

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 13th May 2019
at the Methodist Church commencing at 7:00pm

Present

Councillors E Morley (Chairman), J Hastings, R Norman, J Gentle, W Newman, P Gyte, A Gyte, S Palmer, D Gathercole, I Frost, Clare Shimmon (Clerk) and 4 members of the public.

1 Election of Chairman and to receive Declaration of acceptance of Office from all Councillors

It was proposed and seconded for Cllr Morley to continue as Chairman. All agreed.
The declaration of office was signed by Cllr Morley and the clerk.

2 Apologies for Absence

Cllr Gathercole gave his apologies but hoped to join the meeting later.

3 Declaration of Interest

Cllr A Gyte - Lakenheath Football Club Trustee and Assistant Manager
Cllr P Gyte - Lakenheath Good Neighbours and Lakenheath Community SpeedWatch
Cllr Hastings - Lakenheath Keep Fit & Curling Clubs
Cllr Frost - Friends of Lakenheath Library Trustee
Cllr Norman - Village Hall

4 Election of Vice Chairman

It was proposed and seconded for Cllr Norman to continue as Vice-Chairman. All agreed.
The declaration of office was signed by Cllr Norman and the clerk.

5 Police Matters

A response was received from the Police in connection with the Parish Council's continued disappointment with lack of policing in the village.
It was proposed and seconded to publish an article in the LT and on noticeboards asking for parishioners to be vigilant over parking and to report any incidences they see. All agreed.

6 Confirmation of Minutes of Meetings held on 1st and 10th April 2019

It was proposed and seconded the Minutes of the Council meetings on 1st and 10th April were signed as an accurate record of the meetings. All present at those meetings agreed.

7 Representations from Members of the Public

A member of Lakenheath Heritage Group reported that the metal plates had been stolen from the Celtic Cross monument. The Heritage Group will liaise with West Suffolk Council to discuss reinstatement and/or change of material.

8 Reports & Questions:-

(a) RAF Commander Lakenheath

Members had been provided with an email from a resident regarding the recent night flying.

It was proposed and seconded to forward the email to the new RAF Commander when in situ. All agreed.

(b) West Suffolk District Council

There were none.

(c) Suffolk County Council

There were none.

9 Planning Matters:-

(a) To receive report from Planning Committee

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

Mrs Brown had provided her final report.

Representations made in support by the planning sub-committee:

1. DC/19/0685/HH - Householder Planning Application - (i) Single storey rear extension 13 Wings Road

2. DC/18/1492/FUL - Land off Dumpling Bridge Lane, former Matthews site. The planning subcommittee support this application in principal. The outline is very different, sadly losing the 4 smaller starter commercial units is a disadvantage, but the houses are rearranged. They remain in spacious surroundings. Comments have been made which hopefully will be considered by the Planning Officer.
3. DC/19/0711/FUL - Planning Application - Alterations within existing servicing yard - (i) Removal of existing first floor timber vented plant area and brick enclosure (ii) Removal of existing canopy in front yard, removal of existing external fridge and compacter in yard area (iii) installation new freezer and chiller enclosures in yard and new plant area in yard - Co-Operative Store, 46-50 High Street
4. DC/19/0698/HH - Householder Planning Application - Attached garage - 48 Sandgalls Road

Major Developments: Land north of Station Road still awaits its approval notice for the 375 dwellings etc.

SIR: The Inspectors investigating the local plan accepted the Parish Council deliberations and the attachments which have been added into their examination of the proposed local plan.

West Suffolk Strategic Planning have provided their response which was reported last month. The paperwork is now the subject of a formal consultation running from the 9th May to the 21st June. This includes also a revised habitat regulation assessment and sustainability appraisal requested by the Inspectors as a result of the ruling last year from the Court of Justice of the European Union. This changed the way in which any decision makers must interpret and apply the specific provisions of the 'Habitats Regulations'. The Court ruling also has implications for the way in which national planning policies are applied and the way in which any Development Control Committee must approach and balance the material issues raised by any proposals.

In Mrs Brown's view the new planning subcommittee should make a further representation which she is happy to assist with, bearing in mind the history and the fact that this all dates back to 2017.

(c) To appoint Members to the Planning Committee

After lengthy discussion involving the previous chairman of the planning committee, it was proposed and seconded to consider all planning applications at the monthly Parish Council meeting. If necessary a mid month meeting would also be called. Voting 6 in favour and 1 abstain.

Mrs Brown was again thanked for all her hard work.

Cllr Gyte agreed to represent the Parish Council and attend the next meeting of the Rural Parish Alliance.

10 Lakenheath Cemetery

(a) To receive a Cemetery Report

Cllr Frost reported that the cemetery looked very good.

Cllr Gentle arrived.

Cllr Hastings reported that the chapel was nearly ready to open to the public but there is a problem with bugs. It was agreed to ask the pest controller to investigate.

(b) To Confirm Grant of Exclusive Rights of Burial

There were two.

(c) To appoint Members to the Cemetery Committee

It was proposed and seconded for Cllrs Norman, Frost, Hastings, Palmer and A Gyte to form the Cemetery Committee. All agreed.

11 Financial Matters including:

(a) Payments of Accounts

It was proposed and seconded to authorise the release of online payments by the Chairman and Mrs Brown, for payments previously agreed. All agreed.

