



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th JULY 2022 STARTING AT 7.30PM IN THE VILLAGE HALL.

The meeting was held in accordance with current Government guidelines and a risk assessment was carried out.

Present: Chairman Cllr Steve Davies, Vice Chair Melanie Joyce, Cllr Robin Orton, Cllr Jason King and Cllr Suzan Jarvis

Parish Clerk - Jo Boxall and 6 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Sullivan and Cllr Meader.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. A personal declaration of interest was received from Cllr King in matters relating to the allotments for which he had already received a dispensation.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 8th June 2022 were unanimously **AGREED** as a true record as proposed by Cllr Orton, seconded by Cllr King. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING

Signage for the cemetery gate had been purchased and installed. Cllr Jarvis raised a query about public participation for items not on the agenda. Several options were considered. It was agreed to include this on the September agenda.

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

District Cllr G Bambridge was not in attendance

County Cllr B Borrett was not in attendance

Police – Was not in attendance. The Police report was circulated electronically.

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

A resident raised a concern about trees shading the allotment plots and queried conflicting terms on the allotment agreement. It was confirmed that litter at the bridge was no worse than usual.

7. TO CONSIDER / APPROVE FURTHER ACTION REGARDING LITTER AROUND THE BRIDGE

Following discussion, it was unanimously **AGREED** that the Clerk should contact Sparham Parish Council and pass on the concerns raised regarding litter around the bridge and confirm that Lyng Parish Council are happy to work with Sparham on the issue as proposed by Cllr Orton, seconded by Cllr Jarvis.

8. DOG SHOW – TO RECEIVE AN UPDATE

Cllr Davies gave an update on plans for the dog show. Local groups had been invited to attend / have a stall. Food vendors were proving illusive but it was hoped that something could be found. Event advertising was confirmed. It was hoped the event could be built up each year. Cllr Joyce confirmed that she was going to arrange a children's activity to raise money for the Council and was seeking volunteers.

9. TO RECEIVE UPDATE & CONSIDER / APPROVE PAYMENT OF SOLICITORS FEES IN RESPECT OF BOWLS CLUB ACCESS

The Clerk confirmed the following response from the solicitor;

'The lease agreement does grant the bowls club an express right of access via the playing field and as such, you will need in some form to allow access to the bowling club over the playing field. If you prevent access over the playing field, they will (worst case) be able to make an application for an injunction. Injunctions are however costly and would likely be a last resort for the bowls club.

I would suggest that you consider whether there is a compromise or an alternative that can be considered to allow them access? If there is an alternative or a way in which you could use a set strip for access for the bowls club, you could document it to ensure no further issues.

I appreciate this is not the answer you are hoping for but an express right has been granted in a written agreement. You can vary rights but you would have to vary the document by agreement and it is unlikely they will agree to change this right.'

It was confirmed that to look into the matter further the solicitor would charge fixed reduced rate of £125 plus VAT per hour. Cllr Davies confirmed that the Bowls Club have complied with the decision of the Council and were thanked for this.

Cllr Davies proposed that as the Council has already made a decision, no money should be spent on a solicitor to obtain further information and access to the Bowls Club would remain for blue badge holders only as per the Council decision, seconded by Cllr Joyce. This was **AGREED** with three in favour and two against. Cllr Jarvis requested it be recorded that although she agreed with not paying for a Solicitor, she did not agree with the decision made regarding access. Cllr Orton was also against the proposal and wanted the council to reconsider their decision to prevent vehicles other than disabled vehicles to access the field.

10. PLAY AREA / PLAYING FIELD

To receive play area inspection report and approve further action re multi use play equipment / swings and approve signage

The annual play inspection report was received. As the play report had not raised concern about the level of bark across the whole play area, it was suggested that the bark may just need raking to replace in high use areas. Cllr Joyce to contact Grounds Maintenance Company for advice/ to confirm this was being done.

The Clerk had requested quotes from several companies. A local company confirmed that they were not able to carry out repairs to other play installations at this time. Sovereign play was prepared to carry out a survey to determine the works required at a cost of £149.00 for this, the charge is deductible on orders over £500.00. The Clerk is awaiting a quote from Playdale for the repairs.

