

MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL
HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 6th June 2016.

Present: - Messrs E Morley (Chairman)

I Frost	Mrs Lucas
D Durrant	Mrs Whitehand
R Norman	
J Gentle	

Sqdn Ldr Neild was also present.

The Chairman opened the meeting and asked for the agenda to be varied. All agreed.

4. Reports from:-

(a) RAF Commander Lakenheath

Sqdn Ldr Neild said that there was not a great deal to report. A surge is being seen this week but not to the same levels as March/April.

Cllr Norman said that low flying helicopters were seen over Woodlands last month between 17:00 and 20:00 and there was concern for safety.

Sqdn Leader Neild said he had also received complaints from Hockwold and that he will talk to the Squadron Commander as they normally miss that end of the village.

In Cllr Brown's absence she had asked the Clerk to raise the following questions:

1. The USAF, we are told by West Suffolk, are preparing an economic impact study in relation to jobs that will be available / required and numbers of likely off base houses that will be needed as a result of eventual Lakenheath operations. When ready will the Parish Council be able to receive a copy please?

Sqdn Ldr Neild said that he didn't know and that West Suffolk had commissioned the study with SQW. He added that the Parish Council would need to go to West Suffolk to get a copy.

2. Is the noise assessment yet available in relation to the F-35s a & F-35s c?

Sqdn Ldr Neild said that Lakenheath would not have any F-35 c and that the report for F-35 a & F-35 b was not yet available. Marham would receive it first and that was still a little way off.

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

1. Apologies for Absence

Councillors Gyte, Brown, Gathercole and Marston.

2. Declarations of Interest

Cllr Lucas - Sutton Services Ltd and Playingfield Committee (Elveden Estates).

Cllr Frost - Friends of Lakenheath Library.

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

3. Police Matters

There were none.

4. Confirmation of Minutes of Meetings held on 9th May 2016

It was proposed to accept minutes. All present at the meeting of the 9th May agreed.

5. Representations from Members of the Public

There were none.

The Chairman asked for the agenda to be varied. All agreed.

7. Street Lighting including questions to Richard Webster, Street Lighting Manager, SCC

Andrew Allberry introduced himself and sent apologies from Richard Webster.

Cllr Durrant asked if a test had been carried out on the concrete posts.

Cllr Lucas said that it had been discussed when Richard had last been present. She added that the lifespan of the concrete posts would determine how the remaining lights were financed.

Cllr Durrant asked what the best route to take was and how many a year should be replaced.

Andrew said that he worked in programme delivery and IT. He became involved once the order was placed and arranged the delivery. He has done this for a number of Parish Councils across the county. Most of which have either replaced all lights or none. Savings from night lighting and LED pays back the cost within 5-6 years. He added that he was quite happy to talk about an order. He advised that the inventory be brought up to date and to try and do them all but that would depend on the reserves available.

Cllr Durrant asked that once completed and if SCC adopt, do the Parish Council continue to pay for the power.

Andrew said that if adopted, SCC would take control of everything as they would no longer be Parish Council lights.

Cllr Whitehand asked if SCC would then decide how they were run.

Andrew said yes, in line with SCC strategy with part night lighting.

Cllr Whitehand asked the cost of replacing a concrete post.

Andrew advised between £1,000 and £1,200 for the whole unit.

Cllr Durrant said that commitment couldn't be given until the concrete post situation was known, as this cost could make a big difference.

Andrew said that SCC still had between 3,000 and 4,000 concrete posts across the county which would soon be tested.

It was proposed to have the concrete posts tested at the given cost of £2,242 plus VAT. Voting 5 in favour and 1 against.

The Chairman said that this had been looked at 9 years ago and asked how many lights had needed to be replaced since.

The clerk said that there had been approx. two in the past two years.

Cllr Durrant said that the light from the new lamps made walking easier.

Resolution – Concrete posts to be tested at a cost of £2,242 plus VAT.

6. Reports from:-

(b) Forest Heath District Council

There was nothing.

(c) Suffolk County Council

There was nothing.

8. Matters Arising from Minutes not elsewhere on Agenda

Cllr Norman asked if David Beighton had been asked to attend a meeting.

The clerk said that David Beighton was unable to attend the June meeting but he had asked for any questions.

