

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Assembly Meeting held on Monday 1<sup>st</sup> June 2021  
Held at Methodist Church Lakenheath commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman) J Cahill, I Frost, J Gentle, A Gyte, P Gyte, J Hastings, G Kelly, Norman (Vice Chair), S Palmer, Cllr, S Frost (West Suffolk County Council), Cllr C Noble (Suffolk County Council) and Maggie Flint (Clerk)

### **1 Election of Chairman and to receive Declaration of Acceptance of Office.**

It was proposed and seconded that the Edward Morley should remain Chair of the Parish Council. The vote was unanimous. Chairman Morley completed his declaration of Acceptance of Office.

### **2 Apologies for Absence**

Councillor Overy. Clerk confirmed that Cllr: C Noble would join the meeting and later as he was in another meeting until 7.30pm

### **3 Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached and, when appropriate will leave the meeting prior to discussion and voting on the item.**

Cllr:I Frost- Friends of Lakenheath Library.

Cllr :-Alan Gyte Lakenheath FC

Cllr:-P Gyte Lakenheath Good Neighbours, CSW

Cllr:- J Hastings Lakenheath Ladies Keep fit, Curling Club

Cllr:-R Norman Village Hall, Goward Evans Charity

### **Election of Vice Chair**

**4** It was proposed and seconded that Roy Norman remain as Vice Chair of the Parish Council this was agreed by all. Cllr: Norman completed his declaration of Acceptance of Office.

### **Police Matters**

**5** The Clerk reported that she had received information from Mildenhall Police Station in regards to E Scooter, Modern Slavery, Reporting of suspicious behaviour, Speedwatch and Speeding in our communities.

### **6 Confirmation of Minutes of Meeting held on 5<sup>th</sup> May and 17<sup>th</sup> May**

It was proposed and seconded the Minutes of the Council meeting on 5<sup>th</sup> May were signed as an accurate record of the meeting. All agreed. Cllr: Kelly said that his report for the Neighbourhood plan and planning Sub-Committee were not on the minutes for the 17<sup>th</sup> May and he would like the reports to be shown in the minutes. Clerk apologised and agreed to amend. Cllr Gyte mentioned that in the report from Cllr: Noble he actually said Suffolk rather than West Suffolk when he was answering questions about the Sleeping policemen/ Speed bumps. Cllr Noble said it was County policy not West Suffolk. Clerk agreed to change.

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

**7** There were none.

### **Reports and Questions**

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

**8** Clerk Confirmed that there had been no contact from the Commander this month. Chairman confirmed the Commander would be leaving the base in late June and the Parish Council had arranged for a card and small gift to be sent to him to thank him for his past support.

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

Cllr: Stephen Frost gave his report, the council is still getting itself back to normal and the council are still holding some meetings remotely. Most issues are to do with planning, but that they are mostly small stuff, porches and small extensions. Cllr: Frost mentioned that the Clerk had sent him an email in regards to an burning and pollution coming from a property in Undley Road, he has replied directly to the Clerk but he did not realise until today that some issues would go through Environmental Agency depending on what was

being burnt. Clerk agreed to find out and report back. Cllr: S Frost asked for any questions. Cllr: Norman said that he had noticed that Persimmons had now put forward full planning permission for the Eriswell Road site, but he believed that under Forest Heath they only had planning permission for the roads and not the houses. Cllr: S Frost said he had not picked up on that but that he would take it away and come back to the PC when he had some answers. Cllr: Kelly explained that Persimmon had asked for a meeting to discuss the development and that meeting was postponed by them but that the company has now gone ahead and push something through to planning. Cllr: Gentle asked about the drainage in Rabbit Covert. Cllr: Kelly told the council that there was a meeting on the 22<sup>nd</sup> of June to discuss this. Cllr: A Gyte thanked Cllr: Frost for his help with the car washing business that had set up on the corner of Highfields and reported that the issues had now ceased from this property. Cllr Hastings asked about the pop up take away food vans that were appearing in the village and suggested that the PC keep an eye on them to ensure that they were kept under control.

