

Minutes of Taverham Parish Council Meeting held on Monday 13 January 2020, at Taverham Village Hall, commencing at 8.35pm when there were present:

Mr J Pennells in the Chair

Mrs L Barrington-Smith	Mrs P Mooney
Mrs B Clarke	Mrs S Parkinson
Mr J Cox	Mr P Savage
Mrs C Karimi-Ghovanlou	Mr s M Temple
Mrs J Latchford	Mrs J Tyler
Mr S Matthews	Mr C Wilson-Town

Also present District Councillors Adams and Kelly, County Councillor Clancy, 1 member of the public, Clerk and RFO.

01/20 Apologies for absence None

The Chairman thanked councillors for their support during his leave of absence.

02/20 To receive Declarations of Interest in items on the agenda

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

Mr Savage declared a personal and prejudicial interest in the agenda items regarding staff pay as he was related to the RFO.

Mrs Karimi-Ghovanlou declared a personal interest in the item concerning the request to use the youth room as she was a former director of the applicant organisation.

03/20 The Minutes of the Council Meetings held on December 2019 were agreed and signed by the Chairman.

Matters arising

None

Report items

04/20 Thorpe Marriot Greenway: The work to create the path through tree belts on the perimeter of Taverham North/Thorpe Marriott had begun. A copy of the letter to residents advising of access closures would be circulated via email.

District and County Council Members Question Time


District Councillor Karimi-Ghovanlou's written report was circulated prior to the meeting. A traffic survey had been held outside the Junior School. It was noted that parents continued to park on the zigzags and the pavements.

District Councillor Adams reported that the District Councillors had met with Phil Courtier to discuss the proposed housing allocation in Taverham North. District Councillor Kelly added that the District Councillors were concerned medical provision school places for the increase in Taverham residents. It was suggested that regular meetings be held between the County, District and Parish Councils, and Scott Properties.

District Councillor Kelly also reported that the business case for the joint waste management contract was to be discussed that week.

PUBLIC BREAK

No members of the public addressed the Meeting.



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05/20 The Minutes of the Planning Committee Meeting held on 9 & 16 December 2019 were received.

06/20 The Minutes of the Traffic and Transportation Committee Meeting held on 10 December 2019 were received

07/20 To receive the Minutes of the Recreation, Sports and Woodlands Committee Meetings held on 16 December 2019 were received.

08/20 FINANCE All Councillors had a list giving details of outstanding invoices. Mrs Temple proposed, seconded Mrs Mooney, to pay the outstanding invoices and to ratify those payments made in advance of the Meeting – Resolved. The Councillors noted the receipts.

<u>Chq No</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DDebit	E'On	Street Lighting - December 2019	756.45	151.29	907.74
DDebit	BNP	Photocopier Lease - Jan-April 2020	256.00	51.20	307.20
006468	Top Pixel	Neighbourhood Plan - Site Admin	12.00	0.00	12.00
006469	Norse Comm	Un/Locking Gates - Hmdow/Sandy Ln	540.00	108.00	648.00
006470	PLG Farm S	Shovel Fynalite	12.50	2.50	15.00
006471	TavNewsletter	Annual Advert	540.00	0.00	540.00
006472	Indigo Waste	Bottle Bank Collections (Oct/Nov/Dec)	48.00	9.60	57.60
006473	APC Pest Con	Mole Contract - Oct-December 2019	305.00	61.00	366.00
006474	Cozens (UK)	Streetlight Maintenance - Nov/Dec and Taverham Road Lantern Repair	745.00	149.00	894.00
006475	GardenGuardian	Horticultural Contract - Dec 2019	2,094.58	418.92	2,513.50
006476	Ridgeons	Woodland Paths Big Bag MOT Type 1	213.55	42.71	256.26
006477	Play Inspection	Outdoor Annual Inspection x 7	419.65	83.93	503.58
006478	Veolia	Hmdow Refuse - December 2019	239.55	47.91	287.46
006479	Auditing Solut	Internal Audit 2019/20 - Interim Visit	445.00	89.00	534.00
006480	ESPO	Hmdow Sundries	17.91	3.58	21.49
006481	Tav Tennis	Lease Refund - Closure Court Three	611.18	0.00	611.18
006482	BT	Office/PATCH Line Rental/Calls	212.97	42.59	255.56
006483	KJ Youth Work	Provision of Youth Services - Dec 19	281.03	0.00	281.03
006484	Mark Andrews	Path Clearance - Ghosthill/Eastfield	160.00	0.00	160.00
006485	Tav Village Hall	Office Rent/Room Hire/Sandy Ln/Car Park Lights/ Youth Club Room Hire	960.70	0.00	960.70
006486	Mr Paston	Work Boots (Go Outdoors)	99.00	0.00	99.00
006487	Brady Corp	(Seton) Warden Gloves/No Dogs Sign	65.05	13.01	78.06
006488	Cash	Petty Cash Reimbursement	36.80	2.58	39.38
			9,071.92	1,276.82	10,348.74

