

CRINGLEFORD PARISH COUNCIL

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CLERK OF THE PARISH COUNCIL
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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 10 SEPTEMBER 2020 AT 7.30PM, VIA ZOOM.

MINUTES

Present:

Professor T Wang (TW) In the Chair
Miss C Fielding (CF)
Mr M Blackie (MB)

Mr T Chiles (TC)
Mr J Canham (JC)
Mr S Chapman (SC)

In attendance:

Miss S Blythe – Parish Clerk

1. Welcome and to consider apologies for absence.

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

Apologies were received and accepted from Sarah Hookway, Helen Simmons, Dave Chapman, Jason Edwards and Dagmar Miller.

District Councillors had reported that would not be attending.

2. To accept any declaration of Members interests.

None declared.

3. To confirm the minutes of the meeting held on 9 July 2020.

The minutes were circulated and agreed as an accurate record. The Chairman would sign a copy at the next physical meeting.

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

Regarding item 8.2, the Clerk confirmed that a response had been sent to the parishioner. There had been no response from the parishioner.:-

5. To receive reports from District and County Councillors

David Bills (CC) reported the following:

- Highways England have held consultations regarding the Thickthorn proposals, which he had attended.
- Updated parking plans had been received from NCC which would now go to consultation. In response to a question DB confirmed that he supported the proposals.
- The proposed Harford Bridge recycling centre had almost reached the planning application stage
- NCC libraries were in the process of re-opening. Their base would relocate into Hethersett fire station shortly
- Recycling of hazardous waste would be available at Ketteringham recycling centre from 25-27 September.

TW raised correspondence on varying broadband speeds within the parish. A response had been received from District Councillors which advised that targeted upgrades for some properties in Cringleford would be received, subject to survey. This would be by the end of 2023. Any property that received less than 24 mega bits per second could apply to the 'Better Broadband for Norfolk' scheme.

6. To receive questions from parishioners

None present.

7. To note and comment upon correspondence received

- 7.1 Broadband in Cringleford – discussed above.
- 7.2 Burial grounds in Cringleford – a request had been received for a new burial ground in the parish as the existing church grounds were almost full. There was no land currently available, but this would be kept in mind when Barratts developed their southern site, or when Kier developed the northern part of their site.
- 7.3 South Norfolk Council's Licencing Policy Review – noted.
- 7.4 To consider correspondence received since the agenda was dispatched.
None.

8. To receive the Clerk's report

The Clerk's report was noted.

Council noted that work had almost been completed to bring the website and its documents to the new accessibility standard.

It was noted that NALC had agreed a pay scale increase of 2.75%, backdated to 1 April 2020.

The Clerk reported that the new government regulations around Covid-19 had been considered. The majority of bookings were on the exempt list and could still go ahead.

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

TW gave the following report:

- A meeting had been held with Big Sky. They had advised that show houses would be available from November. A site visit would be organised for PEC. Big Sky would work with CPC to solve a streetlighting problem on Cantley Lane.
- A site meeting had been held on Newfound Farm to discuss footpath lighting. BDWH would send amended lighting plans for CPC to consider as a result of this.
- Bus stops had been repositioned on Colney Lane for safety and to serve the development.
- Two large planning applications had been considered.
- UEA had pulled out of the joint development with Norwich Rugby Club for financial reasons
- Final parking scheme plans had been received from Norfolk County Council and circulated to all councillors. Councillors voted to **accept** the proposals. Prior to the consultation SC to check whether there was a resident on Gurney Lane without off-road parking, and the Clerk to remind Highways that yellow lines needed to be re-painted on Dragonfly Lane. **Action SC/Clerk.**

10. To receive an update from the Recreation and Amenities Committee

TC gave the following update and recommendations:

