

## MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 7<sup>th</sup> March 2016.

Present: - Messrs D Gathercole (Chairman)

I Frost	Mrs Brown
E Morley	Mrs Lucas
R Norman	
J Gentle	
D Durrant	

Sqdn Ldr Neild and 3 members of the public were present.

The Chairman opened the meeting and asked for the agenda to be varied. All agreed.

### **4. Reports from:-**

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

Sqdn Ldr Neild said that mad March had started. Flying would continue to be busy Tuesday and Wednesday and then quieten down into the weekend. He added that media attention had been received in connection with an incident with a laser pen. He said that it is a civil offence and that it is being addressed. He asked if anyone sees anything to contact the MOD Police on 01638 542020. He added that peace activist Lindis Percy had visited and protested last week.

Cllr Brown said that a lot of people had been on base last month and asked if the noise assessment had been completed.

Sqdn Ldr Neild said that it was being worked on but that it had not been received yet.

Cllr Brown asked if the projections would incorporate F35s.

Sqdn Ldr Neild said that was the idea.

The Chairman thanked Sqdn Ldr Neild and he left the meeting.

#### **1. Apologies for Absence**

Councillors Gyte, Whitehand and Marston.

#### **2. Declarations of Interest**

Cllr Gathercole - Playingfield Association.

Cllr Brown - Lakenheath Youth FC Treasurer and Lakenheath Peace Memorial Hall Volunteer/Peoples Project.

Cllr Lucas - Sutton Services Ltd and Playingfield Committee (Elveden Estates).

Cllr Frost - Friends of Lakenheath Library.

### **3. Confirmation of Minutes of Meetings held on 1<sup>st</sup> February 2016**

It was proposed to accept minutes. All present at the meeting of the 1<sup>st</sup> February agreed.

#### **4. Reports from:-**

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

Cllr Brown said that a question had been raised two months ago regarding being part of the Planning & growth Team but that a response had not been received. She asked for the clerk to contact the PA of the Leader of Forest Heath District Council direct.

***Action Point – Clerk to contact Natasha Smith to request being part of the Planning & Growth Team***

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

The clerk advised that she had raised the question with Councillor Noble regarding the outstanding works on the High Street but had not yet received a response.

#### **5. Police Matters**

Cllr Norman said that there had been an armed robbery at the pharmacy and that a man had been arrested.

#### **6. Representations from Members of the Public**

Mr Rolfe said that Councillor Noble had said in the Lakenheath Times that the solar farm at Toggam Farm was being developed on behalf of FHDC. He understood that FHDC had washed their hands of the project and asked why/how, they had changed their minds without any public consultation. He asked why services had been cut but money was available to throw at a loss maker. He added that he thought the original plans had the pipe work going along the river bank but that it was now in the road.

#### **7. Matters Arising from Minutes not elsewhere on Agenda**

There was nothing.

#### **8. Street Lighting**

Cllr Lucas asked if there was any news on the survey.

The clerk said that it had not yet been received.

Cllr Durrant said that the lights that have been replaced in the High Street look good. He added that they differ when walking and in a car but he could see the benefit.

The Chairman said that from Hall Drive to the Church we have LED lights but in his opinion the road is much clearer with sodium lights as the light shines straight down.

***Action Point – Clerk to chase Street Lighting Survey and add to April agenda***

## 9. Planning Matters:-

(a) To receive report from Planning Committee

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

Cllr Brown gave her report:

### ' Applications with No Objections:

- DC/16/0150/HH - Householder Planning Application - Single storey side extension - 34 Broom Road Lakenheath, Suffolk

### Applications with Objections:

- DC/15/2439/FUL | Planning Application - creation of 5 no. one-bedroom apartments within existing dwelling (apartments 16 and 17 to be accessed from Dove Close. Apartments 18, 19 and 20 accessed from Back Street) | 4 Dove Close Lakenheath Suffolk IP27 9LW.

