

CRINGLEFORD PARISH COUNCIL

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

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 11 JANUARY 2018 AT THE WILLOW CENTRE, CRINGLEFORD,
AT 7.30PM.**

Present:

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

In attendance:-

Sonya Blythe –Parish Clerk	Mr D Bills (County) (DB)
Mr G Wheatley (District) (GW)	

Police Report

The police report was circulated.

Parishioners Question Time

A resident reported that he had advised the Parish Council office that one of the speed cameras on Intwood Road was missing, and asked for an update. The Clerk advised that she had asked Highways whether they had removed it and they had advised that they had not. She was now in the process of establishing next steps to replace it.

It was reported that there had been a serious accident on the junction of Intwood Road and Keswick Road. The Council was liaising with Highways regarding possible improvements. In the meantime EPAG would be asked to consider replacing the former mirror to assist with visibility.

District Councillors' Report

GW reported that he had a £1000 member grants available for local initiatives which local groups could apply for.

He advised that South Norfolk Council would send a consultation letter regarding parking permit schemes across the district shortly. It was hoped that all feasibility work would be completed by the end of the year.

Finally he noted that he was pleased that the Greater Norwich Local Plan was on the main agenda; currently 4.8 years of the required 5 year land plan had been

Clerk

	<p>identified. It was important that this target be met, otherwise developers could build outside of set boundaries. The figure has been calculated for the whole of the Greater Norwich Plan Area and Council's were looking for a way to disaggregate the sections belong to the different local authorities.</p> <p>County Councillor Report. DB advised that he would be meeting with Highways in the coming week regarding intersection improvement at the junction of Intwood Road and Keswick Road. Some funding had been made available for improvements, which CPC would be able to apply for.</p> <p>He had received several calls about the possible amendments to the Konect bus service from members of the public which he had passed to the relevant Committee at Norfolk County Council.</p> <p>DB also noted that a meeting would be held regarding mobile phone coverage in Norfolk on 22 January, which the four main networks would attend. It was important to advise him of any "black holes" before hand.</p> <p>19.50– GW and DB left the meeting.</p>	
1	<p>Welcome and to accept apologies for absence</p> <p>Apologies were received and accepted from Mrs Kirk.</p>	
2	<p>To accept any declaration of Members Interests</p> <p>None.</p>	
3	<p>To confirm the minutes of the meeting held on 14 December 2017</p> <p>3.1 MW passed his thanks to MS for chairing the previous meeting.</p> <p>3.2 The minutes were confirmed and signed as an accurate record subject to the following correction:</p> <p>County Councillor report: this should read "allowance increase" rather than "pay-rise".</p>	
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>4.1 Item 11 - Police consultation. MB had circulated a draft response to MS and TC which would be reported on at the next meeting.</p> <p>4.2 Item 13 – the vending machine to be installed shortly</p>	

4.3	Item 16.2 – the annual football contract had now been paid in full.	
5	To note and comment upon correspondence received	
5.1	Greater Norwich Local Plan. MW advised that he would attend a briefing being held by South Norfolk Council and then report to EPAG.	
6	To consider setting up a setting up a working group to look at grant options to carry forward projects such as solar panels. MW reported that EPAG had agreed to set up a working party of MW, MK, TW and MJ to take this forward.	
7	To receive items for the 2018/19 action plan and consider the outcomes of the previous action plan Last years action plan had been circulated prior to the meeting. Outcomes would be added in and then circulated to Councillors. A draft action plan for 2018/9 was considered. An amendment was suggested. This would be brought back to the next meeting for agreement.	Clerk Clerk
8	To appoint a Data Protection Officer to meet the requirements of the General Data Protection Regulations Advice has been received from NALC and LCAS which disagreed on whether the Parish Clerk could also be appointed the Data Protection Officer for the Council. Full implications of the Bill were not yet known as it had not passed through Parliament. It was agreed that a working group, comprising of TW, TC and DC be appointed, to ensure that CPC were compliant by the commencement date. This would include considering the appointment of the DPO.	
9	To receive the Clerks report The Clerk's report was noted. A request was made that white paint be added to the kerb outside TWC, which the Clerk would investigate.	Clerk
10	To receive a Recreation and Amenities Advisory Group Update TC gave the following report: <ul style="list-style-type: none"> • RAAG recommended that CPC join the Playing Fields Association, which was agreed. 	Clerk

