

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 4th May 2020
Remote meeting by Zoom commencing at 7:00pm

Present

Councillors E Morley (Chairman), J Hastings, G Kelly, S Palmer, R Norman, P Gyte, A Gyte, W Newman, Cllr I Frost, Cllr C Noble (Suffolk County Council) Clare Shimmon (Clerk) and Maggie Flint (Clerk)

1 Apologies for Absence

Councillor J Gentle and Councillor D Gathercole.

2 Following publication of 'The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) Regulations' items to consider:-

(a) Holding meetings remotely

(b) Adoption of New Standing Orders once published by NALC

Cllr A Gyte proposed and Cllr Frost seconded to holding meetings remotely until further government guidelines are given. The publication of new Standing Orders from NALC will be considered once received. All agreed.

3 Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached and, when appropriate will leave the meeting prior to discussion and voting on the item.

(a) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting.

Cllr A Gyte - Lakenheath Football Club Trustee and Assistant Manager

4 Confirmation of Minutes of Meeting held on 2nd, 9th and 25th March 2020

It was proposed and seconded the Minutes of the Council meeting on 2nd, 9th and March 2020 were signed as an accurate record of the meeting. All agreed.

5 Representations from Members of the Public

There were none.

6 Coronavirus Action Group.

M Flint (Clerk) gave details of the new Lakenheath Coronavirus Action Group, the number of residents using the service and the types of calls received. Cllr P Gyte added details about the Good Neighbours Scheme and Cllr Hastings gave an update in regards to those who have asked to be contacted via the Emergency Plan.

7 Police Matters including PCSO, Civil Parking Enforcement & Patrols

No further information has been received regarding the PCSO or CPE.

C Shimmon (Clerk) read an email from a resident who has concerns about safety of the elderly in the village during lockdown. He suggested that volunteers walk around the village as a deterrent to unsociable behaviour.

Cllr Kelly proposed in the first instance the Clerks should speak to the local Safer Neighbourhood Team get clear guidance from the police. Seconded by Cllr A Gyte, all agreed.

8 Reports & Questions:-

(a)RAF Commander Lakenheath.

Cllr Kelly asked for a response from the RAF Commander in regards to USAF personnel not following social distancing rules set out by the UK Government, Cllr A Gyte stated that guidelines are also not being adhered to by personnel in the village.

(b)West Suffolk District Council.

There were none.

(c) Suffolk County Council.

Cllr Noble reported on the Home But Not Alone scheme and Coronavirus Action Group. He gave details of Government Grants and how the County and District Councils are using them.

He reported that he had spoken with the RAF Commander with regards to behaviour of USAF personnel off base and that this was now being dealt with.

He added that the roadworks to the sunken culvert on Farthing Drove would not take place in the near future because of power lines. UK Power Networks are not currently carrying out any pro-active work. No future date has currently been set for the works to be completed.

Cllr Noble thanked the Parish Council for the work that they and volunteers are doing to keep the vulnerable safe.

Cllr Noble left the meeting.

9 Planning Matters:- To receive report from Planning Committee

Application Reference & Details	Location	Support/Object
DC/20/0338/TCA Trees in a Conservation Area Notification -1no. Ash (T1 on plan) - Reduce overhanging stem and lateral branches by 2 metres on fence side back to boundary	6 Brewers Close	Support
DC/20/0432/TCA Trees in a Conservation Area Notification Area - 1no. Sycamore (T01 on plan) 1no. Ash (T02 on plan) - fell	21 Anchor Lane	Support
DC/20/0464/TCA Trees in a Conservation Area Notification - (i) remove hedge (H1 on plan) (ii) 1no. Ash (T1 on plan) - Fell	117 High Street	Object
DC/20/0403/HH Householder Planning Application - Two storey side extension (following demolition of existing garage)	Plot 1, Sharpes Corner Farm, Sharpes Corner	Support
DC/20/0127/FUL Re-Consultation Planning Application - Conversion of existing outbuilding to form 4no. holiday let (as amended by email 31.03.2020)	Dwelling 1, High Fen Farm, Station Road	Object
DC/20/0588/HH Householder Planning Application - Single storey rear extension	24A Covey Way	Support

Cllr Kelly reported that in line with the current lockdown restriction, an email system is working well and there was no current need for the sub-committee to meet.

He added concerns about land near the cut off channel at Sedge Fen Road. A 6ft fence has been erected originally said to contain and care for horses, there are now 3 caravans and up to 12 vehicles parked on it along with rubbish building up in the area.

