

## MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 3<sup>rd</sup> OCTOBER 2016.

Present: - Messrs E Morley (Chairman)

D Durrant

R Norman

J Gentle

I Frost

Mrs Gyte

Mrs Brown

Mrs Lucas

Five members of the public were also present.

The Chairman opened the meeting.

### 1. Apologies for Absence

Councillors Gathercole and Marston and Sqdn Ldr Neild.

### 2. Declarations of Interest

Cllr Gyte - Lakenheath Good Neighbours, Trustee Lakenheath Peace Memorial Hall and Trustee Lakenheath Consolidated Charities.

Cllr Frost - Friends of Lakenheath Library

Cllr Durrant - James Waters Ltd

Cllr Brown - Treasurer Lakenheath Youth FC and Volunteer, Peace Memorial Village Hall.

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

### 3. Police Matters including report from PCC Forum

Cllr Gyte gave her report on the PCC Forum held at Mildenhall on 21<sup>st</sup> September 2016:

Present: Tim Passmore - Police and Crime Commissioner

Gareth Wilson - Chief Constable

Mark Shipton - Inspector Local SNT.

Very few members of the public attended. It was suggested that this was because the meeting was not adequately advertised. It was on the website and Parishes had been informed but the general public were not aware. Possibly the local press, and local radio could have spread the word more widely.

#### 20 min. presentation on the responsibilities of the P.C.C.

These include Setting Budget; providing support services for victims of crime; the overseeing and accountability of the Police Force; Representing the voice of the people when policing criminal justice. Mr. Passmore expressed his frustration at the fact that all too often sentences do not reflect the severity of the crime and he is working hard to increase the power given to magistrates so that harsher sentences can be handed down.

It was all work in progress, and when asked what, realistically were the chances of success given the cuts in finance and shortage of officers he was unable to answer.

Gareth Wilson reported that Suffolk are currently undergoing a Local Policing Review, they are looking at performance challenges, demand management and matching resources to demand.

He acknowledged that the 101 system is currently poor, with waiting times sometimes as long as 45mins but they are urgently working on improving this by taking on more staff and improving technology. There is much room for improvement but aware of the problem and trying hard.

Police in Suffolk are still responsible for parking and speeding, but a shortage of PCSOs means that they have to prioritise. They are working with district councils to take on the role as they can keep the funds, whereas Police cannot. He was encouraged by CSW schemes, but acknowledged that they are not given enough support. If speeding/parking is a major issue in a community then it will be addressed but emphasised that people have to make Police aware of their concerns.

#### **Inspector Shipton.**

He spoke about Local Priorities and how, because of shortages of money and staff decisions have to be made as to where to target responses. Currently Newmarket has problems with drugs and anti-social behaviour. Regular meetings are held with various local agencies, to pool information about crime in the locality; from these meetings decisions are made as to where the response should be. He repeated the message from the Chief Constable that the public have to make the police aware otherwise they will assume there is not a problem.

#### **There followed Q and As**

I asked how did the public make the Police aware? There are various ways.....E-mail, 101, or report to Parish Councillors who could then report concerns (I took Inspector Shipton's contact card.)

I explained that I was at the meeting because several councillors had been approached by the parishioners who felt very let down, angry and vulnerable since we lost our PCSO in April and had seen an increase in anti-social behaviour, speeding and illegal parking and were at a loss as to how to bring this to the police's attention because communication about the restructuring had been so poor. Now that we know how to report our concerns he could rest assured that he will be hearing from us.

The overall message seemed to be; we are doing our best under difficult circumstances.

The clerk said that Cllr Norman had provided a list of crimes committed in Lakenheath during July 2016. These are available on a public website and she had the details if anyone was interested.

#### **4. Confirmation of Minutes of Meetings held on 5<sup>th</sup> September 2016**

It was proposed to accept minutes. All present at the meeting of the 5<sup>th</sup> September agreed.

