

Minutes of the Council Meeting of Taverham Parish Council held on Monday 14 September 2026, held in Suite 2, Taverham Village Hall, commencing at 7.50pm, when there were present:

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

Also present: Clerk

129/26 To receive apologies for absence were received from Councillors C Karimi-Ghovanlou, H Karimi-Ghovanlou, and Parkinson. Apologies were also received from County Councillor Clancy

130/26 To receive Declarations of Interest in items on the agenda
None

131/26 To receive the resignation of Joanne Ellis and to declare a casual vacancy for Taverham North

The resignation was received and a casual vacancy declared

132/26 The Minutes of the Council Meeting held on 10 August 2026 were agreed and then signed by the Chairman

133/26 Report items

Broadland Country Park Pathways Project: Broadland District Council and Norfolk Wildlife Trust thanked the Council for considering the proposals and noted its current concerns. They clarified that the project would reinstate existing public rights of way, rather than create new infrastructure. The project aims to protect sensitive habitats, improve access to Broadland Country Park and the wider green network, enhance biodiversity, manage invasive rhododendron, reduce trampling through boardwalks and no-dig paths, and allow native vegetation, woodland edges and wet areas to recover. They confirmed that protecting the woodland and its character remains central to the project and remain open to further discussion

National pay increases: The 2026/27 local government pay award had been agreed at 3.3% and would apply to all paid Taverham Parish Council posts, excluding those paid at the National Minimum Wage

Thorpe Marriott Village Hall: Carole Ward had stepped down from Thorpe Marriott Village Hall Committee creating a vacancy for a parish council representative

Thorpe Marriott Green Play Area Update: The project had commenced, albeit a couple of weeks later than anticipated

Bus shelters: Councillor Dack asked that bus shelters be considered outside 182 Fakenham Road, outside Two Acres Residential Home, and also opposite the residential home. These locations would be passed to a potential supplier to measure pavement widths and assess whether shelters could be installed

Speeding: The Meeting was advised that complaints regarding speeding in the Parish would be discussed at the Traffic and Transportation Committee meeting to be held on 21 September

134/26 District and County Council Members Question Time

District Councillor Kelly advised that he would pledge £1000 toward the costs of installing CCTV at Thorpe Marriott Green Play area, and that County/District Councillor Clancy had also pledged a minimum of £500.

.....

PUBLIC BREAK

There were no members of the public in attendance

135/26 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
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	44.93	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	4,750.96	950.20	5,701.16
EP2877	Cash (Debit Card)	Petty Cash – August 2026	28.17	2.66	30.83
			11,111.04	1,756.52	12,867.56

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

Councillors volunteered to complete the following internal audit checks:
Councillor Matthews – Bank reconciliations

136/26 The Minutes of the Planning Committee Meetings held on 10 August 2026 were received.

137/26 To consider quotes for CCTV at Thorpe Marriott Green Play Area

Quotes were sought from three contractors for a solar powered CCTV system at the play area on Pendlesham Rise, only two were received. One contractor had quoted for a 6m pole on which the system was to be mounted but this would require planning permission.

It was **RESOLVED** to accept TPI Security's quote of £3,580 for a three-camera CCTV system with full night capability, mounted on a 4m pole with an anti-climb collar to prevent tampering. This was the lower of the quotes received, and the contractor had provided satisfactory service to a neighbouring parish.

Taverham's four District Councillors had pledged grants totalling £2,750. Any shortfall would be met from the Parish Council's Community Safety Reserve unless further grant funding was secured.

138/26 To consider an additional piece of SEN play equipment at Thorpe Marriott Green Play Area funded by Broadland Youth Advisory Board

Councillor C Karimi-Ghovanlou had obtained a £1,500 Broadland YAB grant for additional equipment at the new play area. HAGS proposed installing an extra play board and totem, with both supply and installation costs covered by the grant. It was **AGREED** to place the order.

139/26 To create a Draper's Way Amenity Reserve and to confirm reserve transfer

The Council approved the creation of the Drapers Way Amenity Reserve with an opening balance of £126,127.96 and authorised the transfer of £16,308.38 to the General Fund. The remaining balance of £109,819.59 was noted.

