

## Lyng Parish Council

### Minutes of a meeting held on Wednesday 11 May 2017 at Lyng Village Hall, 7.30 pm

Parish Councillors present: C Davis (Chair), S Bird, K Meader, G Moore, K Graham and C Boycott. Also in attendance: 5 members of the public and Clerk S Hunter

#### 1 Apologies for absence

Apologies were accepted from Breckland District Councillor Gordon Bambridge

#### 2 Declarations of interest by councillors on any of the agenda items

K Meader declared an interest in item 16.6

#### 3 Approval of the minutes of the meeting held on 11<sup>th</sup> January and 8<sup>th</sup> March 2017

The amended minutes of the January meeting were signed by the Chair as correct record. The minutes of the March meeting were signed by the Chair as correct record without amendment.

#### 4 Matters arising

- (i) The Chair reported that the post on the tree was broken and needs replacing. **Action: Clerk to get a costing for the new post.**
- (ii) The Chair queried whether we had received any feedback on the monitoring that was requested from the February NWL Local Working Group meeting. The Clerk informed that we had not received anything. **Action: Clerk to query this with the contact for the NWL Working Group.**

#### 5 To report progress on items not on the agenda from the last meeting (Clerk's report)

The Clerk presented the report to Councillors.

#### 6 Open forum for Public Participation: an opportunity to hear from members of the public (members of the public are allowed a maximum of 3 minutes each)

- (i) A member of the public reported that Mr Bailey's attention now seems to be on forestry and fishing, with a limited amount of camping. He reported that there was nothing that would appear to lead to planning permission. He informed Councillors that the meeting with the environment agency had still not taken place, however he is still keen to ensure this meeting takes place. The Parish Council thanked him for all his efforts with this matter and agreed that he had done great job.
- (ii) A member of the public asked the difference between the Parish Council AGM and the Annual Parish Meeting. The Chair explained that the AGM is a personal meeting between the Councillors. The Annual Meeting dates back to a time when the public were not allowed to speak at Parish Council meetings and the public were only allowed to speak once a year at the Annual meeting. Lyng Parish Council has however, allowed public participation for many years. The member of public went on to ask why the meeting dates were now not being published in the Hill and Vale magazine. The Chair reported that they are on the village notice board, but will ensure that future dates are published in the magazine. **Action: Cllr Boycott to ensure dates are published in the magazine.**

## 7. Planning matters

### 7.1 To receive results of planning applications

- 3PL/2016/1346/HOU LYNG: Lynghurst Elsing Road. Single storey extension to dwelling – approved
- 3PL/2017/0236/HOU LYNG: Flint House 1 Manor Close. Single storey extension to side – approved
- 3PL/2017/0282/F LYNG: Lyng Forge Pumping Station. Installation of a Borehole kiosk, an Amazon Filter kiosk and internal access road at Lyng Forge Pumping Station – approved.
- 3PL/2017/0154/F LYNG: Homelea The Street. Erection of one & a half storey dwelling – approved.
- 3PL/2017/0328/HOU: LYNG: Ivanhoe The Street. Replacement Workshop - approved.

### 7.2 To comment on planning application received

- 3PL/2017/0479/HOU LYNG: Kilmorie Elsing Road. First floor extension above garage. Comments were made about the proposed extension; the Parish Council would like to ensure that local neighbours' concerns are taken into account with regards to the windows of the proposed development that will overlook neighbours' properties. An adjustment to the location of the windows could help eliminate problems. The Parish Council would also like to ensure that the trees around the proposed development will stay, which will help eliminate neighbours properties being overlooked.
- 3PL/2017/0469/HOU SPARHAM: Wensum Lodge Lyng Road. Demolition of existing Garage & store, rear extension. New single storey rear and side extension, decking to rear. Comments were made about the proposed development; the site is in a prominent location overlooking the River Wensum Conservation Area and this would need to be taken into account.

## 8 Highways

### 8.1 Permissive path - *This item was brought forward to the beginning of the AGM meeting to accommodate Mr Sayer.*

Mr C Sayer was invited to speak about the permissive access route in Sparham. Mr Sayer explained that there were two routes; one around the Sparham village, which is used extensively and also the linear access along Lyng Road. Funding was previously provided for this but from 2012 this funding was withdrawn. The agreement to the access finishes on 31<sup>st</sup> July 17, if no agreement is made between the land owner and the Parish Council it will cease to exist. Mr Sayer explained what is required; a legal agreement that satisfies both sides which is vested with the County Council, signs, an acceptance of a proper use and enjoyment of the countryside and a nominal fee. Sparham Council were keen to keep it open and were hoping for a contribution towards it. The Parish Council agreed that this was a widely used facility for the village and would need to look at costing before a decision was made. **Action: Clerk to look into adapting the current agreement on Fairmeadow and find out the costings involved with Fairmeadow.**

## 9 To discuss the Commonwealth War graves Commissions

The location of the plaque had been discussed and agreed with the PCC. It was decided that the plaque would be placed on a stand alone post. **Action: The Chair to discuss this with the PCC.**

## 10 Finances

### 10.1 Payments list approved:

Payment to	Description	Payment	VAT to be reclaimed
NALC	NALC subscription	£175.63	-
Community Car Scheme	February/March payment	£83.25*	-
J Kemp	Community Car Scheme expenses	£14.08*	-
S Hunter	Apr/May Clerk work (including expenses)	£566.16	-
Norfolk County Council	Parish Partnership Bid relating to a footpath improvement scheme	£1175.00*	-
Peter Dilloway	Acting RFO expenses 12.01 to 09.05	£67.63	-
Zurich Municipal	Insurance renewal	£505.84	-

