

**Minutes of the Buxton with Lamas Full Parish Council AGM Meeting  
held in Buxton Village Hall on Monday 14<sup>th</sup> May 2018 at 7.30pm**

**PRESENT**

Councillors:

Mr Shaw	Mrs Dimsey	Mrs Rix	Mrs Kammoun	Mr Riley
Mrs Nichols	Mr Battle	Mrs Charmley	Rev Goodman	Mrs Powell

Also in attendance:

6 members of the public

Guest speakers: Chris Smith and Ben Rushmore from the Environment Agency

Clerk to the Council: Laura Apps-Green

**18/1 ELECTION OF CHAIRMAN FOR 2018/19**

The outgoing chairman, Mr Shaw, started the meeting by asking for nominations for a new chairman. Mr Riley nominated Rev Goodman, seconded by Mrs Nichols. All were in favour of this nomination. The outgoing chairman stood down from office as Chairman but is still a member of the council.

**18/2 DECLARATION OF ACCEPTANCE OF OFFICE**

Rev Goodman signed the declaration of acceptance of office and took the seat as chairman.

**18/3 WELCOME & APOLOGIES FOR ABSENCE** – Rev Goodman thanked Mr Shaw for his service as chairman for the past 4 years. There were apologies for absence given for Cllr Harrison.

**18/4 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION** - Mrs Powell, Mrs Nichols, Mrs Rix reference Buxton village hall.

**18/5 ELECTION OF VICE CHAIRMAN FOR 2018/19**

Mrs Nichols proposed Mr Riley as vice chairman, Mr Shaw seconded this proposal. 8 were in favour and 1 abstained.

**18/6 CO-OPTION OF COUNCILLORS** - None

**18/7 COMMITTEES & APPOINTMENTS TO OTHER BODIES**

**BALAY Park Committee**

It was agreed for Rev Goodman, Mr Riley, Mrs Kammoun and Mr Battle to be on this committee

**NCC Community Liaison Group for former RAF Coltishall (CLRG)** – No longer in existence

**HMP Bure Liaison Committee** – It was agreed for Mr Riley to remain the PC representative

**Picto Charity** – It was agreed for Mrs R Roth and Mrs Nichols to be trustees on this group for the next 3 years, until 2021

**Parish Tree Wardens** – To remain the same as before with Mrs M Claridge and Mrs S Folland if they are happy to continue.

**18/8 MINUTES**

The minutes of the Parish Council meeting held on 9<sup>th</sup> April were previously circulated, with a minor grammar amendment they were signed as a true and correct record.

**18/9 MATTERS ARISING** – Clerk stated to the guest speakers the concerns residents had raised around flooding issues on Levisham Close.

**18/10 GUEST SPEAKERS – CHRIS SMITH AND BEN RUSHMORE FROM THE ENVIRONMENT AGENCY**

Chris gave detailed information on the work of the Environment Agency and their work in particular on the River Bure. For a copy of his detailed speech you can request a copy from the Clerk.

### **18/11 ADJOURNMENT**

The chairman opened up the meeting to members of the public. A resident asked how closely the Environment Agency works with the IDB's because flooding issues in the parish largely concern what happens to the smaller channels and drains running off from the river. Chris confirmed that they do work closely together for the good of the environment. A resident asked if what happens at Horstead Mill could affect the water levels at Buxton Mill. Chris felt that there would be a connection but added that as they are not responsible for Buxton Mill they are reliant on local information to understand what is going on locally in order to make a decision on how to respond in the best way. Chris said that there is a national number open 24/7 to use in case of flood or flood risk in the area.

A resident asked if the river would be dredged as it was done regularly in the past. The Environment agency do this less frequently now as it is not good for the environment, however, there are different methods used and the Bure may be done in the near future with which ever method is most suitable.

The issue of the blocked drain under Anchor cottage was raised. It has been found that the blockage is under private land and therefore not any authority's responsibility.

A resident asked why there was a delay in having the second trod built on the Street in Lamas. Clerk explained that the delay was due to the temporary traffic lights further along The Street and that there could not be two sets of lights so close together. The work will be carried out in accordance with Highways timescales.

### **18/12 REPORTS**

Cllr Rix reported that the SNAP meeting for April was cancelled in order for the new police officer to get up to speed on things in the area first. PC McGee has taken over from PC Shepperd.

There was a regulatory meeting concerned with licencing for taxis that Mrs Rix attended. The Environmental Excellence committee wants to make sure that people understand that dog mess bags can be placed in the green bins as well as the red bins.

### **18/13 PLANNING**

**Greater Norwich Local Plan** – Nothing to report

**Land off Lion Road Development** – A resident informed council that she believes that a developer is interested in the land but does not want to knock down the house on Mead Close and wants to access the site from Lion Road.

**Neighbourhood Plan** – Nothing more to report

**Social Media** – Mr Riley would like the PC to make better use of the Round to get all the work of the PC out to the public. River report could go into the Round. The councillors should be more aware and monitor the village social media sites. Mrs Kammoun is happy to continue to monitor the village FB site.

Mr Riley asked the Clerk to request a later RoSPA inspection date for the play area at the village hall.

### **18/14 FINANCE**

**Year End Accounts (Unaudited)** – Were issued to all council members

**Year End Statement and supporting notes** - Were issued to all council members. Clerk explained the reasons for the underspend in the year were largely due to unexpected CIL money received and a delay in paying the village hall management committee a contribution towards the play area improvements.

