

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 12th April 2021
remotely by zoom commencing at 7pm

Present

Councillors: E Morley (Chairman), R Norman, J Cahill, I Frost, J Gentle, A Gyte, P Gyte, J Hastings, G Kelly, W Overy, S Frost (West Suffolk) Clerk Maggie Flint (Clerk) 1 member of the public

One minutes silence was held in respect of the passing of HRH Prince Phillip before the meeting started.

1 Apologies for Absence

Cllr: Palmer

2 Declarations of Interest

There were none

3 Confirmation of minutes of meeting held on 1st March 2021

Cllr: Morley reported that an email had been received from David Jones (Heritage Group) asking for the minutes to be amended as he wanted it made clear that the Heritage Group did not have a storage cupboard at the Memorial Hall, as stated in the draft minutes. This was agreed by all. Cllr Norman pointed out a typo in Item 5. Clerk thanked Cllr Norman and agreed to correct it.

4 Welcome new Councillor-Wendy Overy

Chairman introduced Cllr: Overy to PC. Cllr: Overy will represent the Sedge Fen area.

5 Reports and Questions :-

(a)Raf Commander Lakenheath

Clerk confirmed that the latest newsletter had been sent to all Councillors. Cllr: Morley informed meeting that RAF Commander Jamie Turnbull would be leaving Lakenheath and suggested that a card wishing him well. This was agreed by all.

Cllrs: Gyte left the meeting due to bad internet connection.

(b)West Suffolk District Council

Cllr: S Frost stated that he had heard from the clerk in regards to some issues and he was following up and will report back through the parish office. He also asked for a conversation after the meeting with Cllr Kelly.

(c)Suffolk County Council Including Highways issues.

Clerk confirmed that she had not had any contact from Cllr: Noble and therefore had no report to give. Cllr Norman brought up issues on the A1101, he asked why there were so many different speed signs and also mentioned Farthing Drove and the ditches have been cleared out and now the road is all cracking up. Cllr: Overy also commented about the lack of white lines on the Farthing Drove road on the corner which makes it difficult for people to know who is supposed to give way. Cllr Overy confirmed that she has reported this to Highways but has not heard back. Cllr Norman reported that in the past Cllr: Noble had stated that the white lines should be painted this month. Cllr: S. Frost reported that he had driven through crossing at Shippea Hill and noticed road signs saying road was closed and that he believed the closure to be imminent. Cllr Kelly reported that the closure will be on the 17th / 18th April.

Cllrs: Gyte reconnected to the meeting.

(d)Police Matters.

Clerk reported that she had now re-established contact with Police connect and was receiving regular updates. These were being forwarded to Councillors as they arrived to ensure that the Councillors were up to date with current issues. Some of the recent issues have been hare coursing, missing Lakenheath male, male located, prisoner absconded. Cllr: Hastings asked how the residence found out about the issues and Cllr: Norman said that residents would need to register with Police Connect directly. Cllr: Hastings suggested

that it may be an idea that the stats be recorded in future minutes. Cllr: Hasting suggested that she would keep some notes. Cllr: Norman reported that after two arson attacks on the Village Garage that he had heard that they were putting up security wire. The clerk reported that she had heard from CID by email asking if the Parish Council were aware of any reasons for the attacks and that she had responded that it was felt that the garage was a great resource for the village. However, she had also taken the opportunity to report to the police contact about the increased vandalism in the village as a whole.

Representation s from members of the public.

There were none.

Cllrs: Gyte left the meeting due to bad internet connected

Financial matters including:-

(a) Payments of Accounts.

