

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Annual General Meeting held on Monday 14<sup>th</sup> May 2018  
at the Methodist Church Chapel commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), P Gyte (Vice-Chair), W Newman, J Hastings, C Lucas, G Kelly, H Brown, R Norman, J Gentle, I Frost, Clare Shimmmon (Clerk) and 3 members of the public.

#### **1 Election of Chairman and to Receive Declaration of Acceptance of Office**

It was proposed and seconded for Cllr Morley to continue as chairman. All agreed.  
The declaration of office was signed by Cllr Morley and the clerk.

#### **2 Apologies for Absence**

Sqdn Ldr Neild and Cllr Whitehand.  
Members accepted the apologies for absence.

#### **3 Declaration of Interest**

Cllr Gyte - Lakenheath Good Neighbours and Lakenheath Consolidated Charities  
Cllr Newman - Lakenheath News  
Cllr Hastings - Lakenheath Keep Fit & Curling Clubs  
Cllr Lucas - Sutton Services Ltd & Lakenheath Playingfield Committee (Elveden Farms)  
Cllr Norman - Village Hall  
Cllr Brown – Lakenheath Youth FC Treasurer & Lakenheath Heritage Group  
Cllr Frost – Friends of Lakenheath Library (Trustee)

#### **4 Election of Vice Chairman**

It was proposed and seconded for Cllr Gyte to continue as vice-chairman. All agreed.  
The declaration of office was signed by Cllr Gyte and the clerk.

#### **5 Police Matters**

Details of new Community Engagement Officers were received.

#### **6 Confirmation of Minutes of Meetings held on 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> April 2018**

After amendment, it was proposed and seconded that the Minutes of the Council meetings on 9<sup>th</sup>, 16<sup>th</sup> 23<sup>rd</sup> April 2018 were signed as an accurate record of the meeting. All agreed.

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

There were none.

#### **8 Reports & Questions-**

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

There were none.

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

There were none.

##### **(c) Suffolk County Council to include White Lines on High Street and Highways at Forest Heath Town & Parish Forum**

Cllr Brown raised questions to be put to SCC Highways at the Parish Forum on Tuesday 29<sup>th</sup> May.  
Cllr Gyte agreed to attend.

#### **9 Planning Matters:-**

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

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

Representations made in support by the planning sub-committee:

1. DC/18/0651/HH - Householder Planning Application - (i) Single storey front and rear extensions (ii) Raising of rear roof structure to create first floor room - 8 Barr Drive Lakenheath subject to roof height not extended beyond existing ridge line so as not to create a precedent in an area predominantly made up of bungalows.

2. DC/18/0564/HH - Householder Planning Application - (i) two storey front and rear extensions; (ii) loft conversion; (iii) replacement of roof and (iv) cladding of external walls - 12 Roughlands Lakenheath – subject to no increase in ridge height and obscure glass in a non-openable window so as not to invade neighbour’s privacy.

Representations made to object by the planning sub-committee:

1. Street Naming – DC/16/2265/FUL – 8 no dwellings with associated garages, parking and access – Pleasant View, 27 Eriswell Road. The Developer proposed Tokio Rise and Truth Place. We suggested it would be better to be Pleasant view or Stirling Way
2. DC/18/0341/FUL - Planning Application - Change of use of existing Barn/workshop to residential dwelling (C3) - 29 High Street Lakenheath Suffolk IP27 9JS – objection on the grounds of loss of a commercial unit and possible employment. If consent to be granted we asked that as the unit is in the conservation area that construction be sympathetic to the historic build.

**Enforcement:** There is still no update as to the action being taken in relation to the Illuminated sign outside 62 High Street, Kings.

Secondly, the inappropriate signage at 74 High Street, Pizza House opposite the Church has now been removed. A temporary sign is currently in place.

It was agreed to contact Enforcement as the Jamaican Restaurant now seemed to be a retail shop but that a planning application for change of use had not been received.

**Major developments:** Formal approval notices are still awaited where the Planners are mindful of granting consent. Negotiations on the S106 agreement with all developers continue.

Correspondence with the Defence Infrastructure Organisation continue and a response is awaited to the freedom of information request submitted.

Last month it was reported that agreement had been given to the noise consultant that his fees would be capped at £2,500 plus VAT. Cllr Brown is pleased that she took this action as since the last invoice, at the end of January, over £8,000 billable time has been logged. Huge value for money.

**Tesco Site:** No further news to report. No planning application has been validated to date.

**Proposed new school:** Mark Barnard from Suffolk County Council has advised that as the case is subject to an Environmental Impact Assessment, decisions are delayed beyond the normal 8-week period. It is now due to be determined June or more probably July and will hopefully go before their Development and Regulation Committee, for a hearing 17<sup>th</sup> July prior to approval notices being granted. He currently awaits additional revisions to the Environmental Statement particularly in relation to Air Quality ie fumes from traffic in Station Road and construction traffic around the site as the residential development progresses. These when received are likely to be subject to further consultation. They have no further concerns on the noise factors and SCC are happy to merely rely on the information from the DIO and their own consultants. He is aware though that noise environment projections can change but intensification is not due for 5 or 6 years.

Finally, there was parishioner concern today that work on the road for the proposed school had started. In fact, the approval of the road was subject to several pre-commencement conditions which have to be fulfilled prior to any work starting on the roadway / cycle route. It seems that some of the required investigations are in the process of being carried out.

There was discussion regarding the new school and where pupils would have to travel from.

## 10 Lakenheath Cemetery

### (a) To receive a Cemetery Report

Reports were received regarding the cemetery including the noticeboard, hedge cutting and gaps in the hedge. It was agreed for an arborologist to look at a tree in the new Garden of Rest regarding the lifting of Memorials.

