

## LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 2<sup>nd</sup> March 2020  
at the Methodist Church commencing at 7:00pm

### **Present**

Councillors E Morley (Chairman), J Hastings, G Kelly, S Palmer, J Gentle, R Norman, P Gyte, A Gyte, W Newman, I Frost, D Gathercole, Clare Shimmmon (Clerk), Sqdn Ldr Turnbull, 6 members of the public and 11 Lakenheath Playingfields Association committee members and supporters.

### **1 Apologies for Absence**

Cllr Colin Noble.

### **2 Declaration of Interest**

Cllr A Gyte - Lakenheath Football Club Trustee and Assistant Manager

Cllr P Gyte - Lakenheath Good Neighbours and Lakenheath Community SpeedWatch

Cllr Hastings - Lakenheath Keep Fit & Curling Clubs

Cllr Norman - Village Hall & Goward and Evans Charity

Cllr Palmer - Ownership of land at Briscoe Way

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Gathercole - Lakenheath Playingfields Association & West Suffolk Council

### **3 Confirmation of Minutes of Meeting held on 3<sup>rd</sup> February 2020**

It was proposed and seconded the Minutes of the Council meeting on 3<sup>rd</sup> February were signed as an accurate record of the meeting. All agreed.

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

A parishioner advised that a planning application had been submitted at the end of January to convert a disused barn at Christmas Hill Farm into four holiday lets. He had also been in contact with Suffolk County Council highways to offer assistance with Farthing Drove and asked for a scope of works. To show Suffolk County Council how important rural roads are to local businesses and residents, the works would be carried out by local farmers with the addition of a charity page to give all donations to a good cause

*The Chairman proposed to vary the agenda. All agreed.*

### **9 Lakenheath Playingfields Association Loan**

Cllr Gathercole, the Chairman of Lakenheath Playingfields Association introduced the committee members and supporters present and confirmed that all information requested after the Parish Council meeting in February had been provided.

The loan request of £75,000 is required to consolidate existing debt and affordability had been confirmed in the accounts and cashflow forecast provided. In addition the pavilion had also secured another weekly hirer which added a further £2,000 per annum income. He added that if his planning appeal was successful some Parish Council expenditure was likely to be reimbursed and could be used to clear part of the loan.

*The clerk confirmed that the chairman would continue to chair the meeting but under the 7 principles of public life would not take part in the debate or voting.*

There followed a lengthy question and answer session including why the Parish Council was being asked to fund, why the Charity Commission information was not up to date, fund raising, ongoing problems with Lakenheath Cricket Club, land ownership, lease agreement, hire fees, rent, boosting income, implications of losing a regular hirer, legal agreements, previous loan requests, background to overspend, ongoing support from committee members, running the business to ensure profitability, loan advances and grants dropping off showing a drop in income and high demand meaning that bookings are being turned away at busy times.

One existing lender explained that his loan had been agreed verbally on a short term basis. This loan was to be repaid by S106 funds agreed by the developer on the proposed Broom Road site. However, the planning application was not successful.

It was agreed that Members would continue to consider the request and the chairman called an extra-ordinary meeting for Monday 9<sup>th</sup> March at 6:30pm.

*Cllr Gathercole left the meeting.*

**6 Reports & Questions:-**

**(a) RAF Commander Lakenheath**

Sqdn Ldr Turnbull gave thanks for forbearance during the 48 hour flying. US driving standards had recently been discussed with the County Council safety officer and no short comings were found. He confirmed that the US Department of Defence follow Public Health England guidelines and self-isolation is taking place for personnel returning from affected areas. Building work had started with the main contractors on site from May onwards. The upcoming exercise would only fly during normal operating hours.

**5 Police Matters including PCSO**

Cllr Kelly reported that a response had been received from West Suffolk Council regarding the effects on the village of Civil Parking Enforcement but that the District Councillors should be approached to support.

**6 Reports & Questions:-**

**(b) West Suffolk District Council**

There were none.

**(c) Suffolk County Council including Highways Issues**

Cllr A Gyte suggested that if the PCSO was not an option to deal with illegal parking and speeding, an approach should be made to SCC with regards to traffic lights on the crossing in the High Street and also the addition of speed bumps.

There was discussion regarding the closure of Farthing Drove. Questions are to be raised with SCC about the length of road closure, could a common sense approach be taken and all works required on this road be carried out while it is closed. The issue of the works to be carried out at the top of the Wangford Road by the end of March is also to be queried as there is currently no sign of activity.

