

LAKENHEATH PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH
ON MONDAY 4th JULY 2022 at 7pm

MINUTES

Present

Cllr G Kelly (Chairman)

Cllr J Hastings (Vice Chairman)

Cllr J Cahill

Cllr I Frost

Cllr J Gentle

Cllr A Gyte

Cllr P Gyte

Cllr E Morley

Cllr W Overy

Cllr S Palmer

In attendance: D\Cllr S Frost, N Glading parish clerk and one member of the public

2022/67	Chairman's welcome: apologies had been from received C/Cllr C Noble and Cllr R Norman	
2022/68	Declarations of Interest: None undeclared in red book	
2022/69	Representations from Members of the Public (limit of 3 minutes each speaker) <ol style="list-style-type: none"> 1. A resident told the meeting that the Community Centre is currently underused and needs more hirers. 2. There appears to be a rumour that the local primary school is to be closed and re-located. Will it remain under Suffolk County Council or become an academy? Could the parish council apply for the school to become a listed building? 	
2022/70	Planning Matters relating to Lakenheath	
a.	A summary of planning material considerations was RECEIVED by the councillors	Appendix A
b.	Planning application DC/22/0760/FUL was considered- Change of use of land from greenfield to traveller site, housing six static caravans and associated dayrooms- Land South West of Sedge Fen Road Lakenheath Suffolk. OBJECTION (see Appendix B)	Appendix B Planning Officer informed 5 th July 2022
c.	NOTED: Appeal (Town and Country Planning Act 1990) one dwelling following demolition of existing outbuildings Location: Plot Rear Of 142 High Street Lakenheath Suffolk, application number: DC/21/2167/FUL	

	Appeal reference: AP/22/0033/STAND Appeal start date: 13th June 2022 Appellant: Michael O'Rourke Appeal type: Standard	
2022/71	REPORTS from RAF, West Suffolk and Suffolk County Council representatives	
a.	An update was received from RAF representative Sqn. Ldr. S Geary (See Appendix C) Cllr Gentle asked about noisy aircraft and will confirm the date and time.	Appendix C
b.	An update was received from West Suffolk District Councillor S Frost. The refuse collectors are starting earlier than usual because of the very hot weather. Bins are expected to be put out prior to 6am on collection day and some residents had ignored this rule and missed their collection. Currently there is a purge on the contents of blue bins, as some people are putting inappropriate items in the recycling bins. Advice is on the WSC website. Cllr Morley told the meeting that he has resolved the issue of the footpath outside his house. It is believed that D/Cllr Noble was looking into the Caudle Ave matter (next meeting). It was reported that there had been some loud music in the village, which will be reported once the councillor confirms date and time.	
c.	Suffolk County Councillor C/Cllr C Noble Not present	
2022/72	Minutes of the Meeting held on 6th June 2022	
a.	The accuracy of the minutes of the meeting held on 6 th June 2022 were unanimously AGREED The Chairman was authorised to sign the June Minutes	
2022/73	Financial Matters	
a.	The Financial Report from Mrs C Shimmon, RFO was RECEIVED It was RESOLVED to AGREE the payments as listed Clarification is required on the large sum at the foot of the payments. Clerk to seek the RFO's advice and report back.	Appendix D
b.	The funding request that had been received from the Community Speed Watch Group, a sub group of the parish council, was considered. It was unanimously RESOLVED to AGREE the £600 expenditure.	
c.	NOTED: the allocation of a new debit card to Cllr I Frost	
2022/74	Reports	
a.	(i) <u>Neighbourhood Planning Group</u> including High Street Regeneration Scheme: Cllr Kelly reported that Workshop coming up 13 th July, councillors are encouraged to	

