



## **THE MINUTES OF LYNG ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> MAY 2022 STARTING AT 8.00PM IN THE VILLAGE HALL.**

**The meeting was held in accordance with current Government guidelines and a risk assessment was carried out.**

Present: Chairman Cllr Robin Orton, Cllr Melanie Joyce, Cllr Georgie Sullivan, Cllr Suzan Jarvis and Cllr Jason King

Parish Clerk - Jo Boxall and 9 members of the public  
District Councillor G Bambridge

### **1. TO ELECT THE CHAIR OF THE COUNCIL 2022/2023**

Cllr Davies was nominated by Cllr Joyce, seconded by Cllr Sullivan. Cllr Orton was nominated by Cllr Jarvis but this was not seconded. It was therefore **AGREED** by majority to elect Cllr Davies as Chair, seconded by Cllr Sullivan and agreed with one abstention and one against.

As Cllr Davies was away, it was agreed that Cllr Orton would continue to chair the meeting until the election of Vice Chair.

### **2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

As Cllr Davies was away, the Declaration of Acceptance of office form would be signed ahead of the next meeting.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted from Cllr Davies who was away on holiday and Cllr Meader who had Covid.

### **4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2022/2023**

Cllr Jarvis nominated Cllr Orton for Vice Chair, which was not seconded. Cllr Sullivan nominated Cllr Joyce, seconded by Cllr King and **AGREED** by majority with one abstention and one against.

In the absence of the Chair, it was agreed that the Vice Chair would take the meeting. Thanks were extended to Cllr Orton, and Cllr Meader for their work as Chair and Vice Chair respectively. Cllr Orton Thanked Cllr Meader for his support as Vice Chair acknowledging that he had carried out the office of Vice chair under difficult circumstances.

Members of the public were advised that the meeting was being recorded.

### **5. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / CHAMPIONS**

It was unanimously **AGREED** to postpone this item to the next agenda when it was hoped all Councillors would be in attendance as proposed by Cllr Orton and seconded by Cllr King.

### **6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

No requests for dispensation were received. Cllr Joyce & Cllr King declared an interest in matters relating to the allotments for which they had already received a dispensation.

Councillors were encouraged to check their register of members interest forms in light of concerns raised by a resident. The Clerk confirmed that the website had been updated.

## **7. MINUTES**

The minutes of the Lyng Parish Council Meeting held on 13<sup>th</sup> April 2022 were unanimously **AGREED** as a true record as proposed by Cllr Joyce and seconded by Cllr King. Minutes were duly signed.

## **8. INFORMATION ON MATTERS ARISING**

It was confirmed that the Memorial bench is due to be delivered on 27<sup>th</sup> May so will be in place for the Queens Jubilee.

Cllr Joyce confirmed that she had carried out a play inspections and had noted that the bark was shallow in some areas and needed re-raking. The Clerk reminded the Council that the contractor had advised that the bark would need replacing on an annual basis. Council agreed to consider replacing bark with alternative surfacing. Cllr Orton to contact Grounds Contractor re raking the bark as he was querying the use of herbicide on the playing field.

Cllr Orton confirmed that he had met with Highways regarding concerns raised and a summary of the discussion was circulated to Councillors and to Highways. County Cllr Borrett has emailed his support for the villages concerns.

## **9. REPORTS COUNTY AND DISTRICT COUNCILLORS**

Having given a full report earlier at the Annual Parish Meeting, District Cllr Bambridge confirmed he had nothing further to add.

County Council Bill Borrett was not in attendance.

## **10. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS**

A resident on Elsing Road raised concern about speeding. An update was given on the SAM2 and confirmation of the Council's plans to review data after the next cycle which would take place in July.

A resident raised a query following outline planning permission approval on Heath Road re proposals to widen the road. It was expected that this would be a condition on full planning permission and residents would have the opportunity to submit comments on the matter.

A representative from the Bowls Club stated that if the Council had not received legal advice by the end of the following week, they would access the bowls club with their vehicles anyway and expressed frustration at the situation. There was discussion about ways the effect of the restriction on the Bowls Club could be mitigated. The Bowls Club were advised to seek their own legal advice in light of continued concern.

## **11. TO RECEIVE UPDATE AND MAKE FURTHER DECISIONS REGARDING VEHICULAR ACCESS TO BOWLS CLUB.**

Both the insurer and solicitor have been contacted. The Clerk confirmed that letters and the lease supplied by the Bowls Club had been emailed to the Solicitor for consideration and read the latest email received from the insurer. As no further advice had been received from the solicitor, no further action was proposed.

