

**Minutes of the Buxton with Lamas Full Parish Council Meeting
held in Buxton with Lamas Village Hall on Monday 10th January at 7.30pm**

PRESENT

Councillors:

Mrs Nichols Rev Goodman
Mr Shaw Mrs Powell

Also in attendance:

3 Members of the public

Clerk to the Council: Laura Apps-Green

22/107 WELCOME & APOLOGIES FOR ABSENCE –There were apologies for absence given for Mrs Kammoun, Mr Riley, Mrs Warren and Mrs Charmley

22/108 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION – Mrs Nichols reference Buxton Village Hall and Mrs Powell reference Buxton Village Hall.

22/109 MINUTES

The minutes of the Parish Council meeting held on November 22nd 2021 were previously circulated, they were signed as a true and correct record.

22/110 MATTERS ARISING – None

22/111 ADJOURNMENT – None

22/112 REPORTS - None

22/113 PLANNING

Greater Norwich Local Plan – Nothing new to report

Neighbourhood Plan Steering group – The group have submitted a grant for external funding

Planning Applications – None received

22/114 FINANCE

Bank reconciliation – November bank reconciliation had been done; Clerk is waiting for the bank statement for December. Clerk to get both of these to the Scrutineer for sign off asap.

Receipts and payments schedule – payments made in December and pending were presented:

Cheque	Name	Description	Amount (£)
BACS	Buxton Village Hall	Hall hire for meetings	30
BACS	Garden Guardian	Balay Park Annual Maintenance	3884.4
BACS	Barnwells	Round publication	275
BACS	Anglia Water	Water bill	22.59
BACS	Norfolk Cleaning Co	Cleaning Balay Park	151.2
BACS	Viking	Stationers	167.28
BACS	Laura Apps-Green, Norfolk Pension Fund, HMRC	Mileage, phone, pension, pay, Tax	1083.82
<i>The above was paid in Dec 2021</i>			
BACS	Auditing Solutions	Internal Interim Audit	360
BACS	Broadland District Council	Bin collection	379.6
BACS	Information Commissioner	Data Protection	40

BACS	Laura Apps-Green,	Phone, pension, pay, Tax	
	Norfolk Pension Fund,	HMRC	1064.81
BACS	Norfolk Cleaning Co	Cleaning Balay	50.40
		Total	7,509.10

(Note) Norfolk Cleaning invoice came in late and was added to payment schedule by hand

Donation request from Norfolk Citizens Advice – It was noted that 176 people from the Buxton ward have accessed help from the Citizens Advice service in Norfolk. Mrs Nichols proposed a donation of £50, Mrs Powell seconded this and all agreed.

22/115 LAMAS VILLAGE HALL LEASE AGREEMENT RENEWAL

Two of Lamas Village Hall management committee members were in attendance and the Chair asked them to give their feedback on the draft lease agreement. A number of small amendments were requested and noted by the Clerk. It agreed that the Clerk would take these amendments back to Birketts to check if the requested changes can be made. Clerk to action the amendments and get an updated version to the village hall management committee for sign off at the February PC meeting.

22/116 TREE FOR THE QUEEN'S JUBILEE (*Chair brought this item forward on the agenda*)

An e-mail from the Chair of the WI was read out regarding ideas for how to mark the Queen's Jubilee. The PC has been offered an oak tree from the Tree Warden. The WI are interested in planting a tree at Balay park. The Chair thought that a selection of fruit trees may be a good option. The Clerk pointed out that there is an area to the left of the Balay park entrance where there are already some trees and would be a good place for more. Mr Shaw felt that the area off Aylsham Road would be a good place for a commemorative tree. There was some concern about a tree in this position blocking the visibility onto Balay Park. Chair suggested that we ask the Tree Warden (Mr Fleetwood) for a site visit to determine where a tree(s) would be best placed at Balay park. Clerk to arrange a meeting. The Clerk to write back to the WI to say that a tree at Balay park is a yes in principle and to invite the Chair of the WI to the meeting with the Tree Warden. Mrs Nichols suggest that a frame and perhaps a bench should also be put around a commemorative tree in order to protect it and allow people to enjoy it. Clerk to place this item on the PC agenda for February.

