

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 5th February 2018
at the Methodist Church Chapel commencing at 7:00pm

Present

Councillors E Morley (Chairman), P Gyte (Vice-Chair), I Frost, W Newman, J Hastings, H Brown, R Norman, J Gentle, C Lucas, Clare Shimmon (Clerk) and 1 member of the public.

1 Apologies for Absence

Sqdn Ldr Neild.

Members accepted the apology for absence.

2 Declaration of Interest

Cllr Gyte – Lakenheath Good Neighbours and Lakenheath Consolidated Charities

Cllr Brown - Treasurer, Lakenheath Youth FC and Lakenheath Heritage Group.

Cllr Frost - Trustee, Friends of Lakenheath Library.

Cllr Newman - Lakenheath News

Cllr Norman - Lakenheath Village Hall

Cllr Hastings – Lakenheath Keep Fit & Curling Clubs

Cllr Lucas – Sutton Services Ltd & Playingfield Committee (Elveden Farms)

3 Police Matters

The clerk reported that after contacting Inspector Shipton the police had in conjunction with FHDC visited the play area car park. The police recommend closing the toilets overnight and to also consider additional lighting. FHDC are replacing the existing wheelie bins with a recycling dome.

Cllr Brown joined the meeting.

4 Confirmation of Minutes of Meeting held on 8th January 2018

It was proposed and seconded that the Minutes of the Council meeting on 8th January 2018 were signed as an accurate record of the meeting. All agreed.

5 Representations from Members of the Public

There were none.

6 Reports & Questions-

(a) RAF Commander Lakenheath

There were none.

(b) Forest Heath District Council

The clerk reported that FHDC have inspected the Wings Road car park and are working with the contractor to ensure there will be no flooding or other issues. They are also proposing to put small bollards at either end of the new garden area.

The clerk was asked to report to FHDC that rubbish was now being left in the garden area, especially fish and chip wrappers.

A number of complaints had been received regarding graffiti at the entrance to Briscoe Way. The clerk will ask the village keeper to attend.

(c) Suffolk County Council to include School and Post-16 Travel Consultation

There was long discussion regarding the proposals to introduce fees for school travel.

It was agreed that it would affect village children now and in the future and is important for the Parish Council to voice and support the concerns of residents.

A number of issues were raised:

- Taking away parental choice.
- Affordability
- Risk to education across Suffolk
- Increased truancy
- Cross county issues (where living on a cross county border)
- Increased car use
- Changeovers may affect student choices with different courses available at different schools
- No financial saving to the County Council as school transport is still offered but to a school less than half a mile difference in distance.

Cllr Gyte prosed and Cllr Lucas seconded contacting SCC via email/letter to highlight the issues raised. All agreed.

7 Matters Arising from Minutes not elsewhere on Agenda

The clerk reported that the property on High Street is under ownership of Flagship Lettings, had not been part of the stock transfer from FHDC and never been available as a social let to families on the housing register.

There was discussion regarding the issue of locking the toilets and how this would affect the children that use the play area at weekends.

Cllr Brown proposed and Cllr Frost seconded locking the toilets overnight and at weekends but to place an article in the Lakenheath Times asking for someone to help over weekends to allow them to be open during the day. All agreed.

It was agreed to look into increased lighting and to ask the Playingfield Association about available electricity connections.

8 Planning Matters:-

(a) To receive report from Planning Committee

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

Representations made in support by the planning sub-committee:

1. DC/17/2560/HH – Householder planning application – single storey rear extension – 13 The Elders
2. DC/18/0076/HH -Householder single storey rear extension – 7 Meadow Drive, Lakenheath
3. DC/18/0053/TCA - Trees in a Conservation Area Notification - (i) 5no. Sycamore (T5, T6, T12, T17 and T18 on plan - fell, (ii) 1no. Ash (T7 on plan) - fell, (iii) 2no. Black Locust (T8 and T9 on plan) - fell, (iv) 4no. Horse Chestnut (T15 and G1 on plan) - fell, (v) 1no. Ash sampling (T25 on plan) - fell, (vi) 1no. Oak reduce to 5 metre stump and 9T21 on plan) (vii) 1no. Horse Chestnut and group of Leyland Cypress Hedge (G2 on plan) crown lift to 5 metres - Lakenheath Hall

Representations made in support by the planning sub-committee with conditions:

