

Lyng Parish Council

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

Parish Councillors present: C Davis (Chair), S Bird, K Graham and P Lambley. Also in attendance: 9 members of the public and Clerk S Hunter

1 Apologies for absence

Apologies were accepted from Parish Councillor K Meader

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

P Lambley declared an interest in item 5.2

3 Approval of the minutes of the meeting held on 9 November 2016

The minutes of the November meeting were signed by the Chair as a correct record without amendment.

4 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)

- A member of the public spoke about the new tree. She commended the hard working councillors for the tree planting. She wanted to know whether there would be a plaque to explain what it is for. She also wanted to know what the plans were for the new tree and whether it will co-habit with the existing tree or whether one will go. The Chair confirmed that the Chestnut tree is diseased and split and will need to come down and that there has been acceptance that the new tree will replace the old one. It has been decided to let the new tree settle into the ground, then it will be reviewed. The member of the public noted the cost of the new tree was £192 and asked if any funding had come from Breckland Council. The Chair stated that no application had been made and was too late. She asked if this could be done retrospectively. **Action: Clerk to look into this.**
- A member of the public stated that the Council did not know and had no means of knowing the maintenance work done throughout the year. The Chair stated that a record is to be kept of the cuts done throughout the year by the ground maintenance man.
- A member of the public spoke about the Speedwatch scheme. He currently has 9 names to volunteer, 4 of those can only work in the mornings or at weekends. He will hand out some leaflets at the school to encourage more responses. He stated they needed 6 dedicated people, but would like 10-12 so they are able to rotate.

5. Updates

5.1 Vacancy for a parish councillor

The Parish Council has had a response from two member of the public. It was decided that the Parish Council needs to write to Cllr Mason to find out his plans. The Council agreed that Cllr Mason was a very supportive Parish Councillor and had done a great deal of work for the Parish. The Chair introduced Gareth Moore as a potential new Councillor. **Action: Chair to send an email to explain the situation to the applicant and to give an introduction to the new Councillor. Chair to write to Cllr Mason.**

5.2 Public works loan for Village Hall

The Parish Council are waiting to hear back from the village hall committee. There is a meeting with the fundraising group 16 January 2017. It was hoped that work would commence in late summer. Figures are to be sent to the Parish Council as soon as possible.

5.3 **Playground repairs**

The Parish Council reviewed three quotes for playground repairs and decided to go with Playdale Playgrounds Ltd. **Action: Clerk to action this.**

5.4 **Parish Partnership bid 17/18**

The Parish Council had acknowledgement that all bids will be assessed and that they will find out the outcome around March 17. If successful a letter will be sent setting out conditions (including payment) and an acceptance form to be signed.

5.5 **To receive report following Highways regarding speed sign possible sites**

A previous report was sent from Highways showing sign locations. One could be placed near the Old School, the other two could be placed in Sparham. It was decided that the Parish Council have no interest in placing these in Sparham. It was decided that a sight meeting was necessary.

Highways also suggested possible meeting dates to re-look and discuss Cadars Hill footpath. It was decided to meet with Highways in Spring when shrubs begin to grow.

5.6 **Tree works**

It was reported that quotes had been received from Tree Hoppers for £1050 + VAT and Treemenders had given a ball park figure cost of £900 but would need to officially quote. A quote was still waiting to be received from Norfolk Trees. The decision taken was to accept the lowest quote and go ahead with the work. **Action: Clerk to inform Councillors of the lowest quote.**

6 **Planning matters**

6.1 **Results of applications**

- Planning permission received for application 3PL/2016/1224/VAR
- Refusal of planning permission for application 3PL/2016/1139/F

6.2 **New applications**

3PL/2016/1504/HOU – Wensum Lodge, Lyng Road - New Cartshed, gates and walls to existing accesses : No objection.

6.3 3PL/2016/1260/O – Rectory Road, Lyng – amended plans. To question the width of the track and if access is adequate, all previous objections to apply. **Action: Clerk to send objections.**

6.4 **Update on Bailey Lakes**

A letter has been received from Breckland Council in reply to the letter from the Parish Council. He advised that primary legislation sits with the Environment Agency and it must be for them to invoke their legislative powers. Mr McHugh to reschedule meeting with the Environment Agency.

