

## Clerks Update December 2017

### Staffing / Councillors

- New members of staff have all attended first aid and manual handling training in the last month. I have also attended a first aid refresher and data protection regulations training.
- Co-option of a new councillor is on the December Council agenda. Training will be booked for the confirmed candidate as soon as possible.

### Minutes

Actions from previous minutes not covered elsewhere:-

- Councillor biographies are now on the website, with the exception of the one I am still awaiting...
- The parking letter was sent to the Police and Crime Commissioner after the meeting. No response as yet.
- Sam is working on the WW1 event for next year and will continue to report to RAAG.
- A request for volunteers to help with grant applications has been added to the website and facebook page
- No one came forward with funding for a bench, but one will be moved over from the recreation ground.
- The tennis club responded with the following, in regard to how they encourage local attendance:
  - "We have signs at the courts showing our website address so members of the public know how to contact the Club if they are interested in playing tennis.
  - Those looking to play tennis normally use google to find out about tennis facilities locally and this leads them to our website.
  - Our website provides details of playing tennis at the Club and who to contact.
  - I submit articles to the Parish magazine complete with photos of latest activities promoting the Club to Parishioners.
  - We have close links with Cringleford School, using their hall for coaching sessions on Wednesdays and Thursdays and the school kindly includes information about the Club in their Newsletters."

### Facilities

- Several annual checks are currently being booked in including the mansafe, the airconditioning and the fire alarms.
- The intruder alarms have been serviced.
- Toilets within TWC will be decorated over Christmas.
- Potholes in the Pavilion carpark have been filled in.
- The water heater in the Pavilion died and was replaced, with the approval of FAG.
- Plans for the changes to the Pavilion should be available in time for the Council meeting.

### Grounds / Amenities

- The Chairman and I had a walk-about with representatives from the consortium and our grounds supervisor, and have agreed that, subject to some modifications which have

been put in writing, the outside spaces now be accepted. Our solicitor has been advised. We are liaising with South Norfolk Council regarding the football pitch and multi-use games court. Once a response is received plans will be drawn up and shared with sports groups and the community.

## **Office**

- We were not successful in the first submission of the Local Council Award Scheme application. Amendments have been made where requested and the re-submission will be made again after Council have approved the changes.
- The office will be closed between Christmas and new year. I will divert the phones to my personal phone and pick up messages in case of an emergency. Caretakers will be in on various days.

## **Playgrounds**

- The playground and fence snagging at the recreation ground are now complete and have been paid for.

## **Parish**

- Parking – NCC are aware that we would like the feasibility study for a parking permit scheme to be carried out. They have a member of staff starting in December who should be able to look into how to take this forward. In the meantime complaints continue to pour in, especially regarding Intwood Road and roads off Colney Lane.
- A new path is being put in from the bus stop on Roundhouse Way to the existing island to enable easier crossing, and a hard surface installed under the bus stop, by Highways.
- I have been contacted by a number of residents concerned that the 50A service may be cancelled due to cuts. I spoke with the bus company who advised that no cuts were planned – instead it was likely that services would be merged to keep journeys as regular as they currently are, but be slightly longer.

## **Finance**

- The updated budget will be discussed by FAG on 11 December and the final version will be brought to Council for comment and agreement in January.

## **Bookings**

- TWC is very busy most mornings and evenings. The Pavilion is also steady. As usual, regulars have cancelled over the holidays so there will be a drop in income next month.
- The income spreadsheet showing month on month income is attached.

Sonya Blythe  
Parish Clerk  
7 December 2017.