

Minutes of the Full Council meeting of Taverham Parish Council held on Monday 9 March 2026, held in Suite 2, Taverham Village Hall, commencing at 7.50pm, when there were present:

Mr T Yousefian in the Chair
 Mrs L Barrington-Smith Mr S Matthews
 Mrs B Clarke Mrs J Latchford
 Mrs J Ellis Mrs S Parkinson
 Mr K Kelly

Also present: County Councillor Clancy and Clerk

31/26 To receive apologies for absence

Apologies were received from Councillors Dack and Karimi-Ghovanlou.

**32/26 To receive Declarations of Interest in items on the agenda
None**

33/26 The Minutes of the Council Meeting held on 9 March 2026 were agreed and then signed by the Chairman.

34/26 Report items

In response to the Parish Council's request for bollards to be installed in the verge at Baldric Road, the area Highways Officer had advised that he would monitor the area for antisocial/inconsiderate parking.

Notice had been received advising the Council that the temporary weight limit on the Ringland Bridge would be made permanent to reduce the risk of further deterioration.

35/26 District and County Council Members Question Time

County Councillor Clancy advised that he was trying to create a group to tidy up street clutter such as signs left behind from road working contractors, and he continued to investigate why little progress was being made at the roadworks site at the Kingswood Avenue/Fakenham Road junction.

District Councillor Kelly had recently attended a meeting of the Environmental Excellence Committee.

36/26 Public Break

No members of the public were in attendance.

37/26 FINANCE

Councillors had received a copy of a list giving details of outstanding invoices. The budget overview for the committees was received. It was **RESOLVED** to pay the invoices as presented. Receipts were noted and the financial summary cashbook received.

Chq No.	Supplier	Details	Net	VAT	Total
EP2726	John Allaway	Woodland Contract – February 2026	340.00	0.00	340.00
EP2727	Norse	Un/Locking Gates – Sandy Lane / Hmdow – January/February 2026	1,003.00	200.60	1,203.60
EP2728	Vision ICT	Website Hosting/Support/Emails	426.47	85.29	511.76
EP2829	Mayday	Maintenance Support – Connectivity February 2026	22.00	4.40	26.40
EP2730	Cozens (UK)	Streetlight Maintenance – Jan 2026	150.00	30.00	180.00
EP2731	Amazon	Ranger's Tools – Chainsaw Safety Helmet/Chainsaw and Hmdow Toilet			

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		Rolls/Batteries for Water Testing	155.11	31.04	186.15
EP2732	Miss T Stone	E-Bay - Ranger's Tools – Soft Grip Ratchet/Document Wallets	48.71	0.00	48.71
EP2733	Wave	Hmdow – Water Bill (Nov 25-Feb 26)	284.42	0.00	284.42
EP2734	Countrystyle	Recycling Collection Oct/Dec 2025	95.00	19.00	114.00
EP2735	WEL Medical	Defibrillator Replacement Pads	69.60	13.92	83.52
EP2736	Siemens	Photocopier Lease Agreement	195.00	39.00	234.00
EP2737	Ian Smith	Office Paper/Mop Head and Handle And Black Heavy-Duty Sacks	135.56	27.11	162.67
EP2738	Tav Nursery	Rigger Gloves/Handy Chain Oil	12.02	2.41	14.43
EP2739	Barford Hire	Van Hire – Feb-March 2026/Fuel	315.71	63.15	378.86
EP2740	Play Inspection	Outdoor Annual Inspections	668.00	133.60	801.60
EP2741	PLG	Chainsaw Oil/Oil 2 Stroke	11.23	2.24	13.47
EP2742	Broadland DC	Annual Dog Bin Servicing (23)	5,681.00	1,136.20	6,817.20
EP2743	GardenGuardian	Horticultural Contract – Feb 2026	2,976.02	595.20	3,571.22
EP2744	Cash	Petty Cash – February 2026	59.68	10.69	70.37
			12,648.53	2,393.85	15,042.38

