

Minutes of the Lakenheath Parish Council Annual General Meeting

Methodist Church Chapel on Monday 9th May 2016 at 7.00pm

Present:- Messrs D Gathercole (Chairman) Mrs Whitehand
 D Durrant Mrs Gyte
 E Morley
 R Norman
 J Gentle

Sqdn Ldr Neild and 3 members of the public were present.

1. Election of Chairman and to Receive Declaration of Acceptance of Office

Cllr Gathercole asked for nominations.

Cllr Gyte proposed Cllr Gathercole and was seconded by Cllr Whitehand.

With no other nominations, all agreed and Cllr Gathercole was re-elected.

The declaration of office was signed by Cllr Gathercole and the clerk.

2. Apologies for Absence

Cllrs Brown, Lucas and Frost.

3. Declarations of Interest

Cllr Gathercole - Lakenheath Playingfields Association and Youth Club.

Cllr Whitehand - Lakenheath Playingfields Association, Lakenheath Carnival and Lakenheath Junior Youth Club.

Cllr Gyte – Lakenheath Good Neighbours and Trustee of Village Hall / People's Project.

4. Election of Vice Chairman

The Chairman asked for nominations.

Cllr Morley proposed himself and was seconded by Cllr Durrant.

With no other nominations, all agreed and Cllr Morley was elected.

The declaration of office was signed by Cllr Gathercole and the clerk.

The chairman said that he would, with the Parish Council's permission, like to vary the order of the agenda and take item 8(a) next. There was no objection.

8. (a) Report from RAF Commander Lakenheath

Sqdn Ldr Neild congratulated the Chairman on re-election. He said that at last month's meeting, cars being started and left to run had been mentioned and that he had passed the concerns on to public affairs. He added that April had been a little quieter, which will continue. He said that the F22 deployment had been very popular although Suffolk Constabulary had not been as supportive as they would have liked with controlling parked cars. He added that a number of catalytic convertors had been stolen from vehicles.

Cllr Durrant asked if flights paths had changed.

Sqdn Ldr Neild said that he had called the tower mid-April as the turnout was not a full mile out. He added that home based squadrons were fine but that the F22s had not been as tight.

Cllr Durrant said that they seemed to be fly over the village towards Brandon.

Sqdn Ldr Neild said that it had been unusual activity. He asked if it was still an issue, to let him know at June's meeting.

Cllr Norman said that flying seemed to be over Briscoe Way instead of Station Road.

Cllr Morley said that he had also seen ongoing problems with helicopters.

The Chairman thanked Sqdn Ldr Neild and he left the meeting.

5. Police Matters

Cllr Norman said that there had been an attempted burglary at a house opposite the church. He said that armed police were in Brandon on Sunday. Two assailants were in hospital and 2 had made off. He added that the police should do something about speeding in the village.

6. Confirmation of Minutes of Meeting held on 4th April 2016

It was proposed to accept minutes. All agreed.

Mr Palmer had momentarily left the meeting, so it was agreed to delay agenda item 7 until he returned.

8. Reports from:-

(b) Forest Heath District Council

Cllr Brown had provided a report for the clerk to read. However the question was for Cllr Marston who was absent from the meeting. It was agreed to table the question until June's meeting. The clerk did advise on behalf of Cllr Brown, the new Connecting Communities Transport Services which commence on 13th June 2016. Area launch events are now set and for this area it is at district offices on Friday 3rd June between 10:30 and 11:30.

Action Point - Table for June's meeting, question for Cllr Marston.

(c) Reports Suffolk County Council

The clerk read an email from SCC regarding the early closure (9am) of Eriswell Road during the roadworks and no advance notice boards being present.

Cllr Norman said that the repaired parts were like driving over corrugated iron.

Cllr Gyte said that resurfacing was planned.

Cllr Clerk read the following:

Following Councillor Noble's letter in the Lakenheath Times, as Clerk and Responsible Finance Officer (RFO), I would like to clarify some of the points raised.

1. As you are aware, the Parish Council only receives notification of road closures, not roadworks. If sufficient notification is given, such notifications are published in the Lakenheath Times, otherwise they are posted on the notice board. Every councillor is also advised by email or hard copy.
2. An increase to the Parish Council's element of an individual Council Tax bill was last seen in 2014/15.