Last month I reported that we had objected to the erection of a very large garage approx. 3 m wide and 3 m depth to the front garden of 11 Eriswell Road. The case was recommended for approval by the planning officer and discussed at delegation then regrettably approved without District Councillor comment. Totally in the wrong place and out of character with the area in my view.

On the **major developments** in Lakenheath the pigeon site was expected to come before the committee last Wednesday at the behest of Suffolk County Council who wanted to secure a site for a school. The case was withdrawn at the last moment as a result of a representation from Parish following barrister's advice. This included the fact that the case was totally and utterly premature with far too many outstanding reports or consultation responses needed for proper consideration and debate. More importantly, our barrister had advised that the recommendations in the officer's report were unlawful and should the case be pursued as presented the Parish Council would consider a judicial review. We are consulting with our solicitor to discuss the next steps following last Wednesday's events which could include proceeding to a public enquiry or judicial review. Can I have an affirmation that the Council still wish to continue along these lines? Can I have a proposal please?

It was proposed to continue with planning legal advice which could include proceeding to public enquiry or judicial review. Voting 6 in favour and 1 against.

Planning subcommittee meeting please for the 17<sup>th</sup> March at 10.30 am. We have 3 cases to discuss at present

**School.** Having heard last month that the proposed school for Lakenheath was to be delayed a year I Now understand that the money has been secured for a build for use possibly September 2017. A site just has to be agreed upon.

**The Tesco's site.** This is being cleared and sadly in my view the wall has been removed to make the site secure. This follows the case of suspected arson approx. 2 weeks ago on the site.

Results from the **Hatchfield Farm** enquiry are still not available. This has been delayed again as the Newmarket Horsemen's Group have provided new evidence to be considered. We have till the 24th March to make fresh representation on the new information relating to the Single Issue Review. I will continue with the cause on the basis that if Newmarket do not take their share of the housing which is desperately needed, particularly affordable housing, it will be pushed on to the Key Service Centres and Primary Villages.

The next Town and Parish Forum meeting is on Wednesday 9<sup>th</sup> March and I will attend on behalf of the Parish.

Following my email of two weeks ago is anyone attending the SALC meeting tomorrow evening in Newmarket? I just cannot take on any other responsibilities on behalf of the Parish. Our Clerk utilises their help on a regular basis. We should be supporting them.

The Chairman said that he would arrange for Cllr Whitehand to attend.

**Enforcement:** Brandon House. The driveway was sold to the owner of the former Lakenheath Village Home, Chris Melia. He contacted me to find out why the enforcement officer wanted the wall set back. I explained the problem that on bin day the pavement is blocked causing a major obstruction on a main route to the school. He is going to look at options which may be a break in the wall to set the bins in rather than moving the whole wall. He promised to come back to me but he is being pursued by the enforcement officer.

**Lakenheath Hall:** I have received an update from Paul Ashley on behalf of the owners stating:

*'We have started to clear the site. A considerable amount of the detritus and building rubbish had been cleared away and our people have promised this will continue over the next week or so until it is all gone, Certainly the 'shanty town' has been dismantled and removed. The whole of the site has been stripped of the undergrowth, which was perhaps a little over enthusiastic on the part of the contractor, but it has allowed them to see where the existing service connections are and has cleared the general rubbish which was tangled up with the brambles and self-set bushes etc. Those areas where they are not actually building at any time will be allowed to grow back but kept trimmed. The current lunar appearance will therefore be short lived.'*

*The priority now is to get on with completing the construction of the two partially built houses. These have now been scaffolded which will allow the window fitting, point the flint panels on the walls and finish the roof etc. They will then move inside and fit them out to a high standard. They hope to bring these houses to the market by the end of June.*

*Whilst this is happening they will be putting together a fresh planning application for the other seven plots. As they mentioned last month the intention is to seek consent for slightly larger houses than those already agreed, the reason being that the existing houses are simply too small and inappropriate for their plot sizes.*

