

LINGWOOD & BURLINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting,

**held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 14th July 2026 at 7pm.**

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

26/87. Welcome and Apologies for absence:

Apologies were received from Vice Chair Jenny Stafford, Councillors; Tim Gurr, Ian White and County Councillor Justine Thomas.

26/88. Declarations of interest:

Mike Ingram as Council Representative at the Village Hall meetings. Roz Simpson as a neighbour of the Millennium Green.

26/89. 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 4 members of the Public and District Councillor Jess Royal.

DC Jess Royal - Lingwood Village Hall was successful in securing funding of £1688 towards the refurbishment of the Hug a Mug café from the BDC Community Grant Fund held by the panel on 8th July 2026. That, along with the £1,000 from the Parish Council, should help them get what they need.

A new Digital Assistant is now live on the BDC website. The Digital Assistant is a simple, easy-to-use tool that can answer common questions, guide users to the right services, and provide responses at any time of day. To use the digital assistant, go to the website and click on the symbol on the website page called “Chat with Us.” For more information go to:

<https://www.southnorfolkandbroadland.gov.uk/digital-assistant>

Veolia has launched this year's Sustainability Fund in partnership with BDC. Applications are invited from community groups and individuals to submit projects to improve their local environments and communities for grant funding of up to £1000. The closing date is 30th September 2026. For more information and how to apply go to:

<https://www.veolia.co.uk/sustainability-fund>

The Greater Norwich authorities (Broadland District Council, Norwich City Council and South Norfolk Council, working with Norfolk County Council) are preparing a new local plan (GNLP 2045). A second Call for Sites ran until yesterday. This process is to identify which sites may be suitable for allocation in the new local plan.

Gardening Group – Will the claim for damage to the path edging be discussed tonight?

Chair – Yes.

Public – Allotments: When the Lodge Corner allotments were relocated to the School Road site, the area for putting the allotment compostable waste never had a problem while Norse were running it. The past couple of years, since it was pushed back, 1 allotment holder has kept it tidy so I don't know why someone complained about it to the Council.

It would be nice if a Parish Councillor or 2 could walk around and assess how allotment holders are getting on, some are not being gardened.

Chair - An allotment holder came to a previous meeting asking for a Committee/ WhatsApp group and for the compost heap to be pushed back. They came from a site which had a community feel to it and wanted to see if the Lingwood allotments could do the same.

Clerk - Only 1 other allotment holder came forward regarding joining a WhatsApp group.

Public – There is no enthusiasm for a WhatsApp group at the allotments.

Clerk – The annual inspection usually gets carried out between April and June, but it hasn't happened yet this year. The Clerk and Cllr Roz Simpson will carry out an inspection with the allotment holder.

Public – Ref the hose pipe ban: I rang Anglian Water today and if you have a disability or heart problem, you can use a hose pipe for fruit and veg but not for flowers.

Public – Ref the A47: Any update on the signage for Lingwood being incorrect and missing?

Chair – The Clerk has asked them but it takes time. The bridge should be opening on 26/8/26.

26/90. Minutes of the meeting 23rd June 2026: Were signed as a true record.

26/91. Any updates from previous Meetings: None.

26/92. Correspondence:

All correspondence has been circulated.

26/93. Planning:

a) 2026/1767: The Cottage, Hopewell Gardens, Beighton, Norfolk, NR13 3LB
First floor extension over the existing dwelling. Cladding to the main dwelling.

Decision: Unanimous support.

26/94. Clamps Orchard, Burlingham Green:

The Land Registration form has been received along with the details of the overage from Norfolk County Council. The map shows that a post and wire fence is to be installed within 3 months of purchase, to points A, B & C at the back of the land. The map will be checked for any discrepancies. The Chair signed the documents required.

26/95. Millennium Green:

Cllr Roz Simpson – Who cleared the rubbish along the boundary with Post Office Close?

Chair – The Clerk cleared it.

Clerk – It looked and smelled like it was rotting bags from a compost bin. It half filled a 100 litre bin bag and was covered in flies and maggots.

Grass and edging: Top Garden Services have been to cut again but not cut the edges still. They haven't come back to the clerk ref paying the £144.31 for the community garden path edging their mower ruined.

Decision: It was resolved to pay Lingwood Community Garden Group the £144.31 for the edging and pins and deduct this from any future payment to Top Garden Services.

26/96. Pond Sign:

Councillors to meet up to discuss a plan for the sign, on 18th August 7pm, so it can go out to sign making companies for tender.