The meeting closed at 8.15pm

Signed Dated

.....

TAVERHAM PARISH COUNCIL

PAYMENTS/RECEIPTS FOR APPROVAL AT COUNCIL MEETING ON 12TH OCTOBER 2026

EP2880	John Allaway	Woodland Contract – Sept 2026	350.00	0.00	350.00
EP2881	RGM	Warden Cover – Litter Pick (3)	285.00	57.00	342.00
EP2882	ESPO	Office/Hmdow Sundries	82.75	16.55	99.30
EP2883	PLG	Postmix, Perry Coach Screws	87.71	17.54	105.25
EP2884	Cozens (UK)	Streetlight Maintenance – Sept 2026 / Six Yearly Electrical and Structural Column Testing 319 Streetlights and Beech Avenue Streetlights, LED Lantern 35 Penn Close	4,136.50	827.30	4,963.80
EP2885	Huws Gray	Squire Die Cast Body Boron Shackle, Loose Bolt Shield Anchor	25.18	5.04	30.22
EP2886	K Rackham	Skatepark Railings Repair	205.32	41.06	246.38
EP2887	Amazon	Hmdow – Bleach/Toilet Rolls	32.34	6.47	38.81
EP2888	Elec-Tech	Hmdow Supply and Install LED Downlight, LED Batten, Enclosed Light Fitting	528.98	105.80	634.78
EP2889	Access Plant	TMG Play Area-Hedge Trimmer Hire	26.70	5.34	32.04
EP2890	EDGE It	AdvantEDGE – Five Year Contract	919.40	183.88	1,103.28
EP2891	ICO	Data Protection Renewal	52.00	0.00	52.00
EP2892	Ian Smith	Office Paper	19.50	3.90	23.40
EP2893	SGW	Payroll Processing – September+ 26	74.00	14.80	88.80
EP2894	APC Pest Control	Mole Contract – Hmdow/TMG	280.00	56.00	336.00
EP2895	Countrystyle	Recycling Collection – Sept 2026	55.00	11.00	66.00
EP2896	Veolia	Hmdow/Recreation-Refuse–Sept 26	321.89	64.38	386.27
EP2897	Taverham VHC	Office, Room Hire, Youth Club, Youth Club and Car Park Elect – Sept 26	498.08	2.70	500.78
EP2898	Norse	Un/Locking Gates – Sandy Lane / Hmdow – September 2026	510.00	102.00	612.00
EP2899	Play Inspection	Outdoor Annual Inspections	708.00	141.60	849.60
EP2900	PKF Littlejohn	AGAR Limited Assurance Review	1,050.00	210.00	1,260.00
EP2901	Barford Hire	Van Hire – August/Sept 2026	299.88	59.98	359.86
EP2902	GardenGuardian	Horticultural Contract – Sept 26 /Verge Cutting Contract – Sept 26	4,025.97	805.20	4,831.17
EP2903	Gary's Carpentry	Youth Room – Installation of Wall	2,760.00	0.00	2,760.00
EP2904	Cash (Debit Card)	Petty Cash – September 2026	123.40	24.27	147.67
			17,457.60	2,761.81	20,219.41

PAYMENTS FOR RATIFICATION

DDebit	Lloyds Bank	Banking Charges – July-August 26	10.00	0.00	10.00
DDebit	SSE	Hmdow – Gas Supply – August 2026	100.75	5.04	105.79
DDebit	Valda	Streetlights Electricity–Sept-Oct 26	2,083.52	416.70	2,500.22
EP2878	Bailey	Hmdow Deposit Return	50.00	0.00	50.00
EP2879	TPI Security	Solar CCTV – 50% Deposit	1,790.00	358.00	2,148.00
			4,034.27	779.74	4,814.01

ELECTRONIC PAYMENTS MADE 28TH SEPTEMBER 2026 (STAFF RELATED)

