

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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CRINGLEFORD NR4 7JJ

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TNE ANNUAL PARISH COUNCIL MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11 MAY 2022 AT 8PM, IN THE WILLOW CENTRE, CRINGLEFORD.

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mr M Blackie (MB)	Mr N Afshar (NA)
Mrs D Miller (DM)	Mrs H Simmons (HS)
Mrs C Fielding (CF)	Mr A Clay (AC)
Mr D Chaplin (DC)	Mr S Chapman (SC)

In attendance:-

Sonya Blythe – Parish Clerk

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

TW was nominated and **elected** as Chairman for the ensuing year. The acceptance of office was signed.

2. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

No apologies were received. Tom Craig-Moonie was not present.

3. To receive Chairman's announcements, if any

The Chairman invited Councillors to a social event.

4. To accept any declaration of Members Interests

None.

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

SC was nominated and **elected** as vice-Chairman for the ensuing year. The acceptance of office was signed.

6. To confirm the minutes of the meetings held on 9 December 2021 and 12 January 2022

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

7. To approve the notes of the meetings held from January – April 2022 and the delegated decisions within

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

8. To approve decisions from January – April 2022 which could not be delegated to the Clerk

The following decisions were **approved**:

- Agreed that three bus shelters should be removed from Dragonfly Lane. One would be stored at The Willow Centre, to hopefully be reused on Roundhouse Way. The two remaining ones would be scrapped. Land under the bus shelters would be made good with concrete. RAAG would consider what to place on the concrete pads.

Action RAAG

- A grant application would be made to Norfolk FA to improve football pitches at the recreation ground and The Willow Centre.

Action RAAG

-The forthcoming garden on Lobelia Lane would be named the Jubilee Garden. A grant had been received to fund the majority of this.

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

- Planning and Environment Committee
- Finance Advisory Group
- Recreation and Amenities Advisory Group
- Personnel Committee
- CIL and Commuted Sum Advisory Group
- Road Safety Group

Updated Committee and Advisory Group Membership was **approved**. HS advised that she would like to stand down as Chairman of Personnel Committee but would remain on the Committee. It was **agreed** to appoint the new Chairman at the next Personnel meeting.

10. To review and approve the following policies:

- Standing Orders - **agreed**
- Financial Regulations - **agreed**
- Code of Conduct - **agreed**
- Internal Controls - **agreed**

11. To note and agree actions for correspondence received

11.1 Internal Audit Report– the positive report was noted. The matter of the Clerk's grading had been raised by the Auditor; it would be discussed by Personnel Committee at their next meeting.

11.2 To consider time-sensitive correspondence received since the agenda was dispatched.

None.

12. To receive the Clerk's report

The report was noted.

The Clerk advised that the village sign had now been restored. It would be reinstated on the village green once a post has been installed.

SC reported that he had been advised that football teams were using The Willow Centre field for practice games. He was asked to find out more information. The Clerk confirmed that she was unaware of this, and no staff had reported it.

13. Planning and Environment

13.1 To receive the minutes from the Planning and Environment Committee

The minutes were received and noted.

TW reported that a meeting would be held with Big Sky developers on 12 May, to receive the costs for the new sports hall.

14. To receive an update from the Recreation and Amenities Advisory Group, and agree actions.

- MB noted that the second cricket team would now not be playing at Cringleford, and so it was unlikely that costs would be covered this season. This would be on the agenda again in October, once the seasons costs were known.
- The consultation on open spaces had resulted in 40 written responses. HS and MB would create an analysis of these.
- The grant application to Norfolk FA to improve football pitches was being drafted.
- The following had been organised for the Jubilee, all of which would be funded by CPC: Jubilee books had been purchased for the school and Crackerjacks Nursery; a pear tree would be planted at the school in autumn; a leaflet had been put together detailing all events in the parish which would be available in several locations and circulated by email to all school parents. Additional money in this budget line would be moved into the Jubilee Garden fund.
- A business case had been put together by the nursery who may move into the new sports hall, which showed a positive case for a nursery in that location.
- Work would be carried out on making next year's Annual Parish Meeting more of a community event, with sports groups and local hirers invited to take part.

15. To consider and agree finance matters

15.1 To agree the payments for May 2022, from 14 April to 12 May.

Payments totalling £29,726.57 were **approved**.

15.2 To receive the 2022/23 accounts report to date and bank reconciliation to 30/4/2022

The accounts and reconciliation were noted.

15.3 To agree which signatories will authorise BACs payments online on 12 May 2022

TW and DM agreed to authorise the payments.

15.4 To approve the replacement of obsolete streetlights, as agreed in the 22/23 budget

It was **agreed** that 22 obsolete lamps should be replaced for £7060. This had been included in the 22/23 budget.

15.5 To receive the final 2021/22 accounts

The year end accounts, balance sheet and income and expenditure reports were noted and signed.

15.6 To consider and agree the AGAR Governance Statement for 2021/22

The Governance Statement was considered. Councillors **confirmed** that all statements within were correct. The statement was signed by the Chairman and Clerk.

15.7 To consider and confirm the AGAR Accounting Statement for 2021/22

The Accounting Statement was considered. Councillors **confirmed** that the figures within agreed with the year-end accounts considered at 15.5. The statement was signed by the Chairman and Clerk. It was agreed the for 22/23 accounts and thereafter, a meeting would be held of the Finance Advisory Group to consider the accounts before they were brought to Council. All audit figures would be submitted to the external auditors. **Action Clerk**

15.8 To note the dates for elector rights to be exercised

Dates for elector rights were noted as 13 June – 22 July 2022.

16. To confirm the next meeting of Cringleford Parish Council as 8 June 2022

Agreed.

Apologies were noted from LR, DM and AC.

17. To receive items for the next quarterly newsletter

Update on parish council contributions to the Jubilee
Bus interchange – to request evidence of issues
Land purchase
Summary of recreational consultation

18. To receive items for the next agenda

None

19. 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.

20. To receive a staffing update (if any)

None raised.

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

None raised.

22. To receive an update on a commercially sensitive matter

TW reported that two of the three areas of the land that Council had previously agreed to purchase had been removed from the sale, reducing the cost by £30,000. Council were pleased with this change as one of areas removed contained Japanese knotweed and garden escapes. The area still being purchased contained woodland, a meadow, and a piece of land that was at risk of future development. Council therefore **confirmed** that they would like to go ahead with the sale, for the new price of £300,000. TW advised that an initial meeting had been held with the Local Authority regarding a grant application for installing footpaths and a bridge on the land.

Meeting finished at 21:10.