

# THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 19<sup>th</sup> JULY 2023 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Melanie Joyce (Vice Chair), Cllr Stuart Drabble, Cllr Jason King, Cllr Tom Gittins, Cllr Steve Wright

Parish Clerk - Jo Boxall and 6 members of the public

District Cllr G. Bambridge

## 1. APOLOGIES FOR ABSENCE

Apologies for absence received and noted from Cllr K King.

## 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. A Declaration of interest was received from Cllr J King in matters relating to the allotments for which he had already received dispensation.

## 3. MINUTES

Minutes of the Annual Lyng Parish Council Meeting held on 24<sup>th</sup> May 2023 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded by Cllr Drabble. Minutes were duly signed.

## 4. INFORMATION ON MATTERS ARISING

It was confirmed that an email had been received regarding the abstraction of water. As the email was received just before the meeting, the Council has had no time to review the contents. It was agreed that the email be circulated to all Councillors and placed on the agenda for the next meeting.

Cllr Drabble to be given the finance file in order to carry out the internal control check.

## 5. REPORTS COUNTY AND DISTRICT COUNCILLORS

County Councillor Bill Borrett was not in attendance. District Councillor Gordon Bambridge gave a brief report on matters at Breckland District Council and offered to answer any questions.

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

The Chair of Allotment Association spoke regarding the grant funding application and confirmed that any contribution from the Parish Council would be welcome. It was suggested that vacant plots be used for the community and there was a query on the location of plot 12 which was clarified.

## 7. TO CONFIRM / APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / RESPONSIBILITIES

The following roles and responsibilities were confirmed;

Village Hall Representatives – Cllr Wright & Cllr Gittins

Footpath Warden – Cllr Gittins

Allotments – Cllr Davies & Cllr Joyce

Play area – Cllr Wright (to include monthly inspections)

Cemetery / Churchyard – Cllr Davies

SAM2 – Cllr King & Cllr Drabble

Cllr Davies volunteered to attend SNAP meetings.

## 8. TO CONSIDER / APPROVE TO EXERCISE THE GENERAL POWER OF COMPETENCE

As Lyng Parish Council meets the eligibility criteria in terms of the Clerks qualifications and numbers of elected councillors, it was unanimously **AGREED** to approve the exercise of the General Power of Competence as proposed by Cllr Davies, seconded by Cllr Joyce.

## 9. POLICIES- TO CONSIDER / APPROVE THE ACCESS TO INFORMATION POLICY

The Clerk attended a freedom of Information Course and a draft policy was circulated as recommended by the course leader.

Subject to approval of suggested amendments from the FOIA course leader, it was unanimously **AGREED** to approve the access to information policy as proposed by Cllr King, seconded by Cllr Wright.

## 10. TO RECEIVE UPDATE RE SAM2 AND CONSIDER / APPROVE FORMATION OF COMMUNITY SPEED WATCH GROUP.

SAM2 data was circulated to Councillors for consideration. It was confirmed that a high percentage of drivers travel through the village in excess of 30 MPH. In light of this it was unanimously **AGREED** that Cllr Davies would contact the Police and pursue the idea of a Community Speedwatch Team as proposed by Cllr Davies, seconded by Cllr King.

It was agreed to place an advert in the Hill and Vale and on the Lyng Facebook page seeking volunteers

#### **11. TO RECEIVE UPDATE REGARDING RECOMMENDATIONS IRO.GOV.UK DOMAIN AND COUNCIL DATA PLATFORM**

Cllr Drabble gave an update. Following discussion it was **AGREED** with one abstention, that the Clerk should make arrangement for the registration of lyng-pc.gov.uk with Openstrike (as the cheapest provider) as proposed by Cllr Drabble, seconded by Cllr Gittins.

