

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 6<sup>th</sup> August 2018  
at the Methodist Church Chapel commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), P Gyte (Vice-Chair), W Newman, J Hastings, G Kelly, H Brown, I Frost, Clare Shimmon (Clerk) and 9 members of the public.

### **1 Apologies for Absence**

Cllrs Lucas, Norman, Gentle and Whitehand and Sqdn Ldr Neild.  
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 Brown - Lakenheath Heritage Group  
Cllr Frost - Friends of Lakenheath Library (Trustee)  
Cllr Kelly - Hon. Commander 48MDSS RAF Lakenheath

### **3 Police Matters**

Details were given from Suffolk Constabulary regarding funding a PCSO. It was agreed to obtain more information regarding the cost and commitment.

### **4 Confirmation of Minutes of Meetings held on 2<sup>nd</sup> July 2018**

It was proposed and seconded that the Minutes of the Council meeting on 2<sup>nd</sup> July were signed as an accurate record of the meeting. All agreed.

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

Several members of the public made complaint about the road closure on High Street. They asked why such chaos and inconvenience was permitted, why work wasn't being carried out 7 days per week, why the diversion also had roadworks and what would happen if the planned expansion of the village went ahead as this was not the first time the road had been closed.

Police had been called to investigate the 300 to 500 cars per day using as a short cut farm tracks around fields in the North of village. Vehicles are travelling at inappropriate speeds and after the sad loss of a dog last year, it was thought that it was only time before someone was killed. Vehicles are driving across fields of crops resulting in some getting stranded, a risk to wildlife and with such dry weather, a fire risk. A local news team has been out to film and a report would be shown on television.

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

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

There were none.

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

Cllr Noble gave an update on the merger of Forest Heath and St Edmundsbury Councils.

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

Cllr Noble responded to concerns regarding the roadworks on High Street. He acknowledged that they are a massive inconvenience but are required to protect flooding to homes in the area. Works are being carried out as rapidly as possible with the road kept open as long as possible. Men are working on both sides of the road, in adverse conditions and a total road closure is required for their protection.

Roadworks on the diversion have been unavoidable as work is being carried out by Network Power who along with other utilities have a blanket order which SCC cannot overrule. To try and alleviate issues, the work has been planned during school holidays. There should be no impact on emergency service vehicles as they are informed months in advance of the works and have to confirm receipt of information. Works are on track.

Cllr Brown confirmed that she is in regular contact with Kier and work is progressing well and ahead of schedule. She asked if anything could be done about vehicles using farm tracks.

It was confirmed that the tracks are a byway.

Cllr Noble confirmed that this is a police matter. He added that although the works in Mildenhall are being carried out 7 days per week, this work is being completed by Network Power, not SCC and they contract a series of gangs.

Cllr Noble had to leave before the end of the meeting but wanted to add that he had allocated £3500 to the Lakenheath Playingfields Tree item to be discussed later. £5000 has also been agreed from Christian Enterprise Foundation. An avenue of trees down the drive and oak trees along the back would be a long term, excellent backdrop and commemorate the Nation's Tribute to the end of WWI.

## **7 Planning Matters:-**

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

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

Representations made to object by the planning sub-committee:

- DC/18/1073/FUL - Planning Application - Change of use from garden centre (Class A1) to 1no. dwelling (Class C3) (part retrospective) - 18 High Street Lakenheath IP27 9JS potential loss of employment.
- Re-Consultation of DC/18/0556/FUL - 1no. dwelling with attached garage - Land to rear of 29 Wings Road, Lakenheath - Change from House to Bungalow.
- Re-Consultation of DC/14/2096/HYB - Hybrid planning application - 1) Full application for the creation of a new vehicular access onto Station Road, and entrance to a new primary school, 2) Outline application for up to 375 dwellings (including 112 affordable homes), and the provision of land for a new primary school, land for ecological mitigation and open space and associated infrastructure (as amended) - Land North of Station Road, Station Road, Lakenheath and F/2013/0345/OUT - Outline application - residential development (up to 81 dwellings), as amended by agent's letter, amended design and access statement and confidential stone curlew records received by the Local Planning Authority on 7th May 2014 and by flood risk assessment & drainage strategy and archaeological report both received by the Local Planning Authority on 23rd May 2014 and by Noise Assessment received by the Local Planning Authority on 12th August 2014 . (Major Development and Departure from the Development Plan) - Rabbithill Covert Station Road Lakenheath Suffolk – The new noise assessment provided by the owners, contains no information to sway the Parish Council to approve or alter their resolve that these sites are not suitable for either residential development or more so for a school and preschool facility.

