



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th OCTOBER 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. The Chairman notified members of the public that they were being recorded.

Present: Chair Cllr Steve Davies, Vice Chair Melanie Joyce, Cllr Robin Orton, Cllr Jason King, Cllr Sullivan and Cllr Suzan Jarvis
Parish Clerk - Jo Boxall and 16 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Meader.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. Personal declarations of interest were received from Cllr King in matters relating to the allotments for which a dispensation had already been granted. Cllr Joyce and Cllr Davies declared an interest in agenda items 14b and 14A respectively.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 20th July 2022 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded by Cllr King. Minutes from the Extraordinary meeting held on 31st August 2022 were unanimously **AGREED** as a true record as proposed by Cllr Orton, seconded by Cllr King. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING- Village sign, SAM" speeding data

A letter was sent to the family regarding the mole scaring devices on the grave. As it is understood they are still in situ it was **AGREED** that they would be removed and kept for collection. A letter is to be sent to the family confirming the action taken.

The Keys to cemetery notice board were handed to Cllr Orton, and a set of Keys were handed to Clerk for all notice boards

Cllr Davies confirmed that the village sign would soon be removed and repaired.

SAM2 - Cllr Orton confirmed that once the first three sets of data from each site were collected they would be collated to examine results. It was hoped that the data should be available for the November meeting.

It was **AGREED** to allow the pub to use the land outside for market stalls, subject to receipt of their public liability insurance and risk assessment as proposed by Cllr Orton, seconded by Cllr Joyce with one abstention.

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

District Cllr G Bambridge – not in attendance

County Cllr B Borrett – 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

A resident raised concerns on behalf of other residents living nearby regarding planning application 3PL/2022/1045/F. The applicant spoke in defence of the application.

A representative of the Bowls Club expressed concern about the Councils proposal to seek legal advice regarding the Bowls Club vehicular access stating it would be a waste of public money and would not resolve the problem.

A complaint was received about dog's mess on the playing field and in the cemetery.
A resident queried the Council's ownership of the allotments and the location of the deeds. The Council acknowledged that there was a need to establish where those documents were.

7. TO APPROVE CHANGE TO MEETING FORMAT – PUBLIC PARTICIPATION / MONTHLY MEETINGS

It was **AGREED** with one abstention to briefly suspend future meetings after agenda item 'correspondence' to allow members of the public to put forward items for the next agenda as proposed by Cllr Orton, seconded by Cllr Jarvis.

It was agreed that given the amount of business on the agenda the Council would meet on the 9th November, not have a December meeting and review the situation at the January meeting.

8. TO APPROVE FURTHER ACTION FOLLOWING RECEIPT TREE REPORT

Following discussion it was **AGREED** with one abstention to contact another tree survey company to look at the trees in the Churchyard which had been missed from the previous survey as proposed by Cllr Davies and seconded by Cllr Joyce. It was acknowledged that there needed to be a map of all trees for future considerations.

9. BOWLS CLUB

To ratify/ confirm decision made 31.8.22 that 'the Clerk contact NPLAW and take up the subscription offer, with a view to obtaining a final legal and judicial outcome' on the Bowls Club lease following receipt of written notice from 4 Councillors to suspend standing orders to amend July's decision.

The Clerk confirmed that she had received written notice from 4 Councillors in respect of suspending the council's standing orders in order to ratify / confirm decision made on the 31st August.

It was **AGREED** by majority with 2 against to contact NPLAW and take up the subscription offer with a view to obtaining a final legal and judicial outcome to assist in responding to the recently received cease and desist letters received from the Bowls Club as proposed by Cllr Davies and seconded by Cllr Sullivan.

To consider / approve correspondence to bowls club following receipt of emails expressing concern.

It was acknowledged that it was unfair to expect the Clerk, who was not legally qualified to respond to a legal letter from the Bowls Club and that there was a need to obtain advice in the first instance.

