

CRINGLEFORD PARISH COUNCIL

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CLERK OF THE PARISH COUNCIL
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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 13 OCTOBER 2016 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:-

Professor M Wagstaff (MW)	Mr D Chaplin (DC)
Mrs I Kirk (IK)	Mr J Canham (JC)
Mr M Scutter (MS)	Dr A Osborne (AO)

In attendance:-

Heidi Fray Locum Parish Clerk (HF)	CC Judith Virgo
DC Garry Wheatley	4 x members of public
DC Christopher Kemp	

Police Report

Apologies were received from PCSO Darrin Sore.

Crime figures for the period from 8th September to 12th October 2016:

Attempted Burglary – property on Colney Lane attempted entry via back windows while owners away on holiday.

Burglary- property on Fern Drive back patio window smashed and entry made whilst owner was out.

Public Order – 17 year old boy abusive to 15 year old girl in Dragonfly Lane park

Clerk to contact PCSO Sore to ask for information about whether perpetrators have been found.

Clerk

Parishioners Question Time

Concerns were raised about parking along Oakfield Road when there are activities at the recreation ground as it would make access for emergency vehicles difficult.

A resident asked for an update about the possible bus interchange. MW explained that the Council were waiting for a formal proposal.

A resident asked for an update about the Resident Parking Scheme. Cllr Baldwin was not present so an update will be given at a future meeting.

A resident asked for an update about the proposed yellow lines in Roundhouse Park. MW reported that there has been no formal update. However, Highways are happy to re-instate the gaps in the yellow lines along Dragonfly Lane as previously proposed.

	<p>County Councillor Report CC Virgo reported back from a meeting at County Hall with Highways England where the Thickthorn interchange was discussed. There are three proposals which will be put to consultation next year and she asked the Council to ensure that they submit their views on any consultation.</p> <p>CC Virgo also attended a devolution briefing and reported that just over half of the responses were in favour of the proposals.</p> <p>District Councillors' Report DC Wheatley hosted a Civic Reception at Easton College attended by MW on behalf of the Parish Council.</p> <p>There was discussion of issues surrounding devolution, the impact on local government and the advantages and disadvantages of a Mayoral system.</p> <p>The planning application for McDonalds at Thickthorn has been approved and the Rugby Club application will be discussed at the November Planning Committee meeting.</p> <p>DC Kemp explained the reasons for the local boundary consultation, the parliamentary boundaries review and referendum principals for Local Councils.</p>	
1	<p>Welcome and to accept apologies for absence</p> <p>Apologies were received from Cllrs M Jalil and D Baldwin due to previous engagements and Cllr C Joy who was unwell.</p>	
2	<p>To accept any declaration of Members Interests</p> <p>None</p>	
3	<p>To confirm the minutes of the meeting held on 8 September 2016</p> <p>The minutes of the meeting held on 8 September were agreed and signed.</p>	
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>4.1 Public Participation: Bus re-routing – the Parish Council have responded but the reply from First Bus did not indicate whether this was a temporary or permanent change.</p> <p>4.2 Parish Partnership suggestions – Highways have commented on the schemes recommended at the September meeting. This was discussed and it was agreed that due to the financial implications there are no suitable bids to submit at this</p>	

	time.	
5	To note and comment upon correspondence received	
5.1	NALC Precept Consultation: The Council oppose the principle of referendum at Parish Council level. Clerk to respond to the questions in the consultation. Proposed: MS, seconded: DC	Clerk
5.2	Boundary Commission Review of Parliamentary Boundaries: Cringleford would become part of Norwich South if this comes into force. No representation to be made. Proposed: MW, seconded: MS	
5.3	It was agreed to sign the CPRE Pledge aiming to ensure that no new sites are allocated for house building in revised local plans to 2036 until all existing allocations in current core strategies have been developed. Locum Clerk to action , proposed: MS, seconded: JC	Locum Clerk
5.4	Invitation to attend a meeting at Wymondham Police Headquarters. MS and IK to attend. CC Virgo and DC's Wheatley and Kemp left the meeting at 8.30pm	
6	To consider the draft action plan for 2017 The Council considered the draft action plan and felt that it needs to be divided into two documents, one for special projects and one for ongoing issues. They felt that the timelines should tie in with the Parish Council financial year rather than calendar year. Clerk to update. The document also to be amended to show a higher level detail of project management for each task including start date, expected end date and key information to allow for monitoring at Council level. Sonya Blythe (SB) and Andrew Harrison (AH) to create a more detailed working management document for the office. Clerk to action The document was discussed point by point: <ol style="list-style-type: none"> 1. SB is waiting for a response from the school as to what work is needed 2. This is being discussed by RAAG but has not been finalised 3. This is being considered but is likely to be very expensive 4. Ongoing 5. Ongoing 6. To be covered later in this meeting 7. Likely not to proceed 8. Ongoing 9. Ongoing 10. MW, JC and SB are meeting with Easton College next week to discuss possible employment of an apprentice. 11. General policies have been created and are reviewed at committee level as 	Clerk Clerk

