

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 13th MARCH 2024 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Melanie Joyce, Cllr Tom Gittins, Cllr Jason King, Cllr Steve Wright and Cllr Stuart Drabble
Parish Clerk - Jo Boxall and 5 members of the public
District Cllr G. Bambridge

1. APOLOGIES FOR ABSENCE

Apologies for Absence received and noted from Cllr K. King.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Declaration of interest received from Cllr J King on matters relating to the allotments for which a dispensation has already been received.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 17th January 2024 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded by Cllr Drabble. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING –

Cllr Wright, Cllr Davies and members of the churchyard working group carried out repairs to the car park entrance; thanks were extended to them for all their hard work.

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

District Councillor Gordon Bambridge gave a brief report on matters affecting the district including the Local Plan, Wensum Catchment Partnership and drainage matters. Thanks were extended to District Cllr Bambridge for his work with the Council on the flooding issues. 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

A resident raised concern about the amount of dog mess on the recreation ground and spoke in support of a bike course/ area on the recreation ground.

7. TO RECEIVE UPDATE RE SAM2 / COMMUNITY SPEED WATCH GROUP AND APPROVE FURTHER ACTION APPROPRIATE.

SAM2 reports have been published on the website. Cllr Davies confirmed that the Community Speed Watch Team were now trained, had been out and had passed details of one driver, who was caught exceeding the speed limit (the vehicle was without tax and MOT) to the Police for further action. It was confirmed that there were currently 10 volunteers but more volunteers were welcome and would mean more sessions could be held. Cllr Drabble to put an update in the Hill and Vale encouraging residents to come forward.

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

Cllr Drabble circulated an email regarding Councillor emails and data platform and gave a brief overview. Three options were considered; Norfolk ALC option which includes Gov.uk domain name registration: £112 + VAT for 2 years with an administration charge of £70/year (already paid as an existing Norfolk Parishes user), Proton Mail Package at an annual cost of around £571/year or the option to do nothing and stay the same.

Cllr Drabble proposed the Council agree to purchase the proton mail package, seconded by Cllr J. King but this proposal was unsupported as 4 Councillors voted against the expenditure.

As it was acknowledged that there was no allowance in the budget 24/25 for expenditure for the proton package and the Council were already Norfolk ALC members, it was **AGREED** with 3 abstentions (Chairman in favour) to adopt the Norfolk ALC option as proposed by Cllr Gittins, seconded by Cllr Wright.

Thanks were extended to Cllr Drabble for his input.

9. TO RECEIVE UPDATE REGARDING VILLAGE PROJECTS – BMX TRACK / BENCHES FOR RECREATION GROUND AND APPROVE EXPENDITURE / FURTHER ACTION AS NECESSARY.

Cllr K King sent a report confirming that a typical all tarmac BMX facility starts around £35000 with an initial consultation charge of £600 + VAT. The Motocross team have agreed to support proposals and help plan a track but would need to wait until after April due to current commitments.

Cllr Drabble confirmed that no emails of support had been received for the proposal of additional benches on the recreation ground. Given limited funds, and the lack of support, it was agreed to defer this expenditure. Cllr Drabble to make enquiries with local companies for sponsorship of a bench.

An email was received with details of a monkey challenge climbing wall, suggesting that PC can get equipment for free with grant funding. It was unanimously **AGREED** that Cllr Wright should make further enquiries and bring back to the next meeting (no grant funding application to be made) as proposed by Cllr Davies, seconded by Cllr Gittins.

10. TO RATIFY DECISION REGARDING FOI REQUESTS IN RESPECT OF THE BOWLS CLUB FOLLOWING ICO DECISION.

The ICO decision was confirmed as follows;

1. The complainant has requested correspondence, documents and complaint information regarding a Bowls club from the Lyng Parish Council ('the Council').
2. The Commissioner's decision is that the Council, on the balance of probabilities, does not hold any additional information within the scope of the request.
3. The Commissioner is also satisfied that the Council was entitled to rely on section 21 when refusing to provide some of the requested information.
4. The Commissioner does not require further steps to be taken.

The Council expressed concern over the amount of Clerk's time taken to address this issue, and unanimously **AGREED** that the Council would not respond to any further requests from the resident regarding the Bowls Club, as proposed by Cllr Davies, seconded Cllr Joyce.

