

**Minutes of the Buxton with Lamas Full Parish Council Meeting
held in Buxton Village Hall on Monday 21st November at 7.30pm**

PRESENT

Councillors:

Mrs Nichols
Mrs Charmley

Mrs Warren
Mrs Barnes

Mrs Kammoun
Mr Shaw

Mrs Powell

Also in attendance:

Cllr Lawrence

Mr Curtis with reference to the Neighbourhood Plan

Mr Halkyard with reference to the Football Club

Clerk to the Council: Laura Apps-Green

22/89 WELCOME & APOLOGIES FOR ABSENCE – Apologies were given for Rev Goodman.

22/90 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION – Mrs Nichols and Mrs Powell reference the village hall. Mrs Warren with reference to the primary school.

22/91 MINUTES OF PREVIOUS MEETINGS

The minutes from the previous meeting held on October 10th were previously circulated via e-mail and were signed as a true and correct record.

22/92 MATTERS ARISING – Clerk raised the matter of the village gates for Coltishall Road and the final design which the majority of councillors had confirmed their agreement to via e-mail. All agreed to the final design of a full sign on the left as you enter the village and a roundel speed sign on the right. Mr Shaw wondered if it would be possible to have a “thank you for driving carefully” sign on the reverse of the large sign. Clerk to check.

22/93 ADJOURNMENT – None

22/94 REPORTS

Cllr Lawrence reported:

- The bridge works over the Bure have been completed and are looking great
- There has been a kind offer from BVR to help with the works to reinstate the river bank where it has been eroded. This offer is very kindly received but all works need to be firstly agreed with the IDB so the timings for this do not work out unfortunately
- Ward grants are still available from Cllr Lawrence, please talk to her about any project ideas you may have. Grants are for up to £500

22/95 PLANNING

Greater Norwich Local Plan – Nothing to report

Neighbourhood plan Steering group – Mr Curtis was in attendance to talk about the draft Design Code for the NP, a copy of which had been circulated to all councillors for their consideration prior to the meeting. The Design Code considers the individual characteristics of the parish in terms of the built environment and the countryside and makes proposals for any future design rules and how they should conform going forwards. It sets out guidelines for how the parish should look in the future. There are 10 character areas or micro identities in the parish that have their own individual identity.

Specific design code proposals were discussed as examples, for instance, extensions should not engulf the original property area and following the building lines in certain areas.

Mrs Kammoun raised the issue of a precedent having been set already and asked how that would look to someone in the future that may want to extend their property in a similar way to a neighbour.

Mrs Warren raised some issues with the accuracy of some of the information in the document which needs to be corrected.

Mrs Nichols raised a concern about recreation spaces not being mentioned. Cllr Lawrence confirmed that they are covered in the NP not the Design Code. Mrs Nichols also pointed out that Balay park is a recreation

space for all and should not be called a skate park. She also felt that the description of the village hall carpark was wrong, the document makes it sound small, when in fact it is the largest open carpark facility in the parish.

As part of the NP overall discussion, the Chair raised the letter from Brown and Co that had been circulated to the councillors prior to the meeting regarding woodland management plans for land near to the Bure along a green corridor. The land owner wants to create a sustainable woodland and increase biodiversity in the area, which would involve thinning the area of conifers and unstable poplar trees, protecting mature broadleaves and coppicing. Cllr Lawrence raised the following questions to go back with:

- What would be planted as replacements?
- There would need to be an Environmental Impact Statement written up by those wanting to undertake the work
- What is the biodiversity net gain?
- Would like to see a tree plan prior to any work taking place
- What will be the visual impact?
- What would the impact be on Nutrient Neutrality?

Clerk to write back to Brown and Co with the above questions.

Mr Curtis asked for any further thoughts on this document to be sent to him by Friday this week.

Mr Curtis asked the PC if they are happy with the overall format and content of the Draft Design Code in principle subject to amendments discussed. All AGREED.

Mrs Kammoun gave a formal thank you to Mr Curtis and the team for their hard work and efforts on this project. This was seconded by Mr Shaw.

Planning Applications –

- Smart Water Meter Antenna pre planning application letter – It was felt that this would benefit the residents as it would improve the phone reception. Cllr Lawrence pointed out the test pilot company nearby and would like it highlighted that they run regular flight checks and would want clarification that this would not be in the flight path.
- Hill Farm – All AGREED to SUPPORT this project

Chair brought this item forwards to allow Mr Halkyard the opportunity to leave the meeting early if he wished.

22/96 BALAY PARK

Mr Halkyard introduced himself as the vice chair of the football club. He informed council that there has been a recent change in personnel at the club. He talked about the success of the club and the different teams that they run and fundraising events they have put on. The football club want to be seen as an asset to the village not a liability.

Mr Halkyard raised the following issues:

- Serving hatch step is slippery and needs an anti-slip cover put over it
- Balay park electrics – One of the outside sensor lights was in the on mode in the daytime. One of the Dads from the football club was given entry to the electric system and amended the setting. Clerk asked that going forwards, any issues at Balay park are reported to the Parish Council. There are strict rules that PC's have to comply with
- Fence around pavilion – This is in a poor state of repair and needs replacing. The PC has looked at this and decided not to replace each fallen off rail. The PC will discuss this at the January meeting
- Grass cutting – Mr Halkyard expressed the football club's dissatisfaction with the grass cutting at Balay park. The football club want a revised plan for grass cutting to include 8 to 10 cuts between March and June, a couple of cuts in the summer and cut into November

The Chair asked about the previous request from the football club to store mobile goal posts on the grounds of Balay park. She recalled that the PC had said no to this request unless suitable storage arrangements were proposed, because a lot of vandalism occurs on Balay park. Mr Halkyard informed council that as the PC had said no to this request, the football club decided to remove the full-size goal

posts that were in place and installed new ones to their desired specification. The Clerk informed council that no permission was requested of the PC for this work and that the PC had no knowledge of these changes to Balay park. The Clerk informed Mr Halkyard that Balay park is owned, managed, maintained and insured by the PC and that ALL changes and works have to be instructed by the PC.

