

## LAKEHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 3<sup>rd</sup> February 2020  
at the Methodist Church commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, G Kelly, S Palmer, J Gentle, R Norman, P Gyte, A Gyte, W Newman, I Frost, D Gathercole, Clare Shimmion (Clerk), Sqdn Ldr Turnbull and 1 member of the public.

### **1 Apologies for Absence**

Cllr Stephen Frost.

### **2 Declaration of Interest**

Cllr A Gyte - Lakenheath Football Club Trustee and Assistant Manager

Cllr P Gyte - Lakenheath Good Neighbours and Lakenheath Community SpeedWatch

Cllr Hastings - Lakenheath Keep Fit & Curling Clubs

Cllr Norman - Village Hall & Goward & Evans Charity

Cllr Palmer - Ownership of land at Briscoe Way

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Gathercole - Lakenheath Playingfields Association & West Suffolk Council

### **3 Confirmation of Minutes of Meeting held on 6<sup>th</sup> January 2020**

It was proposed and seconded the Minutes of the Council meeting on 6<sup>th</sup> January were signed as an accurate record of the meeting. All present at the January meeting agreed.

### **4 Representations from Members of the Public**

There were none.

### **5 Police Matters including PCSO**

The clerk reported that Brandon SNT are including the public toilets and churchyard in their patrol.

Cllr Kelly confirmed that the partner funded PCSO had been progressing slowly but on the 6<sup>th</sup> of January Suffolk became the last county to move parking from a criminal offence to a civil offence, removing the power from PCSOs. This takes affect 6<sup>th</sup> April 2020. Attempts had been made to contact the Chairman of the West Suffolk Council Working Group along with the Council Officer but no response had been received from either. There are now decisions to be made, Cllr Kelly proposed that the Parish Council's working group continue to look at all options. Cllr A Gyte seconded and all agreed.

The Police and Crime Commissioner had agreed funding of £190,000 to get the scheme off the ground, split between the five district and borough councils. Collection of the fines should make the scheme self-funding.

### **6 Reports & Questions:-**

#### **(a) RAF Commander Lakenheath**

Sqdn Ldr Turnbull reported that the Wangford Road compound was under construction but the finish would be delayed by two months. He advised that 48 hour flying, including night flying, would take place between 10<sup>th</sup> and 12<sup>th</sup> February.

He confirmed that the security position at RAF Lakenheath had not changed in light of tensions with Iran. There is no greater risk than before.

Cllr Norman asked if after the incident in Northampton any changes had been made to USAF personnel driver training.

Sqdn Ldr Turnbull confirmed that all personnel new to the UK are given comprehensive training including a two hour briefing on driving with a requirement for drivers to pass the certified test for overseas drivers. He agreed the incident had been a tragic accident. Statistically incidents involving USAF personnel are no greater than that of private citizens or the British Forces abroad. Keep left signs are posted and exits from the base force vehicles to drive on the left. Vehicles also drive on the left on base.

#### **(b) West Suffolk District Council**

Cllr Gathercole reported that planning for 375 houses on Station Road had been passed by West Suffolk making the total new homes passed for Lakenheath now 633.

Cllr Kelly advised that the permission on Station Road was outline with only full approval for the road access to the proposed school.

*The chairman proposed to vary the agenda. All agreed.*

**10 Lakenheath Playingfields Association Loan**

Cllr Gathercole representing the Playingfields Association put forward proposals for a £75,000 loan.

*Cllr Gathercole left the meeting.*

There followed lengthy discussion with issues and concerns raised by Members.

Cllr P Gyte proposed asking the Playingfields Association for a business plan, with cashflow forecasts and for the full committee to support their chairman by attending the March meeting to answer any questions that arise.

Cllr A Gyte added that audited accounts should also be requested.

Cllr Newman added balance sheets and the lease agreement.

All proposals were seconded by Cllr Kelly. All agreed.

**6 Reports & Questions:-**

**(c) Suffolk County Council**

There were none.

**7 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.

Payee	Description of supply	Amount
Staff	January Salaries, Income Tax, NI & Pension	£4247.57
Information Commissioner	Data Protection Fee Renewal	£40.00
Lakenheath Peace Memorial Hall	Annual Grant	£1000.00
John Deere Bank	Vehicle Payment	£300.56
R A Cash	Cemetery Cottage Roof Repair	£65.00
BT Payment Services	Parish Office Telephone & Broadband	£42.70
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (December)	£300.00
Forest Fasteners	Ladder & Work Clothing	£324.54
Style Superior Windows	Cemetery Cottage - Back Door & Shed Window	£1398.00
Bussens & Parkin (2015) Ltd	Pressure Washer, Hozelock Parts and Lawn Shears	£152.59
British Gas	Electricity Supply - Public Toilets	£137.20

**(c) Bank Reconciliation**

A bank reconciliation for 31st December 2019 was presented. It was proposed and seconded to accept. All agreed.

