

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 10th SEPTEMBER 2025 STARTING AT 7.45PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies, Cllr Steve Wright, Cllr Jason King and Cllr Niul Dillon Hatcher

Parish Clerk - Jo Boxall and 7 members of the public

County Councillor B. Borrett

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No Declarations of interest were received.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 16th July 2025 were unanimously **AGREED** as a true record as proposed by Cllr Dillon Hatcher, seconded by Cllr Wright. Minutes were duly signed.

4. CO-OPTION OF NEW COUNCILLOR – To receive / consider application/s for new Councillor

No applications for the Councillor vacancies had been received. A further appeal for new Councillors would be put on the village Facebook page.

5. INFORMATION ON MATTERS ARISING –

Matters were covered elsewhere on the agenda.

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

Reports received from District and County Councillors were circulated electronically. District Councillor G. Bambridge was not in attendance. County Councillor B. Borrett gave a brief update on Local Government Reorganisation (LGR) and Devolution. A report received electronically was circulated to Councillors.

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

Following the update from County Cllr Borrett, there was further discussion regarding Devolution and LGR. Residents raised concern regarding planning application PL/2025/1259/VAR on grounds of noise disruption, misrepresentation and breach of current conditions, flood risk, character impact, noise and light pollution, infrastructure concerns and risk of permanent dwellings. It was acknowledged that the caravan park is in a residential area unlike other caravan sites. The Chair of the allotment Association raised concern regarding chickens on the allotment which kept escaping. It was acknowledged that the plot holder no longer has the chickens on the allotment. An allotment holder spoke in support of additional IBCs at either end of the allotment site to access water.

8. SAM2 & COMMUNITY SPEED WATCH

Cllr Davies reported that the community speed watch was no longer in operation due to a reduction in the number of volunteers, combined with the recent lack of opportunities for the team to monitor speed due to road works and volunteer availability.

Despite ongoing road closures, the Parish Council agreed that the SAM2 would be put up to monitor speed October / November so the data can be compared with speed data from when the road is open.

9. PLAY AREA / PLAYING FIELD

To receive update and approve further action as necessary.

Cllr Wright confirmed that repairs to the play area edging have been carried out and the rubberised chippings replaced. Initial inspections following the work were positive with no further vandalism. It was confirmed that Sovereign Play would be carrying out a play inspection this week and once received, the report would be circulated. Cllr Wright was thanked for his hard work with the play area and thanks were extended to all the residents who came and helped move the replacement chippings.

To consider / approve further action regarding target trainer and associated lottery grant application.

Cllr Wright reported that Finding Fitness, has been in touch regarding the target trainer and confirmed that the Council could make a further application for lottery funding to purchase the equipment. As this was a similar size to the climbing wall, it was agreed Councillors would have a site meeting to look at possible locations for the unit prior to proceeding with a grant application.

10. BRECKLAND LOCAL PLAN – To receive update and approve further response as appropriate.

A further site-specific consultation is expected in October, so no further action was proposed at this time.

11. TREE SURVEY – To receive update following tree survey and approve quotes received

Ravenscroft confirmed that *'all areas in the pink hatching on the plan have been surveyed. If a tree isn't recorded, then it has no discernible defects which might present a significant risk of harm'*. With regards to the oak tree, it was confirmed that the *'oak branches look quite recent and as you say likely broken by young climbers. I'm afraid I can't account for that kind of risk'*.

Three companies were contacted with a view to obtaining quotes for work as highlighted in the tree survey report. A quote of £1200 was received. It was agreed to defer decision until next the meeting in the hope of obtaining further quotes for comparison.

12. CHURCHYARD / CEMETERY - To consider / approve further action to repair Cemetery gate.

The Clerk had contacted three companies regarding repairs to the cemetery gate. As there was a health and safety concern, it was unanimously **AGREED** to accept the quote of £600 to replace the post and repair the gate as proposed by Cllr Davies, seconded by Cllr Wright.

13. ALLOTMENTS –

To receive update and consider/ approve further action regarding blocked path.

A site survey had been carried out.

Plot holders on 8B and 8c have erected a wire mesh fence starting from the gate at the bottom of 8B of the allotments and wrapping around 8C heading up to the bushes dividing 8C and Plot 7. This is in breach of the allotment agreement 7(i) "not fence the Allotment plot without first obtaining the Council's written consent;"

Plot holder on 8C had also taken over the walking space or border between their plot and Plot 8A in breach of agreement 7(p) "not obstruct or permit the obstruction of any of the paths which provide a means of access to and from the Allotment plot or the Allotment Garden of another tenant".

Plot Holder on 8C had also planted a new tree on the space between the hedge dividing Plot 7 and the fence restricting access, in breach of agreement 7(L) "Not plant any tree, shrub, hedge or bush, with the exception of fruit trees or fruit bushes without first obtaining the Council's written permission".

It was agreed that the Plot holder of 8C has a) raised a fence without prior permission, b) taken over the walk space between plots and hence has encroached on another plot, c) restricted access for others on the allotments. and both holders of Plot 8B and 8C are in breach of the allotment agreement.

