



Lyng Parish Council

Email - clerk@lyng-pc.gov.uk

NOTICE OF MEETING & SUMMONS TO ATTEND

**THE LYNG ANNUAL PARISH COUNCIL MEETING WILL BE HELD ON WEDNESDAY 21st MAY 2025 AT
7.30PM IN THE VILLAGE HALL**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. TO ELECT THE CHAIR OF THE COUNCIL 2025/2026**
- 2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**
To receive and note Apologies for Absence as previously notified to the Parish Clerk
- 4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2025/2026**
- 5. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / RESPONSIBILITIES**
Village Hall Representatives, Footpath Warden, Allotments, Play area, SAM2, Cemetery/Churchyard.
- 6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 7. MINUTES**
To receive, confirm and sign Minutes of the Parish Council Meeting held on 9th April 2025
- 8. INFORMATION ON MATTERS ARISING**
To receive information on any Matter Arising from the Minutes not listed elsewhere on the Agenda.
- 9. REPORTS COUNTY AND DISTRICT COUNCILLORS**
To receive written and/or verbal Reports from Representatives
- 10. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS** (Members of the public are allowed a maximum of 3 minutes each)
- 11. TO CONSIDER / APPROVE FURTHER ACTION REGARDING BUS SERVICE IN LYNG**
- 12. POLICIES – TO REVIEW AND APPROVE POLICIES –**
To review / approve Financial regulations, Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit and standing orders * no amendments proposed.
Asset Register Policy (and review / approve asset register)

- 13. Allotments**
- To receive update including update regarding registration of allotment land / access
 - To approve reallocation plot 15
- 14. HIGHWAYS**
To receive updates on highways matters
- 15. PLAY AREA & PLAYING FIELD**
To receive any updates and matters affecting the play area including consideration of purchase / installation of CCTV.
To consider / approve request from the Bowls Club to cut a path (risk assessment and copy of insurance received)
- 16. CEMETERY/CHURCHYARD**
To receive any updates and matters arising affecting the cemetery / churchyard
- 17. TO CONSIDER PLANNING ISSUES**
a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:
PL/2025/0625/HOU - Removal of existing conservatory and erection of single storey flat roof rear extension including flue from woodburner at 17 Duffield Crescent, Lyng

b) TO CONSIDER LATE PLANNING APPLICATIONS
c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL
- 18. FINANCE**
a) To receive financial update & income / expenditure
b) To approve payments made and to be made & record receipts
c) To receive the Internal Audit Report 2024/25
e) To appoint the internal control officer and Internal auditor for 2025/26
f) To consider & approve the Annual Governance Statement 2024/25 on the Annual Return
g) To consider & approve the Accounting Statement 2024/25 on the Annual Return
h) To consider quote received / approve insurance cover due 1st June 2025
- 19. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA – To agree to add information for residents on website**
To note any items of Information, correspondence, or items for referral to a future Agenda
- 20. TO CONFIRM DATE OF NEXT MEETING**
To confirm the date of the next meeting
- 21. TO CLOSE THE MEETING**

Mrs. J Boxall Lyng Parish Clerk

14th May 2025

NOTES

This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Parish Clerk. They may also be downloaded from the Parish Council's website at www.lyng-pc.gov.uk. Any reports marked as "attached" will be available on the website (unless marked confidential).

Planning Applications listed above are those notified to the Parish Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed online please go to www.breckland.gov.uk and follow the links through to planning.