

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON THURSDAY 12TH MARCH 2015 AT THE WILLOW CENTRE, 1-13 WILLOWCROFT WAY, CRINGLEFORD, NR4 7JJ AT 7.30 P.M.

Present:-

Mr K. Hogan – Chairman	G. Mole
I. Kirk	M. Allsop
M. Wagstaff	C. Hopper
A. Howlett	M. Jalil
G. Champion	D. Strange

A. Barnes - Parish Clerk

Parishioners:-

J. Virgo – County Councillor	C. Kemp – District Councillor
G. Wheatley – District Councillor	D. Sharred
T. Burton	K. Burton
A. Hewitt	Mrs Palmer
Mr Palmer	

Police Report

PCSO Virginie Tribut had reported that since the last meeting there had been three reported crimes.

County Councillor's Report

Miss Virgo reported that the legal notice for the Traffic Regulations Order in relation to Colney Lane and Dragonfly Lane will be advertised in the EDP and then go out for consultation in the next three weeks. All residents in Colney Lane and the roads off Colney Lane will receive a copy and Miss Virgo hopes that people will write in with their comments. Miss Virgo also reported that she had asked the PCSO to patrol Colney Lane and Gurney Lane in order to deter long-term parkers.

Miss Virgo reported that she was concerned to see the Jewsons advertising appear on the sub-station fence but she understood the Clerk had already reported this to the Enforcement Officer at South Norfolk Council.

Miss Virgo had reported the large pothole in Cantley Lane footpath outside the old school site.

Miss Virgo reported the new Director of Children's Services would be starting next week and things are improving.

District Councillor's Report

Mr Wheatley reported the second phase of the Local Plan examination was taking place. The issue of the Strategic Gap and Norwich Southern Bypass Landscape Protection Zone would come up and he suggested the Parish Council look into this issue. These zones would be brought in line with the boundaries in Cringleford's Neighbourhood Development Plan.

Mr Wheatley reported the budget had been agreed with a 0% increase on their proportion of the Council Tax. South Norfolk Council had agreed to pass onto parishes the

Government Grant of £271k. The Council had a large capital budget and were progressing with developments at Poringland and Long Stratton. These projects should enable the Council to maintain the 0% increase in the future.

Dr Kemp reported the Land Fund Planning Appeal was being heard in June and suggested the Parish Council consider their representation for the Appeal. This would be the Parish Council's only opportunity to argue the 'approximate average' wording of the NDP, particularly as the Secretary of State had refused to call-in the Barratt Homes planning application. The Minister had decided to allow the Local Authority to determine the application. Both Mr Wheatley and Dr Kemp will be attending the Appeal and the decision would be likely in the spring 2016. He warned the Parish Council that the developers were likely to have expensive barristers working for them and the Council's response would be very important. If barristers were required by the Council they would need to be booked early. He said that the Local Authority had looked at Barratt Homes application in isolation, and in his view this was not in accordance with their duty to look at the overall impact of the Land Fund and Barratt applications, which should have been looked at together.

Dr Kemp reported that he and Mr Wheatley will be attending the meeting between South Norfolk Council and the Parish Council on 16 March to discuss the Barratt Homes Section 106 Agreement.

Parishioner's Question Time

1. Mr Burton commented that The Willow Centre was built to serve the needs and desires of the local community and he was concerned it seemed to be moving towards more commercial hire. He felt that parishioners should come first and should be able to hire the building for free as they already paid for it through their council tax. The Chairman explained that this was not possible as the Council had to cover the expenses of running the building. Mr Allsop explained that there were still many gaps in the hiring schedule and no-one was being turned away. Mr Burton suggested that local people should have a percentage reduction on hire charges.
2. Mr Sharred was aware that a Sunday football team had left Oakfields Rd Recreation Ground and he was keen that Cringleford Football Club would take this slot. The Chairman explained that the Recreation and Amenities Advisory Group would be looking at all hirings at their next meeting and the Council would get back to Mr Sharred in due course. Mr Sharred wants to use the whole pitch for two games each Sunday morning.
3. Mrs Hewitt asked why the mother and toddler's group request to hire The Willow Centre had been turned down. The Chairman reported there were a number of reasons all of which had been explained in an email to Reverend Heather Cracknell. A copy of the email would be sent to Mrs Hewitt.

Mr Sharred and Mrs Hewitt left the meeting.

AGENDA

1. **To receive apologies for absence.** **Action**
There were apologies for absence from Mr Chater.