Applications in circulation:

- DC/18/1350/FUL - 1no. dwelling and garage (demolition of existing dwelling) - Resubmission of DC/17/2628/FUL - 15A Back Street Lakenheath Suffolk IP27 9HB
- DC/18/1169/FUL - Installation of ground source heat pump system - Communal Areas Quayside Court Lakenheath IP27 9LD
- DC/18/1412/|HH - Householder Planning Application - Single storey rear extension (following demolition of conservatory) - 41 Highfields, Lakenheath

### **Enforcement**

- 62 High Street - Illuminated sign - as there was a sign previously, albeit smaller than the current one, there may be no enforcement option
- Lakenheath Hotel - Sky dish - details awaited
- 74 High Street – The garish signage was removed and replaced with a temporary banner. As previously reported enforcement have limited ways in which they can deal with unauthorised signs. Normal enforcement cannot be used, leaving just proceedings. This route has been avoided for far too long despite lengthy discussions with the owner and Conservation Officers to come up with a suitable scheme, there has been no resolution.
- 44 High Street – An update on the Illuminated sign is still awaited but due to pressure of work this has not been a priority to the team.

**Major developments:** The Briscoe Way site was added to the agenda for Development and Control on 1<sup>st</sup> August meeting but, following publication of the new NPPF regulations was then withdrawn. It is understood that all four of the major applications may be reported to the 5<sup>th</sup> September meeting, although this will depend upon the Planning Officer's ability to complete four reports in time. Agendas will be available the Wednesday before the meeting. Data used in the predictive noise contour reports is awaited from the Defence Infrastructure Organisation. On behalf of the Parish Council a longer term noise assessment has been instructed and currently in progress.

**Proposed new school:** The appropriate assessment is awaited which will be subject to a 21-day consultation. Suffolk County Council, the planning authority in this case, are still hopeful that they will be able to bring the case to their Development and Control meeting 12<sup>th</sup> September.

**SIR:** The outcome of all the hearings are awaited. The date of the outcome is unknown.

**Tesco Site:** No further news.

**Lakenheath Hall:** Planning consent for the proposed amendments is still awaited.

## 8 Lakenheath Cemetery

### (a) To receive a Cemetery Report

Cllr Frost reported that all was in good order.

The Chairman reported a possible issue with unauthorised items on graves.

It was confirmed that the wild flower area is to be cut in September.

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

There were two.

### (c) Risk Assessment

It was agreed that more information was required to complete the Risk Assessment.

*Cllr Noble left the meeting.*

### (d) To discuss/approve cemetery fees wef 1<sup>st</sup> September 2018

The clerk had provided a revised list of fees and payments with an increase in line with inflation of 2.7%, rounding to the nearest pound.

Cllr Gyte proposed and Cllr Frost seconded to introduce the revised fees wef 1<sup>st</sup> September. All agreed.

### (e) Cottage

Possible refurbishment works including connecting to the mains sewerage, garden fencing, new boiler, new bathroom, chimney sweeping and redecoration were discussed along with the more urgent requirement to empty and investigate possible problems with the cesspit.

### (f) Council Tax

It was reported that now the cottage was empty, council tax was due from the Parish Council. The clerk had investigated appealing for a reduction but only one month's grace is given and had already been received. She is also in contact with the Valuation Office regarding banding.

### (g) Holiday Cover

Cllr Kelly agreed to open and close the cemetery gates whilst the Keeper was on holiday.

## 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	Staff	July Salaries, Income Tax, NI & Pension	£3947.03
Online	Ely & District Training Group	PA6 Pesticide/Knapsack Course	£102.00
Online	British Gas	Electricity - Wings Road Public Conveniences	£92.80
3918	Community Action Suffolk	S137 Grant	£25.00
3919	Lakenheath Good Neighbours	S137 Grant	£150.00
3920	Lakenheath Peace Memorial Hall	Parish Office Rent	£553.96
Online	Scott Evans (Reimbursement)	Mileage	£12.60
Online	G & J Peck Ltd	Machinery Repairs	£197.39
Online	Bussens & Parkin (2015) Ltd	Coveralls, Refuse Sacks and Tarpaulin	£19.78
Online	Eaton & Associates Ltd	Planning Services	£431.00
Online	Browns of Burwell	Gas Oil	£346.24
Online	Roughs Building Services	Missing Materials - Churchyard Wall	£330.00
Online	Forest Heath District Council	Cemetery Cottage - Council Tax	£141.49
Online	The CGM Group (East Anglia) Ltd	Cemetery - Maple Tree Removal and Propagation	£168.00
Online	The CGM Group (East Anglia) Ltd	Cemetery - Lime Tree Removal	£216.00
Online	BT Payment Services	Parish Office Broadband & Telephone	£69.96
Online	County Graphics (Norfolk) Ltd	Lakenheath Times (April, May, June & July Editions)	£1800.00
Online	WorkFit UK Ltd	Recruitment Health Questionnaire	£33.60

