

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 10 MAY 2018 AT THE WILLOW CENTRE, CRINGLEFORD, AT
8.15PM.**

Present:

Prof M Wagstaff (MW) (Chair)	Mr D Smith
Prof T Wang (TW)	Dr M Kirkwood (MK)
Mr J Canham (JC)	Mr T Chiles (TC)
Mr M Blackie (MB)	Mr M Scutter (MS)

In attendance:-

Sonya Blythe – Parish Clerk	Samantha Henry – Assistant Parish Clerk
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	Police Report The report was noted.	
1	Welcome and to accept apologies for absence Apologies were received and accepted from Mrs Kirk, Mr M Jalil and Mr Chaplin.	
2	To accept any declaration of Members Interests: None raised.	
3	To elect a Chairman and sign the declaration of acceptance of office <i>MS took the Chair.</i> MW was proposed by JC and seconded by TW. There were no other nominations. MW was elected and signed the acceptance of office. <i>MW took the Chair.</i>	
3	To confirm the minutes of the meeting held on 12 April 2018	
3.1	The minutes were confirmed and signed as an accurate record subject to the following amendments:	

	District Councillor report - remove "any" from the last line. 8.1 – action for DC	
4	To report matters arising from the minutes not on the agenda: for information only.	
4.1	15.3 – MB reported that Council agreement was required for replacing the twenty streetlights. This was resolved .	
4.2	5.3 – A meeting had been arranged with Chief Inspector Scott on 29 May which MB and MW would attend.	
4.3	17.1 – Residents association – this would be added to the June agenda. It was noted that it was important that one be formed to identify and push forward parish projects and requirements.	
5	To elect Chairmen of the advisory groups/committees: The following candidates were proposed and elected: <ol style="list-style-type: none"> 1. Environment and Planning Advisory Group Committee - MW 2. Finance Advisory Group - MB 3. Recreation and Amenities Advisory Group - TC 4. Personnel - MS 5. Pavilion - JC 	
6	To note and comment upon correspondence received	
6.1	Collaborative work between South Norfolk and Broadland District Council – noted that the two councils would be looking to work together more closely.	
6.2	Consultation meeting at Norwich Research Park – TW / MK to attend.	TW / MK.
7	Review of the Following policies:	
7.1	<ul style="list-style-type: none"> • Standing Orders (as amended by NACL in April 2018) • Financial Regulations • Code of Conduct • Internal Controls • Internet Banking <p>The policies were all reviewed and agreed.</p>	
7.2	MW advised that NALC now recommended that all agenda items, including public question time, were incorporated into the main meeting, rather than before	

	the meeting officially started. It was agreed to update the standing orders to reflect this and extend the time of the meeting to 2.5 hours.	Clerk
	All policies to be added to the website.	Clerk
8	<p>To note the award of the Local Council Award Scheme: Foundation Level to Cringleford Parish Council</p> <p>The Local Council Award Scheme: Foundation Level was received. The achievement recognised that CPC achieved good practice in governance, community engagement and council improvement and went above and beyond legal obligations, leading the community and continuously seeking opportunities to improve and develop even further.</p>	
9	<p>General Data Protection Regulations: to consider the recommendations from the Data Protection Working party</p> <p>9.1 The wording of the privacy notice was considered and agreed.</p> <p>9.2 The General Data Protection Regulations policy was considered and agreed.</p> <p>Both documents to be added to the website.</p> <p>9.3 It was noted that the Personnel Committee had agreed changes to the Clerk's job description, to reflect the role of Data Protection Officer.</p> <p>9.4 The Clerk reported that NALC had advised that an amendment had been agreed by the Government, stating that parish councils were exempt from having to appoint a Data Protection Officer. However it was still best practice to appoint one.</p>	Clerk
10	<p>To discuss the ways in which CPC communicates with parishioners</p> <p>A discussion was held around communication with parishioners. It was noted that CPC communicated with parishioners in numerous ways and that the issue was more lack of interest rather than CPC failing to put information out. However the following would be considered at the June meeting:</p> <ul style="list-style-type: none"> • Have a weekly surgery for people to raise issues – MB happy to pilot • Send out a monthly half page newsletter instead of quarterly full page • Ask people to send questions in to the office and publish the questions and answers • Advertise the Chairman as being available in TWC each Tuesday morning from 10am 	
11	To receive the Clerks report	

