

CRINGLEFORD PARISH COUNCIL

DR M J WAGSTAFF
CHAIR OF THE PARISH COUNCIL
THE WILLOW CENTRE
1-13 WILLOWCROFT WAY
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 11 FEBRUARY 2016 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:-

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

Dr A Osbourne
Mr M Scutter (MS)

In Attendance:-

Sonya Blythe – Parish Clerk (SB)
Cllr Kemp (CK) (District Council)
Cllr Wheatley (GW) (District Council)

PCSO Darrin Sore (DS)
Judith Virgo (JV) (County Councillor)

Members of the public.

Parishioners Question Time

Parishioners raised comments regarding parking issues on Colney Lane and Gurney Lane. CPC and Highways are looking at the issues as part of a wider programme being carried out across Cringleford regarding parking. A revised scheme had been received from Norfolk County Council and, in addition, the parish council would research the possibility of a resident parking scheme. It was also noted that there was a need for a pelican crossing by the school.

District Councillors Report

GW reported that Norfolk and Suffolk County Council's had met with Michael Hesseltine to discuss devolution options.

South Norfolk County Council will agree its budget on 23 February.

CK advised that estimates were required asap in order to apply to him for a subsidy from the communities funding scheme.

A district boundary review would be carried out in South Norfolk. CPC will have the opportunity to contribute to the process.

Land fund had won their planning appeal meaning that housing in excess of the neighbourhood development plan could now be built.

	<p>CK drew attention to the planning application by the UEA to move its sports pitches which would impact on the Yare Valley.</p> <p>County Councillor Report</p> <p>JV reported that the county council budget would be decided on 22 February. 3000 organisations and 15000 residents had responded to the public consultation.</p> <p>JV advised that any parking consultation would need to be carried out by Highways.</p> <p>Police Report</p> <p>DS reported that three crimes had been recorded within the past month.</p>
1	<p>To accept apologies for absence</p> <p>Apologies were received and accepted from Mr M Jalil (holiday), Mr J Canham (meeting), and Mr D Chaplin (family responsibility).</p> <p>It was noted that Chris Hopper had resigned as a councillor.</p>
2	<p>To accept any declaration of Members Interests</p> <p>MS declared an interest as his wife is a trustee of the charity who own land being developed by Land Fund.</p> <p>IK and MW as members of the Yare Valley society.</p>
3	<p>To confirm the minutes of the meetings held on 14 January 2016</p> <p>The minutes were agreed and signed.</p>
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>None raised.</p>
5	<p>To co-opt onto the Parish Council</p> <p>It was resolved to co-opt Chris Joy onto the parish council. The declaration of acceptance of office was signed.</p>
6	<p>To note and comment upon correspondence received (attached)</p> <ul style="list-style-type: none"> • South Norfolk Council have launched a corporate plan for 2016-20 on their website which covers economic growth, health, place and community.

- District Boundary Review – As mentioned above, a district boundary review will take place which may re-draw ward boundaries and alter the electoral base.

7 To receive the clerks report and consider quotes therein

The clerks report was noted as follows:-

- All policies were **agreed**. Dates had been put into place for rolling review.
- It was **resolved** that Adept IT would provide new set up and then ongoing support for office IT.
- It was **agreed** that the RPZ valve would be removed by KGB.
- Recommendations from the Finance Advisory group to update the financial regulations changing the number of quotes required for expenditure and the level of spend at which they are required were **agreed**:-

Threshold	From	To	Suggested Change to Regulation 11.1
Minor	100	750	Three estimates not required. The clerk can arrange the works if they are from an approved supplier (otherwise to be agreed by council or delegated members / committee).
Medium	751	2000	Strive to obtain three estimates, but if the council has sufficient expertise to judge the merits of the first quote as acceptable then it can be approved by either full Council or a delegated committee after the knowledgeable Councillor's recommendation. If the Council does not have expertise within the area then three quotes must be sought. If it's not possible to obtain three quotes then one quote can be accepted.
Large	2000	+	Must have three estimates and be agreed at full Council.
For works which legally have to be carried out – as long as the correct number of quotes has been obtained, Council approval not required.			

