

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON
THURSDAY 9 JUNE 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)

In Attendance:-

Sonya Blythe – Parish Clerk (SB)

<p>Police Report</p> <p>Not present</p> <p>Parishioners Question Time</p> <p>A resident of Roundhouse Park reported that Norfolk County Council (NCC) were surveying the land next to his house regarding its suitability for a bus interchange. More information on this would be sought and an objection sent if necessary.</p> <p>A second resident of Roundhouse Park asked how CPC planned to respond to the latest proposal from Highways on traffic calming. The originally agreed plan had been amended to include yellow lines on Jasmine Walk. MW advised that a response would be sent stating that the changes were acceptable as a starting point. It was noted that it was becoming more difficult for residents to park due to UEA and hospital staff parking locally whilst at work. DB advised that work was ongoing on introducing a residents parking scheme in the parish.</p> <p>District Councillors Report</p> <p>None present. An email report from Cllr Kemp was read out.</p> <p>It was noted that Cllr Wheatley had been elected as Chairman of South Norfolk for the ensuing year. Congratulations would be sent.</p>	<p>MW</p> <p>MW</p>
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	<p>County Councillor Report</p> <p>Not present.</p>	
1	<p>Welcome and to accept apologies for absence</p> <p>Apologies were received from Mr D Chaplin.</p>	
2	<p>To accept any declaration of Members Interests</p> <p>Item 14 – MS as a hirer of The Willow Centre (TWC).</p>	
3	<p>To confirm the minutes of the meetings held on 12 May 2016</p> <p>The minutes were agreed and signed, subject to the following amendment:-</p> <p>Item 14 – should read “the Hub <u>café</u> would close from 14 May”</p>	
4	<p>To report matters arising from the minutes not on the agenda: for information only.</p> <p>5. MW reported that he had corresponded with the Vice Chancellor of the UEA and invited him to a future meeting. A special meeting may be arranged for this. An amended planning application for the UEA / Norwich Rugby club was expected.</p> <p>5. NCC had served all advertising trailers with notices. Some had already been removed.</p> <p>5. DB had approached the Headteacher of the primary school regarding grounds maintenance, who advised that he would arrange a meeting to discuss.</p> <p>18 A meeting was being arranged between the chairs of local parishes to discuss working in cooperation.</p> <p>20 – a new tractor had been purchased, which was £3000 under budget. JC was thanked for his hard work on the project.</p> <p>An expression of interest had been received from a member of the public regarding the emergency coordinator role, which the clerk would follow up.</p>	<p>Clerk</p> <p>Clerk</p>
5	<p>To note and comment upon correspondence received (attached)</p> <ul style="list-style-type: none"> • NCC Total Transport – A letter had been received requesting information on community transport schemes within the parish. Councillors were not aware of any. • Playing Field Association – the autumn conference would take place on 27 	

	<p>October. There was only one item of interest on the agenda so it was doubtful that anyone would attend.</p> <ul style="list-style-type: none"> • Cavell Court Open Day – IK agreed to attend the care home open day to show parish council support. • Summer Holiday Community Events – A to Better requested use of TWC and the pavilion for a variety of summer events. This was agreed. 	IK
6	<p>To receive the clerks report</p> <p>The clerks report was received and noted.</p> <p>KGB had supplied an annual service plan for the plant room. It was agreed that this should be carried out and the clerk was asked to book the works when appropriate.</p> <p>It was noted that damage had occurred to the wire fencing in the jungle playground. This would be looked at.</p>	Clerk
7	<p>To discuss Broadband within the Parish.</p> <p>AO reported that he had written to Open Reach to reinforce the poor quality of broadband within the parish. He had been promised a response which would include plans for the area and an explanation as to the delayed installation within the parish.</p>	
8	<p>To discuss the A11 crossing</p> <p>EPAG had corresponded with Highways in February including a drawing showing a proposed relocation of the crossing on the A11 to make it safer. Highways had acknowledged this but as yet not sent a formal response. Residents were encouraged to report any incidents to Highways and CPC for a log to be compiled. The clerk would contact the primary school to become involved. CJ reported a similar campaign several years ago; he was asked to forward the details.</p>	Clerk CJ
9	<p>To consider the updated Health and Safety policy</p> <p>The updated health and safety policy was considered and agreed. This will be reviewed annually in future.</p>	
10	<p>To receive a Booking System update</p> <p>DB reported that AH is currently adding customers onto system to build it up. Some issues had been highlighted in this process which had been reported to Booking Bug.</p>	
11	<p>To receive an update from the travel project group</p> <p>DB reported that a decision was awaited from Norwich City Council on the parking permit scheme.</p>	