7 **To discuss Breckland outdoor sport and play funding**

£1,200 Children's play and £5,120 outdoor funds available to Cluster Group. It was agreed that we would apply for the funding. It was suggested that football nets are needed and it was queried whether playground repairs would be come under the funding. **Action: Clerk to contact football club and see if they have any requirements and to check if playground repairs are possible. To apply for funding before 1 March 2017.**

8 **Moles**

A member of the public is very concerned about the moles in the graveyard. It was agreed action needs to be taken straight away as a very sensitive subject. It was agreed that three quotes would not be needed in this case. **Action: P Lambley to contact mole catcher and arrange.**

9 **To discuss and adopt a Complaints Policy**

Amendments to policy:

- Add in 'Parish' council
- To delete 'encourages' (first paragraph)

It was agreed to review the policy in January 2018, then every three years thereafter.

Action: Clerk to make amendments and place on website.

10 **To discuss and adopt a correspondence policy**

Amendments to policy:

Under 'emails' – a substantive answer given will be provided **within 7 days following the meeting.**

It was agreed to review the policy in January 2018, then every three years thereafter.

Action: Clerk to make amendments and place on website.

11 **Finances**

11.1 **To set the Parish precept for 2017/18**

It was agreed to set the precept to £8,366. However, it was agreed that they would find out if Parish Council are allowed to put money aside for public work loans and then to repay that amount if not needed. **Action: Clerk to find out answer to query and report back to councillors.**

11.2-11.7 **Approval of the payments list**

The Council resolved to approve the following payments:

Payment to	Description	Payment
Mazars	External audit	150.00
Community Car Scheme	November payment*	109.75
L Cantera	Salary and expenses from 9 - 17 November 2016 (including mileage)	160.54
Mr G Lake	Burial ground gates*	300.00
S Hunter	Salary and expenses from 1 December 2016 – 31 January 2017 (including mileage)	529.05
Barcham	Field Maple Tree*	192.00
Mr P Lambley	Field Maple Sundries	£22.99
Mr G Lake	Grass and Hedge cutting for 2016	1525.00

Norfolk Parish Training and support	Induction for Clerks	45.00
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P Dilloway	Expenses to 11 January 2017 (including mileage)	38.08
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Total payments for approval		£3072.41
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*already paid by bank transfer

11.8 To approve purchase of new scanner (up to £100)

This was agreed by Parish Council

11.9 To approve payment of work before next meeting

Parish Council agreed to approve payment of any ground maintenance invoices that come in before the next meeting

11.10 To approve clerk's end of year finance course

Parish Council agreed they would approve this course

12 Correspondence

12.1 Letters from member of the public concerning...

- **drain ditch clearance:** the chair reported that this will be completed on Saturday
- **to contribute towards town plan for Dereham and surrounding villages:** It was decided that this could be something to open up to residents of Lyng, possibly through the Hill and Vale magazine- however, we would need to see if there were any deadlines for the comments. **Action: Clerk to find out if there is a deadline for comments and report back to the Council.**
- **remote camera for recording incidents:** the Council discussed this and looked at the Home Office surveillance camera code of conduct guidelines and associated work and costs and decided not pursue this.
- **to update website to include 2 commons and Lyng Heath land towards Elsing:** the Chair reported there are no 'commons' in Lyng but 'greens' and the Lyng Heath charity land is nothing to do with the council. **Action: Clerk to look into whether 'greens' need to be listed on the website and report back to Council.**
- **Lyng Fling 2017:** the Council were happy to support the event. It was reported that the insurance company needs additional details about the event to see if there is any cost implications to the insurance. **Action: Clerk to speak to Lyng Fling Community Fundraiser to seek additional details and report these to the insurance company.**

12.2 Other correspondence

- **River Wensum routine maintenance:** opportunity for Environment Agency to come and explain what they are doing with the rivers. Himalayan Balsam in river Wensum was discussed, it was reported that there are many scientific opinions but it cannot be eradicated. It was decided not to pursue this.
- **Purchase orders required for Breckland Council suppliers:** Breckland Council provide purchase orders so this needs to be quoted when contacting them.
- **Age UK donation:** It was decided that money would be given to Citizens Advice rather than Age UK.

13. To receive Councillors' questions

Norwich Western Link local working group to be held either on 14th or 21st February. It was decided that Cllr Davis and Cllr Lambley would be able to attend on the 21st. **Action: Clerk to confirm.**

14. To receive items for the next meeting agenda (8th March 2017)

No matters

15. Public participation brief items

- A member of the public agreed that there needs to be strong support from the Parish Council with regards to the village hall. It was questioned whether everyone in village would be happy with Public works loan and that they would need to be consulted.
- A member of the public discussed the footpath to the village sign and was happy that this was being addressed. He asked if the Parish Council were happy to be partly funding it. The Chair responded that they were not happy but there was no money left in the pot and that was the only way it could be done.

16. 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

16.1 The Clerks working from home expenses agreed at £132 per annum.