



# Lyng Parish Council

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## **NOTICE OF MEETING & SUMMONS TO ATTEND**

### **THE LYNG ANNUAL PARISH COUNCIL MEETING WILL BE HELD ON WEDNESDAY 8<sup>th</sup> MAY 2024 AT 7.30PM IN THE VILLAGE HALL**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

## **A G E N D A**

- 1. TO ELECT THE CHAIR OF THE COUNCIL 2024/2025**
- 2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**  
To receive and note Apologies for Absence as previously notified to the Parish Clerk
- 4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2024/2025**
- 5. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for Dispensations
- 6. MINUTES**  
To receive, confirm and sign Minutes of the Parish Council Meeting held on 18<sup>th</sup> March 2024 and Annual Parish Meeting held on 10<sup>th</sup> April 2024
- 7. INFORMATION ON MATTERS ARISING**  
To receive information on any Matter Arising from the Minutes not listed elsewhere on the Agenda
- 8. REPORTS COUNTY AND DISTRICT COUNCILLORS**  
To receive written and/or verbal Reports from Representatives
- 9. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS** (Members of the public are allowed a maximum of 3 minutes each)
- 10. POLICIES – TO REVIEW AND APPROVE POLICIES –**  
To review / approve Financial regulations, Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit and standing orders \* no amendments proposed
- 11. Allotments**
  - To receive allotment report including update regarding registration of allotment land / access & consider / approve amendment to allotment agreement to include guidelines regarding the provision of water.
  - To consider / approve request from resident to restore their boundary (with allotments) as per land registry document
- 12. HIGHWAYS**
  - a) To receive updates on highways matters including street furniture (to repair / update PC notice board) and consider further action regarding defibrillator.

- 13. PLAY AREA & PLAYING FIELD - To receive any updates and matters affecting the play area.**  
To consider / approve quote for rubberised chippings and associated costs  
To review / approve play area risk assessment  
To consider / approve request to use playing field on Sundays for football team
- 14. CEMETERY/CHURCHYARD**  
To receive any updates and matters arising affecting the cemetery / churchyard (memorial damage)  
To consider / approve further action regarding request for PC to replace fencing on boundary with The Fox.
- 15. TO CONSIDER PLANNING ISSUES**  
**a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:**  
3PL/2024/0300/HOU – New raised roof to provide living accommodation to existing dwelling, single storey rear extension, proposed new carport to front, widen existing vehicular access and new 1.2m high timber fence to front at 53 Pightle Way, Lyng – No comment / objection  
  
**b) TO CONSIDER LATE PLANNING APPLICATIONS**  
**c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL**
- 16. FINANCE**  
**a) To receive financial update & income / expenditure**  
**b) To approve payments made and to be made & record receipts**  
**c) To receive the Internal Audit Report 2023/24**  
**e) To appoint the internal control officer and internal auditor for 2024/25**  
**f) To consider & approve the Annual Governance Statement 2023/24 on the Annual Return**  
**g) To consider & approve the Accounting Statement 2023/24 on the Annual Return**  
**h) To review the asset register**  
**i) To review / approve insurance cover due 1<sup>st</sup> June 2023**  
**j) To consider / approve annual donation request £250- Hill & Vale**  
**k) To consider / approve cancellation of Hugo Fox subscription**
- 17. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**  
To note any items of Information, correspondence or items for referral to a future Agenda –
- 18. TO CONFIRM DATE OF NEXT MEETING**  
To confirm the date of the next meeting – 17<sup>th</sup> July 2024
- 19. TO CLOSE THE MEETING**

Mrs. J Boxall Lyng Parish Clerk

2nd May 2024

#### **NOTES**

This Meeting is open to the Public and the Press. Copies of this Agenda and the Draft Minutes referred to above are available from the Parish Clerk. They may also be downloaded from the Parish Council's website at [www.lyngparishcouncil.org.uk](http://www.lyngparishcouncil.org.uk). Any reports marked as "attached" will be available on the website (unless marked confidential).

Planning Applications listed above are those notified to the Parish Council at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed on line please go to [www.breckland.gov.uk](http://www.breckland.gov.uk) and follow the links through to planning.