



## **THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 17<sup>th</sup> NOVEMBER 2021 STARTING AT 7.30PM IN THE VILLAGE HALL.**

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

Present: Chairman Cllr Robin Orton, Cllr Melanie Joyce, Cllr Jason King, Cllr Suzan Jarvis and Cllr Georgie Sullivan  
Parish Clerk - Jo Boxall and 26 members of the public

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

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Meader who was unable to attend for personal reasons. Cllr Williams had tendered his resignation and the Notice of Vacancy had been published. The due date for receipt of requests to hold an election was confirmed as 01/12/2021. Breckland will notify the Council after that date as to whether they have received any requests for an election to fill the vacancy.

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

A request for dispensation in respect of allotment matters was received from Cllr King and unanimously **AGREED**.

### **3. MINUTES**

The minutes of the Lyng Parish Council Meeting held on 15<sup>th</sup> September 2021 were unanimously **AGREED** as a true record as proposed by Cllr Joyce, seconded Cllr King. Minutes were duly signed.

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

Cllr Orton confirmed that he was still awaiting a response from Highways regarding the proposed grit bin on Pightle way and also regarding the weight restriction proposals through the village. The Clerk confirmed that a cheque was received last year £125.64 for wayleaves payments due 1.1.21 - 31.12.25. The wayleaves seem to be for an underground cable across PC land at the Village Hall, A pole in the corner of the playing field with two stays and underground cable. There are no wayleaves in respect of anything on land outside The Fox, although there is a BT cable that goes across the land but that does not command a wayleave. Cllr Williams had emailed UK Power networks requesting the re-siting of an electricity pole currently sited on the small green in Lyng outside the Fox Public house. Following discussion it was agreed that that Councillors would attend a training course, tailored to the Council's needs in December. Cllr Jarvis confirmed that she was not interested in attending.

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

**District Cllr G Bambridge** gave an update of matters at Breckland and confirmed new appointments. It is the intention of officers at Breckland to visit villages for consultation with senior figures. Details on the Local plan were received.

**County Cllr B Borrett** - was not in attendance.

**Police** - The Police report was circulated electronically.

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

A resident expressed concern over a perceived lack of interaction between Councillors outside of meetings. This view was supported by other residents in attendance. The idea of the Council holding more frequent meetings was raised. Following an enquiry from a Bowls Club representative, Cllr Orton confirmed that he was

looking into the costs associated with erecting permanent fencing for bowls club vehicle access and the possibility of obtaining grant funding to support this. It was agreed that signage in the car parking area was needed in the interest of safety.

Concern was raised over a raised manhole cover on the playing field, it was confirmed this would be reported to UKPN by the Clerk.

A suggestion was made to provide lighting to the playing field for winter evenings. It was suggested enquiries be made with the MUSA volunteers as this already has lighting.

The Joint applicant of planning application 3PL/2021/1436/O informed the council on the safety aspect of access onto Heath Road. A resident living opposite the proposed development site raised objections. Following an enquiry, an update was given on the SAM2 and locations. Following concerns raised, Cllr Orton confirmed that the emergency services have the combination lock code for the gate but would double check.

#### **7. TO RECEIVE UPDATE AND CONSIDER / APPROVE FURTHER ACTION REGARDING CARS DRIVING ON THE PLAYING FIELD.**

The Clerk read out emails received from the Councils insurer who had been contacted in the hope of resolving the issue of vehicles on the playing field. They confirmed that;

*'reasonable precautions were not being taken if the Council allowed vehicle to drive upon the recreation ground, when there is a car park fit for purpose within the vicinity'*.

Advice had been sought from other insurers but none were able to offer any other option. As it was acknowledged that essential maintenance was needed at the Bowls Club, following advice received from the insurer, the Council agreed by majority via email to approve the Bowls Club request for access for essential maintenance subject to the contractor holding the appropriate public liability insurance. A letter was drafted, approved and sent to the Bowls Club confirming these conditions. A delivery access risk assessment form was received from the Bowls Club and approved by Council.

Following discussion, it was unanimously **AGREED** to grant permission for the Bowls Club to erect a 12ft X 6ft approx enclosed lean-to shed to the back of the Bowls pavilion to use for storage, subject to the structure meeting any planning or building regulation requirements as proposed by Cllr Orton, seconded by Cllr Jarvis. The Clerk had sought advice from Norfolk ALC legal team (Birketts) on the Bowling Club lease who confirmed that;

*'The agreement, albeit very short for a long lease of 50 years, does appear to grant the Bowling Club a right of access over the playing field (although not clear on the route as there is no plan). Further down, the right is granted provided they use it responsibly'*

The legal team confirmed that as the legal rights have been granted, any interruption or disruption of the access to the bowls club could relate in a claim against the Parish Council on the basis of interference. The Clerk was seeking further advice from the legal team.

Cllr Orton confirmed that he had made enquiries and there was no option for an alternative access route. The Council confirmed they would continue to work to try and find a solution.

#### **8. TO RECEIVE UPDATE, CONSIDER / APPROVE FURTHER ACTION AS NECESSARY AND CONFIRM APPROVAL FOR TREE PLANTING PROJECT**

Following discussion it was **AGREED** by majority for the tree planting scheme to go ahead. The specified locations were approved subject to confirmation by Cllr Orton that there are no underground cables / services which would be affected by the planting, as proposed by Cllr Orton, seconded by Cllr Joyce with Cllr Jarvis abstaining.

Permission was granted for the trees to be ordered as it was understood the sites could be varied slightly depending on cables / services.

#### **9. TO CONSIDER / APPROVE FURTHER ACTION REGARDING FUTURE PROJECTS**

– including provision for additional facilities for the youth of the village and creation of a project tracker.

