

## CRINGLEFORD PARISH COUNCIL

**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 11TH JUNE 2015 AT THE WILLOW CENTRE, 1-13 WILLOWCROFT WAY, CRINGLEFORD, NR4 7JJ AT 7.30 P.M.**

**Present:-**

Mr K Hogan (KH) (Chair)  
Mrs A Howlett (AH)  
Mrs I Kirk (IK)

Mr D Baldwin (DB)  
Mr C Hopper (CH)

**In attendance:-**

Heidi Frary (HF) – Clerk  
CC Judith Virgo (JV)  
NCC Highways – Jonathan Taylor (JT)  
NCC Admissions – Richard Snowdon (RS)  
21 members of the Public

**Parishioners Question Time**

Proposed Traffic Management Scheme

The proposed changes were discussed at length with concern being expressed at their impact on residents living on the Roundhouse Park development

JT agreed that he would recommend Colney Lane becoming a restricted area banning all parking on the Highways.

The Parish Council to hold a public meeting within the next four weeks to discuss parking at Roundhouse Park. Peter Baugh (resident) agreed to distribute flyers to advertise the meeting. JT agreed to extend the period of consultation for a further 4 weeks to allow for this.

**Schools Admissions**

More children than expected have applied for admission, resulting in preference being given to children living near the school, and some living the other side of the A11 being offered places at Eaton. Appeals are still being considered, but the present admission rules cannot be changed until September 2017. Parish Council to ask Cringleford School, Norfolk Diocese and NCC Admissions to meet and look at ways to improve the situation from 2017.

CC Judith Virgo, Jonathan Taylor, Richard Snowdon and 19 members of the public left the meeting.

1. **To receive apologies for absence.**  
Apologies for absence were received and accepted from Mr A Chater, Mr M Jalil and Mr M Wagstaff.  
Mr K Hogan informed the meeting that Mr D Strange has resigned from the Parish Council.
2. **Register of Members Interests – Members are invited to declare pecuniary or interests other than pecuniary in items on the agenda. It is a requirement of the Parish Councils (Code of Conduct) that declarations from a member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary.**  
None.
3. **Co-option onto the Council**  
Mr John Canham (JC) expressed his interest in joining the Council. He gave a brief summary of his background and interest in the Parish Council. His co-option was proposed by AH, seconded by CH and he was duly elected and signed his acceptance of office form.

4. **To confirm the minutes of the meeting held on 14<sup>th</sup> May 2015**  
The minutes were agreed as a true record and signed by the Chairman.  
Proposed: CH, seconded: DB

5. **To report matters arising from the minutes not on the agenda: for information only.**

Item 9. The tree warden will be discussed at EPAG on 12<sup>th</sup> June.

Item 16. Tipples Brewery are providing the bar service. This is working well.

Monica Howard, Centre Manager, would like to arrange a quiz night for July. This was agreed. Proposed: CH, seconded: DB **Monica Howard to arrange**

**Centre  
Manager**

DB reported that he spent three hours in the office working with the Clerk and Centre Manager. He reported that Health and Safety and Staff Induction needs work. He is coming into the Centre for three days next week to work review the inherited systems.

6. **Correspondence received:**

- **School admissions policy.** This had been discussed earlier
- **School Parking Issues.** There was discussion surrounding possible solutions. It was agreed that the Clerk should contact the school to explain that the Council are aware of the schools desire to use the car park. Their request will be considered as part of the holistic look at traffic issues within Roundhouse Park. Proposed: AH, seconded: KH **Clerk to action**
- **Double Yellow lines within the Parish.** This had been discussed earlier

**HF**

One member of the public left the meeting

7. **Planning Applications:**

- 2015/1076: Land off James Watson Road, Colney – Erection of building for research and medical uses and discharge of conditions.  
No views or comments
- 2015/0346: Cringleford First and Middle Schools, Cantley Lane – Construction of 7 new detached residential dwellings.  
The Parish Council notes that the reconsideration of the noise assessment and flood risk make no reference to the Parish Council's points made previously and maintain that there are no problems. The Parish Council disagrees.
- 2015/1098: 11 Newfound Drive – Raise roof level to provide first floor accommodation and replace conservatory with garden room.  
The Parish Council note the neighbours comments and potential overlooking of their properties.
- 2015/0450: 57 Brettingham Avenue – Demolition of garage, utility and outbuilding and proposed erection of two-storey side and rear extension and single-storey rear extension and front porch.  
The Parish Council note the neighbours comments and potential overlooking of their properties.

JC expressed an interest in the following application

- 2015/1116: Footpath adjacent to Westgate St Peters Church, Newmarket Road – Replacement of existing steps and construction of a new ramp to assist with disabled access.  
No views or comments
- 2015/1057: 12 Oakfields Close – Proposed two storey side and single storey rear extensions  
The Parish Council note the neighbours comments and potential overlooking

of their properties.

- NNDR-SP033. Decision by the Secretary of State granting consent in relation to the Norwich Northern Distributor Road.  
Noted

All comments proposed: AH, seconded: CH

**8. To receive and agree the Annual Governance Statement.**

There was discussion and it was agreed that the response be delegated to KH to sign after the internal audit has been completed. Proposed: CH, seconded: DB and unanimously agreed.

**9. Finance:**

- **To agree payments in accordance with the budget schedule.**

The Clerk explained that there were two addition invoices to be paid which were not on the schedule: Norfolk Copiers (£713.97 + VAT) and GPS Telecom (£13.50 + VAT). Payments totalling £21,423.38 were agreed – Proposed: KH, seconded: IK

- **To agree to the service of the moveable walls (up to £1000)**

Agreed. Proposed: KH, seconded: IK

- **To receive the accounts report to date.**

This had grown into a Clerks report which was agreed to be useful and will be circulated before every meeting. The following was agreed:

Delegate the appointment of a zero hours cleaner / caretaker to the Clerk and Centre Manager in consultation with the Head Caretaker. **HF**

Offer CM a one off payment of £750 and MH a one off payment of £108.14 **HF**

The appointment of Tax Assist for Outsourcing PAYE **HF**

EPAG to become a Committee of the Council when considering Planning Applications and given delegated powers to respond to them on behalf of the Council. These meetings will need to be advertised and members of the public allowed to attend. **HF**

Proposed: KH, seconded: IK

There was discussion surrounding The Willow Centre and the lack of business plan and vision. It was agreed that the Councillors should meet as soon as possible to agree a business plan to provide a clear strategic framework. **Clerk to arrange meeting** **HF**

- **Letter requesting an increased donation for cutting the burial ground grass.**

JC declared an interest in this item

It was agreed that the figure for burial grass cutting should remain at £320 however the Clerk should investigate the possible use of Council staff cutting the burial ground to save outsourcing. Proposed: DB, seconded: KH **HF**

- It was agreed that the Clerks hours should remain at 32 hours per week for the time being. Proposed: CH, seconded: DB

**10. Date and time of next meetings:**

9 July, 10 September, 8 October, 12 November, 10 December

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

As discussed earlier

**There being no further business the meeting closed at 10.20pm.**