

**MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL**  
**HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 7<sup>th</sup> AUGUST 2017.**

Present: - Messrs E Morley (Chairman)

J Gentle	Mrs Brown
I Frost	Mrs Gyte
	Mrs Whitehand

Squadron Leader Neild and 6 members of the public were also present.

The Chairman opened the meeting.

**1. Apologies for Absence**

Cllrs Durrant, Lucas and Norman.

**2. Declarations of Interest**

Cllr Brown - Treasurer Lakenheath Youth FC

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Gyte - Lakenheath Good Neighbours and Lakenheath Consolidated Charities

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

*In view of Inspector Shipton's late arrival, the Chairman asked to vary the agenda. All agreed.*

**6. Councillor Code of Conduct**

The clerk had provided each councillor with extracts from the Code of Conduct and Standing Orders.

The chairman asked that councillors deter from talking over each other as it made it difficult to minute. He also reiterated to members of the public that three minutes is given to each for representation and asked for quiet at all other times.

**4. Confirmation of Minutes of Meeting held on 3<sup>rd</sup> July 2017**

After amendment it was proposed to accept minutes. All agreed.

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

Mr Gurney wished to ask Inspector Shipton if anyone had been apprehended for the bank robbery and to ask why the village wasn't sealed off. He added that only five cars were needed to achieve this. Mr Gurney also had questions for Sqdn Ldr Neild asking why flights were coming over the village.

Sqdn Ldr Neild replied that he had already given a fairly detailed reply by email but reiterated that it depended on the sequence of aircraft, with the position of Mildenhall having a bearing. Runway four takes 70% of traffic to avoid the village, recovering from the north, over Feltwell, following the VFR pattern which has been in operation for years.

**7. Reports & Questions:-**

**(a) RAF Commander Lakenheath**

Sqdn Ldr Neild continued that the proximity of Mildenhall, the Stanton range and to avoid flying over Brandon also had a bearing on the flight patterns.

He added that there had been a lot of activity at 7am this morning and that there would be a surge over the next two weeks. If the weather remained fine there would be lots of short sortie flying, with 80 flights tomorrow. This surge would be completed by the end of next week. He was saddened by the tragic accident on the C602 last week.

### **3. Police Matters including a Q & A sessions with Inspector Mark Shipton**

Inspector Shipton said that following the review over a year ago there had been some changes and that officers no longer attended parish council meetings. Due to capacity, a breakdown of crimes was no longer produced. Brandon SNT publish a newsletter online but the breakdown of crimes would no longer be appearing. The PCC and Chief Constable liaised with town and parish councils and agreed the changes.

The chairman asked councillors to put questions to Inspector Shipton.

Cllr Whitehand asked for an update on the bank robbery and why it had taken so long to respond.

*CID are dealing with the robbery and are not under my command. The Detective Inspector can give an update but will be restricted as it is an ongoing case.*

Cllr Brown said that there is a lack of police visibility in the village and at the end of the day policing is paid for via council tax contributions. She added that boy racers were speeding through the village at all hours of the day and night.

*Visibility is based on the amount of crime that is committed. Villages are no longer policed to make residents feel safe, policing is provided where the demand dictates. Officers will go through the village but will not patrol where there is no crime. Policing is concentrated where it's needed and Lakenheath is comparable with other villages. Where there is evidence of boy racers the road police unit will increase patrols, however their primary role is the A11 / A14 and an increase in numbers is unlikely. Recruitment is ongoing but there is a training period of 30-40 weeks before officers can go out on their own. Cars are being manned with a single crew to try and get as many out as possible. The Forest Heath area is now at full strength with 18 SNT officers. If there is a problem you will see officers so it is a good thing if they are not visible.*

Cllr Gyte asked when parking enforcement would be passed to the district council. She understood that an advantage was that they kept the revenue. Parking is horrendous in the village.

*There is no date at the moment but the process can take between 18 and 24 months.*

Cllr Gyte asked if the police were responsible for parking at the moment.

*Yes but it is low priority. If there is a spare officer, they are sent out. It is a recurring problem and will not go away until it is handed over to the district council. If parking is seen on single yellow lines and is not dangerous it will be left.*

Cllr Gyte reiterated that parking and Anti-Social Behaviour does concern residents.

Cllr Frost asked if there was adequate levels of funding.

*Yes. A police inspector will always say that they could do with more funding but the reality is that numbers are set and the Forest Heath numbers are where they should be.*

Cllr Brown said that a major concern of residents was boy racers and also speeding tractors with drivers on the phone. This will not improve without police visibility.

