

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 7<sup>th</sup> October 2019  
at the Methodist Church commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, G Kelly, S Palmer, J Gentle, W Newman, P Gyte, A Gyte, I Frost, Clare Shimmon (Clerk), Cllr Frost and 3 members of the public.

### **1 Apologies for Absence**

Cllrs Gathercole and Norman and Cllr Noble.

### **2 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 Kelly - Lakenheath Heritage Group

### **3 Confirmation of Minutes of Meeting held on 2<sup>nd</sup> September 2019**

It was proposed and seconded the Minutes of the Council meeting on 2<sup>nd</sup> September were signed as an accurate record of the meeting. All present at the September meeting agreed.

### **4 Representations from Members of the Public**

There were none.

### **5 Police Matters including Parking & PCSO/Private Security**

Cllr Kelly gave a report on the meeting he attended with the Chief Constable and the Police Commissioner.

Details had been received regarding a partner funded PCSO. Neighbouring parishes have been contacted and three have shown interest in sharing an officer. The total annual cost is £37,300 per annum which would be funded from the Parish Council's element of the Council Tax bill.

The deadline for applications is 15<sup>th</sup> November 2019 and it was agreed to speak to the three neighbouring parishes again and to invite parishioners to the next Parish Council meeting to discuss. An article would also be published in the Lakenheath Times asking for feedback.

### **6 Reports & Questions:-**

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

There were none.

#### **(b) West Suffolk District Council**

Cllr Frost gave a report on West Suffolk Council's progress. This included setting up Climate Control and Rural Task Forces. The Rural Task Force would help to improve public transport in villages along with improving employment opportunities.

A Hub similar to Mildenhall is being considered for Bury St Edmunds.

A parking survey had been completed and the results are awaited.

Cllr Kelly asked when the District Council would take responsibility for illegal parking.

Cllr Frost reported that East Anglia had recently been found to be the worst area for parking measures and this would be part of the decision making process from the recent survey.

Cllr Gyte asked if the District Council were considering the employment of traffic wardens.

Cllr Frost would report back at the November meeting.

Cllr Palmer asked if there was any update on the new school.

Cllr Newman said that it had been put back another year.

*The chairman thanked Cllr Frost who left the meeting.*

#### **(c) Suffolk County Council to include Grit Bin – Warrener's Reach**

The clerk confirmed that repairs were planned for the C6000 Burnt Fen, Sedge Fen road between 21<sup>st</sup> and 25<sup>th</sup> October.

After contacting Cllr Mary Evans, portfolio holder for Highways, a decision had been given on the new grit bin for Warrener's Reach. The request for a highway supported grit bin had been rejected but a non-highway grit bin was allowed. This would mean installation and filling by the Parish Council.

The cost of a small grit bin with an initial delivery of Ice melt is £198.84 +VAT. It was proposed and seconded to proceed. All agreed.

**7 Financial Matters including:**

**(a) Payments of Accounts**

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

Payee	Description of supply	Amount
Staff	September Salaries, Income Tax, NI & Pension	£4263.43
Lakenheath PCC	S137 Grant	£250.00
G & Peck Ltd	Mower Parts, Oil and Strimmer Line	£179.77
Bussens & Parkin (2015) Ltd	Postmix, Metal Paint and Sanding Equipment	£57.20
Lakenheath Peace Memorial Hall	Parish Office Rent	£623.82
BT Payment Services	Parish Office Telephone & Broadband	£38.05
County Graphics (Norfolk) Ltd	Lakenheath Times (July, August & September Editions) and Payslips	£1362.00
Forest Heath Fasteners	Wire Brushes, Cloths, Plasters, Wipes and Safety Specs, Visor Mask and Knee Pads	£132.00
Clare Shimmon	Mileage, Postage and Reimbursement (SALC Area Forum Refreshments, Bin Bags, Sharps Bin, Strimmer Line, Oil, Bin Bag Ring, H&S Risk Assessments, Voice Recorder (SpeedWatch), Keyboard & Mouse, Storage Boxes, Paper, Wipes, Fuel, McAfee, Door Brushes (Cemetery Chapel) and Desk Lock	£402.22
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (July & August) Plus Extra Clean	£540.00
Carl Cox Electrical Services	Replace Garage Light Fitting	£101.45
Campaign to Protect Rural England	Annual Subscription	£36.00
West Suffolk Council	Election Expenses	£3068.38

**(b) Bank Reconciliation**

A bank reconciliation for 31<sup>st</sup> August 2019 was presented. It was proposed and seconded to accept. All agreed.

**(c) Financial Regulations Update**

It proposed and seconded to adopt the Financial Regulation updates recommended by NALC. All agreed.

**(d) Annual return Presentation / Acceptance of External Auditor's Review**

The External Auditor's Review was presented which reported that there were no other matters which came to their attention giving concern that relevant legislation and regulatory requirements have not been met.

It was proposed and seconded to approve and accept the annual return including the auditor's certificate, now that the audit opinion had been given. All agreed.

