

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 12 OCTOBER 2015 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:-

Professor M Wagstaff (MW)
Mr D Baldwin (DB)
Ms I Kirk (IK)
Mr A Osbourne (AO)

Mr M Jalil (MJ)
Mr J Canham (JC)
Mr C Hopper (CH)

In Attendance:-

Sonya Blythe - Acting Clerk (SB)
Steve Jackman - Temporary Facilities
Manager (SJ)
Stuart Bethell, Sustainable Transport
Planner from Moushel Consulting (SBe)

Christopher Kemp - District Councillor (CK)
PCSO Sore (DS) (arrived 19:47, left 19:58)

Members of the public.

Parishioners Question Time

SBe gave a short presentation on Roundhouse Park. He advised that he has been contracted by Norfolk County Council (NCC) on behalf of the developers to develop a sustainable travel package for residents over the next five years in line with a target under the s106 planning agreement to reduce car traffic by 18%. A survey of residents has been carried out which had encompassed door knocking, drop in sessions and a leaflet delivery to each household. A good response rate had been achieved which had highlighted addressable issues. A traffic count had been carried out, the results of which were imminent. SBe agreed to give a briefing on these once received.

An update was requested on the work of the transport group, prior to the agenda item. DB reported that a report had been circulated to councillors outlining the proposals which had emerged from the recent meeting.

DB advised that he had "tweeted" Norfolk Constabulary regarding illegal parking within the area, and had been informed that this was a local authority duty to manage. CK advised that South Norfolk District Council (SNDC) has three parking attendants solely for managing paid carparks. DS confirmed that police will get involved if the parking is causing an immediate danger to the public and advised that residents should report all incidents on 101.

Mike Younger from the local scout group advised that he would be applying to SNDC for a tree grant, as has happened the previous few years. Councillors asked to be kept updated on progress.

CRINGLEFORD PARISH COUNCIL

County Councillor Report

Not present.

District Councillors Reports

CK advised that he will speak with the relevant Cabinet Member at SNDC regarding traffic and parking concerns to seek clarification on the matters raised.

The electoral review committee was considering giving the parish two separate polling districts as a permanent arrangement, following a trial in May 2015. The parish council would be involved at a later stage if this was taken forward.

CK reported that devolution options were being considered by all local authorities within Norfolk and Suffolk.

CK left the meeting.

Police Report

Two crimes had been recorded in the period 8 October – 11 November 2015.

1 To Accept Apologies for Absence

Apologies were received from Dave Chaplin.

2 Declaration of Interest

None

3 To Co-Opt to fill five council vacancies

It was noted that Charlotte Andrews had declined to become a councillor.

Following introductions at the previous meeting, it was proposed, seconded and **resolved** to co-opt Mervyn Scutter (MS) onto the council. MS completed an acceptance of office form.

4 To confirm the minutes of the meetings held on 8 October 2015

The minutes of the meeting held on 8 October 2015 were agreed and signed.

5 To report matters arising from the minutes not on the agenda

CRINGLEFORD PARISH COUNCIL

Item 14 – CH advised that the new financial system allowed for reporting to exclude the Willow Centre from financial figures if required.

Item 10 – Work on the cost of verge cutting within the parish was ongoing.

6 To receive a special motion to suspend standing orders to allow for the motion in item 20 from October 2015 to be re-discussed.

A motion signed by MW, IK and CH was circulated, requesting that the motion passed at the last meeting to employ a full time Facilities Manager be reversed, due to insufficient information being available at the time. The proposal was seconded and **agreed** and, in line with standing orders, cannot be moved again for six months. Work was ongoing to establish what was required from this post.

7 To approve and sign the agreement between CPC and the Cringleford Junior Football Team.

The football team representative was not present. It was **resolved** that Dave Shareed (CJFC) could sign the contract outside of the meeting.

8 To note correspondence received

- a) NALC AGM invitation; the clerk would attend if possible.
- b) To consider applying for a tree grant from South Norfolk Council; Contact had not yet been made with the tree warden regarding the possibly diseased beech tree on the village green. It was **agreed** to delegate this to EPAG.
- c) To report on the Post Office's agreement to transfer post service to the Cellar House; this had been supported previously by the PC. The move will take place in January 2016.
- d) NCC – Strategic and Financial planning 2016/19 consultation; comments could be made until 14 January 2016.

9 To receive the temporary facilities managers report

A report had been circulated which detailed options available in order to carry out remedial actions in the Pavilion and the Willow Centre to improve plumbing, in line with a recent inspection by Anglian Water. A return visit would be carried out by Anglian Water on 9 December to ensure works had taken place.

It was proposed, seconded and **resolved** that the recommendations to complete the work be accepted but that SJ obtain three quotes

CRINGLEFORD PARISH COUNCIL

before work is carried out. Prices to be agreed with councillors by email. Kier to be contacted regarding the fact the new building did not meet regulations regarding water-saving devices at the time it was built (CH).

The meeting was suspended at 2039 and reopened at 2040 for a member of the public to comment.

The utilization update reported on the busiest month for the centre so far; 146 bookings had been held.

10 To discuss the refurbishment of the Pavilion and refer it to the Facilities Working Group

A discussion was held around works needed to modernize the pavilion. It was noted that the water urn had failed recently; MW had authorised expenditure of £60 to purchase a new one to minimize inconvenience to hirers.

Two complaints had been received from a hirer who runs a toddlers group in pavilion, regarding dirty floors. SJ was asked to suggest that the hirer move to the Willow Centre (TWC) which was the same cost, available at the appropriate time and cleaned more regularly.

