

CRINGLEFORD PARISH COUNCIL

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

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ANNUAL PARISH COUNCIL MEETING

**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 11 MAY 2017 AT THE WILLOW CENTRE, CRINGLEFORD, AT
7.50PM.**

Present:-

Prof M Wagstaff – Chair (MW)
Mr M Blackie (MB)
Mr D Chaplin (DC)
Mr J Canham (JC)

Mrs I Kirk (IK)
Mr T Chiles (TC)
Mr M Scutter (MS)
Mr D Baldwin (DB)
Mr M Metcalfe (MM)

In attendance:-

Sonya Blythe – Parish Clerk
Tim Yau - Pioneer Minister

Graham Wilkins - Rector
Members of the public

	<p>Police Report</p> <p>The monthly police newsletter was circulated. The report mentioned that drug related issues on Roundhouse Way were a current priority.</p> <p>Parishioners Question Time</p> <p>No items raised.</p> <p>County Councillor Report.</p> <p>Reported in APM.</p> <p>District Councillors' Report</p> <p>Reported in APM.</p>	
1	<p>Welcome and to accept apologies for absence</p> <p>Apologies were received from Dr A Osborne and Mr M Jalil.</p>	
2	<p>To elect a Chairman and to sign Declarations of Acceptance of Office</p> <p>MW was proposed, seconded and elected as Chairman for the forthcoming year.</p>	

	The acceptance of office form was completed.	
3	To accept any declaration of Members Interests and MS in respect of item 12, as his wife is a trustee of the charity that owns the land.	
4	To confirm the minutes of the meeting held on 13 April 2017 The minutes were confirmed and signed as an accurate record.	
5	To report matters arising from the minutes not on the agenda: for information only.	
5.1	Item 7 - MM advised that a letter had been sent to Open Reach regarding Broadband provision within the parish and specifically the fact that Cabinet 50 would not be upgraded until August 2018. No response had been received as yet.	
5.2	Item 8 – TCC reported that the Cinema could only be run in one quadrant due to the location of the screen. He would carry on taking this forward with AH.	
6	To note and comment upon correspondence received	
6.1	Correspondence had been received regarding the parking issues on Intwood Road, caused by visitors to the Cringleford Business Centre. This would be passed to EPAG.	Clerk
6.2	CPRE had invited Councillors to a meeting to receive an update on their current campaigns; MW would attend.	MW
7	To elect Chairmen of the advisory groups/committees: Environment and Planning Advisory Group Committee - MW elected. Finance Advisory Group – DC elected. Recreation and Amenities Advisory Group – IK elected.	
8	Review of the following policies and procedures: Standing Orders Financial Regulations Code of Conduct Internal Controls Internet Banking Changes to the above policies were considered and agreed. Internal Audit Arrangements	

	It was agreed to appoint Pauline James to carry out the 2018 audit, and to hold a mid-year audit in the meantime	Clerk
9	<p>To consider the implementation of a Personnel Committee</p> <p>A discussion was held regarding setting up a Personnel Committee instead of continuing to set up Panels ad-hoc when required.</p> <p>Following a vote where the majority voted in favour it was agreed to implement a Personnel Committee. MW, JC and MS indicated their willingness to sit on it. MW and the Clerk would draft the terms of reference before an initial meeting was arranged.</p>	MW / Clerk
10	<p>To receive the clerks report</p> <p>The Clerks report was received and noted (attached to minutes).</p> <p>In addition the following matters were discussed:</p> <ul style="list-style-type: none"> • At its meeting on 13 April a resolution was passed stating that the Pavilion maintenance budget had been collected specifically for the refurbishment of the Pavilion rather than outdoor areas and so the money should not be used for a zipwire. In line with standing order 5, Members of the Pavilion Steering Group requested that this resolution be undone, and that some of the 2017/18 budget be used to purchase a zipwire for the recreation ground. Councillors agreed to release up to £10,000 for the zipwire, subject to additional quotes being obtained. • The Clerk was asked to advertise the new website on noticeboards around the Parish. • The final insurance payment in respect of the 2016 flood had been received. • The Scout Hut had been the victim of several break-ins recently. The police had been contacted. • Norfolk Constabulary had responded to recent enquiries regarding their new report format to advise that they were not looking to change it. Council noted that they understood that the budget must be prioritised. An article had been placed in the next edition of the Colney and Cringleford Life regarding this. It was agreed to establish through NALC whether other parishes were concerned by the new report format and see if there was any parishioner reaction to the article. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>IK gave the following report:</p> <ul style="list-style-type: none"> • Two electricity quotes had been received for a charging station for grounds tools. It was agreed to go ahead. • Two quotes for storage container ramps to allow easy access for vehicles had been received. It was agreed to accept the quote of £1788. 	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • Consideration was given to South Norfolk Council's request of installing recycling banks within the parish. It was agreed to support this, but advise that Tesco be approached in the first instance as they would have more through-traffic to use them. • It was agreed to install dog bags in several locations around the village on a trial basis. • It was agreed to purchase two defibrillators with outdoor heated cases, for TWC and the Pavilion. 	AH Clerk Clerk
12	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>MW gave the following updates:</p> <ul style="list-style-type: none"> • Brown and Co no longer had any land for sale in Cringleford on their website and so it would appear that the Land Fund land had sold. • Maintenance work would commence on the Yare valley riverbanks from Colney to Keswick in December. • Concerns had been received from Cantley Lane and Newmarket Roads residents regarding the Thickethorne improvement proposals and Newmarket Road changes respectively; a letter would be sent to Highways to endorse the comments about Newmarket Road. • 13 weeks of large and disruptive road works would commence in the parish from mid-May. Information had been uploaded to the website. 	Clerk
13	<p>To receive an update and recommendations from the Pavilion Steering Group</p> <p>JC gave the following update:-</p> <ul style="list-style-type: none"> • The PSG had considered the questionnaires received from service hirers and decided that more in-depth research was required in order to establish needs for the facility over the next 5-10 years. TC would speak to a neighbour who had offered to assist and arrange a meeting between him and the PSG. Once his advice had been considered the marketing brief which had been received would be made more specific to CPCs needs. Councillors agreed that they were keen to start work as soon as possible. Therefore it was agreed to allow PSG a budget of up to £1200 to carry out research, if they believed it was necessary. 	TC
14	<p>To discuss issues surrounding open spaces in the Parish</p> <ul style="list-style-type: none"> • Work been carried out on football field by the developers. • JC advised that he had discovered that CPC used to maintain the Loke right of way. This would be added to the EPAG agenda for further discussion. 	Clerk
15	<p>Finance</p>	
15.1	<p>Payments from 14/4/17 – 11/5/17 totalling £26,040.76 were agreed (attached).</p>	

15.2	The updated accounts report and bank reconciliations were received and noted (attached).	
15.3	The updated risk register was noted.	
16	To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 8 June 2017 7.30pm at The Willow Centre	
17	To receive items for the next agenda. <ul style="list-style-type: none"> • Police update • Traffic group update 	
18	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.	
19	Staffing update An update was received.	

Meeting closed at 21:45

Signed
Chairman