	<p>attend. Still not sure if we have our grant this year. Details will be available around the end of 2022. A new hardware shop has opened in the village</p> <p>(ii) <u>Business Forum</u>: Cllr Overy reported that a member will try and get breakfast meetings together</p> <p>(iii) <u>Environmental update</u>: Cllr Cahill reported that the Jubilee tree is thriving</p> <p>(iv) <u>Speed-watch Group</u>: Volunteers are out again. 97 vehicles reported back to Suffolk Constabulary. The group have two new volunteers, who are both now checked and trained. Considering the ANPR project, Clerk to pass details on to Cllr P Gyte.</p> <p>(v) Vehicle electric chargers in Wings Road car park are being considered.</p> <p>(vi) Clerk reported that the village keeper is off sick so she is opening and closing the toilets. The substitute lady wishing to leave at August.</p> <p>It was AGREED to close the playpark toilets with a notice pointing to the Wings road facility. Notice to go in Lakenheath Times.</p>	
b.	Update on Adult Gym equipment installation: There is a meeting with Elveden tomorrow, during which permission will be sought to install the equipment.	
2022/75	Lakenheath Cemetery	
a.	Cemetery Report: the hedge remains half done	
b.	Mound in cemetery removal- update. Cllr Hastings informed the meeting that there is still a mountain of clippings which cannot be chipped because the village keeper is untrained. Clerk to locate the original order, which was placed when previous clerk was in post and advise Suttons to proceed with collection.	
c.	Renovation of chapel floor: Cllr Hastings reported that the floor needs cleaning, clerk to ask the cleaners for a quotation, to be considered at the next meeting.	
d.	The draft Terms of Reference for the Cemetery Committee were considered and unanimously AGREED	Appendix E
2022/76	Grant Requests	
a.	<p>There were no outside grant requests.</p> <p>Clerk to present an application form for the next meeting for all applicants to use.</p> <p>What the hell is suspend standing orders</p>	
2022/77	Trees at St Marys Church (Back Street)	
a.	Update on the cutting of the two trees bordering Back Street: Cllr Kelly informed the meeting that this was now in the hands of the contractors and the complainant	

2022/78	Mutford Green	
a.	This had been deferred at the last meeting. Appearance, some homemade dropped kerbs, and cars parked on the Green. Nothing further to report	
2022/79	Items from last meeting	
a.	Caudle Ave, footpath (Chairman): this remains a question for C/Cllr C Noble.	
b.	Mobile phone reception- poor in some areas – copper cable degrades the quality of connection promise to go to fibre optic. Switching suppliers has been found to be the most effective remedy.	
c.	LPC letterheads / logo Deferred: clerk to collate suggestions.	
d.	Lakenheath Times: It was AGREED that the clerk, Cllr Hastings and Cllr P Gyte were given a remit to look at improving the distribution, numbers required and ongoing ideas.	
2022/80	Streetlight work	
a.	Update from working party (clerk, Cllrs Palmer and Frost) A meeting will be held shortly to progress this.	
2022/81	Items for Future Meetings and confirm date of next meeting	
a.	Helping village residents (joined up services) (Clerk and Cllr Hastings)hold information at the parish office to signpost people to help or grants. A future Lakenheath Times article, not everyone has the internet A move of the remembrance ceremony to 11am was considered. This would mean that the band and bugler would not be available.	
d.	Repair/ replacement of window: clerk to obtain a local quote	
2022/82	Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency: none	
2202/83	The Council agreed to exclude the public for the following agenda items due to the confidential nature of the items	

Next meeting: 1st August 2022

Meeting closed 9.15 pm

Appendix A

Material Planning Considerations include:

- Layout, density.
- Risk of flooding or pollution.
- Overlooking and loss of privacy.
- Overshadowing and loss light (daylight/sunlight).
- Access and traffic generation (highway safety).
- Local economy.
- Design, appearance, and materials.
- Appearance, effects on street, specially designated area or building (e.g. conservation areas, listed buildings, ancient monuments, etc.).
- Adequacy of parking.
- Noise and smell.
- Landscape, contamination, loss of trees, etc.
- Cumulative impact.
- Past planning history or appeal decisions of the site.
- Central government policy and guidance (National Planning Policy Framework and Planning Practice Guidance).

