

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 9<sup>th</sup> November 2020  
remotely by zoom commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, R Norman, P Gyte, A Gyte, I Frost, G Kelly, Maggie Flint (Clerk)  
Cllr C Noble (West Suffolk)

### **Apologies for Absence**

1 Cllr Palmer, Cllr Gentle, Cllr S Frost, (District) Apologies accepted by all.

### **2 Declarations of Interest**

No new declarations of interest declared

### **3 Confirmation of Minutes of Meeting held on September 7<sup>th</sup> 2020**

It was proposed and seconded that the Minutes of the Parish Council meeting on September 7<sup>th</sup> 2020 be a true record of the meeting and that they should be signed as such by the Chairman. Agreed by all.

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

There were none.

### **5 Police Matters**

Nothing to report.

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

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

Councillors received a copy of The Liberty Bell from RAF Lakenheath

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

Cllr S Frost sends his apologies. Nothing to report.

#### **(c) Suffolk County Council**

Nothing to report.

### **Planning Matters: - To receive report from Planning Committee**

7	DC/20/1390FUL	Planning Application - (i) 1no dwelling (ii) double garage (iii) conversion of outbuilding to garage	84 High Street Lakenheath Suffolk IP27 9DS
	DC/20/1273/FUL	Planning Application - (i) Change of use of ground floor bank/offices (Class A2) to residential dwellings (Class C3) including, (ii) two storey rear extension (partial demolition of existing flat roofed extensions) to form 5no. self-contained apartments	19 High Street Lakenheath IP27 9JS
	DC/20/1746/TCA	Trees in a conservation area notification - 1no. Horse Chestnut (O on plan) overall crown reduction by up to 30%	St Mary's Church Lakenheath

Cllr. Kelly gave a report on the planning applications for the last two months and brought attention to application DC/20/1390FUL.84 High Street, Lakenheath. He expressed concern that this application had been approved despite the objections that had been raised by the Parish Council Planning Sub- Committee. Cllr Kelly further reported on the development of the Lakenheath Neighbour Plan. There were 5 responses in total from Parishioners offering help with the plan. Cllr Kelly explained the benefits of the Neighbourhood

	Plan to Village. The PC Planning Sub-Committee will continue to progress the plan and will report progress at the next meeting. Cllr Norman, said that Cllr Gentle has offered a copy of the previous Neighbourhood Plan for reference.																																																																						
8	<p><b>Community Self-Help Scheme: -</b></p> <p>A discussion took place with regards to the benefits and pitfalls of the Community Self Help Scheme. It was agreed that the Parish Council would look further into the scheme and that it would re-schedule for the next Parish meeting in January 2021</p> <p><i>Cllr C Noble Joined the meeting.</i></p> <p><i>Cllr Morley asked permission to vary the agenda to allow Cllr Noble to give his report. This was agreed by all.</i></p>																																																																						
6	<p>Cllr Noble reported that the reasoning behind the Community Self-Help Scheme and West Suffolk Council stepping away from this task was due to cost. The Council recognised that something must be offered back to the community to address the shortfall. Cllr Noble further went on to discuss the lockdown and the effect that it has on the village. He felt that the new lockdown was more manageable this time round and that Home But Not Alone is now up and running. Cllr Noble stated that he was happy to move some money from his budget to the food bank if necessary. Cllr. P Gyte explained that the Good Neighbours Scheme is still driving for the villagers and is running at full capacity. Cllr. P.Gyte asked how the information in regards to the hardship fund was cascaded. Cllr Noble suggested that if anyone is in need, the Clerk should forward to their information to Home But Not Alone. The Hardship fund is up and running and that this could be used for heating oil for parishioners' in need or possibly to buy turkeys in cases of hardship. Cllr Hastings thanked Cllr. Noble for his help to ensure that the Sedge Fen Road is now open.</p> <p><i>Cllr C Noble left the meeting</i></p>																																																																						
9	<p><b>Financial Matters including: -.</b></p> <p><b>(a)Payment of Accounts:</b></p> <p>It was proposed and seconded that all payments be to be processed. Payments to be authorised online by Cllr Frost and Cllr Morley (Chairman)</p>																																																																						
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05/10/2020	British Legion	Donation to British Legion as minutes	£75.00
05/10/2020	BT Business	07/09/2020 Parish Office Phone and internet	£59.20
05/10/2020	British Gas	Electricity Supply – Wings Road Public Conveniences	£52.17
23/10/2020	RH Landscaping Invoice 000717	Cover for Village Keeper Grass Cutting/Village upkeep	£924.00
23/10/2020	Staff	October Salaries, Income Tax, NI & Pensions	£4082.52
05/11/2020	SALC	Budget training for Clerk	£30.00
14/11/2020	M Flint Reimbursements	Admin, PPE, Litter Picker, Subscription, Postage, Mileage.	£273.58
14/11/2020	Ely & District Training Group	Ride-On Mower Refresher Training	£400.00
14/11/2020	RH Landscaping	Hedges and Pollarding of Trees Cemetery	£3,300.00
14/11/2020	Sunrise Cleaning	Invoices for cleaning and supplies for cleaning of public toilets- July, August September	£1432.50
14/11/2020	K C Flack	Erection of Litter Bin in play area	£80.00
14/11/2020	The Royal British Legion	Remembrance Day Wreath-Donation	£100.00
14/11/2020	Brian Rutterford	Recovery and Storage of Mower	£150.00
14/11/2020	Bussens and Parkins	Paint, Brushes (War Memorial Wreath Support)	£17.26

