

THE MINUTES OF LYNG PARISH COUNCIL MEETING HELD ON WEDNESDAY 24th MAY 2023 STARTING AT 7.30PM IN THE VILLAGE HALL.

The Chair notified members of the public that they were being recorded. All Councillors signed their declaration of acceptance of Office forms following the recent election.

Present: Cllr Melanie Joyce, Cllr Steve Drabble, Cllr Jason King, Cllr Kirsty King, Cllr Tom Gittins, Cllr Steve Wright
Parish Clerk - Jo Boxall and 5 members of the public

A warm welcome was extended to Councillors following the election and thanks extended to those councillors who had served and now retired from the council.

1. TO ELECT THE CHAIR OF THE COUNCIL 2023/2024

It was unanimously **AGREED** to elect Cllr Steve Davies as Chair, as nominated by Cllr Joyce and seconded by Cllr King.

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

As Cllr Davies was absent, the Declaration of Acceptance of Office form will be signed in due course.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Steve Davies.

4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2023/2024

It was unanimously **AGREED** to elect Cllr Melanie Joyce as Vice Chair as nominated by Cllr Drabble, seconded by Cllr Gttins.

5. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / RESPONSIBILITIES

It was suggested that Councillors carry out an allotment, play area and cemetery inspection ahead of allocating Councillor roles.

It was acknowledged that roles may change following further consideration;

Village Hall Representatives – Cllr Wright & Cllr Gittins

Footpath Warden – Cllr Gittins

Allotments – Cllr Davies & Cllr Joyce

Play area, Cemetery / Churchyard – to be allocated following inspection

SAM2 – Cllr King & Cllr Drabble

6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

A written request for dispensation was received and granted for a 4 year term from Cllr Jason King and Cllr Kirsty King in matters relating to the allotments.

Cllr Drabble confirmed that he would not be declaring a pecuniary interest in relation to agenda item 11 as agreement to proposals was being sought in principle. A pecuniary interest may be declared at a future meeting.

7. MINUTES

Minutes of the Lyng Parish Council Meeting held on 15th March 2023 and minutes of the Annual Parish Meeting held on 26th April 2023 were unanimously **AGREED** as true records as proposed by Cllr Joyce, seconded by Cllr J King. Minutes were duly signed.

8. INFORMATION ON MATTERS ARISING

Correspondence was received from the Bowls club representative and responded to in accordance with decisions / policies approved by the Council at the last meeting.

9. REPORTS COUNTY AND DISTRICT COUNCILLORS

County Councillor Bill Borrett and District Councillor Gordon Bambridge were not in attendance.

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

The need to provide water at the allotments was highlighted. The request for funding in respect of the water pump was raised. It was confirmed that a proposal for grant funding should be made to the Parish Council for consideration.

11. TO CONSIDER / APPROVE FURTHER ACTION IN PRINCIPLE FOLLOWING CLLR DRABBLE'S RECOMMENDATIONS IRO.GOV.UK

Cllr Drabble circulated information to Councillors for consideration.

It was unanimously **AGREED** that the Clerk writes to all previous councillors for the last 7 years and asks them to ensure they are not holding on to any council data, and also asks them to ensure that if they set up an email account specifically for council business that the account has been deleted as seconded by Cllr Joyce.

It was unanimously **AGREED** that the Clerk writes to all current councillors and asks them to ensure that if they leave the council they will not keep hold of any council data and also asks them to ensure that if they set up an email account specifically for council business that the account has been deleted as seconded by Cllr Joyce.

It was unanimously **AGREED** in principle that the Council register a .gov.uk domain name such as lyngparishcouncil.gov.uk as seconded by Cllr Joyce. It was unanimously **AGREED** to register lyngparishcouncil.gov.uk as seconded by Cllr J King

It was unanimously **AGREED** by the council in principle to have the domain name associated with the existing web site by means of a URL redirection seconded by Cllr Joyce.

It was unanimously **AGREED** in principle for the Council to have its own email platform (of a type yet to be decided and cost to be determined) that can be used to provision new mailboxes that utilise the .gov.uk domain name, seconded by Cllr Gittins.

It was unanimously **AGREED** in principle that the Council ensure that the Clerk and all councillors use those mailboxes, provided by the council, as the means to communicate with the council and the public by email, seconded by Cllr J King.

It was unanimously **AGREED** (in reference to the recent FOI internal review recommendations), that the Council agree in principle to assess a council managed cloud accessed system where documents can be put online and shared, seconded by Cllr Joyce.

12. 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

It was unanimously **AGREED** to approve the above Financial Policies following review with no amendments as proposed by Cllr Joyce, seconded by Cllr Drabble

Consideration of a Freedom of Information request policy would be deferred until the Clerk had attended the FOIA training on 25th May.

13. Allotments

To receive update including update regarding registration of allotment land / access

All tenants had been sent an allotment agreement for signing and an invoice in respect of allotment rent due 1st April 2023. Plots 10 & 12 remain vacant and had been offered to all residents on the waiting list. It was unanimously **AGREED** to offer vacant plots to existing plot holders as proposed by Cllr Joyce, seconded by Cllr Drabble.

Despite emails to NPLAW, no update regarding the registration of allotment land / access was received, it was agreed to chase NPLAW and refer to next agenda

To consider / approve application for a licence to abstract water from the stream & consider / approve permission for allotment holders to extract water from stream following receipt of licence.

Confirmation was received that the PC will not need a license from the NRIDB to abstract no more than 4000l/week. however, since it is a Board maintained watercourse, any works within 9m will need consent from NRIDB under Byelaw 10, including any temporary structures sitting within 9 metres of the watercourse, such as a pump or pipe. A £50 application fee is payable Following discussion it was unanimously **AGREED** to apply for the licence to abstract water as proposed by Cllr Joyce, seconded by Cllr Gittins.

