

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 8TH JANUARY 2015 AT THE WILLOW CENTRE, 1-13 WILLOWCROFT WAY, CRINGLEFORD, NR4 7JJ AT 7.30 P.M.

Present:-

Mr K. Hogan – Chairman	G. Mole
A. Chater – Vice-Chairman	G. Champion
I. Kirk	M. Allsop
M. Wagstaff	C. Hopper
A. Howlett	M. Jalil

A. Barnes - Parish Clerk

Parishioners:-

Miss J. Virgo – County Councillor	D. Pallant
Mr T. Chiles	M. Bishop
Mr D. Venn	G. Grierson
C. Dunsdon	M. Dunsdon
G. Rosie	A. Rosie
T. Perry	D. Strang

Police Report

PC Hambling was unable to attend but had sent the Clerk the following report:
PCSO Kirsty Stannard is leaving to become a full-time Police officer. In the interim period PCSO Darren Sore from the Hethersett Team will cover Cringleford.

Since the last meeting there have been one road sign stolen from Kier Homes, four burglaries and one hate incident. Home Watch leaflets are being distributed to Mrs Allsop this weekend.

County Councillor's Report

Miss Virgo reported that Norfolk County Council's budgets are currently being looked at.

Miss Virgo reported that the number of 'Looked After Children' is down and the latest Children's Services Committee report was 300 pages long so the committee was getting lots of information and things are improving.

Miss Virgo was aware that the Land Fund Planning Appeal was being heard on 16 June.

District Councillor's Report

Dr Kemp and Mr Wheatley were unable to attend.

Parishioner's Question Time

1. D. Venn asked for parking issues to be put on the next Council agenda and asked the Council how serious they felt the issue was and if the Council had any further information. Mr Hogan said it was a serious issue but the Council had no further information. Mr Venn said that the parking around Cringleford School was affecting hundreds of people and he was concerned that the Police were now issuing traffic notices. He asked if The Willow Centre car park could be used for school parking. Mr Hogan explained that the Council was trying to get as much hiring of the building to minimise the cost to the Precept and on this basis there would be less space available. He agreed to put the item on the next agenda.

2. M. Bishop commented on the planning application for the old school site and said he found the planning decisions illogical. He felt the proposal for 38 new dwellings was disproportionate and not in keeping with the neighbouring properties. Mr Mole replied that the Neighbourhood Development Plan was trying to get densities lower to 25 per hectare and the planning authority looked for a good mix planned on design and access. Mr Bishop was concerned about the strain on local services such as schooling and doctors and Mr Mole explained that the NHS had said there was no defined need for a new surgery. Mr Mole also explained that the original application for 38 dwellings was put in before the Neighbourhood Development Plan was made and the Parish Council recommended refusal although the plans were agreed by South Norfolk Council. Professor Wagstaff explained that the Parish Council were in a difficult position as it was South Norfolk Council who made the final decision. He urged residents to write in about planning applications as letters counted and carried more weight.
3. D. Strang asked about the traffic proposals for Round House Park. Miss Virgo explained that she had asked that all local residents, including the Colney Lane area, UEA and the hospital be notified in writing of the forthcoming traffic proposals and this letter should be out by the end of January 2015.
4. D. Strang asked if The Willow Centre had a Fire Risk Assessment and he was assured they did but this was currently under review together with the Health & Safety Policy, all Risk Assessments and Working Method Statements. The Council were looking at appointing a consultant to undertake this task. Mr Chater confirmed that the Legionella Report and Water Risk Assessments had already been completed.

AGENDA

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| 1. | To receive apologies for absence.
There were apologies for absence from Mr James. | |
| 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. | To confirm the minutes of the meeting held on 11 December 2014 | |
| 3.1 | Minutes of the meeting held on 11 December 2014 were amended as follows: | |
| 3.2 | Item No. 2 Delete the word 'None'. Insert the words 'Professor Wagstaff declared an interest in Item 10.1.' | |
| 3.3 | The Minutes were then agreed by the Council and signed by the Chairman. | |
| 4. | To report matters arising from the minutes not on the agenda: for information only. | |

None.

5. To consider Staff & Health & Safety Matters

5.1 To agree revised Job Descriptions for Parish Clerk, Centre Manager and Head Caretaker

5.1.1 The draft Job Description for the Parish Clerk was awaiting further amendments from Mr Chater and Mr Hopper.

5.1.2 The Job Description for the Centre Manager will be revised to include attending the Recreation and Amenities Advisory Group, preparing their agendas, taking minutes and dealing with their correspondence. With this amendment the Job Description was approved.

5.1.3 The Job Description for the Head Caretaker was approved.

5.2 Appointment of Centre Manager

Mrs Howard had been interviewed and told she has the post. Her Contract has been drafted and she has indicated acceptance of the role profile. She has been working her hours from 5 January 2015. The draft Contract has been issued to the Staff and Health & Safety Advisory Group who will hope to agree it within the week. Mr Allsop will be meeting with Mrs Howard on Friday to discuss the role.

5.3 Health & Safety Policy review

Mr Chater is getting tenders for a consultant for the Health & Safety Policy, risk assessments and working practices. Two consultants had been seen and the third will be seen by the end of the week. Mr Chater will report back before the next meeting but advised that the cost may be more than originally anticipated.

AC

5.4 Report from Head Groundsman on car insurance

Defer to next meeting.

5.5 The Council resolved to discuss a further staff matter under a Private and Confidential session at the end of the meeting.

6. To approve the draft Budget 2015/16.

6.1 South Norfolk Council has announced the grants for 2015/16 and Cringleford has been awarded £4211. After discussion it was agreed to keep this amount as a contingency against future unforeseen expenditure.

