

## **LINGWOOD & BURLINGHAM PARISH COUNCIL**

### **Minutes of the Meeting held at the Methodist Schoolroom, Chapel Road, Lingwood on Tuesday 12<sup>th</sup> June 2012, 7.30pm.**

**Present were:** Ben Bethell – Chairperson, Marina Tubby – Vice Chairperson, Mike Bredbere, Ray Britt, Ian Chapman (arrived 7.38 Public Forum), Cliff Fountain, Tony Gould, Krisy Little, Richard Morton, Hannah Paul, Ian White and Sonya Dickinson – Clerk.

**12/101. Welcome and Apologies:** Apologies were received from Lauren Bean, District Councillor David Ward and Anne Bone.

**12/102. Declarations of Interest:** Ben Bethell item 12/107. As Village Hall Chairman, Item 12/113. a) ii & iii) and d) as payments and Chairman's allowance. Cliff Fountain 12/107. As Village Hall Treasurer, 12/112. a) as a neighbour of the property. Marina Tubby 12/107. As the Parish Council representative on the Village Hall Committee. It was discussed if Councillors with dogs should declare an interest in item 12/110., but as their interest is no greater than anyone else's it was said that having a dog is not an interest that needs to be declared.

**12/103. Public Forum:** We were joined by 2 members of the public, Sue Lake from NALC and Norfolk County Councillor Brian Iles.

A member of the public thanked the Parish Council for the Jubilee Celebrations organised for the 4<sup>th</sup> June, it was well attended, all were in good spirits and it went very well. The Village appreciated it and the Parish Council should be congratulated.

Brian Iles gave an update – County Hall is about a third empty due to changes made, if all the out workers are brought back into County Hall the rest could be sublet but County Hall requires a lot of repairs.

Incinerator – A lot of extra information has been asked for and it may delay it from going to planning at the end of June.

There are a lot of retiring farmers this year and extra houses are required to house them, currently it is hard to sell County land.

Icelandic Banks, County are going to get 87.8% of the total back plus compounded interest but it will take until 2014 to resolve, as much of this money was written off there will be more money for apprenticeships, families and highways but no major projects.

RAF Coltishall – There have been two offers but Government will decide what is to happen and it is not very far down the line yet, Brian will inform us when he knows more.

**12/104. Minutes of the meetings 8<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup> May 2012:** Were signed as true copies.

**12/105. Matters arising from 8<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup> May meetings:** 15<sup>th</sup> May 12/83. Dog Bin to Buckenham Lane. Broadland District Council were asked to find out if the dog bin by the allotments and Larchwood was used much as it is across the road from a footway, Broadland said it was the least used bin in the Village and this would be the best bin to move to Buckenham Lane, which could be done at the Parish Council's own cost. This would be a job for the Parish Council's Handyman.

Ray enquired about an Electricity supply for the Green, 40 metres is the furthest point it can be away from a supply pole and if it comes from the one on Post office Road it would not reach the marquee area, enquiries as to whether it may be enough if came from the back, or south end of the Millennium Green.

**12/106. Correspondence:** other than in circulation to Councillors or requiring a response. a) Letter from Mr Moore about a Transition Initiative – "Feeding the Future – developing a resilient food system for Norwich & Norfolk.

The feeling of the Parish needs to be found out before a full decision is made. The Parish council needs to know more before it can support. Andrew Moore informed the Council that it is not necessarily environmental but more economic, there will be impact on Villages like

Lingwood, i.e. re-building the local network, car shares, local fruit and veg. etc. This has got to be a Community task and he needs to know the Parishes feeling and if there is support for this. **Decision:** A questionnaire and links could be put onto the website to see what support there would be from Parishioners.\_

In the letter, Andrew also asked 5 questions of the Council, which the Council answered.

1 Express Willingness to support – **Decision:** The Council needs to know more and find out Parishioner support.

2 Publish a short article in a Parish Newsletter – **Decision:** Andrew could contact Tony McKie and put an article in with his e-mail for people to contact.

3 A member of the Parish Council to be on the Steering Group – **Decision:** No Councillors wish to so far.

4 Reading Room free of charge for Public Meetings. – **Decision:** This would be ok now and again, Clerk to inform Ruth as and when.

