



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 18th JANUARY 2023 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. The Chairman notified members of the public that they were being recorded.

Present: Chair Cllr Steve Davies, Vice Chair Melanie Joyce, Cllr Robin Orton, Cllr Keith Meader, Cllr Jason King and Cllr Suzan Jarvis
Parish Clerk - Jo Boxall and 7 members of the public

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. Personal declarations of interest were received from Cllr King in matters relating to the allotments for which a dispensation had already been granted. Cllr Meader declared a personal interest in matters relating to the Bowls Club.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 9th November 2022 were unanimously **AGREED** as a true record as proposed by Cllr Orton, seconded by Cllr Joyce. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING –

It was confirmed that Cllr Davies would draft a policy for vehicular access on the playing field and circulate for consideration at the March meeting.

Cllr Orton confirmed that computer issues had prevented the SAM2 report from being circulated but it was hoped this could now be circulated with updated data. Cllr Orton confirmed that he had left a message with the Safer Neighbourhood Team regarding a vehicle persistently doing over 50MPH.

Cllr Davies confirmed that the allotment had been checked following Avian Flu guidance and plots with poultry were checked and no concerns were identified. Tree work to commence on the allotments February 16th.

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

District Cllr G Bambridge – Not in attendance

County Cllr B Borrett – Not in attendance

Police – Not in attendance.

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

A Resident sought information regarding the upcoming elections. Concern was expressed that minutes from November 9th were not on the website (it was confirmed they had been published on the notice board) Clerk to check website and update as necessary.

7. TO CONSIDER / APPROVE CO-OPTION OF NEW COUNCILLOR

It was **AGREED** to co-opt Stuart Drabble onto the Parish Council as proposed by Cllr Joyce, seconded by Cllr King with one against. The Declaration of Acceptance of Office form was duly signed.

8. TO CONSIDER / APPROVE PRECEPT REQUEST 2022/23 * attached budget figures

Following discussion it was **AGREED** to request a precept of £19000 to cover the increase in expenditure as proposed by Cllr Orton, seconded by Cllr Davies with 1 abstention and 1 against.

9. BOWLS CLUB LEASE – To consider / approve response to correspondence received and consider / approve further action regarding Bowls Club lease.

Information was sent to the Bowls Club as agreed at the November meeting. Further correspondence was received from the Bowls Club and circulated to Councillors for consideration.

It was **AGREED** with 2 against (Cllr Jarvis requested that her objection be recorded) that the Clerk invite two members of the Bowls Club to meet with the Chair and Clerk (time and date at their convenience) to discuss a way forward, clarifying that no further discussion would take place with regards to vehicles driving on the playing field as proposed by Cllr Davies, seconded by Cllr Joyce.

It was confirmed that there was no current thoughts about withdrawing the lease but that it may be necessary to clarify the existing terms. The Councils decision regarding vehicular access remained unchanged and any access required by grounds maintenance vehicles would be as per current agreement/ risk assessment.

10. TREE REPORT – To receive tree report Lyng Churchyard and approve further action.

A Tree survey was carried out in Lyng Churchyard in December and the report circulated. As no immediate concerns were highlighted, it was agreed that Cllr Davies would seek quotes for the work for consideration at the March meeting.

11. MEETING FREQUENCY – To review frequency of meetings and approve future meeting dates

It was unanimously **AGREED** that the Council would return to bi monthly meetings with the option to call an extraordinary meeting as needed as proposed by Cllr Davies, seconded by Cllr King.

Meeting dates as follows were agreed - 15th March, 26th April (quick PC meeting to approve finances and then Annual Parish Meeting), 19th July, 13th September. The November meeting would be postponed until 6th December as the Clerk would be away.

Norfolk ALC confirmed the 2023 local election date as 4th May and councillors would ordinarily take office on Monday 8 May but due to the additional bank holiday on the 8th May to mark the Kings coronation, Councillors will take office from Tuesday 9th May therefore making the relevant 14-day meeting period for the purposes of paragraph 7 (2) of Schedule 12 to the Local Government Act 1972 Wednesday 10-Thursdays 25 May inclusive. It was therefore agreed that the Annual Parish Council Meeting be held on Wednesday 17th May.

