

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
THE WILLOW CENTRE
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 12
OCTOBER 2022 AT 7.30pm, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mr D Chaplin (DC)
Mr M Blackie (MB)	Mr N Afshar (NA) (from 7.35pm)
Mrs C Fielding (CF)	Mr S Chapman (SC)
	Mrs D Miller (DM)

In attendance:-

Sonya Blythe – Parish Clerk 2x member of public	Cllr W Kemp (District Councillor)
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1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and accepted from Helen Simmons, Alistair Clay and Lynn Rawlings.

2. To receive Chairman's announcements, if any

Council were reminded that the reports accompanying the Personnel Committee minutes were confidential.

TW advised Cllr Kemp that complaints had been received that hospital staff had started to park on the new Cringleford Heights development, causing road hazards for residents. This had been raised with Norfolk County Council (NCC) and South Norfolk Council (SNC) in 2018 at a parking meeting, but they had refused to take pre-emptive action.

3. To accept any declaration of Members Interests

None.

4. To confirm the minutes of the meetings held on 13 July 2022

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

5. To receive questions from parishioners

A member of the public raised the fact that a new doctors' surgery had been agreed for the area, but would be located in Hethersett. He asked why it had not been located in Cringleford, when the Neighbourhood Development Plan had identified the need for one in the growing parish ten years ago. He also asked why Hethersett had been chosen over Cringleford and whether the Parish Council had been consulted on the location. TW advised that CPC had not been consulted and asked the District Councillor to answer the remaining questions under item 6.

6. To receive reports from District and County Councillors

In response to questions above, WK advised that the land in Hethersett had been specifically set aside for a doctors' surgery some time ago. He appreciated that the location was not ideal for all local parishes, but it was preferable to just housing being built and the surgery not being expanded. The Parish Council had not been consulted as the land had been dedicated as part of the local plan. The NHS would provide funding for the operational side and SNC would be funding the building. It was likely, although not agreed, that Big Sky would own the building and lease to the surgery. WK was asked to investigate whether the existing surgery would be extended, a replacement built or whether an additional surgery would be built.

TW pointed out that the Conservative InTouch leaflet reported to constituents that the District Councillors were working with CPC on installing EV chargers in the parish. TW advised that this was not accurate – CPC were not eligible to apply to the SNC funding scheme as CPC wanted an income from the chargers. WK agreed to investigate this with SNC.

WK reported that new offices for SNC and Broadland Council had been acquired and would be active from early 2023. An outreach centre would be installed in Diss to retain a presence in South Norfolk.

WK advised that he would be able to support the Clerk's grant request for two accessible picnic benches made from recycled materials at The Willow Centre (TWC).

He reported that Developers of the Keswick business site had proposed traffic calming for Low Road in Keswick and Intwood but the proposals were not sufficient and so had not been agreed.

SC asked whether there was an aspiration for the district councils to merge. WK advised that there had been discussions but there was no appetite for it to happen.

7. To co-opt a new member

Following an interview, Elliot Coulthard was proposed and seconded to join the Parish Council. This was **agreed**. The acceptance of office form was signed.

8. To note and agree actions for correspondence received

8.1 Presumption Process - new free school, Cringleford. The Local Authority had asked

for applications to sponsor the new primary school, which was noted.

8.2 SAAA 2022 Opt-out Communication – it was **agreed** to stay in the scheme and have an external auditor appointed as part of the national tender.

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

An invitation had been received for Councillors to tour Hethersett Academy. SC and EC **agreed** to attend.

9. To consider and approve the updated Health and Safety Policy

The updated Health and Safety policy was **approved**, subject to the date being updated. TW also reported that he had carried out a health and safety inspection at TWC.

Clerk to add to website

10. To receive the Clerk's report

The Clerk's report was noted.

In addition the Clerk reported that a grant request had been made to the District Councillors for two accessible picnic benches, made from recycled materials.

The matter of energy costs for parish council buildings was discussed. This would be considered by the Finance Advisory Group when setting the 23/24 budget.