Action Point – Clerk to forward email from David Beighton re Lakenheath Hall

9. Planning Matters:-

(a) To receive report from Planning Committee

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

In Cllr Brown's absence, she asked the clerk to read her report:

'No cases considered last month, however

APPLICATIONS IN CIRCULATION:

1. DC/16/0852/HH – 4 Dove Close, Lakenheath - Householder Planning Application – retention of site entrance wall built originally in the wrong place
2. DC/16/0951/HH – 1 Eriswell Drive, Lakenheath - retention of boundary fence (combination of 1.83 metres and 1.22 metres in height)
3. DC/16/0972/HH - 16 Maids Cross Hill Lakenheath - Householder Planning Application - (i) Single storey front and rear extension (ii) single storey side extension and enlargement of existing garage (iii) increasing height of roofline to provide first floor living accommodation
4. DC/16/1025/HH - 10 Lilac Drive Lakenheath - Householder Planning Application - Single storey front extension, open porch and internal alterations to link dwelling with garage/utility

On the **major developments** – The National Planning Casework Unit have now responded as to whether there is a need for an EIA screening for all the major proposed developments for Lakenheath. This is now being considered by our Solicitors as to the next course of action.

Referring to the SIR consultation by West Suffolk of Core Strategy Policy CS7 and Site Allocations Local Plan this was due to close 8th June but has now been extended to Friday 1 July 2016. This extension is to allow time to consider the recently completed update of the 2009 Forest Heath Transport Technical Note prior to commenting on the draft Local Plan documents.

On balance the update appears to be helpful since it indicates that the level of traffic on the B1112 south of Lakenheath is significantly higher than previously forecast. However, there are no updated operational assessments and no additional information demonstrating that the highway improvements identified in the 2015 cumulative Aecom study, or a possible improvement to the A1065/B1112 junction can be implemented. The update also provides no update on walking, cycling or public transport as required by the NPPF. The update also reflects the fact that the 2009 Aecom Study was based on 600 rather than 800 new dwellings at Lakenheath and demonstrates that the most recent census data indicates that the proportion of development traffic using the B1112 south of Lakenheath is over 50% higher than previously assumed. We arranged for our Transport consultant to view the contents. His report was received yesterday and will be considered by our Solicitor this week.

School. Nothing further to report at this time.

West Suffolk RAF Mildenhall Engagement session: I attended this where it was announced that they can work with MOD on the closure of the base. A decision is expected this summer/autumn as to actual dates and areas concerned. All that is actually known is that the USAF withdrawal to move to Germany will occur by 2022. It is known that the continued aviation use for RAF Mildenhall (freight or civil aviation) is unlikely. West Suffolk have created a group called One Public Estate. Director will be Jill Korwin to oversee proceedings. This is a program to maximise utilisation and assessment of the Estate. Government money, £100,000, has been provided for background researches etc. West Suffolk are still very keen to influence the decision process up front. There are still lots of uncertainties. The contamination will be cleared by the MOD and USAF before being released.

There will be a deployment of F35s to RAF Lakenheath. This will necessitate £80m of investment. Buildings are expected to be constructed to accommodate the new arrivals in 2018 with the two squadrons due 2021. An economic impact study is now under way by the USAF as to numbers of homes / jobs that will be required eventually. It is presently thought that there will be around 1700 fewer off base homes occupied by USAF personnel.

The expected timetable is:

- 2016 – Assessment work
- 2017 – consultation on a masterplan for the Airbase
- 2018 – Adopt a masterplan for the airbase.

An informative website will be created to cover the work in progress.

The Tesco's site. I understand that the both sites have now been sold, subject to contract. The process is now going through.

Hatchfield Farm Enquiry results are now not expected till the end of the month.

Lakenheath Hall: The latest update is that finally the new owners got permission to carry out the remediation works. The planners and the arborologist were not keen for the perpetrators of the damage to carry out the work so they hired Suttons and they should have completed the job by the end of last week.

The work to the front wall has been specified and approved by the Principal Conservation Officer, Christine Leveson, and was due to start today. Did it?

A new contractor, MAN Construction, has been appointed for the remaining work to the two unfinished houses – the owners are hopeful that they will make a start mid-month.

A revised planning application with slightly larger houses, more in keeping with the plot sizes but without prejudice to the trees, will be submitted also be submitted this month.

Regards are sent by Yellow door to all the committee.

Finally, I attended the Town and Parish Forum last month. The only interesting item to come out from it is parking enforcement. Please can this become an agenda item for next month. The police want to decriminalise illegal parking and decisions have to be made as to who takes up the cudgels as a result'.

Action Point – Parking Enforcement to be added to July agenda.

10. Lakenheath Cemetery

(a) To receive a Cemetery Report including

• Regulations Pack

The clerk had provided each Councillor with a revised copy of the regulations pack.

Cllr Whitehand said that it was not an easy document to read and asked for amendments including placing the signature copy sheet at the back.

Cllr Durrant said that it had been looked at enough.

Cllr Gentle said that the Parish Council try to be accommodating but that problems still occur. These problems should never occur.

Cllr Frost said that he could see Cllr Gentle's point but that there was a reason for rules or chaos would prevail.