3. I acted upon an instruction from the Planning Sub-Committee to make the Freedom of Information request. This is clearly stated in the request.
4. All financial accounts are prepared and abide by the Parish Council's standing orders and financial regulations. In accordance with audit requirements, electors are provided with the opportunity to inspect the accounts and other documents for a period of 30 working days. As RFO I am also required to publish, including on the website:
 - A copy of the Accounting Statements accompanied by a declaration signed by the RFO stating that the Accounting Statements is unaudited and subject to change;
 - A copy of the Annual Governance statement;
 - A statement detailing the exercise of public rights.

Cllr Gentle asked for more joined up thinking between County and Parish.

The Chairman said that Council Councillors are elected to serve and will say that this is what they do.

7. Representations from Member of the Public

Stephen Palmer said that Cllr Noble's letter in the Lakenheath Times had some good points. Regarding the proposed developments, Mr Palmer said that the Parish Council is acting upon flightpaths but that he had never seen planes across Briscoe Way. He said that the planes go across Station Road. Plane spotters had advised him that this is because they have to land into the wind, across Station Road towards Brandon and into Wangford Road. He couldn't see any problems with emissions. He added that at the proposed Eriswell site, which includes a school, there would be more noise and emissions. The alternative proposed school site at Maids Cross wouldn't work because of traffic. Although different start times had been mentioned, in his opinion they wouldn't work either. He said that the school would go on Station Road if it was lawful. A Judicial Review would only work if it was non lawful and he couldn't see why SCC or FHDC would do that. He asked the Parish Council to stop wasting money.

9. Matters Arising from Minutes not elsewhere on the Agenda

The clerk read a response from Royal Mail regarding the poor postal service currently seen in Lakenheath '*I regret that without evidence we are unable to investigate the matter further. With this in mind you may wish to request that the individuals affected contact us directly about this issue*'.

Cllr Whitehand said that she had seen post office vans parked on the path.

Cllr Gentle said that they parked in the car park over weekends.

The Chairman said that they can lawfully park in the car park.

Cllr Norman said that he had been advised that the person posting the letter should be the person to complain and that 1st class post has a 10 day delivery timescale. He added that he was concerned about the growing fly-tipping between Undley and Sedge Fen Road.

Cllr Gentle said that cameras were going to be used to catch those responsible.

Action Point – Clerk to report fly tipping between Undley and Sedge Fen Roads.

10. Street Lighting

The clerk provided each Councillor with a copy of Richard Webster's street lighting report. She said that Richard was happy to attend the June meeting to answer any questions.

It was proposed that Richard Webster attend June's meeting. All agreed.

Resolution – Clerk to invite Richard Webster to June's meeting to answer questions related to the street lighting report

11. Planning Matters:-

(a) To receive report from Planning Sub-Committee

(b) To consider any outstanding applications/matters/including Lakenheath Hall

Cllr Brown had provided a report which the clerk read in her absence:

Applications with No Objections:

DC/16/0586/TPO – The Hall. Hall Drive, Lakenheath, - Tree preservation order – Remedial ground works within the root zones of protected trees.

Applications with no objection in principle with conditions:

DC/16/0523/FUL - 16 High Street Lakenheath -1 no. dwelling and attached single garage (ii) single detached garage (iii) new access and parking. In principle happy with the design, it is just another access to the High Street on an awkward bend.

On the **major developments** – The National Planning Casework Unit still await from FHDC information before deciding as to whether there is a need for an EIA screening for all the major proposed developments for Lakenheath.

School. Our Solicitors are still chasing a response to the noise contours provided to Suffolk County Council at the beginning of the year. In April Suffolk County Council held an extraordinary meeting at Development and Control following Suffolk County Council requesting a steer from Forest Heath District Council that the school could be considered for their preferred option site of Station Road. This was so that they could start the necessary process in the hope that the school could be ready by 2018. This will start with their Due Diligence tests, namely commencing various surveys at their risk. It was made clear they were not seeking a determination as the full application still had several outstanding reports and would be returned for full consideration at a later date. Suffolk wanted some sort of comfort before commencing with this as the cost will be in the region of £50 - £60,000. If the process is not started within the next couple of months the school provision could be delayed another year.

