

# The CRINGLEFORD PARISH COUNCIL

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

### **Present:**

Professor T Wang (TW) (in the Chair)	Mr T Chiles (TC) Mrs H Simmons (HS)
Miss C Fielding (CF)	Mr J Canham (JC)
Mr D Chaplin	

### **In attendance:-**

Samantha Henry – Assistant  
Parish Clerk

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

Apologies had been received from Cllr D Miller, Cllr M Blackie, Cllr S Chapman, Cllr J Edwards and Cllr D Bills which were accepted. Cllr C Kemp was not present.

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

None received.

#### **3 To confirm the minutes of the meeting held on 14 November 2019**

The minutes were circulated and agreed as an accurate record of the meeting. The chairman signed a copy of the minutes confirming this.

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

None raised.

#### **5 Police Report**

The monthly police report was circulated. The Assistant Parish Clerk agreed to contact PC Boden to ask whether an end of year spreadsheet could be produced

in future in order to better understand the variances in the statistics being received each month.

**Assistant  
Parish  
Clerk**

**6 To receive questions from Parishioners**

6.1 None present.

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

Apologies had been received from Cllr D Bills. No update available.

**8 To receive an update from the District Councillors**

Cllr Kemp was not present. No update available.

**9 To consider the draft whistleblowing policy**

9.1 The Chairman explained the need for the council to have a whistleblowing policy. Councillors were advised to read through the policy, send any suggestions of amendments to the Clerk in advance of the next meeting, at which time the draft policy would be considered and approved.

**10 To receive and comment on the draft recreational strategy**

Cllr Chiles explained that following on from a meeting with Mark Heazle (Sports Development Officer for South Norfolk) amendments would be made to the draft recreational strategy. The Chairman advised Councillors to read through the document and send any suggestions to Cllr Blackie in advance of the next meeting. Cllr Wang expressed concern over two of the images being used in the strategy and agreed to send on his suggestions to Cllr Blackie for consideration.

**TW**

**11 To note and comment upon correspondence received**

11.1 Annual internal audit report – the report was noted. As recommended by the report, the Clerk would update the Statement of Internal Control to reflect that most payments are now done online.

**Clerk**

11.2 Local Electricity Bill – councillors discussed the correspondence received regarding the Local Electricity Bill and agreed that the lack of information presented meant that a decision on whether to support the Bill could not be made at the present time. The Clerk would reply to the email received and ask for a more detailed briefing at which point the Council would be able to make an informed decision.

**Clerk**

- 11.3 Local government boundary commission – the correspondence was noted. It was decided that the Clerk should contact electoral services to find out more information regarding how the future predictions of the population had been calculated, in order to ensure that the number of Councillors for the area was correct. The Clerk would also advertise the consultation on the website.

**Clerk**

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

- 12.1 The Clerk's report was received. The leap teen play area bench was discussed following the suspected vandalism that had occurred. Councillors agreed that the bench should be replaced, but that different options should be considered. The Clerk would investigate removing the side panels and replacing with a Perspex material, as well as the costs for benches made from other materials, such as timber.
- 12.2 FAG had previously discussed replacing the fence around the fuel storage container at the Willow Centre and had agreed to put this into the 2020/21 budget. However, since that meeting the fence and gate had been badly damaged in the wind and the Clerk had asked whether funds could be used from the current financial year. Councillors agreed that the work was necessary and that the fence should be replaced sooner rather than later.
- 12.3 The delay to the bus stop outside of Cavell court was discussed by Councillors. Cllr Wang explained that it would be queried in the new year as the reason for the delay seemed to be due to rejected permits by Highways England who had used the ongoing roadworks on Colney Lane as an explanation.

## **13 To receive a Recreation and Amenities Advisory Group Update**

TC gave the following report:

- Gift Your Shoes Norfolk – the Willow Centre would trial being a drop off location for Gift Your Shoes, a new charity promoting the rehoming of second-hand children's shoes.
- The Scouts would be changing the wording on their adverts for future firework events.
- The primary school would be granted access to the Willow Centre football field when their own field was waterlogged. The Clerk would draw up terms and conditions for this and would contact the school in due course.
- RAAG had considered the cricket club and football fees considering the disruption caused by the Pavilion refurbishment. This would be discussed

under item 20.

