THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th MAY 2024 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Jason King, Cllr Kirsty King, Cllr Steve Wright and Cllr Stuart Drabble
Parish Clerk - Jo Boxall and 6 members of the public
County Cllr B. Borrett, District Cllr G. Bambridge

1. TO ELECT THE CHAIR OF THE COUNCIL 2024/2025
It was unanimously **AGREED** to elect Cllr Steve Davies as Chair, as nominated by Cllr Drabble and seconded by Cllr J. King.

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE
The Declaration of Acceptance of Office form was duly signed.

3. APOLOGIES FOR ABSENCE
Apologies for Absence received and noted from Cllr T. Gittins

4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2024/2025
As no nominations were received for the role of Vice Chair, no Vice Chair was elected.

5. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS
Declaration of interest received from Cllr J. King and Cllr K. King on matters relating to the allotments for which a dispensation has already been received and as the homeowner, a pecuniary interest was declared for item 11, boundary restoration.

6. MINUTES
Minutes of the Lyng Parish Council Meeting held on 13th March 2024, 10th April 2024 and the Annual Parish Meeting (with amendment of year of meeting) were unanimously **AGREED** as true records as proposed by Cllr Davies, seconded by Cllr J. King. Minutes were duly signed.

7. INFORMATION ON MATTERS ARISING –
Confirmation of receipt was received from the Parish Council Domains Helper Service (Cabinet Officer) regarding the £100 +VAT grant for the gov.uk domain name. It was assumed the refund would be received from Norfolk ALC as the registrar.
The Clerk had received a link to the email and would be forwarding Councillor Email information as soon as possible.
The laptop had been purchase with extended warranty, AVG protection and Microsoft package. The Clerk was in the process of setting up the laptop. Cllr Drabble confirmed that the new website was live and confirmed as https://lyng-pc.gov.uk
As Breckland confirmed that no election had been requested (following the resignation of Cllr Joyce) an advert for the Councillor vacancy has been published on the website. The notice will go on the notice board, the village facebook page and in the June edition of the Hill and Vale with a deadline ahead of the July meeting.
The grant application for the Clamber Climber was submitted following Councillor approval of application wording. The Lottery confirmed receipt of the grant application on 29th April.
It was confirmed that the dog fouling signage and spray is still to be purchased.

8. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND POLICE
District Councillor Gordon Bambridge gave a brief report on Brecklands Local Plan and the boundary review. District Councillor Bambridge's annual report was circulated to Council. County Councillor Borrett spoke about the western link and the difficulties faced with Natural England's new criteria for obtaining a bat licence. It was understood that the planning application was proceeding. The Police were not in attendance.
Thanks were extended to Cllr Borrett for his help with the County Council regarding flooding. It was acknowledged that Highways have cleared the drains near the rectory but that there are further issues that need addressing.

9. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS
A resident requested the Council move the playing field agenda item so younger residents could listen.
Following agreement from the Council, agenda item 13 was moved up the agenda.

13. PLAY AREA & PLAYING FIELD - To receive any updates and matters affecting the play area.
To consider / approve quote for rubberised chippings and associated costs - Following review of the quotes, it was unanimously **AGREED** that the Council would accept the quote for Eco rubber chippings (1000kg non coloured £4440 – quote based on 400m2 at 75mm depth), but delay the purchase until September before placing the order to allow for the annual play report (in case the budget needed to be spent on repairs) and the use of the play area over the summer as proposed by Cllr Drabble, seconded by Cllr Wright. It was acknowledged that a working party would be needed to move bark.

To review / approve play area risk assessment
Following review it was unanimously **AGREED** to approve the revised play area risk assessment as approved by Cllr Davies, seconded by Cllr Drabble

Cllr K. King gave an update on proposals for the BMX track. As Vikings have been unable to help due to current commitments, further enquiries have been made with other groups. It was confirmed that the Council would want youngsters to get involved with the process, make it a community process.

10. POLICIES – TO REVIEW AND APPROVE POLICIES –
To review / approve Financial regulations, Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit and standing orders * no amendments proposed
Following review, it was unanimously **AGREED** to approve the Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit and standing orders without amendment as proposed by Cllr Davies, seconded by Cllr K. King.
It was agreed to defer approval of Financial regulations until next meeting as revised regulations had been received from Norfolk ALC.

11. Allotments
To receive allotment report including update regarding registration of allotment land / access & consider / approve amendment to allotment agreement to include guidelines regarding the provision of water.

An email was received from the solicitor with a draft document for submission to Land Registry for consideration but as this document was for the playing field and not the allotments / Cadders Hill, the Clerk had replied pointing out the error and was awaiting further correspondence.

Cllr Davies had carried out an allotment inspection and it was reported that several plots remained uncultivated, it was agreed to send a letter to those plot holders asking them to rectify the situation or risk losing their plot. It was unanimously AGREED to delegate authority to the Clerk to send out allotment letters as required, as proposed by Cllr Davies, seconded by Cllr J. King.

