

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 6th July 2020
Remote meeting by Zoom commencing at 7:00pm

Present

Councillors E Morley (Chairman), J Hastings, G Kelly, R Norman, P Gyte, A Gyte, I Frost, Clare Shimmon (Clerk) and Maggie Flint (Clerk)

Chairman Morley asked for permission to vary agenda. All agreed.

16 Village Keeper

Cllr A Gyte has been in contact with a contractor who is prepared to take on the work needed in the village whilst the village keeper is incapacitated. RH Landscapes proposes to do a first cut of the cemetery and churchyard on an hourly rate and will then move forward with a quote. The clerk gave information of two other quotes received from Brian Rutterford and Sunrise Services and reported that Brandon Town Council were no longer offering help due to their own staff sickness.

Proposed by Cllr Norman that RH Landscapes are engaged and seconded by Cllr Kelly. All agreed.

1 Apologies for Absence

Councillor J Gentle and Councillor D Gathercole.

2 Declarations of Interest

There were none.

Cllrs A Gyte and P Gyte left the meeting.

3 Representations from Members of the Public

A parishioner thanked the Parish Council for all the hard work undertaken to make the play area fit for reopening on the 4th July.

4 Planning for Future Council Meetings

Following advice from NALC and the Society of Local Council Clerks it has been proposed and seconded to continue to meet remotely for the foreseeable future. All agreed.

5 Confirmation of Minutes of Meeting held on 4th May and 22nd June 2020

It was proposed and seconded the Minutes of the Council meetings on 4th May and 22nd June 2020 were signed as an accurate record of the meeting. All agreed.

6 Police Matters including PCSO / Private Security

Cllr Kelly reported that he has seen more police activity in the area since lock down. Cllr Norman reported that a recent hit and run between Mildenhall and Worlington, police are asking for residents to keep a look out for an older style Jaguar with a damaged front and report any sightings.

7 Councillor Resignation / Co-option

Following Cllr Newman's resignation, the chairman proposed and Cllr Hastings seconded not to co-opt a new member to the council until face to face meetings could be arranged. All agreed.

8 Reports & Questions:-

(a) RAF Commander Lakenheath

Clerk reported that she has written to the RAF Commander with regards USAF personnel not adhering to lockdown rules but no response has been given.

(b) West Suffolk District Council.

Nothing to report.

(c) Suffolk County Council to include Burnt Fen Road Update

Email read from County Cllr Noble from 06/06/2020. Cllr Hasting has asked for the Clerk to contact Cllr Noble for regularly updates in regards to the progress and about not closing any roads along the diversion route.

9 Financial Matters including:-**(a) Payments of Accounts**

It was proposed and seconded to authorise cheques and the release of online payments for payments previously agreed. All agreed.

Date	Payee	Description of Supply	Amount
22-29.05.2020	Staff	May Salaries, Income Tax, NI & Pension	£6,005.54
29.05.2020	Lakenheath Football Club	S19 Grant (part of £9,000 granted May 2020)	£2,600.00
29.05.2020	Kevin Cooke Plumbing & Heating	Supply & Fit Outside Tap – Wings Road Toilets	£96.12
29.05.2020	Clerks & Councils Direct	Annual Subscription	£12.00
29.05.2020	County Graphics	Lakenheath Times (May)	£450.00
29.05.2020	G & J Peck Ltd	Mower Service	£1,525.61
02.06.2020	John Deere Bank	Vehicle Payment	£300.56
11.06.2020	Wave	Water Supply - Wings Road Public Conveniences	£28.43
11.06.2020	BT Payment Services	Parish Office Telephone & Broadband (Including phone diversion costs)	£107.32
11.06.2020	EDF Energy	Electricity Supply - Cemetery Chapel	£0.08
16.06.2020	EDF Energy	Electricity Supply - Cemetery Chapel	£98.04
25-30.06.2020	Staff	June Salaries, Income Tax, NI & Pension	£5,259.47
02.07.2020	John Deere Bank	Vehicle Payment	£300.56
06.07.2020	East Anglian Air Ambulance	S137 Grant	£150.00
06.07.2020	Marie Curie	S137 Grant	£150.00
09.07.2020	G & J Peck Ltd	Mower Parts	£124.33
09.07.2020	Lakenheath Peace Memorial Hall	Parish Office Rent	£644.47
09.07.2020	County Graphics	Lakenheath Times (June)	£450.00
09.07.2020	Suffolk Woodchips Ltd	Play Area Woodchips	£846.00
09.07.2020	M Flint (reimbursement)	Mileage and Postage	£71.30
09.07.2020	NFU Mutual	Vehicle Insurance	£1,026.49
09.07.2020	BT Payment Services	Parish Office Telephone & Broadband (Including phone diversion costs)	£75.56
09.07.2020	Bussens & Parkin (2015) Ltd	Gloves & Pruner	£13.04
09.07.2020	C Shimon (reimbursement)	Stationery, Laminator, Signs, ZOOM Subscription, Fuel, Postage, Mobile Phone & Top-up	£370.91

(b) Bank Reconciliation

Bank reconciliations for 30th April and 31st May 2020 were presented. It was proposed and seconded to accept. All agreed. Clerk requested that Cllr Frost and Cllr Morley authorise payments online. Both agreed.

