

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 1st March 2021
remotely by zoom commencing at 7:00pm

Present

Councillors E Morley (Chairman), R Norman (Vice Chair), J Hastings P Gyte, A Gyte, I Frost, G Kelly, J Gentle, J Cahill, C Noble (West Suffolk Council), S Frost, (West Suffolk District Council) Maggie Flint (Clerk) and 2 members of the public.

1 Apologies for Absence

Cllr: S Palmer

2 Declarations of Interest

Cllr Norman declare interest in regards to Item 13: Village Hall

3 Confirmation of Minutes of Meeting held on 4th January & 20th January 2021

It was proposed and seconded that the minutes were signed as a true and accurate record of the meetings. All agreed.

Reports & Questions: -

4 (a)RAF Commander Lakenheath-

No report received

(b)West Suffolk District Council

Cllr Frost gave a report in regards to the increase in precept that had been agreed by West Suffolk Council. He also reported that he had contact with members of the parish council in regards to the various sub-committees. That he had contact with the Clerk in regards to planning matters and that he is pushing forward to help progress these matters. Cllr: S Frost asked for any questions. Cllr: I Frost asked for an update on the Amazon locker. Cllr: S Frost reported that District Council had spoken to Amazon in regards to the placement of the locker. This was causing problems due to the placement which was too close to the zebra crossing and was also in the conservation area. Cllr Hastings reported that the newsagent in the village was now an Amazon hub.

(c) Suffolk County Council Cllr: C Noble stressed the need to follow the governments guidelines in regards to Covid-19. Suffolk County Council have raised the Council Tax by 2% for general council tax and 2% adult social care precept. Cllr:Noble further reported that services are continuing as normal even if it is at a slower pace due to the extra demands of Covid-19, adult social care and children's social care. Cllr Noble asked if the Good Neighbours had received their money? Cllr: P Gyte confirm that this had not been received. Cllr: Noble stated that he would be chasing it up. Cllr Noble asked for any questions. There were no questions.

Cllr Noble and Cllr S Frost left the meeting 7.37pm

Police Matters

5 There was nothing to report. Cllr Norman stated that he was surprised at this as there had been two arson attacks, graffiti, criminal damage on toilets, a police chase through the village and a catalytic converter stolen in the last month. He questioned why were these things are not being reported? Cllr Morley asked if it was the Councils wish that the Clerk should write to the police and ask for regular updates. This was agreed by all.

6 Representations from Members of the Public

A member of the public asked the cemetery committee when they do their monthly report could they update the villagers as to what is happening with the geology in the cemetery. She reported that there were rumours in the village in regards to what was happening in the cemetery and asked that information was published in the Lakenheath Times in regards to this.

A member of the public also introduced herself and thanked the Parish Council for the invite to attend the meeting.

7.

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: Kelly and Cllr: Morley (Chairman)

Date	Payee	Description of supply	Amount
04/01/2021	John Deere	Vehicle Payment	£300.56
06/01/2021	Peace Memorial Hall	Quarterly Office Rental Dec 2020	£779.12
06/01/2021	CGM	Reduction of Horse Chestnut Tree Ref PF/TH/Quoted	£1260.00
11/01/2021	British Gas	Electrical supply Lakenheath Public Conveniences	£46.38
15/01/2021	EDF Energy	Electricity for Cemetery Chapel	£21.00
25/01/2021	BT Business	Office Telephone and Internet November December 2020	£186.13
25/01/2021	Staff	Salaries, NI, PAYE & Pensions	£4116.32
25/01/2021	Forest Heath Fastening	Fixings, Screws and Bolts	£35.69
25/01/2021	Proludic	Deposit for play equipment and installation	£26,788.04
01/02/2021	BT Business	Office Telephone and Internet Jan 2021	£165.73
01/02/2021	County Graphics	Lakenheath Times Nov/ Dec 2020	£900.00
01/02/2021	Sunrise Cleaning	Cleaning of Public Conveniences Dec 2020	£468.00
01/02/2020	J & M Flint	Reimbursements	£170.84
01/02/2021	Michael Murffet	Mole catcher	£50.00
01/02/2021	Wendy Barnes	Material to refurbish the Kiosk Mutford Green	£107.51
02/02/2021	John Deere	Vehicle Payment	£300.56
05/02/2021	British Gas	Electrical supply Lakenheath Public Conveniences	£55.72
15/02/2021	EDF Energy	Electricity for Cemetery Chapel	£21.00
25/02/2021	Staff	Salaries, NI, PAYE & Pensions	£4086.32
25/02/2021	C&J Peck	Service and repair of Mower	£2493.62
25/01/2021	Bussen & Parkins	Supplies for Village Keeper	£172.23

(b) Bank Reconciliations.