TRNS	Staff	September 2026 – Staff Pay	9,785.05	0.00	9,785.05
TRNS	HMRC	September 2026 – Tax and NI	3,283.02	0.00	3,283.02
TRNS	Norfolk Pension	September 2026 – Pension	2,883.22	0.00	2,883.22
			15,951.29	0.00	15,951.29

ELECTRONIC PAYMENTS MADE 28TH OCTOBER 2026 (STAFF RELATED)

TRNS	Staff	Backdated Pay – Staff Pay	1,431.13	0.00	1,431.13
TRNS	HMRC	Backdated Pay – Tax and NI	820.40	0.00	820.40
			2,251.53	0.00	2,251.53

RECEIPTS FOR SEPTEMBER 2026

Bank	Interest	403.05	0.00	403.05
Hinks Meadow	Hall Hire	829.01	160.78	989.79
Hinks Meadow	Hall Hire – Deposit	100.00	0.00	100.00
Taverham Football Club	Pitch Fees (July-September 2026)	2,378.53	0.00	2,378.53
		3,710.59	160.78	3,871.37

Minutes of the Traffic and Transportation Committee meeting held on Monday 21 September 2026, in Suite 2, Taverham Village Hall, Sandy Lane, commencing at 7.30pm, when there were present:

Mrs J Latchford in the Chair	
Mrs L Barrington-Smith	Mr H Karimi-Ghovanlou
Mr N Dack	Mr S Matthews

Also present: Clerk

Apologies for absence were received from Councillors C Karimi-Ghovanlou and Matthews

Declarations of interest None

The Minutes of the Meeting held on 14 April 2025 were confirmed as correct by the Meeting and were then signed by the Chairman.

To consider a request for support to extend the 20mph speed limit on Sandy Lane to the junction with Fakenham Road

Councillors declined the request to support the reduction of the speed limit as there would be insufficient notice for drivers to adjust their speed as they entered into Sandy Lane from Fakenham Road. Other traffic calming measures would be discussed for this location later in the meeting

To agree to resubmit a request to Norfolk County Council to extend the 30mph speed limit on Fakenham Road to the Broadland Northway roundabout

The Clerk was instructed to contact Norfolk County Council to once again request that the 30mph speed limit on the Fakenham Road be extended to the Broadland Northway Roundabout

To consider submitting a request to expand the Beryl bike scheme to Taverham

Councillors agreed to request that the County Council expand the Beryl bike scheme to Taverham and identify suitable sites.

To confirm the Council's support regarding a single or dual-carriageway Western Link Road

Councillors considered that a dual-carriageway Western Link Road would be more beneficial in the longer term

To consider proposals for speed monitoring in Taverham

Several complaints had been received regarding speeding around Taverham. Further information regarding Automatic Speed Watch cameras and vehicle activated signs was being sought. There were several locations around the Parish where the Council was permitted to site a VAS. Permission for other sites requested by parishioners would be considered when costings for the equipment were discussed. There had been a Community Speed Watch team operating in Taverham and Drayton many years previously, but many volunteers found that they were abused by drivers. It was requested that the Clerk apply to the County Council to request additional 30mph signage on Fakenham Road, and also to request cameras on the traffic lights at Fir Covert Road/Beech Avenue/Fakenham Road junction

.....

To agree to request monitoring cameras on the bridge at Taverham Lane/Costessey Lane

When the Broadland Northway was planned, Taverham Parish was advised that measures would be introduced to manage increased traffic between Taverham and Costessey. These included monitoring vehicles crossing the bridge at Taverham Mill, but the measures were not implemented. Councillors reiterated their request for cameras on the bridge to deter overweight vehicles from contravening the restriction notices.

The meeting closed at 8.28pm.

Signed.....

Dated.....

Minutes of the Recreation Committee Meeting held on Monday 28 September 2026, commencing at 7.40pmpm when there were present:

Mrs B Clarke in the Chair	
Mr N Dack	Mrs J Latchford
Mrs C Karimi-Ghovanlou	Mr S Matthews

Also present: Clerk

Apologies for absence: None

Declarations of Interest in items on the agenda: None

The Minutes of the meeting held on 26 May 2026 were confirmed by the Meeting and signed by the Chairman.