#### **COUNCILLOR EMAILS AND CONSIDER / APPROVE FURTHER ACTION**

It was agreed to have further discussion regarding the separate Councillor mailboxes as concern was expressed regarding the cost against adequately meeting the needs of the Council

#### **12. TO CONSIDER / APPROVE RENEWING AND INSTALLATION OF THE 9 PARISH'S SIGN ON PARISH LAND OUTSIDE THE CHAPEL**

Following discussion, it was unanimously **AGREED** that Cllr Davies would contact Norfolk County Council and ask if they wish the sign to be renewed or if they would provide a sign board so it can be reinstated, proposed by Cllr Davies, seconded by Cllr King. Alternative suggestions included offering the map to the village hall for display.

#### **13. TO CONSIDER AND APPROVE REFURBISHMENT OF THE QUEENS GOLDEN JUBILEE BENCH ON PARISH LAND OUTSIDE THE CHAPEL**

A volunteer had offered to help tidy up the bench. It was unanimously **AGREED** that Cllr Davies would contact the volunteer and lead on cleaning the jubilee bench as proposed by Cllr Davies, seconded by Cllr Gittins. Cllr Joyce kindly offered to purchase / donate the spray paint should this be required.

#### **14. TO RECEIVE FEEDBACK ON THE CAMPAIGN AGAINST THE NEW TOWN (CANT)**

Cllr Davies confirmed the Council had submitted a 'no' response to the proposal for the New Town alongside 35 other parishes, the District and County Councillor and MP. District Councillor Bambridge updated the Council on the process and confirmed that there had been a lot of opposition but that a decision had not yet been made.

Following concern raised about the lack of affordable local housing, DC Bambridge explained the benefit of exemption sites.

#### **15. TO CONSIDER PROVISION OF INTERNET / MOBILE COVERAGE IN LYNG.**

Cllr Gittins agreed to investigate the issue with poor mobile signal / internet provision in the village and circulate a report for consideration at the next meeting.

#### **16. CONSIDERATION OF USING ALTERNATIVE ROOM FOR MEETINGS TO REDUCE COSTS**

Following consideration, it was agreed to continue to hold Council meetings in the main hall.

#### **17. TO CONSIDER / APPROVE INSTALLATION OF A FURTHER TWO DOG WASTE BINS AT THE FOLLOWING LOCATIONS – JUST AFTER HEATH ROAD AT JUNCTION WITH LYNG ROAD & AT THE BOTTOM OF THE GROVE AND EASTLAUGH**

As there are already 4 dog bins in the village and there was concern that the likely usage would not justify the expense, it was unanimously **AGREED** that the Parish Council does not currently have the finance to support the addition of two further dog bins and that residents should be encouraged to report any incidences of dog mess to Breckland but if anyone has any fundraising / sponsorship ideas the Parish Council would review this decision as proposed by Cllr Davies, seconded Cllr Drabble.

It was confirmed that Norfolk County Council and Breckland had confirmed that the two locations would be suitable to place dog bins so could be considered at a later date alongside other projects.

#### **18. PLAY AREA & PLAYING FIELD – To consider play inspection report and approve further action**

The Clerk had requested a quote from Playdale (play equipment manufacturer) and would circulate as soon as received. Concern was expressed over the bark provision and a grass surface was suggested.

#### **19. CEMETERY / CHURCHYARD - To ratify approval (confirmed via email) for emergency tree works in Churchyard**

Tree and Countryside Officer at Breckland shared the concern of the Tree surgeon and approved removal of the willow tree in the churchyard without delay given the potential targets. Permission was granted to remove the tree under exemption as the tree's structure was compromised.

As it was acknowledged that due to health and safety concerns, there was no opportunity to seek additional quotes, it was unanimously **AGREED** to pay £2870 + VAT for the tree to be removed as proposed by Cllr Davies, seconded by Cllr Wright. It is understood that the Tree Officer had requested that another tree be planted in place of the willow.