Cllr Lucas said that the regulations had to be in place and agreed that the signature copy sheet should go to the back. She agreed that the pack had to be read before signing and that she was happy with the remainder of the pack.

Cllr Whitehand said that she had gone over it a number of times and would like it to be fool-proof.

Cllr Gentle said that the cemetery had to be kept to a standard for the community.

It was proposed to put the signature copy sheet to the back and adopt the cemetery regulations pack. Voting 5 in favour and 1 against.

• Trees in Old Section

Cllr Durrant said that the specialist's advice should be taken and proposed that quotations were obtained for the removal of every other tree along with the remaining trees to be pollarded. All agreed.

• Cypress Trees

The clerk said that she had spoken to Simpsons Nursery who have 5ft Italian style Cypress trees available at a cost of £60 per tree. She added that they advised that they are slow growing and shouldn't need pruning for a number of years.

It was proposed to purchase two trees for the entrance to the new children's section. All agreed.

• Indemnity

The clerk had provided each councillor with a proposed indemnity form for use with grave spaces when the owner of the Exclusive Rights of Burial is deceased or cannot be contacted.

It was proposed to adopt the indemnity form. All agreed.

• Items on Graves

The clerk had provided each councillor with an email received from a resident regarding the unauthorised items on graves.

There followed a discussion about the unauthorised items on graves in the new section of the cemetery. It was proposed that the chairman visit the persons connected to the specific graves and the clerk respond to the resident accordingly.

Resolution – Signature copy sheet to be placed at the back of the Cemetery Regulations Pack and adopted.

Resolution – Clerk to obtain quotations for the removal of every other tree in the old section along with pollarding the remaining trees.

Resolution – Purchase two 5ft cypress trees for the cemetery at a cost of £120.

Resolution – Indemnity form adopted for graves spaces when the owner of the Exclusive Rights of Burial is deceased or cannot be contacted.

Resolution – Chairman to visit persons connected to graves with unauthorised items and clerk to respond to resident accordingly.

(b) To confirm Grant of Exclusive Rights of Burial

There was one – Janet Baker, 29 Wingfield Road

11. Financial Matters including:-

(a) Payments of Accounts

Cllr Durrant queried the machinery expenses as the mower had only been serviced in the last 6-8 weeks.

Cllr Lucas said that it was the busiest time of year.

Cllr Morley said that the cemetery is the largest expense to the Parish council.

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

(b) Bank Reconciliation

A bank reconciliation for 30th April 2016 was presented. It was proposed to accept and all agreed.

(c) Approval of Accounts to y/e 31 March 2016

Accounts for the year end 31 March 2016 were presented to each councillor.

It was proposed to accept and all agreed. The Chairman duly signed.

(d) Internal Audit Review

The clerk read the conclusion from the internal audit review. It is his opinion as the Internal Auditor that the financial report of Lakenheath Parish Council does not give rise to any significant areas of concern, regarding the accuracy and appropriateness of the report prepared by the Council.

(e) Completion of Annual Return

The clerk presented the completed annual return, Section1 Annual Governance Statement 2015/16, Section 2 Accounting Statements 2015/16 and the Significant Variances report to each councillor.

It was proposed to accept Section 1. All agreed.

It was proposed to accept Section 2. All agreed.

The Chairman, Clerk and Responsible Finance Officer duly signed.

12. War Memorial Stone

The clerk said that Cllr Gathercole had been approached by the Royal British Legion to replace the existing shingle around the war memorial with pebbles. Cllr Gathercole had advised that ten bags of pebbles would be required at a total cost of approximately £100.

Cllr Durrant said that he would prefer to see plum slate.

Cllr Lucas said that it would be nicer than pebbles.

The chairman said that older stones in the cemetery have algae on top.

Cllr Lucas said that she was not against replacing the shingle.

Cllr Durrant said that pebbles could be a slip and trip hazard when laying wreaths.

Cllr Lucas said that there could be a better choice.

It was suggested that each councillor considers an alternative stone and brings a sample and cost to the meeting in July.

Action Point – Councillors to consider alternative stone and bring samples and cost to July meeting.

13. Fly Tipping

The clerk said that she had spoken with FHDC who had agreed to clear the fly tipping between the Sedge Fen and Undley roads. FHDC had asked for any information on who was doing it. They would like to see trenches dug by farmers and the internal drainage board to try and prevent it. They had provided information to publish in the Lakenheath Times. It is an offence to fly-tip or use someone to dispose of waste without the correct waste carrier registration details. They are currently prosecuting individuals for both offences.

14. Village Sign

The clerk said that she had received a request from a resident to turn the sign so that it can be seen on approach.

It was proposed to leave the sign in its current position. All agreed.

The clerk said that the resident had also volunteered to polish up the brass plate.

It was proposed to accept the kind offer to polish the brass plate. All agreed.

