



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 17TH JUNE 2020 STARTING AT 7.30PM VIA ZOOM.

Present: Cllrs Keith Meader – Chairman, Robin Orton and Suzan Jarvis
Parish Clerk - Jo Boxall and 0 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for Absence received and noted from Cllr Speller. Cllr Lewis had tendered his resignation. As no request for election was received following the Notice of Vacancy, the Council could now proceed to fill the vacancy by co-option.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensations were received.

3. MINUTES

The minutes of the Parish Council Meeting held on 19th February 2020 were received, approved and signed as proposed by Cllr Orton.

4. INFORMATION ON MATTERS ARISING

It was acknowledged that allotments require future consideration.

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

County Cllr B. Borrett, District Cllr G Bambridge and The Police were not in attendance. Police reports were received and circulated electronically. District Cllr Bambridge had forwarded an email sent from a resident after they raised concern about rubbish left at beauty spots in Lyng/ Sparham.

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

No members of the public were in attendance

7. TO APPROVE AGREEMENT WITH BRECKLAND RE COMMUNITY CAR SCHEME

It was agreed to approve the agreement with Breckland re Community Car Scheme in principle subject to further measures being put in place to ensure that the Parish Council are meeting all their responsibilities in consultation with the car scheme coordinator. Future considerations to include risk assessments.

8. TO REVIEW THE DELEGATED POWERS OF THE CLERK TO CONSULT WITH COUNCIL MEMBERS IN CONJUNCTION WITH THE CHAIR, TO DEAL WITH BUSINESS THAT IS TIME LIMITED, URGENT AND / OR DOES NOT NECESSITATE HOLDING A PUBLIC MEETING.

Due to Government restrictions during the Corona Virus Epidemic the Parish Council acknowledged that it is unable to carry out business in the usual manner. It was therefore

unanimously agreed to approve delegated powers to the Clerk in consultation with the Chair to deal with urgent business as proposed by Cllr Orton. It was agreed to reconvene regular meetings. It was acknowledged that it was important for the Council to remain open and transparent.

9. TO APPROVE FURTHER ACTION REGARDING PLAY AREA INSPECTIONS AND MAINTENANCE AND APPROVE PURCHASE REPLACEMENT SWING SEATS.

It was confirmed that that Play area had been closed with notices and warning tape following government guidance and remained closed. BHIB Insurers confirmed that they would require a record that monthly play inspections are being carried out. It was agreed to seek quotes for a self employed individual to carry out monthly play inspections, raking of the bark and any other tasks as required and report back to Council, as proposed by Cllr Orton.

10. TO CONSIDER PLANNING ISSUES

a) To record planning applications received

3PL/2020/0333/F Erection of dwelling and detached garage at Oak Grove, Elsing Road, Lyng – no comment/ objection

3PL/2020/0554/LU Proposed Orangery to rear of house at 6 Hammond Place, Lyng – The Council's views were not sought for this application as the application merely seeks a legal determination based on the scheme submitted.

b) To consider late planning applications

No late planning applications were received.

c) To receive decisions from Breckland District Council

Front entrance porch at 16 Richmond Place, Lyng - Approval

11. FINANCE

a) To receive financial update and approve payments made and to be made since start of government restrictions and to approve future payments in accordance with the budget.

All payments made since the last meeting to date in accordance with the attached schedules were approved, as proposed by Cllr Orton. The balance of accounts as at 31st May 2020 were confirmed as follows; Community account. £8791.35, Business Premium accounts £7512.91 and £0.12. Bank reconciliations were carried out on a monthly basis. As there was currently only one signatory, it was agreed to suspend financial Regulations and approve payments be made with one signatory until others could be found and the bank mandate changed to reflect the changes as proposed by Cllr Orton. Cllr Jarvis confirmed that she would not be a signatory. Budget figures to 31st May 2020 were circulated.

b) To Approve Section 1, Annual Governance, of AGAR and To Approve Section 2, Accounting Statement, of AGAR

End of year financial information including budget figures and bank reconciliation were circulated. Concerns raised by the internal auditor were considered. Cllr Meader proposed that the Council approve section 1, Annual Governance and Section 2, Accounting Statement which was approved unanimously.

c) To approve exemption from limited assurance review as income / expenditure under £25000.

The Parish Council unanimously agreed to approve exemption from limited assurance review as proposed by Cllr Orton. Notice of Public Rights period agreed as 22nd June to 31st July 2020.

c) To Appoint Claudia Lowe as Internal Auditor for 20/21 Accounts

It was unanimously agreed to approve Claudia Lowe as internal auditor for 2020/21 accounts as proposed by Cllr Orton.

d) To review / approve Financial regulations, risk assessment and internal control policy and asset register

It was unanimously agreed to approve Financial policies as amended as proposed by Cllr Meader

e) To approve insurance policy

Three quotes were received for the Council's annual insurance. Following consideration it was agreed to ratify the decision to accept the quotation from BHIB Ltd for a 3 year long term agreement as proposed by Cllr Orton as it met the needs of the Council and was the lowest quote received.

12. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Confirmation was received that Motocross events at Caddes Hill have been cancelled for this year. Invitation to Bid for Parish Partnership 2021/22 was received and would require future consideration with regards to SAM2. Future agenda items to include review of Clerks appointment, allotment management (asbestos inspection), permissive footpath review. Website accessibility Regulations – which may need a Microsoft Word update. Training costs to be shared with Bawdeswell and Reepham. It was acknowledged that it was important to obtain further information about the MUGA and Council's responsibility (if any) and Grounds Maintenance contract details.

13. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 15th July 2020 with future meetings bi-monthly as previously held.

14. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 20.37pm