

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 12 NOVEMBER 2020 AT 7.30PM, VIA ZOOM.

MINUTES

Present:

Professor T Wang (TW) In the Chair
Miss C Fielding (CF)
Mr M Blackie (MB)
Mrs H Simmons (HS)
Mrs S Hookway (SH)

Mr T Chiles (TC)
Mr J Canham (JC)
Mr S Chapman (SC)
Mrs D Miller (DM)

In attendance:

Miss S Blythe – Parish Clerk
Cllr W Kemp (WK)
Miss S Henry – Assistant Parish Clerk

Cllr D Bills (County Council)
Member of the public

1. Welcome and to accept apologies for absence

Apologies had been received and accepted from Mr Edwards. Mr Chaplin was not present.

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

2. To accept any declaration of Members Interests

None raised.

3. To confirm the minutes of the meetings held on 8 October 2020

The minutes were confirmed as an accurate record. Chairman to sign after the meeting.

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

None raised.

5. To receive questions from parishioners

None raised

6. To receive reports from District and County Councillors

Cllr Bills was pleased to report that he had signed off the parking proposals for Cringleford. Norfolk County Council would now move to the public consultation stage.

He had received correspondence regarding broadband in the parish, which he would cover at item 8.

Cllr Kemp advised that two planning applications within Cringleford would be considered by the Development Management Committee on 18 November. TW noted that he had registered to attend.

Cllr Kemp also reminded Council that Ward Member grants were available for local groups. This would be added to the CPC newsletter. Action TW

7. To consider and agree the Parish Partnership Scheme bid for SAM2 Camera(s)

An application form and supporting documents to apply to Norfolk County Council for a grant to purchase SAM2 cameras was considered. There were nine proposed sites for the camera to be placed throughout the parish. Following a discussion it was proposed and agreed that two SAM2 cameras be purchased, in order to obtain data on speeding and traffic volume issues more quickly.

Action Clerk

8. To note and agree actions for correspondence received

8.1 The Clerk advised that she had received several emails from parishioners supporting the need for improved broadband speeds in certain areas of the parish. DB reported that a new contract had been let for Better Broadband for Norfolk (BBFN) which would commence shortly, to finish by 2023. DB recommended that evidence should continue to be collected from parishioners, and he would contact the BBFN team with HS in early 2021 to make a case for early instalment.

8.2 Norfolk County Council had circulated their annual budget consultation. The Finance Advisory Group would be asked to discuss at their next meeting, and Councillors were reminded that they could all make individual responses. Action FAG

8.3 Norfolk ALC had become a cooperative and asked that each member Council represent a representative. SC agreed to take this role. Clerk to report to NALC. Action Clerk

8.4 Police newsletter - noted

8.5 To consider correspondence received since the agenda was dispatched

Cringleford Primary School had written to thank the Parish Council for the purchase of the "wigwag" warning signs outside the school.

9. To ratify the decision to top up The Willow Centre staff salaries for four weeks, during the country-wide lockdown

Councillors voted to ratify the decision.

10. To receive the Clerk's report

The report was noted. In addition the Clerk reported that:

- SNC had written to advise that another grant was available due to the closure of The Willow Centre. An application had been made.
- The Clerk and the Chairman had attended a site meeting with the developers and the architects/ project managers of the Pavilion refurbishment. A serious health and safety breach regarding access to the site and a skip had been raised with them, which had now been resolved. The extended and unexplained delays to the project were also raised, with CPC highlighting that both the volume of work so far and the lack of communication were unacceptable. Westone had agreed to provide a new schedule of works by 13/11/20. Lessons learned from the project were discussed, and Council noted the update.

11. To review the updated Health and Safety Policy

The amended policy was reviewed and a change made. The policy was then agreed. Clerk to upload to the website.

Action Clerk

12. To receive an update from the Planning and Environment Committee

TW gave the following report:

- Cantley Lane streetlighting – no decision would be made on whether to restore or remove the lighting on the closed part of the road until the lighting scheme for St Giles Park had been received from Big Sky.
- St Giles Park and Roundhouse Gate show homes were now open.
- Pile driving would continue on the Newfound Farm site until December.
- The parking consultation for Intwood Road and Colney Lane areas would be carried out from December to mid-January. This would be added to the newsletter.
- An unfenced drainage ditch outside the vets on Cantley Lane had been reported to NCC, who would investigate installing a fence.

13. To receive an update and consider recommendations from the Recreation and Amenities Committee

TC gave the following update and recommendations:

- Further to the agreement at the last meeting, reduced football fees had been offered to the junior football club. A formal response had not yet been received.
- Site visits to view other sports halls had been put on hold due to lockdown; in the meantime the Clerk had written to several establishments to request information.
- Open spaces on Roundhouse Park had now been adopted, and the commuted sum received. As a result the Forest School that used the woods would be required to sign a document with terms and conditions within. The document had been agreed and was recommended to Council.
- A quote had been received for the work recommended during the external legionella management inspection. It was proposed to carry out all of the works, paid from the building sink fund, to ensure that the building remained at the highest standard for hirers and staff.

- A quote had been received for the playground repairs highlighted by the recent external inspection, with a second quote due. It was noted that all of the recommendations had been highlighted as low / very low priority. Following discussions the following recommendations were made:
 - Instead of a formal fence around the teen play area, an evergreen hedge would be installed to give a green boundary. Gates would be added;
 - Floor surface trip hazards. These would be left for the time being, with checks to carry on being made as part of the weekly inspections carried out by staff. Money was available from the S106 fund when required;
 - Equipment repairs. These would be carried out. A second quote was awaited, with the Clerk then to book in the best price;
 - The Clerk would ascertain if mesh could be added to gates on the recreation ground playground, as small dogs had been seen to enter;
 - The Clerk would check playground plans on forthcoming developments to establish that the same material would not be used, which had caused all of the surfacing issues.
- It was noted that TWC had closed again under lockdown regulations, as well as the outside gym.
- It was suggested that the Clerk's spend threshold under delegated powers be increased, so that more decisions could be made outside of Council where appropriate. This would be added to the FAG agenda for consideration.
- A discussion was held around the possibility of TWC being used as a vaccination centre. This would be considered if and when required.
- The clerk would email Vistry to enquire when they would be re-painting the double yellow lines on Dragonfly Lane.

All recommendations were approved by Council. Clerk / SH to carry out actions.

14. To consider finance matters:

- The payments from 10 October – 13 November 2020 totalling £21,488.59 were agreed.
- The accounts report to date and bank reconciliations to 31/10/20 were received.
- MB and TW agreed to authorise online payments on 13/11/20.
- The earmarked reserves report, showing new income from CIL payments and a commuted sum payment, was noted.
- MB reported that the donation / grant budget line that was added into the 2020/21 budget would be promoted for local groups in the next newsletter

15. To confirm the next meeting of Cringleford Parish Council to be held on Thursday 10 December 2020.

Agreed.

16. To receive items for the next quarterly newsletter

Nothing added.

17. To receive items for the next agenda

Draft budget.

18. 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.

19. To receive a staffing update (if any)

No update.

20. To receive information on General Data Protection Regulation breeches (if any)

No update.

21. To receive an update on a commercially sensitive matter

Confidential minutes from 10 September and 8 October were approved.

It was reported that the sale had been agreed with the vendors for the open space. Three solicitors had been approached for quotes to handle the sale. Council approved appointing Cozens-Hardy who had handled the transfer of open spaces on Roundhouse Park. Clerk to sign contract. Action Clerk

Meeting finished at 21:30