

**The parish council is made up of up to eleven elected unpaid members who all live within the parish and represent the village on various matters. It is the third tier of local government, the other two being the district council and the county council.**

Full council is usually held on the second Thursday of the month at 7.30pm at The Willow Centre. The public is very welcome to attend and we encourage comments to be made during the open sessions, part of every meeting.

Parish councilors are always available to hear your views or to answer questions on any subject relating to the parish. Surgeries are available if you would like to speak to a councillor for a private discussion. Please contact the parish clerk who will put you in touch with the councilor of your choice.

The council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads, street signage, and speeding to the relevant authorities on your behalf.

## Cringleford Parish Council

### Parish Councillors:

Malcolm Wagstaff – Chairman  
John Canhan  
Isabelle Kirk  
Maswood Jalil  
Andy Osborne  
Dylan Baldwin  
Dave Chaplin  
Mervyn Scutter  
Trevis Chiles  
Mike Metcalfe  
Malcolm Blackie

### District Councillors:

Christopher Kemp – 01508 558825  
Garry Wheatley – 01603 812668

### County Councillor:

Judith Virgo – 01603 454578

### Contact Us

Sonya Blythe - Parish Clerk  
The Willow Centre,  
1-13 Willowcroft Way  
Cringleford,  
Norwich, NR4 7JJ  
Phone: 01603 250198  
Email: [clerk@cringlefordpc.org.uk](mailto:clerk@cringlefordpc.org.uk)  
[www.cringlefordpc.org.uk](http://www.cringlefordpc.org.uk)

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# CRINGLEFORD PARISH COUNCIL

*A general guide to  
meetings.*

Parishioners are welcome at all formal meetings of the Council. You are entitled to share your views with your parish council so that we can represent you well.

You should let your council know if anything in the village is of concern so that action can be considered on your behalf.

This leaflet gives you advice speaking at parish council meetings. Please contact the parish clerk for any additional information.

**Q1 At which meetings may I speak?**

All public meetings of the council provide an opportunity for members of the public to speak.

**Q2 How will I know when to speak?**

A public question session is held at the start of each meeting. The chairman may also adjourn the meeting and invite public comments at his discretion.

**Q3 Are there items I may not discuss?**

Matters that are confidential or commercially sensitive may not be addressed in public. This includes personnel matters.

**Q4 How do I know what is on the agenda?**

The agenda is published on the website and on the council's notice boards ahead of the meeting. Past minutes are also available online.

**Q5 How do I arrange to speak?**

Please contact the clerk prior to the meeting or raise your hand when the chairman invites the public to speak. Questions must address a specific item.

**Q6 What should I say?**

The council prefers you to identify yourself and state your concern briefly and clearly.

**Q7 For how long may I speak?**

You will be allowed a maximum of three minutes. At the discretion of the chairman you may be allowed slightly longer in exceptional circumstances. You will not be able to speak once the parish council meeting has commenced.

**Q8 May several people present a comment together?**

Yes. You may find it useful to get together with other residents to present your view or even choose a spokesperson to ensure that you do not exceed your time allowed.

**Q9. May I raise an issue that is not on the agenda?**

Yes.

**Q10 Can I provide written or visual information?**

Yes, this material must be given to the clerk a week before the meeting for circulation to councillors.

**Q11 Will the council respond to my concerns?**

Yes on a case by case basis. If an item is not on the agenda no decision can be made at that meeting. The council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.

**Q12 When will a decision be made?**

There is no given timescale for the decisions but please feel free to contact the clerk a week after the meeting if you wish to have an update.

**Q13 Am I allowed to film, photograph or record parish council meetings?**

Yes. The law changed in August 2014 and you are now permitted to do so. The clerk would prefer to know prior to the start of the meeting.