

# CRINGLEFORD PARISH COUNCIL

DR M J WAGSTAFF  
CHAIR OF THE PARISH COUNCIL  
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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 10 DECEMBER 2015 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

### **Present:-**

Professor M Wagstaff (MW)  
Mr D Baldwin (DB)  
Ms I Kirk (IK)  
Mr A Osbourne (AO)  
Mr M Scutter (MS)

Mr M Jalil (MJ)  
Mr J Canham (JC)  
Mr C Hopper (CH)  
Mr D Chaplin (DC)

### **In Attendance:-**

Sonya Blythe - Acting Clerk (SB)  
Judith Virgo - County Councillor (JV)

Christopher Kemp - District Councillor (CK)  
Inspector Provar (IK) (present 20.28 –  
20.40)

Members of the public.

### **Parishioners Question Time**

Comment was made on the response from Norfolk County Council (NCC) Highways to the Traffic Groups report regarding how to improve the parking situation at Roundhouse Park. NCC had indicated that they still felt yellow lines would be the best option. The resident would be kept updated on future discussions.

It was confirmed to a resident that comments had been submitted on the proposed changes to cycleways through Eaton and Cringleford.

Large traffic queues around Cringleford bridge were discussed, which were caused by the traffic priority order. MS advised that the rationale for the priority had been to prevent traffic building up from the Red Lion, but this was before Roundhouse Park was built which had altered the traffic flow.

### **District Councillors Report**

CK advised that a planning application would shortly be made by the UEA rugby club to extend its pitches into the woodland.

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|   | <p>He noted that if parking controls such as a permit scheme were requested for Roundhouse Park the PC would need to provide a business case to South Norfolk Council (SNC) showing that it would be self financing.</p> <p>Finally he reminded councillors that a grant scheme was available from SNC to support community activity such as the replacement of play equipment.</p> <p><b>County Councillor Report</b></p> <p>JV requested that the PC write to her formally regarding traffic issues, for her to pass onto Highways. She reminded councillors that the NCC re-imagining Norfolk consultation was still open for responses. Finally she commented on the planning application for apartment blocks on Bluebell Road which would impact the Yare Valley. MW advised that the PC had sent an objection.</p>  |
| 1 | <p><b>To accept apologies for absence</b></p> <p>None received.</p>  |
| 2 | <p><b>To accept any declaration of Members Interests</b></p> <p>None made.</p>   |
| 3 | <p><b>To confirm the minutes of the meetings held on 12 and 17 November 2015</b></p> <p>The minutes were agreed and signed subject to the following change:-</p> <p>Item 5 should read:- “CH advised that the new financial system allowed for reporting to exclude the loan costs for the Willow Centre (TWC)”.</p>   |
| 4 | <p><b>To report matters arising from the minutes not on the agenda: for information only.</b></p> <p>Parishioners question time – it was noted that the Scouts had previously planted trees in an area which was now very overgrown and neglected.</p> <p>Item 7 – the agreement between CPC and the junior football club had now been signed.</p> <p>Item 9 – The re-inspection date by Anglian Water had been deferred to 27 January. Three estimates had been obtained by CH who recommended that WWS Heating be hired as they had carried out an onsite inspection. The amounts were considered and this was proposed and <b>agreed</b>. WWS Heating had previously supplied a quote for re-tiling the showers at the Pavilion; it was proposed and <b>agreed</b> that this work be carried out also within this budget year. The chairman would write to Kier regarding work due at TWC as the regulations which had not been met were in place before the building was built.</p> <p>Item 17c. Quotes had been obtained to remove the roundabout at the recreation ground.</p> |

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|   | <p>roundabout. It was proposed and <b>agreed</b> to use Eastern Play Surfacing at a cost of £530 + VAT with an additional £65 to remove the zip wire. <i>(Post meeting note: roundabout and zipwire removed 19/12/15).</i></p>  |
| 5 | <p><b>To note and comment upon correspondence received.</b></p> <ul style="list-style-type: none"> <li>•South Norfolk Council Staff Awards Evening. Councillors <b>agreed</b> that CPC would not provide a contribution to the award evening.</li> <li>•Youth Football Team Boxing Day Match. It was <b>agreed</b> that the annual match could go ahead, with the agreement of the head groundsman.</li> <li>•Pricilla Bacon Lodge pre-planning application – MW reported that he had a meeting arranged to discuss this.</li> </ul>  |
| 6 | <p><b>To receive the temporary Facilities Managers report</b></p> <p>The report provided by the former Facilities Manager was noted, with discussions ongoing regarding the matters raised within it.</p> <p>It was <b>agreed</b> that in future, effective immediately, parties of over 50 attendees would require two caretakers to be onsite. The additional costs would be reflected in the charged fee.</p> <p>It was <b>agreed</b> and proposed that fire marshall training be arranged for all staff.</p>  |
| 7 | <p><b>To receive a report by the Project Group – Councillor Canham</b></p> <p>JC reported that the marketing post had been advertised, with interviews planned for early in the new year. It was proposed and <b>resolved</b> that Heidi Frary work for ten hours per week in the post until the new post holder is recruited.</p>  |
| 8 | <p><b>Police Report</b></p> <p>Meeting suspended at 20.28.</p> <p>Inspector Provart introduced himself as the operational commander in the area. He noted that crime in the area was low, with most issues revolving around traffic. Police were unable to offer much support for parking issues as violent crime was a priority; residents could become involved via speedwatch, which he could provide information and support on if required. He reported that the boundaries for beat managers would be changing as part of £20m savings which needed to be made. Other changes would likely follow.</p> <p>The police and crime commissioner had indicated that he was happy to attend parish council meetings to discuss issues so a future option was to invite him to discuss traffic issues.</p> <p>Meeting reopened at 20.40.</p> |
| 9 | <p><b>Transport Group update – Councillor Baldwin</b></p>   |