11. PLAY AREA / PLAYING FIELD

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

It was confirmed that the membrane underneath the bark was in good condition. It was agreed to review quotes received ahead of the next meeting.

Following receipt of an email request, It was unanimously **AGREED** to allow the Bowls Club to lay 2 x 900mm slabs just outside the Bowls Club entrance gate (slabs to be laid flat to be level with the playing field grass) as proposed by Cllr Davies, seconded by Cllr Joyce.

To consider / approve further action regarding dogs / dogs mess on playing field

Emails were received raising concern about dogs off leads on the recreation ground and the issue of dogs mess on the field. It was confirmed that Lyng Playing Field does not have a Dog Control Order or Public Space Protection Order. Residents to be encouraged to report incidences of dog fouling to Breckland. Cllr Davies to contact Breckland regarding the dog warden and CCTV cameras to catch offenders. Cllr Drabble to draft piece for Hill & Vale and Village Facebook page. Any person feeling threatened by a dog's behaviour should be encouraged to report it.

Following discussion it was unanimously **AGREED** to purchase 6 cans of biodegradable spray paint to highlight incidences of dogs mess as proposed by Cllr Drabble, seconded by Cllr King. Cans to be used by Councillors or concerned residents.

It was unanimously **AGREED** to purchase 5 anti dog fouling signs for the recreation ground, highlight that people are being watched and that there is a £1000 fine for offenders.

Concern was expressed about the amount of litter on the recreation ground so it was unanimously **AGREED** to purchase one sign encouraging residents to pick up their litter, as proposed by Cllr Joyce, seconded by Cllr Wright

12. CEMETERY / CHURCHYARD

To receive update and consider / approve request for hedging

A request was received from Lyng PCC for the Council to plant a hedge along the Boundary of the Churchyard with The Fox. As the Council were asked to replace the willow with another tree by Breckland tree officer, it was unanimously **AGREED** that Cllr Davies would purchase a tree up to £50 to replace the willow and arrange planting with the churchyard working party as proposed by Cllr Davies, seconded by Cllr Wright.

13. ALLOTMENTS

To receive update regarding registration of allotment land / Collens Pit (as part of Allotment to Former Highway Surveyor land) and approve further action / expenditure as appropriate.

It was confirmed that the Solicitor has been able to speak to the Official Custodian (Charity Commission) who has been able to track down some potentially helpful paperwork from the 1980's which they are going to send to the Solicitor. Once received, the solicitor will contact the Clerk with the next steps.

To consider / approve amendment to allotment agreement as per solicitors advice re trust

The Clerk circulated the allotment agreement with a small amendment as advised by the Solicitor; *'The Council shall let the Allotment Plot to the tenant for a term of one year commencing on the [insert date] day of [insert month] 20[complete] and thereafter from year to year until the 6th anniversary when a new agreement will be required. unless determined in accordance with the terms of this tenancy.'* The amendment was unanimously **AGREED** as proposed by Cllr Davies, seconded by Cllr Joyce.

The Clerk confirmed that not all allotment holders had returned signed agreements so it was agreed that plot holders be advised that without a signed agreement they could no longer have a plot.

To consider / approve rent for allotments April 2025 and review annually in accordance with trust.

Following discussion, it was **AGREED** to increase allotment rent to £25 per plot with effect from 1st April 2025 as proposed by Cllr Joyce, seconded by Cllr Davies with one abstention.

14. HIGHWAY MATTERS–To receive update / approve further action as appropriate on highway matters including concerns regarding flooding on Back Lane (approve collection of bins on PC land)

It was confirmed that there would be a meeting on Friday with the Highways engineer and County Cllr Borrett to look at the flooding issue. As there were over 35 agencies involved with flooding issues, it was acknowledged that a resolution may take a while.

It was unanimously **AGREED** that when there was flooding, residents affected could place their bins on the Parish Council land (village sign) for collection as proposed by Cllr Davies, seconded by Cllr Joyce

15. POLICIES

To review and amend as appropriate the following policies – Complaints Policy, Dispensation request policy, Protocol for the recording of meetings, communications policy

The Clerk circulated the policies for consideration. It was unanimously **AGREED** to approve all policies without amendment as proposed by Cllr Davies, seconded by Cllr Joyce.

