

Minutes of Taverham Parish Council Meeting held on Monday 9 March 2020, at Taverham Village Hall, commencing at 8.30pm when there were present:

Mr J Pennells in the Chair

Mrs B Clarke	Mrs S Parkinson
Mr J Cox	Mr P Savage
Mrs C Karimi-Ghovanlou	Mrs 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.

**29/20 Apologies for absence**

Mrs Barrington-Smith and Mr Ison – illness  
Mrs Mooney and Mrs Tyler - holiday

**30/20 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.

**31/20 The Minutes of the Council Meetings held on 10 February 2020** were agreed and signed by the Chairman.

**Report items**

32/20 Allotments: NPLaw had advised that the letter of termination of the lease received by the Council did not meet minimum requirements to be effective and the Council would continue to be a tenant until 31 March 2021. An extraordinary Council meeting would be held on Monday 23 March to agree changes to plot-holder agreements to accommodate the Council's obligations leading up to termination of the lease.

33/20 Letter of thanks: A letter had been received from Taverham Day Centre thanking the Parish Council for the grant which was awarded in December.

34/20 Police newsletter: Copies of the Newsletter for Taverham and crime statistics for January had been circulated.

35/20 Neighbourhood Plan: The Independent Examiner had requested additional information from the Steering Group with regard to the Heritage Assets and Green Spaces. This would delay the referendum. The Parish Online subscription had been allowed to lapse as it was no longer required, however the subscription needed to be reinstated (at a cost of £360) so that the Steering Group could provide the Examiner with the information he required.

**District and County Council Members Question Time**

District Councillor Karimi-Ghovanlou's written report had been circulated prior to the meeting.

District Councillors Kelly, Clancy and Adams had all donated their District Council Member's Grant Fund of £500 each to Taverham Village Hall to help fund raise to replace the Old Hall kitchen. They hoped to be successful in applying to Broadland District Council for the remainder of the funds.

**PUBLIC BREAK**

No members of the public wished to speak.

**36/20 The Minutes of the Planning Committee Meeting held on 10 & 24 February 2020** were received.

.....

**37/20 The Minutes of the Recreation Committee Meeting held on 24 February 2020** were received.

**38/20 FINANCE** All Councillors had a list giving details of outstanding invoices. Mr Wilson-Town proposed, seconded Mr Matthews, to pay the outstanding invoices and to ratify those payments made in advance of the Meeting – Resolved. 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 - February 2020	707.64	141.53	849.17
006512	Top Pixel	Neighbourhood Plan - Site Admin	12.00	0.00	12.00
006513	KJ Youth Work	Provision of Youth Services - Feb20	854.54	0.00	854.54
006514	Mayday Office	Photocopies - B&W and Colour	56.57	11.31	67.88
006515	Norse	Un/Locking Gates - Hmdow/Sandy Ln	280.00	56.00	336.00
006516	SGW Payroll	Payroll Processing - February 2020	35.00	7.00	42.00
006517	Veolia	Hmdow Refuse - February 2020	239.55	47.91	287.46
006518	TRF	Contribution to BMX Track	604.04	120.81	724.85
006519	Mr P Savage	Woodlands - Granite Dust	8.59	0.00	8.59
006520	John Allaway	Woodland Contract - February 2020	285.00	0.00	285.00
006521	Ian Smith	Office and Hmdow Sundries	49.85	9.97	59.82
006522	GardenGuardian	Horticultural Contract - Feb 2020	2,094.58	418.92	2,513.50
006523	Mr P Baston	Warden - Mileage Claim - Feb 2020	45.22	0.00	45.22
006524	PLG	TMG Posts (Bollards) and Screws	90.55	18.11	108.66
006525	Elec-Tech	Hmdow - Outside Light Repair/Ballast	130.20	26.04	156.24
006526	Anglian Water	Wave - Water/Sewerage Charges	112.60	0.00	112.60
006527	Vision ICT	Hosted Email Accounts x 15	270.00	54.00	324.00
006528	Mrs S Salmons	Hmdow - Vacuum Cleaner Tool Kit	16.98	0.00	16.98
006529	Cozens (UK)	Streetlight Maintenance - January	335.00	67.00	402.00
006530	Taverham PCC	Chuchyard Maintenance	89.92	0.00	89.92
			<b>6,317.83</b>	<b>978.60</b>	<b>7,296.43</b>

