

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 15th JANUARY 2025 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 4 members of the public

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Declarations of Interest received from Cllrs J. King and K. King for which a dispensation has already been granted.

3. MINUTES

Minutes of the Council Meeting held on 6th November 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 –

Defibrillator – The unit developed a fault following service. Intermedical suggested that the unit be returned as it was still under warranty. Following further checks, the fault seems to have cleared. As all relevant paperwork for the AED Health Check completed on the 19/11/2024 at Lyng Village Stores was received from Seal Calibration, it was agreed to register the unit with the relevant authorities and monitor every week to ensure unit is fully functioning as proposed by Cllr Gittins, seconded by Cllr Davies. If the unit develops a fault then the unit will be returned to intermedical.

Oak Tree – Costs to survey the Oak Tree were more than the budget agreed at the November meeting. It was agreed to wait until the village tree survey, with agreement from The Fox – date to be confirmed.

Casual Vacancy – Councillor, no request for an election was received so the Council can advertise for a new Councillor. An advert has been drafted and will be published.

MUSA – an email was sent on 7th November requesting further information, to date no response received. Clerk to chase response. District Cllr Bambridge confirmed that the planning application for the MUSA was made by the Parish Council.

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

Electronic reports received from District Cllr G. Bambridge and County Cllr B. Borrett were circulated, neither were in attendance.

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

The resident seeking permission to use a tractor on the allotments confirmed that they were seeking permission to use the tractor for ploughing. The issue of the high hedge at the rear of plots 10, 11 and 17 was highlighted.

Another resident raised concern over the lack of access for manure deliveries. There was a query about using plot 10 (where it was understood there was an existing overgrown access) and putting a water container on plot 10. The Council agreed to review access for deliveries onto the allotments via existing access points and allocating a water container to plot 10 at the next meeting.

7. TO RECEIVE UPDATE RE SAM2

Cllr J. King circulated SAM2 data for the period 11 October to 22 November on Heath Road and Elsing Road, east facing for period 22nd November to 12th January. This data has been published on the website.

Cllr Davies reported that the Community speed watch has been restricted due to the cold weather and illness. Due to several people leaving, the team were seeking new volunteers.

8. TO RECEIVE GROUNDS MAINTENANCE QUOTE/S FOR 2025/26 AND CONSIDER / APPROVE SCHEDULE AND 3 YEAR LTA

A quote for Grounds Maintenance was received from the current contractor, offering a 3-Year Contract Option (2025 – 2027). Although it was acknowledged that under Financial Regulations, the Council should obtain three

quotes for comparison, previous quotes received in 2021 were higher than the current quote received, and the current contractor provided a good service.

It was unanimously **AGREED** to enter into a 3 year LTA with TTSR as proposed by Cllr Wright, seconded by Cllr Gittins

9. TO REVIEW BUDGET 2025/26 AND APPROVE PRECEPT

The Clerk circulated a draft budget for 2025/26 for consideration. Following discussion and acknowledging that there is a need to build the general reserves (the Council will allocate unspent funds in respect of Community Improvement, trees and allotments to earmarked reserves) it was unanimously **AGREED** to request a precept of £26500 as proposed by Cllr Davies, seconded by Cllr Gittins.

10. TO RECEIVE UPDATE REGARDING VILLAGE PROJECTS – BMX TRACK

Cllr Gittins confirmed that there was no update, bad weather had stalled the project but £1100 was currently held in funds with further fundraising needed. Cllr Gittins to speak to project Chair re further action.

11. PLAY AREA / PLAYING FIELD

To receive update following installation rubberised chippings

Concern was expressed over rotting timbers and there was concern chippings may not be as deep as needed in some areas. It was unanimously **AGREED** to request a ROSPA play inspection to confirm the Council are meeting their obligations as proposed by Cllr Davies, seconded by Cllr Gittins. Cllr Wright continued to carry out regular play inspections.

To consider / approve Bowls Club request to fell 2 x ash trees.

An email was received requesting permission to fell two Ash trees that are on Bowls Club property. It was reported that they are continually dropping large Branches and Twigs on the Green and its surround. Concern was expressed by the Bowls Club about some falling on members and guests. As tenants of the property, the Bowls Club would like permission from the PC to fell both of these trees as If one or both of these come down during strong winds, it is likely to fall on the Pavilion and cause damage to the green and new paved area. As it was acknowledged that the ash trees were in poor condition, It was unanimously **AGREED** to grant permission for the two ash trees to be removed subject to the contractor holding the necessary public liability insurance as proposed by Cllr Davies, seconded by Cllr Gittins.

12. CEMETERY

To receive update and confirm increase in fees in line with Church of England Parochial Fees 2025 from 1st January 2025

It was unanimously **AGREED** to increase the cemetery fees in line with the Church of England Parochial Fees with effect from 1st January 2025 as proposed by Cllr Davies, seconded by Cllr J. King.