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

Mr Jones has lived in the village for two years and wished to talk about the Celtic Cross. He said that it was an interest and focus of questions. When he arrived in the village he was told that it was a sculpture on the Warren. He said that he had always intended to do something about it and was reminded by a letter in the Lakenheath Times. He said it was sad that the poems had disappeared and that many people in Lakenheath had strong feelings about this. He added that it was immediate heritage and reflected badly on the Local Authority. He asked why and who and has made enquiries with John Smitson, Parks Operations Manager for FHDC, who is trying to find the plaques but has admitted that they may have been disposed of. Mr Jones said that he will take the matter further with FHDC as it should be brought back and the memories preserved.

## 6. Reports & Questions:-

### (a) Forest Heath District Council to include Celtic Cross & Dog Waste Bin – Roebuck Drive

In her absence, the clerk read Cllr Marston's report:

#### Hatchfield farm

After learning of the Secretary of State's ruling on Hatchfield Farm, Forest Heath will hold a cabinet meeting on the 11<sup>th</sup> October to discuss the potential implications of legal action & consider every angle before making a decision. There will no doubt be more conversations with government. We have already written to the secretary of state inviting him to Newmarket to see the local challenges & opportunities.

#### Mildenhall Base

The regeneration of the Mildenhall site after 2023 will not be considered in isolation to the towns & villages surrounding it. While the MOD is to decide sometime between now & 2023 if it wants to keep part of the site for military use, we cannot afford to sit & wait. We held engagement sessions with residents & businesses setting up a wish list they would potentially like achieved from the site. This naturally led on to the Forest Heath partnerships with Suffolk County Council, the LEPS, and chamber of commerce using government funding to appoint Cushman & Wakefield to carry out independent assessments. We are consulting with residents over the vision, and we feel it's time for us to help influence government as they consider the future use of the site. The drop in session is on 5<sup>th</sup> October 4pm – 8pm at the Jubilee Centre.

#### Planning

While I will always look at parishes views on an application coming before delegation or committee I am not a delegate for the parish. I have to keep an undetermined view right up until the meeting starts so simply cannot be your voice. The parish's views however are always stated on the committee papers & in the meeting at the presentation they are always read out for all members to hear, so the parish really does get its thoughts to all members of the planning committee.

Cllr Gentle said that FHDC had purchased Palace House on a commercial basis and would like to know what was invested and what is the return received. He added that FHDC also renovated the stables across the road from the palace which were to be used for wedding etc. He believes that it has now been made available to the horse racing community.

It was proposed to write to Cllr Marston and ask questions about the two commercial ventures in Newmarket. All agreed.

Cllr Gentle added that Cllr Marston was elected as a Parish Councillor and there should be a collective voice.

***Resolution – Clerk to write to Cllr Marston to enquire about the two commercial ventures in Newmarket.***

### (b) Suffolk County Council

The clerk said that she had received a response from SCC regarding the early cut of vegetation that seemed to have been missed. The response stated that West Area Office had been asked to investigate and respond. No further response had been received.

Cllr Lucas asked who should be approached for a dead end sign on Pashford Close.

The clerk said that she had done something similar for Maids Cross Hill and would investigate.

Cllr Brown said that it would need to be put up after the junction with Sandgalls Road.

***Action Point- Clerk to investigate a dead end sign for Pashford Close***

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

The clerk read a response from Bennett Homes stating that they will inspect the area on Station Road and carry out any tidying deemed necessary.

## 8. Planning Matters:-

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

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

Cllr Brown gave her report:

### Applications supported

1. DC/16/1744/HH- Householder Planning Application - enlargement of existing rear dormer - 21 Gorse Close, Lakenheath Suffolk
2. DC/16/1858/HH - Household Planning Application – Single storey side extension – 76 Woodlands
3. DC/16/0288/HH – re consultation Householder Planning Application - (i) Single storey side and rear extension (ii) Single storey side extension - 27 Birch Crescent, Lakenheath

### Applications not supported

1. DC/14/2042/OUT - Land North Off Broom Road, Covey Way and Maids Cross Hill, Lakenheath, Suffolk - Outline Planning Application (All matters reserved) Reduction in dwelling numbers from 132 (originally proposed) to 110 dwellings and submission of a number of new and/or amended technical and evidence documents received 12th August 2016

