

# CRINGLEFORD PARISH COUNCIL

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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 14 January 2021 AT 7.30PM, VIA ZOOM.

### MINUTES

#### Present:

Professor T Wang (TW) In the Chair  
Miss C Fielding (CF)  
Mr M Blackie (MB)  
Mrs H Simmons (HS)  
Mr J Edwards (JE)  
Mrs S Hookway (SE)

Mr D Chaplin  
Mr J Canham (JC)  
Mr S Chapman (SC)  
Mrs D Miller (DM)  
Mr T Chiles (TC)

#### In attendance:

Miss S Blythe – Parish Clerk  
Cllr D Elmer (DE)  
Cllr W Kemp (WK)

Cllr D Bills (County Council)  
Member of the public

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

All Councillors were present. Mrs Hookway would be arriving late.

TW welcomed Council and public to the meeting, which was being held virtually under the LAPCP Regulations 2020.

#### 2. To receive Chairman's announcements, if any

TW reported that he would like to move item 8 (To review Committee and Working Group membership and structure) to after item 14 in case the need for a new working group became apparent. Council resolved this.

TW advised that the source of pollution in the River Yare which had been present since 22 December had now been located by the Environment Agency.

TW announced that Maswood Jalil had passed away on 22 December. He had been a Parish Councillor for Cringleford for over 30 years, standing down in May 2019, and had previously been the head nurse at the Norfolk and Norwich University Hospital. Council's condolences had been sent to his wife.

#### 3. To accept any declaration of Members Interests

None raised.

**4. To confirm the minutes of the meetings held on 10 December 2020**

The minutes were confirmed as an accurate record. Chairman to sign once physical meetings had recommenced.

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

None raised.

**6. To receive questions from parishioners**

None raised.

**7. To receive reports from District and County Councillors**

DB reported the following:

- Following widespread flooding on Christmas Eve, Norfolk County Council's (NCC) Cabinet had agreed to set up a task group with strategic partners to discuss the response to the flooding and consider the issues that had led to it. They would also appoint additional flood risk staff. He thanked CPC for the letter that the Planning and Environment Committee had already sent regarding flooding and concern over potential development sites.

*SH joined 19:50*

WK reported the following:

- An independent exercise would be carried out to look at the flooding from the district council perspective, and to assess their response to the issues. In regard to refusing planning applications on the grounds of potential flooding, WK advised that if the Environment Agency did not raise it as a concern then the application could not be refused on the grounds of flooding.

**8. To note and agree actions for correspondence received**

8.1 **Internal audit report (mid-year).** The report was received, and it was recognised that no issues had been raised. It was noted that a comment within the report that stated the precept would be raised in 21/22 was incorrect. Financial training dates would be circulated to Councillors. **Action Clerk**

8.2 **Yare Valley Walk Anti-Social behaviour** – an update was received, following original correspondence in July 2020. Councillors were reminded to report any anti-social behaviour to the police so that action could be taken.

8.3 **Broadband update** – an update on the potential timescale for installation of improved broadband had been received from the Better Broadband for Norfolk team. This would be added to the website. **Action Clerk**

**8.4 To consider correspondence received since the agenda was dispatched**

An update on the parking consultation had been received from NCC. They hoped to

publish the legal notices by the end of January 2021.

*WK, DE and DB left the meeting.*

#### **9. To agree updated Financial Regulations**

The Financial Regulations were reviewed, which included changes agreed in December 2020. Council resolved to accept the updated regulations. Clerk to upload to website.

**Action Clerk**

#### **10. To receive the Clerk's report.**

The report was noted.

Regarding the information within that a new payroll provider was required from April 2021, Councillors agreed that the Clerk could appoint a new one, up to the price of the existing provider.

The Clerk advised that she would email a form to all councillors to collect their next of kin information, which they could return if they wished.

#### **11. To receive an update on the Pavilion refurbishment**

TW reminded Councillors that a decision had been made by email to dismiss the builders due to lack of progress. This decision was ratified. Advice was awaited from solicitors as to whether the dismissal required formal legal correspondence, or whether a dismissal letter could be sent by CPC as contracts had never been received. The Clerk had contacted a builder who had tendered previously, and his quote was awaited.

The architects / project managers had also requested an additional fee of £1200, as they had not budgeted for re-issuing the contracts to a new contractor and associated extra work. Council felt that an extra fee was not justified, as part of the problems and delays had been caused by them not managing the project or the builders properly. Council resolved that the maximum extra fee they would pay would be £350 for new contracts to be issued.

**Action TW / Clerk to take forward**

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

TW gave the following report:

- Recent flooding throughout the parish had been discussed and a letter sent to SNC regarding this.
- Meetings would be held with developers Big Sky and Barratt David Wilson Homes in the next week.
- A meeting had been arranged with Highways England to discuss plans for the Thickthorn Interchange.
- A response had been sent to Highways regarding the reserved matters traffic control application for the Harford Triangle development.

### **13. To receive an update and consider recommendations from the Recreation and Amenities Committee**

TC gave the following update and recommendations:

- Cringleford cricket club had written to ask that their previously reduced fees for the 2019 season be completely written off. They also requested a set fee for the 2021 season. RAAG had agreed that it would be unfair on other sports groups if the fees were written off and proposed to Council that they instead be deferred across the next three seasons. Fees for the 2021 season would be calculated at the end of the season as usual, to ensure they were correct. **Clerk to action.**
- Recommended work would be carried out on The Willow Centre (TWC) fire system on 15 January.
- Information had been collected by CF and also received from South Norfolk Council to assist with requirements for the new sports hall on St Giles Park. Council asked RAAG to merge this with existing information and bring a report to the next meeting for review. The document would contain a plan to move the project forward, including consideration of if and when consultants would be required. **MB / SC to action**
- Four quotes had been obtained for the woodland play area in TWC woods. Council approved the quote from Down to Earth in principle, subject to the Clerk investigating health and safety implications. Council would match fund the project, as agreed within the 2020/21 budget. **Action Clerk / JE**

Recommendations above were resolved by Council.

### **14. To review Committee and Working Group membership and structure**

TW reported that JC planned to stand down from the Council in May. Council were asked to consider whether they would like to join the RAAG advisory group or the FAG and Personnel committees to fill vacancies left by JC's departure.

**Action: Follow up next meeting**

### **15. To consider finance matters and budget setting for 2021/22**

- 15.1 The payments from 12 December 2020 to 15 January 2021 totalling £ 19,779.17 were approved.
- 15.2 The accounts report to date and bank reconciliation to 31/12/2020 were received.
- 15.3 MB and TW agreed to authorise payments online on 15 January 2021.
- 15.4 It was agreed that Council would fully fund the purchase of two SAM2 cameras from CIL money if the application to the Parish Partnership Scheme was declined.
- 15.5 The draft budget was considered. Councillors reduced the predicted income for the following financial year, due to uncertainty around the pandemic. This still left a sufficient level of reserves. The amended budget was approved.
- 15.6 The precept for 2021/22 was agreed as £300,636 – this was a 0% increase, and an actual reduction per Band D property to £158, due to an increase in houses in the parish over the year.

### **16. To confirm the next meeting of Cringleford Parish Council to be held on Thursday 11 February 2021**

Agreed.

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

Wheelie bin calendar information  
Precept

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

**19. 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.

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

None raised.

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

No update.

**22. To receive an update on a commercially sensitive matter**

No update.

Meeting finished at 22:00