

## MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 6<sup>th</sup> MARCH 2017.

Present: - Messrs E Morley (Chairman)

R Norman	Mrs Brown
J Gentle	Mrs Whitehand
I Frost	Mrs Lucas

Sqdn Ldr Neild and 5 members of the public were also present.

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

### 1. Apologies for Absence

Councillors Gathercole, Gyte and Durrant.

### 3. Declarations of Interest

Cllr Norman - Village Hall

Cllr Brown - Treasurer Lakenheath Youth FC

Cllr Whitehand - Lakenheath Playingfields Association, Lakenheath Carnival and Lakenheath Junior Youth Club.

Cllr Lucas - Sutton Services Ltd (Elveden Estates) and Lakenheath Playingfields Association.

Cllr Frost – Friends of Lakenheath Library Trustee.

### 7. Reports & Questions:-

#### (a) RAF Commander Lakenheath

Sqdn Ldr Neild had very little to report. The noise contours have been published and have been stretched out a little. He said it was better to have up to date information rather than planners and individuals rely on 1994 data. He added that there had been some night flying but overall flying had reduced.

Cllr Brown said that the report showed two funny circles over Elveden and asked if they are turning points.

Sqdn Ldr Neild confirmed this as correct.

Cllr Norman reported two aircraft flying very low over the cut off channel at midday.

Sqdn Ldr Neild said that it could be that they were unable to land and that they may have been a clash with air traffic at Mildenhall.

Cllr Gentle asked if the noise assessment will be updated with the new aircraft due to arrive.

Sqdn Ldr Neild said that it was important to have the current information as a baseline for the F15s.

*Sqdn Ldr Neild left the meeting.*

#### **4. Police Matters**

There were none.

#### **5. Confirmation of Minutes of Meetings held on 6<sup>th</sup> February 2017**

It was proposed to accept minutes. After amendment, all present at the February meeting agreed.

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

A resident of Woodcutter Way said that storm Doris had left properties and shops without power for 9 hours. She asked if the Parish Council had an emergency plan to assist the lonely and vulnerable and if not asked if one could be put into place. She said that the village halls could be used to give warmth and a cup of tea. She said that it had been the talk of the village and suggested a volunteer group to help neighbours. She added that residents were not aware of any such procedure and that it could have been a worse incident such as a plane crash.

#### **7. Reports & Questions:-**

##### **(b) Forest Heath District Council to include Dog Waste Bins – Roebuck Drive & Maids Cross Hill**

Cllr Gentle said that he had still not received a response from Cllr Marston regarding an update on FHDC's commercial activities.

The clerk read an email from Dominic Owner, an Enforcement Officer for Waste Management saying that if the Parish believes that an area would benefit from a dog bin he would look into it and decide if it is a suitable solution. If he decides it is not a solution then the Parish Council could put in their own bin and pay a cost for emptying. He added that dog bins are not a magic bullet to combat dog fouling, do not eliminate it and that there are already bins around that Maids Cross Hill area. Success had been achieved in areas where FHDC have used signs. Foamex versions are available but purchasing metal or rigid plastic signs maybe better.

Cllr Whitehand suggested asking for an additional dog bin as she couldn't see how posters would work.

Cllr Brown said that there were only bins in the car park on Maids Cross Hill, she had asked for an additional bin at the end of the well-used footpath near the reservoir. She proposed referring this request to the new ranger. The warren is hugely declining and this issue should be referred again to FHDC.

It was seconded by Cllr Lucas and all agreed.

Cllr Lucas asked about the cost of signs.

Cllr Brown proposed that FHDC erect one in their car park on Maids Cross Hill.

Cllr Lucas seconded with the addition of one at the Broom Road entrance to the warren. All agreed.

***Action Point - Clerk to chase Cllr Marston regarding FHDC's commercial activities.***

***Resolution - Refer dog bin request at end of reservoir footpath to new ranger.***

***Resolution - Request FHDC erect signs at warren car park and Broom Road entrance.***

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

Cllr Gentle asked about the repositioning of 30mph signs on Station Road as there are no additional signs as exiting the village.

Cllr Lucas said that it needed repeaters.

Cllr Norman said that the extended speed restriction needs reinforcing as you leave the village.

Cllr Gentle proposed asking for an explanation from SCC Highways as to why some of the signs cannot be seen and request for more repeater signs on Station Road as leaving the village.

Cllr Lucas said that there should also be a sign notifying drivers of the speed zone change.

Cllr Frost seconded and all agreed.

***Resolution - Request to SCC Highways for more repeaters signs and a change of speed zone sign on Station Road.***

## **8. Matters Arising from Minutes not elsewhere on the Agenda**

Cllr Brown asked if there had been any further problems with the public toilets.

The clerk advised not.