To consider / approve the formation of a working party to discuss concerns with the bowls club

It was agreed that no working party would be formed until legal advice had been received.

10. PLAY AREA / PLAYING FIELD

To receive update regarding play area repairs and ratify Council's decision following delegated authority.

The Clerk reported that she had been unable to submit the order for play area repairs due to Councillor's varying views on the repairs. Following discussion it was **AGREED** with two abstentions that the Council would place the order for the repairs with the one metal leg surround for the swings at a cost of £2677.97 + VAT as proposed by Cllr Joyce, seconded by Cllr King.

To consider / approve the need for a formal council policy allowing the use of the playing field for exercising dogs

It was **AGREED** to defer this agenda item until Cllr Meader was able to put forward a proposal as he had requested the agenda item, as proposed by Cllr Davies, seconded by Cllr Orton.

11. CEMETERY

To receive update regarding unstable memorials

Cllr Davies reported that a memorial mason who was visiting the Cemetery on other business had kindly secured the loose memorial. It was confirmed that the notice board is in place and that the rules and regulations are displayed.

12. ALLOTMENTS

To receive information regarding stream on boundary to allotments and consider / approve further action

From information / documents received it would appear that the allotment holders could abstract water from the stream. As an email was received from land owners threatening legal action against the Council if water was abstracted, It was **AGREED**, with two against, to use the services of NPLAW as part of the subscription

service to look into the legality of water abstraction from the stream as proposed by Cllr Davies, seconded by Cllr King. Concern was raised that a decision on the supply of water to the allotments had not yet been made by the Parish Council.

To consider / approve further action regarding creation of access onto the allotments

It was agreed that Cllr Davies would seek quotes to repair gates and lay hardcore to create entrance for cars to reverse onto the allotments. It was acknowledged that the allotment budget was being stretched.

To receive quotes and approve expenditure / further action with regards to tree management

Three quotes were received. Following discussion, acknowledging that there was a time constraint, it was **AGREED** with one against that the Council accept the quote from Roger Norton as the quote fulfilled the brief (£2166 + VAT) as proposed by Cllr Davies, seconded by Cllr Orton. A previous proposal to accept the lower quote from Cllr Joyce was unsupported.

13. POLICIES - to review and approve the following policies-

To approve grant award policy, Planning policy and Delegation of authority policy

It was unanimously **AGREED** to approve the grant award policy as proposed by Cllr Davies, seconded by Cllr Orton. The application form accompanying the policy is to be amended, re-circulated and approved at the November meeting.

It was unanimously **AGREED** to approve the Delegation of Authority Policy as proposed by Cllr Joyce, seconded by Cllr Sullivan.

It was unanimously **AGREED** to approve the Planning policy as proposed by Cllr Davies, seconded by Cllr King.

14. TO RECORD PLANNING ISSUES

a) To record Council decisions made between meetings

3PL/2022/0677/HOU – Erection of wooden residential annexe at Manor Farm Riding Stables, The Street, Lyng – No comment / objection

3PL/2022/0873/HOU – Erection of side extension to replace conservatory at 40 Pightle Way, Lyng – No comment / objection

3PL/2022/0894/HOU – Single storey rear extension to existing residential dwelling, new horizontal cladding to existing gable wall and conversion of garage to habitable room (amendment to approved scheme) at Willow Corner, The Common, Lyng – No comment / objection

3PL/2022/1022/HOU Erection of conservatory to the rear at Hawthorns, 1B The Common, Lyng – No comment / objection

3PL/2022/1016/HOU Demolition of existing conservatory and construction of garden room on existing footprint at 50 Pightle Way, Lyng – No comment / objection

b) To consider planning applications received

3PL/2022/1045/F Change of use from agriculture land to use for dog training, including erection of fence to secure the area (Retrospective) at Land at Manor Farm, The Street, Lyng

Following discussion it was **AGREED** with two abstentions that the Council have no objections in principle but have concerns about the hours of work. The Council wish to draw attention to resident's objections as proposed by Cllr Jarvis, seconded by Cllr Orton.

