

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 9
SEPTEMBER 2026 AT 7.30PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

MINUTES

Present:

Professor T Wang – in the Chair (TW)	Mrs D Miller (DM)
Mr T Joy (TJ)	Miss S Lakes (SL)
Mr S Chapman (SC)	Mr R Simmons (RS)

In attendance:-

Sonya Blythe (Parish Clerk)

1. Welcome and to accept apologies for absence

TW welcomed Council to the meeting.

Apologies were received and **accepted** from Cllrs Chaplin, Chalangary, Nunney and Fuller.

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 8 July 2026 and receive information on matters arising

The minutes were **confirmed** as an accurate record and signed by the Chairman, subject to the correction of Policy to Police in item 11.

5. To receive questions from parishioners

None present.

6. To receive reports from District and County Councillors

Not present.

7. To co-opt a new Councillor

Councillors had interviewed Alan Barnett at the previous meeting, who was still interested in standing. It was proposed, seconded and **resolved** that he be co-opted as Councillor. The acceptance of office form would be completed outside of the meeting.

8. To note and agree actions for correspondence received

- 8.1 Annual audit report – the report from the external auditors had been received. No issues had been raised. Council recorded their thanks to the Clerk.
- 8.2 Outdoor gym sessions – Councillor attendance. South Norfolk Council had arranged outdoor gym sessions during September. Councillors had been invited to be present in the information van which would accompany these.

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

The Scouts had requested permission to hold the annual fireworks event at the recreation ground on Friday 6 November. This was **confirmed**, for the same fee as last year, £250.00, increasing by £500 if Council staff had to carry out litter clearance after the event.

Clerk to advise

9. To receive the Clerk's report

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

Vandalism to the table tennis table was noted. Council would consider whether this area should be the next priority for CCTV.

10. To receive and confirm the final draft of the Neighbourhood Development Plan, and note the consultation dates

The final draft had been circulated and was **approved**. The consultation period would run from 14 September to 26 October. This had been advertised on the website and in the newsletter. Letters would be sent to all stakeholders and full copies of the plan would be available to collect from various buildings across the parish.

Action Clerk

11. To consider and approve updated Policies

Death of a Senior Royal – deferred to October.

Health and Safety – **approved** with new wording. It was agreed to investigate quotes for an external company to carry out the risk assessment reviews.

Action Clerk

CCTV – **approved** with new wording.

Clerk to upload to website

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

Notes of the meeting held on 1 September were received and questions responded to.

The following financial recommendations were considered:-

- Match funding of up to £8058.73 was requested from CIL funds, for an application to the Nature Conservation Fund for various tree / wildflower projects across the parish.
- Three quotes to install an air-con unit in TWC office were received, with a request to move forward with the quote from Norfolk AC for £2050. Funding from TWC maintenance fund.
- Installation of Wi-Fi at the Pavilion to help improve bookings was considered at a cost of £45.00 per month. Funding from Pavilion Building Maintenance Fund in year one, from budget thereafter.
- Purchase of a wooden owl for £375.00 for TWC woods, to replace the one that had been stolen. Funding from S106.
- Installation of a new soakaway at the recreation ground to replace the blocked one, to help with drainage issues, for £11,354.00 from the Pavilion Building Maintenance Fund. Clerk to enquire regarding planning permission and obtain additional quotes.
- To install an outdoor fenced compound to store large grounds equipment such as the scarifier for £3,890.00. Funding from Pavilion Building Maintenance Fund. Clerk to enquire regarding planning permission.
- A grant request had been submitted to South Norfolk Council's CAF fund for standard swings at two play areas. Match funding of 50% (£3529.00) was requested for if the application was successful.

All expenditure **approved**, subject to planning permission queries.

- Item 5.1 – A resident requested permission to build and install an outdoor community library at TJC. This was **agreed**.

Clerk to action all

- Terms of use for the pump track – deferred to October.
- The updated appendix to the Recreation Strategy was noted.

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

The minutes from the meeting on 2 September were received and noted.

The Chairman highlighted that a draft Environmental Strategy had been written. An article had been included in the next newsletter to see if any parishioners would like to assist with the project.

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

Notes of the meeting held on 16 July were received.

The following recommendation was considered:

That St Peters PCC be granted a £100 grant towards a community pantry.

This was **approved**.

It was noted that FAG had agreed the following transactions, under Financial regulation 5.15:

-Solar CCTV for play areas – to be trialled in one play area, from Roundhouse Park S106 funds.

-Floor cleaner for Pavilion – agreed, from budget, £2400.

-Keypad for The Jubilee Centre entry – approved for £1185, from Building Maintenance Fund.

-Yellow lines for The Jubilee Centre – £1,563.48 approved from the Building Maintenance Fund.

Clerk to organise grant payment

15. To receive the minutes from the Personnel Committee and consider recommendations

The minutes from the meeting held on 12 August were received and noted.

In addition, it was noted that a new Administrator had been appointed, to commence in post on 15 September.

16. To receive the notes and consider recommendations from Road Safety Group

Notes of the meeting held on 1 September were received and questions responded to.

17. Finance

17.1 To agree the payments for September 2026, from 10 July to 10 September 2026

The payments totalling £106,480.97 for August and £62,185.80 for September were received and **approved**.

Regarding energy costs for The Jubilee Centre, the Clerk and Chairman would look into whether the solar panels were working effectively, as electric running costs seemed extremely high.

17.2 To receive the July and August bank reconciliations and accounts to date

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

17.3 To agree which signatories will authorise BACS payments online on 10 September 2026

DM and TW agreed.

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

July accounts were confirmed. The August reconciliation for the current account was not yet ready.

17.5 To receive a quote for the 2026/7 internal audit and to receive Councillor confirmation of independence from the appointee

A quote was received from Robin Goreham, which was **accepted**. Councillors confirmed that they did not know Mr Goreham.

Clerk to appoint

17.6 To note that annual pay increments of 3.3% had been applied to staff salaries, per the national agreement

Noted.

18. To confirm the next meeting of Cringleford Parish Council as 14 October 2026

Agreed.

Pre-meet at 7.15pm to welcome new Councillors.

19. To receive items for the next quarterly newsletter

Currently being written.

20. To receive items for the next agenda

None.

21. 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.

22. To receive a staffing update (if any)

No update.

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

None.

24. Open Space Purchase

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

An update was given on the current situation.

The meeting closed at 21:10