

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 6th DECEMBER 2023 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Melanie Joyce (Vice Chair), Cllr Kirsty King, Cllr Jason King, Cllr Stuart Drabble and Cllr Tom Gittins
Parish Clerk - Jo Boxall and 6 members of the public

1. APOLOGIES FOR ABSENCE

No apologies for absence received as all Councillors present.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None received. Declarations of interest received from Cllr K King and Cllr J King on matters relating to the allotments for which a dispensation has already been received.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 11th October 2023 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 –

No update available re allocation of plot 10, Clerk to chase.

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

District Councillor Gordon Bambridge sent his apologies. County Councillor Bill Borrett and the Police were not in attendance.

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

A Resident raised concern regarding speeding in the village, it was confirmed that this would be discussed under agenda item 7. Projects for the village were put forward for consideration including electric vehicle charging points and a bus shelter. The option of acquiring another SAM2 device was raised. A resident requested a map showing the proposed boundaries for allotment land registration, it was confirmed that no maps had yet been received from the Solicitor.

A resident raised concern about the recent flooding on Back Lane.

It was unanimously **AGREED** to bring item 15 forward as proposed by Cllr Joyce, seconded Cllr Drabble

15. HIGHWAY MATTERS – To approve further action as appropriate on highway matters - including concerns raised regarding flooding on Back Lane, Lyng

It was understood that work had recently been done to clear the drains on Back Lane but it was acknowledged that even when the drains are cleared, the drains cannot cope and water comes out of the drain. A site meeting had taken place with Cllr Davies, DC G. Bambridge and CC B. Borrett. It was understood that the water levels are high and the situation has arisen as a result of landowners not clearing dykes and water coming off the land. Residents were encouraged to report all flooding concerns to NCC. Following discussion it was unanimously **AGREED** that Cllr Davies write to Norfolk County Council with support from County Councillor B. Borrett to seek further information on why the flooding is happening and why there is no resolution as proposed by Cllr Davies, seconded by Cllr Joyce.

7. TO RECEIVE UPDATE RE SAM2 / FORMATION OF COMMUNITY SPEED WATCH GROUP AND APPROVE FURTHER ACTION AS APPROPRIATE.

Cllr King circulated SAM2 data for consideration. Following discussion of the data Cllr Davies confirmed that he had 9 volunteers to form a community speed watch and was in the process of completing the required

documentation. He confirmed that the next step was (with support from the Police) to look at locations for the speed cameras, receive training and train volunteers to use speed cameras. It was acknowledged that there was a need to collect evidence to support further action / speed reduction measures. It was recognised there is an issue with HGV's travelling through the village accessing the Fakenham Road from the A47. Cllr Davies was thanked for his work on this project and for his attendance at a SNAP meeting on behalf of the Parish Council.

8. TO RECEIVE UPDATE REGARDING WEBSITE, COUNCIL DATA PLATFORM / COUNCILLOR EMAILS AND CONSIDER / APPROVE FURTHER ACTION

As the Clerk has been away, no further work has been carried out on the website. It was agreed to defer discussions regarding the website and Councillor emails to the next meeting.

9. TO CONSIDER / APPROVE PROJECTS FOR SHORT, MEDIUM AND LONG TERM CONSIDERATION AS PART OF AN ACTION PLAN FOR APPROVAL

Despite requests in the Hill & Vale and on Lyng Facebook page, no suggestions have been received from residents for future projects. Concern was expressed about a bus shelter or teen shelter as information had been received from the Police that these types of shelters were often a focus for antisocial behaviour. Suggestions for projects from Councillors include renewing the play equipment, the provision of seating and additional benches at the recreation ground and BMX track.

It was suggested that a Community fund be set up for future projects.

It was acknowledged that the provision of a BMX track would require further consideration, costing etc. It was unanimously **AGREED** that Cllr K.King would look into costings for a potential BMX track on the field as proposed by Cllr Wright, seconded by Cllr Gittins. It was unanimously **AGREED** that Cllr Drabble would look into the cost of providing additional seating on the recreation ground as proposed by Cllr J. King, seconded Gittins.

Cllr Davies confirmed that money would need to be put away for future car park repairs, estimated to be around £50/year. It was suggested that the trod from the Old Rectory to the village sign be reinstated. As it was understood that this was highways responsibility to keep the trod clear, a letter should be sent to NCC Highways requesting the path be cleared.

10. TO CONSIDER / APPROVE PRECEPT REQUEST 2024/25

Precept considerations were circulated. Following discussion it was unanimously **AGREED** to request a precept of £22000 to cover the increase in expenditure as proposed by Cllr Davies, seconded by Cllr Drabble.

11. PLAY AREA / PLAYING FIELD

To receive update regarding play area and receive quotes for rubberised chippings / membrane

Cllr K.King gave a report and it was acknowledged that a DIY job would be cheaper than a company coming in to carry out the work to replace the chippings. The recycled tyre chippings were confirmed as wire and fibre free and would not decompose or need topping up annually. As there was a large difference in prices received and a replacement membrane may be a further consideration, it was agreed to obtain samples and further information to enable the Council to make an informed decision. It was agreed to defer any decision until January.