- The Beryl bike scheme had located their bikes on Dragonfly Lane, as the gravel surface of TWC carpark was not suitable.
- The Scouts had asked for permission to hold their annual firework event. This was **approved**, dependent on government regulations at the time.
- A pizza cook had requested the use of TWC carpark for his van. It was **agreed** to offer a two-month trial. The Clerk would write terms and conditions. RAAG would discuss whether to continue at the end of the trial period.
- 98 responses had been received from the recreation survey, which was only a 5% response rate despite one being delivered to each house in the parish. Although disappointing, none of the responses received had flagged anything significant that needed to be amended within the Recreation Strategy. It was **agreed** that RAAG would provide a plan for the new sports hall, which needed to be discussed with Big Sky by December. TC would also organise a meeting with Mark Heazle from SNC. **Action TC.**
- The junior football club had sent correspondence regarding their café and toilet facilities whilst the Pavilion was being refurbished. A response had been sent.
- A legionnaires inspection had been carried out by an external company. Staff were carrying out checks correctly, but some recommendations had been made to improve the system, which the Clerk would action.
- The tennis invoice for the year had been agreed. An average of three years had been taken for the electricity as the meter had broken.
- The annual playground inspections had been carried out by an external inspector. There were no high or medium level matters of concern. Low priority matters would be worked through.
- The updated CCTV policy had been reviewed and **agreed**.

- MB had reported that a temporary boundary left for walkers around the St Giles Park development was too narrow. Recently paramedics had been unable to access an unwell walker in the area. This had been reported to the developers.

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

11. To receive an update from the Road Safety Working Group.

JC reported that a meeting had been held with the local Highways Engineer. He had clarified what options could be taken forward. A blanket 20mph speed limit would not be considered, however he recommended that a community speedwatch be set up to monitor speed. SAM2 cameras to indicate driver's speed and record data for the parish could be purchased. Finally, a trod footpath on Intwood Road would be considered, if landowners were happy to allow their land to be used. MB to follow up this. **Action MB.**

12. To receive an update on the Pavilion refurbishment

JC advised that work would re-start on 14 September. The electrical element of the contract had been removed from Westone and would be paid direct by CPC.

13. To receive an update from the Finance Advisory Group

MB gave the following report:

- A Guidance of the Protection of Earmarked Funds document had been considered and **agreed**.
- Losses due to Covid-19 had been considered. Predicted income for the year would not be met, but there were suitable reserves in place to cover the gap. Discretionary grants from South Norfolk Council totalling £15k had also been received.
- Pavilion refurbishment costs to date had been considered. Due to an increase in some areas of the contract the excess built in to the 2020/21 budget would have to be used.
- A preliminary discussion had been held around the 2021/22 budget. It was thought sensible that any planned projects should be from CIL money only. This would stop the precept from being increased whilst the pandemic was ongoing and affecting parishioners.

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

14. To receive finance updates

- The payments for September totalling £20,803.62 were **agreed**. Payments authorised by email in August were noted.
- The accounts report to date and bank reconciliations to 31/8/20 were received.
- MB and TW **agreed** to authorise online payments on 11/9/20.

- The Clerk reported that the Council's current internal auditor had decided to retire. Two quotes were supplied for alternative auditors and it was **agreed** that Robin Goreham be appointed.

15 To confirm the next meeting of Cringleford Parish Council

The next meeting was confirmed as 8 October at 7.30pm.

16 To receive items for the next quarterly newsletter

- Parking consultation
- Recreation strategy results
- Wildflower meadows

17 To receive items for the next agenda

None raised.

18 To consider excluding the public due to the confidential nature of the business.

Councillors considered and agreed to exclude the public from item 19 onwards 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

19 To receive a staffing update

It was noted that a caretaker had retired in August. It was **agreed** that TW would send a letter of appreciation. **Action TW.**

20 To receive reports on Data Protection matters

No matters raised.

21 To receive an update from Personnel Committee

The confidential minutes had been circulated to all Councillors.

22 To receive and update from the CIL / Commuted Sum Working Group

TW gave an update on a commercially sensitive matter.

Meeting closed at 21.45pm.

Signed.....

Chairman