

LINGWOOD & BURLINGHAM PARISH COUNCIL

CHAIRMAN : Mr D. Robinson

**The Next Meeting of the Parish Council will be held at:
the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 3rd June 2025 at 7.30pm**

AGENDA

1. Welcome and Apologies:

2. Declarations of interest:

3. Public Forum including reports from District and County Councillors: (15 minutes allocated for public participation with a maximum of 3 minutes each).

4. Minutes of the Meeting 13th May 2025:

5. Any updates from previous meetings:

6. Correspondence: a) E-mail from resident thanking the Councillors.

7. Planning: **a) 20210898: 20210898 DCLG Reference APP/K2610/W/25/3363654. Church View Church Road Lingwood NR13 4TR.** Appeal against Refusal, made to the Secretary of State against Broadland District Council. Any response to be sent to the planning inspectorate.

8. Standing orders and Administrative Matters:

- i) To review and adopt Standing Orders as presented.
- ii) To review and adopt Financial Regulations as presented.
- iii) To review all other policies and procedures.

9. Buckenham Woods:

10. Clamps Orchard, Burlingham Green:

11. Millennium Green: Cleanup, Lingwood Community Gardening Group and inclusive Play.

12. Highways:

13. Finance:

- a) Authority to pay was requested for: i) HMRC June Tax £0.80 N.I. £83.95 = £84.75
- ii) The Play Inspection Co. £156.50 + £31.30 VAT = £187.80 iii) A. McKie, footpath Report. £150
- iv) Westcotec, new battery for the Speed Awareness Monitor (SAM2). £91.50 + £18.30 VAT = £109.80
Plus any invoices/payments received before the meeting.
- b) ENTUA (East Norfolk Transport Users Association) Annual Donation of at least £5. (£10 last year).
- c) Request from Lingwood Community Gardening Group for a grant.
- d) To agree bank statements with bank reconciliation for May Accounts.
- e) Year-end Accounts for external Audit.
 - i) To receive end of year bank reconciliation and sign the accounts for 2024-25.
 - ii) To receive end of year income and expenditure.
 - iii) To receive the internal audit report and consider any recommendations and actions.
 - iv) To receive and APPROVE Section 1 Annual Governance Statement 2024/25 of the AGAR.
 - v) To receive and APPROVE Section 2 Account Statements 2024/25 of the AGAR.
 - vi) To note the period for the notice of public rights and publication of unaudited Annual Governance and Accountability Return is Thursday 5th June to Wednesday 16th July 2025. Notices put up on 29th May.
 - vii) To receive variance form from 2024/25.

Signed: *...sgdickinson.....* Sonya Dickinson – Clerk to the Council

Date & time of next monthly meeting – Tues 1st July 2025, 7.30pm.