

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 3rd December 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.

3 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 & Christian Enterprise Foundation Trustee

Cllr Norman - Village Hall

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Newman - Lakenheath News

4 Confirmation of Minutes of Meetings held on 5th November 2018

It was proposed and seconded the Minutes of the Council meeting on 5th November were signed as an accurate record of the meeting. All agreed.

5 Representations from Members of the Public

Thanks were given to the Parish Council and Cllr Gyte for the Remembrance Day / Battle's Over commemorations. There was a good turn out and the performance given by the children was excellent.

6 Reports & Questions:-

(a) RAF Commander Lakenheath

Squadron Leader Neild thanked Members for being asked to light the beacon on Remembrance Sunday. He reported that the first visit of the F35B was last week along with 4 other aircraft which caused some media exposure. There is currently a security focus with enhancements on base, causing some impact on the local area.

Cllr Brown had also received a number of calls regarding traffic including the impact on Undley and asked if entry times to the base could be staggered.

A response from Suffolk Highways stated that yellow hatching was only available on roundabouts where traffic entering the box is controlled by signals. The previous KEEP CLEAR markings would be refreshed but are considered low priority.

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

(b) Forest Heath District Council

A response was received regarding the recent Development Control Committee meeting.

Cllr Noble gave an update including budget setting and planned council tax rises and the West Suffolk merge.

Cllr Noble gave his apologies for not attending the Battles' Over Commemorations on the evening of 11th November, he was attending others in Beck Row. He had spoken to members of the RBL who are considering winding up and stressed how important the Remembrance Day Parade was to the community and asked if the Parish Council would take it on if necessary.

The clerk confirmed that she had a similar discussion with a RBL member and was awaiting contact after their AGM.

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

Cllr Noble reported that road gritting had started which means that potholes will move over to a temporary emergency system with repairs moved to the spring/summer.

Cllr Norman asked when the white lines around the crossing in High Street would be refreshed and if orange street lighting in this area could be replaced with LED. He also queried some of the repair work done on the Sege Fen road.

Cllr Noble confirmed that all G39 lamps had been replaced and the next round was to replace all remaining SCC lights with LED. He gave an update on the Sedge Fen road repairs and confirmed that vehicle ticketing is currently a police task but the 3-4 year process is underway to transfer this to the local authority.

There followed more discussion about road conditions.

Responses had been received from residents in Warrener's Reach to replace their grit heap with a bin. Cllr Hastings proposed and Cllr Frost seconded applying to Suffolk Highways and if successful purchasing a small bin at a cost of £99.45 +VAT. All agreed.

Not all residents in Pashford Close had responded and none in Covey Way. The Methodist Church had been contacted about the heap on Back Street.

There was discussion regarding the new Traffic Regulation Order for Forest Heath. It was agreed that although the links didn't work very well, all maps looked correct and no further comment was needed.

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:

- DC/18/2171/HH - Householder Planning Application - two storey rear extension - 31 Roebuck Drive
- DC/18/2082/FUL - planning application 1 no. dwelling - Springfield Drive. An obvious empty building plot.
- DC/18/2133/FUL - Planning application change of use from A3 (restaurant) to Sui Generis (dog grooming parlour with retail area) - 29c High Street - nice to see a new and different business.

Representations made to object by the planning sub-committee:

- DC/18/2176/HH Householder Planning Application - (i) dropped kerb to west elevation to create access and (ii) install electric gates - 6 Mill Road.
Too close to a road junction, on what is already a dangerous corner with numerous accidents in the past.
- DC/18/2057/FUL - Planning Application (i) 2 no. dwelling (following demolition of existing outbuildings) (ii) 1 no garage (iii) revised access – land rear of 16 High Street. Over-development with inappropriate access.

Enforcement:

- 62 High Street - Progress is being monitored with enforcement as an ongoing case.
- Maids Cross Hill – Enforcement have been advised that although some of the trailers were removed these have returned and there is still a trailer and the portacabin on the site. The enforcement issues are the siting of containers and the access. Using Maids Cross Hill is crossing the highways verge. If the ongoing use is agricultural there may not be an issue. Initial contact with the new owner suggests that the land will be used for livestock in which case anything that is on the land to facilitate this will not require planning permission.

Cllr Brown gave an update on the forum attended by her and Cllr Kelly run by Andy Smith, Senior Enforcement Officer.

