CRINGLEFORD PARISH COUNCIL

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THE ANNUAL PARISH COUNCIL MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 13 MAY 2026 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.

MINUTES

Present:

Professor T Wang – in the Chair (TW)
Mr T Joy (TJ)
Mr S Chapman (SC)
Mrs D Miller (DM)
Mr J Chalangary (JC)
Mrs P Fuller (PF)

In attendance: -

Sonya Blythe (Parish Clerk)

1. **To elect a Chairman and to sign Declarations of Acceptance of Office**

TW was proposed, nominated and elected as Chairman. The acceptance of office form was signed.

2. **Welcome and to accept apologies for absence**

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Cllrs Nunney, Simmons, Rawlings and Chaplin. Cllr Coulthard was not present.

3. **To receive Chairman's announcements, if any**

The Chairman noted that the Annual Parish Meeting would be held in June. Suggested speakers were proposed, who would be contacted.

Action Assistant Clerk

4. **To accept any declaration of Members Interests**

None declared.

5. **To elect a vice-Chairman for the forthcoming year**

Simon Chapman was proposed, seconded and elected as vice-Chairman.

6. To confirm the minutes of the meetings held on 8 April 2026 and receive information on matters arising

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

7. To receive questions from parishioners

None present.

8. To receive reports from District and County Councillors

None present.

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

SC joined the Finance Advisory Group which would fill the only vacancy. All other groups / committees were **approved** as presented.

10. To review and approve the following policies:

- 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.

No amendments had been made. **Approved** as presented

11. To note and agree actions for correspondence received

11.1 Update from Priscilla Bacon Hospice Charity.
Noted.

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

An email had been received from South Norfolk Council (SNC) planning department regarding the pump track. Officers had confirmed that they would be granting planning permission, but the S106 variation on the land would take longer. If planning permission were granted now CPC would need to submit a further planning application to discharge the S106 condition and work could not commence until the S106 variation had been agreed. Following discussion, it was **agreed** to request that planning permission be granted now, so that the Hornsea grant could be secured. Council acknowledged that there would be an additional fee for the discharge.

12. To receive the Clerk's report

The Clerk's report was received with queries responded to.

In addition, it was noted that the mower used for verges was broken and would not be repaired for ten days. This would put the verge schedule behind.

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

Minutes of the meeting held on 5 May were received.

The following requests were made;

-Three options had been considered for dividing the hall for when different sports were playing at the same time. It was agreed to proceed with the dividing curtain from SportSafe for £3,021.24, following checks with Ingleton Wood that it would not affect the walls /ceiling.
-Big Sky had advised that they would be installing a £60k irrigation system at The Jubilee Centre to maintain the pitches. They would then gift this to the Parish Council. It was **agreed** that this would be accepted.
- Currently the Parish Council and Cringleford Junior football club (CJFC) organised separate grounds maintenance items for the recreation ground. From August 2026 CPC would be bringing all of the maintenance in-house, with CJFCs agreement. Council considered three quotes and **agreed** to move forward with Vortex, for one year initially.
-General match fees for CJFC at the recreation ground were considered. These had not been increased for two years. It was **agreed** to increase a session cost from £75 to £85 from August.

Clerk to action all

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

The minutes from the meeting on 6 May were received.

15. Finance Advisory Group

15.1 **To receive the notes and consider recommendations from the Finance Advisory Group meeting on 6 May 2026**

The notes of the meeting of 6 May were received.

DM made the following report:
-The appeal for The Jubilee Centre rates had been submitted.

-Four quotes for CPC insurance had been sought, with two received. Under FAGs recommendation, Council **agreed** to take Zurich's quote ahead.
-The Clerk had suggested that quotes for resurfacing of the Pavilion carpark be sought. This would solve pothole and drainage issues. FAG recommended that this be left until the full cost of the land purchase and pump track were understood. Following queries, Council agreed to reassess later in the year. Potholes would be temporarily filled and the soakaway cleared in the meantime.

Action Clerk

15.2 **To receive the final 2025/26 accounts, bank reconciliation and internal auditor report**

The documents were received and questions responded to. They had all been assessed by the Internal Auditor and the Finance Advisory Group.

15.3 **To consider and agree the AGAR Governance Statement for 2025/26**

The statements within were considered and **agreed**. The Clerk and the Chairman signed the page.

15.4 **To consider and confirm the AGAR Accounting Statement for 2025/26**

The figures were considered and **approved**. The Clerk and the Chairman signed the page.

15.5 **To note the dates for elector rights to be exercised**

The dates were noted as 3 June – 14 July 2026.

Clerk to submit all

16. Finance

16.1 **To agree the payments for May 2026, from 10 April to 14 May**

The payments were received and approved.

16.2 **To receive the April bank reconciliations and accounts to date**

Reconciliations and the year-to-date report were received and noted.

16.3 **To agree which signatories will authorise BACS payments online on 14 May 2026**

DM and TW **agreed**.

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

Confirmed.

16.5 **To confirm that a second cardholder can be added to the Lloyds credit card (Assistant Parish Clerk)**

Approved that a second card could be sought for the Assistant Parish Clerk.

Action Clerk

17. **To confirm the next meeting of Cringleford Parish Council as 10 June 2026**

Agreed.

Apologies noted from DM.

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

The spring edition had been held back to wait for the pump track outcome. As this had taken longer than expected, it was **agreed** that this would now be a combined spring / summer edition. It was agreed to include our information leaflet for hiring facilities in this issue.

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

-None.

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)**

Agreed.

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

An update was received.

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

None.

The Clerk had circulated a link to Data Protection training for all Councillors to complete, before the mid-year internal audit.

23. **Open Space Purchase**

23.1 **To receive a confidential update including commercial aspects and make decisions to move forward as required**.

An update had been received from SNC on a feasibility study, surveys, plan and funding for the site. A draft Terms of Reference document between SNC and CPC was considered, to which suggested amendments were made. It was **agreed** that TW would liaise with SNC over the amendments, and sign when satisfied.

The meeting closed at 21:10