

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 16th JULY 2025 STARTING AT 7.45PM IN THE VILLAGE HALL.

Present: Cllr Steve Wright (Acting Chair), Cllr Jason King and Cllr Niul Dillon Hatcher
Parish Clerk - Jo Boxall and 0 members of the public

Meeting started later than advertised (7.30pm) due to lack of Councillors.

1. APOLOGIES FOR ABSENCE

It was agreed that Cllr Wright would chair the meeting. Apologies for absence received from Cllr Davies. Resignations were received from Helen Young and Kirsty King for which the Notices of Vacancy had been published.

It was confirmed that the period during which electors might request an election to fill the casual vacancy (Cllr Gittins) has now elapsed. No requests were received. The Council may now proceed to fill the vacancy by co-option. It was agreed to place an advert in the Hill and Vale / Facebook.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 18th June 2025 were unanimously **AGREED** as a true record as proposed by Cllr Dillon Hatcher, seconded by Cllr Wright. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING –

NPLAW confirmed that they had submitted the forms to Land Registry and are waiting for a response.

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

Reports received from District and County Councillors were circulated electronically. Neither District Councillor G. Bambridge nor County Councillor B. Borrett was 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. SAM2 & COMMUNITY SPEED WATCH – To receive updates

No further SAM2 data was available as road works were still causing issues for data collection and community speed watch.

8. PLAY AREA / PLAYING FIELD

To receive update and approve further action as necessary.

No date had yet been received for the delivery of the eco chippings. The Play area remains closed although it was acknowledged that some children are still using the play area. Swings have been wrapped over to try and prevent use.

9. BRECKLAND LOCAL PLAN – To ratify submission to Breckland in respect of proposed sites / future development.

A draft was circulated for consideration. It was unanimously **AGREED** to approve the draft and submit to Breckland (deadline 16th July) as proposed by Cllr King, seconded by Cllr Dillon Hatcher.

10. TREE SURVEY – To receive tree survey and approve further action as necessary

A copy of the tree survey was circulated to Council along with comments received from Ravencroft regarding the trees overhanging a resident's property.

'The area ID9 was surveyed, as indicated by the pink hatching on the plan. I remember these two as being relatively young and picturesque trees, aesthetically important on entering the village. I did think at the time the residents of those houses on Hammond Place might not like their proximity but I found no defects on either tree. Therefore no mitigating works were deemed necessary and non recommended. Indeed, such works might prove detrimental to the trees' vitality, which wouldn't be the best outcome for the village, the trees or ultimately the houses near them.' It was suggested that a TPO be placed on the trees to prevent unsanctioned damage / unnecessary works.

There was concern over additional oak tree with low hanging branches over gravestones which did not appear on the plan. Following discussion, it was unanimously **AGREED** that the Clerk should seek further clarification on the additional oak tree and see quotes for the necessary tree work as proposed by Cllr Wright, seconded by Cllr Dillon Hatcher.

11. CHURCHYARD / CEMETERY - To receive update

No comments were received.

12. ALLOTMENTS

To receive update and consider/ approve further action regarding shed/s on plot 10 and allocation of plot 15 to existing plot holder.

It was confirmed that Plot 10 was now rented out. Plot 15 remained vacant. It was unanimously **AGREED** to offer plot 15 to the existing plot holder at the top of the waiting list as proposed by Cllr Wright. seconded by Cllr Dillon Hatcher.

The new tenant of plot 10 has expressed concern over the stability of the sheds on the plot. As it was understood that tenants took on plots accepting the condition the plot was in, it was unanimously **AGREED** that the tenant could remove the shed/s but that the Council would not pay for this to be done, as proposed by Cllr Wright, seconded by Cllr Dillon Hatcher.

Concern was raised about a pathway down the far end of the allotments (river end), that has been blocked by a tenant. It was agreed to have a site visit and consider on next agenda.

13. POLICIES - To review, consider and approve the following policies – record retention / record disposal

It was unanimously **AGREED** to approve the record retention policy and record disposal policy as proposed by Cllr Dillon Hatcher, seconded by Cllr Wright.

14. HIGHWAY MATTERS–To receive update / approve further action as appropriate on highway matters and to consider further action regarding request for weight limit on bridge / traffic calming

Emails were received from Highways regarding traffic calming measures which would be eligible for grant funding under Parish Partnership Scheme (Norfolk County Council sent an email giving details of the "Parish Partnership" scheme for local highway improvements. All bids to be submitted by 01 December 2025). Highways attached a rough design and cost for review in respect of a Village gateway £7938.88. A further quote was received in respect of a solar powered 'wig wag' traffic calming sign (£9320). It was **AGREED** that there are current financial constraints but that this would be reviewed in November when setting the budget for 2026/27.

15. TO RECORD PLANNING ISSUES

a) To consider planning applications

No planning applications were received.

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.

16. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 30th June 2025 were confirmed as follows; Community account £11999.10, Business Premium account £9004.46. Earmarked reserves £4011.29, Play area £305.26, Memorial bench £654.46. Bank reconciliation / budget comparisons were carried out / circulated by the Clerk. An internal control audit was carried out and no issues were raised.

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 Wright, seconded by Cllr King.

PAYMENTS				
17th June 2025		Community Car Scheme Payments - May		£135.50
17th June 2025		Lyng Village Hall - Hall hire 9th April		£18.00
26th June 2025	DD	ICO data protection fee		£47.00
30th June 2025		Mrs Jo Boxall - June salary & exps		£567.04
30th June 2025		HMRC PAYE and Employers NI		£38.90
30 th June 2025		Hill & Vale – Grant printing costs		£300.00
RECEIPTS				
2 nd June 2025		Interest Business savings account	£41.99	
13 th June 2025		HMRC VAT refund	£440.86	
FUTURE PYMTS				

14 th July 2025		Community Car Scheme payments – June (July pymt TBC)		£135.00
14 th July 2025		Norfolk ALC webhosting		£84.00
14 th July 2025		TTSR Grounds Maintenance		£1400.23
14 th July 2025		Ravencroft Tree survey		£426.00
		Lyng Village Hall – Hall Hire May, June and July		
31 st July 2025 29 th August 2025		Mrs Jo Boxall – Salary July & August Gross (HMRC PAYE to be deducted) HMRC Employers NI	£559.06 £575.66 £38.90	

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

All correspondence received was circulated, Cllr Wright to make further enquiries regarding further grant funded play equipment. Future agenda items to include play equipment update and trees.

18. DATE OF NEXT MEETINGS – To review and approve future meeting

The date of the next meeting was confirmed as Wednesday 10th September 2025 at 7.45pm.

19. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 20.38pm