

# LINGWOOD & BURLINGHAM PARISH COUNCIL

## Minutes of the Meeting,

held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,  
on Tuesday 5<sup>th</sup> December 2023 at 7.30pm.

**Present were** – Cheryl Grace, Mike Ingram and Roz Simpson, Jenny Stafford, and Sonya Dickinson – Clerk.

**23/147. Welcome and Apologies for absence:** Apologies were received from Chair David Robinson, Vice Chair Richard Morton, Ian Chapman, and Ian White.

Cllr Jenny Stafford volunteered to Chair the meeting.

**23/148. Declarations of interest:** The Clerk declared an interest when item 23/159 c) came up.

**23/149. Public Forum:** (15 minutes allocated for public participation with a maximum of 3 minutes each).

We were joined by 2 members of the Public and District Councillor Jess Royal.

District Councillor Jess Royal – Jess sent a report to the Council and read a summary: A new Help Hub van will be launched in Spring 2024. It will allow the Help Hub to offer frontline support where services are requested most. Advice on benefits, debt welfare, isolation, anti-social behaviour, and domestic abuse will be available.

Following a change to national rules, it will be possible to dispose of domestic DIY waste at your local recycling centre (Strumpshaw) without charge as from 1 January 2024.

Following a public consultation, Cabinet has agreed on a Public Space Protection Order (PSPO) to address Vehicle Related Anti-social behaviour, it will apply at all times (24 hours a day, 7 days a week) across the whole district.

Jayne – Update on the Poppy appeal, it was a District record of £11,068.17, of that @ £2,500 was from Lingwood & Strumpshaw.

Mike – It must be very difficult to collect cash these days. Jayne – I have a contactless machine as District Representative and the Cadets who do regular collections have one too. There is a QR code on the collection tin. We do need to get more volunteers, we haven't got anyone for North Burlingham or South Burlingham.

Public – Planning application 2023/3384. The block plan doesn't show the conservatory of the neighbouring property. The main entrance will be that side now with more traffic next to the boundary. The wall foundations might be affected with the extension being right on the boundary and the rainwater discharge from the flat roof will go over the boundary to the neighbouring property.

**23/150. Minutes of the meeting 7<sup>th</sup> November 2023:** Were signed as a true record.

**23/151. Matters arising from 7<sup>th</sup> November 2023 Meeting:** The TPO on the Buckenham Road Tree was upheld. A positive note that the Police spoke to the Red car owner who was parking the wrong way, near the bus stop on Norwich Road. It has been moved to the other side of the road, facing the right way, the only problem is it is opposite the bus stop and is still blocking the road. It is also parked on the path sometimes, blocking pushchair and wheelchair users. Two parishioners have complained about there not being any reflectors on the car, this is an MOT failure, plus there is a camera in the window of the home, looking through the bus shelter to the car. The blue car which parked in the bus layby on Post Office Road has now been moved.

Thank the Police and ask them about the Webcam/CCTV.

Reading Room – The lady is coming to look at it on Thursday morning.

Ref the Hillcrest planning application, Jess hasn't been able to call it in.

Jess - There was a material consideration on the barn on the site that already had planning on.

They have to allow a house to be built on the site near the barn. The extra land is going to be used the same as it is now, with wild flowers, so I have asked the planning Dept.; does it need to be changed from Agricultural use to residential use?

Jenny – Thank you Jess for your hard work on this.

Cheryl - Just a note, I like the look of the new Parish News, the index would be better at the front though.

Clerk – They did say they were going to change the index from the back to the front but the meeting about the changes was very close to the publishing date so they probably didn't have time to alter it.

**23/152. Correspondence:** a) Broadland District Council Winter Pressures Grant that enables communities to support their residents through the winter period.

Cheryl – We could apply for warm space + tea and coffee for the vulnerable to give to Hug-a-mug, with the 1<sup>st</sup> cup being free but you can stay to keep warm.

Hug a mug closes at 3pm and not open on Sundays but could work it in conjunction with what they are already doing as it is mostly run by volunteers and it is not fair to ask them to do more.

What about Homelea Community Centre? – People who are more vulnerable would probably rather go there, they have the facilities and it is not too big and intimidating. It isn't just for residents. We could ask the warden what can be done. It might be better to get a grant for blankets, hats, gloves and electric radiators for distribution to the vulnerable via Homelea.

Jess – It depends how you advertise it.

**Decision:** E-mail Tracy at Homelea and ask if she feels the warm space or equipment would be a good idea. Without giving people's details, she could let the people who need help know and ask them what they need. The Parish Council could supply the items with the grant and Homelea could distribute.

Acle Food Bank may let us know if any Lingwood Residents need anything.

b) Broadland District Council, Clean up and Bloom grant.

Our wildflower meadow didn't take. We need to do a smaller area and dig it over etc. we could apply for the grant to do this.

A resident reported that children were using the area as a toilet. Dogs use it all the time so no difference really.

c) Request for defibrillator grant towards North Burlingham and Burlingham Green defibrillators. Burlingham residents have applied for a grant for 2 defibrillators for North Burlingham and Burlingham Green. Defibrillators are £1500 but they have been granted 2 with 50% off which is £750 each, they also have a grant for £500, that means they are £1000 short for 2, or if they only need 1, it means they are £250 short.

Is there a need for 2 in North Burlingham/Green? Could one be put somewhere more central, i.e. the Church on the entrance to the Burlingham Woodland Walks?

