



Clerk: Mrs S Salmons
Parish Council Office, Taverham Village Hall,
Sandy Lane, Taverham,
NORWICH, NR8 6JR
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8 September 2026

COUNCILLORS are summoned to attend a meeting of Taverham Parish Council to be held on 14 September 2026, in Suite 2, Taverham Village Hall, after the Planning Committee meeting which commences at 7.30pm.

S.Salmons (Parish Clerk)

AGENDA

- 1) To receive apologies for absence
- 2) To receive Declarations of Interest in items on the Agenda
- 3) To receive the resignation of Joanne Ellis and to declare a casual vacancy for Taverham North
- 4) To confirm and sign the Minutes of the Meeting held on 10 August 2026
- 5) Report items
- 6) District and County Council Members Question Time
- 7) Break for the public to speak
Parishioners may raise any Parish matter at this time, but please note that the maximum time allocated to this session is **15 minutes** and due courtesy should be given to others who may also wish to speak
- 8) Finance:
 - i) To approve payment of accounts
 - ii) To report receipts
 - iii) To receive the committee budgets overview
 - iv) To receive the financial summary – cashbook
 - iv) To appoint Councillors to carry out internal audit checks
- 9) To receive the Minutes of the Planning Committee Meeting held on 10 August 2026
- 10) To consider quotes for CCTV at Thorpe Marriott Green Play Area
- 11) To consider an additional piece of SEN play equipment at Thorpe Marriott Green Play Area funded by Broadland Youth Advisory Board
- 11) To create a Draper's Way Amenity Reserve and to confirm reserve transfers

Minutes of the Council Meeting of Taverham Parish Council held on Monday 10 August 2026, held in Suite 2, Taverham Village Hall, commencing at 7.22pm, when there were present:

Mrs B Clarke in the Chair	
Mrs L Barrington-Smith	Ms K Lindsay
Mr N Dack	Mr S Matthews
Mrs J Ellis	Mrs C Ward
Mr K Kelly	

Also present: County Councillor Clancy and Clerk

117/26 To receive apologies for absence were received from Councillors C Karimi-Ghovanlou, H Karimi-Ghovanlou, Ellis and Parkinson

118/26 To receive Declarations of Interest in items on the agenda
None

119/26 The Minutes of the Council Meeting held on 13 July 2026 were agreed and then signed by the Chairman.

120/26 Report items

Pedestrian crossing at Fakenham Road/Sandy Lane junction

Norfolk County Council advised that the signal-controlled crossing equipment was several years beyond its expected lifespan and could soon develop an irreparable fault. It therefore planned to replace the equipment before this occurred. In response to the Parish Council's concerns about the number of schoolchildren using the crossing, the County Council would consider rescheduling the work for the school holidays.

121/26 District and County Council Members Question Time

District Councillor Yousefian reported that the District Council's internal audit showed improved performance, although further improvement was needed. The Meeting expressed concern that external audits had been delayed during the Covid pandemic and remained incomplete. This could create difficulties during Local Government Reorganisation because the opening and closing balances had not been externally verified. Councils across the country were facing the same issue. County Councillor Clancy agreed with Mr Yousefian, adding that it could take several years to resolve the disruption caused by Local Government Reorganisation. He also advised that the County Council's new Highways and Transport Portfolio holder was fully committed to building a link road from the A1270 to the A47.

122/26 FINANCE

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

Chq No.	Supplier	Details	Net	VAT	Total
EP2835	John Allaway	Woodland Contract – July 2026	350.00	0.00	350.00
EP2836	Amazon	Ranger's – Elbow Grease (6)	9.96	1.98	11.94
EP2837	Countrystyle	Recycling Collection – June 2026	87.50	17.50	105.00
EP2838	BH Trees and W	Felling Unstable Dead Stems (SL)	100.00	20.00	120.00
EP2839	Marmax	Replacement Bench Arms/Carriage	50.00	10.00	60.00
EP2840	Norfolk ALC	Annual Subscription 2026/27	1,275.43	0.00	1,275.43
EP2841	APC Pest Control	Mole Contract – Hmdow/TMG	330.00	66.00	396.00

