

Minutes of the Parish Council Meeting held on Monday 10 September 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 P Mooney
Mrs B Clarke	Mr P Savage
Mr J Cox	Mrs M Temple
Mr C Ison	Mrs J Tyler
Mrs C Karimi-Ghovanlou	Mr D Wilson
Mrs J Latchford	

Also present: District Councillor Bannock, RFO, Administrator and 1 member of the public.

**157/18 Apologies for absence** were received from Councillors Parkinson and Morriss

**158/18 To receive Declarations of Interest**

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

**159/18 The Minutes of the Council Meeting held on 13 August 2018** were confirmed as correct by the meeting and were then signed by the Chairman

**Matters arising**

160/18 Roundwood Bowls Club: The Chairman had attended an event at the Bowls Club to thank fundraisers for their contribution to enable the Club to purchase wheelchairs for disabled bowlers.

161/18 Hinks Meadow Play Area: A letter of complaint had been sent to the play equipment provider. A response was still awaited.

Complaints had been received from residents about the safety surfacing in the play area. Adults and children were tripping up and down the ramped area under the Nexus climbing frame because they could not see the change in height. The play inspector didn't consider the ramp a trip hazard within his inspection report and once the final bill had been settled for the play area, the Council could address this issue. It was confirmed that rubberised paint could be used to mark ramp.

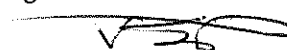
Painting contractors had questioned whether the Council still wished to have the youth shelter repainted as they were concerned that the shelter would be defaced with graffiti shortly after repainting. Councillors confirmed that they still wanted the youth shelter to be repainted and considered that British racing green would be a suitable colour preferably in anti-graffiti paint if possible.

162/18 SNAP: The Meeting was advised that the next meeting would be held on 26 September, at Ringland Village Hall at 7pm.

163/18 Neighbourhood Plan Secretary: After further discussion with the Neighbourhood Plan Steering Group, it was suggested that for audit purposes, rather than the Council Administrator provide contracted services to the Group, she should increase her hours with the Parish Council to incorporate her work for the Steering Group and the Steering Group would be charged for all costs related to the increase. Mrs Latchford proposed, seconded Mrs Temple, to accept the suggested change to the secretarial service. The proposal was unanimously agreed.

**Report items**

164/18 Anti-social behaviour: A letter regarding suggestions to eliminate anti-social behaviour at Sandy Lane had been circulated to all Councillors. It was commented that the youth shelters had been installed at their current locations at the request of the local policing team. Councillors were aware of the recent drug problem in the parish, that the Police were acting on information and that the High School was also addressing the issue. The Meeting

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was reminded that the hedges around the play area on Sandy Lane had been previously discussed and the future of the hedge would be considered when the play area was redesigned. It was noted that the hedge had originally been planted at the request of residents who wanted protection from the sun in the play area.

#### District and County Council Members Question Time

District Councillor Bannock reported that applications had been received for the joint position of Chief Executive to Broadland District and South Norfolk Councils.

The Meeting was reminded that the Marriott's Way 10k event was being held on 7 October.

Mrs Bannock reported that she was receiving complaints regarding potholes. She was advised that the Highways Rangers were due to visit the parish shortly and a list of the defects could be forwarded to them.

#### PUBLIC BREAK

No members of the public wished to speak.