*This is a priority in the PCC plan which includes seatbelts and mobile phone use, but there are limited resources. It happens through every High Street in Suffolk. It is targeted and tickets are issued but in reality the police cannot be everywhere, every day. Officers patrolling the villages are issued with a briefing sheet at the start of each shift.*

Cllr Brown said that officers often walk past and ignore illegally parked cars especially on the zigzag lines of the pedestrian crossing.

*Officers should not ignore this and a ticket should be issued 100% of the time. Unfortunately even though 100 tickets have been issued in Newmarket it has made no difference. Sadly it is people living in the village who are the ones speeding and illegally parking.*

Cllr Gyte understood that Community Speed Watch data is dealt with by the road traffic unit who only deal with multiple offenders. She said it is difficult to catch the same vehicle multiple times especially speeding tractors.

*The PCC will issue a message to farmers to be mindful of driving laws.*

The chairman wound up questions and thanked Inspector Shipton for attending.

Inspector Shipton said that the SNT is available daily up to 6pm and can be contacted by telephone or email. Advise them of any issues and they can then do something about it. He added that is how he then targets his officers.

Inspector Shipton agreed to answer, by email, a list of questions presented to him by Cllr Brown from residents.

*Inspector Shipton left the meeting.*

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

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

Cllr Brown asked the clerk to chase a response to the question raised about delegation panels. She asked if the solar farm accounts had been provided.

The clerk said that they had been promised prior to the presentation at October's meeting.

Cllr Brown proposed contacting FHDC to renew the yellow marking for the disabled parking bays in the car park.

It was seconded by Cllr Gyte. All agreed.

**Action Point – Chase answer to Delegation Panel question.**

**Resolution – Contact FHDC to renew yellow disabled parking bay markings in car park.**

### **(c) Suffolk County Council to include Disabled Parking Bays and White Lines on High Street**

The clerk read a response to the request for disabled parking bays to be installed outside the post office. Due to there already being a Traffic Order Regulation in place, the legal costs to change the order would be £6,000. She had asked SCC if there were any other areas available in the High Street.

Cllr Brown proposed contacting Cllr Noble to help.

It was seconded by Cllr Gyte. All agreed.

**Resolution – Contact Cllr Noble for assistance with disabled parking bays in the High Street.**

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

Cllr Brown asked that following Cllr Marston's resignation, who would now maintain the village sign and green.

The clerk said she had received an email from Cllr Marston asking the village keeper to take over the maintenance. He has been regularly weeding the area and had used his hand mower to cut the grass.

## **9. Planning Matters:-**

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

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

Cllr Brown gave her report:

### **Applications supported:**

1. SCC/0116/17 - Erection of workshop extension to new building granted planning permission on 30/3/2017 – Causeway Pit, Undley Road, Lakenheath
2. DC/17/1314/HH – Householder planning application (i) 2 storey extension (ii) single storey side extension (iii) single storey front extension (iv) carport – Lodge Toggam Farm, Newfen Gravel Drove
3. DC/17/1208/CLE – Application for lawful development certificate for existing use or development – residential dwelling – 37 Eriswell Road, Lakenheath
4. DC/17/1355/HH – Householder application – single storey side extension – 12 Roebuck Drive, Lakenheath.
5. DC/17/1382/HH - Householder application – single storey front extension – 30 Highfields

### **Applications supported with conditions:**

1. DC/17/1393/CLP Application for lawful development certificate for proposed use or development – construction of residential double garage and workshop – 37 Eriswell Road Lakenheath. Our suggested condition: a request for restricted hours of workshop operation ie: not late at night or Sundays.
2. DC/17/0610/FUL - Planning Application - 9 no. dwellings with associated access – Land at Lakenheath Hall, Hall Drive, Lakenheath. This is the adjusted site layout providing larger homes than presently agreed with two additions. All in line with the developer's advice to us at a previous meeting. We await the answer to a number of questions pertaining to the site.

### **Applications in circulation:**

1. FV/17/1146/FUL - Planning application – 1 no. roof light to front elevation – 44 High Street, Lakenheath.

**Major Developments:** Land west of Eriswell Road site was brought before Development and Control on 5<sup>th</sup> July and granted an approval. However, the National Planning Casework Unit have now placed an Article 31 Notice against this site too. In short this means the District Council is prevented from issuing planning permissions in advance of the Secretary of State considering whether he wishes to determine them himself, relating to all the sites. We understand the National Planning Casework Unit (on behalf of the Secretary of State) continues to await further evidence/clarification from the Ministry of Defence before making that decision. Negotiations and discussions between the DIO and FHDC are ongoing. So, it is still watch this space for now. My view is that there is still a profound lack of joined up thinking and it is for this reason I want to protect our village under siege. As a parish council, I propose that we need to shape the village for the long-term future.

