

# The CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
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## A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 12 SEPTEMBER 2019 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

### **Present:**

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Professor T Wang (TW) (in the Chair) | Mr T Chiles                      |
| Miss C Fielding (CF)                 | Mr J Canham (JC)                 |
| Mr S Chapman (SC)                    | Mr J Shore (JS)                  |
| Mr J Edwards (JE – from item 5)      | Mr M Blackie                     |
|                                      | Mrs H Simmons (HS – from item 5) |

### **In attendance:-**

|                             |                                  |
|-----------------------------|----------------------------------|
| Sonya Blythe – Parish Clerk | Members of the public            |
|                             | Mr D Bills (County Councillor)   |
|                             | Mr D Elmer (District Councillor) |

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

Apologies had been received from Mrs D Miller and Mr D Chaplin.

### **2 To accept any declaration of Members Interests:**

None raised.

### **3 To confirm the minutes of the meeting held on 11 July 2019**

The minutes were agreed and signed as an accurate record.

### **4 To report matters arising from the minutes not on the agenda: for information only.**

4 – JC reported that his parish council email address was now working.

### **5 To co-opt new councillors**

Following interviews, Jason Edwards and Helen Simmons were co-opted to the parish council. The acceptance of office forms were completed.

### **6 To consider allocation of new councillors to committees**

Vacancies on committees and advisory groups were considered with the

following councillors joining each committee:

Planning and Environment Committee - SC  
Recreation and Amenities Group – CF

JE and HS would join a committee at the next meeting

**7 Police Report**

The report had been circulated by email.

**8 To receive questions from Parishioners**

A member of the public reported that a tree bough had fallen in February, opposite the village green, and asked what the Parish Council had done to ensure that it was safe. The Clerk advised that the tree belonged to Norfolk County Council who would have carried out their own checks, but she would ask the parish tree warden to go assess it and then report it onwards if necessary. The parishioner would forward the details on to the Clerk with a photograph.

**Clerk**

**9 To receive an update from the County Councillor**

DB reported the following:

- He was pleased to see that the traffic calming on the corner of Intwood and Keswick Roads had been completed and would hopefully be effective.
- No date had been received from Norfolk County Council for the parking consultation – he would chase this and report back.
- The bus interchange was now in operation and research was being carried out into how many passengers it was transporting.
- Highways England were due to release an update on the Thickthorn consultation shortly

SC reported that the 20mph zone on Newmarket Road was ineffective and requested that the signage be repeated as drivers seemed unaware that it was a 20mph zone. The Clerk was asked to establish whether CPC could pay for additional signs if NCC would not. DB advised may have some funds available for this.

**Clerk**

**10 To receive an update from the District Councillor**

DE reported the following:

- He had agreed to provide a grant towards installation of the new outdoor table tennis table, which Councillors gave thanks for.
- Funding for improvements to the hospital roundabout had been agreed.
- A new building on the Research Park (believed to be new

laboratories/offices) had now been signed off planning.

- Work was continuing on the Greater Norwich Local Plan – a consultation would be sent out in November.
- Changes to national policies on waste that would impact at district level were reported. Changes would likely be implemented by 2023.

*DB and DE left the meeting.*

## 11 **Policies:**

### 11.1 To note the list of policies held by Cringleford Parish Council

The list of policies held was noted. TW reported that the Clerk would also produce a Whistleblowing policy.

**Clerk**

### 11.2 To agree the updated Health and Safety Policy.

The updated policy was discussed and agreed. JE was appointed as Councillor with responsibility for health and safety. The Clerk would liaise with him regarding an inspection

**Clerk**

### 11.3 To agree the updated Grievance Policy.

The updated policy was discussed, and changes made. The policy was then agreed.

### 11.4 To agree the policies updated by Personnel Committee

- Gifts and Hospitality. Amendments were made and agreed by Council.
- Bullying and Harassment. Amendments were made and agreed by Council.