	necessary. Management documents are reviewed by SB.	
7	<p>To consider alternative options to communicate the ranger programme to the neighbourhood</p> <p>It was agreed that it is important to consult residents about issues in the community such as the Highway Rangers. Once the new website has been built the Clerk to arrange a leaflet drop to every household in the parish, to ask for e-mail addresses and to include a regular quarter page update in the Just Eaton and Cringleford (MW raised concerns about the implications for data privacy). The aim would be to make everyone aware of parish council activities and the information would also be used in Parish Council decision-making. Clerk to action</p> <p>2 members of the public left the meeting at 8.40pm</p>	Clerk
8	<p>To receive the clerks report</p> <p>The report was accepted and it was agreed to carry out the proposed work on TWC boiler. Proposed: DC, seconded: IK. Clerk to action</p> <p>TWC main hall floor has been replaced but the installers recommend having the floor sealed to make it more waterproof. MW has given the caretakers permission to refuse to allow any activities which could damage the floor. A new layer of sealant on the floor will take 72 hours to dry so MW and AH recommend waiting until Christmas when there are less bookings to disrupt. The installers confirm that this should be satisfactory</p>	Clerk
9	<p>To receive an update from the Travel Project Group</p> <p>Carried forward to next meeting</p>	
10	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>One member of the public left the meeting at 8.45pm</p> <p>IK reported the following from RAAG:</p> <ul style="list-style-type: none"> • Pavilion storage. RAAG agreed to charge £200 per year (approximately £4 per week) to hire half a container. SB to write to inform user groups that they have until 1st December to take up this offer. All storage would be the at the hirers own risk. Clerk to action • Marketing strategies. RAAG considered a quote for marketing and it was agreed that SB should obtain two more quotes before proceeding. Clerk to action • Litter along Harts Lane. A resident has complained about litter along Harts Lane and reported that they are clearing it up themselves. It was agreed that a litter bin by the bus stop / school would be useful. Locum Clerk to write to 	<p>Clerk</p> <p>Clerk</p> <p>Locum Clerk</p>

	<p>resident and inform them of the decision. Clerk to obtain a street furniture licence and purchase a cheap plastic bin. Proposed: IK, seconded: DC. Clerk to action</p> <ul style="list-style-type: none"> • Café update – Café Britannia are not responding to correspondence and so the locum Clerk is drafting a letter with advice from the council solicitor to confirm that the agreement is terminated. Locum Clerk to action. The Clerk to advertise for people to re-tender either for a five or seven day café service. Clerk to action. AH to provide costings to provide the service in-house. AH to action. The Clerk to claim for loss of income. Clerk to action. There was discussion surrounding the use of the kitchen for private parties whilst also being hired to a professional caterer. RAAG to look at converting the bar to a kitchenette which could be used by private hirers. There was discussion surrounding what success looks like and how this can be achieved. • The Building Survey has been circulated to all Councillors. RAAG considered the Pavilion report and discussed how to proceed. It was suggested that S106 / CIL money could be used to improve the facility. Clerk to investigate the restrictions for expenditure. FAG to consider the financial implications of either repair or a new build and SB to obtain quotes for urgent remedial work which has been identified. Clerk to action. RAAG to decide the best way forwards for the Pavilion in the longer term. • Fields in Trust and Play area funding applications are ongoing. 	<p>Clerk</p> <p>Locum Clerk</p> <p>Clerk AH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>There is a meeting at Eaton on 20th October about the ‘Push the Pedalway’ scheme which JC and MW will be attending. MW is waiting for comments from this meeting and EPAG before submitting a response to Highways.</p>	
12	<p>To discuss issues surrounding open spaces in the Parish</p> <ul style="list-style-type: none"> • Football Pitch Update. The developers are anxious that the Parish Council accept the field. However, there are still outstanding issues such as ensuring that the sand slits are levelled. There was discussion surrounding the option of a MUGA and the advantages and disadvantages of this. A public meeting to be held to discuss what residents want. SB to consult with the previous football clubs who used our facilities as well as Cringleford Juniors then arrange the meeting once a handover date has been agreed. Clerk to action • Tennis Club / Cricket Club / Football Club – reports from discussions with clubs. No update. 	<p>Clerk</p>
13	<p>Finance</p> <p>Payments from 9th September to 13th October totalling £22,868.27 were agreed (attached). Proposed: MS, seconded: IK</p> <p>SB and DC to discuss a potential restructure for RBS reports to show give a clearer</p>	

	<p>picture of the day-to-day financial situation. SB to provide DC with the key dates that she would need to make any changes for the next financial year. Clerk to action.</p> <p>The accounts report and bank reconciliation were received and noted (attached).</p>	Clerk
14	To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 10 November 2016 7.30pm at The Willow Centre	
15	<p>To receive items for the next agenda.</p> <p>JC – recommends a register of all the land owned by the Parish. JC – the parish notice boards are in poor condition and he is happy to make two new ones with Perspex covers.</p>	
16	<p>To consider excluding the public due to the confidential nature of the business.</p> <p>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. Proposed: MW, seconded: MS</p>	
17	<p>Staffing update</p> <p>An update was received and discussed.</p>	

Meeting closed at

Signed

Chairman