

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 15th MARCH 2023 STARTING AT 7.30PM IN THE VILLAGE HALL.

The meeting was held in accordance with current Government guidelines and a risk assessment was carried out. The Chairman notified members of the public that they were being recorded.

Present: Chair Cllr Steve Davies, Vice Chair Melanie Joyce, Cllr Robin Orton, Cllr Steve Drabble, Cllr Jason King and Cllr Suzan Jarvis

Parish Clerk - Jo Boxall and 6 members of the public

District Cllr G. Bambridge, County Cllr B. Borrett

1. APOLOGIES FOR ABSENCE

No apologies for absence received and noted as all Councillors were in attendance.
Councillor Meader had tendered his resignation.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No requests for dispensation were received. Personal declarations of interest were received from Cllr King in matters relating to the allotments for which a dispensation had already been granted. Cllr Drabble declared an interest in matters relating to agenda item 10.

3. MINUTES

Minutes of the Lyng Parish Council Meeting held on 18th January 2023 were unanimously **AGREED** as a true record as proposed by Cllr Orton, seconded by Cllr Joyce. Minutes were duly signed.

4. INFORMATION ON MATTERS ARISING

SAM2 report - Cllr Orton confirmed that he was waiting to hear from the Police to do some speed monitoring. Encouraging data from Heath Road had been obtained. The hedging plants are to be planted out on the recreation ground now that the weather is improving.

No request had been received from Bowls Club regarding a meeting. The Internal Drainage Board had been contacted regarding water extraction from the stream and their response would be circulated once received. Public Transport – the existing two services were highlighted. Cllr Orton confirmed that he is continuing to make enquiries about the provision of public transport. County Cllr Borrett encouraged the parish Council to publicise existing public transport to encourage use with a view to establishing need and funding.

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

Police were not in attendance. Cllr Borrett gave a brief update on Breckland open plan and proposed new town development and encouraged the PC and residents to respond to the issues and options consultation, details to be republished on facebook. It was confirmed that the Norwich western link is awaiting treasury to approve / sign off.

District Cllr Bambridge confirmed that a local organisation CANT were campaigning against the proposed new town development.

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS

Following an enquiry it was confirmed that the PC do not log vehicle accidents in the Village. Concern was expressed about the non declaration of interests in respect of Cllr Jarvis and tree works on the allotments. It was confirmed that the village sign has been taken down and is being refurbished.

Concern was expressed about the need to contact the drainage board when the Allotment plot holders were not going to extract more than 20000 litres/day. Cllr Davies confirmed a need to ensure that all permissions were sought to avoid possible future issues. It was suggested that the Council consider using plot 10 as a point of access for the allotments.

7. TO APPROVE ADOPTION OF VEHICULAR ACCESS AND USE OF THE QUEEN ELIZABETH PLAYFIELD POLICY

It was **AGREED** with 2 abstentions to approve the adoption of the vehicle access and use of the Queen

Elizabeth playfield policy as proposed by Cllr Davies, seconded by Cllr Joyce.

8. TO CONSIDER / APPROVE FURTHER ACTION FOLLOWING INTERNAL REVIEW RE FREEDOM OF INFORMATION REQUEST INCLUDING APPROVAL OF THE FOLLOWING POLICIES; FREEDOM OF INFORMATION REQUEST POLICY – SUBJECT ACCESS POLICY - UNREASONABLY, PERSISTENT OR VEXATIOUS COMPLAINTS AND OR REQUESTS POLICY

A request was received for an internal review into the Council's response to a Freedom of Information request. Cllr Drabble circulated the report and found that 'the council is meeting its obligations under FoIA to proactively publish information it needs to. The Clerk has, on behalf of the Council, properly responded to all requests appropriately.

Cllr Joyce confirmed that at the January meeting she had referred to notes taken from documents found in the Norfolk Archive. It was understood that as this was not Council data it would not fall under the FOI request. It was **AGREED** by majority, with 2 abstentions, to publish the internal review on the Council's website as proposed by Cllr Davies, seconded by Cllr Joyce.

As there was no current policy for responding to FOI requests a draft was circulated. As there was a need to consider proposed amendments and the GDPR policy / records management policy, It was unanimously **AGREED** to defer approval of the FOI policy and recirculate the draft with amendments for approval at the May meeting as proposed by Cllr Davies, seconded by Cllr Orton.

