

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 8<sup>th</sup> January 2018  
at the Methodist Church Chapel commencing at 7:00pm

### **Present**

Councillors E Morley, P Gyte, I Frost, D Durrant, W Newman, J Hastings, H Brown, R Norman, J Gentle, Clare Shimmon (Clerk), Squadron Leader Neild and 6 members of the public.

The Chairman opened the meeting and proposed to vary the agenda. All agreed.

### **1 Apologies for Absence**

Cllr Lucas (unwell). Members accepted the apology for absence.

### **2 Declaration of Interest**

Cllr Gyte – Lakenheath Good Neighbours and Lakenheath Consolidated Charities

Cllr Brown - Treasurer, Lakenheath Youth FC and Lakenheath Heritage Group.

Cllr Frost - Trustee, Friends of Lakenheath Library.

Cllr Newman - Lakenheath News

Cllr Norman - Lakenheath Village Hall

Cllr Hastings – Lakenheath Keep Fit

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

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

Sqdn Ldr Neild said that there was not much to report. A squadron had been away but was returning tomorrow which would mean more night flying. Flying activity would also return to normal. He had taken forward concerns regarding flying over the village and the matter was being addressed.

Cllr Brown asked about flight maps, changeover of aircraft type and predictive noise assessments.

Sqdn Ldr Neild said that the only available flight map was on the website. He had understood that funding had been extended for the F15c but no further information was available.

### **3 Police Matters**

It was proposed by Cllr Norman and seconded by Cllr Gyte to contact the local SNT to enquire about their intentions regarding vandalism in the village. All agreed.

### **4 Confirmation of Minutes of Meeting held on 4<sup>th</sup> December 2017**

After amendment it was proposed and seconded that the Minutes of the Council meeting on 4<sup>th</sup> December 2017 were signed as an accurate record of the meeting. All agreed.

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

There were none.

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

#### **(b) Forest Heath District Council**

There was discussion regarding the resurfacing of Wings Road car park.

It was proposed by Cllr Brown and seconded by Cllr Gyte to question FHDC asking why a property on the High Street was being offered for commercial rent by Flagship Housing instead of to a family on the housing waiting list. All agreed.

#### **(c) Suffolk County Council to include Commercial Vehicles parked along Back Street**

The clerk had received concerns from parishioners in Back Street regarding parked cars preventing residents from accessing their driveways and homes.

The issue was discussed with agreement that it was better for vehicles to be parked on Back Street rather than High Street. It was understood that if vehicles had Tax and MOT they are permitted to park on the public highway, although this should be with consideration for residents.

It was proposed by Cllr Brown and seconded by Cllr Frost to publish a Lakenheath Times article asking for drivers to be more considerate. All agreed.

## **7 Matters Arising from Minutes not elsewhere on Agenda**

The clerk had been contacted by the driver of a vehicle suspected of driving across the village green explaining that they were not responsible.

Cllr Gyte responded to Cllr Gentle's remarks at the December meeting. She explained that she was opposed to residential development in Lakenheath but would have preferred to obtain confirmation from residents before committing to further costs. She was angered by the inference that her views may be influenced by a family member being employed by FHDC and that there may be a conflict of interest. As her integrity and loyalty had been questioned she offered her resignation from the planning sub-committee.

Cllr Gentle gave his sincere apologies and after discussion Cllr Gyte agreed to accept and remain on the planning sub-committee.

## **8 Planning Matters:-**

### **(a) To receive report from Planning Committee**

### **(b) To consider any other outstanding applications/matters/including Lakenheath Hall**

Applications supported by the planning sub-committee:

1. DC/17/2611/FUL - Lodge Farm, 10 Sedge Fen, Lakenheath - Planning Application to Provide an Agricultural grading and storage building with covered loading areas
2. DC/17/2481/FUL – Brandon Road, Lakenheath – Planning Application for Electricity Substation for the provision of power to serve the new infrastructure for RAF Lakenheath's Proposed expansion
3. DC/17/1987/TCA - Trees in a Conservation Area – Notification of multiple trees to be felled on the old Matthews site – High Street, Lakenheath. Initially we asked for some trees to remain. The tree officer however confirmed that none of the trees proposed to be removed are worthy of a TPO therefore planners were proposing not to object on this occasion. Reluctantly we agreed.

