

# CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
THE WILLOW CENTRE  
1-13 WILLOWCROFT WAY  
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

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## **A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 9 JANUARY 2020 AT THE WILLOW CENTRE, CRINGLEFORD, AT 7.30PM.**

### **Present:**

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

### **In attendance:-**

Sonya Blythe – Parish Clerk

### **1 Welcome and to accept apologies for absence**

Apologies had been received from Mrs H Simmons which were accepted.  
District and County Councillors would be arriving late.

### **2 To accept any declaration of Members Interests:**

None received.

### **3 To confirm the minutes of the meeting held on 12 December 2019**

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

Item 1 – should read “Cllrs W Kemp and D Elmer were not present”.

Item 8 – should read “Cllrs Kemp and Elmer were not present”.

The Chairman signed a copy of the minutes.

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

Item 5 – PC Boden had responded to say that more detailed information on crime could be found on the Norfolk Constabulary website.

Item 14 – The Clerk would set up the initial meeting of the working group.

Item 15.1 – The Clerk confirmed that the salaries were correct as they included payments up to month ten.

#### **5 To Co-opt a New Councillor**

No applications had been received. The Clerk would re-advertise.

#### **6 Police Report**

Not received.

#### **7 To receive questions from Parishioners**

7.1 A parishioner questioned whether Councillors were comfortable with the fact the parish council's share of the precept had been higher than South Norfolk Council's share the previous year and was the fourth highest precept in South Norfolk. Council responded that, whilst not happy, the increases had to be made in order to make provision for the future. It would be poor financial management to not have funds in reserve for carrying our maintenance on parish council owned assets. Council confirmed that no large increases were expected in the future.

#### **8 To consider the draft whistleblowing policy**

8.1 The draft Whistleblowing Policy was considered and agreed. Clerk to add to website.

#### **9 To receive and comment on the draft recreational strategy**

MB identified small changes that had been made to the draft strategy and Council agreed to adopt the strategy as the guidance document that parishioners would be consulted on once corrections had been made.

A discussion was held on how to carry out the public consultation. Options included a leaflet drop to all households pointing them to an online questionnaire, followed by a live consultation at The Willow Centre, or just one of these. RAAG were asked to draw information together at their next meeting and feedback to Council.

*DE and WK arrived 20.05*

## **10 To agree a date for the Pavilion refurbishment.**

JC reported that a meeting had been held with the scouts, cricket club and tennis club. The football club had not attended. He advised that the cricket club would be happy to use the scout hut during the refurbishment period but the tennis club ideally required a small covered space closer to the tennis courts. The Scout Leader could not confirm whether the scout hut could be used until 22<sup>nd</sup> January, when the committee were due to meet. In the meantime, the Clerk would obtain quotes for a small portacabin with toilets, up to a limit of £3k. If the Scouts were in agreement with the hut being used then the Clerk and JC could negotiate a start date. If not, the item would be discussed at the next Council meeting.

*DB arrived 20.15.*

## **11 To receive an update from the County Councillor**

No update made.

## **12 To receive an update from the District Councillors**

WK noted that the Greater Norwich Local Plan had been published. This had indicated an additional three hundred properties for Newfound Farm, south. This would be consulted on. All other sites in Cringleford had been rejected.

He advised that the Big Sky planning application would be discussed by the Development Management Committee the following week and confirmed that he had called in the application for R1 on Colney Lane, for which Council passed on their thanks.

## **13 To note and comment upon correspondence received**

13.1 A consultation had been received from the Electoral Commission to consider local County Council division boundaries. DE confirmed that the current figures displayed for Cringleford were incorrect and the Boundary Commission had agreed to amend them. He advised Councillors that due to the projected growth, Cringleford would be under represented by its county councillor if the current boundaries remained the same. There was also a possibility that Cringleford could be split and come under two separate divisions. He strongly suggested that CPC respond to the consultation with its own suggestions in order to ensure that it had an adequate level of support and remained within one boundary in the future.