To review existing policy for use of playing field

This agenda item was deferred to the next agenda.

12. CEMETERY

To receive update. Cllr Davies was thanked for his work in managing the cemetery whilst the Clerk was away.

13. ALLOTMENTS

To receive update regarding registration of allotment land and approve registration of Collens Pit (as part of Allotment to Former Highway Surveyor land) and approve further action / expenditure as appropriate.

Following an update in which the Clerk confirmed that the Allotment land formed part of the Allotment to former highway surveyor's charity. The solicitor has written to the Official Custodian for Charities to confirm if they hold any information or have any comment in relation to the land vested in them.

The Solicitor confirmed that as any income from the allotments has been spent entirely on the maintenance of the land there is less of an issue in terms of the accounting (concerns had been raised about the separation of funds from Parish Council accounts). It was acknowledged that holding the funds separately would be best practice going forward, in order to be able to properly demonstrate this or in case a profit is ever made, in which case it should be held for the purposes set out in the scheme. The Clerk confirmed she had already taken steps to provide separate accounts in respect of the allotments.

As it was confirmed that the allotments formed part of the charity, a copy of the tenancy agreement had been sent to the Solicitor. It was confirmed that the tenancy must not be for more than 22 years, and suggested that the allotment agreement clarify that rental is only for a term of less than 7 years and will only run from year to year until the 6th anniversary when a new agreement will be required.

Following discussion it was unanimously **AGREED** to register the land at Collens Pit at the same time as registering the allotment land as proposed by Cllr Davies, seconded by Cllr Joyce.

It was confirmed that the Allotment Association had not had the opportunity to discuss their proposal regarding the Lyng Allotment Association (LAA) and the Parish Council working together on issues affecting the LAA and requested this be deferred until the next meeting.

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

Standing Orders – It was unanimously **AGREED** to adopt Standing Orders as per draft circulated as proposed by Cllr Gittins, seconded by Cllr K. King.

15. HIGHWAY MATTERS – To approve further action as appropriate on highway matters (including concerns raised regarding flooding on Back Lane, Lyng) Flooding concerns were previously discussed earlier in the agenda.

16. TO RECORD PLANNING ISSUES

a) To consider planning applications received

3PL/2023/0989/HOU – Proposed rear garage/carport. Proposed side and rear extensions and alteration of roofs from flat to pitched to existing side extension & porch. Alterations to existing vehicle access at Minoochi, The Common, Lyng. - It was **AGREED** that the Council has no comment or objections,

b) To consider late planning applications

No late planning applications were received

c) To receive decisions from Breckland District Council

No decisions were received from Breckland District Council.

17. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 30th November 2023 were confirmed as follows; Community account £14437.27, Business Premium account £8779.91. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated.

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, seconded by Cllr Drabble.

Payments made / to be made

25th October 2023	Mrs Jo Boxall - website fee refund	£11.99
31st October 2023	Mrs Jo Boxall - salary & exps October	£508.77
5th November 2023	Mrs Jo Boxall - refund website fee (Hugo Fox)	£11.99
5th November 2023	TTSR Grounds Maintenance 3/4	£1,318.43

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5th November 2023	Christopher Black - Community Car Scheme Sept & Oct	£158.00
5th November 2023	Alan Cooke - Community Car Scheme Sept & Oct	£96.50
30th November 2023	Mrs Jo Boxall - November salary & exps	£ 508.77

Total Expenditure **£3,932.88**

Receipts

		£
27th November 2023	Littleproud Funeral Directors	848.00
Total income		£848.00

c) To review and approve Grounds Maintenance Contract for 2024

It was confirmed that the Total Annual Contract Cost for 2024 would be £4969.10 + VAT. Following a review of the specification it was recognised that the Council were not responsible for grounds maintenance around the Village Hall and no longer required work to be carried out inside the play area gates. It was unanimously **AGREED** to approve the grounds maintenance contract for 2024 with above amendments as proposed by Cllr Wright, seconded by Cllr J King.

d) To review Community Car Scheme account and approve second grant request

It was confirmed that the balance of the Community Car Scheme fund was £665.54 following November payments. Following consideration it was unanimously **AGREED** to apply for the second instalment of the grant funding, £375, as proposed by Cllr Davies, seconded by Cllr Drabble.

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

As the deadline was the 6th December, a draft response to the ICO investigation was circulated via email, no comments / amendments were received so the response was submitted for consideration. Further information has been requested which it was acknowledged will take up more of the Clerk's time but will need to be prioritised.

Due to an increase in Power cuts in Lyng, it was agreed that Cllr Gittins would draft an email to be sent to UKPN requesting information / reassurance for future issues. Clerk to send draft once approved via email.

19. DATE OF NEXT MEETING

The date of the next meeting was confirmed as 17th January. Dates for 2024 were unanimously **AGREED** as follows and reflected hall availability;

13th March, 8th May, 17th July, 11th September, 23rd October, 4th December (November meeting changed due to Clerk's holiday) as proposed by Cllr Davies, seconded by Cllr Drabble. Cllr Gittins sent his apologies for the January meeting

20. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 8.59pm