

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 7<sup>th</sup> September 2020  
remotely by zoom commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, R Norman, P Gyte, A Gyte, I Frost, G Kelly, S Frost (District Councillor Clare Shimmion (Clerk) Maggie Flint (Clerk) and 1 members of the public.

Permission was sought by the Chairman to vary the agenda to enable a one minutes silence for the passing of Cllr Gathercole. All agreed.

### **1 Apologies for Absence**

Cllrs Gentle, Cllr Palmer. Apologies accepted by all.

### **2 Declarations of Interest**

No new declarations of interest declared

### **3 Confirmation of Minutes of Meeting held on July 6<sup>th</sup> 2020**

Cllr P Gyte asked for clarification in regards to draft notes. It was proposed and seconded the Minutes of the Council meetings on July 6<sup>th</sup> 2020 were signed as an accurate record of the meetings. All present at those meetings agreed.

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

A member of the public highlighted damage to the Tommy on the playing fields asked the PC to raise issues of the drainage with District Council and the importance and merits of a neighbour plan were explained.

### **5 Police Matters**

Nothing to report

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

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

No report received

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

Cllr Frost gave report on the district plan and current position of the district council and the need for Lakenheath to take part.

**(c) Suffolk County Council** to include update on Farthing Drove Colin sends apologies, Cllrs had received monthly report by email sent by email. Cllr P Gyte read out details of the update in regards to Farthing Drove.

### **7 Planning Matters: - To receive report from Planning Committee**

DC/20/1278/TCA	Trees in a Conservation Area Notification - 1no poplar (T1on plan) reduce height by 6 metres	26 Mayfields Lakenheath IP27 9TA
DC/20/1273/FUL	Planning Application - (i) Change of use of ground floor bank/offices (Class A2) to residential dwellings (Class C3) including, (ii) two storey rear extension (partial demolition of existing flat roofed extensions) to form 5no. self-contained apartments	19 High Street Lakenheath IP27 9JS
DC/20/1269/FUL	Planning Application - 2no. dwellings	19 High Street Lakenheath IP27 9JS
DC/20/1306/HH	Householder Planning Application - single storey side extension	62 Caudle Avenue Lakenheath IP27 9AU

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DC/20/1390/FUL	Planning Application - (i) 1no dwelling (ii) double garage (iii) conversion of outbuilding to garage	84 High Street Lakenheath Suffolk IP27 9DS
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Planning Cllr Kelly gave a report on his findings in regards to creation of a Neighbourhood Plan and the importance of having a formal plan in place, the costs and grants available for the creation of a Neighbourhood Plan. It was reported that the initial cost would be approximately £11,000 but that government grants would also be available. Cllr P.Gyte suggested that an appeal in the Lakenheath Times was put together to look for suitable skills in the Parish who could help with the Neighbour Plan development. This was agreed. It was proposed to accept Cllr Kelly’s recommendation and seconded. All agreed.

Cllr. Kelly Further reported that there had been several buildings and development happening in the village without the necessary consent and he asked all to be vigilant and report any possible breaches to Planning Sub-Committee.

*District Cllr S. Frost left the meeting.*

**Financial Matters including:-**

**(a)Payment of Accounts:**

It was proposed and seconded that all payments be to be processed. Payments to be authorised online by Cllr Frost and Cllr Morley (Chairman)

Date	Payee	Description of supply	Amount
15.07.2020	EDF Energy	Electricity Supply - Cemetery Chapel	£21.00
15.07.2020	British Gas	Electricity Supply - Wings Road Public Toilets	£102.22
24-31.07.2020	Staff	July Salaries, Income Tax, NI & Pension	£5,259.46
03.08.2020	John Deere Bank	Vehicle Payment	£300.56
07.08.2020	G B Sport & Leisure	Ropes & Links for Emergency Repair to Basket Swing (children’s play area)	£166.80
07.08.2020	SALC	Website Accessibility Training	£30.00
07.08.2020	BT Payment Services	Parish Office Telephone & Broadband	£96.97
07.08.2020	Suffolk Prestige Security	Cemetery Alarm Annual Maintenance	£81.00
07.08.2020	Kevin Cooke Plumbing & Heating	Clear Blocked Drains – Wings Road Public Toilets	£120.00
25-28.08.2020	Staff	August Salaries, Income Tax, NI & Pensions	£4623.14
01.09.2020	John Deere Bank	Vehicle Payment	£300.56
09.09.2020	R.H Landscapes& Maintenance Services Ltd	Cover for Village Keeper - Grass and maintenance	£1,830.00
09.09.2020	Langton Flowers	Circular Wreath	£60.00
09.09.2020	Sunrise Cleaning	Invoices 30.04/30.06.2020 Cleaning Public Toilets	£409.50
09.09.2020	Wave	Water Supply to Wings Road Public Toilets	£203.17
09.09.2020	BT Payments Services	Parish Office Telephone and Broadband	£85.77
09.09.2020	APC	Mole Control in Cemetery	£200.00
09.09.2020	British Gas	Electricity Supply - Wings Road Public Toilets	£51.14
09.09.2020	County Graphics	Lakenheath Times July & August editions	£900.00
09.09.2020	M Flint (reimbursement)	Reimbursements	£221.54
09.09.2020	Bussens & Parkin (2015) Ltd	Padlock, Screws, Cable Ties, Safety Hasp	£17.64
09.09.2020	C Shimmon (reimbursement)	Reimbursements	£20.50
09.09.2020	Salc	New Clerk’s training	£144.00
09.09.2020	Lakenheath Peace Memorial Hall	Rent for Parish Office	£682.82

