

LINGWOOD & BURLINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting,

**held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 1st October 2024 at 7.30pm.**

Present were – Chair David Robinson, Vice Chair (VC) Jenny Stafford, Councillors Cheryl Grace, Richard Morton, Roz Simpson, Ian White and Clerk - Sonya Dickinson.

24/115. Welcome and Apologies for absence:

Apologies were received from Councillors (Cllr) Ian Chapman, Mike Ingram and Brenda Jones,

24/116. Declarations of interest: None.

24/117. Public Forum:

(15 minutes allocated for public participation with a maximum of 3 minutes each).

We were joined by 2 members of the public and District Councillor Jess Royal.

District Councillor (DC) Jess Royal – Jess sent a report to the Council.

Jess – The First Bus new timetable started on 29th September. If we have any more problems we should let them know.

I spoke with Norfolk County Council and Galliford Try about reducing the speed limit on Blofield Road and Dell Corner Lane, as well as the other areas discussed last month. The traffic management team will be discussing it in the next couple of weeks.

Norfolk County Council have a Rail service improvement consultation at the moment.

The annual canvas for the electoral roll is being done. If residents have an e-mail address, they will receive it that way rather than by post.

There are still places on the Carbon literacy training.

Broadland District Council are giving grants up to £5,000 for solar and energy efficient heating.

Cllr - Is Jolly's Lane going to be 1 way? Jess - I have put the case forward but they are not budging.

Cllr – Cllr J Davies is writing a letter to Norfolk County Council highlighting all of the problems, for all of the cluster Councils to sign.

Cllr – There was a refuse lorry coming through Jolly's Lane from Acle which caused a problem for cars coming the other way. There is a 'No HGV's' sign at the Acle end of Jolly's Lane.

Public – Church Lawnmower request.

Chair D Robinson – We will adjourn the meeting at the point we discuss this so you can speak.

24/118. Minutes of the meeting 10th September 2024:

Were signed as a true record.

24/119. Any updates on matters from previous meetings:

Lingwood Gardening Group have dug a couple of areas on the Millennium Green for bulbs. We will be digging around the trees at the orchard and digging over the flower bed area and clearing.

24/120. Correspondence:

- a) E-mail from a Parishioner highlighting several items around the Parish. The Clerk read the e-mail and the points were discussed, most of which had already been actioned.
- b) Winter Grant scheme e-mail has been sent and we can apply shortly. Clerk – I have forwarded it to the Village Hall as any Community Group can apply. Suggestions for what we should apply for: Thermos flasks with sachets of hot chocolate, cuppa soups etc. heated blankets/wraps. Oversized heated hoody/Oodie @ £25 each. It would be hard to know who to give hampers to.
- c) A resident has asked if they can take a vehicle onto the Millennium Green to access their fence to put a new one in. **Decision:** It was agreed that they can drive a vehicle onto the green when it is safe to do so and when the ground is hard if possible. If there is any damage to the ground/grass they will have to put it back to how it was.

- d) Clamps Orchard – Norfolk County Council is putting it to cabinet to sell it. This is currently rented as part of Norfolk County Farms (NCF). There is no amenity Land in North Burlingham apart from the small green the Parish Council rents from NCF. If they won't carry on the tenancy, would we be able to purchase it as amenity land for the Parish at a low cost? Clamps Orchard is on the Neighbourhood Plan as amenity land, which was passed by Broadland District Council. Can we write to ask for Clamps Orchard for our amenity? We only know because the tenant told us. The tenancy ends in February 2025.
Decision: Clerk to write to County Farms and ask if we can have it.

24/121. Cluster Meeting Report:

VC J Stafford – There are @ 10 Parishes in the Cluster. There were discussions about splitting into 2 groups but they voted against it. The group are pleased we are using the Community Payback Workforce.

Defibrillators – Make sure to check they're working.

Burlingham Cottage Gardeners group will check the North Burlingham one they had installed.

Spar – Brundall First Responders installed it but they said it wasn't theirs when we asked a couple of years ago. Ask the Blakemore group if they get it serviced and maintained.

We were trying to get one at Lingwood Station to replace the one that was at the Kings Head. They stopped communicating with us about it. Jess might be able to ask at the upgrade meeting.

Ask the Village Hall who maintains their defibrillator.

Park Run have a portable one.

Jess – I can get a bleed control kit but only for Community Groups.