11. To receive an update from the Recreation and Amenities Advisory Group (RAAG), and agree actions.

MB gave the following report:

-It was proposed that a warm spaces initiative be started, to offer a warm space to parishioners over the winter. It was **agreed** that a four-week trail be held, offering two sessions a week, as long as volunteers could be found. For the initial four weeks the CPC donation budget would be used, then if carried forward external grants would be sought. TW would add to newsletter. **Action TW and Clerk**

-Further concerns had been received from parishioners regarding children playing close to the road at the Castle play area on The Pines. Councillors asked the Clerk to obtain quotes to install a fence alongside the road edge of the open space, to stop children running into the road. **Action Clerk**

- The Open Spaces Proposal was received. This suggested moving ahead with a MUGA and a pump track at the Willow Centre, and an accessible activity trail in the woods. It was **agreed** that RAAG should move ahead with these options. MB advised that a focus group with young parishioners had also been set up.

-Due to vandalism at TWC playground, and quad bikes repeatedly using the field despite being asked not to, the Clerk had received a quote to upgrade the CCTV at TWC. This was **agreed**. **Action Clerk**

-RAAG advised that they were looking for a suitable water bowser for ongoing

outdoor projects. TW **agreed** to research bowzers at around 1000l in size.

Action TW

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

The minutes of the meeting were received, with TW highlighting certain items.

13. To receive the notes and consider recommendations from Road Safety Advisory Group

The minutes of the meeting were received. It had been **agreed** (which Council supported) to apply for crossing warning signs at the crossing opposite the bus interchange under the Parish Partnership Scheme.

Clerk to chase NCC for the quote

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

14.1 DM reported that initial budget discussions had been held. Due to country-wide economic issues, FAG would try and limit the budget to essential projects.

St Peter's Church had applied for a grant for grounds maintenance. It was **agreed** to grant £900, as per the budgeted amount.

Clerk to add to payments

14.2 To approve the Internet Banking procedure

Council approved minor updates within the policy. In addition, it was **agreed** that CF would check the bank account each month against the payments list as an extra anti-fraud check. The Clerk was also asked to investigate whether a bookkeeper would be a worthwhile investment.

Action CF / Clerk

14.3 To receive the updated Risk Assessment

The updated risk assessment was considered and **agreed**.

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

Minutes from August and October were received.

DM reported that it had been **agreed** to provide winter flu vaccinations for all staff each year, as a preventative measure.

Clerk to inform staff

It was noted that a letter clarifying the Council's maternity leave had been sent to all staff, as wording within contracts was unclear.

16. To consider and agree finance matters

16.1 To agree the payments for October 2022, from 16 September to 13 October – the payments were **approved**.

- 16.2** To note the payments made in August and September, from 15 July to 15 September – the payments were noted.
- 16.3** To receive the 2022/23 accounts report to date and bank reconciliation to 30/9/2022. The reports were received. In addition, the half-year overspend report and the Balances report were received.
- 16.4** To agree which signatories will authorise BACs payments online on 13 October 2022 – TW and DM **agreed**.
- 16.5** To receive the report from the External Auditors – the external audit report was received. No matters of concern had been raised, for which the Clerk was thanked.
- 16.6** To appoint the auditor for 2023/24 – appointment of Robin Goreham was **approved**.
- 17. To confirm the next meeting of Cringleford Parish Council as 9 November 2022**
Agreed.
- 18. To receive items for the next quarterly newsletter**
-Intwood Road sign
-Volunteers for warm spaces.
-Picnic tables
-TW to check whether the bus shelter removal had been reported
- 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) and to consider confidential items from the Personnel Committee report at item 16**
It was noted that the Clerk and Assistant Clerk roles had been through a re-grading process, with changes effective from 1 October 2022.
- 22. To receive information on General Data Protection Regulation breaches (if any)**
A minor matter was noted, which did not need to be reported to the ICO.
- 23. To receive an update on a commercially sensitive matter**
None raised.
Meeting finished at 21:40