

CRINGLEFORD PARISH COUNCIL

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

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A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11 OCTOBER 2023 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs D Miller (DM)
Mrs L Rawlings (LR)	Mr R Simmons (RS)
Mr G Arias (GA)	Mr S Chapman (SC) (from 7.33pm)
Mr A Clay (AC)	Mrs C Fielding (CF)

In attendance:-

Sonya Blythe (Parish Clerk)	Cllr D Bills (County Councillor)
Cllr D Sacks (District Councillor)	1 member of public

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Mr D Chaplin and Mr E Coulthard.

2. To receive Chairman's announcements, if any

Councillors were invited to an event.

3. To accept any declaration of Members Interests

None received.

4. To confirm the minutes of the meetings held on 13 September 2023 and receive information on matters arising

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

Item 18 – it was noted that RS would not be sitting on the RAAG Committee. GA would take this position.

SC arrived at 7.33pm

5. To receive questions from parishioners

Nothing raised.

6. To receive reports from District and County Councillors

DS noted that she was following up a large number of highways issues raised by parishioners.

DS and DB confirmed that they would attend a site meeting that had been arranged with Norfolk County Council Highways Engineer on 19 October. This would consider options for the Parish Partnership Scheme as well as other issues.

7. To note and agree actions for correspondence received

7.1 None.

7.2 To consider time-sensitive correspondence received since the agenda was dispatched.

None.

8. To consider community engagement

Following a training session, RS had produced a report on community engagement for Councillors to consider. He noted that the parish council were doing the majority of recommended methods, other than door-stepping parishioners for important matters. This had seen a response rate of 40% in some parishes. If Council required a high response rate for future matters, this would be a good option to consider.

9. To receive the notes and consider recommendations from the Recreation and Amenities Committee

The notes from the meeting on 10 October were received, with recommendations within the minutes being **approved** as follows:

-CCTV should be installed inside the Pavilion, to bring it into line with The Willow Centre and The Jubilee Centre. This would help identify the cause of internal vandalism/issues, which could not currently be identified. The cost of £1893.35 would be taken from the Building Maintenance Fund. **Action Clerk**

-Woodland trail for disabled and able-bodied young people. An equipment list for the woodland and outside it had now been approved by RAAG. Councillors would send comments on the document to the Clerk by the end of 16 October, at which point it would be sent out for tender. **Action Clerk**

-A quote had been agreed for a new basketball hoop at the Pavilion. Work would be delayed until a new tarmacked area could be costed, as it would not fit on the existing one. **Action Assistant Clerk**

10. To receive the minutes and an update from the Planning and Environment Committee

The minutes from the meeting on 4 October were received.

TW reported that a second cost variation had been approved from the contingency fund for £9000. This was due to stronger foundations being required to support the changing room walls than originally calculated.

The land transfer had still not completed.

11. Finance:

- 11.1 To agree the payments for October 2023, from 15 September to 12 October
Payments were approved and would be published on the website.
- 11.2 To receive the September bank reconciliations and accounts to date
Received and noted.
- 11.3 To agree which signatories will authorise BACs payments online on 12 October 2023
DM and AC agreed.
- 11.4 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement.
This was confirmed.
- 11.5 To receive the 2022/23 conclusion of audit.
The conclusion of audit had been received from the external auditor. No issues had been raised.
- 11.6 To appoint the 23/24 Internal Auditor
Two quotes had been received, from the five requested. It was agreed to appoint Robin Goreham to carry out the 23/24 internal audit.

Action Clerk

12. To co-opt Parish Councillors

No applications received.

13. To confirm the next meeting of Cringleford Parish Council as 8 November 2023

This was confirmed.

14. To receive items for the next quarterly newsletter:

No additional items.

15. To receive items for the next agenda

None.

16. 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)

Not required.

17. To receive a staffing update (if any)

None.

18. To receive information on General Data Protection Regulation breeches (if any)

None.

19. To receive any commercial aspects relating to the purchase of the open space.

None.

The meeting finished at 20.15