

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th APRIL 2026 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies, Cllr Steve Wright, Cllr Robert Goodyer, Cllr Helen Young, Cllr J. King, Cllr Vicky Moore and Cllr Dillon-Hatcher

Parish Clerk - Jo Boxall and 0 members of the public.

County Cllr B. Borrett

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 11th March 2026 were unanimously **AGREED** as a true record as proposed by Cllr Davies, seconded by Cllr Goodyer. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING –

It was confirmed that the drainage ditch outside The Fox has been cleared by Norfolk County Council. Clerk to contact contractor to advise and cancel any further grounds work. It was agreed to contact Highways to express thanks for drain clearance and point out blockage in drainage pipe.

Further notices will need to be displayed at the cemetery (re unstable headstones and removal of tributes from middle of graves) as previous notices had been removed.

No further contact was received from Dereham saints football club. Cllr Davies confirmed that he had not yet contacted North Tuddenham Parish Council.

County Cllr B. Borrett joined the meeting.

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

County Councillor B. Borrett gave a brief report and updated the Council on the Governments plan for three unitary authorities and a timeline for changeover was highlighted. It was acknowledged that there would be disruption.

The Parish Council expressed their gratitude for Highways efforts to repair the roads around Lyng. County Cllr Borrett confirmed that there would be a meeting planned with Highways to consider proposals for the roads and any proposals would be presented for Parish Council consideration. A report received from County Cllr Borrett was circulated via email to Councillors.

District Cllr G. Bambridge and the Police were not 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,

Councillor J. King joined the meeting.

7. SAM2– To receive update

Cllr King expressed his wish to pass the responsibility for the SAM2 to another Councillor and confirmed duties. Cllr Young agreed to take responsibility with Cllr Davies as back up. Date for handover to be arranged. Cllr Goodyer agreed to take over responsibility for the cemeteries from Cllr Davies.

8. PLAY AREA / PLAYING FIELD

To consider / approve separation of maintenance of recreation ground from PC (Former Highways Surveyor Land Charity – linked charity 286137-1)

The Clerk confirmed that Lyng Parish Council is trustee for the Allotment to Former Highways Surveyors, charity number 286137 and 286137-1. This trust covers the provision of amenity beneficial to the parishioners of Lyng. The land in question covers the allotments, Cadders Hill and also the recreation ground (added to the trust at a later date).

The Solicitor (who is handling the registration of allotment land) advised that the Council keep separate accounts for the allotments which has been done but following a review of the AGAR forms (end of year accounting forms) there is a requirement to completely separate the actions of the Trustees with the actions of the Parish Council which is not currently happening.

The Council has to demonstrate that they are addressing the issue to the external auditor, and it was acknowledged that for the 2025/26 accounting year, there were trust transactions in the PC accounts. Moving forward the PC would ensure that there is separation and two sets of accounts / agendas / minutes.

The Clerk has already taken some steps to address this and has asked allotment plot holders to send their rent for 26/27 directly to the trust / allotment account. The Grounds Maintenance contractor has been asked to send separate invoices in respect of the recreation ground and allotments so that there is no need to use the PC account for transactions that are trust related. This

may mean that the Parish Council must allocate funds to the trust at the start of the financial year to meet maintenance requirements. It is understood that VAT cannot be reclaimed on expenditure relating to the trust.

It was **AGREED** that, pending advice from Norfolk ALC, the Parish Council will need to start holding separate meetings to discuss matters relating to the Trust to demonstrate that there is no conflict of interest and that trustee matters are separate from PC business (financial matters included). Trust meetings to be held straight after the PC meeting. As proposed by Cllr Wright, seconded by Cllr Goodyer. Norfolk ALC has been contacted for further advice on how best to proceed. It is assumed that the Parish Council will need to approve funds as s137 expenditure for the allotments and recreation ground, they have referred my enquiry to their legal team as it is not straightforward.

To receive update and consider / approve further action regarding rubber chippings (thrown outside play area)

Cllr Wright reported that the rubber chipping had once again been thrown outside of the play area. Following discussion, it was unanimously **AGREED** that the issue would be highlighted in the Hill and Vale and on the Village Facebook page and The Clerk to write to the Primary School regarding the issue as proposed by Cllr Wright, seconded by Cllr Dillon-Hatcher.

9. BRECKLAND LOCAL PLAN – To receive update

There was no update available.

10. Local Government Reorganisation – To receive update

The Government has confirmed its decision on Local Government Reorganisation (LGR) in Norfolk. After May 2028, services currently covered by the existing seven District Councils and County Council will be replaced by unitary authorities. The areas of Breckland Council and the Borough Council of King's Lynn & West Norfolk, plus a small number of parishes from South Norfolk, will make up the new authority for West Norfolk. The decision will also see two additional unitary authorities established, one for Greater Norwich and one for East Norfolk.

key milestones:

Later this year – The Government will set out the legislation to enact this 'minded to' decision, this will include details of interim governance

May 2027 – Shadow elections take place for the new unitary councils.

31 March 2028 – Breckland Council will close.

1 April 2028 - The new unitary council 'goes live' and takes over from predecessors.

During the transition process over the next two years, all council services will continue to be delivered by Breckland, and that residents and businesses should be confident in contacting the Council for any support.

11. Footpaths – To consider / approve further action regarding request from Norfolk Ramblers for Footpath audit

It was unanimously **AGREED** that as there is a local, government based, rights of way team for the management of local footpaths, the invitation to carry out a footpath audit would be rejected as proposed by Cllr Wright, seconded by Cllr Davies. It was reported that the Rights of Way team had confirmed that there was no public right of way at Quarry Lane (following queries from residents).