**Total payments for approval** **£2587.59**

\*already paid by bank transfer

## 10.2 To approve receipts list

Payment from	Description	Receipt
Norfolk Community	Community Car Scheme	£41.63
Foundation Hendry & Sons	Burial	£279.00
Breckland Council	Precept 2016/17	£4183.00
Breckland Council	Precept grant 2016/17	£152.00
NALC	Transparency Code	£440.95
<b>Total receipts</b>		<b>£5096.58</b>

## 10.3 Adoption of 2016/17 accounts for audit

The annual governance statements and accounting statements were read by the Clerk. The Chairperson proposed adoption of the statements and they were duly signed by unanimous consent. **Action: Clerk to send accounts to external auditors together with requested documents. Exercise of electors rights to be published online.**

## 10.4 Insurance renewal 2017/18

The Zurich Insurance renewal documents were circulated to all Councillors. As we are in a long term agreement with Zurich it was resolved to renew the policy. **Action: Clerk to ensure payment to Zurich Insurance**

## 11 Allotments - Fence and Boundary

- 11.1** A meeting was held at the end of last year to look at the new fence between the allotments and Utopia Lakes. It was agreed at this meeting that the fence was not a boundary; it was simply to stop people getting through. The Parish Council now needs to look at the whole boundary to establish where the official line stands. It was decided that a meeting would be held in May between Councillors and Ms S Jarvis. **Action: The Chair to organise meeting between Councillors and Ms S Jarvis.**

## 12 Conservation area status of Lyng

The Parish Council wishes to find out if the conservation area still stands or if it has changed. The Council would also like to find out the regulations of this area. **Action: Clerk to find out.**

### **13 Trees on Cadders Hill**

Cllr Bird informed the Council that a tree surgeon had done all the necessary work to keep the trees safe. She explained that although they stand with their roots in sand, they have survived for a very long time. They are very proud of the trees and recognise that they are a landmark.

### **14 Co-opting new Councillors**

The Chair explained that of the two vacancies that were advertised with the Breckland Council, only one position has been filled. The Parish Council now need to co-opt another member.

### **15 Village Hall update**

It was reported that due to the approaching election, any possible financial aid is on hold. An announcement will be made after the election has taken place.

### **16 Correspondence**

#### **16.1 Letter from a member of the public regarding election process**

The Chair explained the election process. It is now up to the Parish Council to co-opt a new councillor. **Action: Parish Clerk to send a reply.**

#### **16.2 Query from a member of public regarding a plaque for the new tree**

The Parish Council discussed this matter and have decided on a plaque to be placed on a stake at the base of the tree. **Action: Clerk to send a reply and get further quotes. Cllr Moore to discuss options with Orchard House Creations.**

#### **16.3 Letter from a member of public regarding Lenwade Waste Plant**

The Lenwade Waste Plant was discussed along with figures of daily vehicle movements. Councillors were keen to keep updated. **Action: Clerk to send a reply and find out the status of the application.**

#### **16.4 Email from a member of public regarding the Future of Localism**

This matter was discussed, it was decided that councillors answer as individuals if they wish to complete the form. **Action: Parish Clerk to send a reply.**

#### **16.5 Letter from a member of public regarding the notice board**

This letter was discussed. It was decided that the notice board would benefit from modifications and there may be ways it could be adapted to make it more accessible. The Chair also reported that the Parish Council Notice Board, is currently being renovated by the son of the gentleman who donated it to the village. **Action: Clerk to send a reply and investigate possibilities the notice board could be adapted.**

#### **16.6 Letter from Bowls Club**

The Council discussed the reply from the Bowls Club. They wished to thank the Bowls Club for their actions going forward with this matter. In addition, they requested a 5mph speed limit across the field. **Action: Clerk to reply to Bowls Club and inform them of the speed limit.**

#### **16.7 Letter from a member of the public regarding the Parish Council**

The Chair discussed concerns raised in the letter and summarised the Parish Councils position on matters. **Action: Parish Clerk to send a reply.**

### **17 To receive Councillors' questions**

- Cllr Meader discussed the possibility of defibrillators located within the Parish. He explained that they are now battery operated and can last for up to 5 years, there is also no course required. A lot of villages locate this within an old phone box. Another possibility, is a first aid workshop which is run in the village. They would need some members of the community to sign up for this. **Action: Cllr Meader to write a notification for the Hill and Vale to gauge interest in the workshop. Clerk to contact BT and ask if structure could be left. Also, to contact Hockering Clerk to find out if their Parish have had any issue with their defibrillator.**

**18 To receive items for the next meeting agenda (10<sup>th</sup> May 2017)**

- Bottle bank at the Fox PH
- Permissive path - Sparham
- Report from allotment meeting
- Defibrillator update
- Notice board update

**19 Public participation brief items**

- A member of the public felt that if we are to endorse a 5mph speed limit for members of the bowls club, then a speed limit sign should be located on the field, as users of the facility need to be aware that cars may drive onto the field. The Chair felt that a sign could encourage other vehicles, other than those from the bowls club and they didn't want to encourage that.
- The member of the public wanted to know who the Internal and External Auditors were for the Parish Council. The Clerk and Chair explained that the Internal Auditor was someone external from the Parish Council and the external Auditor was Mazars.

**20 To pass a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items**

- 20.1 The Parish Council discussed the Clerks maternity leave. The Parish Council agreed that they would get a Locum Clerk for 6 hours a week to cover the September and November meetings. The Clerk explained that the Locum Clerk, who is available during this time, already has a meeting on the second Wednesday of each month. It was agreed to hold the meeting on the first Wednesday for September and November. **Action: Clerk to speak to RFO and discuss if we have enough in funds and to contact the Locum Clerk.**

There being no further business the meeting closed at 21.45.