

# CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON 8 MAY 2024  
AT 7.32PM, IN THE WILLOW CENTRE, CRINGLEFORD.**

## MINUTES

### Present:

Professor T Wang – in the Chair (SC)	Mrs D Miller (DM)
Mrs C Fielding (CF)	Mr R Simmons (RS)
Mrs L Rawlings (LR)	Mr J Chalangary (JC)
Mr G Arias (GA)	Mr S Chapman (SC)
Mr Chaplin (DC)	Mr A Clay (AC)
	Mr E Coulthard (EC)

### In attendance:-

Sonya Blythe (Parish Clerk)	2 members of public
David Bills (County Councillor)	Deborah Sacks (District Council) from 8.15pm

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

TW was proposed, seconded and **elected** as Chairman for the ensuing year. The acceptance of office form was signed.

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

TW welcomed Council to the meeting.

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

None.

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

None received.

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

Simon Chapman was proposed and seconded and **elected** as vice-Chairman for the ensuing year.

#### 6. To confirm the minutes of the meetings held on 10 April 2024 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**

A resident attended to discuss the parking scheme on Gurney Lane. She advised that several of her neighbours were not happy with the new parking scheme. Councillor Sacks (District Councillor) was taking the issues forwards on behalf of residents. A recent review of the scheme by the Planning and Environment Committee had confirmed that the scheme had met its original objectives, which was to reduce on-road parking. Residents of Gurney Lane were asked to forward complaints to the Parish Council for consideration by the Road Safety Group.

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

DB reported that a temporary solution for nitrous oxide cannister collection had been put into place.

Following highlighting of the issue by the Cringleford Road Safety Strategy, it had been agreed that analysis would be carried out by Norfolk County Council for a speed limit reduction from the Roundhouse Way / Newmarket Road roundabout, to the A11 pedestrian crossing on both sides of the road. DB had agreed to fund the analysis from his Member fund.

Norfolk County Council were in the process of planning a new lane on the Roundhouse Way / Newmarket Road roundabout, to exit on to St Giles Park.

Further to item 8, SC asked that the four-hour limit on paying for parking on Gurney Lane be looked at, as this had not been part of the original scheme. DB agreed to take this forward.

**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

All membership and Chairmanships were **approved** as remaining the same.

**10. To review and approve the following policies:**

- Standing Orders - deferred until updated version available, October 24.
- Financial Regulations -deferred until updated version available, summer 24.
- Code of Conduct – **agreed**.
- Statement of internal control and annual review of effectiveness of internal control and internal audit – **agreed**.
- Investment Policy (moved up from item 15 as part of the FAG item) – **agreed**.

**11. To note and agree actions for correspondence received**  
(Deborah Sacks arrived)

11.1 Invitation to the opening of Cringleford Prep School – EC , TW, CF, SC to attend.

11.2 To consider fees to review a promotion agreement – it was **agreed** that up to £840 be paid to the Council’s Solicitor to investigate a promotion agreement on the land it was hoping to purchase and ascertain the Parish Council’s risk.

**Action Clerk**

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

None.

**12. To receive the Clerk’s report**

The Clerk’s report was received with the following additional updates being given:

Three quotes had now been received for the parish tree survey. These were within budget, and so one would be appointed.

**Action Clerk**

HMRC had confirmed that The Jubilee Centre had now been opted to tax, which had been applied for in November 2023.

It was hoped that The Jubilee Garden on Lobelia Lane would be opened w/c 20 May.

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

The notes from the meeting on 7 May were received. There were no actions for Council to approve.

SC highlighted that the first stage of the woodland activity trail had been installed and was in use. Planning permission had been submitted for the footpaths and accessible equipment outside the woodland, with woodland animal figures still to be ordered. TW to write a thank you to Malcolm Blackie for commencing the project.

**Action TW**

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

The minutes from the meeting on 1 May were received and TW highlighted areas within.

**15. Finance Advisory Group**

15.1 **To receive the notes and consider recommendations from the Finance Advisory Group meeting on 30 April 2024.**

The notes were received, with following actions recommended by FAG members and **approved** by Council:

- The Assistant Clerk should be allowed a Council Barclaycard, to ensure continuity of service when the Clerk was unavailable;
- A fuel card should be applied for, for Council equipment. If this was successful then petty cash would be removed, at the Clerk's discretion.

- The updated risk register was received and noted. The Clerk would add risk increase / decrease arrows at the next review.

**Actions: Clerk**

**15.2 To receive the final 2023/24 accounts, bank reconciliations and internal auditor report**

The financial 2324 documentation was received and accepted. The positive report from the Internal Auditor was noted.

**15.3 To consider and agree the AGAR Governance Statement for 2023/24**

The Governance Statement was considered. Council **resolved** that all criteria were met, and the Chairman and Clerk signed the form.

**15.4 To consider and confirm the AGAR Accounting Statement for 2023/24**

The Accounting Statement was considered. Council **resolved** that the figures therein reflected the accounting documents at item 15.2, and the Chairman and Clerk signed the form.

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

Elector rights were noted as 3 June – 12 July. These would be uploaded to the website and noticeboard.

**Clerk to submit documentation to the External Auditor**

**16 Finance:**

16.1 To agree the payments for May 2024, from 12 April to 9 May.  
Payments totalling £579,720.97 were **approved**.

16.2 To receive the April bank reconciliations and accounts to date – received.

16.3 To receive the 23/24 overspend report – received.

16.4 To agree which signatories will authorise BACs payments online on 9 May 2024 – DM and SC **agreed**.

16.5 To confirm that Cllr Fielding has checked the monthly payments list against the bank statement – to be completed for the June meeting.

**17 To confirm the next meeting of Cringleford Parish Council as 12 June 2024**  
Confirmed.

**18 To receive items for the next quarterly newsletter**  
None added.

**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)**

None

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

None

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

No update

The meeting closed at 20.55