

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th JULY 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 4 members of the public

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Gittins.

DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr J. King, Cllr K. King and Cllr Drabble on matters relating to the allotments. A dispensation has already been received from Cllr J King & Cllr K King.

MINUTES

Minutes of the Annual Parish Council Meeting held on 8th May 2024 was unanimously **AGREED** as a true record as proposed by Cllr Davies, seconded by Cllr Drabble. Minutes were duly signed.

INFORMATION ON MATTERS ARISING

The Clerk confirmed a photo of the defibrillator was needed so that Community Heartbeat Trust can advise the Council on further action.

REPORTS COUNTY AND DISTRICT COUNCILLORS

District Cllr Bambridge and County Cllr Borrett were not in attendance. A post-election report was received from District Cllr Bambridge and circulated electronically to Councillors.

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

A Resident made a comment on the need for additional grass cutting for the bowls club, highlighting that complaints were received from other team members about dog mess. Concern was expressed about the need for additional parking with the provision of the BMX track / clamber wall. It was explained that Fields in Trust Deed prevented an extension to the car park and that the addition of the extra facilities was not expected to add to the number of vehicles parking at the village hall. Following concerns raised about dogs off leads, residents were encouraged to report any issues to Breckland via their website. It was confirmed more notices would be put up regarding dog mess.

TO CONSIDER/ APPROVE CO-OPTION OF NEW COUNCILLOR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Following consideration Helen Young was unanimously approved for co-option onto the Parish Council as proposed by Cllr. Davies, seconded by Cllr Wright. The declaration of acceptance of office form was duly signed.

POLICIES – TO REVIEW AND APPROVE POLICIES – To review / approve Financial Regulations following full review.

It was **AGREED** to approve the Financial Regulations as proposed by Cllr Drabble, seconded by Cllr Davies with one abstention as Cllr Young had not yet seen the document.

SAM2 / COMMUNITY SPEED WATCH

Cllr King confirmed that the data from the SAM2 unit would be available within the next 2 weeks. Data was needed from the unit to send to the police. The Community Speed Watch was having a positive effect with no drivers caught doing over 35 for the past 3 weeks. Rain had prevented the team from monitoring, but the team were going to try and monitor every 2 weeks over the summer.

Allotments

To receive allotment report including update regarding cultivation and rent outstanding.

Emails were sent to plot holders whose plots were uncultivated and responses received / plots cultivated. It was confirmed that plot 17 was going to give up their tenancy and this had already been taken up by the next person on the waiting list. Rent was outstanding from plot 1.

To receive update regarding registration of allotment land / Collens Pit and approve permission for retrieval of documents from Solicitors.

The solicitor confirmed that they had no further information to support the registration of land as the Charity Commission did not hold documents and suggested the Council contact local solicitors in case documents were stored with them. Spire solicitors confirmed that they held copies of documents for Lyng Parish Council.

It was unanimously **AGREED** that the Clerk be allowed to go to Spire Solicitors and retrieve all documents held as proposed by Cllr Davies, seconded by Cllr Drabble. A letter granting permission was duly signed by Cllr Davies.

To consider / approve amendment to allotment agreement to include guidelines regarding the provision of water following review.

An amended draft of the allotment agreement was circulated to Council along with suggestions for website information to assist with management of the allotments. Following discussion, it was agreed to amend the draft to include the following from Norfolk ALC draft agreement.

11. *The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:*
- a. *the rent is in arrears for 40 days or;*
 - b. *three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or*
 - c. *the tenant lives more than one mile outside [insert the name of parish/ community/neighbourhood/village/town].*

And to include the clause to prevent plot holders taking water from the stream for direct use on their plots, as proposed by Cllr Davies, seconded by Cllr J. King. Clerk to amend the agreement and work on content for the website to support management of the allotments.

To consider / approve further action following health and safety concerns – aggregate on plot 12A

It was confirmed that what is left on plot 12A is the garage base and this has become overgrown with weeds. Council previously agreed that it could not be used as an allotment. It was acknowledged that the hardstanding left behind from the garage could be a danger so it was agreed that until further action could be taken (investigate the possibility of creating an additional access for deliveries once the ownership of the land was confirmed), the Council would fence off the area. Cllr Davies agreed to action this.