Major Developments:

Three of the cases are at the permission granted stage and section 106 agreements confirming developers' obligations are now in place. Briscoe Way was the only full application, the others are in outline form only. However, the principle of development is now in place.

As a result of a pre-action letter response relating to the Rabbit Hill Covert site the planning subcommittee decided not to pursue JR at this stage in relation to this site. They wanted to see a watertight case before pursuing any action and spending public funds. The response left them unsure of an eventual outcome. No action has been taken either on Eriswell Road West nor Briscoe Way. It is felt that these were areas of natural growth for the village. It is healthy for a community to grow in order to prosper. Concerns are and always have been related to the Station Road North sites, particularly that of the proposed school to serve the village. Suffolk County Council have an obligation to ensure that the school is located in a viable location as well as being of appropriate construction. A pre-action letter has been sent itemising the concerns for which insufficient responses have been received.

The view of the Barrister is that he now considers the Parish Council has a strong case which captures the essence of their concerns. This relates to a Protective Costs Order being obtained which in his view is now arguable under the Public Sector Duty. It is intended this will be lodged tomorrow. He also advised the legal team that the delay factor in getting the case to court could have funding implications for SCC. This is because the time it will take for the case to get to the permission stage might affect the funding for the school development. The District Councillor has always suggested that the money for this school is ring fenced due to the shortage of primary school places throughout the district and this site will fulfil their obligation in providing schooling.

The approval notice is still awaited on the Station Road North site.

SIR: The outcome is still unknown.

Lakenheath Hall: Progress will be seen once planning consents are approved.

Broom Road: The application for 8 large homes on this site has been withdrawn.

There followed discussion about the work at Quayside Court. There was also concern raised about a flint wall painted white in the conservation area. Cllr Brown agreed to investigate.

8 Financial Matters including:

(a) Payments of Accounts

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

| Payee | Description of supply | Amount |
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| Staff | November Salaries, Income Tax, NI & Pension and Rent | £4527.66 |
| G Palmer Ltd | Part Payment of work completed on Cemetery Cottage | £3422.00 |
| Lakenheath Football Club | S137 Grant | £250.00 |
| Citizens Advice | S137 Grant | £100.00 |
| Lakenheath Silver Band | S137 Grant | £250.00 |
| Sutton Services Ltd | Cemetery - Clearance of Bunkers | £720.00 |
| Carl Cox Electrical Services Ltd | Final Payment of work completed on Cemetery Cottage | £2023.38 |
| BT Payment Services | Parish Office Broadband & Telephone | £73.96 |
| R A Cash | Work completed on Cemetery Cottage | £1265.00 |
| Kevin N Cooke Plumb & Heating Engineer | Part Payment of work completed on Cemetery Cottage | £6000.00 |
| Kevin N Cooke Plumb & Heating Engineer | Clear blockage to Wings Road public toilets | £60.00 |
| Sunrise Services (East Anglia) Ltd | Cleaning Public Toilets (October) | £216.00 |
| Suffolk Prestige Security | Cemetery Alarm Annual Maintenance | £95.50 |
| Forest Heath Fasteners | Grease Tube | £3.37 |
| Forest Heath District Council | Cemetery Cottage - Council Tax | £119.00 |

(b) Bank Reconciliation

A bank reconciliation for 31st October 2018 was presented. It was proposed and seconded to accept. All agreed.

(c) Appointment of Internal Auditor

Anthony Preece of Ayentee Accountancy has agreed to do the Internal Audit Review for a cost of £50pa. Mr Preece already does the audit for Worlington, The Rows and Barton Mills and has previously served as a Councillor for Barton Mills.

It was proposed and seconded to appoint Ayentee Accountancy as internal auditor. All agreed.

(e) Precept Setting – Discussion

The responsible finance officer had provided each councillor with a draft proposed budget for consideration. She explained any changes to expenditure and reserves.