- 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 12 February 2015**
 - 3.1** Minutes of the meeting held on 12 February 2015 were amended as follows:

 - 3.2** Insert 'I. Kirk' into the list of attendees.

 - 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.**
Electronic payments will be going to the next Recreation and Amenities Advisory Group.

- 5. To consider the co-option of a Parish Councillor and to sign the Declaration of Acceptance of Office and Register of Member's Interests**
 - 5.1** Mr Hogan proposed Dean Strange be co-opted onto the Council, seconded by Mrs Howlett and agreed unanimously. Mr Strange signed the Declaration of Acceptance of Office and completed the Register of Member's Interests.

- 6. To consider issues relating to Round House Park**
 - 6.1 To consider traffic issues relating to Cringleford School**
The Chairman reported that this will be discussed at the next Recreation and Amenities Advisory Group.

 - 6.2 To sign the Handover Agreement for the Play Areas, Amenity Spaces & Recreation Spaces**
The Council approved the Handover Agreement which the Chairman signed. This will be sent to South Norfolk Council for their signature before going back to Kier Homes for the final signature.

 - 6.3** Bovis Homes have instructed Proscap to move the knee rail at the back of The Willow Centre.

 - 6.4** The stone picker has been earmarked for the end of March to re-start work on the football pitch.

 - 6.5** Tesco's have taken the large retail site in Dragonfly Lane and an estate agent one of the smaller ones. Two units are still to be let.

Miss Virgo, Mr Wheatley and Dr Kemp left the meeting.

- 7. To consider Environment & Planning issues and consider Planning Applications**
- 7.1 Request for a Bus Shelter on Colney Lane (Section 106)**
A parishioner had requested a bus shelter for the stop on Colney Lane near the junction with Round House Way. The Council regretted it did not have the finances to purchase a shelter.
- 7.2 Minutes of Environment and Planning Advisory Group on 23 February 2015**
Item 3.6 amend 'less' to 'fewer'.
- 7.3 Letter to Secretary of State re Call-In**
The Secretary of State had refused to call-in the planning application from Barratt Homes. The Council were very disappointed at this response and had written a letter of objection back. Mr Allsop had prepared a press release and this had appeared in the EDP and the EEN. The decision had also been featured in the Planning Magazine.
- 7.4 Land Fund Planning Appeal**
- 7.4.1** A Statement of Issues on the Land Fund planning application has been sent to the Planning Inspectorate.
- 7.4.2** In recent NDPs it was noted that the appellants had lost as the Inspector had ruled that planning applications must be looked at in a strategic way against Development Plans and not as individual plans.
- 7.5 Barratt Homes Section 106 Agreement**
Professor Wagstaff, Mrs Howlett and Mr Mole are meeting with South Norfolk Council to discuss the situation regarding Barratt Homes and Land Fund planning applications and to commence negotiations on the Section 106 Agreement with Barratt Homes. The Council's concerns are that the numbers should not exceed 1,200, the density should not exceed 28, all plans are looked at as a whole plan and in collaboration and the Section 106 Agreement and CIL contributions are in line with the Council's plans.
- 7.6 Old School Site**
Cripps Developments had submitted a planning application for 12 homes but this had been amended to 7 to avoid the need for social housing.
- 7.7 Bennett Homes**
Bennett Homes have started clearing the sites either side of Newfound Farm, Colney Lane. No plans have been submitted yet.
- 7.8 GP Provision**
No individual body is responsible for GP provision and there is no planning requirement for provision. This will be discussed at the meeting with SNC on Monday 16 March. Professor Wagstaff suggested talking to Care UK about provision for their care home in Dragonfly Lane. This will be discussed at EPAG.
- 7.9** The following applications have been granted Planning Permission by the South Norfolk Council:-
2014/2340

Mr & Mrs Beggs Extension to dwelling 7 St Peters Close

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

2015/0252

Mr Jan Saada Undercover parking 34 Keswick Rd
NO COMMENT

2015/0224

Care UK Non-illuminated signs Care UK, Round House Way
NO COMMENT

2015/0351

Mr Anthony Polanski Extension to dwelling 2 St. Lawrence Dr
NO COMMENT

2014/2545 AMENDED PLANS

Ms DeSilva Extension to dwelling 75 Intwood Rd
NO COMMENT

2015/0346

Cripps Development Erection of 7 dwellings Cringleford School Site
Cantley Lane

CONCERNS ABOUT FLOODING AND NOISE

7.11 The following applications are to be discussed at the meeting:

PRE-SUBMISSION CONSULTATION

Kier Homes Erection of 34 dwellings Round House Park
Discuss at EPAG.

