

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 14TH MAY 2015 AT THE WILLOW CENTRE, 1-13 WILLOWCROFT WAY, CRINGLEFORD, NR4 7JJ AT 7.30 P.M.

Present:-

Mr A Chater (AC)
Mr C Hopper (CH)
Mrs I Kirk (IK)

Mrs A Howlett (AH)
Mr M Jalil (MJ)
Prof M Wagstaff (MW)

In attendance:-

Heidi Frary (HF) – Clerk
DC C Kemp
DC G Wheatley
2 members of the Public

DC Update

The District Councillors reported how pleasant Roundhouse Park is when compared to other estates within Norfolk.

The turn out for the election was over 70% which reinforced the need for two polling stations within the parish. The use of the Willow Centre as a station helped link the two sides of Cringleford together which was very positive for the parish as a whole.

CC Update

DC Kemp reported that there will be a consultation about schools which will need to be discussed in June. **To be added to June agenda**

Police Update

The crime figures between 8th April 2015 and 12th May are as follows:

Crimes:

- 1 x theft of pedal cycle.
- 2 x Criminal Damages To A Bus stop.
- 1 x theft of wooden logs.
- 1 x theft of two flower pots and its content.
- 1 x Dog incident (Owner or person in charge allowing dog to be dangerously out of control in any place) which was resolved by means of Restorative Justice.

48 x calls to the police, very varied nature of calls including found properties, domestics, animal/wildlife, highway disruption, missing persons, neighbour disputes.

The Clerk has received reports of possible attempted poisoning of dogs on the Recreation Ground. The Police are aware and will take action where possible.

Parishioners Question Time

A resident was concerned about Gurney Lane / Colney Lane parking issues and on street parking review. He gave the Council a copy of photographs he has taken and shared and letter of concern which he has written to the Highways Department.

DC Kemp, DC Wheatley and one member of the public left the meeting

1. **For all Councillors to sign their Declarations of Acceptance of Office forms and confirm they will return their Declaration of Interests forms to the Clerk by 20th May.** Action Completed
2. **To elect a Chairman and to sign Declaration of Acceptance of Office**
AC proposed Kevin Hogan. This was seconded by CH. KH to sign his declaration of acceptance of office outside the meeting.

3. **To co-opt a member onto the Council**
Mr Dylan Baldwin expressed his interest in joining the Council. He gave a brief summary of his background and interest in the Parish Council. His co-option was proposed by AC, seconded by IK and he was duly elected and signed his declaration on interests form.
4. **To receive apologies for absence.**
Apologies for absence were received and accepted from Mr K Hogan, Mrs A Howlett and Mr D Strange.
5. **To elect a Vice-Chair and to sign their Declaration of Acceptance of Office**
MW proposed Anthony Chater. This was seconded by MJ. AC signed his declaration of acceptance of office.
6. **Register of Members Interests – Members are invited to declare pecuniary or interests other than pecuniary in items on the agenda. It is a requirement of the Parish Councils (Code of Conduct) that declarations from a member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary.**
None.
7. **To confirm the minutes of the meeting held on 9th April 2015**
The minutes were agreed as a true record and signed by the Chairman with the amendment that under item 7 ‘Judicial Review’ should be replaced by ‘Land Fund Appeal’
8. **To report matters arising from the minutes not on the agenda: for information only.**
Item 5: Stone picking on the football pitch has been completed and it has been seeded. There will be a meeting in June to assess the growth as there is an agreement that if the grass has not progressed sufficiently to make the prospect of the pitch being playable in September realistic the Developer will replace it with turf. The District Councillors to be informed of the date of the meeting and attend if possible.
Item 6: The meeting between EPAG and Land Fund was held and will be covered later in the agenda.
Item 7: The Clerk is pursuing the information from the Hub
Item 7: The signatories have been updated for the Barclays account however there are still issues surrounding internet banking which will be discussed at FAG
9. **To agree the membership of the Council working groups**
This had been previously circulated and was agreed as follows:
Environment & Planning Advisory Group
Malcolm Wagstaff (Chair)
Kevin Hogan
Annette Howlett
Maswood Jalil
Isabelle Kirk

Finance Advisory Group
Chris Hopper (Chair)
Tony Chater
Kevin Hogan
Annette Howlett

Recreation & Amenities Advisory Group
Tony Chater (Chair)
Kevin Hogan
Chris Hopper
Isabelle Kirk
Dean Strange

Emergency Planning Co-ordinator

Kevin Hogan

Tree Warden

To be agreed at EPAG. **To add to EPAG agenda**

HF

10. **To adopt the General Power of Competence for the forthcoming term.**
It was agreed not to adopt this at the current time. Proposed: CH, seconded: MW

11. **To receive the Accounting Statement for 2014/15 and to approve the Annual Governance Statement.**

The Accounts and Accounting Statement had been previously circulated and were agreed and signed. Proposed: CH, seconded: AC.