**Paid in August but not presented to the PC\***

**(b) Bank Reconciliation:**

M Flint (Clerk) explained that the Bank Reconciliation for October had not yet been completed as she is still awaiting the bank statements from last month. The Bank reconciliation for September was presented. It was agreed that this was a correct record of accounts. It was proposed and seconded and to accept them. All agreed.

**(c) Quarterly out-turn report.**

Approved and agreed by all.

**(d) Budget Setting/ Precept Setting.** M Flint (Clerk) presented the proposed Precept for discussion. Clerk explained that this was a provisional budget and that she is still waiting for the base rate to be confirmed which should be made available in in January before the precept setting at the end of that month. However, if looking to work at the figure in the document, the Parish Council should still be able to work to a 0% increase. Cllr.A. Gyte suggested that the amount put aside for the village hall be reduced to allow for more flexibility under S19. Cllr Morley (Chairman) suggested that it was important that we delivered as close to a 0% increase as possible. It was proposed and that this document would be used as a starting point which can be adjusted once the base rate was confirmed.

**(e) Annual Return Presentation/Acceptance of External Auditors review.**

M Flint (Clerk) explained that these were still outstanding. She has been in contact with PKF Littlejohn and that because of this delay there was a possibility that the PC may need to attend an extraordinary meeting to accept the Annual Return Presentation when it has been returned. This was proposed and seconded all agreed

**(f) Review of the Financial Risk Assessment**

This was reviewed by the Parish Councillors. It was proposed and seconded that this was signed off as fit for purpose.

**(g) Appointment of Internal Auditor for 2021.**

It was proposed and seconded to appoint Aytentee Accountancy all agreed.

**Lakenheath Cemetery**

**(a) To receive a Cemetery Report:** - Cllr Hastings gave a report on the cemetery, mentioning that some of the graves have sunken. Cllr Hastings has had a request for a cemetery woodland burial. Cllr Morley