The following are NOT considered to be material considerations:

History of applicant.

Loss of view.

Commercial competition.

Impact on property value.

Restrictive covenants.

Ownership of land, right of access.

Noise & disturbance from construction work.

Land & boundary disputes.

Land ownership.

Damage to property.

Private rights of way.

Deeds & covenants.

Private issues between neighbours or Lots of objectors

Appendix B

Planning application DC/22/0760/FUL was considered- Change of use of land from greenfield to traveller site, housing six static caravans and associated dayrooms- Land South West of Sedge Fen Road Lakenheath Suffolk.

OBJECTION

Lakenheath Parish Council object strongly to this application in terms of both context and proposal.

This application is the result of four years of Enforcement Officers “action” and a potentially successful application has prompted the appearance of two further sites in the Parish. The Enforcement Team have been made aware of both and, while not specific to the application, the cumulative impact is clear; the message has gone out that the West Suffolk planning process is a matter of choice.

Under the extant Gypsy and Travellers Needs Assessment (GTANA 2016) there is currently no requirement for any additional pitches in the former Forest Heath area as there were “no Gypsy or Traveller households identified in the former Forest Heath area”; surmise and conjecture on any future requirement may not be relied upon as a material consideration. The Supporting Planning Statement (4.3) rightly quotes NPPF that the purpose of the planning system is to contribute to the achievement of sustainable development. It also quotes Paras 38, 110, 126, and 130; each of which would mitigate against approval of this application.

The document also rightly points out that the Planning Policy for Traveller Sites (PTTS) 2015 at Para 26 requires weight to be attached to factors such as:

- Effective reuse of land
- Sites which enhance the environment
- Promoting opportunities for healthy lifestyles, such as provision of adequate landscaping and play areas, and
- Not enclosing or isolating a site with hard landscaping, walls and fences.

Rather, the application is for an unsightly high fenced enclosure, immediately adjacent to the Settlement Area and both very visible and very audible from many houses on the other side of the Cut-off Channel.

Section 5.29 of the Supporting Planning Statement states that the land affords an opportunity to provide for a sympathetically designed scheme with a layout and density of pitches that will actively enhance the character and appearance of the area whilst making an appropriate use of a sustainably located site. The application widely misses that opportunity.

Section 5.32 of the same document describes native and conifer planting around the perimeter; this is not what is in the application.

Section 5.36 suggests the proposal is unlikely to give rise to significant adverse effects on residential amenity. On the contrary, the lighting arrangements and noise already generated are regarded by residents as “adverse effects”.

Contrary to Section 5.55 the track which would serve the site is not a Public Byway (cf Lakenheath Drainage Board consultation response), and regardless of ownership, the Council has concerns that neither the track nor where it joins Highbridge Gravel Drove (on a bend) can safely accommodate any increased volume of traffic.

There are no connected utilities, and the Supporting Planning Statement describes a (potential) on-site foul water treatment system, in the form of a package treatment plan and drainage field. This does not appear on the drawings and is difficult to envisage.

The Council also notes the comments in the DIO consultation response and anticipates that any noise mitigation (and parking) requirements would be at least to the standard required of any other development in the area.

Appendix C - Report from Sqn. Ldr Geary

Council Update

RAF Lakenheath May 2022:

Operations/Exercises:

- All 3 Fighter Squadrons completed routine training sorties in the UK throughout May and Jun to retain competency and currency on the aircraft.
- During the Memorial Day weekend, the 492nd FS participated in a flyover of Cambridge University and the 494th FS participated in a flyover of Normandy.
- 48FW suspended flying activity over the QPJ Bank Holiday weekend.

Community Matters:

Suffolk Show (31 May – 1 Jun 22). USVF provided a large footprint in the Military Village at the Suffolk Show. Security Forces, Military Working Dogs, Special Ops Wg, Medical, Fire, Flying Squadrons, Logistics and Fitness capabilities were all represented at the Show. In addition, the Honour Guard and a marching contingent of USVF personnel also participated in the QPJ Pageant Parade at the Suffolk Show.

