



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 13th APRIL 2022 STARTING AT 7.30PM IN THE VILLAGE HALL.

The meeting was held in accordance with current Government guidelines and a risk assessment was carried out.

Present: Chairman Cllr Robin Orton, Cllr Keith Meader, Cllr Melanie Joyce, Cllr Georgie Sullivan, Cllr Suzan Jarvis and Cllr Steve Davies
Parish Clerk - Jo Boxall and 8 members of the public
District Councillor G Bambridge

Although members of the public were advised that the meeting was being recorded, to the Council's knowledge no recording was made.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr King as he was unwell.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. Cllr Joyce declared an interest in matters relating to the allotments for which they had already received a dispensation. Cllr Meader declared an interest in matters relating to the Bowls Club. .

3. MINUTES

The minutes of the Lyng Parish Council Meeting held on 16th March 2022 were unanimously **AGREED** as a true record as proposed by Cllr Davies, seconded by Cllr Joyce. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING

As the Council's records were limited, Cllr Joyce confirmed that she had visited the records office and had requested boxes for inspection in the hope of obtaining useful information.

5. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND POLICE

District Cllr G Bambridge promised a detailed report would be available for the annual meeting. He confirmed that the administration of the provision of support for Ukrainian refugees was for private individuals and outside of Local government. The District Council was not involved other than to inspect premises for housing. Cllr Joyce confirmed that the sign at Duffield crescent had been replaced.

County Cllr B Borrett was not in attendance

Police – Was not in attendance. The Police report was circulated electronically.

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS

Correspondence received from members of the public was read out, against amending the regulations to reduce the 15m distance from hives to public areas. Members of the public present also expressed concern. Concern was raised about the hedging which has been removed near the Bowls Club and the amount of litter. It was confirmed that the landowner has raised concern about misuse of the permissive footpath around the edge of Fairmeadow and the Council would be discussing measures to prevent this later in the meeting. A representative from the Bowls Club raised concern about the Council's decision to restrict vehicular access across the playing field and suggested that as the Council's resolution in July 2021 restricted access pending clarification from the insurer and this had now been received, there was no reason for the Council to continue to restrict access.

7. TO CONSIDER WHETHER LYNG AS A COMMUNITY COULD OFFER ACCOMMODATION AND PRACTICAL SUPPORT TO UKRAINIAN REFUGEES, DISPLACED BY THE WAR

The Clerk had circulated the briefing from Norfolk ALC for consideration. As it was confirmed that this was a Matter for private individuals to sign up for and not a government matter, no further action was considered.

8. TO CONSIDER / APPROVE PROPOSALS FROM THE WORKING GROUP REGARDING THE DOG SHOW

Cllr Davies circulated a report to Council and confirmed that the dog show was scheduled to take place on 11th September 2022. Following discussion it was unanimously **AGREED** to authorise the working group to continue with arrangements for the dog show / car boot sale as per report and liaise with the bowls club re potential match on that day, as proposed by Cllr Jarvis, seconded by Cllr Orton. The Clerk circulated confirmation confirming the Council was insured to hold a car boot sale.

9. TO CONSIDER THE LETTER RECEIVED FROM THE BOWLS CLUB RE VEHICLE ACCESS ACROSS PLAYING FIELD

Following discussion, it was unanimously **AGREED** to write to the Bowls Club requesting that until legal clarification is received, they abide by the resolution that was passed at the last meeting and confine the use of the field to the terms stipulated, as proposed by Cllr Davies and seconded by Cllr Joyce.

10. TO CONSIDER / APPROVE JOINING NORFOLK RESILIENCE FORUM AS PART OF THE CASCADE SYSTEM OF ALERTS FOR EVENTS OCCURRING IN NORFOLK.

Following discussion it was agreed that a working group be formed to move things forward as the process involves a lot of information gathering / form completion. Cllr Orton, Cllr Davies and Cllr Joyce volunteered. As flooding seemed to be the major consideration, District Cllr G Bambridge suggested the Parish Council consider joining the Norfolk Flood alliance group.

11. ALLOTMENTS

TO RECEIVE UPDATE AND CONSIDER / APPROVE DRAFT CONSTITUTION FOR THE LYNG PARISH ALLOTMENT ASSOCIATION

Cllr Davies circulated a report and a draft constitution with regards to the formation of an allotment association. It was agreed that membership would be voluntary. As this will now be circulated to plot holders for comments, it was agreed to defer approval to the May meeting.