	<p>DB commented on the updated plans from Highways on yellow lines on Roundhouse park, stating that it was disappointing that the version discussed and agreed in a meeting with residents and councillors had been changed.</p> <p>It was noted that CPC had recently approached Highways regarding a crossing in front of the school. Highways had responded that this was not planned or budgeted for.</p>	
12	<p>To receive a Recreation and Amenities Advisory Group Update</p> <p>IK reported the following:-</p> <ul style="list-style-type: none"> • CCTV at the Pavilion– the costs have been taken to FAG for decision. • Funday – residents would be asked on the parish council facebook page whether they wanted and would help with arranging a parish funday. • Scouts firework event. RAAG recommended to Council that a charge of £1500 plus clear-up costs be charged to the scouts this year. This was proposed and agreed. • Hire fees – the new suggested hire fees for TWC were considered and agreed. Hirers would be contacted with details of the new charges. • Positive feedback on the venue had been received from a hirer • Storage trolleys - quotes had been considered but it was felt that the trolley's were not large enough. New quotes would be sought. • An issue had been raised between hirers and the cricket club, who were using the Pavilion hall at the same time as party bookings. A meeting had been arranged to discuss this on 10 June. • Evacuation centre – it was noted that TWC was used as an evacuation centre for the school and care home in emergency situations. Councillors agreed that if needs be hirers could be asked to leave the centre if this occurred. • Café – It was reported that RAAG had met with two potential hirers in relation to hiring out the kitchen and bistro area, who had both given presentations and supplied copies of their accounts. Following consideration of what both companies would bring to the centre. RAAG recommended to Council that Café Britannia be offered an initial six-month contract, which hopefully would become long-term. Café Britannia is a social enterprise created in partnership with the Ministry of Justice and HMP Norwich. The majority of the 30 staff employed are category D low risk prisoners, that have volunteered to learn new skills, improve their lives and make a fresh start. They have existing café's so it is hoped this experience will translate into a mutually successful relationship. Councillors considered and agreed the proposal. A draft contract will be drawn up for consideration and the other applicant advised of the outcome. The café will run seven days per week for a cost of £400 per week. Hirers will no longer be able to use the kitchen area once the contract commences. 	<p>Clerk</p> <p>Clerk</p>
13	<p>To receive an update from the Environment and Planning Advisory Group</p>	

	MW reported that a modified rugby club / UEA planning application was expected. The annual street lighting clean and repair report had been received, with the majority of works being authorised.	
14	<p>To discuss issues surrounding open spaces in the Parish</p> <p>Football pitch – the solicitor had advised that the transfer deed was not accurate so it was being re-drawn. Proscaple had been contracted to carry out the grounds maintenance on the Kier owned land for the next six months.</p> <p>Sports Groups – the initial sports user group meeting had been held. Attendees were in favour of having a permanent user group with the possibility of the formation of a trust. The existing trust document would be checked to ensure that there were no limitations within it.</p> <p>The football club had recorded their thanks to CPC for its support during the 2015/16 season. The 2016/17 contract would be considered at the next meeting of RAAG.</p>	<p>MW</p> <p>Clerk</p>
15	<p>Finance</p> <p>(1) Payments from 15 May to 9 June were agreed, totalling £55,387.32 (attached). (2) The accounts report and bank reconciliation were received (attached). Earmarked reserves would be moved to separate columns during the summer period. (3) The annual internal audit report was received and agreed. The clerk was asked to thank the auditor for the thoroughness of the report. (4) To receive a Financial Advisory Group Report</p> <ul style="list-style-type: none"> - Unity Trust had introduced fees since the bank account had been opened. It was agreed to keep the main account with Barclays due to this, until such time as they introduced fees. - CIL – it was proposed and agreed that up to £10,000 be ring-fenced from CIL money towards the replacement playground at the recreation ground. - CCTV – FAG considered the report on CCTV and agreed that a basic system which recorded onsite would be suitable. There was no need to install a phone-line and Wi-Fi currently, though the system was suitable for this option in the future. - Storage containers – it was proposed that four containers be purchased, that the Nissan hut be removed, and that concrete footings and electricity be installed. This was agreed. The work is required asap as the storage containers must be in place for winter. South Norfolk had confirmed that additional planning permission was not required. 	<p>Clerk</p> <p>Clerk</p>
16	<p>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 14 July 2016 7.30pm at The Willow Centre</p> <p>This was agreed.</p>	

17	<p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> Lack of burial spots within the parish. 	
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>	
19	<p>Staffing update</p> <p>It was proposed and agreed that the Administration and Marketing Coordinators role be increased to full time from July until 31 March 2016. At the same time the job title would change to Centre Administrator and Assistant Parish Clerk. Funding would be found from the budget put aside for an admin assistant, and then added to the budget from next year if agreement was made to make the extension permanent.</p>	

Meeting closed at 22:00

Signed
Chairman