

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 13 FEBRUARY 2020 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.

Present:

Professor T Wang (TW) (in the Chair)	Mr T Chiles (TC) Mr J Canham (JC)
Miss C Fielding (CF)	Mr S Chapman (SC)
Mr D Chaplin (DC)	

In attendance:-

Sonya Blythe – Parish Clerk	Mr D Elmer (District Councillor)
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1 Welcome and to accept apologies for absence

Apologies had been received from Mrs Simmons, Mr Blackie Mr Edwards and Mrs Miller which were accepted.

2 To accept any declaration of Members Interests:

None received.

3 To confirm the minutes of the meeting held on 9 January 2020

The minutes were circulated and agreed as an accurate record of the meeting subject to the following corrections:

- To remove Helen Simmons from the attendee list;
- To change the date of the next meeting to 13 February.

The Chairman signed a copy of the minutes.

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

The first meeting of the CIL / Commuted Sum Working Group had been organised for 25 February.

13.1. Boundary consultation – TW reported that he had drafted a response, but an extension to the deadline had been given as South Norfolk Council had

reported that the future electorate numbers were incorrect. The corrected numbers had increased the future electorate of Cringleford significantly and therefore the parish could not be split across two divisions. TW would draft a response to send.

TW

5 To Co-opt a New Councillor

No applications had been received. The Clerk would re-advertise and add to newsletter.

Clerk

6 Police Report

Not received.

7 To receive questions from Parishioners

7.1 None present.

8 To receive an update from the County Councillor

8.1 Apologies had been received from David Bills.

9 To receive an update from the District Councillors

9.1 Further to the discussion during item 4 DE confirmed that the electorate forecast had been corrected for Cringleford. The new electorate would be 5500.

9.2 DE highlighted that there were grants available to support VE day celebrations.

10 To consider the following policies and procedures

10.1 Operation London bridge procedure (new procedure). The procedure was considered and agreed.

10.2 Co-option Policy and New Councillor Procedure (new procedure). The policy was considered and agreed. Clerk to upload to website.

Clerk

10.3 Amended Financial Regulations and Internal Controls. Changes relating to making payments by direct debit were considered and agreed. The full policies would be reviewed at the Annual Parish Council Meeting in May.

10.4 The Lone Worker Policy was agreed as was. This would be fully reviewed in August alongside the health and safety policy.

10.5 The Child Protection Policy had been considered by The Recreation and Amenity Group. Council made some additional amendments and then approved

- the policy. Clerk to upload to website and circulate to staff and hirers. **Clerk**
- 10.6 The Play Policy had been considered by The Recreation and Amenity Group. Council made some additional amendments and then approved the policy. Clerk to upload to website. **Clerk**
- 11 **To consider The Willow Centre committee room architect plans**
- Plans previously drawn up by architects to extend The Willow Centre with a committee room were considered. TW suggested that the plans were too small and a larger room could be accommodated to fit in more space for parishioners to attend meetings and a private office space. Councillors agreed that the new CIL / Commuted Sums Working Group should be asked to investigate this. **CCS Working Group**
- 12 **To receive an update on the Greater Norwich Local Plan**
- TW and DM had attended a consultation event. 300 additional properties were planned for Cringleford, as previously known.
- 13 **To note and comment upon correspondence received**
- 13.1 An invitation to attend a meeting with NALC to write responses to the Greater Norwich Local Plan, the NCC Local Transport Plan & the Rail Prospectus was received. TW and JC to attend.
- 13.2 Go Fish on Dragonfly Lane had written to advise they now had a community notice board. The Clerk would use this for community notices when appropriate. The clerk would also approach NCC to ask for permission to install a notice board in the bus interchange. **Clerk**
- 13.3 Cringleford Primary school had written regarding parents parking dangerously outside the school. The Clerk had contacted highways, who had advised that this was for the school to police. TC reported that the school had now installed signs outside the school.
- 13.4 A parishioner had written regarding a burglary at her property. The Clerk had sent information explaining how to set a neighbourhood watch scheme up, but had not received a response.
- 13.5 TC agreed to attend the Cringleford Assembly event hosted by the Cringleford Hub.
- 14 **To receive the Clerk's report**
- 14.1 The Clerk's report was noted.

14.2 In addition the following was reported:

- Cavell Court bus stops were scheduled to be installed late-February
- Part of the fence behind The Willow Centre had fallen in the recent high winds. Council agreed to replace it with a new fence with concrete posts. Clerk to get three quotes.
- A tree had also fallen, at the recreation ground. Clearance of this had been arranged.
- Councillors agreed that the Clerk could make an order to TT Jones for 1 April, for the remaining 17 streetlights with concrete posts to be replaced. A quote for this had been received in November and built in to the 2020-21 budget.

Clerk

Clerk

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

TC gave the following report:

- The annual fees for Cringleford cricket club had been compiled by the clerk. These were traditionally calculated a year in arrears so that accurate charges could be made. However the club had reduced its games significantly for 2020 and would struggle to pay the full amount. Following a discussion Councillors agreed to charge 40% of the fees due at this time and defer the remainder. A policy regarding sports clubs and subsidies would be drafted and a meeting would be held with the cricket club to discuss the issues.
- Cringleford in bloom competition – RAAG endorsed DM taking this forward if she wished.
- It was agreed that space at TWC could be given to the Pioneer Minister if he wanted to organise a VE Day event for the community.
- The draft recreational survey for parishioners was considered and amendments received. DC agreed to re-draft based on the comments and circulate. The survey would be included within the first parish council newsletter.
- An enquiry had been received from the Eastern Daily Press regarding the CIL money to be received from developments. A response had been sent, but not published.

RaAG

DM

DC

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

TW gave the following report:

- A meeting had been held with SNC and NCC to discuss the plans to improve issues caused by on-road parking on Colney Lane, Intwood Road, and associated roads. Councillors had suggested improvements and NCC had amended the plans accordingly. The plans would be consulted on in the spring. All affected households would receive a letter.
- Big Sky planned to start building in February. There had been more

- delays to the Thickthorn plans from Highways England.
- A meeting had been held with Kier. They had reported that their open spaces would be managed by a management company rather than being adopted by CPC.
- The street lighting scheme had been agreed for Newfound Farm. A meeting would be held to discuss play areas on 21 February.
- Transfer documents to adopt open spaces on Roundhouse Park had been signed and sent to the solicitor.
- 40a Newmarket Road had received outline planning permission to build seven houses. PEC would discuss the location of the access road with them.
- A joint parishes meeting had been held to discuss various issues.

17 To receive finance updates

17.1 Payments to 14 February 2020 totalling £29059.55 were agreed.

17.2 The accounts report to date and bank reconciliation to 31/1/2020 were received.

17.3 TW and JC agreed to authorise the BACS payments online.

17.4 The Clerk was requested to add a discussion around protecting reserves to the next Finance Advisory Group agenda. **Clerk**

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

The next meeting was confirmed as 12 March 2020 at 7.30pm in The Willow Centre.

19 To receive items for the next quarterly newsletter

Development update
Parking consultation
Recreation questionnaire

20 To receive items for the next agenda.

None

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**

The Clerk advised that the Head Groundsman had returned to work after illness.

23 **Data Protection Matters**

No matter raised.

Meeting closed at 22.10

Signed
Chairman