Cllr Noble is to be included in communications and also asked if the funds he secured for the crossing that is not going ahead near the play area could be used to upgrade the existing High Street crossing.

**7 Financial Matters including:**

**(a) Payments of Accounts**

It was proposed and seconded to authorise cheques and the release of online payments for payments previously agreed. All agreed.

| Payee                          | Description of supply                                       | Amount   |
|--------------------------------|---|----------|
| Staff                          | February Salaries, Income Tax, NI & Pension                 | £4247.57 |
| John Deere Bank                | Vehicle Payment   | £300.56  |
| Lakenheath Methodist Church    | Donation – Hall Hire  | £360.00  |
| Suffolk Accident Rescue        | S137 Grant  | £225.00  |
| Lakenheath Football Club       | S137 Grant  | £300.00  |
| EACH                           | S137 Grant  | £225.00  |
| R A Cash                       | Cemetery Shed Roof Repairs                                  | £1320.00 |
| Sutton Services Ltd            | Cemetery - Stone & Empty Bunkers                            | £967.32  |
| Lakenheath Peace Memorial Hall | Hall Hire Costs - Annual Parish Meeting                     | £40.00   |
| BT Payment Services            | Parish Office Telephone & Broadband                         | £54.56   |
| David Ogilvie Engineering      | VE Day Memorial Bench                                       | £1212.60 |
| Sunrise Cleaning               | Cleaning – Public Toilets (January)                         | £288.00  |
| Forest Heath Fasteners         | Rake, Tape Measure, Key Set and Masks                       | £69.37   |
| County Graphics                | Lakenheath Times (January & February Editions)              | £900.00  |
| Suffolk County Council         | Replace Street Lighting Units 226 & 227 - Springfield Drive | £4119.12 |

**(c) Bank Reconciliation**

A bank reconciliation for 31st January 2020 was presented. It was proposed and seconded to accept. All agreed.

**8 Lakenheath Cemetery**

**(a) To receive a Cemetery Report**

Cllr Hastings gave her report repeating concerns about the railings. It was agreed to prevent rusting to ask the Keeper to paint sections as they were sanded. Buds are showing on the new whips.

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

There were none.

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|    | <p><b>(c) Garden Improvements</b></p> <p>A quote of £4,838 had been received from R A Cash to lay a concrete drive and hard standing area for the Gator along with rubber matting across the grass to the brick garage.</p> <p>Cllr Kelly suggested to reduce the cost, rubber matting could be used on all areas instead of concrete.</p> <p>Confirmation that the matting would be durable enough for vehicles to use and a further quote would be obtained and discussed again at the April meeting.</p> <p><b>(d) Garage Repairs</b></p> <p>The electricity supply for the Keeper's workshop is currently from the cottage and paid for by the Keeper. A quote of £2,341.54 +VAT had been received from Carl Cox Electrical Services to transfer this to the chapel, which is paid by the Parish Council and to provide exterior sockets.</p> <p>To save the additional cost Cllr Kelly suggested a rebate was agreed with Clerk and the Keeper for the electricity used. This would be discussed once electricity bills had been seen.</p> <p><i>The Chairman proposed to vary the agenda. All agreed.</i></p> <p><i>In view of the time the Chairman asked to suspend Standing Order 3x so that the meeting could continue. All agreed.</i></p> |
| 10 | <p><b>Lone Working - Policy Adoption and Risk Assessment</b></p> <p>A copy of a proposed Lone Working Policy had been provided to Members.</p> <p>Cllr Hastings proposed and Cllr A Gyte seconded adoption. All agreed.</p> <p>A copy of a proposed Lone Working Risk Assessment had been provided to Members.</p> <p>Cllr Frost proposed and Cllr Neman seconded adoption. All agreed.</p>   |
| 11 | <p><b>Graffiti in Footpaths</b></p> <p>Cllr Hastings reported graffiti on fencing in the footpath between Mayfields and Woodlands.</p> <p>To try and prevent further graffiti, Cllr Frost proposed and Cllr P Gyte seconded writing to householders requesting that the graffiti is covered or the Keeper to cover with wood stain. All agreed.</p>   |
| 12 | <p><b>Great British Spring Clean - 20<sup>th</sup> March to 13<sup>th</sup> April 2020</b></p> <p>Cllr Frost has placed an article in the Lakenheath Times notifying residents that litter picks would take place on Saturday 21<sup>st</sup> March and Saturday 4<sup>th</sup> April. Social media would also be used to publicise.</p> <p>The clerk has requested equipment from West Suffolk and also collection of rubbish.</p>   |
| 13 | <p><b>Speeding Issues</b></p> <p>A number of residents had raised concerns about speeding in the village.</p> <p>Cllr A Gyte proposed and Cllr Frost seconded purchasing wheelie bin stickers at a cost of approx. £270 for all properties in High Street, Station Road and Eriswell Road. They are to be distributed with the Lakenheath Times asking residents to place them on bins to help alleviate speeding. All agreed.</p>  |
| 14 | <p><b>Emergency Plan Update including Publication in the Lakenheath Times</b></p> <p>Cllr Hastings gave a report on the recent activity of the Emergency Group.</p> <p>Cllr Hastings proposed and Cllr P Gyte seconded publishing the Emergency Plan again in the Lakenheath Times, asking for any vulnerable residents to register. All agreed.</p> <p>It was also agreed to sign a hirer agreement with the Village Hall for use of their room during an emergency situation.</p>   |
| 15 | <p><b>Parish Clerk</b></p> <p>The newly appointed replacement clerk, Maggie Flint was introduced to Members.</p> <p>With the old laptop increasingly slow and the existing printer no longer producing good copies, Cllr A Gyte proposed and Cllr Frost seconded purchasing a new laptop and laser printer for the new clerk / Parish Office. A total cost including Microsoft Office of £680 inc. VAT was estimated. All agreed.</p>   |
| 16 | <p><b>Website Accessibility &amp; Lakenheath Heritage Access</b></p> <p>The clerk reported that One Suffolk had complied with recent legislation regarding website accessibility.</p>   |

