had been installed at the lower end of Springfield Wood to prevent dogs from running out into the road but the District Council had not installed a Fido bin at the same time. Councillors suggested that the District Council should be requested to install a bin at this location as neither the wood nor the verge was owned by the Parish Council.

Mrs Bannock reminded the Meeting that the 10k Marriott's Way race from Aylsham to Reepham was taking place on 7 October. She also informed Councillors that fly-tipping incidents had increased since the introduction of the charge to dispose of DIY waste at recycling centres.

**PUBLIC BREAK**

There were no members of public in attendance.

**143/18 The Minutes of the Planning Committee Meetings held on 9 and 23 July 2018** were received. Mrs Bannock advised that the application for the proposed dwellings at Langley School would be discussed by the District Council's Planning Committee.



**144/18 The Minutes of the Woodlands Committee Meeting held on 23 July 2018** were received. It was noted that the Minutes needed to be amended to add Mrs Clarke's apologies.

**145/18 FINANCE** All Councillors had 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. The Councillors noted the receipts.

Chg

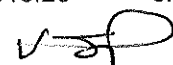
<u>No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	E'On	Street Lighting - July 2018	743.32	148.66	891.98
006071	Total Gas&Power	Hmdow - Gas Supply - June/July 2018	44.40	2.22	46.62
006072	P Baston	Hmdow/Sandy Ln-Keyholder - July 18	485.46	0.00	485.46
006073	SGW	Payroll Processing - July 2018	33.50	6.70	40.20
006074	Cozens (UK)	Streetlight Maintenance - July 2018	335.00	67.00	402.00
006075	APC Pest Con	Mole Contract - April-June 2018	305.00	61.00	366.00
006076	John Allaway	Woodland Contract - July 2018	285.00	0.00	285.00
006077	Top Pixel	Neighbourhood Plan - Site Admin Support and Monthly Plan (July)	37.00	0.00	37.00
006078	Mrs J Tyler	Reimbursement of Woodland Vol Ins	79.80	0.00	79.80
006079	Richard Wenn	Thorpe Marriott Green - Post Installation / Ballcourt Re-pointing	280.68	0.00	280.68
006080	IanSmithGroup	Council/Hmdow Sundries	20.15	4.03	24.18
006081	RGM	Amenity Site Contract - July 2018 / Sandy Lane Litter Bin Emptying	990.00	198.00	1,188.00
006082	GardenGuardian	Horticultural Contract - July 2018 /Verge Cutting Contract - July 2018	2,778.39	555.68	3,334.07
006083	Veolia	Hmdow Refuse - July 2018	141.07	28.21	169.28
006084	TaverhamNursery	Taverham Village Hall-New Lavenders	206.76	41.35	248.11
006085	Kerry Johnson	Provision of Youth Services - July 18	832.05	0.00	832.05
006086	Mayday	B&W / Colour Photocopying Charges	53.19	10.64	63.83
			<b>7,650.77</b>	<b>1,123.49</b>	<b>8,774.26</b>

**ELECTRONIC PAYMENTS MADE 25TH JULY 2018 (STAFF RELATED)**

TRNS	Staff	July 2018 - Staff Pay	4,338.02	0.00	4,338.02
TRNS	HMRC	July 2018 - Tax and NI	1,154.81	0.00	1,154.81
TRNS	Nfk Pension	July 2018 - Pension Contributions	1,367.64	0.00	1,367.64
			<b>6,860.47</b>	<b>0.00</b>	<b>6,860.47</b>

**PAYMENTS FOR RATIFICATION BY COUNCIL MEETING ON 13TH AUGUST 2018**

006066	Highline Advent	Deposit for Summer Activities	600.00	120.00	720.00
006067	Able Group	Village Hall - Boarding up Door Panel	86.00	17.20	103.20
006068	Interglaze	Replace Broken Glass Door - Vill Hall	335.00	67.00	402.00
006069	Foolhardy Folk	Circus Arts Workshop	330.00	0.00	330.00
006070	NALC	Annual Subscription - 2018/18 - Half Yr	518.23	0.00	518.23



1,869.23    204.20    2,073.43

**Neighbourhood Plan**

146/18 The Minutes of the Meeting held on 31 July 2018 were received.

147/18 To confirm the appointment of a Neighbourhood Plan Secretary: There were some concerns about the Council Administrator providing contracted secretarial services to the Neighbourhood Plan Steering Group which was working on behalf of the Council as she was already a Council employee. The Meeting was advised that the Administrator would set up her own business and make her services available to other businesses.

Mrs Barrington-Smith proposed, seconded Mrs Tyler, to confirm that Tracy Jones would provide secretarial services to the Steering Group in accordance with the hours and pay which had been agreed with the Steering Group. The proposal was agreed 10 for, 1 against and 1 abstention.

148/18 To confirm the application for grant funding: Councillors had received copies of the proposed sum for the application for grant funding. It was unanimously agreed that the Steering Group should apply for £6720.

**149/18 To consider request for permission to use Sandy Lane Recreation Ground and Thorpe Marriott Green for training for C25k event**

Councillors had received copies of the email detailing the free training for the event to be held in October. Councillors unanimously agreed to the request.

**150/18 To appoint a vice-chairman to the Planning Committee**

Mr Morriss proposed, seconded Mr King, to appoint Mr Pennells as vice-chairman to the Planning Committee. The proposal was unanimously agreed.

**151/18 To consider proposals for improving the performance of the office computers**

The office staff had been encountering problems with the computers running very slowly and had received advice for improving systems. A copy of the recommendations had been circulated to all Councillors. Mr King proposed, seconded Mrs Latchford, to authorise expenditure to a limit of £1000 to improve the systems. The proposal was unanimously agreed. Costs to increase the RAM should be investigated for inclusion in the 2019/20 budget.

**152/18 To authorise expenditure for Councillor training**

Mr Pennells proposed, seconded Mr King, to authorise expenditure of £48 to allow Mrs Karimi-Ghovanlou to attend training sessions on 13 & 20 November. The proposal was unanimously agreed.

**153/18 To consider allocation of Parish Plan funds received and transfer to reserves**

It was agreed to transfer the £803.72 received from the Parish Plan to the skatepark reserve.

The Chairman's proposal to close the Meeting to the public to allow for discussion of personal and commercially sensitive information was agreed

**154/18 To discuss the term of the Amenity Site contract**

It was agreed that RGM should be requested to provide a quote to extend the current contract by 12 months.

**155/18 To confirm the appointment to the position of Council Warden/Handyman**

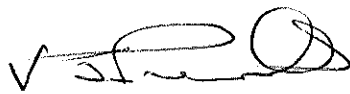
It was unanimously agreed that Mr Paul Baston should be offered the position of Council Warden/Handyman and that his appointment would be made permanent upon satisfactory completion of a three month probationary period.

  
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**156/18 To discuss matters regarding the contract with the provider of the play equipment at Hinks Meadow**

The Meeting was advised that the play area was now open to the public but there were parts of the equipment which were incorrect or damaged. These parts were on order with the play provider and were not expected to be installed until October. The Council had previously agreed that it was unwilling to pay the full invoice sum due to the number of problems encountered throughout the project, and it was further agreed that a sum should be retained until all outstanding works had been completed to a satisfactory standard. Quotes were being obtained to upgrade the CCTV at Hinks Meadow and, depending on the final sum payable to the play provider, it was possible that any underspend could be used to fund the upgrade.

The Meeting closed at 9.30pm

Signed  ..... Dated 10/9/2018 .....

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