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| | <p>(f) Peace Memorial Hall Grant A request had been received from LPMH & LCC for financial assistance in providing a maintenance grant. It was proposed and seconded to grant £1000 as agreed in the annual budget. All agreed.</p> |
| 9 | <p>Lakenheath Cemetery (a) To receive a Cemetery Report Cllr Lucas reported that the cemetery was in very nice order considering the weather conditions.</p> <p>Cllr Hastings had received a complaint about the public toilets and the keeper would be asked to address. It was agreed to investigate an automatic door closer to help with leaves and debris.</p> <p>Moles continue to cause problems. AER Services had quoted £50 per visit with 3 or 4 visits needed to deal with the issue. It was proposed and seconded to employ AER Services. All agreed.</p> <p>(b) To Confirm Grant of Exclusive Rights of Burial There were none.</p> <p>(c) Cottage Refurbishment An update was received on the cottage refurbishment. It is hopeful that works would be completed by Christmas with the Keeper and his family moving early in the New Year. The cesspit issue had partly been overcome. The collapsing pit, is thought to be an old well with the cesspit positioned elsewhere but filling up with water. It was proposed to have the cesspit professionally emptied and Mr Cash to investigate the need for new finger drains. All agreed. The old well could be filled in with chalk from grave digging.</p> |
| 10 | <p>Consultations:- (a) Polling District Review for West Suffolk Council It was agreed that the Parish Council had no queries regarding the Polling District Review.</p> <p>(b) Enforcement Policy Consultation Answers to the questions raised were agreed.</p> <p>(c) Suffolk Minerals & Waste Local Plan – Appropriate Assessment It was agreed that the Parish Council had no comments regarding the Assessment.</p> |
| 11 | <p>Lakenheath Heritage Group Cllr Brown gave an update on the work of Lakenheath Heritage Group.</p> <p>Members asked if hard copies of photographs and information could be made available with an event such as a coffee morning.</p> <p>Cllr Brown confirmed that the Heritage Group were considering a hard folder and they have attended events with hardcopies.</p> |
| 12 | <p>Lakenheath Times It is proving difficult to attract replacement volunteers to deliver the Lakenheath Times and there was discussion regarding its future.</p> <p>It was agreed to publish an article in the LT advising that if volunteers could not be found, copies would be available for those affected, either online or in the Parish Office.</p> |
| 13 | <p>St Mary's Churchyard Trees The planned work would be completed on the churchyard trees tomorrow. The arborist would also be asked to look at yews growing on the boundary.</p> |
| 14 | <p>Fire Hydrants All issues found with Fire Hydrants had been reported online. There remained a few in the village to be checked and Members agreed to complete the task.</p> |
| 15 | <p>Emergency Planning Cllr Hastings gave an update on the work of the Emergency Planning Group.</p> <p>It was agreed to publish the Emergency Plan again in the LT. Four Members are currently volunteers and others were asked to come forward.</p> |

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| 16 | <p>S137 applications to include Sharing Parenting</p> <p>After discussion and proposals, Cllr Kelly proposed an amendment to grant £50 to Sharing Parenting. Voting 8 in favour.</p> |
| 17 | <p>Telephone Boxes</p> <p>It was reported that the removal of old telephone boxes was a major long term UK wide programme and would take 2-3 years to complete. BT Payphones could not confirm when the old kiosk on Eriswell Road would be taken away.</p> <p>It was agreed to publish an article in the LT regarding the future use of the box near to Mutford Green.</p> |
| 18 | <p>Battle's Over - A Nation's Tribute 11th November 2018</p> <p>Cllr Gyte gave a debrief on the events of November 11th.</p> <p>It was agreed to make a donation to the RBL Poppy Appeal of £300 for zip-pull poppies given to all children at the Primary School. A cheque was duly signed.</p> <p>A commemorative bench is to be considered and details would be provided to Members.</p> |
| 19 | <p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Commemorative Bench • Cemetery - Topple Testing • Cemetery Cottage Refurbishment • Telephone Box - Mutford Green • Fire Hydrants • St Mary's Churchyard Trees • Precept Setting 2019/20 • Cemetery Sub-Committee |
| 20 | <p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</p> <p>There was none.</p> |
| 21 | <p>To note date of next Meeting - Monday 7th January 2019</p> <p><i>Members of the Public were asked to leave the meeting.</i></p> |
| 2 | <p>Consider Approval of Councillor's Absences*</p> <p>Cllr Whitehand had not responded to a letter regarding her ongoing position on the Parish Council. It is therefore necessary to advise Electoral Services of her non-attendance.</p> |
| 8 | <p>Financial Matters including:-</p> <p>Clerk – Revised Rate of Pay*</p> <p>It was agreed to increase and back date to 1 April 2018, the Clerk's pay in line with National Joint Council for Local Government Services guidelines.</p> <p>There being no further business the meeting closed at 9:10pm.</p> |