

## MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 5<sup>th</sup> JUNE 2017.

Present: - Messrs E Morley (Chairman)

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

John Smithson, Senior Forest Heath Park Ranger and 4 members of the public were also present.

### 1. Apologies for Absence

Sqdn Ldr Neild.

### 2. Declarations of Interest

Cllr Norman - Village Hall

Cllr Brown - Treasurer Lakenheath Youth FC

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Gyte - Lakenheath Good Neighbours and Lakenheath Consolidated Charities

Cllr Durrant - James Waters Ltd

Cllr Lucas – Sutton Services Ltd and Lakenheath Playingfield Committee (Elveden Estates)

### 3. Celtic Cross & Village Trail – to include a presentation from John Smithson, Senior FH Park Ranger

Cllr Brown introduced John Smithson and explained that he is now responsible for the management of Maids Cross Hill. John has been an active member of the Celtic Cross working party since the missing plates were located. She added that the working party had arrived at a natural break in efforts to regain the Maids Cross sculpture for the village. This break is coincidental with the permanent installation of the poems now on display in the Brendan Fulham Centre. She recommended on behalf of the working group that the restoration/repair of the sculpture, at its original location, is put into action. The project will also include improvements to accessibility. The area will be cleared in part to improve the viewpoint for the use of the Village.

Mr Smithson explained that he started as ranger in February 2017 but was previously Parks Manager. His role is to support all areas that the District Council manages or owns. He first knew of the Celtic Cross when the District Councils merged in 2013 and noted that the artwork was damaged. He went on to gain background knowledge and it was fortuitous that the plates were recovered. The working group have discussed how it should all be put back together and other siting options have been looked at in the village. However, it was designed for that specific site and it is felt appropriate that it should stay on Maids Cross Hill. He has looked into restoration with a contact from Historic England. It is felt that a good repair is needed increasing protection from vandalism. This will be metal plates on concrete and bricks. The quote for work is £1,880. Village heritage is also being looked at across the Brecks which could in the future create a connection trail to include Lakenheath. The access needs to be improved possibly adding steps. The owner of the site, Elveden Estates has been contacted and they have no issues with the proposal but would like to see the specifications.

Cllr Gyte asked if the steps would be separately priced.

Mr Smithson said that hopefully with grant support the costs would be covered by FHDC.

Cllr Brown said that there is also an opportunity for the village to develop a link with the Earth Heritage Trail. By agreeing to do this it would be possible to show and explain Lakenheath's heritage from earliest times to the present day. The website could communicate this to past, present and future residents. It could raise awareness and appreciation of the importance of heritage and its place in local history and also foster "togetherness" of the village by encouraging local groups to participate in the development of the trail. She added that pride in the village would be an important aim of these developments. Perhaps the link to the Earth Heritage Trail might even encourage visitors to Lakenheath.

The working party suggests there are two main ways of doing this.

1. Extend and enhance the Parish Council website with the inclusion of historic and geographic information together with local stories and folk tales. Also to include personalities of local and national importance who have been associated with the village.

2. Devise an illustrated walkable village trail which connects directly with the Earth Heritage Trail. The village trail will tell the story of Lakenheath through a walk around the village and its environs. Clearly this is an ambitious aim, involving a lot of work, but one the working party feels could be of considerable importance to the future development of the village.

Cllr Brown proposed to support bringing this forward over a period of time, together with the historic photos that has already been agreed to.

It was seconded by Cllr Frost and all agreed.

***Resolution - Extend and enhance the Parish Council website and devise an illustrated walkable village trial.***

*The chairman thanked Mr Smithson and he left the meeting.*

#### **4. Police Matters**

There were none.

#### **5. Confirmation of Minutes of Meetings held on 8<sup>th</sup> May 2017**

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

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

Mr Jones wished to reinforce the presentation given by Mr Smithson saying that it was a serious opportunity for Lakenheath to benefit from the trail. Villages throughout the Brecks would benefit. Lakenheath could be matched with significant parts of history and was 150,000 years ago covered by an ancient river. It would help newcomers understand where they were living.