The council received bank reconciliations for December 2020 & January 2021 the agreed that these were an accurate record of the accounts and it was proposed and seconded that they be signed as such. All agreed.

(c) Quarterly Out -Turn report. The Council were presented with the 3rd quarterly out-turn report for their information. They agreed this was an accurate account of financial expenditure.

(d) New Neighbourhood Plan bank account.

The clerk reported that a new account had been opened for the NP grants and all invoices relating to the NP would be paid from this account, and that any VAT from these invoices will be returned to the account at the end of the next tax year. There will still be 3 signatures for the authorisation of any payments.

8

Review of Lone Working Risk Assessment/Cemetery Risk Assessment.

Cllr: Hastings raised concerns that in the LW risk assessment there is nothing in relation to communication and felt that this was an important factor. She stated that she was aware that the Chairman has daily contact with the clerk and that this need to be included in the risk assessment.

	<p>It was agreed that this would be added before the chairman signed the updated copy. Cllr: Gyte asked about the sign off sheet. The clerk explained that the sign off sheet was for any employee working alone, in this case the clerk and the Village Keeper.</p> <p>In regards to the cemetery risk assessment this had been updated to take into account the mole catcher and the infilling of the graves. The council agreed that the Risk Assessments (once the adjustment to the LW Risk Assessment had been added) were fit for purpose and all agreed that they should be signed by the chairman.</p>
9	<p>30-mile Speed Stickers</p> <p>The clerk reported stickers have been in the office for close to a year because of the lock down they did not go out when first purchased the clerk asked if it was still the plan to use the stickers for the High Street or did the councillor want them to go out to Eriswell Road and Station Road residents. The clerk asked how would the scheme be advertised? Cllr: A Gyte suggested putting a piece in the Lakenheath Times. Cllr: Morley suggest that the wording used in the Lakenheath Times is that it is a pilot scheme and it is being rolled out to the two road in and out of the village first.</p>
10	<p>West Suffolk Dog Fouling Campaign.</p> <p>Cllr: Hastings felt that everything that has been done that can be done. She said she is walking more during lockdown and she felt the dog fouling was getting worse but that the PC had done all they can with signs in the village. The PC have in the past purchased bins and felt that there was little more they could do to encourage the few irresponsible owners to comply. She suggested that a small piece in the Lakenheath Times. Cllr Kelly said that the only way that anyone will take notice would be if someone was prosecuted and that he felt that this was unlikely to happen.</p>
11	<p>Beck Row New Parish Group.</p> <p>Clerk Reported email from clerk for Beck Row had asked if the PC council would be interested in joining other local parishes and town councils to form an alliance with regards to local matters such as planning and highways lack of litter clearing. It was agreed that the response to the email will be that if there were specific issues where co-operation would be to our mutual advantage, we would be very grateful to be involved with neighbouring councils. This was proposed and seconded, all agreed.</p>
12	<p>Play Area report and update</p> <p>Cllr: P Gyte Reported that the refurbishment of the play area started on 1st March and she had visited the site and that notices had gone up to state that the park was being closed for approximately 2 weeks. Cllr: Gyte also commented on the work that the village keeper had done on the benches in the play park and asked that the councils' thanks should be sent to him as a job well done. Cllr: Gyte said she was concerned that although the park had been taped off, she had passed by earlier in the evening to see a couple and child in the play park. Cllr: Morley has suggested that he will attend the play area throughout the days that the park is closed and make people aware that they should not be using the equipment.</p> <p>Cllr P Gyte also reported that the latest audit on the play area shows that some of the equipment that is not being replaced is in need of maintenance. Two quotes have been sourced and both were discussed by the Council it has been proposed and seconded that the ESP quote is accepted this will enable the work to be seamless as this is the company that is already installing the play equipment. All agreed.</p>
13	<p>S137.Grant Applications</p> <p>Lakenheath Peace Memorial Hall</p> <p>The PC have been asked for a maintenance grant that will be used for a new kitchen. The figure requested was £4000, clerk reminded the PC that in order to maintain a precept of 0% for the coming year, the figure in the budget had been dropped to £1000. Cllr Hastings expressed concerns about the maintenance of the whole building and in particular the roof as it is a flat roof.</p>