It was unanimously **AGREED** that the Council would consider (via email) allowing the Allotment Association to abstract water subject to the Parish Council obtaining the licence, permission would be subject to the council receiving a set of documents from the Allotment Association including a risk assessment, proposal for the water pump / installation and management plan to mitigate risks and subject to understanding what non Allotment Association members are entitled to do regarding the water supply as proposed by Cllr Drabble, seconded by Cllr J King.

To receive update regarding oak trees (TPO)

It was understood that Breckland had confirmed that works to the oak trees would not be approved due to the solid condition of the tree.

14. HIGHWAYS

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

Mr Orton circulated data from the SAM2. Concern was expressed over the dualling of the A47 which was expected to increase the amount of vehicles using route. The outstanding matter of a weight restriction was raised, and concern over larger (lorries and agricultural) vehicles using the roads. It was agreed to discuss at the next meeting.

15. PLAY AREA & PLAYING FIELD

To receive any updates and matters affecting the play area. To consider / approve any requests to use the playing field (ratify approval for Lyng Fling), and/ or to approve any requests for vehicle access in accordance with current policy.

Cllr Joyce confirmed that everything is in good order and new bark has been laid. The question of alternative surfacing was raised. It was agreed that Councillors should come back to the meeting with tangible suggestions for long term expenditure in relation to play options for the older children.

It was unanimously **AGREED** that the Lyng Fling could use the playing field subject to receipt of the risk assessment and public liability insurance as proposed by Cllr Joyce, seconded by Cllr J King. No requests for vehicle access were received.

16. CEMETERY/CHURCHYARD

To receive any updates and matters arising affecting the cemetery / churchyard

As it was understood that as responsibility for the maintenance of the churchyard remained with the Parish Council, there was a need to carry out regular checks and report back any issues.

Cllr Drabble reported that Historic England responded to enquiries made that destabilisation of memorials by moles in soft soil was possible but the NAMM system of anchorage should prevent this. It was agreed to request evidence of damage in future.

To ratify approval for essential tree works in Churchyard

Two quotes were received and circulated. It was unanimously **AGREED** to approve the quote for Pask Tree Care £1080 + VAT as proposed by Cllr Joyce, seconded by Cllr Drabble. It was confirmed that the required permission was being sought from Breckland prior to works being carried out.

17. TO CONSIDER PLANNING ISSUES

a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:

3PL/2023/0382/HOU – Proposed front extension at 16 Bakery Lane, Lyng – The Parish Council had no comment/objection

b) TO CONSIDER LATE PLANNING APPLICATIONS

3PL/2023/0519/HOU – Demolition of existing conservatory and erection of single storey flat roof rear extension at Swan House, Elsing Road, Lyng – The Parish Council had no comment or objection.

c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL

Replacement of 400m2 concrete yard at Collen Green Farm, Lyng – prior approval not required

Change front door for new hardwood door at Glebe House, The Street, Lyng - Approval

Front extension at 16 Bakery Lane, Lyng - Approval

18. FINANCE

a) To receive financial update & income / expenditure

The balance of accounts as at 15th May 2023 were confirmed as follows; Community account £20,376.44, Business Premium accounts £8738.23 and £0.12. bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £1016.67 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 Joyce and seconded by Cllr J King.

c) To receive the Internal Audit Report 2022/23

The internal report was received and comments noted. The Clerk confirmed that she has revised the VAT claim in accordance with the internal audit report.

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

As income and expenditure were both under £25000, it was unanimously **AGREED** to approve the Council exempt from limited assurance review as proposed by Cllr Drabble, seconded by Cllr J King.

e) To appoint the internal control officer and Internal auditor for 2023/24

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

It was unanimously **AGREED** to re-appoint Claudia Lowe as internal auditor for 2023/24 as proposed by Cllr Joyce and seconded by Cllr J King.

f) To consider & approve the Annual Governance Statement 2022/23 on the Annual Return

It was unanimously **AGREED** to approve the Annual Governance Statement 2022/23 on the Annual Return as proposed by Cllr Gittins and seconded by Cllr Wright.

g) To consider & approve the Accounting Statement 2022/23 on the Annual Return

It was unanimously **AGREED** to approve the Accounting Statement 2022/23 on the Annual Return as proposed by Cllr J King and seconded by Cllr Wright. The period for the publication of elector's rights was confirmed as 5th June to the 14th July 2023

h) To review the asset register

The asset register was reviewed and it was confirmed that the cemetery notice board and the Memorial bench had been added.

i) To consider quotes received / approve insurance cover due 1st June 2023

Three quotes were received and circulated to Council for consideration. It was unanimously **AGREED** to renew the Council's insurance with BHIB on a 3 year Long Term Agreement at a cost of £463.70 as proposed by Cllr Joyce, seconded by Cllr Gittins.

k) To approve expenditure to bind old minutes and move to Norfolk Records Office

It was agreed to incur expenditure to get old minutes bound and moved to the Norfolk's Records Office. It was confirmed that minutes from 2020 had been published on the website. It was agreed that Cllr Drabble would scan the minutes prior to binding and archiving.

19. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

All correspondence received was circulated to Council. Correspondence was received requesting support from Lyng PC for a First Bus service 28/29/29X to stop at Sparham Hill junction to Lyng. It was agreed to contact Sparham Parish Council for their views. Future agenda items to include; Approval of General Power of Competence, consideration of using alternative room for meetings to reduce costs, option for email and data storage, internet provision / mobile coverage in Lyng.

20. TO CONFIRM DATE OF NEXT MEETING

It was confirmed that the next meeting of the Parish Council would be held on 19th July 2023

21. TO CLOSE THE MEETING

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