

CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 9
SEPTEMBER 2021 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang (TW) In the Chair
Miss C Fielding (CF)
Mr M Blackie (MB)
Mrs H Simmons (HS)
Mr T Craig-Moonie (TC-M)

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

In attendance:

Miss S Blythe – Parish Clerk
Mr R Bees – Parish Tree Warden (RB)
2x Members of public

Cllr D Bills (County Councillor) (DB)
PC Barnard
Cllr D Elmer (District Councillor) DE)

1. Welcome and to accept apologies for absence

TW welcomed Council and public to the meeting.

Apologies were received and accepted from Sarah Hookway. JE was not present.

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 8 July 2021

The minutes were confirmed as an accurate record.

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

All actions had been completed.

6. To meet PC Barnard.

PC Barnard the new Beat Manager for the parish was in attendance. He introduced himself to Councillors and parishioners and explained his role. He reported the following statistics in the parish since July, which were comparatively low to other areas:

Anti-social Behaviour – 2; Residential burglary – 1; Criminal damage – 3; Domestic incidents – 4; Public order – 6; Racially aggravated – 1; Theft from person – 2.

He confirmed that he was happy for his email address to be passed to parishioners.

Councillors thanked him for attending.

CF arrived 7.35pm

PC Barnard left at 7.35pm.

7. To receive questions from parishioners

The Chairman of the Patteson Club, who had applied to Parish Council for a grant towards a roof replacement, was present. He reported that 50% of the funds needed for the roof had now been saved. In response to questions, he explained that other grants had also now been applied for. A new, lower, quote had also been sought as better value tiles were also now being considered. The application would be considered under item 12.

RB asked for an update on the sensory woodland experience. Council confirmed that it had been approved in principle and funding was in place. However, several parishioners had raised concerns about the location and so a stakeholder meeting was in the process of being organised to engage with the community.

RB noted that he had requested permission to plant tree saplings on The Willow Centre (TWC) open space with school pupils. This would be discussed under item 16.

8. To receive reports from District and County Councillors

DB advised that:

- Following a complaint to the local newspaper from local residents, Norfolk County Council (NCC) had agreed to increase the number of car park spaces outside the shops on Intwood Road to four spaces. The final report had been completed and would soon be sent to the Cabinet Member for sign-off.
- A local Afghanistan resettlement plan had been put in place.
- The A11 would be resurfaced between October – January 2022.
- A £10k grant was available for environmental projects.
- The '1 Million Trees for Norfolk' project had been started

DE advised that

- SNC were currently conducting a premises review.
- Environmental Health Officer had been onsite at the recent Sundown festival to

monitor noise levels.

- A team from the District Direct Service had been placed at the Norfolk and Norwich University Hospital to help people be discharged into their homes.

9. To note and agree actions for correspondence received

9.1 None.

9.2 To consider correspondence received since the agenda was dispatched.
None.

10. To receive the Clerk's report.

The report was noted.

Two additional matters were raised by the Clerk:

The annual costs for Cringleford Junior football club were considered and **agreed** for the 21-22 season. The Clerk would send an invoice. **Action Clerk**

An application was received from a new cricket club to use the recreation ground. Costs were considered and **agreed** as £80 per match. It was hoped that having a second team would reduce the costs of Cringleford Cricket team. The new club would be charged in advance. **Action Clerk**

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

TW highlighted the following points from the minutes:

- Several properties that backed onto Harts Lane had encroached the open space at the back of their properties. Work was ongoing to establish ownership of this strip of land.
- A working group had been set up comprising of TW, SC and NA to move the forthcoming Sports Hall forward into the planning and design stage.
- Priscilla Bacon Lodge had made a reserved matters planning application for their new site in Colney. A letter was being drafted to the Norfolk Strategic Flooding Alliance to alert them to the fact that the site bordered a flood zone.

12. To receive the minutes and consider recommendations from the CIL / Commuted S106 Sum Working Group.

TW reported the following from the minutes:

- Open space purchase – the agents been asked to investigate Japanese knotweed on site.
- The potential CIL and S106 spend list had been prioritised, with the top 5 items to carry forward being agreed as: new sports hall; the purchase of open space; the Pavilion carpark resurface; pump track; committee room at TWC. There were also minor cost items, which could be purchased from budget or from the CIL / S106 funds if any was left over. The prioritised list **was approved** by Council.
- Patteson Room - request for grant for new roof. Councillors felt that using CIL money would not be appropriate, as this project was for existing maintenance

and not caused by pressures from the new developments. However it was proposed and **agreed** that a £1000 grant be given from the general grant budget line.

