

CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 12 JULY 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)

In attendance:-

Sonya Blythe – Parish Clerk	Cllr D Elmer (District Councillor)
Cllr D Sacks (District Councillor)	Cllr D Bills (County Councillor)

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Dave Chaplin, Dagmar Miller and Robert Simmons.

2. To receive Chairman's announcements, if any

None.

3. To accept any declaration of Members Interests

None received.

4. To confirm the minutes of the meetings held on 14 June 2023

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

5. To receive questions from parishioners

None present.

6. To receive reports from District and County Councillors

DB reminded Councillors that funding was available for both highway and environmental projects, on top of the Parish Partnership Scheme. Councillors would consider the options for projects during the September Council meeting.

DB advised that Norfolk County Council (NCC) were still awaiting information from the Government on the County Deal.

The need for a pedestrian bridge over the A11 was raised. Numerous complaints about the pedestrian crossing had been received since it had been installed, but this was becoming more urgent with both primary schools in the parish being located on one side of the A11, giving young children no choice, but to cross it. DB advised that Council approach Graham Bygrave at Norfolk County Council to discuss the feasibility, who could then liaise with Highways England.

Action Clerk

TW noted that Council had been surprised that the consultation to name the new school in the parish had provided very few names that all started with "Cringleford", which would lead to confusion with the existing school. DB offered to contact the Inspiration Trust and discuss.

Action CPC to provide DB with their letter for information

DE reported that the grant application for The Jubilee Centre would be considered by South Norfolk Council's Cabinet on 17 July.

DE advised that the previous £3000 grant promised for the woodland activity area had now expired, but he would be happy to apply for a new grant from the Community Action Fund, with DS.

DE noted that a new policy would be brought to SNC Cabinet soon that would require improved Primary Care standards for parishes, before future large-scale developments would be accepted.

7. To note and agree actions for correspondence received

7.1 Upp Cabinet on Parish Council land – Upp had approached CPC to enquire whether Broadband Cabinets could be installed at TWC and the Pavilion for an annual fee. Council **resolved** to take this forward in principle, subject to the Clerk ascertaining colour, size and income amount.

Action Clerk

7.2 Parish Partnership Scheme. Councillors were asked to send suggestions to the Clerk by the end of July for the Road Safety Group to consider in August.

Action Councillors

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

None.

8. To receive the Clerk's report

The Clerk's report was received.

In addition the Clerk reported that a streetlight on Brettingham Avenue had been knocked down by a car. An insurance claim had been started.

In regard to the item within the report regarding the pavilion drains being blocked, the Clerk was asked to obtain quotes for installing hand dryers at the Pavilion, as paper hand towels being flushed had caused problems previously.

Action Clerk

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

The notes from the meeting on 6 June were received, with recommendations within the minutes being **approved** as follows:

- An earmarked reserve (EMR) fee for carpark maintenance at the Pavilion would be set up for income from carpark use.
- Carpark hire fees for the Pavilion for the following year were set at £400 per month
- An application for a grant from SNC to carry out a feasibility study on TWC field, to establish what activity equipment would fit in, was approved.
- Football fees for Cringleford Junior team to play at TWC for 23/24 season were set at £1800.

Clerk / Assistant Clerk to take actions forward

An update was also received on the post office, with RAAG advising that they would contact local businesses to ask if they would consider housing a new post office.

10. 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.

In addition TW asked Councillors to look for displaced parking around the parish, now that the parking scheme had been installed.

With regards to item 8. TW advised that planning permission had still not been received as the Local Lead Flood Authority had submitted a further objection. Full planning permission would now not be received before the tender bids expired on 17 July. Options considered by Council were as follows: to submit the Letter of Intent (LOI) to the preferred contractor on Monday 17 July, as previously agreed. This could incur late start fees of £4,143 per week if planning permission was delayed past the start date of the contract; or to not submit the letter of intent and re-tender once planning permission was received. It was thought that with the increase in building costs this would lead to an additional project cost of up to £200k, as well as the delay which would affect the opening date of the nursery.

Councillors considered the financial aspects of both options, and risks that were highlighted by the Clerk, and **resolved** that the LOI should still be issued on 17 July, once the grant applied for to SNC's Cabinet had been approved. The Clerk was asked to submit the LOI, subject to a discussion with the developers beforehand with TW and SC.

Action Clerk, TW and SC

11. To receive the notes and consider recommendations from the Finance Advisory Group

The minutes of the meeting were received and the agreements within were **approved** as follows:

- Any unspent funds from the annual grant donation line would be moved into an EMR to ensure they were used for parish grants;
- Carpark fees would be moved into a separate EMR for pavilion carpark maintenance

The updated quarterly risk assessment was received. It was noted that the 'after mitigation' column requested by Council should account for residual risk, which the Clerk would complete.

Action Clerk

12. To review updated policies:

The following updated policies were received and **approved**:

Media Relations
Public Recording of Council Meetings
Social Media Policy
Food Van Policy
Grant Awarding Policy
Pension Policy

Clerk to upload to website

13. Finance:

- 12.1 To agree the payments for July 2023, from 16 June to 13 July.
Payments totalling £27,376.87 were **approved**.
- 12.2 To confirm August payments can be made as required, but confirmed at the September meeting.
This was **resolved**.
- 12.3 To receive the June bank reconciliations and accounts to date.
The reports were received and noted.
- 12.3 To agree which signatories will authorise BACs payments online on 13 July 2023
TW and AC were **confirmed**.
- 12.4 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement
CF verified that she had checked the bank statement.

14. To co-opt Parish Councillors

No candidates present.

15. To confirm the next meeting of Cringleford Parish Council as 13 September 2023

Confirmed.

16. To receive items for the next quarterly newsletter:

None.

17. To receive items for the next agenda

Parish Partnership Scheme / other funding schemes

18. 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.

19. To receive a staffing update (if any)

An update on current staffing was given.

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

None.

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

TW reported that quotes were being obtained for advice from an agricultural agent regarding stewardship of the land, as recommended by the Solicitor.

The meeting finished at 20:50