HIGHWAYS - To receive update / approve further action as appropriate on highways matters.

It was reported that Highways would be carrying out work to clear overgrown paths and hedges in August. Cllr Wright confirmed that he would continue to chase.

PLAY AREA & PLAYING FIELD - To receive any updates and matters affecting the play area.

To receive update on BMX track and approve further action, including construction of track.

Two meetings have been held and these were well supported by members of the public. It was confirmed that the scheme will be supported by MPH who have agreed to sponsor the track, they will supply the graded material needed, technical information and equipment to help build the track. There is a separate group of residents who are managing the project. Cllr Davies confirmed he has been attending meetings on behalf of the Parish Council. Consideration has been given to the ground needed for any future football teams. The BMX track should take 25m x 50m in the far corner of recreation ground. There will be no cost to the council, no permanent structure, so if not used it can be removed. It will not be fenced off, and users must be responsible for waste, no fly tipping. A committee will be created to maintain and monitor. Clerk to contact the insurance company. It was unanimously **AGREED** that the Council should support the scheme and approve the construction of the track as proposed by Cllr Wright, seconded by Cllr Drabble. There will be a presentation to the Parish Council before construction.

To record approval of lottery grant and consider / approve purchase of climbing wall.

An email was received from the Lottery confirming that the Council had been awarded a grant of £6500. It was unanimously **AGREED** to place the order for the clamber wall as soon as the funds were received as proposed by Cllr Wright, seconded by Cllr Davies. An initial Installation date of the 11th of September was proposed. It was agreed Cllr Wright would arrange installation, It was **AGREED** by majority with one against and two abstentions that the location for the clamber wall would be straight against the grass embankment, as proposed by Cllr Wright, seconded by Cllr Davies. A query was raised about grass cutting.

To receive annual play inspection report and approve further action.

The ROSPA annual play inspection report was circulated. Main areas of concern included the depth of bark (previously discussed with a resolution to replace with rubber chippings) two end basket swing legs rotten requiring replacement, Following discussion and budget consideration, it was unanimously **AGREED** to go ahead with the bark replacement as previously agreed and obtain quotes for the repair of the play equipment as per the annual report, as proposed by Cllr Drabble, seconded by Cllr J King. The Council understood and were in agreement that they may need to take money from general reserves to cover the costs of the play area but would review and ensure that there was a long-term goal to build reserves for future play area maintenance / replacement.

To consider / approve granting permission to Bowls Club to cut grass along MUSA.

A letter had been sent to the Bowls Club as concern was expressed about the Bowls Club mowing along the MUSA on the recreation ground. The Bowls Club confirmed that this had been done for the safety of Bowls Club members due to wet grass and concern over dog mess. The Council expressed disappointed that permission was not sought in the first instance. Following discussion it was unanimously **AGREED** that the Clerk would send a letter to the Bowls Club expressing regret that the Parish Council was not asked for their permission prior to the Bowls Club starting to mow the grass, but that permission was granted for this to continue subject to sight of public liability insurance and risk assessment (to be reviewed on an annual basis) as proposed by Cllr Davies, seconded by Cllr Drabble. The resident (who was also a member of the bowls club) confirmed that the mower was covered under the bowls club insurance.

CEMETERY/CHURCHYARD

To receive any updates and matters arising affecting the cemetery / churchyard. To receive update on closed churchyard and PC responsibility.

Enquiries were made to the diocese regarding the closed churchyard order. The Diocese confirmed that they do not hold a copy of the order on file although noted that the churchyard was closed on 21st October 1987. An email was sent to the Rector to request a copy of the order so the Parish Council's responsibilities could be confirmed. Cllr Davies confirmed that a tree has been purchased to replace the tree in the churchyard that was removed and fulfil the condition of the tree officer. Cllr Davies has arranged with the cemetery working party to plant the tree in September.

Concern was expressed about a big gap in the cemetery hedge. On inspection, two contractors, employed by the homeowner, were removing rubble from the garden. They were advised that the hedge belonged to the Parish Council not the homeowner. As the branches that had been cut to create a gap, will grow back, it was agreed to continue to monitor and send a letter to the homeowner regarding the damage.

