

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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CRINGLEFORD NR4 7JJ

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 12 MAY 2016 AT THE WILLOW CENTRE, CRINGLEFORD, AT
7.30PM.**

Present:-

Professor M Wagstaff (MW)	Dr A Osbourne (AO)
Mr D Baldwin (DB)	Mr M Scutter (MS)
Ms I Kirk (IK)	Mr C Joy (CJ)
Mr M Jalil (MJ)	Mr J Canham (JC)
	Mr D Chaplin (DC)

In Attendance:-

Sonya Blythe – Parish Clerk (SB)	PCSO Darrin Sore (DS)
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	<p>Police Report</p> <p>DS reported that 4 crimes had occurred between 14 April and 11 May – 3x criminal damage, 1x theft. The annual statistics from May 2015 to April 2016 recorded 41 crimes which was an annual reduction of five. In response to a question DS advised that crimes were not categorised in terms of severity.</p> <p>DS advised that a new Police and Crime Commissioner had been elected which could bring about changes in policing.</p> <p>Parishioners Question Time None present.</p> <p>District Councillors Report None present.</p> <p>County Councillor Report Not present.</p>
1	<p>To elect a Chairman and to sign Declarations of Acceptance of Office</p> <p>MW was nominated and elected as chairman. The acceptance of office was signed.</p>
2	<p>To accept apologies for absence</p>

	None received.
3	<p>To accept any declaration of Members Interests</p> <p>None.</p>
4	<p>To confirm the minutes of the meetings held on 14 April 2016</p> <p>The minutes were agreed and signed, subject to the correction of the spelling of Swardeston in the district councillors report.</p>
5	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>The following updates were given:</p> <ul style="list-style-type: none"> • The Vice-chancellor from the UEA had responded to say that he would be happy to attend a council meeting; MW would write back to him suggesting topics of interest for him to address (UEA parking and the impact on the parish, the current planning application and the minimal consultation around it). • Royal Mail had responded to say that post boxes within the parish would be re-painted within twelve weeks. • The advertising boards were on Norfolk County Council owned land. Work was ongoing to have them remove the trailers. • MW and AO had attended the dementia awareness morning at Cringleford primary school. • Cringleford primary school had not responded to the clerks enquire regarding grounds maintenance. DB agreed to speak to the PTA. • Work was ongoing around the storage containers at the recreation ground. The clerk was asked to contact South Norfolk Council and establish whether a new planning application would need to be submitted if the containers were not sited in the original location.
6	<p>To elect:</p> <p>a. Chairmen of the advisory groups/committees: Elected as follows: EPAG – MW; RAAG – IK; FAG – MW to carry on while a permanent chair is sought.</p> <p>b. Emergency Planning Coordinator – AO agreed to carry on with this role. A volunteer from the parish would be sought to assist.</p> <p>c. Tree Warden – A volunteer would be sought from the community.</p>
7	<p>To note and comment upon correspondence received (attached)</p> <ul style="list-style-type: none"> • Parish Rangers would be in the parish in June. The clerk was asked to report outstanding pothole repairs.

	<ul style="list-style-type: none"> • A complaint had been received from a resident regarding overgrown verges on Roundhouse park. It had been explained that the areas in question were still maintained by developers.
8	<p>To receive the clerks report</p> <p>The clerks report was received and noted.</p> <p>It was noted that the advert for a new zero hours caretaker was now on the Indeed recruitment site.</p> <p>Once the Booking-Bug system was fully operational it would be able to provide projections on future bookings.</p>
9	<p>To consider a Financial Advisory Group request that all councillors become emergency keyholders.</p> <p>During the April FAG meeting a discussion had been held around emergency keyholders as most staff lived outside of the parish. It was agreed that AO, CJ, DC and MW be added as keyholders and training given. DB was an existing keyholder. The only cost would be that of the new keys. Once this started they would receive a weekly bookings update.</p>
10	<p>To Complete the Annual Review of Policies:</p> <p>The following policies were reviewed, amended as necessary, and agreed:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Internal Controls • Internal Audit Arrangement. It was agreed that a mid-year audit be carried out in November/ December.
11	<p>To adopt the following policies:</p> <p>The following policies were considered and adopted.</p> <ul style="list-style-type: none"> • Records Retention Policy • Data Protection and Information Security Policy
12	<p>To receive a Booking System update</p> <p>DB reported that work was ongoing with the booking system. It was more time consuming than originally thought but it was hoped the background booking system would soon be up and running.</p> <p>A spreadsheet had been created which showed peak and off-peak times. Following a RAAG discussion it was recommended to council that new room hire costs be implemented from</p>