*People will be aware that the front wall has not yet been touched. On this they pass the buck as they have, as yet, been unable to get the Conservation Officer out for a site visit. That said I understand she has been away from work, however she is back now so they hope to get direction from her shortly and will then get on with implementing her suggestions asap.*

*The developers are meeting with the arborologist, Chris Overbeke (recommended by the planning officers) tomorrow. He carried out the previous report some years ago but they feel it is important that they have an up to date picture. They will ensure that he also gives his view of a number of trees on Hall Drive that are giving residents on the Drive concern as they are a potential danger to passing cars and pedestrians.*

Cllr Norman said that 80% of the rubbish had been cleared, that the comfort hut was in place and that all was very quiet.

Cllr Gentle said that it was good compared with what had been seen previously and that he thought larger houses were a good idea.

**Resolution - To continue with planning legal advice which could include proceeding to public enquiry or judicial review.**

## **10. Lakenheath Cemetery**

### **(a) To receive a Cemetery Report including Driveway/Regulations/Grave Depth**

Cllr Morley said that he had visited Friday and all looked good.

Cllrs Durrant & Frost said that it looked very tidy but that bunkers were overflowing.

The clerk said that emptying had been arranged.

Cllr Durrant said that the trees in the new cemetery looked good.

The Chairman asked why the bunker was being removed and that it could be fenced off with yew.

Cllr Durrant said that the fees on the noticeboard were out of date.

The clerk said that the keeper had reported thinning of gravel on the driveway. She had obtained a quote for 3 tonnes which was a cheaper way of ordering and would allow a small stockpile at the rear of the cemetery for future use - £142.98 including VAT. It was proposed to accept. Voting 6 agree and 1 abstain.

The clerk advised that it was Cllr Whitehand who asked for the regulations and grave depth items to be added. As Cllr Whitehand was not present it was agreed to add these items to April's agenda.

***Resolution - Quotation of £142.98 accepted for 3 tonnes of gravel for cemetery driveway.***

***Action Point - Clerk to update fees on noticeboard.***

***Action Point - Cemetery Regulations and Grave Depth to be added to April's agenda.***

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

There was one – Donna Mayes, 13 Chester Way, Boston, Lincs

## **11. Financial Matters including:-**

### **(a) Payments of Accounts**

It was proposed to accept expenditure as listed and all agreed.

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

A bank reconciliation for 31<sup>st</sup> January 2016 was presented. It was proposed to accept and all agreed.

### **(c) Bank Accounts**

The clerk said that she was still waiting for information from some Councillors and would then submit the applications to Nationwide and Unity Trust Bank.

#### **(d) Suffolk Pension Fund**

The clerk presented an Employer Risk Questionnaire from the Suffolk Pension Fund. Each question was looked at in turn and it was proposed to answer with the most cost effective options. All agreed.

Cllr Gentle asked what the average working life of a Clerk was.

***Resolution – Clerk to respond to Suffolk Pension Fund’s Employer Risk Questionnaire with most cost effective options.***

#### **(e) Appointment of Internal Auditor**

It was proposed to instruct Steve Hills as in previous years. All agreed.

***Resolution - Internal Audit to be carried out by Steve Hills.***

#### **(f) Financial Regulations Update**

A copy of amendments to Financial Regulations had been given to all councillors.

It was proposed to adopt. All agreed.

***Resolution – Financial Regulations updated and adopted.***

### **12. Her Majesty the Queens 90<sup>th</sup> Birthday Celebrations**

The clerk advised that she had submitted an application on behalf of the Peace Memorial Hall, to close part of the High Street for a tea party on Sunday 12<sup>th</sup> June. She added that she had received a sample of a commemorative medal which is available from the Tower Mint at a cost of £1.99 each plus postage of £7.50.