## **9. 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/17/0093/HH - Householder Planning Application - (i) two story side extension (ii) front porch - 1 Wingfield Road, Lakenheath
2. DC/17/0125/FUL - Planning Application - Installation of cathodic protection system and associated assets - Pipeline TIm RAF Lakenheath. Brandon Road, Lakenheath
3. DC/17/0163/HH - Householder Planning Application - Side and rear single storey extension - 5 Springfield Drive, Lakenheath
4. DC/17/0253/HH - Householder Planning Application - two storey rear extension - 3 Avenue Road Lakenheath

### **Applications not supported:**

None

### **Applications in circulation:**

1. DC/17/0341/HH - Householder Planning Application - (i) two story front and side extension including garage and (ii) 2 parking spaces in front garden – 18 Wings Road, Lakenheath
2. DC/17/0337/HH - Householder Planning Application - (i) two story extension to rear elevation and (ii) single storey extension to outbuilding – 78 Undley, Lakenheath

**Major developments:** There is again very little to report as we await the outcome of the call in by the DIO, following receipt of the Aircraft Noise Contours from the MOD, received 24<sup>th</sup> February, of the Station Road north site. Until the outcome is known there will be no further action taken by the local planning authority.

On the Necton site the public inquiry started on the 28<sup>th</sup> February. Both sides put up their arguments to the development and we now await the ultimate decision. On behalf of the village I agreed lots of good benefits which on Thursday Forest Heath tried to block. The main one was the passing of the public open space to the Parish together with £10,000 pa for 10 years. Forest Heath were concerned as this was seen in Red Lodge but maintenance failed. I persuaded them that we have a Parish Keeper and it certainly would not occur in our village. They dropped their case. They also conceded that they only just have a 5 year land supply which includes the land on College Heath Road, housing the Council offices.

SCC's suggestion after the noise assessment was that structures could be built on public open spaces for people to shelter from noise. Necton agreed to this suggestion. A cycleway from Undley Road, along the cut to the old carrot wash was also suggested but not debated. Necton also agreed to this although all developers would have to contribute to cost. The biggest concern has to be children so close to water.

**Sharpes Corner:** Work continues and the site is looking better.

**The Tesco Site:** I have heard another sale is progressing but this is unverified. I have no detail but understand that the prospective buyer is keen to create a retail area. This can only be good for the Village.

**West Suffolk Town and Parish Forum:** Forest Heath want to introduce a new way of working with Towns and Parishes. The shape of local Government will be changing. Some Boundaries will change too as a result of the community governance review which is to be covered under another agenda item. In addition, there is an electoral review due in the autumn to ensure effective Governance. Subsequently, it will then be decided as to how many councillors will be required to run the District Council effectively. Currently there are 27 but ward size may have to increase with Councillors reduced. The final say will be by the boundary commissioners.

The new model for the Town and Parish Forum could be arranged on a multi-agency cluster basis. It was suggested that Parish Councillors are voted to attend, perhaps monthly, meetings with County, District and Parish Councils and any other necessary partners. A Parish Cluster comprises of several Parishes working together with the District Council to look at issues of common interest. These are not options just suggestions of a possible change. The District is looking to see how this works in other areas before introducing it within Forest Heath. Watch this space, this could be another bureaucratic level of governance. But it could also be a way to increase effectiveness and meet objectives through collaborative joint working together with partnership arrangements. Parish clustering, we are told has a role in encouraging active and empowered communities, passing responsibility for service delivery down to a more local level.

**Single issue Review:** I hope that you have all made your own representations to the District as a result of the consultation. Marie Smith tells me that Lakenheath has been very active in responding. The comments of the Parish Council will be uploaded this week.

The Additional SIR consultation drop in event was very successful with 109 people signing in and many others. The overwhelming response from the electors was of disbelief and astonishment as to the extent of the proposed development for Lakenheath. More were concerned on the huge impact that this will have. Many I am aware have tried to make written representation which have been returned to them by FHDC as not being included on the prescribed form. I have now been assured however that all written responses will be provided to the Inspectorate so long as they can be referenced against a particular part of the consultation. We will wait to see the outcome, hopefully by the end of the year.

The clerk read an email from Cllr Gathercole thanking Cllr Brown for the countless hours she has put in on the Broom Road public enquiry, which she also attended for all four days.

## **10. Lakenheath Cemetery**

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

Cllr Lucas reported that the cemetery looks very tidy for the time of year.

Cllr Frost agreed.

Cllr Lucas said that one or two Christmas wreaths remained on graves.

The clerk said that following requests in the Lakenheath Times, they will be removed at the end of March.

Cllr Whitehand said that it was lovely to see flowers on most graves.

Cllr Brown asked if the growing number of unauthorised items was a concern as it seemed to be exacerbated by not tackling the problem.

