

## Lyng Parish Council

Minutes of a meeting held on Wednesday 9 November 2016  
at Lyng Village Hall, 7.30 pm

Parish Councillors present: C Davis (Chair), S Bird, K Graham and K Meader. Also in attendance: Breckland District Councillor G Bambridge, 13 members of the public and Locum Clerk L Cantera

### **1 Apologies for absence**

Apologies were accepted from Parish Councillors P Lambley (Vice-Chair) and G Mason.

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

No declarations of interest were made.

### **3 Approval of the minutes of the meeting held on 14 September 2016**

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

### **4 Report progress on items not on the agenda from the last meeting**

The Chair reported that she has a meeting planned with the grass and hedge cutting contractor on Saturday regarding the allotments and a gate for the burial ground.

Cllr Meader reported that the table tennis league is due to meet next month and he is hopeful of securing some grant funding towards a table tennis table.

The mobile post office has been advertised around the village.

Subsidence on the Elsing Road has been reported to Highways.

### **5 Agreement on when Public Participation will be on the agenda at future meetings**

The council resolved to place Public Participation high on the meeting agenda with the option of brief feedback from the public (at Chair's discretion) at the end of the meeting.

### **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)**

- A member of the public spoke about hedges. He thanked the Parish Council for the hedge which had been cut recently on Heath Road. It was reported that the hedge next to the path from the church to the cemetery needs

attention. The Chair will discuss this with the contractor at a meeting on Saturday. The hedge on Rectory Road near the old school should be cut back to the railings. The Parish Council will contact the residents again.

- A member of the public spoke about the holiday park application which has been withdrawn. The Parish Council was asked write to Breckland Council regarding creeping development, the shepherd's huts which appeared over the Summer, and the road classified as a maintenance track. The Parish Council stated that it should very strongly object to the current situation and the response of Breckland Council. Cllr Bambridge suggested that a copy is sent to the Environment Agency.
- A member of the public noted that the Parish Council is looking at a communications policy. The Parish Council had previously been asked to clarify whether the insurance policy covers vehicles crossing the playing field to licensed premises. The Chair confirmed that the Council had checked with the insurance provider and had been assured that vehicles are covered under the Parish Council policy. The Council was asked for it to be recorded that they have been asked by a member of the public that they should contact the Health & Safety Executive regarding this matter.
- The Parish Council was asked who they should contact while a new clerk is recruited. The Chair clarified that she has been monitoring the Council's emails.
- The Parish Council was asked to support the Speedwatch scheme and the Chair confirmed that the Parish Council is fully supportive of it.

## **7 Updates**

### **7.1 Vacancy for a parish councillor**

The Parish Council is now free to co-opt and the vacancy is being advertised in various places around the village.

### **7.2 Lyng Village Hall regarding new hall funding**

The funding application to The Big Lottery Fund is at stage 3 of the process and will be submitted by the Village Hall committee next month. The 'buy-a-brick' scheme has raised over £800 so far. Other sources of funding are also being explored.

### **7.3 Breckland District Councillor report**

Cllr Bambridge reported that many villagers speak to him about speeding in the village. He has expressed his concerns on behalf of the village to the Police. The draft Local Plan consultation has now finished and the collated responses should be available within three weeks.

### **7.4 Northern Distributor Route**

A meeting will be held County Hall on 30 November. Some parish councillors plan to attend.

## **8 Planning matters**

### **8.1 Results of applications**

There were no results to report.

## 8.2 **New applications**

3PL/2016/1224/VAR – Lyng Village Hall – Variation of permission  
3PL/2014/0404/F relating to the design and materials: No objection.

8.3 3PL/2016/1139 - Mill House, The Street, Lyng - Existing outbuilding to be used for holiday let use (retrospective) & 3PL/2016/1260/O - Rectory Road, Lyng – 4 proposed eco-houses: The Parish Council was unable to comment on these applications due to plans being unavailable at the meeting. A planning meeting will be held on 16 November to discuss these applications.

## 8.4 **Update on the Manor Adventure application regarding conditions**

Cllr Bambridge reported that he was not sure whether the conditions had been met but as he will be at Breckland Council later in the week he will inform the Chair of any update.

## 9 **Highway and footpath matters**

### 9.1 **Agreement to improvements of the Wensum Way from Rectory Road to Lyng Bridge**

Highways have quoted £2,350 for the proposed Wensum Way improvements. The Parish Council can apply for 50-50 match-funding from the County Council's Parish Partnership scheme. The Council resolved to apply for the funding for the improvements. The Council will make provision in the 2017-18 budget for this work.

### 9.2 **Discussion on a Speedwatch scheme for Lyng**

The Council agreed that it is very much in favour of a Speedwatch scheme operating in Lyng and expressed thanks to Mr Tooby for setting it up. Further details will be provided in the Hill & Vale magazine.