<p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>The Clerk's report was noted.</p> <p>The Clerk reported that the first tranche of the streetlight replacement programme had commenced that day.</p> <p>Thanks were passed to Samantha Henry for organising The Willow Centre's first car boot sale.</p>	
<p>12</p>	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>TC gave the following report:</p> <ul style="list-style-type: none"> • Alcohol licence – SNC had confirmed that they would not issue a licence for an event that was not selling alcohol. They had checked with the police who had confirmed that, if under age drinking occurred, the hirer would be held accountable and not TWC. Policy to be amended. • A notice was received from Norfolk police regarding increased vandalism of village halls. Security measures in place had been reported to RAAG. • KVA – currently TWC was paying for more kilowatts (100) than required. It was agreed to decrease this to 60, to allow for the future installation of floodlighting. This could be reviewed again once they had been installed and decreased further if required. • The next indoor car boot sale would be held on 7 July. • War is over event – it was agreed to hold a competition for a child to light the beacon. • Information was circulated on the “Cringlefest” fete to be held in July 2019, which Council endorsed. • TC had spoken to the owner of Eaton post office re the possibility of holding an outreach post office at TWC several times a week. She had agreed to discuss this with the local forum. 	<p>Clerk</p> <p>Clerk</p>
<p>13</p>	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>MW gave the following update:</p> <ul style="list-style-type: none"> • EPAG had met with the Head of Planning from SNC; various items had been discussed including Big Sky developments, the football pitch and changes to Thickthorn. • A request had been received from a resident, suggesting that Cringleford woods be made a community asset, in order to prevent future development. As a result of this other areas would also need to be considered. It was noted that to purchase any of the areas there would be a financial impact. It was agreed that Councillors should forward suggestions of areas that could be registered to the Clerk, who would compile a list for EPAG to consider • Residents parking – a letter inviting Councillors to attend an away day with SNC to obtain more information had been received. It was agreed that EPAG should attend this meeting. 	<p>Councillors</p>

	<ul style="list-style-type: none"> • Solar panels – more information being pursued 	
14	<p>To receive an update and recommendations from the Pavilion Steering Group (PSG)</p> <ul style="list-style-type: none"> • Following the request from the tennis club in the Annual Parish Meeting, JC reported that he would be revisiting the plans to consider the options for sports groups. The tennis club would be given two weeks to come up with viable plans that could be considered. • The certificate of engagement with SMG would not be signed until work with the sports clubs had been completed. 	
15	<p>To discuss issues surrounding open spaces in the Parish</p> <p>The football field had been discussed under the Annual Parish Meeting and would be brought back to the June meeting for decision.</p>	
16	<p>Finance</p> <p>16.1 Payments for May totalling £29,566.84 were agreed.</p> <p>16.2 The updated accounts' report and bank reconciliations were received and noted.</p> <p>16.3 The internal audit had been carried out and the statement signed. The annual governance statement 2017-18 was considered by Council and agreed. The Chairman signed this section of the annual return.</p> <p>16.4 The annual accounting statement 2017-18 was considered and the figures therein noted. Council agreed that the Chairman could sign the statement.</p> <p>Clerk to send both documents to the external auditors.</p>	Clerk
17	<p>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 14 June 2018 7.30pm at The Willow Centre</p> <p>Agreed.</p>	
18	<p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> • Energy audit • Resident association • Communications • TWC Football field 	
18	<p>To consider excluding the public due to the confidential nature of the business.</p>	

18.1	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.	
19	Staffing update No matters raised.	
20	Data Protection Matters	
	No matter raised.	

Meeting closed at 21.50pm

Signed
Chairman