

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 5<sup>th</sup> May 2021  
remotely by zoom commencing at 7pm

### **Present**

Councillors: E Morley (Chairman), R Norman, J Gentle, A Gyte, P Gyte, J Hastings, G Kelly, S Palmer, W Overy, S Frost (West Suffolk) Clerk Maggie Flint (Clerk) 2 members of the public

### **Apologies for Absence**

1 Cllr: Cahill, Frost, C Noble.

### **Declarations of Interest**

2 There were none

### **Confirmation of minutes of meeting held on 12<sup>th</sup> and 22<sup>nd</sup> April**

3 Chairman reminded Councillors that if they had not attended meetings, they could not agree the meetings. The minutes for both meetings were confirmed as an accurate record by the attending councillors and it was agreed they were signed as such.

### **Representation from Members of the Public**

4 There were none

### **Police Matters**

5 Clerk reported that other than the police connect emails that she had forwarded to councillors throughout the month, there had been no other police information received to report. Cllr: Norman asked for an update on A114, Clerk reported that she had emailed Highways but had received no updated information. Clerk will follow up again with Highways. Cllr: Morley reported that he had driven down the road recently and a lot of the pot holes had been filled and the road was in better condition that it had been.

### **Reports and Questions: -**

6 **(a)RAF Commander Lakenheath**

Clerk confirmed no contact from the RAF Commander

**(b) Forest Heath District Council.**

Cllr Stephen Frost joined meeting during item 8 and gave his report after the item was completed.

**(c) Suffolk County Council**

Cllr Colin Noble sent apologies

***Cllrs: Palmer left the meeting due to bad internet connection.***

***Cllrs: Palmer reconnected to the meeting.***

### **Planning Matters: - To receive a report from the Planning Committee.**

7 Cllr Kelly reported that a reserve matters request had gone in for Rabbit Hill Covert. Currently it was being looked at again. Cllr Kelly is unsure if it will proceed any further. The land west of Eriswell Road (140 House) is due to go to reserved matters but house builders (Persimmon) are asking for a meeting to show what they have done. The meeting had been scheduled for tomorrow but has been postponed. Cllr Norman reported that previously the issue was sent to Forest Heath, the planning permission for the roads was passed but not the houses. Cllr Kelly said he would check the information and get back to everyone. In regards to the Neighbourhood Plan there is now a draft Housing Needs Assessment in place. Cllr Kelly has asked for a meeting at some time next week with ACOM. After this it will be sent to councillors for discussion. Cllr: Kelly reported there were still issues with enforcement. Little progress with the unofficial development at Sharpers Corner. There are also big issues at Caudle Avenue with a fence and extension that was started before planning permission was applied for. There are still issues at Maid Cross Hill with random equipment in the fields. Fairly big issues for some people in the village but the PCPSC do not appear to be getting any further. Cllr: Stephen Frost has also chased.