Ms Hastings thanked the Council for the new name plates as she could now identify everyone.

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

##### **(a) RAF Commander Lakenheath**

There were none.

##### **(b) Forest Heath District Council**

The clerk read a response from FHDC regarding the Revenue Support Grant and funding for visiting USAF personnel. FHDC are not aware of a quantifiable compensation paid in respect of visiting forces. Central Government used to indicate that an element of the Revenue Support Grant acted as a form of compensation, however, no formal amount was ever confirmed or the mechanics to calculate it. It is somewhat irrelevant now as Central Government are phasing out the Revenue Support Grant completely by 2020. FHDC will continue to take every opportunity to raise with Central Government the council tax impact of the visiting forces, for example through the fairer funding consultations.

Cllr Brown said that on bin collection day the refuse collectors had left wheelie bins in such a way as to damage shrubs in her garden. She proposed contacting FHDC to raise the issue.

It was seconded by Cllr Frost and all agreed.

***Resolution – Contact FHDC Waste Management regarding damage from wheelie bins.***

**(c) Suffolk County Council to include Highways – 30 mph repeater signs on Station Road**

Cllr Brown proposed requesting additional 30 mph repeater signs on Station Road, such as the new ones on the road between Eriswell and Holywell Row.

The clerk reminded the Council that the previous response to requests was that any additional signing / traffic calming will be included within the upcoming development at this location.

Cllr Gentle said that they were needed now as it was dangerous and seconded the proposal. All agreed.

Cllr Norman said that Holywell Row improvements had been funded by SCC.

The clerk had received notification from SCC Highways that advisory disabled parking bays outside the post office would cost approximately £350. Highways had asked if the Parish Council would fund this or perhaps ask the local County Councillor to fund from his Local Highway Budget funding.

Cllr Brown proposed asking Cllr Noble for funding.

It was seconded by Cllr Lucas and all agreed.

***Resolution – Contact SCC highways regarding additional 30 mph repeater signs.***

***Resolution – Contact Cllr Noble re funding for advisory disabled parking bays outside the post office.***

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

Cllr Frost advised that the litter pick would take part on Saturday 24<sup>th</sup> June, meeting at the Abundant Life Church at 9am.

**9. Planning Matters:-**

**(a) To appoint a new member to the Planning Committee**

Cllr Brown proposed delaying appointment until co-option of an additional member to council.

It was seconded and all agreed.

***Resolution – Appointment of a new member to the Planning Committee to be delayed until after co-option.***

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

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

Cllr Brown gave her report:

**Applications supported**

1. DC/17/0894/HH - Householder Planning Application - Rear extension (following demolition of existing conservatory) - 2 Maids Cross Hill Lakenheath
2. DC/17/0418/TCA - Trees in a Conservation Area Notification - (i) 1 no. Horse Chestnut (A on plan) - removing overhanging branches by 3 metres long (ii) 1 no. Cedar (B on plan) - reduce height by 3 metres (iii) 1 no. Cedar (C on plan) - Fell (iv) 1 no. Cedar (D on plan) - reduce height by 4 metres (v) 1 no. Cedar (E on plan) - reduce height by 4 metres and (vi) 5 no. Pine trees (L-F on plan) - Fell - The Manor Garden Hall Drive Lakenheath

3. DC/17/0785/HH - Householder Planning Application - Dropped kerb and hardstanding – 35 Mill Road, Lakenheath
4. DC/17/1005/TCA - Trees in a Conservation Area Notification - (i) 1no. Prunus (T1 on plan) fell; (ii) 1no. Yew (T2 on plan) reduce overall crown by 2 metres - The Lakenheath Village Home 7 Back Street Lakenheath

**Applications supported with conditions**

1. DC/17/0889/FUL - Planning Application - 2no. dwellings with integral garages and new vehicular access - Junction of Wings Road and Mill Road Lakenheath

**Applications not supported**

1. DC/17/0885/FUL - Planning Application - 2no dwellings with associated access -Coopers Cottage 42 Mill Road, Lakenheath - prefer only 1 dwelling on this plot.

