

## MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 9<sup>th</sup> JANUARY 2017.

Present: - Messrs E Morley (Chairman)

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

Sqdn Ldr Neild and 2 members of the public were also present.

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

### 1. Apologies for Absence

Councillors Gathercole, Gyte and Marston.

### 2. Declarations of Interest

Cllr Frost - Friends of Lakenheath Library

Cllr Brown - Treasurer Lakenheath Youth FC and Volunteer, Peace Memorial Village Hall

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

Cllr Durrant - James Waters Ltd

### 6. Reports & Questions:-

#### (a) RAF Commander Lakenheath

Sqdn Ldr Neild said that the noise survey was finalised in December and is now waiting to go to the Minister. The noise contours will be available for publication by the end of the month in time for the FHDC Single Issue Review. He added that flying will start to quieten down back to normal business. He went on to advise that another airman had been killed on the B1112 at Little Eriswell.

Cllr Brown asked if there had been any truth in the rumours regarding A10s.

Sqdn Ldr Neild said not.

Cllr Brown asked if the noise survey was being done for the SIR.

Sqdn Ldr Neild said not just for the SIR but once the contours are known it may prompt the DIO to take further action.

Cllr Brown asked if the DIO are attending the Broom Road Development appeal.

Sqdn Ldr Neild didn't know.

Cllr Durrant said that the speed limit from Sparkes Farm to Mildenhall had been reduced to 30/40 MPH but remains unrestricted partway between Lords Walk Roundabout and Sparkes Farm.

Sqdn Ldr Neild said that the Lakenheath and Mildenhall Commanders had pushed for the reduction at Holywell Row but hadn't yet identified Little Eriswell as an issue.

Cllr Gentle said that the T junction is the worst point.

Sqdn Ldr Neild said that everything would be OK if drivers acted appropriately. He went on to apologise for the traffic queues seen last Wednesday. There had been reduced staff due to sickness and a vehicle had to be turned around that shouldn't have been there.

Cllr Norman asked if the tarmaced area could be used by vehicles coming from Lakenheath.

Sqdn Ldr Neild said that this area was no longer leased from Elveden Estates.

*The chairman thanked Sqdn Ldr Neild and he left the meeting.*

### **3. Police Matters**

The clerk read an email from Suffolk Constabulary with regards to the response given to the Suffolk Local Policing Review.

### **4. Confirmation of Minutes of Meetings held on 5<sup>th</sup> December 2016**

It was proposed to accept minutes. After amendment, all agreed.

### **5. Representations from Members of the Public**

Mr Rolph made reference to a newspaper article from FHDC. He said that it wasn't appropriate if notice wasn't taken of public opinion. He added that parishioners think that the Parish Council has powers but they are overruled by the District Council. The Parish Council has to abide by the District Council.

### **6. Reports & Questions:-**

#### **(b) Forest Heath District Council to include Dog Waste Bin – Roebuck Drive**

Cllr Marston was not present at the meeting and so the agenda item was held over until February.

Cllr Gentle said that he had not received any communication from Cllr Marston regarding FHDC's past commercial ventures.

Cllr Brown expressed concern about overgrown and litter ridden hedgerows covering road signs.

The clerk asked to be advised of any obscured road signs and she will report them to SCC.

Cllr Durrant said that the road sign for South Road was missing.

***Action Point – Clerk to report missing road sign at South Road.***

#### **(c) Suffolk County Council to include**

##### **i. Street Lighting**

The clerk had provided each Councillor with a breakdown of the streetlight column testing report. She went on to give costings for replacement of the issues seen as short term problems, columns, MBFU and G39 lanterns. She added that the Street Lighting Officer was happy to answer any questions and attend a further meeting.

Cllr Durrant said that lamps should be replaced in phases with LED and added that a cost analysis was needed to show the savings. He added that SCC will no longer adopt even if all are replaced. He went on to say that the mix of existing lights was not fit for purpose and that many were out.

The clerk asked to be advised of any problem lights and she will report them to SCC.

Cllr Durrant proposed to replace the four concrete columns highlighted as needing immediate attention including changing their lamps to LED, along with replacing with LED the two lamps that are out at either end of the public footpath between Hall Drive and Mayfields.

