

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th SEPTEMBER 2024 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Jason King, Cllr Helen Young, Cllr Steve Wright and Cllr Tom Gittins.
Parish Clerk - Jo Boxall and 3 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Drabble and Cllr K King.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

A declaration of interest was received from Cllr J. King on matters relating to the allotments for which a dispensation has already been granted.

3. MINUTES

Minutes of the Council Meeting held on 17th July 2024 and Minutes of the extraordinary meeting held on Tuesday 3rd September 2024 were unanimously **AGREED** as true records as proposed by Cllr Davies, seconded by Cllr J King. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING

All matters were covered elsewhere on the agenda.

5. REPORTS COUNTY AND DISTRICT COUNCILLORS

District Cllr Bambridge gave a brief report on matters affecting the district, including Breckland's proposals to introduce car parking charges, the re-warding of boundaries, the Government's proposal to increase the housing allocation which is likely to affect the Local Plan and Breckland's 'inspiring communities' project aiming to help those residents struggling with the loss of their winter fuel payment.

County Cllr Borrett gave an update, work started on the A47 which may draw additional traffic through Lyng from drivers not wishing to use restricted route. There was uncertainty over the Western Link and the replacement of the QE2 at Kings Lynn as the Government may no longer pay for them.

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

Following an enquiry regarding allotment plot 12A, Cllr Davies confirmed that there was no safety concern and reconfirmed that the Council were waiting until the land has been registered before considering the creation of additional access onto the allotments.

7. TO CONSIDER / APPROVE CHANGE OF FREQUENCY OF MEETINGS AND PLACE OF MEETING AND APPROVE MEETING DATES

Following discussion, it was unanimously **AGREED** that the Council would return to holding monthly meetings excluding January and August (unless extraordinary meeting were required) as proposed by Cllr Davies, seconded by Cllr Gittins.

It was unanimously **AGREED** that future meetings would be held in the foyer (unless there were matters where a large number of residents were expected to attend) as proposed by Cllr Davies, seconded by Cllr Gittins.

Future meetings were confirmed as 9th October and 6th November with further discussion regarding December's meeting date in October.

8. POLICIES – TO REVIEW AND APPROVE POLICIES - Action plan

The Clerk circulated a draft action plan for comment. It was unanimously **AGREED** to approve the action plan as proposed by Cllr Davies, seconded by Cllr Young. Cllr Young suggested the use of a gant chart for monitoring progress on specific tasks.

9. SAM2 / COMMUNITY SPEED WATCH

Cllr J King circulated the last three months SAM2 data which has also been forwarded to the speed watch team. As there were issues charging the battery, it was unanimously **AGREED** to order a replacement battery (at a maximum cost of £85) if the existing battery fails to charge, as proposed by Cllr Wright, seconded by Cllr J King.

The Community Speed Watch team has caught three vehicles speeding and letters are being written to the drivers. County Cllr B. Borrett confirmed that if the Parish Council wish to pursue a 20MPH speed limit through the village, there would need to be evidence of speeding (data from SAM2 and Speed Watch Team) and evidence of accidents.

10. Allotments

To receive allotment report – update re safety concerns plot 12a

Cllr Davies and Cllr King visited plot 12A and confirmed there were no safety concerns regarding the hardstanding.

Enquiries were made about public liability insurance for the allotments and the insurer confirmed that;

'The insurer will cover Lyng Parish Council if you are solely responsible for the maintenance and upkeep of the allotments.

The insurers are however unable to cover the individual plots of land once they have been leased out to individuals, each plot owner must have their own Public Liability insurance with a Limit of Indemnity of no less than £5,000,000.00.'

To receive update regarding registration of allotment land

Documents have been recovered from the solicitor and these were taken to NPLAW for consideration. The Clerk attended a meeting at County Hall where it was confirmed that an application would be drafted for submission to land registry in respect of the allotments and Collens Pit. Clerk to circulate draft submission on receipt for consideration.

11. HIGHWAYS

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

Thanks were extended to both the District and County Councillors for all their support in tackling the flooding issues. It was confirmed that the drains by the Rectory and Cadders Hill have been cleared and a Duke of Edinburgh Scheme volunteer had been helping. There was a responsibility on the owners of the dykes to keep them clear. It was reported that potholes near the shop have been highlighted but not yet filled.

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

Following the letter sent to the Bowls Club regarding the grass cutting, a response was received confirming that their season was ending, and their current insurance only covered the groundsman to cut the grass on the bowls green. They would be looking to extend their cover when their insurance becomes due for next year and then send to the Parish Council as requested.

To receive presentation on BMX track and approve track size and confirm approval of construction of track.

A presentation prepared by the committee that has been formed to carry forward this project forward was circulated to Councillors for consideration. A track area of 35 x 12m was originally considered but on reflection an area of 50 x 12m was considered a better option. Concern was expressed about future plans to cover in asphalt as this would need further consideration. Signage was considered.