PAYMENTS FOR RATIFICATION

DDebit	Valda Energy	Streetlights Electricity – Jan-Feb 26	2,510.72	502.14	3,012.86
DDebit	Valda Energy	Streetlights Electricity – Feb-Mar 26	1,738.46	347.69	2,086.15
DDebit	SSE	Hmdow – Gas Supply	672.90	33.65	706.55
DDebit	Lloyds Bank	Banking Charges – Dec-Jan 26	8.50	0.00	8.50
EP2724	Greenway	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2725	Goodrum	Hmdow Hall Deposit Return	50.00	0.00	50.00
			5,030.58	883.48	5,914.06

ELECTRONIC PAYMENTS MADE 27TH FEBRUARY 2026 (STAFF RELATED)

TRNS	Staff	February 2026 – Staff Pay	9,349.02	0.00	9,349.02
TRNS	HMRC	February 2026 – Tax and NI	3,236.63	0.00	3,236.63
RNS	Norfolk Pension	February 2026 – Pension	3,103.85	0.00	3,103.85
			15,689.50	0.00	15,689.50

RECEIPTS FOR FEBRUARY 2026

Bank	Interest	391.20	0.00	391.20
Hinks Meadow	Hall Hire	1,099.52	219.90	1,319.42
Hinks Meadow Deposits	Hall Hire – To be Returned	150.00	0.00	150.00
HM Customs & Excise	VAT Repayment	5,257.61	0.00	5,257.61
Norfolk County Council	Delegated Verg Cutting – 2025/26	11,193.41	0.00	11,193.41
Taverham Tennis Club	Court Fees (Oct-Dec 2025)	555.37	0.00	555.37
		18,647.11	219.90	18,867.01

Councillor Barrington-Smith offered to carry out the following internal audit checks:

Asset register up to date

Large purchases added to insurance schedule

Councillor Kelly offered to carry out the following internal audit checks:

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

Bank reconciliations

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- 38/26 The Minutes of the Planning Committee Meetings held on 3 and 23 February 2026** were received.
- 39/26 The Minutes of the Recreation Committee Meetings held on 23 February 2025** were received.
- 40/26 Youth club**
- i) To receive the youth club monthly report**
The youth club monthly report was received, and Councillors noted the low number of attendees for the month of February.
- ii) To consider quote for youth club provision for 2026/27**
The quote in the sum of £16,550 from the YMCA for the provision of youth club sessions for 50 weeks of the year was received. Councillors had been monitoring the attendance figures since the new youth club had opened, and although changes had been made to increase membership, numbers remained consistently low. It was **RESOLVED** not to renew the service level agreement with the YMCA as councillors did not consider it to be a responsible use of public money, and to close the youth club after the final session in March.
- iii) To consider the future use of the youth room**
Councillors were reminded that the Council Office did not meet health and safety requirements regarding the amount of space needed to accommodate the number of staff. Alternative space had previously been sought unsuccessfully, and initial plans had been drawn up to provide a purpose-built office, meeting room and Ranger's store at Marriott's Park. The new office building was still several years in the making and Councillors had an opportunity to address staff working environment in the meantime. It was **RESOLVED** to make alterations to the youth room to make it suitable as a Parish Council office until a Parish Office at Marriott's Park had been built.
- 41/26 To comment on proposed Tree Preservation Order BD0793**
No objections were raised to the proposed Tree Preservation Order (BD0793) for trees on Taverham Road, near Mack's Lane.
- 42/26 To consider request for a shield to a streetlight**
This item was deferred as further information from the Council's streetlighting contractor was awaited.
- 43/26 To receive an update on the clearance of the allotment site and to consider options for the future of the composting toilet**
Progress on the clearance of the allotment site was noted, with thanks recorded to TALGA for their continued efforts. It was further noted that several plot holders had been reminded that failure to clear their plots may result in the loss of their place on the waiting list for the new allotment site.
The composting toilet, originally funded through a grant to the allotment association, could not be removed or relocated by the group until the new site was operational. As a result, the association had resolved to gift the toilet to the Parish Council. Guidance on the removal, transport, and reinstatement of the facility, together with indicative costs, had been requested from the manufacturer.
The Parish Council acknowledged that it faced the same constraints as TALGA in relation to the toilet: removal and reinstallation would incur costs; there was no assurance that the structure would remain intact once dismantled; and no suitable temporary storage location was available.
It was **RESOLVED** to offer to leave the composting toilet in situ and to gift it to the landowner. Should the landowner have no use for the facility, the Parish Council
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would instead arrange for the above-ground structure to be removed and the chamber to be buried.