Mr Halkyard informed council that the goal posts they removed without permission are currently in the football club's storage unit at Balay park and when the team are old enough in a couple of years' time, the PC's goal posts will be put back. The holes where the posts were removed from have had a cap placed over them. The Clerk expressed her deep concern with this kind of unauthorised action to other people's property. She also informed council that thousands of pounds had been spent on these goals only a few years ago as a direct request from the football club regarding a change in specification from the FA.

Council was reminded that Balay park is for everyone's use.

The Chair reiterated that whenever the football club would like things changed it must be requested and authorised by the PC first and foremost. Mr Halkyard said that in hindsight the football club should have asked the PC.

22/97 FINANCE

Bank reconciliation – Bank statement for October was signed off by the Scrutineer.

Receipts and payments schedule – payments made or pending were presented:

Cheque	Name	Description	Amount £	
BACS	British Legion	Poppy Wreaths	40	<i>Paid in Oct</i>
BACS	Cooks Electrical	PAT testing	12	
BACS	Glasdon	Bench	887.37	
BACS	Luminex	Bus stop repairs	710.40	
SO	EDF Energy	Heating	87	
BACS	Scribe	Finance package	345.60	
BACS	Norfolk Cleaning Co	Cleaning Balay	100.80	
BACS	Barnwells	Round	285	
BACS	Norfolk Parish Training & Support	Training x 2	110	
BACS	Anglia Water	Utility bill	54.56	
BACS	Norse	Verges	249.26	
BACS	Laura Apps-Green, Norfolk Pension Fund, HMRC	Pay, pension, Phone, Mileage, tax, office equipment	1816.56	
		Total	4,698.55	

Clerk also asked permission to pay 2 invoices received at the PC meeting for the hire of the village hall for PC meetings and a contribution towards the grass cutting at the village hall. All agreed and these payments were added to the draft payments list.

Qty Finance Report – Clerk had previously circulated a finance report detailing all receipts and payments for each budget code.

Draft Budget 2023-2024 – Clerk had previously circulated a draft budget for the forthcoming financial year and talked through the rationale for an increase in the precept request. All AGREED to the budget proposed and the precept request.

Precept Request 2023-2024 – Full Council AGREED to make a precept request of £32,265 to Broadland District Council for the financial year 2022-2024.

Any other finance matters - None

22/98 HIGHWAYS (and FOOTPATHS) RIVERS & VILLAGE MAINTENANCE MATTERS

Quiet Lanes – Mr Shaw raised the question of how you get a lane designated as a quiet lane. He would like Back Lane and Sandy Lane to be designated as such. A quiet lane means that HGVs are unable to use them and they are officially labelled as a quiet lane on maps. Clerk to find out more and report back to council.

Buxton village hall and play area – The chair of the village hall expressed her concern about the heating costs for the village hall and the venue's viability going forwards. Cllr Lawrence asked for a letter to be sent to her detailing these deep concerns, which many village hall management committees are likely to also be having so that she can go to the district council to ask for assistance.

There is an area in the carpark that needs levelling as it dips and a large puddle forms in rainy times. A quote has been obtained for the work. Chair of village hall committee was asked to get another quote for the work to compare.

Village hall committee to complete an application form for the work and submit to the PC for the January meeting. Clerk to send chair a link to the on-line form.

[Standing Orders were extended for 20 mins]

Long term plans for traffic management – The PC had been sent a letter from the Head at Buxton Primary School asking if Balay car park could be used for 30 mins at the start and end of each school day for parents to park in and then walk their children to school. Mrs Warren abstained from the vote as she is a Governor to the school. All that voted AGREED to this request with the following conditions:

- The school will be given a gate key and the gate must be locked before and after each drop off period morning and afternoon
- The 30-minute parking periods must be supervised by a member of school staff
- The PC takes no responsibility for the movement of people to and from Balay park

Footpaths, maintenance and closures – The bridges works are now complete and open.

Scout request to hire Balay park in April – The Scouts would like to host the Annual St George's day parade in the village in April and would like exclusive use of the park to do so. The football team have been asked to hold any matches away or on the recreation ground while this event is on.

It was AGREED to allow the Scouts to hire Balay park for this event, with the following conditions:

- The goal posts must be left in place
- Any ground disturbance must be replaced and put back to its original condition
- It is understood that the pavilion would not be needed for this event as the Scout hut facilities can be used
- It was AGREED that there will be no charge made to the Scouts for this event

To receive reports on highway matters –

- White lines outside village hall
- Bridge at Little Hautbois is closed for 1 further week
- A resident walking his children to school was hit by a car that mounted the pavement on Aylsham road and drove off – The person concerned was not injured.

22/99 BALAY PARK

- **Ramp quote** – Clerk to Chase Raddi Ramps start date

22/100 OVERVIEW AND SCRUTINY MATTERS – None

22/101 CORRESPONDENCE & REPORTS OF MEETINGS ATTENDED – Covered earlier in meeting.

22/102 LATE CORRESPONDENCE & AGENDA ITEMS – Covered earlier in meeting.

22/103 EXCLUSION OF PRESS AND PUBLIC

22/103 STAFF – CONFIDENTIAL

NALC pay scales approved

22/103 CLOSURE OF THE MEETING – There being no further business the Chair closed the meeting at 9:50pm.