



## **THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 8<sup>th</sup> JUNE 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 Steve Davies, Cllr Robin Orton, Cllr Jason King and Cllr Suzan Jarvis  
Parish Clerk - Jo Boxall and 13 members of the public  
District Councillor G Bambridge

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

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Joyce and Cllr Sullivan.

### **2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

No requests for dispensation were received. Personal declarations of interest were received from Cllr Davies in respect of agenda item 14, planning application 3PL/2022/0522/F and Cllr King in matters relating to the allotments for which he had already received a dispensation.

### **3. MINUTES**

Both the minutes of the Lyng Annual Parish Meeting and the Annual Parish Council Meeting held on 11<sup>th</sup> May 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**

The Clerk reported that she had not received any further communication from the solicitor with regards to the Bowls Club. It was confirmed that use of herbicide on playing field is on the grounds contractor's schedule. Cllr Davies to advise the Contractors against future use on the Village Hall paths.

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

**District Cllr G Bambridge** A brief report on district matters was received.

**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**

A resident raised concern about the Council's proposal to create a Facebook page as they felt the Council's website should be the primary tool for information. They also felt that the public should have the opportunity to comment on the public participation policy as it involved the public. Concern was expressed about the limited opportunity for public participation at the Annual Parish Meeting. Cllr Davies confirmed that the policy was in respect of main council meetings, not the Annual meeting and confirmed that it was the Council's intention to set the Facebook page up to avoid the need for individuals to publish on Facebook under their personal logins and that the website would be reviewed.

A resident spoke about their planning application.

Concern was expressed about the amount of rubbish at the bridge. It was confirmed that this was Sparham's responsibility but agreed to consider further action at the July meeting. Overgrown verges were reported.

### **7. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / ALLOCATE COUNCILLOR RESPONSIBILITIES**

Cllr Orton and Cllr Davies to carry out allotment inspections.

Cllr Orton agreed to carry out quarterly cemetery inspections.

Cllr Joyce & Cllr King to carry out monthly play inspections,

Cllr Orton confirmed that he had already agreed to continue as internal control officer, as approved at the last meeting

Cllr Davies to carry on as Footpath Warden with support from Cllr King. It was noted that there have been further issues so this would need continued monitoring.

Cllr Meader, Cllr Orton and Cllr King to continue to move the SAM2 as required and analyse data.

#### **8. TO CONSIDER AND APPROVE A SOCIAL MEDIA PAGE IN FACEBOOK FOR THE PUBLICATION OF PARISH COUNCIL NEWS, DOCUMENTS AND ANNOUNCEMENTS.**

As it was acknowledged that there was a need to get information out to residents in as many ways as possible, following discussion, it was unanimously **AGREED** that the Parish Council create a Facebook Page for the publication of information, parish news and announcements (not documents) with the Chair and Clerk as admin, as proposed by Cllr Davies, seconded by Cllr Orton and agreed by majority. It was agreed that a social Media policy would need to be drafted and approved at the next meeting.

#### **9. TO RECEIVE UPDATE REGARDING COMMUNITY RESILIENCE SCHEME.**

Cllr Davies gave an update and has circulated a draft document emergency plan, containing all relevant / important information that could be referenced in case of emergency. Cllr Davies sought support from fellow Councillors to source details of individuals in the village (tractor owner etc.) who may be able to help in an emergency.

#### **10. PLAY AREA / PLAYING FIELD**

##### **● TO RECEIVE UPDATE & QUOTES REGARDING PLAY AREA RESURFACING AND APPROVE FURTHER ACTION AS APPROPRIATE**

Cllr Joyce circulated an update via email prior to the meeting. As no quotes had yet been received regarding the playground resurfacing it was agreed to defer to the next meeting

##### **● TO FORM WORKING GROUP TO LOOK INTO OUTDOOR EXERCISE EQUIPMENT PROPOSALS**

It was agreed to defer to the next meeting.

#### **11. CEMETERY**

##### **● TO RECEIVE UPDATE FOLLOWING CEMETERY INSPECTION**

It was confirmed that a cemetery inspection had been carried out. It was agreed that the Clerk would put an article in the Hill and Vale regarding the need for families to follow the cemetery rules. Two unstable monuments had been identified and letters sent to the families as per details held on file. It was unanimously **AGREED** that as one was a large memorial, this should be laid flat in the interests of public safety as proposed by Cllr King and seconded by Cllr Orton. It was agreed to put something in the Hill and Vale to try and contact families.

##### **● TO REVIEW AND APPROVE CEMETERY REGULATIONS, RISK EVALUATION & ASSESSMENT AND CONFIRM POLICY REGARDING MOLES.**

Following review, the Council **AGREED** to approve the Cemetery Regulations by majority as proposed by Cllr Davies, seconded by Cllr Orton with one abstention.

It was unanimously **AGREED** to approve the cemetery risk evaluation and assessment as proposed by Cllr Orton, seconded by Cllr King.

The Council unanimously **AGREED** that the existing policy regarding moles in the cemetery remain unchanged as proposed by Cllr Davies, seconded by Cllr King.

##### **● TO CONSIDER / APPROVE PURCHASE OF A NOTICE BOARD FOR THE CEMETERY**

As it was understood that a noticeboard could be purchased under Financial Regulations without seeking quotes if the cost was under £500, it was unanimously **AGREED** that the Clerk and Chairman should liaise regarding the purchase of a noticeboard for the cemetery, and purchase subject to Financial Regulations as proposed by Cllr Orton, seconded by Cllr Jarvis.