**(b)Bank Reconciliation:**

It was agreed that this was a correct record of accounts. It was proposed and seconded and to accept them. All agreed.

**(c) Annual Return Presentation/Acceptance of External Auditors review.**

C Shimmon (Clerk ) explained that these were still outstanding as no correspondence from PKF Littlejohn and that because of this delay there was a possibility that the PC may need to attend a extraordinary meeting to accept the Annual Return Presentation when it has been returned. This was proposed and seconded all agreed

**(d) Quarterly out-turn report.**

Approved and agreed by all.

9	<p><b>Lakenheath Cemetery</b></p> <p><b>(a) To receive a Cemetery Report:-</b></p> <p>It was reported that the cemetery gates have not been painted. The hedge was looking overgrown and that the moles are still not under control. M Flint (Clerk) reported that the mole catchers had been engaged 6 weeks ago and had 6 traps down in the cemetery and had trapped 5 moles to date. Currently the mole catcher is still employed in the cemetery and are attending the cemetery bi-weekly to check and move traps.</p> <p>It was further reported that the toilets at the cemetery are still closed and asked if these should now be opened? It was proposed that the cemetery toilet be opened and regularly cleaned. This was seconded and all agreed.</p> <p><b>(b) To Confirm Grant of Exclusive Rights of Burial</b></p> <p>There was one.</p> <p><b>(c) Risk Assessment.</b></p> <p>Cllr. Hastings highlighted toilets were not on risk assessment. Cllr Hastings has suggested that this should be included due to the possibility of slippage and that she would undertake the task of writing this and send to the clerk. This was agreed and seconded. All agreed</p> <p><b>(d) Quotes for Sub- contractors to cover keeper's work.</b></p> <p>Two quotes received, RH Landscaping £385.00 per cut + VAT. Brian Rutterford 3 days' work using PC equipment 660.00+ VAT per cut. Using own equipment £1320.00 Plus VAT. It was proposed and seconded to accept the Quote from RH Landscaping. All agreed.</p> <p>Hedge cutting quotes-RH Landscapes £1200+Vat and CGM £2350 +VAT It was proposed and seconded to accept the quote from RH Landscapes. All agreed.</p> <p>Pollarding trees in the old section. RH Landscaping £1575+VAT, CGM £2650+VAT It was proposed and seconded to accept the quote from RH landscaping. All agreed</p> <p>Cllr Morley asked that a letter of thanks was sent to CGM in regards to their swift and professional response to the fallen tree in St Mary's Church over the bank holiday weekend.</p> <p>(d) To discuss /approve cemetery fees sent out 10% increase as agreed. It was proposed and seconded to agree fee increase. All agreed</p>
10	<p><b>Remembrance Day Parade</b></p> <p>There was a discussion regarding possible changes to the Remembrance Day Parade. M Flint (Clerk) reported the following conversations with Rev Tams at St Mary's Church and SALC. SALC have confirmed that the British Legion have not yet updated the information in regards to Remembrance Day Parade and they are therefore still awaiting clear guidance. Rev Tams has explained that due to the issues surrounding social distancing in church and the current government guidelines in regards to singing etc. He did not feel that the church would be conducting a service and that he believed that a simple laying of the wreath may be more appropriate this year. Clerk reported that currently the road closure has been agreed. Due to bi-monthly meetings Clerk and Chairman given delegated authority to make any arrangements necessary once the advice is available. Proposed and seconded, all agreed.</p> <p>Cllr. Morley (Chairman) asked that a donation of £75 be sent to the British Legion to thank them for supplying the wreath for the recent VJ day service. All agreed.</p>
11	<p><b>£19 Grant requests.</b></p> <p>Clerk reported that she had received correspondence from Lakenheath Cricket Club with a request for a grant to help support the running of the club, due to declining income as a result of the Coronavirus. No amount had been requested but a list of outgoing expenses had been included. After discussion two proposals were put forward. A grant of £3000 and a grant of £3256. Both votes were seconded and the vote was decided 4-3 to accept the £3000 proposal</p>
12	<p><b>Children's Play Area to include 5-year plan, new bin and cleaning contract.</b></p> <p>Although it has been discussed in the past to use wet pour on the children's play area but it has been decided that as some of the equipment will need to be replaced in the near future. This would mean removing areas of newly laid wet pour to replace items. Clerk has arranged to meet a supplier at the children's play area on Wednesday 09/09/2020 to look at ideas for improving the area.</p>

