

# 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  
THURSDAY 8 JUNE 2017 AT THE WILLOW CENTRE, CRINGLEFORD, AT  
7.50PM.**

**Present:-**

Prof M Wagstaff – Chair (MW)  
Dr A Osborne  
Mr J Canham (JC)  
Mr M Metcalfe (MM)

Mr M Jalil  
Mr T Chiles (TC)  
Mr M Scutter (MS)  
Mr D Baldwin (DB)

**In attendance:-**

Sonya Blythe – Parish Clerk  
Tim Yau - Pioneer Minister

Members of the public

<p><b>Police Report</b></p> <p>The monthly police newsletter was circulated. An online street surgery on 22 June at 7pm on Facebook was promoted. It was agreed to add the report to the website each month.</p> <p><b>Parishioners Question Time</b></p> <p>A parishioner asked questions regarding tree surveys carried out within the parish in 2015 and 2016. He was advised that the surveys had been carried out by professional surveyors and their advice was followed in regards to which trees required attention. Work had been prioritised in order of need, with all high and medium priority works having been carried out. A tree warden had recently also been appointed. In regards to trees belonging to residents, CPC could only cut trees that it owned, other trees were reported to Highways.</p> <p>Tim Yau reported the following:-</p> <ul style="list-style-type: none"><li>• A community get together would be held on 17 June 2017</li><li>• A “hare” trail would be held around Norwich in 2018. Consideration should be given to working on a community piece of art for this.</li><li>• Work would commence on holding a village fete in 2018. CPC agreed to provide a member for the working party and facilities.</li></ul>	<p><b>Clerk</b></p>
---	---------------------

	<p><b>County Councillor Report.</b></p> <p>Not present</p> <p><b>District Councillors' Report</b></p> <p>Apologies received from CK.</p>	
1	<p><b>Welcome and to accept apologies for absence</b></p> <p>Apologies were received from Mr D Chaplin, Mrs I Kirk and Mr M Blackie.</p> <p>MW reported that sadly, Bill Smith, former Chairman of CPC, had passed away.</p>	
2	<p><b>To accept any declaration of Members Interests</b></p> <p>None.</p>	
3	<p><b>To confirm the minutes of the meeting held on 11 May 2017</b></p> <p>The minutes were confirmed and signed as an accurate record.</p>	
4	<p><b>To report matters arising from the minutes not on the agenda: for information only.</b></p>	
4.1	MW raised the possibility of electing a vice-chairman for succession planning. It was agreed to add this to the next agenda.	<b>Clerk</b>
4.2	Draft terms of reference had been circulated for the Personnel committee. A first meeting would be arranged.	<b>Clerk</b>
5	<p><b>To note and comment upon correspondence received</b></p>	
5.1	Responses had been received from other parish councils, regarding the poor information on the new police reports, with the majority agreeing that the information was inadequate to use to advise parishioners of current issues. It was agreed to write a letter noting that two-way communication between parishes and the police was vital and to ask other parish council's if they would be happy to sign it.	<b>Clerk</b>
5.2	Norfolk playing fields summer event – date circulated for free of charge event.	
6	<p><b>To receive the clerks report</b></p> <p>The Clerks report was received and noted (attached to minutes).</p> <p>DB reported that a that a fire door at the Pavilion had recently not opened. This</p>	<b>Clerk</b>

	would be looked into.  RAAG would be asked to investigate organising an opening event for the new playground at the recreation ground.	<b>RAAG</b>
7	<p><b>To receive a Recreation and Amenities Advisory Group Update</b></p> <p>IK gave the following report:</p> <ul style="list-style-type: none"> <li>• A request had been received to install a memorial bench on the recreation ground. This was <b>agreed</b> in principle. The Clerk would speak to Zurich regarding minimum standards for the bench.</li> <li>• Recycling bins: following a discussion it was <b>agreed</b> that, whilst CPC was supportive of recycling banks within the parish - particularly textile as this could not be collected in recycling bins – the carpark at TWC could not currently be used as a location. This would be considered again if further requests were received from residents.</li> <li>• TC reported that plans for the trial “beanbag cinema” for 5-10 year olds were moving forward. Councillors <b>agreed</b> to underwrite up to £70 for the venture, to cover the cost of the public performing rights. It was hoped that the cost would be made back from either donations or refreshment costs.</li> <li>• The possibility of purchasing individual microphones for meetings to improve acoustics was discussed. It was agreed to try and arrange a trial.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
8	<p><b>To receive an update from the Environment and Planning Advisory Group</b></p> <p>MW gave the following updates:</p> <ul style="list-style-type: none"> <li>• Work had commenced on improvements to the Cringleford pedal-way.</li> <li>• Painting of yellow lines had started on Dragonfly Lane and Colney Lane.</li> <li>• A further email had been received from Norfolk Children and Young Peoples Services, discussing the lack of adequate parking at Cringleford Business Centre. Councillors reconsidered their previous decision to refuse to allow parking at the recreation ground and agreed to investigate further by establishing how many parking spaces would be required.</li> <li>• JC would continue to investigate the status of the Loke, in particular who was responsible for maintenance and whether vehicles could access it.</li> </ul>	<b>Clerk</b>
9	<p><b>To receive an update and recommendations from the Pavilion Steering Group</b></p> <p>JC reported that a meeting was in the process of being arranged to discuss marketing.</p>	
10	<p><b>To discuss issues surrounding open spaces in the Parish</b></p> <ul style="list-style-type: none"> <li>• The Developers had reinstated Proscapes’s contract and so verges had now been cut around the parish.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Correspondence from the cricket club was noted.</li> <li>• The football club contact would be drawn up shortly.</li> </ul>	<b>Clerk</b>
11	<b>Finance</b>	
11.1	Payments from 12/5/17 – 8/6/17 totalling £18,238.60 were <b>agreed</b> (attached).	
11.2	The updated accounts report and bank reconciliations were received and noted (attached).	
11.3	The annual governance statement was read out, considered and <b>agreed</b> .	
11.4	The annual accounts were noted and the annual return signed by the Chairman.	
12	<b>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 13 July 2017 7.30pm at The Willow Centre</b>	
13	<b>To receive items for the next agenda.</b> <ul style="list-style-type: none"> <li>• Parking issues on Intwood / Oakfields Roads</li> <li>• Provision of a letter box near Tesco.</li> </ul>	
14	<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.	
15	<b>Staffing update</b>  An update was received.	

Meeting closed at 21:25

Signed .....  
Chairman