

# CRINGLEFORD PARISH COUNCIL

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CLERK OF THE PARISH COUNCIL  
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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 12 MARCH 2020 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

### **Present:**

Professor T Wang (TW) (in the Chair)	Mr T Chiles (TC)
Miss C Fielding (CF)	Mr J Canham (JC)
Mr D Chaplin (DC)	Mr S Chapman (SC)
Mr M Blackie (MB)	Mr J Edwards (JE)
	Mrs D Miller (DM)

### **In attendance:-**

Samantha Henry – Assistant Parish Clerk	Mr D Elmer (District Councillor)
	Mr W Kemp (District Councillor)
	Mr D Bills (County Councillor)

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

Apologies had been received from Mrs Simmons that were accepted.

### **2 To accept any declaration of Members Interests:**

None received.

### **3 To confirm the minutes of the meeting held on 13 February 2020**

The minutes were circulated and agreed as an accurate record of the meeting.

The Chairman signed a copy of the minutes.

### **4 To report matters arising from the minutes not on the agenda: for information only.**

Boundary commission – TW explained that the Boundary Commission plans had been revised and that they now consolidated Cringleford, Colney, Keswick, Mulbarton and Swardeston as one division, Forehoe. Cllr Elmer explained to Councillors that names for the divisions could be put forward if the Council wished to.

### **5 To Co-opt a New Councillor**

No applications had been received. The Clerk would re-advertise and add to newsletter.

**Clerk**

**6 Police Report**

Not received.

**7 To receive questions from Parishioners**

7.1 None present.

**8 To receive an update from the County Councillor**

8.1 Cllr Bills gave the following report:

- Coronavirus – South Norfolk Council were updating their website regularly with any communication regarding the pandemic. The local elections due to take place on 7<sup>th</sup> May 2020 could potentially be deferred until Autumn 2020.
- Norwich City Highways – the responsibility for the City’s highways would be under the remit of Norfolk County Council as of the 1<sup>st</sup> April 2020. Any issues (e.g. potholes) could be reported via the NCC website.
- Smoke alarm funds - Norfolk Safety CIC, established by Norfolk Fire and Rescue Service, had put forward money to fund 1000 domestic fire alarms. More information on how individuals could benefit from this could be obtained from the fire and rescue service or local Community Connector Barbara Howard.

**9 To receive an update from the District Councillors**

9.1 Cllr Elmer gave the following report regarding the government’s 2021/2022 budget:

- Council tax bills – it was explained that council tax bills had gone up by £5.00 per band. The government planned to continue to increase the council tax bills by £5.00 per year over the next four years.
- Capital program – the Council’s capital programme had been ratified. This affirmed projects that were already in place in Cringleford, such as money invested into the Big Sky development, equity investments to the Norwich Research Park and the Greater Norwich Local Investment plan.

9.2 Cllr Kemp gave the following report regarding Coronavirus covid-19:

- Disaster reliance committee – NCC’s Disaster Reliance Committee had met and more information regarding the situation surrounding the Coronavirus would be communicated to Parish Council’s in due course.
- Core services - South Norfolk Council were reviewing their core services (e.g. bin collections) to ensure minimised disruption to any services that could be affected by staff sickness.
- Hardship fund – a hardship fund for struggling businesses and vulnerable individuals was being considered by the government, with more information awaited by the District Council. The administration of this would be the responsibility of the District Council
- The Willow Centre – Cllr Kemp advised that any information regarding closure of local government buildings would not come from South Norfolk Council and that the Parish Council should continue to follow advice coming from central government. Communications from South Norfolk Council regarding the pandemic would likely be regarding local outbreaks and emergency facilities available to the public.

**10 To review the 2019 action plan and draft the 2020 action plan**

10.1 2019/2020 action plan:

- Cllr Chiles queried item 11 regarding the completion of the land transfer documents. The Chairman explained that the documents had not yet been completed by the consortium.