### Applications in circulation

1. Tree preservation order for 5 Scots Pines at 37 Eriswell Road, Lakenheath

### Delegation case

Lakenheath Parish Council objected to the proposal for a pair of three storey houses to be built at the top of School Close. The planning officer recommended approval to increase the 5-year land supply (currently on 5.2 as I understand it). Because of our differences in opinion the case went to delegation and is now to come before committee Wednesday following a site inspection which should have taken place today. I will attend the committee meeting on Wednesday to reinforce the Parish Objections.

Now onto the **major developments** – There is very little to report. We still await the advice of the NPCU as to whether all cases can be called in, and together. In the meantime, we are led to understand that it is not the intention of the Local Planning Authority to take any of the extant planning applications to Planning Committee for the foreseeable future. This is because the District Council await further investigations in relation to the cumulative traffic assessment particularly at Sparkes Farm junction a traffic choke point. The report from Aecom is expected either this or next week which should suggest what can be done now to mitigate the issue without involving a third party, namely, the land owner. Aecom will confirm within the report as to how many dwellings can be considered for approval with say traffic light installation or other possible changes. It may be only a few dwellings occupied in which case the approval for Pigeon site may have to be reduced in number until such time as other changes can be made. When the report is received and considered the 3 cases where Development and Control are mindful of granting consent will be brought back to committee, aiming for November or December. The committee will then have to decide which cases can stay and which go.

As far as the proposed School site is concerned, the Land owner and Suffolk County Council have to agree terms for the purchase of part of the land. Currently the size of the parcel of land for the proposed school could accommodate 1200 dwellings but for the site there is only the need for 375 therefore only one third of the cost will be given free to Suffolk CC. They then have to buy two thirds approx. therefore they have to

agree a land value and then obtain contributions to cover this via S106 contributions from other developers. We are still in dialogue with Suffolk CC as to the suitability of this as a prospective site.

When negotiations are finalised the S106 agreement will have an arrangement within the terms for the transfer of land as part of the approval. The likely timescales for the completion of this element of work remain unknown at this time. However, as soon as this process is complete, the Council will immediately proceed to grant consent without delay.

**Sharpes Corner:** I chased up as to why this development appears to have stalled for now. I can say the FHDC did refuse the application for the 3 extra dwellings in the back gardens due in the main to flood risk. I have spoken to the architect and it is their intention to bring a new application forward mitigating this fact with a new Flood Risk Assessment. I have also spoken with the owner. All the Asbestos has now been removed and the properties signed off by HSE. This was time consuming. They will now swiftly complete the restoration work and build the extensions. The site has been vandalised several times, most seriously was the slashing of tyres on the JCB.

**Enforcement:** We are still chasing the enforcement department in relation to the garish sign outside the new proposed Pizza shop opposite the church. The latest update from Friday is that they have just chased the owner and asked for an update within the week. After which they will consider the formal options. This relates to the type of sign in the conservation area and the unlawful light bar over the sign.

**Lakenheath Hall:** The latest update is that the work to the front wall is now complete and has been approved by Christine Leveson the Principal Conservation Officer. All of the top soil replacement and the mulching has been completed and the vast majority of the building material strewn around the site has gone.

Yellowdoor continue to engage the services of Chris Overbeke for the on-going management of the site. He has recently completed a new tree survey and a management plan for on-going maintenance will include considerable seeding of those areas on which new homes will not be built. Chris has also consulted with a number of the neighbours who have concerns about trees on the site overhanging their gardens in a dangerous manner. Where necessary they have employed tree surgeons to remove dangerous/diseased bows and we are currently applying to the LPA for the removal of a huge horse chestnut, which is the cause of considerable concern and is clearly coming to the end of its natural life.

They are now in a position to start works for the completion of the houses on plots 10 & 18. Their intention is that these houses will be finished to a high standard, in traditional style and so set the tone for the rest of the site. Completion of these houses is expected March next year at a price of approximately £500k, should any of the committee be interested! Old Ordinance Survey maps show a pond on the land between these houses and they are currently investigating the possibility of re-instating it.

