

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
CLERK OF THE PARISH COUNCIL
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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11 JUNE 2020 AT 7.30PM, VIA ZOOM.

MINUTES

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) (from 19.37)

In attendance:-

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

1 Welcome and to accept apologies for absence

Jason Edwards was not present.

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

2 To accept any declaration of Members Interests:

None declared

3 To confirm the minutes of the meeting held on 14 May 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.

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

HS joined from 19.37.

The Clerk reported that the cricket club would remove the damaged sight screens, but could not do this until the pavilion reopened as they required power for their tools.

5 To receive reports from District and County Councillors

David Bills (County Council) had sent apologies.

The written report from the District Councillors was noted. The Clerk would circulate to all councillors.

6 To receive questions from Parishioners

6.1 None present

7 To review and agree the following updated policies:

7.1 Member Code of Conduct – the policy was reviewed and **agreed**.

7.2 General Data Protection Regulations Policy – the policy was reviewed and **agreed**.

7.3 The Clubs and Societies Policy had been renamed Outdoor Facilities Hire and updated. The amended policy was **agreed**.

Clerk to upload policies to website.

8 To agree the updated Recreation Strategy

An updated recreation strategy was circulated. Thanks were passed to MB and TC for their hard work producing it, along with RAAG. Circulated. The strategy and recommendations within were **agreed**, subject to some small amendments which TW would circulate.

9 To note and comment upon correspondence received

9.1 Thank you to Parish Council – noted.

9.2 Rough Sleeper Count – Councillors to report direct to clerk.

9.3 NALC open letter to Councils – noted.

9.4 To consider correspondence received since the agenda was dispatched
None.

10 To receive the Clerk's report

10.1 The Clerk's report was noted.

10.2 In addition, the following were discussed:

TWC reopening – it was noted that there had been no government updates on community buildings since the previous meeting. It was thought unlikely that they would be able to open for at least another month. Council **agreed** therefore to keep the building closed until 1 August. If opening on this date seemed likely then caretakers would be brought back to work two weeks beforehand to decorate and deep clean. A significant loss of income had occurred since March, which the Finance Advisory Group would need to consider.

CF reported that the primary school required more space in order to be able to open and maintain social distancing. Clerk to contact the headteacher to see if the school would like to use TWC in the short term.

11 To receive an update from the Planning and Environment Committee

TW gave the following report:

- An update meeting had been organised with Big Sky. Kier and Barratts had still not returned to site.
- Work was ongoing with Norfolk County Council around bus stops.
- Several planning applications had been responded to including one to place a dwelling outside the Cringleford development boundary on a wildlife site.

MB and HS reported that signs had been erected on Cantley Lane showing that the public right of way would be closed for three years. Clerk to investigate.

12 To receive an update from the Recreation and Amenities Committee

TC gave the following update and recommendations:

- The cricket club had advised that they were unable to pay their outstanding invoices for work carried out in 2019. The fees had already been reduced by 60%. They had been asked to join the meeting to discuss but did not attend. It was **agreed** that they would not be actively chased at this time, as they had no income due to cancelled matches, but they would not be able to use the pitches until outstanding debts had been settled. The debt would be discussed again at the start of 2021 when new fixtures were being arranged.
- The tennis club had requested that they be able to install a portacabin to use as a clubhouse. This was refused as the pavilion was being refurbished for

- groups and clubs use.
- A dog bin had been requested by the litter picking group on the junction of Willowcroft Way and the Newmarket Road passageway. They was refused on this occasion as the dog waste was in someone's garden rather than occurring on footpaths. The litter group would be asked to monitor and report any recurrences.
 - A geo-cache placement at TWC had been **agreed**.
 - A company had requested permission to site a mobile food van in TWC carpark. They had been advised that electricity and water would not be available from within TWC and had not responded. If they did still wish to go ahead then the Clerk would request more detail.
 - The distribution date of the recreation strategy would depend on outcomes from the meeting with Big Sky.

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

13 To receive an update from the Road Strategy Working Group

MB reported that the group had not yet had their first meeting, but a list of areas to consider had been compiled, which was shared. Councillors were asked to send any additional areas to the group for consideration.

14 To receive an update from the CIL Working Group

TW reported that the first meeting had been held. The terms of reference had been circulated to Council, and amendments to these were **agreed**.

A further meeting would be arranged once the recommendations were received from the recreation consultation.

The Clerk would check the wording that had been agreed around membership of the working group.

15 To receive an update from the Finance Advisory Group

MB gave the following report and recommendations:

- Letters had been received from several charities requesting donations. These were declined as they had no specific link to the parish.
- The Internet Banking Policy had been reviewed and **agreed**.
- The Investment Policy had been revised and **agreed**.
- Protection of the sink funds had been discussed. Council felt that the recommendation around protecting these from being used for a different reason was not strong enough and asked SC and the Clerk to investigate any other ways of protecting the earmarked fund.
- The updated risk register had been considered. Several new risks around

the pandemic had been discussed.

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

Clerk to upload policies to website.

16 To receive finance updates

16.1 The payments to 12 June were **agreed**.

16.2 The accounts to date and bank reconciliations were received.

16.3 TW and MB agreed to authorise payments online on 12 June.

16.4 The governance statement section of the annual return was reviewed. Councillors **agreed** that each statement within had been met and that the form could be signed.

16.5 The annual accounting statement was reviewed and approved. Council **agreed** that this could be signed.

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

The next meeting was confirmed as 9 July 2020 at 7.30pm by Zoom.

18 To receive items for the next quarterly newsletter

Councillors were asked to send items to TW.

19 To receive items for the next agenda.

To consider an extra meeting, if required.

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

Following discussion, it was agreed that caretaking staff would continue to be furloughed, potentially until August. Until this time the 20% of salary not paid by the Government would be provided by the parish council.

22 Data Protection Matters

No matter raised.

Meeting closed at 22.00

Signed
Chairman