#### **20. ALLOTMENTS**

##### **To receive update on matters relating to the allotments & following allotment inspection**

It was confirmed that all allotment rent had been received. Plot holders whose plots were identified as being uncultivated had responded to emails sent and these responses were forwarded to Councillors. Plots will be re-inspected next month

##### **To receive update regarding registration of allotment land**

The Solicitor confirmed on 23<sup>rd</sup> June that they had tracked down supporting documentation in the archives and were going to inspect it and report back to Council.

### **To receive update regarding licence application / approve permission to abstract water**

The Clerk confirmed that the licence application had been sent and a response was expected by 8<sup>th</sup> August. The Allotment Association had sent a risk assessment to the Parish Council for consideration and confirmed the water would be accessible for all allotment holders.

### **To consider / Approve grant application from Allotment Association (LAA)**

Following discussion it was unanimously **AGREED** to defer consideration of the grant application for £1089 until full costings were received and a bank account is open as proposed by Cllr Davies, seconded by Cllr Joyce. It was suggested that the LAA look at the National Allotment Association website for alternative grant funding opportunities and that they consider having a stall at the Lyng Fling to raise funds for the necessary equipment.

### **To consider / approve allocation of plot 12 to Allotment Association / plot holder & consider unallocated plots**

It was confirmed that plot 10 and 12 remained vacant. It was unanimously **AGREED** that plot 12 (half) would be let to an existing plot holder who had expressed an interest.

It was unanimously **AGREED** to advertise plot 10 as a single or shared plot in the Hill and Vale as proposed by Cllr Davies, seconded by Cllr Joyce.

## **21. TO RECORD PLANNING ISSUES**

### **a) To record decisions made on planning applications received between meetings**

3PL/2023/0576/F – Proposed replacement dwelling at 31 Richmond Place, Lyng.- no comment / objection

3PL/2023/0050/D – Approval of reserved matters application (appearance and landscaping) for 4no. Two storey dwellings and discharge of conditions 4, 7, 11 &12 following outline permission on 3PL/2021/1436/O – at land adjacent to Heath Road – no comment was submitted.

### **b) To consider planning applications received**

No planning applications were received.

### **c) To consider late planning applications**

3PL/2023/0576/F – Amendment - New hedge proposed to south/side boundary at 31 Richmond Place, Lyng

It was **AGREED** with one abstention that the Council would confirm no objection to the amendment but submit plans to Planning showing the measurements of the access onto the allotments as proposed by Cllr Drabble, seconded by Cllr Gittins.

### **d) To receive decisions from Breckland District Council**

Front extension at 16 Bakery Lane, Lyng - Approved

Demolition of existing conservatory and erection of single storey flat roof rear extension at Swan House, Elsing Road, Lyng - Approved

## **22. FINANCE**

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

The balance of accounts as at 15th July 2023 were confirmed as follows; Community account £17608.18, Business Premium account £8756.45 as bank interest of £18.22 has been added. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £906.79. The finance documents have been passed to Cllr Drabble.

### **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 Joyce and seconded by Cllr Davies

### **c) To confirm / approve signatories for CCLA Trustee account**

It was confirmed that Cllr Steve Davies and Cllr Jason King would be signatories on the CCLA Trustee account.

## **23. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

All correspondence received was circulated to Council. Late correspondence received to be circulated to Council Members.

Parish Partnership Scheme - Electric vehicle charging points – it is understood that a grant is available for installation with match funding from Breckland. There is potential for users to be charged and proceeds go to the hall if the hall takes on responsibility for it. It was agreed this was for further consideration by Village Hall Trustees.

Future agenda items to include Play area repairs

## **24. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO MAKE AGENDA REQUESTS**

No comments were received

## **25. TO CONFIRM DATE OF NEXT MEETING**

It was confirmed that the next meeting of the Parish Council would be held on 13<sup>th</sup> September 2023, It was agreed to hold an additional meeting on October 11<sup>th</sup> as the following meeting would not be until 6<sup>th</sup> December due to Clerk's Annual leave.

**26. TO CLOSE THE MEETING**

There being no further business, the meeting was closed at 21.37pm