



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 16th MARCH 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 Jason King, Cllr Georgie Sullivan, Cllr Suzan Jarvis and Cllr Steve Davies
Parish Clerk - Jo Boxall and 7 members of the public
County Councillor Bill Borrett.

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 in attendance.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. Cllr Joyce and Cllr King 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 vehicular access across the playing field.

3. MINUTES

The minutes of the Lyng Parish Council Meeting held on 19th January 2022 were unanimously **AGREED** as a true record as proposed by Cllr Davies, seconded by Cllr King. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

As the Grounds Maintenance contractor had indicated that they had no issue with the soil around the manhole cover being built up (to improve a trip hazard) Cllr Davies confirmed he had carried out the work. The car park signage had been installed and thanks were extended to Cllr Davies and those who assisted in the installation. Cllr Joyce gave an update on the outdoor gym equipment, a fact finding form needed to be completed to allow the play company to assist with funding.

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

District Cllr G Bambridge was not in attendance and sent apologies.

County Cllr B Borrett – Gave a brief update on matters at County. It was confirmed that notification from Breckland regarding change of bin days was received. Information about the Parish Partnership was received. As Covid rates increase, residents were encouraged to modify their behaviour appropriately. The Norwich Western Link was awaiting a response from Government on funding. Cllr Joyce raised concern about the damaged Duffield Crescent street sign which had been reported a year ago. Cllr Meader queried the social care element of the council tax.

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 confirmed the successful planting of 345 saplings, and thanked the Council for their support for the project. The resident was thanked for all their hard work. Breckland to be notified that the trees have been planted.

7. TO REVIEW / AMEND FREQUENCY OF MEETINGS

It was **AGREED** by majority that the Council should meet on a monthly basis until agreed otherwise, as proposed by Cllr Davies and seconded by Cllr Joyce. It was noted that there was often a limited response to Clerk's / Councillor's emails and frustration that this delayed business. Following further discussion it was acknowledged that as this would impact the Clerk's hours, the Council would work around the Clerk's holidays.

8. TO CONSIDER / APPROVE SUPPORT & EXPENDITURE FOR QUEENS JUBILEE CELEBRATION EVENT

It was **AGREED** by majority with Cllr Jarvis objecting, to purchase a bench in celebration of the Queen's Jubilee as proposed by Cllr Davies, seconded by Cllr Meader with one objection. Bench to be sited in corner overlooking playing field, MUSA and cemetery, near to planting, to be enjoyed by all residents

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

As information about ways to support Ukrainian refugees was still being released, it was agreed to defer discussion to the next meeting. NALC's briefing to be circulated.

10. TO RECEIVE UPDATE AND APPROVE FURTHER ACTION REGARDING BOWLS CLUB ACCESS ACROSS THE PLAYING FIELD.

The Clerk confirmed that further enquiries were made in regards to the ongoing issue with vehicular access. Following confirmation from the Bowls club that member's vehicles had public liability cover in the event of an accident on the playing field involving their vehicles, the Clerk sought advice from BHIB and received the following email;

'if there was an accident involving a motor vehicle, it wouldn't be covered within the Council policy, it would be the owner/driver of the vehicle who would be responsible for the incident.'

As this was contrary to previous advice received, further clarification was sought and the following was received from BHIB;

'I am satisfied that Lyng Council has not ignored the risk and in fact considered every measure open to them and considered what options are open to them. Subject to carrying out a risk assessment to include the potential for vehicles to travel across an area which may contain pedestrians then the Council has carried out their obligations to mitigate risk.'

'One measure I would recommend is for the bowls club is to appoint a marshal on match days to assist the passage of travel across the park – this would again reduce the risk of an incident occurring. as long as the Council has took all reasonable precautions (which I consider the council are taking) then the insurers will indemnify you (or defend, depending on the circumstances) in respect of any allegation of negligence in respect of the activities taking place on your land.'

The Clerk reminded the Council of the email received from BHIB in September with regards to the 'Reasonable precautions' – *'The insurers would deem that the above condition (reasonable precaution) is not being met if you were to allow vehicles to drive upon the recreation ground, when there is a car park fit for purpose within the vicinity.'* and confirmed that other insurers had refused to insure the Council against this risk.

Following discussion, Cllr Davies proposed that the Lyng Bowls Club are given access to the playing field for the purpose of driving vehicles over to the gates for Norfolk Blue Badge Holders only, on match days and practice days. This would also include maintenance of the bowls club in that one vehicle may drive over the field for the purpose of transporting materials and tools. This permission is given on the grounds those members of the bowls club;

- a) Give notice of all match days in advance to the Parish Council, and practise times.
- b) That the bowls club complete a risk assessment agreed by and with the Parish Council to include Marshalling and management of any risk.

This proposal was seconded by Cllr Joyce. Cllr Meader proposed an amendment to the proposal – to remove the requirement for blue badge only, which was seconded by Cllr Jarvis with one other in support. As 4 Councillors voted against this amendment, the original proposal was voted on and **AGREED** by majority with 4 in favour and 3 against.