Report items

Thorpe Marriott Green Play Area: Access for delivering the new play equipment was improved by cutting back hawthorn overhanging the path. An arborist also inspected a nearby tree after it shed a branch due to summer branch drop. Branches overhanging the road and obstructing vehicle access were cut back, and dead wood was removed from the canopy. The stumps in the play area and the front garden of Taverham Village Hall were ground out in preparation for the new play area and future replanting.

The play area project had commenced. Three existing benches were kept from the rip out, and 2 had been used to replace broken benches elsewhere on Thorpe Marriott Green.

CCTV: A site meeting had been held with the contractor installing CCTV at Thorpe Marriott Green Play Area. It was agreed that the CCTV tower would be positioned away from hedges, fences and walls to prevent youngsters climbing it and vandalising the cameras.

Anti-climb paint and signage would provide additional deterrents.

Skatepark: In June, youngsters vandalised the skatepark by spilling engine oil on the ramps. As the skatepark drains directly into the nearby stream, there were concerns about the environmental impact. Tarpaulin and sand were used to divert and absorb as much oil as possible, and the facility was closed for several days while the area was cleaned.

Tree works at Sandy Lane: Two unstable trees in the top-left corner of Sandy Lane Playing Field were removed urgently at a cost of £100. The felled trees were left on site for their habitat value.

Vandalism at Thorpe Marriott Green: The newly installed bench near the rear of Isbets Dale was vandalised. Replacement armrests were sourced from the original supplier, and the damage was reported to the local police.

The current budget picture was received.

To consider request for permission to reduce the height of silver birches at Sandy Lane Playing Field

A resident wrote to advise that they had instructed a tree surgeon to reduce the height of the silver birches on Sandy Lane Playing Field adjacent to their property. The Clerk informed the tree surgeon that the Council had not authorised the work and that he was not to proceed.

The Council's arborist inspected these trees and those beside the property opposite, advising that the proposed reduction would harm the trees' health. The Council could reduce some overhanging branches, but the resident did not accept this compromise. As unauthorised work had previously been carried out on the trees, it was **RESOLVED** to ask the District Council to place Tree Preservation Orders on the oak and birches along the

.....

upper boundary of Sandy Lane Playing Field; refuse the resident permission to cut the trees; and obtain quotations from the Council's arborist to reduce the overhang, with the Council meeting the cost.

To receive the annual safety survey and to consider quote for work

The safety surveys for Thorpe Marriott Green, Sandy Lane Playing Field, Alder Way and The Drove were received. Quotes for safety work in the total sum of £4830 were **ACCEPTED**.

To consider quotes for the at height risk inspection for the zipwire

The Clerk advised the meeting that the at height inspection was an annual requirement. Councillors accepted the quote for the inspection from Kompan in the sum of £730.15 being the cheaper of the quotes received. The Clerk was instructed to arrange the inspection annually and to report the findings to the Committee after the inspection had taken place.

The Meeting closed at 8.21pm.

Signed.....

Dated.....

TAVERHAM PARISH COUNCIL
COUNCIL MEETING – 12TH OCTOBER 2026

Agenda Item - To receive the external audit report and to note the conclusion of audit

External Auditor's Report – Limited Assurance Review 2025/26

The External Auditor has completed the limited assurance review of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2026 and has issued their Report and Certificate under the Local Audit and Accountability Act 2014.

The auditor confirmed that, except for the matters identified, Sections 1 and 2 of the AGAR were completed in accordance with Proper Practices and no other issues were raised that would suggest non-compliance with legislation or regulatory requirements.

All matters addressed by the Internal Auditor have or are being addressed as previously reported when the Internal Auditor's Report was received by Council. An investment strategy is currently being addressed with a view to setting up a plan to bring to the Council for consideration.

The matter regarding Section 2, Box 11 has been discussed with the external auditor and noted for next year.

The Council to formally note the External Auditor's report. Actions arising from both external and internal audit findings are being incorporated into the Council's ongoing governance improvement work.

Notice of Conclusion of Audit

The Notice of Conclusion of Audit, AGAR, External Auditor's Report and Certificate are available on the Council's website and on Taverham Parish Council's noticeboards.