10.2 2020/2021 action plan:

- Cllr Chapman and Cllr Chaplin queried items 1 to 5, asking whether they were required on the action plan as they were operational procedures. The Clerk would investigate whether they should be included on the action plan **Clerk**
- Cllr Wang suggested that an addition should be made to the document to include the work the parish council is currently doing in conjunction with the developers regarding the open spaces with an aim to help improve the well-being of current and future parishioners.
- Cllr Chapman questioned whether the wording of item 11 *“to protect users and keep the area clean when S106 funds received”* was appropriate as it suggested CPC was not putting in measures to protect users in the interim. It was suggested that the item should be amended to say, *“to further protect users and keep the area clean”*. **Clerk**
- Cllr Wang agreed to contact the Clerk to discuss the amendments and any typographical errors present on the document **TW**

**11 To review and approve the updated Community Engagement Policy**

Councillors reviewed and approved the updated Community Engagement Policy.

Cllr Wang agreed to contact the Clerk regarding typographical errors present on the policy. **TW**

**12 To approve the draft newsletter and recreational questionnaire**

12.1 Draft newsletter – the draft newsletter was circulated to Councillors for comments. Councillors agreed that the newsletter was a positive means of communication for the Parish and the design and content was liked. The following suggestions of amendments were made:

- Cllr Chaplin suggested that the newsletter should direct readers to the Parish Council’s website where the latest up to date information could be found. Cllr Wang agreed to update the back page of the newsletter to include this. **TW**
- Cllr Miller suggested that abbreviations should be avoided e.g. SNC (South Norfolk Council) as it could confuse some readers.
- Cllr Chaplin suggested that the front page should include headlines of what each issue contains to help entice parishioners into reading the newsletter. **TW**  
Cllr Wang agreed to relook at the front page of the newsletter.

12.2

Recreational questionnaire – the two draft questionnaires created by RAAG and an independent graphic designer were discussed by Councillors. Both questionnaires included positive elements, however it was decided that neither conveyed the message intended by the questionnaire and Councillors feared that the response from parishioners would be quite low if either were sent out. Councillors agreed that the questionnaire should be produced by the independent graphic designer subject to the following amendments:

- the top part of the questionnaire required changing. The headline “*How would you spend it?*” did not infer to readers what the questionnaire was about. Councillors suggested that the subject of leisure and sports facilities needed to be more prominent so that recipients had a clearer idea of what the Council were asking of them.
- it needed to be made clearer that the document was from Cringleford Parish Council.
- the grey font was hard to decipher, and it was suggested that this should be changed.

**DC**

Cllr Chaplin agreed to ask the independent graphic designer to revise the questionnaire. Once this had been completed, it would be circulated to all Councillors. Cllr Wang requested that all comments from Councillors regarding the second version should be sent to the Clerk.

**13 To note and comment upon correspondence received**

- 13.1 Greater Norwich Local Plan – Cllr Chapman requested that a reply to the correspondence should be sent to note that Cringleford Parish Council agreed with the current plan. **TW/Clerk**
- 13.2 Parish Paths seminar – the correspondence was noted by Councillors. Cllr Wang explained that currently there were no permissive paths recorded for Cringleford. The Clerk and Chairman were in the middle of arranging a meeting to discuss the re-designation of the current planned public right of way across the Big Sky development to an alternate location, running adjacent to the doctor’s surgery. **TW / Clerk**
- 13.3 Recycling centre consultation – the correspondence was noted by Councillors.
- 13.4 Coronavirus business plan – the Clerk had requested that Councillors discuss what should happen to the Councils buildings if known cases of the Coronavirus had been found. Councillors agreed that if a known case, whether staff, hirer or resident, had been found in close contact with The Willow Centre or the Pavilion, that the building should be shut immediately and deep cleaned to reduce the chances of spreading the virus.

It was highlighted that the situation with sports groups should also be monitored as members of the tennis, football and cricket club would be using the scouts hut whilst the Pavilion refurbishment was underway.

**Clerk**

A sign for The Willow Centre door explaining the building closure should be prepared in advance as a precautionary measure.