It was seconded by Cllr Frost and all agreed.

The clerk advised that the total cost is likely to be approximately £5500 + VAT and that she would get a quotation and report at February's meeting.

***Resolution – Replace the four concrete columns requiring immediate attention also changing their lamps to LED along with the lamps on the footpath between Hall Drive and Mayfields.***

**ii. Eriswell Road Gullies**

The clerk read an email from Cllr Noble advising that a team had been out to inspect the schedule and state of the grips and that the work is being planned.

**7. Matters Arising from Minutes not elsewhere on the Agenda**

Cllr Brown asked if anyone would take up the post of being the Village Hall Representative. She said that it was a very busy time for her in relation to planning with the emerging Local Plan, Broom Road site public inquiry and the expected return to committee of all the other major sites in the Village. She added that as Councillor Norman has said that he supports and is keen to see the Village Hall and Brendan Fulham Centre succeed, perhaps he could take this over.

Cllr Norman agreed.

***Action point – Cllr Norman to be Parish Council representative to the Peace Memorial Hall.***

**8. Planning Matters:-**

**(a) To receive report from Planning Committee**

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

Cllr Brown gave her report:

**Applications Supported**

1. DC/16/2695/TCA Trees in a Conservation Area Notification - (i) Group of Leylandii (G1 on plan) reduce height by up to 5m from ground level (ii) 1no. Leylandii (T1 on plan) Fell - Dove House, Hall Drive, Lakenheath. These were dreadfully overgrown.

**Applications not supported:**

None.

**Applications in circulation:**

1. DC/16/2735/HH - Householder Planning Application - single storey side extension -7 Delph Road Lakenheath IP27 9JJ
2. SCC\0270\16 - (a) Installation of Surface Water drainage pipe system, 3no. concrete hardstanding, replacement office/welfare building, replacement weighbridge, staff parking (2no. spaces), pumping station, cesspool AND (b) the installation of a drainage pipe link to an infiltration basin to the south. - Lakenheath Recycling Centre, Brandon Road, Lakenheath

Sadly, in December, the Local Planning Authority approved the proposal for Pleasant View where there will now be 8 dwellings in place of the old house and grounds. Despite Parish Council objections the case did not go to committee. There were also no comments from the Ward Members. This shows how much interest they have in the growth of our Village.

Consent has also been granted for change of use from barn / workshop to residential on the buildings at the rear of 29 High Street, Lakenheath.

You may recall in December that I reported on a planning application for 1 dwelling with attached cart-lodge garage and associated vehicular access at Land to The Rear of Palmers Heath Farm. I can now report that this case has been withdrawn by the applicant.

**Major Developments:** There is again very little to report; the waiting game continues. The NPCU issued an article 31 Notice on our local planning authority as I mentioned last month whilst they decide as to whether they call in the Pigeon Investments case on Station Road. In short, they now await an up to date noise assessment relating to aircraft noise and current contours from the MoD which is expected any day now. Once this is to hand they will also decide whether they call in all the cases.

As you are aware, the Necton Site will be considered by an Inspector during a public inquiry starting on the 28<sup>th</sup> February at the District Council offices. We are in the process of preparing our statement of common ground which will be submitted by the deadline. We have used the services of Railton to agree with the developer certain modifications to which they are agreed to mitigate advice within the Aecom Report of last November.

**Sharpes Corner and Lakenheath Hall:** Work on both these sites continues.

**The Tesco Site:** I have heard nothing further on this site.

**Enforcement:** The newly opened pizza shop opposite the church. In December enforcement sent a final warning. The enforcement officer reports that the warning has generated an application for advertisement consent. It is currently invalid and additional information has been requested by the 24<sup>th</sup> January. If it is validated he will let us know and we will have the opportunity to comment. It is likely that matters will be held in abeyance whilst the application is determined. If the application is not validated in due course, or subsequently refused he will review the situation at that time and be happy to discuss it with you again.

**West Suffolk Town and Parish Forum:** The next meeting is on the 1st February. I will attend if there is a section relating to planning, which there should be. However, it yet again clashes with the Development and Control Committee meeting. If any of our cases come before committee that night I will have to attend that instead. Can anyone else represent the Parish should this occur?