### 9.3 **Update on Heath Road Safety**

The Chair reported that she is keeping a log of any traffic issues reported to her on Heath Road. She emphasised that it is important to know about the near-misses/speeding issues in order to build up a picture of incidences which can then be reported to Highways. Cllr Meader will also keep a log.

### 9.4 **Report on SAM2 (flashing speed sign)**

The Council received a report written by the Locum Clerk. The Council resolved to speak to Highways regarding possible sites for a speed sign and will report back at the January meeting. As the Parish Partnership scheme funding deadline is 16 December the Council will consider an application for next year.

### 9.5 **Update on the footpath RB10 behind Cadders Hill**

The Chair explained that the Highways Engineer visited the footpath recently and reported it was passable. The Council agreed to contact him again to ask him to return to review the footpath as it is still in a poor state.

**10 Proposal to raise a Public Works Loan for the new village hall**

The Council reviewed the report. There are still several considerations to be made prior to agreeing whether this was appropriate. It was agreed to keep this topic on future agendas.

**11 Playground repairs required following the annual inspection**

Quotes for playground repairs will be considered at the January meeting.

**12 Review of the Code of Conduct**

The current Code of Conduct was reviewed by councillors. The Council resolved to approve the Code of Conduct. The next review will be 2019.

**13 Discussion of a Complaints Policy**

It was felt that as the full council was not present, it will be better to discuss this item at the January meeting.

**14 Discussion of a Correspondence Policy**

It was felt that as the full council was not present, it will be better to discuss this item at the January meeting.

**15 Finances**

**15.1 Approval of the payments list**

The Council resolved to approve the following payments:

Payment to	Description	Payment
Community Car Scheme	September payment*	62.75
Community Car Scheme	October payment*	109.75
Lyng Multi Sports Area	Use of area by Breckland Council*	105.00
L Cantera	Locum clerk work from 13 September – 2 November 2016 (including mileage)	242.08
Mazars	External audit	150.00
Mr G Lake	Part-payment towards supply of gates and posts for burial ground	300.00

**Total payments for approval £969.58**

\*already paid by bank transfer

## 15.2 **2017-18 draft budget**

The Council discussed the draft budget. It will be discussed again at the January meeting when it will be approved.

## 15.3 **Agreement to pay Locum Clerk's salary and expenses**

The Council agreed to make this payment, as detailed above.

## 15.4 **Agreement that Peter Dilloway will remain RFO for the time being**

The Council agreed to retain Mr Dilloway as Responsible Financial Officer until the new Clerk is ready to take on this part of the role.

The Council referred to a quotation previously accepted to supply and fit two gates and posts at the cemetery. It resolved to pay Mr Lake £300 up front for materials. This was added to the payments list.

## 16 **Correspondence**

### 16.1 **Letters from member of the public concerning monitoring of contractors and communications policy**

The Chair reported that she had responded to the letter by email.

### 16.2 **Letter from member of the public concerning the resignation of a councillor and councillor business with Manor Adventure, the effect of Manor Adventure on village businesses and public involvement**

The Chair reported that the Council had responded to the letter by email. The member of the public did not want the letter to be discussed at the meeting.

### 16.3 **The Chair reported that she had received a letter from a resident of Soanes Court regarding the cemetery hedge which requires attention. The Chair will address this when she meets with the hedge-cutting contractor.**

## 17 **Councillors' questions**

Cllr Meader reported that the Bowls Club is planning to raise money for the village hall.

The Chair reported that the Highway Rangers will be visiting the village shortly. They can address routine highway issues, such as repairing pot-holes. Any issues should be reported to the Chair.

The Chair reported that Collen's Green will be closed on 15-16 November.

### **Public participation**

The Chair gave the public an opportunity to comment at the end of the meeting. No comments were made.

## 18 **Items for the next meeting**

To approve the 2017-18 budget; to receive report following meeting with Highways regarding speed sign possible sites; to continue discussion on a loan

for the village hall project; to discuss quotations for playground repairs, to adopt a complaints policy; to adopt a correspondence policy; to provide update on councillor vacancy.

The Chair introduced Mrs Sarah Hunter in the audience as the new Clerk.

**19 The Council passed a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

- To approve the appointment of a Parish Clerk
- To discuss handover, induction and mentoring of the new Parish Clerk
- To consider quotations for tree works

**19.1 Appointment of a Parish Clerk**

The Council confirmed the appointment of Mrs Sarah Hunter as Clerk. The start date will be suggested as 1 December if acceptable to the new Clerk.

**19.2 Handover, induction and mentoring of the new Parish Clerk**

Mr Dilloway has agreed to provide a handover to the new Clerk. Training will be organised when required.

**19.3 Tree works**

The quotations had not been received in time. They will be considered at the January meeting.

A Planning meeting will be held on 16 November at 6.30 pm at Lyng Village Hall. The meeting closed at 9.30 pm.