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|    | <p>DB reported that NCC had responded to CPCs letter, advising that most of the suggestions would not be possible and the preferred option was yellow lines. The meeting was suspended at 20:51 for a public discussion. Meeting re-opened at 20:55.</p> <p>It was noted that money to resolve this issue had to be used by April 2016. It was agreed to organise a meeting with Highways, CPC, JV, CK and named parishioners to identify a solution that all would be happy with.</p>   |
| 10 | <p><b>Booking System update – Councillor Baldwin</b></p> <p>DB advised that a small trial had been carried out with bookingbug.com, with a full trial planned for late December. This would be the first step towards modernising the system, with online invoices and payments to follow. The cost of booking.bug is between £12 and £24 per month.</p>   |
| 11 | <p><b>Facilities and Amenities Advisory Group</b></p> <p>11.1 To receive an update from the Chair<br/>IK gave an update from the recent meeting:-</p> <ul style="list-style-type: none"> <li>• Budget requirements had been discussed including a long term plan to look at solar panels.</li> <li>• The HUB would like to move into bar area on a trial basis in order to reduce set up and clear up time. It was agreed that:- IK and CH would look at the agreement with the Hub; that DB would seek advice for the best use of the area from a colleague; that the existing agreement with the Hub would be extended to beyond Christmas; and that the request to use the bar area be declined, but that the Hub would not be expected to clear away completely each night.</li> <li>• A verbal contract only was in place with Tipples. Just £117 had been made in commission so far.</li> <li>• The cost to the parish council of managing the cricket ground far exceeded the fees it received. A decision regarding the future of the cricket ground would be taken following a meeting arranged between MW, DB and the cricket club.</li> <li>• Quotes were being obtained to lease or purchase a new tractor with a flail arm to manage hedge cutting.</li> <li>• The bridge club had asked for a fee reduction which had been refused.</li> </ul> <p>11.2 To agree the terms and conditions of the group.</p> <ul style="list-style-type: none"> <li>• The terms and conditions had been agreed. It was noted that the group would be re-named the Recreation and Amenities Group.</li> </ul> |
| 12 | <p><b>To receive an update from the Environment and Planning Advisory Group</b></p> <p>Covered via email – EPAG minutes attached.</p>  |
| 13 | <p><b>To consider issuing Councillor e-mail addresses which can be added to the website (update).</b></p>  |

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|    | DB advised that CPC could set up .gov.uk email addresses for all councillors, or purchase another domain to provide email addresses. Work on this was ongoing.   |
| 14 | <p><b>To discuss issues surrounding Open Spaces in the Parish</b></p> <ul style="list-style-type: none"> <li>• Football pitch update.</li> <li>• Tennis club / cricket club / football club – reports from discussions with clubs</li> <li>• Tree report for the village green.</li> <li>• To discussing the hedge cutting at Oakfields Road</li> </ul> <p>Covered via email – EPAG minutes attached.</p>  |
| 15 | <p><b>To agree future external auditor arrangements.</b></p> <p>The five year arrangement with Mazars would end in 2016/17 and parish councils had the option of opting-in to a scheme ran by NALC and the SLCC or finding its own provider. No fees were as yet available. The fee for CPC in 2014/15 had been £2025. It was <b>agreed</b> to opt-into the NALC scheme as it was likely to be the best value option.</p>  |
| 16 | <p><b>Finance</b></p> <p>16.1 CH requested that a Barclays Bank charge card be applied for, with a pre-set limit, for the clerk. This was agreed with a monthly limit of £1000 being set.</p> <p>16.2 A discussion was held around the possibility of opening a bank account with Unity Trust, who specialise in local government. This would allow for the PC reserves to be spread across an additional bank account and allow the clerk to make authorised online payments. The account would cost £5 per month, and include two credit cards. Councillors considered the terms and conditions policy of the bank account and proposed and <b>agreed</b> to open this for use as a current account. In addition it was agreed that a new savings / investment account be secured.</p> <p>16.3 The payments for November were agreed (attached to minutes).</p> <p>16.4 The accounts report and bank reconciliation to 30/11/2015 were received and noted.</p> <p>16.5 To receive an update from Finance Advisory Group – Cllr Hopper</p> <p>CH reported that a report from a VAT specialist had indicated that CPC could claim back £11000 which it paid in VAT in 2013/14. The fee for this work would be £1500. The clerk and CH would see if they could undertake it themselves before appointing.</p> <p>16.6 To hold an initial discussion on the 2016/17 budget setting.</p> <p>It was noted that the Finance Advisory Group would be holding a meeting on 17 December to set a draft budget for council's consideration.</p> |

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| 17 | <p><b>To confirm the time of the next Meeting of Cringleford Parish Council to be held on Thursday 14 January 2016 7.30pm at The Willow Centre</b></p> <p>Agreed.</p>  |
| 18 | <p><b>To receive items for the next agenda.</b></p> <p>To approve the budget.<br/>FAG meeting update.<br/>RaAG update.<br/>Outcome of cricket club and transport group meetings.</p>   |
| 19 | <p><b>Consideration under the Public Bodies and Admission to Meetings Act 1960 to exclude the press and public due to the confidential nature of the business to be discussed</b></p> <p>Councillors agreed to exclude the public and close the meeting.</p> |
| 20 | <p><b>Staffing update</b></p> <p>A brief update was received on the current staffing situation.</p>  |

Meeting closed at 22.15.

Signed .....  
Chairman