It was proposed to order a commemorative medal for each child attending the Primary School plus six spare to allow for any additions. All Agreed

Cllr Brown said that sponsorship had been found for a glossy brochure and as LPC are supporting this event, were backing, could they be inserted inside the Lakenheath Times.

Cllr Durrant was concerned about one rule for one and one for others. As LPC had not allowed other organisations to include additions in the past, then it should not be allowed on this occasion.

***Resolution – Clerk to contact school to find out the number of children registered and order commemorative coins for each child plus six spare***

### **13. S137 Applications - to include Suffolk age UK and Suffolk Accident Rescue Service**

The clerk read letters regarding S137 funding:

- Age UK Suffolk

The clerk advised that the last grant donation had been for £100 in March 2013.

Cllr Lucas said that it was not a direct benefit to Lakenheath residents.

It was proposed that no donation was given. All agreed.

- Suffolk Accident Rescue Service

The clerk advised that the last grant donation had been for £250 in March 2015.

It was proposed to donate £250. All agreed.

***Resolution – S137 payment of £250 to Suffolk Accident Rescue Service with no payment to Age UK Suffolk***

#### **14. Community Funding - Greggs & Tesco**

Councillor Norman asked if any organisations in Lakenheath would benefit from this community funding.

The Chairman said that in Tesco it is done by a token system with shoppers deciding which organisation to give the funding to. He asked if the school would be interested.

Cllr Norman said that he would contact the school.

Cllr Brown asked if the Playingfields Association would like any further equipment.

***Action Point – Cllr Norman to contact school re community funding***

#### **15. Lakenheath Times**

The clerk said that a resident had complained that there is a waiting list to place an advert in the Lakenheath Times. She had provided each Councillor with details from the editor of additional costs to increase the size so that additional content could be included.

Cllr Lucas said this would increase the bulk of the magazine which the volunteers delivered and asked if anymore adverts were needed.

Cllr Durrant said that it was already overrun with adverts.

Cllr Brown said that the editor was also asking for additional copy.

It was proposed to leave the Lakenheath Times in its current format and size. All agreed.

***Resolution – Lakenheath Times to remain in its current size and format.***

#### **16. St Marys Church Wall**

The clerk had received two quotations for the church wall both from Roughts Building Services.

- To rebuild the wall beside the old dairy - £8,600

Cllr Durrant said that it should wait until the surveyors report had been received to clarify which trees were causing the collapse.

- To finish the wall along the Back Street to the pedestrian gateway - £10,400

It was proposed to accept the quotation without the need for additional quotations and this work requires a specialist who can work on an historic clunch wall. All agreed.

***Resolution – Roughts Building Services quotation of £10,400 accepted to finish the Churchyard wall along Back Street to the pedestrian gateway.***

### **17. War Memorial - Vases & Flower Posies**

The clerk had an example of a vase available from Mildenhall Monumentals at a cost of £18 each which includes fixing.

Cllr Brown asked what sort of flowers would be purchased.

Cllr Durrant said that the village keeper could look after them when grass cutting.

Cllr Brown suggested that artificial flowers including poppies would be appropriate.

Cllr Lucas said that she would look into flowers from a wholesaler in Mildenhall.

It was proposed that four vases are ordered and that Cllr Lucas organises the artificial flowers. All agreed.

***Resolution – Clerk to order four vases for fixing from Mildenhall Monumentals.***

***Resolution – Cllr Lucas to organise the purchase of artificial flowers to fill.***

### **18. Speed-Watch including Illuminated Warning Sign and Mobile Camera**

A copy of an email exchange between Mr Brooks and Councillor Noble had been provided to each Councillor.

The clerk said that Great Barton had a Vehicle Activated Sign and that she had enquired about the costs. She had been advised that the initial cost was £2,700 which was funded by their County Councillor, with the installation of poles costing £150 each and a further £125 for an extra set of batteries.

Cllr Lucas asked where it would be stored.

The clerk said that it would move around the village and not need storage space.

Cllr Brown suggested contacting the District Councillors to see if locality funding was available.