#### **ELECTRONIC PAYMENTS MADE 28TH FEBRUARY/3<sup>RD</sup> MACRH 2020 (STAFF RELATED)**

TRNS	Staff	Feb 2020 - Staff Pay	5,991.08	0.00	5,991.08
TRNS	HMRC	Jan 2020 - Tax and NI	1,609.01	0.00	1,609.01
TRNS	Nfk Pension	Jan 2020 - Pension Contributions	1,965.04	0.00	1,965.04
			<b>9,565.13</b>	<b>0.00</b>	<b>9,565.13</b>

#### **PAYMENTS FOR RATIFICATION BY COUNCIL MEETING ON 9TH MARCH 2020**

DDebit	E'On	Street Lighting – January 2020	756.45	151.29	907.74
006510	SGW Payroll	Payroll Processing – December 2019	35.00	7.00	42.00
006511	TMA Bark	TMG Play Area – Bark Top-up	1,525.20	305.04	1,830.24

#### **RECEIPTS FOR FEBRUARY 2020 REPORTED AS FOLLOWS**

Bank	Interest	10.08	0.00	10.08
Hinks Meadow	Hall Hire	1,701.38	340.29	2,041.67

.....

**39/20 Audit Checks.**

Councillors agreed to carry out the following internal audit checks:

Mrs Latchford – Sickness chart

Mrs Karimi-Ghovanlou – Bank statements checked against computer entries

Mrs Latchford – Petty cash payments match receipts and petty cashbook

Mrs Parkinson – Payslips checked against approved salaries and PAYE/NI payments match payslip totals

Mrs Temple – Cheques match computer entries

**40/20 To confirm reserve transfers**

Councillors agreed the transfers as proposed by the RFO.

Mrs Parkinson proposed, seconded Mrs Temple, to allocate £1610.97 surplus funds from the 2018/19 financial year to the allotments reserve. The proposal was unanimously agreed.

**41/20 To confirm allocation of CIL and recycling credits**

Councillors had received an information note from the RFO

It was agreed to transfer £2147.24 CIL income to the CIL projects reserve.

It was agreed to split £1471.16 from recycling credits evenly between the tennis court and play equipment reserves.

**42/20 To accept quote for updating the Council’s website to comply with accessibility regulations**

Mrs Parkinson proposed, seconded Mr Matthews, to accept the quote from VisionICT in the sum of £45 to draft the accessibility statement for the Parish Council website. The proposal was unanimously agreed.

**43/20 TRAINING: (i) To agree councillor requests for training; (ii) To agree Clerk’s request for training**

Councillors Wilson-Town and Karimi-Ghovanlou had requested to attend the Essential Update Seminar. The total cost for 2 candidates attending was £96.

Councillors had received information regarding the Clerk’s request to study for CiLCA. EU funding was available to subsidise the course fees and training sessions would be held one morning per month. The cost of the course was £350. It was agreed that it would be beneficial to the Council to have a qualified clerk and that, should the RFO wish to undertake CiLCA training at a later date, her request would be supported.

Mr Pennells proposed, seconded Mrs Latchford to agree to the Councillors’ requests for training and to agree to pay for the Clerk (and the RFO if she requested) to study for CiLCA. The proposals were unanimously agreed.

**44/20 To resolve to close the meeting to discuss amendments to the warden job description and to agree changes in pay**

Councillors received information notes and a proposed amended warden job description.

The proposed job description including additional duties was agreed and an increase in pay was awarded. The Meeting agreed that the Performance Review Subcommittee should meet to discuss remuneration of all employees.

The Meeting closed at 9.35pm

Signed ..... Dated .....

.....