

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 6th NOVEMBER 2024 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Jason King, Cllr Kirsty King, Cllr Helen Young, Cllr Steve Wright and Cllr Tom Gittins.
Parish Clerk - Jo Boxall and 0 members of the public
District Cllr G. Bambridge

1. APOLOGIES FOR ABSENCE

No apologies for absence were received as all Councillors were in attendance.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr J. King and Cllr K. King on matters relating to the allotments for which a dispensation has already been granted.

3. MINUTES

Minutes of the Council Meeting held on 9th October 2024 were unanimously **AGREED** as a true record as proposed by Cllr Davies, seconded by Cllr Gittins. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING

The Notice of Vacancy was displayed on 3rd November following a delay in receipt from Breckland. Cllr Davies had tried to contact Tree Surgeon re oak tree but had not yet received a response, Cllr Gittins agreed to chase. It was acknowledged that there may be a charge for the inspection.

5. REPORTS COUNTY AND DISTRICT COUNCILLORS

District Cllr Bambridge circulated a report via email for consideration. Cllr Davies raised the issue of water coming off land at Caddes Hill. Residents were encouraged to report all incidences of flooding. It was acknowledged that there was a need to get parts of Wensum 'demanded' so IDB can take over maintenance but there was no current solution. County Cllr Borrett was not in attendance.

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

No members of the public were in attendance.

7. DEFIBRILLATOR –

A quote for service visit, replacement battery and adult / child pads was confirmed £496 + VAT. The engineer was scheduled to visit on Tuesday 19th November. It was agreed that once it was confirmed the unit was fully operational, the Clerk would contact relevant bodies to register the unit as available for use.

8. SAM2 / COMMUNITY SPEED WATCH (CSW)

Cllr King circulated the data for The Common, this has been published on the website and sent off to the Speed watch team. Cllr Davies confirmed that vehicles were slowing down when the CSW team were in action.

9. Allotments

To receive allotment report

Cllr Davies circulated an allotment report via email. The Chair of the Allotment Association had attended the allotment inspection to better understand Council objectives. Following the inspection, it was agreed tenants breaching their agreement would be sent letters re cultivating plots. The need to trim the hedge between the house and allotments was highlighted as a future consideration.

To receive update and consider / approve submission to Land Registry for Allotments / Caddes Hill

The Clerk circulated documents from the Solicitor for consideration. It was unanimously **AGREED** that the Chair would sign the Land Registry Application as proposed by Cllr Davies, seconded by Cllr Gittins. The Clerk had made enquiries regarding the registration of land at Caddes Hill and would await a response prior to the signing of the application to Land Registry.

10. HIGHWAYS

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

Following concern raised about pot holes on The Drift, it was unanimously **AGREED** to write to Highways to chase as these had been outstanding since January, as proposed by Cllr Gittins, seconded by Cllr Wright. County Cllr B. Borrett to be cc'd into correspondence with Highways.

To consider / approve application to Highways in respect of weight limit on Lyng bridge

It was unanimously **AGREED** (retrospective) that Cllr Young would apply to Highways for a weight limit on the Bridge at Lyng as proposed by Cllr Davies, seconded Cllr Wright, with a view to preventing heavy HGVs from using village as a cut through.

Correspondence to be forwarded to the Clerk and Councillors for consideration. District Cllr G. Bambridge highlighted a future planning application for a bark processing plant in the local area as this may have implications for Lyng with a large number of vehicles movements expected. It was unanimously **AGREED** that Cllr Young would speak to East Tuddenham PC as they were working with similar objectives as proposed by Cllr Davies, seconded by Wright.

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

To receive update on play area repairs

Cllr Wright confirmed that play inspections were carried out. Following the removal of the bark, it was noted that the membrane needed replacing, there was erosion of the wooden border which runs along the bottom of the fence railings and the legs on the picnic table were rotten at the bottom and would need attention, There had been fantastic community collaboration and thanks were extended to all the volunteers, especially Manor Adventure who had provided help with a JCB. Cllr Davies to seal the bottom of timbers on equipment prior to the rubberised chippings arriving. It was unanimously **AGREED** that Manor Farm would take some bark in return for their help with the JCB as proposed by Cllr Wright, seconded by Cllr Gittins. It was unanimously **AGREED** to refund Cllr Davies for the unforeseen expenditure totalling £285 (membrane, pegs and timber) and put any donations received for the bark towards this expenditure as proposed by Cllr Wright, seconded by Cllr Gittins.