It was seconded by Cllr Gentle. All agreed.

Cllr Brown went on:

We must not allow our district council to merely obtain a New Homes Bonus as a grant paid by central government to local councils to reflect and incentivise housing growth. It is currently paid each year for 6 years and based on the amount of extra Council Tax revenue raised as a result of new-build homes. There is also an extra payment for providing affordable homes. This only puts money into the pockets of landowners, developers and the district council.

Since our last meeting the result of the Necton Site public inquiry has been received and the development refused by the Inspector. Necton's representative has informed me that it is the intention of the developers to put forward a new proposal at a vastly reduced level. The community benefits they promised will consequently be modified significantly. The directors are still keen to work with the parish council and provide some benefits to the village.

Finally on the major developments I have today heard that the Public Inquiry for the Maidscross Hill site, of up to 110 dwellings, is to be heard at Forest Heath District Council offices 3<sup>rd</sup> to 5<sup>th</sup> October. I will let you know next month as to whether the planning subcommittee agree to an oral or written representation.

**SIR:** The next stage has now been reached. The planning subcommittee have decided not to make personal representations but rather inform the inspector in writing of new information received since submission to the last consultation back in March.

**Tesco Site:** Still no further news.

**The Warren:** We continue to engage with the senior warden in the hope that the Warren can be improved and made a place that can be enjoyed. Funding has now been found by Forest Heath District Council arranged by the most helpful Forest Heath officer I have had the pleasure to deal with, John Smithson. They will reinstate the Celtic Cross sculpture to include an easier access, by way of introducing steps up the bank close to the area so that it can be enjoyed once more. This is a project in progress but will when complete remain an artefact for many to enjoy. In the meantime, the poems have now been mounted and are on display in the Brendan Fulham Centre. I have heard nothing but good comments as a result.

**Enforcement:** Firstly the clerk has arranged for West Suffolk Enforcement Dept. to deal with the overgrown and untidy site opposite the Church in the High Street. This is the area of the High Street about which I receive most complaints. Unfortunately, enforcement do not have a planning mechanism to carry out an annual clearance but will pursue it each time it is raised.

**Pizza House:** Enforcement secured the removal of the side and dormer adverts. This just leaves the fascia advert. Their conservation team have been in discussion with an appointed sign designer and suggested an amended, acceptable design. It would not be reasonable for them to pursue the case until this process has been exhausted (the only action that they can take is criminal proceedings). That said, they are aware that this is a sensitive site and tell us that they will keep on top of the situation.

**Former Lakenheath Hotel:** There were 2 satellite dishes on this listed building which is forbidden. Enforcement met with the owner who suggested the dishes were required for business purposes. They have since secured the removal of the dish on the front elevation and are still pursuing the one on the side. They feel, that as this is relatively discreet it is unlikely they will take formal action. I understand the premises are up for sale, so this may be the ideal opportunity for resolving the issue as their involvement will be flagged up with any new owner.

**Former Lakenheath Home:** 2 residents complained directly to FHDC on planning consent breaches. The planning sub-committee backed up their legitimate complaint. The developer has created openings on an end elevation (where there were none at application), which are now invading their privacy.

The last meeting of the Town and Parish Forum was held 13th July 2017. The clerk has today received the minutes which she will circulate.

The chairman thanked Cllr Brown.

***Resolution – Parish Council to work to shape the village for the long-term future.***

## **10. Lakenheath Cemetery**

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

The clerk read an email from Suffolk Wildlife commending the cemetery.

Cllr Whitehand had visited the cemetery two weeks ago and although windy and rainy it looked tidy.

Cllr Frost said that the cemetery looked OK when he visited at the end of July.

Cllr Morley added that the hedge at the bottom between the old and the new section needed some attention. He suggested that a further article was needed in the Lakenheath Times asking for unauthorised items to be removed from graves.

Cllr Brown had noticed that watering cans were missing and proposed new ones if required.

The clerk advised that the cans are often not returned to the taps and she would ask the keeper to have a look around.

It was seconded by Cllr Whitehand. All agreed.