Cllr Joyce circulated information regarding outdoor fitness equipment for the youth of the village and confirmed that funding is available. One company approached, offered to quote and check eligibility for grant funding. It was hoped that there would be space on the playing field for this equipment without compromising the playing field.

Following discussion it was unanimously **AGREED** that Cllr Joyce should obtain quotations for outdoor fitness equipment, and bring to the January meeting for consideration, seconded by Cllr Orton.

## 10. ALLOTMENTS

- **TO APPROVE FURTHER ACTION WITH REGARDS TO FORMATION OF AN ALLOTMENT ASSOCIATION**

Cllr Orton received a draft letter from the resident leading on the formation of the allotment association, to be sent to allotment holders seeking feedback on the proposal. It was unanimously **AGREED** that the letter would be circulated to the Council & Clerk for consideration / comment within two weeks and passed back to the resident for action as proposed by Cllr Orton and seconded by Cllr Joyce.

- **TO CONSIDER / APPROVE REVISED ALLOTMENT AGREEMENT.**

Following amendments made by Councillors during the meeting, it was **AGREED** unanimously to adopt the revised allotment agreement as proposed by Cllr Joyce and seconded by Cllr King. It was unanimously **AGREED** that allotment tenants approaching the Council with requests would be given a decision within 14 days and ratified at the next meeting, (subject to agreement by majority) as proposed by Cllr Joyce and seconded by Cllr King

- **TO CONSIDER / APPROVE FURTHER ACTION FOLLOWING REMOVAL OF GARAGE**

Following discussion it was **AGREED** by majority to offer the space left following the removal of the garage to the next person on the waiting list (highlighting the concerns about the suitability of the plot) as proposed by Cllr Joyce, seconded by Cllr Sullivan, Cllr Jarvis objected to the proposal and Cllr Orton abstained.

- **TO CONSIDER REQUEST FROM PLOTHOLDER TO ALLOW DUCKS ON THEIR ALLOTMENT**

Cllr King declared an interest in this agenda item and abstained from discussion / vote. Concern was expressed about the suitability of the allotment plots for ducks, following discussion Cllr Joyce proposed the Council approve the request, seconded by Cllr Sullivan. Cllr Jarvis and Cllr Orton objected to the proposal and as Chair Cllr Orton provided the casting vote and **OBJECTED**. Concern was expressed about the decision, given the recently approved allotment agreement. Cllr Joyce was permitted to do further research into ducks on allotments for the January meeting.

## 11. POLICIES

### **TO CONSIDER / APPROVE BULLYING AND HARASSMENT POLICY**

It was unanimously **AGREED** by majority to approve the bullying and Harassment policy as proposed by Cllr Joyce, seconded by Cllr Sullivan, Cllr Jarvis objected due to her concern over the lack of clarity in the policy.

## 12. TO RECORD PLANNING ISSUES

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

#### **3PL/2021/1436/O – 5 no. Two storey houses (outline permission) at Land adjacent Heath Road**

Cllr Orton proposed that the Council object to the proposal on the grounds of the development being outside the settlement boundary (no desire to set a precedent) and that Breckland's attention should be drawn to the concerns raised by residents. This was seconded by Cllr Jarvis. Cllrs King, Joyce and Sullivan abstained from voting. Breckland to be advised of the outcome of the vote as recommended by District Cllr Bambridge.

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

No late planning applications were received

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

Demolition of existing modern bungalow and construction of 3 new bungalows with garaging at Dale View, The Street, Lyng - Approved

## 13. FINANCE

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

The balance of accounts as at 31<sup>st</sup> October 2021 were confirmed as follows; Community account £16109.48, Business Premium accounts £8718.75 and £0.12. Monthly bank reconciliations / budget comparisons were carried out by the Clerk. The balance of the Community Car Scheme fund was confirmed as £274.88. A quarterly internal control check was carried out by Cllr Orton.

### **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 Joyce and seconded by Cllr Jarvis

**c) To approve new signatory / to suspend Financial Standing Orders until new signatory can be appointed**

Following the resignation of Cllr Williams it was agreed it was necessary to appoint a new signatory. As no new signatory came forward, it was unanimously **AGREED** to suspend financial orders until a new signatory could be found, as proposed by Cllr Orton, seconded by Cllr Jarvis.

**14. TO NOTE LATE CORRESPONDENCE, RECEIVE ITEMS FOR INFORMATION & FUTURE AGENDA**

All correspondence received was circulated. Items to note included correspondence received from a relative concerned that the vase on their relative's grave had been broken by the grounds maintenance contractor. The Contractor disputed this but drew attention to the cemetery rules restricting vases etc to the headstone. The Clerk suggested an inspection of the cemetery. Consideration to be given to where the rules could be displayed.

Landscape and Settlement Character Assessment survey was circulated, Clerk to submit comments received from Councillors.

Cllr Joyce raised concern over the lack of signage in the car parking area. The Clerk confirmed that the insurance company had no objections to signage being installed. It was agreed to consider proposals between meetings and approve at the January meeting.

A 'meet and greet' before the meetings was suggested to give residents opportunity to talk to Councillors prior to the meeting. It was suggested that an action plan and timescale could be produced following each meeting to focus Councillors attention to the tasks in hand.

Future agenda items to include precept approval, grounds maintenance contract and frequency of meetings.

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

The date of the next meeting was confirmed as 19<sup>th</sup> January 2022, starting at 7.30pm. The meeting would be held in the village hall with social distancing measures in place.

**16. TO CLOSE THE MEETING**

There being no further business the meeting was closed at 21.45pm

Signed.....

Date 19<sup>th</sup> January 2022