

CRINGLEFORD PARISH COUNCIL

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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 8 April 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 D Chaplin

Mrs S Hookway (SH)
Mr J Edwards (JE)
Mr S Chapman (SC)
Mrs D Miller (DM)
Mr Craig-Moonie (from item 8)

In attendance:

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

1. Welcome and to accept apologies for absence

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

Apologies were noted from District Councillor Daniel Elmer and County Councillor David Bills.

2. To receive Chairman's announcements, if any

TW advised that John Canham had retired from the Parish Council on 19 March after seven years. Thanks were passed to him for his hard work, especially leading the start of the Pavilion refurbishment project.

TW reported that woodland by the playground at The Willow Centre had been damaged by a bike track being made throughout it. Grounds staff had temporarily fenced it off to let it recover. This would be added to the RAAG agenda for discussion, and information added to the website. SH would write an article about the importance of woodlands for the next newsletter.

Action Clerk / SH

3. To accept any declaration of Members Interests

None

4. To confirm the minutes of the meetings held on 11 March 2021

The minutes were confirmed as an accurate record, subject to the correction of SHs name in the attendees list. Chairman to sign once physical meetings had recommenced.

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

All actions had been completed.

NCC had confirmed that there should be a bus stop on Cantley Lane and they would investigate.

6. To receive questions from parishioners

None present.

7. To receive reports from District and County Councillors

District Councillor Cllr Kemp advised that South Norfolk Council had received its first prior notification planning application. This was the first one for the area and was located in Cringleford. He explained the assessment process for such applications and advised that if formal planning permission was required then a normal application would still have to be submitted.

The County Councillor written report was circulated and noted.

Cllr Kemp left the meeting.

8. To co-opt a new Parish Councillor

This was deferred to the next meeting as the casual vacancy period not yet expired.

9. To agree the Scheme of Delegation

A draft scheme of delegation for the Parish Clerk to carry out actions on behalf of Council was circulated and agreed.

10. To note and agree actions for correspondence received

10.1 Town and Parish Council Forum invitation – The Clerk would ask whether the Prior Notification Planning Regulations raised by Cllr Kemp could be covered on the agenda. **Action Clerk**

10.2 Cringleford Crackerjacks – a thank you letter for the grant given in March was received. The Clerk would ask whether photographs of the equipment could be supplied for the next newsletter. **Action Clerk**

10.3 To consider correspondence received since the agenda was dispatched

A request had been received from the tennis club for access to the defibrillator at the Pavilion to be reinstated. The Clerk had previously advised that it would be accessible again from mid-May, when the Pavilion refurbishment was due to be completed. TW had subsequently asked the site foreman whether access could be allowed sooner, but this was declined due to health and safety issues of allowing people on to a building site. The cost to move the defibrillator would be excessive for one month's use. It was noted that having a defibrillator was not a requirement of any business. **TW to respond.**

11. To consider Council meetings from June 2021 onwards

The May meeting and the Annual Parish Meeting had been moved forward to Thursday 6 May to take account of virtual meeting legislation ending on 7 May 2021. The location of meetings from June onwards would be considered at the next meeting.

12. To receive the Clerk's report.

The report was noted. The Clerk also advised that The Willow Centre would be re-opening from 12 April. Bookings were limited until indoor exercise groups were allowed to re-start in May.

13. To receive an update on the Pavilion refurbishment

TW informed Council that work was moving forward and was on target for a 10 May handover. The delivery of windows and doors were the only potential delays, as these had a long lead time.

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

TW highlighted the following points:

- Road names for St Giles Park and Roundhouse Gate had been decided, without consultation to CPC.
- Nine separate planning applications had been considered.
- Loud pile driving was still ongoing every day from the Newfound Farm site.

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

MB highlighted the following points:

- A request had been received from a food van to use TWC car park. As these were being received on a regular basis the Clerk had been asked to write a policy.
- Potential use of an air rifle on TWC field had been reported to the police.
- The NHS group at Cringleford Business Centre had requested that they be allowed to start using the recreation ground carpark again now they were returning to work. This had previously been agreed to help with parking issues on Intwood Road. It was agreed that they could do this until the end of August 2021. However at that stage the parking would be required in full for Pavilion and sport field hirers. It was hoped that the Intwood Road traffic

restrictions would be brought in by this time, so that on-road parking would not recommence.

- Following a request from a parishioner, it had been agreed in principle that a baby swing be added to the Dragonfly Lane play area, using S106 money. The Clerk was in the process of obtaining quotes.
- Recreation strategy – MB reported that Wooden Spoon charity had offered a grant to make the woodland activity trail fully accessible to children of all abilities. He had also started the application process with the Clerk to SNC for CAF funding grants.
- A meeting had been held with the football club to discuss their future needs.
- Interviews had been arranged with consultants to move the recreational strategy forward.

Council agreed all recommendations.

16. To consider and agree finance matters

- 16.1 Payments from 13 March to 9 April totalling £65136.81 were agreed
- 16.2 The accounts report to date and bank reconciliations for Unity Trust, Barclays and Lloyds to 31/3/2021 were received. The Nationwide reconciliation would be available at the next meeting.
- 16.3 Payments would be authorised by MB and TW online.
- 16.4 **To consider project funding for the Woodland Play area.**
MB had given the funding report under item 15. Council confirmed that he should continue with the process.
- 16.5 **To consider the year-end overspend report and year end accounts**
The Clerk presented the year-end over-spend report. Overall, the budget was underspent, although income had been significantly impacted due to the pandemic.

17. To confirm the next meeting of Cringleford Parish Council to be held as follows:

6 May 2021 Annual Parish Meeting - 7.15pm

6 May 2021 Annual Parish Council Meeting – on rise of the APM

Agreed.

18. To receive items for the next quarterly newsletter

Importance of woodland
Crackerjacks nursery / grant availability

19. To receive items for the next agenda

The results of the parking consultation, if received, would be added to the agenda for discussion.

20. 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.

21. To receive a staffing update (if any)

None raised.

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

No update.

23. To receive an update on a commercially sensitive matter

No update.

Meeting finished at 21:30