Applications not supported by the planning sub-committee:

1. DC/17/2379/FUL – Land rear of Palmers Heath Farm, Station Road – Planning application to provide 1 no. dwelling with attached cart lodge garage and associated vehicular access.

DC/17/2349/FUL - Development Site Wingfield Road Lakenheath - Planning Application - 3no. dwellings (Demolition of two dwellings). I declared a pecuniary interest on this case therefore made no comments on behalf of the Parish. I understand that the other members of the sub-committee however do not support the scheme mainly as over development of the site.

Cllr Brown confirmed that consent had at last been granted for the new bay window to incorporate the new Cashpoint Machine at Lloyds Bank and understood that the work is scheduled to be carried out before month end.

**Major developments** The stakeholder meeting suggested by FHDC has been cancelled. They feel it inappropriate. Formal approval notices are awaited. It is understood that the planning authority are seeking contributions towards mitigation of indirect impacts (ie recreational pressure) to the Breckland SPA. A bridge is proposed over the cut as an infrastructure provision funded by the Briscoe Way housing scheme. This bridge would cross over the channel at a point yet to be determined. It is likely to drop down on the south side of the channel into the Station Road housing scheme.

The network is provided for recreational walkers (dog walkers in particular) as opposed to cyclists. Funding would be used by Suffolk County Council to provide the infrastructure.

A copy of the report on a predictive military aviation noise contour of F15 ME E and F35A aircraft activity at RAF Lakenheath in 2023 has been provided dated 28 July 2017. The DIO provided this to the planners but specifically requested them not to use the information to determine planning applications (i.e. they do not supersede the contours released in February last year). Further enquiries are being made as to the purpose of producing the report as the contours are very much altered.

**Tesco Site:** No news other than planners are likely to issue a consent to the clean-up of the site and tree removal. In the main they are self-sets and none of the trees proposed to be removed are worthy of a Tree Preservation Order.

**Lakenheath Hall:** Developers are now close to finishing 2 of the houses. Revisions on the planning applications for the other 9 are still working their way through due process. Agreement on the treatment of trees is needed. This part of the development will happen over a long period of time as there is no wish to have the site looking like a building site. The proposal is that development will be one dwelling at a time. A cash consideration is likely to be agreed for affordable housing.

## 9 Lakenheath Cemetery

### (a) To receive a Cemetery Report

It was agreed that the cemetery looked good for the time of year although there is concern about the growing number of ornaments including glass and ceramic. It is hoped that they will be removed now that Christmas is over.

### (b) To Confirm Grant of Exclusive Right of Burial

There were three new applications. It was proposed and seconded to grant. All agreed.

### (c) Noticeboard

The clerk reported that the cemetery noticeboard is beginning to rot.

It was proposed by Cllr Durrant and seconded by Cllr Frost to replace with a board to match the others in the village. All agreed.

Cllr Brown suggested as it isn't opened much, keeping it locked but to have an all glass frontage.

