

CRINGLEFORD PARISH COUNCIL

DR M J WAGSTAFF
CHAIR OF THE PARISH COUNCIL
THE WILLOW CENTRE
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 14 JANUARY 2016 AT THE WILLOW CENTRE, CRINGLEFORD,
AT 7.30PM.**

Present:-

Professor M Wagstaff (MW)	Mr M Jalil (MJ)
Mr D Baldwin (DB)	Mr J Canham (JC)
Ms I Kirk (IK)	Mr C Hopper (CH)
Mr M Scutter (MS)	Mr D Chaplin (DC)

In Attendance:-

Sonya Blythe – Parish Clerk (SB)	PCSO Darrin Sore (DS)
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Members of the public.

	<p>Parishioners Question Time</p> <p>No matters raised.</p> <p>District Councillors Report</p> <p>Not present.</p> <p>County Councillor Report</p> <p>Not present.</p>
1	<p>To accept apologies for absence</p> <p>Apologies were received and accepted from Dr A Osbourne.</p>
2	<p>To accept any declaration of Members Interests</p> <p>MS in respect of item 12, as his wife is a trustee of the charity that owns the land.</p>
3	<p>To confirm the minutes of the meetings held on 10 December 2015</p> <p>The minutes were agreed and signed subject to the following amendments:-</p>

	<p>District Councillor's Report – the Council had agreed to apply for a grant to replace play equipment at Oakfield Road at the suggestion of Councillor Kemp.</p> <p>16.5 – should read “CH reported that a report from a VAT specialist had indicated that CPC might be able to claim back . . .”.</p>
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>Item 5 – The boxing day football match had taken place. Item 5 – MW reported that the meeting with developers of the Pricilla Bacon Lodge site, to be located adjacent to the hospital, had taken place. The application would be submitted by them asap.</p>
5	<p>To note and comment upon correspondence received.</p> <p>British Red Cross week – it was agreed that a collection box could be placed within The Willow Centre.</p> <p>Community payback – Norfolk and Suffolk Rehabilitation Company. Councillors agreed that this was a good idea and would bear it in mind for when opportunities became available.</p>
6	<p>To receive the Clerks report</p> <p>The report was considered. Once the vacant position has been filled reports showing income and projected income would be provided.</p>
7	<p>Police Report</p> <p>Meeting suspended at 1958. DS reported four crimes within the parish from 10 December 2015 – 13 January 2016, two of which an arrest had been made for. In response to a question, he confirmed the crimes within the community had increased with the growth of the village.</p> <p>A car parked in an obstructive position on Gilbert Lane was reported.</p> <p>Meeting re-opened at 20:05</p>
8	<p>To receive a report by the Project Group – Councillor Canham</p> <p>It was resolved to disband this group as recruitment had been completed.</p>
9	<p>Transport Group update – Councillor Baldwin</p> <p>DB reported that the requested meeting had been held between parish district and county councillors, two residents and Highways representatives. Possible solutions had been discussed and Highways would produce a report based on what is feasible and acceptable to</p>

	both sides.
10	<p>Booking System update – Councillor Baldwin</p> <p>Template bookings had been uploaded but the trial could not be taken further until the clerk received the charge card, for which an application has been made. Draft processes were being pulled together in preparation of the new member of staff starting in post.</p> <p>A brief had been put together regarding IT support for the office; the clerk would obtain quotes.</p>
11	<p>Recreation and Amenities Advisory Group</p> <p>IK reported on the recent meeting of RaAG:</p> <ul style="list-style-type: none"> • CH and IK to meet to work on Hub agreement. • Tipples – options were being considered and the agreement had not yet signed yet. • A meeting had been arranged to discuss fundraising for the recreation ground play area. • The draft lost property policy was circulated and agreed.
12	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>MW reported on the 4 January EPAG meeting:-</p> <ul style="list-style-type: none"> • The hedge on Cantley Lane had been removed to a greater extent than in the plans – the builders had been asked to replace this once the planting season commenced. • Land Fund had won their appeal and would be permitted to build 650 houses. • MS and IK had attended an abortive meeting with SNDC to discuss the CIL money from Barratts. Another meeting is being arranged. • Planning application 2015/2843 – change of use of Cringleford business centre. CPC had applied for permitted development rights to be suspended in order to be able to comment on the application; the outcome was awaited. The removal of this economic asset was not in keeping with the neighbourhood plan.
14	<p>To discuss issues surrounding Open Spaces in the Parish</p> <p>Football Pitch Update – the pitch has been re-fenced by Kier. The specification of the pitch had been studied by MW who advised the documents did not state the pitch has to be playable. It was also noted that in March 2015 CPC had confirmed that it would accept the pitch once the deed of transfer was complete and would receive almost £400k for the ongoing maintenance of open spaces. It was proposed and resolved that the decision of March 2015 be ratified and that the football pitch be accepted.</p> <p>Tennis Club - a meeting was being arranged to discuss storage and fees.</p> <p>Cricket Club – Following a meeting with the cricket club the matter had not moved on; they had provided a document which did not include timescales or figures on how to increase their income or reduce their costs. It was important that the parish council support local clubs but the current level of subsidy was untenable. It was agreed that the cricket club should be asked</p>

	<p>to pay full fees on a staged increase, with 50% of the costs being paid in 2016 and 100% being charged in 2017. They would be given exclusive use of the pitch with the ability to sublet to other users.</p> <p>A general policy on clubs and how CPC could support them would be drafted.</p>
15	<p>Finance</p> <p>15.1 Payments – the payments were agreed, as attached to the minutes.</p> <p>15.2 The accounts report and bank reconciliation to 31 December 2015 were noted.</p> <p>15.3 It was agreed by councillors that outstanding works from the TT Jones annual report in May could be carried out. There was money in the budget for this. The clerk would liaise with TT Jones regarding which works to do. Where lights needed to be replaced, LED ones would be purchased.</p> <p>15.4 Budget and precept setting 2016/17. A budget setting report had been circulated in advance of the meeting. A precept of £170,000 was recommended by the Finance Advisory Group which would increase the cost of a Band D property by 2% to £97.70.</p> <p>Councillors proposed and resolved that the proposed budget and precept be accepted.</p> <p>15.5 It was noted that the sums previously thought of as Section 106 monies were actually commuted sums which must be spent within ten years of receipt. The implications of this would be discussed by the next FAG meeting. In addition a 25 year cash flow plan should be produced to ensure that risk is monitored effectively.</p> <p>15.6 The clerk was asked to update the asset register and obtain quotes for service providers who could become a preferred supplier for TWC when works were required.</p>
16	<p>To confirm the time of the next Meeting of Cringleford Parish Council to be held on Thursday 11 February 2016 7.30pm at The Willow Centre</p> <p>Agreed.</p>
17	<p>To receive items for the next agenda.</p> <p>FAG report. Standard items A draft policy on supporting local clubs.</p>
18	<p>Staffing update</p> <p>A brief update was received on the current staffing situation. The current staff were working well together. Interviews had been carried out for the marketing and administration role and the</p>

	panel asked for endorsement of the proposed appointment. This was gained with a majority vote and Andrew Harrison would be offered the post.
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Meeting closed at 22.15.

Signed
Chairman