44/26 To consider quotes for mole control contract

Several companies were invited to quote for the contract, two quotes were received. One of the contractors declined to quote for the management of the mole population on Thorpe Marriott Green, the other proposed to attend Thorpe Marriott Green more frequently than the specification had requested.

It was **RESOLVED** to accept the quote from contractor 1, APC Pest Control, in the total sum of £2160 per year for three years.

45/26 To comment on the proposed streetlighting design for phases of Marriott’s Park

Councillors considered the proposed streetlighting scheme for the first three phases of homes and for the spine road at Marriott’s Park. It was noted that the cul-de-sacs and private driveways had been omitted from the plans. The lighting designer advised that while the cul-de-sacs could be lit, the pavements were too narrow to accommodate lighting columns. Should lighting be required in these areas, the columns would need to be installed on concrete pads positioned behind the pavement.

The Council welcomed the use of LED lanterns and the inclusion of timers to enable part-night lighting. Councillors **RESOLVED** to approve the proposed lighting scheme and requested that the cul-de-sacs (though not private driveways) be included, subject to Highways agreeing to adopt the concrete pads required for the installation of the columns.

The meeting closed at 8.30pm

Signed Dated

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TAVERHAM PARISH COUNCIL

PAYMENTS/RECEIPTS FOR APPROVAL AT COUNCIL MEETING ON 13TH APRIL 2026

Chq No.	Supplier	Details	Net	VAT	Total
EP2749	John Allaway	Woodland Contract – March 2026	340.00	0.00	340.00
EP2750	John Allaway	Tree Surveys and Works Undertaken - Thorpe Marriott Green, Hinks Meadow, Ghosthill/Eastfield and Draper Way	13,940.00	0.00	13,940.00
EP2751	GardenGuardian	Horticultural Contract – March 26 /Horticultural Contract Draper Way	5,498.98	1,099.79	3,598.77
EP2752	Cozens (UK)	Streetlight Maintenance – Feb/Mar	300.00	60.00	360.00
EP2753	SGW	Payroll Processing – Feb/March 26	70.00	14.00	84.00
EP2754	APC Pest Control	Hmdow – Additional Mole Trapping	120.00	24.00	144.00
EP2755	Veolia	Hmdow/Recreation-Refuse – Feb and March 2026	651.94	130.38	782.32
EP2756	Taverham RF	Caretaking Contribution–BMX Track	604.05	120.81	724.86
EP2757	Mayday	Maintenance Support – Connectivity March 26/B&W and Colour Copies	82.14	16.43	98.57
EP2758	North WFP	Hmdow–Annual Extinguisher Service /Replacement	92.60	18.52	111.12
EP2759	PPL PRS	The Music Licence Royalties	97.77	19.56	117.33
EP2760	T Stone	Blackrow Nurseries – Whips for Draper Way and Misc Items	143.60	28.72	172.32
EP2761	CK Plumbing	Hmdow Unblock Ladies Changing Rm	85.00	0.00	85.00
EP2762	Barford Hire	Van Hire – March 2026	299.88	59.98	359.86
EP2763	Norse	Un/Locking Gates – Sandy Lane / Hmdow – March 2026	527.00	105.40	632.40
EP2764	Total Energies	Hmdow Electricity – March 2026	77.27	3.87	81.14
EP2765	Taverham VHC	Office Rent, Room Hire, Car Park Electricity, Youth Room and Youth Room Electricity – Jan-March 26	1,530.88	0.00	1,530.88
EP2766	Place Farm	2025/26 Licence to Occupy – Final	787.50	0.00	787.50
EP2767	Place Farm	Clearance of the Allotments	3,400.00	680.00	4,080.00
EP2768	Crook Power W	Tennis Courts–Repairs/Powerwash	1,800.00	0.00	1,800.00
EP2769	BT	April to June 2026 Charges	745.44	149.09	894.53
EP2770	PHS Group	Sanitary Contract – 2026/27	297.32	59.46	356.78
EP2771	Mayday	Maintenance Support – Connectivity April 2026 - 2026/27	22.00	4.40	26.40
EP2772	Cash	Petty Cash – March 2026	95.88	15.17	111.05
			31,609.25	2,609.58	34,218.83