2015/0450

Mr Saravanavel 2 Storey extension 57 Brettingham Ave
NO COMMENT

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

8.1 Update on Health & Safety Policy

8.1.1 Mr Strange reported he had met with Foley & Baugh on 24 February and the company will assist with the Risk Assessments and Fire Risk Assessment but will not write them. Mr Strange recommending asking Britannia Fire & Security Ltd to undertake the Fire Risk Assessment.

8.1.2 Mr Strange said that Foley & Baugh will not do the Water Risk Assessment but this had already been done by Goodwater Ltd on behalf of Gowing & Hunt prior to the Legionella testing in October 2014.

8.1.3 Mr Strange felt the cold storage tank was oversized and should be reduced but this will be an expensive issue to resolve.

8.1.4 He said that as the tank supplied drinking water it needed to be tested twice per annum at a cost of £1,000 p.a.

8.1.5 Mr Strange will liaise with Foley & Baugh and report back to RAAG.

8.2 Managing Safely Course

Foley & Baugh suggested that the Centre Manager and Parish Clerk attend this course costing £500 each. The course involved four days training, an assessment and a project. Defer to RAAG.

8.3 Report on Tractor Purchase

Defer to RAAG.

Mr & Mrs Palmer left the meeting.

9. To consider a report from Press and Communications Advisory Group

Newsletter 56

Mr Allsop reported the Group had not yet met. He was looking for articles for the next draft Newsletter No. 56 by next week.

10. To notice correspondence received

10.1 Arrangements for Annual Parish Meeting – 9 April 15

10.1.1 Glyn Davies from Bidwells will do a 10 minute presentation on the new Centre for Food & Health.

10.1.2 Police, District & County Councillors, Practice Manager from Cringleford Surgery and Cringleford Hub will be asked to do a short report.

10.2 Norfolk County Council – Highway Improvements Partnership

The County Council will announce the grants by the end of March.

10.3 Mazars – Appointment as External Auditor

10.3.1 Mazars have been appointed as External Auditor and the audit forms have been received.

10.3.2 Mrs Pauline James has signed her contract to be the Internal Auditor.

10.4 Fields In Trust - Registration of Playing Fields

To be discussed by RAAG

10.5 Jewson's Building Better Communities grants

Grants available but voting by parishioners must be done online. Decided not to apply.

10.6 MAGPAS – Request for grant

Request declined.

10.7 Norwich CAB – Request for grant

Request declined.

10.8 Review of Norfolk County Council's Committee System of Governance

Noted.

- 10.9 Closure of Post Office / Mobile Post Office**
No response from Post Office or Malcolm Fuller.
- 10.10 Parish Council Elections**
The Clerk is not allowed to be involved in elections. Any councillors wishing to put themselves forward for election must make their own arrangements to get the nomination papers to South Norfolk Council.
- 10.11 Harts Lane – Request for more landscaping**
Request from parishioner via Geoff Champion. They would like to see more landscaping done either side of the path in Harts Lane. Agreed. The Clerk has some plants for this area.
- 10.12 South Norfolk Council – Parish Councillor Allowances**
Note new allowances.
- 10.13 Purchase of RBS Package**
- 10.13.** The quote from RBS is:
- | | | |
|----------|---------------------------|----------------|
| 1 | Alpha software | £295.00 |
| | *Initial set-up | £225.00 |
| | 1yr Support & maintenance | £109.00 |
| | TOTAL | £629.00 |
- 10.13.** *RBS recommend the initial set-up as this includes putting on the start figures and cost-codes, etc. If the Council does not have this RBS will be unsure how the system has been set up and so will be unable to assist us with problems.
- 10.13.** **The Council re-confirmed the purchase of the Alpha package at £629.00 plus VAT and mileage.**
- 10.14 Norfolk County Council – Norfolk Minerals Site Specific Allocations Development Plan Document**
There are no sites in the Cringleford boundary.
- 10.15 Norfolk RCC are merging with West Norfolk Voluntary & Community Action from 1 April 2015.**
Noted.
- 10.16 South Norfolk Council – Long Stratton Area Action Plan**
Defer to EPAG.
- 10.17 From 16 April the karate group would like 2 quads on Thursdays.**
The Council agreed to move their Council meetings to Quadrant 4.
- 10.18 Care UK - has asked if The Willow Centre would be their evacuation centre in the event of a major emergency. They will have 80 residents to accommodate.**
The Council agreed to be the rescue centre. They will need to have the number of the keyholder.
- 10.19 Emma Puttick – Offer of Bench Seat**
An offer has been received of a bench seat in memory of a family member to go on the park. The Council were pleased to accept the offer.

