

CRINGLEFORD PARISH COUNCIL

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

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs D Miller (DM)
Mrs L Rawlings (LR)	Mr R Simmons (RS)
Mr G Arias (GA)	Mr S Chapman (SC) (from 7.35pm)
Mr J Chalangary (JC)	Mrs C Fielding (CF)

In attendance:-

Sonya Blythe (Parish Clerk)	1 member of public
District Councillor D Sacks	County Councillor D Bills

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting. Apologies were received and accepted from Mr Clay, Mr Chaplin and Mr Coulthard.

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 8 November 2023 and receive information on matters arising

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

SC entered the meeting

5. To receive questions from parishioners

A parishioner detailed issues with the parking scheme that had been implemented on Colney Lane / Gurney Lane. TW responded that all complaints would be reviewed after the scheme had been in place for six months. These would then be reported onwards to Norfolk County Council (NCC).

6. To receive reports from District and County Councillors

Councillor Sacks reported several complaints regarding the parking scheme which she would discuss with Norfolk County Council.

Flooding issues around the parish caused by blocked ditches had been reported to Norfolk County Council.

DS was still working to establish whether a form of post office could return to the parish. SC reported that the post office had responded to a direct email, advising that they would not be willing to install any type of service back in the parish. Therefore any service brought in would have to be via a third party provider. This would be discussed by the Recreation and Amenities Advisory Group.

Councillor Bills reported that the parking scheme had been installed due to repeated requests and a genuine need for change.

NCC had approved a devolution agreement, which would take effect from 2025.

He agreed to support the parish's parish partnership application, to be discussed later on the agenda.

7. To note and agree actions for correspondence received

7.1 Code of Conduct training – noted.

7.2 Winter pressures grant. South Norfolk Council had funding available for food hampers, heaters etc which could be distributed via parish councils. It was agreed to apply for a grant of up to £500 for warmth providing equipment which staff could distribute. Information would be added to the website for other community groups to also apply to.

Action Clerk

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.

9. To agree a method for updating the parish Emergency Plan

A proposed plan for updating the parish Emergency Plan was received and agreed. This would be taken forward from January.

10. To consider application and associated costs for the Parish Partnership application

The pedestrians crossing sign, previously approved by Council, for Keswick Road had been brought back for re-approval as the cost was higher than originally expected. This was due to £2000 commuted sum payable to NCC for ten year maintenance of the sign. The total cost to CPC would be £3824, with an additional £1824 being paid by NCC. This was **approved** by Councillors.

Clerk to submit application

NCC had subsequently suggested an additional sign for Intwood Road, for £2,951.91. This was in a conservation zone and so would require consultation with nearby neighbours. The cost to CPC would be around £1500, but it was unclear whether a £2000 commuted sum would also be required. Additional questions had been sent to Highways but no response received. It was **agreed** to review this again under next year's scheme as costs were required in order for the budget setting item on the agenda.

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

The notes from the meeting on 5 December were received, with recommendations within the minutes being considered as follows:

-Hall hire charges had been reviewed and it was recommended by RAAG that hall prices remain the same. Council asked that this be reconsidered prior to budget setting in January.

-**Approval** to purchase a card machine or a sum up machine to take payments was given. **Action Clerk**

-Allotment charges had been updated and water charges added in. These were **approved** for the budget.

Councillors were asked to note:

- Plans for pump track specifications had been agreed so that plans and quotes could be requested

- An allowance had been built into the CIL budget for setting up The Jubilee Centre. This would be taken to the next meeting of the CIL / S106 group meeting to consider.

- The Clerk would apply to the Pride & Place Clean Up & Bloom fund for bulbs and seeds for around the parish. **Action Clerk**

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

The minutes from the meeting on 6 December were received.

TW reported that quotes were being obtained for EV charging point installations. Calculations had been carried out on the quote, and in order to not make a loss against energy costs and fees, usage of 5% a day would be required. Additional quotes were awaited. TW would aim to collate these for the January meeting.

When approving the sports hall in 2022 it had been agreed to confirm the name of it before the build was complete. It was **agreed** that it should remain as The Jubilee Centre.

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

The notes were received and recommendations considered as follows:

-Grants recommended as following:

- St Peters Church for grounds maintenance £1000
- Crackerjacks Nursery for outdoor play equipment £900

These were **approved**.

Clerk to arrange payment

- Quotes were considered for a new projector for The Willow Centre. It was **agreed** to accept the AED Sound quote of £6189 which came with a five year guarantee.

Clerk to order

-The draft budget or 2024/25 was received, with major items to note being as follows:

- A budget for The Jubilee Centre had been drafted;
- Relief on The Willow Centre rates had been removed by South Norfolk Council, which had caused an increase in costs of over £10k per year;
- For several years CIL and S106 money had been used to off set general grounds costs and new projects; if all projects (MUGA, pump track, Gurney Lane) proceeded then these funds would almost be emptied and future costs (from 25/26) would need to be paid from precept;
- A minimum precept increase was implemented in 23/24 due to the cost of living crisis

The varying cost centres were considered and the Clerk confirmed that efficiencies had been looked at where possible but the majority of building running costs were set. Additional projects such as resurfacing the pavilion carpark had been removed until such time as The Jubilee Centre was completed.

FAG Members had considered several options for the precept and recommended an 8% increase, equating to £13 per annum for a Band D property. This planned for the use of £35k of reserves, but would also smooth the curve and prevent a larger percentage increase in future years. Council accepted this recommendation, which would be confirmed in January, depending on additional updates in the meantime such as hall hire charges.

-The updated risk register was noted.

14. Finance

14.1 To agree the payments for December 2023, from 10 November to 14 December. Payments were approved and would be published on the website.

14.2 To receive the November bank reconciliations and accounts to date
Received and noted.

- 14.3** To agree which signatories will authorise BACs payments online on 14 December 2023
SC and DM agreed.
- 14.4** To confirm that Cllr Fielding has checked the monthly payments list against the bank statement.
This was confirmed.
- 15. To confirm the next meeting of Cringleford Parish Council as 10 January 2024**
This was confirmed.

Apologies received from LR.
- 16. To receive items for the next quarterly newsletter:**

In addition to previously agreed items, an explanation of the parish precept was added.
- 17. To receive items for the next agenda**

-Budget setting 2024/25
- 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)**

None.
- 20. To receive information on General Data Protection Regulation breeches (if any)**

None.
- 21. To receive any commercial aspects relating to the purchase of the open space.**

A hold up on the land purchase was reported due to a unilateral notice on the land which would prevent a sale. The delay could lead to the loss of the grant from the Greater Norwich Growth Board. TW and the Clerk had requested additional information.

The meeting finished at 22.00