

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 13 SEPTEMBER 2018 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:

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

In attendance:-

Sonya Blythe – Parish Clerk	Cllr C Kemp (SNC)
Members of the public.	Cllr D Bills (NCC)

1 Welcome and to accept apologies for absence

Apologies were received and accepted from Mrs Kirk and Mr Scutter.

The Chairman reported that Cllr Smith has resigned due to time pressures. The **Clerk** vacancy would be advertised.

The Chairman reminded the public and councillors of standing orders in relation to speaking at meetings.

2 To accept any declaration of Members Interests:

MK regarding item 15, as he works with Norwich Community Solar.

3 To confirm the minutes of the meeting held on 12 July 2018

The minutes were **confirmed** and signed as an accurate record

4 To report matters arising from the minutes not on the agenda: for information only.

None raised.

5 Police Report

The report had not been received.

6 To receive questions from Parishioners

Approximately 50 parishioners were present to highlight the ongoing issue with parking both on Gurney Lane and its sideroads and Intwood Road and its sideroads. It was strongly felt that the issues were caused on Gurney Lane by staff from the hospital and the UEA, and on Intwood Road from staff from Cringleford Business Centre. Residents were concerned at the dangers to pedestrians, the hazards to other drivers, and the lack of access for emergency vehicles. It was felt by residents that traffic control as urgently required, in the form of yellow lines, a one-way system, or a permit system.

The Chairman advised that CPC was sympathetic to the issue and had collected a lot of evidence on the problems. However unfortunately parish councils had no highway powers, and so could only encourage NCC and SNC to take action, which it had actively done.

CK then advised parishioners of the forthcoming process, explaining that the Norfolk Parking Partnership, which comprised of members of the district and county councils, would have to agree on any changes. It was agreed at a meeting in July that the proposed parking permit scheme would not be suitable for the area, however a new letter was currently being prepared, which would invite councillors to a meeting that would detail further options, such as a controlled parking scheme. CK highlighted that any subordinate legislation under a statutory instrument would have to go through a set procedure and it was likely that any agreed changes would not be implemented until 2020. Finally, CK stated that he would suggest via the Police and Crime Panel, of which he was a member, that the Chief Constable could make parking issues a future priority.

MW thanked the public for attending and advised that regular updates were placed in newsletters and on CPCs website. He confirmed that funds had been put aside in the CPC budget to help take this forward.

All members of the public left the meeting at 20.30.

7 To receive the District Councillors Report

Apologies had been received from Cllr Wheatly.

CK reported that the Boundary Commission had published its final proposals – if implemented Cringleford would become part of Norwich South Constituency.

He also advised that a good selection of candidates had applied for the joint

Chief Executive role at Broadland and South Norfolk Councils.

8 To receive the County Councillors Report

DB reported that:

- The traffic indicator sign on Keswick Road that had been missing for several months was in the process of being replaced.
- Costs for the parking partnership scheme options were currently being calculated.
- The proposed changes to the old Newmarket Road cycle path would be considered by Committee shortly.
- Budget setting for 2019/20 starting had commenced.

CK and DB left the meeting at 20:40

9 To note and comment upon correspondence received

- 9.1 Roundhouse Park Roads – correspondence regarding the condition of roads on Roundhouse park was noted. The Clerk advised that roads should be completed by year end.
- 9.2 Gambling Act Policy consultation – no comment.
- 9.3 Norfolk Playing Fields Association AGM invitation – Councillors noted that they could attend if they wished.

10 To receive a report on the meeting held between CPC and Norfolk Constabulary

MW and MB reported that they had held a meeting with Inspector Mick Andrews recently, which had been productive. A report from MB had been circulated to Councillors previously. A further meeting had been arranged to meet with Beat Manager PC Boden on 17 September.

11 To agree the CCTV policy

The CCTV policy reviewed and **agreed**. Clerk to add to the website.

Clerk

12 To note the policies agreed by Personnel Committee

The following updated policies were **agreed**, subject to TW sending some small corrections to the Clerk:

- Lone worker policy (new policy)
- Staff sickness policy
- Staff handbook
- Disciplinary procedure

13 To receive the Clerks report

The Clerk's report was noted with the following additional matter being raised:

- Bus stops on Roundhouse Way – NCC had confirmed that they would support bus stops outside Cavell Court but they only had funding for a stop on one side of the road. They had asked whether CPC could fund the second one. The Clerk was asked to establish whether the S106 maintenance agreement for the unused bus stops could be used.

