

# CRINGLEFORD PARISH COUNCIL

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

Telephone 01603 250198

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON  
THURSDAY 8 FEBRUARY 2018 AT THE WILLOW CENTRE, CRINGLEFORD,  
AT 7.30PM.**

**Present:**

Prof M Wagstaff (MW) (Chair)  
Prof T Wang (TW)  
Mr J Canham (JC)  
Mr D Chaplin (DC)

Mr M Jalil (MJ)  
Mr D Smith (DS)  
Mr T Chiles (TC)  
Mr M Scutter (MS)

**In attendance:-**

Sonya Blythe –Parish Clerk  
Mr C Kemp (District) (GW)

Mr D Bills (County) (DB)

<p><b>Police Report</b> The police report was circulated.</p> <p>It was <b>agreed</b> that a community speed watch should be investigated for the parish.</p> <p><b>Parishioners Question Time</b> None present.</p> <p><b>District Councillors' Report</b> CK reported the following:</p> <ul style="list-style-type: none"><li>• The previously mentioned letter from South Norfolk Council regarding the possibility of a parking permit scheme had not yet been sent due to the complexity of the project. Before a public consultation could be carried out NCC would need to detail what actions and costs would be required regarding traffic orders. It was possible that interested parish councils may need to agree to pay these costs before any consultation work commenced. He clarified that each parish interested would need a separate survey and so could not save money by sharing the cost. If a parking permit scheme was agreed, the start date would likely be autumn 2019. Councillors stated their disappointment regarding both the delay and the possibility of having to make an up-front payment as the budget for 2018-19 had already been agreed.</li><li>• That money was still available in his grant fund.</li><li>• That the Land Fund planning application may be further changed during the reserved matters application, by splitting it in to smaller land parcels. The</li></ul>	<p><b>Clerk</b></p>
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	<p>Chairman advised that Land Fund had assured CPC that it would only be split in to two, as previously agreed.</p> <p>MW reported that the Eastern Daily Press had stated that £5.5m had been awarded for road building on order to speed up development of areas around Cringleford. It was not clear how this would affect changes to the Thickthorn interchange.</p> <p><b>County Councillor Report.</b> GP advised the following:</p> <ul style="list-style-type: none"> <li>• That the NCC budget would be presented to Council on 12 February 2018.</li> <li>• That funding for improvements to the Intwood Road and Keswick Road junction was available. He would meet with JC and the residents to discuss a way forward.</li> <li>• That he had obtained a list of lease holders inside Cringleford Business Centre and how the parking had been allocated. This would be used to try and assist with the parking issues on the road. It was noted that road sweepers were now unable to drive down the road and so drains had begun to block and cause flooding.</li> <li>• That he would speak to NCC regarding their side of the parking permit scheme.</li> </ul> <p>20.00 – CK and DB left the meeting.</p>	
1	<p><b>Welcome and to accept apologies for absence</b></p> <p>Apologies were received and accepted from Mrs Kirk, Dr Kirkwood and Mr Blackie.</p>	
2	<p><b>To accept any declaration of Members Interests</b></p> <p>None.</p>	
3.1	<p><b>To confirm the minutes of the meeting held on 11 January 2018</b></p> <p>The minutes were <b>confirmed</b> and signed as an accurate record subject to the following correction:</p> <p>Parishioners question time: should read “speed sign” not “speed camera”.</p>	
4	<p><b>To report matters arising from the minutes not on the agenda: for information only.</b></p> <p>4.1 The vending machines would be fitted within the next week now the electrical sockets had been installed.</p>	
5	<p><b>To note and comment upon correspondence received</b></p>	