It was agreed to publish Annual Parish meeting date in Hill and Vale and invite local groups to submit reports

12. PLAY AREA / PLAYING FIELD

To receive update regarding play area repairs & note any issues from play inspections

The Clerk confirmed that the repairs had been carried out but that the engineer had confirmed that it wasn't possible for the metal support to be fitted to the replacement swing leg and therefore a reduced balance outstanding had been paid.

Cllr Joyce confirmed that following inspection, a spring clean was recommended and the bark needed replacement. Quotes to be sought for consideration at March meeting.

Cllr Davies highlighted the issue of dogs mess on the Playing Field and urged residents to report any incidences to Breckland. It was agreed to place an article in the Hill and Vale to raise awareness.

13. CEMETERY

To receive update – dog signage

The additional dog signage was purchased and installed.

14. ALLOTMENTS

To receive update regarding stream on boundary to allotments and consider / approve further action

Cllr Joyce and Cllr Davies confirmed they had been to Norfolk Archives and had not found any allotment deeds. As it was suspected that the allotment land was unregistered, it was **AGREED** to contact NPLAW and request that the land be registered, as proposed by Cllr Davies, seconded by Cllr King with one abstention.

Following discussion about the extraction of water from the stream, it was agreed that Cllr Davies would contact the Internal Drainage Board (who it was understood has a permissive right over the stream) and make enquiries about the future extraction of water (including quantity) by the Allotment Association.

To receive update regarding creation of access onto the allotments

It was agreed to defer to the next meeting.

**15. POLICIES - to review and approve the following policies-
Equal Opportunities Policy and records management policy**

It was **AGREED** to approve the Equal Opportunities Policy as proposed by Cllr Davies, seconded by Cllr Joyce with one abstention.

It was **AGREED** to approve the Records Management Policy as proposed Cllr Joyce, seconded by Cllr Orton with one abstention.

16. 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

Proposed single storey rear extension, enlargement of rear dormer and modernisation of the external appearance (Comprising of render / cladding and dark coloured windows) at 17 Pightle Way. Lyng – Approved
Proposed extension and conversion of existing detached garage to a granny annex at 3 Duffield Crescent, Lyng – Approved

Change of use from agriculture land to use for dog training, including erection of fence to secure the area (retrospective) at Land at Manor Farm, The Street, Lyng - Approved

17. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 12th January 2023 were confirmed as follows; Community account £16333.74, Business Premium accounts £8727.40 and £0.12. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme was £774.55 following receipt of a grant payment from Breckland of £375.

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 Meader, with one abstention.

c) To receive update regarding signatories

Mandate remains unchanged due to difficulties verifying signatory with Barclays.

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

As District and Parish Elections are scheduled to take place on Thursday May 4th, 2023, the Lyng PC website now includes the nomination pack and supporting information for prospective candidates

Design Guide for Breckland to inform future design of development within the district survey. Cllr Davies attended meeting on Breckland call for sites, no land in Lyng highlighted for development but there was a query future removal of settlement boundaries.

TTSR Grounds Maintenance Services for 2023 – email received and circulated regarding increase in grounds maintenance costs for 2023 – Council agreed via email to review situation for 2024.

Future agenda items to include bark quotes, tree work quotes, policy for use of playing field, website registration as a .gov.uk and designated Councillor emails to support GDPR requirements. Cllr Davies confirmed that he would carry out allotment inspection after tree works. It was confirmed that letters had been sent to plot 10 in respect of the uncultivated plot.

19. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO MAKE AGENDA REQUESTS

A resident raised the issue of Himalayan Balsam. It was confirmed that it was the public's responsibility to report to environment agency. Cllr Davies confirmed that he had reported as a member of the public.

Concern was raised about the pavements around the village. 30 areas of concern were raised with Highways and these have been chalk marked but not all have yet been repaired.

Cllr Orton confirmed that he was speaking to other councils regarding public transport and hopes to update at the March meeting.

20. DATE OF NEXT MEETING

Following earlier discussion, the date of the next meeting was confirmed as the 15th March 2023.

20. TO CLOSE THE MEETING

There being no further business the meeting was closed at 21.25 pm