



## **THE MINUTES OF LYNG ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 4TH MAY 2021 STARTING AT 7.30PM VIA ZOOM.**

Present: Cllrs Keith Meader, Robin Orton, Suzan Jarvis, Melanie Joyce, Georgia Sullivan and Colin Williams  
Parish Clerk - Jo Boxall and 21 members of the public

### **1. TO ELECT THE CHAIR OF THE COUNCIL 2021/2022**

It was unanimously **AGREED** to elect Cllr Orton as Chair as proposed by Cllr Joyce and seconded by Cllr Williams.

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

The Declaration of Acceptance of office form was duly signed and displayed.

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

Nicky Lambert had tendered her resignation. The notice of vacancy had been displayed. No apologies for absence were received as all Councillors present. It was confirmed that Cllr Meader was having difficulty with the internet connection.

### **4. TO ELECT THE VICE CHAIRMAN OF THE COUNCIL 2021/2022**

It was unanimously **AGREED** to elect Cllr Meader as Vice Chair as proposed by Cllr Williams and seconded by Cllr Jarvis.

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

#### **- Village Hall Representatives & approve associated terms of reference/policy.**

Cllr Joyce, Cllr Sullivan and Cllr Orton confirmed that they were happy to serve on the Village Hall committee. No Terms of Reference were currently available as there needed to be discussion with the Village Hall representatives.

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

Dispensation requests were received from Cllr Joyce and Cllr Williams in matters relating to the allotment. It was unanimously **AGREED** to approve the dispensation requests (pending approval of the dispensation policy) as proposed by Cllr Orton and seconded by Cllr Jarvis. Cllr Jarvis confirmed that whilst she would normally declare a pecuniary interest in item 17, planning, as this item was on the agenda for information only, there was no requirement for her to leave the meeting.

### **7. MINUTES**

The minutes of the Parish Council Meeting held on 17<sup>th</sup> March 2021 were received, confirmed and would be signed as soon as possible once restrictions allowed as proposed by Cllr Williams, seconded by Cllr Joyce and **AGREED** unanimously. The minutes from the Annual Parish meeting would be drafted as soon as possible for approval at the next Council meeting.

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

It was confirmed that the dog bin has been ordered and is awaiting delivery. Concern was raised as the dog bin outside the Village Hall has repeatedly not been emptied. Cllr Meader had spoken to Breckland about the issue.

Cllr Joyce suggested a 'one off' training session for the whole Council with an approved training body to enable everyone to understand policies and work as a team. The Clerk confirmed the need for the Council to remain open and transparent. It was agreed to make enquiries with NPTS and NALC re options.

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

County Cllr B Borrett and District Cllr G Bambridge were not in attendance. An annual report was received from District Cllr Bambridge and circulated. The Police report was also circulated.

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

A representative from the Village Hall raised concern over the dog bin. It was acknowledged that whilst the Parish Council have made efforts to get this bin emptied, the Village Hall Trustees confirmed that they will remove the bin if it is not emptied. Cllr Orton agreed to chase Breckland on this issue.

A residents requested that information marked 'attached' be published with the agenda, the Clerk confirmed that, as stated on the agenda, this information would be provided to members of the public when requested. A resident raised a concern over the provision of water at allotments and offered to forward further information to the council regarding a supply. A resident raised concern that not all Councillors had their over 'Cllr' title displayed. There was a suggestion that Cllr Jarvis should not be involved with the allotments due to a perceived conflict of interest.

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

### **To approve adoption of communications policy and social media policy**

Cllr Joyce asked Councillors to confirm that they had all read and understood the policies prior to approval. It was unanimously **AGREED** to approve the communication policy and the social media policy as proposed by Cllr Jarvis and seconded by Cllr Joyce.

### **To review & approve Protocol for the recording of meetings**

It was unanimously **AGREED** to approve the Protocol for the recording of meetings policy as proposed by Cllr Joyce and seconded by Cllr Sullivan.

