

LINGWOOD & BURLINGHAM PARISH COUNCIL

Minutes of the AGM Meeting held at the Lingwood Methodist Chapel, Chapel Road, Lingwood on Tuesday 12th May 2015 at 7.30pm.

Present were: Ben Bethell – Chairperson, Marina Tubby – Vice Chair, Brenda Jones, Giles Mack, Richard Morton, Roz Simpson, and Sonya Dickinson – Clerk.
Councillors filled in their Declaration of Interest and acceptance of office forms before the meeting started.

15/053. Election of Chairman & Vice Chairman: **Chairman** – Ben Bethell was nominated and unanimously agreed. **Vice Chairperson** – Marina Tubby was nominated and unanimously agreed.

15/054. Welcome & apologies for absence: Apologies were received from Mike Bredbere, Tony Gould, Ian White and County Councillor Brian Iles. Krissy Little sent a letter of resignation via e-mail.

15/055. Co-option of Ian Chapman and application letter from Simon Stevens:

Councillor Ian Chapman did not get his paperwork into Broadland within the deadline but can be co-opted on. **Decision:** It was unanimously resolved to Co-opt Ian Chapman back onto the Council.

Ben read out Simon Stevens' application letter. **Decision:** It was unanimously resolved to co-opt Simon Stevens onto the Council.

N.B. Both Ian Chapman and Simon Stevens left the room whilst this item was discussed and voted on.

15/056. Election of Officers/ Appointments to Representative bodies:

a) Village Hall – Marina Tubby to continue. Marina pointed out that she does not write a report because reports and minutes are obtainable on the website now.

b) Norfolk Playing Fields Association – It was resolved that no one is needed at present for this position.

c) Emergency Planning Parish Co-ordinator – It was resolved that this should be done as a Council, via the Clerk. The Council would be able to support surrounding areas in case of a flood etc.

d) Tree Warden – Ernest Hoyos, if he is happy to continue.

e) Footpath Warden – Tony Bowyer would be happy to continue if no one else would like to do it.

f) Transport Users Committee – Vivienne Deasley said she would continue.

15/057: Declarations of interest: Marina Tubby, item 15/067. d) As an employee of Lingwood Primary School. Ian Chapman, item 15/063. c) Planning on his property. Ben Bethell, item 15/067. Retrospective payment c) ii), Richard Bethell is his father. 15/066. The second part of Parish Handyman, as Ben is on the Village Hall Committee.

15/058. Public Forum: We were joined by 4 members of the public including Simon Stevens.

Chris Gates, Chairman of Burlingham Cottage Gardeners, informed the Parish Council that the storage building had now arrived. He also mentioned that the Open Gardens will be on Sunday 7th June and would like to invite and see Councillors there.

Mr Deasley thanked the Chairman and Councillors for all they do for the Community.

15/059. Minutes of the meeting 21st April 2015: Were signed as a true record.

15/060. Matters arising from 21st April 2015 Meeting: None.

15/061. Correspondence: a) BADCOG newsletter circulated, it was asked if this could also be sent electronically so it could go onto the website, Giles said he would ask.

15/062. Action Log: The Millennium Green Bins and planter will be sent as soon as payment received by Blueton Bins, they will liaise with Herbie as to where and when delivered.

The Cemetery lych Gate, fence and benches have now been treated.

The Avondale corner grass verge has still not been cleared and the verge grass cutting contractor cannot cut it until it is cleared. If a Parish Handyman is started this is a job that he could perhaps do.

It was noted that the Millennium Green gardener is cutting the Broadland kept piece of land at the end of St Andrews, which joins the green and does not need to, even though it is making it look smart they should be informed. David at EAS does want Councillors to decide how far back and what needs clearing along the left boundary of the Millennium Green as some of it is hedge and may want to be kept. **Decision:** Ben will arrange to meet with him to have a look along the boundary and will inform him about St Andrews at the same time.

15/063. Planning: a) 20150570 – Conservatory to Rear, 12 Granary Close, Lingwood, NR13 4EP. **Decision:** Unanimous support.

b) 20150582 – Proposed Detached Two Bedroom Bungalow, 1 School Road, Lingwood, NR13 4TH. **Decision:** Unanimous objection on the grounds that the scale of the proposed property is too large and the position is too close to the boundary of No. 2 Elm Road, affecting the light into their living room window.

c) 20150633 – Single Storey Side Extension, 20 The Green, North Burlingham, NR13 4SZ. **Decision:** Unanimous support.

N.B. Councillor Ian Chapman left the room whilst this application was being discussed and voted on, expressing an interest as it is his property.

At this point Simon Stevens joined the Council desk, having signed his declaration of interest and acceptance of office forms.

15/064. Highways & Bus Shelters: Highways Bedford has still not replaced the temporary Burlingham Green signs and they blew onto the A47 causing a hazard last week. BT has still not repaired the fallen line that has been hooked over the 'caution Horse' sign on Dell Corner Lane. **Decision:** The Clerk will inform them again.

Bus Shelter; the subject of a bus shelter was discussed a few years ago and the debate was as before, where would you put one as the footways are too narrow. It was found that Norwich Road, Chapel Road, Post Office Road, Station Road by the Pub or by the Village Hall were all too narrow, the only place would be near Homelea if some of the Homelea verge area were allowed to be used and then the only type would be the cantilever type with perch seat.

Comments: This means there would only be 1, would it be worth it?

The purchase price, installation, insurance and maintenance costs would all be the Parish Council's responsibility. The purchase price needs to be sought before a decision made. Not many rural villages have bus shelters.

