



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 15th SEPTEMBER 2021 STARTING AT 7.08PM IN THE VILLAGE HALL.

The meeting was held in accordance with social distancing guidelines and a risk assessment was carried out.

Present: Chairman Cllr Robin Orton, Cllr Keith Meader, Cllr Melanie Joyce, Cllr Jason King, Cllr Suzan Jarvis, Cllr Georgie Sullivan and Cllr Colin Williams
Parish Clerk - Jo Boxall and 10 members of the public

Members of the public were advised that the meeting was being recorded.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received as all Councillors were present.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Meader declared an interest in agenda item 7 as a member of the bowls club. Cllr Williams, Cllr King and Cllr Joyce declared an interest in agenda item 10 as allotment tenants

3. MINUTES

The minutes of the Lyng Parish Council Meeting held on 21st July 2021 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded Cllr Meader. Minutes were duly signed. It was agreed to record that Cllr Jarvis did not attend the previous meeting as she believed the hall not to be Covid safe.

4. INFORMATION ON MATTERS ARISING

Update on grit bins – Cllr Orton reported that it is unlikely that a grit bin will be approved on Phytle Way as no locations meet Highways parameters. A moveable grit bin or a grit located at the school has been suggested as an alternative.

It was confirmed that the garage has been removed from the allotments and the asbestos waste certificate had been received.

Playdale confirmed that engineers have been back to site and re-concreted the mini orbiter. The bolt on the rotator pole was replaced and tightened by Cllr Orton who confirmed that the other bolts on play equipment have all been checked and tightened as necessary.

Cllr Meader confirmed that the SAM 2 device has been delivered; the posts still need to be fixed in 4 locations. A request for the purchase of a padlock to secure the unit to the post was agreed.

Cllr Williams raised concern about a recent planning application and the Council's lack of representation. Cllr Orton apologised for his misunderstanding of the situation which meant the Council had not responded.

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

District Cllr G Bambridge – sent his apologies as he was unwell.

County Cllr B Borrett - was not in attendance.

Police - The Police report was circulated electronically.

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

Water on allotments – A resident raised the possibility of using IBC's on the allotments to collect water.

A representative of the Bowls Club raised concern over the current bowls agreement and believed that the Parish Council are not in a position to amend the agreement as it is a long term lease. The issue of the lack of parking was raised.

A resident circulated a detailed assessment of water provision on the allotments for consideration and suggested the Council holding monthly meetings to avoid missing representation for future planning applications.

7. TO RECEIVE UPDATE AND CONSIDER / APPROVE FURTHER ACTIONS REGARDING CARS DRIVING ON THE PLAYING FIELD AND APPROVE FORMATION OF NEW AGREEMENT WITH THE BOWLS CLUB.

The insurance company had provided advice which was circulated to the Council for consideration. Following discussion, it was **AGREED** that the Clerk would contact Norfolk ALC legal team and establish the legal position with the Bowls Club lease following the Council's decision to prevent vehicles driving on the playing field, as proposed by Cllr Orton and seconded by Cllr Williams.

It was suggested that access could be created on land at the rear of the bowls club, Cllr Orton agreed to make enquiries with the land owner. Clerk to make further enquiries with the insurance company regarding essential maintenance and contact other insurance companies for advice. Further enquiries to be made regarding signage in the parking area highlighting that children are playing, vehicles left at own risk etc.

8. TO RECEIVE UPDATE AND CONSIDER / APPROVE FURTHER ACTION REGARDING TREE PROJECT

The Resident involved circulated proposals for consideration. Clerk to clarify what measures will be put in place to protect trees from vandalism and to check that any trees planted in the cemetery would not affect existing graves / memorials. Concern was raised about mature trees causing obstruction or overhanging the road. Councillor Williams agreed to make further enquiries regarding Wayleaves and include as an agenda item for the next meeting.

9. TO APPROVE FURTHER ACTION REGARDING COUNCILLOR TRAINING COURSE

Following discussion, with 5 Councillors in support of attending, it was **AGREED** that the Council would book a date to attend a Council training session as proposed by Cllr Joyce and seconded by Cllr Sullivan. Cllr Joyce to contact Norfolk ALC and arrange dates to suit.