Planning Enforcement had requested information and are dealing with the ongoing situation.

10 Lakenheath Cemetery

(a) To receive a Cemetery Report

Cllr Hastings gave her report including concerns about the railings, the grass not being cut and an issue with a wooden bench, she also reported moles have returned to the cemetery. She added the electric zapper in the chapel did not appear to be working and that as a result there were flies in the chapel.

C Shimmon (Clerk) responded that the village keeper had been on paternity leave but he is now back at work. The mower had been sent for service but was now back in the village and that she would raise the issues with the keeper.

(b) To Confirm Grant of Exclusive Rights of Burial

There were none.

Cllr Palmer left the meeting

11 Grant requests to include:-

(a) Lakenheath Playingfields

Cllr Norman proposed and Cllr Frost seconded to pay the annual £4,000 grant to Lakenheath Playingfields Association, for the upkeep of the grass. All agreed that this could be paid prior to the next meeting.

	<p>(b) Lakenheath Football Club</p> <p>Members had received a written request from the first team manager. Cllr A Gyte explained that it was hoped that the football club would go up a league this year and that there would need work to be completed if this was to happen. The football club are receiving some funding from other sources but there is a short fall of £8,000 to £10,000.</p> <p><i>Cllr A Gyte left the meeting.</i></p> <p>Request discussed in detail by remaining councillors. Cllr Kelly added that the benefit to the village made this a good cause and that although each was judged on its own merit, he felt this was a good cause to support. Cllr Newman agreed and proposed a grant of £10,000 to Lakenheath Football club. Cllr Kelly counter-proposed a grant of £9,000, seconded by Cllr Frost. Voting 6 in favour.</p> <p><i>Cllr A Gyte re-joined the meeting.</i></p> <p>Cllr A Gyte thanked councillors for their support.</p> <p>Cllr Norman proposed and Cllr Frost seconded paying the grant prior to the next meeting. All agreed. Cllr A Gyte abstained from voting.</p> <p>(c) Marie Curie</p> <p>Cllr Hastings proposed to grant £250, the chairman highlighted that many groups may need support through this year and counter-proposed £150. Seconded by Cllr Frost, all agreed.</p> <p>(d) Lighthouse Woman's Aid</p> <p>Cllr A Gyte stated that although this was a worthwhile charity that the catchment area for support was Ipswich and that it was very unlikely that anyone from the village would benefit. Cllr Newman proposed not to support. Seconded Cllr A Gyte, all agreed.</p> <p>(e) East Anglian Air Ambulance.</p> <p>Cllr P Gyte proposed to grant £250, with a counter-proposal of £150 from Cllr Norman, seconded by Cllr Frost. Voting 5 in favour.</p> <p>It was agreed to ensure that all funds are dispersed, that all grant applications would be considered again at the end of the financial year.</p>
12	<p>Clerk - Effects of Coronavirus and Parish Office Closure</p> <p>C Shimmon (clerk) reported that it was agreed at the 'emergency' meeting on 27th March that the clerks hours would be increased to cover the Coronavirus Action Group telephone line. Working from home has meant handover to the new clerk has not been possible and time will still be required when return to the parish office is permitted. She is happy to stay on beyond her notice period but this will have an effect on the staff costs for the year. Cllr P Gyte proposed and Cllr Newman seconded the addition of 10% to staff costs. All agreed.</p> <p>Cllr Kelly proposed investigating grant funding available to cover the additional costs, with the option not to drawdown or repay if it was not required. The chairman seconded the proposal, 6 in favour.</p>
13	<p>Parish Office Decorating</p> <p>During the lockdown the decorators have carried out work in the village hall. In the absence of a meeting the chairman and the clerk under the Financial Regulations 4.1 authorised work to be carried out in the Parish Office at a cost of £350+ VAT.</p>
14	<p>Remembrance Day Parade</p> <p>Although it is not known if the parade will be permitted to take place this year due to social distancing, it is normally at this time that a request for road closure is submitted. It was agreed that this action should still go ahead and could be cancelled at a later date if required.</p> <p>The chairman will lay a wreath at the war memorial on Friday 8th May at 11am for VE Day. Cllr J Hastings proposed and Cllr A Gyte seconded donating £75 to the Royal British Legion Poppy Appeal to commemorate 75 years. All agreed that this could be paid prior to the next meeting.</p>
15	<p>Financial Matters</p> <p>(a) Payments of accounts</p> <p>It was proposed and seconded to authorise cheques and the release of online payments for payments previously agreed. All agreed.</p>

