

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 14 DECEMBER 2017 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:

Mr M Scutter (MS) (Chair)
Prof T Wang (TW)
Mr J Canham (JC)

Mr M Jalil (MJ)
Mr M Blackie (MB)
Mr T Chiles (TC)

In attendance:-

Sonya Blythe –Parish Clerk
Mr C Kemp (District) (CK)

Mr D Bills (County) (DB)

Police Report

The police report was circulated.

Parishioners Question Time

None present

District Councillors' Report

CK reported that South Norfolk Council's (SNC) Cabinet and full Council had received a report on parking throughout its district and had accepted that there may be a need for resident only parking permit schemes across the area. As a result a letter would be sent to all parishes in the new year requesting that parishes indicate whether they would be interested in this, and what roads it would be required on. A feasibility study would then be carried out. If a parish confirmed interest and then pulled out, it would be required to pay abortive costs. SNC would make £100k available for set up costs across all parishes who take the scheme forward. Once in operation, the law required that the scheme be self-funding, meaning that if enough permits were not sold across the parish, CPC would be required to make up the financial shortfall.

CK noted that both the Norfolk and Norwich University Hospital and the University of East Anglia currently had planning applications submitted for additional parking spaces. However, Councillors felt that the cost of this would still ensure that many people parked for free within the parish instead. This additional parking also would not solve the problems caused by tenants of the Cringleford Business Centre. The letter would be discussed by Council once received.

	<p>County Councillor Report. DB reported that some funding may be available for schemes such as the improvements to the junction of Intwood and Keswick Roads. He would report further once he had more information.</p> <p>He noted that the Children’s Services budget would be cut over the next three years; it was hoped that this would be managed by merging with other services rather than making direct cuts.</p> <p>Finally, DB confirmed reports that Norfolk County Councillors had been awarded an 11% payrise, and advised that he would not be accepting it.</p> <p>19.57 – GW and DB left the meeting.</p>	
1	<p>Welcome and to accept apologies for absence</p> <p>In the absence of MW, MS was nominated and elected as Chairman for the meeting.</p> <p>Apologies were received and accepted from Mrs Kirk, Professor M Wagstaff and Mr Smith. Apologies were received from Mr Chaplin after the meeting.</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 9 November 2017</p> <p>The minutes were confirmed and signed as an accurate record.</p>	
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p>	
4.1	None	
5	<p>To co-opt a new Councillor</p> <p>Two applications had been received. Following consideration, it was proposed and resolved that Mark Kirkwood be co-opted on to the Council. The acceptance of office form was signed.</p>	
6	<p>To note and comment upon correspondence received</p>	
6.1	The Norfolk County Council budget consultation was circulated. It was noted that individuals were encouraged to respond as well as parish councils.	

	Councillors agreed to send comments to the Clerk by Thursday 21 December, who would collate and forward to NCC.	
7	<p>To agree the Publication Scheme report</p> <p>A publication scheme report, to be published alongside the existing publication scheme charges, was proposed and agreed. This would be added to the website.</p>	Clerk
8	<p>To agree the amended Financial Regulations and Standing Orders</p> <p>8.1 The Financial Regulations were amended and agreed, to correct a typographical error.</p> <p>8.2 The Standing Orders were amended, to bring the contracts section in line with the Financial regulations, and agreed.</p> <p>These would be uploaded to the website.</p>	Clerk
9	<p>To consider a report regarding the new data protection regulations</p> <p>A report on the new data protection regulations was accepted by Councillors. This would be brought back to Council in January to appoint the Data Protection Officer and a councillor or committee for support.</p>	Clerk
10	<p>To note the possibility of solar panels for Council properties in the future</p> <p>Consideration was given to using solar panels in Council owned buildings, as this would cost less to install than in previous years.</p> <p>Councillors noted that it would be difficult to justify any expenditure currently, as several large projects were planned for 2018/19. However, they were not opposed to energy saving processes in principle if cost neutral options could be identified. It was agreed to discuss this at the next meeting, with a view to setting up a working group to look at grant options.</p>	Clerk
11	<p>To consider a response to the Police Structure Review</p> <p>MB agreed to write and share a draft response with MS and TC.</p>	MB
12	<p>To receive the Clerks report</p> <p>The Clerk's report was noted.</p>	
13	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>TC gave the following report:</p>	

