

# CRINGLEFORD PARISH COUNCIL

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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 12 APRIL 2018 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

### Present:

Prof M Wagstaff (MW) (Chair)  
Prof T Wang (TW)  
Mr J Canham (JC)  
Mr M Blackie (MB)

Mr M Jalil (MJ)  
Dr Mark Kirkwood (MK)  
Mr T Chiles (TC)  
Mr M Scutter (MS)

### In attendance:-

Heidi Frary – Locum Clerk  
Two members of the public

Mr G Wheatley (District) (GW)

### Police Report

A police report was not received.

### Tree Warden Report

The Parish Tree Warden reported that he has been working with Cringleford School to plant saplings donated by the Woodland Trust near the woodland next to the Willow Centre. He has obtained a donated sign from a company in Norwich and asked for permission to position the sign near the saplings. It was noted that the land is currently owned by the developers who are in agreement to the suggestion. The Parish Council supported the sign and thanks were recorded for the work that he has undertaken.

### Parishioners Question Time

A resident noted that Greater Norwich Local Plan (GNLP) includes a proposal from UEA for residential development. She asked for an explanation of the reasoning why this land has been submitted. The Chair explained the process and procedure of the land being offered for development and noted that the land had not been accepted for development yet and that no planning application has been submitted.

### District Councillors' Report

GW reported the following:

- Many more sites have been submitted for development than are needed under the GNLP. He explained the process that would be followed before any building works would be approved.

	<ul style="list-style-type: none"> <li>• A meeting on Monday at SNC is being held to discuss the cooperation between SNC and Broadland District Council. He will update as more is known.</li> <li>• The new year financial year of community grants had begun and he suggested that any bids are submitted as soon as possible to avoid a last minute rush.</li> </ul> <p>There was discussion surrounding 'Big Sky Development' and any the suggestion that they have land within the boundary of Cringleford.</p> <p><b>County Councillor Report.</b></p> <p>CC Bills was not able to attend so GW reported on his behalf.</p> <ul style="list-style-type: none"> <li>• The estimate for work along Keswick Road is £20k&gt;. However, if drainage is found to be a problem it could significantly increase the figure. If the parish wish, CIL money could be used towards any works.</li> <li>• The report highlighting the danger of the road is outstanding. GW suggested contacting Costessey to ask which police officer expressed interest in the road. CC Bills will continue to work towards ways to allocate funding to allow slowing the traffic approaching the crossroads.</li> <li>• Better Broadband – SNC and NCC are working together to improve coverage. Developments of 30 houses or more can make use of the scheme by OpenReach to provide broadband on these new developments.</li> <li>• A survey of mobile coverage for A, B and C roads has been completed and there will be proposals in due course.</li> </ul> <p>JC responded by explaining that he has met with Bob West, Highway Engineer, to look at ways to address the problem at the crossroads and installing traffic calming. CC Bills had explained at a previous meeting that there may be ways to fund the scheme. Various traffic calming suggestions have been explored but raised platforms are the only effective solution. Highways are not in favour of this. There was discussion around ways to raise awareness and support from the community such as having residents groups to challenge the lack of Highways support. There was discussion around issues of visibility and JC explained that local property owners felt that the main issue is speed. They are, however, prepared to reduce their hedge height if Highways will also action traffic calming measures. JC noted that there is the support from the local MP and there was discussion surrounding the use of the media.</p> <p>20.00 – GW and two members of the public left the meeting.</p>	
1	<b>Welcome and to accept apologies for absence</b>	
1.1	Apologies were received and accepted from Mrs Kirk, Mr D Smith and Mr Chaplin.	
2	<b>To accept any declaration of Members Interests:</b> None mentioned	