It was unanimously **AGREED** to increase the track size to 50m x 12m as proposed by Cllr Davies, seconded by Cllr Gittins. It was unanimously **AGREED** to grant permission to the committee to use the field to fundraise as proposed by Cllr Davies, seconded by Cllr Gittins. The start date for work was dependant on the fund raising. The Clerk confirmed that the insurer had said the following regarding the proposed installation of a BMX track;

'A clause would be added to the policy - Injury to Participants Exclusion - We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure'.
Thanks were extended to Pete (and residents) for all the hard work.

To receive and consider / approve quote from Playdale for play equipment repairs.

A quote was received from Playdale for the repairs to the play equipment totalling £3237.39 + VAT. The Clerk circulated financial budget figures for consideration as the Council would exceed their budget in respect of the play area with the purchase of rubberised chippings and the repairs to the play equipment. It was unanimously **AGREED** to accept the quote as proposed by Cllr Davies, seconded by Cllr Wright. It was agreed to wait until the play area repairs were completed before ordering the rubberised chippings to replace the existing bark. Cllr Davies to contact supplier to advise.

To consider / approve further action following response re dog signage on MUSA.

Cllr Davies reported that admin for MUSA refused to grant permission for additional dog mess signage on the MUSA fencing. As the Parish Council did not currently understand their responsibilities, it was unanimously **AGREED** to write to the Chair of the MUSA and ask for the history and clarification of Parish Council responsibilities as proposed by Cllr Davies, seconded by Cllr J. King.

To consider / approve use of playing field by third party.

A request was received from Norfolk Fire and Rescue Service to use the field in conjunction with the Village Hall on 14th September. In line with Council policy a request for a risk assessment and copy of public liability insurance was emailed to the organiser. This information had not yet been received; an email was sent to the organiser chasing the information.

13. CEMETERY/CHURCHYARD

To receive any updates and matters arising affecting the cemetery / churchyard.

No response had yet been received with regards to the closure order in respect of Lyng Churchyard, Clerk to chase.

To consider / approve further action regarding gate into cemetery.

The Clerk sent an email to the Rector regarding the new access gate as this was into the Churchyard, not into the Cemetery.

14. TO CONSIDER PLANNING ISSUES

a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:

3PL/2024/0518/VAR - Variation of Conditions 3, 6, 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.

LOCATION: Three Bridges Solar Farmland South of Elsing Road- PC submitted no comment / objection

b) TO CONSIDER LATE PLANNING APPLICATIONS

No late planning applications were received.

c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL

3PL/2023/0576/F - Proposed replacement dwelling at 31 Richmond Place, Lyng - Approved

15. FINANCE**a) To receive financial update & income / expenditure**

The balance of accounts as at 31st August 2024 were confirmed as follows; Community account £22,373.21, Business Premium accounts £8909.70, £302.05 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 £758.80 after drivers July returns paid. It was unanimously agreed that the Clerk should apply for the second instalment of the Community Car Scheme grant (£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 schedule below were unanimously **AGREED**, and receipts noted as proposed by Cllr Davies, seconded by Cllr J king.

PAYMENTS				
31 st July 2024		Mrs Jo Boxall - July salary & exps		549.47
17 th Aug 2024		Mr Alan Cooke – CCS - July		£20.75
17 th Aug 2024		Christopher Black - CCS July		£50.50
17 th Aug 2024		Pete Clough - CCS July		£14.00
17 th Aug 2024		PKF Littlejohn – External audit		£252.00
31 st Aug 2024		Mrs Jo Boxall – August salary & exps		£572.57
31 st Aug 2024		HMRC PAYE August		£4.00
RECEIPTS				
12 th July 2024		S Payne allotment plot 15 rent	£20.00	
19 th July 2024		Lottery grant Clamber wall	£6500.00	
5 th August 2024		K King allotment rent plot 1	£20.00	
2 nd September		Bank a/c interest	39.81	

c) To record receipt of report / certificate from External Auditor

PKF Littlejohn has completed their review of the Annual Governance & Accountability Return (AGAR) for Lyng Parish Council for the year ended 31 March 2024. A copy of the external auditor report and certificate (Section 3 of the AGAR Part 3) has been published on the website along with a copy of Sections 1 and 2, on which their report is based. There were no matters arising and no further action is required. The Notice of Conclusion of Audit has been published. The Council agreed that the notice should be displayed for 30 days.

16. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

To note any items of Information, correspondence, or items for referral to a future Agenda –

Following a complaint about the spraying of dog mess, the Council confirmed that they would review in 6 months.

Clamber wall – Cllr Davies reported that there were children already playing on the new clamber wall which had been installed today, there was signage to give challenges to users. It was AGREED to get a lottery funded sign to put on the wall. Thanks were extended to Cllr Wright who drive the project forward.

17. TO CONFIRM DATE OF NEXT MEETING/S

The date of the next meeting was confirmed as 9th October 2024. Apologies were received from District Cllr G Bambridge

18. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 20.57 pm.