

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 8 OCTOBER 2015 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:-

Professor M Wagstaff (MW)
Mr D Baldwin (DB)

Mr M Jalil (MJ)
Mr J Canham (JC)

In Attendance:-

Sonya Blythe - Acting Clerk (SB)
Steve Jackman - Temporary
Facilities Manager (SJ)
PCSO Darrin Sore (DS)

Judith Virgo - County Councillor (JV)
Christopher Kemp - District Councillor
(CK)
Gary Wheatley - District Councillor
(GW)

Members of the public.

County Councillor Report

JV gave the following updates:

- She was pleased to note that the Parish Council had organised a travel group.
- 134 letters regarding parking had been previously delivered to residents in the Colney Lane area prior to the initial consultation. Time was of the essence to make a decision as the deadline was the end of March and any suggestions would need to be consulted on and advertised in the meantime. Unadopted roads off Colney Lane would not be included under any scheme, such as restricted parking.

District Councillors Reports

CK reported the following:-

- From Autumn 2017 the Police and Crime Panel would have an additional role to investigate complaints made about the police.
- South Norfolk District Council (SNDC) had reached the final stages with its local plan; the policies had been passed by an examiner and would now be considered by a council meeting on 19 October. The plan needs to take account of the deficit in the five-year land supply in the Greater Norwich Partnership Area and the continued deficit will have implications for the land allocation set out in the Cringleford Neighbourhood Development Plan.

GW gave the following information:-

- An application for a solar farm in the Yare Valley has been received and planners have recommended that it be approved.
- There was a grant pot available from SNDC for community schemes, which would fund capital costs but not additional

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running costs.

Parishioners Question Time

A resident questioned why Highways had been invited to the traffic management meeting with the residents of Roundhouse Park, as it had been expected that it would be an informal meeting with residents. He was advised that it was an informal discussion and that Highways had been asked for their opinion.

A resident requested an update on Colney Lane traffic management as he had not been included within the PC consultation. He was requested to email his views to DB. Fifteen key addresses had been picked along the route to seek views to get an overview of the problems.

A resident enquired how the general power of competence would affect the PC. It was explained that without it the council would face certain limitations in how it spent the precept.

Police Report

DS reported that there had been no recorded crimes in the parish during September.

He advised the meeting that he was now the only PCSO in the area, covering ten parishes. Parishioners could call 101 or email snthethersetmulbarton@norfolk.pnn.police.uk to contact him.

1 To Accept Apologies for Absence

Apologies were received from Chris Hopper and Isabelle Kirk.

Thanks were passed to Heidi Frary who left her role as parish clerk today. Sonya Blythe, who would officially start in post on 23 November, was welcomed.

2 Declaration of Interest

None

3 To Co-Opt to fill five council vacancies

Five vacancies existed on the PC. Representations had been heard from Charlotte Andrews (not present) and Richard Ball at the previous meeting. Dave Chaplin, Andy Osbourne and Mervyn Scutter introduced themselves. Mr Scutter advised that he wished to witness the meeting on this occasion and consider cooption next month.

It was proposed and **resolved** to coopt CA, RB, AO and DC onto the PC. RB advised that he had taken on the Captaincy of the Society of

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Norfolk Golf Club Captains since the last meeting of the parish council and would be unable to accept. Code of conduct and declaration of interest forms were completed by AO and DC.

4 To confirm the minutes of the meetings held on 4 and 9 September 2015

2x public left at this point.

The minutes of both meetings were agreed, subject to the following amendment on the 9 September minutes:-

Item 4:- JC had asked whether there was value in considering contracted cleaning, not suggested it.

5 To report matters arising from the minutes not on the agenda

4 September:

Item 4 – A vice chairman had not been appointed. This would be discussed again under standing orders.

Item 6 – DB to arrange a meeting of the Transport Group and report back. Jon Taylor has requested comments by mid-October.

Concerns were raised regarding the lack of joined-up cooperation between various groups at Norfolk County Council (NCC) and the work they were carrying out which involved Cringleford. MW agreed to forward details of Stuart Bethell working on a Transportation Plan for Round House Park (See 6.1 below). MW

Item 7 - completed.

Item 9 – SJ confirmed he had not obtained quotes for the water tank.

Item 10 – Wickets had been reduced and a scarifier purchased.

Item 14 – MW and DB had met with the cricket club and pointed out that the available figures showed that it was currently operating at a loss. They had been asked to consider how to bridge the gap.

6 To note correspondence received

District and county councilors left the meeting.

6.1 An email from Stuart Bethell, Sustainable Transport Planner from Mouchel Consulting, was considered. SB had been engaged to work with NCC to complete the Roundhouse Way Travel Plan. Residents would be engaged with it over the coming few months.

6.2 A letter had been received from SNDC regarding a noise complaint about extractor fans from The Willow Centre. SJ had checked the system which was working as it should. SNDC has asked the resident to keep a log for five weeks.

7 To receive the clerks report

The reports for September and October were received. Comment was made that the project list needed to be undertaken shortly.

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8 To receive the temporary facilities managers report

The reports for August and September were received.