3	<b>To confirm the minutes of the meeting held on 8 March 2018</b>	
3.1	The minutes were <b>confirmed</b> and signed as an accurate record.	
4	<b>To report matters arising from the minutes not on the agenda: for information only.</b>	
4.1	MW reported that IK has thanked the Council for her flowers.	
4.2	There has been no report from the Norfolk Constabulary regarding the issue of cyclists using the footbridge between Cringleford and Eaton.	
5	<b>To note and comment upon correspondence received</b>	
5.1	Various correspondence regarding the parish precept – there have been a number of complaints from residents regarding the rise in precept. The Clerk has responded by providing a copy of the report from the January meeting and offering financial figures. One letter has requested specific information and a response is being formulated.	
5.2	Norfolk County Council – Road Show invitation. Noted	
5.3	South Norfolk Policing Strategy Response – Chief Inspector Alice Scott responded to the Parish Council letter of 26 <sup>th</sup> February and offered a meeting. It was agreed that she should be invited to attend a full Council meeting. <b>Clerk to action.</b>	<b>Clerk</b>
5.4	Community Fund – MW explained that funding is available and suggested Councillors pass the information to local community groups.	
6	<b>To consider starting a Community Speedwatch Scheme within Cringleford</b>	
6.1	There have been several requests from parishioners for a Community Speedwatch scheme to be reinstated. TC explained that he has experience from another Parish Council, however previously it has not been possible to obtain the necessary six volunteers to begin the scheme within Cringleford. He suggested that a Speed Awareness Monitoring (SAM) sign may be a more suitable as volunteers are not needed. There was discussion and it was agreed that no further action should be taken.	
7	<b>To receive the special motion to allow the resolution in item 8 from 8 February 2018 to be re-discussed.</b>	
7.1	TC explained the reason to request the special motion as included within the meeting pack. He explained that more information has been received which affects	

	the decision and so it should be reconsidered. It was agreed that the motion should be supported. Proposed: TC, seconded: MS and unanimously agreed.	
7.2	TC explained that the Parish Council insurance will cover the football pitch outside The Willow Centre before ownership is passed to the Parish Council. There was discussion and it was unanimously agreed that the decision should be reversed and the fencing be removed. <b>Clerk to contact the developer and ask for the fence and all supports to be removed and taken away from the site.</b>	Clerk
8	<b>To discuss the ways in which CPC communicates with parishioners.</b>	
8.1	This issue was raised in response to several complaints received by parishioners who say that they are not aware of relevant issues, particularly the GNLP. There was discussion surrounding ways to address both general information sharing and also encouraging community support for specific issues. It was noted that DC has been considering various options. <b>DC to be asked to produce a paper for discussion at the June meeting.</b>	DS
9	<b>General Data Protection Regulations: to consider the recommendations from the Data Protection Working party</b>	
9.1	TW explained that on 25 <sup>th</sup> May the GDPR comes into force and explained the implications of this for the Parish Council, specifically the need for a positive 'opt-in' for consent and the identification of personnel to undertake relevant roles. He explained that the Parish Council will be the Data Controller and highlighted issues surrounding the appointment of the Clerk as Data Protection Officer. There was lengthy discussion surrounding the next steps that need to be taken and the possible formation of a Data Protection Committee. He led the meeting through his briefing note which was included within the meeting pack. It was noted that all contractors who have access to Parish Council information have been asked for written assurance of their compliance with the new regulations. It was suggested that there may be the need to purchase administrative support for the Clerk to enable her to complete the necessary work associated with the Information Audit.	
9.2	<b>To agree the appointment of the Data Protection Officer</b> The Council agreed that they would support the appointment of Sonya Blythe, Parish Clerk as Data Protection Officer. Proposed: TW, seconded: JC and unanimously agreed.	
9.3	<b>To consider the formation of a Data Protection Committee</b> It was agreed that there is no need for a Data Protection Committee and that an annual report from the Data Protection Officer to the Council would be a more practicable solution.	
9.4	<b>To agree amendments to the Retention of Records Policy</b>	