It was **AGREED** by majority with 2 abstentions to adopt the subject access policy as proposed by Cllr Davies, seconded by Cllr Drabble

It was **AGREED** by majority with 2 against to adopt the unreasonably, persistent or vexatious complaints and/or requests policy as proposed by Cllr Davies, seconded by Cllr Joyce

9. BOWLS CLUB – To record receipt of Freedom of Information requests for further information and consider/approve response

Following discussion, it was **AGREED** by majority with 2 against (Cllr Jarvis requested that her objection be recorded) that the clerk respond to Mr R to find the request dated 21st February to be vexatious as it has the effect of hindering the councils ability to go about its democratic business due to the extreme workload generated, in that it is repeated requests, costs of staff time and stress.' As proposed by Cllr Davies, seconded by Cllr Drabble.

10. TO RECEIVE REPORT REGARDING RECOMMENDATIONS IRO.GOV.UK DOMAIN AND COUNCIL DATA PLATFORM / COUNCILLOR EMAILS AND CONSIDER / APPROVE FURTHER ACTION

Cllr Drabble circulated a report for consideration. It was acknowledged that further consideration was necessary therefore it was unanimously **AGREED** to defer the agenda item pending further review as proposed by Cllr Orton, seconded by Cllr Davies. Cllr Drabble addressed concerns over a query regarding conflict of interest.

11. TO CONSIDER / APPROVE REPAIR OR REPLACEMENT OF DOG BIN AT THE BRIDGE

It was unanimously **AGREED** to replace the two existing broken dog bins, outside the Village Hall and at the bridge, with larger units, as proposed by Cllr Orton, seconded by Cllr Davies. Clerk to circulate details to Councillors before purchasing and purchase following email agreement.

12. TREE REPORT – To receive quotes for tree work following tree surveys

As only one quote had been received to date, it was agreed for Cllr Davies to approach other companies for quotes.

13. LYNG VILLAGE SIGN – To confirm refurbishment of village sign

Cllr Davies confirmed the old sign had been taken down and is being refurbished / repainted and once repainted will be sprayed with clear resin varnish and re-erected. It was agreed to allow Cllr Davies to purchase paint to allow him to repaint the stand. Cllr Orton confirmed that the sign underneath the current sign is a replica of one in the church.

14. PLAY AREA / PLAYING FIELD

To receive update and consider / approve quotes for replacement bark for play area

Cllr Joyce circulated quotes for consideration. It was unanimously **AGREED** to accept the quote from TTSR for £750 +VAT for the supply and distribution of bark as proposed by Cllr Orton, seconded by Cllr Joyce.

To consider / approve risk assessment for vehicles needing to access playing field

The risk assessment for vehicles needing to access the playing field was approved as above as part of the policy agreed under agenda item 7.

15. CEMETERY

To receive update and consider request to allow mole scarers in cemetery

A complaint was received that moles had damaged a memorial in the cemetery and therefore mole scarers had been placed around the grave. Following discussion it was **AGREED** with one abstention to contact the family and restate the Council's policy and confirm that the Council are seeking further advice on the issue as proposed by Cllr Orton, seconded by Cllr Drabble.

16. ALLOTMENTS

Cllr Davies confirmed that he was awaiting a response from the internal drainage board and would circulate information once received.

To receive update regarding registration of allotment land and approve further action

An email response was received from NPLAW and circulated to Council for consideration. Cllr Jarvis reminded the Council that just because the land is unregistered doesn't mean that there are no deeds. It was **AGREED** with 2 abstentions that the Clerk asks NPLAW to progress the application for registration as proposed by Cllr Davies, seconded by Cllr King.

To receive update regarding allotment access

Following discussion it was agreed to defer further talks regarding allotment access until allotment land is registered. Concern was expressed that a van parking on the allotment access may become a right unless challenged. A letter had been sent.

To receive update following allotment inspection and approve further action regarding plot 10

Cllr Davies confirmed that he had inspected the allotments and acknowledged that a tremendous amount of work had been carried out over the winter to clear and tidy the area.

It was unanimously **AGREED** that as plot 10 did not show any signs of improvement and letters had been sent terminating the agreement, it be offered to the next person on the waiting list as proposed by Cllr Davies, seconded by Cllr Orton.

