

LINGWOOD & BURLINGHAM PARISH COUNCIL
Minutes of the Annual General Meeting of the Parish Council meeting,
held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 10th May 2022 at 7.30pm.

Present were – Ian Chapman, Mike Ingram, Paul Jones, Richard Morton, David Robinson, Ian White and Sonya Dickinson – Clerk.

22/59. Election of Chairman & Vice Chairman: Brenda Jones expressed an interest in continuing as Vice Chair if no one else is interested. The nominations forms were counted. a) David Robinson was unanimously voted in as Chair. b) Brenda Jones was unanimously voted in as Vice-Chair.

22/60. Welcome and Apologies for absence: Apologies were received from Brenda Jones, Viki Millou, Roz Simpson, Sophia Walker and District Councillor Clare Ryman-Tubb. Cheryl Grace also sent her apologies. County Councillor Lana Hemsall will arrive @ 8pm.

22/61. Co-option of new Councillor: To Consider the application from Cheryl Grace. Cheryl sent her apologies. **Decision:** It was resolved to co-opt Cheryl Grace onto the Council. Cheryl will sign her Declaration of acceptance and interests prior to the next meeting.

22/62. Election of Officers/ Appointments to Representative bodies:

- a) Village Hall. – Mike Ingram will stay on as the PC representative.
- b) Norfolk Playing Fields Association. – It was decided last year that it is no longer necessary to have a PC representative on the Committee.
- c) Emergency Planning Parish Co-ordinator. – Clerk Sonya Dickinson will continue with this.
- d) Tree Warden – Ernest Hoyos is currently the Parish Tree warden volunteer.
- e) Footpath Warden – Tony McKie is currently the Parish Footpath Warden volunteer.
- f) Transport Users Committee – Vivienne Deasley usually volunteers for this roll.

22/63. Declarations of interest: Sonya Dickinson – Finance b) ii), iii), iv). Ian White – Finance c) i).

22/64. 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. County Councillor Lana Hemsall arrived @ 8pm.

District Councillor Clare Ryman-Tubb sent her report, Chair David Robinson read it out. Main points: Accommodation review of Broadland and South Norfolk Council offices - A poll revealed that 78% of staff were in favour of the two councils working together from a single site.

Household support fund – This fund has supported families and individuals meet the challenges posed by the rising cost of living. The funding has ended for 2021/22, in four months the Councils delivered nearly £180,000 in grant funding to more than 820 households.

Recycling - The BDC new kerbside collection service of small electrical items, batteries and textiles alongside the refuse and recycling bins, launched on 4th April, has proved a success with residents.

Energy Rebate Payments – BDC is currently processing the £150 energy rebate to residents in Council Tax properties A-D.

County Councillor Lana Hemsall – The EDP reported that there was an issue with School meal vouchers, but they didn't mention there was a Hardship fund launched instead. Poverty isn't always about food poverty; families are good at budgeting for food but often need help in other areas. The voucher scheme can be spent on essentials, not only food but also clothes. This is a fairer, better way. It's obvious the cost of living is going up, there will be a lot of struggling families, not only those without work but we are also trying to help those in employment but not earning enough.

Park land – North Burlingham/South Walsham. Sonya mentioned to me that she heard from South Walsham PC about a new parkland area. This is great news and means National Highways listened at the environmental designated funds meeting. I will try to find out more details.

A47 – They have 3 projects to choose from including the North/South connection at Lingwood and North Burlingham.

County Farms land being taken for the A47 and can't be used for food production; farmers are planting trees to shield fields from the A47. We need to be net zero by a certain time. We could reforest County Farms, but we need food crops to move towards self-sufficiency.

County Farms are supporting young people who wish to become farmers.

Jerome Mayhew would like an invitation to the Jubilee celebrations. The Clerk will inform the Jubilee Committee.

N.B. Lana did this report at the end of the meeting.

22/65. Minutes of the Meeting 29th March 2022: Were signed as a true record.

22/66. Matters arising from 29th March 2022 Meeting: David e-mailed the allotment holder regarding the rat incident, there wasn't a proper apology from the allotment holder but the item is now closed.