**Celtic Cross:** The first working group meeting has now been arranged for Wednesday this week.

**Single issue Review:** The final consultation prior to adoption of the proposals starts on the 12th January, when the details will be online. There is a chance to have your say on the documentation at an open meeting arranged by FHDC for the Thursday 26th January 2017 at the Brendan Fulham Centre between 4 and 7 pm. This is your opportunity to find out more about the council's proposed submission on the Local Plans, which have been revised following the previous public consultation. After this final consultation, the plans and all of the responses received to them will be sent to the Secretary of State for examination by an independent planning inspector early summer in the hope of adoption by the end of the year. I would urge everyone to have their say online, by email or letter when the opportunity arises. The Parish Council will certainly make representations although very few of our comments from the last round have been taken into consideration.

**School:** I can report that a new permanent Head Teacher has been appointed, starting in April. Sally Esom is an experienced Head Teacher, currently working at a school in Hertfordshire which apparently is rather similar to our own. She has very recently moved to this area for family reasons. The school Governors are very confident that she will be an excellent fit for the school. Bridget Harrison will carry on as the acting head until Sally takes up her post. This is great news for the future of our Village.

Cllr Norman reported that Lakenheath Hall looks better than it ever has.

Cllr Durrant asked about the planning breaches on Mill Road and Dove Close.

Cllr Brown said that both had submitted retrospective planning applications which were passed at committee.

## **9. Lakenheath Cemetery**

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

Cllr Lucas reported that the cemetery looks very good and that the hedge cutting had started today.

Cllr Durrant asked about the memorials in the new garden of rest.

The clerk said that it was hoped that the removal of the lime and apple trees will help with the root damage and allow them to settle.

Cllr Brown said that she had received comments about the new housing around the water tap and how it was difficult for some to now use.

The chairman reported that the noticeboard glass was stained.

Cllr Lucas suggested an article in the Lakenheath Times requesting removal of Christmas and unauthorised items from graves by the end of the March.

***Action Point – Clerk to arrange an article for LT regarding items on graves and speak to cemetery keeper about the tap housing and noticeboard glass.***

### **(b) To confirm Grant of Exclusive Rights of Burial**

There was one; Janice Ryding, 17 Maids Crossway.

### **(c) Old Equipment Held in Storage**

Cllr Durrant has unfortunately been unable to speak with the cemetery keeper over the Christmas period but would provide feedback at the next meeting.

***Action Point – Cllr Durrant to report on old equipment held in storage at February meeting.***

### **(d) Grave Digging**

The clerk reported that there had been some confusion over the use of mechanical diggers to dig graves and concerns over damage to graves and memorials when re-opening. However she had been advised that the soil is extremely hard and difficult to dig by hand.

She had received an email from one of the companies used to dig graves in the cemetery who had suggested that all are required to provide a copy of their public liability insurance and risk assessments.

It was proposed to permit the continued use of mechanical diggers but to obtain copies of public liability insurance and risk assessments from the companies/individuals digging. All agreed.

***Resolution – Continued use Mechanical diggers permitted to dig all graves with copies of public liability and risk assessments provided by the companies/individuals.***

## **10. Financial Matters including:-**

### **(a) Payments of Accounts**

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

Chq No.	Payee	Description of Supply	Amount
D/D + 3666 to 3669	Staff	December Salaries, Income Tax, NI & Pension	£4133.13
3670	K C Flack	Installation of Bench on Wingfield Road	£245.00
3671	Forest Heath Fasteners	Hi-Viz Safety Vests (Community Speed-Watch)	£23.42
3672	Sunrise Services	Cleaning Public Toilets - October & November	£408.00
3673	Clare Shimmon	Reimbursement of Expenses - Mileage, Stationery, Minute Binder, Electricity (Cemetery Chapel & Public Conveniences), Hardwood for Play Area Repairs, Land Registry Searches, Shredder, Postage and Petrol	£503.93
3674	County Graphics (Norfolk) Ltd	Lakenheath Times - November Edition and Monument & Burial Forms	£467.20
3675	Suffolk Assoc of Local Councils	Clerks Networking Event	£19.20
3676	BT Payment Services	Telephone & Broadband	£57.72
3677	County Graphics (Norfolk) Ltd	Lakenheath Times - December Edition	£400.00

## **(b) Bank Reconciliation**

A bank reconciliation for 30<sup>th</sup> November 2016 was presented. It was proposed to accept and all agreed.

