

**LINGWOOD & BURLINGHAM PARISH COUNCIL**  
**Minutes of the Meeting held at the Lingwood Methodist Chapel, Chapel Road,**  
**Lingwood on Tuesday 14<sup>th</sup> January 2014 at 7.30pm.**

**Present were:** Ben Bethell – Chairperson, Marina Tubby – Vice Chair, Mike Bredbere, Ian Chapman, Cliff Fountain, Tony Gould, Giles Mack, Hannah Paul, Ian White and Sonya Dickinson – Clerk.

**14/01. Welcome & apologies for absence:** Apologies received from Councillors Lauren Bean, Krisy Little and Richard Morton.

**14/02. Declarations of interest:** Sonya Dickinson – Finance a) v).

**14/03. Public Forum:** We were joined by 2 members of the Public and Norfolk County Councillor Brian Iles.

Brian: Incinerator decision delayed until after the European Elections.

Budget – Figures are out and under discussion.

Herondale Site, Acle. – No decision yet but the grass part may be used to extend the Acle Recreation site.

Medical Centre for Lingwood. – This will be tricky to achieve as there is no money, the only chance will be if a little money is sourced from everywhere. Proposals should be put forward for the School sites, the main thing is medical facilities, the 2<sup>nd</sup> part residential care, could retain some of the building but may be cheaper to rebuild. Ben said the Nursery Building is the newest part and the most likely part that could be retained.

It was asked if a notice could go on the new raised flower bed on the Millennium Green as people are letting their dogs go on it and it is breaking some of the plants, some of the dogs are actually urinating on the plants. Something could be worded like “Please keep dogs off the flower bed”.

**14/04. Minutes of the meetings 3<sup>rd</sup> December 2013:** Were signed as a true record.

**14/05. Matters Arising from 3<sup>rd</sup> December 2013 Meeting:** None.

Ben wanted to mention that the Village Hall sale has exchanged and completed and this has released money to go ahead with the purchase of the extra land at the end of the opposite playing field. The Village Hall build will hopefully start early May and be finished early 2015, at the end of July the current Village hall will be closed. Tony has heard there is a time capsule somewhere in the wall of the Village Hall, Ben said he will get the demolishers to look out for it.

**14/06. Action Log:** Ben said it would be a good idea to restart the Action Log so that the Council can keep an eye on what they are doing and make sure nothing gets missed. There will be 1 for ongoing projects and 1 for completed projects. The minutes will show the action and who is involved so it can be put onto the Action Log. Each meeting the list will be looked through before an item can be moved to the completed list. **Decision:** All agreed that Sonya will do the minutes and copy any actions onto the log and circulate to Councillors with the minutes. Anyone with actions can circulate what they’ve done along with the results and it can be moved to the completed list after the next meeting.

**14/07. Planning:** a) 20131712 – Erection of Detached Greenhouse, Green Farm Barn, The Green, North Burlingham, NR13 4SZ. **Decision:** Unanimous Support.

b) 20131814 – Car Port To Side, 25 Christine Avenue, Lingwood, NR13 4BJ. **Decision:** Unanimous Support.

**14/08. Correspondence:** a) BDC drafting stage of Community Infrastructure Levy agreement, asking Parish Council’s to give an indication of which of the following best reflects the Council’s likely thinking:-

- In principle, a formal agreement with Broadland on CIL income and expenditure **would** be of interest.
- While a formal agreement with Broadland on CIL income and expenditure **would not** be of interest – however an informal arrangement **might** be of interest

- An agreement – formal or informal - with Broadland on CIL income and expenditure **would not** be of interest.
- The Council do not feel able to express a view at this stage until more information is available.

CIL money does not automatically come to the Parish like the Section 106 did and the Parish will get more of a percent if they have done a Neighbourhood Plan, which is the new Plan for Planning matters. Brundall agreed to do a Neighbourhood Plan in June 2013 and in December sent a map of the area out, so it is a complex and long process, it will also be hard to get 12 people interested.

**Decision:** The Council needs more information so therefore the response is the 4<sup>th</sup> item. - The Council do not feel able to express a view at this stage.

b) BDC - Consultation Approaches and Customer Feedback Review – Scoping Report.

