

# CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 10 JANUARY  
2024 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Mr S Chapman – in the Chair (SC)	Mrs D Miller (DM)
Mr Coulthard (EC)	Mr R Simmons (RS)
Mr G Arias (GA)	Mr J Chalangary (JC)
	Mrs C Fielding (CF)

### In attendance:-

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

#### 1. Welcome and to accept apologies for absence

SC welcomed Council to the meeting. Apologies were received and accepted from Professor Wang, Mrs Rawlings, Mr Clay and Mr Chaplin.

County Councillor D Bills had advised he would not be present.

#### 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 13 December 2023 and receive information on matters arising

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

The Clerk advised that the Winter Pressures Grant application had been declined as the fund had already been fully distributed.

#### 5. To receive questions from parishioners

None present

## **6. To receive reports from District and County Councillors**

Councillor Elmer reported that the South Norfolk Council (SNC) budget consultation would close the following week. He also advised that a customer satisfaction survey had been uploaded to SNCs website; this would be added to the Parish Council's website.

**Action Clerk**

Councillor Sacks reported that she had walked around the parish and noted dangerous road crossing points in various locations. Council advised that many of these had been reported to Norfolk County Council via the Road Safety Strategy, which the Clerk would forward to Councillor Sacks. She advised that SNC were participating in discussions about transport infrastructure and she would pass Cringleford's areas of concern on to SNC.

## **7. To note and agree actions for correspondence received**

**7.1** Mid-year audit report – the positive report was received. Council thanked the Clerk for her work on this.

**7.2** 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 it was reported that a Legionnaires risk assessment had been carried out at the Pavilion. One issue had been raised which was currently being resolved.

## **9. To receive the notes and consider recommendations from the Recreation and Amenities Committee**

The notes from the meeting on 9 January were received, with recommendations within the minutes being considered as follows:

- Amended room hire rates. The previous recommendation to not increase general room hire rates was recommended again by RAAG. However it was recommended that off-peak rates should now only be applied to regular hirers and not casual bookings. Friday and Saturday evenings after 6pm a new rate for whole-hall parties, including two caretakers, would be implemented.

**Agreed by Council**

-Pump track spec for information – The specification was shared with Councillors and comments were requested by email by 19 January, at which point RAAG would start to request quotes.

- Draft allotment tenancy contracts, and terms and conditions of hiring an allotment were considered. Livestock would not be allowed and bees would only be allowed on the large sized plots and if the tenant was a member of the Bee Keepers Association. A question was raised regarding whether residents without gardens should be given priority on tenancies. This would be considered at the next RAAG meeting.

**Contracts, rules and regulations agreed by Council  
Action RAAG**

-The tennis club had advised that they planned to build a clubhouse facility on an existing grass court and change the other into an all-purpose court. Council **agreed** to support the proposal in principle, depending on final plans and location of the clubhouse.

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

The minutes from the meeting on 3 January were received. DM highlighted that the land for The Jubilee Centre had now been transferred to CPC ownership.

**11. To receive the notes and consider recommendations from the CIL and Commuted Sum Advisory Group**

The notes were received and it was noted that amendments had been made to the CIL / S106 tab on the budget spreadsheet.

**12. Finance**

**12.1 To consider and agree the 2024/25 Council budget**

The budget had been updated in places since it was considered in December 2023, with the 8% recommended increase in precept remaining the same. A budget report was received from the Clerk and considered by Council. The 8% would mean that reserves of £18k were still being used, but would bring income closer to matching expenditure, which was Council's overall aim over the next three financial years.

The Clerk reported that as part of setting the budget Councillors should decide whether to opt The Willow Centre (TWC) to tax, which would bring it in line with the Pavilion and The Jubilee Centre. It had previously not been registered as business VAT could be re-claimed from HMRC up to £7500 per year, but TWC would breach this amount in the next quarter, meaning all business VAT from 23/24 would need to be repaid, unless the building was opted to tax. As a result of this VAT would have to be charged on all non sporting / exercise bookings at TWC in the future. Council **agreed** that the building should be opted to tax immediately, with Council absorbing the VAT that would be charged to hirers until 31 March 2024.

**Assistant Clerk to notify hirers**

RAAG would consider overall room hire costs at their next meeting, taking account of opting TWC to tax and the increase agreed at item 9.

**Action RAAG**

Taking into account the decision to opt TWC to tax, the budget was **approved** as presented.

**12.2 To confirm the 2024/25 precept**

The precept was confirmed as £418,860, £179 per Band D property, an increase of 25p per week.

**12.3 To agree the payments for January 2024, from 15 December to 11 January**

Payments were approved.

**12.4 To receive the December bank reconciliations and accounts to date**

Received and noted.

**12.5 To agree which signatories will authorise BACs payments online on 11 January 2024**

DM and SC.

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

This was confirmed.

**13. To confirm the next meeting of Cringleford Parish Council as 14 February 2024**

This was confirmed.

**14. To receive items for the next quarterly newsletter**

None. The winter edition would be dispatched mid-January.

**15. To receive items for the next agenda**

Hall hire charges (RAAG)

**16. 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.

**17. To receive a staffing update (if any)**

None.

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

None.

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

None.

The meeting closed at 20.30