

Lyng Parish Council

Minutes of a meeting held on Wednesday 12th July 2017 at Lyng Village Hall, 7.30 pm

Parish Councillors present: C Davis (Chair), M Speller, K Meader, G Moore, K Graham and C Boycott. Also in attendance: 1 member of the public and Acting Clerk P Dilloway

1 Apologies for absence:

Apologies were accepted from Councillor S Bird

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

No interests declared

3 Approval of the minutes of the meeting held on 10th January.

The minutes of the January meeting were signed by the Chair as correct record.

4 Matters arising

- (i) The Chair reported that the Locum Clerk will start with effect from the September Council Meeting.
- (ii) The Chair will monitor the Clerk's email account.
- (iii) Conservation Area. The original purpose and status is believed to be current. **Action: The Clerk will check this.**

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

The Chair presented the Clerk's 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) No matters discussed.

7. Planning matters

7.1 To receive results of planning applications

- 3PL/2017/0469/HOU Wensum Lodge Lyng Road: Demolition of existing Garage & store, rear extension. New single storey rear and side extension, decking to rear. - APPROVED.
- 3PL/2017/0569/HOU Valley View Primrose Green, Lyng: Erect cart lodge garage with office above & porch – APPROVED.

7.2 To comment on planning application received

- 3PL/2017/0717/HOU Valley Farm Lyng Easthough, LYNG: Single storey extension to side. Councillors viewed the proposed plans and found no objections to the scheme as submitted.

8 To receive the following updates:

- 8.1 Plaque for the new tree.** Three quotes received £30, £35 & £130. The cheapest does not include post, the dearest is too elaborate The £35 sign does include a post and further negotiation reduced the cost to £30. **Action: confirm acceptance of £30 quote for sign with post from Orchard House Signs.**
- 8.2 Defibrillator.** KM has arranged for a public First Aid course to be provided – date to be advised. Members discussed the provision of a defibrillator and concluded that for the time being the Council’s earlier reasoning and decision not to provide one should stand, unless evidence to contrary materializes. **Action KM to arrange date for course.**
- 8.3 Notice board update.** The wooden notice board to be refurbished locally. The metal notice board could be refurbished and altered by Reepham School. **Action: CD –wooden board, KG – metal board.**
- 8.4 Commonwealth War graves Commissions update.** The PCC are happy to have a sign erected in an appropriate place. **Action: CD will confirm that the CWGC form has been completed. (take out - a sign can be erected.)**
- 8.5 Post for new tree.** G Lake will supply and fit a new post at a cost of £30. **Action: Clerk will advise GL to proceed with work asap.**

9 Finances

9.1 Set Clerk’s Salary. Mrs Hunter has now completed her probationary period and her post as Clerk is confirmed as permanent. In accordance with her Contract of Employment, her salary scale increments from SCP 20 (£10.099) to SCP 21 (£10.467 per hour) effective 1st June 2017. Next salary review will take place 1st December 2017. (N.B. A national salary award took place in April 2016 which was overlooked. Back payment is shown below to address the error).

9.2 Payments list approved:

Payment to	Description	Payment	VAT to be reclaimed
Playsafety	RoSPA playground inspection	£84.00	£14.00
P Clough	Community Car Scheme May/June payment	£66.50 -	
G Lake	Grounds Maintenance Jan-July	£1505.00*	-
S Hunter	Clerk’s salary June 2017	£272.14	-
S Hunter	Clerk’s salary back pay from December 2016	£20.66	-
S Hunter	Clerk’s expenses to June 2017	£28.46	-
C Davies	spare dog bin keys	£7.10	£1.18
P Clough	Website Domain renewal	31.15	5.19

Total payments for approval

£2015.01

*already paid by bank transfer

9.3 To Approve receipts list

Payment from	Description	Receipt
Customs & Excise	VAT Refund	£286.49
	Allotment Rent (2)	£20.00
Total receipts		£306.49

10 Highways

10.1 Permissive path – Following discussion it was agreed in principle to take up financing the continued use of the path close to Sparham Pools at the quoted cost. Some further details over the maintenance needs clarification. **Action: CD to discuss with Charles Sayer.**

11 Neighbourhood Plan.

11.1 CB had attended a meeting at BDC and had circulated info. Following discussion it was resolved to contact Gordon Bambridge for further advice given that timescales for funding and completion are tight (March 2018 at the latest) and most active parishioners are tied up with the new village hall project. **Action: CB to contact GB in the first instance.**

12 Allotments - Fence and Boundary

12.1 Following the meeting with Mrs Jarvis and a brief of inspection of the boundary it was resolved to measure all allotments and then establish a clear buffer zone between allotments and boundaries and then to meet with tenants. **Action: MS to measure allotments.**

13 Bottle Bank at Fox PH

13.1 The Council had no objections to a bottle bank being sited at the Fox provided it was at the rear. **Action: CD to advise Fox PH.**

14 Re-appointment of Trustee of The Lyng & District Community Hall CIO.

14.1 After brief discussion, Andrew Blencowe was duly re-appointed as Trustee. **Action: Clerk to advise re-appointment.**

15 Moles on Playing Field

15.1 After discussion it was resolved to seek professional assistance in dealing with the problem. **Action: Clerk to obtain quotations.**

16 Correspondence

16.1 Email from a member of the public regarding grass cutting outside Manor Farm Barns. – **The work has been carried out**

16.2 Email from a member of public regarding traffic accident on Lyng Bridge- **Response sent by CD**

16.3 Email from a member of public regarding the horse chestnut tree – **Response sent by CD 15th July'17**

16.4 Email from a member of public regarding the use of a small area of the playing field for a private event – **No objection in principle. Action: CD & KG to meet with the family to discuss.**

17 To receive Councillors' questions

17.1 Cllr Boycott-

17.1.1 referred to the Jo Cox celebration day. CD advised that **and event was held at the village hall this year on Saturday 17th June.**

17.1.2 Had inspected the playground and found bushes overgrown and flower beds neglected. In places, the safety surface needed raking and had checked points noted on the RoSPA report. **Action: Working party to be advertised and held 14th August at 10am.**

17.1.3 Cllr Speller said that further discussion with NCC Highways was needed in respect of village traffic arising from the NDR. Our earlier discussions appear to have been sidelined and projected traffic figures are worse than claimed. **Action: Councillors to meet informally 19th July to discuss progressing further and attend Hockering meeting 27th July.**

17.2 Cllr Meader- asked about 30mph sticker provision. **Action: All. Quantity to be determined for the Clerk to obtain quote.**

17.3 CD reported that 4 councillors had attended an A47 meeting in Hockering on 6th July and would be preparing for the next meeting to be held in Hockering towards the end of July. An announcement is due to be made in August by HE regarding the dualling of the A47.

18 To discuss future Parish Council Meeting venue/dates

18.1 With the forthcoming demolition of the village hall it is necessary to relocate meetings temporarily. There are a number of viable options subject to availability and practicality; Elsing Village Hall, Sparham Old School Room, a room at The Fox PH. The Church, School and Nursery are not viable. **Action CD to approach each venue to assess best option(s).**

19 To receive items for the next meeting agenda (10th May 2017)

- A47/NDR Report
- Local Road Issues
- Confirm backdated pay rise effective April 2016, due to Mrs Hunter arising from National Pay Award.

20 Public participation brief items – No matters discussed

There being no further business the meeting closed at 21.35.