

The CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
1-13 WILLOWCROFT WAY
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 14 MARCH 2019 AT THE WILLOW CENTRE, CRINGLEFORD, AT
7.30PM.**

Present:

Professor M Wagstaff (Chair)	Dr M Kirkwood (MK)
Mr M Scutter (MS)	Mr M Blackie (MB)
Prof T Wang (TW)	Mr M Jalil (MJ)
Mr T Chiles (TC)	Mr D Chaplin (DC)
Mrs I Kirk (IK)	Mr J Shore (JS)
Mr J Canham (JC)	

In attendance:-

Sonya Blythe – Parish Clerk	Members of the public.
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1 Welcome and to accept apologies for absence

None received.

2 To accept any declaration of Members Interests:

None

3 To confirm the minutes of the meeting held on 14 February 2019

The minutes were **confirmed** and signed as an accurate record.

4 To report matters arising from the minutes not on the agenda: for information only.

9.1 – Regarding parking at the Business Centre, MW advised that he had been told that staff may be moving out, but the clerk had been separately told that more staff may be moving in.

5 Police Report

The report had not been received.

6 To receive questions from Parishioners

6.1 Parishioners requested an update on the Newfound Farm development, which was given. Residents advised that the developers were in the process of arranging a meeting with them. Councillors **agreed** to send a representative if available. Councillors confirmed that they had been liaising with developers, including attending a stakeholder meeting, regarding the proposed roadworks whilst the development was ongoing. A Traffic Regulation Order had not yet been received from Norfolk County Council because the works had not been agreed. Councillors recommended that parishioners forward their concerns to the parish clerk, which councillors could then address with developers.

6.2 A parishioner asked for an update on the Big Sky development on Cantley Lane. Councillors advised that Big Sky had stated that they would make the estate difficult for drivers to use as a rat run by not having a route that goes straight through.

7 **To receive the District Councillors Report**

No district councillor present. Apologies had been received.

8 **To receive the County Councillors Report**

DB reported the following:

- That he had had a complaint from a member of the public who felt that he should be able to park on Colney Lane without parishioners complaining.
- That he would speak with Highways regarding the proposed road closures at Newfound Farm
- That the Boundary Commission were to begin looking at county ward boundaries.

9 **To note and comment upon correspondence received**

9.1 Norfolk Constabulary public meeting – JS to attend.

JS

9.2 Mobile library service – to be invited to the next meeting to discuss changes to the service.

Clerk

9.3 A complaint had been received from a parishioner regarding the parking permit signs at the recreation ground, which the Clerk would respond to.

Clerk

9.4 An email had been received requesting more detail on the precept, which the Chairman would answer.

MW

10 **To consider the use of personal email addresses by parish councillors.**

A discussion was held regarding parish councillors using their personal email

addresses for council business. It was **agreed** that the clerk would arrange for Office 365 email addresses for each councillor, after the May 2019 elections. The cost would be discussed with the IT company.

Clerk

11 **To receive the Clerk's report**

The Clerk's report was received. In addition the following were reported:

- CPCs bid to the Parish Partnership Fund had been approved. This would improve the crossroads at the junction of Intwood Road and Keswick Road. Councillors **agreed** that CPCs share should be paid as soon as possible.
- The Clerk had obtained two quotes for grounds stock. It was **agreed** that this could be purchased as the majority would be cross charged to sports groups.
- TC noted that he felt Dragonfly Lane should be included within the traffic survey.
- It was noted that the income from hire fees for the Pavilion were down. The Clerk reminded Council that sports groups now had priority over the Pavilion which had led to reduced hire over weekends from casual hirers. The sports clubs did not seem to be using it regularly at weekends, meaning the hall was standing empty. It was **agreed** that RAAG would look into this after the elections. This would be added to the risk register.

Clerk

Clerk

Clerk

12 **To receive a Recreation and Amenities Advisory Group Update**

TC gave the following report:

- The tree warden would soon commence a wild flower project with school children outside TWC.
- Cricket fees were considered. There had been a significant increase in the hours worked by the groundsman to improve the pitch, which had led to an increase in fees. As a gesture of goodwill, Councillors **agreed** to remove the annual 5% depreciation of equipment fee. Clerk to advise the Cricket Club.
- Permit parking signs were now in place at the recreation ground. The Clerk had advised sports groups, hirers, and placed a notice on Facebook and the website.
- TC and JC had met with Mark Heazle from SNC. He had agreed to look at Cringleford as an independent case study in the review of sporting facilities across the district. MB had written a document on how best to plan recreational facilities across the parish, which councillors were asked to feedback on.
- MB to visit a company to understand how to manage hedgerows.
- A complaint had been received regarding teenagers congregating at the park at TWC making noise. TC had liaised with the parishioner.

Clerk

13 **To receive an update from the Environment and Planning Committee**

- TW reported that he and the Chairman had held a meeting with NCC regarding bus stops in relation to Cavell Court and new developments. NCC had agreed to ascertain if the redundant bus stops on Dragonfly Lane could be moved and reused. He demonstrated possible bus stop locations on Roundhouse Way for Cavell Court and the new developments, which Councillors **agreed**. Pressure would also be put on NCC and developers to build laybys for the bus stops to protect the blue-light route. TW to draft a letter for NCC for the clerk to send, which would confirm CPC were happy for the bus stop outside Cavell Court to go ahead, with CPC paying the previously agreed £2500 towards it.
- Discussion was held around adopting streetlighting on future developments. If CPC did not do this then Newfound Farm lighting would be managed by a management company and St Giles Park would probably not have street lighting installed. It was therefore proposed and **agreed** that CPC adopt the future streetlighting on these developments, to be paid for initially by commuted sums and then subsequently as part of the precept. A streetlighting sink fund had already been started for replacement programmes.
- EPAG was investigating the ownership of miscellaneous pieces of land around the parish

TW

14 To receive an update and recommendations from the Pavilion Steering Group (PSG)

JC reported that he and the clerk had met with the architects and were satisfied that the project would be accomplished within budget. Council **agreed** that the plans could be submitted to building control.

Clerk

15 To discuss issues surrounding open spaces in the Parish

No update.

16 To receive finance updates

16.1 The payments for March 2019 for £19558.57 were **agreed**.

16.2 The February reconciliation and year to date accounts were received.

16.3 The 6-monthly account report was received, detailing any budget overspend with explanations.

16.4 The following report from the Finance Advisory Group meeting was made by MB and **agreed** by Council:

- The Assistant Parish Clerk would be made a signatory to the bank accounts to ensure continuity in the Clerk's absence
- The circulated risk register had been considered and an update made

regarding the cost of streetlighting on new developments. No other new concerns had been raised.

- £85,000 would be kept in the Barclays account, when the new bank account was opened, as this amount would be protected by the FSA in the event of the bank going bust.
- FAG had agreed with EPAG that CPC should adopt streetlighting on future developments.
- The annual bad debt list had been considered. It had been agreed to write off the outstanding debts. A record would be kept of these hirers so that they could not use CPCs facilities again.

17 **To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 11 April 2019 7.30pm at The Willow Centre**

Agreed.

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

None raised.

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**

An update was received.

21 **Data Protection Matters**

No matter raised.

Meeting closed at 22:05pm

Signed

Chairman