

LINGWOOD & BURLINGHAM PARISH COUNCIL

**Minutes of the Parish Council Meeting,
held at the Lingwood Village Hall Meeting Room, Station Road, Lingwood,
on Tuesday 4th June 2024 at 7.30pm.**

Present were – Chair David Robinson, Vice Chair (VC) Jenny Stafford, Councillors (Cllr) Cheryl Grace, Mike Ingram, Roz Simpson, Ian White and Clerk - Sonya Dickinson.

24/76. Welcome and Apologies for absence:

Apologies were received from Ian Chapman, Brenda Jones and Richard Morton.

24/77. Declarations of interest:

None.

24/78. Public Forum:

(15 minutes allocated for public participation with a maximum of 3 minutes each).

We were joined by 3 members of the Public and District Councillor Jess Royal.

District Councillor Jess Royal – Jess sent a report to the Council and read a summary: The new Chair of Broadland District council was elected. There is no change to the cabinet team. Policies updated were; Domestic abuse Policy, Tenancy Policy, Private Landlord Tenancy. There are a few funding opportunities still available, I have £1,000 for Community Projects.

24/79. Minutes of the meeting 14th May 2024:

Were signed as a true record.

24/80. Matters arising from 14th May 2024 Meeting:

None.

24/81. Correspondence:

None.

24/82. Planning:

**a) 2024/1402: Construction of Dormer and alteration of window and door positions.
The End Barn Vicarage Road Lingwood Norfolk NR13 4TT.**

This is a barn and when original conversion plans go in, it is usual to have restrictions to keep it looking like a barn. There are new openings in the form of windows and French doors to the front of the property.

Decision: Support with 1 objection.

(5 for and 1 against).

The Parish Council are concerned and would like guidance about the new openings, especially windows and French doors to the front of the property as it is an old barn and is supposed to be kept looking like a barn.

24/83. D-Day 80 - 6th June 2024 Celebrations:

Royal British Legion Representative (RBLR). All of the preparations are going well. There are 48 participants in the parade, including the bugler and Standard bearer.

Clerk - The poster was put up on the notice boards and website, it was also circulated on Facebook.

RBLR - In addition to the Parish Council risk assessment, the Scout leader will put a cordon around the beacon.

Vice Chair J Stafford – Should we order another 48 flapjacks (baked in 12's), to make sure the public get some? It was unanimously resolved to purchase a further 48 flapjacks.

Fancy Jacks are setting up and will be ready by @ 8.30pm, they will be near the beacon, but not too close.

A couple of Councillors will go at 8pm to help set up.

Cllr R Simpson, as the last speaker, will say "We remember them", so that the bugler knows when to start.

Clerk to print off another 48 tickets for the free flapjacks and take to Cllr M Ingram.
How are we going to give out the tickets? Cllr M Ingram and VC J Stafford will hand them out.
RBLR – The Warden at Homelea has been informed about the event.
The fire brigade has been informed.
Chair D Robinson will find out about Radio Norfolk.

24/84. Buckenham Ancient Woodland Trust:

Cllr I White - Not much progress at the moment. The expectation is 2-3 months for the purchase. There is some more clearance of waste material. Norfolk County Council said to cover the waste material but trustees would rather get it taken away.

24/85. Electric Vehicle Charging points and parking:

Clerk – I met with Beighton Builders to look at the site again for a re-quote.
I e-mailed R N from Galliford Try, ref the fact they are keen to help with community projects, but he didn't get back to me.
Chair D Robinson – Galliford Try have done some surfacing to the Village Hall car park, on the left hand side/ School side, which is good.

24/86. Community Payback Workforce:

Chair D Robinson – We had an e-mail offering assistance from the Community Payback Workforce. I asked at the Cluster meeting if any other Parishes have used them, some had and had positive results. As per the footpath report, there are a few paths that need clearing, some were reported to Norfolk County Council and some have been cleared by BADCOG. We could ask the footpath warden which ones still need clearing. They have tools but we would have to pay for petrol. I will speak to BADCOG about working alongside them or instructing them what needs doing, I will also speak to Village Hall Chair P Henry ref if they need any work carried out and respond to the e-mail sent by Community Payback Workforce.

24/87. Highways:

Since the roads were chipped, the pavements have become covered in loose chippings, can we ask the pavements to be swept?

Did the Clerk tell Highways about the lack of surfacing and chipping on certain parts of the roads?

There is a pot hole on Norwich Road on the Road to Beighton, the opposite side of the road to the two houses half way between Lingwood & South Burlingham. It is as big as a table and very deep, it is at the edge of the road. There was an orange cone and a white mark around it but they have now gone.

Clerk to report.