	<p>The clerk reported that an error had been made in payments presented at June's meeting. Cheque 003915 to Sutton Services Ltd should read £720.00 not £393.52 as previously reported.</p> <p><b>(b) Bank Reconciliation</b> A bank reconciliation for 30<sup>th</sup> June 2018 was presented. It was proposed and seconded to accept. All agreed.</p> <p><b>(c) Quarterly Outturn Report</b> The clerk presented the first quarter outturn report. It was proposed and seconded to accept. All agreed.</p> <p><b>(d) Machinery Repairs</b> It was reported that in accordance with Financial Regulation 4, the Chairman in conjunction with the clerk had agreed to final machinery repairs. After constant use, the hand mower had required work and a service costing £197.39 inc VAT. The chairman had also arranged collection of the mower.</p>
<b>10</b>	<p><b>Fire Hydrants</b> Members agreed to check all Fire Hydrants in the village and were provided with maps highlighting locations.</p>
<b>11</b>	<p><b>Emergency Planning</b> Cllr Hastings gave an update on Emergency Planning issues. Although no major problems had arisen, vulnerable residents had been contacted during the extreme weather and road closure.  Cllr Kelly agreed to make contact with the Emergency Planners at the East of England Ambulance Service.  Cllr Gyte confirmed that Good Neighbours had still been able to operate during the road closure although it meant volunteers in the north of the village had to follow the diversion. It had impacted on local community groups.  Cllr Newman confirmed that the road closure had also had a big impact on local businesses.</p>
<b>12</b>	<p><b>Lakenheath Playingfields - Trees</b> Cllr Gyte had provided all Members with details of a tree planting scheme planned for the Playingfields to commemorate the Nation's Tribute on 11<sup>th</sup> November.  It was confirmed that funds were available within the admin budget as there was no longer a requirement to employ a Data Protection officer.  After discussion, Cllr Gyte proposed and Cllr Frost seconded funding the remaining £2700 +VAT. All agreed.</p>
<b>13</b>	<p><b>Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</b> The grant application to the Armed Forces Covenant Fund had been successful and 8 silhouettes would be received in September.  Cllr Gyte provided an article for the Lakenheath Times regarding the commemorations that will take place on 11<sup>th</sup> November. Cllr Brown proposed and Cllr Newman seconded publishing the article. All agreed.  There was discussion regarding the purchase of a large aluminium Tommy Silhouette to be positioned at the War Memorial. Cllr Gyte agreed to speak to the FHDC Families &amp; Communities Team Leader to investigate available grants.  The Beacon had been made and a trial run is planned. The height of the pole was discussed. It was agreed that 6m / 20ft was appropriate.</p>
<b>14</b>	<p><b>Road Crossing - Surgery Corner</b> There was long discussion regarding the possibility and funding of a road crossing near to the cross roads of Broom Road, Eriswell Road, Undley Road and High Street.  Cllr Noble had confirmed a project cost of approximately £40,000 and that he is looking into funding from Suffolk County Council.  <i>In view of the time, the chairman asked to suspend standing order 3(w). All agreed.</i></p>
<b>15</b>	<p><b>Consultations:-</b> <b>(a) Electoral Review/ Draft Ward Recommendations for West Suffolk Council</b> <b>(b) West Suffolk Civil Leadership Review</b> Cllr Brown proposed and Cllr Gyte seconded that each Member respond individually to both consultations. All agreed.</p>

16	<p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Cemetery Cottage</li> <li>• Fire Hydrants</li> <li>• Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</li> <li>• PCSO</li> <li>• Road Crossing (October Meeting)</li> </ul>
17	<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>
18	<p><b>To note date of next Meeting - Monday 3<sup>rd</sup> September 2018</b> There being no further business the meeting closed at 9:10pm.</p>