	<ul style="list-style-type: none"> • The tennis club had requested an extension in their lease to 25 years, which was an addition of ten years, in order to remove a grass court and replace with a hard surface court, and possibly build a clubhouse. Councillors agreed to the extension in lease, however the tennis club would have to pay all legal fees. The tennis club would be asked to add a noticeable statement to their website advising parishioners that they were not required to join the tennis club in order to hire the courts, to ensure the community were aware. Deeds for the recreation ground appeared to refuse any development of the land, although this would be looked at in more detail as a separate matter. Clerk to advise tennis club. • A £350 donation from S137 money towards churchyard maintenance was agreed. • The new alcohol policy was considered and agreed. • The new advertising policy was considered and agreed. • Following consideration of two different quotes, Councillors agreed to RAGS recommendation that a three month trial be given to TDR Vending Services to install a drink and a snack vending machine. There was no monthly charge to CPC, although a new plug socket would need to be installed first. • It was agreed to take forward investigation of running a parish fete, in conjunction with the Hub. 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">TC</p>
<p>14</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>To receive an update from the Environment and Planning Advisory Group</p> <p>TW gave the following update:</p> <ul style="list-style-type: none"> • NCC had written to ask whether CPC would take responsibility for streetlighting on new developments, as it would not. Council agreed that it would – reluctantly – take on this responsibility to ensure lighting was consistent across the parish, as long as a commuted sum for maintenance and energy was obtained. NCC to be informed. • The formal planning application for the bus interchange had been received. EPAG had not objected but had requested additional screening for residents of the Roundhouse, to protect them from pollution. • Representatives from Landfund had met with the Chairman and Clerk. They had acted on the previous concerns raised by CPC and made amendments where necessary. As such there was now no objection to the variation of conditions. <p>Councillors proposed and resolved that any substantive actions in respect of planning matters shall be taken by: EPAG or Council as a whole; or by the Clerk acting on the outcome of an email consultation with EPAG.</p> <p>The Planning Response Policy was agreed. This would be uploaded to the website.</p>	

14.4	Councillors proposed and resolved to co-opt MK on to EPAG in IKs absence.	
15	<p>To receive an update and recommendations from the Pavilion Steering Group</p> <p>JC reported that he and the Clerk had met with the architect to consider plans and costs. The cost was higher than expected and so some additional quotes would be sought.</p>	Clerk
16	<p>To discuss issues surrounding open spaces in the Parish</p> <p>16.1 The Chairman, Grounds Supervisor and Clerk had walked around all open spaces, with representatives from the consortium. CPC had agreed to accept the land. Minor works were still to be carried out which had been agreed in writing. CPCs solicitor had been advised.</p> <p>Discussions were ongoing with South Norfolk Council regarding the size of the football pitch.</p> <p>16.2 It was noted that Cringleford Junior football club had not yet paid their annual invoice for fees.</p>	
17	<p>Finance</p> <p>17.1 Payments from 10/11/17 – 14/12/17 totalling £ 62,429.75 were agreed (attached).</p> <p>17.2 The updated accounts report and bank reconciliations were received and noted (attached).</p> <p>17.3 It was noted that DC had stood down as Chairman of the Finance Advisory Group. It was resolved that MB be elected as Chairman of the Group.</p> <p>17.4 MB gave a report from the recent FAG meeting;</p> <ul style="list-style-type: none"> • The budget was in the process of being finalised • A report had been received from the VAT specialise. This would be taken to FAG for consideration. • A service for the mansafe system would be booked. Consideration would be given as to whether to keep this in place during 18/19. • Council supported the recommendation of FAG and RAAG and agreed to aware a four-year streetlighting maintenance contract to TT Jones, to commence from 1 January 2018. The Clerk would advise them. • It was agreed to make JC and MB bank signatories. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
18	To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 11 January 2017 7.30pm at The Willow Centre	

19	<p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> • Updated action plan 	
20	<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.</p>	
21	<p>Staffing update</p> <p>No matters raised.</p>	

Meeting closed at 21.50pm

Signed
Chairman