To consider / approve request from Lyng Fling to use recreation ground 20th September 2025

It was unanimously **AGREED**, subject to receipt of the usual public liability insurance and risk assessment to approve the use of the recreation ground for the Lyng Fling 20th September 2025 as proposed by Cllr Davies seconded by Cllr Gittins.

MUSA To receive response and approve further action as appropriate.

A response was received from the MUSA team confirming that the Parish Council has no current responsibility for the Multi Sports Area. 'In order to obtain a grant from the National Lottery, local support needed to be shown and the Parish Council gave a donation towards the application for funding from the Lottery and Sport England. This does not currently commit the PC to any responsibility. Lyng Multi Sports Area is not charged a lease.'

Following discussion, it was unanimously **AGREED** to make further enquiries to establish the situation as the Clerk has no records. Clerk to confirm grant award from Lottery and seek any written agreement / constitution from MUSA as proposed by Cllr Davies, seconded by Cllr Young.

Cllr Gittins gave an update on the pump track and confirmed that a total of £1100 had been raised from the fund-raising events but that there was no further progress.

12. CEMETERY/CHURCHYARD

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

Cllr Davies agreed to be responsible for the cemetery whilst Clerk was away.

To receive update & confirmation of Closure Order

The Clerk circulated evidence that there is an official closure order. The Norfolk Records Office online catalogue contained a reference 'DN/ADR 26/3/2465 - Part of Diocese of Norwich: Diocesan Deeds (orders in Council) - orders in Council relating to closure of Lyng Churchyard. The Rector was able to produce the notice in The Gazette advertising the closure.

It was **AGREED** with two abstentions not to take any further action regarding the confirmation of Closure Order as proposed by Cllr Gittins, seconded by Cllr Wright.

To consider / approve further action regarding maintenance – Oak Tree in churchyard.

It was unanimously **AGREED** to delegate authority to Cllr Gittins to seek advice / obtain written report from Tree surgeon/s regarding the oak tree with a budget of up to £100, as proposed by Cllr Davies, seconded by Cllr Gittins. It was confirmed that the Tree officer from Breckland had declined to visit and advise.

13. TO CONSIDER PLANNING ISSUES

TO CONSIDER PLANNING APPLICATIONS RECEIVED

No planning applications were received.

TO CONSIDER LATE PLANNING APPLICATIONS

No late planning application were received.

TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL

No decisions were received from Breckland District Council.

14. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts on 31st October 2024 were confirmed as follows; Community account £15,427.58, 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 £1232.43.

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 King. Late payments to include refund to Cllr Davies for membrane etc £285.

Payments				
8th October 2024		Mr Alan Cooke - Community Car Scheme September		£41.00
8th October 2024		Christopher Black - Community Car Scheme September		£16.75
18th October 2024		Playdale Playgrounds balance for repairs		£1,942.49
22nd October 2024		Kirkleavington Property Company (Eco Chippings) Play area		£4,400.00
31st October 2024		Mrs Jo Boxall - October salary & exps		£547.67
31st October 2024		HMRC PAYE October		£6.00
Future payments				
		Lyng Village Hall Hire		
		Clerk's salary November & December HMRC PAYE for above		
		Community Car Scheme – October, November and December		
Receipts				
4th October 2024		Breckland District Council community car scheme grant	£375.00	
21st October 2024		H Brett Memorial mason	£150.00	
22nd October 2024	cheque	R Wells Memorial Mason - Playford	£150.00	

c) To consider draft budget ahead of precept setting in January

Expected budget figures were circulated for consideration / discussion ahead of precept setting in January. Following discussion it was acknowledged that the precept would need to increase in order to meet the Council's obligations.

d) To appoint new internal control officer to carry out quarterly checks

It was unanimously **AGREED** that Cllr Wright be appointed Internal control Officer as proposed by Cllr Davies, seconded by Cllr King. It was agreed the next check would be carried out in January.

15. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Busseys Community Tree Grant for Norfolk – It was acknowledged that there was an agreement that the PC would plant trees on land between the car park and recreation ground and there was a section of the graveyard where trees could be planted. It was agreed to add this to the January agenda. Future agenda items to include precept setting and updates on matters arising.

16. TO CONFIRM DATE OF NEXT MEETING – JANUARY 15th 2025 & FEBRUARY?

The dates of the next meetings were confirmed as follows; 15th January 2025 with a further meeting on 12th February 2025, March 12th, 9th April, 23rd April Parish Meeting, and Annual Parish Council meeting 21st May 2025.

17. TO CLOSE THE MEETING

There being no further business the meeting closed at 21.14pm