

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 1<sup>st</sup> October 2018  
at the Methodist Church Chapel commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, H Brown, C Lucas, R Norman, J Gentle, I Frost, W Newman, Clare Shimmion (Clerk) and 3 members of the public.

### **1 Apologies for Absence**

Cllrs Gyte, Kelly and Whitehand and Cllr Noble.  
Members accepted the apologies for absence.

### **2 Declaration of Interest**

Cllr Lucas - Sutton Services Ltd & Lakenheath Playingfield Committee (Elveden Estates)  
Cllr Hastings - Lakenheath Keep Fit & Curling Clubs  
Cllr Brown - Lakenheath Heritage Group  
Cllr Norman - Village Hall  
Cllr Frost - Friends of Lakenheath Library Trustee  
Cllr Newman – Lakenheath News

### **3 Confirmation of Minutes of Meetings held on 3<sup>rd</sup> September 2018**

It was proposed and seconded the Minutes of the Council meeting on 3<sup>rd</sup> September were signed as an accurate record of the meeting. All agreed.

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

There were none.

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

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

Squadron Leader Neild confirmed that early morning and later flying would go on until Tuesday. The Press Report released had indicated that flying would be throughout the night but it was not now necessary. There would be more activity through October, slightly higher than the average. Ongoing traffic issues are also anticipated with roadworks at gate 1.

*The Chairman thanked Sqdn Ldr Neild who then left the meeting.*

#### **(b) Forest Heath District Council to include Play Area Inspections**

It was reported that West Suffolk would carry out the play area inspections free of charge for financial years 2019/20 and 2020/21. The parish annual precept would also be received in one payment by the 30<sup>th</sup> April. Cllr Lucas proposed and Cllr Frost seconded contacting FHDC to raise questions regarding Committee Members' standards and conduct at the recent Development & Control meeting. Members were seen using their phones and chatting to each other during the meeting. Volume control in the public gallery was poor and although air conditioning was on downstairs, it was not in the public gallery. All agreed.

*Cllr Gentle arrived.*

#### **(c) Suffolk County Council to include Grit Bins and Additional White Lines on Wingfield Road**

The new grit heap process was explained and it was acknowledged that only four of the existing heaps were not on a primary or secondary gritting route.

It was agreed to contact SCC regarding the cost of bins for these areas and to then approach all neighbouring properties within the vicinity of the proposed bins to confirm agreement and volunteers.

Information had not been received from SCC Highways regarding additional white lines in Wingfield Road.

### **6 Police Matters including a Joint Venture in Funding a PCSO**

There followed discussion regarding the funding of a PCSO. It was proposed and seconded to respond that although the Parish Council would ideally like to have a PCSO they are not pursuing. They would need a guarantee that the PCSO would be 100% committed to the village, adding that policing is already paid for in national and local taxation and is no longer visible locally. This should be copied to the Home Secretary, local MP, Suffolk Constabulary Headquarters, Inspector Shipton and Cllr Noble. All agreed.

Members were advised that the local Community Engagement Officer would not generally be attending meetings but if a discussion was required, and if advised in advance, she would try to change shifts to cover. Information regarding Police Connect would be made available to all Members.

## **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/18/1492/FUL - Planning application - (i) 35no.dwellings and (ii) 4no. commercial units with associated servicing and access, including the conversion of former garden centre (following demolition of existing dwelling and associated outbuildings) land off Dumping Bridge Lane (old Matthews Site)
2. DC/18/1671/VAR - Planning application - variation of conditions 2, 3, 4, 8, 9 and 10 of DC/17/2349/FUL - To enable the re-design of plot 1 for the planning application - 3no.dwellings (demolition of two dwellings) - development site, Wingfield Road. A previous case with an amendment to one of the plots providing a different configuration. Cllr Brown has an interest in an adjoining property and made no comment, however a question has been posed from the planning sub-committee in relation to skylights and loss of privacy to a property in Wings Road.
3. DC/18/1644/TPO - TPO141(1970) - Tree preservation order - (i) 1no. Ash (ref AT00345 on plan and within area A1 on order) - reduction on southern crown by up to 3 metres; (ii) 1no. Ash (ref AT00333 on plan and within area A1 on order) - crown reduction/retranchment by 2 metres all around; (iii) 1no. Ash and 1no. Pine (ref AT 00332 and ref AT 00329 on plan and within area A1 on plan) - fell - Woodland tree belt between Meadow Drive and Woodcutters Way. It has been requested that felled trees are replaced.
4. DC/18/0994/FUL - Planning application - 4no. 15-metre-high column floodlights - Football Ground Back Street. It has been requested that sufficient shields are installed to prevent reflection to surrounding residential properties as during winter there will be no foliage to filter the lights.