22/67. Correspondence: a) Broadland Overview and Scrutiny Committee e-mail as circulated. To report any issues in the Parish. **Decision:** Councillors will have a think about whether there is anything they wish them to investigate.

b) WHP (mast proposal at the village hall site): WHP have requested to use the Parish Council MUGA Electricity supply. There will be a one-off payment of @ £500 to use the meter box and at the moment they usually pay @ £120 p.a. to cover electricity for a small supply and put a 16amp breaker in the box. They will carry out the upgrade works. The £120 p.a. will increase as energy prices have gone up and will go up further in October. We could monitor the meter for 24 hours once the mast is in use and work out how many units are used in a 24hr period, to make sure we are reimbursed the correct amount p.a. **Decision:** It was resolved to let them use the meter box and monitor the use.

c) Thank you card to Councillors from Cathy Pye, for the rose bush they purchased for her.

22/68. Standing Orders, Policies and procedures: Councillors wished for a bit more time to go through them all. The Clerk will highlight any possible changes that may need to be made.

Decision: Sort by the June meeting.

22/69. MUGA: Mike – I was at the last Village Hall meeting and the care of the MUGA came up. There has been a lot of litter and broken glass recently and it was asked who is responsible for tidying it up. Clerk – I have swept glass and rubbish in the past and we have had the handyman do it too. I came to do it this time and it had been done. Can the CCTV not help identify who is doing it?

Ben – The Village Hall had ongoing frustration that there has been litter and glass on the MUGA more this year. Tony and Anne have said they will keep an eye on it from now on. What is the solution though, locking it? It is very difficult to Police and looking at CCTV is time consuming and what if it is a child that is doing it? The rules are very strict with CCTV.

Paul – Pay someone to regularly patrol it? Clerk – For a free for Community use facility this would be an unwanted extra ongoing cost.

Ben – Youths by the shelter have been taking bottles out of the bottle banks and throwing them around.

Ian – Perhaps the bottle banks need emptying more frequently. How often do the staff come into the Village Hall? Ben – Mon to Thursday/Friday. Ian – If the Village Hall could check it every day when they come into work and leave it would be a smaller time frame of CCTV footage to look at if there is any vandalism. Someone from the PC could clear the glass and look at the CCTV footage, which is the time-consuming part.

Clerk - If we lock it, they would through things into the MUGA anyway.

David - We are thinking of starting a WhatsApp group for Councillors, Sonya could WhatsApp Councillors and someone could do it, it doesn't have to be Sonya every time. We could also monitor the frequency to see if it is worth paying someone. The minutes can show how frequently from now on.

22/70. Parish Cluster Groups: David – The Parish Council did resolve to not go to Cluster meetings anymore but as soon as I took over as Chair I was contacted and invited to go along. I went to the meeting, and I think it could be useful. They have quarterly meetings, and they will always be at Postwick. A rota will be sorted to Chair the meeting.

Mike – I went to 3 or 4 with Cathy and they seemed disorganised. The meeting they had in October, we didn't attend but they volunteered Cathy to Chair and Sonya to minute the next meeting in February. The minutes weren't distributed, we weren't even informed until a few days before the Feb meeting when someone asked why Sonya hadn't sent an agenda out.

Sonya – In the end I cancelled the meeting in Feb as it was only going to be me and a Councillor from one other Council, to read out reports from the other Councils. It would have been a waste of time, heating the hall and petrol.

David – I think it could help with big problems, it was organised and well structured this time. The next one is in July, but I am on holiday. We cannot join until the 6 months is over and a new resolution can be re voted on in September anyway. The one after the July meeting is in October.

Ben – When originally started up they made decisions with no referral to their respective Parish Councils, which was not acceptable to this PC at the time.

David – I don't think they make decisions now.

22/71. Village Hall Exercise Track: Paul Jones – I emailed a few times and either they're going astray, being blanked or they've gone out of business.

Injuries heard about via the grapevine and hearsay cannot be relied upon. People are now aware they should report to the Village Hall to collate any complaints.

The track isn't done very well, and it is deteriorating, it hasn't settled and improved it is worse.

Trading standards? Get the report 1st then report to trading standards. The lack of correspondence from the contractor tells a lot.

Ben – 'National paths for all' site, was where the spec was from and given to the contractor.