### **To approve a dispensation request policy**

It was unanimously **AGREED** to approve the dispensation request policy as proposed by Cllr Meader and seconded by Cllr Williams. The decision regarding the earlier request for dispensation was ratified.

### **To approve Co-option policy**

It was unanimously **AGREED** to approve the co-option policy as proposed by Cllr Joyce and seconded by Cllr Sullivan.

### **To review and approve Standing Orders**

It was unanimously **AGREED** to approve the revised standing orders as proposed by Cllr Meader and seconded by Cllr Sullivan.

## **12. Allotments**

### **To approve terms & conditions of keeping bees on the allotments\* attached**

A draft had been circulated for consideration. It was **AGREED** with one abstention, to amend the draft to confirm that 'Hives will only be allowed on individual plots that are sited 15 metres from any public road, path or any other properties....' as proposed by Cllr Orton, seconded by Cllr Jarvis

It was **AGREED** to amend the draft to read 'Hives will be inspected annually at a cost to the beekeeper by an experienced beekeeper as part of the plot inspections.' and include 'A copy of the veterinary medicine administration records must be sent to the council.' Following further discussion, it was unanimously **AGREED** to approve the terms and conditions of keeping bees on the allotments as amended, proposed by Cllr Meader and seconded by Cllr Joyce.

### **To approve terms & conditions of keeping chickens on the allotments\* attached and approve chickens on plot 16**

Following discussion, it was unanimously **AGREED** to approve the terms and conditions of keeping chickens on the allotments as proposed by Cllr Joyce and seconded by Cllr Jarvis.

Concern was raised about three of the plots being in Flood Zone 3 and tenants would be made aware of this. It was **AGREED** with one against, to permit the keeping of chickens on plot 16 (and associated chicken sheds) as proposed by Cllr Joyce and seconded by Cllr Sullivan.

**To review existing allotment agreement**

It was unanimously **AGREED** to defer this item for a future agenda and arrange a site meeting at the allotments as proposed by Cllr Orton.

**To approve further action regarding the large garage on site**

Cllr Jarvis suggested that the garage be removed and thus avoid the future asbestos inspection charge and use the space for vehicular access. It was confirmed that there were currently 5 people on the allotment waiting list. The Clerk was asked to obtain quotes for the removal of the garage. It was agreed to consider the options when Councillors hold the site meeting.

**To approve Councillor/s to carry out regular site inspections**

Following discussion it was unanimously **AGREED** that the Council would hold an allotment site meeting and arrange to meet with plot holders to agree a way forward with regards to future allotment management and inspections. The formation of an allotment association was being considered, as proposed by Cllr Joyce and seconded by Cllr Sullivan.

**To receive report on provision of water to allotments and approve further action**

A number of proposals were considered. Following discussion it was agreed that Cllr Williams would explore the two cheapest options for the provision of water on the allotments and bring back to the next meeting.

**13. MEETING FREQUENCY - To discuss Parish Council frequency of meetings and cost implications.**

Following discussion, it was unanimously **AGREED** to continue to hold meetings every other month but that Councillor would be more proactive in responding to matters raised by the Clerk in between meetings and review at the next meeting, as proposed by Cllr Orton and seconded by Cllr Meader.

**14. HIGHWAYS****To receive updates on highways matters including traffic calming measures for the village**

Cllr Meader gave a brief on the situation regarding the SAM2 and confirmed that the Parish Partnership Funding had been approved so the scheme could proceed. Norfolk County Council had replied to the Council's request for an update on the weight restriction for the Village, confirming that the matter is still under consideration. There was discussion regarding the parking on the footpath near the bridge. It was agreed to bring this to Highway's attention.

**15. PLAY AREA - To receive any updates and matters affecting the play area**

It was confirmed that the bin has been moved away from the play area entrance, the gate has been adjusted and the play equipment has been repaired. The Council are just waiting for the replacement bark to be delivered. Cllr Joyce has been carrying out regular monthly play inspections. Concern about the bowls club driving across the playing field was raised and it was agreed further consultation would be required.

