

# CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 8 JULY 2021  
AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD, NR4 7JJ.**

## MINUTES

### Present:

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

Mr Navid Afshar (NA)  
Mr D Chaplin (DC)  
Mr S Chapman (SC)  
Mrs D Miller (DM)

### In attendance:

Miss S Blythe – Parish Clerk

Cllr W Kemp (District Councillor)  
(WK)

Prior to the meeting officially commencing, an opportunity was given for public question time and District and County Councillor reports. No parishioners were present.

WK advised the following:

- Cringleford Parish Council (CPC) had been unsuccessful with its application to the Community Action Fund for a grant to help with costs of the woodland sensory experience area, due to the volume of applications received. District Councillors could offer £3k towards the project, which Councillors were pleased to accept.
- He was working with Planning Enforcement on illegal advertising boards within the parish.
- The crossing point near Tesco on Dragonfly Lane had started to degrade. This had been reported but repairs had been made poorly. The matter of drivers parking on double yellow lines at the same location was also raised.

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

TW welcomed Council and public to the meeting.

Apologies were received and accepted from Jason Edwards and Tom Craig-Moonie.

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

None.

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

None.

**4. To confirm the minutes of the meetings held on 6 May 2021**

The minutes were confirmed as an accurate record, subject to the date in the footnote being corrected.

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

All actions had been completed.

**6. To review the General Data Protection Regulation policy**

No changes had been made from the previous year, and the policy was approved.

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

- 7.1 NCCSP Consultation from Norfolk Police – noted. Councillors to respond individually as private parishioners if they wished.
- 7.2 Update on Broadband. Better Broadband for Norfolk had confirmed that ninety properties within Cringleford would be upgraded within the next 12 months.
- 7.3 Final Boundary Commission Recommendations – it had been confirmed that Cringleford would move into the Forehoe ward.
- 7.4 Various correspondence about woods in Roundhouse Park – to be discussed under item 10.
- 7.5 Parish Partnership Scheme 2022. To be added to the next agenda of the Road Safety Strategy Group for consideration. **Action Clerk**
- 7.6 To consider correspondence received since the agenda was dispatched.  
None.

**8. To receive the Clerk's report.**

The report was noted.

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

TW highlighted the following points:

- Update meetings had been arranged with Big Sky and Barratt David Wilson Homes. A visit would also be arranged to the latter to establish the layout of play areas.
- The streetlighting plans for Roundhouse Gate had been returned to Kier, as a light had been missed from the plans, within the S38 area. Once this had been incorporated the plans would be accepted. There was no guarantee that lighting would be included on footpaths but Kier had promised to work with CPC to install them where possible.
- A site visit had been held to the open space which was being considered for purchase, with a follow up visit arranged for late July.

## **10. To receive the minutes and consider recommendations from the Recreation and Amenities Committee**

MB highlighted the following points:

- Good progress had been made with the sports hall consultation. The consultants had given a verbal report which would be turned into a report. Their report found that a hall large enough for two badminton courts with a sprung floor, which could be used for other purposes, was required.
- Two outdoor meetings had been held for parishioners to discuss the temporary Heras fencing around woodland and the sensory woodland accessible experience. 17 parishioners had attended in total and positive discussions had been held about the above, and recreational needs in general. Correspondence on the same matters was also received and noted. The Youth Development Officer from South Norfolk Council had also attended and would follow up recreational needs with teenagers. Councillors had also agreed to set up a stakeholder group for parishioners to continue to feed back. An update for the website was agreed by Councillors. A proposal was made and approved for a budget of up to £150 for stakeholder events, to support the work of the project. Thanks were passed to JE, SC and MB and RAAG for the recent meetings and for their work on the project in general.
- A draft Street Food Van Policy was considered, for vehicles that wished to use TWC car park. Council requested some amendments and so this would be brought back to the next RAAG meeting.
- It was agreed that hall users could hire bouncy castles for TWC and the Pavilion, as long as they signed a disclaimer in advance, the unit was professionally installed, and carried a PIPA tag.
- A member of public had asked to use TWC kitchen for commercial uses. Various concerns were raised around this, including staff and hirers not being able to use the kitchen whilst this was happening and whether food safety inspections would be required. The Clerk was asked to obtain more information and then bring back to the next meeting.
- CPC had been contacted regarding potential funding for a 3G pitch. It had been decided not to take this forward due to ongoing maintenance costs.
- Discussions were ongoing with the local nurse regarding potential expansion.

Council agreed all recommendations as above.

## **11. To receive the minutes and consider recommendations from the Road Safety Strategy Working Group**

HS reported that the first meeting of the reconstituted group had been held. Items that would be looked at in more detail at the next meeting were: a chicane suggestion for the junction of Intwood Road and Brettingham Road; near misses on the A11; a filter for cyclists on the Newmarket Road bridge. Concerns were also raised around cyclists endangering pedestrians on footpaths.

## **12. To receive the minutes and consider recommendations from the Finance Advisory Group**

- 12.1 DM reported that further to previous Council resolutions, new bank signatories had been added, with the exception of Barclays which was still to be completed. A new

bank account had been opened with Hampshire Trust Bank. Reserves had been split across all bank accounts.

A grant request for CIL money had been received from a local club. The CIL and Commuted Sum Working Group would be meeting with them shortly to discuss.

**12.2 To consider the purchase of additional grounds maintenance equipment from CIL and S106 monies.**

A report had been circulated which contained grounds maintenance vehicle options, to replace failing vehicles.

Following discussion, Council agreed the following, which FAG had recommended:

- To replace the John Deere 2320 ride on mower with an Iseki TXGS24, subject to a test drive. Funds approved from S106 money of up to £12955 + VAT.
- To replace the Ransome 213 cylinder mower with a Toro. Funds of £30,915.00 + VAT were approved, to come from CIL money.
- To sell the John Deere 3045 tractor and flail arm, due to under use, and contract out hedge cutting.
- To set up a vehicle sink replacement fund in the 22/23 budget.

**Action Clerk**

**13. To consider and agree finance matters**

13.1 To approve the payments made for June 2021, paid between meetings – approved.

13.2 To agree the payments for July 2021 – payments from 12 June to 9 July of £239,079.86 were approved. The large sum included the transfers between accounts detailed in item 12.1.

13.3 To receive the accounts report to date and bank reconciliations to 30/6/2021 – these were noted.

13.4 To agree which signatories will authorise BACS payments online on 9 July 2021 - TW and HS agreed to do this.

13.5 To receive final Pavilion refurbishment costs – the final costs were received. The project had finished £14k over budget due to the change of contractor and some additional works. This amount included a retained fee still to be paid of £3270.

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

Agreed as 9 September 2021.

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

New grounds vehicles.

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

Parking consultation outcome, if received

**17. 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.

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

It was noted that a new caretaker had started work in The Willow Centre.

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

The Clerk reported that an email address had asked to unsubscribe from the website, however the address was not on the distribution list. The Clerk had emailed to ask if a different email address had been used to sign up, but had not received an answer.

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

No update.

Meeting finished at 21:40