Cllr Lucas suggested that instead of SCC/FHDC repairing the old sign, that the funding could be used for a new mobile unit.

It was proposed to approach both the District and County Councillors for possible locality budget funding. All agreed.

The clerk said that she had received 50 x 30MPH wheelie bin stickers.

It was proposed to place an article in the Lakenheath Times and make them available to residents on the parish office and library. All agreed.

***Resolution – District & County Councillors to be approached for possible locality budget funding for a Vehicle Activated Speeding Sign***

***Resolution – Article to be placed in LT re 30MPH wheelie bin stickers***

## **19. Warren Celtic Sign**

The clerk read an email from Mr Smart regarding the Celtic Sign on Lakenheath Warren.

Cllr Brown said that she believed that the inner circle was stolen and then the outer circle was later taken away and asked why FHDC had said they had no knowledge of this.

Cllr Gentle said that the matter had come up some time ago. He added that the brickwork foundation was where the Maids Cross was situated.

Cllr Brown said that the brass work on top had been engraved.

Cllr Gentle suggested that FHDC were reminded of their responsibility.

Cllr Brown reminded the clerk that there were leaflets about the Celtic Cross in the parish office.

It was proposed to write to FHDC and advise Mr Smart accordingly.

***Resolution - Contact FHDC about the Celtic Cross and advise Mr Smart accordingly.***

## **21. Items for Future Meetings**

- Cemetery – Regulations and Grave Depth
- Speed-watch
- Old waste disposal site
- War Memorial Flowers
- Street Lights
- Cemetery/Village Keeper

Cllr Gentle asked what with situation was with the dump, would it be released.

The Chairman said that it was likely to be contaminated land and remain permanently closed.

Cllr Gentle said that it could at least be tidied.

Cllr Lucas said that something could be done with the surface.

Cllr Durrant said that there may be a security risk due to its closeness to the base.

**22. Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency**

There was nothing.

**23. To note date of next Meeting 4<sup>th</sup> April 2016 & Annual Parish Meeting 21<sup>st</sup> March (Peace Memorial Hall 7pm)**

*Members of the public were asked to leave the meeting.*

**20. Cemetery/Village Keeper review\***

There followed a review of the cemetery/village keepers. It was agreed that the clerk would obtain further information and that the matter was to be discussed again at the April meeting.

***Action Point – Cemetery/Village Keeper Review to be added to April agenda***

There being no further business the meeting closed at 8:15 pm.

**Lakenheath Parish Council**

**4th April 2016**

Date	Cheque No.	Payee	Description of supply	Amount
31.03.2016	3512 to 3516	Staff	March Salaries, Income Tax, NI & Pension	£4,174.48
31.03.2016	3517	County Graphics (Norfolk) Ltd	Lakenheath Times (February & March editions)	£800.00
31.03.2016	3518	Richard Buxton Client Account	Housing Growth Legal Advice	£8,785.20
31.03.2016	3519	BT Payment Services	Telephone & Broadband	£5.09
04.04.2016 *	3520	Nationwide / Lakenheath Parish Council	Transfer of funds to a new savings account (Secure funds with Deposit Guarantee Scheme)	£75,000.00
04.04.2016 *	3521	Unity Trust Bank / Lakenheath Parish Council	Transfer of funds to a new savings account (Secure funds with Deposit Guarantee Scheme)	£75,000.00
04.04.2016 *	3522	Clare Shimmon	Reimbursement of Expenses (Mileage, Stationary & Postage)	£178.42
04.04.2016 *	3523	Forest Heath District Council	Waste & Dog Bin Collections	£612.56
04.04.2016 *	3524	RST Irrigation Ltd	Mower Service	£273.82
04.04.2016 *	3525	Suffolk Accident Rescue Service	S137 Grant	£250.00
04.04.2016 *	3526	G & J Peck Ltd	Parts	£201.83

\* Cheques for signing