

CRINGLEFORD PARISH COUNCIL

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

Telephone 01603 250198

TO MEMBERS OF THE COUNCIL

**You are hereby summoned to attend the Annual Parish Council Meeting of
Cringleford Parish Council on**

Wednesday 13 May 2026 at 7.30pm at The Willow Centre

For the purpose of transacting the following business:-

AGENDA

1	To elect a Chairman and to sign Declarations of Acceptance of Office
2	Welcome and to accept apologies for absence
3	To receive Chairman's announcements, if any
4	To accept any declaration of Members Interests (Members are not required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)
5	To elect a vice-Chairman for the forthcoming year
6	To confirm the minutes of the meetings held on 8 April 2026 and consider any matters arising (for information)
7	To receive questions from parishioners (maximum of 15 minutes, per Standing Orders)
8	To receive reports from District and County Councillors
9	To elect Chairmen and members of the advisory groups/committees: -Planning and Environment Committee -Finance Advisory Group -Recreation and Amenities Advisory Group -Personnel Committee -CIL and Commuted Sum Advisory Group

	-Road Safety Group -Neighbourhood Development Plan
10	To review and approve the following policies (no amendments): - Standing Orders - Financial Regulations - Code of Conduct - Statement of internal control and annual review of effectiveness of internal control and internal audit - General Data Protection Regulations Policy
11	To note and agree actions for correspondence received:
11.1	Update from Priscilla Bacon Hospice Charity
11.2	To consider time-sensitive correspondence received since the agenda was dispatched
12	To receive the Clerk's report
13	To receive the notes and consider recommendations from the Recreation and Amenities Advisory Group (Cllr Chapman)
14	To receive the minutes and consider recommendations from the Planning and Environment Committee (Cllr Wang)
15	Finance Advisory Group
15.1	To receive the notes and consider recommendations from the Finance Advisory Group meeting on 6 May 2026
15.2	To receive the final 2025/26 accounts, bank reconciliation and internal auditor report
15.3	To consider and agree the AGAR Governance Statement for 2025/26
15.4	To consider and confirm the AGAR Accounting Statement for 2025/26
15.5	To note the dates for elector rights to be exercised
16	Finance:
16.1	To agree the payments for May 2026, from 10 April to 14 May.
16.2	To receive the April bank reconciliations and accounts to date
16.3	To agree which signatories will authorise BACs payments online on 14 May 2026
16.4	To confirm that Cllr Miller has checked the monthly payments list against the bank statement
16.5	To confirm that a second-cardholder can be added to the Lloyds credit card (Assistant Parish Clerk)

17	To confirm the date of the next meeting on Wednesday 10 June 2026 at 7.30pm
18	To receive items for the next quarterly newsletter
19	To receive items for the next agenda
20	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).
21	To receive a staffing update (if any)
22	To receive information on General Data Protection Regulation breaches (if any)
23	Open Space Purchase
23.1	To receive a confidential update including commercial aspects and make decisions to move forward as required

Signed: *Sonya Blythe*
Parish Clerk

Dated: 6 May 2026