

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 12TH FEBRUARY 2015 AT THE WILLOW CENTRE, 1-13 WILLOWCROFT WAY, CRINGLEFORD, NR4 7JJ AT 7.30PM.

Present:-

K Hogan - Chairman
M Allsop
G Champion
A Howlett

A Chater – Vice Chairman
C Hopper
M Jalil
I Kirk

C Moore – Locum Clerk

Parishioners:-

PCSO Tribut
5 members of the public

Police Report

PCSO Tribut introduced herself, noting that she was based at Wymondham and was covering the Hethersett and Mulbarton area. She had been a PCSO for 7 years but was new to the area. There had been 5 crimes reported since the last meeting – 1 theft of trees; 1 arson of a portaloo; 1 theft in dwelling; 1 theft of builders radio; 1 theft of pedal cycle.

PCSO Tribut was asked whether an incident relating to a dog attack at the Recreation Ground has been reported, expressing concern that it was not included in the statistics and that the Police had not been helpful to the complainant. PCSO Tribut confirmed that she would look into this matter.

County Councillor

County Councillor Miss Virgo was not present and had not sent a report.

District Councillor

District Councillors Dr Kemp and Mr Wheatley were not present and had not sent any reports.

Parishioners Question Time

A member of the public expressed concerns about school parking, and the issues of congestion that this caused. A suggestion had been made that the Willow Centre car park could be used to alleviate the problems on the road, suggesting that this could also increase footfall to the Willow Centre and the Community Café. Lengthy discussion ensued, where councillors acknowledged the problem and expressed concern that the Centre car park could become congested or unsafe if all parents were encouraged to park there. It could also promote a problem of hospital staff parking for the day. Suggestions such as paying to park, allowing informal parking unless there was a larger booking for the day, and discussing the issue with the school were considered. The Chairman confirmed that the matter would be discussed later in the agenda and thanked parishioners for bringing the matter to the meeting.

A member of the public raised concerns about the Council's risk assessments. It was confirmed that risk management arrangements were being reviewed and would be discussed later in the agenda. The commissioned work would include ensuring that all risk assessments and processes were in place. This would include all requirements around fire, and water/legionnaires disease.

AGENDA

- | | ACTION |
|--|---------------|
| 1. Apologies for Absence
Apologies for absence were received from Professor Wagstaff and Mr Mole. | |
| 2. Declarations of Interest
There were no declarations of interest. | |
| 3. Minutes of the meeting held 8th January 2015
The minutes of the meeting held on 8 th January 2015 were approved. An additional set of minutes of a meeting held on 6 th February were approved. | |
| 4. Matters Arising
None. | |
| 5. Resignation of Mr G James
Councillors noted the resignation of Mr James. | |
| 6. Health and Safety Matters | |
| 6.1 <u>Revised Job Description for Parish Clerk</u>
The proposed revisions to the job description had been agreed with the Clerk, and it was agreed to approve the revised job description, proposed by Mr Hopper, seconded by Mr Chater, all in favour. | |
| 6.2 <u>Health and Safety Policy Review</u>
Mr Chater briefed the Council on the meetings with three health and safety consultants. Prices had ranged from £900 to £6,000. The recommended consultants had presented themselves very professionally and identified areas requiring further consideration during the meeting. The Council had a responsibility to ensure that it met its health and safety obligations, and employing consultants to carry out risk assessments and recommend processes for weekly, monthly and annual tests and inspections would ensure that the Council met these obligations. It was agreed to appoint Foley & Bowe to undertake a 12 month risk management contract, proposed by Ms Howlett, seconded by Mr Allsop, all in favour. | |
| 7. Round House Park
There was nothing new to report. | |

8. **Environment Planning Advisory Group**

GP Surgery

The Advisory Group had discussed the capacity issues at the GPs surgery, noting that the planning system had not assessed any need for additional medical provision. GPs were commissioned by NHS England, however that body was more focussed on national issues. The new care home would increase the issues. It was suggested that an informal chat could take place with the surgery, and **agreed** that further research would be undertaken.

AH

9. **Recreation and Amenities Advisory Committee**

Kitchen

The first trial of users sharing the kitchen facilities would be taking place the following week.

Electronic Payments

A credit card facility was being investigated to allow electronic payment of hall hire. It was noted that BACS payments could be accepted, and that limited online banking was available with Barclays. It was noted that the Community Centre Manager was using her personal credit card to purchase bar stock. It was **agreed** that limited online banking would be set up, and that an application would be made for a Government Purchasing Card from Barclaycard, proposed by Mr Allsop, seconded by Mr Chater, all in favour.