	<p>This is an initial meeting to gather ideas. Cllr.P. Gyte has volunteered to oversee the 5-year plan and will agree to accompany Clerk and meet supplier.</p> <p>It was proposed and seconded to continue to sanitize the play equipment at the children's play area. All agreed</p> <p>The cost of a new bin will £543.35 +VAT and will need to be secured on a concrete stand. This was discussed and a proposal was put forward to buy the bin and have it fitted by Mr K Flack. This was seconded and agreed by all.</p>
13	<p><b>Lakenheath Heritage Group- Guest user's agreement.</b></p> <p>It has been agreed that Mrs Shimmon of the Heritage Group will continue to have access to the Parish Council's area of the One Suffolk site to enable her to upload information with regards to the Heritage trail. A new user's agreement has been drawn up and this was adopted by the Parish Council. This was proposed and seconded, all agreed.</p>
14	<p><b>St Mary's Church wall repair and tree maintenance</b></p> <p>Awaiting for a report and quote from Tom Rought. It has confirmed that although the wall is in need of repair, it is in its current state safe. CGM has carried out a full tree audit on all the trees in St Mary's Churchyard and gave a 3-year plan of proposed works. This did not include the horse chestnut tree that recently was damaged in the storm. CGM acted quickly and came out to remove it and also made safe an elm tree on Station Road.</p> <p>The Horse Chestnut tree is now deemed as unsafe as it is unstable. The quote from CGM to make the tree safe has been received and this amounts to £2944. Cllr Gyte suggested that RH Landscapes gives second quote. Delegated authority given to Chairman and Clerk to accept quote on behalf of the Parish Council. Proposed and agreed.</p> <p>Concern raised over falling leaves in the cemetery in the coming months. It proposed and seconded that RH are asked to quote for the removal of leaves from the cemetery 3 times weekly. All agreed.</p>
15	<p><b>Street light out at Highlands Unit 206.</b></p> <p>Cost of agreed 1286.92 + Vat for the replacement of the street light replacement at Highland. All agreed.</p>
16	<p><b>Lakenheath Times.</b></p> <p>It was agreed that although the Lakenheath Times could do with updating, it has improved in the last two months and that this was not the right time for change. It has set for re-tabling at a later date. All agreed.</p>
17	<p><b>Standing Orders and Financial Regulations</b></p> <p>Contractual and Procurement changes have been send from SALC. It was agreed to adopt them.</p>
18	<p><b>Keep Lakenheath Tidy</b></p> <p>Cllr.Frost advised that as the pandemic is still with us, he does not feel that group activities should be taking place. It has been noticed that individuals are litter picking and it was suggested that smaller groups should be encouraged. Suggested item is added to Lakenheath Times. Cllr Frost has agreed to write a short article for the Lakenheath Times. Parish Council have agreed to the purchase of 6 litter pickers and gloves and bags for loaning out to local community.</p> <p><i>Chairman asked permission to suspend Standing orders to allow the meeting to continue.</i></p>
19	<p><b>It was agreed to ask members of public to leave the meeting due to the confidential nature of the next two items on the agenda</b></p>
20	<p><b>Village Keeper</b></p> <p>Clerk spoke to the keeper last week and he has passed on his thanks with regards to the payment of salary whilst he is unfit for work. He has stated that he would like to return after his sick note runs out in two weeks but this will be on the recommendation of his Doctor. It has been proposed and seconded that the Parish Council agree to continue to pay his full salary until the next meeting on November 2<sup>nd</sup> 2020.</p>

<b>21</b>	<b>Clerk revised rate of pay</b> Annual pay increase of 2.7% from NALC. Councillor's voted to accept the pay Increase which is backdated to April 1 <sup>st</sup> 2020
<b>22</b>	<b>Items for Future Meetings</b> Lakenheath Times St Mary's Church Wall repair Litter Picking Update on play park 5-year plan.
<b>23</b>	<b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b> Office closed on Wednesday from 12pm in mark of respect to Cllr. David Gathercole.
<b>24</b>	<b>To note date of next Meetings - Monday 2<sup>nd</sup> November 2020</b>  There being no further business the meeting closed at 9:27pm          Sign ..... Date ..... CHAIRMAN Signed as confirmation that they are a true record.