14. TO CONSIDER PLANNING ISSUES

TO CONSIDER PLANNING APPLICATIONS RECEIVED:

3PL/2024/0398/HOU- Ground and First Floor Side/Rear Extensions at Jasmine Cottage The Street, Lyng – No comment or objection – subsequently approved

3PL/2024/0518/VAR - Variation of Conditions 3,10, 17 & 20 of planning permission 3PL/2020/1134/F for Ground mounted solar photovoltaic (PV) farm along with continued agricultural use, ancillary infrastructure and security fencing, landscaping provision, ecological enhancements and associated works, to amend the approved design of the solar photovoltaic (PV) panels from tracking to fixed panels and the location of the Battery Energy Storage System (BESS) portion of the layout at Three Bridges Solar Farm Land South of Elsing Road -

No comment / objection.

TO CONSIDER LATE PLANNING APPLICATIONS

No late planning applications were received.

TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL

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 - refused.

3PL/2024/0398/HOU - Ground and First Floor Side/Rear Extensions at Jasmine Cottage The Street, Lyng – Approved.

FINANCE

To receive financial update & income / expenditure

The balance of accounts as at 10th July 2024 were confirmed as follows; Community account £17292.50, Business Premium accounts £8876.50, £300.92 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 £844.05 after drivers June returns paid. An Internal control check was carried out and no issues were raised.

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, seconded by Cllr Drabble.

PAYMENTS			
14th May 2024	Mrs Jo Boxall - refund website fee		£11.99
14th May 2024	Mr Alan Cooke – CCS - April		£20.50
14th May 2024	Christopher Black - CCS April		£54.25
14th May 2024	Pete Clough - CCS April		£14.75
14th May 2024	TTSR Grounds Maintenance		£1281.48
14th May 2024	T Jennis - refund overpaid allotment rent		£5.00
14th May 2024	Mr Williams - refund overpaid allotment rent		£5.00
30th May 2024	BHIB annual insurance - Clear Councils		£499.98
30th May 2024	Mr Jason King - refund padlock		£22.35
30th May 2024	Mrs Jo Boxall - refund signage & spray		£160.73
31st May 2024	Mrs Jo Boxall - May salary & exps		£542.67
5th June 2024	Alan Cooke - CCS May		£40.50

5th June 2024	Christopher Black – CCCS May		£64.00
5th June 2024	Pete Clough - Community Car Scheme May		£20.50
26th June 2024	ICO renewal fee – direct debit		£35.00
28th June 2024	Mrs Jo Boxall - June salary & exps.		£542.87
1st July 2024	ROSPA Play safety Ltd - Annual Play inspection		£98.40
1st July 2024	Lyng Village Hall - May hall hire		£36.00
3rd July 2024	TTSR Grounds Maintenance - invoice 9195		£1,281.48
3rd July 2024	Lyng Village Hall - April hall hire		£36.00
10th July 2024	Mr Alan Cooke - Community Car Scheme - June		£9.50
10th July 2024	Christopher Black - Community Car - June		£43.50
10th July 2024	Pete Clough - Community Car Scheme June		£16.50
RECEIPTS			
1st May 2024	allotment plot 11	£20.00	
1st May 2024	allotment plot 16	£25.00	
2nd May 2024	H Brett Memorial mason	£150.00	
2nd May 2024	Allotment rent plot 8C	£20.00	
7th May 2024	Allotment rent plot 17	£25.00	
8th May 2024	Allotment rent plot 2	£20.00	
8th May 2024	Allotment rent plot 10	£33.25	
13th May 2024	HMRC Vat refund	£2797.81	
22nd May 2024	Refund Norfolk ALC .gov domain	£120.00	
28th May 2024	Allotment rent plot 8A & 9	£40.00	

TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Future agenda items to include – returning to monthly meetings and which room to use, play area repairs, update BMX track, allotments.

Cllr K King expressed concern about plastic on the field where the trees were planted. Cllr Davies offered to remove the plastic.

The Chairman adjourned the meeting to allow members of the public to comment on matters discussed at the meeting. A resident expressed frustration about the lack of consideration by the Parish Council for needs of the older generation.

TO CONFIRM DATE OF NEXT MEETING

The date of the next meeting was confirmed as 11th September 2024 in the foyer (trial)

TO CLOSE THE MEETING

There being no further business, the meeting was closed at 21.20pm.