13.2 DB agreed to obtain the raw data from Norfolk County Council to establish how they had prepared their estimated electorate growth.

13.3 It was agreed that TW would draft a response to circulate to Council before the February deadline. Clerk to publicise on website.

13.4 Local electricity bill – the detailed information was noted, but not formally supported as it was difficult to understand the benefits for the local community.

The police budget consultation was noted.

#### **14 To receive the Clerk's report**

14.1 The Clerk's report was received.

14.2 In addition the Clerk reported that:

- a quote had been received to repair the bench in the teen play area. Two more were awaited.
- the solicitor was still investigating access over the open space on Willowcroft way.
- A parishioner had kindly offered to purchase a bench for the teen play area, to replace one which had been vandalised. This was gratefully accepted.

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

TC gave the following report:

- A noise complaint had been received regarding music at 10.30pm from a party at TWC. The Clerk had responded to advise that the licence allowed music to be played until midnight, but Caretakers always ensured that music was switched off at 11pm due to TWC being in a housing area.
- The ban on under 18s entering TWC unless for an event or class had been considered. The Clerk had confirmed that the problems had reduced since the notice had been in place. TC had established that the Equality Act did not apply to children under the age of 18 entering public buildings. Therefore, RAAG supported the current wording of the sign. SC was advised to put forward proposals for amending the wording to RAAG for consideration, if he wished to pursue.
- The updated Lost Property policy had been agreed.
- The Child Protection policy was due to reviewed. The Clerk would amend for the next meeting.

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

TW gave the following report:

- Meetings had been arranged with Big Sky and Kier to discuss various development matters.
- Draft streetlighting plans had been received for Newfound Farm. These were compliant with statutory requirements but two amendments had been requested to provide additional lighting in sensitive areas.

- A consultation had been received from NCC around installing a 20mph speed limit on Lobelia Lane and Jasmine Walk. The Clerk had written to ask why this particular area had been chosen.
- TW and DM would attend a consultation on the Greater Norwich Local Plan, arranged by South Norfolk Council.

## **16 To receive finance updates**

### **16.1 Payments to 10 January 2020 totalling £21821.36 were agreed.**

16.2 The accounts report to date and bank reconciliation to 31/12/2019 were received.

16.3 TW and MW agreed to authorise the BACS payments online.

16.4 MB gave the following update on the recent meeting of the Finance Advisory Group:

- A Lloyds savings account had been opened, and money transferred in.
- Unity Trust was now the everyday current account.
- Due to the level of CIL money that would be received, advice would be taken on potentially opening a government bond when enough reserves were held.
- A budget increase of 2% had been written into the proposed budget to ensure sufficient reserves were maintained.
- Council were asked to re-confirm a decision made two years earlier that, once building work commenced on the Pavilion, the building would be registered for VAT, in order to claim VAT back from the project, This could not be reversed for twenty years. Council were also asked to re-confirm that for the first year after re-opening, CPC would absorb the VAT cost so that hirers fees would not increase. Both of these decisions were re-confirmed.
- The risk register had been considered, with one new risk entered concerning pot holes in the pavilion car park. The Clerk confirmed these had been repaired in December.

16.4 The draft budget and budget report for 2020/21 was considered, with differences from last year's being highlighted by TW and the Clerk. Amendments were made to the draft plans, at which point Council agreed that they were happy to adopt the proposed budget.

16.5 In line with the budget above, the precept for 2020/21 was confirmed as £300,636.00. Clerk to report to South Norfolk Council as required.

**17 To confirm the time of the next meeting of Cringleford Parish Council**

The next meeting was confirmed as 9 January 2020 at 7.30pm in The Willow Centre.

Apologies were received from Cllr H Simmons.

**18 To receive items for the next quarterly newsletter**

Budget 2020/21.

**19 To receive items for the next agenda.**

TWC committee room architect plans  
Greater Norwich Local Plan

**20 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.

**21 Staffing update**

No new matters raised.

**22 Data Protection Matters**

No matter raised.

Meeting closed at 22.10

Signed .....  
Chairman