**Applications in circulation**

1. Appeal AP/17/0018/REF – Up to 132 dwellings land north of Broom Road, Covey Way and Maids Cross Hill

The planning application for 21 Anchor Lane was withdrawn last month.

43 Mill Road was granted consent at the last Delegation Panel with no comment received from District Councillors.

Cllr Gentle said that District Councillors should be more involved.

Cllr Brown said that she was disappointed that cases going to Delegation Panel were not always known and that there was very little involvement from District Councillors.

Cllr Gentle proposed asking Cllr Marston why she was not more involved in Delegation Panels and representing the views of the Parish Council.

The clerk explained that the District Councillors are there to represent parishioners, not the Parish Council.

Cllr Gentle's proposal was seconded by Cllr Norman and all agreed.

Cllr Lucas asked if both District Councillors should be asked.

Cllr Brown pointed out the Cllr Marston is on the District Council's Planning & Growth Committee and continued with her report:

**Major developments:** 3 of the major cases, namely the Pigeon site, Rabbit Hill and Briscoe Way (a total of 521 Proposed dwellings plus a school) are due before Development and Control on Wednesday for the Committee to resolve an 'of-mind' decision. The point is to enable the committee to consider material changes in circumstances that have occurred since it reached its decision last year. This relates to the SIR, noise assessments and traffic constraints. I will attend and make representations on behalf of the Parish in the usual way.

**The Tesco Site:** I have no further information.

**Enforcement:** Pizza house. This is still the subject of ongoing negotiations.

At the beginning of the month there was a great deal of concern in relation to the clearing of part of the land, on the area between Maidscross Hill, Covey Way and Broom Road. Following photos I received and the manner in which it was done I did involve enforcement. To their credit, along with a planning officer, they inspected the site on the same day the complaint was made. The ultimate decision was that there was no infringement, therefore no further action taken.

The Parish Council had been happy with a smaller development on the Maidscross Hill, Covey, Way and Broom Road site. The land owner on Covey Way had cleared their site.

Cllr Gentle added that there was no regard for wildlife

The chairman thanked Cllr Brown for her comprehensive report.

The clerk had been advised that the Lakenheath Hall rental properties are now managed by Scanlans on behalf of the bank/liquidator.

Yellow Door Properties had confirmed that the 5 properties are all accessed from Station Road, with only plot 18 and recently plot 10 accessed from Hall Drive. There could be one more property which will be included within the larger development. There is currently no vehicular access across the site to Hall Drive. Yellow Door are continuing to keep the site tidy and work to the front wall is complete. Gardening is being carried out on a management contract. The properties purchased part finished will be completed by the end of July and on the market by the end of the summer.

The chairman said that it was refreshing to hear.

Cllr Gentle said that he thought the original permission was for only number 3 and 6 to use Station Road.

Cllr Norman said that occupants of number 6 were still damaging the grass by driving across it.

Cllr Gentle said that it should be in the lease that residents use the roadway not the grass and proposed contacting the agent.

It was seconded by Cllr Brown and all agreed.

***Resolution - Contact Cllr Marston and ask why she is not more involved in Delegation Panels and representing the Parish Council.***

***Resolution – Contact agent with regards to tenants driving across the grass at Lakenheath Hall.***

## **10. Lakenheath Cemetery**

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

Cllr Durrant had visited the cemetery that afternoon and reported it to be clean and tidy. The stone had been moved and was neatly piled and the toilet spotlessly clean. The pathway at the rear of the cemetery was overgrown and should be cut back. He said that he had been twice to advise on moving the Cypress tree but the cemetery keeper wasn't around. He added that the trees needed watering again.

Cllr Lucas said that there was growth around the stumps of the felled lime trees.