## 10 Financial Matters including:-

### (a) Payments of Accounts

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

Cheque	Payee	Description of supply	Amount
3833	British Telecommunications Plc	Telephone Box Adoption	£1.00
D/D + 3834 - 3837	Staff	December salaries, Income Tax, NI & Pension	£4310.23
3838	Lakenheath Peace Memorial Hall	Parish Office Rent October - December 217	£573.80
3839	RST Irrigation Ltd	Mower Light Repair	£59.94
3840	BT Payment Services	Telephone & Broadband	£42.72
3841	Clare Shimmon (Reimbursement)	Mileage, Stationery, CCTV Camera & Stickers, Land Registry Searches, Key Cutting, Hi-Viz Work Coat (Village Keeper) Postage & Petrol	£309.33
3842	Eaton & Associates Ltd	Planning Services	£450.00
3843	Mid Anglia First Aid & Fire Services Ltd	Defibrillator & Cabinet	£1530.00
3844	K N Cooke Plumbing & Heating	Repairs to Toilet at Cemetery Cottage	£96.00
3845	Anglian Water Business Ltd (National)	Public Conveniences - Wings Road	£139.04
3846	Anglian Water Business Ltd (National)	Cemetery	£239.92
3847	County Graphics (Norfolk) Ltd	Lakenheath Times - November Edition	£450.00
3848	Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets - November 2017	£192.00
3849	Bussens & Parkin (2015) Ltd	Stepladder	£83.50
3850	Clare Shimmon (Reimbursement)	Emergency Planning Group Equipment	£197.17
3851	Jenny Hastings (Reimbursement)	Emergency Planning Group Key Cutting	£26.05
3852	Suffolk Prestige Security	Cemetery Alarm System - Annual Maintenance	£74.00

### (b) Bank Reconciliation

A bank reconciliation for 30<sup>th</sup> November 2017 was presented. It was proposed and seconded to accept. All agreed.

### (c) Precept setting 2018/19 – Setting thereof and Chairman to Sign off

The Responsible Finance Officer had received confirmation that the tax base figures had been ratified by FHDC.

Councillors had been previously provided with a copy of the draft budget and were reminded that the figure was net expenditure of £185,400, and by decreasing reserves by £21,180 would set the precept at £145,220 for year 2018/19 and represent a 0% increase. It was proposed and seconded to proceed with a precept request of £145,220. All agreed.

The Application for Grant & Precept was duly signed by the Chairman and Clerk.

	<p>Cllr Norman proposed and Cllr Hastings seconded an article for the Lakenheath Times confirming to parishioners that the Parish Council had again not increased their element of the Council Tax.</p> <p><b>(d) Salary Payments</b></p> <p>The clerk explained that Lloyds Bank now refused to pay the village keeper's salary in cash. To allow for cheque clearance time and bank opening hours the salary payment would now have to be paid a minimum of 5 days earlier.</p> <p>Cllr Durrant proposed and Cllr Brown seconded paying as necessary but to also investigate electronic banking. All agreed.</p>
<b>12</b>	<p><b>Playingfields Association – Grant in conjunction with Christian Enterprise Foundation</b></p> <p>The clerk read a request from CEF, they are funding £3,000 to purchase trees and ask the Parish Council for £3000 +VAT to cover the cost of planting mature trees on the driveway entrance to the pavilion.</p> <p>There was heated debate regarding monies already granted to the Playingfields Association, positioning of the trees and possible further vandalism.</p> <p>Cllr Durrant proposed and Cllr Brown seconded responding to CEF that the Parish Council already funded the skate park, toilets and grass and that no further grants would be given at this time. All agreed.</p>
<b>13</b>	<p><b>Minutes – Recording of</b></p> <p>The clerk had provided Councillors with details from standing orders, statutory guidance and examples of other local Parish Council's minutes.</p> <p>Cllr Gyte explained that minutes should be short and simple providing a formal recording of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors.</p> <p>There followed discussion about the merits of recording simple minutes which are less likely to be defamatory than long reports and that it may be appropriate to voice record all meetings.</p> <p>Cllr Gyte proposed and Cllr Hastings seconded shortened minutes. Voting 3 agreed, 4 against and 1 abstained.</p> <p>There was further discussion about problems recording verbatim speeches in written format and professionalism of the council.</p> <p>Cllr Durrant proposed and Cllr Frost seconded a shortened version of minutes but with a voice recording of the meeting. All agreed.</p>
<b>14</b>	<p><b>Councillor Training</b></p> <p>The clerk confirmed to Councillors that training would take place on the 8<sup>th</sup> of February at the Methodist Chapel.</p> <p>It was agreed to open up the session to other councils and to ask for a donation to help cover costs.</p>
<b>15</b>	<p><b>Speedwatch</b></p> <p>Cllr Gyte gave an update on Speedwatch and proposed the publication of the article in the Lakenheath Times. It was seconded and all agreed.</p> <p>The team have been out and about educating motorists in the village. Unfortunately 2 volunteers had resigned but a new recruit has recently come forward. Reports are passed on to the police who decide on what action to take. Together with SID a difference is being seen.</p> <p>There was discussion regarding a few mindless people speeding around the school along with issues regarding parking.</p>