12. CHURCHYARD / CEMETERY - To receive update

An email was received from the Grounds Maintenance contractor, asking that the Council are vigilant with mole activity as the mounds cause damage to machinery and shortens the life of mower blades etc. It was agreed to seek advice / quotes for managing moles in public open spaces (cemetery and recreation ground).

To review area for the placement of excess soil from graves

It was agreed as a first port of call that the Village Volunteers would remove the excess soil from the cemetery and reinstate the embankment between the car park and the recreation ground which would remove the issue.

To review regulations for Funeral Director

It was agreed that there would be no change to the regulations for Funeral Directors.

13. ALLOTMENTS

To receive update

Following contact with the tenant, it was agreed to grant an extension until 1st May to give tenant time to cultivate their plots. The matter would be brought to the next trustee meeting.

To approve separation of Former Highways Surveyor Land Charity account from PC account.

Matter was discussed and agreed under agenda item 8.

To consider / approve quotes for hedge cutting on the allotments.

One quote was received in respect of hedge cutting confirming that if there's no nests the work could be carried out asap for £250 plus waste, (Waste would probably a van load - £75). A second contractor was asked to quote but nothing received. It was agreed to defer the matter to the next meeting to allow Councillors the opportunity to review the hedge.

14. HIGHWAY MATTERS–

To receive update on highways matters including potholes and approve further action.

The Parish Council were pleased to see that repairs have been made to the roads and potholes filled in. It was acknowledged that Highways are attempting to mitigate the damage / danger from the deterioration of the road. County Cllr B. Borrett to have meeting with Highways. Thanks were extended to everyone who has put pressure on Highways, and residents were encouraged to keep reporting issues to Highways.

To receive update and approve further action as appropriate on weight limit in the Village.

The following response was received from Highways.

'The issue of a weight limit for Lyng has become more complex, as several different departments have had involvement with this request in various ways over the years. We have made enquiries with the relevant teams and are currently awaiting their responses so that we can gather all the necessary information and fully understand the situation from each department's perspective. Once we have this information and are able to confirm how it affects the matter, we will update you straight away. I am sorry for any delay, but as I am sure you understand, we are dependent on the response times of others.'

Cllr Young confirmed that she would be continuing the fight.

To receive update on Flooding in Back Lane / Caddes Hill and approve further action.

No update was received. It was noted that the drainage ditch had been cleared. Back Lane had deteriorated following flooding issues.

15. TO RECORD PLANNING ISSUES

a) To consider planning applications

PL/2026/0466/VAR -Variation of condition 2 on pp 3PL/2023/0989/HOU - minor repositioning of single storey extension to improve internal daylight at Minoochi The Common, Lyng.

The Council agreed that they had no comments or objections.

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. An email was received from Breckland inviting the Parish Council to comment on the local list (validation checklist for applicants to use to ensure they submit all the necessary information, depending on application type, to make a planning application valid.). As the deadline was 8th April 2026, the information was circulated to Council for consideration, no comments were received.

16. FINANCE

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

The balances of accounts as at 31st March 2026 were confirmed as follows; Community account £11285.36, Business Premium account £9083.65, Earmarked reserves £7553.76, Play area £707.94, Memorial bench £661.01. Year-end bank reconciliation / budget comparisons were carried out / circulated by the Clerk.

An email was received from the Grounds Maintenance contractor advising that due to the economic conditions, an additional charge would be levied for this year to cover the increased cost of fuel. This would be spread over the next four invoices totalling £167.81 + VAT (£41.95 + vat per invoice)

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 Goodyer.

PAYMENTS			
16th March 2026	Memorial Fee - Lawler	£20.00	
16th March 2026	Mrs Jo Boxall - refund AVG subscription 26/27		£64.99
16th March 2026	Community Car Scheme February		£56.75
19th March 2026	Transfer to Play area reserve - Lyng Fling donation		£400.00
19th March 2026	Transfer to allotment trustee account - underspend		£275.00
19th March 2026	Transfer to earmarked reserves - underspend		£3,507.20
31st March 2026	Mrs Jo Boxall - March salary & exps		£559.06
31st March 2026	HMRC PAYE & exps		£38.90
RECEIPTS			

2 nd March 2026		Business Premium Account – savings interest	£22.94	
2 nd March 2026		Business Premium Account – Play area reserves	£0.78	
2 nd March 2026		Business Premium Account – Earmarked reserve	£10.22	
FUTURE PAYMENTS				
		Lyng Village Hall Hire Feb & March		£36.00
		Microsoft Office renewal subscription		£59.99
30 th April 2026		Clerks' salary & expenses - Gross		£605.95
30 th April 2026		HMRC NI Employers		TBC

c) To review, consider & approve reserves policy

It was unanimously **AGREED** to approve the revised reserves policy as proposed by Cllr Goodyer, seconded by Cllr Dillon Hatcher.

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

Future agenda items to include end of year accounts approval,

A Trustee meeting would be held to discuss the balance wall (further information ahead of the meeting).

18. DATE OF NEXT MEETINGS – To approve the date of the next meeting – 6th May 2026

The date of the Annual Parish Council meeting was approved as Wednesday 6th May 2026 starting at 7.30pm, with a trustee meeting to follow. The Annual Parish Meeting would be held at the earlier time of 7pm. Cllr Dillon Hatcher sent his apologies in advance.

19. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 20.53pm.