

# CRINGLEFORD PARISH COUNCIL

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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11  
SEPTEMBER 2024 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)

Mrs C Fielding (CF)

Mr S Chapman (SC)

Mr G Arias (GA)

Mr R Simmons (RS)

Mr J Chalangary (JC)

Mr D Chaplin (DC)

### In attendance: -

Sonya Blythe (Parish Clerk)

Becky Plumb (Administrator)

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

TW welcomed Council to the meeting. Apologies were received and **accepted** from Mrs Rawlings, Mrs Miller, Mr Coulthard and Mr Clay.

District Councillor Sacks had advised that she would not be attending.

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

None.

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

DC declared he is acquainted with the Graphic Designer who submitted entry in The Jubilee Centre logo competition.

#### 4. **To confirm the minutes of the meetings held on 10 July 2024 and receive information on matters arising**

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

#### 5. **To receive questions from parishioners**

None present

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

None present.

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

**7.1 Village Green flagpole request.**

Councillors considered the request, and there was a majority vote not to proceed due to a lack of funds, resource and the risk of possible political connotations. Planning permission may also be required. TW to compose a response.

**Action TW**

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

None.

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

The Clerk's report was received, and questions responded to.

**9. To review the updated Health and Safety Policy**

The policy was received, and updates made. It was **resolved and agreed** that the updated policy be adopted, on the condition SB will amend specific wording and language used within the policy. Councillors confirmed there would be no need for further review.

**Clerk to action and upload to website**

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

The notes from the meeting on 10 September were received, with the following recommendations considered:

- That option 2 was awarded the winner of the Jubilee Centre logo competition.
- That Darren Huckerby will be invited to attend the Jubilee Centre's opening ceremony and officially open the venue. Councillors **approved** this recommendation.

**Action Clerk / TW**

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

The minutes from the meeting on 5 June were received.

TW confirmed a local Consultant was appointed via Tender to assist in developing the new Neighbourhood Development Plan. A Zoom meeting with the consultant is taking place on Thursday 19<sup>th</sup> September 2024 with TW and SC in attendance.

**12. To receive quotes for The Jubilee Centre overflow carpark and, if over the contingency amount, approve a quote**

TW explained advice was sought from Big Sky due to the large difference between the 2 quotes received via Tender. Big Sky confirmed the lower figure fell into the expected range. TW reiterated £60,000 had been budgeted and the chosen quote falls within the contingency amount. It was **agreed** by Council to proceed with the recommended Contractor.

**13. To consider logo options for The Jubilee Centre**

Councillors considered the options and **agreed** that:

The logos submitted by the Graphic Designers were very simplistic. Discussions took place regarding the signs across all 3 venues and whether a refresh of all signage would be considered. It was concluded this process would be very costly. All Councillors agreed that the new logo for The Jubilee Centre will need to be clear and readable. TW and SC are to get in touch with both designers and request for the designs to be refined.

**Action TW/SC**

**14. Finance**

**14.1 To agree the payments for September 2024, from 16 August to 12 September and confirm payments made in August 2024**

Payments totalling £183,355.60 were **approved**.

**14.2 To receive the August bank reconciliations and accounts to date**

Received and noted.

**14.3 To agree which signatories will authorise BACs payments online on 12 September 2024**

TW and SC **agreed**.

**14.4 To confirm the new Administrator can be added to the parish council bank accounts**

This was **confirmed**.

**Clerk to action**

**14.5 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement**

This was **confirmed**.

**14.6 To note the conclusion of audit**

The report from the external auditors was received. No issues had been raised. Councillors thanked the Clerk for her hard work on the accounts.

**14.7 To appoint the internal auditor for the 2024/5 accounts**

A quote had been received from Robin Goreham who had carried out the audit previously. It was **resolved** that he be appointed.

**15. To confirm the next meeting of Cringleford Parish Council as Wednesday 9th October 2024**

Agreed.

**16. To receive items for the next quarterly newsletter**

Opening of the Cringleford Crackerjacks Nursery.  
MUGA and pump track.  
Cringleford Neighbourhood Development Plan  
The Jubilee Centre introductory hire prices.  
Woodland walk

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

Agreed.

**18. 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.

**19. To receive a staffing update (if any)**

It was confirmed that SB will begin the recruitment process at the beginning of October for the new caretaker role based at The Jubilee Centre.

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

None.

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

No update

The meeting closed at 20.46.