

# CRINGLEFORD PARISH COUNCIL

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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 9 DECEMBER 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)  
Mr D Chaplin (DC)  
Mr S Chapman (SC)  
Mrs L Rawlings (LR)

#### In attendance:

Miss S Blythe – Parish Clerk  
One member of public  
Mr D Bills (County Councillor)

Mr D Elmer (District Councillor)  
Mr W Kemp (District Councillor)

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

TW welcomed Council to the meeting.

Apologies were received and accepted from Helen Simmons 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 11 November 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

TW reported that CF had offered to join Personnel Committee. This would be confirmed at the next meeting.

#### 6. To receive questions from parishioners

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

County Councillor:

DB was pleased to report that the parking scheme had been signed off by the relevant Cabinet Member. The project could be called in until 10 December, and after that date it would be confirmed. Implementation would then be planned. DB was thanked for his help, along with DE and WK.

The new Harford recycling centre was now open.

DB noted that the Clerk had approached him for a grant towards the Parish Partnership scheme application which Council would discuss at item 12.2. He believed that this would be possible from his 21/22 budget, if not his 22/23 allowance.

TW noted that CPCs Road Safety Strategy would hopefully be approved during item 12.1, and asked advice on who to send it to. DB advised that it should be sent to the Cabinet Member for Highways, Infrastructure and Transport.

District Councillors:

WK reported that there were currently a large variety of grants available from South Norfolk Council (SNC) including for Covid-19 assistance and for improvement of shop fronts.

He advised that SNC and Broadland were currently considering moving into joint accommodation and that a consultation would be circulated to Councils.

Finally he noted that the call-in requests requested by the Planning and Environment Committee had been done.

## **8. To co-opt a new Councillor**

Alistair Clay was interviewed, proposed and **agreed** as a new Councillor. The acceptance of office form was signed.

## **9. To note and agree actions for correspondence received**

- 9.1** Mid-year audit report – the positive report was noted and the Clerk thanked for all her work behind this.
- 9.2** Norfolk County Council Budget Consultation – A full Council response would not be sent. Councillors were advised to send individual responses if they wished.
- 9.3** To consider time-sensitive correspondence received since the agenda was dispatched.  
None.

## **10. To receive the Clerk's report**

The report was noted.

The Clerk reported that the Christmas trees had been installed on Roundhouse Park and the village green. Unfortunately, there was a problem with the lighting supply to the village green tree. This had been reported to UK Power Networks.

## **11. Planning and Environment**

### **11.1 To receive the minutes from the Planning and Environment Committee**

The minutes were received and noted.

### **11.2 To consider initial plans for the sports hall on St Giles Park**

Draft plans of the new sports hall were shown to all Councillors. These would be discussed and amended as necessary at a Council workshop to be held on 21<sup>st</sup> December.

## **12. Road Safety**

### **12.1 To receive the minutes and consider recommendations of the Road Safety Strategy Group**

The minutes were received and noted.

The Road Safety Strategy was considered. It was noted that all new developments in Cringleford would eventually be 20mph, which gave strength to the argument to make the majority of the parish the same, which had been incorporated into the strategy.

A question was raised regarding the lack of enforcement cameras in the policy, such as outside Tesco where there were on-road parking issues. It was advised that parish councils had no power to erect these on highways or public spaces, but private properties such as Tesco would be able to put them on their own property.

In response to a question regarding e-scooters using footpaths, TW advised that the policy requested separation of users on footpaths to prevent scooters and cyclists colliding with pedestrians.

Council **confirmed** that they were happy for the strategy to be adopted and circulated. The Road Strategy Group were thanked for their work on the project.

### **12.2 To agree the application to the Parish Partnership Scheme 2022**

The Clerk had circulated quotes from Norfolk County Council for safety improvements to Intwood Road. Suggestions were for a speed limit roundel to be painted on the road at a maximum cost of £300, and a parish gateway to be installed at a maximum cost of £3000. The 50% share for CPC to pay would be up to £1650,

from CIL money. However, Cllr Bills had been approached for a grant from his Highways budget to cover this cost. Council approved the cost and **agreed** that the Clerk should complete and submit the application.