**Reserves statement** – Was issued to all council members showing how the money is divided up between projects.

**Bank reconciliation** – for April 2018 was approved by the Scrutineer.

**Receipts and payments schedule** – payment schedule was tabled and agreed by members

**Receipts and payments as per schedule** – See below

<b>Cheque</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
22788	Buxton village hall	Contribution to play area improvements	3200
22789	Viking	Stationery	175.06
22790	Wayne Beauchamp	Website domain name host	70
22791	Norse	Verge cutting April & May	294.36

Chairman, 11<sup>th</sup> June 2018

22792	Age UK	Donation	25
22793	Anglia Water	Utilities	23.85
22794	Barnwells	Round	252
22795	Came & Company	Insurance	649.05
22796	Norfolk Cleaning Co.	Cleaning Balay	96.00
22797 /	Laura Apps-Green,	Mileage, Phone, Cost of new locks for Balay,	1020.66
22798 /	Norfolk Pension Fund,	Pension, Tax payment, May pay	
22799 /	HMRC		
22800			
Total for May 2018			5,805.98

## 18/15 RIVERS, HIGHWAYS (and FOOTPATHS) & VILLAGE MAINTENANCE MATTERS

**Buxton village hall play area** – The work to improve the play area will start on June 25<sup>th</sup>.

**Phone Box** – Mrs Rix confirmed that the paint she has purchased for the phone box is BS 539 and is the correct paint in accordance with the rules of the BT contract. The Heath community have sent the Clerk a list of all the volunteers who want to work on refurbishing the phone box and a project plan from the community was circulated prior to the meeting to all council members. The plans were approved by full council.

**Stracey Road Speeding Issues** – A resident requested this issue to be put on the agenda as cars on the road are speeding and lots of children play in this location. The issue was discussed by full council but councillors resolved that there is not much they can do to help. Speed watch has certain locations they can operate from and Stracey Road is not one of them. Councils suggested that the residents enter into a conversation about it and try to reach a resolution between themselves.

**Agreement to cut NCC Grass schedule** – The grass schedule was agreed by full council. An error was picked up with the calculation for NCC's financial contribution to the PC. They seem to have mixed up the area with the amount payable. Clerk to look into this.

**Verges on Stracey Road/parking at the school** – Mrs Dimsey reported that the Governors are supporting of the idea to have a new flow to drop off and pick up the children at the school. Mrs Dimsey has agreed to talk the idea through with the residents that live on the private road that would need to be used in the new arrangement, to see if they support the idea. If the residents impacted agree with the new arrangement the PC would be asked to write a letter of support which may help the school to secure funding to install a gate and opening at the side of the school.

**SAM2 Software** - Mr Shaw raised the fact that the SAM2 camera came with software that will analyse the habits of drivers through the village. He raised the question of who may have this software. There are 3 residents that are involved with the camera and Mr Shaw and the Clerk are asked to find out who has the software so that it can be installed and used. Mr Shaw would like to join the team moving the camera around the village. Clerk to write to volunteers to get this arranged.

**Station Car park** – All agreed not to sign the new contract as the land is being handed over to Bure Valley railway. Clerk to inform Broadland District Council.

**Dog bins** – Clerk to chase the order for the dog bin and arrange to have it installed in little Hautbios as agreed and get it on the bin collection round with Broadland.

**To receive reports on highway matters** – The following are to be reported to Highways or a letter sent to the occupier:

- Letter to occupier of Hill House requesting the hedge to be cut back from the road
- Notify Highways of 3 pot holes along Sandy Lane and Back Lane
- Notify Highways of the overgrown verge on Norwich road, coming from Back Lane
- Write to 31 Church Close to request the tree is trimmed back off path way
- Notify Highways again of the pot hole on The Street in Lamas

- Notify Highways of the drains blocked on Little Hautbois road and Stratton road where it joins Norwich road

#### **18/16 CORRESPONDENCE & REPORTS OF MEETINGS ATTENDED - None**

#### **18/17 BALAY PARK**

**Allotments** – The Round article has gone out asking if anyone would be interested in having allotments, Clerk has received a few replies. Mrs Kammoun has also put the Round article on the village FB page. Clerk to collate responses and bring back to the next PC meeting.

**Grass cutting complaint** - It was agreed that the Balay park representatives from the PC need to meet to further discuss Balay park usage by clubs. Date to be arranged.

#### **18/18 EMERGENCY PLANNING**

Draft Emergency plan was previously circulated to all members. Each member was asked to complete the risk assessment in the form and bring back to the next meeting.

*[Standing orders extended for 10 mins to finish business]*

#### **18/19 GDPR**

Clerk tabled a draft GDPR policy for the council to consider and adopt at the next PC meeting. Clerk tabled a draft privacy statement and consent form. Both were ratified by the council for use going forwards.

#### **18/20 LATE CORRESPONDENCE & AGENDA ITEMS - None**

**18/21 EXCLUSION OF PRESS AND PUBLIC** – Members of the public left as confidential matters were to be discussed.

#### **18/22 PAY SCALES**

New SLCC pay scales were agreed by the full council.

**18/23 CLOSURE OF THE MEETING** – There being no further business the Chairman closed the meeting at 9:42pm.