24/88. Finance:

a) Authority to pay was given to:

i) HMRC, N.I. & Tax for May £39.39 (chq 2597).

ii) K. Monsey – Cemetery grass May £300, 5 cuts were done so the invoice was £375. (Trf 6/6/24).

iii) Cozens – Multi Use Games Area (MUGA) light replacements. £2,191.68 inc. VAT. (Trf 6/6/24).

b) Retrospective Payments:

i) British Gas – MUGA Electricity, Feb to May £83.14 (Trf 24/5/24).

ii) Wave Anglian Water – Allotment water, Feb to May. £57.87 (Trf 24/5/24).

iii) A. McKie Footpath report. £150 (Trf 28/5/24).

c) ENTUA (East Norfolk Transport Users Association) Annual Donation of at least £5. (£10 last year).

Decision: It was resolved to donate £10 again this year (S137 payment). (Chq 2598).

d) Norfolk Playing Fields Association £30 Subs.

Decision: It was resolved to cancel the subscription.

e) Signing of Account book reconciliation.

The account books were matched with the bank reconciliation and bank statements. They were signed and dated by the Chair.

f) Year-end Accounts for external Audit. Councillors had been given the accounts reconciliations, income and expenditure reports for the main Council account, Cemetery Account and Reading Room account and the Budget against spend for the year, prior to the meeting.

i) To receive end of year bank reconciliation.

This was inspected and agreed with the bank statements.

CASH AT BANK AS AT 1ST APRIL 2023	80,860.39
ADD RECEIPTS 2023/24 (inc. Cemetery)	51,509.61
LESS EXPENSES 2023/24	- 58,563.69
CASH AT BANK AS AT 31ST MARCH 2024	73,806.31

MADE UP AS FOLLOWS	
BUSINESS PREMIUM ACCOUNT 1036	12,170.75
BUSINESS PREMIUM ACCOUNT 6065	40,689.30
COMMUNITY ACCOUNT 5004	2,175.50
CEMETERY CURRENT ACCOUNT 9073	2,819.69
CEMETERY TRACKER ACCOUNT 8069	15,951.07
	73,806.31

The Council noted that the Cemetery account is solely for the running of the Cemetery. As per the explanation of reserves, there are general reserves of £15,000 and earmarked reserves for the Millennium Green of £25,000 for new equipment, £10,000 for maintenance and £5,000 for the electric vehicle charging points. We have no Community Infrastructure Levy (CIL) money.

ii) To receive end of year income and expenditure.

The end of year income and expenditure for all accounts were inspected and agreed.

iii) To receive the internal audit report and consider any recommendations and actions.

The Clerk read out the report. All of the accounting procedures were good but there were several notes on updating administration and website items to be considered.

An action plan was discussed to address the issues and agreed.

Supplementary information to be provided with the AGAR.

An explanation where 'No' has been ticked on the AGAR.

Box D.

The Council was advised last year in the internal audit that expenditure against budget must be reported to Council more often. I only evidenced as being reviewed once again during this financial year, during precept setting.

Clerk – I presented a budget against spend twice, once at precept time and in May with the end of year accounts.

Action: try and do quarterly.

Box G.

The Council paid a lump sum of £600 for the Chairman's allowance and have not run it through PAYE. I am told by the Clerk that they have taken HMRC advice and have not run it through PAYE.

Clerk – A previous Chairman enquired with HMRC and we have a letter from HMRC to the Chair stating that the Chairman's allowance is not taxable.

Box I

Whilst I am informed bank reconciliations are regularly provided, these are not evidenced in the minutes, I have been provided with no signed copies of statements or reconciliations and the cash book shows no evidence of these calculations.

Clerk – The cash book calculations are done in pencil and rubbed out.

Action: Minute the reconciliations with figures and get the Chair to initial and date the statements.

Box L

The Website has no model publication scheme and no accessibility statement. The documents uploaded are loaded as jpg's and are therefore not accessible documents.

Clerk – I have checked with the NALC who are the Council's Web provider and the NALC IT manager that runs our site, I assumed that the publication and accessibility statement was provided by them, it isn't, so I have now sorted one out and they have put it onto the Website as a footer.

I have always uploaded PDF's, I checked with the NALC IT manager and he says they are PDF's but not all are accessible for people who use assistive technology software and devices. It is something to do with headers for each section.

Action: Find out how to make our PDF's accessible.

iv) To receive and APPROVE Section 1 Annual Governance Statement 2023/24 of the AGAR. The Chair went through the statements with Councillors and agreed and ticked the relevant boxes. This was approved and signed by the Chair and Clerk.

v) To receive and APPROVE Section 2 Account Statements 2023/24 of the AGAR. This was approved and signed by the Chair and Clerk.

vi) To note the period for the notice of public rights and publication of unaudited Annual Governance and Accountability Return is Thursday 6th June to Wednesday 17th July 2024. Notices were put up on 31st May.

vii) To receive variance form 2023/24.

The Clerk went through the variance list with Councillors and it was agreed.

The spending that was a lot more than last year was due to the Parish trees being safety checked and sorted and the Millennium Green equipment being repaired/renewed.

There being no further business the meeting closed at 21.45
Next meeting of the Parish Council is on 9th July 2024 at 7.30pm.