11 To receive a report by the Project Group

Item taken later in the Agenda. See below.

12 To consider the adoption of a Members Allowances Policy

Further to the last meeting a discussion was held around whether elected councilors should be given an allowance or continue with the current system of claiming pre-authorised expenses. It was agreed that the current system would be continued with but that councilors could request a review of this decision at any time.

13 To discuss and approve the first aid training of staff who are not already trained

It was proposed and **agreed** to invite staff to attend first aid training if they agreed, to ensure there was always a trained member of staff onsite. The clerk had attended training the previous year.

It was noted that there was not a defibrillator onsite.

14 Transport Group update

DB updated councilors on the recent public meeting of the transport group. Agreement had been reached to make the following requests:-

- For a blanket enforceable resident parking zone weekdays on

CRINGLEFORD PARISH COUNCIL

Colney Lane.

- For a pedestrian crossing at the point the pavement runs out on Colney Lane, which at the moment is a blind crossing.
- For TWC car park to be made available for school drop off and collection times to alleviate safety concerns.
- For a blanket enforceable resident parking zone weekdays on Roundhouse Way.
- For a pedestrian crossing at the far side of the green.

It was noted that the car park was already used unofficially for school collections. Concerns were raised regarding making this a permanent function as it could affect bookings taken by TWC, and regarding commuters leaving vehicles onsite all day. It was thought that the entrance was also too narrow and would cause tailbacks in to the road. Regarding parking zones, there were concerns that it would cost to introduce and enforce these.

Following discussion it was **agreed** that DB would forward the report to Jonathan Taylor (Highways) for consideration. DB and residents were thanked for their involvement.

A survey was being carried out on road safety along Eaton Street and Newmarket Road as far as Cantley Lane Eaton. EPAG had agreed comments which would be circulated.

15 **Booking System update**

To be discussed at next meeting.

16 **To consider issuing Councillor e-mail addresses which can be added to the website.**

To be discussed at next meeting.

17 **To discuss issues surrounding Open Spaces in the Parish**

- a) Football pitch update. The grass was growing well except for the drainage channels which had filled with sand, making the field unplayable and not fit for purpose. Transfer documents had been passed to the PC's solicitor, but as yet no response had been received. SNDC have agreed that remedial actions are required. Consideration to be given at a later date to dedicating the field to junior football.
- b) Tree report for the village green; discussed under correspondence.
- c) DB reported that a quote of £579.86+vat had been obtained to remove the damaged roundabout from the playground. Chris Hopper would be asked to obtain two more quotes in order for the work to be actioned.

CRINGLEFORD PARISH COUNCIL

- d) Clerk to check whether planning permission is required for new storage containers.

18 **To appoint an emergency co-ordinator**

AO agreed to undertake this role in partnership. An additional representative would be sought.

19 **To consider the installation of Real Time Information for the bus shelters within Roundhouse Park**

It was proposed and **agreed** that the fund available for bus shelters would be retained for future maintenance needs, rather than information boards.

20 **To extend the present Agreement with the Hub, which terminates on 15 November, to the end of the year to allow time for discussion of the terms of a new Agreement**

Following discussion it was proposed, seconded and **agreed** to extend the agreement with the Hub until the end of the year. This would both protect the member of staff's employment and allow for a proposal regarding a joint partnership to be considered.

21 **Finance**

- a) To agree the payments for November. Relevant budget information was not available so it was proposed and **agreed** that the payments be approved and that accounts be circulated asap.

The clerk was requested to increase the number of cheque signatories.

- b) To receive the accounts report to date and bank reconciliation to 30/10/2015

Not available.

- c) To agree to pay staff by Standing Order where appropriate

Agreed for staff on fixed hour contracts.

- d) To receive a CIL payment of £4,883.07.

A previous decision to ring fence the fund for playground maintenance was re-proposed and **agreed**.

- e) To receive an update from Finance Advisory Group – Cllr Hopper

CH reported that the recommendations of the internal auditor had been largely implemented. An interim audit had been suggested for

CRINGLEFORD PARISH COUNCIL

December but it was agreed that this would not be useful at this time due to the change in staff.

22 **To consider writing a Parish Partnership bid**

Following discussion councillors **agreed** not to enter a bid.

23 **To receive an update about the Yare Valley Society from Cllr Canham**

Information had been circulated by JC.

24 **To confirm the time of the next meeting as Thursday 10 December 2015.**

Agreed.

25 **To receive items for the next agenda**

- HUB agreement
- Budget discussion
- Tennis club / cricket club / football club – reports from discussions with clubs
- Online booking system
- Councillor email addresses

MS agreed to join the facilities working group, who could now convene a meeting.

26 **To consider excluding the public due to the confidential nature of the business.**

Councillors considered and **agreed** to exclude the public from item 20 under the Public Bodies (Admission to meetings) Act 1960 s1, on the grounds of that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The chairman adjourned the meeting at 21:45 until 19.00 on Tuesday 17 November, when it would re-open in closed session.

The Chairman reported that Carey would definitely finish working for the Parish Council on 27 November 2015. Councillors expressed regret but were grateful for the work she had done, especially in dealing with the backlog of invoices.

The Chairman reported that he had asked Steve Jackman, the temporary facilities manager, to continue to work for the PC. He had agreed to extend his contract to 4 December 2016 and would review his position after that in the light of the Council's decisions on facilities management.