

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th APRIL 2025 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Kirsty King, Cllr Jason King, Cllr Helen Young, Cllr Steve Wright and Cllr Tom Gittins.
Parish Clerk - Jo Boxall and 1 member of the public
District Cllr G. Bambridge

1. APOLOGIES FOR ABSENCE

No apologies for absence received as all Councillors were in attendance. It was acknowledged that Cllr J. King would be late.

2. 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 granted.

3. MINUTES

Minutes of the Council Meeting held on 12th March 2025 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 –

All matters were covered elsewhere on the agenda.

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

District Cllr Bambridge gave a brief report on district matters. The Breckland Local Plan is moving forward, Parish Councils would be invited to meet with Breckland to have a say about where development could / should be. Boundary commission still going ahead alongside the conflicting government reform. County Cllr B. Borrett and the Police were not in attendance.

6. TO APPROVE CO-OPTION OF NEW COUNCILLOR

It was unanimously **AGREED** to co-opt Niul Hatcher onto Lyng Parish Council as proposed by Cllr Davies, seconded by Cllr Wright. The Declaration of Acceptance of Office form was duly signed.

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

A resident raised concern about the agenda item regarding the tractor.

13. ALLOTMENTS – To receive update & approve further action regarding the use of a tractor on the allotments

Following the concern expressed by resident, it was agreed to bring agenda item 13 forward. It was confirmed that complaints were received about the continued use of a tractor on the communal path on the allotments.

Cllr Davies proposed that the Council write to the allotment holder confirming the conditions of use for the tractor. Any further incidents, then permission would be withdrawn, and a post be erected to prevent vehicular access on the communal path, This proposal was subsequently withdrawn.

Following discussion, it unanimously **AGREED** to write to the allotment holder confirming the conditions for the use of the tractor and that any further breaches would result in a post being installed to prevent future vehicular access, as proposed by Cllr Gittins, seconded by Cllr Young.

8. SAM2 & COMMUNITY SPEED WATCH

The data for Heath Road 11th March to 3rd April has been circulated and will be published on the website. Cllr Davies confirmed Two Community Speed Watch sessions had taken place, and one speeder was recorded doing 35mph, no feedback yet received following report to Police.

9. TO RECEIVE UPDATE REGARDING VILLAGE PROJECTS

Cllr Gittins confirmed that there was nothing further to report, and that they were waiting for a response from the Multi Use Sports Area Administrators.

10. PLAY AREA / PLAYING FIELD

To receive annual play area inspection report and approve further action as necessary.

The Play area report was circulated. It highlighted that the rope bridge/ net needed replacement (medium risk), more rubberised chippings were needed, and the membrane needed securing (low / medium risk). The safety cover over the chains for the basket swing needed replacing (low risk). The Clerk had received a quote from Playdale for £4405.66 + VAT. Following discussion, it was unanimously **AGREED** that the council would replace the rope bridge and net, purchase two bags (tonnes) of rubberised chippings and seek the views of residents on further expenditure on the play area ahead of precept considerations later in the year as proposed by Cllr K. King, seconded by Cllr Young

To approve further action following vandalism of play area

It was reported that the wooden edging around the play area had been removed and damaged. It was unanimously **AGREED** to allow Cllr Davies to purchase 6 lengths of wood and posts (cheapest possible) as proposed by Cllr Davies, seconded by Cllr Wright. Cllr Davies sought help with the work to replace the edging.

To ratify approval for purchase of additional pins for membrane & approve purchase of more rubberised chippings.

It was acknowledged that the membrane under the rubberised chippings won't stay down and needed additional pins. It was unanimously **AGREED** to refund Cllr Davies for the cost of the ping £16.99 as proposed by Cllr Wright, seconded by Cllr Gittins.

11. COMMUNITY CAR SCHEME – To approve CCS agreement 2025-26

It was unanimously **AGREED** to approve the Community Car Scheme for 2025-26 as proposed by Cllr Davies, seconded by Cllr Gittins.

12. CHURCHYARD / CEMETERY - To receive update & approve payment of £45 for churchyard tree (May 2024)

It was **AGREED** to refund Cllr K King £45 for the tree in the cemetery (Tree was planted May 2024 but refund not previously claimed) as proposed by Cllr Davies seconded by Cllr Gittins.