It was **AGREED** unanimously that the Clerk be given delegated authority and when the quote from Playdale is received, it is circulated and the expenditure agreed by majority via email as proposed by Cllr Davies, seconded by Cllr Joyce.

To receive update & quotes regarding play area resurfacing and approve further action as appropriate

A quote of £35000 was received for the supply / installation of an alternative surface for the play area. As it was unlikely other quotes would be lower, and due to the cost it was acknowledged this was not something the Council could consider at present, it was agreed that the Council would need to continue to replace the bark as needed and include alternative surfacing in future budget considerations.

To form working group to look into outdoor exercise equipment proposals

It was agreed to put the outdoor exercise equipment on hold pending repairs to the current play area which were expected to be expensive.

11. CEMETERY

To receive update regarding unstable memorials

Cllr Orton confirmed that the headstone that had caused concern was not as unstable as first thought so had not been laid down and he would continue to monitor. A piece has been written for the Hill and Vale as no contact yet received from families of unstable memorials.

Previously removed mole scarers had been replaced on a grave in the cemetery. It was agreed the Clerk should send a letter to the family asking them to remove the scarers and send them a copy of the regulations for consideration.

To receive update / confirm purchase of a notice board for the cemetery

Following discussion, including careful consideration of the budget in light of the forecasted play area expenditure, it was unanimously **AGREED** to accept the quote of £279.95 plus £19.95 (+VAT) for the notice board with £12 for postcrete as proposed by Cllr Joyce, seconded by Cllr Davies

12. ALLOTMENTS

To receive update on formation of allotment association and approve further action as appropriate

It was confirmed that the Allotment Association had been formed and a spokesperson found. A meeting had been held. The water issue had been discussed and a new suggestion made involving pumping water from the river to the allotments. A resident confirmed that there was information on the Environment Agency website confirming that water could be taken from the river following concern about the legality of the proposal. Following discussion it was agreed that the Council would consider proposals from the Allotment Association to purchase a pump at the September meeting.

It was suggested that the Allotment Association have a stall at the Dog Show to raise funds towards the cost of the pump. The Clerk reminded the Council of their decision in September 2021 that *'the Council draw a line under the proposal for the provision of water on the allotment until clear financial statements have been made which are acceptable to the Council and will not impact on the precept'*

It was reported that the Allotment Association were going to find a flatbed lorry to remove rubbish from the allotments.

To consider / approve further action regarding creation of access onto the allotments

It was previously agreed that half of Plot 12 would be rented out. The Allotment Association have offered to help clear the site if the Parish Council work with them on water provision. As there were no residents without plots on the waiting list, it was unanimously **AGREED** to offer plot 12 to the next person on the waiting list (an existing plot holder) as proposed by Cllr Davies, seconded by Cllr Joyce.

To receive update and approve further action with regards to tree management

It was **AGREED** by majority that Cllr Davies would seek three quotes for tree work on the allotments (trees to be trimmed back sympathetically and the hedge dividing the allotments to be trimmed back) as proposed by Cllr Joyce, seconded by Cllr King with Cllr Jarvis against the proposal. Cllr Davies will continue to try and contact the Breckland Tree officer for advice on the allotment trees including those with a TPO.

To consider / approve amendment of the wording of the Chicken / Duck regulations re surplus eggs & review / amend policy to allow soiled bedding from birds to be composted on the allotment plot.

It was **AGREED** to amend the chicken / duck regulations to include wording from the allotment tenancy ' but a small amount of surplus eggs may be sold' as proposed by Cllr Davies, seconded by Cllr Orton. Cllr Jarvis voted against.

Following discussion it was **AGREED** to amend the policy to allow soiled bedding from birds to be composted on the allotment plot as proposed by Cllr Joyce, seconded by Cllr Davies. Cllr King abstained from the vote with Cllr Orton and Cllr Jarvis strongly opposed to the proposal. Cllr Davies used his casting vote to pass the resolution.

13. POLICIES - to review and approve the following policies-

To approve amended Social Media Policy

It was unanimously **AGREED** to approve the amended Social Media policy as proposed by Cllr Davies and seconded by Cllr King.