When emailing trading standards, copy in the contractor then they have a final chance to respond.

Clerk to scan and send Paul the details of the quotation, invoice and letter sent with the payment, plus the specifications sent by Ben in January. Clerk – If Ben could send them again as the Clerk lost some e-mails between Dec and February when the laptop went wrong.

Paul will create a dossier for Trading Standards.

22/72. Setting up a What's App Group: David – I thought a WhatsApp group would be good so that when issues and jobs come up, we could get in contact quicker that way rather than email. Everyone excluding Richard has WhatsApp.

22/73. Burlingham Woodland Walks: a) Bike riders using the walks – Increasing numbers of people are riding bikes through the woods, sometimes racing each other, being a danger to walkers.

If you live on Main Road North Burlingham you would have to go onto the A47 if you didn't cycle on the woodland walk.

If it is children on their bikes, they are probably local, and someone should know their parents and could ask they consider walkers.

We could put a notice in the local newsletter to ask cyclists to slow down and be mindful of other people.

A sign saying please respect pedestrians could be put up. Signs would clutter.

What is the frequency of the problem? It could be once in a blue moon.

The Woodland walks have not had a problem previously. Monitor and if it becomes a serious situation, let NCC Lana Hemsall know.

22/74. Planning: 20220720: Variation of condition 2 of planning permission 20211447 - Design Location: 1 Oak Tree Close, Lingwood, NR13 4UH. Application Type: Removal/Variation of a condition (S73). **Decision:** Unanimous Support.

22/75. Highways: The A47 plans with the inspectorate. National Highways' response to questions asked are up for comment. They are mostly about the requests from County Highways for money towards maintenance/improvements of the parts of Highway that will be signed over to them, but National Highways maintains they will hand them over in a good state of repair.

Station Road footway, crossing Post Office Road from the bench side to the Kingsdale side; you have to go round the corner a bit to see up the road before crossing but directly on the other side it is all verge, so you have to walk across grass and the dropped kerbs do not line up. Can Highways take a look at this? Clerk will take photos and ask Highways. Contact Paul Sellick for a safety review.

A47 – There are several signs that have rotten and fallen over along the A47 between Main Road and South Walsham Road especially but also along the rest of the A47. Clerk to contact National Highways and copy Lana in and she will get a Highways Engineer involved.

Can a letter be sent to Burlingham House to ask their staff to slow down when going to and leaving off work?

22/76. Finance: a) Payments Received from: i) BDC Parish Precept 1st instalment. £14,154
b) Authority to pay was requested for: i) K. Monsey – Cemetery April £260 (chq 260)
ii) S. Dickinson repayment for cable ties invoice £3.98 (chq 2446).
iii) Repay S. Dickinson Association of Local Council Clerk's membership 2020-21 £40 2022-23 £50 = £90 (chq 2447).
iv) Repay S. Dickinson, Hosp presto invoice 21/4-20/5 P. Plan website. £7.20 (chq 2448).
v) Norfolk County Council Allotment rent £130 and Burlingham Green rent £25 = £155 (chq 2449).
vi) Play inspection invoice £195.59 (chq 2450).
vii) Viking stationery £ 39.73 (chq 2451).
viii) David Ogilvie Engineering – Jubilee Bench £2007.60 inc VAT and delivery (chq 2452). To be sent when delivered.
c) Retrospective Payments: i) I. White repayment for Rhino pea shingle invoice £201.60 (chq 2444).
ii) Under pressure cheque for £75 to replace Norfolk jet washing cheque £85 (chq 2439 cancelled and replaced with chq 2445).
d) To consider Churchyard grants for Lingwood PCC (St Peters Lingwood), St Andrews N. Burlingham and St Edmunds South Burlingham. (£135 last year). **Decision:** It was resolved to increase the grants to £150 for each church. (chq's 2455, 2456, 2457).
e) Chairman's allowance for new Chairman. (This was not given to Cathy last year but £600 was reserved for purchases as and when required at Cathy's discretion).
Chairman David Robinson left the room while this item was discussed. **Decision:** It was resolved that the Chairman's allowance remain at £600 p.a. (chq 2454).

There being no further business the meeting closed at 21.10
Next meeting of the Parish Council is a Planning Meeting on 24th May 2022.