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EP2842	Barford Hire	Van Hire – June/July 2026	299.88	59.98	359.86
EP2843	Elect Tech	Fire Alarm Inspection – Six Month	100.00	20.00	120.00
EP2844	Norfolk PTS	2026/27 Subscription	383.33	76.67	460.00
EP2845	SGW	Payroll Processing – July 2026	35.00	7.00	42.00
EP2846	GardenGuardian	Horticultural Contract – July 26			
		/Verge Cutting Contract – July 26	4,025.97	805.20	4,831.17
EP2847	CareCheck	DBS Check – Hogg	10.00	2.00	12.00
EP2848	Ian Smith	Extra Duty Refuse Sack	146.72	29.34	176.06
EP2849	Norse	Un/Locking Gates – Sandy Lane			
		/ Hmdow – July 2026	527.00	105.40	632.40
EP2850	Cozens (UK)	Streetlight Maintenance – July 26	150.00	30.00	180.00
EP2851	Taverham VHC	Office, Room Hire, Youth Club, Youth			
		Club and Car Park Elect – July 26	462.48	0.85	463.33
EP2852	Cash (Debit Card)	Petty Cash – July 2026	98.17	18.44	116.61
			8,441.44	1,270.36	9,711.80

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – June 2026	97.50	4.88	102.38
DDebit	Lloyds Bank	Banking Charges – May-June 26	10.80	0.00	10.80
DDebit	Valda	Streetlights Electricity–July-Aug 26	1,194.69	238.94	1,433.63
EP2831	Total Energies	Hmdow – Electricity- May/June 2026	360.57	18.03	378.60
EP2832	First Fence	Hmdow – Composite Rail Fencing	1,550.05	310.01	1,860.06
EP2833	Woodcock	Hmdow Deposit Return	50.00	0.00	50.00
EP2834	Thomson Sawm	Norgate Way – Five Bar Gate	290.19	58.04	348.23
			3,553.80	629.90	4,183.70

ELECTRONIC PAYMENTS MADE 28TH JULY 2026 (STAFF RELATED)

TRNS	Staff	July 2026 – Staff Pay	9,490.15	0.00	9,490.15
TRNS	HMRC	July 2026 – Tax and NI	2,784.08	0.00	2,784.08
TRNS	Norfolk Pension	July 2026 – Pension	3,160.70	0.00	3,160.70
			15,434.93	0.00	15,434.9

RECEIPTS FOR JULY 2026

Bank	Interest	433.89	0.00	433.89
DAC Beachcroft	Return of Insurance Excess (Goodwin)	113.28	0.00	113.28
Hinks Meadow	Hall Hire	1,226.17	245.23	1,471.40
HM Customs & Excise	VAT Repayment (April-June 2026)	5,703.37	0.00	5,703.37
Norfolk County Council	Sandy Lane Car Park/Library Garden	617.92	0.00	617.92
Taverham Tennis Club	Court Fees (April-June 2026)	560.91	0.00	560.91
Taverham Football Club	Pitch Fees (April-June 2026)	2,878.53	0.00	2,878.53
		11,534.07	245.23	11,779.3

Councillors volunteered to complete the following internal audit checks:
 Councillor Barrington-Smith – payslips checked against approved salaries, and
 PAYE/NI/Pension payments match payslip totals
 Councillor Matthews – Hinks Meadow receipts match booking forms
 Councillor Kelly – Bank reconciliations

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123/26 The Minutes of the Planning Committee Meetings held on 13 & 27 July 2026 were received.

124/26 The Minutes of the Woodlands Committee Meeting held on 27 July 2026 were received.

125/26 To consider request for support for the Broadland Country Park Pathways Project

Councillors noted the significant investment in the Horsford side of Drayton Drewray, now known as Broadland Country Park, including upgraded car parks and paths, toilets and a visitor centre. The Meeting declined to support the proposed Pathways Project on the Taverham/Drayton side because it would change the woodland's character and affect wildlife.

126/26 To confirm Community Infrastructure Levy Reserve transfers

The following reserve transfers were confirmed:

Transfers into CIL reserve

- April and October 2021: £178,794.46
- April and October 2022: £2,174.16
- April and October 2023: £8,749.27
- April and October 2025: £17,558.91
- April 2026: £63,103.16

Transfers from CIL reserve to general fund

- April 2022: Eden Tree and Hedging - Sandy Lane – Tree/Hedge Work – £3,500
- March 2023: Eden Tree and Hedging - Sandy Lane – Tree Stump Grinding - £500
- September 2023: Kompan – Sandy Lane Play Area - £165,977.67
- February 2024: Greenbarnes – Noticeboard (part payment) - £682.35
- September 2024: Kompan – Sandy Lane Play Area – Retained Balance - £8,735.67

Total transfer from CIL Reserve to General Fund: **£179,395.69**

Following the above income and expenditure adjustments, the remaining balance within the CIL Reserve is **£146,438.30**, which will continue to be held for future agreed CIL eligible expenditure.