Date	Payee	Description of Supply	Amount
01/03/2021	Lakenheath Playing Fields Assoc	S.137 grant as agreed Jan meeting	£1000.00
02/03/2021	John Deere	Vehicle payment	£300.56
08/03/2021	Mr Bee's Photoshop	Printing of Neighbourhood Plan Survey	£1526.40
08/03/2021	West Suffolk Council	Upgrade PC Unit 237 with New LED Lantern	£626.90
08/03/2021	Michael Murfet	Mole Catcher	£50.00
08/03/2021	Lakenheath Peace Memorial Hall	Q3 Rent for Office Space	£898.74
	Bussen & Parkins	Equipment for Village Keeper	£24.20
08/03/2021	BT Business	Office Phone and Internet Feb 2021	£102.32
08/03/2021	J & M Flint	Reimbursements	£248.23
08/03/2021	British Gas	Electricity for the Lakenheath Public Conveniences	£58.43
10/03/2021	EDF Energy	Electricity for Cemetery Chapel	£21.00
15/03/2021	County Graphics	Lakenheath Times	£450.00
25/01/2021	Sunrise Cleaning	Cleaning of Public Toilets	£468.00
25/01/2021	Staff	Salaries, NI, PAYE and Pensions	£4086.32
25/01/2021	SALC	Preparing for Audit Webinar	£30.00
25/03/2021	Forest Heath Fasteners	Screws and Washers	£2.12
25/03/2021	Anglian Water	Public Conveniences Wings Road	£15.98
25/03/2021	Sutton Services	Top Soil	£135.00
25/03/2021	J & M Flint	Reimbursements	£183.43
29/03/2021	Kevin Cooke	Repair of Leak in carpark toilet	£117.60
29/03/2021	Brian Rutterford	Work in St Mary's Churchyard	£60.00
29/03/2021	Michael Murfet	Mole Catcher	£50.00
29/03/2021	County Graphics	2340 Copies of Lakenheath Times Feb/March	£900.00
29/03/2021	J Cahill	Reimbursement for Cemetery Plants	£100.00
29/03/2021	G Kelly	Reimbursements for top up Mobile Phone (NP)	£10.00
29/01/2021	Suffolk County Council	Street lighting Energy and Maintenance costs	£21,529.53

The Parish Council have received a copy of the monthly payment for the month of March it was proposed and seconded for the payments to be made, all agreed

(b) Bank Reconciliations

The Parish Council received copies of the bank reconciliations for the 1st and 31st March, all agreed this was an accurate record of accounts and asked for them to be recorded as such. Proposed, seconded all agreed.

(c) Asset Register to review and approve.

Cllr: Hastings expressed her concern that the valuation on the cemetery cottage valuation was out of date, Clerk reported that it was her intention as soon as the annual inspection of the cottage was able to take place under Coronavirus restrictions that she would ask for a valuation of the cottage at the same time and this would be adjusted on the asset register. Cllr Morley asked if the Council were happy to approve the asset register on the understanding that the value of the cottage would be adjusted when the valuation could safely take place. All agreed.

Cllrs: Gyte returned to the meeting .Clerk gave Cllrs Gyte and update of what had been missed.

(d) Audit

Clerk explained that as she started when the first lock down happened, she did not have the opportunity to learn how to complete the audit. She asked for the council's permission to engage the previous Clerk Clare Shimon as a consultant. She further explained that she did not wish for Clare to complete the audit for her rather that Clare taught her how to complete the process so that she would be able to do it next year. Clare believed that the process would take approximately 10 hours and would charge £25.00 per hour. It was proposed and seconded that the council engage Clare Shimon as a consultant and this was agreed by all. Clerk thanked all Council members for their support.

Lakenheath Cemetery

(a) To receive a cemetery report

It was reported that Mr Steve Drew of SDA Windows had replaced the broken glass in the cemetery toilet window free of charge, the Chairman asked that a letter of thanks be sent to Mr Drew for his kindness and a super job done. All agreed. Cllr A Gyte reported that the toilet at the cemetery was in need of decorating as was the chapel. There are no hand towels in the toilet. There are lots of weeds on the driveway which Cllr: Gyte reported that he believed the village keeper was currently working on. A headstone has fallen and Cllr: Gyte has made the village keeper aware of this also. Cllr: Gyte reported that the wild area of the cemetery was not cut last year due to the keeper's accident and asked if it was too late to cut this year? Cllr: Gentle reported that the area can only be cut during the months of June until September as there are rare wild orchids growing amongst the grass.

The benches have been left and need work. Cllr: Gyte felt that it may be sensible to get a quote for the work. There was some discussion as to the maintenance of the benches and the best way forward to ensure that they are kept in good condition. It was agreed that the Clerk would speak to the Village Keeper and look at putting the work into his weekly tasks. The Clerk will also get a quote for the cost of the painting of benches and the toilet block.

Cllr: A Gyte also reported that the entrance to the cemetery was looking well with flowers planted by Cllr: Cahill. The Council thanked Cllr: Cahill for her hard work. Cllr Cahill mentioned that she had twice asked the village keeper to remove a piece of metal from the flower bed and he was yet to do this. Cllr: Morley stated that all issues with the Village Keeper should be reported to the clerk as his line manager and the clerk confirmed that she would instruct Keeper to remove the metal.

(b) To confirm exclusive rights of burial

Clerk reported two, Mr George Whitehurst and Mrs Beatrice Whitehurst.