Yellowdoor have had a pre-application consultation with David Beighton in planning to discuss their plans for the rest of the site. The preference is to work largely to the plan which already has consent, save for the fact that a number of the houses will be larger. David has expressed in writing some constructive criticism of our proposals for the enlarged houses which we are taking on board before we have a further pre-application meeting. They are also looking at the possibility of putting a further two houses on the site. This has again been discussed with David and he has made it clear that this will not be entertained unless it can be demonstrated that they would have no negative impact on the existing trees. Clearly the new tree survey will form an integral part of any new application.

**The Tesco Site:** Nothing further to report at this time. Apparently a sale of the land still moves forward.

**Hatchfield Farm Enquiry:** Initially we were informed that FHDC do not intend to lodge any form of appeal in relation to this case. This is in part due to the cost of Judicial Review. However, I now learn that there is to

be an Extraordinary FHDC Cabinet meeting Tuesday 11 October 2016 at 6.00 pm. They have decided that there are a number of issues which need to be taken into account in deciding whether there is any merit in seeking to challenge the Secretary of State, the Cabinet will be looking to consider those options. The agenda is available on the website as of today. In the meantime, Lord Derby, the land owner, is seeking legal redress too. He has asked for the support of the Forest Heath Rural Parish Alliance, at no cost to them. They are holding an extra ordinary meeting tonight to see which Parishes are willing to support the RPA and their continued fight for inappropriate, unsustainable development in Forest Heath, and the need to back the decision of the District Council to approve the building of homes at Hatchfield. If the current decision stands the displaced Newmarket housing will end up in our villages. As the Lakenheath Parish Council representative, I have indicated our support with apologies for not attending within the delegated powers you have previously granted me. Notwithstanding this please can I have confirmation that this action was in order? How many would agree? All agreed.

Cllr Gentle said that the 40MPH speed restriction had been extended on the Mildenhall Road.

***Resolution – LPC to support the RPA and their continued fight with inappropriate, unsustainable development.***

### **(c) Town & Parish Forum Update**

Cllr Brown gave her report:

Robin opened the meeting advising that the focus was on planning. Currently throughout the district there is huge pressure in relation to traffic and schooling. East Cambridgeshire district is exceeding the national growth rate and is now looking at where they can site houses i.e. Kennett where it is earmarked a possible 500 putting extra pressure on the already congested A142 and employment at the same time. It is hoped that East Cambridgeshire or developers could contribute towards highways improvements.

Sarah Drane, Principal Planning Officer, gave a talk on the improvement plan within Forest Heath. She mentioned a new and improved IT system within planning to manage the workflow better.

Their Vision is to add value for high quality development, maximising the IT system, utilising and then encouraging the pre application advice service to be ideally paid for on line. They want to instigate an admin charge for abortive cases. It is here that officer time can be taken up and no fee paid. They want to encourage paperless cases similar to Haverhill. It was agreed that this would be no good to normal Parish Councils who hold meetings in church or Village Halls where there is often no internet connections. Forest Heath wish to review a statement of community involvement. A new and improved one stop website and finally revise local planning validation requirements

The next step for them is to provide an accredited agents scheme to improve the validation of cases. They will pilot Parishes and provide training. Finally plan and find a solution to becoming a paperless department.

If cases are approved and developers do not do what they should, Parish Councils should contact enforcement as early as is possible. They are now up to date and dealing with matters more rapidly.

Ward members will become involved in pre application advice and will receive training for this. A wider circle at this stage cannot be considered as a case could be deemed confidential. Notwithstanding this the bigger developers are encouraged to talk with Parishes but it is not compulsory that they do so,

### **Update on the local Plan and current proposed timescales.**

Proposed re consultation November 2016 to January 2017

Submission to the Secretary of State – March 2017

Examination in public – June 2017

There was a brief discussion regarding Hatchfield Farm. It was made very clear that there were no plans presently to appeal the decision. In the main this is due to the cost involved. The result is that now it is anticipated that the rural Villages will take the brunt for the extra houses.