#### **12. ALLOTMENTS**

**• TO RECEIVE UPDATE ON FORMATION OF ALLOTMENT ASSOCIATION AND APPROVE FURTHER ACTION AS APPROPRIATE**

Cllr Davies reported that unfortunately there was no longer a plot holder willing to act as Chair for the Allotment Association and that he would now seek another volunteer.

**• TO CONSIDER AND DISCUSS UPDATE ON ALLOTMENT INSPECTION AND TO CONSIDER AND APPROVE FURTHER ACTION FROM THE REPORT**

An allotment report was circulated electronically prior to the meeting. Following discussion it was unanimously **AGREED** to contact Breckland Tree Officer for advice on managing the trees on the allotment with a view to creating a specification of works as proposed by Cllr Davies, seconded by Cllr King

Although there was a suggestion that a skip be purchased to allow plot holders to get rid of rubbish that has accumulated it was felt that this year's budget of £1500 would likely be needed for tree work as a priority. Plot holders to be encouraged to clear plots as necessary.

As it was acknowledged that there was a need for an access onto the allotments for contractors and deliveries, it was agreed to look at the costs involved with creating vehicular access onto the allotment site via plot 12 and bring back to the next meeting. The Clerk encouraged Councillors to check that no further permissions were required for creating the access. Cllr Davies offered to mark out the other half of plot 12 so it could be rented out. Although it was agreed there was a need to re-establish some of the walkways on the allotments it was agreed that this should be deferred until the allotment association had been established.

**• TO APPROVE FURTHER ACTION FOLLOWING COMPLAINT OF INAPPROPRIATE BEHAVIOUR ON ALLOTMENTS**

It was **AGREED** by majority to send a letter to the tenant, regarding the recent complaints of inappropriate behaviour, as drafted and circulated electronically to Councillors. Proposed by Cllr Davies, seconded by Cllr King.

**13. POLICIES - to REVIEW AND APPROVE THE FOLLOWING POLICIES**

The Clerk circulated the following policies for review.

**PUBLIC PARTICIPATION POLICY**

It was unanimously **AGREED** to approve the public participation policy as proposed by Cllr Orton and seconded by Cllr King.

**SAFE GUARDING POLICY**

It was unanimously **AGREED** to approve the safeguarding policy as proposed by Cllr Jarvis, seconded by Cllr Orton.

**TO REVIEW & AMEND CO-OPTION POLICY TO INCLUDE COUNCILLOR TRAINING OPPORTUNITY.**

It was unanimously **AGREED** to approve the amended co-option policy as proposed by Cllr Davies, seconded by Cllr Orton.

**14. TO RECORD PLANNING ISSUES**

**a) To consider planning applications received**

3PL/2022/0522/F – Proposed part conversion of existing detached double garage to salon at 55 Pightle Way, Lyng

Following discussion it was **AGREED** by majority that the Council should record that they had no objections to the application but would refer the Planning Officer to the objections received as proposed by Cllr Orton, and seconded by Cllr Jarvis.

**b) To consider late planning applications**

3PL/2022/0644/VAR – Application for removal of permitted development rights extensions and outbuildings (Condition 4) and insertion of first floor window (condition 5) on 3PL/2001/0738/F at Kilmorie, Elsing Road, Lyng.

As it was understood that the planning conditions were put in place to protect neighbours from development, it was unanimously **AGREED** to object to the application and request that the planning authority retain control over development as proposed by Cllr Orton, seconded by Cllr King.

**c) To receive decisions from Breckland District Council**

3PL/2021/170/F – Proposed replacement poultry buildings at Turkey Farm, Lyng Road, Lyng – Approval

**15. FINANCE**

**a) To receive financial update & income / expenditure**

The balance of accounts as at 31<sup>st</sup> May 2022 were confirmed as follows; Community account £19928.34, Business Premium accounts £8719.19 and £0.12. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund carried forward was £633.22.

**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 expenditure – teak oil for bench & hedging for boundary between playing field and Fairmeadow**

It was confirmed that the jubilee bench has been installed. It was unanimously **AGREED** to purchase teak oil for the jubilee bench as proposed by Cllr Davies, seconded by Cllr Orton.

It was unanimously **AGREED** that Cllr Orton would purchase mature hedging for the boundary between the playing field and Fairmeadow, up to a value of £50, to be planted as soon as seasons allow as proposed by Cllr Orton, seconded by Cllr Jarvis

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

An email was received from a tenant requesting clarification on the sale of surplus eggs. It was agreed to amend the wording of the Chicken / Duck regulations for approval at the next meeting. It was also agreed to consider the request to review policy to not allow soiled bedding from birds to be composted on the allotment plot.

Future agenda items to include play area surface, update on dog show, allotments trees, Cllr Davies asked for an agenda items to consider cars parking on pavements in the village, a report to be circulated in advance.

**17. DATE OF NEXT MEETING**

The date the next Parish Council meeting was confirmed as Wednesday 20<sup>th</sup> July 2022 at 7.30pm.

**16. TO CLOSE THE MEETING**

There being no further business the meeting was closed at 21.03 pm

Signed.....

Date 20<sup>th</sup> July 2022