Chairman to sign updated policies and Clerk to add to the website where appropriate.

**TW / Clerk**

## 12 **To note and comment upon correspondence received**

### 12.1 An email had been received regarding the need for more volunteers to assist with maintaining the churchyard. JC noted the need for parish organisations to work together and agreed to ask the vicar to supply a proposal detailing how CPC could help and take this to the next RAAG meeting. In the meantime the Clerk would report on the website that volunteers were being sought.

**JC / Clerk**

### 12.2 RAF Benevolent Fund in Norfolk – this would be added to the website and newsletter.

**Clerk**

## 13 **To receive the Clerk's report**

13.1 The Clerk's report was received.

**14 To discuss working and communicating with parish community groups.**

This had been covered during item 12.1.

**15 To receive a Recreation and Amenities Advisory Group Update**

TC gave the following report:

- The Cricket Club had complained about the condition of the cricket wicket and the fact the pitch had been late to be marked out before one game. It was agreed that a £50 reduction to their invoice would be made as a goodwill gesture. The groundsman would try to improve the cricket square, but it was recognised that it was on a public recreation ground which was subject to a lot of use.
- The CCTV Policy had been reviewed. No amendments had been made and so it was approved.
- The annual external playground inspection had been carried out. Only low risk items had been identified. The Clerk would prioritise these with the groundsman.
- A parishioner had complained about litter in the teen playground on Dragonfly Lane. There was little that could be done about this other than regular litter picks.
- The hedge management strategy from Norwich Fringe Project was accepted. This would be fed into the recreational strategy being produced by RAAG.
- The recreational strategy was moving forward. A public consultation in the Willow Centre would be arranged once it had been firmed up.
- MB was in the process of obtaining quotes for a woodland play area which would be fed into the budget setting process. Council were happy that this continued to be taken forward.

**Clerk**

**16 To receive an update from the Environment and Planning Committee**

TW gave the following report:

- The owner of Cringleford Business Centre had not attended the meeting to discuss his proposal to improve parking at the recreation ground.
- A meeting had been held with Big Sky developers, who had put in a reserved matters application for their first 67 properties. House building would start in mid-November. They confirmed that they had not finalised all plans for the estate and therefore there was still the possibility of self-build plots.
- Kier had submitted an application for an enlarged drainage pond on Roundhouse Gate.
- David Barrett Wilson Homes BWH had agreed to the streetlighting

scheme submitted by CPC. They had drawn up plans for the allotments and community orchard without consulting with CPC and so a meeting would be arranged to discuss this with them.

- Transfer documents had been received with regard to adopting open spaces on Roundhouse Park; queries had been raised with the solicitor for which answers were awaited.

## 17 **To receive finance updates**

17.1 The payments for September were received and agreed, totalling £28978.39. The payments for August had been circulated by email and were ratified. TW and MB agreed to authorise the BACS payments online on 13/9/19.

17.2 The accounts report and bank reconciliations were received.

17.3 To receive a report from the Finance Advisory Group

The minutes of the meeting had been circulated prior to the meeting. MB advised that FAG had now started the budget setting process for 2020/21.

## 18 **To confirm the time of the next meeting of Cringleford Parish Council**

The next meeting was confirmed as 10 October 2019 at 7.30pm in The Willow Centre.

## 19 **To receive items for the next quarterly newsletter**

RAF benevolent fund  
Church volunteers

## 20 **To receive items for the next agenda.**

Community fridge

## 21 **To consider excluding the public due to the confidential nature of the business.**

Councillors considered and **agreed** to exclude the public from item 22 thereon under the Public Bodies (Admission to meetings) Act 1960 s1, on the grounds of that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## 22 **Staffing update**

An update was received.

23 **Data Protection Matters**

No matter raised.

24 **To receive the minutes of Personnel Committee (Cllr Wang)**

The minutes were received.

Meeting closed at 22.10pm

Signed .....  
Chairman