

# CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 9  
NOVEMBER 2022 AT 7.30pm, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mr M Blackie (MB)	Mr E Coulthard (EC)
Mrs C Fielding (CF)	Mr S Chapman (SC) (from 19.45pm)
	Mrs D Miller (DM)

### In attendance:-

Sonya Blythe – Parish Clerk	Cllr D Elmer (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, Dave Chaplin and Navid Afshar.

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

The Chairman highlighted a forthcoming event for Councillors.

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

None.

#### 4. To confirm the minutes of the meetings held on 12 October 2022

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

Item 11 – the Clerk reported that several volunteers had shown interest in volunteering with the Warm Spaces project. A meeting with the volunteers would be arranged.

**Action Clerk**

#### 5. To receive questions from parishioners

None present.

#### 6. To receive reports from District and County Councillors

DE reported the following:

- Funding for the benches at TWC should be received shortly
- The planning application for the Tilia site would be called in, as requested
- The South Norfolk Council business award nominations were now open

Council asked for a response to the questions raised at the previous meeting around the doctors surgery and EV charging grants. DE agreed to check for a response.

*DE left meeting at 7.40pm*

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

**7.1** Code of Conduct Consultation – The Clerk was asked to complete the consultation.

**Action Clerk**

**7.2** Update on visit to Hethersett Academy – notes from the visit were received.

**7.3** Cringleford Historical Society – a request to plant a tree on the village green had been received. Council **agreed** the request in principle, but felt that the suggested oak tree would be too large for the space. A plaque was also agreed in principle. CHS would be asked to liaise with the Clerk regarding tree type and plaque detail.

**Action Clerk**

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

An invitation had been received from Norfolk County Council to their budget consultation.

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

The Clerk's report was noted.

In addition it was reported that:

- The village sign refurbishment had been completed.
- The Local Government Association pay increment for 2022/23 had been agreed. This had been applied to staff salaries.

## **9. To receive an update from the Recreation and Amenities Advisory Group (RAAG) and agree actions.**

MB gave the following report:

Dragonfly planters – the Horticultural Society had offered to look after the planters, if CPC managed the watering. It was **agreed** that an agreement should be put in place for this. The first planter would be installed at the bus interchange end of Dragonfly Lane. Clerk to submit a street furniture application to Norfolk County Council. Planter designs to be considered at the next meeting of the Group.

**Action Clerk**

Running of The Jubilee Centre – a starter document for running the hall was

circulated. Councillors were asked to feedback comments to RAAG to take forward.

**Action Councillors**

SC to check the size of the sports hall, as submitted to Planning, to ascertain whether it had been reduced without Council being advised.

**Action SC**

A quote was required to install a knee-high fence around the open space on The Pines. It was **agreed** that additional quotes should be sought, but that the Clerk could take the job forward, up to the amount of the first quote. This would be paid for out of Section 106 funds.

**Action Clerk**

**10. 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:

- A general meeting had been held with officers from South Norfolk Council to discuss various planning applications.
- The planning application for the new primary school had been received. Concerns had been submitted regarding the lack of drop-off area.
- A quote had been received from an EV charging company, which would provide CPC with an income.

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

11.1 The minutes were received.

A grant request had been received from the Norfolk Citizen Advice Bureau. It was agreed that a grant would not be made, as it did not meet the criteria on CPC's grant form.

11.2 **To consider the draft budget.**

FAG reported that all budget lines had been increased between 5 and 20% due to high inflation, with the exception of gas and electric at The Willow Centre, which would come to the end of four-year contracts in April 2023. These had been trebled in the draft budget, as the first quote received had increased by this amount. Council **agreed** to not accept the energy quote at this stage, and instead to contact ESPO to ascertain their costs.

FAG had proposed an 8% increase in the precept, an increase of £12 per year per Band D property. This was less than the 21% increase in the budget figures, with the difference being made from the use of £60k of general reserves. It was noted that the precept had not increased in several years.

It was observed that the hire costs at TWC had not changed for at least seven years, and Council agreed that room hire should be increased from April, to close the gap between income and expenditure. £1 per hour per room increase was suggested, which RAAG would consider at their next meeting.

Councillors considered raising the precept by 5% instead of 8%, and paying a reduced sum in to the building maintenance earmarked reserves for 23/24, with a commitment to replenish the fund once inflation rates had improved. This would increase Band D precept by £8 per year. They agreed that the Clerk should take this option forward for final budget setting in January. It was also noted that the final taxbase had not yet been received from SNC, which would affect the final precept received. This was expected in December.

A budget report would be prepared when the budget returned to Council in January.

It was noted that currently there were not enough funds for the new sports hall build. More CIL was expected in April 2023 which would cover the gap. SNC would give an update on this in December 2022.

**Clerk to update draft budget and circulate.**

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

**12.1 To agree the payments for November 2022, from 14 October to 10 November.**

The Clerk reported that a late payment had been added to the list. Payments were approved.

**12.2 To receive the 2022/23 accounts report to date and bank reconciliation to 31/10/2022.**

Noted.

**12.3 To agree which signatories will authorise BACs payments online on 10 November 2022.**

MB and DM.

**12.4 To confirm that Cllr Fielding has checked the monthly payments list (September) against the bank statement.**

This was confirmed.

**13. To confirm the next meeting of Cringleford Parish Council as 14 December 2022**

Agreed.

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

None as the latest newsletter had recently been delivered.

**15. -To receive items for the next agenda**

Parking update (if any)

**16. 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.

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

Council **approved** that the Clerk could recruit in the new year to cover a forthcoming staff leave of absence, up to the current salary scale.

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

None

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

None raised.

Meeting finished at 21:20