



THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH JULY 2020 STARTING AT 7.30PM VIA ZOOM.

Present: Cllrs Keith Meader – Chairman, Robin Orton and Suzan Jarvis
Parish Clerk - Jo Boxall and 1 member of the public

1. APOLOGIES FOR ABSENCE

No apologies for absence were received. Cllr Speller tendered his resignation and thanks were extended for his time spent on the Council. Clerk to notify Breckland. An application was received for one of the Councillor vacancies, to be included on the agenda for September.

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 17th June 2020 were received, approved and signed as proposed by Cllr Orton.

4. INFORMATION ON MATTERS ARISING

Thanks were extended to Cllr Jarvis who was able to clarify the situation with regards to the Grounds Maintenance contract. Clerk to set up financial measures for managing Community Car Scheme in consultation with Car Scheme co-ordinator.

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.

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

No members of the public were in attendance at this point.

7. TO APPROVE FURTHER ACTION IN RESPECT OF PERMISSIVE FOOTPATHS

Cllr Meader updated the Council on the situation regarding permissive footpath agreement which is due for renewal in July. Following a conversation with the landowner, it was agreed that no specific cutting of footpaths was required. Following discussion the Council agreed that the contract should be renewed for £160/ annum with no additional payment made for grass cutting (although this would be reviewed as necessary) as proposed by Cllr Orton. It was acknowledged that there was uncertainty about what had previously been agreed as there was no record except for the initial agreement.

Meeting was adjourned to allow Mr Williams (resident), who had just joined meeting, to speak on allotment matters. Concern was expressed over lack of water provision. As this

was an agenda item the Council agreed to move to agenda 9 and continue the discussion.

9. TO APPROVE FURTHER ACTION REGARDING ALLOTMENT MAINTENANCE

Concern was expressed over rubbish left on the plots and request from several plot holders for water provision. Following discussion, the Council agreed in principle to provide water to the allotments subject to cost and available funding as proposed by Cllr Orton. It was agreed to accept Mr Williams kind offer to draft a specification for Council approval and obtain quotes for the installation of the water supply as the Clerk acknowledged she was already working in excess of her contracted hours. The Council agreed that any plot holders not responding to recent rent requests would have their tenancy terminated.

Quotes were circulated for an asbestos survey of the allotments. As the quote did not include sampling of the asbestos shuttering in the hedge line, it was agreed to allow the Clerk to obtain a survey subject to a £250 budget, covering all areas of concern, as proposed by Cllr Orton.

8. TO APPROVE FURTHER ACTION REGARDING PARISH PARTNERSHIP GRANT – SAM 2

The invitation to bid for Parish Partnership funding was received and circulated. As the Parish Council have already agreed to bid for a SAM2, Cllr Meader agreed to take the lead and contact Westcotek re suitable locations in the Village.

10. TO APPROVE FURTHER ACTION REGARDING PLAY AREA INSPECTIONS AND MAINTENANCE

Measures have been put in place to reopen play area ensuring public safety. A full documented play area inspection and risk assessment was carried out by Cllr Meader and signage installed in line with guidance received. The annual ROSPA play area report was received and circulated to Council for consideration / further action. No immediate concerns were identified. Cllr Orton confirmed he is happy to carry out monthly recorded checks. As Clerk has attended play inspection course, she agreed to carry out August review of play area with Cllr Meader and Cllr Orton with a view to putting together plan of action for any recommended repairs.

11. TO CONSIDER / APPROVE FURTHER ACTION REGARDING ANTISOCIAL BEHAVIOUR AT LYNG BRIDGE AND SURROUNDING AREA

Several emails were received as concern was raised about anti social behaviour at the bridge. Sparham Parish Council intend to wait and see if this is a one off incident or longer term issue. Landowner is looking to move the gateway which will reduce the area where cars can park. Breckland DC confirmed they were paying regular attention to litter concerns. It was acknowledged that as a request for a litter bin at the site would need to come from Sparham, there was little further action that Lyng Parish Council could take. It was therefore agreed to continue to monitor, rely on feedback from residents and stay in contact with Sparham Parish Council about future issues.

12. TO CONSIDER PLANNING ISSUES

a) To record planning applications received

No planning applications received.

b) To consider late planning applications

No late planning applications were received.

c) To receive decisions from Breckland District Council

Erection of dwelling and detached garage at Oak Grove, Elsing Road, Lyng – Refused

Proposed orangery to rear of house at 6 Hammond Place, Lyng – Approved

Solar farm application, they are about to begin a virtual public consultation with people in the local area. Council to seek further information once a plan has been submitted.

13. FINANCE

a) To receive financial update and approve payments made and to be made.

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 30th June 2020 were confirmed as follows; Community account. £7,957.85, Business Premium accounts £7512.91 and £0.12. Bank reconciliations were carried out by the Clerk on a monthly basis and a quarterly check was carried out via email by Cllr Orton as Internal control auditor, financial records to be signed once physical meetings resume. As there was currently only one signatory, it was agreed to continue 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 . Budget figures to 30th June 2020 were circulated.

PKF Littlejohn acknowledged receipt of the certificate of exemption and as exemption has been claimed by the Parish Council, there is no external review to be performed and consequently no auditor certificate and report, or any other closure documentation, to be issued by PKF Littlejohn for this reporting year.

An invoice was received for £49.72 website domain fees in respect of the village website. As the Parish Council have no control over the content of this website, it may not comply with website accessibility regulations and as they now have their own separate website, it was agreed (Chairman's casting vote) that although the payment should be made for this year, the Parish Council would include on the next agenda with a view to deciding the Parish Councils future contribution.

14. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Website accessibility Regulations require websites to be compliant from September 2020. Future agenda items to include allotments, appointment of a handy man, co-option of new Councillor, defibrillator – volunteer for future maintenance / checks and MUGA – to ascertain what the situation is with regards to ownership. Clerk confirmed that limited information (paperwork) was received during handover from previous Clerk.

15. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 16th September 2020.

16. TO CLOSE THE MEETING TO PRESS AND PUBLIC

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during review of Clerk's salary.

It was unanimously agreed to award the Clerk a 3% pay increase in accordance with the budget, backdated to 1st April 2020, in line with her salary at Bawdeswell Parish Council, as proposed by Cllr Orton.

17. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 21.20pm