

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 4<sup>th</sup> June 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 Shimmon (Clerk) and 3 members of the public.

### **1 Apologies for Absence**

Sqdn Ldr Neild and Cllr Whitehand.

Members accepted the apologies for absence.

### **2 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)

### **3 Police Matters**

A response was read from Inspector Mark Shipton regarding parking and the ATM burglary.

Cllr Norman reported issues with a vehicle on Woodlands and asked for the issue to be taken up with Inspector Shipton.

### **4 Confirmation of Minutes of Meetings held on 14<sup>th</sup> May**

It was proposed and seconded that the Minutes of the Council meeting on 14<sup>th</sup> May were signed as an accurate record of the meeting. All agreed.

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

The Parish Council was asked to provide a breakdown of legal and planning advice costs for the past four to five years.

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

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

There were none.

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

After many complaints from residents it was confirmed that grass cutting started today and would now be on a three weekly schedule.

#### **(c) Suffolk County Council to include Highways at Forest Heath Town and Parish Forum**

Cllr Gyte gave a report on the disappointing news taken from the Forest Heath Town and Parish Forum regarding highways.

There followed discussion about the state of the roads. Cllr Brown proposed and Cllr Lucas seconded writing again to Cllr Noble, the Leader of SCC and Matthew Hancock MP regarding the roads and to also point out that matters that were to be dealt with by SCC after the High Street resurfacing four years ago and on Eriswell Road are still outstanding. All agreed.

### **7 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//0882/HH - Householder Planning Application - Single storey extension to the side and rear of the property, pitched roof to the side and flat roof to the rear - 50 Wingfield Road Lakenheath We merely requested that a condition be implemented to use matching brickwork.
2. DC/18/0860/HH - Householder Planning Application - (i) one-and-a-half storey front and rear extensions including Juliet balconies to the East and North elevations (ii) raising of part of existing roof to extend the gable end - Calledge House Station Road Lakenheath

Applications in circulation:

1. DC/17/2307/FUL - Planning Application - Change of use from Hotel (C1) to 3 no. residential apartments (C3) - The Lakenheath Hotel 124 High Street Lakenheath

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

Secondly, last month a query was raised as to the use of the Jamaican restaurant as retail. Enforcement have advised that generally speaking a Restaurant (A3 use) can change to Retail (A1) without planning permission. It is one of the many permitted changes.

**Electricity supply upgrade for the intensification works at RAF Lakenheath:** The Burwell to Lakenheath Area Electricity Reinforcement scheme begins this month and affects the area until possibly December. Although Lakenheath Village is not impacted with the work, it will be affected with increased traffic with people avoiding the works with traffic light control along the Brandon Road.

**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.

A response to the FOI request is awaited from the Defence Infrastructure Organisation.

**Proposed new school:** Nothing has been heard from Suffolk CC regarding the new school. The additional work they require on air quality is now being undertaken. This revised report, together with other information pertaining to the noise and ecology chapters of the Environmental Statement, will be subject to revised publicity including full consultation, when received. They do not know exactly when this will be. At present it is intended to report the case to the County Council's Development & Regulation Committee on 17 July but this assumes they get the revisions in time to complete the publicity required. If this deadline cannot be met the next committee meeting would be 12 September.

At the Annual Parish Meeting it was suggested by Cllr Colin Noble, that SCC are now hopeful in bringing forward the school for the new 2020 entrance not 2019.

**SIR:** The next round of consultations expires Friday. The planning subcommittee will make representation on the amendments.

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

**Lakenheath Hall:** The proposal for plots 19 and 20 is now in the process of being formally withdrawn. This was subject to a re-consultation by the District Council to which the Planning Subcommittee had no objection.

## 8 Lakenheath Cemetery

### (a) To receive a Cemetery Report

It was agreed that the cemetery looked good but unfortunately moles have caused problems in the garden of rest section in the old cemetery. The matter is being dealt with.

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

There were none.

### (c) Trees

CGM will attend site Tuesday 5<sup>th</sup> June to assess the tree issues raised.

## 9 Financial Matters including:-

### (a) Payments of Accounts

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

Cheque	Payee	Description of supply	Amount
Online , D/D + 3910 to 3913	Staff	May Salaries, Income Tax, NI & Pension	£5,633.42
3914	Lakenheath Playingfield Assoc.	Annual S19 Grant	£4,000.00
3915	Sutton Services Ltd	Cemetery - Clearance of Bunkers	£393.52
3916	James Holdgate	Telephone Box Refurbishment	£1,465.00
Online	G & J Peck Ltd	Strimmer, Nylon Line & Roundup	£393.52
Online	Hills Accounting Services	Internal Audit	£350.00
Online	Eaton & Associates Ltd	Planning Services	£276.00
Online	Communicorp	Clerks & Councils Direct Annual Subscription	£36.00
Online	BT Payment Services	Parish Office Broadband & Telephone	£71.40
Online	Suffolk Association Local Council	Annual Subscription	£960.16
Online	Suffolk Woodchips Ltd	Woodchip - Children's Play Area	£690.00
Online	Bussens & Parkin (2015) Ltd	Refuse Sacks	£6.72

