

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 23RD JULY 2015 AT THE PAVILION, OAKFIELDS ROAD, CRINGLEFORD AT 7.30 P.M.

Present:-

Professor M Wagstaff (MW)
Mr J Canham (JC)
Mr C Hopper (CH)
Mrs I Kirk (IK)

Mr D Baldwin (DB)
Mrs A Howlett (AH)
Mr M Jalil (MJ)

In attendance:-

Heidi Frary (HF) – Clerk
DC Christopher Kemp (CK)
15 members of the Public

Parishioners Question Time

3 potential Councillors introduced themselves.

Dave Chaplin spoke on behalf of Cringleford Junior Football Club. He explained his proposal that the Junior Club have exclusive use of the field for training on a Saturday and matches on a Sunday. They are very happy to work with the Cringleford Veterans and share the pitch but need a decision as soon as possible as the season starts in September.

MW reminded the Council that the Willow Centre pitch may well not be playable until November at the earliest.

Malcolm Robins from Cringleford Tennis Club expressed his concern about drones being flown over the playing field. He also expressed his concern that he had been led to believe that tennis club equipment being stored on Parish Council land was likely to be disposed of and also lack of maintenance of the tennis courts.

MW explained that drones must remain 50m away from a person to be legal, and suggested that people report incidents of concern to the police. Equipment used to maintain the tennis courts was stolen when the Nissan Hut was broken into and the Council are awaiting clearance from the Insurance company before replacement as there are not sufficient funds in the Parish Council accounts to replace at this time.

Mr Robins responded that he had completed research on drones and that if they have photographic capability it is illegal to fly over recreation grounds. Weed spraying of the courts is also an issue. **Clerk to arrange a meeting between MW and Tennis Club to discuss specific issues.**

A resident from Roundhouse Park thanked the Parish Council for hosting the open meeting last Friday to discuss highways issues. He requested the Parish Council push SNC to investigate a residents parking scheme. Jonathan Taylor (Highways Engineer) has not provided a written outcome of responses yet however the findings will go on Parish Website in due course.

DC Kemp suggested that if the Parish Council wish SNC to formally consider a residents parking scheme they should write to the Chief Executive of SNC.

Mike Younger spoke regarding issues with Cringleford Scout Group. He suggested that the scout hut may be used to provide toilet facilities for the football club which would cost in the region of £3,500. He expressed concerns that vandalism has meant that the group have needed to replace guttering and external lights. The Scout Group are part of a five year woodland project with the Parish Council and SNC and requested funding to allow the group to plant bluebells.

The Fireworks display is due to be held in November. He is aware that more residents from Roundhouse Park are attending which is increasing the congestion and parking issues and the group are looking to find additional car parking to help with this. Mr Younger requested official permission to run the event. **To add to a September agenda.**

MW suggested that the Scout group apply to SNC for funding their projects.

A resident had written to the Council to object to a planning application which had been granted. The letter had been passed to the Chair. **The Planning Committee will review their comments and consider supporting her complaint.**

4 members of the public left the meeting.

1. **To receive apologies for absence.**

CC Virgo

2. **Register of Members Interests – Members are invited to declare pecuniary or interests other than pecuniary in items on the agenda. It is a requirement of the Parish Councils (Code of Conduct) that declarations from a member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary.**

None.

3. **To confirm the minutes of the meetings held on 11th, 26th June and 9th July 2015**

The minutes were agreed as a true record and signed by the Chairman.

Proposed: CH, seconded: MJ

4. **To report matters arising from the minutes not on the agenda: for information only.**

None.

DC Kemp left the meeting

5. **Correspondence received:**

- Crime Figures for June. Retained by the Clerk
- NCC – Parish Partnership scheme. **To be added to September agenda** Clerk
- Letter from a resident regarding a planning application. Covered under public question time
- E-mail from Keswick and Intwood Parish Council about Harford Interchange development proposals. The Council to support where possible.

6. **Planning Applications:**

- 2015/1257: 34 Colney Lane, 2 storey rear extension. No views or comments.
- 2015/1376: Phase 2, Roundhouse Park, 106 new dwellings. MW explained the outline of the project - to be discussed fully and a response formulated at 4th August Planning Committee meeting.
- 2015/1408: 6 Newfound Drive, Ground floor extension. No views or comments.
- Planning Inspectorate: Confirmation of decision deadline of 11th January for the Secretary of State to have made his decision in regard to the Land Fund appeal.

All comments agreed - proposed: IK, seconded: AH

One member of the public left the meeting

7. **To receive the Clerks report and discuss and agree recommendations.**
- Clerk to be given read only access to the bank account. Proposed: MW, seconded: CH
 - Planning permission to be submitted for three storage containers on the recreation ground. Proposed: AH, seconded: MW
 - All staff to be given delegated authority to close play area's or equipment that they consider dangerous. Proposed: JC, seconded: AH

Clerk

Clerk

8. **To consider issues surrounding the Football Pitches at Oakfields Road and The Willow Centre**

Meeting closed at 8.30pm to allow the public to speak.