DC/21/0107/HH	Householder planning application - a. single storey front extension b. replace flat roof with pitched roof to the rear detached garage	25 Sandgalls Road Lakenheath IP27 9EE
DC/21/0155/TCA	Trees in a conservation area notification - a. one Poplar (T1 on plan) reduce over extended limb to the north back to first main growth point b. one Conifer (T2 on plan) reduce lowest lateral limb to the southwest over hanging neighbouring property back to main trunk	Dove House Hall Drive Lakenheath IP27 9JT
DC/21/0122/HH	Householder planning application - two storey rear extension	5 The Grange Lakenheath IP27 9BT
DC/20/2247/FUL	Planning application - one dwelling and garage, associated external works (following demolition of existing dwelling)	53 Sedge Fen Lakenheath Suffolk IP27 9LH

Cllr G Kelly gave a report to the PC in regards to the progress of the Neighbourhood Plan and the speed of its progress, he thanked the steering group and the volunteers who have delivered the survey. Cllr Kelly updated that the housing needs assessment is now progressing. The Design-scope work will involve people from the neighbourhood planning group and the site-specific assessments will be specific to any site. The website went live today. One issue is that although the group has confirmation that they will be receiving funds but unfortunately the money has yet to reach the bank account. Cllr Kelly requested that the PC accept that the money is coming in but in the meantime as the businesses that are supporting the NP are local small businesses would the council see its way to paying outstanding invoices on the understanding that the money will be returned on receipt of the grant. Cllr: Kelly suggested an absolute limit of £2000. Cllr Morley commented that the invoice for the printing of the survey does not need to be paid for 30 days to which Cllr Kelly agreed. Cllr Kelly asked that the PC agreed to the terms of reference for the Steering Group to be accepted by the Parish Council. It was proposed that the Council accepted the terms of reference this was seconded, all agreed. It was further proposed that the PC that where funds are know to be pending the PC would pay the invoices until till the money arrives when the money will be transferred back to the main treasurer's account. This was seconded and all agreed. Cllr: A Gyte thanked Cllr: Kelly for all his hard work and also thanked Mrs Brown for all the effort she has made.

17 **Request for a grit bin in Caudle Avenue**

Clerk has received an email from a concerned resident of Caudle Avenue requesting a grit bin be place in Caudle Avenue. Cllr: Hastings said that she felt the that the bins had been taken from the village and that the clerk should contact WS Council as to why the bins were removed and what is the legal president for H&S. Cllr: Kelly that the clerk checks with WS Council and if there is no valid reason not to have one then the purchase should be made. This was seconded all agreed.

18 **Parish Meeting Update**

Clerk reported that SALC had confirmed that there were no plans to extend the legislation brought in last April that has enabled the holding of virtual meetings and for annual meetings to be delayed or cancelled. Therefore, annual meetings of the parish council and parish meetings should be scheduled in the normal way. If it is intended that the meetings are held remotely the annual council meeting must be held between 1-6 May and the annual parish meeting should fall between 1st March- 6th May. It was proposed that the PC delay holding either meeting until closer to the later date. This was seconded and agreed by all. The Clerk pointed out that the next meeting of the parish council is bi-monthly and this date would fall after the 6th May due to the bank holiday at the beginning of May. The council discussed the possibility of returning to monthly meeting and this was proposed and seconded all agreed.

19 **Lakenheath Cemetery**

(a)To receive a Cemetery Report:- Cllr: Hasting reported.

