

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 5<sup>th</sup> November 2018  
at the Methodist Church Chapel commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), P Gyte, G Kelly, J Hastings, H Brown, C Lucas, R Norman, J Gentle, I Frost, W Newman, Clare Shimmon (Clerk) and 4 members of the public.

### **1 Apologies for Absence**

There were none.

*The Chairman proposed to vary the agenda. All agreed.*

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

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

Squadron leader Neild reported that October had been a busy month for visitors, attracting interest and spotters. All squadrons are now back and there will be increased flying, including night flying. The dark evenings hopefully mean flying will be before 8pm. It is a necessity to have early morning and night flights. He acknowledged that the Eriswell roundabout had already been congested prior to the additional traffic lights. The base are trying to get hatching on the roundabout and he has made comment to Public Affairs and Traffic Management to speak to personnel about keeping the exit clear for vehicles travelling from Lakenheath towards Eriswell. Traffic isn't helped by additional roadworks from Lords Walk to Mildenhall for 20 weeks in conjunction with the A1065. Staff are helping by clearing 12 vehicles per minute

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

### **2 Declaration of Interest**

Cllr Gyte - Lakenheath Good Neighbours & Lakenheath Consolidated Charities  
Cllr Kelly - RAF Lakenheath (48 MDSS) Hon Commander  
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 1<sup>st</sup> October 2018**

It was proposed and seconded the Minutes of the Council meeting on 1<sup>st</sup> October were signed as an accurate record of the meeting. All agreed.

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

There were none.

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

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

Members were reminded of an information session being given by the Development Team at West Suffolk Council. Cllrs Brown and Kelly will attend.

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

Concerns had been raised by a resident of Wingfield Avenue regarding the need for additional white parking lines. An estimate of £599 had been received from SCC with concerns regarding the removal of the turning head. The additional markings need the support of the Parish Council who must find a local funding source. This can include County Councillor local highway budget or District Councillor locality budget. After discussion Cllr Gyte proposed and Cllr Frost seconded exploring other funding sources. All agreed. Cllr Brown proposed and Cllr Frost seconded contacting SCC to reinforce the need for yellow hatching on the Eriswell roundabout. All agreed.

More information was requested regarding the siting of grit bins on Back Street, Covey Way, Pashford Close and Warreners Reach.

