

# CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 14 JUNE 2023  
AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mrs D Miller (DM)	Mr E Coulthard (EC)
Mrs C Fielding (CF)	Mr S Chapman (SC) (from 7.35pm)

### In attendance:-

Sonya Blythe – Parish Clerk  
Cllr D Sacks (District Councillor)                      3 members of public

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

TW welcomed Council to the meeting.

Apologies were received and accepted from Alistair Clay. Dave Chaplin was not present.

County Councillor D Bills had advised that he would not be present.

#### 2. To receive Chairman's announcements, if any

The Chairman invited Councillors to a private summer event.

#### 3. To accept any declaration of Members Interests

None received.

#### 4. To confirm the minutes of the meetings held on 17 May 2023

The minutes were **confirmed** as an accurate record and signed by the Chairman.

#### 5. To receive questions from parishioners

A parishioner raised objection to a local planning application. TW noted that the Planning and Environment Committee had objected to it at their last meeting.

#### 6. To receive reports from District and County Councillors

A written report was received from County Councillor David Bills. This included an item on the new Road Safety Fund. DM suggested that the Newmarket Road / Intwood Road junction previously raised in the Cringleford Road Strategy could be considered. This would be added to the September agenda.

Cllr Sacks informed Council that she was available if parishioners or Councillors had any matters to raise.

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

**7.1** David Bills – Road Safety Fund. This was discussed during item 6. Councillors would raise additional items and forward to the Clerk for the September meeting to consider.

**Action: Councillors**

**7.2** To consider a post office in The Willow Centre – the Post Office in Eaton would be closing on 30 June and a parishioner had enquired whether one could be opened from The Willow Centre. It was **agreed** that the loss of the post office would have a sizeable impact on the area, but such a venture was outside the remit of the Parish Council. However it would be added to the July RAAG agenda for consideration.

**Action: RAAG**

**7.3** To receive a request for an item in the parish newsletter – a request had been received to add a call for volunteers to the parish magazine. It was **agreed** that this would be added to the website, but not the newsletter.

**Action: Clerk**

**7.4** To consider time-sensitive correspondence received since the agenda was dispatched

Councillors had been invited to a wellbeing festival at Cavell Court, details of which would be added to the website.

**Action: Clerk**

## **8. To receive the Clerk's report**

The Clerk's report was received. It was noted that the new fence on The Pines had been damaged within two days of being installed. The grounds staff would try and repair this.

## **9. To receive the notes and consider recommendations from the Recreation and Amenities Committee (Cllr Chapman)**

The notes from the meeting on 6 June were received, with agreements within the minutes being **approved**.

It was noted that, now the parish parking scheme had been installed, cars from local businesses had started to fill the Pavilion carpark. Staff had carried out a leaflet drop on windscreens, and had monitored the situation in person, only allowing hirers and permit holders onto site. This had improved the issue. RAAG had also agreed to install a sign reminding people the carpark was for users of the Pavilion and recreation ground only. It was agreed that the situation should be kept under review in case further action was required.

**10. To receive the minutes and an update from the Planning and Environment Committee (Cllr Wang)**

The minutes from the meeting on 3 May were received.

Inspiration Trust had invited Councillors to a meeting regarding the new primary school which SC and EC would attend. If other Councillors would like to join the meeting, they should advise the Clerk by 16 June.

**Action: Councillors**

**11. To review updated policies:**

Complaints Procedure – reviewed and **approved**, subject to the address of the Monitoring Officer being updated.

General Data Protection Regulations – reviewed and **approved**.

**Clerk to upload to website**

**12. Finance:**

12.1 To agree the payments for June 2023, from 19 May to 15 June.  
Payments totalling £23,584.41 were **approved**.

12.2 To receive the May bank reconciliations and accounts to date.  
The reports were noted. The quarterly balance sheet was also received.

12.3 To agree which signatories will authorise BACs payments online on 13 April 2023  
TW and DM were **confirmed**.

12.4 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement  
CF verified that she had checked the bank statement.

**13. To co-opt Parish Councillors**

Robert Simmons was proposed, seconded and **elected** as Parish Councillor. The acceptance of office form was signed.

**14. To confirm the next meeting of Cringleford Parish Council as 12 July 2023**

Confirmed.

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

None.

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

None.

- 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)**

An update on current recruitment was given.

- 19. To receive information on General Data Protection Regulation breeches (if any)**

None.

- 20. To receive any commercial aspects relating to the purchase of the open space.**

TW reported that sale paperwork had been received from the seller's solicitor. This would be considered by the Planning and Environment Committee.

The meeting finished at 20:35