Change of Command. The 48FW Senior Leadership Team has been changing over this month. Tomorrow will see the Change of Command Ceremony for the 48FW Commander. Col Jason "VASCO" Camilletti will be replaced by Brig Gen Joseph "Knuckles" Campo.

Appendix D - Report from RFO

LAKENHEATH PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER REPORT

4th JULY 2022

1. Please find bank reconciliation for month end 31st May 2022 attached.
2. Please find a summary of payments, for authorisation attached. The bank signatories are being updated but I am advised by Lloyds Bank that this can up to 20 working days. Please could Cllrs Kelly and Frost authorise the online payments. I will drop the invoices and cheques off for signing.
3. It has been asked if a debit card can be issued for purchases / payments where only a card be used for payment. This is permitted under current Financial Regulations:

Date		Chq No.	Payee	Description of Supply	Amount
08.06.2022		D/D	British Gas	Electricity - Public Conveniences	£36.36
15.06.2022		D/D	EDF Energy	Electricity - Cemetery Chapel	£21.00
25.06.2022		Online	Staff	Staff	£3,164.65
01.07.2022		D/D	John Deere	Vehicle Payment	£300.56
04.07.2022	*	3976	Lakenheath Good Neighbours	S137 Grant	£200.00
04.07.2022	*	3977	Suffolk Accident Rescue Service	S137 Grant	£225.00
08.07.2022	*	Online	TSR Motors Ltd	Oil	£4.99
08.07.2022	*	Online	N Glading (reimbursement)	Black Refuse Sacks	£15.54
08.07.2022	*	Online	Michael Murfet	Cemetery Mole Catching	£65.00
08.07.2022	*	Online	P Gyte (reimbursement)	Jubilee Cake & Engraved School Plaque	£140.00
08.07.2022	*	Online	J Hastings (reimbursement)	Jubilee Flowers, Refreshments & Face Painting	£150.27
08.07.2022	*	Online	Clare Shimmon	Interim RFO April to June 2022	£650.00
08.07.2022	*	Online	DEG Plumbing & Heating	Boiler Breakdown	£204.47
08.07.2022	*	Online	NFU Mutual	Vehicle Insurance	£1,093.83
08.07.2022	*	Online	BT Payment Services	Parish Office Mobile	£79.80
08.07.2022	*	Online	Jane Rutterford	Public Conveniences - Opening & Closing	£162.30
08.07.2022	*	Online	BT Payment Services	Parish Office Telephone & Broadband	£66.26

08.07.2022	*	Online	Lakenheath Peace Memorial Hall	Parish Office Rent - Quarter One	£731.48
08.07.2022	*	Online	Sunrise Cleaning Services	Cleaning Public Toilets - April & May	£819.30
08.07.2022	*	Online	County Graphics	Lakenheath Times - June Edition	£807.00
08.07.2022	*	Online	Nationwide Building Society	Transfer of Funds	£40,000.00

Bank Reconciliation 31st May 2022

Balance at 30.04.2022	£352,099.45
Uncleared payments from previous period	£890.22
	£351,209.23
Income	£16,345.98
	£367,555.21
Less Expenditure (Chqs, Online Pmts + D/Ds)	£7,645.21
	£359,910.00

Represented by:

Balance in Current Account	£104,583.70
Balance in Lloyds Bank Deposit Account	£60,944.43
Balance in Unity Trust Bank Deposit Account	£75,820.18
Balance in Nationwide Deposit Account	£24,111.36
Balance in Cambridge Building Society	£80,408.50
Balance in Lloyds Bank Deposit Account - Speedwatch	£95.41
Balance in Lloyds Bank Depository Account - NP	£14,985.00
	£360,948.58
Less Payments not Presented	
HMRC	£945.78
Suffolk County Council	£92.80
	£1,038.58
	£359,910.00

