

# 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 NOVEMBER 2021 AT 7.30PM, IN THE PAVILION, CRINGLEFORD.

### MINUTES

#### Present:

Professor T Wang (TW) In the Chair  
Miss C Fielding (CF)  
Mr M Blackie (MB)  
Mrs D Miller (DM)

Mr Navid Afshar (NA)  
Mrs Simmons (HS)  
Mr S Chapman (SC)  
Mr T Craig-Moonie (T-CM)

#### In attendance:

Miss S Blythe – Parish Clerk

Miss S Henry – Assistant Parish  
Clerk

Four members of public

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

TW welcomed Council to the meeting.

Apologies were received and accepted from Dave Chaplin

Apologies were noted from the District Councillors and County Councillor

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

The Chairman advised that Cllr Hookway had stood down as a Councillor due to work commitments. The casual vacancy had been advertised.

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

None.

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

The minutes were **confirmed** as an accurate record and signed by the Chairman.

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

All actions had been completed.

## **6. To receive questions from parishioners**

Representatives from the tennis club addressed the decision to close the Pavilion facilities to sports clubs at times when they were not hiring the building. They noted health and safety concerns from players who would not have access to toilets, and felt that the LGA would expect toilets to be accessible to all players.

Council asked if there was always a responsible senior member onsite when courts were open. The tennis club confirmed that there was not, as the courts were open all day and evening.

The tennis club also advised that they had sent a proposal to the Council on how to open up tennis courts to parishioners, per their lease arrangements. In responses to questions, they confirmed that there was an online booking system but it was only accessible to members. The busiest days of the week for playing were weekdays and Saturday morning.

TW advised that both matters would be discussed during item 8.

## **7. To receive reports from District and County Councillors**

None present.

DB had reported via email that he had signed the parking scheme report off. This would now go to the relevant Cabinet Member for approval.

## **8. To receive an update and agree actions following discussions with Cringleford Tennis Club**

Access to tennis courts for parishioners – as part of their lease, the tennis club were expected to give court access to parishioners who did not have membership. This had been raised several years ago with the tennis club, but had still not been actioned. A recent meeting had been held to move this forward, and as a result the club had submitted a suggestion as to how this would work. It was **agreed** this would be taken to the Recreation and Amenities Advisory Group (RAAG) to discuss and then brought back to Council in December.

Toilets access by sports groups – as a result of a safeguarding issue raised by hirers, the Council had previously agreed that sports groups should no longer be able to access facilities unless they were hiring the hall. However at a recent meeting with the club an alternative proposal had been put forward. This suggested that sports groups no longer be given the keyfob code to the north door. Instead a keybox and key would be fitted to the south door for sports groups to access toilets and changing rooms. A door would then be fitted in the corridor to prevent access into the main building, to alleviate safeguarding concerns. It was **agreed** that the Clerk would investigate costs and health & safety implications of this and bring back to Council.

In the meantime hirers would be advised that alternative entry options were being investigated.

**Action Clerk**

**9. To co-opt a new Councillor**

Lynn Rawlings was proposed as a new Councillor. This was **agreed** and the declaration of acceptance of office was signed.

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

10.1 Queen's Platinum Jubilee Celebrations – it was **agreed** that this would be passed to RAAG, who would look into options in how to commemorate the event.

10.2 To consider time-sensitive correspondence received since the agenda was dispatched.  
None.

**11. Councillor Responsibilities:**

**To appoint a Councillor with Health and Safety responsibility**

**To appoint a new Member to the Personnel Committee**

**To appoint a new Member of the Planning and Environment Committee.**

It was **agreed** that this would be considered again in January, once a full complement of Councillors was in place.

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

The report was noted.

The Clerk advised that recruitment for a new caretaker had not been successful. The post would be readvertised.

The Clerk reported that a recent party had left The Willow Centre in an unacceptable condition, including burning a hole in the kitchen floor with a hot pan. The Clerk was advised to retain 50% of the damage deposit that had been received.

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

TW reported:

- Two members of public had attended regarding a planning application. PEC had agreed to call this in due to having several objections.
- A parishioner had attended regarding their planning application, to clarify the reasoning that a new entrance to their property had been requested.

**14. To receive the minutes and consider recommendations of the Road Safety Strategy Group**

HS advised that the final draft of the strategy would be presented at the December Council meeting.

**15. To approve a public consultation event and costs, which will receive feedback on recreational and open spaces plans**

MB advised that the RAAG would like to hold a public consultation event, for feedback on potential recreation plans for the parish.

Circulated costs of £260 were approved. Councillors were asked to send comments on the format of the consultation to RAAG.

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

16.1 To agree the payments for 16 October – 12 November 2021.  
Payments totalling £27,511.78 were agreed.

16.2 To receive the accounts report to date and bank reconciliation to 31/10/2021  
Noted.

16.3 To agree which signatories will authorise BACs payments online on 12 November  
TW and DM agreed to authorise payments.

16.4 To discuss pre-budget planning.  
The Clerk asked Council to forward any suggestions of new expenditure to her, to be considered when setting the budget.

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

**Agreed** as 9 December 2021.

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

None

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

None

**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)**

None raised.

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

The Clerk gave a brief update on the land purchase.

Meeting finished at 21:05