**16. CEMETERY**

It was reported that an application was approved in respect of a grave reservation.

**17. TO CONSIDER PLANNING ISSUES****a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:**

3PL/2021/0043/F – Replacement of 3 Touring Caravan Pitches with 3 Geodesic Domes for Holiday use, and the continuation of the use of the remaining 12 touring caravan pitches at Utopia Paradise Caravan Site, Farman Close, Lyng – re-instating of 3PL/2020/1330/F – The Council had no further comments to make.

**b) TO CONSIDER LATE PLANNING APPLICATIONS**

No late planning applications were received

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

None were received

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

The balance of accounts as at 30<sup>th</sup> April 2021 were confirmed as follows; Community account. £17129.00, Business Premium accounts £8718.31 and £0.12. Monthly bank reconciliations were carried out by the Clerk.

**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 approved, and receipts noted as proposed by Cllr Meader, seconded by Cllr Williams. As there was still only one authorised signatory, it was **AGREED** to continue to suspend financial Regulations and approve payments be made with one signatory. Signatories were confirmed as Cllr Meader, Cllr Williams and Cllr Sullivan. The signatories on the CCLA and NS&I accounts had been updated. Barclays advised that the process of the mandate change would have to start again as it had been cancelled following non receipt of information.

**c) To receive the Internal Audit Report 2020/21**

The internal report was received and comments noted.

**d) To approve exemption from limited assurance review as income / expenditure under £25000.**

As both income and expenditure were under £25000 for 2020/21, it was unanimously **AGREED** to approve the Council's exemption from limited assurance review as proposed by Cllr Williams and seconded by Cllr Jarvis.

**e) To complete and agree the Annual Governance Statement 2020/21 on the Annual Return**

It was unanimously **AGREED** to approve the Annual Governance Statement 2020/21 on the Annual Return as proposed by Cllr Meader and seconded by Cllr Joyce

**f) To complete and agree the Accounting Statement 2020/21 on the Annual Return**

It was unanimously **AGREED** to approve the Accounting Statement 2020/21 on the Annual Return as proposed by Cllr Williams and seconded by Cllr Meader. The period for the publication of elector's rights was confirmed as 14<sup>th</sup> June to the 23<sup>rd</sup> July 2021

**g) To appoint the internal control officer and internal auditor for 2021/22**

It was unanimously **AGREED** to approve Cllr Orton as the Internal Control Officer as proposed by Cllr Jarvis and seconded by Cllr Joyce.

It was unanimously **AGREED** to re-appoint Claudia Lowe as internal auditor for 2021/22 as proposed by Cllr Orton and seconded by Cllr Meader.

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

It was unanimously **AGREED** to renew these policies without amendment as proposed by Cllr Meader and seconded by Cllr Jarvis.

**i) To review asset register**

The asset register was reviewed without amendment; the new dog bin would be added to the register once received.

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

It was unanimously **AGREED** to renew the insurance with BHIB (3 year LTA) without amendment as proposed by Cllr Jarvis and seconded by Cllr Joyce.

**k) To consider / approve Clerks additional hours**

It was unanimously **AGREED** to approve the clerk's request for 20 additional hours in recognition of the extra hours worked to date, as proposed by Cllr Jarvis and seconded by Cllr Williams. It was suggested that a review of hours be carried out. The Clerk offered to keep a timesheet for the next few months.

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

It was agreed that the Clerk would seek further guidance with regards to the website. It was agreed to place the order for the SAM2 and agree responsibilities for the unit at the next meeting. Future agenda items to include a Highways update and training sessions.

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

The date of the next meeting was confirmed as 21<sup>st</sup> July 2021. It was hoped that the meeting could be held in the village hall with social distancing measures in place.

**21. TO CLOSE THE MEETING**

There being no further business the meeting was closed at 22.08pm

Signed.....

Date 21<sup>st</sup> July 2021