## **(c) Precept Setting 2017/18 – Setting thereof and Chairman to Sign Off**

The Responsible Finance Officer advised Councillors that the council tax referendum principles had not been extended to parish and town councils for 2017/18. She provided each councillor with a revised copy of the proposed budget which included some small amendments but no adjustment to the overall total expenditure. She reminded Councillors that the figure was net expenditure of £142,390 which would be the precept for year 2016/17 and represent a 0% increase. It was proposed to proceed with a precept request of £142,390 and all agreed.

Cllr Brown asked if the amount should be increased to allow for an addition to the street lighting reserve.

Cllr Gentle and the chairman both disagreed.

The Application for Grant & Precept was duly signed by the Chairman and Clerk.

***Resolution – Precept of £142,390 requested for year 2017/18.***

## **(d) Skate Park/MUGA – Inspections**

The clerk reported that the part time village keeper had previously carried out inspections on the children's play area along with the skate park/muga. Now that this is being carried out by Forest Heath District Council separate invoices were issued.

It was proposed that the Parish Council continues to cover the cost of the skate park/muga inspections. All agreed.

***Resolution – Parish Council to continue covering the cost of the skate park/muga inspections.***

## **11. Public Conveniences**

### **(a) Vandalism/Closure**

The clerk advised that following last month's meeting there had been concerns about closing the public toilets on a Friday evening as this would mean that they were unavailable all weekend.

Cllr Brown proposed asking the village keeper to add this to his duties and to open and close at weekends.

Cllr Gentle said that the problems will be ongoing and seconded the proposal. All agreed

Cllr Durrant asked what the financial recompense would be.

The clerk said that the part time village keeper had previously been paid a higher rate at weekends.

The chairman said that this was correct and should continue as it is at the weekend.

Cllr Gentle asked if any village groups or societies could help out with adult supervision.

Cllr Brown suggested opening times should be between 9:30am and dusk.

Cllr Durrant said that if the village keeper was unable to assist, he would be willing to do it on a rota basis.

The chairman proposed that the clerk, as his line manager, speak to the village keeper and suggest two hours at overtime rate to cover opening and closing of all toilets each day. It was seconded and all agreed.

***Resolution – Clerk to approach village keeper with regards to opening and closing the public toilets at weekend. Payment would be two hours of overtime per weekend.***

#### **(b) Baby Changing Facility – Children’s Play Area**

The clerk had obtained three prices to replace the baby changing unit on the children’s play area toilet.

Cllr Durrant asked if it was a legal requirement to have this facility.

It was proposed to purchase the Bambino Heavy Duty Changing table £114.99 + VAT and replace. It was seconded and all agreed.

***Resolution – To purchase and fit Bambino Heavy Duty Baby Changing Table.***

#### **12. Children’s Play Area – Annual ROSPA Report**

The clerk had advised all councillors prior to the meeting that ‘The overall report is Moderate Risk. A number of issues have been raised but almost all are low or very low risk, meaning that no immediate works are required. Items that need attention are the Cable Runway, Junior Multi-Play Activity Equipment, Bark Mulch and Trip Hazards at the edge of surfaces’.

The clerk said that she had obtained a quotation from MI Edwards Energy Ltd for 20 cubic metres of woodchip and the price had remained the same as last year at £521+VAT (including delivery). She added that a contractor had also been used last year to help the village keeper move them into the play area.

Cllr Durrant asked if the woodchips could be provided in tonne bags making it easier for the village keeper to move without the need of additional help.

The clerk said that she would investigate.

The clerk said that Fenland Leisure had visited the site and were preparing a quotation for the work required on the Cable Runway and Junior Multi-Play Activity Equipment. She asked Councillors for ideas on how to tackle trip hazards.

Cllr Lucas suggested speaking to Mr Flack to obtain a quotation to replace the wooden edges.