14. TO RECORD PLANNING ISSUES

a) To consider planning applications received

3PL/ 2022/0675/LU - The existing polycarbonate conservatory roof to be replaced with a tiled roof to improve insulation at Jasmine Cottage, The Street, Lyng.

As the application was seeking legal determination only, no comments were sought from the Parish Council.

b) To consider late planning applications

No late planning applications were received.

c) To receive decisions from Breckland District Council

Proposed part conversion of existing detached double garage to salon at 55 Pightle Way, Lyng - Approved

15. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 30th June 2022 were confirmed as follows; Community account £19197.63, Business Premium accounts £8719.85 and £0.12. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund carried forward was £585.98. Cllr Orton carried out an internal audit. The Clerk confirmed that there was a need to find another signatory

b) To approve payments made and to be made & record receipts

All payments made since the last meeting to date in accordance with the attached schedules were unanimously **AGREED**, and receipts noted as proposed by Cllr Orton, seconded by Cllr Joyce.

c) To approve further action regarding Community Car Scheme driver's mileage payments

Concern was expressed by drivers volunteering for the Community Car Scheme that the 45p/mile was no longer covering the costs incurred. An email received from the Strategy and Governance Department drew attention to the fact that the 45p/mile volunteer mileage rate is linked to HMRC rates and is intended to cover more than just fuel, and so even with the increases, should cover the fuel drivers use. There was concern that any increase in rates would create the need to complete tax returns. Any increase in the rate would have a knock on effect on those being transported. As these people are also experiencing the cost of living impact and are some of our most vulnerable people in the community careful consideration would be needed to balance the needs of everyone should HMRC increase the rate.

Breckland confirmed that the Parish Council could increase the rate and pay drivers more but should consider the tax implications. They confirmed they had no plans to increase the 12.5p per mile they currently paid so any shortfall would need to come from the Parish Council or passenger. The Council were invited to use the current funding grant to offset additional costs but would not be offered further funding this financial year. Breckland confirmed that they will be looking into the funding they are able to offer in the future and see how this can be used moving forward, to best suit the needs of the community.

The Parish Council confirmed they were sympathetic to the situation and would not wish to lose the scheme. They acknowledged that the volunteers are doing an amazing job. Following discussion it was unanimously **AGREED** not to increase the Parish Council's contribution in light of HMRC's 45p/mile rate but review this should this rate change, as proposed by Cllr Davies, seconded by Cllr Orton

d) To approve grant to Hill & Vale towards printing costs

A letter received from the Hill and Vale confirmed that *'Lyng receives just over 400 of 715 copies of the Hill & Vale printed each month. This is 4/7ths of the total number printed. Based on current cost and the largest edition, which is 40 pages, eight of which are double sided colour sheets, that would amount to an annual donation of £294.29 per annum from Lyng Parish Council.'*

Following discussion it was **AGREED** by majority to award a one off grant of £294.29 as proposed by Cllr Davies, seconded by Cllr Orton. Cllr Jarvis was against the proposal. Future grant applications should be accompanied by accounts evidencing the need for support.

e) To consider / approve further action re reclaim of overpaid VAT (asbestos clearance)

It was confirmed that a letter was sent by signed post and to date no response has been received. The Parish Council agreed not to pursue the £159 from Asbestos Boss.

It was unanimously **AGREED** that no further action be taken by the Clerk but if Councillors wished to take further action then the Clerk would provide details as proposed by Cllr Joyce, seconded by Cllr King.

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

Letter regarding the Village sign – Cllr Davies confirmed that a resident has kindly offered to refurbish the Village Sign subject to the Parish Council meeting the cost of materials. It was hoped this work would be carried out over the summer. It was unanimously **AGREED** to allow the sign to be removed by Cllr Davies and restored as proposed by Cllr Davies, seconded by Cllr Orton.

The Clerk confirmed that a tree survey was carried out on the 14th July and she was awaiting the report. SAM2 speeding issues. – Cllr Meader had confirmed he was hoping to get the SAM2 data compiled and circulated as soon as possible.

Items for the next agenda to include; Consideration of public participation, Allotment Association proposals and SAM2 speeding data analysis.

17. DATE OF NEXT MEETING

The date the next Parish Council meeting was confirmed as Wednesday 14th September 2022 at 7.30pm.

18. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 21.12pm