16. TO RECORD PLANNING ISSUES

a) To consider planning applications received

3PL/2023/0050/D Approval of reserved matters application (appearance and landscaping) for 4 no. Two storey dwellings and discharge of conditions 4,7,11 & 12 following outline permission on 3PL/2021/1436/O on land adjacent to Heath Road – No comment or objection

3PL/2024/0114/F – Proposed change of use, partial demolition and conversion of disused light industrial premises to 2 dwellings with new access at The Forge, The Street, Lyng –no objections, flooding concern noted

b) To consider late planning applications

No late planning applications were received

c) To receive decisions from Breckland District Council

Proposed rear garage/carport. Proposed rear garage/carport and alterations to vehicular access. Proposed rear extension and alteration of existing side extension and porch roof from flat to pitched Amended plans and revised description at Minoochi, The Common, Lyng – Approved

17. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 29th February 2024 were confirmed as follows; Community account £11892.35, Business Premium account £8810.48. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated. A grant application of £750 for the CCS scheme was submitted to Breckland between meetings following approval from Councillors via email.

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.

Expenditure		
4 th February 2024	Mrs Jo Boxall – January salary & exps	£508.77
4 th February 2024	Mrs Jo Boxall – website fee refund	£11.99
4 th February 2024	Pete Clough – Community Car Scheme January	£22.75
4 th February 2024	Chris Black –Community Car Scheme January	£53.75
4 th February 2024	Alan Cooke – Community Car Scheme January	£16.50
21 st February 24	Westcotec – drill bits	£6.00
29 th February 24	Mrs Jo Boxall – February salary & exps.	£508.77
Receipts		
27 th January 24	Lyng Fling donation play area	£300.00
9 th February 24	H Brett & Sons memorial application	£150.00
Late Payments		
6 th March 2024	Mrs Jo Boxall – website renewal fee	£11.99
6 th March 2024	Chris Black – Community Car Scheme Feb	£21.25
6 th March 2024	Alan Cooke – Community Car Scheme Feb	£52.50
6 th March 2024	Alan Cooke – CCS refund medical	£50.00
11 th March 2024	Lyng Village Hall Hire (Dec/Jan/March)	£108.00
TBC	Cllr Davies – refund Hall Hire Speed Watch	14.00
31 st March 2024	Mrs Jo Boxall – March salary & exps.	£508.77

c) To consider / approve purchase of new laptop, warranty, security package and application suite.

Following discussion it was unanimously **AGREED** to purchase an HP ProBook laptop with a 5 year warranty as proposed by Cllr Drabble, seconded by Cllr Joyce.

It was **AGREED** to purchase AVG anti virus software at a cost of £64.99 as proposed by Cllr Drabble, seconded by Cllr Gittins with one abstention

Cllr Drabble proposed that the Clerk use Libre Office instead of Microsoft Office but was unsupported in the proposal. It was **AGREED** to purchase Microsoft Office 365 or similar software at an annual cost for as long as Clerk feels it is appropriate for her work as proposed by Cllr Davies, seconded by Cllr Joyce, with one abstention.

d) To approve a reserves policy and approve general / earmarked reserves

The Clerk circulated a draft reserves policy for consideration and circulated end of year expected budget figures. It was unanimously **AGREED** to hold general reserves at 9 months of precept amount as proposed by Cllr Gittins, seconded by Cllr Joyce.

It was unanimously **AGREED** to hold Earmarked reserves as follows; £874.05 for the balance of the Community Car Scheme, £1450 for under spend of allotment budget and £300 from Lyng Fling donation for play area maintenance as proposed by Cllr Davies, seconded by Cllr Joyce

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

Following receipt of a request from Elsing PC, it was agreed that the Council could not lend the SAM2 machine to Elsing as Highways needed to approve locations for the SAM2. Emails were received regarding flooding on Back Lane. Cllr King requested a review on the boundary between his property and the allotments. Documents to be circulated to Council for consideration

Cllr Joyce tendered her resignation; thanks were extended to her for all her hard work during her time on the Council.

19. DATE OF NEXT MEETING

The date for the Annual Parish Meeting was agreed as 10th April 2024 and the Annual Parish Council Meeting was confirmed as 8th May 2024.

20. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 21.45pm