**(b) EDF Energy Direct Debit**

To prevent late payment charges, it was proposed and seconded to sign a direct debit authority to EDF Energy for the electricity supply at the cemetery chapel. All agreed.

**(d) Quarterly Out-turn Report**

The clerk presented the third quarter's outturn report. It was proposed and seconded to accept. All agreed.

**(e) Methodist Church Donation**

The clerk advised that in 2019, the donation to the Methodist Church had been £30 per meeting.

Cllr Kelly proposed and Cllr Palmer seconded a donation of £360 to the Methodist Chapel. All agreed.

**8 Lakenheath Cemetery**

**(a) To receive a Cemetery Report**

Cllr Newman gave his report noting that the cemetery looked very good with only the gates and fencing needing a repaint along with some repairs to a couple of benches. He noted that the public toilet would also need to be decorated in the near future.

	<p>The clerk confirmed that the keeper had started the long process of sanding down the gates but that repainting would take some time.</p> <p>Cllr Hastings reported that she and Cllr Newman had inspected the garden area. A hard standing area is required to store the new vehicle along with additional security. Some kind of track was also needed for the mower to cross the garden as it is currently mud. A quote had been requested and would be reported back to council in March.</p> <p><b>(b) To Confirm Grant of Exclusive Rights of Burial</b> There was one.</p> <p><b>(c) Shed Roof Repairs</b> Two of the cemetery shed roofs are leaking and a quotation had been received from R A Cash to carry out repairs totalling £1,320. Cllr Gentle proposed accepting the quote, seconded by Cllr Frost. All agreed.</p>
9	<p><b>S137 Grants to include</b></p> <p><b>(a) Citizens Advice Bureau</b> <b>(b) Suffolk Neighbourhood Watch</b> <b>(c) EACH</b> <b>(d) Lakenheath Football Club</b> <b>(e) Lakenheath Scout Group</b> <b>(f) Suffolk Accident Rescue Service</b></p> <p>The clerk confirmed that a total of £1450 had been granted from this year's budget of £2500, leaving £1050. After discussion, the chairman proposed a further £225 to EACH, £300 to Lakenheath Football Club and £300 to Lakenheath Scout Group along with a with a new grant of £225 to Suffolk Accident Rescue Service, seconded by Cllr Gentle. All agreed.</p>
11	<p><b>Great British Spring Clean - 20<sup>th</sup> March to 13<sup>th</sup> April 2020</b> Cllr Frost agreed that weekend dates would be set between March and April for two spring cleans, he would arrange for them to be advertised on social media.</p> <p>The clerk gave a reminder to Cllr Frost that the closing date for articles in the Lakenheath Times was the 10<sup>th</sup> of the month and asked for confirmation of the dates once decided so that she could also advertise them on the Parish Council's website.</p>
12	<p><b>Register of Interests - Reminder to Keep Updated</b> Members were reminded to keep their Register of Interest up to date.</p>
13	<p><b>Children's Play Area</b> Cllr Gyte confirmed that a piece of solid fencing was being made to fill the small gap from the children's play area into the picnic area.</p>
14	<p><b>Parish Clerk</b> The clerk reported that a total of five applications for the position had been received.</p> <p>The appointed councillors would meet on Friday to go through the selection process with interviews planned for next week.</p>
15	<p><b>Murfitts Industries</b> The clerk read a further report regarding noise at Murfitts Industries from the Senior Community Safety &amp; Neighbourhood Nuisance Officer at Kings Lynn and West Norfolk Borough Council.</p> <p>Cllr Kelly requested further information regarding lighting and pollution.</p>
16	<p><b>VE Day Commemorations</b> Cllr P Gyte reported that the next meeting of the VE Day Commemoration Committee was to be held on Wednesday. An update would be given at the March meeting.</p>
17	<p><b>Dog Fouling</b> The chairman expressed his concerns about the amount of dog fouling all around the village.</p> <p>It was agreed to again put notices in the Lakenheath Times and on noticeboards.</p> <p>Cllr Hastings proposed purchasing additional signs, replicating the last order, Cllr Gyte seconded. All agreed.</p>

	Cllr Kelly requested information from West Suffolk about dog wardens.
<b>18</b>	<b>Consultation - SALC / West Suffolk area forum survey</b> It was proposed and seconded to respond with the agreed answers to the questions raised. All agreed.
<b>19</b>	<b>Items for Future Meetings</b> <ul style="list-style-type: none"> <li>• Great British Spring Clean</li> <li>• VE Day Commemorations</li> <li>• Lakenheath Playingfields Association Loan</li> <li>• PCSO</li> <li>• Parish Clerk</li> <li>• Cemetery Garden</li> </ul>
<b>20</b>	<b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b> There was none.
<b>21</b>	<b>To note date of next Meeting - Monday 2<sup>nd</sup> March 2020</b> There being no further business the meeting closed at 8:55pm