On behalf of the parish I made a case that this should not be considered until all the information was to hand. The proximity of the fighter jets' flight path creates an unacceptable location for a school on this site. We had confirmation which was provided to them that jets will overfly the proposed houses and school using their current flight pattern. There is no provision in planning or nuisance law for the Council to stop the military from using these flight paths if the school is built in this location. Noise assessments are one of the awaited reports. My concern is now that the steer was granted 6 votes for and 3 against with 2 abstentions that undue pressure will be brought to the table eventually to agree the Residential Element too once all outstanding documentation is available.

The Tesco's site. I have no further information.

Results from the **Hatchfield Farm** enquiry are still not available.

Lakenheath Hall: The owners are awaiting consent to carry out some remedial works to the trees on the development before proceeding further. Discussions with the conservation officer have taken place to rebuild the front wall to an acceptable manner. Things are moving slowly in the right direction. Finally, I am happy to remain on the planning subcommittee if you want me to and continue the fight to ensure we protect our community from the scale of development proposed without a proper plan for infrastructure being in place.

Cllr Whitehand said that Cllr Brown had provided a fantastic report to the District Council but had been cut short.

Cllr Gentle said that the wall at the front of Lakenheath Hall was starting to collapse.

The Chairman said that Cllr Norman had suggested that Dave Beighton attended a meeting.

It was proposed to ask Dave Beighton to attend June's meeting to discuss Lakenheath Hall. Voting 5 agree and 1 abstain.

Resolution – Clerk to invite Dave Beighton to June's meeting to discuss Lakenheath Hall

(c) To appoint 5 members of the Planning Committee

The clerk read the Local Government Act 1972 s102(2).

It was proposed that all committee members and representatives are appointed for the remaining three years of their term. All agreed.

It was proposed that the planning sub-committee members remain unchanged. All agreed

Cllr Norman said that the Parish Council appreciates the sterling work that the planning sub-committee do.

Resolution - All committee members and representative to be appointed for the remaining three years of their term.

Resolution - Planning Committee to remain unchanged Cllrs Brown, Gathercole, Gentle, Gyte & Lucas.

12. Lakenheath Cemetery

(a) To receive a Cemetery Report to include Cemetery Regulations Pack, Grave Depth, Entrance to new Children's Section, Pre-Payment & Top-Soil

Cllr Morley said that everything is in excellent order, clean and tidy with the remaining bunkers spotlessly clean.

The clerk had provided each Councillor with a copy of the proposed Cemetery Regulations.

Cllr Whitehand proposed six changes to the regulations. Voting 6 agree and 1 abstain.

Cllr Gentle said that undertakers need reminding of their responsibilities.

The clerk said that other cemeteries provide undertakers with packs in plastic files to pass on and explain to families. They then return the signed acceptance of regulations with other paperwork that's required.

It was proposed that the clerk purchases plastic files for this purpose. All agreed.

The clerk said that she had spoken with Mark Skinner who digs graves for both his own and the Co-op's burials. He had advised that although the ground is suitable in Lakenheath Cemetery for multiple burials, new health & safety guidelines are likely to mean that any grave over 5 feet deep cannot be dug by hand. This will make it difficult for diggers to reopen graves where memorials have been erected around it. The clerk said that Mark is getting more information for her and that she would report back.

Cllr Whitehand said that she would like to see a wooden entrance to the new children's area.

Cllr Morley said that it was at risk of looking like an amusement park.

Cllr Gentle suggested tall cypress trees.

Cllr Durrant said that he was worried about the height of the trees.

It was proposed for the clerk to investigate prices and to provide pictures for next month. All agreed.

The clerk said that she had spoken to a resident who would like to prepay for his burial plot. He wants to sort out his affairs and not leave it to his beneficiaries.

Cllr Durrant said that this is probably included within a funeral pre-payment plan with an undertaker and suggested that the resident speaks to a local undertaker. All agreed.

The clerk advised that she had obtained quotes for screened soil (£10 per tonne) and compost (£15 per tonne) including delivery. She had been advised that three tonnes of the screened soil would be suitable.

It was proposed to order three tonnes of screened soil for delivery. All agreed.

Resolution - Clerk to make six amendments to the proposed Cemetery Regulations and bring back to the June meeting.

Resolution - Clerk to purchase plastic files for distribution of Cemetery Regulations packs to undertakers.

Resolution - Clerk to investigate Cypress trees for entrance to new Children's area.

Resolution - Clerk to contact resident and suggest that the pre-payment of a plot might be included in a funeral pre-payment plan.

Resolution - Clerk to order three tonnes of screened soil for delivery to the cemetery.

