

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 6 MAY 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 Navid Afshar (from item 8)
Mr J Edwards (JE)
Mr S Chapman (SC)
Mrs D Miller (DM)
Mr Craig-Moonie

In attendance:

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

1. To elect a Chairman and to sign Declarations of Acceptance of Office

TW was proposed and seconded as new Chairman. This was agreed. The acceptance of office would be physically signed outside of the meeting.

2. 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 received and accepted from Sarah Hookway. Dave Chaplin was not present.

3. To receive Chairman's announcements, if any

TW reported that the Clerk was arranging a visit to the land which was being purchased. All interested Councillors were asked to advise the Clerk if they wished to attend.

4. To accept any declaration of Members Interests

None

5. To elect a vice-Chairman for the forthcoming year

SC was proposed and seconded. This was agreed.

6. To confirm the minutes of the meetings held on 8 April 2021

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

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

All actions had been completed.

10.1 – South Norfolk Council had responded that they would not add prior notification planning applications to the agenda of the Town and Parish Forum as it would only affect parishes in South Norfolk. However they were happy to speak with Councillors separately. This would be added to the Planning and Environment Planning Committee agenda for consideration.

8. To co-opt a new Parish Councillor

Navid Afshar had been previously interviewed for a co-option vacancy. Council proposed and approved his appointment as Councillor. The acceptance of office and register of interest forms would be forwarded by the Clerk.

9. To elect chairmen and members of the advisory groups/committees:

Membership was confirmed as follows:

- Planning and Environment Committee – TW (Chairman) NA, D, HS, SC, SH
- Finance Advisory Group - DM (Chairman); MB, DC
- Recreation and Amenities Advisory Group - MB (Chairman); CF, SC, TC-M, JE
- Personnel Committee - HS (Chairman); TW, JE, vacancy
- CIL and Commuted Sum Advisory Group – TW (Chairman), MB, CF
- Road Safety Group (re-starting from June 2021) – HS (Chairman), TW, MB, TC-M

10. To review of the following policies:

Standing Orders – approved subject to amending index page numbering.
Financial Regulations – changes to 4.6 noted and Regulations approved.
Code of Conduct – agreed.

11. To note and agree actions for correspondence received

11.1 Internal Audit Report – received and accepted. SB was thanked for a thorough piece of work.

11.2 To consider correspondence received since the agenda was dispatched

Norfolk County Council had written to approve the bid request for 50% funding for 2 SAM2 cameras from the parish partnership scheme. This had been approved during budget setting and would be funded from CIL.

Clerk to purchase.

12. To consider Council meetings from June 2021 onwards

Due to virtual meeting legislation ending on 7 May 2021, decision-making meetings would need to return to meeting physically. Council agreed to cancel the formal June meeting of Council, but meet informally via zoom to discuss any urgent matters, which the Clerk could action under delegated authority. Physical meetings would recommence from July when hopefully social distancing requirements would be reduced and the majority of people would be vaccinated.

13. To consider the draft Armed Forces Covenant

DM had drafted a pledge which Council approved. Clerk to add to website and advise the Norfolk Association of Local Councils.

Action Clerk

14. To receive the Clerk's report.

The report was noted.

Regarding obtaining quotes for the Pavilion carpark to be resurfaced. Council suggested that the Clerk look at porous material to prevent flooding.

15. To receive an update on the Pavilion refurbishment

TW informed Council that work was moving forward; the windows had been delayed and so the handover date had been delayed to 17 May.

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

TW highlighted the following points:

- Vistry (formally Bovis) had identified additional open spaces that had been missed off the original Roundhouse Park land transfer. PEC had agreed that parish council staff would maintain this for a fee, prior to formal adoption.
- The Clerk had contacted NCC to establish the current position with bus stops outside the Kier site.
- Kier had agreed to liaise over road names for their north site.
- BDWH had requested the history of the street names for their development. PEC had advised that these would be made available within the forthcoming orchard area.

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

MB highlighted the following points:

- Two firms had been interviewed to carry out the sporting needs demand study, and The Sports Consultancy had been chosen as the preferred option. Council approved the appointment.

- Three baby swing quotes for the Dragonfly Lane playground were considered, with the quote from Online Playgrounds being approved.
- Work was ongoing with local football clubs and the nursery to establish their future needs.
- MB had met with the local Forest School and assured them that the school would not be affected by the woodland activity trail being planned for The Willow Centre woods.
- Further to the conversation on the needs of young parishioners at the Annual Parish Meeting, MB and CM would lead on investigating a pump track.
- The Clerk had obtained three quotes for Heras fencing for the damaged woodland area, to protect it whilst it recovered. It was agreed to purchase instead of rent as this would be more cost effective.

Council agreed all recommendations.

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

TW reported that pre-contract work for the land purchase was still being produced. It was hoped that a grant would still be available from the greater Norwich Growth Board for boardwalk and pathways etc on the land, despite the delayed purchase. A visit to the site was being organised for Councillors.

19. To consider and agree finance matters

- 19.1 The payments for May 2021 were approved.
- 19.2 The accounts report to date and bank reconciliation to 30/4/2021 were received.
- 19.3 DH and HS agreed to authorise payments online on 7 May 2021
- 19.4 The year end accounts for 2020/21 were received and accepted.
- 19.5 The AGAR Governance Statement for 2020/21 was considered and approved.
- 19.6 The AGAR Accounting Statement for 2020/21 was considered and approved. It was agreed that TW and the Clerk could sign the statements and submit to the external auditor.

Action Clerk

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

Following the discussion at item 12, it was confirmed a virtual discussion would be held on 10 June, with physical meetings recommencing in July 2021.

21. To receive items for the next quarterly newsletter

New swing for Dragonfly Lane playground in addition to those listed by TW.

22. To receive items for the next agenda

Parking consultation outcome, if received

23. 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.

24. To receive a staffing update (if any)

None raised.

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

No update.

26. To receive an update on a commercially sensitive matter

No update.

Meeting finished at 21:35