Clerk

Fields in Trust

The Fields in Trust scheme was being investigated, which would register the field in perpetuity. It would cost £80 and would offer opportunities for advice and grant funding. It was **agreed** that this would be further explored, proposed by Mr Champion, seconded by Ms Howlett, all in favour.

GC

Football Pitch

The junior team had been asked not to use the pitch on Saturdays however the situation was getting worse. Communications were not being made in time. It was acknowledged that the responsible behaviour of the hirer would be taken into consideration when agreements were being renewed.

Willow Centre

The partitions required repair for defects, some of which would be chargeable as they were due to operator error. It was not known whether insurance would cover any of the costs.

It was suggested that damage incurred during a hiring should be recorded and costs recouped from the hirer. Robust processes would be put in place, and new contracts were being issued. Hire

charges were being reviewed.
The insurance liabilities associated with the kitchen facilities would be investigated.

Clerk

9.1 Business Plan – Vision

There was nothing new to report.

10. Press and Communications Advisory Group

A meeting had not been held as the Clerk had not been available.
Mr Allsop was congratulated on the newsletter.

11. Crime Prevention Initiative

Mr Allsop reported that he had spoken with PCSO Sore who had suggested that an event could be set up after the elections.
PCSO Sore liked the idea of inviting alarm companies and had agreed to forward a list of favoured suppliers.

12. Correspondence

12.1 Highways Improvements Partnership

To be circulated.

Clerk

12.2 Traffic Issues around Cringleford School

Councillors discussed the matters raised prior to the meeting, noting that the needs of the Willow Centre needed to be given priority. It was **agreed** that a discussion would take place with the school stating that a small amount of ad hoc parking at the Willow Centre would not be discouraged, however this would be continually reviewed against the needs of the Centre.

12.3 Dog Fouling at Harts Lane

It was acknowledged that dog fouling was an issue, as was horse deposits. It was **agreed** that signs would be put up at either end of Harts Lane.

Clerk

12.4 Norfolk ALC Newsletters

To be circulated.

Clerk

12.5 Rural Services Network Newsletters

To be circulated.

Clerk

12.6 B1108 Watton Road/Hethersett Lane Junction Highway Improvement Works

To be circulated.

Clerk

12.7 Police & Crime Commissioner Newsletter

To be circulated

Clerk

13. Payments

The listed payments were presented for approval. It was confirmed that the Kompan bill related to replacement of the

vandalised plastic slide, and suggested that this could be claimed on the insurance. The payment to Outdoor Gym Co related to repairs to the Dragonfly Lane equipment.

Clerk

Payee	Description	Amount	Chq No.
Salaries	Salary Month 11	£8,327.23	101071-8
GPS Telecom	Red Care telephone	£16.20	DD
Kompan Ltd	Play area equipment	£1,825.08	101079
Hugh Crane	Cleaning Equipment	£31.68	101080
H Frary	Expenses	£26.55	101141
Ian Smith	Stationery	£139.94	101142
Eon	Willow Centre Heat & Light – February	£640.40	DD
Eon	Willow Centre Heat & Light - January	£521.39	DD
Eon	Street Lighting	£605.50	101143
TT Jones	Street Lighting Repairs	£902.4	101144
TT Jones	Street Lighting Repairs	£326.82	101145
PWLB	Loan and Interest	£13,358.47	DD
BT	Office telephone January	£24.79	DD
BT	Office telephone February	£25.42	DD
Business Webpage Ltd	Cloud hosting for 1 year	£206.40	101146
ESPO	Willow Centre Gas	£404.08	101147
Outdoor Gym Co	Repairs	£691.20	101148
Malcolm Allsop	Newsletter Printing	£74.96	101149
Jewsons	Maintenance	£20.83	101150
Publicity	Bar Stock	£150.00	101151
Publicity	Bar Staff	£520.00	101151
Bartram Mowers	Repairs	£32.26	101152
M Howard	Cleaning Equipment	£14.45	101153
M Howard	General Admin	£8.51	101153
M Howard	Bar Stock	£852.09	101153
M Howard	TWC Maintenance	£4.99	101153
Hugh Crane	Cleaning Equipment	£131.75	101154
Barnham Broom Parish Council	Admin support provided by H Frary 12/13 February	£180.59	101155

14. Date and Time of Next Meeting

Thursday 12th March 2015 7.30pm The Willow Centre, Cringleford.

15. Items for Next Agenda

None.

The meeting closed at 9.15pm.

CHAIRMAN