**(b) Suffolk County Council.**

As Cllr Noble had not yet joined the meeting, the Chairman asked permission to vary the agenda, this was agreed by all

**(a) Planning Matters: - To receive report from Planning Committee including The Neighbourhood Plan**

9 The council were given a planning list and Cllr: Kelly explained that response of the Planning Sub-Committee to each application. Cllr: Kelly said that he did not feel the list was not quite up to date as the application for the fencing in Caudle Avenue was not on the list. The Clerk explained that this was because that application had now been withdrawn. Cllr Kelly reported that Rabbit Hill is due to come up for development and control committee on the 22<sup>nd</sup> June and he was unsure at this time if the Persimmon would be on the agenda at the same meeting.

**Neighbourhood Plan** The Housing Needs Assessment is now back from AECOM in its final form and Cllr: Kelly will ask the PC to receive. He will also send a copy to be uploaded to the parish website as well as on the neighbourhood planning website. What is contained in the assessment is that there is a desperate need for genuinely affordable housing. Cllr Kelly suggested that although the document is 64 pages long, it is worth reading even if you only read the conclusions for each part. The survey results highlights will be on the Neighbour Plan website. Zoom meeting tomorrow evening for the Neighbourhood Plan Group. Still waiting to hear about the High Street Regeneration Grant.

**(c) To appoint members of the Planning Committee.**

Cllr: P Gyte suggested that the members of the Planning stay the same this year as they were all brilliant. This was seconded and the members of the Planning committee are as follows: Chairman-Cllr: G Kelly, members, Cllr: A. Gyte, Cllr: R Norman.

**Lakenheath Cemetery**

10 **(a) To receive a cemetery report**

Cllr: A Gyte gave a cemetery report, he reported that the window in the toilet had been replaced and it was reported that there were no hand towels in the toilet and that this was an ongoing issue. Clerk will contact the cleaning company again. The newly planted flower beds could do with a weed, the benches had now all been cleaned and that he was aware that the village keeper was taking them one at a time to be painted. Clerk explained that the memorial bench that had been removed had been claimed by the family of the deceased and they had taken it away for repair, but had now decided to replace. Cllr P Gyte asked if we were now informing the public who wanted to place a bench that the maintenance would be up to them and that any unmaintained benches that were deemed unsafe would be removed. Clerk said that she would devise a form and present it at the next meeting. Cllr: Gyte reported that the tap boxing in the new cemetery needs replacing. And that the gates inside the cemetery also need repainting.

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

10 There were none.

**(c) To appoint members of the Cemetery Committee.**

It was proposed and agreed by all that Cemetery Committee would stay the same and the members are as follows Chairman Cllr J Hastings, members Cllr A Gyte, Cllr: I Frost, Cllr : Frost has agreed to do the next cemetery report and to take a more active role in the committee going forward