To receive update following tree works and approve further action regarding oak trees (TPO)

Cllr Davies reported that he was still trying to contact Breckland tree Officer in regards to the oak trees on the allotment.

17. TO RECORD PLANNING ISSUES

To record decisions made on planning applications received between meetings

3PL/2023/0050/D Proposal: Approval of reserved matters application (appearance and landscaping) for 4no.

Two storey dwellings and discharge of conditions 4,7,11 &12 following outline permission on

3PL/2021/1436/O at Land adjacent to Heath Road

3PL/2023/0114/F Retrospective planning permission for the creation of a concrete hardstanding area at Walnut Tree Farm, Hases Lane, Lyng

3AG/2023/0004/AG Installation of concrete hardstanding for machinery at Round-Tu-It Barn, Primrose, Green

3PL/2023/0106/HOU proposed single storey rear extension at 3 Elsing Road, Lyng

3PL/2023/0157/LB change front door for new hardwood door at Glebe House, The Street, Lyng

3AG/2023/0005/AG Proposal; Replacement of concrete yard at Collen Green Farm, Lyng

The Council agreed (via email in accordance with the planning applications policy) that they had no comment or objection to the above applications

To consider planning applications received

No planning applications received.

To consider late planning applications

No late planning applications received.

To receive decisions from Breckland District Council

3PL/2023/0114/F Retrospective planning permission for the creation of a concrete hardstanding area at Walnut Tree Farm, Hases Lane, Lyng – Approval

3AG/2023/0004/AG Installation of concrete hardstanding for machinery at Round-Tu-It Barn, Primrose, Green - refusal

3PL/2023/0106/HOU proposed single storey rear extension at 3 Elsing Road, Lyng - Approval

18. FINANCE**To receive financial update & income / expenditure**

The balance of accounts as at 10th March 2023 were confirmed as follows; Community account £15730.90, Business Premium accounts £8738.23 and £0.12. Bank reconciliations / budget comparisons were carried out by the Clerk and circulated.

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 as proposed by Cllr Davies, seconded by Cllr Orton.

To approve application for Community Car Scheme Grant 2023/24

As a balance of £687.92 remained at 4th March with the driver returns for March outstanding. Councillors agreed via email to submit a grant funding application for £750 but overlooked agenda item to ratify. To be ratified on Mays agenda

To approve payment of additional 20 hours to the clerk & approve holiday carry over

As the Clerk had been unable to take her remaining holiday totalling 21 hours it was unanimously **AGREED** to allow the hours to be carried over to the next leave year as proposed by Cllr Orton, seconded by Cllr Drabble. As additional 20 hours had been accrued with no opportunity for them to be taken given the current workload, it was unanimously **AGREED** to pay 20 hours (totalling £313.20) to the Clerk as proposed by Cllr Davies, seconded by Cllr Orton.

19. TO NOTE CORRESPONDENCE, RECEIVE ITEMS FOR INFORMATION & FUTURE AGENDA**Lyng Fling 9th September**

All correspondence was electronically circulated.

It was unanimously **AGREED** to approve the use of the playing field for the Lyng Fling and request a contribution towards the cost of maintaining the play park as proposed by Cllr Joyce, seconded by Cllr King. To be ratified at the next meeting as request received too late for this agenda.

FOI / GDPR policy approval.

20. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO MAKE AGENDA REQUESTS

Bowls Club access – it was confirmed that the bowls club would be sent a copy of the new policy regarding vehicular access on the playing field. The Council confirmed that they would not review their decision regarding vehicular access. It was confirmed that recent requests for access for contractors onto the playing field had been approved in accordance with the new policy.

A request was made for a defibrillator. It was confirmed there is one outside the shop. The Village Hall / recreation ground were suggested as the site for a second unit.

Further enquiries were made about Himalayan Balsam and it was confirmed that the resident needed to contact the environment agency.

A suggestion was made for a cycle path in Lyng. It was understood this was something for consideration by Norfolk County Council, highways department.

21. DATE OF NEXT MEETING & REVIEW / APPROVE ANNUAL PARISH MEETING DATE

The date of the next meeting which would be the Annual Parish Council Meeting was confirmed as the 24th May 2023. The Annual Parish Meeting was confirmed as 26th April 2023 despite concerns over purdah as no other date was feasible.

22. TO CLOSE THE MEETING

There being no further business the meeting was closed at 21.35pm