### **13. Recreation and Facilities**

#### **13.1 To receive an update from the Recreation and Amenities Advisory Group, and agree actions, on the following matters:**

- **Access to tennis courts for parishioners**
- **Toilets access by sports groups – clerks report**

MB reported that Cringleford Tennis Club had suggested that a court be made available for parishioners use on Saturday afternoons. Council felt that this did not offer enough flexibility to parishioners and would request that a second session each week be made available. One of these should be free from competition from tennis club members. The scheme would be proposed on a temporary basis to establish whether it was working, and should be advertised on the club's website. The sessions should be available for parishioners to book up to 24 hours in advance, and could then be offered to existing members. Finally, the sessions should be available to book online as with existing membership. Council **agreed** this in principle but agreed to delegate to RAAG to take this forward with the tennis club and make amendments where necessary.

**Action RAAG**

Work was still ongoing regarding installing a door and providing keys for sports groups to enter the pavilion through the changing room corridor.

#### **13.2 To receive the minutes from the latest Recreation and Amenities Advisory Group meeting, and agree actions**

MB reported the following:

- A charity had requested that a clothing bank be installed at the Pavilion. It was decided not to allow this as it would take up a parking space. Clothing banks were already available nearby at The Willow Centre and Waitrose.
- A public recreational consultation would be arranged for January.
- Notes from a tree planting seminar had been shared.
- The updated Advertising Policy was considered and **agreed**. Clerk to upload to the website.
- Initial discussions had been held around a jubilee party. This would be discussed in more detail at the next meeting, when the budget was set.

### **14. To consider and agree finance matters**

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

DM gave the following report:

- New ten-year building condition surveys had been carried out, by an external company. The maintenance figures from these had been incorporated into the annual building maintenance funds for each building, that were accumulated from precept income. In response to questions, it was confirmed that this was a

maintenance fund for large or unexpected building expenses, and not a whole-building replacement fund. The survey had included large capital costs such as a replacement roof. DC agreed to update the 25-year plan with the Finance Advisory Group to ensure that it was in line with the predicted costs. The maintenance fund for TWC already held reserves of over £100k with a prediction of £450k being needed in maintenance costs over the next ten years. Therefore it was **agreed**, following discussion, that the difference of £350k be built into the budget, at £35k per annum.

**FAG**

The following recommendations were also **agreed** following discussion:

- Playground costs for the recreation ground would be moved to the general budget line, not CIL, as in the previous two years.
- 22 obsolete streetlighting lamps would be built into the budget for changing in 22/23, as a better price had been provided for doing the work all as one job, rather than as and when they stopped working.
- Costs would be obtained for the Jubilee event for the January meeting.
- A cost of £20k had been budgeted for a new microphone system, with a formal quote awaited.
- The proposed expenditure and reserves had been considered by FAG. Even with planned projects, reserves would still be adequate, and FAG therefore recommended a 0% increase in the precept to Council.

#### **14.2 To receive the draft budget and consider amendments required**

Further to the discussion in item 14.1, the draft budget and suggested precept were approved in principle. This would be finalised at the January meeting, as it was dependant on some quotes that were still awaited.

#### **14.3 To agree the payments for November 2021, from 13 November – 10 December 2021.**

The payments were approved.

#### **14.4 To receive the accounts report to date and bank reconciliation to 30/11/2021.**

Accounts to date were noted. The reconciliation had not been available, and so a bank statement had been supplied to show payments were covered.

#### **14.5 To agree which signatories will authorise BACs payments online on 10 December 2021.**

DM and MB agreed to authorise payments.

#### **15. To confirm future meeting dates:**

It was agreed that meeting dates would change to the second Wednesday of the month from January 2022, as a larger room would be available. The next meeting date was agreed as Wednesday 12 January 2022, at The Willow Centre.

Council agreed that a letter should be sent to the local MP impressing the need for meetings to be held remotely again, in light of the ongoing pandemic.

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

Budget and precept updates.

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

None

**18. 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.

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

None raised.

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

None raised.

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

None raised.

Meeting finished at 22:00.