- The issue surrounding potholes at the Pavilion car park had been resolved.
- A request had been submitted to hold meditation classes in the Willow Centre woods. The Clerk was currently liaising with the hirer.
- Cllr Chiles explained that a meeting had taken place with Mark Heazle (Sport Development Officer for South Norfolk) and Steve Goddard (Leisure Operations Manager for South Norfolk) to discuss Cringlefords recreational needs. It had come to light in that meeting that funding may become available to the Parish Council for the provision of 3G football pitches. Cllr Chiles also explained that Ian Bartlett (Cringleford football club) had represented Cringlefords interests in a meeting with the FA, who had appeared positive about Cringleford and the possibility of funding, however this would not be confirmed until the early part of the following year. Cllr Chiles also added that the 'needs assessment' being carried out by South Norfolk for the recreational amenities across the district would not be carried out until early next year with the results not being known until the end of 2020.
- Cllr Simmons expressed an interest in using some of the forthcoming recreational space for tennis facilities.

#### 14 **To receive an update from the Planning and Environment Committee**

TW gave the following report:

- Cllr Wang explained that a meeting had taken place with a Senior Planning Officer from South Norfolk Council and Sally Hoare (Community Infrastructure Coordinator) regarding the CIL money that the Parish Council would be receiving in the forthcoming years. Sally had expressed an interest in helping the Council formulate a plan for spending the CIL money in the best way and would be attending the next RAAG meeting to discuss further. On the recommendation of Sally, Cllr Wang advised that a working group of three Councillors (one from each of the sub committees/advisory groups) should be set up and that Councillors should inform the Clerk if they would like to put themselves forward.
- Cllr Wang explained that the Parish Council would need to negotiate itself the S106 funds due for maintenance of Public Open Spaces with developers.
- The car park at Cringleford Business Centre was discussed. Councillors were informed that the planning department at South Norfolk Council had advised that the number of spaces was adequate for the building and therefore the issue with on street parking was due to the way the business centre had divided up the allocation of car parking spaces for businesses rather than a lack of spaces available.
- Cllr Wang explained that Big Sky were going to put in a reserved matters

application as soon as possible, with the finer details regarding the S106 agreement being decided at a later stage. It was explained that this was to safeguard the land considering the uncertainty regarding the Thickthorn roundabout and the future plans of Highways England.

- Big Sky had revised their original location for a play area. PEC had agreed the location provided that the location did not encroach on the space designated for the football pitches.
- It was noted that both Kier (Roundhouse Gate) and Barratt David Wilson Homes (Newfound Farm) had started building.
- Councillors were informed that a judicial review on UEA and the development of their Pavilion was pending following action from Colney parishioners/Councillors.
- An objection was sent to South Norfolk regarding Parcel R1 and Cllr Wang had contacted the District Councillors and requested that the application be called in as it still did not comply with the original outline planning requirements.
- 40a Newmarket Road had served a notice on the Parish Council regarding installing an access route across the green on Willowcroft Way for a new development on Newmarket Road. This had been passed on to the Council's solicitor.

## **15 To receive finance updates**

- 15.1 Payments to 13 December totalling £20,621.37 were agreed. Cllr Wang queried how the salaries were entered onto RBS as the percentages did not appear to add up correctly. The Clerk would investigate this and report back to Councillors. **Clerk**
- 15.2 The accounts report to date and bank reconciliation to 30/11/2019 were received.
- 15.3 JC and TW agreed to authorise the BACS payments online.

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

The next meeting was confirmed as 9 January 2020 at 7.30pm in The Willow Centre.

Apologies were received from Cllr H Simmons.

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

The Local Government Boundary Commission consultation.  
The Local Electricity Bill.  
2020/21 budget.

Recreational Strategy consultation (date to be confirmed).

A list of items that had been published on the website in the last few months that residents may have missed if they are not signed up for notifications.

**18 To receive items for the next agenda.**

Recreational strategy.  
Whistleblowing policy.  
2020/21 budget.

**19 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.

**20 To consider and agree the contract to refurbish the Pavilion**

20.1 Councillors agreed that following the recommendation from Cllr Canham and the Clerk the tender from Westone Housing should be accepted.

20.2 Commencement date of the work and how it would affect the sports group was discussed by Councillors. It was decided that the conversation should be deferred until the January meeting by which time more information regarding alternative arrangements for the sports groups could be collected. Cllr Canham agreed to contact the scout group regarding potential use of their hut located at the recreational ground. Ian Bartlett would also be consulted at the following RAAG meeting and the Clerk would investigate the other requirements highlighted by the junior football group in order to meet FA guidelines.

**JC**

**Clerk**

**21 Staffing update**

No new matters raised.

**22 Data Protection Matters**

No matter raised.

Meeting closed at 21:35.

Signed .....  
Chairman