Invoices had been emailed to plot holders in respect of the rent due, where no email was held, the invoice was posted.

It was agreed that the Council would review the allotment agreement to include a proviso to say that plot holders cannot use the pump to take water from the river to water allotment plots. Concern was expressed about the length of time the Council gave prior to repossessing a plot so agreed to tighten the agreement and redraft. Clerk to circulate a draft for consideration prior to the next meeting.

To consider / approve request from resident to restore their boundary (with allotments) as per land registry document
Following receipt of Cllr Kings title plan where it confirmed the boundary, it was unanimously **AGREED** that the Council had no objections to the boundary being restored, as proposed by Cllr Davies, seconded by Cllr Drabble.

12. HIGHWAYS
To receive updates on highways matters including street furniture (to repair / update PC notice board) and consider further action regarding defibrillator.
It was unanimously AGREED that Cllr Davies would renovate and update the notice board on the verge outside the village shop and include the sign showing Wensum walks and information for residents, as proposed by Cllr Davies, seconded by Cllr Drabble.
Following a phone call with Community Heartbeat, they have asked for further details of the defibrillator so they can advise on a way forward. They confirmed that the defibrillator was not in service at the moment so a notice was / should be placed to say that the unit is out of order until the situation can be resolved.

To consider / approve request to use playing field on Sundays for football team
An email was received regarding proposals for a group to start up a Sunday football league and was looking for a home pitch. It was understood that changing facilities were not required. Concerns were expressed about the lack of toilet / changing facilities and the impact this may have (urinating on the recreation ground / cemetery), the affect of playing football on the grass, especially in winter, uncertainty about a non local team without prior experience.
Whilst the Council were in agreement that they would look to support a Lyng Football Team, they could not risk agreeing for a non resident team to regularly use the recreation ground and it resulting in increased costs to the Parish Council, the uncertainty would not be worth the risk. It was unanimously **AGREED** that the council could not support the request as proposed by Cllr Davies, seconded by Cllr J. King.

14. CEMETERY/CHURCHYARD
To receive any updates and matters arising affecting the cemetery / churchyard (memorial damage)

Two complaints had been received regarding damage to a headstone and damage to lights left on a grave space. Following a site inspection, the Grounds Maintenance Contractor took no responsibility for the damage. A site meeting with the contractor Had been unsuccessful (due to non attendance of Contractor) and the family are awaiting a further site meeting.
As the lights had been left on the grave space, which was contrary to the cemetery regulations, the Council unanimously **AGREED** that no responsibility could be accepted for the damage caused to the lights as proposed by Cllr Davies, seconded by Cllr Drabble.
A request was received on behalf a resident regarding plaque on a bench to commemorate their family. Cllr Davies has tried to contact the family. It was suggested that the resident consider purchasing an inscribed brick for the village hall in commemoration.

To consider / approve further action regarding request for PC to replace fencing on boundary with The Fox.
A quote was received from The Fox for replacement fencing on the boundary with the Church and enquiring about boundary responsibility. As the Church would hold the deeds, the PC were not in a position to comment on boundary ownership and it was agreed that The Fox were entitled to erect a fence on their land but that the Parish Council would not pay for it. Cllr K. King confirmed that a cherry tree would be planted replacing the willow at a cost of £40. Clerk to contact the diocese to confirm Parish Council's responsibility for Churchyard maintenance.

15. TO CONSIDER PLANNING ISSUES
a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:
3PL/2024/0300/HOU – New raised roof to provide living accommodation to existing dwelling, single storey rear extension, proposed new carport to front, widen existing vehicular access and new 1.2m high timber fence to front at 53 Pightle Way, Lyng – No comment / objection was recorded between meetings.

b) TO CONSIDER LATE PLANNING APPLICATIONS
No late planning applications were received.

c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL
3PL/2024/0114/F Proposed change of use, partial demolition and conversion of disused light industrial premised to 2 no. Dwellings with new access at The Forge, The Street, Lyng – Application Refused

16. FINANCE
a) To receive financial update & income / expenditure
The balance of accounts as at 30th April 2024 were confirmed as follows; Community account £18884.39, Business Premium accounts £8843.43, £300 Play area reserve and £0.12. bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £1128.05 after £375 grant had been received.

b) To approve payments made and to be made & record receipts
All payments made since the last meeting to date in accordance with the schedule below were unanimously **AGREED**, and receipts noted as proposed by Cllr Davies and seconded by Cllr Wright.

