

## CRINGLEFORD PARISH COUNCIL

### **A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON FRIDAY 4th SEPTEMBER 2015 AT THE WILLOW CENTRE, CRINGLEFORD AT 7.30 P.M.**

#### **Present:-**

Professor M Wagstaff (MW)  
Mr J Canham (JC)  
Mr M Jalil (MJ)

Mr D Baldwin (DB)  
Mr C Hopper (CH)  
Mrs I Kirk (IK)

#### **In attendance:-**

Heidi Frary (HF) – Clerk  
CC Judith Virgo (JV)  
DC Christopher Kemp (CK)  
DC Garry Wheatley (GW)  
Steve Jackman (SJ) – Temporary Facilities Manager  
15 members of the Public

#### **County Councillor Report**

CC Judith Virgo

- There have been delays in beginning works creating a disabled ramp for the church due to issues with the burial ground.
- JV asked for a consensus of opinion about the Highways Traffic Management Scheme so that Jon Taylor, Highways Engineer, can proceed with the project.
- A resident had complained to her about the state of the verges within the Parish and particularly the Village Green. The Clerk explained that the grounds team had been short staffed and there had been damage to a mower but she would request the green to be cut as a priority.

#### **District Councillors Report**

DC Christopher Kemp / DC Garry Wheatley

- Eaton Post Office are consulting on a possible move to The Cellar House Public House.
- Broadland DC are not complying with the legislation for a five year land supply. This means that despite SNC's compliance, the Norwich Policy Area are seen as defaulting which has led to a change of policy increasing the necessary provision from a five to six year supply. All policies will now need to be recast and all plans, such as the NDP, can be overturned as they are deemed to be out of date.
- Members Grants are now available and applications for play areas are welcomed.

#### **Parishioners Question Time**

A resident complained about posters outside Jewsons being a blot on the landscape. DC Kemp explained that if signs are on private land and not illuminated then they will not be a planning contravention.

A resident reported that the Parish and District Council websites are out of date. The Clerk agreed to update the Parish Website and the District Councillors reported that SNC are updating their whole website. **Clerk to action**

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

None. MW explained that Annette Howlett has resigned from the Council. The vacancy is being advertised, and if there is not a call for an election there will be a co-option at the October meeting.

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 co-opt to fill four Council vacancies.**

Six people expressed an interest in joining the Council. Three attended and three sent their apologies. There was much discussion and it was agreed that the co-option should be postponed until another meeting can be held when all candidates could attend. Proposed: MW, seconded: CH. 4 in favour and one abstained. Chris Spalding stood down as there were sufficient candidates without him.

4. **To elect a Vice-Chairman for the Council**

It was agreed that there was no need for a vice-chair of the Council. Proposed: CH, seconded: JC and unanimously agreed.

5. **To confirm the minutes of the meetings held on 23<sup>rd</sup> July 2015**

The minutes were agreed as a true record and signed by the Chairman. Proposed: CH, seconded: IK

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

Highways update: There has been no formal update from Jonathan Taylor about the yellow lines issues. It was suggested that the project be sub-divided to allow Roundhouse Park and Colney Lane to be treated as separate issues. CK reminded the Council that money must be allocated by the end of March or it will be re-allocated to other schemes. It was suggested that signage for waiting restrictions would be effective at Colney Lane.

CC Virgo, DC Kemp and DC Wheatley left the meeting.

MW proposed that the Clerk respond to Jonathan Taylor asking him to treat the project as two separate yet interlinked sub-projects and allocate money as appropriate. The Clerk to request a second round of consultation. This was seconded by JC and unanimously agreed

**Clerk**

All members of the public left the meeting at 8.36pm

7. **Correspondence received:**

- Crime Figures from 11 June to 12<sup>th</sup> August were noted
- Eaton Village Post Office – Consultation on proposed move. MW reported that Cellar House Public House have offered to run the post office and increase the opening hours. There has been public consultation and the Parish Council support this proposition. Clerk to respond. Proposed: MJ, seconded: IK

**Clerk**

8. **To receive the Clerks report.**

The report was received and accepted

9. **To receive the temporary Facilities Manager report**

- SJ presented his report. He highlighted that the water tank temperature has been of concern and argued that if the building was being used to capacity water would not be stored in the tanks for so long. SJ to obtain two other quotes for tank reduction.