Following this preferred suppliers were **agreed**:-
 Plumbers / Heating / Boiler Servicing – KGB or The Eyre Group
 Intruder and Fire Alarms, Fire Extinguisher Testing – Flameskill and Britannia.
 Aluminium Door Repairs - AliSystems

8 To consider Councillor photographs for the website

Councillors **resolved** that photographs would be added to the website and notice board.

9 To consider an event to celebrate HRH The Queen's birthday.

	<p>It was agreed that an event such as a beacon lighting would be held. Andrew Harrison would investigate the possibilities as his first job when he becomes an employee of the Council on 22 February. Ideas would be taken to the Recreation and Amenities Group.</p>
10	<p>To receive a Transport Group update</p> <p>Councillor Baldwin reported that, following a meeting between parish, district and council councillors, members of the public and Highways, revised plans had been received from Highways. Due to the changes Highways will be required to carry out a new consultation. Before this a request would be made for a study to be carried out on where cars currently park in order to monitor whether the works made a difference. A request would also be made for yellow lines painted on both side of the flyover and for recommendations on how to improve the parking on Gurney Lane.</p> <p>It was resolved that DB would speak with Norwich City Council regarding how their permit parking scheme works, in light of the possibility of starting one through Cringleford.</p> <p>Aside from the above modifications, it was agreed to contact Highways with agreement to the proposals.</p>
11	<p>To receive a Booking System update</p> <p>No movement as a purchase card had still not been received.</p>
12	<p>To receive a Facilities and Amenities Advisory Group Update</p> <p>IK reported the following:-</p> <ul style="list-style-type: none"> • A meeting would be organised between The Hub, IK and the clerk to consider the current agreement. • Bar policy - Three recommended pop up bar providers would be used by hirers wishing to use the bar area. Otherwise alcohol could not be brought onto site. Soft drinks could not be brought in when the bar has been hired. This was agreed by Council. • The cleaner hours at the Pavilion to be increased from five to six hours per week, Monday, Wednesday and Friday for a trial three-month period. This was agreed by Council. • The possibility of a sports clubs user group for the Pavilion would be explored. • Quotes would be obtained regarding surveying the soakaways at the recreation ground. • The Clerk would check whether the kitchen extractor fan has to be joined to the oven. • Quotes were being obtained for playground equipment. • A small amendment had been made to the play policy, which was agreed. • Following reports that two members of the public had recently tripped at the front of the building, quotes were being obtained to put a ramp in to place.
14	<p>To receive an update from the Environment and Planning Advisory Group</p>

	<p>MW reported the following:-</p> <ul style="list-style-type: none"> • Permission had been granted for the business centre to change into a residential premises. An application for a pilates studio within the building has since been received. • Land fund had won their appeal to build housing in excess of the neighbourhood plan limit. • A CIL meeting had been held with South Norfolk council. • MW to attend the Colney Parish meeting to discuss the UEA planning application to move its rugby pitch.
15	<p>To discuss issues surrounding open spaces in the Parish</p> <p>(Councillor Canham entered the meeting at 21:00)</p> <ul style="list-style-type: none"> • Football pitch update. Land had not yet been transferred. • Tennis club / cricket club / football club. The cricket club had agreed to fees of £3000 in 2016, a contract for which was being written. A meeting with the tennis club to address various issues would be held on 22 February.
16	<p>Staffing update</p> <p>Andrew Harrison would commence with CPC on 22 February.</p>
17	<p>Finance</p> <ul style="list-style-type: none"> • The payments for February were approved. • The accounts report to date and bank reconciliation to 30/01/2016 were received. • An update was received from the meeting of the Finance Advisory Group of 10 February. In addition to the changes agreed at agenda item 7, it was also resolved that the clerk be made a signatory on the bank account which would allow her to contact Barclays direct to resolve issues with the accounts.
18	<p>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 10 March 2016 7.30pm at The Willow Centre</p> <p>Agreed.</p>
	<p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> • Clubs and societies policy.

Meeting closed at 21.35.

Signed

Chairman