

# **THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> OCTOBER 2023 STARTING AT 7.30PM IN THE VILLAGE HALL.**

Present: Cllr Steve Davies (Chair), Cllr Melanie Joyce (Vice Chair), Cllr Stuart Drabble and Cllr Tom Gittins  
Parish Clerk - Jo Boxall and 1 member of the public

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence received and noted from Cllr J King and Cllr K King as notified at the last meeting.  
Apologies received and noted from Cllr Wright.

## **2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None received.

## **3. MINUTES**

Minutes of the Lyng Parish Council Meeting held on 13<sup>th</sup> September 2023 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded by Cllr Davies. Minutes were duly signed.

## **4. INFORMATION ON MATTERS ARISING –**

It was reported that one volunteer has come forward for community speed watch but 6 are needed to be able to take scheme forward. Cllr Davies to publicise on Social Media.

It was confirmed that a letter had been sent to the plot holder who expressed an interest in plot 10. No response yet received. It was agreed to chase resident and continue to advertise allotments.

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

District Councillor Gordon Bambridge, County Councillor Bill Borrett and the Police were not in attendance.

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

No comments were received.

## **7. TO RECEIVE UPDATE RE SAM2 / FORMATION OF COMMUNITY SPEED WATCH GROUP AND APPROVE FURTHER ACTION AS APPROPRIATE.**

As only one volunteer has come forward, it was unanimously **AGREED** that Cllr Davies should advertise for volunteers on Facebook as proposed by Cllr Joyce, seconded by Cllr Gittins. Further speed reduction measures were briefly discussed.

## **8. TO RECEIVE UPDATE REGARDING WEBSITE, COUNCIL DATA PLATFORM / COUNCILLOR EMAILS AND CONSIDER / APPROVE FURTHER ACTION**

The Clerk confirmed that due to the late publication of the new website, she had purchased one month's subscription to Hugo Fox website at a cost of £11.99. The Clerk had tried to update as much of the new website as possible within her hours although it was acknowledged that there were improvements to be made.

Norfolk ALC confirmed that they would not publish a separate name server for the sub domain as they own the domain name and would not allow it to be used for any other purposes. They confirmed that the Council could register their own gov.uk domain name and use with the Norfolk parishes website but this would require the purchase of an additional SSL security certificate at an annual cost of £60.

Concern was expressed that the new website will be un-transportable to another platform.

It was unanimously **AGREED** to continue to maintain the old website at a cost of £11.99/ month until further notice in light of ICO complaint, as proposed by Cllr Davies, seconded by Cllr Gittins. It was unanimously **AGREED** to delay any decision regarding Councillor emails until such time as it can be clarified with Norfolk ALC if the Council can use lyng.norfolkparishes.gov.uk for the purpose of email as proposed by Cllr Drabble, seconded by Cllr Gittins. A note would be placed on the old website confirming presence of new website.

## **9. TO CONSIDER / APPROVE PROJECTS FOR SHORT, MEDIUM AND LONG TERM CONSIDERATION AS PART OF AN ACTION PLAN FOR APPROVAL**

Following discussion it was unanimously **AGREED** to seek resident's views on future projects as proposed by Cllr Davies, seconded by Cllr Drabble. Council to look at producing an action plan for short, medium and long term goals so the Council can start building / ear marking reserves. Future projects to include bike ramp and youth shelter on the playing field, bus shelter (parish partnership funding), more seating at the recreation ground and creating small areas of habitat.

#### **10. PLAY AREA / PLAYING FIELD**

##### **To receive update regarding play area and receive quotes for rubberised chippings / membrane**

Thanks were extended to Cllr Wright who continues to carry out regular play area inspections. It was agreed to defer consideration of rubberised chippings to the next agenda as no update received from Cllr King.

##### **To approve policy for hire of playing field**

A draft policy was circulated for consideration. Following discussion it was agreed to review the existing policy for the use of the playing field, amend as appropriate and bring back to December meeting.