6.2 A draft Budget had been prepared with an increase of 20%.

6.3 Mr Mole proposed the Council set a Precept of £157,063 for 2015/16 and this was agreed unanimously. The Chairman and Clerk signed the Precept Form.

7. To consider issues relating to Round House Park

The Clerk reported a request had been received to fence off the play-area on The Willow Centre park. As this play-area was for older children it was agreed to monitor the play-area for the time being.

8. To consider Environment & Planning issues and consider Planning Applications

8.1 Land Fund Planning Appeal – To be heard on 16 June 2015.
Professor Wagstaff had drafted a letter to the Secretary of State asking him to look at the Land Fund Appeal together with the Barratts Planning Application. This will be an item for the next Newsletter.

8.2 Letter to Secretary of State re Call-In – No response.

8.3 The following Parish Council decisions have been entered in the Parish Council's Register:-

2014/2502

Mr & Mrs T. Wilson	Extension to dwelling	8 Stratford Cr
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NO COMMENT

8.4 The following applications were discussed at the meeting:

2014/2565

Cripps Development Site	Erection of 12 dwellings	Cringleford School Cantley Lane
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OBJECT – Proposals not in keeping with neighbouring properties, concerns over surface water flooding, lack of noise attenuation measures, further screening from the road required and lack of provision for on-site parking.

2014/2584

Cristel Partnership Ltd Centre	Recycling Centre	Neighbourhood Dragonfly Lane
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SUPPORT

2014/2545

Miss De Silva	Single storey extension	75 Intwood Rd
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NO COMMENT

9. To consider matters relating to the Recreation and Amenities Advisory Group

9.1 Business Plan – Vision

Work on the Business Plan was continuing.

Mr Chiles, Mr Venn, Mr Bishop, Mr Grierson and Mr Perry left the meeting.

10. To consider a report from Press and Communications Advisory Group and agree Newsletter 55

Mr Allsop reported the draft Newsletter was being produced and would be circulated next week. It was proposed that in future we should consider circulating the Newsletter by email where possible.

11. To consider a Crime Prevention Initiative and PCSO Match-Funded Scheme

11.1 Mr Allsop reported he was setting up a Home Watch Scheme in his area and he recommended setting up a Crime Prevention event in Spring 2015 with the Police at The Willow Centre to encourage further Home Watch Schemes. He proposed inviting intruder alarm companies to attend to offset the costs. PCSO Sore was willing to assist.

11.2 The Council agreed to the proposal.

11.3 PCSO Match-Funding Scheme

No further action.

12. To notice correspondence received

12.1 Norfolk County Council – Highway Improvements Partnership

Details of the Church disabled ramp have been received. We await detailed costs ready to submit the scheme for funding.

12.2 Norfolk ALC – Options for Quality Councils

The Council is eligible and agreed to join the scheme.

For Circulation

12.3 Norfolk Association of Local Councils Newsletters

12.4 Yare Valley Society Newsletter

Items available from the Clerk.

13. To agree payments in accordance with the budget as listed

13.1 The following accounts were agreed for payment in accordance with the budget.

Accounts for Payment

Mrs A. Barnes	Salary Mth 9	£2678.97	101048
Norfolk Pension Fund	Superannuation	£1911.75	101049
HM Revenue & Customs	Tax & NI	£6097.50	101050
Anglian Water	Water Rates	£107.58	101051
BT	Phone Bill	£26.72	DD
BT	Phone Bill	£91.02	DD
Hugh Crane Cleaning	TWC Cleaning	£25.20	101052
Zurich Municipal	Insurance	£275.00	101053
A T Coombes Assoc. Ltd	Tree Inspection	£450.00	101054
Anglian Water	Water Rates	£74.92	101055
Petty Cash	Petty Cash	£31.13	101056
Jewsons Ltd	Supplies	£85.17	101057
Information Commissioner	Data Protection	£35.00	101058
ESPO	TWC - Gas	£426.23	101059
SLCC	Subscription	£25.00	101060
Norfolk Pension Fund	Superannuation	£1845.10	101061
Mrs A. Barnes	Salary Mth 10	£4042.62	101062
Mrs M. Howard	Salary Mth 10	£1262.56	101063
C. Meeson	Salary Mth 10	£1267.44	101064
K. Vincent	Salary Mth 10	£456.89	101065
D. Fairweather	Salary Mth 10	£385.43	101066
J. Wilson	Salary Mth 10	£1280.07	101067

P. Cooper	Salary Mth 10	£611.52	101068
Mrs M. Howard	Expenses	£34.89	101069
Southern Electric	Pavilion – Elec	£630.90	DD
GPS Telecom	Phone Bill – Redcare	£16.20	DD
PWLB	Pavilion Loan	£1446.76	DD
J. Howe	Cleaning	£72.00	101070

13.2 Income

Pavilion	Hiring Fees	£1706.00
Football	Match fees	£221.00

The Willow Centre	Hiring Fees-Regular	£2018.50
The Willow Centre	Hiring Fees-Casual	£905.00
The Willow Centre	Bar Takings	£1150.50

14. To confirm the date and time of the next Meeting of Cringleford Parish Council to be held on Thursday 12 February 2015 at 7.30 p.m.

14.1 The date and time of the next Meeting of Cringleford Parish Council will be held on Thursday 12 February 2015 at 7.30 p.m. in The Willow Centre.

14.2 Professor Wagstaff gave his apologies as he was speaking in London on Neighbourhood Planning.

15. To receive items for the next agenda

None.

Mr and Mrs Dunsdon, Mr Strang, Mr & Mrs Rosie, Mr Pallant and Miss Virgo left the meeting.

16. The meeting closed at 8.40pm for a Private and Confidential Session.

There being no further business the meeting closed at 9.00pm.