**SJ**

- A cleaner has been appointed at the Pavilion who is happy to also work as a caretaker at the Willow Centre.
- SJ was asked to produce a report for the next meeting to show the percentage of hirers who live within the Cringleford postcode as well as a detailed breakdown of the usage of the building.
- SJ feels that a business plan could be created which would allow the centre to be self sufficient subject to the servicing of the loan being the Parish Council responsibility.

SJ

**10. To discuss issues surrounding the Recreation Ground**

- Football pitch update – The Junior team have been offered full use of the Oakfields Road pitch which has upset some of the other teams however the matter appears to be settled. A draft agreement was discussed and changes will be made before MW signs on behalf of the Council outside the meeting. Proposed: MW, seconded: CH.
- It was agreed that the Cricket wickets be reduced from eleven to seven as the full number are not required. It was also agreed that C Meeson should arrange for scarifying of the square at a maximum cost of £700 + VAT. Proposed: MW, seconded: CH
- Issues surrounding the Willow Centre pitch were discussed and it was agreed that there is the need for a very strong hire agreement as the pitch is in the middle of a residential area.
- Play Area Repairs and replacement – The Clerk circulated a report detailing the issues with the play area. After much discussion it was agreed that no equipment be repaired at the present time and bids for funding be written for a larger scheme to renovate the whole area. The Clerk to begin to write bids and information be placed in the next newsletter. Proposed: MW seconded: DB and unanimously agreed.
- Confirmation of agreement for the fireworks display to go ahead. MW proposed this be agreed, CH seconded and it was unanimously agreed.

C  
Meeson

Clerk

**11 To receive a report by the Chair of the council to discuss the structure of the Council and agree to the membership of the advisory groups**

Postponed to the next meeting

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

Postponed to the October meeting

**13 To receive the 'Facilities Report' by the Chair of the Council and discuss the staffing structure including applications received for the post of Parish Clerk.**

Postponed to the next meeting

**14 Finance**

- As the meeting is early in the month, it was agreed to delegate payments to be made outside the meeting. Proposed: MW, Seconded: IK
- To receive the accounts report to date and bank reconciliation to 04/08/2015. This had been previously circulated and was agreed. Proposed: MW seconded: MJ. CH explained to the meeting that at the recommendation of a VAT specialist, The Willow Centre will be charging the Parish Council rent at a commercial rate for the office space at the Willow Centre. This will be an internal transaction only.
- The Clerk to produce a breakdown of income against expenditure for Cricket, Tennis and Football for a future meeting.
- To consider the Internal Audit report. The report was accepted and will be discussed in depth at a Finance Advisory Group. Recommendations will then be brought to a future Parish Council meeting. Proposed: MW, seconded: MJ

Clerk

Clerk

CH

- To agree to the purchase of a fertilizer spreader for the Recreation Ground up to maximum of £700 + VAT. Agreed – proposed: CH, seconded: MW

**15 To consider writing a parish partnership bid**  
Postponed to the October meeting.

**16 To receive an update about the Yare Valley Society from Cllr Canham**  
Postponed to the October meeting

**17** The next meeting of Cringleford Parish Council to be held on Thursday 8<sup>th</sup> October 2015 at 7.30 p.m. at The Willow Centre

**18 To receive items for the next agenda.**

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

**It being 10.45pm the meeting was closed. A further meeting to discuss some outstanding items will be held on Wednesday 9<sup>th</sup> September at 9am.**