Cllr Whitehand said that flower pots had been embedded in the ground but believed that Cllr Durrant was speaking to the family.

Cllr Gentle said that the Cypress trees need planting but shouldn't involve moving existing trees.

Cllr Whitehand said that the holly bush needs tidying up, cut back and topped to 7-8 feet.

Cllr Gentle said that winter is the best time but that the holly does need controlling.

Cllr Whitehand said that she would visit the cemetery and organise the planting of the Cypress trees.

***Action Point – Cllr Whitehand to arrange with the cemetery keeper, planting of the Cypress trees.***

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

There were none.

**(c) Old Equipment Held in Storage**

Due to Cllr Durrant's absence, to be discussed at April meeting.

**(d) Gravel**

The clerk had received a quotation for a larger load of gravel and had confirmed with the cemetery keeper that there is space to store. A saving could only be made if the order was increased from 3 to a minimum of 6 tonnes, with the delivery charge increasing from £25 to £48. The gravel cost remained the same at £25.30 per tonne.

It was proposed to order 6 tonnes at a total cost of £199.80 +VAT, seconded and all agreed.

***Resolution - Order 6 tonnes of gravel for the cemetery at a cost of £199.80 +VAT.***

**(e) Cottage – Quotation for Works**

The clerk said that Mr Flack is concerned about removing the ivy from the front of the cemetery cottage. If the roots have penetrated deeply into the mortar, trying to remove them could cause serious damage to the flint work. Mr Flack also confirmed that all air bricks around the property are visible and clear.

The clerk went on to say that she was chasing the remaining quotations for work and would report back as soon as possible.

**11. PlayingFields / Children's Play Area**

**(a) Play Area Inspections**

The clerk had received notification from FHDC that the monthly play area inspections for the next year would be £24.50 per visit and the annual inspection £53.50. It was proposed to continue inspections using FHDC for a further year. It was seconded and all agreed.

Cllr Brown asked about the skate-park / MUGA inspections.

The clerk confirmed that the Parish Council had agreed to meet this cost on behalf of the Playingfields Association.

***Resolution - FHDC to continue monthly and annual inspections of the play area.***

### **(b) Skate Park / MUGA / Toilet Block**

The clerk had been advised that the Playingfields Association were meeting on Tuesday. They ask for this item to be discussed by the Parish Council at their April meeting.

### **(c) Baby Changing Unit**

The clerk reported that the village keeper was concerned about fitting the new unit as he doesn't have the necessary tools and wants to be sure it's safe for use. She had spoken to Mr Flack who was happy to fix.

It was proposed to ask Mr Flack to fix the new baby changing unit. It was seconded and all agreed.

**Resolution – Mr Flack to fix new baby changing unit.**

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

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

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

<b>Chq No.</b>	<b>Payee</b>	<b>Description of Supply</b>	<b>Amount</b>
D/D + 3690 to 3693	Staff	February Salaries, Income Tax, NI & Pension	£3822.86
3694	The CGM Group (East Anglia) Ltd	Cemetery Hedges - Cutting	£3456.00
3695	Bussens & Parkin (2015) Ltd	Fence Care, Woodstain, Refuse Sacks & Overalls	£58.01
3696	BT Payment Services	Telephone & Broadband	£57.72
3697	County Graphics (Norfolk) Ltd	Lakenheath Times - February Edition	£450.00
3698	Suffolk County Council	Annual Street Lighting	£18208.69
3699	Business Services at CAS Ltd	Insurance: Addition of SkatePark, MUGA, Toilet Block, SID and Memorial Bench	£635.23
3700	Lakenheath Methodist Chapel	Annual Donation (£30 x 12 Meetings)	£360.00
3701	Westcotec Ltd	Mobile Speed Indicator Device	£3780.00
3702	Sunrise Services	Public Conveniences – January Cleaning	£216.00
3703	BCT	Repair Starter – Shredder	£29.94
3704	Lakenheath Peace Memorial Hall	Annual Parish Meeting Hire	£35.00
3705	Lakenheath Peace Memorial Hall	Parish Office - Quarter four rent	£545.04

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

A bank reconciliation for 31<sup>st</sup> January 2017 was presented. It was proposed to accept and all agreed.

### **(c) 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.**

## **13. Christmas Lights**

Councillors had been provided with copies of correspondence regarding Christmas lights in Lakenheath.

Cllr Lucas said that she understood what was being asked but it is the same old problem of who puts the lights up. She added that two trees had proved problematic.

Cllr Norman asked who would bear the cost.

Cllr Whitehand said that she totally agreed with the parishioners. She added that Brandon looks lovely, however they are better situated to decorate with the market place. She again asked who would cover the cost.

Cllr Brown said that it was a lovely idea but it was the same volunteers who seemed to do everything and they don't always have time.