The Land supply currently stands at 5.2 years approx. discounting Hatchfield Farm.

**(d) Notification of Removal of Telephone Boxes – High Street & Eriswell Road**

The clerk said that she had received planning notification for the removal of the telephone boxes outside the library and on Eriswell Road.

Cllr Lucas said that the one outside the library as a traditional red box should be adopted and the one on Eriswell Road as more modern be left for removal.

Cllr Gyte said that there should be a plan for the boxes when they are adopted.

It was proposed to adopt the traditional red box and lose the more modern box. Voting 7 in favour and 1 against.

***Resolution – Traditional red box outside the library to be adopted and the more modern box on Eriswell Road to be removed with no objection.***

**9. Lakenheath Cemetery**

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

Cllr Lucas said that the cemetery looked nice but the gravel needed a rake to pick up remaining sticks.

The chairman said that there should be a general clear up once the tree stumps are removed.

Cllr Durrant said that the removal of trees wasn't as bad as he had expected and would look good once the remaining trees begin to grow back. He added that the bunker had still not be emptied.

The clerk said that she had spoken to another company and they were going to have a look and give a price.

Cllr Brown said that an unauthorised foot stone that had previously been removed had reappeared.

Cllr Durrant said that he had been more than willing to speak to another owner of unauthorised items but could not press when items were appearing on other graves again.

Cllr Gentle said that 99% of people thought that unauthorised items were unfair.

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

There were two; Norman Smith, 93 High Street and Lisa Sheedy, 4 Delph Road.

**10. Financial Matters including:-**

**(a) Payments of Accounts**

It was proposed to accept expenditure as listed (apart from chq 3630) and all agreed.

Chq No.	Payee	Description of Supply	Amount
3614 to 3617	Staff	September Salaries, Income Tax, NI & Pension	£4144.42
3618	The Society of Local Council Clerks	Annual Subscription	£167.00
3619	Campaign to Protect Rural England	Annual Subscription	£36.00
3620	K C Flack	Repairs to Drains in Children's Play Area	£140.00
3621	Clare Shimmon	Reimbursement of Expenses - Mileage, Stationery, Mower Tyre, Redundancy Gifts, Cemetery Chapel Electricity, Postage and Petrol	£360.18
3622	BT Payment Services	Telephone & Broadband	£55.32
3623	Richard Buxton	Housing Growth Legal Advice	£4810.32
3624	Business Services at CAS Ltd	Annual Insurance	£2348.76
3625	Sutton Services Ltd	Topsoil & Compost	£48.72
3626	RST Irrigation Ltd	Mower - Radiator, Axle and Bearing Repairs	£555.34
3627	Bussens & Parkin (2015) Ltd	Batteries & Padlocks	£56.79
3628	Browns of Burwell	Gas Oil	£274.31
3629	H Signs	Village Sign Refurbishment	£900.00
3630	Lakenheath Peace Memorial Hall	Grant / Donation	£1000.00

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

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

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

The clerk presented the External Auditor's Review which reported that there were no matters which came to their attention which required the issuing of a separate additional issues arising report. 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.

***Resolution - Annual Return including the auditor's certificate approved and accepted now that the audit opinion has been given.***

### **(d) Lakenheath Peace Memorial Hall - Funding Request**

The clerk read a letter from the project manager and secretary for Lakenheath Peace Memorial Hall asking for a donation to help purchase the necessary equipment for the reopened Brendan Fulham Centre.

Cllr Brown said that a new fridge and bottle washer would enhance the facilities and encourage use.

Cllr Norman said that a quote for £5,000 to repair the roof and been obtained and asked if more could be given. It was planned to hold children's parties and also have Lakenheath Silver Band play.

The clerk explained that £1,000 had been budgeted for this financial year but that budget setting for the next financial year was coming up.

It was proposed to donate £1,000. Voting 5 in favour and 2 abstain.