PAYMENTS FOR RATIFICATION

DDebit	Valda Energy	Streetlights Electricity – Mar-Apr 26	1,838.22	367.65	2,205.87
DDebit	SSE	Hmdow – Gas Supply	176.54	8.83	185.37
DDebit	Lloyds Bank	Banking Charges – Jan-Feb 26	10.53	0.00	10.53
EP2745	Harverson	Hmdow Hall Deposit Return	50.00	0.00	50.00
EP2746	YMCA	Provision of Youth Services – January to March 2026	3,650.68	0.00	3,650.68
EP2747	Total Energies	Hmdow Electricity – Jan & Feb	3,030.40	606.08	3,636.48
EP2748	Atkins	Hmdow Hall Deposit Return	50.00	0.00	50.00
			8,806.37	982.56	9,788.93

ELECTRONIC PAYMENTS MADE 27TH MARCH 2026 (STAFF RELATED)

TRNS	Staff	March 2026 – Staff Pay	9,348.59	0.00	9,348.59
TRNS	HMRC	March 2026 – Tax and NI	3,237.03	0.00	3,237.03
RNS	Norfolk Pension	March 2026 – Pension	3,103.89	0.00	3,103.89
			15,689.51	0.00	15,689.51

RECEIPTS FOR MARCH 2026

Bank	Interest	333.75	0.00	333.75
Hinks Meadow	Hall Hire	2,103.60	420.72	2,524.32
Hinks Meadow Deposits	Hall Hire – To be Returned	50.00	0.00	50.00
Norfolk County Council	Breastscreening – Electricity/Toilet	845.94	0.00	845.94
Taverham Football Club	Pitch Fees (Jan-March 2026)	2,265.27	0.00	2,265.27
		5,598.56	420.72	6,019.28

Agenda item 12: To approve, retrospectively, the Place Farm quotation for the final clearance of the allotment site.

1. Background

The Council had operated on a verbal, good-faith understanding with the landowner (the farmer) that a short period beyond 31 March would be permitted to complete the clearance of the allotment site after tenants vacated their plots. This informal agreement was not recorded in writing.

On 1 April, the Assistant Clerk, the Council's Ranger and the Clerk met with the farmer to undertake a joint inspection of the site. At this meeting, the farmer advised that he was no longer willing to allow additional time and had expected the land to be fully cleared by 31 March.

2. Current Position

The farmer has now stated that he requires immediate access to the land in order to move his birds and associated shelters onto the site. He has expressed dissatisfaction with the amount of material remaining and has indicated that he intends to proceed with clearance. He has offered to:

- Deploy a team of eight staff to walk and clear the land in a single day.
- Arrange grab lorries to remove the waste.

During the inspection, it was evident that a significant volume of material remains on the plots. The scale of the work exceeds what can reasonably be completed in-house by Council staff.

3. Clearance Costs and Quote Received

TALGA had previously obtained a quote of £1,900 + VAT for removing the items already piled for collection. This did not include the additional waste left on individual plots. Following the inspection, the farmer submitted a formal quote for undertaking the full clearance of the site. The quote received was £3,400.

Given the urgency of the situation and the risk of dispute arising from the absence of a written agreement regarding additional time, the Clerk discussed the matter with the Council Chairman. After considering the circumstances, the Chairman agreed that the quote should be accepted. The quote has therefore been accepted to ensure the land is returned to the farmer without further delay.

4. Financial Position

The allotment reserve currently stands at £6,748.47, which is sufficient to cover the cost of the clearance.

The Council's Financial Regulations state:

“In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT... The Clerk shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.”

Although the quote exceeds the £2,500 threshold, the decision was taken following consultation with the Chairman due to the exceptional circumstances and the immediate risk of dispute.

5. Decisions Required from Councillors

Councillors are asked to:

1. Retrospectively approve the acceptance of the £3,400 quote for the clearance of the allotment site.
2. Agree that £3,400 be released from the Allotment Reserve to fund the clearance

- work.
3. Note the circumstances that necessitated urgent action and the consultation with the Chairman.