Action Clerk

13. To receive the minutes and an update from the Personnel Committee

The minutes of the meeting were received. No questions were raised.

13.1 To appoint a new member to the Personnel Committee vacancy

DM was proposed and **agreed** as the new member.

14. To receive the minutes and consider recommendations from the Finance Advisory Group

DM reported the following:

- The building maintenance plans required an update as they had been prepared in 2016. Up to date plans would help with budget planning and building maintenance. Council **agreed** that new plans were required and authorised the Clerk to spend up to £5000 on this.
- The risk register was received and accepted. It was **agreed** that the risk amounts would be updated to higher amounts - under £2k would be low risk; £2-15k medium risk, and above £15k high risk. **Action Clerk**
- Lightning safety checks had been carried out for both buildings, which both required remedial work. A quote had been obtained, the cost of which was **agreed** in principle. The Clerk would obtain an additional price for comparison first. **Action Clerk**
- Works to repair lighting within TWC **had been approved** between meetings, as the work needed to be carried out during the quieter school holiday period.
- A quote for streetlighting energy starting in October 2022 for three years was considered. Although this was 36% higher than existing costs, Council **agreed** to accept the quote as it was likely that energy costs would continue to increase. **Action Clerk**

15. To receive the minutes and consider recommendations from the Road Safety Strategy Working Group

The minutes had been circulated to councillors and no questions were raised. Evidence was being gathered to feed into the draft strategy.

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

MB highlighted the following points:

- The tennis club had requested that an invoice for room hire be cancelled, as they were not aware of the charges. Council **agreed** this.
- The tennis club had been approached by the Clerk regarding offering access to their courts to parishioners without having to join the club, per the lease. The tennis club

had suggested alternative options. A meeting would be arranged with the club and MB / the Clerk. **Action Clerk**

- The CCTV policy was reviewed and **approved**. This would be changed from an annual review to a four-year review in future.
- The Parish Tree Warden had requested permission to plant saplings on The Willow Centre grounds with local school children. This was approved, with the site to be agreed with the Clerk. He would be advised that the trees may have to be moved at a later date if the land was required for another use.

16.1 To receive documents and approve recommendations regarding the sports pavilion on St Giles Park

SC had circulated demand statements for various groups, a risk assessment and a report to Council. A proven demand for the building had been identified and the documents were all considered and approved. It was **agreed** that the project should now move into the next stage, and look into design and planning permission. This would be moved over to the Planning and Environment Committee (PEC) to take forward, following the RAAG principles that it would not duplicate TWC and that it would seek to maximise capital expenditure to reduce long-term running costs.

The Clerk **was authorised** to sign the memorandum of understanding between CPC and a local nursery.

A budget of up to £1300 was **approved** for consultants to support work on establishing an operational business case for the building.

It was confirmed that the whole Council would be responsible for approving the specification and planning of the building. This would be brought to Council by PEC when ready.

RAAG were thanked for their hard work on getting the project to this stage.

*It was proposed and **agreed** to suspend Standing Orders to allow the meeting to continue past 10pm.*

DC left the meeting at 10pm

17. To consider and agree finance matters

- 17.1 To ratify the payments for August 2021, made between meetings on 13 August. Payments totalling 73,541.89 were **ratified**.
- 17.2 To agree the payments for September 2021, from 14 August – 10 September 2021. Payments totalling £37,070.41 were **approved**.
- 17.3 To receive the accounts report to date and bank reconciliation to 30/9/2021. Noted.
- 17.4 To agree which signatories will authorise BACs payments online on 10 September 2021. HS & TW **agreed**.

18. To confirm the next meeting of Cringleford Parish Council to be held as

follows:

Agreed as 14 October 2021.

19. To receive items for the next quarterly newsletter

Sports Hall, update on parking consultation inc. extra shop spaces, update on Millennium Tree bid and warden trees, article on Parish Council operations, Police report information.

20. To receive items for the next agenda

Parking consultation outcome, if received
6-monthly overspend report

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)

None raised.

24. To receive an update on a commercially sensitive matter

No update.

Meeting finished at 22:05