

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
1-13 WILLOWCROFT WAY
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11 FEBRUARY 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) (from 19.50)
Mr J Canham (JC)
Mr S Chapman (SC)
Mrs D Miller (DM)

In attendance:

Miss S Blythe – Parish Clerk
Cllr W Kemp (District Councillor)

Cllr D Bills (County Council)

1. Welcome and to accept apologies for absence

Apologies had been received from Mr Chaplin. SH would be arriving late.

TW welcomed those present to the meeting, which was being held virtually under the LAPCP Regulations 2020.

2. To receive Chairman's announcements, if any

The Chairman reported that Trevis Chiles had resigned as Councillor. The vacancy had been advertised.

The Chairman advise that sadly former Parish Councillor Isabelle Kirk had passed away. A card had been sent.

3. To accept any declaration of Members Interests

None raised.

4. To confirm the minutes of the meetings held on 14 January 2021

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

The Clerk would re-send the next of kin form as this had not been seen by all Councillors.

6. To receive questions from parishioners

None present.

7. To receive reports from District and County Councillors

DB reported the following:

- Norfolk County Council Member budgets would increase from £6000 per Councillor per annum to £10,000, and the range of projects it could be spent on would also expand.
- He had spoken to Officers at South Norfolk Council (SNC) regarding public and parish council comments being given more weight when responding to planning applications, for example in relation to local knowledge of flood areas. This would be raised at the March Scrutiny Committee meeting.
- He had chased for a date when the parking consultation would be circulated. There had still been no date set and so he would approach the Head of Paid Service to intervene.

DB left the meeting.

WK reported the following:

- The South Norfolk Council budget setting meeting would be held on Thursday 18 February.
- He reiterated DBs frustration with the Environment Agency acting on out of date flood information when responding to planning responses, which impacted SNCs ability to refuse them.
- He would contact the Clerk in relation to grants for hedging around the teen playground.

19:50 SH joined the meeting

WK left the meeting.

8. Committees and Advisory Groups:

8.1 To appoint new members to the Recreation and Amenities Advisory Group

It was proposed and agreed that SC and JE would join RAAG. JE would wait until May when JC stood down.

8.2 To appoint a new Chairman for the Recreation and Amenities Advisory Group

MB was proposed and elected as Chairman of the RAAG.

Following the request at the last meeting, it was reported that DM would join the Finance Advisory Group from May 2021. Training has been organised.

9. To note and agree actions for correspondence received

9.1 Cringleford welcome packs – an email from the Cringleford Pioneer Minister had been received suggesting that CPC participate in distributing welcome packs to forthcoming developments. Local developers had confirmed that they all issued their own welcome packs, and had agreed that CPC could supply their own newsletters for inclusion.

9.2 The armed forces covenant pledge – the Clerk would ask for a copy of the relevant webinar⁷ to obtain more detail. **Action Clerk**

9.3 To consider correspondence received since the agenda was dispatched

None received.

10. To consider draft correspondence to send to Richard Bacon MP⁷ regarding Council meetings after May 2021

The Clerk reported that existing laws allowing parish council's to meet remotely would end in May. A draft letter asking Richard Bacon MP to lobby for an extension was approved. **Clerk to send**

11. To review and approve the following updated policies:

11.1 Gifts and Hospitality to Staff Policy – updated policy agreed

11.2 Statement of Internal Control – updated policy agreed.

Clerk to add to website

12. To receive the Clerk's report.

The report was noted.

13. To receive an update on the Pavilion refurbishment

13.1 To receive an update on the Pavilion refurbishment.

The Chairman had circulated a report on the current situation. The previous contractors had left the project by mutual agreement. CPC had lost at least £14k in lost income and additional costs. Advice had been sought from a solicitor regarding this, and the outstanding costs of the previous contractor. Council resolved to act on the advice given by the solicitor.

13.2 To appoint a new Contractor for the Pavilion refurbishment

Following several site visits, the Chairman proposed that NCL Contractors be appointed to complete the refurbishment. They had bid for the project when it originally went out to tender, and so the full procurement process did not have to be started again. Their appointment would take the project over the budgeted amount, and it was agreed that any additional costs be taken from CIL money, as the

building was being improved for community use. Council resolved to appoint NCL Contractors to complete the project, and agreed to go over budget as necessary in order to complete the refurbishment.

Action TW / Clerk to take forward

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

The minutes were accepted.

In addition, TW gave the following report:

- A meeting held with Barratt David Wilson Homes regarding their southern parcel of land. They had advised that they had space for up to 500 houses on their land, and 300 on Kier's which would significantly breach the Cringleford Neighbourhood Development Plan. They had encouraged CPC to update their plan in order to have more say over new areas since they would not be starting until 2026 at the earliest. A cemetery, bungalows, and more open spaces were requested by CPC.

15. To receive the minutes and consider recommendations from the Recreation and Amenities Committee

The minutes were received.

In addition, the following report was given:

- Additions had been made to the "wishlist" for the new sports hall. These were approved and would be submitted to Big Sky.
- The project document to date was approved.
- It was reported that a local nursery had made an expression on interest to open a new branch within the St Giles Park building. They were currently drawing up requirements and a needs analysis for Council to consider.
- The principles list was considered and approved. This included collecting data to consider appointing consultants to undertake a needs analysis of the types of sports and activities required within the parish and surrounding areas. RAAG were asked to produce quotes and options for Council to consider. **Action RAAG**
- It was agreed that SC would attend meetings with Big Sky, to report back to RAAG.

16. To receive the minutes and consider recommendations from the CIL and Commuted Sum Working Group

The minutes were received. TW reported that the group would soon commence writing a project plan for the forthcoming purchase of open space to secure funding.

17. To consider and agree finance matters

17.1 The payments from 16 January 2021 to 12 February 2021 totalling £40,171.58 were approved.

17.2 The accounts report to date and bank reconciliation to 31/1/2021 were received.

17.3 MB and TW agreed to authorise payments online on 12 February 2021.

17.4 It was agreed that HS and DM be added to the bank accounts as signatories.

Clerk to progress.

18. To confirm the next meeting of Cringleford Parish Council to be held on Thursday 11 March 2021

Agreed.

19. To receive items for the next quarterly newsletter

Sports hall requirements

20. To receive items for the next agenda

None raised.

21. 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.

22. To receive a staffing update (if any)

None raised.

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

No update.

24. To receive an update on a commercially sensitive matter

No update.

Meeting finished at 21:40