***Action Point – Cemetery keeper to cut hedge between old and new sections.***

***Resolution – Replacement watering cans if required.***

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

Mrs Leeks, Lakenheath  
Mrs Mitchell, Hockwold  
Mrs Harrall, Lakenheath  
Mr Petty, Wickford  
Mrs Douglas, Beck Row  
Mrs Butts, Kimbolton  
Mr Harding, Lakenheath

**(c) Chapel**

The clerk reported that she had spoken to Messrs Cook and Palmer about repairs to the chapel. Mr Cook had not come back to her but Mr Palmer had provided a quotation of £896 to repair one window sill, scrape, wash and sand all walls, fill areas to make good and prime for two coats of emulsion.

Cllr Whitehand proposed accepting the quotation.

It was seconded by Cllr Gentle. All agreed.

***Resolution – Mr Palmer to carry out repairs to chapel at a cost of £896.***

**(d) Cottage**

The clerk reported that Mr Quinn had completed the flat roof work but when starting the main roof of the cottage had found other issues to be considered. Water is getting in from the ridge tiles, failed verges, rotten felt around the eaves, holes around the roof and brittle felt. He recommended saving the £380 originally quoted for minor works and have a complete re-roof. This includes, removal of existing felt, battens, tiles and ridge, fitting of eave rays and high quality breathable membrane, new battens, new mortar to verges and ridge and new lead flashings to chimneys. Existing tiles and ridge to be used where possible with any additions to be provided by Mr Quinn at a total cost of £2920.

Cllr Gentle said that it was a very reasonable quote and to proceed with the work.

It was seconded by Cllr Frost. All agreed.

***Resolution – Mr Quinn to carry out a re-roof to the cemetery cottage at a cost of £2,920.***

#### **(e) Unauthorised Items of Graves\***

The chairman said that a stern article was needed in the Lakenheath Times asking for unauthorised items on graves to be removed. He added that it is only a handful of families breaking the regulations and that some issues had already been resolved. He proposed an article to be written and brought to the next meeting for approval. All agreed.

Cllr Brown said that the article should also include a reminder that dogs are not allowed in the cemetery. She had witnessed dogs on a number of occasions.

**Action Point – Stern article for LT re removal of unauthorised items form graves and no dogs permitted to be written for approval at September meeting.**

#### **(f) To Discuss/approve cemetery fees wef 1<sup>st</sup> September 2017**

The clerk had provided a revised list of fees and payments with an increase of 2.9%, rounding to the nearest pound.

Cllr Gyte proposed to introduce the revised fees wef 1<sup>st</sup> September.

It was seconded by Cllr Gentle. All agreed.

**Resolution – Revised cemetery fees to take effect from 1<sup>st</sup> September 2017.**

#### **(g) Risk Assessment**

The clerk presented a risk assessment for Lakenheath Cemetery.

Cllr Frost proposed to accept the risk assessment.

It was seconded by Cllr Whitehand. All agreed.

Cllr Gentle asked if further topple testing was needed.

The clerk said that she would investigate and report back.

**Action Point – Investigate if further topple testing is required.**

**Resolution – Cemetery risk assessment accepted and duly signed by the Chairman.**

#### **(h) Regulations**

The clerk had received comments from an undertaker that the Regulations Pack signature copy sheet does not mention that it relates to Lakenheath cemetery. She presented a revised sheet.

Cllr Whitehand proposed adopting the revised signature copy sheet.

It was seconded by Cllr Gyte. All agreed.

**Resolution – Adopt revised Cemetery Regulations revised signature copy sheet.**

### **11. 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 + 3764 to 3767	Staff	July Salaries, Income Tax, NI & Pension	£3987.61
3768	British Gas	Electricity – Wings Road Public Toilets	£82.89
3769	BT Payment Services	Telephone & Broadband	£58.50
3770	K C Flack	Brick Edging to Footpath Next to Village Sign	£1100.00
3771	G & J Peck Ltd	Mower Blade & Weed Killer	£182.24
3772	County Graphics (Norfolk) Ltd	Lakenheath Times – June Edition	£450.00
3773	Bussens & Parkin Ltd	Batteries & Fuses	£5.66
3774	Solutions Cleaning Supplies	Hand Towels	£24.00
3775	Forest Heath District Council	Monthly & Annual Audit Reports – Children’s Play Area & Skate Park/MUGA	£844.99
3776	CGM Group (East Anglia) Ltd	Removal of Dead Tree on Boundary & Re-Balance Lime Tree in New Section	£240.00
3777	Kevin Quinn	Repairs to Cemetery Cottage Flat Roof	£800.00

## **(b) Bank Reconciliation**

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

## **(c) Quarterly Outturn Report**

The clerk presented the first quarter outturn report.