Cllr Brown said that they couldn't have been ground out.

Cllr Lucas proposed contacting the contractors that carried out the work to ensure all stumps had been ground out.

It was seconded by Cllr Frost and all agreed.

Cllr Brown said that there were many more footplates and ornaments appearing.

Cllr Gentle said that they should not be there.

Cllr Durrant said that the PC would not be able to get them moved.

***Resolution – Contact tree contractor to ensure all stumps have been ground.***

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

Mrs Frost - 3 Chestnut Way, RAF Lakenheath

### **(c) Cottage**

The clerk had received a quotation from Mr Quinn, totalling £1,180 to carry out necessary repairs to the cottage roof and to replace the flat roof at the rear of the property.

Cllr Gyte proposed accepting the quotation.

It was seconded by Cllr Durrant and all agreed.

**Resolution – Mr Quinn to carry out repairs to the roofs at the cemetery cottage at a total cost of £1,180.**

**(d) Cemetery / Village Keeper**

The clerk advised the PC that she had spoken to the village/cemetery keeper and he was planning to retire at the end of May 2018.

Cllr Gyte said that the village needed a keeper.

Cllr Durrant said that the work could be outsourced and the cemetery cottage sold. The proceeds of the sale would cover the outsourcing costs.

Cllr Lucas said that a list was needed of the work that the keeper does.

The clerk explained that she could get this from the keeper's timesheets.

Cllr Durrant asked how much was seasonality.

Cllr Gentle said that the current keeper was the only applicant who wanted to live in the cottage. The cottage is a liability and there would be a cost to maintain the property if the PC decided to carry on with another keeper. There would not be much control over contractors. It would have to be a careful choice as a contractor may not be the best option for the variety of tasks the keeper currently does.

**Action Point – Clerk to obtain information of work carried out by village/cemetery keeper.**

**11. S137 application to include MAGPAS Air Ambulance**

The clerk read a donation request form MAGPAS.

Cllr Brown said that MAGPAS operate predominantly over Essex and Cambridgeshire. Lakenheath parishioners don't really benefit.

It was proposed to make no donation and all agreed.

**Resolution – No S137 donation to MAGPAS.**

**12. Financial Matters including:-**

**(a) Payments of Accounts**

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

Chq No.	Payee	Description of Supply	Amount
D/D + 3733 to 3736	Staff	May Salaries, Income Tax, NI & Pension	£4076.05
3737	Lakenheath Good Neighbours	S137 Grant	£250.00
3738	The Voluntary Network	S137 Grant	£250.00
3739	Lakenheath Indoor Bowls Club	S137 Grant	£250.00
3740	Lakenheath PlayingFields Assoc.	S19 Grant	£3,000.00
3741	BT Payment Services	Telephone & Broadband	£58.20
3742	Suffolk Assoc. of Local Councils	Subscription & The Local Councillor	£250.00
3743	Anglian Water Business Ltd (National)	Wings Road Public Conveniences	£201.51
3744	Kevin Cooke Plumbing & Heating Engineer	Cemetery Cottage - Plumbing Work & Repairs	£579.60
3745	Railton TPC Ltd	Statement of Common Ground on Transport & Highway Matters	£1491.83
3746	Communicorp	Clerks & Councils Direct – Subscription	£36.00
3747	County Graphics (Norfolk) Ltd	Lakenheath Times - April Edition	£450.00

#### **(b) Bank Reconciliation**

A bank reconciliation for 30<sup>th</sup> April 2017 was presented. It was proposed to accept and all agreed.

#### **(c) Approval of Accounts to y/e 31 March 2017**

Accounts for the year end 31 March 2017 were presented to each councillor.

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

#### **(d) Completion of Annual Return – Section 1 Annual Governance**

The clerk presented the completed annual return, Section 1 Annual Governance Statement 2016/17

It was proposed to accept Section 1 and all agreed. The Chairman and Clerk duly signed.