If you leave the house with an umbrella to get to the bus stop, how much wetter would you get waiting for the bus if there weren't a shelter when you got to the bus stop?

It could be a congregation point for youngsters.

The Chapel Road School site could have provision for one, if the future purchaser is asked that the footway be left wider when the pull in bay is incorporated into the site?

Decision: It was resolved that the Clerk gets costs.

15/065. Dog Bins requested for Peters' Wood, Lingwood, North and South Burlingham:

There was a request from NPS for a dog bin on Peters' wood, Church Road, Lingwood, as the dog mess problem on the land around it has become worse since the Wood opened and Broadland deciding to take the bin nearly opposite away. Dog walkers have approached the Clerk also, ref the lack of a dog bin in South Burlingham and the Clerk wondered if one could be put at the end of the footpath near Church Farm or the proposed footpath from South Burlingham Church through to the new Village Hall.

As mentioned at the Annual Parish Meeting there was a request for a dog bin at Burlingham Green, near the entrance to Burlingham Hall, by the crossroads to the Millennium Wood.

Broadland will not supply any more bins but would move/swap a bin.

The cost of the bins is unknown but if the same bins that Broadland supplies are purchased, they would not be too expensive. The cost of emptying a bin is £3.16 + VAT each per week. Broadland could be asked if the bin they removed from Church Road could be given but the Council pays for installation and emptying, Clerk could also ask if bins can be purchased from Broadland for the other 2 sites, to keep them all the same in the Parish.

Decision: It was resolved that Duncan at NPS is asked for permission if a dog bin can be placed at Burlingham Green, (he can ring Richard Morton or Chris Gates for the exact location), he can also be asked permission for one at the end of the proposed footpath near South Burlingham Church. The Clerk can ask if NPS would purchase all 3 bins and install but the Parish Council will pay for them to be emptied.

15/066. Parish Handyman: The Council did have a Parish Handy man from Acle but he was working out too costly. Herbie at Brighton Builders is very good trying to fit in our little jobs but he is very busy.

Sean Donovan is an ex BT Engineer and would carry out our handyman jobs for £10 per hour but the Parish Council will have to pay him through HMRC real time. Perhaps to keep him live on the books and retain him, he could be paid £10 quarterly and it can be taken against his first hours pay but pay him more as and when he carries out work. Q. Should this have been advertised? A. This is not a position as such, just an as and when, so no.

He could have a zero hours contract of employment and a job description and a review each year. The Clerk asked if she could direct debit Monthly and not quarterly.

Decision: It was resolved to employ Sean Donovan as the Parish Handyman, Giles and Ben to sort out a contract of employment and job description. Avondale Close has not been cleared yet so perhaps that could be his first job. Ben will ask him if he could do it.

Ben then went on to say that the Village Hall needs a Handyman but they are getting close to the 5 maximum employees to keep to a small scale payroll. Could the Parish Handyman be used and paid for by the Parish Council instead of the equivalent grass cutting donation?

9.05pm - At this point Ben Bethell left the room declaring an interest.

Decision: There would need to be a time sheet to keep a track of hours worked for the Village Hall. It was resolved the donation of £240 could be spent up to, which would work out at 24 hours work per year. If he is not needed that many hours then the rest of the amount not spent could be donated towards the grass cutting bill. If the Village Hall needs him for more hours, then they would have to look at employing him or their own handyman.

9.08pm – Ben Bethell returned to the meeting.

15/067. Finance: a) Payments Received from: i) BDC Additional Grant 2014-15 £ 241.00 ii) BDC Parish Precept 1st instalment. £ 8,882.00

b) Authority to pay was given for: i) K. Monsey – Cemetery March and April, £ 336.00 (Chq No. 205).

ii) CAN which was NRCC Subs Bronze £20, Silver £50 or Gold £150. (Chq No. 913). (Chq No. 912 was cancelled as written to CAN but still should be NRCC for the moment).

iii). Blueton Bins £4,866 + VAT = £6,079.20 (Chq No. 911).

c) Retrospective authority for payments made in April: i) Maureen Bredbere shrubs and plants for the Millennium Green £55.31 (Chq No. 908).

ii) Richard Bethell re-imbursement for compost £10 (chq No. 909)

d) Request from Lingwood Primary School for a donation towards their 5m Hexagonal Outdoor Classroom or to sponsor Two Mums “walking for Lingwood”. The letter was read out. £10,000 is needed for the outside classroom, £5,000 has been given by the ‘Friends of the School’ and with the other fundraisers will leave them @ £2,000 short of their goal.

Decision: Councillors did not feel that they should directly sponsor anyone but as a donation was made to Acle Academy they would like to support the School that is in their own Parish by making a donation towards the Outdoor Classroom. It was resolved that a £1,000 donation be given towards the Outdoor Classroom but also put a note in the letter acknowledging the ladies sponsorship efforts and to wish them the best for the walk. (Chq No. 915). (As Marina has declared an interest she cannot sign the cheque so it will have to wait until Tony Gould Comes back of holiday to be signed).

e) Chairman's allowance: *9.25pm - Ben Bethell left the room at this point.* **Decision:** It was resolved to increase the Chairman's allowance by £25 to £1,100 (Chq No. 914). *9.26pm - Ben returned to the meeting.* (As Ben cannot sign this cheque, it will need to be signed by Tony Gould when he returns from holiday).

There being no further business the meeting closed at 21.35 – Next meeting is on Tues 9th June 2015.