

# 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 10 DECEMBER 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)

Mr D Chaplin  
Mr J Canham (JC)  
Mr S Chapman (SC)  
Mrs D Miller (DM)

#### In attendance:

Miss S Blythe – Parish Clerk  
Cllr D Elmer (DE)  
Cllr W Kemp (WK) (from 19:50)

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, Mrs Hookway and Mr Chiles.

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 12 November 2020

The minutes were confirmed as an accurate record. Chairman to sign once physical meetings had recommenced.

#### 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

DB reported the following:

- An update was given on the new cycleway which would run from the new Hethersett Lane, Colney roundabout to the Research Park. Funding was now in place and agreement had been reached with the landowner for the land transfer to Norfolk County Council (NCC).
- As part of the Transport for Norwich funding won by NCC the following had been planned for Humbleyard Division:
  - Thicket Park and Ride would be increased by 400 spaces with some possibly being reserved for NNUH & NRP. This could possibly help with car parking issues on Colney Lane as staff could park there and use transport to and from Hospital and NRP.
  - A new bus station was planned to be built at the NNUH by NCC to improve facilities which were currently not coping with demand.
- Trading standards had circulated several scam warnings, with concerns raised about new Brexit scams.
- There was now free digital support for Adult Learning.
- More emails had been received from parishioners regarding poor broadband. These have been forwarded to the Better Broadband for Norfolk team for response.

DE reported the following:

- APEX, developers of the industrial site at the Harford Triangle, had filed their traffic scheme for the Low Road in Keswick. He recommended that Council comment on this as it would impact nearby parishioners.
- Big Sky developments were undergoing a governance review.
- SNC would relax restrictions on retail hours throughout December and January to support businesses and allow for better social distancing.

*WK joined at 19:50*

## 7. To note and agree actions for correspondence received

- 7.1 **Traffic calming** – Correspondence had been received regarding the need for traffic calming on Intwood Road. The Clerk was asked to respond to advise the parishioner of the forthcoming SAM2 cameras, which would help collate evidence for traffic calming in that area. HS noted her frustration that a footpath could not be built between Keswick Road and Brettingham Avenue. MB responded that he had visited all households for permission to build one along the edge of their properties but one had refused to give permission. Village gateways would also be investigated for the next parish partnership scheme. **Action Clerk.**

*WK, DE and DB left the meeting.*

## 7.2 To consider correspondence received since the agenda was dispatched

- **Police newsletter** – noted
- **Resident correspondence.** MB reported that he had received a call from a resident

who had raised two points. Firstly, regarding the forthcoming new budget he had raised concerns about an increased precept. MB had advised that Council were planning on a 0% increase. Secondly, he had reported leaves and debris on the path between the A11 and the Cantley Lane doctor surgery. The Clerk would report these.

**Action Clerk.**

**8. To ratify the decision to top up salaries for staff on furlough and consider January 2021.**

Further to emails previously circulated, the Clerk advised that two caretakers had returned to work on their standard hours. One had remained on partial furlough. Council ratified their email decision to support this.

The Clerk advised that staffing hours had not yet been determined for January and asked for permission to manage furlough as appropriate, once hours had been received. This was agreed.

*Member of the public left the meeting.*

**9. To receive the Clerk's report.**

The report was noted. In addition, the Clerk reported that the office would close over the Christmas period. Urgent voicemails would be dealt with.

HS asked for an update on the request to put mesh within playground gates to stop small dogs entering. The Clerk had checked with the playground inspection company who had advised against this. They were happy that the gates were a functional and appropriate standard in their current form.

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

TW gave the following report:

- Footway lighting on the Newfound Farm site had finally been agreed. PEC were happy that the latest versions would provide a good level of safety for walkers and cyclists.
- Big Sky had sent footway lighting plans for two phases of their development. PEC had asked for plans of the whole site to be provided.
- A parishioner had raised the need for more burial spaces within the parish. TW noted that this would be raised in the next meeting with Barratt David Wilson Homes, as land along the A47 on the southern part of their site yet to be developed may be suitable.