#### **(e) Completion of Annual Return – Section 2 Accounting Statements**

The clerk presented the completed annual return, Section 2 Accounting Statements 2016/17 and the Significant Variances report to each councillor.

It was proposed to accept Section 2 and all agreed.

The Chairman and Responsible Finance Officer duly signed.

Cllr Norman said that it confirmed that certain individuals on social media were incorrect to state that the PC had £330,000 in reserves.

#### **(f) Bank Signatories**

The clerk explained that following David Gathercole's resignation, another bank signatory was required. She added that Cllr Gyte made regular visits to the Parish Office and would be a suitable replacement.

Cllr Durrant proposed Cllr Gyte as an additional bank signatory.

It was seconded by Cllr Lucas and all agreed.

***Resolution – Cllr Gyte to replace David Gathercole as a bank signatory.***

### **13. Play Area Toilets**

The clerk explained that the taps at the play area toilets are already a push type with an auto stop mechanism. However the plumber had agreed to provide a quotation for new wastes to stop items being put down them. When he inspected the sinks he had noticed that the urinal cistern was empty of water and looked like it had not been working for quite some time. He said that the smell of urine was bad. The cisterniser senses when someone enters, stays open for 30 minutes and closes, this saves water. It also gives a hygienic flush if no one enters for 24 hrs. He will also provide a quotation to replace the cisterniser.

The clerk went on to say that further vandalism had taken place with a number of cladding panels broken off.

Cllr Durrant proposed speaking to Mr Thompson who had carried out the last refurbishment to obtain a quotation to replace the broken boards.

It was seconded by Cllr Lucas and all agreed.

***Resolution – Contact Mr Thompson for a quotation to repair the broken cladding boards.***

#### **14. Co-option**

The clerk explained that following David Gathercole's resignation, a Notice of Vacancy had been displayed on both the parish website and noticeboard. If no election is called by the 8<sup>th</sup> of June, the PC could continue with co-option. The clerk had received confirmation that although the vacancy is for Sedge Fen ward, a new councillor can live anywhere within the parish boundary. She explained however, that this was the 6<sup>th</sup> consecutive month the Cllr Marston had been absent and she understood that this meant that Cllr Marston ceases automatically to be a member of the council. This could create another vacancy and the clerk needed to check this with the Monitoring Officer.

It was proposed to delay co-option until confirmation was received regarding Cllr Marston's position. Co-option may then cover two vacancies. It was seconded and all agreed.

***Resolution – Delay co-option process until the position regarding Cllr Marston's absence is resolved.***

#### **15. Christmas Lights**

The clerk explained that she had received no responses in connection with the Lakenheath Times article regarding a working group to put Christmas lights in the High Street.

Cllr Gyte said that it was a great shame.

#### **16. Battle's Over - A Nation's Tribute 11<sup>th</sup> November 2018**

Cllr Gyte said that she had attended a meeting with the primary school head-teacher who was enthusiastic about the idea of a Nation's Tribute in 2018. She was keen for the children to be involved, teaching them songs from the time, writing poems and creating timelines. She also said that the children could research how the school would have been in 1918, how lessons were taught etc. The head-teacher said that the children would be really interested. An event lasting 60-90 minutes could be held after the memorial service, in the Brendan Fulham centre. It would be advertised in the Lakenheath Times and Lakenheath Life and available to everyone. There could also be a trawl of the village for memorabilia, medals etc.

The clerk confirmed that the PlayingFields Association had agreed to site a beacon near to the pavilion.

Cllr Brown said that she was concerned about the distance to walk to the pavilion.

#### **17. Items for Future Meetings**

- Police Inspector Mark Shipton
- FHDC - Solar Farm Update
- Cemetery - Chapel
- Cemetery - Trees at entrance
- Co-option

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

There were none.

#### **19. To note date of next Meeting - Monday 3<sup>rd</sup> July 2017**

There being no further business the meeting closed at 8:25 pm.