

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 14 MAY 2020 AT 7.30PM, VIA ZOOM.

Present:

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

In attendance:-

Samantha Henry – Assistant Parish Clerk
Sonya Blythe – Parish Clerk
Members of the Public

1 To elect a Chairman

TW was proposed and seconded as Chairman. This was **agreed** and he was duly elected. The acceptance of office form would be emailed and signed electronically after the meeting.

2 Welcome and to accept apologies for absence

All councillors were present.

TW welcomed Council to the first meeting to be held virtually, under new the LAPCP Regulations 2020.

TW asked whether councillors were happy to adjourn the meeting for ten minutes at 8pm to “clap for carers”. This was **agreed**.

TW passed thanks to SB and SH for their work during the pandemic to keep Council functions running. He also thanked TC, SC and MB for contacting all parishioners marked as vulnerable in the 2018 parish plan, to check whether they required assistance.

3 To elect a vice-Chairman

JC was proposed and seconded and duly elected as vice-chairman.

4 To accept any declaration of Members Interests:

None declared.

5 To confirm the minutes of the meeting held on 12 March 2020

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

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

8.1 – local elections were now postponed until May 2021.

10 - the action plan had been updated and uploaded to the website.

12 - the recreational questionnaire had not been circulated with the newsletter as it would not be possible to hold a public consultation until the UK lockdown had finished. This would be circulated at a later date. The newsletter had been distributed on 12 and 13 May, later than expected as the delivery company had been unable to work for two months.

7 To receive questions from Parishioners

7.1 Two members of the public were present. They raised several traffic issues in the Intwood Road area, including lack of footpath for pedestrians at the Keswick Road junction, and vehicles over the 5-tonne weight limit using the road. TW explained that there was an item on the agenda to consider a road safety strategy for the parish as a whole, which would include these matters. The members of the public supported the proposal for a road safety strategy.

8 To receive written reports from District and County Councillors

The written reports were noted. Councillors would be thanked for submitting.

The meeting was adjourned from 8pm until 8.10pm

9 To agree the updated standing orders

The standing orders had been updated to incorporate the new powers for holding virtual meetings. These were considered and **agreed**. Clerk to upload to website.

10 To elect chairmen and confirm membership of the advisory groups/committees:

Membership of committees and the chairman of each was **confirmed** as follows; no changes had been requested to the existing arrangements.

Planning and Environment Committee – **TW**, HS, SC, DM.

Finance Advisory Group – **MB**, JB, DC

Recreation and Amenities Advisory Group – **TC**, CF, JC, MB

Personnel – **TW**, HS, JE

CIL – TW, CF, MB (no elected Chair yet)

11 To receive the Decision Log and confirm decisions taken in the previous two months

11.1 Decisions that had been taken by email in the previous two months, when no meetings had been held due to the pandemic, were reconfirmed, as follows:

- To top up the salaries of furloughed staff to 100% for up to 12 weeks – **reconfirmed**.
- To submit an objection to the R1 planning application – **reconfirmed**.
- To authorise the April payments of accounts – **reconfirmed**.
- To review the Publication Scheme and Records Retention policies – **reconfirmed**.

11.2 It was also **agreed** that, although agreed at monthly Zoom meetings, minutes and invoices would need to be signed at the next physical meeting of Council. The decision log would now be closed.

12 To consider quotes and agree the new insurance policy

Two quotes had been received and were considered. It was **agreed** to continue with Zurich, which was the lowest price. Council **agreed** to accept the three-year contract as this was best value

13 To consider a road strategy for the parish

As its most recent meeting the Planning and Environment Committee (PEC) had considered comments from parishioners and councillors regarding various safety issues with roads throughout the parish. They proposed setting up a Road

Safety Strategy working group. The Group would write a road safety strategy for the whole parish, which would holistically consider all known and future issues across the parish to make it safe for pedestrians and cyclists.

The proposal was **approved** by Council. The working group would comprise of MB, JC and TC. An initial document would be drafted by 30 June, which would be shared with the Norfolk County Council highways engineer to ascertain the feasibility of suggestions within.

14 To note and comment upon correspondence received

14.1 An update on the electoral review was noted.

14.2 To consider correspondence received since the agenda was dispatched

Exercise at home packs were available for vulnerable adults – these would be added to newsletter and notice boards

15 To receive the Clerk's report

15.1 The Clerk's report was noted.

15.2 In addition, Council **agreed** that all bookings at The Willow Centre (TWC) should be cancelled up to 1 July 2020. Further decisions would be taken in line with government guidelines.

15.3 The Clerk advised that the Power of General Competence was no longer held by the council, as less than $\frac{3}{4}$ of current councillors had been elected.

15.4 Council recommended that furloughed caretaking staff be requested to take a week's annual leave during the furlough period, in order to stagger leave across the remainder of the year. Clerk to investigate.

16 To receive an update from the Planning and Environment Committee

TW gave the following report:

- Big Sky were the only developers currently onsite. Kier hoped to recommence on 1 June. Barrett David Wilson Homes staff had been furloughed and so no response had been received.
- There were road works on Colney Lane currently.
- Kier playgrounds designs had been approved; this would be maintained by a management company, not CPC.
- Recent planning applications had been responded to.

17 To receive finance updates

17.1 Payments from 11 April to 15 May 2020 totalling £ 44,061.82 were **agreed**.

17.2 The accounts report to date and bank reconciliation to 30/04/2020 were received.

17.3 Cllr Wang and Cllr Blackie agreed to authorise the BACS payments online.

17.4 DC asked what the loss had been to TWC since March, when it had been made to close due to the pandemic. SH provided figures of between £3 - 6k each month. The Clerk had applied to South Norfolk Council for a business support grant which had been declined as CPC received a precept. An appeal had been submitted as TWC was self-funding and did not rely on the precept.

18 To confirm the time of the next meeting of Cringleford Parish Council

The next meeting was confirmed as 11 June 2020 at 7.30pm by Zoom.

19 To receive items for the next quarterly newsletter

Road Safety Strategy;
Meetings to be held by Zoom;
Pavilion update,
Developments,
Play areas (if not already reopen),
Parking consultation update.

20 To receive items for the next agenda.

Annual return;
Road strategy working group update.

The Clerk was asked to raise the matter of the sight screens at the recreation ground with the cricket club, as they appeared to be in a poor condition.

21 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.

22 Staffing update

No matters raised.

23 Data Protection Matters

No matter raised.

Meeting closed at 21.25

Signed
Chairman