10. ALLOTMENTS

TO RECEIVE UPDATE AND CONSIDER / APPROVE FURTHER ACTION REGARDING PROVISION OF WATER ON ALLOTMENTS

As it was felt that the matter has been on the agenda for a long time, Cllr Joyce proposed that the Council 'draw a line under the proposal for the provision of water on the allotment until clear financial statements have been made which are acceptable to the Council and will not impact on the precept. 'This was seconded by Cllr Sullivan and the Council were split 3 against / 3 in support. As it was felt the wording of the proposal prevented any future funding support from the Parish Council, Cllr Orton, proposed an amendment to the proposal; it was then **AGREED** to draw a line under the proposal for the provision of water pending it being taken up by the allotment association should they wish, seconded by Cllr Sullivan and agreed with 2 against. It was accepted that it was not financially viable to take any proposals forward at the moment as the allotment budget has been spent for this financial year.

TO APPROVE FURTHER ACTION WITH REGARDS TO THE FORMATION OF AN ALLOTMENT ASSOCIATION

Cllr Orton confirmed that the formation of an allotment association was still a viable option with a resident keen to take the idea forward and the Council was awaiting proposals. Cllr Orton and the Clerk to meet with the resident to discuss further.

TO CONSIDER / APPROVE REVISED ALLOTMENT AGREEMENT

It was unanimously agreed to defer this to the next agenda as no final draft was available for consideration.

TO CONSIDER / APPROVE FURTHER ACTION FOLLOWING REMOVAL OF GARAGE

It was confirmed that the garage had been removed. The wooden framework would have become structurally unsound due to woodworm. It was unanimously **AGREED** that the remainder of the plot would be rented for £8 as proposed by Cllr Orton, seconded by Cllr Joyce. As there was still concern over the current vehicle access, one consideration is to keep the garage site for future access

11. TO RECORD PLANNING ISSUES

a) TO CONSIDER PLANNING APPLICATIONS RECEIVED

No planning applications were received

b) TO CONSIDER LATE PLANNING APPLICATIONS

No late planning applications were received

c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL

Single storey rear extension to existing residential dwelling at Willow Corner The Common, Lyng - Approval

12. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 31st August 2021 were confirmed as follows; Community account. £9286.17 , Business Premium accounts £8718.53 and £0.12. Monthly bank reconciliations / budget comparisons were carried out by the Clerk. The balance of the Community Car Scheme fund was £430.88.

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 Williams and seconded by Cllr Joyce.

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

A letter of thanks was received from the organisers of the Lyng Fling.

The draft bullying / harassment policy would be submitted for approval at the next meeting in light of complaints received regarding alleged Councillor conduct. Complaints from residents had been responded to and it was confirmed that any outstanding Code of Conduct concerns would need to be taken to the Standards Officer at Breckland.

An email was received from Norfolk ALC requesting Parish Council details so a memorial token can be delivered to honour community efforts made in the pandemic year. The Clerk had responded and was awaiting clarification.

Cllr Joyce suggested a future agenda item to include provision for additional facilities for the youth of the village. Cllr Orton offered to help Cllr Joyce with this.

Frustration was expressed at the lack of correspondence / action by Councillors between Council meetings. Concern was expressed over pre determination. It was agreed that the Chair and Clerk would meet to discuss this further. Future agenda items to include the formation of the Allotment association and review of the Allotment agreement.

14. TO CONFIRM DATE OF NEXT MEETING

The date of the next meeting was confirmed as 17th November 2021, starting at 7.30pm. The meeting would be held in the village hall with social distancing measures in place.

15. TO APPROVE EXCLUSION OF THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DURING DISCUSSION OF AGENDA ITEM 16.

It was unanimously **AGREED** to exclude the press and public during consideration of item 16 as proposed by Cllr Meader and seconded by Cllr Jarvis.

16. TO REVIEW PERFORMANCE, REVIEW / APPROVE CLERKS SALARY FOR PERIOD 1ST APRIL 2021 – 31ST MARCH 2022. TO REVIEW CLERKS HOURS.

The Clerk submitted a detailed timesheet to the Council for consideration. As the Clerk was working 1.5 hours extra on average per week it was unanimously **AGREED** to increase the Clerks hours to 7/week from 13th September on the understanding that the Clerk could work up to 8 hours/week on average as required. Proposed by Cllr King and seconded by Cllr Joyce. Any additional hours to be reviewed / paid quarterly as necessary. It was unanimously **AGREED** that the additional 25 hours worked since 4th May to date should be paid as proposed by Cllr Williams, seconded by Cllr Meader.

As it formed part of the Clerks contract for her salary to replicate her salary at Bawdeswell Parish Council, and as a pay rise had been awarded, it was unanimously **AGREED** to award a 3% pay rise backdated to 1st April

2021, (as agreed in the budget) and another 3% pay rise with effect from 1st April 2022 as proposed by Cllr Joyce and seconded by Cllr King.

22. TO CLOSE THE MEETING

There being no further business the meeting was closed at 20.54 pm

Signed.....

Date 17th November 2021