

THE MINUTES OF L yng PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th SEPTEMBER 2026 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Moore (Acting Chair), Cllr Robert Goodyer, Cllr Helen Young and Cllr J. King.

Parish Clerk - Jo Boxall and 5 members of the public.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Steve Davies and Cllr Dillon-Hatcher. Cllr Steve Wright had tendered his resignation. The Notice of Vacancy was displayed on the 24th August. The due date for receipt of requests to hold an election is 14/09/2026, and Breckland will notify the Council after that date as to whether they have received any requests for an election to fill the vacancy, following which the council can co-opt a new Councillor.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

3. MINUTES

Minutes of the Parish Council Meeting held on 15th July 2026 were unanimously **AGREED** as a true record as proposed by Cllr Goodyer, seconded by Cllr Young. Minutes were duly signed.

4 INFORMATION ON MATTERS ARISING –

Breckland Local Plan – Pre-submission (Regulation 19) Public Consultation would be running until 23rd September 2026. The extension will also apply to the parallel consultations on Breckland's Integrated Assessment, Habitats Regulations Assessment and Call for Sites for Gypsy and Traveller Sites. It was confirmed that plans for Local Government Reorganisation have been cancelled.

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

County Cllr P. Carr sent a monthly report which was circulated to Councillors. District Councillor G. Bambridge sent a ward member report for September but was not in attendance. The Police were not in attendance. Regular reports were received and circulated to Councillors from the Primary School

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

Concern was raised regarding the Council's request that tributes be at the headstone end and glass / breakable items be removed entirely. The issue of dogs mess was also raised (it was acknowledged that there was an issue with dogs mess around the village). The Council's cemetery rules and regulations were highlighted along with the need to adhere to health and safety. It was confirmed that moles would be managed once there was evidence of activity as per Council's recent decision.

7. SAM2 – To receive update including update on request for additional SAM2 location

The Parish Council's request to add Heath Road to the list of sites for placing the SAM2 was approved by Highways as they could not see any issue with the location. Cllr Young confirmed that there was a spare bracket to attach to the post. SAM2 data for The Common was published on the website. The battery seems to be functioning well at the moment.

8. HIGHWAYS - To receive updates on highways matters including flooding, weight limit, digging out of drainage ditch

HGV monitoring – Cllr Young confirmed that HGV traffic through the village appears to have reduced significantly - past counts captured 40-60 daily, recent counts only captured 26 in total. A camera was placed to monitor movements.

Details were circulated of the Parish Partnership scheme for local highway improvements, which the County Council will be repeating in 2027/28. All bids to be submitted by 01 December 2026. To be on the next agenda for consideration.

It was agreed that if the drainage ditch work was not carried out at the end of September, as per contractor's email, then the Council would seek another contractor.

It was unanimously **AGREED** that Cllr Young would continue her efforts and contact the Highways Engineer to highlight the issue of lorries accessing the village as proposed by Cllr Moore, seconded by Cllr Goodyer.

9. PLAY AREA & PLAYING FIELD (recreation ground matters included on the Trustee agenda, meeting to follow the PC meeting) To receive 6 monthly play inspection report and update on rubber chippings

A play inspection report from Sovereign was carried out on the 10th July and all matters were highlighted as low risk, no repairs / maintenance action required.

10. CEMETERY/CHURCHYARD - To consider matters arising affecting the cemetery / churchyard including consideration / approval of removal and storage of any glass / breakable items remaining on grave spaces as necessary.

The Clerk reported that an email was received from a family concerned about a notice of an unstable memorial. It was confirmed that the notice had been moved (not by Council) from another headstone and once removed had left a sticky residue. The Clerk subsequently went and carefully / respectfully removed this residue. Photos were taken to show that there was no

damage to this headstone and the family notified of the action taken.

Cllr Goodyer reported that except for one grave, all tributes have been moved / left at the headstone end. One grave remains with glass solar lights / tributes along the length of the grave. A family member confirmed that all glass would be removed from this grave. The Clerk would chase families where glass / breakable items were still on the headstone. It was agreed to have further discussion regarding dogs in the cemetery / placing a notice. The Clerk confirmed that she would contact the associated funeral director regarding a grave that is still mounded.