5 Publish an article and links on the Parish Council Website. – **Decision:** Andrew will e-mail Marina the links for her and Ben to look at and forward to the webmaster.

b) BDC has money for development and 1 property qualified in Lingwood which is £895 but the Parish Council needs to allocate it towards a specific job.

c) Marianne Fullick sent a letter of thanks to the Parish Council for the donation towards the Jubilee Flower Festival.

d) Had a call regarding the Village Hall Hedge on Norwich Road being overgrown. This is not Parish Council property but Ben informed the Council that it is being cut tomorrow.

e) An e-mail complaint was received about the Chairman's report calling the Comm Comm Committee the stuttering Committee, all agreed that it should not be called that again.

**12/107. Village Hall:** To discuss whether the Parish Council should become Trustees of the Village Hall as requested. Ray Contacted Sue Lake who is the lead officer of NALC and asked her to come along and discuss the role of a Parish Council as a Trustee of a Charity to enable Councillors to make a more informed decision.

Currently the Village hall trustees are representatives from user groups and parishioners along with a Parish Council representative but this is because there are good ties between the two at present which hasn't always been the case and may not be in the future. In the back ground is the Custodian Trustee which is the Charities Commission in this case.

Sue said that the advantage the Parish Council has as Trustee is perpetuity. It would be the Parish Council as a body to be Trustee rather than Councillors as Trustees, this means Councillors do not have liability. There could be a proviso that a majority of Councillors be on the Committee. Separate meetings must be held and cannot be merged as the Village Hall matters must not be discussed at Parish Council meetings. There is a question on the audit as to whether the Council has fulfilled its responsibility as sole trustee. Profit from the Village Hall cannot go to the Parish Council but the Parish Council can give money to the Village Hall.

A parish pole could be held.

The downside of being Trustee of the village Hall is that if the Parish Clerk is expected to do the work, the Council needs to look at her contract and pay extra hours and decide if the Village Hall is to pay or the Parish Council is to pay the Clerk and 'grant' her time to the Village Hall.

Ben read out the request from the Village Hall Trustees as per previous meetings for Sue. If relationships are good between the PC and VH and there is a positive framework it makes it easier to work together and work out a new constitution etc.

Tony asked if there were any planning permissions sought for the Village Hall site, could the Parish council comment if they were trustee, Sue said that as the Council only has a corporate interest and not a personal interest they can comment on any application.

If there are complaints to the Parish Council about the Village Hall re noise etc. how would the Parish Council deal with this? The Parish Council would send a letter to the Trustee i.e. the Parish Council.

Ray asked about the Constitution, there are 11 on the current committee, is it possible to have 2 groups, 1 for rules and accounts and 1 for the running side or a Management Committee/team, including Parish Councillors and others from groups. Sue recommended

that more Councillors than others be on the Committees or the rulebook can enforce that Parish Councillors have overall jurisdiction. The Parish Council as sole Parish Trustees would have to meet once a year to discuss rules and accounts procedures and all Councillors should try to attend. With the Parish Council as Trustee, the charity status would remain but the Parish Council would be Trustee. As the Parish Council and the Role of Trustee are 2 separate bodies the Parish Council would not have to send their accounts in when applying for grants, just the Village Hall accounts. A separate auditor would be required as the Parish Council accounts go to a local Government Auditor and the V. Hall accounts won't have to. The Village Hall is in the process of trying to rebuild the hall etc. where in the process would it be best for the Parish Council to become Trustee?

Richard proposed that as relationships are good at the moment the Parish Council should move to become Trustee sooner rather than later. It was agreed in principle previously but the Council wanted to wait for the new build to be done.

Proposal to be put on 3<sup>rd</sup> July agenda: Parish Council to become sole trustee of the Lingwood Village Hall.

**12/108. Model Code of Conduct:** To consider adoption of the Code of Conduct as circulated. There were 3 choices for the Parish Council, 1. Adopt the BDC Code of Conduct. 2. Adopt the NALC Code of Conduct or 3. Write own. **Decision:** It was resolved to adopt the Broadland District Council's Model Code of Conduct, with one slight modification, Lingwood & Burlingham was put on and the election of Committee was taken out as Broadland District Council does this.

**12/109. Highways:** From Dell Corner Lane to the back of the woods in Burlingham Green, people travel too fast along this single track road and last week a Courier smashed into cars along this stretch of road. **Decision:** Clerk to ask if a 20mph sign or Children Playing sign could be put along this road to slow people down.

Clerk to report that the A47, between the Brundall Roundabout and the Blofield Flyover, East bound, has had rough repairs and is very bumpy.