10.20 Conservation Area

The shrubs have arrived for the area outside the sub-station at Jewsons.

10.21 For Circulation

Norfolk Association of Local Councils Newsletters

11. Consideration under the Public Bodies and Admission to Meetings Act 1960 to exclude the press and public due to the confidential nature of the business to be discussed.

Mr & Mrs Burton left the meeting.

12. To consider Staff Matters

12.1 Mrs M. Howard - The Council approved starting salary of SCP19 within the Range SCP 18-22.

12.2 J. Wilson has left the Council's employ.

12.3 Caretaking Staff – We have an urgent need to recruit another zero hours caretaker. It was agreed to advertise for a temporary three month zero hours contract to enable the Centre Manager to report to RAAG on future staffing requirements for The Willow Centre.

12.4 D. Fairweather - Extend probationary period for three months pending report above.

12.5 P. Cooper – Extend probationary period for three months pending report above.

12.6 Other matters as per the confidential report.

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

BT	Phone Bill	£57.60	DD
BT	Phone Bill	£104.40	DD
S & C Moore Farming Ltd	Secretarial support	£104.76	101156
Mrs A. Barnes	Stamps	£53.08	101157
Bluewater Plumbing Services	RPZ Valve	£195.00	101158
ESPO	TWC - Gas	£740.95	101059
Norfolk RCC	Play-Area Training	£80.00	101160
Petty Cash	Petty Cash	£57.13	101161
Tesco	Bar Stock	£184.96	Cash
Helen Smith	Refund – Hire charge	£45.00	101162
T.T.Jones Electrical Ltd	Repairs	£501.34	101163
Mrs M. Howard	Bar Stock	£601.29	101164
Norfolk Pension Fund	Superannuation	£2890.12	101165
C. Meeson	Salary Mth 12	£1267.64	101166
J. Wilson	Salary Mth 12	£1490.59	101167
D. Fairweather	Salary Mth 12	£716.23	101168
P. Cooper	Salary Mth 12	£1428.88	101169
Mrs M. Howard	Salary Mth 12	£1312.61	101170
K. Vincent	Salary Mth 12	£811.99	101171

Publicity	Bar Staff	£415.00	101172
J. Howe	Cleaning	£72.00	101173
WBC (Norfolk) Ltd	Bar Stock	£81.90	101174
Getmapping plc	Mapping system	£50.40	101175
N&NUH NHS Foundation	Trust Services	£84.00	101176
Nigel Ford	Moving Miles Book	£15.00	101177
EON	Street Lighting	£273.44	101178
Bartram Mowers Ltd	Repairs	£223.06	101179
Ian Smith Office Supplies	Stationery	£22.44	101180
Jewsons Ltd	Supplies	£154.39	101181
Mrs A. Barnes	Sal Mth 12 & Exps	£1645.33	101182
Petty Cash	Petty Cash	£55.41	101183
Mrs A. Barnes	Expenses	£58.50	101184
Bloom & Wake Ltd	TWC – Repairs	£135.00	101185
GPS Telecom	Phone Bill – Redcare	£16.20	DD
EON	TWC - Electricity	£605.75	DD

13.2 Income Feb-Mar 15

Pavilion	Hiring Fees	£997.00
Football	Match fees	£535.00
The Willow Centre	Hiring Fees-Regular	£7234.25
The Willow Centre	Hiring Fees-Casual	£1699.50
The Willow Centre	Bar Takings	£2527.85
Zurich Insurance	Insurance Claim	£1420.90
Zurich Insurance	Insurance Claim	£591.20
South Norfolk Council	Grant	£400.00
National Savings	Interest	£1677.44
Cozens Hardy LLP	Interest	£18.50

14. To confirm the date and time of the Annual Parish Meeting and the next Meeting of Cringleford Parish Council to be held on Thursday 9

14.1 April 2015 at 7.30 p.m.

The date and time of the Annual Parish Meeting and the next Meeting of Cringleford Parish Council will be held on Thursday 9 April 2015 at 7.30 p.m. in The Willow Centre.

14.2 Mr Mole gave his apologies.

15. To receive items for the next agenda

None.

There being no further business the meeting closed at 9.55pm.