127/26 To consider quotes for works to move the Council office to the youth room

Quotes for internal works and carpeting to the youth room in preparation for the Council office were received and considered.

The quote from contractor 1 for the internal works, in the sum of £2760, was **agreed**. The quote from contractor A for carpeting in the youth room, in the sum of £1090, was **agreed**.

It was noted that BT had quoted £65 for moving the phoneline however there could be a small increase in costs should difficulties be encountered during installation works.

128/26 PUBLIC BREAK

Councillor Dack asked whether there had been any progress regarding speeding on Fakenham Road. The Clerk reported that she had asked the local police to conduct additional speed checks, obtained and forwarded information about Community Speedwatch to Mr Dack, and contacted Norfolk County Council about installing a speed-activated message sign.

It was reported that inconsiderate parking had resumed on Baldric Road. The Clerk had notified the relevant officers of all incidents and could take no further action. Installing birdsmouth fencing on the verges was suggested.

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In response to a question about additional bus shelters, the Meeting was advised that there were insufficient funds for the three requested shelters. If some funding became available, the Council would also need to secure match funding through the Parish Partnership Project.

The meeting closed at 8.17pm

Signed Dated

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TAVERHAM PARISH COUNCIL

PAYMENTS/RECEIPTS FOR APPROVAL AT COUNCIL MEETING ON 14TH SEPTEMBER 2026

Chq No.	Supplier	Details	Net	VAT	Total
EP2857	John Allaway	Woodland Contract – August 2026	350.00	0.00	350.00
EP2858	Tracy Jones	Eye Examination and Contribution to Glasses / Mileage (Nov 25-Mar 26)	127.75	0.00	127.75
EP2859	Huws Gray	Hmdow – Fencing - Chipboard Screws / Round Wire Screws, TTG	31.97	6.39	38.36
EP2860	PLG	Hmdow – Fencing – Post Mix, Wood Preserver, Brush, Sticker Remover	141.18	28.23	169.41
EP2861	Veolia	Hmdow/Recreation-Refuse–July/Aug	639.30	127.86	767.16
EP2862	Siemens	Photocopier Lease Agreement	195.00	39.00	234.00
EP2863	Barford Hire	Van Hire – July/August 2026	299.88	59.98	359.86
EP2864	Wave	Hmdow – Water Bill (May 26–Aug 26)	202.63	0.00	202.63
EP2865	Amazon	Ranger's – Jack Hammer	49.48	0.00	49.48
EP2866	Dyno-Rod	Service Contract – Sandy Lane and Hmdow Car Park	700.00	140.00	840.00
EP2867	Cozens (UK)	Streetlight Maintenance – August 26 / LED Lantern Replacement and Deflector (No. 9183) St Walstans	525.00	105.00	630.00
EP2868	PPL/PRS	TheMusicLicence Royalties 2026/27	224.64	44.95	269.57
EP2869	Norvic	Emergency First Aid at Work – RS	96.00	19.20	115.20
EP2870	SGW	Payroll Processing – August 2026	35.00	7.00	42.00
EP2871	Mayday	Maintenance Support – Connectivity August 26/B&W and Colour Copies	90.70	18.14	108.84
EP2872	Norse	Un/Locking Gates – Sandy Lane / Hmdow – August 2026	527.00	105.40	632.40
EP2873	EDGE IT	Microsoft 365 – Annual Fees 26/27	507.75	101.55	609.30
EP2874	Taverham VHC	Office, Room Hire, Youth Club, Youth Club and Car Park Elect – August 26	438.63	0.98	439.61
EP2875	Crook PowerW	Tennis Courts – Powerwash, Moss Treatment and Repairs	1,150.00	0.00	1,150.00
EP2876	GardenGuardian	Horticultural Contract – August 26 /Verge Cutting Contract – Aug 26	4,025.97	805.20	4,831.17
EP2877	Cash (Debit Card)	Petty Cash – August 2026	28.11	2.66	30.83
			10,385.99	1,611.54	11,997.57