***Resolution – Donation of £1,000 agreed to Lakenheath Peace Memorial Hall and cheque 3630 duly signed.***

### **(e) S19 Grant – Lakenheath Playingfields Association**

The clerk had received a letter for each councillor from Lakenheath Playingfields Association. Following recent vandalism funding of £3,000 to £4,000 was requested to install gates electronically controlled on a steel track concreted to the ground.

Cllr Norman said that Cllr Noble had added to facebook that he was trying to get funds.

The chairman asked if the Parish Council wanted to support.

Cllr Brown said that she wasn't sure to what extent.

Cllr Gyte asked if the Parish Council could formally write to Cllr Noble enquiring about possible funding.

Cllr Gentle said that there was still a great deal of bitterness involved and that two sets of gates had already been lost. Advice had been given to use metal gates that were welded in and it had been ignored.

Cllr Norman said that they need to be vandal proof.

The chairman said that unfortunately there was no such thing.

Cllr Norman suggested a level crossing type gate with metal bars.

Cllr Frost said that it needed to be heavy duty.

Cllr Durrant said that electronic gates would need power and maintenance. He suggested metals gates welded in. He added that the Playingfields Association came knocking on the Parish Council's door every time something needed funding. Football players pay subs and everything shouldn't need funding, adoption by the Parish Council had already been mentioned.

The chairman said that the Parish Council had been handed a legitimate request.

Cllr Durrant said that he could not make a decision until match funding was known.

It was proposed to contact Cllr Noble to ask what funding he could help with. Voting 5 in favour and 2 abstain.

Cllr Brown suggested that the Playingfields Association contact Lesley-Ann Keogh for other grant options.

***Resolution – Clerk to contact Cllr Noble regarding funding available for gates on playingfields.***

#### **(f) Children's Play Area – Repairs**

The clerk advised councillors that during the wet weather, the village keeper had been on holiday and the drains on the children's play area had collapsed, leaving them dangerous for children using the site. She advised that Mr Flack had stepped in and replaced the covers and concrete. In line with Financial Regulations she reported the £140 expenditure.

*In view of the confidential nature of item 10(g), the Chairman asked for the agenda to be varied. All agreed.*

#### **11. SALC Area Meeting Update**

Cllr Brown gave her report:

1. It was suggested that attendees should be appointed by their council to be the representative in order to vote on any items discussed in the future. Can I ask if there is anyone prepared to take this job on please? Perhaps a Councillor with no current specific job. This could spread the load. SALC should be supported. Our clerk uses their advice service on a regular basis.

Cllr Brown said that she was disappointed that no one volunteered and continued:

2. Kim Warmer, as the Police Chief Inspector Bury St Edmunds and Forest Heath and Haverhill reported several items which have already been covered by Cllr. Gyte in her report so I will not duplicate those items. He did explain the changes to lost and found. He confirmed that there are now only 3 manned police stations in the County, Bury St Edmunds, Ipswich and Lowestoft that are open to the public in Suffolk. As far as lost and found is concerned they no longer accept certain categories. In

short they will only accept high value items, explosives and drug related paraphernalia. This is purely down to cost and the man hours required to deal with this. So items like keys, bank cards and other items found the finder is expected to use best endeavours to return the item after which it can be kept. Contact on found items should be reported via the 101 system or via email. Details on the Suffolk Police website at [www.suffolk.pc.uk](http://www.suffolk.pc.uk). If it is reported as found should an enquiry be made for the item they will contact the person reporting the found product. There was criticism around the table as to why this had not been generally publicised. The majority had no idea. It was suggested that the police should consider local parish magazines as most seemed now to have a newsletter of one description or another. This will be considered as to how this published. Perhaps it is something we should report on within our Magazine.