	September which had peak and off-peak times instead of regular hire and one-off hire fees. Following discussion, it was agreed that this was a positive step but more work needed to be carried out, including liaising with regular hirers.
13	<p>To receive an update from the travel project group</p> <p>City Council had confirmed that they were happy to sub-contract their residents parking scheme to other areas. Once costs had been received DB would discuss further with City Council and South Norfolk Council.</p>
14	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>IK reported the following:-</p> <ul style="list-style-type: none"> • South Norfolk had confirmed that as licensee RAAG could charge small groups a usage fee for bringing alcohol onsite, if pop up bars would not attend. It was proposed and agreed that a fee of £20 per session be charged to regular, existing groups when these occasions occurred. The clerk would advise them. • The Hub would close from 14 May. Alternatives were being looked into. • The costs of the scouts fireworks event to the parish council had been considered. DB would raise the issue at the sports club user group meeting. • CCTV – RAAG had considered two quotes and would like to move forward with the quote from SSY Group. This would be considered by FAG. • RAAG recommended that trolleys be purchased for storage within the cupboards and rented to hirers for £10 a month. This was agreed. • Fun day – this could be considered further once a confirmed date of receiving the football field was known, possibly to be tied in with launching a new café. A note would be added to the next newsletter article asking residents to vote as to whether they would like an event and whether they would be willing to assist in organising. • RAAG had considered health and safety items on the risk register. Norfolk County Council had confirmed that the parish council had to ensure that its own staff were DBS checked, but it was up to individual hirers to ensure that they met standards. DB to raise with the football club whether a traffic marshal is required for match days. • Play equipment quotes and been considered and the one by HAGS chosen. This would be emailed to FAG for agreement. • A discussion would be held with FAG regarding making the Administration and Marketing Coordinator role full time and changing the job title and description to Centre Administrator and Assistant Parish Clerk.
15	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>MW reported that there was still no date available of when the UEA sports pavilion application would be discussed by committee.</p>
16	<p>To discuss issues surrounding open spaces in the Parish</p>

	<p>Football pitch – no update.</p> <p>Sports Groups – a recreation ground sports user group meeting would be held on 13 May to discuss the possibility of this becoming a permanent group.</p>
17	<p>To discuss the slow repairs of potholes within the parish.</p> <p>It was agreed that councillors would email the clerk details of potholes when seen, which would be compiled and sent to Highways monthly.</p>
18	<p>To consider ways for greater cooperation between groups in village to ensure the effective operation of the parish.</p> <p>JC asked that the matter of bringing local groups together to work together on items such as grounds maintenance be considered. It was agreed to start looking at this in more detail.</p>
19	<p>Staffing update</p> <p>Nothing to update.</p>
20	<p>Finance</p> <p>(1) Payments from 16 April to 14 May were agreed, totalling £21,641.75. (2) The risk assessment was circulated and considered. It was noted that the internal auditor had praised its thoroughness. (3) The annual governance statement and annual return were considered and signed. (4) JC reported that he had obtained quotes for a new tractor, as requested by FAG. Trials were being arranged. It was proposed and agreed that once this had been carried out the tractor be purchased, up to the budgeted amount of £35000.</p>
21	<p>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 9 June 2016 7.30pm at The Willow Centre</p> <p>This was agreed.</p>
22	<p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> • A11 Crossing • Broadband

Meeting closed at 22:00

Signed
Chairman