Thanks was given to the Clerk.

**8 Lakenheath Cemetery**

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

Cllr A Gyte gave his report, the Keeper had made a start on the gate and railing repairs and apart from a lack of soap dispenser in the public toilet, the cemetery is in good order.

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

There were none.

**(c) Vehicle / Insurance / Vehicle Livery / Fuel**

There was further discussion regarding the type of vehicle suitable for the Village Keeper.

Cllr Kelly reported that a John Deer Gator is an ideal tool with no road tax, low insurance, low fuel costs and the option to pull a trailer.

It was proposed to proceed with a new Gator, voting was 6 in favour of a Gator with 1 in favour of an alternative vehicle.

It was agreed that the Clerk would obtain three quotes for a new Gator and report back to the November meeting when a final decision would be made.

**(d) Cottage Ventilation & Shed Window**

The clerk had requested a quote to replace the shed window with UPVC.

**(e) Hedge**

Simpsons Nurseries had identified the existing healthy hedge as common hawthorn. 16 whips are required to fill the 4 metre gap. It was proposed and seconded to purchase 16 whips at a cost of £16. All agreed.

**(f) Cottage Inspection**

There was discussion on who should would carry out an inspection of the cemetery cottage. It was agreed to obtain a quote from a local estate agent. All agreed.

**(g) To appoint a new member to Cemetery Committee**

Cllr Newman volunteered to join the Cemetery Committee. Voting - all agreed.

**(h) Privacy Notice**

It was proposed and seconded to adopt a new Privacy Notice to be included in the Cemetery Regulations Pack. All agreed.

**9 Heritage Trail / Celtic Cross**

Although West Suffolk District Council had been contacted on August 13<sup>th</sup> regarding damage to the Celtic Cross, no response had been received. Mr Jones, Chairman of Lakenheath Heritage Group is confident though that the new West Suffolk Warden will support restoration.

The Heritage Trail booklet has been produced and will be presented to the Parish Council in November.

**10 Remembrance Day Parade**

It is hopeful that a drummer can be secured from the school on RAF Lakenheath. The clerk will liaise with their teacher and Lakenheath Silver Band.

**11 WWI & VE Day Commemorations**

Cllr P Gyte reported that the total cost to make a permanent memorial around the beacon on the playingfields is £550-£600. The beacon will be moved back and still be visible from the road. All parts of the memorial will be welded together to help prevent vandalism.

Cllr Kelly said that it should be covered by CCTV.

Cllr P Gyte confirmed that there was now a four person committee working on the memorial and VE Day Commemorations. She asked for funding of £400 to support the memorial. It was proposed and seconded fund £400. All agreed.

**12 Telephone Boxes**

Cllr Hastings confirmed that shelving had now been put up in the telephone box near Mutford Green offering a second book exchange. She asked if the Scout Group would also be changing the signage around the box.

**13 Loose Dogs and Dog Fouling**

A complaint had been made about loose dogs. This includes dogs being allowed on to green open spaces to foul.

It was proposed and seconded to publish an article in the Lakenheath Times asking for dogs to be kept on leads and to reiterate the importance of picking up dog mess and how to report an offender. All agreed.

**14 Website Access**

An offer had been received to make additions and to help improve the Parish Council website. This would mean allowing access to the whole site.

It was agreed to ask the volunteer for examples. All Agreed.

**15 Consultation – Review of Local Government Audit 2019**

Each consultation question was taken in turn and a response agreed.

**16 Items for Future Meetings**

- Heritage Trail
- Vehicle / Insurance / Livery
- VE Day Commemorations
- Cemetery Cottage Ventilation & Shed Window

- Remembrance Day Parade
- PCSO
- Cottage Inspection

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

Eriswell Parish Council are organising a training session for councillors. Members were invited to attend. Confirmation had been received from SALC that anyone, whether from within the parish or otherwise are invited to take part in Public Participation.

The cleaning contractors had reported vandalism to the toilets at the beginning of September. Extra cleaning was required to rectify with the condition worse than ever seen before.

**18 Planning Matters:-**

**(a) To consider all outstanding Planning Applications and if necessary, any applications received after preparation of the agenda:**

- **DC/19/1857/HH - Householder Planning Application - Single storey rear extension - 11 South Road**  
It was proposed and seconded to support. All agreed.
- **DC/19/1727/FUL - Planning Application - 2no. dwellings - Land Adjacent 124 high Street**  
It was proposed and seconded to object on the same grounds to that of the previous application DC/14/2236/FUL along with concerns over parking for one property being 100 metres away. All agreed.
- **DC/19/0828/FUL - Planning Application - 1 no Studio Unit (Retrospective) - Studio, The Lakenheath Village Home, 7 Back Street**  
It was proposed and seconded to support with materials to match the existing property. As this was not the first retrospective planning application for the site, West Suffolk Planning Enforcement are to be asked to monitor building activities on the site. All agreed.

**19 To note date of next Meeting – Monday 4<sup>th</sup> November 2019**

There being no further business the meeting closed at 9:10pm