

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 14
FEBRUARY 2024 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang – in the Chair (SC)	Mrs D Miller (DM)
Mr Chaplin (DC)	Mr R Simmons (RS)
Mr G Arias (GA)	Mr J Chalangary (JC)
Mrs L Rawlings (LR)	Mr S Chapman (SC)

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, Mr Clay, Mrs Fielding and Mr Coulthard.

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

2. To receive Chairman's announcements, if any

The Chairman reported that the official opening of the orchard had been planned for 3rd May 2024.

3. To accept any declaration of Members Interests

None received.

4. To confirm the minutes of the meetings held on 10 January 2024 and receive information on matters arising

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

All actions had been completed.

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** Cringleford Prep School Committee membership – an invitation was received for parishioners to join the Committee as residents. Council were given the information should they wish to apply as individuals.
- 7.2** To consider time-sensitive correspondence received since the agenda was dispatched.

Vistry Developers had been in contact regarding two issues on Roundhouse Park.

1 – Dragonfly Lane open space had been marked out incorrectly on the S38 agreement. The actual physical layout of the land was correct. Council **agreed** to be party to an amended S38 agreement, which would match the plan to the land.

2 – Oriole Drive – streetlights had been installed on the opposite side of the road to the plans on open space adopted by the Parish Council. It was **agreed** that the concrete plinths' land that housed the streetlights be transferred back to the ownership of the developers. The rest of the open space would remain in CPC's ownership.

Clerk to advise

8. To receive the Clerk's report

The Clerk's report was received.

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 and **agreed** by Council as follows:

A £6000 grant had been received from South Norfolk Council for scoping and feasibility work for a pump track and MUGA on TWC field. It was **agreed** to use £750 from this for Clarke and Kent to carry out initial feasibility work for a pump track, from which tender specifications could be drawn up.

Further to a previous decision, TWC was now liable to charge VAT on non-sport bookings. At a request from Council, RAAG had considered room hire fees as they stood. It had been agreed that no subsidy should be given after 31 March 2024 to hirers. Actual room hire charges had not been increased in 24/25, the only difference would be the 20% VAT on non-sports bookings. Council **approved** this decision.

Discussion was held on how to allocate allotments. It was **agreed** that the Clerk and SC would take the process forward.

SC/Clerk

In response to a question it was noted that a meeting with the post office had been held. In order to house one in TWC, a set-up fee of £20k would be needed. From then on it would need to be self-funding to pay staff. Alternately it could be staffed by volunteers if enough could be found. To be added to the newsletter.

Action TW

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

The minutes from the meeting on 3 January were received, with TW highlighting the following:

7.2 – a meeting had been held with Tilia, developers, regarding the R1 site on Colney Lane, and information on the initial plans for the site had been subsequently passed to Tilia.

A decision on the EV charging points at The Jubilee Centre had been deferred to March, as more information was required.

Initial plans for reviewing the Neighbourhood Development Plan had been considered. It was agreed that a consultant would be appointed to advise whether the plan needed to be refreshed, re-written or left to expire. Further decisions on the next steps would then be made based on the advice. This was **agreed** by Council.

11. Finance

11.1 To agree the payments for January 2024, from 12 January to 15 February 2024

Payments were **approved**.

It was **agreed** that the Clerk could progress with items budgeted for in the 24/25 budget from 1 April, as long as costs were within the allowable expense amount.

11.2 To receive the December bank reconciliations and accounts to date

Received and noted.

11.3 To agree which signatories will authorise BACs payments online on 15 February 2024

DM and SC agreed.

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

Email confirmation had been received from CF.

12. To confirm the next meeting of Cringleford Parish Council as 13 March 2024

This was confirmed.

13. To receive items for the next quarterly newsletter

Post office

14. To receive items for the next agenda

None.

15. 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.

16. To receive a staffing update (if any)

None.

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

None.

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

A meeting had been arranged with CPC's solicitor on 20 February to consider all options.

The meeting closed at 20.35