**Decision:** The Parish Council does not have a huge amount of experience of consultations from Broadland and Communication is usually good. **Action:** Ask BDC if can get a PDF of the Parish Pages or a link from the Parish Website.

c) Thank you letter from Lingwood Primary School for raffle prize.

d) Thank you letter from Royal British Legion.

e) e-mail informing Councillors of continued vandalism along St Edmunds Road, (circulated to Councillors 23<sup>rd</sup> December). This was reported to PCSO Wally Oldham by the Clerk and he replied directly and copied the Clerk in.

f) Complaints from residents that parking on the verges on Chapel Road is causing muddy ruts, request to tarmac the verge from a resident. **Action:** The Clerk has taken photographs and e-mailed Highways to ask what can be done, awaiting a reply.

g) Youth advisory Board – letter checking Youth Provisions in the Broadland Area. The Youth Club is the only youth provision in the Village and will temporarily close whilst there is no Village Hall, so it should not be added at this time.

**14/09. Clarkson Road Community Orchard:** Tree selection, costs and agreement to purchase. Ernest Hoyos and Tony Bowyer were asked their opinion on which 6 trees should go on. There is an existing Rowan bush which is to be taken out. Ernest said that there should not be a Walnut tree as they grow very large and the squirrels will take the nuts before they are ripe, it would be a good idea to have Heritage Varieties, Richard Codling is happy to give advice. There is also Mark Webster, project Officer questionnaire, e-mail circulated but these would only be 2ft sticks. It was thought that root ball trees planted this winter would be best but are waiting to hear back from Richard Codling on his recommendations. **Decision:** It was unanimously agreed that an amount up to £250 maximum could be spent purchasing the trees and getting them put in, inc. stakes and planting etc. **Action:** Ben to speak to Richard Codling and sort out.

The trees could be sponsored. N.B. Certificates and map still to go out to the sponsors of the Millennium Green trees. Clerk reported that some still to be paid for.

**14/10. Newsletter:** Points for inclusion and agreement to printing costs. The Village Hall update will go in from the Village Hall Committee. The Parish Council piece will include footpaths and footways and the residential hedges overgrowing them, reminding residents to get them cut back before the bird nesting season in March. It was noted that there is currently an overgrown hedge on Post Office Road and Highways should be informed as it is overgrowing the Highway. Millennium Green piece – Flowerbed, new equipment, no dogs in toddler area, dogs to be kept on a lead on the green, vandalism. Community Orchard, Reading Rooms, permissive paths, advertising on the website and a piece about the new School to come from the Head Teacher.

It was reported that the new footway, with the telegraph pole in the middle of it, has now had a triangle between it and the kerb dug out, to stop people going that side of it and possibly falling off the kerb but the hedge side is too small for push chairs and wheelchairs. Outside No 34 Station Road the drain is blocked, possibly due to the ditch opposite being filled in, the Clerk reported this to Highways on Monday 13<sup>th</sup> Jan.

**14/11. Standing Orders:** Changes to be made for Personnel Committee. The Standing orders were looked at and there is no amendment needed as Committees are already

covered. Term of reference for Personnel Committee to be written and brought back to Council to be signed off. Marina, Giles and Ben to meet Monday to sort out.

**14/12. Finance:** a) Authority to pay was requested for: i) CPRE Subs £29. (Chq No.813). ii ) Broadland Pest Management, allotment rats 6 – 8 week follow up treatment. £60 (Chq No. 808).

iii) Mrs Hanton, 25% cost of Village Hall grass cutting. £255 + VAT (Chq No. 812).

iv) The Garden Guardian account for the years grass cutting as per quotation. Millennium Green £1,267.00 + VAT including an extra £30 for the initial cut to the BMX area, further cuts included in the price. (Chq No. 810). Highway Verges £1,300 + VAT. (Chq No. 809). N.B. The grass was bad at the beginning of the season and did not look as if it got cut enough, the trouble may be due to wet, sunny weather at the beginning of the season as the grass grows quicker, perhaps it could be on the tender documents that when the grass is growing quickly, the Millennium Green grass is left a maximum of 10 days between cuts. There was also a lot of thistle growth on the Green, the edges and the play area were rough also. It is already on the tender about weed treatment. The Millennium Green should be cut 21 times between end of March and end of October and 15 cuts on the Highway verges.

v) Clerk's Expenses Oct/Nov/Dec £189.70 (Chq No. 811).

b) Accounts April 2013 to December 2013 and Budget for Precept. The Clerk presented the Budget and anticipated a shortfall of £1,757 for the year. **Decision:** It was resolved the Parish precept be increased by 8% to take the precept from £15,500 to £16,740 p.a.

*There being no further business the meeting closed at 21.30 – Next meeting Tues 4<sup>th</sup> February 2014.*