22/117 BALAY PARK SIGN REPLACEMENT

Clerk showed the PC a suggested replacement sign and estimate from Archer signs, all agreed to the design (see file note for picture). It was felt that a "welcome to the site" sign should be kept simple with just the park name, the name of the PC and the PC website. All agreed and the Clerk would arrange for a draft copy to be designed and circulated before ordering. It was also felt that another sign is needed stating the rules regarding the park and that it should be placed near the gate entrance. Clerk to get draft rules of the park sign drafted.

22/116 HIGHWAYS (and FOOTPATHS), RIVER & VILLAGE MAINTENANCE MATTERS

Dangers of swimming at the Mill Pond and Anti-social behaviour – Clerk reported graffiti on the Football Club's storage unit at Balay park. Clerk asked to write to the Football Club to ask them to paint over it.

Drainage issues in the parish and flood risk areas update – Cllr Lawrence is looking into this matter

Footpaths and closures – Currently no update. Clerk to ask the Footpath Warden if they have heard anything.

Long term plans for traffic calming measures – Clerk reported that the main contact at Highways has left and no replacement details have been given. This has made making progress on this project very hard. Clerk to try and find out a new contact and bring this item to the February meeting.

Dangerous and inconsiderate parking in village – As detailed above, any progress on this has been halted due to Highways contact leaving with no replacement contact given.

Buxton village hall play area – Clerk circulated a sample sign for placement on the new play area as recommended by RoSPA. The Village Hall Management Committee will run this sign by their insurance

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company for agreement first. The PC agreed to pay for 2 duplicate signs stating the rules of the play area. PC waiting for agreement on the wording of the sign from the village hall management committee. (See file note for the sample wording for the sign).

The Chair of the PC reiterated that the play area and equipment is the property and responsibility of the Village Hall Management Committee. The PC has purchased the equipment and gifted it to the community. The play area is managed, monitored, insured and maintained by the Village Hall Management Committee. The equipment is therefore not on the PC's Asset Register. The Clerk has had it double confirmed by the auditor that as this equipment is a gift to the community the VAT on the purchase can be reclaimed by the PC.

The Chair suggested a community effort approach to monitoring the equipment going forwards. It was suggested that the PC arranged and paid for RoSPA training on how to inspect the play area and that people from the wider community should be invited to attend the training and be on an inspection rota. Clerk to write to the Play School based at the village hall and the school to see if there are any volunteers to help keep the play area in an excellent condition and take part in the inspection training along with the parish councillors and village hall management committee.

Mrs Nichols said that the play area must remain closed to the public while parts of the equipment and surfacing are made safe and to allow the new turf to settle in the ground. Mrs Nichols will arrange for the gates to be padlocked for the time being. Mrs Nichols will write a piece for the Round explaining why the play area can not be opened just yet. Clerk to upload the same explanation to the PC website.

Mrs Nichols would like to hold a grand opening of the play area and would like to invite someone from Mick George to officially open it. Clerk to contact Mick George to see if anyone would be available in mid to late March. It was suggested that the grand opening should take place at around 3:00pm on a school day when lots of children and their families will be in the village.

Parishioner request for an outdoor gym – Clerk had circulated an e-mail from a parishioner requested outdoor gym equipment in the village. Chair stated that this has been looked into in detail before and that the outcome was not to proceed. Clerk was asked to write back to the parishioner stating that the PC has been committed to helping the community revitalise its play area and that a lot of PC funding and resources has gone into this project. There are also a number of other large projects that the PC is prioritising and leading on including a traffic calming project across the parish which will also have a significant cost to the PC. While the PC is happy to obtain a quote for gym equipment, it can't be a priority for the PC at the moment, but can be looked at to see if its feasible in the future.

Highway matters –

- Mrs Powell raised the issue of a very bumpy area of the road at the Aylsham Road and Crown Road junction near the bus stop

22/117 OVERVIEW & SCRUTINY MATTERS - None

22/118 CORRESPONDENCE & REPORTS OF MEETINGS ATTENDED – None

22/119 LATE CORRESPONDENCE & AGENDA ITEMS – E-mail from Chair of WI, to be put on February PC meeting agenda. Lamas Village Hall Lease Agreement to be on February PC meeting agenda and also the new play area.

22/120 CLOSURE OF THE MEETING – There being no further business the Chairman closed the meeting at 9:02pm.