

# The CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
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## THE ANNUAL PARISH COUNCIL MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 16 MAY 2019 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

### **Present:**

|  |                                 |
|--|---------------------------------|
| Professor M Wagstaff (in the Chair for item 1)           | Dr M Kirkwood (MK)              |
| Professor T Wang (TW) (in the Chair from item 2 onwards) | Mr M Blackie (MB)               |
|  | Mr J Canham (JC)                |
|  | Mr J Shore (JS)                 |
|  | Mrs D Miller (DM) (from item 7) |

### **In attendance:-**

|   |                                    |
|---|------------------------------------|
| Sonya Blythe – Parish Clerk             | Cllr D Elmer (District Councillor) |
| Samantha Henry (Assistant Parish Clerk) | Cllr W Kemp (District Councillor)  |
| Cllr David Bills (County Councillor)    | Mr R Bees (tree warden)            |

*Prior to the commencement of the meeting, Councillors signed acceptance of office forms.*

### **1 To elect a Chairman and to sign Declaration of Acceptance of Office**

TW was proposed, seconded and elected as Chairman for the following year. The acceptance of office form was completed.

*MW left the meeting.*

### **2 Welcome and to accept apologies for absence**

Mr T Chiles and Mr D Chaplin had sent apologies which were accepted.

### **3 To accept any declaration of Members Interests:**

None.

### **4 To elect a vice-Chairman**

JC was proposed, seconded and elected as vice-Chairman for the following year.

5 **To confirm the minutes of the meeting held on 11 April 2019**

The minutes were agreed and signed as an accurate record.

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

None.

7 **To co-opt new councillors**

Councillors interviewed Dagmar Miller as a potential co-option candidate.

Following discussion, DM was proposed, seconded and agreed as a new councillor. The acceptance of office form was completed.

8 **Police Report**

The report had been circulated prior to the meeting.

9 **To receive questions from Parishioners**

None present

10 **To adopt the Power of General Competence**

The Council, having over two-thirds elected members and a qualified Clerk, was eligible to adopt the Power of General Competence. The Clerk gave details of the power, and Councillors resolved to adopt it.

11 **To elect chairmen and members of the advisory groups/committees**

It was agreed for councillors to sit on committees/ advisory groups as follows:

1. Environment and Planning Advisory Group Committee – Trevor Wang (in the Chair), Mark Kirkwood, Josef Shore.
2. Finance Advisory Group – Malcolm Blackie (in the Chair), John Canham, Dave Chaplin.
3. Recreation and Amenities Advisory Group – Trevis Chiles (in the Chair), Malcolm Blackie, John Canham.
4. Personnel – John Canham, Trevor Wang.
5. Pavilion – to be discussed at item 17

Additional councillors to be added to committees once they had been co-opted to the council.

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

12.1 Highway rangers work request – no new matters to raise. It was noted that the verges along Colney Lane had finally been cut back.

12.2 Norfolk County Council had written to request permission to move one of CPCs unused bus stops from Dragonfly Lane to Roundhouse Way opposite the new interchange. There was no objection in principle, but clarification would be sought around why a second bus stop was required. EPAG to consider once a response was received.

**Clerk**

**13 To review the following policies:**

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Internal Controls
5. Internet Banking

The policies were approved, subject to an amendment to Internal Controls.

**Clerk**

It was noted that the Internet Banking Policy would be updated again in summer 2019, once CPC commenced with paying invoices electronically.

**Clerk**

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

The Clerk's report was received.

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

MB gave the following report:

- It was proposed that the scout's firework fees for 2019 remain on the same terms as 2018, i.e. a £250 fee with a £500 damage deposit cheque held in case of any issues. This was agreed.
- A decision had been made that hirers could not use BBQs outside TWC for health and safety reasons. This was agreed.
- Regular hire at the Pavilion - as the sports groups had not utilised weekends as much as expected, it was agreed that weekend hire should be opened up for casual hirers again. This would be looked at again once the pavilion had been refurbished.
- MB reported that a report from the Norwich Fringe Project would cost £250. MB agreed to ascertain what the report would cover and then report back to Council.
- TW noted that Kier had advised at a recent meeting that they had met with the Norfolk Wildlife Trust to improve the green infrastructure on their

**MB**

development sites. The Clerk was asked to contact Norfolk Wildlife Trust to enquire what their suggestions had been. The Clerk would also contact the Community Assets Delivery Officer at SNC for advice on protecting orchids.

**Clerk**

- The Clerk was asked to check ownership of the Loke footpath with NCC.

**Clerk**

## 16 **To receive an update from the Environment and Planning Committee**

TW gave the following report:

- Electric car charging – two companies had been contacted for quotes. The financial models were awaited. MK agreed to also look at alternative solar power options as the previously agreed solar panels could not be installed.
- Discussions had been held with developers forthcoming developments:
  - Big Sky's reserved matters application had been approved. They had confirmed they wouldn't be installing street lighting, but CPC could request it and take ownership of it once the estate was completed.
  - David Barrett Wilson Homes and SNC had accepted CPCs suggested road names. CPC awaited the streetlight design scheme from them.
  - Kier had confirmed that would be widening the road to the entrance of their development and had responded to concerns regarding sewerage on the site satisfactorily. An additional meeting would be organised with them to discuss bus stops along Roundhouse Way. A comment would be made on the distribution of affordable homes, as they had placed them all in one area.
- NCC had agreed with CPC in principle regarding bus stop distribution along Roundhouse Way.
- A meeting would be held with SNC on the 24<sup>th</sup> May to receive an update on the options to improve the parking problems across the parish.

**MK**

## 17 **To receive an update and recommendations from the Pavilion Steering Group (PSG)**

Following discussion, it was agreed to disband the Pavilion Steering Group as the plans had now been approved by Council. Reports in future would be made via RAAG.

## 18 **To discuss issues surrounding open spaces in the Parish**

The solicitor was still chasing the Consortium's solicitor for an update on fees.

## 19 **To receive finance updates**

19.1 Payments from 12 April – 16 May were agreed. Clerk to send MK further information on the smart meter payment.

**Clerk**

19.2 The accounts report to date and bank reconciliation to 30/04/2019 were received.

19.3 The annual governance statement 2018-19 was considered by Councillors and agreed. The Chairman and the Clerk signed the relevant page.

19.4 The annual accounting statement 2018-19 was considered and agreed. The Chairman signed the relevant page.

The clerk would send the annual return to the external auditors.

**Clerk**

19.5 The Financial Advisory Group were asked to consider the way that money was allocated across CPCs bank accounts at its next meeting.

**Clerk**

**20 To confirm the time of the next meeting of Cringleford Parish Council**

The next meeting was confirmed as 13 June 2019 at 7.30pm in The Willow Centre.

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

Communications (councillor email addresses).

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

Councillors considered and **agreed** to exclude the public from item 23 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.

**23 Staffing update**

An update was received.

**24 Data Protection Matters**

No matter raised.

Meeting closed at 21:25pm

Signed .....  
Chairman