The Annual Governance Statement to be discussed at the next meeting. **Clerk to add to June agenda.**

HF

12. **To review and update the following:**

- Standing Orders
- Financial Regulations
- Internet Banking Policy
- Investment Strategy
- Council Risk Assessment
- Recreation Ground Policy

These had been circulated outside the meeting and were approved. Proposed: AC, seconded: IK

13. **To agree to include the Parish Council newsletter within the Just Eaton and Cringleford Times.**

There was discussion surrounding the current newsletter printing and distribution. It was agreed that the Council should not produce a separate newsletter but should advertise in the Just Eaton and Cringleford Times. IK to be the named Parish Councillor to assist in compiling text. DB to assist with social media and advertising The Willow Centre. The Clerk to write to current newsletter deliverers and thank them for their support.

HF

Proposed: MW, seconded: AC.

14. **To receive and agree a staffing report to include restructuring the office and caretaking staff.**

The Clerk explained the previously circulated paper and it was agreed. It was suggested that there should be a clause written into the new contracts to allow a re-coup of training costs if they leave within a short period of time. Proposed: CH, seconded: MW

15. **To report on the Environment & Planning Advisory Group Meeting on 29 April 2015.**

MW explained the background to the positional statement. He noted that there will be a new playing field on the Land Fund Site towards the top of Cantley Lane near the Thickthorn roundabout. He explained the background to the paper and the Highways Agency plans for Thickthorn favoured proposal option 13 and massive implication of this. On behalf of the EPAG group, MW requested approval from the Parish Council to accept the document. Proposed: AC, seconded: MJ

Judicial review. MW explained the background to the previously circulated paper and explained that he is no longer recommending the expenditure of legal costs but asking for assurance of covering initial legal fees in seeking advice before making a decision as to whether to support the review. There was discussion surrounding the need for support for the Judicial Review when the Positional Statement has been agreed.

It was agreed that EPAG should approach Land Fund and ask for written

confirmation that they will cover the costs of initial legal advice. The Clerk to ask for a date for a meeting to discuss the Judicial review. Proposed: MW,
Seconded: AC

HF

Planning application 2015/0890: 2 Dunlin Drive, Demolition of garden wall and reconstruction: Cringleford Parish Council would like to ask SNC to confirm that the land to be enclosed by the extended garden wall is within the properties curtilage. They are also concerned that the enclosure of this land will be against the overall aesthetics of the open plan landscaping within Roundhouse Park. Proposed: MW, Seconded: AC

16. To report on Recreation & Amenities Advisory Group meeting on 29 April 2015

- It was agreed to purchase a uniform for the caretakers. Proposed: CH, Seconded: IK.
- Future arrangements for the bar provision: It was agreed that Tipples Brewery should provide the bar service from June. It was suggested leasing the space to them rather than taking a cut of the profits and expanding into after match sales when the football pitch is used. **Clerk to look into planning issues and contact Tipples to suggest a lease option.**
- The Junior Football club would like to provide catering on a Saturday morning at the pavilion. It was agreed to allow this for a trial period. **AC to inform the football club.** Proposed: CH, Seconded: DB
- Car Parking for school users: It was suggested that on occasion there might be the need to stop school parking when the centre is busy. The advice has been very unclear as to whether the land is private or public. This will be reconsidered in the future.
- Noticeboards: Keswick Road noticeboard has been replaced
- Website: Dru Stanford has created a website and is looking to update and link the Parish Council site into this to reduce the costs of web hosting.
- Hub costs: HF and MH looking into this to inform the Council of the costs incurred by the Council against the hire charges paid.
- Football pitch: It was agreed that the existing team allocation remain until the pitch at the Willow Centre is playable. Proposed: CH, seconded: IK
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HF

AC

17. To report on Finance Advisory Group meeting on 29 April 2015

- The RBS finance package has been installed and is working well. CH and the Clerk will be inputting the budget in the near future.
- Costs for outsourcing payroll services to be presented to a future meeting.
- The Clerk to attend a VAT course as it is possible that VAT may have been underclaimed.

18. Correspondence received:

- **Clerks updated handover lists.** These were circulated for information.
- **Proposed 20mph zone in Roundhouse Park.** The Council support this. Proposed: AC, seconded: MJ
- **Double Yellow lines within the Parish.**
- **Residents complaint about double yellow lines within the parish.** The Parish Council support the scheme in general but suggest a residents parking scheme may be a possible solution to limit the impact on residents. Proposed: DB, seconded: AC
- **Ball games within Oriole Drive.** The Clerk has received a complaint about ball games along Oriole Drive and a request for the Parish Council to ban ball games. There was discussion and it was agreed that this was not suitable and the residents should contact the police.

20. **Finance:**
To agree payments in accordance with the budget previously circulated.
These were agreed – Proposed: CH, seconded: AC
To agree to the purchase of a photocopier and new desktop computer.
Proposed: CH, seconded: IK
It was agreed to check the manuals to see if the caretakers are competent to service the moveable doors. **To be added to the next agenda.**
Letter requesting an increased donation for cutting the burial ground grass. **The Clerk to ask for a copy of the Church accounts and add to the next agenda.**
- 21 **To receive items for the next agenda**
As discussed earlier
- 22 **Date and time of next meetings:**
11 June, 9 July, 10 September, 8 October, 12 November, 10 December

HF

There being no further business the meeting closed at 11.10pm.