Clerk

14 To receive a Recreation and Amenities Advisory Group Update

TC gave the following report:

- An email had been received regarding the condition of the pavilion. It was felt that major repairs should not be carried out as a refurbishment was imminent but that quotes would be sought to repair the door.
- A noise complaint had been received regarding an evening event. The Clerk had been onsite for the event and explained the situation.
- The health and safety policy had been updated and was **agreed**. It was noted that a health and safety officer was required; TW **agreed** to fill this position.
- TWC football club had requested netting to cover brambles near the football field as they had lost some balls there. RAAG did not support this. Since meeting the club had advised the office that the problem had resolved itself.
- Scouts fireworks – it was **agreed** that the annual event could go ahead and that additional toilets could be placed on the field. Fees were discussed and it was **agreed** to change the fee structure. The initial cost would be £250, with an additional damage deposit cheque to be held for £500. The damage deposit would be returned to the scouts as long as the field was cleared properly after the event. The Clerk would advise the Scouts.
- A community farm had approached CPC for land – none was available at present.
- The Battles Over was still being worked on. TC would approach Lord Dannett regarding opening the event.
- TC reported that a meeting on Cringlefest would be held in the following week.
- A quote had been received to install CCTV on the outside of TWC for £1591.80, due to antisocial behaviour. This was **agreed**. Clerk to progress.
- A request had been received to run a soccer school during half-term. The groundsman was happy that this would not affect the condition of the field and therefore it was **agreed**. There would be no charge for this trial, but a cost would be agreed if it went ahead in the future.

Clerk

Clerk

TC

Clerk

15 To receive an update from the Environment and Planning Advisory Group

TW gave the following update:

- Comments had been sent on the Landfund discharge of conditions.
- An invitation had been received to meet with Big Sky to discuss their design code.
- David Wilson Homes had met with EPAG to discuss CPC adopting streetlights

on the Newfound Farm development. Council **agreed** that they would adopt the lighting, subject to the type and location of the lights and a suitable maintenance fee being negotiated.

- *MK left the room for the following item.* TW reported that a price for renting the roof space out needed to be agreed. It was suggested that Norwich Community Solar should pay for one tree for the parish each year, at least six foot in height, which would bring 25 trees over the life of the project. This was **agreed**. *MK re-entered the room.*
- Comments would be submitted on the proposals for traffic management during the installation of the bus interchange.
- The report of the 2016 flooding had finally been received. This was disappointing as it contained no conditions which must be enforced by relevant agencies.

16 **To receive an update and recommendations from the Pavilion Steering Group (PSG)**

JC reported that the initial plans had been too costly. These had been revised and the Clerk and JC were happy with the amendments. These would now be costed by the architect's quantity surveyor. Council **agreed** that this could continue to be taken forward.

Clerk / JC

DC left at 21.55

17 **To discuss issues surrounding open spaces in the Parish**

Legal documents were now in hand to transfer the open spaces to CPCs ownership, once outstanding works had been completed by the developers.

18 **Finance**

18.1 Payments for the period 13 July to 13 September totalling £43645.55 were **agreed**.

18.2 The bank reconciliation and year to date report were noted.

18.3 MB gave a report on the recent FAG meeting as followed:

- FAG – Cringleford school had requested a discount on their afternoon booking fee. It was **agreed** to offer them the off-peak rate, but noted that this would be reviewed on a term by term basis and would not set a precedent.
- Costs were now being sought for the 2018-19 budget.
- Barclays bank would start to charge CPC £48 per month in fees. The Clerk would check fees with other banks.

Clerk

19 **To confirm the time of the next meeting of Cringleford Parish Council to be**

held on Thursday 11 October 2018 7.30pm at The Willow Centre

Agreed.

20 To receive items for the next agenda.

- None raised.

In the absence of MW it was **agreed** that MS would chair the October Council meeting and TW would chair EPAG.

21 To consider excluding the public due to the confidential nature of the business.

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.

22 Staffing update

An update was received.

23 Data Protection Matters

No matter raised.

24 Personnel Committee

Minutes had been circulated.

Meeting closed at 22:10pm

Signed
Chairman