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

MB gave the following update and recommendations:

- Actions from the legionnaire inspection had now been completed.
- A second quote to carry out remedial works to the playgrounds was still awaited.

- Recreations strategy – TC had raised concerns that RAAG did not have sufficient knowledge to decide on specifics for the new sports hall. A suggestion had been made to appoint consultants, but agreement had not been reached. Feedback had also been received from two parish councils who had built facilities for badminton after public consultation, but which were subsequently underused. One Council had also recommended that the hall be built in such a way that it could be also used as a nursery, to allow for a steady income stream.

Concern was raised that building a venue that was suitable for a nursery would add to the set-up costs of the building. Agreement was reached that the hall should be generic and multi-functional to allow for as much use as possible. TW reminded Council that Big Sky architects were happy to assist with the planning of the building and reminded Members that the building would need to fit within the footprint available on the site.

Actions to move the project forward were agreed as follows:

- Clerk to contact nurseries to see if any were considering expanding due to forthcoming new homes; **Action Clerk**
  - MB/SC to construct a timescale with milestones to move project forward and bring to RAAG; **Action MB/SC**
  - RAAG to contact existing sports halls to carry out research, by telephone if visits were still not possible. **Actions RAAG.**
- Consideration had been given to additional recycling banks, such as glass and paper at TWC. This was refused due to the potential mess, and health and safety fears from broken glass.

Recommendations above were resolved by Council.

## **12. To receive an update and consider recommendations from the Finance Advisory Group (Cllr Blackie)**

- The Church had submitted a request for a grant to assist with grounds maintenance costs. This was agreed on the basis that the grounds were open for all parishioners to use. The grant would be made from S137 money.
- Further to a request by Council, FAG had considered the current spending limit that the Clerk was allocated and had agreed that this should be increased, in line with the growth of the parish. The following amendments to Financial regulations 4.1 had been agreed:
  - the Council, for all items over £3000 in conjunction with three estimates (where three may reasonably be obtained)
  - a duly delegated committee of the council (Finance Advisory Group members where available) for items over £1500 with up to three estimates (where three may reasonably be obtained);
  - the Clerk for any items below £1500, whereby three estimates are not required if the work is from an approved supplier, or up to this amount with three estimates when included within the annual budget. Otherwise, to be agreed by Council or the relevant committee

Council agreed the recommendations above. Clerk to update Financial Regulations.  
**Action Clerk.**

## **12.1 To comment on the draft budget.**

MB reported that FAG would be recommending a 0% increase in the precept in 2021/22. This reflected both the difficult financial situations that parishioners could face following the pandemic, and the sound financial management of CPC, meaning that adequate reserves would allow for this. SC asked whether there was a possibility of a reduction in the precept. The Clerk responded that a reduction would be difficult as costs for buildings and grounds did not generally reduce. However, another review would be carried out before finalising the budget in January. Councillors agreed a 0% increase in principle, dependent upon the tax base once confirmed by South Norfolk Council. To be confirmed at the January 2021 meeting.

## **13. To consider finance matters:**

- The payments for December 2020 totalling £22,907.78 were agreed.
- The accounts year to date and bank reconciliations to 30/11/2020 were received.
- It was agreed that TW and MB would authorise payments online.

## **14. To confirm the next meeting of Cringleford Parish Council to be held on Thursday 14 January 2021**

Agreed.

## **15. To receive items for the next quarterly newsletter**

Precept 0% increase.  
Speed-watch interest.

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

To consider purchase of SAM2 cameras if Parish Partnership bid is not approved.

## **17. 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.

## **18. To receive a staffing update (if any)**

None raised.

## **19. To receive information on General Data Protection Regulation breaches (if any)**

No update.

## **20. To receive an update on a commercially sensitive matter**

Confidential minutes from November were approved.

The solicitor had been appointed and Heads of Terms had been circulated.

Meeting finished at 21:30