

# CRINGLEFORD PARISH COUNCIL

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

Telephone 01603 250198

**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 10  
DECEMBER 2025 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)	Mr R Simmons (RS)
Mrs L Rawlings (LR)	Mr E Coulthard (EC)
Mr S Chapman (SC)	Mrs A Nunnery (AN)
Mrs D Miller (DM)	

### In attendance: -

Sonya Blythe (Parish Clerk – via Zoom)      One members of public  
David Bills (County Councillor)

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

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Jason Chalangary and Dave Chaplin.

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

None

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

None declared.

#### 4. To confirm the minutes of the meetings held on 12 November 2025 and receive information on matters arising

The minutes were **confirmed** as an accurate record. They would be signed outside of the meeting.

#### 5. To receive questions from parishioners

Nothing raised.

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

DB noted that his £6000 highway fund would be put towards the speed limit reduction on the A11, along with £15k from the Parish Council.

He had raised the gap in the cycleway / footpath outside Roundhouse Gate as a duty of care for the safety of residents. He awaited a response on this.

Mayor elections had been postponed to 2028, and unitary elections until 2027. He felt appalled by how long Norfolk would go without local elections in the meantime. As such local Leaders were meeting with the relevant Minister to discuss the matter shortly. Cllr Bills would be happy to take project suggestions forward to NCC before they became a Unitary Authority, such as an outstanding issue with a footpath on Colney Lane.

**7. To co-opt a new Parish Councillor**

No applications received in time.

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

8.1 A11 speed limit. On top of the funding detailed in item 6, Norfolk County Council would make up the funding difference to £26k meaning the speed limit reduction would go ahead. This would be added to the newsletter.

8.2 Local Government reorganisation. Councillors could make their own responses. It was **agreed** to not make a whole-Council response.

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

Correspondence had been received from UKPN requesting permission to install a new electrical connection through Council owned open space on Willowcroft Way, to new properties. The Clerk would investigate whether there would be a fee payable for this in addition to the £150 one-off fee detailed in the wayleave agreement.

**Action Clerk**

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

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

**10. To receive and approve the bid to the Norfolk County Council Parish Partnership Scheme**

An application for a trod footpath on the east side of Roundhouse Way was received and **approved**. Clerk to submit to NCC.

**Action Clerk**

**11. To receive the notes and consider recommendations from the Recreation and Amenities Group**

SC reported the following from the 2 December 2025 meeting:

-Additional fencing around the teen play area had been approved (within the Clerk's spend allowance). This would hopefully remove the issue of dogs entering the park.  
-Plans of the pump track application would be displayed within The Willow Centre for public consultation

**Action Clerk**

-A quote had been received for a steel container around the irrigation unit on The Willow Centre field to prevent vandalism. This was for £1100. Additional quotes would be sought for an improved specification, as well as a quote for full removal of the unit. Up to £2000 for this project was **approved**, or the item would be brought back to Council if additional funds were required.

**Action Clerk**

-An updated Recreation Strategy was received, which RAAG members had worked on for some months. SC asked for comments on the principles and suggested actions within. Council approval was then sought for the suggested project areas within:

Allotments and orchards: MB

Play areas: RS

Sports: LR

Green space: AN

Pump track and MUGA: SC

The strategy was **approved**. RAAG to investigate more detailed actions and bring proposals to a future Council meeting.

**Action RAAG**

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

The minutes from the meeting on 3 December were received.

**13. To receive the notes and consider recommendations from the CIL / S106 Advisory Group**

Notes from 3 December were received.

-Updated CIL / S106 accounts had been received.

-The priority order of future CIL / S106 items had been updated.

-Proposals for spending within 2026/7 budget year had been proposed and were included within the draft budget.

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

Notes from 3 December were received.

-The draft budget for 2026/27 had been received and updated.

-The tax base had been circulated by South Norfolk Council and had increased by 217 properties.

-Although three budget lines still awaited final figures FAG were likely to propose a freeze of Band D in January 2026, for 2026/27.

-As figures stood, there would likely be an income surplus of £18k. This would be moved into the play equipment earmarked fund. Currently this fund received income of £3k a year but with the addition of new play areas and the age of existing ones, £3k a year was no longer sufficient. A new annual income amount for this EMR would be considered for the 2027/28 budget.

Council confirmed that they were happy with the above proposal, dependent on final figures.

**Clerk to bring final budget to Council in January 2026**

A grant request of £1250 from St Peter's Church for grounds maintenance was received. Council **resolved** that the grant be approved as £1250 as funding was available within the grant budget line.

**15. Finance**

**15.1 To agree the payments for December 2025, from 14 November to 11 December 2025**

Payments totalling £42417.97 were **approved**.

**15.2 To receive the November bank reconciliations and accounts to date**

Reconciliations and accounts to date received and noted.

**15.3 To agree which signatories will authorise BACs payments online on 11 December 2025**

TW and DM **agreed**.

**15.4 To confirm that Cllr Miller has checked the monthly payments list against the bank statement**

**Confirmed**.

**16. To confirm the next meeting of Cringleford Parish Council as 14 January 2026**

**Agreed**.

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

- Environmental Strategy
- A11 speed limit change / Thickthorn updates
- Grant budget
- Online booking system

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

None

- 19. 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

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

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

None.

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

No updates.

The meeting closed at 20.45