Resolution – Village sign to remain in its current position and volunteer to polish brass plate.

15. Website – OneSuffolk

The clerk said that the majority of Parish Councils in Suffolk use OneSuffolk for their websites. It is a free service and would cut the current costs. She is able to attend a workshop at the end of June to set up the site for Lakenheath Parish Council.

It was proposed that the clerk attend the course and in time transfers the website to OneSuffolk. All agreed.

Resolution – Clerk to attend workshop to set up and transfer website to OneSuffolk.

16. Speed-Watch & Vehicle Activated Sign

In Cllr Gyte's absence, she asked the clerk to read her report:

'Since my report last month, I have spoken to Inspector Mark Shipton who promised to try and speed things along with the road policing unit, who are holding up progress. These are the people who assess sites in the village. This was nearly two weeks ago and to date I have heard nothing. On Friday, I had an email from PCSO Holly Allen based in Newmarket who is in charge of speed-watch schemes and would like to meet me. This must be progress! I have replied and said I would be delighted to meet her and I also outlined the sorry saga of my attempt to set up a scheme in Lakenheath'.

The clerk said that the new bank account for 'Speed-Watch' was open. She had also been successful in reaching the correct department in SCC who deal with vehicle activated signs and that it was work in progress. She added that she would keep the Parish Council updated.

17. Old Waste Disposal Site – Maids Cross Hill

The clerk had now found the file relating to the old waste disposal site. It was owned by the Parish Council and had in the past been officially leased to SCC and The Rural District Council of Mildenhall. She had raised the question of using the site and had been advised that the site would probably need a contamination assessment which can unfortunately be an expensive process.

Cllr Gentle said that it was a waste of nine acres and asked if the clerk could look into the costs. He added that a previous Councillor had also been looking into other land ownership.

Action Point – Clerk to investigate contamination assessment costs for the old waste disposal site, Maids Cross Hill.

18. Cemetery/Village Keeper review*

The clerk had provided each councillor with a copy of solicitor's advice. The Parish Council takes its responsibilities very seriously and despite all attempts, had not been able to identify any alternative employment for the part-time village keeper and therefore redundancy could not be avoided. It was proposed that the Parish Council proceed with redundancy for the part-time village keeper.

Resolution – Parish Council to proceed with redundancy for the part-time village keeper.

19. Items for Future Meetings

- Lakenheath Station
- Speed-Watch/Speed Activated Sign
- Old Waste Disposal Site – Maids Cross Hill
- Parking Enforcement
- War Memorial Stone
- Street Lighting

- Planning / Development and Legal Progress
- Cemetery/Village Keeper

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

In his absence, the clerk advised that Cllr Gathercole had asked to raise the issue of a new strimmer for the village keeper. Both strimmers had been out of use for over a week and prevented the village keeper from cutting grass around the village. One had been repaired but the other needed to be replaced at a cost of approximately £400.

It was proposed to proceed with replacing the strimmer at an approximate cost of £400. All agreed.

Resolution – Replacement strimmer to be purchased at approximate cost of £400.

21. To note date of next Meeting – Monday 4th July 2016

There being no further business the meeting closed at 8:45 pm.

Lakenheath Parish Council
4th July 2016

Date	Cheque No.	Payee	Description of supply	Amount
30.06.2016	3564 to 3568	Staff	June Salaries, Income Tax, NI & Pension	£4,441.23
04.07.2016	* 3569	County Graphics (Norfolk) Ltd	Lakenheath Times (May edition)	£400.00
04.07.2016	* 3570	Railton TPC Ltd	Consultation dealing with Aecom Technical Note	£800.00
04.07.2016	* 3571	Clare Shimmon	Reimbursement of Expenses (April-June) stationary, postage, fuel, mileage & cemetery bedding plants	£268.96
04.07.2016	* 3572	NFU Mutual	Tractor Insurance	£417.42
04.07.2016	* 3573	Roughts Building Services	Churchyard Wall	£5,200.00
04.07.2016	* 3574	Mildenhall Monumentals	War Memorial Flower Vases	£72.00
04.07.2016	* 3575	Simpsons Nurseries Ltd	Cypress Trees - Cemetery	£120.00
04.07.2016	* 3576	BT Payment Servcies	Telephone/Broadband	£55.32
04.07.2016	* 3577	R Archer	Reimbursement of Exps (Toilet Roll & Cleaner)	£10.00
04.07.2016	* 3578	G & J Peck Ltd	Hedge Trimmer Spring	£41.57
04.07.2016	* 3579	Suffolk Brick & Stone Cleaning Co Ltd	Clean War Memorial	£660.00
04.07.2016	* 3580	Richard Buxton Client Account	Housing Growth Legal Advice	£5,015.28

* Cheques for signing