The Front railings and gates require painting and look a little shabby as paint is peeling. The walled garden borders are looking a bit bare and would look better if they could be filled with bedding plants ready for the Spring. Also, the large concrete trough outside the chapel. The cemetery is looking ok given the extensive work that is needed to be done on the sunken graves. There is a large number requiring attention and I have undertaken an initial inspection and identified 25 graves that had sunk at least 12 inches and needed urgent attention. The village keeper is carrying out this work and gradually getting on top of them.

The mole population has decreased considerably with the mole catcher working alongside Scott and Maggie ensuring the cemetery is kept as clear as possible with the number of funerals increasing it is essential that visitors to the cemetery see it as good as possible.

Hedges are ok and do not need attention yet. Grass also remains fairly short so no cutting needed.

Cllr: Hastings suggested a short note be put in the Lakenheath Times asking if Christmas floral tributes can be removed by end of Mid-March to allow proper maintenance of the grave areas.

The toilets are ok at present although they could do with a bit of a sparkle clean and disinfectant.

The Chapel is ok at present and this week Cllr: Hastings is going to give it a clean and de-cobweb.

The notice boards are all good and relevant

As the weeks progress and the majority of the sunk graves are topped up and the moles brought under control, Cllr: Hastings would hope that the general appearance will improve dramatically.,

In these difficult times there seem to be more and more people visiting the cemetery daily and not only for funerals but to generally walk-through exercise and relax.

Cllr Hastings proposed that the PC authorise the purchase of some plants for the entrance of the cemetery. With a spend of £100 This was seconded and agreed by all. Cllr: Cahill asked that she be included in the plan to plant the cemetery entrance.

Cllr: Hastings also requested that a quote for repainting the inside of the chapel be considered.

(b) Map of the cemetery update

The clerk reported that the chairman had worked really hard in the last 5 weeks to produce a creditable map of the cemetery burial plots between plot number 805-1323. The map has been printed professionally and is in the form of a fold out map. The Chairman has gifted this map to the parish council. The clerk has asked if the PC would like to go forward with plans to map out the rest of the cemetery. Cllr: Hastings said that she had seen the map and was very impressed and suggested that if the rest of the cemetery was to be mapped that the cost was covered by the PC rather than the Chairman, this was agreed by all.

Chairman asked permission to suspend Standing orders to allow the meeting to continue.

This was agreed by all

(b) To Confirm Grant of Exclusive Rights of Burial

There was one.

(c) Gaiter repair/ service

Clerk reported there had been an incident with the gaiter, the Village Keeper was pulling out of his drive the door swung open and hit the cemetery bench. The door has been repaired under the warrantee at no cost to the pc.

(e) Painting of railings. Clerk reported that this was not on the village keepers job description and Clerk is sourcing quotes for this work to be carried out.

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.

Clerk explained to the two members of the public that they could now be removed to waiting room and be returned at the end of the meeting or they could choose to leave the meeting. One asked to leave and the other ask that the agenda be adjusted so that she could listen to the end of the meeting. The clerk explained that the next two items were closed to the public and the member of the public then chose to leave the meeting.

(f) Village Keeper update

Clerk and Cllr Hastings gave an update on a meeting with the Village Keeper.

20	<p>Application for vacancy Sedge Fen</p> <p>Clerk reported that there had been one application for the vacancy at Sedge Fen and asked the PC when and who would be involved in the interview process. It was agreed that the panel should be Chairman Morley, Cllr P Gyte and Cllr: Hastings. Clerk was instructed to invite interviewee to a Zoom meeting later in the week.</p>
21	<p>Items for Future Meetings</p> <p>Chapel</p>
23	<p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</p> <p>Cllr: Morley raised the issue of social media and reminded everyone of their responsibilities when using sites.</p> <p>The clerk asked that the PC gave permission for the lighting bill from West Suffolk Highway's to be paid this was agreed by all.</p> <p>Cllr: Gyte mentioned that he had been contacted by a parishioner in regards to a house in Maids Cross Hill and asked the Clerk to contact enforcement / environmental health with regards to the mess that is building up outside the property.</p> <p>To note date of next Meetings – Monday 12th April 2021</p> <p>There being no further business the meeting closed at 9:35pm</p> <p>Sign Date</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>