

CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 13
SEPTEMBER 2023 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs D Miller (DM)
Mr D Chaplin (DC)	Mr E Coulthard (EC)
Mr Gonzalo Arias (GA) from 8.15pm	Mr S Chapman (SC) (from 7.35pm)

In attendance:-

Sonya Blythe – Parish Clerk

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Lynn Rawlings, Alistair Clay, Christina Fielding and Robert Simmons.

County Councillor David Bills had advised that he would not be present.

2. To receive Chairman's announcements, if any

The Chairman noted that he would like to switch items 8 and 18 around in the agenda order. This was **approved**.

3. To accept any declaration of Members Interests

None received.

4. To confirm the minutes of the meetings held on 12 July 2023 and receive information on matters arising

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

- Bridge over A11 – A response had been received. This would be passed to the Road Safety Group, with a recommendation that a record of incidents be forwarded to Norfolk County Council (NCC) to help obtain future funding. .

- Meeting with Cringleford Prep School. AC and EC had attended a meeting with the school. An open evening would be held in October, which EC or AC would be asked to attend.

- Upp had found another location for their site, and so had withdrawn their request to use The Willow Centre.

5. To receive questions from parishioners

None present.

6. To receive reports from District and County Councillors

None present.

7. To note and agree actions for correspondence received

- 7.1** Consultation for Spaces Protection Order - vehicle related anti-social behaviour. The order was **supported**.

Clerk to send response

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

None.

The meeting was taken in the following order, and not as published on the agenda.

8. To co-opt Parish Councillors

Gonzalo Arias was interviewed as a potential new Councillor. Councillors **resolved** to co-opt him. The acceptance of office form was signed.

9. To approve Committee and Working Groups updated Terms of Reference

Terms of Reference were received and **approved** (with slight amendments) for the following:

Planning and Environment Committee;

Finance Advisory Group;

Recreation and Amenities Group;

Personnel Committee.

10. To receive the Clerk's report

The Clerk's report was received.

It was noted that a new office printer should be added to the 24/25 budget planning.

SC highlighted that the CIL invoice for The Jubilee Centre for £27618.83 had been received, to be paid in two instalments. 25% of this would be received back as a CIL payment from South Norfolk Council.

11. To receive the notes and consider recommendations from the Recreation and Amenities Committee

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

The Scouts annual fireworks event – this was **approved**.

Clerk to advise

Supply and installation of six hand dryers at the Pavilion to replace paper towels – a sum of up to £2200 was **agreed**.

Clerk to book works

12. To receive the minutes and an update from the Planning and Environment Committee

The minutes from the meeting on 6 September were received.

It was noted that parking scheme signs would finally be installed on Colney Lane within six weeks.

TW highlighted that an agricultural agent had been appointed to help with matters pertaining to a future land purchase.

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

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

-Council would add information on CPCs community grant into the next newsletter;

Action TW

-EV Chargers at The Jubilee Centre – Scottish Power had now been appointed. From the payment options available it was agreed that a £1750 annual set fee be requested.

TW to raise at next meeting

A discussion had been held on the 2024/25 budget. The Clerk would start obtaining quotes for the list of items under consideration.

Action Clerk

14. To receive the minutes and an update from the Personnel Committee

DM reported that a meeting of Personnel Committee had been held on 29 August, which had approved updated policies.

Discussions had been held on the potential staffing structure once The Jubilee Centre opened and new open spaces had been adopted. More work would be carried out on this prior to budget setting.

15. To receive the notes and consider recommendations from the Road Safety Group

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

- Proposed speed limit change for Brambling Lane, Dragonfly Lane and The Pines to 20mph. This was **approved**. The Clerk would ask why the changes were being made piecemeal and would request that the whole of Dragonfly Lane be done at the same time.

Action Clerk

-It was noted that TW had attended a site meeting with residents of Colney Lane who had safety concerns regarding the location of two new parking bays. These would be raised with the County Councillor at the next meeting.

16. To review the updated Health and Safety Policy

The policy was received and **approved** with the condition that hirers' responsibilities were covered by their contract.

The Clerk was asked to check hirer responsibilities in regard to health and safety when hiring rooms at The Willow Centre and Pavilion.

It was recommended that staff who have not been on a Fire Marshall course for some time attend one.

Actions Clerk

17. Finance:

17.1 To agree the payments for September 2023, from 11 August to 14 September.

Payments totalling £47,862.02 for the period were approved.

TW noted that the soakaway at The Jubilee Centre would cost an additional £25k from the contingency fund. This had been approved to meet LLFA conditions for planning permission.

17.2 To confirm the August payments made on 10 August 2023

Payments were confirmed.

17.3 To receive the July and August bank reconciliations and accounts to date.

Received and noted.

17.4 To agree which signatories will authorise BACS payments online on 14 September 2023

TW and DM would authorise.

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

An email was received from CF confirming this.

18. To approve the updated Committee Membership

Members were added and **confirmed** as follows:

Personnel Committee – SC.
Finance Advisory Group - GA
Recreation and Amenities Group - RS
CIL and Commuted Sum working Group - SM
Road Safety Group - EC
Planning and Environment Committee – RS

19. To confirm the next meeting of Cringleford Parish Council as 11 October 2023

This was confirmed.

DC gave his apologies.

20. To receive items for the next quarterly newsletter:

Bench at the Pavilion
Grant availability
Dog bins within the parish.

21. To receive items for the next agenda

None.

22. 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.

23. To receive a staffing update (if any)

None.

24. To receive information on General Data Protection Regulation breeches (if any)

None.

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

None.

The meeting finished at 21:35