	<ul style="list-style-type: none"> • An exhibition would be borrowed from the Archive Centre for the Battle is Over event in November. • TC was liaising with Cringleford Hub regarding the possibility of a parish fete. • The Citizen Advice Bureau had advised that they were in the process of writing a two-year business plan regarding the location of post offices, which would look at community requirements. TC had flagged the need for a facility within Cringleford. • 	
11	<p>To receive an update from the Environment and Planning Advisory Group</p> <p>11.1 MW gave the following update:</p> <ul style="list-style-type: none"> • EPAG had agreed to investigate revising the neighbourhood plan, in line with changes being made to the Greater Norwich Local Plan. A working party comprising of MW, MK, TW and MJ had been agreed to take this forward. • A resident of Peregrine Way reported that an anonymous letter regarding parking had been sent to some properties, complaining that cars were parked obstructively on the road. A letter purporting to be from CPC had also been received. A copy of this had been requested. • A previous planning application for a large industrial development in Keswick and Intwood had been received. An objection had been written. Thanks were passed to a parishioner who had attended a meeting regarding this on behalf of CPC. 	
12	<p>To receive an update and recommendations from the Pavilion Steering Group (PSG)</p> <p>JC reported that he had met with a builder who had advised that he felt the costs to refurbish the Pavilion would be less than those indicated by the architect.</p> <p>A discussion was held around the need to ensure that CPC followed all regulations with regards to the tendering process. Consideration was given to the need to appoint a quantity surveyor and a project manager for the work and to write a formal contract.</p> <p>It was agreed that the first step was to reach a decision on whether improvements would be made to the existing Pavilion, or whether alterations were required to the internal walls. As such a meeting of the PSG would be organised to consider the options and make a final decision, taking into account the budget that had been allocated to the project. From here exact costs could be drawn up, and a contract and tendering document could be put together. PSG would also discuss and recommend to Council at what stage to hire a quantity surveyor and / or project manager.</p>	
13	<p>To discuss issues surrounding open spaces in the Parish</p>	

13.1	The handover of open spaces had been passed to both parties' Solicitors.	
13.2	The fees for the cricket clubs 2018 season would be calculated shortly.	
14	Finance	
14.1	Payments from 15/12/17 – 11/1/18 totalling £ 20,986.82 were agreed (attached).	
14.2	The updated accounts report and bank reconciliations were received and noted (attached).	
14.3	To receive a report from the Finance Advisory Group: MB gave a report from the recent FAG meeting; <ul style="list-style-type: none"> • Following a meeting with a VAT specialist, the Clerk had been asked to investigate whether VAT had been managed correctly when TWC had been built. FAG would receive an update in March. • Work would be carried out to fully register CPC for VAT, as currently a partial exemption was in place. • The budget had been considered in depth and a recommendation agreed, which would be made to Council. 	
14.4	To agree the budget for 2018/19: The budget report and figures were considered. FAG recommended a budget to Council which included £150,000 for Pavilion refurbishment, £24,000 for streetlight replacement, and that continued to build on the building sink funds created in 2017/18, in addition to the general costs. It was agreed that the budget adequately represented the expected costs for CPC during 2018/19.	
14.5	To set the precept for 2018/19: Following the budget discussion, FAG recommended a precept of £287,022. It was acknowledged that this was an increase of 32% on the previous year (around 73p per household, per week). Councillors felt reluctant to approve this as it was above the level of inflation, however agreed that it was essential in order to undertake works that would correct years of neglect towards the maintenance of parish assets. The budget figures and report were online, although no members of the public were present to hear the discussion. It was hoped that the precept would be decreased in future years. Following this it was proposed, seconded and agreed to approve the proposed budget and that the precept be set at £287,022.	
16	To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 8 February 2018 7.30pm at The Willow Centre	
17	To receive items for the next agenda.	

	<ul style="list-style-type: none"> • None raised 	
18	<p>To consider excluding the public due to the confidential nature of the business.</p> <p>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.</p>	
21	<p>Staffing update</p> <p>No matters raised.</p>	

Meeting closed at 21.30pm

Signed

Chairman