13. ALLOTMENTS – To receive update

The Clerk confirmed that plot 10 had been let. The allotment invoices were ready to be delivered. Cllr Young kindly agreed to deliver them.

14. POLICIES

To review, consider and approve the following policies – Complaints policy, communications policy, disciplinary & grievance policy.

It was unanimously **AGREED** to approve the Complaints policy, Communications Policy and the Disciplinary & Grievance policy as proposed by Cllr J. King, seconded by Cllr Wright.

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

To consider further action regarding request for weight limit on bridge - HGV traffic review

Cllr Davies raised concern about the amount of roadworks relating to cable installation.

Cllr Young confirmed that another vehicle count was carried out on the 19/20th March. 51 HGV movements were recorded in the 24 hour period. Cllr Davies agreed to take the information to the upcoming SNAP meeting. It was acknowledged that a large number of HGV movements were from building works at The Paddocks

There was concern that there has been a considerable increase in the number of vehicle movements over the past few years. It was agreed to contact NCC Highways and raise the concerns, seek a direct correspondent from County Cllr Borrett.

16. TO RECORD PLANNING ISSUES

a) To consider planning applications received

PL/2025/0297/FMIN - Demolition of light industrial premises and erection of 2 no. dwellings at The Forge The Street, Lyng
Following discussion, it was agreed that the Council had no comment or objection to the application.

b) To consider late planning applications

No late planning applications were received.

c) To receive decisions from Breckland District Council

No decisions were received from Breckland District Council.

17. FINANCE

a) To receive financial update & income / expenditure for end of year

The balance of accounts as at 31st March 2025 were confirmed as follows; Community account £8472.89, Business Premium account £8974.65. Earmarked reserves £4000.12, Playarea £304.25, Memorial bench £654.46. End of year bank reconciliation / budget comparisons were carried out / circulated by the Clerk. The Accounts had been finalised and would now be handed to the internal auditor for review. The Clerk agreed to provide a simple breakdown of expenditure ahead of the parish meeting.

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			
17th March 2025	Sovereign playgrounds - 5 year inspection		£478.80

17th March 2025		Allotment to former highway surveyors - budget underspend		£63.25
17th March 2025		Transfer to earmarked reserves -		£4,000.00
24th March 2025		J A Sayer & Sons - permissive footpath		£235.00
31st March 2025		Mrs Jo Boxall - March salary & exps		£545.82
31st March 2025		HMRC PAYE March		£5.80
FUTURE				
PAYMENTS				
4 th April 2025		Community Car Scheme Payments		£154.25
4 th April 2025		Lyng Community Hall – Hall hire		£54.00
		Mrs K. King – refund tree churchyard		£45.00
		Mrs Jo Boxall – refund AVG		£64.99
30 th April 2025		Mrs Jo Boxall – April salary & exps		TBC
30 th April 2025		HMRC PAYE & Employers cont NI		TBC
RECEIPTS				

c) To review, consider & approve reserves policy

The Clerk circulated the reserves policy for review. It was unanimously **AGREED** to approve the reserves policy as proposed by Cllr Davies, seconded by Cllr J King.

d) To consider/ approve contribution to replacement printer (£17.50)

It was unanimously **AGREED** to contribute to the replacement printer £17.50 as proposed by Cllr Davies, seconded by Cllr J. King. The printer would be shared with Bawdeswell and Foxley Parish Council.

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

Village checklist, this has been completed and returned to Breckland Planning. All correspondence received was circulated electronically.

Future agenda items to include the Annual Accounts, Election of Chair, Financial Regulations and associated documents and standing orders review, CCTV expenditure for play area.

19. DATE OF NEXT MEETINGS – To review and approve future meetings

To confirm the date of the Annual Parish Meeting 23rd April 2025 – Cllr Davies raised concern about his availability for the Parish Meeting and sought a Councillor to stand in if necessary. Following discussion it was agreed to move the Annual Parish Meeting to the 21st May 2025. Starting at 7pm – 7.30pm with the Annual Parish Council meeting at 7.30pm.

20. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 20.39pm