

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 9 JULY 2020 AT 7.30PM, VIA ZOOM.

MINUTES

Present:

Professor T Wang (TW) (in the Chair)	Mr T Chiles (TC)
Miss C Fielding (CF)	Mr J Canham (JC)
Mr D Chaplin (DC)	Mr S Chapman (SC)
Mr M Blackie (MB)	Mr J Edwards (JE)
Mrs S Hookway (SH)	Mrs H Simmons (HS)

In attendance:-

Samantha Henry – Assistant Parish Clerk	Sonya Blythe – Parish Clerk
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1 Welcome and to accept apologies for absence

Christina Fielding was not present.

TW welcomed Council to the meeting, which was being held virtually under the LAPCP Regulations 2020.

2 To accept any declaration of Members Interests:

None declared

3 To co-opt a new councillor

Sarah Hookway was interviewed by Councillors. Councillors proposed and agreed that she be co-opted to the parish council. The acceptance of office was signed and shown on screen. The declaration of office would be emailed and completed.

Clerk

4 To confirm the minutes of the meeting held on 11 June 2020

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

Item 12 – first paragraph. Remove word “next”.
Item 12 – third paragraph. Change “they” to “this”.

The Chairman would sign a copy at the next physical meeting.

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

5.1 Item 15. SC reported that the Clerk had investigated with NALC, who had confirmed that earmarked reserves could not be permanently protected, as the decision lay with future councillors as to how they would spend Council reserves. The Clerk would draft an earmarked funds policy for FAG to consider. The policy would include the decision-making process behind the earmarking of funds. FAG would also be asked to consider long-term investments for some of the funds. **Clerk**

5.2 Item 16.5. TW advised that he had signed the annual return. The Clerk had now submitted this to the external auditors.

6 To receive reports from District and County Councillors

Not present.

7 To receive questions from Parishioners

None present

8 To note and comment upon correspondence received

8.1 Parish Partnership Scheme – bids to Norfolk County Council would need to be submitted by December. Councillors to feed suggestions back to the Clerk to consider. **All**

8.2 Yare Valley Walk Anti-Social behaviour – JE to draft a response to the parishioner. **JE**

8.3 To consider correspondence received since the agenda was dispatched
None.

9 To receive the Clerk’s report

9.1 The Clerk’s report was noted.

9.2 Congratulations were passed to SH for passing her CiLCA qualification.

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

TW gave the following report:

- An meeting with Big Sky had been held for them to update CPC on progress. This had provided useful updates about their latest planning applications for various areas of their development. They had also detailed remedial actions that they were taking to reduce dust on Cantley Lane.
- Improved signage would be put along the route of Kett's Country Walk path by NCC .
- 40A Newmarket Road development – TW and the Clerk had met with One Planning regarding the planning application for new housing on the site of 40a Newmarket Road. One Planning had proposed changes to the application which responded to all of CPC's previous concerns. PEC had agreed that there were no objections to these amended plans.

11 **To receive an update from the Recreation and Amenities Committee**

TC gave the following update and recommendations:

- A request had been made to locate "Beryl bikes" (hire bikes) in TWC carpark. Concerns were raised regarding non-parishioners using the carpark for all day parking, rather than just local residents. This would be monitored, and the bikes could be removed if this became an ongoing problem. **Clerk**
- Requests had been received regarding existing groups using TWC field for exercise classes whilst the building was closed. This was agreed for a fee of £10 per week to cover damage to the grass.
- Information on Social Infrastructure Grant funding from Norfolk County Council had been received. It had a short deadline of August meaning that the only project that could be submitted on time was the woodland trail / play area. This was annual funding and it was hoped a funding application towards a MUGA or the new sports pavilion could be made the following year. MB to draft a bid. **MB**
- CPRE had written requesting support. It was agreed that an annual subscription of £36 be taken out. **Clerk**
- The recreation questionnaire had been considered and agreed, apart from a minor alteration to the wording of one question. This would be circulated with the newsletter at the start of August. Big Sky had requested information on the footprint of the building by year-end so that they could go ahead with their planning. TW and the Clerk to agree dates for submission **TW/Clerk**
- Reopening of TWC – to be discussed under item 14.
- The football club had written asking if next year's fees could be split over

four invoices which was agreed. They had also asked that fees not be increased from the previous season as they had lost income due to the pandemic ending their season early. Clerk to feedback.

Clerk

- MB reported that he had attended a community consultation training event. His notes on this would be circulated to all councillors. One recommendation was that Councillors join Next Door to advertise the recreation consultation. SH was also asked to add a link to TWC Instagram account to the website.

Clerk

SH

Council **agreed** all recommendations made by RAAG.

12 **To receive an update from the Road Safety Working Group**

JC gave the following update on the Group's first meeting:

- The Terms of Reference had been agreed. The title of the group on the TORS had been updated to Road Safety Working Group.
- A plan of work had been agreed. The next meeting would focus on speeding matters.

A motion was made, seconded and agreed to add TC to the group.

In response to a question, JC confirmed that the group would produce a report of recommendations by year-end, to fit in with the application deadline for the Parish Partnership Scheme.

13 **To receive an update on the Pavilion Refurbishment**

JC advised that a meeting had been held with SMG Architects that day. The contractor, Westone, had not been onsite for six weeks and communication between both parties had been poor. Westone had also submitted invoices for additional work which should have been included within the original tender. Two of the costs had been accepted but additional ones would be disputed by SMG, who had now sought legal advice. A letter would be sent to Westone to ask them to return to site, before legal action was considered.

14 **To discuss the re-opening of The Willow Centre**

A health and safety assessment had been circulated to Councillors which was discussed. Agreement was given to opening TWC from 3 August, as long as government guidance had not changed in the interim. Contract amendments would be sent to hirers detailing what actions they would need to take. A risk assessment would be written by the Clerk which JE would assess before opening. It was proposed and **agreed** that delegated authority regarding reopening be given to JE and the Clerk.

Clerk / JE

15 **To receive finance updates**

- 15.1 The payments for July were **agreed**.
- 15.2 The accounts report bank reconciliation to 30/6/2020 were noted.
- 15.3 It was **agreed** that TW and MB would authorise online payments on 10 July 2020.
- 15.4 In the absence of an August meeting, Council **agreed** that August payments could be made and reported to Council in September.
- 15.5 The year-end report from the internal auditor was received and accepted.
- 15.6 It was agreed that Pauline James be re-appointed as internal auditor for 2020/21. **Clerk**
- 16 To confirm the time of the next meeting of Cringleford Parish Council**
- 16.1 To consider an extra meeting in August, if required.
- It was agreed that a meeting for August would not be arranged, but could be called if an urgent decision was required around TWC re-opening. Therefore, the date of the next meeting was agreed as 10 September 2020.
- 17 To receive items for the next quarterly newsletter**
- TW reported the items that he already had for the newsletter. No additional items were added. The clerk was asked to check with Norfolk Constabulary that cyclists using a footpath which was not marked up as a cycle path, was illegal, so that a report could be given on this. **Clerk**
- 18 To receive items for the next agenda.**
- None raised.
- 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 Staffing update**
- An update was received.

21 **Data Protection Matters**

No matter raised.

Meeting closed at 22.00

Signed
Chairman