ELECTRONIC PAYMENTS MADE 27TH DECEMBER 2019 (STAFF RELATED)

TRNS	Staff	Dec 2019 - Staff Pay	5,991.68	0.00	5,991.68
TRNS	HMRC	Dec 2019 - Tax and NI	1,608.41	0.00	1,608.41
TRNS	Nfk Pension	Dec 2019 - Pension Contributions	1,965.04	0.00	1,965.04
			9,565.13	0.00	9,565.13

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RECEIPTS FOR DECEMBER 2019 REPORTED AS FOLLOWS

Bank	Interest	10.22	0.00	10.22
Hinks Meadow	Hall Hire	470.40	94.07	564.47

09/20 Audit Checks. Mrs Temple agreed to check that the bank statements matched computer entries.

10/20 To consider quote for youth provision for 2020/21

Councillors had received copies of the proposed costs for 2020/21. Mrs Latchford, proposed, seconded Mrs Temple, to accept the quote from KJ Youth Services to provide youth club sessions on Tuesdays, Wednesdays and Thursdays, in the sum of £10,346.60. The Meeting was reminded that Senior sessions had previously been held on Fridays but as they were poorly attended the sessions had been suspended. Mrs Latchford proposed, seconded Mrs Parkinson, to include within the Council budget a further £1077 for approximately 12 additional sessions should the demand for a club on Fridays increase. Both proposals were unanimously agreed.

11/20 To consider request to use youth room for meeting space

Councillors had received copies of the request from Taverham Community Enterprise to use the youth room once per month for meetings and as a base for litter picking events. It was agreed that the Youth Club Management Committee would issue conditions of hire and to apply any charges if considered necessary. The key to the youth room was to be collected and returned to the parish council office.

12/20 To consider quotes for streetlight maintenance contract 1 April 2020 – 31 March 2024

Councillors had received information regarding the three quotes received; the highest being from Cozens UK, the lowest from TT Jones Electrical. TT Jones Electrical was a maintenance contractor to other parish councils and was based locally. Mr Wilson-Town proposed, seconded Mrs Parkinson, to award the contract to TT Jones Electrical in the sum of £1877.04 for the initial year of the contract. The proposal was unanimously agreed.

13/20 To receive the internal auditor's interim report

Councillors were pleased to note that the internal auditor had no issues to report or any formal recommendations to make. He had commended the RFO on the standard of her documents and her record-keeping.

14/20 To resolve to close the Meeting to the public to consider staff pay

Mr Savage, Clerk and RFO left the Meeting.

Councillors noted that the National Living Wage had increased by 6.2%. Mr Wilson-Town proposed, seconded Mrs Karimi-Ghovanlou, to award staff whose pay was currently greater than the National Living Wage a 2% increase. The proposal was agreed with one abstention.

The Meeting closed at 10.00pm

Signed  Dated 10/2/2020