11. TO CONSIDER / APPROVE FURTHER ACTION REGARDING SPEEDING IN THE VILLAGE

It was confirmed that the Speed Awareness sign has now been through a full cycle of all 4 locations and this had highlighted areas of concern. It was agreed to complete another full cycle to obtain a comprehensive

understanding of the speeding issues and consider speeding issues on Heath Road and Primrose Green. It was agreed that as the highways engineer had offered to come out on a site visit, a meeting would be arranged following the next cycle. County Cllr Borrett expressed his support for the Council's efforts.

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

Cllr Davies gave a brief overview of the cascade system. It was agreed that Cllr Davies would contact the forum and obtain further information.

13. TO APPROVE SUSPENSION OF STANDING ORDERS TO REVIEW DECISION REGARDING DUCKS ON THE ALLOTMENTS & REVIEW 'PREVIOUS RESOLUTIONS' IN STANDING ORDERS.

It was **AGREED** by majority to suspend standing orders to review the decision regarding the ducks on the allotments and to review 'previous resolutions' in standing orders as proposed by Cllr Joyce, seconded by Cllr Davies, 4 Councillors were in agreement, with 2 against and 1 abstention.

It was **AGREED** to amend standing orders to reflect the following;

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.*
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months*

As proposed by Cllr Joyce, seconded by Cllr King. An amendment was proposed by Cllr Meader for the number of Councillors giving written notice to be 5; this was seconded by Cllr Jarvis with 3 in agreement and 4 against. The original proposal was **AGREED** with 5 Councillors in favour and 2 against.

14. ALLOTMENTS

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

Due to Covid restrictions, a meeting had not yet been held. Following discussion it was agreed that Cllr Davies and Cllr Joyce would make further enquiries and report back to the next meeting.

TO REVIEW ALLOTMENT RENTS AND APPROVE REGULAR INSPECTION OF ALLOTMENT PLOTS

Following discussion it was **AGREED** by majority to increase allotment rent to £20 as proposed by Cllr Joyce, seconded by Cllr King, approved with one abstention. Following a recommendation by the Clerk that the allotments be regularly inspected Cllr Davies and Cllr Orton agreed to carry out an inspection and report back.

TO REVIEW / APPROVE REVISED REGULATIONS FOR DUCKS / CHICKENS ON THE ALLOTMENTS.

It was **AGREED** by majority to allow ducks on allotments as proposed by Cllr Joyce, seconded by Cllr Davies, 5 in agreement, Cllr Orton abstained and Cllr Jarvis objected. It was **AGREED** to approve the amendment to the regulations to include ducks on the allotments as proposed by Cllr Joyce, seconded by Cllr Sullivan with 5 in agreement, Cllr Orton abstained and Cllr Jarvis objected.

TO APPROVE UPDATE ALLOTMENT AGREEMENT TO REFLECT DECISION REGARDING DUCKS.

It was agreed to amend the allotment agreement to reflect the provision of ducks. Clerk to circulate a draft for consideration.

15. TO RECORD PLANNING ISSUES

a) To record decisions made between meetings

3PL/2022/0065/HOU – single storey rear extension and conversion of garage with 1st floor extension above garage & extension to the front at 30 Richmond Place, Lyng – No comments / objections were received

b) To consider planning applications received

No planning applications were received

c) To consider late planning applications

No late planning applications received.

d) To receive decisions from Breckland District Council

3PL/2022/0065/HOU – Single storey rear extension and conversion of garage with 1st floor extension above garage & extension to the front at 30 Richmond Place, Lyng – Approval
3PL/2021/1436/O – 4 no. Two storey houses (outline permission) at Land adjacent Heath Road - Approval

17. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 28th February 2022 were as follows; Community account £12914.69, Business Premium accounts £8718.67 and £0.12. Monthly bank reconciliations / budget comparisons were carried out by the Clerk. The balance of the Community Car Scheme fund was £110.08.

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 Sullivan. Finance standing orders remained suspended until additional signatory confirmed; all forms had been submitted to Barclays.

c) To approve Breckland Community Car Scheme grant 2022/23

It was unanimously **AGREED** to approve the grant of £750 for the community car scheme 2022/23 as proposed by Cllr Davies. seconded by Cllr King. The acceptance form to be signed and returned.

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

Following receipt of an email from the Editor of the Hill and Vale seeking a donation to cover publication costs, it was agreed that this was a valuable resource which the Council were keen to support. The Council awaits a proposal from the Editor for a suggested figure for donation.

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

To consider / approve request for dog show on the playing field – A meeting was held with the organiser and a proposal was circulated. It was agreed in principle that the dog show could use the field and a working group would be formed to investigate the possibility of having a car boot on the same day to generate income.

To ratify approval of Grave space reservation request. The Council approved (via email) a request for a grave reservation – plot 93 from a non resident with family ties to the village.

To receive report from Breckland Landscape and settlement consultation group meeting Cllr Davies gave a brief update via email following his attendance at the meeting.

Future agenda item – Review terms of the allotment agreement with regards ducks and bees as the current requirement is for hives to be sited 15 metres from any public road, path etc.

19. DATE OF NEXT MEETING

The date of the next Parish Council meeting was confirmed as Wednesday 13th April, 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.

16. TO CLOSE THE MEETING

There being no further business the meeting was closed at 21.55pm

Signed.....

Date 13th April 2022