	Payee	Description of Supply	Amount
	Staff	March Salaries, Income Tax, NI & Pension	£5,039.31
	EDF Energy	Electricity Supply - Cemetery Chapel	£34.86
	Multisigns Ltd	Dog Fouling Campaign Signs	£195.00
	Suffolk County Council	Street Lighting	£18,432.64
	K Isaaks	30mph Wheelie Bin Stickers	£279.50
	Lakenheath Peace Memorial Hall	Parish Office Rent & Hall Hire (19/03/20)	£752.40
	Sunrise Cleaning	Cleaning - Public Toilets (February), Soap and Toilet Tissue	£244.50
	Clare Shimmon (reimbursement)	Stationery, Jockey Wheel, Batteries, Security Camera, CCTV Stickers, Door Closer, Litter Pickers, Padlocks, Safety Tape Frame, Postage & Fuel	£260.90
	WAVE	Water Supply - Wings Road Public Conveniences	£44.93
	County Graphics	Lakenheath Times (March)	£450.00
	Mr Bee's Fotostop	Lakenheath Coronavirus Action Group Leaflets	£184.00
	Running Imp Ltd	VE Day Coins	£367.19
	John Deere Bank	Vehicle Payment	£300.56
	West Suffolk Council	Cemetery Bin Collections (2019/20)	£506.48
	Bussens & Parkin (2015) Ltd	Post Fast (repairs to cemetery benches)	£84.10
	BT Payment Services	Parish Office Telephone & Broadband	£64.14
	Clare Shimmon (reimbursement)	Laptop, Printer, Microsoft Office, McAfee & Laptop Stand (new clerk)	£692.94
	Staff	April Salaries, Income Tax, NI & Pension	£6,209.93
	John Deere Bank	Vehicle Payment	£300.56
	The RBL Poppy Appeal	Poppy Wreath (VE Day Commemoration)	£75.00
	Lakenheath Playingfields Association	S19 Annual Grant	£4,000.00
	G & J Peck Ltd	Spreader & Grass Feed & Weed	£79.96
	Suffolk Association of Local Councils	Annual Subscription / Membership	£991.63
	Dyers Decorators Ltd	Parish Office Decorating	£420.00
	BT Payment Services	Parish Office Telephone & Broadband (Including phone diversion costs)	£170.84
	Michael Reeve Boiler Services	Cemetery Cottage Boiler Service	£90.00
	County Graphics	Lakenheath Times (April)	£450.00
	WAVE	Water Supply - Cemetery	£242.00
	Forest Heath Fasteners	Brick Line, Gaffer Tape, Cable Ties & Paint Marker	£19.86
	West Suffolk Council	Dog Bin Collections (2020/21)	£157.04
	Nationwide Building Society	Transfer to Savings Account (FSCS Protection)	£35,000.00
	British Gas	Electricity Supply – Wings Road Public Conveniences	£141.42
	In view of bi-monthly meetings Cllr Kelly proposed and Cllr Hastings seconded to delegate authority to the clerk to make payments of regular and previously authorised invoices. All agreed.		
	(b) Bank reconciliations		
	Bank reconciliations for 29 th February and 31 st March 2020 were presented. It was proposed and seconded to accept. All agreed.		
	(c) Budget Review		
	In view of additional staff costs, the Lakenheath Football Club grant and the possibility of additional S137 grant funding requests it was agreed to review the budget at the July meeting.		
	(d) Subscriptions/ Memberships		
	Cllr Kelly proposed and Cllr Hastings seconded to pay the annual subscriptions to Clerk & Councils Direct, CPRE and SALC. All agreed including to pay the amount now due to SALC.		
	(e) Approval of accounts		
	Accounts for the year end 31 March 2020 were presented. Cllr Hastings proposed and Cllr Newman seconded to accept. All agreed.		
16	Items for Future Meetings		
	<ul style="list-style-type: none"> Police – SNT guidance for vulnerable residents. 		
17	Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency		
	There was none		

18	<p data-bbox="183 145 1492 224">To note date of next Meeting to be held remotely unless government guidelines change - Monday 6th July 2020</p> <p data-bbox="183 257 933 302">There being no further business the meeting closed at 8:25pm</p>
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