**Financial Matters including:-**

11	<p><b>(a) Payments of Accounts</b> The Council received a copy of the payments for the month and a copy of the Clerks reimbursements they agreed this was an accurate record and it was proposed and seconded to sign it off as such. All agreed</p> <p><b>(b) Bank reconciliations</b> Bank reconciliation for April 2021 was presented. It was proposed and seconded to accept. All agreed.</p> <p><b>(c) Bank Signatories</b> It was proposed and seconded that the bank signatories remained the same and these are Cllr: Morley (Chairman) Cllr: Gentle, Cllr: Gyte, Cllr: Frost and Cllr: Kelly</p> <p><b>(d) Subscriptions/ Memberships</b> Cllr Kelly proposed and Cllr Hastings seconded to pay the annual subscriptions to Clerk &amp; Councils Direct, CPRE and SALC.</p>
12	<p><b>Annual Review of Policies and Procedures</b></p> <p><b>(a) Standing Orders</b> This was presented to the Council and it was proposed and seconded to be adopted. All agreed.</p> <p><b>(b) Financial Regulations</b> The regulations were presented to the Council who agreed to adopt for another year. Proposed and seconded, agreed by all.</p> <p><b>(c) Freedom of Information Policy</b> The Council Proposed and seconded to adopt the policy for another year, this was agreed by all</p> <p><b>(d) Complaints Procedure</b> The procedure was reviewed by the council and found fit for purpose. It was proposed and seconded to adopt. Agreed by all</p> <p><b>(e) Data Protection Policy</b> The policy was reviewed and it was agreed to accept for another year. Proposed seconded and all agreed</p> <p><b>(f) Code of Conduct</b> Cllr: Hastings asked about the policy in regards to social media as there had been incidents where the Chairman had reminded Councillors in regards to the use of social media. Chairman confirmed that this was covered in the standing orders as well as the Code of Conduct and Media Policy. The Council agreed to adopt the policy for another year. This was proposed and seconded all agreed</p> <p><b>(g) Media Policy</b> The policy was reviewed by all councillor present and it was proposed and seconded to adopt for another year. All agreed</p> <p><b>(h) Health and Safety policy</b> It was agreed that the policy was fit for purpose and it was proposed and seconded to accept for another year.</p>
8(c)	<p><b><i>Cllr Noble Joined the meeting and Chairman asked for him to give his report</i></b> Cllr Noble reported that he had won the elections both for district and County and that his canvassing had just been by leafleting due to safety concerns with Covid 19 but that he did speak to people whilst out and about. He said the main issues in the village are down to speeding but that this was not unique to Lakenheath, it's mentioned in lots of places. He reported that there was an issue with signage and that one particular resident had been very helpful in pointing this out and because of this he was now raised a number of issues with Highways. Another issue in the village was about parking, and how people could not be bother to walk an extra 20 yards to the carpark and would rather park illegally on the zigzags but that's what you get. Cllr Noble reported that he had asked civil parking dept to come out of Bury St Edmunds and come to the village and slap a few parking tickets on cars. Cllr: Noble feels that people should take responsibility for their speed and that everyone should know what the speed limit in the village is and it's up to individuals to abide by the rules. There is a problem with a crossing for the main play area as there is currently not one, but Cllr: Noble does not believe that putting a crossing further up the Undley Road would work as he does not personally believe that people would walk further up the road to cross safely only to walk back to the play park and he feels that this is a total waste of time and is nonsense. He further said that an experiment in Newmarket proved that if you take all road marking away and there is just a space for cars to drive you have far fewer accident as people had to slow down and think and as nobody knows who has priority it makes everyone slow down and think about who has priority Cllr: Noble said this was a theory it was a fact and had been proven to create less accidents as it makes everybody look. In London they have</p>

done the same and the roads are so much safer. Cllr: Noble said that the Pedestrian crossing in the village which was built in 1982/83, the reality is that in this day and age that would not be agreed to. Cllr: Noble went on to state that there have been concerns about the village getting larger and the strain on the Dr surgery. A new School had been planned. He mentioned that the Evera Homes which is a conglomerate of 4 housing associations would be developing social housing in the village, to encourage affordable housing and he welcomes the development in the village. Cllr: Hastings asked how the Social Housing would be integrated into the village? Cllr Noble replied that the masterplan was very well thought out and it will be integrated into the village. Nobody wants to see large social housing areas and the housing would be integrated into the privately owned housing. Cllr: Norman asked if Highways could look at the junction that goes down to Sedge Fen as you come down there is a sharp left hand turn and the rest of the road goes straight on there have been many near misses and although it is the drivers fault a bit of white paint on the bend would elevate a nasty accident, there is no road markings and that drivers who did not know the road could have a nasty accident. Cllr Noble stated that he had been driving the roads since he was 17 years old and he knew all the dips and bumps, however, he will have a look at it. Cllr: Frost asked about a government had a 5 billion pound scheme with regards to updating internet, how is that going to be rolled out. Cllr Noble confirmed it is coming but that it would be done in bits. Cllr Frost asked for a timeframe and Cllr:Noble was unable to give an exact time table. Cllr P Gyte asked if the company involved in developing affordable housing would meet with our local planning sub committee to discuss what the village want? Cllr: noble feels that this could be an option and that the PC should write and asked for a consultation with the developers.

**13 S.137 Grants**

Clerk reported that there has been letters of thanks from West Suffolk Citizens Advice, Fresh Starts and New Beginnings and Suffolk Accident and Rescue. Clerk Further reported that there had been a request for a donation under S.137 for the setting up of a Friendship club in the village. The clerk was still trying to establish if the request fit the criteria set out under the legislation for awarding S137 Grants. The PC agreed that if this was the case that they would award the sum of £50.00.