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – July 2026	100.75	5.04	105.79
DDebit	Lloyds Bank	Banking Charges – June-July 26	8.50	0.00	8.50
DDebit	Valda	Streetlights Electricity–Aug-Sept 26	1,719.59	343.92	2,063.51
EP2853	Zurich	Insurance – 2026/27	6,912.75	0.00	6,912.75
EP2854	Wensum Point C	Hmdow – Doorway Mat Supply/Fit	193.33	38.67	232.00
EP2855	BH Trees & Wood	Sandy Lane – Cut Branches/Removal And Pendlesham Rise Tree Works	400.00	80.00	480.00
EP2856	Norfolk Stump G	Sandy Lane/Thorpe Marriott Green – Stump Removal	250.00	0.00	250.00
			9,584.92	467.63	10,052.55

ELECTRONIC PAYMENTS MADE 28TH AUGUST 2026 (STAFF RELATED)

TRNS	Staff	August 2026 – Staff Pay	9,518.93	0.00	9,510.37
TRNS	HMRC	August 2026 – Tax and NI	3,174.61	0.00	3,169.29
TRNS	Norfolk Pension	August 2026 – Pension	2,787.30	0.00	2,784.08
			15,480.84	0.00	15,463.74

RECEIPTS FOR AUGUST 2026

Bank	Interest	449.91	0.00	449.91
Hinks Meadow	Hall Hire	1,686.73	337.34	2,024.07
Hinks Meadow	Hall Hire – Deposit	50.00	0.00	50.00
		2,186.64	337.34	2,523.98

TAVERHAM PARISH COUNCIL MEETING – 14TH SEPTEMBER 2026

BUDGET PICTURE – 2026/27

A Budget Picture for the Council and its committees is to be provided monthly to the Council Meeting. All figures produced are up to date as of 31st August 2026 and in relation to the 2026/27 financial year.

Main Council - Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Administration	£8,500	£3,099.18	-	£5,400.82
Petty Cash	£900	£306.16	-	£593.84
Miscellaneous	£17,500	£9,658.42	-	£7,841.58
Salaries	£213,690	£77,790.92	£108,907.29	£26,991.79
Grants	£545	-	£41.25	£503.75
Recycling	£600	£137.50	-	£462.50
Youth Provision	£18,720	£581.43	-	£18,138.57
Section 137	£1,375	£122.48	£244.96	£1,007.56
Streetlighting				
- Energy	£28,200	£6,699.00	-	£21,501
- Maintenance Contract	£1,800	£600	£1,200	-
- Repairs	£6,000	£325	-	£5,675
- Structural/Electrical Testing	£3,500	-	-	£3,500
Community Safety	£1,000	-	-	£1,000
Agencies	£10,875	£5,074.93	£5,074.93	£725.14
Warden's Van	£3,900	£1,199.52	£2,399.04	£301.44
Publicity	£1,000	£210	-	£790
TPC Events	£500	-	-	£500
Earmarked Reserve–Tennis Court	£20,000	-	£20,000	-
TOTAL	£338,605	£105,804.54	£137,867.47	£94,932.99

Expected – Figures based on known contract/expected wage costs for the year.

Budget Remaining – Figures based on costs to date and expected contract/wage costs due. The purpose of the Budget Picture is to give an overview of how the budget is being spent to date and funds available for the remainder of the financial year.

The Recreation, Sports and Woodlands detailed Budget pictures are provided at each relevant committee meeting, and minuted as received.

The following committee Budget pictures are a simplified version of each committee and is produced for Councillors' information at the Council's monthly meeting.

Recreation – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£30,030	£7,141.94	£16,861.40	£6,026.66
Renewals	£3,000	£527.52	-	£2,472.48
Projects	£2,000	-	-	£2,000.00
Contingency	£1,000	£15.38	-	£984.62
TOTAL	£36,030.00	£7,684.84	£16,861.40	£11,483.76

Sports – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Tennis	£3,680	£1,800	£1,150	£730
BMX Site	£800	-	£800	£0
Hinks Meadow				
Services	£5,000	£1,244.81	-	£3,755.19
Running Costs	£12,380	£4,022.15	£5,296.75	£3,061.10
Ground Maintenance	£27,340	£7,798.92	£18,737.84	£803.24
Contingency	£1,000	£299		£701.00
TOTAL	£50,200.00	£15,164.88	£25,984.59	£9,050.53