## **12. POLICIES – TO REVIEW AND APPROVE POLICIES –**

**To review / approve Financial regulations, Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit**

It was unanimously **AGREED** to adopt these policies following review with a small amendment to the Financial Risk Assessment to confirm play inspections are carried out monthly as proposed by Cllr Joyce and seconded by Cllr King.

## **13. Allotments**

**To receive update on formation of Allotment Association and approve further action as necessary.**

**To consider review of vacant allotment plots.**

As Cllr Davies was away and last minute concerns had been raised, It was agreed to defer discussion regarding the allotment association to the next agenda.

There was discussion about the IPC and water tanks on the allotment which a resident confirmed belonged to them.

Following discussion it was unanimously **AGREED** to reallocate plots 10 and 8C without division (after asking former plot holder to remove any personal belongings) as proposed by Cllr Joyce, seconded by Cllr Orton.

## **14. HIGHWAYS**

**a) To receive updates on highways matters including traffic calming measures for the village**

As this had previously been covered elsewhere on the agenda, it was agreed to defer further discussion to the July agenda.

#### **15. PLAY AREA**

It was confirmed that Play inspections are being carried out on a monthly basis by Cllr Joyce. Cllr Orton expressed concern about the need for him to continually tighten bolts on the play pole and would contact the play equipment manufacturer to query. It was agreed to consider alternative play area surfacing at the July meeting.

#### **16. CEMETERY**

The Clerk reported that there was an outstanding invoice from a burial in March which was being chased. Cllr Jarvis raised concern over the mole preventative measures that someone was carrying out in the cemetery. It was agreed to have a meeting in the cemetery to review the risk assessment and consider further action regarding cemetery management.

#### **17. TO CONSIDER PLANNING ISSUES**

##### **a) TO CONSIDER PLANNING APPLICATIONS RECEIVED**

No planning applications were received.

##### **b) TO CONSIDER LATE PLANNING APPLICATIONS**

No late planning applications were received.

##### **c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL**

3PL/2022/0345/HOU – Erection of rear extension (part retrospective) at 34 Pightle Way, Lyng - Approved

#### **18. FINANCE**

##### **a) To receive financial update & income / expenditure**

The balance of accounts as at 10th May 2022 were confirmed as follows; Community account £17784.81, Business Premium accounts £8719.19 and £0.12. End of year bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £633.22 as £375 grant had been received.

##### **b) 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 Orton and seconded by Cllr Sullivan.

##### **c) To receive the Internal Audit Report 2021/22**

The internal report was received and comments noted. The Clerk confirmed that she has revised the VAT claim in accordance with the report. A letter had been sent to the Asbestos Company chasing either a VAT number or refund of overpayment £159.

##### **d) To appoint the internal control officer and Internal auditor for 2022/23**

It was unanimously **AGREED** to approve / reappoint Cllr Orton as the Internal Control Officer to carry out quarterly checks as proposed by Cllr Joyce and seconded by Cllr King.

It was unanimously **AGREED** to re-appoint Claudia Lowe as internal auditor for 2022/23 as proposed by Cllr Joyce and seconded by Cllr Orton.

##### **e) To complete and agree the Annual Governance Statement 2021/22 on the Annual Return**

It was unanimously **AGREED** to approve the Annual Governance Statement 2021/22 on the Annual Return as proposed by Cllr Orton and seconded by Cllr Joyce.

##### **f) To complete and agree the Accounting Statement 2021/22 on the Annual Return**

It was unanimously **AGREED** to approve the Accounting Statement 2021/22 on the Annual Return as proposed by Cllr Joyce and seconded by Cllr King. The period for the publication of elector's rights was confirmed as 13<sup>th</sup> June to the 22nd July 2022

##### **g) To review asset register**

The asset register was reviewed and it was confirmed that the dog bin and SAM2 equipment was added. The Memorial bench would be added to the register once received.

**h) To review and approval renewal of insurance cover**

It was unanimously **AGREED** to renew the insurance with BHIB (final year of a 3 year LTA) without amendment as the insurer has confirmed that there was adequate cover for the new assets, as proposed by Cllr Orton and seconded by Cllr King .

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

Future agenda items to include a review of the Cemetery, allotment matters, appointment of Councillors duties and Highway matters.

**20. TO CONFIRM DATE OF NEXT MEETING**

The date of the next Parish Council meeting was confirmed as Wednesday 8<sup>th</sup> June starting at 7.30pm in the village hall as proposed by Cllr Joyce, seconded by Cllr Orton.

**20. TO CLOSE THE MEETING**

There being no further business, the meeting was closed at 21.15pm.

Minutes approved by

8<sup>th</sup> June 2022