

CRINGLEFORD PARISH COUNCIL

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**THE ANNUAL MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 17
May 2023 AT 7.30pm, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mr A Clay (AC)	Mr E Coulthard (EC)
Mrs C Fielding (CF)	Mr S Chapman (SC)
Mr Dave Chaplin (DC)	Mrs D Miller (DM)

In attendance:-

Sonya Blythe – Parish Clerk	Lolly Dawson – Assistant Parish Clerk (minutes)
Cllr D Sacks (District Councillor)	1 member of public

1. To elect a Chairman and to sign the Declarations of Acceptance of Office (Chaired by DM)

Cllr T Wang was elected as Chair proposed Cllr D Miller, seconded Cllr D Chaplin and signed the acceptance of office.

2. Welcome and to accept apologies for absence

TW welcomed Council and public to the meeting.
Apologies received from County Councillor D Bills.

3. To receive Chairman's announcements, if any

The Chairman invited Councillors to a private summer event.

4. To accept any declaration of Members Interests

None received.

5. To elect a Vice-Chairman for the forthcoming year

Cllr S Chapman was elected as Vice-Chairman proposed Cllr T Wang seconded Cllr D Miller.

6. To confirm the minutes of the meetings held on 12 April 2023

The minutes were **confirmed** as an accurate record and signed by the Chairman.

7. To receive questions from parishioners

A member of the public thanked the Council for the new bench on the village green.

8. To receive reports from District and County Councillors

Cllr D Sacks addressed the Council and introduced themselves as a new District Councillor representing Cringleford.

9. To elect Chairmen and members of the advisory groups / committees

-Planning and Environment Committee

Cllr E Coulthard was elected as an additional member

Cllr T Wang – Chair

-Finance Advisory Group

Cllr D Miller – Chair

-Recreation and Amenities Advisory Group

Cllr S Chapman – Chair

Malcolm Blackie was co-opted as a member

-Personnel Committee

Cllr D Miller – Chair

-CIL and Commuted Sum Advisory Group

Cllr T Wang – Chair

-Road Safety Group

Cllr S Chapman was elected as an additional member and as Chair

Helen Simmons was co-opted as a member.

It was **agreed** that all other members were to remain the same.

10. To review and approve the following policies:

- Standing Orders (updated) were reviewed and **approved** as presented, subject to changes agreed at the meeting

- Financial Regulations were **approved**

- Code of Conduct (updated) was reviewed and **approved**

- Statement of internal control and annual review of effectiveness of internal control and internal audit (updated) were reviewed and **approved**.

Clerk to upload to website.

11. To re-confirm the General Power of Competence

The General Power of Competence was **confirmed**, as the criteria was met.

12. To note and agree actions for correspondence received

12.1 None

12.2 To consider time-sensitive correspondence received since the agenda was dispatched

Norfolk Wildlife Trust recommended to register the Gurney Lane Site as a County wildlife site and to carry out a species survey. It was **agreed** to proceed.

13. To receive the Clerk's report

The Clerk's report was received.

In addition the Clerk noted that the fence at the open space on The Pines, previously agreed, had now been erected.

In response to a question, the Clerk advised the Council on which open spaces and verges the parish council was responsible for.

14. To receive the notes and consider recommendations from the Recreation and Amenities Committee (Cllr Chapman)

The notes from the meeting on 2 May were received.

The Jubilee Centre operational document would be circulated to all councillors.

A discussion was held regarding the potential pump track and woodland projects.

15. To receive the minutes and an update from the Planning and Environment Committee (Cllr Wang)

The minutes from the meeting on 3 May were received.

Item 7.1 Work on S Giles would shortly cease as there were no further planning consents due to delays relating to Nutrient Neutrality.

Item 9.1 Colney Lane post box has been requested to be removed by a member of public, relocation was being considered by Royal Mail and supported by PEC.

16. To receive the notes and consider recommendations from the Road Safety Group. (Cllr Wang)

The notes from the meeting on 26 April were received. Cllr Wang stated that, according to the data, speeding was not an issue across the parish currently.

17. To receive the notes and consider recommendations from the CIL / S106 Advisory Group (Cllr Wang)

The notes for the meeting on 26 April were received.

It was **agreed** that the budget of £17,000 for the woodland walk be increased to

£25,000. £100k was put aside for a MUGA and £75k for a pump track. The funding would be CIL and / or Section 106 funds, not from precept.

18. Financial Advisory Group (Cllr Miller):

18.1 To receive notes and consider recommendations from the Financial Advisory Group meeting on 3 May 2023

The notes from the 3 May Financial Advisory Group were received.

18.2 To receive the final 2022/23 accounts and internal auditor report

The internal audit report was received and it was noted that there were no recommendations.

18.3 To consider and agree the AGAR Governance Statement 2022/23

The AGAR Governance Statement was considered and **agreed**.

18.4 To consider and confirm the AGAR Accounting Statement for 2022/23

The AGAR Accounting Statement was considered and **approved**.

18.5 To note the dates for elector rights to be exercised

It was **agreed** that the electors rights would be exercised from 5 June to 14 July 2023.

Clerk to submit documents to the external auditors.

19. Finance:

19.1 To agree the payments for May 2023, from 14 April to 18 May 2023

The payment list was **approved** totalling £58,541.96, and would be attached to the minutes on the website.

19.2 To receive the 2023/24 accounts report to date and April reconciliation

The April reconciliation and accounts report were received for all bank accounts.

19.3 To agree which signatories will authorise BACS payment on 18 May 2023

It was **agreed** that Cllrs D Miller & E Coulthard would authorise payments.

19.4 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement.

CF confirmed that April statements had been checked

20. To confirm the next meeting of Cringleford Parish Council as 14 June 2023.

Confirmed.

21. To receive items for the next quarterly newsletter:

The Jubilee Centre update

Report regarding responsibility of CPC for local amenities and facilities

22. To receive items for the next agenda.

None.

23. To consider excluding the public due to the confidential nature of the following

**business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).
Agreed.**

24. To receive a staffing update (if any).

An update on staff illness was noted.

25. To receive information on General Data Protection Regulation breaches (if any).

None.

26. To receive any commercial aspects relating to the purchase of the open space.

The land purchase was now moving ahead, and solicitors have been appointed.

27. The Jubilee Centre:

Council received a confidential report relating to the forthcoming sports hall and nursery. After considering the report the following resolutions were made:

27.1 The submission of a grant request for £800,000 to South Norfolk District Council from the Co - Investment Grant Fund was **agreed.**

27.2 The quote for the building of The Jubilee Centre with the Council's preferred contractor per the confidential report was **agreed.**

27.3 The issuing of the letter of intent to enter into contract with Council's preferred contractor was **agreed.**

27.4 To enter into professional services contracts with Big Sky for project management services; REAL Consulting for cost advice and Ingleton Wood for architectural advice was **agreed.**

27.5 To enter into a nursery lease was **agreed.**

27.6 To adopt the land at St Giles Park was **agreed.**

27.7 A budget for solicitor / expert advice in respect of the transfer of land / completion of lease with the nursery was **agreed.**

27.8 The agreement with Instavolt for the provision of EV chargers was **agreed.**

27.9 The governance arrangements to complete the project was **agreed.**

Meeting finished at 20:50