

LINGWOOD & BURLINGHAM PARISH COUNCIL
Minutes of the Parish Council Annual General Meeting,
held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 12th May 2026 at 7pm.

Present were – Councillors; Ian Chapman, Cheryl Grace, Tim Gurr, Mike Ingram, Richard Morton, David Robinson, Roz Simpson and Clerk - Sonya Dickinson.

26/49. Election of Chairperson & Vice Chairperson:

- a) David Robinson was unanimously nominated and voted in as Chair by a show of hands.
- b) Jenny Stafford was unanimously nominated and voted in as Vice-Chair by a show of hands.

26/50. Welcome and Apologies for absence:

Apologies were received from Cllr Jenny Stafford, Ian White and Norfolk County Councillor Justine Thomas.

26/51. Election of Officers/ Appointments to Representative bodies:

- a) Village Hall – Mike Ingram.
- b) Footpath Warden – Tony McKie.
- c) Neighbourhood Plan monitor – Mike Ingram.
- d) Tree Warden – Ernest Hoyos
- e) Buckenham Ancient Woodland Trust Representative/Trustee – Cllr Ian White has just handed his notice in to the Trust. No other Councillor has volunteered for this role yet.

26/52. Declarations of interest: Chair David Robinson declared an interest re the Chairman's allowance.

26/53. 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 2 members of the Public.

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

It has been a busy month. Broadland District Council have opened applications for Community Grant Schemes. The Village Hall are applying for funding. They weren't successful 2 years ago, hopefully they will be this year. It is a match funding scheme so they will need funding from another source.

The Community Awards are open for nominations if anyone wishes to put a group or person forward.

The former School site is going to the planning committee as they wish change the Section 106 agreement to reduce the affordable housing on the site.

Public – A few months ago it came up about large amounts of debris and organic matter coming off the allotments and being dumped in the communal area. It would be a nice place to sit if it was cleared. Composting should be done on their own site as per the agreement but some are not doing so and bringing stuff off the site to dump there.

Chair – The Council did suggest that the holders form an allotment association but no one was keen.

Public – A WhatsApp group would build a better allotment Community.

Clerk – It is a shame the allotment holders can't keep an eye on people illegally fly tipping, so it can remain a pleasant area for the allotment holders to enjoy.

Originally the area was used by Norse to bring tree and hedge trimmings for chipping. They stopped using it as it became too costly to clear up as allotment holders and some parishioners thought it was a communal dumping area for their garden waste. It was unfortunate to lose them on the site as they did cut the front area and keep the area fenced

and tidy, the Parish Council has to pay to cut the grass now. The Parish Council has had a farmer push back and compacted the area over the years.

Public – Surely the allotment holders should get together and police it themselves as they are the ones that will benefit from a tidy area.

Chair – The Clerk can e-mail allotment holders to see if they want a meeting or start a WhatsApp group amongst themselves. They can have a one off meeting to start with to find out if there is any interest in starting an allotment group, it doesn't have to be an association, just a friendly group of allotment holders. It doesn't have to be on site, it could be informal at the Social Club for instance.

26/54. Minutes of the meeting 14th April 2026: Were signed as a true record.

26/55. Any updates from previous Meetings:

Ref the suggestion for an Ice Cream van for the Millennium Green – Why is it needed? We already have an ice cream van that goes around the village.

The cast iron milestone marker at North Burlingham – It was there hidden in the undergrowth.

26/56. Correspondence:

a) Request from an allotment holder to discuss an allotment association or WhatsApp Group, misuse of the communal compost area.

This was discussed in Public Forum – The Clerk to contact allotment holders to see if they wanted to start a WhatsApp group amongst themselves.

It was decided to get the compost area pushed back as soon as possible.

26/57. Policies:

i) Review and adoption of appropriate standing orders and financial regulations;

The NALC hasn't updated the Standing Orders which were adopted in June 2025.

ii) Review of the Council's policies, procedures and practices.

Decision: Review the Standing Orders and Policies ready for the June meeting.

26/58. Planning:

a) **2026/0949: Demolition of greenhouse. Extension to front gable of property to accommodate additional bedroom & a dining room. Location: 9 Briar Close Lingwood Norfolk NR13 4PB.**

Decision: Unanimous Support.

26/59. Clamp's Orchard: To decide whether to have a plaque on the bench and if so, the wording.

Cllr Mike Ingram – My starting suggestion would be: "This land was purchased for the Community in 2026 by Lingwood & Burlingham Parish Council". It can be altered to suit if there are any other suggestions.

Decision: It was unanimously agreed that a plaque be ordered with the bench, with wording as above if able.

The bench will not be ordered until the purchase completion date is nearer.

26/60. Pond Sign:

A McKie is sorting a map for the pond to show the different areas, i.e. the main areas and the conservation area, along with suggestions for images for trees, plants and wildlife. Once an overall look is decided, it will go out for quotation again.

26/61. Village Hall: Donation requests for kitchen & fete entertainment. Ice cream van request for Millennium Green. Multi use games area (MUGA) & lights.

Fete Entertainment –

Decision: It was resolved to give £250 for the fete entertainment again this year.

