

LINGWOOD & BURLINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting,

**held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 3rd June 2025 at 7.30pm.**

Present were – Chair David Robinson, Vice Chair Jenny Stafford, Councillors (Cllr) Ian Chapman, Cheryl Grace, Tim Gurr, Mike Ingram, Richard Morton, Roz Simpson, Ian White and Clerk - Sonya Dickinson.

25/81. Welcome and Apologies: No apologies were received.

25/82. Declarations of interest: Cllr Cheryl Grace – as a member of the Lingwood Community Gardening Group.

25/83. Public Forum including reports from District and County Councillors:

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

We were joined by 9 members of the Public and District Councillor Jess Royal.

District Councillor Jess Royal – Jess sent a report to the Council and read a summary:

Broadland District Council's AGM was on 22nd May 2025.

It was agreed to purchase more temporary accommodation.

The Broadland Community Awards, applications are open.

I have a Ward member grant of up to £1,000 community groups (not the Parish Council) can apply for.

Cllr – Ref Broadland District Council's design code consultation, there's a design code in the Neighbourhood Plan, what happens if there is a conflict in them?

D.Cllr Jess Royal – The most recent legislated plan will hold the most weight. Neighbourhood Plan groups are encouraged to re-visit and check their plans every 2 years.

Public – Ref Clarkson/Spencer Road barber shop in a residential area.

Chair - The Parish Council enquired with Broadland District Council last month.

D.Cllr Jess Royal – There are different steps for Broadland to take before it is resolved. I will keep the Parish Council informed. There would have to be a planning application to change a residential property to a business.

Clerk – Highways gave approval for the dropped kerb.

Public – Ref Gypsy/Travellers on the Millennium Green.

Defecation by the trees - The general community did not know that the environmental health had been out.

Clerk – Broadland District Council's Environmental dept came out with their contractor on Thursday 29th May and deemed the site clear. They said there was little to no evidence left, there was only a few which looked like dog faeces. They recommended not disinfecting the site as it is more of a contaminant than faeces. A Councillor cleared the remaining faeces on Saturday.

Request that the Parish Council looks into putting a decent bollard behind the gate.

Recommendations given.

Chair – The Parish Council will consider how the green can be more secure. Concerns are understood and a repeat, especially from what was left behind, would not be pleasant.

The gate will be welded to stop it coming off its hinges again. They didn't break the gate, so it wasn't criminal damage, which is why the Police couldn't evict them straight away.

Emergency services do need to be able to access the green quickly and too many keys might be a problem.

Public – Emergency services have a key that fits all.

Cllr – I was at work so couldn't help, but the Parish Council were quick to sort it out and there was a great response from Councillors and residents for the clean-up.

Public - It's the fact no one told anyone they were there and also that the site had been cleared. Next time you should put up notices.

Public – The Railway approach between Station Road and Granary Close - lots of rubbish has accumulated. Can the Council contact the Railway as it is a fire hazard.

Public - Who clears the Chapel Road to Station Road footpath?

Chair – It is a Norfolk County Council footpath but volunteers try to keep it clear. Network Rail clear their side of the fence from brambles encroaching the path and residents should keep anything growing over/under their fences clear.

All points were noted and will be reported to the relevant bodies.

25/84. Minutes of the Meeting 13th May 2025:

Were signed as a true record.

25/85. Any updates from previous meetings:

The broken way marker sign on Chapel Road, at the end of Post Office Road, has been repaired.

The Electric Vehicle Charging points work, but not with card, the app had to be downloaded. Has a new Parish Tree Warden been found? Not yet.

Broadland District Council's proposed parking charges – discussions were scrapped.

25/86. Correspondence: a) An e-mail of thanks from a Parishioner was read out as per their request. They thanked the Parish Council for their swift, decisive and supportive action in resolving the problem on the Millennium Green.

25/87. 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 regarding the Remove existing partially demolished prefabricated bungalow. Build 4 bedroomed house. Any response to be sent to the planning inspectorate.

Decision: The Parish Council approved the last planning application for this site. There is nothing more to add.

25/88. 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 agree the Model Publication Scheme.

Decision: It was resolved to adopt the revised Standing Orders and Financial Regulations.

The new Model Publication Scheme was agreed along with all of the Policies and procedures the Parish Council has.

The Policies and Procedures on the website will be updated with any revisions.

25/89. Buckenham Woods:

Cllr I. White – There are more public meetings coming up. A consultant to help with a 10 year management plan has been appointed.

25/90. Clamps Orchard, Burlingham Green:

Norfolk County Council were originally putting this to cabinet last year, but with the help of MP Jerome Mayhew, the proposed discussion to sell the site was shelved. It went to cabinet on 2nd June 2025 and they have resolved to sell the site.