Payment made		
3rd April 2024	Alan Cooke - CCS March	£39.75
3rd April 2024	Christopher Black – CCS March	£44.75
3rd April 2024	Pete Clough – CCS March	£36.50
3rd April 2024	Norfolk ALC Annual Membership	£225.83
3rd April 2024	Norfolk ALC Annual website fee	£70.00
3rd April 2024	Norfolk ALC Gov.uk domain name	£134.40
3rd April 2024	Jo Boxall – website fee refund	£11.99
10th April 2024	Jo Boxall – Printer ink refund	£39.90
17th April 2024	Jo Boxall – refund HP laptop	£887.98
19th April 2024	Claudia Lowe – Internal audit fee	£180.00
20th April 2024	Jo Boxall – refund AVG laptop protection	£41.49
20th April 2024	Jo Boxall – refund Microsoft Office	£59.99
30th April 2024	Jo Boxall – April salary & exps.	£542.87
Total expenditure		**2315.45**
Receipts		
2nd April 2024	Allotment rent plots 5&6	£40.00
8th April 2024	Breckland District Council precept 1st Instalment	£11000

9th April 2024	R Wells Memorials - Nash	£150.00
10th April 2024	S & A Robinson Stone Masons Memorial	£149.00
12th April 2024	Breckland District Council – CCS Grant	£375.00
22nd April 2024	Allotment rent plot 4	£20.00
23rd April 2024	Allotment rent plot 14	£20.00
29th April 2024	Allotment rent plot 13	£20.00
30th April 2024	Allotment rent plots 2,7 & 12B	£50.00
1st May 2024	Allotment rent plot 16	£25.00
1st May 2024	Allotment rent plot 11	£20.00
2nd May 2024	Allotment rent plot 8C	£20.00
Future payment to include		
31st May & 28th June	Clerks salary May & June	£542.87
	Community car scheme payments	£89.50
	Jo Boxall – website fee refund	£11.99
	Lyng Village Hall – April & May hire	TBC
	TTSR Grounds Maintenance	£1281.48
	Refund overpaid allotment rent plot 16	£5.00

c) To receive the Internal Audit Report 2023/24
The report was received from the internal auditor. No comments were made.

d) To appoint the internal control officer and internal auditor for 2024/25
It was unanimously **AGREED** to approve / appoint Cllr Drabble as the Internal Control Officer to carry out quarterly checks as proposed by Cllr Davies and seconded by Cllr J. King. It was unanimously **AGREED** to re-appoint Claudia Lowe as internal auditor for 2024/25 as proposed by Cllr Davies and seconded by Cllr J. King.

e) To consider & approve the Annual Governance Statement 2023/24 on the Annual Return
It was unanimously **AGREED** to approve the Annual Governance Statement 2023/24 on the Annual Return as proposed by Cllr Davies and seconded by Cllr K. King.

f) To consider & approve the Accounting Statement 2023/24 on the Annual Return
It was unanimously **AGREED** to approve the Accounting Statement 2023/24 on the Annual Return as proposed by Cllr K. King and seconded by Cllr Drabble. The period for the publication of elector's rights was confirmed as 3rd June to the 12th July 2024.

g) To review the asset register
The asset register was reviewed, no changes were proposed.

h) To review / approve insurance cover due 1st June 2024
As the Council had a 3 year LTA with BHIB, It was unanimously **AGREED** to renew the Council's insurance at a cost of £499.98 as proposed by Cllr Davies, seconded by Cllr K. King.

i) To consider / approve annual donation request £250- Hill & Vale
Hill & Vale have confirmed that they cannot sustain production of the Hill & Vale without requesting that Parish Councils/Parish Meetings look towards making a regular annual donation to the production costs of the magazine. It was unanimously **AGREED** to write to the Hill & Vale and request a detailed breakdown of the costs of publication, confirm the advertising charges, confirm that all groups had been asked to make a contribution and obtain an understanding of why costs cannot be met with advertising revenue and what methods have been made to reduce the printing costs as proposed by Cllr Davies, seconded by Cllr Drabble.
It was confirmed that no allowance had been made in the budget and this was something for consideration when setting the budget in November.

j) To consider / approve cancellation of Hugo Fox subscription
As Norfolk ALC had set up the new website address, it was unanimously **AGREED** to cancel the subscription to Hugo Fox with immediate effect as proposed by Cllr Davies, seconded by Cllr J. King

17. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA
To note any items of Information, correspondence or items for referral to a future Agenda –
Details of the Breckland Ward Boundary Review were circulated - Initial Consultation until 15th July 2024
Future agenda items to include review of the allotment agreement.

It was agreed to install a sign at the recreation ground confirming 'no motorised vehicles on this playing field without permission from the Parish Council.' It was confirmed that residents needed to be aware of various contact number (including police) when reporting various issues as it was not always the responsibility of the Parish Council.

18. TO CONFIRM DATE OF NEXT MEETING
The date of the next meeting was confirmed as 17th July 2024.

19. TO CLOSE THE MEETING
There being no further business, the meeting closed at 21.17pm