Representations made to object by the planning sub-committee:

1. DC/18/1397/FUL Planning application for 1 new dwelling – 19 Caudle Avenue mainly because it is cramped back land development in an existing garden.
2. SCC/0021/18F - Phased delivery of a 420 place Primary School, Pre-School, associated hard and soft landscaping works and creation of a new access off existing road. First Phase to be delivery of 210 places - Lakenheath new Primary School, Station Road. A lengthy letter has been drafted by the Planning Subcommittee in response to the Environmental Statement included in this case which the Clerk will send out tomorrow with enclosures. A copy is available. The full planning application for the Primary School and Pre-School will be considered by the SCC Development & Regulation Committee on Tuesday 16 October starting at 10 am. Any representations on the addendums to this aforementioned Environmental Statement received too late to be incorporated in their written report will be reported orally at the committee meeting. It is important for the Parish Council to make verbal representation. Cllrs Brown and Frost and the Clerk will attend and any support is welcomed.

### **Enforcement**

1. Lakenheath Hotel - Sky dish on a listed building– the dish is no longer attached to the front of the building, so Listed Building Consent is not required. Enforcement have now closed their file.
2. 74 High Street - Takeaway opposite the church. Various advertisements have been removed and now replaced by one single banner. This single banner does appear to comply with the specifications contained within Advertisements Regulations and has the benefit of deemed consent. No further action is necessary, so enforcement have closed their file.
3. Japanese Restaurant - Whilst the fascia advertisement is acceptable, illumination has been added and is contrary to the shopfront and advertisement design guide particularly as it would appear not to be needed with a street light located almost outside the restaurant. Illuminated adverts in Conservation Areas generally do not benefit from deemed consent and therefore this will be progressed by enforcement.

4. 62 High Street – Takeaway. This is currently being processed by enforcement. The fascia sign requires consent due to its size. The illumination appears to have been in position since 2009, but with a new sign, may constitute a whole new advertisement. The application situation is currently being discussed with the business owners.
5. Maids Cross Hill – As previously reported, following a change in ownership, trailers have appeared in a field almost opposite the car park of the warren, a SSSI site. There are now further trailers and an office building. Enforcement have discussed the planning implications of containers on the land and various ideas/proposals the owner has. It is understood that livestock will be kept there, indicated by the posts currently in place on the boundary ready for fencing in. It may be that an application will be generated at some point to address these issues.

**Major Developments:** All four of the major applications were reported to the Development and Control Committee on the 5<sup>th</sup> September. Each case was voted and passed for approval subject to various conditions and a S106 agreement confirming the developers' obligations. Subsequently, the approval notice for Rabbithill Covert site of up to 81 dwellings was issued on the 20<sup>th</sup> September. Interestingly there is nothing in the conditions that affordable homes have to be offered first to local people or those with a connection with the village. Thanks is owed to Mrs Val Little who very kindly transcribed the better part of the proceedings. Paperwork, including the CD and transcription, is now before a barrister to check the viability of a successful Judicial Review. Advice is awaited. Sadly, the previously used barrister is unavailable. The Parish Council's solicitor has drawn up a briefing note to send to Dr Ashley Bowes another barrister with the details of the September committee debate, checking for any legal errors. Advice will be provided Monday as to the strength of the case. If it is decided to proceed, a pre-action letter has to be sent to West Suffolk by 11 October. If there is not a strong enough case it will proceed no further.

**SIR:** The outcome of all the hearings are still awaited.

**Lakenheath Hall:** The owners have finally made some progress on their planning application for the revised scheme at the site. The planning officer has informed them that she is happy with all submissions and, subject to a couple of small items being conditioned, she is recommending that the application is dealt with favourably under delegated powers.

**Lloyds Bank:** The branch ceases operation at the close of business 9<sup>th</sup> October. The cash machine will also cease operation at the end of that day. A sad loss for the village.

## 8 Financial Matters including:

### (a) Payments of Accounts

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

Payee	Description of supply	Amount
Staff	September Salaries, Income Tax, NI & Pension	£4136.52
Barcham Trees Plc	Grant for Trees on Playingfields	£3240.00
BT Payment Services	Parish Office Broadband & Telephone	£71.31
Multisigns	Dog Fouling Campaign Signs	£195.00
Forest Heath District Council	Cemetery Cottage - Council Tax	£119.00
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (July & August)	£432.00
Bendall & Sons	Contract of Employment	£576.00
Roughts Building Services	St Mary's Churchyard Wall Repairs	£2800.00
Anglian Water Business	Public Conveniences - Wings Road	£312.27
PKF Littlejohn LLP	Limited Assurance Review of Annual Governance & Accountability Return	£480.00
Business Services at CAS Ltd	Insurance Premium	£3351.58
County Graphics (Norfolk) Ltd	Lakenheath Times (Aug & Sept Editions) and Cemetery Receipt Books	£945.60
Richard Buxton	Planning Services	£5116.98
Clare Shimmom (Reimbursement)	Mileage, Stationery, Paint, Cleaning Products, Electricity, Fuel and Postage	£291.00
Bussens & Parkin (2015) Ltd	Paint, Screws and Grass Seed	£33.43

### (b) Bank Reconciliation

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

### (c) Annual Return Presentation / Acceptance of External Auditor's Review

The External Auditor's Review was presented which reported that there were no other matters which came to their attention giving concern that relevant legislation and regulatory requirements have not been met.