11. PLANNING

a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:

PL/2026/1010/HOU Erection of new double garage & home office space. 7 Hill Paddocks Lyng, Norwich, NR9 5RN – no comment / objection was submitted – application received between meetings.

Proposed Single Storey Rear Extension (3.68 metres x 3 metres) Site: ALLWOOD Quarry Lane, Lyng, NR9 5RS – information only

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.

It was confirmed that the Council's objections to planning application PL/2026/0630/FMAJ - Proposed new bark processing and storage facilities on land to the East of Lyng Road, Hockering had been submitted. Details of the Governments National Scheme of Delegation in relation to the process for determining planning applications which comes into force on 31st October were circulated to Councillors for consideration.

12. FINANCE

a) To receive financial update & income / expenditure

The balances of accounts as at 31st August 2026 were confirmed as follows; Community account £18032.19, Business Premium account £9109.53, Earmarked reserves £ 7573.49, Play area £709.75, Memorial bench £661.01. Bank reconciliation / budget comparisons were carried out / circulated by the Clerk. Following the resignation of Cllr Wright, there is a need to appoint a new internal control officer. No checks had yet been carried out this financial year (due July). It was agreed to place on the agenda for the October 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 Young, seconded by Cllr King

PAYMENTS				
7th July 2026		TTSR Grounds Maintenance		£1,088.77
7th July 2026		Community Car Scheme Payments June		£127.40
9th July 2026		Norfolk ALC Website hosting fees		£156.36
20th July 2026		PKF Littlejohn- External audit fee		£252.00
28th July 2026		Your Parking Signs- pymt issued in error (trustee)		£39.77
31st July 2026		Mrs Jo Boxall- July salary & exps (incl extra hours)		£891.15
31st July 2026		HMRC PAYE & Employers NI July		£193.13
31st August 2026		Mrs Jo Boxall- August salary & expenses		£585.82
31st August 2026		HMRC PAYE & Employers NI		£55.41
RECEIPTS				
23rd July 2026		Fakenham & district Funeral Services- interment Thomas	£871.00	
24th July 2026		Breckland District Council- community car scheme top up	£90.00	
13th August 2026		R Wells- Memorial Leney	£160.00	
14th August 2026		Your Parking Signs- pymt issued in error (trustee)	£39.77	
FUTURE PAYMENTS				
2 nd September 2026		Community Car Scheme Payments July		£137.55
2 nd September 2026		TTSR Grounds Maintenance		£1051.02
30 th September 2026		Mrs Jo Boxall salary & exps (TBC)		£577.15
		HMRC PAYE & Employers NI (TBC)		£55.41

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

PKF Littlejohn completed their review of the Annual Governance & Accountability Return (AGAR) for Lyng Parish Council for the year ended 31 March 2026. In their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting their opinion which they draw to the attention of the authority: *'The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9 and the trust fund transactions and balances have not been excluded from the figures in Section 2, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.'* It was unanimously **AGREED** (ratified) that the Notice of Conclusion of Audit would be published on the 1st September and displayed for two weeks as proposed by Cllr Moore, seconded by Cllr King. The Clerk confirmed that this had been done.

Smaller Authorities' Audit Appointments Ltd (SAAA), the organisation responsible for appointing external auditors to eligible smaller authorities in England will be introducing a new **Digital AGAR Portal**, designed to make the submission and management of Annual Governance and Accountability Returns (AGARs) simpler, more secure and more efficient. The portal is expected to be available for the **2027 AGAR submissions**. The Clerk confirmed that Lyng had registered to use this portal.

13. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA - To note any items of Information, correspondence, or items for referral to a future Agenda

Great Witchingham Parish Council emailed the Council regarding the planning application for the proposed conversion of the White Pheasant Hotel to provide a 20-bedroom HMO encouraging a response.

Seal Calibration have been asked to come and service the defibrillator following possible use. Although pads did not need replacement, the unit was showing an error code. Service has been scheduled for 16th September.

14. TO CONFIRM DATE OF NEXT MEETING

The date of the next meeting was confirmed as 21st October 2026

15. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 19.59pm.