Lingwood has only got 2 defibrillators and both are on the same side of the railway crossing, which could delay someone getting to it by 7 minutes. There used to be one at the Kings Head but think it got moved to the Village Hall. Could we put the one at the Spar at the Hairdressers? The owner of the property would have to be asked. The Parish Council did not pay for the Lingwood Defibrillators, they were organised by Brundall First Responders, so they may have to be the ones to authorise them being moved.

**Decision:** It was resolved to give a donation of £250 per defibrillator. Ask if they really need 2.

**23/153. Planning: a) 2023/3475: Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to a dwellinghouse (QA and QB). Barn Rear Weaver Barn, North Of Buckenham Road, Lingwood, Norfolk.**

**Decision:** Unanimous Support

**b) 2023/3384: Single storey infill extension. The Hollies, Buckenham Road, Lingwood, NR13 4BL.**

**Decision: Unanimously Object** on the grounds that the site plan is not accurate. Drainage of the flat roof is a concern as it is on the boundary. The flat roof does not fit in with the general appearance of the property.

**c) 2023/3579: Proposed addition to detached garage block. Lime Tree Barn, Norwich Road, South Burlingham, NR13 4EY.**

**Decision:** Unanimous Support

*d) 2023/3561 App Type: Approval of Condition Details: Land East of Chapel Road, Lingwood, Norfolk. Proposal: Details for condition 11 (Traffic Management Plan) of 20190278. Information only.*

**23/154. Neighbourhood Plan:** Mike – The plan is still with the examiner at the moment. There were 6 questions to District and 2 to the Steering group, which have been answered.

**23/155. Buckenham Ancient Woodland Trust:** Ian White is not in attendance to give a report.

**23/156. D-Day 6<sup>th</sup> June and the re-dedication of the Chapel Memorial Plaques:** The Clerk e-mailed the Village Hall to meet and agree a place for the plaques but hasn't heard anything back.

**23/157. Biodiversity: Practical measures to help enhance local habitats and wildlife:**

Public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity by 1st January 2024 and agree a policy soon after.

Mike - The Policies in the Neighbourhood Plan have done this already. I can take the policies considered in the N. Plan and write a policy document for discussion and agreement at the 9<sup>th</sup> January meeting.

**23/158. Highways & A47:** To discuss the designated funds for cycleways etc.

Galliford Try have been in touch about a grant that we can apply for. The Clerk has asked what things would qualify.

We could ask for the Cycleway/footway on Lodge Road to Lingwood Lane, which will then link up with the footway/cycleway along the A47 and the cycleway from the new junction to link with Acle.

**23/159. Finance:** a) Payments Authorised for:

i) S. Dickinson – N. Plan Website £7.20 (Trf)

ii) British Gas MUGA Electricity Sept to Nov £67.44 (Trf)

iii) HMRC – National insurance contributions November £21.14 (chq)

iv) EAS – Millennium Green Grass cutting 2023 £559.44 inc. VAT. (Trf)

v) K. Monsey Cemetery Grass + Hedges October estimated @ £430. The hedges have not been done yet. The invoice was for grass, less cuts than usual = only £70 (Trf)

vi) PD Electrical replacement of the vandalised outdoor socket and lockable box and subsequent disconnection due to additional vandalism. Village Hall site by the Multi use games area. (MUGA) £192.50 - It's a shame this has all been repaired for nothing as it has now all been disconnected due to further vandalism. The Village Hall CCTV doesn't quite see that area so we can't see who vandalised the new lock box to get to the power socket. A Police report has been filed. (Trf)

b) Retrospective payments: i) Broadland District Council – emptying extra bins, £1,326 inc. VAT and extra dog bins, £1,060.80 inc. VAT. (Paid by transfer 8/11/2023).

ii) Wave Anglian Water – Allotment water August to October £24.63 (paid by transfer 8/11/2023).

c) Clerk's salary increase as per NALC guidelines. Back pay to 1<sup>st</sup> April 2023. The Clerk is on the model NALC contract and the pay rise negotiations for April 2023 onwards has just been settled. The increase for all increments is £1 per hour. A new direct debit will be set up.

d) To choose tree quotes. The Clerk still hasn't heard back from the other 2 companies she contacted.

e) Budget and setting of precept for 2024-25. The Band D figures haven't come through from Broadland District Council yet so the exact precept cannot be worked out to Band D. If we keep the same precept we will be @ £1,700 short for next year. Times are hard for people at the moment and as we have a healthy bank balance, Councillors would rather not increase the precept. The actual figure will be worked out from Band D properties when they come in and a final decision can be made at the January meeting.

Barclays have gradually increased the interest rate on the savings account over the past year from 0.01%, it is now at 1.4%, so it is worth transferring any current account money not being used over to the savings account.

Jenny – I will look into some other accounts with better interest rates for the Parish Council reserves.

The Clerk has permission to transfer over the excess of the main account and Cemetery account to the savings accounts.

*Retrospective payments for Jan Agenda: a) The Garden Guardian – verges. £3134.40 inc VAT as per quote approved Jan 2023 meeting. b) The Play Inspection Co. quarterly play equipment inspection. £170.40 inc VAT.*

*There being no further business the meeting closed at 21.18  
Next meeting of the Parish Council is on 9<sup>th</sup> January 2024 at 7.30pm.*