	<p>It was proposed to approve and accept the annual return including the auditor's certificate, now that the audit opinion had been given. All agreed.</p> <p><b>(d) Budget Review</b>  A full review of the budget for this financial year was undertaken and approved.  It was noted that now that the work was completed on the church wall that it will look unsightly as the existing wall, built in concrete blocks not chalk, and capping stones won't line up. The blocks are built on an old chalk footing and lean. The contractor is reasonably comfortable that it should stay up until next year but funds will be required to repair in next year's budget.</p>
<b>9</b>	<p><b>Lakenheath Cemetery</b>  <b>(a) To receive a Cemetery Report</b>  It was reported that the planted whips needed watering and fertilising to make up a gap in the hedge. Grass cutting in the older section of the cemetery was also needed along with ensuring the war graves in the churchyard were cut before the ceremony planned on November 8<sup>th</sup>.  <b>(b) To Confirm Grant of Exclusive Rights of Burial</b>  There were none.  <i>The Chairman proposed to vary the agenda. All agreed.</i></p>
<b>10</b>	<p><b>Playingfield Trees</b>  It was reported that the tree planting was due to commence at the end of October in time for the Remembrance Day events. The Playingfield Association are concerned that £3,500 would not be received in time to cover the cost and requested a temporary loan to cover the cost should the funds not be in place. It was proposed and seconded to temporarily loan the money, should it be necessary. This is subject to confirmation from the source that funds would be forthcoming and from the payee it will be repaid immediately the funds are received. Voting 5 in favour and 1 abstain.</p>
<b>11</b>	<p><b>Fire Hydrants</b>  Members agreed to carry out checks in Undley and Sedge Fen.</p>
<b>12</b>	<p><b>Street Lighting Units 226 and 227 - Springfield Road</b>  Information had not been received in time for the meeting and would be discussed in November.</p>
<b>13</b>	<p><b>Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</b>  It was reported that Cllr Gyte would be meeting with the Head Teacher in October.  It was noted that the original article had been published again in the Lakenheath Times, with event times still missing. The Editor had apologised and would ensure that the correct information was published in November. Notices would also be placed on noticeboards throughout the village.  There was discussion and a proposal to position an Aluminium Tommy at the War Memorial. Christian Enterprise Foundation and Forest Heath District Council had agreed to fund £250 each towards the total cost of £750. After a number of concerns were raised, voting 1 in favour and 6 against.</p>
<b>14</b>	<p><b>S137 applications to include</b>  <b>(a) St Mary's Church</b>  It was proposed and seconded to grant £200 to St Mary's Church. All agreed.  <b>(b) Monday Club</b>  It was proposed and seconded to grant £250 to Monday Club. All agreed.  <b>(c) Whist Club</b>  It was proposed and seconded to grant £250 to Whist Club. All agreed.</p>
<b>15</b>	<p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Lakenheath Community Centre</li> <li>• Additional Lines on Wingfield Road</li> <li>• Street Lighting Units 226 and 227 – Springfield Road</li> <li>• Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</li> <li>• Telephone Boxes</li> <li>• Grit Bins</li> </ul>

16	<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> <p><b>To note date of next Meeting - Monday 5<sup>th</sup> November 2018</b></p> <p><i>Members of the Public were asked to leave the meeting.</i></p> <p><b>Lakenheath Cemetery</b>  <b>(c) Cottage to include Rent, Refurbishment Costs and Delegated Authority</b>  There was discussion regarding rent payable until the cottage is completed, the associated refurbishment costs and Delegating Powers to the Clerk.  Legal advice had been received and it was proposed and seconded to pay the Village/Cemetery's Keeper's housing rent until the cottage is ready to move in to. All agreed.  Members had been provided with an estimate of costs to renovate the cemetery cottage. The revised budget had been agreed accordingly. In view of the timescales involved and ongoing monthly expenditure while the cottage is empty, it was proposed and seconded that the Clerk is given Delegated Powers to arrange for all works to be completed, within the agreed budget of £25,000. All agreed.  It is proving difficult to get quotes and commitment from local tradesman. In view of the ongoing monthly expenditure while the cottage is empty it was proposed and seconded to suspend Financial Regulation 11(h) if necessary and proceed with individual contractors without the need for three quotes. All agreed.</p> <p>There being no further business the meeting closed at 8:45pm.</p>
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