26/97. Highways:

Main Road North Burlingham: Highways have contacted land owners to cut back their hedges etc. from the highway, but there are now brambles overgrowing the footway.

Clerk to report again and ask what is happening. At the moment there are roadworks being carried out along there, so they might be waiting for the road to be open completely.

Quiet lanes: Was anything found out about this?

Clerk – NCC Justine Thomas was finding out about those.

26/98. Finance:

a) Payments received from:

i) Norfolk County Council, verges delegated agreement. £2,829.34

ii) Electrode EVCP for April £77.04, received on 22nd June.

iii) Electrode EVCP for May £72.45, received on 22nd June.

iv) Electrode EVCP VAT April and May £29.90 received on 23rd June.

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

i) HMRC July Tax £0. N.I. £88.70 = £88.70 (Chq 2

ii) S. Dickinson – Clerk's Expenses, Apr/May/June. £238.89 (Chq 2

iii) K. Monsey – Cemetery Grass £340

iv) NALC Website hosting fee £72.40 + VAT + management fee of £144.76 + VAT. VAT £43.43
= £260.59

c) Invoices in dispute - Top Garden Services 2 invoices 1/12 and 2/12 £262.50 + VAT £52.50 = £315 each. Total = £630

They have done @ 5 cuts now but have still not cut around the edges despite having had e-mails and photos sent to them.

Decision: Do not pay until they cut around the edges and respond to e-mails ref this, the damaged edging payment and invoice per cut. Deduct the £144.31 paid to Lingwood Community Gardening Group for the damaged path edging when payment is eventually made. Clerk to e-mail them about mowing the edges of the Green again.

d) Age UK Norfolk, request for a donation.

Decision: It was resolved not to give a donation as per the Grant awarding policy.

e) To agree bank statements with bank reconciliation for June Accounts.

They were inspected and agreed.

CASH AT BANK AS AT 1ST APRIL 2026	84,598.18
ADD RECEIPTS to end of May (inc Cemetery 3,601.68)	56,863.06
LESS EXPENSES to end of May (inc Cemetery 1,035.00)	- 13,915.50
CASH AT BANK AS AT 30th June 2026	127,545.74

The cash at bank includes the Cemetery accounts.

f) To compare budget against spend from April to the end of June

The spend to the end of June was compared to the budget and agreed.

g) To consider donation to the Village Hall, towards summer activities for children.

The Village Hall sent a breakdown of the children's activities and anticipate a profit on them.

Couldn't quite work out what the money is for, is it because they can't guarantee the café money? Would they give money back if they made a profit?

It is difficult as it is for the Community, but if it was for something concrete, i.e. equipment it would be easier. Councillors agreed that they don't want to discourage them from doing these nice things, but they cannot regularly be subsidised to make profit, by the Parish Council.

Decision: There will be no monetary contribution this time but the Multi Use Games Area (MUGA) can be used, free of charge, for the activities it is needed for. This will decrease some of the cost of the activities.

A committee member/Trustee e-mailed to ask for a meeting with the Parish Council.

Councillor Mike Ingram is on the village hall committee as the Parish Council representative.

If they wish for a meeting with the whole Council they can come to a Parish Council Meeting.

Cllr Mike Ingram is the only one that needs to attend and will attend if they let him know when.

There have been communications from staff and trustees/committee members about different matters, there seems to be no cohesion at the moment.

h) To consider supplying an extra bin for the Village Hall and paying for emptying each week, at a cost of @ £150 plus fitting and then £4.75 per week each bin for emptying. Total per year to empty each bin is currently £247.

There are already 2 bins supplied and weekly emptying paid for by the Parish Council. One is by the MUGA and one by the youth shelter. These were supplied due to the rubbish said to be generated from people using those items. The rest of the rubbish is generated by the village hall users. The village hall originally had the open topped bins from the Millennium Green, which were too small for the Green. The village hall used to empty them into their trade waste wheelie bin. This got a bit too much as the bins were small and quickly filled up, so the Parish Council agreed to pay for one bin for the youth shelter in 2020 and one by the MUGA in 2021.

Decision: It was resolved not to purchase and pay for weekly emptying of another bin for the village hall site. They have a trade waste bin that they can empty any additional bins into.

There being no further business the meeting closed at 20.25

Next meeting of the Parish Council is on 1st September 2026 at 7pm.

There is no planned August Meeting.