

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 8
FEBRUARY 2023 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)
Mr D Chaplin (DC)	Mr A Clay (AC)
Mrs H Simmons (HS)	

In attendance:-

Sonya Blythe – Parish Clerk Cllr W Kemp (District Councillor)

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting

Apologies had been received from Cllr Miller and Cllr Afshar.

County Councillor Bills had also sent apologies.

2. To receive Chairman's announcements, if any

None.

3. To accept any declaration of Members Interests

None received.

4. To confirm the minutes of the meetings held on 11 January 2023

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

HS and SC had attended the welcome to Hong Kong event which had been very well attended.

5. To receive questions from parishioners

None present.

6. To receive reports from District and County Councillors

Councillor Kemp reported the following:

- The consultation of the Norfolk devolution county deal was now live.
- The Council would be moving to new headquarters on Broadland Business Park in May 2023.
- Nutrient Neutrality was still being worked on, but a solution had not been signed off.
- The four-year term for district councillors would end in May, with elections due on 4 May.

Councillor Kemp left the meeting at 19.40pm.

7. To note and agree actions for correspondence received

- 7.1** Mid-year internal audit report – the positive report was received with thanks passed to the Clerk.
- 7.2** Update on new Code of Conduct – the updated code of conduct from SNC was received. This would be adopted in May 2023.
- 7.3** Response from South Norfolk Council (SNC) on precept calculation - a response from SNC on how the tax base had been calculated was received. The Clerk would check that Colney Lane had been included properly as it was showing as only having five properties.
- 7.4** To consider time-sensitive correspondence received since the agenda was dispatched
None received.

8. To receive the Clerk's report

The Clerk's report was received.

In addition, the Clerk reported that repeated fly-tipping had occurred at the back of The Willow Centre (TWC). Lighting was being installed that would help the CCTV identify the people involved. The information would then be passed to the police along with other evidence that had already been collected.

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

The minutes of the meeting were received, and Cllr Chapman made the following recommendations and report to Council:

- Joel Pailes had attended from SNC, who would be able to offer assistance on various projects.
- Cringleford Cricket Club (CCC) had requested pitch hire fees for the forthcoming season. Current fees were £121 a match, but this had been based on two teams sharing. It was recommended that a fee of £141 per match be charged if just one team hired the pitch, in order to cover costs. If

ground-sharing was arranged then the fee would be £110 or £100 per match, depending upon how any bookings were made.

- RAAG requested that a change of use application be submitted to SNC for TWC football field, to allow construction of the MUGA / pump track.
- The operational plan for The Jubilee Centre was being worked on and would be presented to Council at a later date.

Council **approved** all recommendations.

**SC to contact CCC
Clerk to start planning application**

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

The minutes of the meeting were received.

TW highlighted that the tender for the new sports hall had now gone live on Contract Finder.

It was noted that a parish-wide tree survey had been carried out. An urgent removal had already been carried out, with quotes being sought for additional work.

11. To consider and agree finance matters:

11.1 To agree the payments for February 2023, from 13 January to 9 February.

The payments were **approved**.

11.2 To receive the 2022/23 accounts report to date and January reconciliation.

These were received.

11.3 To agree which signatories will authorise BACs payments online on 9 February 2023

MB and HS **agreed** to make the payments.

11.4 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement.

CF confirmed that January statements had now been checked.

11.5 To confirm new banking signatories and sign the accompanying submission form

MB and HS signed to add EC, SC and AC to the Unity Trust Bank Account.

Clerk to submit

12. To confirm the next meeting of Cringleford Parish Council as 8 March 2023.

Agreed. Apologies were noted from HS.

13. To receive items for the next quarterly newsletter:

None raised.

14. To receive items for the next agenda.

Parking update.

15. 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.

16. To receive a staffing update (if any).

Interviews would be held on 9 February for maternity cover. It was agreed that the new post holder could be added to the bank accounts once they had been in post for a sufficient period.

17. To receive information on General Data Protection Regulation breaches (if any).

None.

18. To receive an update on a commercially sensitive matter.

TW reported that he was in the process of arranging a meeting with the Trustees of the land being purchased. The grant from the GNGB had been confirmed and had to be signed for within 30 working days. If this could not be done then the project may be have to be abandoned.

Meeting finished at 20:40