**12/110. Millennium Green:** To consider a new bylaw "The Millennium Green welcomes dogs but all dogs must be kept on a lead", as put forward by the Facilities Committee. The Facilities Committee had a report that there was a dog on the Green that savaged a cat and also attacked another dog who was on a lead. It was thought also that people let their dog off and don't keep a track of where the dog goes to the toilet and that is why there is a dog mess problem on the green. It was discussed that lots of people let their dog off to run on the green for exercise responsibly and away from the children's play area and that even people walking their dogs on a lead don't pick up their dog's mess. It was asked what's being done to prosecute people who do not pick up their dog's mess? There are signs in the notice boards and there is due to be one in the new notice board when it goes up, a lot of the dog bins also have stickers on. Last month Mike found out there are metal signs available from BDC for £5 each and these might last longer than the laminated ones Marina put up. Only dogs that can be controlled off the lead should be let off and only at the South end of the field away from the children's play area.

**Decision:** It was resolved to get 4 metal signs for the main entrances to the green, a couple of posts are on the green already. A note is to be put in the Parish Newsletter that there was a discussion to restrict dogs on the green due to antisocial behaviour but not to decided upon this time but will be looked into again if the antisocial behaviour and dog fouling continues.

**12/111. Cemetery:** Paint on lych gate and fence stripped and treated + 4 new fence posts. Tony Hemmingway met with the Clerk at the Cemetery, there are 2 ways it could be done, the first would be to lightly sand and repaint, the second would be to strip it back to the wood and treat the wood, 4 posts need replacement also. **Decision:** It was resolved to replace the fence posts, strip the wood back and treat rather than just repaint.

**12/112. Planning:** a) 20111367 – Application for Removal of Condition 2 of Planning Permission 20051774 Removal to Allow Use as a Dwelling with Unrestricted Occupancy. Church Farm, Church Road, South Burlingham, NR13 4EU. **Decision:** There has been no

change since the last application, the Parish Council are still against the proposal, Clerk to add Ben's e-mail to the planning portal.

b) Village Hall application going to Broadland District Council Committee.

**12/113. Finance:** a) Request to Pay: i) K. Monsey, Cemetery grass £184.00 (Chq No. 176). ii) Ben Bethell re-imbursement for Colman Group copies. £4.00 iii) Ben Bethell, re-imbursement of invoices paid for construction of the Jubilee Beacon. £85.30 (Chq no. 712) iv) Eastern Counties Access Solutions – Hire of Safety fence panels for construction of Beacon £50.40 inc. VAT (Chq No. 713).

b) Retrospective payments agreed at previous meetings but cheques just gone out:

i) Jammin Entertainments Ltd, balance of bouncy castle and entertainments invoice for Jubilee Celebration. £550 (Chq No. 708 28/5/12).

ii) Broadland toilet Hire for Jubilee celebration, £156.00 inc. VAT. (Chq No. 709 28/5/12).

iii) Tom Webster invoice for Oak Post for Jubilee Beacon £384 inc. VAT (Chq No. 705 11/5/12).

c) To consider updated Financial Standing Orders. **Decision:** Some Councillors have not read the revised Standing Orders so they will be discussed at the Finance Meeting on 26<sup>th</sup> June.

d) To consider Chairman's allowance. Ben Bethell left the room whilst this item was discussed declaring a prejudicial interest. **Decision:** It was resolved to increase the chairman's allowance from £1050 to £1075 (Chq No. 715).

Thank you letters should be sent to Chris Cousins, who let the portaloo for the Jubilee Celebrations be put in his garden and Anne Bone who allowed the Council to use her electric for the Jubilee Celebration, Clerk to ask Anne if she would like a contribution toward the electrical costs.

**12/114. Projects in progress: (to be discussed if time permits & if not covered in previous items)**

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Pond

Parish resilience.

The Meeting of the Parish Council closed at 9.43 and re-opened to discuss the Reading Room.

**12/115. Lingwood Reading Room:** To consider quotations for Surveyors reports. Ray informed the Council that only 2 quotes had been received out of the 3 requested. The original quote was £28,850 but relies on the Council doing some of the work and the second quote is for £9,950 for the same work but very thorough and they would oversee everything. **Decision:** It was resolved to choose the £2,860 quotation, Clerk to inform the Reading Room Committee and to ask BDC for the Community Project money of £895 towards it.

There being no further business the meeting closed at 21.55 – Next meeting Tues 26<sup>th</sup> June 2012.