Woodlands – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£13,470	£2,058.35	£5,581.32	£5,830.33
Projects	£1,000	-	-	£1,000
Contingency	£1,500	-	-	£1,500
TOTAL	£15,970	£2,058.35	£5,581.32	£8,330.33

RFO
3rd September 2026

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 31/08/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£4,952.95
Hinks Meadow Cash	£0.00
Petty Cash	£38.95
Photocopying Cash	£0.00
Premier Account (Business Bank)	£577,478.29
Total	£582,470.19

RECEIPTS	Net	Vat	Gross
Council	£261,622.68	£0.00	£261,622.68
RECREATION	£13,500.88	£0.00	£13,500.88
SPORTS	£11,263.91	£1,498.72	£12,762.63
Total Receipts	£286,387.47	£1,498.72	£287,886.19
PAYMENTS	Net	Vat	Gross
Council	£107,243.03	£3,751.45	£110,994.48
RECREATION	£15,417.71	£1,726.43	£17,144.14
SPORTS	£19,880.97	£3,291.31	£23,172.28
WOODLANDS	£7,227.19	£149.45	£7,376.64
AGENCIES	£6,430.05	£1,286.02	£7,716.07
DRAPER WAY	£6,257.84	£707.55	£6,965.39
Total Payments	£162,456.79	£10,912.21	£173,369.00

Closing Balances at 31/08/26

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£5,000.94
Hinks Meadow Cash	£0.00
Petty Cash	£119.17
Photocopying Cash	£0.00
Premier Account (Business Bank)	£691,867.27
Total	£696,987.38

Signed

Chair



Clerk / Responsible Financial Officer

Planning Applications Committee Meeting held on Monday 10 August 2026, in Suite 2 in Taverham Village Hall commencing at 7.30pm, when there were present:

Mr Steve Matthews in the Chair

Mrs Linda Barrington-Smith
Mrs Brenda Clarke

Mr Nick Dack

Also present: County Councillor Clancy, District Councillor's Kelly and Yousefian, Councillor Carole Ward, Clerk, Responsible Finance Officer and Assistant Clerk.

Apologies for absence: District Councillor Caroline Karimi-Ghovanlou, Councillor Jo Ellis, Councillor Hamid Karimi-Ghovanlou and Councillor Sandra Parkinson.

Declarations of Interest: None.

The Minutes of the Meeting on 27 July 2026 were confirmed and signed.

Report Items: None

The Meeting was advised of the District Council decisions on previous applications:

- 2026/1265. Abora Court Care Home, Steven Drane Drive, Taverham, NR8 6WL. Variation of condition 2 to install air source heat pump of permission 20220512 (which consented to construction of care home (Use Class C2) with associated car and cycle parking, landscaping and amenity space provision) - Approval
- 2026/1680. 58 Lloyd Road, Taverham, NR8 6LL. Proposed alterations and extensions - Approval

The following new Applications were considered:

- 2026/1592. 142 Taverham Road, Taverham, NR8 6SD. Replacement self-build dwelling and garage. Concern was raised as to visibility when entering or leaving the driveway to the dwelling.
RESOLVED – No objection
- 2024/2621. Land off Fir Covert Road, Taverham, Norfolk. Outline planning permission for the construction of office (Class E(g)(i)), warehouse (Class B8), start-up business units (Class B/E(g)) & associated highway, landscaping & infrastructure works with all matters reserved except access. The Council's objection and comments dated 15 July 2026 remain unchanged. District Councillor Yousefian advised the meeting that the application had been called in. Councillors strongly objected to extending the operating hours to 24/7 and to the removal of the proposed footpath improvements on Fir Covert Road.
RESOLVED – Objection

Signed

Date

Agenda item 10: To consider quotes to install CCTV at Thorpe Marriott Green Play Area

1. Introduction

Taverham Parish Council is asked to consider installing solar-powered CCTV at Thorpe Marriott Green Play Area to cover the new play area and the skatepark. CCTV is being proposed in response to ongoing anti-social behaviour in the area and to help protect the new play area once installed. The system would provide a visible deterrent, support the safe use and enjoyment of the space by residents and visitors, and help safeguard the Council's investment in the new facilities. Councillors are asked to consider the quotations for the works, as detailed below.

2. Proposed Works

As there is no electricity to the site, the proposal is to supply and install solar-powered CCTV to cover the existing skatepark and the new play area. The cameras would be mounted on a pole, which would be concreted into the ground with an anti-climb bracket attached.

