

# CRINGLEFORD PARISH COUNCIL

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CLERK OF THE PARISH COUNCIL  
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 11 MARCH  
2026 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (TW)	Mrs L Rawlings (LR)
Mr E Coulthard (EC)	Mr T Joy (TJ)
Mr S Chapman (SC)	Mrs A Nunney (AN)
Mrs D Miller (DM)	Mrs P Fuller (PF)

### In attendance: -

Sonya Blythe (Parish Clerk)	Deborah Sacks (District Councillor)
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#### 1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Mr R Simmons, Mr Chaplin and Mr Chalangary.

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

None

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

None declared.

*Cllr Joy arrived at 7.31pm*

#### 4. To confirm the minutes of the meetings held on 14 January 2026 and receive information on matters arising

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

Item 10 – planning had been asked for a timeline regarding the potential approval of the pump track application.

#### 5. To receive questions from parishioners

None present.

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

Cllr Sacks advised that residents have reported issues regarding piling noise from the Thickthorn works which she had contacted developers about. The Clerk would ask contractors if there was a schedule.

**Action Clerk**

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

7.1 CPRE – Love letter to Norfolk. Noted.

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

Norfolk County Council- Parish Partnership Scheme. It was noted that the application for a trod footpath on Roundhouse Way was successful.

**8. To receive the 2026/27 action plan**

The 2026/27 action plan was received and accepted. To be published on the website.

**Action Clerk**

**9. To receive the Clerk report**

The report was received.

**10. To confirm updated Committee membership**

Membership of various Committees and Advisory Groups were reviewed to include new Councillors.

TW advised that he was happy to stand down from the Road Safety Group if anyone else would like to stand.

**Action: Cllrs to contact Clerk if they wished to join the Road Safety Group**

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

Minutes of the meeting held on 3 March were received.

The following were considered and approved:

Strip of land at the recreation ground (access from Mark Lemmon Close) – the ownership of the strip of adjoining land by a parishioner had been proven. Council were happy to let the existing gate and access to the recreation ground from this location continue, despite the expiry of the lease.

Car-park repainting – the company who had painted the EV spaces at TWC carpark

would be returning to repaint them, due to fading. They had offered whilst on site to repaint the lines in the general carpark at the same time, for a cost saving. Clerk to ascertain what the saving would be, and take forward if appropriate.

Cringleford Junior Football Club had asked for a conversation regarding taking over maintenance of the pitches at the recreation ground. Separately a meeting had been held with the Clerk to discuss CPC taking over full maintenance, as currently the workload was split between both organisations. Council confirmed that a discussion could be held to address all grounds options.

The St Giles litter pick had carried out a successful event. This would be added to the next newsletter.

**Clerk to action all**

#### **11.1 To receive the updated Advertising Policy**

The updated policy was received and approved.

**Clerk to add to website**

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

The minutes from the meeting on 4 March were received.

TW highlighted that a £50,000 grant had been received from Hornsea 3 towards the cost of the pump track.

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

DM reported the following:

The Jubilee Centre (TJC) had been rated as a sports hall rather than a community centre, which had meant rates significantly higher than budgeted. This valuation would be appealed. In the meantime, SNC would not pause the payments, but had offered a payment plan. This would be taken forward if there was no interest payable.

A grant request of £250 had been received from the PTA at Cringleford Primary School as a contribution to a second-hand school uniform shed. This was approved.

**Clerk to action**

#### **13.1 To receive the updated Risk Register**

The updated risk assessment was received and approved. A new risk on TJC rates had been added.

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

TW reported that, following items 10 and 18 at the last Council meeting, a discussion had been held on the potential purchase of Lot 1. An updated CIL summary was received and Council were asked to note that it was likely they would be asked to find additional funds towards the full project whose cost had risen significantly. This would be brought back to Council once more detail was known.

## **15. Finance**

### **15.1 To agree the payments for March 2026, from 13 February to 12 March 2026**

Payments totalling £76,257.89 were received and approved following answers from the Clerk to a number of queries.

### **15.2 To receive the February bank reconciliations and accounts to date**

Received and accepted.

The overspend/underspend annual report would be provided at the next meeting.

### **15.3 To agree which signatories will authorise BACS payments online on 12 March 2026**

TW and SC 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 8 April 2026**

Agreed.

EC noted that he would not be present.

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

Agreed to add an item on new bat boxes / bird boxes / hedgehog signs.

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

Draft of Council Communications policy (SC)  
Overspend budget report

## **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)**

An update on current staffing was given.

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

None.

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

No new update.

The meeting closed at 20.30