(b) To confirm Grant of Exclusive Rights of Burial

There were five:

Robbie Cash, 14 Highlands

Vera Crane, Roughlands

Alan Hunn, 8 Covey Way

Elisa Clerk, Gate Lodge Cottage, Mile End

Harold Crane, 2 Larch Close

(c) To appoint 5 members of the Cemetery Committee

It was proposed that the cemetery committee members remain unchanged. All agreed

Resolution - Cemetery Committee to remain unchanged Cllrs Durrant, Frost, Lucas, Morley & Whitehand.

13. To appoint Parish Council Representative to:

(a) Peace Memorial Hall

(b) Lakenheath Playing Fields

(c) Goward & Evans Charities

(d) Neighbourhood Watch

It was proposed that the existing representatives remain unchanged (a) Cllr Brown, (b) Cllr Lucas, (c) Cllr Morley & (d) Cllr Frost. All agreed.

Cllr Norman said that Neighbourhood watch was changing and that Brandon SNT would become the main contact and would maintain the database. He added that there hadn't been a meeting for two years, when the co-ordinators used to meet 3-4 times per annum.

Cllr Gyte said that the police didn't seem to want to know.

Resolution - Parish Council Representatives to remain unchanged (a) Cllr Brown, (b) Cllr Lucas, (c) Cllr Morley & (d) Cllr Frost.

14. Speed-Watch & Vehicle Activated Sign Update

Cllr Gyte thanked everyone for agreeing to match fund the project. She said that 10 volunteers have been ready to go, the necessary forms completed and five sites identified since March. Unfortunately the police are delaying the process. The latest contact she has had is with the Sgt Francis at Mildenhall who had no previous knowledge of the scheme for Lakenheath but still hadn't replied 10 days later. She said that she is regularly keeping the volunteers updated. She added that the funding is secured and ready to go but a separate account is required. To prevent any further delay she had asked the clerk to organise a another account as she had been advised by others that setting up a separate account could take up to four weeks to organise.

The clerk said that she had spoken to Lloyds Bank who needed written confirmation that the Parish Council would like to open a secondary savings account. It was proposed for this to proceed. All agreed.

Cllr Gyte said that she would now seek the help of Suffolk's Police & Crime Commissioner, Tim Passmore.

Cllr Norman suggested speaking to Inspector Shipton at Mildenhall.

Cllr Whitehand said that a parishioner had walked from the village hall to the shops and spoken to her about the speeding traffic.

Cllr Morley thanked Cllr Gyte.

The clerk said that she had also had problems with finding a contact at SCC with regards to a vehicle activated sign. She added that she will update the Council once she has any information.

Resolution – Clerk to open a secondary savings account with Lloyds Bank for Speed-Watch funds.

15. Her Majesty the Queen's 90th Birthday Commemorative Coins

The clerk said that the coins had been received.

Cllr Whitehand volunteered to liaise with the school.

Action Point - Cllr Whitehand to liaise with the school for distribution of the commemorative coins.

16. Old Waste Disposal Site - Maids Cross Hill

The clerk said that she had made contact with FHDC, SCC and the three previous clerks. The only information she had been able to obtain was from SCC who advised that they thought the site had been handed back to the landowners.

Cllr Gentle said that he was afraid that this would happen.

The Chairman said that he would make contact with previous councillors.

Action Point - Chairman to contact previous Councillors re old waste disposal site.

17. Village Sign

The clerk had been asked by a parishioner if the Bennet Homes plaque would be removed when the base was refurbished.

Cllr Gentle said that Bennet Homes had given the land to the Parish Council.

It was proposed that the plaque remains. All agreed.

Cllr Durrant asked when the village sign would be returned.

The clerk said that she would chase the contractor.

Resolution – Bennet Homes plaque to remain on village sign base.

Action Point – Clerk to investigate when the village sign would be returned.

18. Review of Annual Subscriptions/Memberships

The clerk had previously circulated to each councillor a list of subscriptions and memberships. After discussion it was proposed to leave all in place except the Local Council Advisory Service. All agreed.

Resolution – All subscriptions and memberships except Local Council Advisory Service to be left in place.

19. S137 applications - including Community Action Suffolk and Lakenheath Good Neighbours

- Community Action Suffolk

The clerk advised that the annual subscription of £25 had actually been waived but that donations were requested.