3. Mental health issues have been found in the past to take up 40% of interactions in the past with the public. This is now covered by a specialist team linked with other social services. This will cover Mental Health, Problem Families (i.e. domestic violence etc.) and young person's activities. All of this will be covered by SNTs each taking ownership of a particular problem area. This way they can be managed in a long term way. In addition, Neighbouring Harm Registers cover all of these area and are shared out with the team. That way certain groups will deal with the same person each time.
4. Parking Enforcement. Suffolk is a county with the least number of parking enforcement officers. In fact, Ipswich is the only District in the County to have appointed some. Since the push to decriminalise, District Councils are being encouraged to take on this role. With few exceptions most Counties have taken up the job as it increases funds for the district. A survey from SALC covering this item is out for consultation. We are asked to ensure that it is completed and returned to them.
5. SALC have a new and improved website which is now easier to navigate. However, only one password to make full use is given per Parish Council and should be used by the Clerk and SALC representative only. However, it can be shared if the Clerk is happy to do so with other Parish Councillors.
6. Finally, Advice from SALC can only be obtained by Parish Council Clerks and Chairperson. They will not provide responses to other Council Members.
7. Next meeting is 6<sup>th</sup> December venue is likely to be West Suffolk House, Bury St Edmunds.

## **12. OneSuffolk Webhosting**

The clerk said that although she had been given reassurances that it was a free service, SCC are now passing onesuffolk.net over to Community Action Suffolk who will make a charge of £50 + VAT per annum.

Cllr Brown said that it was cheaper than the existing domain and that the Parish Council could run their own website.

It was proposed to continue swapping the Parish Council's website over to onesuffolk.net. All agreed.

***Resolution – Parish Council's website to be swapped over to onesuffolk.net and the £50 + VAT fee paid.***

## **13. Consultation Responses:**

### **(a) SALC – Public Services – Your views on service delivery in Suffolk**

Each councillor had been provided with a copy of the consultation. All 27 questions were discussed and it was proposed to respond accordingly. All agreed.

***Resolution – Response to be given to SALC – Public Services – Your views on service delivery in Suffolk consultation.***

## **(b) Local Government Finance Settlement Technical Consultation**

Each councillor had been provided with a copy of the consultation. With additional input from SALC, all 11 questions were discussed and it was proposed to respond accordingly, also copying responses to questions 4-7 to FHDC as requested. All agreed.

***Resolution – Response to be given to Local Government Finance Settlement Technical Consultation with responses to questions 4-7 copied to FHDC.***

## **(c) RAF Mildenhall Vision and Prospectus Consultation 2016**

Each councillor had been provided with a copy of the consultation. All 7 questions were discussed and it was proposed to respond accordingly. All agreed.

***Resolution – Response to be given to RAF Mildenhall Vision and Prospectus Consultation 2016.***

### **14. Revised Freedom of Information Scheme**

The clerk had provided each councillor with a copy of the additional information required for the Freedom of Information Scheme. It was proposed to adopt and all agreed.

***Resolution – Revised Freedom of Information Scheme adopted.***

### **15. Revised Standing Orders**

The clerk had provided each councillor with a copy of revised Standing Orders.

Cllr Durrant asked if they could be amended, such as the time limit for meeting.

The clerk explained that they are standard standing orders produced by NALC, who recommend that they are adopted in full. Any standing order can be suspended.

It was proposed to adopt and all agreed.

***Resolution – Revised Standing Orders adopted.***

### **16. Public Conveniences – Cleaning Contract – Children’s Play Area & Wings Road**

Cllr Durrant said that all toilets were in good order but had noticed that the window in the play area had been broken.

Cllr Gyte said that the Wings Road facilities were much improved.

It was proposed to sign the new contract with Sunrise Services and for the clerk to arrange for the broken window to be fixed. All agreed.

***Resolution - Cleaning contract signed with Sunrise Services and clerk to arrange for broken window to be fixed in children’s play area toilets.***

### **17. Future Grant Funding Requests**

Cllr Brown said that a concrete table tennis was a brilliant idea but asked if it was practical. She added that an outdoor adult gym area had been discussed some time ago.

Cllr Lucas agreed that it was a good idea.

The clerk said that she would start looking into funding opportunities.