Kitchen renovation and hall decorating - Quotes stand @ £2,600 so far. They need match funding for the grant they are applying for which will only be viable if it is over £1,000 needed. The Parish Council has received CIL this year.

Decision: It was resolved that £1,000 will be given towards the kitchen renovation and decorating of the hall.

The Ice Cream Van request for the Millennium Green - Although it was thought a summer holiday trial would be ok, it has been thought about again in more detail. The security of the gate, driving on the Green, litter, lack of parking on adjacent roads, would all mean it would be too much of a risk for the potential benefit. Most people using the green are close enough to home to get a drink or ice cream if needed and there is a shop in the village that sells drinks and ice creams. The Village Hall would make more money if it was at the Village Hall car park as they would make 100% of the fee instead of a 50% share with the Parish Council.

26/62. Cemetery: Fence and entrance grates.

Fence between the Church and cemetery car park. It isn't known if the fence belongs to the Parish Council or Church but as it is on the left of the Church, it probably belongs to the Church.

Due to 2 fence posts having fallen over, Councillors have agreed that the Church can take it down. There is a bund so there shouldn't be a problem.

The rusted grates were taken out and the dips filled in with shingle as per prior to the resurfacing, when they were uncovered. There is nowhere for them to drain to anyway and there hasn't been flooding at the entrance of the car park all the time they have been covered over previous to the resurfacing.

26/63. Highways:

Signs – The one for South Walsham, Bighton and Cantley but not North Burlingham.

The one at the T junction on Acle Road when leaving Lingwood has Bighton, Cantley and Lingwood, turn right, it should just say Bighton and Cantley as you are coming from Lingwood.

There needs to be a dead end T on Lingwood Lane as people keep driving down there and having to turn around at the bottom.

30MPH repeater sign on the right hand side of Post Office Road going towards Chapel Road has faded.

The Dog Bin at Burlingham Green on the entrance to the Woodland Walks has not been emptied for months, probably due to the roadworks, it also hasn't been used as much due to the roadworks as it would have overflowed before now, but it is now overflowing.

There has been a complaint about the litter bin at the Norwich Road bus shelter being used for dog waste as well as general litter and a request to remove the bin and supply extra bins elsewhere. The Broadland slogan is "any bin will do", although that means if there are no dog waste bins in the area. Dog bins have a lid so are less smelly, but it is not illegal to place dog waste, in bags, in litter bins but more desirable in a dog waste bin.

The request to remove the litter bin from the bus shelter is denied. The request for extra bins in the area is denied as they cost to install and £3.75 per bin, per week, to be emptied. There are multiple bins around the village.

26/64. Finance:

a) Payments Received from: i) BDC Parish Precept 1st instalment. £15,458

ii) BDC CIL from the Chapel Road old School site planning application. 15% due to being before the Neighbourhood Plan £34,212.66

b) Authority to pay was given for and will be paid by bank transfer unless otherwise noted:

- i) NALC subs - Norfolk Association of Local Councils and National ALC £602.72 no VAT.
- ii) The Play Inspection Co. £165 + £33 VAT = £198

Plus any invoices/payments received before the meeting.

- i) Wave Anglian Water £152.40 for the allotment site.
- ii) Beighton Builders Fix zip line, check and screw in all screws, check foundations. £71 + VAT £14.20 = £85.20
- iii) HMRC NI £88.70 (Chq 2643).
- iv) K. Monsey Cemetery Grass April £340 no VAT.

c) Retrospective payments:

- i) Abbey Memorials/Great Yarmouth Marble & Granite Ltd. Refund £90 (Trf 5/5/26).

d) To consider Churchyard grants for Lingwood PCC (St Peters Lingwood), St Andrews N. Burlingham and St Edmunds South Burlingham. (£175 last year, £150 the year before)

Decision: It was resolved to pay £200 each this year. (3 Transfers 14/5/26).

e) To consider a donation request from East Anglian Air Ambulance.

The Grant Aid Policy was renewed last year with £50 maximum for outside organisations. It has been £50 for over 10 years so should be increased to £100 this year.

Decision: It was resolved to give £100 donation.

f) Donation to Brundall Men's Shed for refurbishment and fitting of notice board + payment of £15 for items used.

They have done a really good job refurbishing the Parish Council notice board at the Spar Shop. They even fitted it.

Chair – I have put sealant around it to stop water getting behind it and repainted the wall around the notice board as it had to be moved slightly.

Decision: It was resolved to give a donation of £100 plus £15 for the consumables used.

g) Chairman's allowance for new Chairman.

Chair D. Robinson left the room whilst this was being discussed.

Decision: It was resolved to pay £600 again this year. (Chq 2644).

h) To agree bank statements with bank reconciliation.

They were inspected and agreed.

CASH AT BANK AS AT 1ST APRIL 2026	84,598.18
ADD RECEIPTS to end of April (inc. Cemetery 450)	50,237.48
LESS EXPENSES to end of April (Inc. Cemetery 265)	- 4,090.75
CASH AT BANK AS AT 30th April 2026	130,744.91

This is including the Cemetery accounts.

Councillors were handed the accounts printouts ready for the next meeting.

There being no further business the meeting closed at 20.55
Next meeting of the Parish Council is on 2nd June 2026 at 7pm.