Speeding and the A47 – Jackie our Community Police Officer says the Police are happy to come to events. We could ask them to come to meetings.

Schools – They are part of the community in other Parishes. Would any School Governors like to be a Councillor?

Clerk – There used to be a member of staff as Councillor until a few years ago.

Homelea residents have said things have changed, probably since the Primary School was built, they are disappointed they don't get invited to the School to celebrate with the children, things like the harvest festival or shows or simply reading/interacting with the children.

Did we ask the Village Hall about extra CCTV or pointing the camera there on the electric box at the MUGA that will then cover the Electric Vehicle Charging points? The vandals have ripped the metal box and sockets off the wall. Luckily the sockets are disconnected.

Roadside nature reserves – We can ask for planning permission. There is a wildflower grant.

Clerk – Roadside nature reserves/wildflower verges were discussed a few years ago but Councillors decided against this on verges as people would complain their verge wasn't cut.

The Council has used the wildflower grant for the Millennium Green.

Cllr J Stafford – The petrol station cuts the outside of the verges but leaves the middle.

Net Zero – The consultant asked for 8 areas that is preventing Parishes from being Net Zero. As part of the Norfolk Climate Community, 1 ward in every District are in the trial. Brundall is the one in our area.

I have suggested Highways come out for a meeting and volunteered that we would host it.

The next cluster meeting will be hosted by Brundall.

Chair – Thank you for the report.

24/122. Carbon Literacy Training:

VC J Stafford – I went along to the training with DC Jess Royal. It was 7 hours in total. In the morning it was technical and in the afternoon it was about what can we do to help. Luckily it only affects us mildly at the moment.

Carbon neutral – e.g. Work out the emissions and then plant trees to offset.

Net zero – To make as few emissions as possible

Councils can make commitments and declare a Biodiversity Emergency.

Councils can make changes to make themselves Net zero.

As a Council we have a low carbon footprint, i.e. we chose peat free compost, support public transport, have wild flower areas, trying to secure electric vehicle charging points in the Parish. We can suggest solar panels and recommend a hedge is better than a fence on responses to planning applications.

Clerk – The Parish Council already suggests hedges are not removed in planning.

Cllr – Declaring an emergency is a bit too far.

VC – At the end of the course we were asked to propose the commitment to our Council.

People would like solar panels but don't know about the grants or interest free loans and are scared of the 'hard sell' companies.

We could have an event at the Village Hall inviting installation companies and get together information about grants and loans. We need a few people on a committee to organise this with me.

People must be informed that we aren't recommending the Companies, they are there for info.

Would the Parish consider a wind turbine?

No, because of the noise and vibrations, we have the RSPB site close by and it may be detrimental to the birds.

Buy food locally and in season. We could get information out about the local farm shops.

Thermal cameras for Parishioners to hire. Are there any grants? We could purchase and parishioners can hire to see where they could improve their energy efficiency.

DC Jess Royal – Aylsham Town Council have one, it cost @ £700.

Clerk – This is a small Parish and not a Town, could Broadland District Council buy one to rent out to residents?

Chair – It is a good idea and we definitely need to do something. Setting up a meeting/open day with solar companies, alternative heating companies and glazing companies etc.

Could VC J Stafford write a proposal to bring to the Parish Council?

24/123. Buckenham Ancient Woodland Trust:

Cllr I. White: The purchase should be completed this week.

24/124. Lingwood Church request for help towards their mower purchase:

Public – We needed a new 21" wide mower for the Churchyard as the costing for repairs to our old one was over £400 plus spares are expensive as the mower is discontinued. We purchased a mower for £1,668. We needed something for wet grass, rough grass and easy for volunteers to use. We have drained the Churchyard fund to purchase the mower. We are thankful for the £150 received for the Churchyard grant earlier this year but would the Parish Council also consider a donation towards the mower?

Chair – Thank you for coming to represent the Church.

Decision: It was resolved to pay £500 towards the mower. (Trf 17/10/24).

24/125. Community Payback workforce:

We are still awaiting a response, if no response received soon, we should put out for quotes again.

24/126. Electric vehicle charging points (EVC):

There are other funding opportunities for the EVC points but not for the car park. We were quoted £7,250 and secured a grant for 50% for the car park from the Parish Partnership in a bid for the points and the car park. The Clerk is checking whether the Parish Partnership will pay for 50% of the car park only. The Clerk has contacted County Councillor Lana Hemsall to make sure her bid for £5,000 towards the charging points is still available. There are 2 charging units with 2 on each so for 4 vehicles.

