

The CRINGLEFORD PARISH COUNCIL

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

Telephone 01603 250198

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 13 JUNE 2019 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:

Professor T Wang (TW) (in the Chair)	Dr M Kirkwood (MK)
Mr T Chiles (TC)	Mr M Blackie (MB)
Mr D Chaplin (DC)	Mr J Canham (JC)
Mrs M Penn (MP)	Mr J Shore (JS)
	Mrs D Miller

In attendance:-

Sonya Blythe – Parish Clerk	Cllr D Elmer (District Councillor)
Barbara Howard (Community Connector - South Norfolk Council)	Cllr W Kemp (District Councillor)
	Cllr David Bills (County Councillor)

1 Welcome and to accept apologies for absence

None received.

2 To accept any declaration of Members Interests:

None.

3 To confirm the minutes of the meeting held on 16 May 2019

The minutes were agreed and signed as an accurate record.

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

None.

5 To receive an update from Barbara Howard (South Norfolk Council) on the Connector role and social prescribing

BH attended to give an update on her role, following her previous visit in 2017. She advised that the role had taken off very well and now covered all doctor surgeries in South Norfolk. Any staff in the surgery could refer patients to BH for support and signposting to further assistance. BH was at Cringleford Surgery every Wednesday afternoon but could be contacted at any time by those

requiring assistance. Details would be placed on the parish council website and leaflets made available in The Willow Centre.

BH was thanked for her time.

6 To co-opt new councillors

Councillors interviewed Marianne Penn as a potential co-option candidate.

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

7 Police Report

The report had been circulated.

8 To receive questions from Parishioners

None present.

9 To receive an update from the County Councillor

DB reported the following:

- That a consultation on proposed changes to the Thickthorn Interchange would be held at The Willow Centre on 14 June.
- That he would like to attend the site visit with JC and the Clerk to look at proposed locations for speed humps on Keswick Road.
- That he would send a link to the parish clerk regarding fibre broadband provision in the parish. The Clerk would also ask Better Broadband for Norfolk for an update.

Clerk

10 To receive an update from the District Councillor

DE reported the following:

- He had spoken with the planning officer regarding planning application 2019/0212 and would call the application in if the officer was minded to approve it. DC declared an interest of a business relationship with the owners of the property.
- He had been happy to attend the recent parking meeting and would help further if required.
- SNC (South Norfolk Council) had held its first Cabinet and full Council meetings, with no major changes to the leadership.
- A grant was available for outdoor table tennis sets. The Clerk would contact SNC to obtain further information.

Clerk

11 **To note the new Councillor email addresses**

It was reported that all Councillors now had a parish council email address. These would be added to the website for parishioner use.

Clerk

12 **To review the following policies:**

12.1 Media relations policy. The policy was reviewed and changes made. The policy was agreed by Councillors, to be reviewed again by June 2023.

12.2 Complaints procedure – The policy was reviewed and changes made. The policy was agreed by Councillors, to be reviewed again by June 2023.

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

13.1 An email had been received raising the discrepancy in broadband speeds across the parish. It was agreed to consult with the Better Broadband for Norfolk team and to look into investigating a community fibre partnership. An update would be placed on the website once known.

13.2 The internal audit report for 2018/19 was noted. It was agreed to appoint Pauline James to carry out the audit for 2019/20.

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

14.1 The Clerk's report was received.

14.2 The clerk circulated a NALC training schedule and encouraged Councillors to book any courses that they were interested in.

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

TC gave the following report:

- Changing the speed limit on Dragonfly Lane to 20mph was discussed. The clerk was asked to speak with the school to establish if they would support this and then Norfolk County Council (NCC) would be approached to ascertain the criteria required for a change of speed limit. Another option would be to purchase part-time advisory limit signs via the parish partnership fund. TC to write a case business case for the change for PEC to consider.
- Correspondence from the cricket club to the office was noted. The cricket club would be invited to the next RAAG meeting to discuss.
- Parishioners disturbed by noise from teenagers in TWC playground at night had been advised to call 101 for a direct response.
- The guide building at the church was discussed. JC felt that the Guide's

Clerk

TC

Clerk

would benefit from a separate building at TWC, which would give the church more parking spaces as the existing building could then be demolished. The guides had not approached CPC regarding this. It was agreed that JC should ask the Guides to provide a business case including costs to determine whether this would be possible.

JC

- A draft recreational strategy had been circulated. It was agreed that it was important that an overarching strategy was in place for the whole of Cringleford. TC to chase Mark Heazle regarding his open spaces report. The clerk would add an article to the newsletter asking parishioners for their recreational space requests and suggestions. A suggestion from the tree warden around a woodland adventure area would be fed into this strategy.
- It was proposed and agreed that the Norwich Fringe project would be asked to produce a report on how to manage hedges in the parish on an immediate and long-term basis.
- Building control had approved architect plans for the Pavilion.

**TC
Clerk**

Clerk

16 To receive an update from the Environment and Planning Committee

TW gave the following report:

- It was proposed and agreed to change the name of the Environment and Planning Advisory Group to the Planning and Environment Committee (PEC) to reflect that it was a decision-making committee. It was also agreed that DM should join the committee.
- A quote was awaited from Vattenfall for electric car charging points at TWC. The quote from Anglia Car Charging had been excessive.
- Barratt David Wilson Homes had submitted plans for streetlighting on Newfound Farm and had proposed 50% lighting from midnight to 5am. The police would be consulted for their opinions on this.
- Kier had agreed to install street lighting as long as CPC would adopt it. They had confirmed that once a third of the development had been built work would start to build the school.
- A meeting had been held to discuss bus stops on Roundhouse Way with NCC and Kier. CPC had been asked to provide a business case to NCC regarding the proposed locations of bus stops on Roundhouse Way. TW to provide an update for Barratt David Wilson Homes.
- Councillors were reminded to attend the Thickthorn consultation on 14 June so that a council response could be agreed.
- A meeting had been held with SNC an NCC to discuss options to improve parking issues in the Colney Lane and Cringleford Business Centre areas. The plans had been positive and councillors had endorsed them. A public consultation would be arranged by NCC in July or September.

Clerk

TW

All

17 To discuss issues surrounding open spaces in the Parish

No update.

18 **To receive finance updates**

18.1 Payments from 17 May – 13 June of £25,159.84 were agreed.

18.2 The accounts report to date and bank reconciliation to 31/05/2019 were received.

18.3 MB reported on the recent meeting of the Finance Advisory Group, as follows:

- The Pension policy had been reviewed. Minor changes had been suggested by Norfolk Pension Fund, which were proposed and agreed by Council.
- The Grant Awarding policy had been reviewed. Changes were made including the creation of a formal grant request form. The changes were proposed and agreed.
- The updated risk register was noted.
- The clerk had been asked to look at opening additional bank accounts to ensure that reserves were protected.

Clerk

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

The next meeting was confirmed as 11 July 2019 at 7.30pm in The Willow Centre.

20 **To receive items for the next quarterly newsletter**

Recreational strategy
Broadband (once an update was available)

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

Ping table tennis (RAAG agenda)
Norfolk library service
Councillor co-option

22 **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.

23 **Staffing update**

It was reported that a new apprentice groundsman had started in post.

24 **Data Protection Matters**

No matter raised.

Meeting closed at 21:45pm

Signed
Chairman