It was acknowledged that there was a need to erect a fence around the crops due to deer, but permission should be sought in the first instance. It was unanimously **AGREED** to send a letter to the plot holders, in particular 8C to reinstate the 3ft gap between their plot and 8A and to the rear of the plot and to remove the shrub that has been planted in the space between plots, confirming that they are in breach of their tenancy and giving them the statutory length of time to rectify the breach as proposed by Cllr Davies, seconded by Cllr Wright

To consider / approve further action regarding complaints / concern about chickens on the allotments.

Complaints were received / concern expressed about chickens on the allotments who kept escaping. It was understood that the tenant was looking to rehome the chickens until it could be established how they were escaping and to take measures to ensure they don't escape in future. It was unanimously **AGREED** that the Council would need to approve the chicken housing prior to more chickens being kept on the allotments and frequently review to ensure that chickens are kept in accordance with the agreement as proposed by Cllr Davies, seconded by Cllr King. Plot holder to be notified.

To consider/approve request from Allotment Association to abstract more water from the stream and to place two more IBCs.

A request was received from the Allotment Association to abstract 6000 litres per day from 4000 litres per day and to place two IBCs on plot 4 and plot 15 (in addition to the 4 on plot 12A)

It was unanimously **AGREED** that subject to revision of existing risk assessment, 6000 litres could be abstracted from the stream and an extra IBC could be placed on plot 4 and plot 15, proposed by Cllr Davies, seconded by Cllr King. The Allotment Association confirmed that the water would remain available for all plot holders.

14. POLICIES - To review, consider and approve the following policies – bullying and harassment policy, Code of Conduct and Model Publication Scheme.

Following review, it was unanimously **AGREED** to approve the bullying and harassment policy, Code of Conduct and Model Publication Scheme as proposed by Cllr Davies, seconded by Cllr Dillon Hatcher.

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

It was acknowledged that the Council remain frustrated with the number of road closures and signage being left in place following works but that it was outside the Parish Council's jurisdiction. No further action to be taken.

16. TO RECORD PLANNING ISSUES

a) To consider planning applications

PL/2025/1259/VAR

Removal of condition 3 on PP 3PL/20210443/F Removal of condition 3 on PP 3PL/20210443/F The site shall not be used as a caravan site after 5th January or before 1st March in any one year. Any caravan which remains on the site (between these dates shall not be occupied or used for the purpose of the use hereby permitted) at Utopia Paradise Caravan Site Farman Close, Lyng, Norfolk

Following discussion, it was unanimously **AGREED** to object to the application on the grounds that there is a risk that removing conditions will lead to full time occupancy (not holiday use), increased traffic movements, an increase in noise and light pollution and flooding risk (it is understood there is no hard standing) as proposed by Cllr Davies, seconded by Cllr King.

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

The balance of accounts as at 31st August 2025 were confirmed as follows; Community account £8,433.03, 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.

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 Dillon hatcher.

PAYMENTS				
14th July 2025		Community Car Scheme payments for June		£135.00
14th July 2025		Norfolk ALC Website hosting fees		£84.00
14th July 2025		TTSR - Grounds Maintenance inv 10215		£1,400.23
14th July 2025		Ravencroft - tree survey		£426.00
31st July 2025		Mrs Jo Boxall - July salary & exps		£559.06
31st July 2025		HMRC PAYE and Employers NI - July		£38.90
4th August 2025		Community Car Scheme payments for July		£112.50
15th August 2025		PKF Littlejohn - external audit		£252.00
29th August 2025		Mrs Jo Boxall - August salary & exps		£558.86
29th August 2025		HMRC PAYE and Employers NI - August		£39.10
RECEIPTS				
23rd July 2025		Allotment rent plot 8B (cash received 18th June- paid on 23rd July)	£25.00	
15 th August 2025		Plot 15 allotment rent (7 months @ £25/yr)	£14.58	
FUTURE PAYMENTS				
		TTSR – Grounds Maintenance		1400.23
30 th September 2025		Jo Boxall – September salary, exps & Employers NI		587.96
		Refund of wood for play area surround		TBC

c) To receive External Auditors Report & Certificate and publication of Notice of Conclusion of Audit

PKF Littlejohn has completed their review of the Annual Governance & Accountability Return (AGAR) for Lyng Parish Council for the year ended 31 March 2025. A copy of the external auditor report and certificate (Section 3 of the AGAR Part 3) has been published on the noticeboard and website along with a copy of Sections 1 and 2, on which their

report is based. An 'except for' matter (qualifications) on the AGAR Form 3 was raised for the following reason: *Information received from the smaller authority indicates that some assets owned by the authority in the prior year have not been included in Section 2, Box 9 for that year.*

The Council reviewed their asset register in May, prior to submission of the AGAR, and agreed to include 4 additional parcels of land (each valued at a nominal £1) that were not previously included on the asset register (only the cemetery and allotments were on the register 2023/24) ,the £4 should have been restated on the 2023/24 years figures. The Notice of Conclusion of Audit has been published. The Council agreed that the notice should be displayed for 30 days.

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

As the deadline for applications for a grant from the Lyng Fling was 4th September, a request for £500 funding was submitted for maintenance of the play area in between meetings. This was ratified as proposed by Cllr Davies, seconded by Cllr King.

An email was received from The Circuit indicating that the defibrillator may have been used on 31st August. A check carried out confirmed that this was not the case. Clerk to update the system.

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

The date of the next meeting was confirmed as 8th October 2025 at 7.45pm. Future meetings were confirmed as 19th November & 17th December.

20. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 21.10pm.