3. Quotations

Contractor 1: Quotation for a solar-powered CCTV system with three cameras, including one master camera with the data SIM, as set out below:

- 2 x 200 W high-efficiency solar panels
- 2 x 100 Ah lithium batteries
- 1 x TP-Link InSight S345-4G (4MP bullet camera), to cover the entrance to the area (towards the bridge)
- 2 x TP-Link InSight S345S (4MP Outdoor ColourPro 2.0 bullet network cameras), one covering the skatepark and one covering the play area
- Recorder and power supplies to be installed in a secure high-level cabinet
- System to be mounted on a steel column set in 1 m³ of high-strength concrete and installed at approximately 4 metres in height. An anti-climb collar is to be fitted to help prevent tampering.
- 1 x 8-channel recorder with 1 TB SSD hard drive. SSDs perform better with temperature fluctuations.

All cameras have full-colour night capability. The built-in light can remain on continuously at night or activate when movement from a person or vehicle is detected. The TP-Link VIGI professional system includes an easy-to-use interface. Footage can be viewed on a smartphone, tablet or computer. The computer software includes advanced features, including searches by gender, clothing colour or vehicle colour.

Net costs: Solar CCTV system £2,530; groundworks £700; column £350.

Total cost: £3,580.

This contractor has previously completed a similar installation for Drayton Parish Council, who have recommended this contractor.

A data SIM card will need to be purchased at approximately £15 per month.

Contractor 2: Quotation for a solar-powered CCTV system with two cameras, as set out below:

- 1 x 6m CCTV pole with anti-climb bracket
- 1 x pole-mounted solar and battery power supply unit
- 1 x pole-mounted 4 megapixel bullet camera with fixed 4mm lens and built-in 4G modem, viewing the skatepark area
- 1 x pole-mounted 8 megapixel turret camera with fixed 2.8mm lens, viewing the playground area
- 2 x 512 GB memory cards for camera image storage and 1 x CCTV sign

Total cost: £7,767.20

A multi-network data SIM with fixed IP for remote access, which roams to the best available network, would cost £17.15 per month.

A third contractor attended site and a quote was requested, no quote had been received at the time of this report.

Notes: The CCTV system will need to be registered with the Information Commissioner's Office (ICO). The Council will also need an up-to-date CCTV Policy, and the GDPR Policy will need to be amended to include CCTV.

4. Financial Implications

District Councillors have agreed to give the Council some money towards the CCTV through their members' grants. So far, £1,250 has been received from District Councillors Karimi-Ghovanlou and Yousefian, with the possibility of further funds from District Councillors Clancy and Kelly. Any shortfall could be taken from the Community Safety Reserve.

5. Recommendation

Councillors are asked to approve Contractor 1, as this is the cheapest quotation and the contractor has already completed work for Drayton Parish Council.

TAVERHAM PARISH COUNCIL
COUNCIL MEETING – 14TH SEPTEMBER 2026

Agenda Item - To Create a Drapers Way Amenity Reserve and to Confirm Reserve Transfers

Purpose of Item:

To undertake housekeeping of s106 funds relating to the Beech Avenue/Drapers Way development and to ensure they are correctly allocated within the Council's reserves structure.

Background

The Council was given **£126,127.97** in s106 contributions associated with the Beech Avenue / Drapers Way development. These funds must be ring-fenced and held within a dedicated earmarked reserve to ensure compliance with s106 restrictions and to maintain clear financial audit trails.

Expenditure relating to this s106 allocation has been incurred in **2024/25** and **2025/26**, requiring authorised transfers from the earmarked reserve to the General Fund.

Proposal

1. That a dedicated earmarked reserve titled **Drapers Way Amenity Reserve** is created and the full balance of £126,127.97 is placed into this reserve.
2. That the Council authorises the transfer of the following amounts from the Drapers Way Amenity Reserve to the General Fund to match expenditure:
 - **2024/25:** £8,392.31
 - **2025/26:** £7,916.07

Total transfer: **£16,308.38**

3. That Council notes the remaining balance of **£109,819.59** which will continue to be held within the Drapers Way Amenity Reserve for future eligible expenditure.

Decision Required

Council is asked to approve the creation of the Drapers Way Amenity Reserve, authorise the transfer of £16,308.38 to the General Fund, and note the remaining balance of £109,819.59.

RFO
3rd September 2026