**165/18 The Minutes of the Planning Committee Meeting held on 13 August 2018** were received.

**166/18 FINANCE** All Councillors had a list giving details of outstanding invoices. Mrs Latchford proposed, seconded Mr Pennells, 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>
006087	Top Pixel	Neighbourhood Plan - Site Admin Support and Monthly Plan (August)	37.00	0.00	37.00
006088	John Allaway	Woodland Contract - August 2018 / Annual Tree Survey Sandy Ln/TMG	485.00	0.00	485.00
006089	Norfolk NTS	Induction for Clerks/Councillors - NKG	38.40	0.00	38.40
006090	Morgan Fire	Hmdow - Risk Assessment / Extinguisher Service	270.00	54.00	324.00
006091	SGW	Payroll Processing - August 2018	35.00	7.00	42.00
006092	Veolia	Hmdow Refuse - August 2018	173.01	34.60	207.61
006093	P Baston	Hmdow/Sandy Ln-Keyholder - Aug 18	485.46	0.00	485.46
006094	PLG	Warden Items - Post Hole Mini Digger, Hoe, Mini Cutter and Secateurs	42.29	8.46	50.75
006095	Total Gas&Power	Hmdow - Electricity Supply - August 2018	165.17	33.03	198.20
006096	Info Commission	Data Protection Fee	40.00	0.00	40.00
006097	Ian Smith	Office and Hmdow Sundries	7.77	1.55	9.32
006098	RGM	Amenity Site Contract - August 2018 / Sandy Lane Litter Bin Emptying	990.00	198.00	1,188.00
006099	Ridgeons	Recreation General / Warden Items	76.26	15.26	91.52
006100	GardenGuardian	Horticultural Contract - Aug 2018 /Verge Cutting Contract - Aug 2018	2,778.39	555.68	3,334.07
006101	Zurich Ins	Hinks Meadow Play Area Addition	62.81	0.00	62.81
			<b>5,686.56</b>	<b>907.58</b>	<b>6,594.14</b>

**ELECTRONIC PAYMENTS MADE 28TH AUGUST 2018 (STAFF RELATED)**



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TRNS	Staff	August 2018 - Staff Pay	4,572.50	0.00	4,572.50
TRNS	HMRC	August 2018 - Tax and NI	1,211.47	0.00	1,211.47
TRNS	Nfk Pension	August 2018 - Pension Contributions	1,451.11	0.00	1,451.11
			<b>7,235.08</b>	<b>0.00</b>	<b>7,235.08</b>

Councillors agreed to carry out the following internal audit checks:

Bank statements checked against computer entries – Pauline Mooney

Petty cash payments match receipts and petty cashbook – Janet Latchford

Hinks Meadow receipts match booking forms – John Pennells

Cheques match computer entries – Maria Temple

#### **167/18 To consider proposal for increasing security at Thorpe Marriott Green**

Following the unauthorised encampment earlier in the year, options had been considered to increase the security at Thorpe Marriott Green. It was agreed to install hooped barriers behind the line of trees running parallel to Pendlesham Rise, and a swing gate at the removable bollards.

Mrs Mooney proposed, seconded Mrs Barrington-Smith to purchase 11 barriers, 22 bags of postmix, a container padlock and the hire of a concrete mixer in the total sum of £1325.74. The proposal was unanimously agreed.

Councillors Cox, Savage, Pennells and Latchford kindly agreed to assist in installing the barriers.

Mrs Karimi-Ghovanlou proposed, seconded Mrs Barrington-Smith, to purchase a green 3m galvanised and powder-coated swing gate, with installation in the sum of £1851.87. The proposal was unanimously agreed.

#### **168/18 To agree sum for contribution for WWI commemoration event at Wensum Valley Golf Club**

Councillors received information regarding the arrangements for the celebration event to be held on 11 November. There would be a hot fork buffet and Taverham Band would be performing. It was commented that Wensum Valley Golf Club had been very generous in their contribution. Mrs Tyler proposed, seconded Mr Savage, to allocate a maximum of £650 to subsidise the cost of the tickets and as a contribution to any additional costs. The proposal was unanimously agreed.

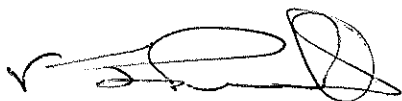
Councillors unanimously agreed to close the Meeting to the public to allow discussion of staff contracts.

#### **169/18 To agree changes to staff contracts**

Amendments to the Warden's working hours were agreed. It was also agreed to amend all contracts to allow staff to claim mileage incurred in the course of their duties.

The Meeting closed at 10pm

Signed .....



Dated .....

8/10/2018

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