Payee	Description of supply	Amount
Staff	April Salaries, Income Tax, NI & Pension	£4263.70
Suffolk County Council	Legal Costs	£15,000.00
Forest Heath Fasteners	Drill, Drill Bit Set and Battery Pack	£281.60
Sutton Services Ltd	Clearance of Bunkers and Topsoil	£744.00
Clerks & Councils Direct	Annual Subscription	£24.00

Payee	Description of Supply	Amount
County Graphics (Norfolk) Ltd	Lakenheath Times - April Edition	£450.00
Bussens & Parkin Ltd	Postmix, Screwdriver & Cutting Discs	£36.35
Suffolk Association of Local Councils	Annual Subscription and Good Councillor Guide x 11	£1,003.29
Opus 2	Court Judgement Transcript	£137.38
BT Payment Services	Parish Office Telephone & Broadband	£73.93
Richard Buxton	Planning Services	£16,769.27
British Gas	Electricity Bill – Wings Road Public Toilets	£113.95
Clarke Saunders Acoustics	Planning Services	£4,341.60
Speedar Ltd	Speed-Gun Calibration and Battery & Charger	£174.18
Sunrise Services	Cleaning Public Toilets (March)	£246.00
Mrs H Brown	Reimbursement- Picture Backing Cards (Cemetery Chapel)	£13.75
Wave	Water Charges - Cemetery	£249.40

It was advised that the staff payments of £4,138.94 reported at April's meeting did not include a pension payment and the correct total is £4,194.11.

(b) Bank Reconciliation

A bank reconciliation for 31st March 2019 was presented. It was proposed and seconded to accept. All agreed.

(c) Bank Signatories

It was proposed and seconded to remove Mrs Lucas and add Cllrs Frost and Newman as bank signatories and to authorise online payments for all accounts. All agreed.

(d) Lakenheath Playingfields Annual Grant

It was proposed and seconded to pay a grant of £4,000. All agreed.

(e) Approval of Accounts y/e 31 March 2019

Accounts for the year end 31 March 2019 were presented.

It was proposed and seconded to accept. All agreed. The Chairman duly signed.

(f) Completion of Annual return – Section 1 Annual Governance

The completed Annual Return, Section 1 Annual Governance Statement 2018/19 was presented.

It was proposed and seconded to accept Section 1. All agreed. The Chairman and Clerk duly signed.

(g) Completion of Annual Return – Section 2 Accounting Statements

The completed Annual Return, Section 2 Accounting Statements 2018/19 and Significant Variances were presented.

It was proposed and seconded to accept Section 2. All agreed. The Chairman and Responsible Finance Officer duly signed.

12 Annual Review of Policies and Procedure:

(a) Standing Orders

(b) Financial Regulations

(c) Review of Land and Assets

(d) Insurance Cover

(e) Subscriptions/Memberships

(f) Complaints Procedure

(g) Data Protection Policy

(h) Media Policy

(i) Employment Policies

(j) S137 Expenditure

All Policies and Procedures were reviewed. It was proposed and seconded to approve. All agreed.

13 Remembrance Day Parade

There was lengthy discussion regarding possible changes to the Remembrance Day Parade. As requested by Lakenheath Silver Band the march from Hall Drive would cease. Former members of the Royal British Legion had suggested that groups and parishioners meet for a service at the War Memorial at 2:40pm and then parade with the band to St Mary's Church for a service at 3pm. The parade would then move to the Community Centre at 4:00pm. This proposal had been put to the Band and confirmation is awaited.

Cllr Norman confirmed that the Community Centre had been provisionally booked.

14	<p>Telephone Boxes</p> <p>It was reported that the Scout Group would move the book/toy exchange to the Mutford Green box by the end of May. The Brownies will then start their project on the High Street box next term.</p>
15	<p>Keep Lakenheath Tidy</p> <p>Cllr Frost advised that once volunteers come forward for Keep Lakenheath Tidy, it would take place one Saturday in June.</p> <p>It was discussed about holding the event over two weekends, ensuring the maximum number of volunteers came forward, including the school and clubs. Volunteers could then be allocated Streets.</p> <p>It was proposed and seconded, to help encourage more regular events, to purchase 10 litter pickers, hi-viz tunics, bin bags and gloves. All agreed.</p>
16	<p>Litter Bins</p> <p>After lengthy discussion it was proposed and seconded to purchase two litter bins, matching those already in the High Street for the Children’s Play Area. The dog bin at the entrance to Wingfield Road would also be replaced with this type of dual purpose bin. All agreed.</p> <p>It was agreed that this is also the ideal opportunity to involve the school by holding a competition for children to create posters, promoting the new bins and picking up litter. It was proposed and seconded that Cllr Gyte would liaise with the school and promote in the Lakenheath Times. All agreed.</p>
17	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Keep Lakenheath Tidy • Celtic Cross • Cemetery Chapel • Single Issue Review • Telephone Boxes
18	<p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</p> <p>Following Carole Lucas’ non-acceptance of office, it was proposed and seconded to offer the Councillor position to the remaining election candidate, Gerald Kelly. All agreed.</p>
19	<p>To note date of next Meetings - Monday 20th May 2019 Annual Parish Meeting (Peace Memorial Hall) - Monday 3rd June 2019</p> <p>There being no further business the meeting closed at 8:25pm.</p>