SJ explained that the existing policy to cancel regular bookers of individual quadrants in favour of a whole-hall booking had caused some regular users to cancel their bookings. The policy needed to be considered again. At this time other decisions would need to be made such as whether bookings were subsidised, whether the centre needed to break even or make a profit and a long term contingency plan put in place for maintenance and repairs. A project team would be required for this work.

9 Transport Group updates prior to advisory group meeting

DB circulated a report on the progress of the Transport Group. Residents had been asked four specific questions to provide an overall opinion of the residents on how to solve the issues. Results showed that residents were not looking to prevent school drop offs in the area. If parking restrictions were put into Colney Lane this would move the issues to Roundhouse Way, so it was imperative that both areas were considered at the same time.

A meeting of the Transport Group would be held on 13 October at TWC. Following this views would be sent to NCC on ways to move forward.

DB

10 To discuss issues surrounding the recreation ground

- Football pitch update:- The pitch was now completed and should be available from 9 October. Solicitors had not yet agreed terms of the official handover. The field could be opened for use after Christmas, once established.
- Trade waste bin update:- MF advised that SNDC had stored some trade waste bins on the PCs land.
- Verge cutting in the parish:- Cost estimates from several contractors had been circulated, with one quote outstanding. The PC received £3790 a year to carry out the verge maintenance. This amount could be forfeited with NCC taking responsibility, but only three cuts per year would be made. Following a long discussion councilors proposed and **resolved** to create a working group, led by JC, to ascertain the true cost of this work to the PC so that an accurate decision regarding putting the work out to tender could be made. An over arching plan of how to manage this work would be made, for the clerk to manage.
- Tree report for the village green:- the beech tree on the village green was diseased and a picus test had been recommended. It was proposed and **resolved** that checks would be made with SNDC to ascertain if the tree could be removed and then obtain

JC

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- costs to remove it.
- Adoption of land in Roundhouse Park:- Councillors were advised of a strip of land which had been missed from the previous land adoption; it was proposed and **resolved** to adopt this. Clerk
- 11 **To appoint an emergency coordinator**
- AO to advise whether he could undertake the role at the next meeting. AO
- 12 **To discuss an online booking system for TWC**
- A report was circulated by DB demonstrating an option for an online booking system at £24 per month for ten booking facilities, run by bookingbug.com. This would eliminate double bookings and allow people to pay deposits or full costs online. Bookings could still be made by the office and a note could be placed on the website to state that all bookings would be reviewed, to ensure that noisy events were not located next to quiet bookings.
- It was proposed and **resolved** that this be implemented once the new clerk had taken up her role. DC would assist with technical work. DB/DC/
Clerk
- 13 **To agree revised standing orders and consider adopting a members allowance policy**
- Amended standing orders were circulated. It was proposed and **resolved** to adopt them, subject to the following amendments being made:-
- Some sections still to be renumbered and the cross-references checked; Clerk
 - 12F – once minutes were approved draft notes to be destroyed Clerk
- Council insurance to be checked to determine whether councillors were covered under the general insurance policy. All
- Councillors were asked to consider the principle of introducing a member allowance for all members. To be added to the November FGB agenda.
- 14 **Finance**
- The 2014-15 report from the External Auditors was considered and accepted. It was proposed that management figures showing the expenditure for the Willow Centre should exclude the loan costs. This was agreed, subject to comments from Chris Hopper, who was not present

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The payments attached at appendix A were **agreed**.

The accounts report and bank reconciliation were received.

15 **To consider writing a parish partnership bid**

NCC had written regarding the Parish Partnership Fund, an opportunity for parish councils and NCC to pay 50% each for traffic calming works which would not otherwise be undertaken.

It was **resolved** to refer the issue to EPAG.

EPAG

16 **To receive an update about the Yare Valley Society**

It was proposed and **agreed** that JC continue to be the PCs representative at society meetings.

17 **To confirm the time of the next meeting as Thursday 12 November 2015.**

Agreed.

18 **To receive items for the next agenda**

- Transport - DB
- Booking system - DB
- Councillor email addresses – to look at giving councillors a council email address rather than having individual addresses on the website - DB
- Project team report - JC
- RTI – bus shelters monies.
- Member allowances

MJ requested that an updated list of councilor contact details be circulated.

Clerk

19 **To consider excluding the public due to the confidential nature of the business.**

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.

20 **Staffing Update**

20.1 The Chairman reported the following appointments:-

Sonya Blythe as the new parish clerk, effective from 23 November

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2015; Carey-Anne Waldon as administrative assistant from 6 October 2015; Paul Malpass as Pavilion cleaner and caretaker at the Willow Centre with immediate effect.

- 20.2 The Chairman introduced a discussion on the staffing requirements of the Parish Council. Councillor Dave Chaplin moved and Councillor Dylan Baldwin seconded a motion to appoint a full-time facilities manager, to advertise the post as soon as possible and to invite Steve Jackman (temporary Facilities Manager) to apply. There was five votes in favour and one abstention so the motion was passed.

There being no other business the meeting closed at 23.00