13. ALLOTMENTS

To receive update regarding registration of allotment land / Collens Pit (as part of Allotment to Former Highway Surveyor land).

No update was received, Clerk to contact Solicitor and express concern about the time taking to respond to emails.

To receive information and consider / approve use of tractor by plot holder on allotments

A request was received from a plot holder to use a tractor on their allotment. Proof of insurance was provided and details of the tractor. Concern was expressed about damage to the communal area on the allotments from the tractor in inclement weather.

It was unanimously **AGREED** to approve the use of the tractor by the plot holder for ploughing and to access their plot with the tractor via plot 12, subject to the plot holder being responsible for any damage to items / access on plot 12 or damage to other plots as proposed by Cllr Davies, seconded by Cllr Wright.

To receive, consider / approve quote for grass cutting on the allotments & consider hedge cutting requirements for 2025.

A quote was received for the cutting of the L shape grass at the allotments. It was unanimously **AGREED** to accept the monthly grass cutting on the allotments at £45 per visit excluding VAT as proposed by Cllr Davies, seconded by Cllr K. King.

It was unanimously **AGREED** to seek a quote to cut the hedge at the rear of plots 10,11 and 17, height to 6ft and cut back on communal area as proposed by Cllr Davies, seconded by Cllr J. King.

14. HIGHWAY MATTERS–To receive update / approve further action as appropriate on highway matters

To receive update on weight limit – bridge

Cllr Young had been in communication with Highways, the bridge team confirmed that photos sent to them, showed damage that wasn't structural and that Highways were already aware of. Following discussion it was agreed to consider monitoring HGV movements in the village as suggested by Highways to evidence an issue. Cllr Gittins confirmed that potholes at the end of The Drift had still not been repaired. County Councillor Borrett had offered to chase the matter.

15. TO RECORD PLANNING ISSUES

a) To consider planning applications received

No new planning applications were received.

b) To consider late planning applications

No late planning applications were received.

c) To receive decisions from Breckland District Council

Approval of Reserved Matters Application (Appearance and Landscaping) for 4no. two storey dwellings and Discharge of Conditions 4, 7, 11 & 12 following Outline permission on 3PL/2021/1436/O at land adjacent to Heath Road - Approved

16. FINANCE

a) To receive financial update & income / expenditure * attached

The balance of accounts as at 31st December 2024 were confirmed as follows; Community account £15,577.90 Business Premium account £8943.02. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. An internal control review was carried out, no issues were highlighted.

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				
3rd Nov 2024		Alan Cooke - CCS October		£87.00
3rd Nov 2024		Pete Clough - CCS October		£38.00
7th November 2024		Mr S Davies - refund membrane, pegs, wood for play area		£285.00
4th December 2024		Mrs Jo Boxall - November salary & exps		£542.87
4th December 2024		HMRC PAYE November		£5.80
4th December 2024		TTSR - Grounds Maintenance inv 9640		£1,281.48
4th December 2024		Seal Calibration - defibrillator service		£166.80
5th December 2024		Alan Cooke - CCS November		£77.00
5th December 2024		Christopher Black - CCS November		£16.75
5th December 2024		Pete Clough - CCS November		£15.75

9th December 2024		Lyng Village Hall - Hall Hire		£121.50
11th December 2024		Seal Calibration - defibrillator pads / battery		£428.40
31st December 2024		Mrs Jo Boxall - December salary & exps		£547.77
31st Dec 2024		HMRC PAYE December		£6.00
FUTURE				
PAYMENTS				
31 st January 2025		Clerk salary / exps & HMRC PAYE January (TBC)		547.77 £5.80
		Lyng Village Hall hire 15 th January		
RECEIPTS				
5th Nov 2024		M McAuley - donation wood bark	£20.00	
11th November 2024		R Garratt - Bark donation	£14.00	
18th November 2024		HMRC VAT refund April - October	£3,636.44	
5th December 2024	cheque	Grave Reservation	£100.00	
2 nd December 2024		Interest Business Savings a/cs	£34.45	

c) To approve grant application in respect of Community Car Scheme 2025-26

The balance of the Community Car Scheme was confirmed as £1117.93 after December payments to drivers were made. It was unanimously **AGREED** to request a grant of £750 in respect of the Community Car Scheme for 2025/26 as proposed by Cllr Davies, seconded by Cllr Gittins. Although number of journeys logged, Clerk to confirm number of scheme users.

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

All correspondence received was circulated electronically. Future agenda items to include consideration of access for deliveries onto allotments, co-option of new Councillor, further action regarding dog mess

18. DATE OF NEXT MEETING

The date of the next Parish Council meeting was confirmed as the 12th February 2025

19. TO CLOSE THE MEETING

There being no further business the meeting closed at 20.45pm