They currently rent the site to a Community Group for amenity land and it is marked as an important green site on the Neighbourhood Plan.

Norfolk County Council are supposed to look after the community but they also have to prove best value for money.

The site would not get development rights, but will probably be marketed with an uplift, making prospective purchasers think it would get eventual planning.

There hasn't been a new property built or approved in 100 years on Burlingham Green and the site isn't a lot of use as there is a septic tank under the front of it and buried rubbish at the back.

National Highways has a social value fund, to improve the communities in the vicinity of the A47 work, the Council could approach them.

Chair – I approached them about it and Clamps Orchard would be in one of their eligible categories. The Council would need to know how much would be needed.

The current price of woodland is £10,000 an acre and this site is 0.43 acres. They would probably rather it went to auction because someone might pay in excess of its value, thinking it could eventually be built on.

The Parish Council could ask them to sell it to the Parish Council at market value as it is better to go to the community who currently use it and look after it.

D.Cllr Jess Royal – Broadland Environmental fund has previously set up a purchase of woodland. I will ask if this site would be suitable. Broadland would own it and it would help them to get their environmental target, they would lease it out to the community or Parish Council.

Chair – I will ask Galliford Try/National Highways, if the social fund could provide; the footway at the level crossing to Dairy Farm, purchase of Clamps Orchard and a trod (they said footway would be too expensive) at Lodge Road to Lingwood Lane. I will ask if they can attend the next Parish Council meeting.

25/91. Millennium Green:

Cleanup, Lingwood Community Gardening Group & inclusive Play.

Clean-up – Notes for information: Sunday 25th May, the travellers arrived, Police were called and they came out, but no criminal damage was done and they let the rest of them on site to keep the peace.

Monday 26th May, the Clerk met with the Police Inspector at the site, joined by 2 Councillors, and a notice of trespass from the Parish Council was given to the travellers to vacate by noon on 27th May. They said they had run out of bin bags. Bin bags were given to them.

Tuesday 27th May, the Clerk and 2 Councillors met with the Police Inspector and they issued a Section 61 to vacate by 6pm on 27th May. More bin bags were given to them.

The travellers moved from the site @ 4.30pm. The community and Councillors came together, secured the gate and cleared the rubbish from the site.

A parishioner offered to make brackets for the gate post to stop the gate being lifted off again.

Tuesday, Wednesday and Thursday, the Clerk contacted all relevant departments at Norfolk County Council and Broadland District Council that the travellers had left and a clean-up would be needed. Broadland was also asked if they could put bollards at the end of St Andrews Road which is the entrance to their piece of land next to the Green.

Friday 30th May, District Councillor Jess Royal helped with Broadland Council's response and the Environmental department came out with their contractor to see what needed doing and to give a quote for works needed. They said there was little to no evidence of human waste and only found a few dog faeces around the edge. They required exact locations and photos, so the Clerk and 2 Councillors went to check the site and only found the same.

The contractor said they could come to the site on Monday if it was still necessary to clear the few faeces left but advised against spraying the area with disinfectant as it is more of a contaminant than the faeces. A Councillor came and cleared the faeces on site on Saturday. There was an e-mail about replacing the side chain link fence and concrete posts with bow topped fencing like at the back and side. The Council feels the current fence is more secure with concrete posts and it would be criminal damage to cut it. The back fence panels can be welded to not allow them to be taken out.

Collapsible bollards will be looked into for added security to the gate, but the entrance must be kept quickly accessible to emergency vehicles.

Public – What is the Police policy on why they let them on? They said it was common land but it isn't.

Chair – They have a non-confrontation policy and wanted to keep the peace and not aggravate the situation.

Lingwood Community Gardening Group (LCGG) –

The group ask if it would be possible to build another bed the opposite side of the path to the current ones by the bench and village sign. It would be 2m long by 1m deep. It would be on the edge of the path so wouldn't cause additional problems to the mower. It would be a community garden.

It won't block the entrance to the avenue of trees.

Google Earth was looked at on the projector but it wasn't clear to see how much room it would take up.

Chair – take a picture of the location and size and circulate to Councillors.

Inclusive Play – Only 2 quotes have been received. One of the quotes separated the items so that the Parish Council could see how much it would cost if 1 item was chosen and then if 2 items were chosen. The cost of fencing, restroom and delivery is the same for 1 item as for 2. The other quote separated the equipment, surfacing and other items so it was hard to work out how much it would cost for a singular piece of equipment to be installed.

The Company who sent the brochure should be asked how much to supply and install an inclusive roundabout as that is the preferred item.

The quote with all items together should be asked how much it would be just to have the roundabout.

To be put on the July agenda for a decision.

25/92. Highways:

Cox Hill Road is closed due to a water leak, which is why there have been more lorries in the Village lately.