	<p>(Chairman) suggested that this goes against the current Cemetery Standing Orders and that if it was allowed the PC would need to revisit and adjust the current standing orders.</p> <p>The Clerk reported that on a recent visit to the cemetery there were over 30 mole hills. After contacting APCP the mole catching company, it has become apparent that the mole catcher has not been attending the cemetery for the last month. We had received a letter from a parishioner who has offered his services as a mole catcher. Cllr Morley has asked if we might ask the village keeper to take up the role in the short term. The parish Council will look at the situation again in January and employ a mole catcher at this time if needed. This was proposed and seconded. 4 for 1 abstained.</p> <p>M Flint (Clerk) reported that she had been contacted by Mark Skinner Funeral Director to ask if it would be possible to have a poem put on the back of a memorial stone. This was discussed and rejected with the alternative suggestion was put forward was a flower holder with the poem on. It was agreed that the Clerk would reply to the Funeral Director with this information.</p> <p><b>(b) To Confirm Grant of Exclusive Rights of Burial.</b></p> <p>There was none.</p>
11	<p><b>St Mary's Church -To receive a report on trees and wall.</b></p> <p>M Flint (Clerk) reports that the quote has now been received from Tom Rought. Cllr Kelly explained that he attended the churchyard with Mr Rought and that the longer stretch of wall is a long-term plan rather than a short-term need. It was proposed and seconded to accept the quote for the 3 supporting buttresses and the 4 metre of chalk wall adjacent to the pedestrian gateway on Back Street at a total cost of £4,950 + VAT. Agreed by all. This work will start in the spring 2021.</p> <p>There was also a tree report for St Mary's Churchyard and the Parish Councillors considered the benefits of removal of the tree numbered T0.21 in the report or reduce the habitat monolith. Cllr Kelly reported that there are lots of interesting wildlife, birds and bats. Cllr Kelly proposed that the Habitat Monolith quote is the preferred option, this was seconded and all agreed.</p> <p>M Flint (Clerk) reported that the Horse Chestnut that that was damaged in the storm is still going through planning permission and we should hear from CRM shortly with an update as to when work can commence.</p>
12	<p><b>Play Area 5-year plan :-</b></p> <p>Cllr P.Gyte reported that she had met with Creative Play and there is a second quote from Proludic which was sourced by the previous Clerk (C Shimmon) The two quotes come in at Creative Play £78,250 +VAT and Proludic at £66,899.70 + VAT both quotes include installation, removal of old equipment and laying of wet pour. The Council discussed the benefits of doing the whole area in one go verses spreading the cost over 5 years. Cllr P. Gyte asked if a third quote was needed? The Parish Council agreed that they were happy to work with the 2 quotes received. Cllr Kelly asked if we were replacing like for like? Cllr P Gyte went through the quote with the Councillors. Cllr. Morley offered the suggestion that all of the equipment is replaced but the wet pour is delayed cutting the quote in half. Cllr Morley also suggested that the budget is revised to use the money earmarked for the PCSO. Cllr Hastings asked if we need to consult the residents before spending the money as it's such a large amount? This was discussed and it was felt that whilst it was best practise to keep the village informed of such a large expenditure, it would be for information rather than a poll.</p> <p>Cllr Morley (Chairman)called for a vote to accept the Proludic quote. Cllr Frost proposed and Cllr Norman seconded. Agreed by all.</p> <p>Cllr Morley (Chairman) asked for a vote on the quote from Creative Play. It was Proposed and seconded to reject the quote from Creative Play, all agreed.</p> <p>It was further proposed and seconded that Cllr P Gyte write an article for the Lakenheath Times, December issue informing the residents that the Parish Council plan to revamp the play area and that M Flint (Clerk) would contact the editor of the Lakenheath Times to ask for time to write the article before the paper went to the printers.</p>
13	<p><b>Telephone Box Mutford Green :-</b></p> <p>M Flint (Clerk)reported that after the fire in the phone box, the village keeper had been tasked with emptying the phone box of the ruined stock. The Clerk has sourced a company that sells spares and that to replace the damaged panels in the kiosk will cost £170.20+ VAT an alternate suggestion is that the Clerk had been approached by a Parishioner who has asked that the Parish Council consider donating the Kiosk to Sedge Fen where it will be used to store their defibrillator. The Parish Council voted to refurbish the Kiosk and authorised the Clerk to purchase the spares needed.</p>

14	<p><b>Street Light:-</b> Light out at the corner of Roughlands and Broom Road. A quote has been received to replace the unit at the Corner of Roughlands and Broom Road the cost is £1208.82 + VAT. The Parish Council voted to accept the quote and have instructed the Clerk to agree to the work.</p>
15	<p><b>Poppy Appeal:-</b> The Clerk reported that we have received an invoice from the Royal British Legion for the Remembrance Day Wreath and that it was on the payment list as £18.50. The Clerk asked the Parish Council if they wished to pay the invoice or if they would like to make a donation under S137. It was proposed and seconded that the Parish Council would donate £100.00 to the Royal British Legion. The Clerk asked for Permission to change the payments list and this was given.</p>
16.	<p><i>It was agreed to ask members of public to leave the meeting due to the confidential nature of the next two items on the agenda.</i></p> <p><b>Co-Option Vacancies:-</b> There was one application for the role of Parish Councillor received from Mrs J Cahill. The Parish Council discussed the vacancies and it was agreed that a socially distanced interview would take place with the Chairman Cllr Morley and Cllr P Gyte the following week. Clerk to arrange and send out interview details.</p>
17	<p><b>Chairman asked for permission to extend the standing orders. This was agreed.</b></p> <p><b>Village Keeper Update:-</b> M Flint (Clerk) gave an update on the Village Keeper and report that the keeper has completed a full retraining course on the ride on mower on the 29<sup>th</sup> October. Clerk and Keeper are meeting regularly and are monitoring his work load. Keeper has asked for new PPE and uniform and Council have agreed to the cost.</p>
18	<p><b>Items for Future meetings:-</b> Community Self Help Scheme, Play Park, Lakenheath Times.</p> <p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency.</b> Cllr Kelly asked for a brief moment to discuss the Lakenheath Times. It has been agreed that the Parish Council that they will look at alternatives to the paper and bring their findings to the next meeting.</p>
19	
20	<p><b>To note date of next Meetings - Monday 4<sup>th</sup> January 2020</b></p> <p>There being no further business the meeting closed at 9:12pm</p> <p>Sign ..... Date .....</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>