	The Council agreed to adopt the Retention of Records Policy as amended May 2018. Proposed: TW, seconded: JC and unanimously agreed.	
10	<b>To receive the Clerks report</b>	
10.1	The Clerk's report was noted.	
10.2	MW explained that the Speed Sign that was stolen is not owned by the Parish Council. It is believed that NCC installed the signs several years ago as an alternative to a mini-roundabout to protect the Keswick Road/Intwood Road junction.	
10.3	Internet access to the bank account has been restored. It was agreed that the Clerk should submit a formal complaint to Barclays. <b>Clerk to action</b>	<b>Clerk</b>
11	<b>To receive a Recreation and Amenities Advisory Group Update</b>	
11.1	TC gave the following report: <ul style="list-style-type: none"> <li>• A formal request for the Willow Centre football pitch to be made into a full size pitch has been received from a football club who would like to book 15 matches per year. TC explained that the current planning condition is for a full size football pitch and any amendment to the usage would need to be agreed by SNC planning department. If a full size pitch is instated it will take the full area of the site and would therefore impact upon any future use of the field and prevent any future MUGA installation on that site. He noted that there could be issues with maintenance and the behaviour of some adult football teams. He suggested that there should be a public consultation before any decision is made. There was lengthy discussion around options available. It was agreed that RAAG should formulate a public consultation document and bring to the next full council meeting for discussion.</li> <li>• The Battles Over event planned for November needs support from other organisations so if any Councillors have any contacts please contact either Sam Hendry or TC.</li> </ul>	
12	<b>To receive an update from the Environment and Planning Advisory Group</b>	
12.1	MW gave the following update: <ul style="list-style-type: none"> <li>• MW and JC met with Eaton residents association to discuss the imminent closure of the sliproad past the Cellar House for at least one month whilst a cycle route is installed. There is no formal proposal or plans for the re-routing of busses, and as information is made available it will be shared.</li> <li>• Yellow lines on Colney Lane will be extended with a two-hour parking limit on the flyover. It was felt that a two-hour limit is potentially too short to allow people to attend groups in the local area, and increasing the length to three hours should be suggested. It was agreed that EPAG should write to Transport for Norwich to raise this issue.</li> <li>• 'Big Sky Development' – it was agreed that a meeting between EPAG and the</li> </ul>	<b>Clerk</b>

	<p>Chief Planning Officer should be arranged to identify the land which has been advertised in the South Norfolk magazine to be used for residential housing in the Parish and to discuss other planning issues.</p> <ul style="list-style-type: none"> <li>• A Neighbourhood Plan revision is being considered</li> <li>• It has been suggested that Cringleford Wood should be nominated as a Community Asset which would then enable the Parish Council to have first refusal to purchase the site should it become available for purchase. In the ensuing discussion the existence of other potential Community Assets was raised and no decision was made.</li> <li>• An alternative to the Thickthorn roundabout proposals have been suggested to Highways England by East Carling and Kettringham PC and this has been refused. MW and JC have agreed that CPC would support efforts for further discussion.</li> </ul>	
13	<p><b>To receive an update and recommendations from the Pavilion Steering Group (PSG)</b></p> <p>13.1 JC explained that Council needs to approve the architect to use for the pavilion refurbishment. He explained the content of a letter from the Architect explaining the contract and will email it to Councillors outside the meeting. He noted that the timeline is possible for work to be completed by Autumn, however this is unlikely. JC reported that he and the Clerk are happy with the suggestions from the Architect and asked for agreement of the Council to appoint them. Provisional approval was agreed subject to no adverse comments once the full document is circulated.</p>	
14	<p><b>To discuss issues surrounding open spaces in the Parish</b></p> <p>14.1 This was covered under item 10</p>	
15	<p><b>Finance</b></p> <p>15.1 Payments for April totalling £19078.38 were <b>agreed</b> (attached). Proposed: MS, seconded: MJ</p> <p>15.2 The updated accounts' report and bank reconciliations were received and noted (attached).</p> <p>15.3 MB reported that the VAT implications of The Willow Centre were not significant. He explained that though street lights are not legally required, a phased replacement will be undertaken in line with the budget. MK noted that the energy costs for the street lights have increased and suggested investigating savings which could be made. <b>Clerk and MK to action</b></p> <p>15.4 It was agreed that a narrative should be included with the accounts every six months to explain variances of 15% or greater. Proposed: TW, seconded: MB</p>	<p><b>Clerk / MK</b></p>

16	<b>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 10 May 2018 7.00pm at The Willow Centre</b>	
16.1	This will be the Annual General Meeting and will follow the Annual Parish Meeting. It was agreed that the meeting should begin at 7pm.	
17	<b>To receive items for the next agenda.</b>	
17.1	<ul style="list-style-type: none"> <li>• Energy Audit for the Willow Centre to be presented to EPAG</li> <li>• GDPR update</li> <li>• Consideration of the formation of a residents association</li> </ul>	
18	<b>To consider excluding the public due to the confidential nature of the business.</b>	
18.1	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.	
19	<b>Staffing update</b>	
19.1	No matters raised.	

Meeting closed at 22.20pm

Signed .....  
Chairman