6	<p><b>Police Matters</b> There were none.</p>
7	<p><b>Planning Matters:-</b>  <b>(a) To receive report from Planning Committee</b>  <b>(b) To consider any other outstanding applications/matters/including Lakenheath Hall</b>  Representations made in support by the planning sub-committee:  <ol style="list-style-type: none"> <li>DC/18/1975/TCA - Trees in a Conservation Area Notification - (i) 1no. Cotoneaster (T1 on plan) - Reduce 2no. limbs by up to 1 metre over greenhouse; (ii) 1no. Laurel (T2 on plan) - reduce in height to 2 metres above ground level; (iii) 1no. Laurel (T3 on plan) - reduce in height to 3 metres above ground level - The Manor Garden, Hall Drive</li> <li>DC/18/2051/FUL - Planning Application for 1 No. dwelling - 21 Anchor Lane</li> <li>DC/18/2058/FUL - Planning Application demolition of 1 no. dwelling and 1 no. outbuilding - Retreat Gardens, Hall Drive</li> </ol> Representations made to object by the planning sub-committee:  <ol style="list-style-type: none"> <li>DC/18/1201/HH -Householder Planning Application re-consultation - (i) Single storey side and rear extensions (following demolition of existing conservatory), (ii) replacement garage (iii) single storey link extension between garage and cottage, (iv) first floor rear extension to existing bedroom and (v) timber-framed open arbour to west side elevation - Endfield House, 6 Dumpling Bridge Lane</li> <li>DC/17/2307/FUL - Planning Application re-consultation - Change of use from Hotel (C1) to 3no. residential apartments (C3) - The Lakenheath Hotel 124 High Street</li> <li>DC/18/2041/FUL - Planning Application - 4 no dwellings (previous application DC/17/1684/FUL) 124 High Street (rear of what was the Lakenheath Hotel).</li> </ol> Planning Applications in Circulation:  <ol style="list-style-type: none"> <li>DC/18/2171/HH - Householder Planning Application - two storey rear extension - 31 Roebuck Drive</li> </ol> <b>Enforcement:</b>  <b>Lakenheath Hotel</b> - The sky dish is fitted to the side on a pole and does therefore not require listed building consent. Enforcement have now closed their file.  <b>Japanese restaurant</b> - Monitoring progress by enforcement.  <b>62 High Street</b> - Currently being processed by enforcement.  <b>Maids Cross Hill</b> - Enforcement have been reminded that although some of the vehicles have been removed there is still a trailer and the office on the site. Further fence posts have now been erected too.  <b>Major Developments:</b> All four of the major applications were reported to the Development and Control Committee on the 5<sup>th</sup> September. Three of the cases have now generated an approval notice and section 106 agreements confirming developers' obligations.  A pre-action letter was distributed in relation to the Rabbit Hill Covert site generating a response from the District Council. The Parish Council's solicitor will reply this week.  The proposed new school case came forward at Suffolk County Council last month too and their approval notice quickly followed. The paperwork is now with a Barrister for consideration as to action. A watertight case will be required before pursuing any action. Suffolk County Council have an obligation to ensure that the school is located in a viable location as well as ensuring an appropriate construction.  <b>SIR:</b> The outcome is expected towards the end of this month or early next.  <b>Lakenheath Hall:</b> The developers have informed that they have bought Retreat Gardens (top of Hall Drive) for a couple of reasons. First and foremost, it is a beautiful site crying out for redevelopment. Second, they are anxious to keep control of activity on the whole estate and Hall Drive.  As already mentioned, they have applied for the demolition of the dilapidated bungalow and propose to build something that will further enhance the immediate environs. They are considering building two homes, probably each 4/5 bedrooms approximately 2500 square feet.</p>
8	<p><b>Financial Matters including:</b>  <b>(a) Payments of Accounts</b>  It was proposed and seconded to authorise the release of online payments for payments previously agreed. All agreed. Confirmation had been received from Cllr Noble that his locality budget contribution towards the Playingfield Trees had been approved and is being processed.</p>

Payee	Description of supply	Amount
Staff	October Salaries, Income Tax, NI & Pension and Rent	£5005.04
Lakenheath Playingfield Assoc	Temporary Loan to Cover Tree Expenditure	£3500.00
Lakenheath Monday Club	S137 Grant	£250.00
Lakenheath PCC	S137 Grant	£200.00
Mrs A Sutton	Reimbursement - Poppies for War Memorial	£25.56
The RBL Poppy Appeal	Poppy Wreath	£25.00
BT Payment Services	Parish Office Broadband & Telephone	£72.18
Forest Heath District Council	Cemetery Cottage - Council Tax	£119.00
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (September)	£192.00
County Graphics (Norfolk) Ltd	Lakenheath Times (October Edition)	£450.00
Richard Buxton	Planning Services	£7190.04
Bussens & Parkin (2015) Ltd	Tacks & Cable Ties + £62.51 failed payment o/s from September 2018	£66.87
Carl Cox Electrical Services Ltd	Part Payment of work completed on Cemetery Cottage	£2400.00
Lakenheath Peace Memorial Hall	Parish Office Rent	£619.66
RST Irrigation Ltd	Beacon Fabrication	£181.56
Community Action Suffolk	Website Hosting	£60.00
Eaton & Associates Ltd	Planning Services	£1136.00
Clarke Saunders Associates	Planning Services	£5280.00
G & J Peck Ltd	Blower Attachment & Harness	£210.54
CPRE	Annual Subscription	£36.00

#### **(b) Bank Reconciliation**

A bank reconciliation for 30<sup>th</sup> September 2018 was presented. It was proposed and seconded to accept. All agreed.

#### **(c) Risk Assessment Review**

Members were provided with a review of the Risk Assessment and Financial Management. It was proposed that the review was sufficient and that no further action was required. All agreed.

#### **(d) Internal Audit Review**

Members were provided with a review of the Internal Audit. It was proposed that the review was sufficient and that no further action was required. All agreed.

#### **(e) Parish Office Rent**

Notice had been received to inform of a rent increase of 20% on the Parish Office. Cllr Gentle proposed and Cllr Kelly seconded accepting the increase. All agreed.