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

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

### (c) To appoint a new member to the Cemetery Committee

It was proposed and seconded for Cllr Kelly to join the Cemetery Committee. All agreed.

**11 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
3895	Lakenheath Peace Memorial Hall	Hire - Extra-Ordinary Meeting	£16.00
D/D + 3896 to 3899	Staff	April Salaries, Income Tax, NI & Pension	£4,021.59
3900	Lakenheath Peace Memorial Hall	Hire - Extra-Ordinary Meeting	£16.00
3901	British Gas	Public Toilets – Electricity	£98.99
3902	BT Payment Services	Parish Office Broadband & Telephone	£69.84
3903	K N Cooke	Repairs to Play Area & Wings Road Toilets	£481.56
3904	Forest Heath District Council	Annual & Monthly Inspections – Play Area & Skatepark/MUGA	£844.99
3905	Bussens & Parkin (2015) Ltd	Weedkiller, Secateurs & Refuse Sacks	£27.46
3906	EACH	S137 Grant	£250.00
3907	Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets – March & April 2018	£432.00
3908	Roughts Building Services	Church Wall Repairs (Part Payment)	£2500.00
3909	Clarke Saunders Associates	Planning Services	£3000.00

**(b) Bank Reconciliation**

A bank reconciliation for 31<sup>st</sup> March 2018 was presented. It was proposed and seconded to accept. All agreed.

**(c) Lakenheath Playingfields Annual Grant**

A report was received from LPFA. Cllr Gentle proposed and Cllr Brown seconded to pay a grant of £3,000. Cllr Gyte proposed and Cllr Newman seconded an amendment of £4,000. Voting 8 in favour and 1 abstain.

**(d) Approval of Accounts y/e 31 March 2018**

Accounts for the year end 31 March 2018 were presented.

It was proposed and seconded to accept. All agreed. The Chairman duly signed.

**(e) Completion of Annual Return – Section 1 Annual Governance**

The completed Annual Return, Section 1 Annual Governance Statement 2017/18 was presented.

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

**(f) Completion of Annual Return – Section 2 Accounting Statements**

The completed Annual Return, Section 2 Accounting Statements 2017/18 and Significant Variances were presented.

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

**(g) Machinery**

It was reported that in accordance with Financial Regulation 4, the Chairman and Cllr Lucas had agreed to mower repairs of £1993 inc VAT and purchase of a new strimmer costing £345 inc VAT.

**12 Annual Review of Policies and Procedure:****(a) Standing Orders****(b) Financial Regulations****(c) Insurance Cover****(d) Subscriptions/Memberships****(e) Complaints Procedure****(f) Data Protection Policy**

All Policies and Procedures were reviewed. It was proposed and seconded to increase the Fidelity Guarantee from £275,000 to £320,000. All agreed.

**13 Children's Play Area – Chippings**

It was proposed and seconded to accept the quotation of £600 inc VAT from Suffolk Woodchips for 20m<sup>3</sup> of play area woodchips. All agreed.

**14 Health & Safety Policy – Adoption**

It was proposed and seconded to adopt. All Agreed.

**15 Absence Management Policy – Adoption**

It was proposed and seconded to adopt. All Agreed.

16	<p><b>Consultations:</b></p> <p><b>(a) War Memorial – Addition to the List of Buildings of Special Architectural or Historic Interest</b> It was agreed for the addition of the War Memorial to the list of Historic England’s First World War Commemorative project.</p> <p><b>(b) Homelessness Reduction Strategy</b> It was agreed that although Homelessness was not an issue for the village, the Parish Council would be aware and mindful of the issue and address any issues that arise. It was proposed and seconded to respond to the consultation accordingly. All agreed.</p> <p><i>Cllrs Gentle and Norman left the meeting.</i></p>
17	<p><b>General Data Protection Regulation</b> It was reported that Parish Councils are now exempt from the requirement of appointing a Data Protection Officer under the GDPR.</p>
18	<p><b>Dog Fouling Campaign</b> It was agreed that members would come forward with suggestions for the placing of the new Dog Fouling Campaign signs. The chairman agreed to circulate Dog Fouling Campaign posters to shops in the village. Cllr Newman agreed to circulate posters in newspapers.</p>
19	<p><b>Street Lighting – Units 112 Wings Road and 113 Wings Road Close</b> Quotes had been received from SCC to replace defective and obsolete street lighting units 112 and 113 with LED lamps. It was proposed and seconded to accept the quotation of £1,083.88 +VAT for each unit. All agreed.</p>
20	<p><b>Village Spring Clean</b> Cllr Frost reported that he plans to organise more than one spring clean event. 1 or 2 during the spring, 1 in the autumn and another in the winter.</p>
21	<p><b>Battle’s Over – A Nation’s Tribute 11<sup>th</sup> November 2018 to include Beacon</b> Cllr Gyte gave an update on plans for a day of tribute on 11<sup>th</sup> November. It was agreed that the church, LPFA, Village Hall, and schools would be involved. Members were shown photographs of a basket that could be used for the beacon.</p>
22	<p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Dog Fouling Campaign</li> <li>• Village Spring Clean</li> <li>• Battle’s Over - A Nation’s Tribute 11<sup>th</sup> November 2018 to include Beacon</li> </ul>
23	<p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b> It was proposed and seconded for Cllr Lucas to take necessary action, with delegated powers, regarding trees in the cemetery. All agreed. It was proposed and seconded for Cllr Gyte to speak at a school assembly regarding the work of the Parish Council. Cllr Brown would provide statistics. All agreed</p>
24	<p><b>To note date of next Meetings: Monday 21<sup>st</sup> May 2018 and Annual Parish Meeting (Peace Memorial Hall) Monday 4<sup>th</sup> June 2018</b></p> <p>There being no further business the meeting closed at 9:00pm.</p>