Cllr Norman said that volunteers could be sought to put up and take down the lights. However there are Health & Safety and Insurance implications.

Cllr Gentle added that there are also legal implications.

Cllr Frost said that he would love to see decorations but asked about the practicalities, cost, H&S and maintenance.

The Chairman proposed an article for the Lakenheath Times and asked the clerk to draft for approval. It was seconded and all agreed.

Cllr Brown suggested asking for a volunteer group.

Cllr Whitehand suggested asking for feasible ideas on how to achieve.

The Chairman pointed out that in towns, buildings tend to be an equal distance apart. The buildings in the High Street are not even or an equal distance apart.

***Resolution – Clerk to draft an article regarding Christmas Lights for the Lakenheath Times.***

#### **14. Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018**

The clerk read details of the national tribute to be held on 11<sup>th</sup> November 2018.

Cllr Whitehand said that she would like to speak to the playingfields committee as it would be nice to have a whole day's event involving children.

Cllr Brown asked that as it was Remembrance Sunday would the village hall be a better location or perhaps something involving both community buildings.

Cllr Whitehand said that to have a beacon, it would need to be later in the day.

Cllr Norman said that it would be nice for Lakenheath to get involved and include the USAF.

Cllr Gentle said that it was time to start thinking about young people and the future.

Cllr Frost agreed that Cllr Gentle raised an interesting point but he said the dead should be honoured and was happy to support an event.

Cllr Luas said that she would like to see the event supported. Remembrance Day is well attended by the village to give respect to those who gave their lives.

Cllr Gentle said that the Royal British legion should also be involved.

Cllr Brown said that it could be done in conjunction with church bells. She understood that the church may already have a beacon and suggested the clerk speak to the warden.

***Action Point – Clerk to speak to investigate if the Church has a beacon.***

#### **15. S137 Applications - Including Fresh Start - New Beginnings**

The clerk read a grant request from Fresh Start - New Beginnings.

Cllr Whitehand said that she was happy to support.

CLlr Brown disagreed as it is an Ipswich based charity.

CLlr Norman agreed with CLlr Brown adding that charity begins at home.

CLlr Gentle agreed and said that he was not in favour of support.

CLlr Frost said that funds should be distributed closer to home, not the whole of Suffolk. He added that Ipswich is a big town and has a larger pot of money.

It was proposed to support. Voting 1 in favour and 5 against.

***Resolution – S137 grant request from Fresh Start - New Beginnings not supported.***

#### **16. Lakenheath Times**

The clerk said that the editor was investigating different options for the ongoing publication of the Lakenheath Times and that she would report back to the April meeting.

#### **17. Village Spring Clean**

CLlr Frost said that the event came around every year and that he would organise. He would speak to the USAF, use social media and the library to try and get volunteers.

CLlr Gentle suggested involving the Brownies, Scouts and other village groups.

CLlr Frost said that he would arrange it for some time in April.

***Action Point – CLlr Frost to organise a Village Spring Clean.***

#### **18. Consultation - Statement of Community Involvement**

CLlr Brown asked why Kings Lynn and West Norfolk Borough Council's consultation was available but not Forest Heath District Councils.

It was proposed to make no comment. It was seconded and all agreed.

***Resolution – No comment to be made on Kings Lynn and West Norfolk Borough Council's Statement of Community Involvement.***

#### **19. Sale of Land off Undley Road**

The clerk said that she had received confirmation from a previous Councillor that he was happy to sign a declaration to prove the Parish Council's ownership of land off Undley Road. He had included a list of residents who may also support.

***Action Point – Clerk to contact other parishioners who may be able to confirm ownership of land off Undley Road.***

#### **20. Village Sign Green**

The clerk had received an email from CLlr Noble confirming that SCC Corporate Property were happy to discuss the transfer of title on the following basis:-

Consideration - £1 if demanded

Costs – LPC to meet SCC reasonable legal cost, not exceeding £400

Conditions – Land to be retained as public open space only

It was proposed to proceed with the transfer. It was seconded and all agreed.

***Resolution – To proceed with the transfer of title for the village sign green, with costs of approx. £400.***

**21. Items for Future Meetings**

- Electricity Supply / Emergency Planning
- Cemetery – Cottage & old equipment held in storage.
- Lakenheath Times
- Skate Park / MUGA / Toilet Block area Adoption
- Land off Undley Road
- Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018
- Christmas Lights
- Village Spring Clean

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

There were none.

**23. To note date of next Meeting – Monday 3<sup>rd</sup> April 2017**

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

**2. To Consider Approval of Councillors' Absences\***

It was proposed to approve Cllr Gathercole's prolonged absence. It was seconded and all agreed.

***Resolution – Cllr Gathercole's prolonged absence approved.***

There being no further business the meeting closed at 8:20 pm.