	<p>Cllr Gyte confirmed that the Speedwatch team were only permitted to be at designated sites. She will speak to the head teacher and ask if children could be involved in a speed awareness campaign.</p> <p>It was agreed to approach Cllr Noble regarding additional funding to purchase further SIDs.</p>
<b>16</b>	<p><b>Code of Conduct - Use of Social Media</b></p> <p>It was agreed that as the Parish Council had decided not to use Social Media that individual Councillors should remember their position before making comments online. They could be perceived negatively and generate problems for the Parish Council. Councillors are always on duty and if any issues come to light they should be brought before Council.</p>
<b>17</b>	<p><b>Village Keeper</b></p> <p>It was proposed and seconded that the Cemetery Sub-Committee have delegated authority to advertise and fill the position of Cemetery/Village Keeper. All agreed</p> <p>The future of the Cemetery Cottage would be decided once the position had been filled.</p>
<b>18</b>	<p><b>Play Area Toilets</b></p> <p>There continues to be ASB issues around the children's play area toilets, including broken glass and fires. It had been suggested that one is closed during the winter.</p> <p>It was proposed and seconded to leave both open and to erect the CCTV camera. All agreed.</p> <p><i>Cllr Gentle gave his apologies and left the meeting.</i></p>
<b>19</b>	<p><b>Telephone Box Refurbishment</b></p> <p>The clerk had received a quotation from James Holgate to refurbish both adopted red telephone boxes. Library = £815.00 Mutford Green = £650.00</p> <p>Cllr Durrant proposed accepting the quotations and was seconded by Cllr Newman. All agreed.</p>
<b>20</b>	<p><b>Emergency Planning Update</b></p> <p>Cllr Hastings gave an update and advised that the team are ready to respond. Publishing the Plan in the Lakenheath Times should prompt responses from any vulnerable residents that need additional support in an emergency.</p>
<b>21</b>	<p><b>War Memorial Fencing</b></p> <p>The clerk had requested a report and price for works required to the fencing but had not received a response. Matter to be discussed at February meeting.</p>
<b>22</b>	<p><b>Consultations:-</b></p> <p><b>(a) Forest Management</b></p> <p>It was proposed and seconded to make no comment. All agreed.</p> <p><b>(b) The provisional 2018/19 Local Government Finance Settlement</b></p> <p>It was proposed and seconded to delay comment until Parish Councils are affected. All agreed.</p> <p><b>(c) Impact of Second Homes Survey</b></p> <p>It was proposed and seconded to make no comment as the issues are not relevant in this area. All agreed.</p>
<b>23</b>	<p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• War Memorial Fencing</li> <li>• Village Keeper</li> </ul>

24	<p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b> There was none.</p>
25	<p><b>To note date of next Meeting – Monday 5<sup>th</sup> February 2018</b></p> <p><i>Members of the public were asked to leave the meeting.</i></p> <p><i>In view of the time, the chairman asked to suspend standing order 3(w). All agreed.</i></p>
11	<p><b>Peace Memorial Hall – Parish Council Representative</b> Cllr Norman gave an update on the Peace memorial Hall and agreed to continue as the Parish Council representative.</p> <p>It was proposed and seconded that Cllr Norman should continue but with a mandate to be kept fully updated. All agreed.</p> <p>There being no further business the meeting closed at 9:15pm.</p>