The tractor sign put up by Highways in South Burlingham has been a great help in slowing vehicles down. The Speed Awareness Monitor (SAM2) was placed at South Burlingham in May. It was requested for School Road, but there wasn't a suitable place to put it, so it was put on Lodge Road. Hopefully, being put on Lodge Road, it will slow vehicles down on entering the village and they shouldn't speed up again by the time they get to the pond.

25/93. Finance:

a) Authority to pay was given to and will be paid by bank transfer:

i) The Play Inspection Co. £156.50 + £31.30 VAT = £187.80

ii) A. McKie, footpath Report. £150 No VAT

iii) Westcotec, new battery for the Speed Awareness Monitor (SAM2). £91.50 + £18.30 VAT = £109.80

iv) S Hunt, internal audit. £135 No VAT.

v) K. Monsey, cemetery grass for May. £320 No VAT.

b) ENTUA (East Norfolk Transport Users Association) Annual Donation of at least £5. (£10 last year and the year before).

Decision: It was resolved to donate £10 again this year. (Trf 4/5/25).

c) Request from Lingwood Community Gardening Group for a grant towards a new bed on the Millennium Green and Spring bulbs at Avondale Close. The Group is hoping to hold a hanging basket competition and have a stall at the Village fete, to raise awareness of the group. The community Orchard is to have wild type flowers put in and an apple tree expert will trim the trees and plant fruit bushes.

Decision: It was resolved to donate £250 towards the new plants, bulbs and compost needed for the proposed new bed at the Millennium Green and Avondale Close. (Trf 4/5/25).

d) To agree bank statements with bank reconciliation for May Accounts.

The accounts were agreed and signed.

e) Year-end Accounts for external Audit.

Councillors had been given the accounts reconciliations, income and expenditure reports for the main Council account, Cemetery Account and the Budget against spend for the year, in April.

The Reading Room accounts were also given, for information only, as the Parish Council is Trustee.

i) To receive the end of year bank reconciliation and sign the accounts for 2024-25.

The account books were matched with the bank reconciliation and bank statements.

They were signed and dated by the Chair in April when first presented.

CASH AT BANK AS AT 1ST APRIL 2024	73,806.31
ADD RECEIPTS 2024/5	52,763.76
LESS EXPENSES 2024/5	- 55,226.97
CASH AT BANK AS AT 31ST MARCH 2025	71,343.10
MADE UP AS FOLLOWS	
BUSINESS PREMIUM ACCOUNT 10364738	19,169.35
BUSINESS PREMIUM ACCOUNT 60653071	33,216.84
COMMUNITY ACCOUNT 50044083	1,136.06
CEMETERY CURRENT ACCOUNT 90739510	1,633.09
CEMETERY TRACKER ACCOUNT 80693057	16,187.76
TOTAL 31/3/2025	71,343.10

The Council noted that the Cemetery account is solely for the running of the Cemetery.

As per the explanation of reserves, there are general reserves of £15,523 and earmarked reserves for the Millennium Green of £27,000 for new equipment and £11,000 for maintenance.

The Parish Council has £863.30 Community Infrastructure Levy (CIL) money held at Broadland District Council.

Section 137 Expenditure (power to incur expenditure not otherwise authorised on anything, but in the Council's opinion is in the interests of the area or part of it or all or some of the inhabitants) The allowed amount in 2024-25 was up to £23,014.49, if funds allow. It was noted the Parish Council spent £170 Section 137 in 2024-25.

ii) To receive end of year income and expenditure.

The end of year income and expenditure for all accounts were inspected and agreed.

iii) To receive the internal audit report and consider any recommendations and actions.

The Clerk read out the report. All of the accounting procedures were good and there were no recommendations for the Parish Council.

There was one point saying that the Council reviews the insurance in June, but the Council reviews the insurance before renewal in March.

There are a few points of new legislation in advance of the 2025-26 accounts. Most of which are already carried out by the Parish Council. i.e. gov.uk e-mail and website. The Parish Council needs an IT policy before next year.

iv) To receive and APPROVE Section 1 Annual Governance Statement 2024/25 of the AGAR.

The Chair went through the statements with Councillors and agreed and ticked the relevant boxes. This was approved and signed by the Chair and Clerk.

v) To receive and APPROVE Section 2 Account Statements 2024/25 of the AGAR.

This was approved and signed by the Chair and Clerk.

vi) To note the period for the notice of public rights and publication of unaudited Annual Governance and Accountability Return (AGAR) is Thursday 5th June to Wednesday 16th July 2025. Notices were put up on 29th May.

vii) To receive variance form from 2023/24 to 2024/25.
The variants were too low to need a report.

There being no further business the meeting closed at 22.00
Next meeting of the Parish Council is on 1st July 2025 at 7.30pm.