

## **THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH JANUARY 2020 STARTING AT 7.30PM AT LYNG COMMUNITY HALL.**

Present: Cllrs Keith Meader – Chairman, Robin Orton, Suzan Jarvis, and Nicky Lambert  
County Cllr B. Borrett

Parish Clerk - Jo Boxall and 13 members of the public

### **1. Apologies for absence**

Apologies for Absence were received and accepted from Cllr Lewis and Cllr Speller. Notice of vacancy had been posted following the resignation of Cllr Boycott and as no election requests were received the Parish Council confirmed they would be advertising the vacancy for 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 20<sup>th</sup> November 2019 were received, approved and signed as proposed by Cllr Meader.

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

It was confirmed that the meeting with the Village Hall trustees had been positive. Following the report that the footbridge on Wensum way had collapsed, Cllr Orton had inspected and reported the matter to Norfolk County Council, along with a second bridge in a similar condition , as it was their responsibility.

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

District Cllr Bambridge was not in attendance and sent apologies. CC Borrett briefed the meeting on matters at County Hall including budget, Community fund for larger projects and the Local Plan update. The Police report was circulated by email.

### **6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK AND TO ALLOW COUNCILLORS WITH A PREJUDICIAL INTEREST TO SPEAK ON AGENDA ITEMS**

A Resident raised concern about the lack of updates on community Facebook page from PC. Further concerns were raised about the legality of the white lining and the PC's lack of response to questions raised. The PC confirmed they were satisfied that they had followed proper procedure. Residents recorded a vote of no confidence in the PC as they did not feel the issue had been addressed. Residents were encouraged to contact Norfolk County Council with regards to the legality of the white lining and Breckland Standards Board with complaints regarding individual Councillors.

### **7. TO RECEIVE PRESENTATION FROM WESCOTEC REGARDING SAM2 AND APPROVE FUTURE PARISH PARTNERSHIP FUNDING APPLICATION**

Wescotec gave a presentation on the SAM2 portable speed signs. Volunteers would be required to move signs around village on a 4 weekly basis and the battery would need regular charging (2 provided). It was acknowledged the signs were an effective measure to prevent speeding. Units included data recording facility of volume of traffic and speed of

vehicles. Site visit would be necessary to determine 3 or 4 suitable locations to be agreed by Highways. The cost of signage £3050 with poles and brackets an additional cost. Parish Partnership funding would fund 50%. It was unanimously agreed that the PC would apply for Parish Partnership funding in respect of a SAM2 and locations would be considered as proposed by Cllr Meader.

#### **8. TO REVIEW AND APPROVE CODE OF CONDUCT AND STANDING ORDERS.**

The PC unanimously agreed to adopt the revised Code of Conduct and amended Standing Orders as proposed by Cllr Meader.

#### **9. ALLOTMENTS**

To receive report and approve budget for future maintenance, to consider water provision and approve an increase in allotment rent for 2021/22 to support additional maintenance. To approve allotment documents including revised tenancy agreement.

Residents expressed concern over the current management of the allotments. Following discussion, Cllr Orton proposed the Council meet with allotment holders before making any further decisions with regards to the allotments, this was agreed unanimously.

#### **10. TO APPROVE PRECEPT REQUEST FOR 2020/21.**

A draft budget was circulated for consideration. Following discussion it was unanimously agreed to request a precept of £18000 as proposed by Cllr Orton, seconded Cllr Lambert

#### **11. TO APPROVE NEW WEBSITE TO COMPLY WITH WEBSITE ACCESSIBILITY REGULATIONS AND APPROVE PURCHASE OF DOMAIN NAME**

The Clerk presented a draft website for consideration. It was unanimously agreed to publish the new website and purchase domain name [lyngparishcouncil.org.uk](http://lyngparishcouncil.org.uk) as proposed by Cllr Lambert.

#### **12. TO CONSIDER PLANNING ISSUES**

##### **a) To record planning decisions made between meetings**

PL/2019/1519 – Construction of single storey rear extension and front porch at The Orchards, The Street, Lyng.

3PL/2019/1505 - Conversion of existing garage to bedroom shower room and lobby at 9 Elsing Road, Lyng.

The Council recorded that a no comment / objection was submitted to Breckland

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

No planning applications were received

##### **c) To consider late planning applications**

No late planning applications were received

##### **d) To receive decisions from Breckland District Council**

No decisions were received from Breckland

#### **13. FINANCE**

##### **a) To receive financial update**

The Clerk gave a financial update; concern was expressed about bank charges incurred earlier in the year, a lack of signatures on invoices & cheque stubs and recording of receipts. Bank reconciliation checks to date were carried out by Cllr Orton. The balance of accounts as at 31<sup>st</sup> December 2019 were confirmed as follows; Community account £4,064.77, Business Premium accounts £8505.56 and £0.12. The Clerk was awaiting confirmation of accounts in respect of the Community Car Scheme as the Council were responsible for the financial management of the scheme but no details were held.

**b) To approve payments made and to be made.**

**The following payments paid by cheque 15<sup>th</sup> January 2020**

Mr J Lewis – refund expenses lock for dog bin	cheque number 101249	£ 13.34
Lyng Community Hall – November Hall Hire	cheque number 101252	£ 9.00
Mrs Jo Boxall – December salary & expenses	cheque number 101250	£305.98
HMRC PAYE December	cheque number 101251	£ 74.60
Community Car Scheme P Clough	cheque number 101253	£ 439.31
Lyng Community Hall – January Hall Hire	cheque number 101254	£ 9.00

**The following payments to be paid by bank transfer 31<sup>st</sup> January 2020**

Mrs Jo Boxall – January salary & expenses	£306.18
HMRC PAYE – January	£ 74.40

**c) To record receipts**

£121 was received in respect of an interment and £27 for an additional inscription to a memorial

**d) To approve internet banking and new signatory for account.**

Following discussion, signatories were confirmed as Cllr Meader and Cllr Lewis. No third signatory was available. It was unanimously agreed to approve future payments to be paid by BACS as proposed by Cllr Orton

**e) To receive update and approve signatories for CCLA Allotment to Former Highways Surveyors account and NS&I account.**

The Clerk contacted both financial institutions and amended mandate forms were passed to Cllr Meader and Cllr Lewis for completion as approved signatories.

**14. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

Future agenda items to include request from Village Hall for contribution to loan repayment for the parking area refurbishment, allotment documentation, rent review and future management. It was confirmed that the issue of weight restriction /HGVs was ongoing. The future of Councillor surgeries was raised.

**15. DATE OF NEXT MEETING**

The next meeting date was confirmed as 18<sup>th</sup> March 2020, The Council agreed that the November meeting should be moved to 25<sup>th</sup> November as the Clerk would not be available on the 18<sup>th</sup>.

**16. TO CLOSE THE MEETING**

There being no further business, the meeting was closed 21.53pm