<p>8</p> <p>6.b</p>	<p><b>Lakenheath Cemetery</b>  <b>(a)To receive a cemetery report: -</b>  Cllr: Jenny Hastings reported that the gates still need attention. The bench in the entrance has a plank missing and is dirty and needs painting, the other benches throughout the cemetery are just plain dirty, she did identify one bench that has two broken arms and a leg. The bird bath still needs cleaning. Cllr: Hastings identified 8 sunken graves on this inspection, and the grass between the graves needs cutting. The toilets are ok but smells of damp, the chapel is ok but need redecoration. The no dog signs need to be more prominent as Cllr: Hastings reported that when she was in the cemetery, she had been stopped by a lady who was very upset as she had found dogs mess on her husband's grave. There are currently no moles or mole hills. Cemetery looks ok but not as good as it could be. Cllr Hastings reported that she has had a meeting with the Clerk and Keeper this week and that some issues are now being addressed.  The Clerk asked to address some of the issues raised as the Keepers line manager. In regards to the Bench in the entrance that has now been replaced and painted, the bird bath has been cleaned and is in good condition. The bench with the broken arms and leg has been removed In regards to the grass it was cut last week and unfortunately due to the time of year and the rain it has grown but the keeper was aware and would be cutting it as soon as the rain stops and the soil is a bit firmer, to cut at this time would just churn up the lawn due to the wetness of the soil. In regards to the Village Keepers work load at this time of the year, the keeper does also have the village green, St Mary's and the Play park to keep on top of and if it is a case of putting a plan in action as to where the council wants the keeper to concentrate his time that could be put in place, if the council wish for the keeper to be tasked with two days in the cemetery and 3 in the rest of the village that can definitely be looked at. In regards to the dog waste the clerk spoke to the village keeper to ask if it could have been caused by his dog and he has denied this is the case, the Keeper feels that it may have been deer droppings. The keeper has asked to be more vigilant in regards to dogs entering the cemetery, he has been instructed that the grave diggers dog if it is in the digger truck should not be allowed out in the cemetery and that the village keeper must not allow visitors to the cemetery to bring their dogs inside the gates. Clerk reported that the keeper has now filled 7 of the 8 graves. In regards to the dog signs there are two on the gates currently.</p> <p><b>(b)To confirm Grants of Exclusive Rights of Burial</b>  Ingeberg and George Licence.</p> <p><b><i>Cllr Palmer left the meeting due to poor internet connection.</i></b></p> <p><b>(c)Railings and Chapel maintenance and decoration</b>  Clerk reported that she has met with four decorating companies at the chapel and has managed to secure 2 quotes or the repainting of the chapel and toilet block. The two other companies said they did not want to quote as the job was too big. Both quotes had been sent to the Councillors with the notes to the meeting. It was proposed that the quote from Dyers Decorating was accepted. In regards to the railings three of the 4 companies refused the quote leaving only Dyer's Decorating to quote. The council instructed the clerk to source more quotes before the next meeting and a decision would be made at that time. This was proposed and seconded, agreed by all.</p> <p><b><i>Clerk reported to Chair that Cllr: Stephen Frost had joined the meeting.</i></b>  <b><i>Cllr: Morley asked Cllr: Frost to give his report at this point.</i></b>  Cllr Frost apologised for arriving late as he had got caught up elsewhere. He updated the Council on Rabbit Hill Covert. There was a delegation meeting yesterday and it was decided that the decision for Rabbit Hill Covert will now be referred to a committee meeting rather than delegated powers. The committee meeting is due for the 22<sup>nd</sup> June. Cllr: Frost offered Cllr Noble's apologies as he was attending another Parish Council meeting. Cllr: Frost asked for any questions.</p> <p><b><i>No questions were raised and Councillor Frost left the meeting</i></b></p>
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9	<b>Financial matters including: -</b>			
	<b>(a) Payments of Accounts.</b>			
	<b>Date</b>	<b>Payee</b>	<b>Description of Supply</b>	<b>Amount</b>
	06/04/2021	John Deere Bank	Vehicle payment	£300.56
	09/04/2021	British Gas Business	Wings Road Public Conveniences	£47.42
	15/04/2021	EDF Energy	Cemetery Electricity	£21.00
	15/04/2021	West Suffolk Council	Emptying Dog Bins	£160.18
	15/04/2021	J&M Flint	Reimbursements	£545.06
	15/04/2021	Forest Heath Fastenings	Invoice 284893 Allen Keys	£11.94
	15/04/2021	Mr Bees Photoshop	Park Signs	£72.00
	15/04/2021	SALC	Annual Subscription	£1018.89
	23/04/2021	Staff	Salaries, Pensions NI & PAYE	£4154.84
	23/04/2021	SALC	Councillor Training	£180.00
	23/04/2021	Anglian Water	Cemetery supply	£252.00
10	<p>The Parish Council have received a copy of the monthly payment for the month of April it was proposed and seconded for the payments to be made, all agreed</p> <p><b>(b) Bank Reconciliations end of year.</b></p> <p>The Parish Council had received in notes to the meeting the bank reconciliations for the end of year accounts. It was proposed and seconded that these are signed as a true record of accounts. All agreed.</p> <p><b>(c) Q4 Out -Turn Report</b></p> <p>The Clerk brought attention to the quarter 4 out turn report for the end of year. The Council agreed this was an accurate report of finances to the end of the year and proposed to sign it as such. All Agreed.</p> <p><b>(e) Approval of Accounts y/e 31 March 2021</b></p> <p>The Clerk asked the Council to review the end of year accounts 2021 The Council agreed this was an accurate record and it was proposed that these were signed of as such. This was seconded and agreed by all.</p> <p><b>(f) Review and Acceptance of the Annual Governance Report and Accountability Return.</b></p> <p>The Clerk explained that the AGAR needed to be review in two parts and that both parts needed to be agreed before the Chairman could sign off ready for audit. The Council reviewed Part 3 of the form. It was agreed it was an accurate account and it was proposed that the Chairman signs it as such. This was seconded and agreed by all.</p> <p>Part 2 of the AGAR was then reviewed and it was proposed that this was signed of by the Chairman, this was seconded and agreed by all.</p>			
	<p><b>Great British Spring Clean</b></p> <p>Clerk report that Cllr: I Frost was unable to attend the meeting and had asked for it to be reschedule to June. Cllr: Kelly said that he has had contact with Lakenheath base and that they are willing to send some personnel to help. Cllr: Hastings asked if there were set dates, The Clerk confirmed that the dates for the Spring Clean were set as 28<sup>th</sup> May 2021- 13<sup>th</sup> June 2021. Clerk reported that she has ordered cleaning material. Cllr: Hastings asked that Cllr: Frost be contacted and had anything been put in the Lakenheath Times? Cllr: P.Gyte felt that as we have now got help from the base, things should be firmed up rather than the go with a mate down your road idea, which she acknowledged is ok but with help promised that the event should be more formalised. Cllr: P Gyte suggested that the Clerk contacted Cllr: Frost to ask if he needs support with this. Cllr: Morley pointed out that this had been discussed in last months minutes and that therefore Cllr: Frost should be aware that the base was going to be contacted for support. Clerk was tasked with contacting Cllr: Frost</p>			
	<p><b>Council to consider excluding members of the public due to the confidential nature of the following Item:</b></p> <p>Council agreed that the public should be excluded from the meeting at this point. This was proposed and seconded, and agreed by all. Clerk offered the option of waiting in the waiting room. Chairman asked for the public to be removed from the meeting. This was actioned by the Clerk.</p>			
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**12 Play Park Update**  
There was a report by the clerk in regards to the newly installed play area. The Council tasked the Clerk with contacting the supplier and arranging for age related signs put onto the gates.

**13 Items for future meetings.** Great British Spring Clean.

**14** Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency. The Clerk reported that the Mole Catcher has been very successful in the Cemetery and we were now free of moles. However, the breeding season is now upon us, the original contract for Mr Murfitt was for 6 months did the Council want to extend the contract further. Proposed and seconded, agreed by all. Clerk to write to Mr Murfitt to confirm.  
Cllr Morley Further reported that the cleaner from Sunrise Cleaning had reported that the floor in the Undley Road toilet needs resurfacing the council has agreed to this work taking place.

**15 To note date of next Meetings –  
Annual Parish Council Meeting 17<sup>th</sup> May 2021  
Annual Parish Assembly Meeting 1<sup>st</sup> June2021**

There being no further business the meeting closed at 8.38pm

Sign ..... Date .....

CHAIRMAN

Signed as confirmation that they are a true record.

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