### **9 Lakenheath Cemetery**

#### **(a) To receive a Cemetery Report**

The Chairman reported that the cemetery was looking very tidy.

#### **(b) To Confirm Grant of Exclusive Rights of Burial**

There were two.

#### **(c) Cottage Refurbishment**

An update was received on the cottage refurbishment. There remains two outstanding issues, the garden fencing and cesspit.

#### **(d) Machinery**

It was reported that the leaf blower had been stolen during the day from the trailer while in the cemetery. In accordance with Financial Regulation 4, the Chairman in conjunction with the clerk had agreed to replace the machinery at a cost of £210.54 inc VAT.

The Keeper is also eager to keep trees tidy. He has the necessary accreditation and has requested a chainsaw to do low branch work from the ground. With the necessary safety clothing and sharpening kit, the cost is £565 inc VAT. It was agreed that this would save future costs. Cllr Gyte proposed and Cllr Brown seconded purchasing the equipment. All agreed.

### **10 St Mary's Churchyard Trees**

It was reported that the agreed tree work in the churchyard would take place in November in conjunction with Network Power. The West Suffolk Trees Officer has suggested reducing the overall crown of the Horse Chestnut rather than one side to allow for clearance over the church roof. It would increase the cost by an additional £2400 +VAT and also delay the work with an amendment required to planning permission. To ensure there was no delay to the work Cllr Lucas proposed and Cllr gentle seconded proceeding with the original work agreed. All agreed

11	<p><b>Fire Hydrants</b></p> <p>All checks had now been completed and would be reported accordingly.</p>
12	<p><b>Street Lighting Units 226 and 227 - Springfield Drive</b></p> <p>A resident had complained about the lack of light in Springfield Drive. There are two units and LED lamps would help to improve the splay and brightness of light. SCC had reported that a site visit at a cost of £12.50 per unit is recommended to ensure that there is no damage to the columns. Previous costs had ranged from £1083 for a new lamp to £1500 for replacement of a column and lamp. It was proposed and seconded to proceed with the replacement LED lamps with new columns if required. All agreed.</p>
13	<p><b>Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</b></p> <p>Cllr Gyte gave an update on the activities planned to commemorate Armistice. The Chairman thanked her for all the planning and work and she had put into the events of the day.</p> <p>Cllr Norman confirmed that the Village Hall Committee had arranged for the Community Centre to be open for refreshments after the Church service.</p>
14	<p><b>Remembrance Day Parade</b></p> <p>Details were reported of the Remembrance Day Parade as published in the Lakenheath Times. Local SNT Sergeant Duncan will attend. The Chairman will lay the wreath on behalf of the Parish Council.</p>
15	<p><b>S137 applications to include</b></p> <p><b>(a) Lakenheath Football Club</b></p> <p><b>(b) Citizens Advice West Suffolk</b></p> <p><b>(c) Lakenheath Silver Band</b></p> <p>After discussion and proposals, Cllr Gyte proposed and Cllr Lucas seconded an amendment to grant £250 to Lakenheath Football Club, £100 to Citizens Advice West Suffolk and £250 to Lakenheath Silver Band. All agreed.</p>
16	<p><b>Telephone Boxes</b></p> <p>It had been confirmed that the telephone box outside the library would be transformed to a giant poppy for Remembrance Sunday. Work would be carried out by Beavers, Brownies, Little Fishes and several other youth groups in the village. After that Beavers, Cubs, Scouts and Brownies will take the box for one term each, ensuring it will not be empty or undecorated.</p> <p>It was agreed to write an article asking for individuals/groups to 'adopt' the telephone box near Mutford Green. BT will also be contacted to chase removal of the telephone box on Eriswell Road.</p>
17	<p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Cemetery Cottage Refurbishment</li> <li>• Emergency Planning</li> <li>• Telephone Box - Mutford Green</li> <li>• Additional Lines on Wingfield Road</li> <li>• Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018</li> <li>• Grit Bins</li> </ul>
18	<p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b></p> <p>There was discussion regarding the ongoing absence of Cllr Whitehand. Cllr Hastings proposed writing to Cllr Whitehand asking for her thoughts and wishes for the future. All agreed.</p> <p><b>To note date of next Meeting - Monday 3<sup>rd</sup> December 2018</b></p> <p>There being no further business the meeting closed at 8:45pm.</p>