The impact on future Council meetings was discussed. It was decided that in the first instance, if required, meetings would be postponed for one month. If the situation was not clear after this, Councillors would review and decide on their course of action. In the meantime, Councillors would check whether they had access to a Skype account, in case meetings could not go forward in person. It was also agreed that the Clerk should investigate the possibility of using Zoom, a video conferencing tool.

**Clerk**

- 13.5 Cllr Chapman had received an email from a resident of Intwood Road who was concerned that the new parking restrictions would allow speeding to occur along Intwood Road and whether a 20-mph limit could be investigated. Cllr Wang explained that this could not be included in the original parking traffic order but that it had been noted and would be looked at as part of a separate traffic order. Cllr Wang requested that Cllr Chapman forward on the correspondence to the Clerk who would respond to the query. **Clerk/TW**

**14 To receive the Clerk’s report**

14.1 The Clerk's report was noted.

Cllr Fielding enquired about the rearranged date for the CIL meeting. Cllr Wang explained that our contact at South Norfolk Council had not confirmed a new date.

Cllr Chapman wanted it to be recognised that he thought the Clerk did a splendid job. This was extended to her assistant.

**15 To receive a Recreation and Amenities Advisory Group Update**

TC gave the following report:

- RAAG had discussed the possibility of a 3G pitch at the St Giles development with Mark Heazle (Sports Development Officer for South Norfolk Council) and Ian Grange (Norfolk FA). It was concluded that the likelihood of receiving funding from the FA was low and that the high ongoing maintenance costs involved with a 3G pitch meant the Parish Council would be unable to commit to such a commercial operation.
- It was explained that a representative from the cricket club would be attending the following RAAG meeting (7th April 2020) to discuss the payment of the fees incurred during the 2019 season
- Cllr Blackie informed Councillors that Richard Beese (tree warden) had been awarded £2000 for the woodland project.

**16 To receive an update from the Planning and Environment Committee**

TW gave the following report:

- Big Sky Developments (St Giles Park) – Cllr Wang had attended a turf cutting ceremony on Monday 9<sup>th</sup> March 2020.
- Kier (Roundhouse Gate) – the bus stops outside Cavell Court had been put in, however, they were roughly 50 metres adrift from the previously agreed location. It was noted that a dropped curb had also not been provided at the sites. Cllr Wang informed Councillors that Norfolk County Council had been requested to investigate this. First Bus had also been asked to communicate when they planned on including the bus stops on their routes.
- Barratt David Wilson Homes (Newfound Farm) – a meeting had been held with Barratts to discuss the play areas, allotments and orchards. Queries regarding certain play area equipment (e.g. wooden sheep statue) had been sent to South Norfolk for further advice. Confusion over the agreed sub-division of the allotments was also discussed, as the current plans did not reflect this. Cllr Wang explained that he was hopeful that the bus stops on Colney Lane would be put in place soon, however, Highways wanted this to be delayed by two years to coincide with insertion of the new roundabout.

- A retrospective planning permission application (2020/0310) for the erection of a carport had been objected to.

**17 To receive finance updates**

- 17.1 Payments to 13 March 2020 totalling £29,207.31 were agreed.
- 17.2 The accounts report to date and bank reconciliation to 28/02/2020 were received.
- 17.3 Cllr Wang and Cllr Blackie agreed to authorise the BACS payments online.

**18 To confirm the time of the next meeting of Cringleford Parish Council**

The next meeting was confirmed as 9 April 2020 at 7.30pm in The Willow Centre.

**19 To receive items for the next quarterly newsletter**

Results of the recreational questionnaire and consultation.  
Pavilion refurbishment update.  
Coronavirus update.  
Smoke alarm funds (item 8.1)  
Parking consultation.

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

None.

**21 To consider excluding the public due to the confidential nature of the business.**

Councillors considered and **agreed** to exclude the public from item 22 thereon under the Public Bodies (Admission to meetings) Act 1960 s1, on the grounds of that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**22 Staffing update**

A staffing update was given to Councillors.

**23 Data Protection Matters**

No matter raised.

Meeting closed at 21.45

Signed .....  
Chairman