c) To consider late planning applications

3PL/2022/1117/HOU

Proposed single storey rear extension, enlargement of rear dormer and modernisation of the external appearance at 17 Pightle Way, Lyng

The Council **AGREED** that they had no comments or objection.

d) To receive decisions from Breckland District Council

The existing polycarbonate roof to be replaced with a tiled roof to improve insulation at Jasmine Cottage, The Street, Lyng – **Approval**

Single storey rear extension to existing residential dwelling, new horizontal cladding to existing gable wall, rendering of dwelling and conversion of garage to habitable room (amendment to approved scheme) at Willow Common, The Corner, Lyng – **Approval**

Application for Removal of Permitted Development Rights Extensions and Outbuildings (Condition 4) on 3PL/2001/0738/F at Kilmore, Elsing Road, Lyng – **Approval**
Erection of side extension to replace conservatory at 40 Pightle Way, Lyng – **Approval**
Erection of conservatory to the rear at Hawthorns, 1B The Common, Lyng – **Approval**
Demolition of existing conservatory and construction of garden room on existing footprint at 50 Pightle Way, Lyng – **Approval**

15. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 30th September 2022 were confirmed as follows; Community account £22540.41, Business Premium accounts £8722.54 and £0.12. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme as at 12th October was £474.96. Cllr Orton to carry out the quarterly internal audit.

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 Orton, seconded by Cllr King.

c) To approve signatories for bank accounts

Cllr Meader had expressed his intention to cease to be a signatory. Following discussion it was unanimously **AGREED** that Cllr Davies and Cllr King would be signatories as proposed by Cllr Orton, seconded by Cllr Davies.

d) To record conclusion of audit for financial year 2021/22 & receipt of external auditors report.

PKF Littlejohn has completed their review of the Annual Governance & Accountability Return (AGAR) for Lyng Parish Council for the year ended 31 March 2022. A copy of the external auditor report and certificate (Section 3 of the AGAR Part 3) has been published on the website along with a copy of Sections 1 and 2, on which their report is based. There were no matters arising and no further action is required. The Notice of Conclusion of Audit has been also been published.

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

Local Plan (Partial Review) Regulation 19 Consultation and information about Breckland Call for sites was received.

Option to opt out of the SAAA central external auditor appointment arrangements – the Council agreed that they did not wish to opt out

Future agenda items to include ratification of items agreed under matters arising, approval of purchase of hedging for playing field, projects for parish Partnership funding, SAM2 information.

17. DATE OF NEXT MEETING

The date of the next meeting was confirmed as the 9th November 2022. It was **AGREED** that there would be no December meeting as proposed by Cllr Davies, seconded by Cllr Orton.

18. TO APPROVE EXCLUSION OF THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DURING DISCUSSION OF AGENDA ITEM 19;

It was unanimously **AGREED** to exclude the press and public during discussion of agenda item 19 as proposed by Cllr Davies, seconded by Cllr Orton.

19. TO REVIEW PERFORMANCE, REVIEW / APPROVE CLERKS SALARY FOR PERIOD 1ST APRIL 2023- 31ST MARCH 2024. TO REVIEW CLERKS HOURS.

The Clerk confirmed that she had worked 20 extra hours since April 1st and had outstanding holiday hours of 35 hours with 14 hours to be taken at Christmas.

As it formed part of the Clerks contract for her salary to replicate her salary at Bawdeswell Parish Council subject to satisfactory performance, and as a pay rise had been awarded, it was unanimously **AGREED** to award a 5% pay rise with effect from 1st April 2023 as proposed by Cllr Orton and seconded by Cllr Davies.

The Clerk suggested the Council draft an action plan which may focus the Council on their priorities, assist with preparing the budget and help avoid her accruing extra hours on projects / matters not considered a priority at that time.

20. TO CLOSE THE MEETING

There being no further business the meeting was closed at 21.41pm