	<p><b>(b) Bank Reconciliation</b> A bank reconciliation for 30<sup>th</sup> April 2018 was presented. It was proposed and seconded to accept. All agreed.</p> <p><b>(c) Internal Audit/Review</b> The internal audit has been completed and it was concluded that the <i>'financial report of Lakenheath Parish Council does not give rise to any significant areas of concern, regarding the accuracy and appropriateness of the report prepared by the Council'</i>.</p> <p><b>(d) Machinery</b> It was reported that in accordance with Financial Regulation 4, the Chairman in conjunction with the clerk had agreed to additional mower repairs of £445 inc VAT. Also the Chairman and Cllr Lucas had agreed to a full service of the mower at a cost of £1000 inc VAT. The machine would hopefully be delivered back to the Keeper over the next few days.</p>
10	<p><b>S137 to include Lakenheath Good Neighbours and Community Action Suffolk</b> Cllr Lucas proposed and Cllr Brown seconded to grant £150 to Lakenheath Good Neighbours. 8 in favour and 1 abstain. It was proposed and seconded to grant £25.00 to Community Action Suffolk. All agreed.</p>
11	<p><b>St Mary's Churchyard</b> <b>(a) Wall</b> It was reported that a further 3m section of the churchyard wall had been knocked down due to part collapse. The cost to repair was quoted at £2800 which would continue along and be completed by Autumn. It was proposed and seconded to accept the quotation. All agreed.</p> <p><b>(b) Grass Cutting</b> Information was presented regarding using the Community Payback Service to cut the churchyard grass. It was proposed and seconded to investigate whether a donation was payable and if not to proceed, freeing up the Village Keeper to carry out other tasks. All agreed</p>
12	<p><b>Village Keeper – PA1 &amp; PA6 Training</b> It was reported that courses for Pesticide use were available in Littleport and the Village Keeper is eager to attend. The Foundation Course (PA1) cost £75 +VAT with an additional £90 test fee. The Knapsack Course (PA6) cost £85 +VAT with an additional £110 test fee. Cllr Lucas proposed and Cllr Gyte seconded nominating the Village Keeper for attendance. All agreed</p>
13	<p><b>General Data Protection Regulation including General Privacy Policy Adoption</b> A report was received regarding GDPR. Cllr Brown proposed and Cllr Lucas seconded to adopt a General Privacy Policy. All Agreed.</p>
14	<p><b>Dog Fouling Campaign</b> It was confirmed that leaflets had been inserted into newspapers and posters distributed to outlets in the High Street. Members were asked to come forward with their site suggestions for the larger signs.</p>
15	<p><b>Village Spring Clean</b> Cllr Frost confirmed that the village spring clean would take place on Saturday 30<sup>th</sup> June from 9 to 11:30am starting at the Abundant Life Church. Groups in the village had been invited to come along.</p>
16	<p><b>Telephone Box - o/s Library</b> It was agreed that the red telephone boxes were looking great after refurbishment. Unfortunately, since quoting, additional glass had been broken in the box outside the library. Mr Holdgate quoted £62 to replace the missing panes with shatterproof polycarbonate. It was proposed and second to accept his quote. All agreed.</p>
17	<p><b>Battle's Over – A Nation's Tribute 11<sup>th</sup> November 2018 including Beacon and Soldier Silhouette</b> Details were received about a grant available for Remembrance Day Soldier Silhouettes. Cllr Lucas proposed and Cllr Kelly seconded applying for a grant after asking St Mary's if they are happy to have the silhouettes placed in the church and how many. All agreed. Cllr Gyte reassured members that all organisations are working together in preparation for November 11<sup>th</sup>.</p>

18	<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>• Cemetery Trees</li> <li>• Telephone Box</li> </ul>
19	<p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b>  After discussion Cllr Brown proposed and Cllr Frost seconded inviting the Parish and District representatives to the monthly Parish Council meeting. Cllrs Noble and Marston would be invited to take part in Reports and Questions with regards SCC and FHDC in relation to Lakenheath. All agreed.</p>
20	<p><b>To note date of next Meeting - Monday 2<sup>nd</sup> July 2018</b>  <i>Members of the public were asked to leave the meeting.</i></p>
21	<p><b>Village Keeper*</b>  A report was received about the retiring Village Keeper and his replacement.  There being no further business the meeting closed at 8:50pm.</p>
	<p>Sign ..... Date .....  CHAIRMAN  Signed as confirmation that they are a true record.</p>