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Jubilee expenditure

Income		Item	Expenditure	Balance
Parish Council	£2,000.00			
Cllr Frost	£750.00			
Cllr Noble	£750.00			
	£3,500.00			
		Coins for School	£393.93	£3,106.07
		Hire of halls	£200.00	£2,906.07
		Bunting	£155.96	£2,750.11
		Cake Topper & Ribbon	£3.75	£2,746.36
		A4 Cake Topper	£5.98	£2,740.38
		Union Jack Flags	£18.00	£2,722.38
		Lamp Post Signs	£115.59	£2,606.79
		Souvenir Mag & Plate Gift	£26.86	£2,579.93
		Flag Poles	£284.00	£2,295.93
		Bunting	£155.96	£2,139.97
		Cake Topper & Ribbon	£3.47	£2,136.50
		Jubilee Mug	£9.49	£2,127.01
		4 x Flags	£12.72	£2,114.29
		Napkins	£2.99	£2,111.30
		Children's Stickers	£5.98	£2,105.32
		Paper Plates	£8.49	£2,096.83
		Balloons	£8.20	£2,088.63
		Paper Cups	£19.50	£2,069.13
		Crowns	£7.50	£2,061.63
		Plaque for The Queen's Canopy Tree	£155.99	£1,905.64
		Flag Pole	£20.99	£1,884.65
		Jubilee Tree & Planting Kit	£179.29	£1,705.36
		Lamp Post Signs	£115.59	£1,589.77
		Cake Ribbons	£4.27	£1,585.50
		Balloon Pumps	£5.59	£1,579.91

		4x Union Jack Flags	£18.00	£1,561.91
		Face Painting deposit	£30.00	£1,531.91
		Table Covers	£12.50	£1,519.41
		Plate Stand	£5.10	£1,514.31
		Cupcake Toppers	£2.39	£1,511.92
		Union Jack Cone Bags	£6.00	£1,505.92
		Lamp Post Signs	£115.59	£1,390.33
		Bunting & Flags	£155.96	£1,234.37
		Cable Ties	£22.04	£1,212.33
		Sweets	£13.30	£1,199.03
		Goody Bags	£12.59	£1,186.44
		Sweets	£13.05	£1,173.39
		Paper Doilies	£3.69	£1,169.70
		Lamp Post Signs	£115.59	£1,054.11
		Flags	£12.98	£1,041.13
		Flag Poles	£55.82	£985.31
		Flag	£6.49	£978.82
		Flags	£46.00	£932.82
		Flag Poles	£26.99	£905.83
		Table Cloth Clips	£14.98	£890.85
		Lakenheath Times June & July Colour	£584.00	£306.85
		Cake	£45.00	£261.85
		Flowers	£8.00	£253.85
		Refreshments	£32.27	£221.58
		Face Painting	£110.00	£111.58
		Engraved Plaque for School	£95.00	£16.58

Appendix E – Cemetery Committee Terms of Reference

Terms of Reference for the Lakenheath Cemetery Committee

The Committee is responsible for the Cemetery for the Parish of Lakenheath

1. Identify policies and actions to ensure safe working practices in the maintenance of the Cemetery Grounds, Garden of Remembrance, Chapel, Equipment, and other assets located in the Cemetery Grounds.
2. Identify and oversee activities to be undertaken by the Village Keeper and any officer, employee or contractor (or delegate supervision to the parish clerk) who are engaged on work within the cemetery grounds.
3. Review the schedule of Cemetery Charges on an annual basis.

4. Review Cemetery Rules and Regulations on a regular basis.
5. Conduct Risk Assessments within the Cemetery.
6. Provide an inspection report to the full council at monthly meetings.
7. Implement policies and procedures in accordance with recommended practice.
8. Oversee the day-to-day management of the Cemetery and Chapel and to identify future usage of such assets as they become available.

Adopted at the Lakenheath Parish Council meeting held on 4th July 2022

Next review: July 2024