Clerk also reported that the Lakenheath Football Club had been awarded last year the sum of £9000 under S.19 and that although the Parish Council had paid out £2600 the football club had asked to defer the balance until this financial year. The Clerk had heard from the Football Club requesting that the balance now be paid. As the clerk had contacted SALC in reference to the deferment she had been advised that the Council would need to vote again for the payment of the balance. Cllr: Hastings asked Cllr: Gyte who is Assistant Manager and Trustee of the Football Club if the club really needed the money. Cllr: Gyte said that due to promotion they now needed to build a new stand and the money was needed. Cllr: Hastings asked how much the Football Club received in Grants from other sources and Cllr: Gyte replied that it was £10,000. A proposal was put to the council that the balance of £6400 was paid and this was seconded and carried with a vote of 5 -2 with Cllr Gyte abstaining from the vote due to his non- pecuniary interest the club. Cllr Norman suggested that the Clerk writes to the football club to congratulate them on their promotion

**14 Queen's Jubilee Planting of a Tree**

Cllr: P Gyte reported that she had received some information in regards to the planting of a tree for the Queens Platinum Jubilee, it was agreed that the Clerk would look into the details of this contact the Woodland Trust and report back.

**15 Speed Restrictions in the Village**

Cllr: P Gyte reported that she was concerned about speeding in the village and that she felt that the response from Cllr Noble in the Annual Parish Meeting had not been satisfactory in regards to the permanent calming methods in the village and although she appreciates that people should follow the speed limits and should take notice of the SID's and should know the speed limits in villages, we still have lots of speeding issues in the village and people don't follow the speed restrictions. We were told last week that Suffolk Highways do not support sleeping policemen or other traffic calming methods. Cllr: Gyte feels that it may be worth the PC lobbying a bit harder and maybe sending a letter to our MP to ask what they do believe about traffic calming methods. Cllr: Hastings Suggested that an article is put in the Lakenheath Times and Cllr: Gyte said she was happy to write it.

**16 Street Lighting-47 Eriswell Road**

The Clerk reported that the unit outside 47 Eriswell Road will need to be replaced due to deterioration of the existing light and associated equipment. The cost to replace the unit will be £1,238.40 + VAT. This was proposed and seconded all agreed

**17 Grit Bin Caudle Avenue.**

There have been no objections to the placement of the grit bin and the cost of the bin will be between £150 and £450 . The PC agreed to go ahead with the purchase.

**18 Noticeboards Sedge Fen and upkeep of existing**

Cllr Morley suggest that a notice board should be place in Sedge Fen and this was agreed by all, Clerk asked for volunteers to look after the community notice boards in the village, ensuring that the posts were appropriate and removing out of date leaflets. But also, to report back to the clerk when the boards needed repair or repainting Cllrs P& A Gyte agreed to do this.

**19** Clerk Informed the PC about the new hub opening in Mildenhall, with a new library, gym, sports hall and school.

**20** ***Council to consider excluding the public for the agenda items number 20/21 due to the confidential nature of the items***

**21 Vacancy Notification**

This was discussed and a new advert has been agreed. The Clerk will place the advert both with SALC and the Lakenheath Times.

**22.**

**Village Keeper**

The item was subject was discussed and voted on and the Clerk will put in place the PC instructions.

**23**

**Items for Future Meetings**

**24**

**Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency  
The Clerk will be on holiday for the next meeting and the Chair asked for a volunteer to act as Clerk and minute the next meeting. Cllr: Cahill offered to do this.**

Cllr Cahill reported that as of this morning we have 13 volunteers for the Great British Clear up for Friday, 8 for Saturday and 4 for

Sunday. Village split into 3 parts with one being covered each day.

Part 1 – Wings Road to Broom Road and roads off.

Part 2 – Eriswell Road and roads off.

Part 3 – Wings Road to Woodlands and roads off.

Before the litter pick can start there is some Health and Safety advice to give out:

Do not pick up anything that you feel could be toxic – report what you have found and where so we can plan how to get it collected.

Do not pick up any needles or drug paraphernalia– report what you have found and where so we can plan how to get it collected.

Take care when crossing the road. Stay in pairs or insight of someone else – where possible.

Please return all equipment and rubbish bags to the Parish Office at the end.

**To note date of next Meeting to be held remotely unless government guidelines change - Monday 5<sup>th</sup> July 2021 at the Methodist Church, Back Street Lakenheath at 7pm**

There being no further business the meeting closed at 8:59pm

Sign .....

Date .....

CHAIRMAN

Signed as confirmation that they are a true record.