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|    | <p>She requested on behalf of the Heritage Group that she continues, after leaving the position of Clerk, to have access to the website to add to the Heritage pages. Total website hits of 17,283 had been recorded in the last year, with 50% usage on the Heritage pages.</p> <p>Cllr A Gyte proposed and Cllr P Gyte seconded allowing Clare Shimmon, with a written agreement to have access to the website when she was no longer clerk. All agreed.</p> <p>Cllr A Gyte proposed and Cllr Frost seconded allowing Clare Shimmon to continue using the old laptop, where all website files for the Heritage Group are held. All Parish Council related documents and data would be transferred to the new laptop. All agreed.</p> |
| 17 | <p><b>Murfitts Industries</b></p> <p>The clerk read an additional report from the Senior Community Safety &amp; Neighbourhood Nuisance Officer at Kings Lynn and West Norfolk Borough Council regarding pollution and light nuisance from Murfitts Industries.</p> <p>The Officer had recommended referral to the planning authority, West Suffolk, who in turn had advised that no action would be taken unless a complaint came direct from a resident, they are continuing with their investigations with regard to the noise.</p>  |
| 18 | <p><b>VE Day Commemorations</b></p> <p>Cllr P Gyte reported that the next meeting of the VE Day Commemoration Committee was to be held on Wednesday and the event continued to be work in progress. Articles are regularly in the Lakenheath Times providing residents with up to date plans for the day.</p>  |
| 19 | <p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Great British Spring Clean</li> <li>• VE Day Commemorations</li> <li>• Lakenheath Playingfields Association Loan</li> <li>• PCSO</li> <li>• Cemetery Garden</li> </ul>  |
| 20 | <p><b>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency</b></p> <p>The clerk reminded Members of the Parish Forum on Tuesday 17<sup>th</sup> March, the West Suffolk Area Forum on Tuesday 10<sup>th</sup> March and Councillor training available at Eriswell 21<sup>st</sup> and 28<sup>th</sup> March.</p> <p>She also provided an update on works planned for the Methodist Chapel meeting room.</p>  |
| 21 | <p><b>To note date of next Meetings - Monday 6<sup>th</sup> April and Monday 4<sup>th</sup> May 2020</b><br/> <b>Parish Meeting - Monday 18<sup>th</sup> May 2020 (Peace Memorial Hall)</b></p> <p><i>Members of the Public left the meeting.</i></p>  |
| 8  | <p><b>Lakenheath Cemetery</b><br/> <b>(e) Grave Depth / Triple Burial</b></p> <p>The clerk read a request for a triple burial plot in the new section of the cemetery. She reported that both an undertaker and grave digger had confirmed the soil type as ideal for a deeper burial but that a similar request in 1998 had been declined.</p> <p>Cllr Kelly suggested that if specification was necessary, a grave depth of 7'6" was required for a triple burial.</p> <p>Cllr Norman proposed and Cllr P Gyte seconded approving the request. All agreed.</p> <p>There being no further business the meeting closed at 9:40pm</p>   |