(c) Annual Internal Audit review.

It The internal audit has been completed and it was concluded that adequate controls existed for all risk areas and control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

(d) Completion of Annual Return - Section 1 Annual Governance

The completed Annual Return, Section1 Annual Governance Statement 2019/20 was presented.

It was proposed and seconded to accept Section 1. All agreed. The Chairman and Clerk will duly sign.

(e) Completion of Annual Return - Section 2

The completed Annual Return, Section 2 Accounting Statements 2019/20 was presented.

It was proposed and seconded to accept Section 2. All agreed. The Chairman and Responsible Finance Officer will duly sign.

(f) Budget Review

Review was presented. It was proposed to accept and seconded all agreed.

(g) Bank Signatories

Clerk requested that following Cllr Newman's resignation a volunteer came forward to be a signatory to the bank accounts. Cllr Kelly volunteered and it was proposed and seconded to permit. All agreed

10 Planning Matters: - To receive a report from the planning committee

Application Reference & Details	Location	Support /Object
Re-Consultation DC/20/0588/HH Household Planning Application -Single storey rear extension	24A Covey Way	Support

Application Reference & Details		Location
DC/20/0781/FUL Planning Application 1no Dwelling		39 Station Road
DC/20/810/TCA Trees in a conservation Area Notification – (i)1no.Holly(T1 on plan) fell (ii) mixed species (G1 on plan) fell		The Limes, Back Street
		Awaiting information
Cllr Kelly also updated on planning enforcement at Sharper's Corner and Maids Cross Hill		
11	Lakenheath Cemetery (a) To receive a Cemetery Report Clerk read a cemetery report from Cllr A Gyte. (b)To confirm Grant of Exclusive Rights of Burial There were two.	
12	Lakenheath Times The Clerk reported that there have been several complaints in regards to the content of the Lakenheath Times and would the council like to review the publication. It has been proposed that the item will be added to next month's agenda giving the Councillors an opportunity to look at other avenues.	
13	Code of Conduct Consultation Clerk read the document and Councillors agreed their answers.	
14	VE Day Commemorative Coins Clerk reported that as it has not been possible to distribute the commemorative coins to the pupils due to Coronavirus lockdown it has been suggested by Cllr P Gyte that she takes sufficient coins to the school office for the leaving year 6 children and that the rest of the coins be saved for a celebration next year. This was proposed and seconded. All agreed.	
15	Emergency Planning / Village Hall Hire Agreement With the resignation of Cllr Newman, it was agreed that the Emergency Planning Committee would continue with two members Cllr Hasting and Cllr P Gyte. It was proposed and seconded that the Village Hall Hire agreement be signed. All agreed	
16	Village Keeper Clerk gave an update on the Village Keeper's condition.	
17	Coronavirus Action Group / Parish Clerk Update given from last week's Coronavirus meeting where it was noted that the calls are falling as parishioners are coming back into community. It has been proposed that the Coronavirus helpline phone service be reduced to 9am-12pm from August 1 st 2020 which will allow the outgoing clerk to reduce her hours to one day in preparation to her leaving her post at the end of September. This was proposed and seconded. All agreed. It was also noted that the clerk Flint will be taking annual leave week beginning 4 th August and that the Good Neighbours team will take any Coronavirus Action Line calls during this period.	
18	Play Area - Re-opening Clerk reported that the play area was re-opened to the public on July 4 th and that work was previously carried out to ensure that the area was fit for use. Sunrise Services have now been contacted and the toilets will be deep cleaned on the 07/07/2020 before opening and then cleaned daily going forward. Sunrise Services have also asked if the Parish Council require the play equipment to be sterilised daily. It was suggested that the Clerk check that the chemicals used are safe under COSHH. Cllr Norman proposed and Cllr Frost seconded the proposal from Sunrise Services to add a daily sterilise of the play equipment to their tasks. All Agreed. Clerk also reported that the cables on the blue basket swing are fraying and although temporarily made safe need replacing as a matter of urgency and that the swings should be removed rather than padlocked and this will be actioned as soon as possible. The cost of £138 +VAT was approved by all.	

19 Website Copyright - Permission to Use Form

Clerk explained that the Heritage Group are asked by individuals to use photographs for personal research into their family trees etc. As the copyright for the website is held by the Parish Council it has been agreed that these photo's can be used for personal use but not for publication and that the requester will complete the permission to use form. Proposed by Cllr Hastings, seconded by Cllr Frost. All agreed

20 Items for Future Meetings

- Contact to be made with Cllr Noble in regards to update on Burnt Fen Road.
- Lakenheath Times review

21 Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency

There was none.

22 To note date of next Meetings - Monday 7th September 2020

Meeting closed at 8:30pm

Sign

CHAIRMAN

Signed as confirmation that they are a true record.

Date