

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 2nd December 2019
at the Methodist Church commencing at 7:00pm

Present

Councillors E Morley (Chairman), J Hastings, G Kelly, S Palmer, J Gentle, R Norman, P Gyte, A Gyte, I Frost, D Gathercole, Clare Shimmon (Clerk), Sqdn Ldr Turnbull and 6 members of the public.

1 Apologies for Absence

CLlr Newman.

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 Norman - Village Hall & Goward & Evans Charity
CLlr Palmer - Ownership of land at Briscoe Way

It was proposed and seconded to vary the agenda. 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	October Salaries, Income Tax, NI & Pension	£4263.43
Tomlinson Groundcare Ltd	John Deere Gator - Deposit and VAT	£10506.67
Bussens & Parkin (2015) Ltd	Mole Traps	£8.54
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (October)	£240.00
BT Payment Services	Parish Office Telephone & Broadband	£61.18
The House & Property Company EA Ltd	Cottage Inspection	£45.00
The CGM Group (East Anglia) Ltd	Tree Work to Yews in St Mary's Churchyard	£1140.00
Forest Heath Fasteners	Wire Brushes, Wheel Brushes, Drill Bits	£64.22
County Graphics (Norfolk) Ltd	Lakenheath Times (October Edition)	£450.00
Scott Evans (Reimbursement)	Petrol for Strimmer	£6.80
Browns of Burwell	Red Diesel	£626.22
A L Gyte (reimbursement)	Materials for Permanent Memorial on Playingfields (£55.22 returned from LPFA)	£508.38

The clerk reported that the monthly finance payment for the new gator been reduced from £315.62 to £300.56 per month.

(b) Bank Reconciliation

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

(c) Appointment of Internal Auditor

It was proposed and seconded to appoint existing internal auditor Ayentee Accountancy for 2019/20. All agreed.

It was proposed and seconded to vary the agenda. All agreed.

6 Reports & Questions:-

(a) RAF Commander Lakenheath

Sqdn Ldr Turnbull advised that a £250 contribution had been agreed towards the VE Day Commemorations. He apologised for the closure of the Wangford Road and the increased traffic through the village. He added a reminder that all drones over 250g must be registered with Civil Aviation.

3 Confirmation of Minutes of Meeting held on 4th November 2019

It was proposed and seconded the Minutes of the Council meeting on 4th November were signed as an accurate record of the meeting. All agreed.

4 Representations from Members of the Public

A resident gave his subjective opinion on activities at Murfitts Industries. Noise from the site is always audible with it being worse upstairs in his home on Station Road. The noise, working hours and late movement of HGVs has increased. Residents in Hockwold are reporting problems with sleeping. He asked if Murfitts have levels to work within and if this information is available to the public. What possible action could be taken?

5 Police Matters including PCSO

Cllr Kelly reported that a small number of Councillors had met with the Police with a view to have a PCSO start on the 1st of April 2020. Once more details are known he will report back to Council.

It was agreed that updates would be published in the Lakenheath Times advising parishioners of progress. Anti-social behaviour would be included as a priority for the Officer.

6 Reports & Questions:-

(b) West Suffolk District Council to include Rural Task Force

Cllr P Gyte proposed contacting WSC to ask for the slippery and dangerous leaves to be cleared from the car park. All agreed.

Cllr P Gyte gave an update from a Rural Task Force meeting she had attended. It has been formed by WSC to build stronger communities. Good practice had been shared including Freckenham's village website, which includes everything that goes on in the village, with all organisations invited to contribute. Parish Councils are at the centre of the project, helping to bring the community together. Lakenheath PC was congratulated on being proactive. Ideas will be presented to WSC cabinet in January.

(c) Suffolk County Council

Although no response had been received from SCC reading bus timetables and working with the bus operators they had written to advise that a newsletter and automated emails notifying of changes will be sent.

Cllr Hastings said that not having up to date information at bus stops would put people off using public transport.

It was proposed and seconded to put an article in the Lakenheath Times advising parishioners that notices at bus stops would no longer be updated but information would be available on the website. All agreed.

Cllr Norman complained again about the repairs to the Sedge Fen Road. The road was closed for four days to complete just 4 patch repairs and to make the road narrower. The verges are already cracking again and the only measure has been to put a 20mph zone in place.

Cllr Hastings said that it had only been a temporary measure with more repairs due in the spring.

After further discussion it was proposed and seconded to send further complaint to SCC. All agreed.

Cllr Gentle asked for a start date for the repairs to the top of the Wangford Road to be requested in the letter.

7 Financial Matters including:

(d) Precept Setting - Discussion

The responsible finance officer had provided each councillor with a draft proposed budget for consideration. She explained any changes to expenditure and reserves.

(e) Peace Memorial Hall Grant

Cllr Norman gave an update on the financial standing of the Peace Memorial Hall. This year's Parish Council grant would be spent on replacing the parish office door. The community centre had been re-wired and it is planned to eventually replace all doors and windows in both buildings.

Cllr Hastings reported that the kitchen in the community centre is only half fixed and the boiler isn't working. She asked about the ongoing roof issue.

Cllr Norman confirmed that the roof had been passed as structurally safe and that most of the work had been carried out by volunteers.

Cllr Gathercole arrived.

