

# CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
THE WILLOW CENTRE  
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 12 APRIL 2023  
AT 7.25pm, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mr M Blackie (MB)	Mr E Coulthard (EC)
Mrs C Fielding (CF)	Mr S Chapman (SC) (from 19:35)
Mrs H Simmons (HS)	Mrs D Miller

### In attendance:-

Sonya Blythe – Parish Clerk	Cllr D Elmer (District Councillor)
1 member of public	Cllr D Bills (County Councillor)
Lolly Dawson – Assistant Parish Clerk	

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

TW welcomed Council to the meeting.

Apologies had been received from Alistair Clay. Navid Afshar and Dave Chaplin were not present.

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

TW thanked HS, MB and NA for their work on behalf of the Parish Council, as they would be standing down from Council at the 4 May election.

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

None received.

### 4. To confirm the minutes of the meetings held on 8 March 2023

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

### 5. To note and agree actions for correspondence received

5.1 None

5.2 To consider time-sensitive correspondence received since the agenda was dispatched  
None

*Councillor Elmer and Bills left the meeting at 19.35pm*

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

The Clerk's report was received.

In addition, the Clerk reported that the moveable wall repairs had been booked in for May half-term. A quote of £3000 less than the one approved at the March meeting had been **agreed**, from Premier Walls. Unfortunately one of the panels had broken in the meantime, which had resulted in an additional call-out fee.

The Clerk reported that the Coronation bench had been ordered and would be installed on the village green as soon as it arrived. A grant from the National Lottery had been received to cover the purchase cost. In addition the wildflower seeds had arrived and had been split into decorated envelopes between the school and local nurseries. Additional envelopes would be advertised for the public to come and collect, with the remaining seeds being planted on the orchard.

Finally the Clerk advised that the patio at the Pavilion and the field had been damaged by an HGV driver who was delivering top soil on behalf of the Junior Football Club. The Club would arrange the repairs.

## **7. To receive an update from the Recreation and Amenities Advisory Group (RAAG) and agree actions.**

The minutes of the meeting were received.

In response to questions Cllr Chapman noted that Joel Pailles from South Norfolk Council would investigate whether there was any funding available for a feasibility study into the MUGA / skateboard park.

The Clerk was looking into the possibility of installing a second basketball hoop at the recreation ground as the current one was often over-subscribed. It had been difficult to find alternative locations as most of the open spaces were close to roads.

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

The minutes of the meeting were received, with the Chairman highlighting that Royal Mail planned to remove the Victorian post box on Colney Lane. An objection had been made.

Final quotes had been received from four electric vehicle charge point installers, with PEC asking one to move forward with the scheme. This would be confirmed by Council at the next meeting.

## **9. To receive the notes and consider recommendations from the Finance Advisory Group**

The minutes were received with Councillor Miller highlighting the following.

CPCs three-year insurance contract would end in May and three new quotes had been received. A comparison report had been circulated. Council **agreed** with FAGs recommendation that Zurich be awarded a new three-year contract.

**Clerk to accept**

It was agreed that the new Assistant Clerk and Administrator be given access to the bank accounts so that payments could be made in the Clerk's absence.

**Action Clerk**

The risk assessment was received. It was agreed that a mitigation level column should be added in against the risks.

**Action Clerk**

**10. To consider and agree finance matters:**

**10.1 To agree the payments for April 2023, from 10 March to 13 April**

The payment list was **approved**, and would be attached to the minutes on the website.

**10.2 To receive the March reconciliation.**

The financial year-end reconciliations were received for all bank accounts.

**10.3 To receive the 22/23 overspend report.**

The Clerks' report on overspent budget lines from 2022/23 was received, with questions responded to.

**10.4 To agree which signatories will authorise BACs payments online on 13 April 2023**

DM and EC **agreed** to make the payments.

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

CF confirmed that March statements had been checked.

**11. To confirm the next meeting of Cringleford Parish Council as 12 April 2023.**

The Annual Parish Council Meeting was confirmed as Wednesday 17 May 2023 at 7.30pm

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

Post box on Colney Lane.

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

None.

- 14. 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.

- 15. To receive a staffing update (if any).**

None.

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

None.

- 17. To receive an update on a commercially sensitive matter.**

No update.

Meeting finished at 20:10