The Notice of Conclusion of Audit including the External Auditor's Report has been provided for Council's information.

RFO
5th October 2026

TAVERHAM PARISH COUNCIL

Notice of Conclusion of Audit

Annual Governance & Accountability Return for the year ended 31st March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Taverham Parish Council** for the year ended 31st March 2026 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Taverham Parish Council** on application to:

Miss T Stone - Responsible Financial Officer
Taverham Parish Council
Taverham Village Hall
Sandy Lane
Taverham
NR8 6JR

Email: finance@taverhamparishcouncil.org.uk

Hours - Tuesday to Thursday 9.15am to 1pm

3. Copies will be provided to any person on payment of £nil for each copy of the Annual Governance & Accountability Return.

Announcement made by: Tracey Stone - Responsible Financial Officer

Date of Announcement: 29th September 2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

TAVERHAM PARISH COUNCIL - NO0454

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes	No*	*Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓			has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

MIN 101/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.taverhamparishcouncil.org.uk

Section 2 – Accounting Statements 2025/26 for

TAVERHAM PARISH COUNCIL - N00454

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	514,804	523,945	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	330,275	340,469	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,311	73,973	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	179,369	189,119	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	202,076	184,025	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	523,945	565,243	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	554,156	582,470	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,243,075	1,243,109	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☐	☒	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

T. A. Stone

Date

16/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

MIN 102/26

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Taverham Parish Council – NO0454

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that it is not a sole managing trustee. Therefore, the response to Section 2, Box 11 is incorrect and should be 'Yes'.

Section 1, Assertion 1 has been incorrectly completed, information brought to our attention from the internal auditor highlighted that the smaller authority did not have an investment strategy in the year.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to the publication of historic documentation on the smaller authority's website, including minutes of meetings. In addition to issues with newly implemented supplier processes. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

28/09/2026

Agenda item 12: To comment on the District Council's Review of Hackney Carriage and Private Hire Licensing Policy and Conditions

Local Government (Miscellaneous Provisions) Act 1976

Town Police Clauses Act 1847

Review of Hackney Carriage and Private Hire Licensing Policy and Conditions

Broadland District Council is consulting on proposed revisions to its Hackney Carriage and Private Hire Licensing Policy and Conditions.

The consultation runs from **21 September to 16 November 2026**, and we invite licensed operators, vehicle proprietors, drivers and other interested parties to submit written comments.

The Policy and Conditions apply to all licensed operators, vehicles and drivers in Broadland. They were last reviewed in 2021 and the Department for Transport recommends that licensing policies are reviewed every five years. Changes to national guidance and legislation also make it appropriate to review the documents now.

The proposed revisions are set out in the draft Policy and Conditions available on the South Norfolk and Broadland Council website at [Taxi policy and conditions - BDC](#). The webpage also includes a List of Changes document summarising the main differences from the current Policy and Conditions.

Whilst we have highlighted the key changes, you are advised to ensure that you are aware of the contents of the full document.

We particularly welcome your views on:

1. The current needs of the hackney carriage and private hire trade and its customers.
2. The proposed changes to the Policy and Conditions.
3. Any other matters relevant to the review.

Please submit your response by **16 November 2026**:

- By email to licensingpolicies@southnorfolkandbroadland.gov.uk; or
- By post to the Licensing Team, Broadland District Council, Horizon Centre, Peachman Way, Norwich, NR7 0WF.

All responses must be made in writing so that they can be fully considered as part of the consultation.

After the consultation closes, the Council will consider all comments and representations received. A report setting out the proposed Policy and Conditions and summarising the consultation responses will be presented to the Licensing and Regulatory Committee. The final proposals will then be submitted to Council for approval.

Consultation responses may be published on the Council's website as part of the decision-making process. If you consider that any information provided in your response should remain confidential, please identify it and explain why.

Subject to approval, the revised Policy and Conditions are expected to take effect on **1 April 2027**.

Agenda item 13: To comment on the District Council's Review of the Public Spaces Protection Order

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: [Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk](#).

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.