5.1	Cringleford Hub; Art trail—bling your bin. Councillors <b>agreed</b> to support this event, which was to encourage links across the community. DS to lead with support from TC.	<b>DS</b>
6	<b>To agree the 2018/19 action plan (attached)</b>  The action plan for 2018/19 was considered and <b>agreed</b> . Clerk to upload to website.	<b>Clerk</b>
7	<b>To receive the Clerks report</b>  The Clerk's report was noted.	
8	<b>To receive a Recreation and Amenities Advisory Group Update</b>  TC gave the following report: <ul style="list-style-type: none"> <li>• The consortium had written to confirm outstanding works to TWC field. They had also stated that they would like to take the Harris fencing down and asked CPC to take responsibility for the field from that date. MW advised that EPAG had also discussed this request and recommended that CPC did not take responsibility until it officially owned the field as it would not be insured until ownership had been assumed. Following discussion Council <b>agreed</b> that responsibility would not be assumed until CPC legally owned the land. Clerk to feedback to the Consortium.</li> <li>• It was <b>agreed</b> that TC would become liaison Councillor with Cringleford Hub.</li> <li>• RAAG had considered the Clerks report on cricket fees for the following year, and the Cricket club's estimated bookings for the year ahead. It was proposed and <b>resolved</b> that fees for 2018 be set as £2234.00. Cricket club to be advised of this, and also updated on progress of the Pavilion refurbishment and the possibility that this might affect the bookings.</li> <li>• The Clerk reported that staff had followed an unofficial policy not to accept 18<sup>th</sup> or 21<sup>st</sup> birthday party bookings since TWC had opened. Councillors <b>agreed</b> that such bookings would be accepted in the future, as long as the alcohol policy and booking terms and conditions were strictly followed.</li> </ul>	<b>Clerk</b>  <b>Clerk</b>
9	<b>To receive an update from the Environment and Planning Advisory Group</b>  MW gave the following update: <ul style="list-style-type: none"> <li>• MJ and MW had met with Barratts regarding the next stage of development; currently they were preparing the application for reserved matters. A consultation would be held within TWC on 27 February.</li> <li>• The annual report on development within the parish was received. This would be circulated to Council, as well as district and county councillors.</li> <li>• A consultation on the Greater Norwich Local Plan had been held at TWC, with a second one due in Hethersett. Councillors were encouraged to attend</li> </ul>	<b>Clerk</b>

	as this could bring about development within the parish which exceeded the number of dwellings agreed within the existing neighbourhood development plan.	
10	<p><b>To receive an update and recommendations from the Pavilion Steering Group (PSG)</b></p> <p>Further to the last meeting, where Council asked the Clerk to look into the costs of project managers, JC reported that he had spoken with various architects who had indicated that a JCT minor works contract was required. They had also advised that for a project of this size, the architect would be able to manage the scheme rather than employing a separate project manager. The Clerk had spoken with a project manager who had indicated that the cost would be approximately 5-10% of the project cost.</p> <p>JC circulated a draft design of the project, which allowed for a slight extension and changing of internal walls within the Pavilion. Councillors had a discussion on the project so far and <b>agreed</b> that quotes should be obtained from 2-3 architects to take the project from the current stage, through planning, and to the tender stage, based on the design supplied by JC. It was agreed that it was essential that the project either be managed by the architect or a project manager with the PSG and Clerk overseeing the project.</p>	
11	<p><b>To discuss issues surrounding open spaces in the Parish</b></p> <p>11.1 The Solicitor would be chased for an update on the handover of open spaces.</p> <p>11.2 The football club annual invoice had been paid. They had asked to meet with CPC regarding future facilities at some point.</p>	<b>Clerk</b>
12	<p><b>Finance</b></p> <p>12.1 Payments from 12/1/18 –8/2/18 totalling £ 36,360.32 were <b>agreed</b> (attached).</p> <p>12.2 The updated accounts report and bank reconciliations were received and noted (attached).</p> <p>12.3 Council received an update on the VAT issue that had been raised at the meeting of 11 January. Advice had been sought from a previous councillor who had confirmed that the consortium had agreed to take on the VAT responsibility for the build of TWC. CPC had been audited at the end of that financial year and no matters of concern regarding VAT had been brought to the Council's attention and it was assumed that the consortium would also have had their financial records audited. It was noted that an error had been committed by the previous Clerk in issuing zero-rated certificates for the building, but fortunately overall VAT had been handled appropriately.</p>	

13	<b>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 8 February 2018 7.30pm at The Willow Centre</b>	
14	<b>To receive items for the next agenda.</b>  • None raised	
15	<b>To consider excluding the public due to the confidential nature of the business.</b>  Councillors considered and <b>agreed</b> 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.	
16	<b>Staffing update</b>  No matters raised.	

Meeting closed at 21.20pm

Signed .....  
Chairman