***Action Point – Clerk to investigate funding opportunities for an adult outdoor gym area.***

## **18. Lakenheath Surgery**

Cllr Norman said that it had improved now that all the doctors had returned. The surgery had been down to one doctor on two occasions and no appointments had been available. The only information had been a piece of paper stuck to the surgery door. Patients had to wait ages for an appointment or were being sent to Bury.

Cllr Brown said that she had spoken to the Practice Manager and that it was now back to a full complement of four doctors. Holiday times are a problem as they have young families and locums are not available. She added that it cannot be insisted upon that a developer pays for an additional GP and that NHS had thought that the current number was 4 full time rather than the equivalent of 3. There is facility for expansion but an additional doctor will only come with development and more patients.

Cllr Gentle said that one of the existing GPs is only in situ short term.

Cllr Norman said that he has concerns should the development happen. Some parishioners do not have the transport to get to Bury.

Cllr Brown said that parishioners must complain to the NHS. The Parish Council had done all that they can but that it was still a cause for concern.

## **19. Village Sign**

The clerk said that she had spoken to the new owners of the house adjacent to the village sign. They are eager to tidy up the area that adjoins them and have suggested removing the plants and putting pebbles down.

Cllr Brown asked if this small area was owned by the Parish Council and that a land registry check should be carried out.

The chairman said that the new owners could be asked for a copy of the plans.

***Action point – Clerk to speak to residents adjacent to village sign and ascertain ownership and if necessary obtain a quote for the work.***

## **20. HM the Queen's 90<sup>th</sup> Birthday - Commemorative Bench**

The clerk had provided each councillor with three quotations for memorial benches.

Cllr Lucas suggested that it was sited at the junction of Wings Road and Wingfield Road, opposite side to the dog bin.

Cllr Brown asked how it would be fixed.

Cllr Durrant said that the area opposite the dog bin housed two fire hydrants.

Cllr Gyte said that it should be fixed on paving slabs.

Cllr Brown suggested that Mr Flack is used to lay the slabs and fit the bench.

The clerk said that Cllr Noble was supportive of more benches in the village but this year's budget was essentially fully allocated. Cllr Marston had referred the matter to her locality officer.

It was proposed to order the bench from Memorial Benches UK which includes fittings and to use Mr Flack to install with slabs underneath. It is to be placed on the same side as the dog bin but as far away as possible. The memorial is to read *To Commemorate HM the Queen's 90<sup>th</sup> Birthday 2016*. All agreed.

**Action point - Clerk to chase Cllr Marston for any possible locality budget.**

**Resolution – Mr Flack to install bench with slabs underneath from Memorial Benches UK. To be sited on same side as dog bin but as far away as possible with the memorial to read ‘To Commemorate HM the Queen’s 90<sup>th</sup> Birthday 2016.**

#### **21. Wings Road Public Conveniences - Roof Repairs**

Cllr Gentle said that broken slates needed re-fixing and asked for the clerk to get a quote for the work.

**Action Point – Clerk to obtain quotation for work to Wings Road Public Conveniences Roof.**

#### **22. St Mary’s Churchyard – Lychgate**

The clerk had received a request from a resident to investigate the installation of a Lychgate at St Marys Churchyard to celebrate HM the Queen’s next jubilee.

Cllr Gentle said that it should be referred to undertakers and people involved in weddings.

Cllr Lucas proposed postponing the idea and all agreed.

**Resolution – St Mary’s Lychgate discussion postponed to a later date.**

*In view of the time, the chairman asked to suspend standing order 3(w). All agreed.*

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

There was none.

#### **24. To note date of next Meeting – Monday 7<sup>th</sup> November 2016**

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

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

##### **(g) Clerk – Certificate in Local Council Administration and Revised Rate of Pay\***

The clerk advised council that she had been successful in passing her Certificate in Local Council Administration. In line with her employment contract it meant her NJC salary point increased to no. 29. As two previous annual pay rises had not been taken it meant an increase now of 7.27% followed by an additional 1% in April 2017.

It was proposed to grant a 7.27% pay rise now followed by an additional 1% in April 2017. All agreed.

Grateful thanks were given from the council for all her hard work.

There being no further business the meeting closed at 9.05 pm.