Cllr Gyte proposed to accept.

It was seconded by Cllr Frost. All agreed.

## **12. Emergency Plan**

The clerk had provided each councillor with a draft copy of an emergency plan along with a proposed letter for all organisations, inviting them to a meeting to discuss. She explained that Ms Hastings had approached the village hall as a venue to hold the meeting and an alternative was the Methodist Chapel which would incur the normal donation fee paid by the Parish Council.

Ms Hastings said that she had been advised that the village hall fee would be £35 but that the Methodist Chapel was large enough to hold the 20-25 people expected. She has three more organisations to contact and hoped to hold the meeting in September.

Cllr Whitehand said that the pavilion was less used over the summer and suggested using there as a venue, free of charge, for the meeting.

Cllr Gyte proposed accepting the draft document.

It was seconded by Cllr Brown. All agreed.

***Resolution – Draft Emergency Plan accepted.***

## **13. Play Area Public Conveniences**

### **(a) Repairs**

The clerk had received a quotation of £325 from Mr Thompson to repair the vandalised cladding on the play area public conveniences and he advised that the work could be done within a week. She had also spoken to Mr Carter who could have a look at the work needed and quote later this week.

Cllr Whitehand proposed that as the damage had been done a few weeks ago, to wait until the second quote was received.

Cllr Brown proposed having the work done straight away as the damage could lead to more vandalism.

Cllr Frost seconded Cllr Brown’s proposal. 4 agreed and 1 abstain.

***Resolution – Mr Thompson to carry out repairs to public convenience cladding at a cost of £325.***



## **(b) CCTV**

Cllr Gyte said she had made some enquiries into having CCTV installed at the two public convenience sites. She had spoken with Mr Taylor at the village hall who had advised that there are complicated rules about the siting of the cameras that need clarification from the Information Commissioners Office. The cameras have to be angled towards the property and the range depends on the equipment and price paid. A secure place is needed to store the data. This would have to be the Parish Office, and would involve an internet connection and phone line. The cameras can be vandal proof and Mr Taylor recommends 8 channels and four cameras. They are weatherproof and run constantly, set off by motion. This can be an issue with wildlife. Cllr Gyte had also received an email from Mr Howes who was appalled to read the article in the Lakenheath Times. He has offered to help investigate and all information is gratefully received. More concrete information will be presented at the October meeting.

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

The chairman advised that two applications had been received for co-option but with the Lakenheath Times only being delivered in the last week, asked if the process should be delayed giving more time for possible applicants.

It was proposed to discuss co-option again at the September meeting. Seconded and all agreed.

***Resolution – Discuss co-option again at September meeting.***

### **15. Consultation – A New Single Council for West Suffolk**

The clerk had provided all Councillors with information regarding a new single council for West Suffolk.

Cllr Whitehand said that it was ridiculous and how would anyone in the new council know what's going on in this village.

Cllr Gentle said that the only interest in the village would be financial. There is no real democracy with power centred where people sat. Newmarket currently has more influence than Mildenhall and it should always have been a West Suffolk council.

Cllr Brown read a list of advantages and disadvantages.

Cllr Gentle proposed responding with the list.

Cllr Gyte seconded. All agreed.

***Resolution – Advantages and disadvantages to be Response to a new single council for West Suffolk.***

### **16. Village Sign Green**

The clerk had provided councillors with various options to fill the void created by the new edging against the footpath and the space around the village sign.

The chairman said that his personal preference and proposal was the Caledonian pebbles to match those already at the war memorial at a cost of £109.

Cllr Brown proposed also placing them in the space around the village sign at a cost of £65.

Cllr Gyte seconded both proposals. All agreed

It was proposed to also purchase an additional 27 lavender plants and required compost to replace those that had died or were missing around the green. It seconded and all agreed.

***Resolution – To fill voids against the footpath and around the village sign with Caledonian pebbles at a total cost of £174.***

***Resolution – Purchase 27 additional lavender plants to replace those that have died or are missing.***

**17. Items for Future Meetings**

- FHDC - Solar Farm Update (October)
- CCTV (October)
- Unauthorised Items on Graves
- Disabled Parking Bays
- Tony Pringle's Lest We Forget
- USAF Precept
- Co-option to include an up to date list of councillors to be published in Lakenheath Times
- FHDC - Commercial Operations

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

There was none.

**19. To note date of next Meeting - Monday 4<sup>th</sup> September 2017**

There being no further business the meeting closed at 8:33 pm.