It was proposed to donate £25. All agreed.

- Lakenheath Good Neighbours

The clerk read a letter asking for a donation of £200 to top up funds.

It was proposed to donate £200. All agreed.

Resolution – S137 payments of £25 to Community Action Suffolk & £200 to Lakenheath Good Neighbours

20. Financial Matters including:-

(a) Payments of Accounts

It was proposed to accept expenditure as listed and all agreed.

(b) Bank Reconciliation

A bank reconciliation for 31st March 2016 was presented. It was proposed to accept and all agreed.

(c) New edition of Local Council Administration - Charles Arnold Baker

The clerk advised that a new edition of Local Council Administration was available. SALC were offering it at a reduced price of £73.60 against the normal price of £92. It was proposed to order a copy from SALC. All agreed.

Resolution – Clerk to order the new edition of Local Council Administration.

(d) Lakenheath Playingfields Association - Annual Grant

The clerk advised that Lakenheath Playingfields Association had requested the annual grant of £3,000 agreed for grass costs.

It was proposed to pay the £3,000 annual grant. All agreed.

Resolution – \$19 annual grant of £3,000 to Lakenheath Playingfields Association for grass costs.

22. Items for Future Meetings

- FHDC - Cllr Brown's question for Cllr Marston & Celtic Cross
- Street Lighting - Richard Webster
- Lakenheath Hall - Dave Beighton
- Cemetery - Regulations Pack / Cypress Trees / Old Cemetery Tree Avenue
- Old Waste Disposal Site - Maids Cross Hill
- Fly Tipping
- Speed-Watch

24. To note date of next Meeting Monday 6th June 2016

Members of the public were asked to leave the meeting.

23. Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency.

The clerk advised that she had received further correspondence regarding the reservation of a grave space. There was ongoing discussion and it was proposed that the regulations regarding the reservation of grave spaces should not be changed and that the request should be declined confirming that there are currently no grave spaces reserved in the new cemetery.

Resolution - No changes to Regulations regarding reservation of grave spaces and request to be declined confirming that there are currently no grave spaces reserved in the new cemetery.

21. Village Keeper Review*

There followed discussion and a review of the cemetery/village keepers. The clerk said that she had obtained the details of a local solicitor who would be able to help advise on the required legal procedure. A quote for a maximum cost of £200 had been given. It was proposed for the clerk to accept this quotation and obtain the necessary legal advice. All agreed.

Resolution - Solicitor's quote of £200 accepted for legal advice.

The meeting closed at 8:45pm

With all members still present, the meeting reconvened at 8:50pm

21. Village Keeper Review*

It was proposed to proceed with placing the part-time village keeper's post at risk. All agreed.

Resolution – To proceed with placing the part-time village keeper's post at risk.

The meeting closed at 8:55pm

Lakenheath Parish Council**6th June 2016**

Date	Cheque No.	Payee	Description of supply	Amount
31.05.2016	3546 to 3550	Staff	May Salaries, Income Tax, NI & Pension	£4,430.66
06.06.2016	* 3551	Hills Accounting Services	Internal Audit	£250.00
06.06.2016	* 3552	Bussens & Parkin (2015) Ltd	Starter, Fluorescent Tube & Rake	£23.11
06.06.2016	* 3553	RST Irrigation Ltd	Repairs to auto roll bar etc on mower	£132.62
06.06.2016	* 3554	BT Payment Services	Telephone & Broadband	£55.32
06.06.2016	* 3555	Anglian Water	Public Conveniences - Wings Road	£79.29
06.06.2016	* 3556	R Norman	Reimbursement of Expenses	£12.60
06.06.2016	* 3557	Community Action Suffolk	S137 Donation	£25.00
06.06.2016	* 3558	Lakenheath Good Neighbours	S137 Donation	£200.00
06.06.2016	* 3559	Lakenheath Playingfields Assoc	S19 Grant - Grass Costs	£3,000.00
06.06.2016	* 3560	Suffolk Assoc Local Councils	Subscription & The Local Councillor	£917.21
06.06.2016	* 3561	CommuniCorp	Subscription (Clerks & Councils Direct)	£36.00
06.06.2016	* 3562	G & J Peck Ltd	Sharpen & Set of Blades for Hedge Trimmer	£84.94
06.06.2016	* 3563	RST Irrigation Ltd	Repairs to mower rear axle	£55.20

* Cheques for signing