(c) Hedge cutting and moss clear

Clerk reported that a work tower has now been purchased to enable the village keeper to cut the hedges to an acceptable level. The village keeper has a PASMA card and has received training on the assembly of the tower, its use and alteration and inspection. The clerk reported that the village keeper has stated he is confident that he can carry out the work required. In regards to the moss clearing the clerk reported that after last month's discussion in regards to the purchase of the scarifier, which the village keeper had stated

	<p>that he needed to clear the edges of the path she visited the cemetery and the keeper pointed out a much larger area of moss. The clerk and keeper have been working on a plan of how best to clear this large area and have to use moss killer and a rake and reseed. Cllr: Hastings stated that as there is so much to do in the cemetery it will be best to ensure that the keeper finishes one job before he starts the next to ensure that we do not end up with lots of half-finished jobs. Clerk agreed she would speak to keeper. Cllr: Gyte reported that the moles are under control and that this was thanks to the new mole catcher, thanks were offered to the new mole catcher Michael Murfit on a job well done.</p> <p>(d)Chapel Cllr: Hastings reported that the chapel is in need of repainting but it was not currently in use and that she did not see this as a priority at the current time.</p> <p>(e)Railings Clerk reported that she had received one quote, the Chairman Cllr: Morley reported that he has now had contact with the second company and that a quote should be emailed to the clerk shortly. With this in mind it was proposed that this item be tabled for the next meeting to enable quotes to be considered.</p>
9	<p>Planning update including Neighbourhood Plan Cllr: Kelly gave a report in regards to planning issues in particular at Rabbit Hill. Cllr: Kelly further reported that there was an increase in the amount of household planning applications and that before the next meeting he would circulate any issues for consideration of the council. As far as neighbourhood planning was concerned the number of survey's returned was 661. There are 5 raffle prizes to draw in any other business. Cllr: Kelly reported that the draft housing needs assessment was now back from ACOM. What is apparent is, there is no social housing and the only thing that has been tendered over the last 10 years or more is affordable housing and as ACOM say in their report the problem with that is when it goes through, the developers can then say that it is not affordable. The survey analysis is going to take some time. But headline figures the reasons that people like living in Lakenheath are access to the countryside and the sense of community in the village. The downside is clearly the state of the roads, litter and dog fouling.</p>
10	<p>The Lord Lieutenants Award Cllr: P Gyte reported that when the first lockdown hit the world the Parish Council got together to create a group to offer support to vulnerable residents of the village. As the age demographic of the Good Neighbours team meant that some would be shielding themselves, Cllr: Gyte lent some of her volunteers to the parish council group. At its busiest the parish council coronavirus group had 36 volunteers and the phone lines were manned by the two parish clerks. The type of help given was shopping collecting of prescriptions and paying bills. The food bank which is run by Vince Williams was also working to support the villagers. All three groups joint together and were spearheaded by the Parish Council. Last month out of the blue, all three organisations received a letter from the Lord Lieutenant with a certificate and the acknowledgement that we were a shining example off all that is good in the county. Cllr: Gyte reported that she has put an article in the Lakenheath Times to cascade the good news to the village, as it was yet another example of how the village always pull together.</p>
11	<p>Birthday celebrations Clerk reported that she had been informed that Mrs Gwen Warby was to turn 100 on the 26th April. In 2018 the Parish Council had agreed that any parishioner who reached the age of 100 would receive a token gift up to the value of £50.00. In the past this was a card, flowers and afternoon tea at the Riverside Hotel. Due to restrictions in regards to Coronavirus, the clerk asked if the parish council would consider a card, flowers and a voucher for afternoon tea from the newly opened village farm shop or CJs Sandwich Bar who also do a lovely spread. This was proposed, seconded and agreed by all. It was further proposed that the gifts would be delivered by the chairman. Having spoken to Mrs Warby's family a short article and a photo would be published in the Lakenheath Times May edition.</p>