After further discussion it was proposed and seconded to pay the £1,000 grant increasing the amount to £4,000 next year by decreasing the general reserve. It was seconded with voting 6 in favour, 2 against and 1 abstain.

8	<p>Lakenheath Cemetery</p> <p>(a) To receive a Cemetery Report</p> <p>Cllr A Gyte gave his report adding that a soap dispenser was now fitted in the public toilet. He added that the keeper would like to continue with repairing the railings at the front of the cemetery but would need to cut back the hedging. It was proposed and seconded for him to cut back as necessary. All agreed.</p> <p>There was discussion regarding the cemetery keeper's pet dog and it was agreed that any gaps under the gates should be filled with chalk and a private property sign erected on the gate leading to the garden from the house.</p> <p>(b) To Confirm Grant of Exclusive Rights of Burial</p> <p>There was one.</p> <p>(c) Cottage Inspection</p> <p>A copy of the inspection had been provided to all members. It was proposed and seconded to issue a copy to the cemetery keeper.</p> <p>The clerk reported on the various issues raised.</p> <p>It was agreed that there was no evidence of damage only wear and tear but that standards must be maintained.</p>
9	<p>Parish Clerk</p> <p>The clerk presented her letter of resignation along with a draft advertisement for her replacement.</p> <p>It was proposed and seconded to publish the advertisement in January's Lakenheath Times. All agreed.</p>
10	<p>Code of Conduct / Social Media</p> <p>Members were reminded of the Code of Conduct and asked to adhere to it including when using Social Media.</p>
11	<p>Lakenheath Playingfields Loan</p> <p>This matter would be discussed at a later date.</p>
12	<p>Murfitts Industries</p> <p>A copy of correspondence from Hockwold Parish Council had been provided to members along with a complaint from a resident on Station Road.</p> <p>There followed discussion about the level of noise and disturbance from the site.</p> <p>The clerk confirmed that Lakenheath Parish Council work with the same powers as Hockwold Parish Council. It was proposed and seconded that concerns raised by Hockwold Parish Council were supported by Lakenheath Parish Council with the addition of advising Matthew Hancock MP. Murfitts Industries would also be contacted advising them of local concerns.</p> <p>Cllr Gathercole would speak with colleagues at West Suffolk Council regarding the issues raised.</p>
13	<p>S137 to include EACH and Headway</p> <p>It was advised that EACH had been granted £250 in July. It was proposed and seconded to delay a further grant until 2020.</p> <p>After discussion Cllr Gathercole proposed a grant of £100 to Headway, voting 4 in favour. Cllr Hastings presented a counter proposal of £250, voting again 4 in favour. The chairman exercised his casting vote, approving £250.</p>
14	<p>VE Day Commemorations</p> <p>Cllrs Gyte confirmed that the permanent memorial is almost finished and that the committee was meeting again this week. Firmed up ideas for the day are to be confirmed in the January edition of the Lakenheath Times and a full itinerary to be published in February.</p>
15	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Precept Setting • Parish Clerk • PCSO

16	<p>Cambridge and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation It was proposed and seconded to make no comment along with opting out of future communications. All agreed.</p>
17	<p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency There was none.</p>
18	<p>Planning Matters:- (a) To consider all outstanding Planning Applications and if necessary, any applications received after preparation of the agenda:</p> <p><i>It was proposed and seconded to vary the agenda. All agreed.</i></p> <ul style="list-style-type: none"> • S106 Agreement – Land North of Station Road • Planning Sub-Committee Cllr Kelly reported that under S106 / CIL a developer contributes to local infrastructure to ensure issues are addressed to allow an application to go forward, otherwise it cannot proceed. He asked how in law, S106 funds for NHS and Public Open Spaces from the Station Road North development can be paid to Red Lodge and Mildenhall. There followed discussion about the S106 agreement, with Cllr Kelly advising that following tweaks to the proposal, the application would be heard at Development Control this week. He proposed that a planning committee was formed to understand exactly what was going on and to make, on behalf of the Parish Council, representation on this and all future planning applications. It was seconded with voting 6 in favour and 1 abstain. Cllrs Kelly, Gentle, Norman, Frost and A Gyte volunteered to join the committee. Cllr Norman proposed and it was seconded to ask Hermione Brown to also join. Voting 10 in favour. <p><i>Cllr Gathercole left the meeting.</i></p> <ul style="list-style-type: none"> • DC/19/2228/FUL - Planning Application - (i) Entrance door and window to front elevation (ii) installation of internal shutters (Previous Application DC/19/1331/FUL) - 65A High Street It was proposed and seconded to support. All agreed. • DC/19/1995/FUL - Planning Application - 2no. dwellings (following demolition of existing bungalow) - Woodview, 67 Woodcutters Way An objection from a resident on Woodlands was presented to members. It was proposed and seconded to object on material grounds DM2 & DM22 of West Suffolk's Joint Development Policies Document. All agreed. • DC/19/2307/HH - Householder Planning Application - (i) Single storey front extension (ii) front porch - 80 Eriswell Drive It was proposed and seconded to support subject to the extension being within the building line. All agreed. <p>Cllr Hastings expressed concern about the collapsed wall beside the library It was proposed and seconded to advise planning enforcement to ensure it was repaired sympathetically within the conservation area. All agreed.</p>
19	<p>To note date of next Meeting - Monday 6th January 2020 There being no further business the meeting closed at 8:45pm</p>