The Junior team would like exclusive use of the playing field and the pavilion on a Saturday and Sunday for next season. They will provide their own goal posts and accept full responsibility for cleaning at the end of the day.

CH noted that last year they paid just under £2,000 of the total income of just under £6,000 as there were an additional 50 matches played. The club suggested that initial offer of £3,500 to be paid in one instalment in September may be negotiated.

Meeting opened at 8.44pm

The Council agree in principle to the proposal for sole use but would like Monica Howard and Chris Meeson to draw up suggested terms for the agreement.
Proposed: DB, Seconded: MJ.

Chris Meeson / Monica Howard

9 & 10 **To receive a Health and Safety update from Cllr Baldwin and discuss issues surrounding the Recreation Ground**

DB has met with Foley & Baugh H&S Consultants twice and expressed his concern over the service the Council are receiving.

DB explained that the pavilion is in need of urgent attention. He reported tennis nets on the floor in the ladies changing room, ventilation issues in the changing rooms and the referee's room being used for storage of cleaning materials. The Centre Manager to hire a cleaner for the Pavilion as soon as possible. DB is concerned that the Council are storing equipment which does not belong to CPC and suggested that the Council charge for hire of storage containers in the grounds. He is also concerned about cracked roof panels and the lack of an Asbestos Survey. He noted the electrical safety inspection was out of date. The Clerk informed the meeting that this has been arranged.

Monica Howard

DB stated that the management of the building is poor and there needs to be a proper health and safety procedure written for the building. He informed the meeting that the play area inspection had not been completed and there was unsafe play equipment. The Clerk explained that the play area has been discussed at previous RAAG meetings and Councillors felt the play house could be repaired. The Clerk reported that during her handover she had been advised that the play inspection should be delayed until September, but had since order it to be completed as soon as possible.

Removal of the cricket nets was discussed. DB explained that the Council should insist on copies of the method statement and risk assessments for all contractors on CPC property including those hired by other clubs and that the Cricket Club should be informed of this then asked to remove the nets.

DB instructed Chris Meeson to lock the gate to be Scout hut as he felt that driving should not be allowed on the track. Keys to be held by the Groundsman and in the Parish Office.

11 To receive the Centre Managers report including 'Hub Café' update and discuss and agree recommendations.

The report to be carried forward to the next meeting. It was agreed that MW and IK should have an informal conversation with the 'Hub Café' management as the current agreement is due for renewal in September. Formal negotiations not to involve MW as he is a trustee. Proposed: DB, Seconded: JC

12 To consider staffing issues and discuss the future structure of the Parish Council.

It was agreed that the Council need to advertise for a qualified Clerk. There was discussion surrounding the number of hours which are needed. It was agreed that the advert should say 'full or part time' to allow the widest opportunities to recruit. Adverts to be placed with SLCC and NALC. Proposed: MW, seconded: IK

**Clerk
MW**

DB suggested an apprentice be considered for an assistant clerk role.
A facilities manager post to be considered to complement the work of the Clerk.

AH left the meeting at 9.45pm

- DB to become a key holder and listed on the fire alarm contact list
- JC to hold emergency co-ordinator files
- Whilst the Clerk is away MW to be the contact point for staff

Proposed: CH, seconded: DB

13 To adopt an interim Filming at Council Meetings Policy for review later in the year

The previously circulated document was agreed Proposed: IK, Seconded: MW

14 Finance

- To agree to delegate payments for August to be agreed outside a meeting. Agreed - Proposed: MW, Seconded: CH
- To receive the accounts report to date and bank reconciliation to 30/06/2015. Previously circulated
- To consider the Internal Audit report. Postponed to September meeting
- Agreement to pay DCK Beavers for an initial assessment of the VAT situation of the Council. Proposed: CH, Seconded: IK

Clerk

15 To agree the Environment and Planning Committee terms of reference and receive the notes from the last meeting and land fund report

- Thanks were recorded for the full briefings MW circulated during the Planning Inspectorate hearing.
- The terms of Reference were agreed. Proposed: MW, Seconded: MJ

16 The next meeting of Cringleford Parish Council to be held on Wednesday 9th September 2015 at 7.30 p.m. at The Pavilion

POST MEETING NOTE: Changed to Friday 4th September at TWC

17. To receive items for the next agenda.

- Co-option onto Council
- Appointment of Emergency Co-ordinator
- Yare Valley Society update from Cllr Canham
- Internal Audit Report
- Future Council staffing structure
- Purchase of Good Councillors Guide
- Discussion of structure of the Council i.e. Advisory Groups

There being no further business the meeting closed at 10.05pm.