Cllr Durrant said that this should be done prior to the delivery of woodchips.

***Action Point – Clerk to investigate purchasing woodchip in tonne bags.***

***Action Point – Clerk to speak to Mr Flack for a quotation to replace the wooden edges.***

### **13. Speed Indicator Device**

The clerk advised councillors that VAT cannot be recovered on purchases made from Germany and that the two options for purchase of a SID are:

#### **Wescotec**

SID with SLOW DOWN legend + Data Collection Unit + Brackets

TOTAL COST = £3150 + VAT

#### **Radarlux (Germany)**

SID with SMILEY/FROWNING function + Data Collection Unit + Brackets

TOTAL COST €3553.34 (£3005 sterling equivalent inc bank transfer cost)

Cllr Brown suggested that the Wescotec model would stand out better.

Cllr Lucas said that using Wescotec based in Norfolk would give a better warranty and proposed to purchase this model. It was seconded by Cllr Durrant and all agreed.

The clerk had provided each councillor with the proposed agreement to be made between the Parish Council and Suffolk County Council in connection with the installation and operation of the device.

Cllr Lucas proposed that the Parish Council sign the agreement. Seconded by Cllr Brown and all agreed. The chairman duly signed.

***Resolution – To purchase Wescotec SID with Slow Down legend at a cost of £3150 +VAT***

***Resolution – Suffolk County Council Agreement signed in connection with the installation and management of the Speed Indicator Device.***

### **14. Sale of Land off Undley Road**

The Parish Council had been approached to sell the 0.3 acres of land situated on the corner of Undley Road and Undley Common.

Cllr Durrant suggested a Land Registry Search and if necessary adoption of the land. He asked for a cost analysis.

Cllr Brown proposed to ask what the land was to be used for once purchased and what was the price to be paid. All agreed.

***Action Point – Clerk to carry out a land registry search on land at the corner of Undley Road and Undley Common.***

***Resolution – Clerk to respond to request to sell the land asking the intended use and price to be paid.***

### **15. Adult Outdoor Fitness Area**

The clerk said that she is still waiting for a response from FHDC regarding the use of land behind Mutford Green. Lesley-Ann Keogh, Families and Communities Officer is now helping to chase.

### **16. Revised Standing Orders – Adoption**

The clerk had provided councillors with a proposed amendment to standing orders to allow the election, by secret ballot of the Chairman and Vice Chair.

Cllr Brown proposed adoption, seconded by Cllr Lucas and all agreed.



***Resolution – Revised stand order adopted to allow the election, by secret ballot of the Chairman and Vice-Chair.***

**17. Consultations & Feedback:-**

**(a) Community Governance Review – Consultation on Terms of Reference**

It was proposed to make no comment. All agreed.

***Resolution – No comment to be made on CGR – Consultation on Terms of Reference.***

**(b) Suffolk Minerals & Waste Local Plan – Issues & Options Consultation**

It was proposed to make no comment. All agreed.

***Resolution - No comment to be made on Suffolk Minerals & Waste Local Plan - Issues & Options Consultation***

**18. Village Sign**

The clerk said that she had received a suggestion to approach Cllr Noble / SCC asking if they would gift the land around the village sign to the parish.

Cllr Durrant suggested as in larger towns, approaching local business asking for sponsorship for the upkeep.

The chairman said that Cllr Marston had done so by agreeing to take it on.

Cllr Brown proposed that a request is made to Cllr Noble to transfer the land to parish. If however it is to stay in SCC ownership to ask what they propose to do about the upkeep of the footpath. It was seconded and all agreed.

***Resolution - Request to be made to Cllr Noble asking for transfer to parish of village sign land. If however it is to stay in SCC ownership to ask what they propose to do about the upkeep of the footpath.***

**19. Items for Future Meetings**

- FHDC – Dog bins (Roebuck Drive & Maids Cross Hill)
- Cemetery – Old equipment held in storage
- Single Issue Review
- Public toilets
- Children's play area
- Land off Undley Road
- Adult outdoor fitness area
- Village sign

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

There was none.

**21. To note date of next Meeting – Monday 6<sup>th</sup> February 2017**

There being no further business the meeting closed at 8:30 pm.