Norfolk County Council (NCC) have other schemes for grants and running the units with maintenance and administration until 2030.

VC J. Stafford – There are grants for these from South Norfolk Council. Green home Energy say they don't need maintaining but need an inspection once a year by an electrician. They are safe so will lock off if tampered with. We will need to add them to the insurance and get CCTV onto them. There are benefits to Norfolk County Council running them but they can take them away if they are vandalised or they could charge too much. I will arrange a site meeting and get a quote from Green Home Energy.

24/127. Millennium Green:

Quotes for re-tensioning the zip wires came in but in the interim a safety check was done and the brake springs also need replacing. As the brake springs need replacing, new quotes for

replacement zip wires and brake springs were sought as it would be a waste if we just re-tensioned and then they needed replacing next year. Not all quotes have come in yet.
Decision: It was resolved to wait for all of the quotes to come in and then choose which one.

24/128. Highways:

South Burlingham – Tractors are pulling out of the drive on the corner and cars are speeding and there have been near accidents. Can there be 'Tractor turning signs near the Willow Farm corner and can the Speed awareness monitor (SAM 2) be placed there to remind people of the 30mph zone?

The Clerk will look to see if there are suitable places to put the SAM 2.

It is needed for traffic in both directions.

Chair – Further update from Galliford Try; Cadent should be finished February 2025 and road building should start early 2025, it should be finished summer 2026. They will hold a roadshow before the next lot of work.

Footpaths – Norfolk County Council don't cut many footpaths anymore. BADCOG do some for us.

Network Rail has only cut Station Road to the Orchard and not the whole path through to Chapel Road. Clerk to report.

The footpath between Homelea and Memorial Close (on the Homelea side) has a plum tree on the corner that is dropping fruit on the path and making it slippery. This could be Norfolk County Council's responsibility or the housing association. Clerk to report.

The weeds on the roads along the kerb have been sprayed and left, this is going to clog up the drains. Clerk to report.

24/129. Meeting Dates for 2025: To be circulated and agreed.

24/130. Finance:

a) Payments Received from: i) Broadland District Council 2nd half of Precept £14,166

b) Payments Authorised: i) K. Monsey Cemetery Grass September £300 (Trf 17/10/24)

ii) HMRC – National insurance contributions September £24.99 (Chq 2604)

iii) Clerk's expenses July/Aug/Sept. £187.86 (Chq 2605)

iv) PKF Littlejohn, external audit. £378 inc. VAT (Trf 4/10/24)

c) BADCOG Pond and footpaths. (pond £250, petrol for paths £100 last year). **Decision:** It was resolved to put this up 10% to £275 and £110. (Trf 8/10/24)

Q. Can we ask if they could organise something to be put under the bench at the Lingwood Gardens side, to build up the ground that has eroded? i.e. hardcore.

d) To authorise the proposal from the September meeting ref providing Lingwood Community Gardening Group up to £200 for plants and compost for the parish. **Decision:** It was resolved to give up to £200 for the plants and compost. (Trf 17/10/24)

e) To decide Cemetery fees for April 2025-26. **Decision:** It was resolved to put this onto the next agenda as the decision isn't urgent.

f) Royal British Legion Wreath for St Peters Church. (£100 last year). **Decision:** It was resolved to put this up by 10% to £110. (Trf 8/10/24)

g) External Auditors report.

This was read out and the points went through as per the internal audit.

There was a budget against spend done in August 2023 as well as the end of the year.

HMRC have said there definitely isn't tax to pay and no PAYE is necessary for the Chairman's lump sum allowance. We have a letter from 2011 stating this and the Chair has spoken to them recently to check.

The end of year statements are checked and signed against the book and bank reconciliation and although statements are checked with the bank reconciliation during the year, they should also be signed, which has now been actioned.

h) To agree bank statements with bank reconciliation.

They were Inspected and agreed.

Cash at Bank as at 1st April 2024 £73,806.31

Receipts April to end of September £48,535.27

Less Expenses April to end of September (£31,230.41)

Cash at bank as at 30th September 2024 £91,111.18

This is including the Cemetery accounts.

Money from the Reading Room account has been transferred to the PC savings account to pay back the grants and loans received in the past for building work.

There being no further business the meeting closed at 22.04
Next meeting of the Parish Council is on 5th November 2024 at 7.30pm.