#### **11. CEMETERY**

A further email was received from the resident requesting fence in hedge like other properties. Council agreed that they had no additional comments to make. Concern was raised about the missing fence panel / hedge and how this could be filled. It was confirmed that Cllr Davies would cover the Clerk on cemetery matters (and as out of office contact) whilst she's away.

#### **12. ALLOTMENTS**

##### **To receive update regarding registration of allotment land**

As no further update received, it was unanimously **AGREED** to write to NPLAW and convey frustration at the lack of action on registration of allotment land as proposed by Cllr Davies, seconded by Cllr Drabble

##### **To consider / approve formulating agreement with Lyng Allotment Association**

Lyng Allotment Association expressed an interest in working closer with the PC and was asked to forward ideas / suggestions. They asked that discussion be deferred to the December meeting as they have not had the opportunity to put forward suggestions. It was agreed that any proposals should be inclusive of all plot holders and that further discussion would be deferred until proposals received.

#### **13. POLICIES - to review and approve the Standing Orders**

The Clerk confirmed that Standing Orders needed to be reviewed and would circulate a draft for consideration ahead of the December meeting.

#### **14. HIGHWAY MATTERS – To approve further action as appropriate on highway matters**

It was agreed to defer discussion until the next meeting as not all Councillors were in attendance.

#### **15. TO RECORD PLANNING ISSUES**

##### **a) To consider planning applications received**

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.

#### **16. FINANCE**

##### **a) To receive financial update & income / expenditure**

The balance of accounts as at 30<sup>th</sup> September 2023 were confirmed as follows; Community account £16522.15, Business Premium account £8779.91. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £854.16. The internal control check had been carried out and no concerns were highlighted. The importance of budgeting, so money could be put aside for projects, was highlighted by Cllr Davies

**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 Davies, seconded by Cllr Joyce.

**c) To review accounts following internal control officer recommendations**

Following an internal control audit, matters were raised for consideration. Clerk confirmed that she would start invoicing with a reference number from the start of the next financial year to clarify income due with the payments received. ROSPA had been emailed with a request to update contact details.

Following consideration about the future of accounts with a nil (The account 93016897 is titled as playground fund and has a zero balance) or 12p balance, it was agreed to leave these open pending further discussion about future earmarked reserves and review at the end of the financial year.

The Clerk confirmed that the account with £10.05 is connected to the Former highway surveyors land charity - the PC are trustees so should remain open and monies not transferred (this is the reason this account is not included on the end of year accounts as it relates to the trust and COIF account and not PC accounts)

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

It was confirmed that an email was received from the The Information Commissioner's Office notifying that there would be an investigation following a complaint received.

Emails received include; Breckland Local Plan – drop in sessions and materials, seeking views on the Issues and Options stage of the Local Plan. Email seeking Lyng Parish Council support for the Climate and Ecology Bill. Future agenda item to include precept consideration 2024/25, standing orders, website, highway matters, allotments, re plot 10, speed watch, allotment registration of land.

**18. DATE OF NEXT MEETING**

The date of the next Council meeting was confirmed as 6<sup>th</sup> December 2023. (Clerk reminded the Council that she will be away 6<sup>th</sup> – 26<sup>th</sup> November)

**19. TO APPROVE EXCLUSION OF THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DURING DISCUSSION OF AGENDA ITEM 20;**

It was unanimously **AGREED** to exclude the press and public during discussion of agenda item 19 as proposed by Cllr Davies, seconded by Cllr Joyce.

**20. TO REVIEW PERFORMANCE, REVIEW / APPROVE CLERKS SALARY FOR PERIOD 1ST APRIL 2024-31ST MARCH 2025.**

The Clerk confirmed that she had been able to keep additional hours down although she still had holiday hours to take.

As it formed part of the Clerks contract for her salary to replicate her salary at Bawdeswell Parish Council subject to satisfactory performance, and as a pay rise had been awarded, it was unanimously **AGREED** to award an 8% pay rise with effect from 1st April 2024 as proposed by Cllr Gittins and seconded by Cllr Joyce.

**21. TO CLOSE THE MEETING**

There being no further business, the meeting was closed at 21.07pm