12	<p>Grant requests S.137</p> <p>A request has been received from a charity called Fresh Starts- New beginnings. Which support children in Norfolk and Suffolk who have been the victim of sexual abuse. It was proposed and seconded that a donation of £100 be sent. This was agreed by 6 -2. abstained. Cllr: Morley asked that the parish council consider a request from St Mary's Church for financial support with the cost of a replacement flagpole. Although the cost is not currently clear, the chairman asked for a vote as to pledging support to St Mary's Church for this project in the future. This was proposed and seconded all agreed.</p>
13	<p>Play Area report to include repairs to the toilet block Cllr: Gyte gave a report on the re -opening of the play park. The project was delayed by the weather and the opening was finally achieved on 1st April. Cllr: Gyte extended her thanks to the councillors who helped in the spreading of the new bark chips, Cllrs: Stephen Palmer, Alan Gyte, Judy Cahill and Scott the village keeper. Cllr Gyte also thanked the Clerk for her support with the project. Cllr: Cahill said that the council to consider replacing the tarmac as she feels that it is breaking up and it could cause an accident. Cllr: Norman suggested that the villagers were encouraged to report any accidents or near misses to the village clerk rather than announce it on social media and the clerk reported that new signage was at the play park with the Parish Office number on. If an accident occurred out of office hours, then the phone would instruct callers to make contact with the chairman. Other than that, the clerk could not see any way of enforcing the use of correct procedures rather than posting on FB. The clerk further reported that as the incident had been reported on FB it enabled Cllrs: Gyte to quickly attend the play park and ensure that all was safe and well The Clerk was actioned to speak to Tim Mcgee who is the auditor for West Suffolk Council to attend the play park and report on the installation and any other safety issues.</p> <p>The clerk reported that she had received two quotes for repairs to the toilet block and that they were both very keenly priced. The clerk reported that the chairman and clerk had used their delegated powers to engage a plumber to carry out the work. The clerk further reported that in the past the Village keeper had been paid overtime for the opening and the closing of the toilets during the weekend. Although the clerk had checked the minutes for the last two year's she had been unable to find an agreement minute'd as to the rate of pay, but on checking the previous years' salary payments it became apparent that the Keeper was paid 4 hours per weekend . There was much discussion around this with other options put forward such as closing the toilet blocks or the councillors opening and closing the toilets on a rota system. Eventually it was decided that the village keeper would be asked to open and close the toilets during his working hours from Monday- Friday and at the weekend he would be paid to open and close the toilets. The clerk would put in writing what times the toilets should be opened and closed and this would be sent to the keeper and a signed copy kept on his file. If any of the councillors wanted to do a spot check on the toilets at any time that was also an option. The benefit of this was that the toilet block remained open at the weekend for the use of the villagers but was closed at night to deter vandalism.</p>
14	<p>Office Furniture and storage</p> <p>Clerk asked for permission to purchase two lockable metal cupboards for the Parish Office. This was proposed, seconded and agreed by all.</p>
15	<p>Great British Spring Clean</p> <p>Cllr: I Frost reported that although the Great British Spring Clean is planned in West Suffolk for 28th May - 13th June it was not his intention to arrange a litter pick rather that he will go out with a friend or two to do a litter pick and then promote it on social media and in the Lakenheath Times to encourage others in the village to pick up litter.</p>
16	<p>Annual Council Meeting and Annual Parish Meeting</p> <p>Clerk reported that guidance from NALC says that currently states that currently legislation for the remote meeting will be discontinued on the 7th May, this mean that if the council wishes to hold the AGM remotely</p>

17	<p>it will need to be before 6th May, this may be an issue as the 3rd May is a bank holiday and meetings cannot be held on a bank holiday. There is a 10-day gap from the 7th to the 17th when you are unable to hold a meeting as no face-to-face meetings are permitted until the 17th May If the council wish to hold a public meeting it will need to be on or after the 17th May but you will also need to fit in the Annual Parish meeting before the 1st June. After much discussion Cllr Kelly suggested that the chairman and clerk use the Delegate powers to decide on the meeting dates and then cascade the information to the rest of the council. This was seconded and agreed by all.</p> <p><i>Cllr Cahill informed the meeting that she had another meeting to attend and would need to leave the meeting</i></p> <p>Items for future meetings</p> <p>Great British Spring Clean</p> <p>Quotes for Cemetery toilet block redecoration, railings and benches</p> <p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</p> <p>Cllr Gyte asked when can the deferred money for the football club grant from last year's budget be applied for? The Football club has now been promoted. The Clerk confirmed that the Football Club would need to reapply to the Council and could do that at any time.</p> <p>The raffle was drawn by the Councillors picking numbers at random and the winning numbers are 50,127,47,8, and 17.</p> <p>The prizes are an MOT and short service from Central Garage, a hamper from the Coop, 6 bottles of wine, £30 cash prize and a £20 cash prize.</p> <p>Clerk asked reported that the she has renewed the membership of Community Action Suffolk which is free but in the past the PC has donated £25.00 to the charity is this the wish of the Council this year? All agreed. The clerk had received the renewal notice for membership to SALC yesterday, was it the councils wish to renew the membership, this was proposed and seconded all agreed.</p> <p>Finally, the Chairman Cllr: Morley asked for permission to use a drone to map out the old part of the cemetery, He was informed by Cllr: Kelly that as the cemetery was within a mile of the base it was illegal to use a drone.</p> <p>To note date of next Meetings – to be confirmed</p> <p>There being no further business the meeting closed at 8.59pm</p> <p>Sign Date</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>