TO APPROVE UPDATE ALLOTMENT AGREEMENT TO REFLECT DECISION REGARDING DUCKS

The proposed amendment to the allotment agreement to reflect the decision regarding ducks was **AGREED** by majority, with two abstentions, as proposed by Cllr Davies and seconded by Cllr Joyce

TO RECONSIDER REGULATIONS REGARDING KEEPING BEES ON THE ALLOTMENT AND APPROVE CHANGES

Following discussion it was unanimously **AGREED** to amend the keeping of bee's regulation to include 'it should be noted that at this time, individual allotments are not large enough to support the keeping of bees.....' as proposed by Cllr Davies and seconded by Cllr Joyce.

12. POLICIES - to review and approve the following policies

TO REVIEW / APPROVE ADOPTION OF LGA MODEL CODE OF CONDUCT

As Norfolk ALC had confirmed that the Parish Council could adopt the LGA Model Code, It was unanimously **AGREED** to approve the LGA model code of conduct as proposed by Cllr Davies, seconded by Cllr Sullivan.

MODEL PUBLICATION SCHEME

It was unanimously **AGREED** to adopt the model publication scheme as proposed by Cllr Davies, seconded by Cllr Meader.

DISCIPLINARY & GRIEVANCE POLICY

It was unanimously **AGREED** to adopt the disciplinary and grievance policy as proposed by Cllr Meader, seconded by Cllr Joyce.

13. TO RECORD PLANNING ISSUES

a) To consider planning applications received

3PL/2022/0345/HOU – Erection of rear extension at 34 Pightle Way, Lyng

It was unanimously **AGREED** that the Council had no comment or objection to the application as proposed by Cllr Davies, seconded by Cllr Sullivan.

b) To consider late planning applications

No late planning applications received.

c) To receive decisions from Breckland District Council

No decisions were received.

14. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 31st March 2022 were confirmed as follows; Community account £11486.25, Business Premium accounts £8719.19 and £0.12. End of year bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund carried forward was adjusted to £346.96 once the Council's 50% contribution was applied.

Cllr Joyce highlighted the negative effect the Clerk's extra hours were having on the budget and suggested measures be taken to reduce the need for the Clerk to work the extra hours.

b) To approve payments made and to be made & record receipts

All payments made since the last meeting to date in accordance with the attached schedules were unanimously **AGREED**, and receipts noted as proposed by Cllr Davies and seconded by Cllr Joyce. Barclays confirmed Cllr Davies as a signatory.

c) To receive end of year accounts.

The Clerk circulated the end of year accounts with explanation of variances. Accounts to be given to internal auditor for inspection. As income was £25087.09 (payments £22520.07), the accounts would need to be sent to the external auditor which would incur an additional fee, unaccounted for in the 2022/23 budget.

d) To consider/ approve donation to Hill & Vale.

As no proposal was yet received, it was agreed to defer this matter until the next meeting. It was suggested that the magazine consider proposing a figure related to the magazines distribution in the parishes.

e) To consider / approve action regarding Clerks extra hours & outstanding holiday.

The Clerk circulated her timesheet for consideration. Extra hours were confirmed as 31 hours 30 and holiday hours 16 hours 42 as at 31st March 2022. It was unanimously **AGREED** to pay the extra hours and allow the holiday hours to be carried forward to 2022/23 leave year as proposed by Cllr Joyce, seconded by Cllr Davies.

15. TO NOTE CORRESPONDENCE, RECEIVE ITEMS FOR INFORMATION & FUTURE AGENDA

To consider submitting response to Breckland call for sites consultation (April 4th – May 20th) - District Cllr G Bambridge suggested Council consider formulating a Local Plan and that the Council focus on green spaces, where they do not want houses to be built. It was confirmed the call for sites was open to everyone for comment.

To consider action following email re permissive footpath – It was agreed to replace existing signage to clarify route and warn against loss of facility if rules were not adhered to. The issue would be highlighted in the Hill and Vale and on Lyng Facebook page to demonstrate that the Council are actively trying to address the issue of people not sticking to the allocated path. Cllr Davies to circulate draft for proposed signage / map for consideration. Cllr Joyce to promote a colouring competition to educate youngsters to look after farmer's field.

Emails received regarding speeding in the Village – it was agreed at the March meeting to allow the SAM2 to complete a further cycle prior to analysing the results. The Clerk questioned the data collection of the unit at Heath Road as it was flashing speed prior to entering the 30MPH zone. Cllr Orton confirmed that the meeting with the Highways Engineer was outstanding.

16. DATE OF NEXT MEETING

The date of the Annual Parish Council meeting was confirmed as 11th May 2022, starting at 8pm. The Annual Parish Meeting was confirmed as 11th May from 7.15- 8pm. The June meeting was confirmed as 8th June

16. TO CLOSE THE MEETING

There being no further business the meeting was closed at 21.44 pm

Signed.....

Date 11th May 2022