1. DC/17/2454/FUL – Planning application – 2 no. dwellings land to rear of 41 and 43 Mill Road – There is already a separate extant consent for two homes this is merely combining the land to create a better configuration. A request has been made for additional parking, the access road made up to tarmacadam and usual noise insulation included.
2. DC/17/2584/FUL – planning application – 3 no. dwellings with access off Back Street – Land between 127 and 133 High Street – Planning consent was granted in 2008 for a similar design but not activated. Mindful of this it has been requested for this site to be reduced to 2 houses with additional parking facilities and the porch canopy to match that of the adjoining property using pantiles.
3. DC/17/2629/VAR -Variation of condition 3 of DC/16/2265/VAR to enable the revised drawings for 8 No. dwellings with associated garages, parking and access (demolition of existing building) Pleasant View, 27 Eriswell Road. No objection to the changes but reinforced need for hardstanding area for refuse bins set back from Eriswell Road and soakaways from all rain water pipes which could exacerbate the existing flooding problems which occur now.

Representations made to object by the planning sub-committee:

1. DC/18/0040/FUL - Planning Application - Construction of timber framed first floor extension to provide 6 no. apartments – Former Lakenheath Village Home, 7 Back Street Lakenheath – this was a retrospective case where consent had previously been given for 4 dwellings but the owner constructed 6 with a fire escape to be provided.
2. Lakenheath new Primary School Pre-application Planning consultation on the Station Road Site. A copy of the representation is available in the Parish Office.

Major developments

Formal approval notices are still awaited.

The predictive new flight contour report by the USAF in July 2017 was produced for the structure intensification at RAF Lakenheath. The DIO have withdrawn that report saying that the information contained therein is irrelevant. Questions will be put forward on the validity of the information.

Tesco Site

Permission was granted and the clean-up of the site and tree removal has begun. Regrettably this resulted in very muddy roads. Following lots of complaints contact was made with the owner and assurances were given that road sweeping will now occur on a regular basis to keep the roadway as free of mud as possible.

Lakenheath Hall

No further news at this time. The road into the site from Station Road has been very much improved, further illustrating the developers wish to generally upgrade the area.

Single Issue Review

The Planning Inspectors have suggested that in its current format the SIR provisions are unsound. They want to see a better distribution of new homes in major towns and a reduction in the key service centres. Forest Heath District Council have been allowed time to alter their suggestions. When received it is likely a new round of consultations will begin.

Proposed new primary school earmarked for Station Road

Every home in the village received a letter to advise of the pre-application consultation by Suffolk County Council. Several members of the planning subcommittee attended the drop-in session at the Library and were informed that on the whole the design is already agreed and unlikely to be altered much.

Representation has been made and the full planning application is awaited. In this case Suffolk County Council are the planning authority. The Parish Council are merely a statutory consultee.

9 Lakenheath Cemetery

(a) To receive a Cemetery Report

Cllr Frost confirmed that the cemetery looked good although many Christmas decorations were still on graves.

Cllr Lucas proposed and was seconded to publish the annual article in the Lakenheath Times asking for decorations to be removed. All agreed.

(b) To Confirm Grant of Exclusive Right of Burial

There was one new application. It was proposed and seconded to grant. All agreed.

10 Financial Matters including:-

(a) Payments of Accounts

It was proposed and seconded to authorise the signing of cheques for payments previously agreed. All agreed.

Cheque	Payee	Description of supply	Amount
D/D + 38353 to 3856	Staff	January Salaries, Income Tax, NI & Pension	£3899.17
3857	British Gas	Electricity - Wings Road Public Toilets	£78.71
3858	BT Payment Services	Parish Office Broadband & Telephone	£69.12
3859	County Graphics (Norfolk) Ltd	Lakenheath Times - December & January Editions	£900.00
3860	Eaton & Associates Ltd	Planning Services	£298.00

	<p>(b) Bank Reconciliation A bank reconciliation for 31st December 2017 was presented. It was proposed and seconded to accept. All agreed.</p> <p>(c) Electronic Banking The clerk reported that Electronic/Online banking was available to the Parish Council. She would be able to input payments with two Councillors required to finalise the payments, mirroring the process already carried out by cheque.</p> <p>Cllr Brown proposed and Cllr Frost seconded using online banking for future payments. All agreed.</p> <p>Cllrs Morley, Gyte, Brown, Frost and Lucas volunteered to authorise payments on the online banking system. They were proposed by Cllr Lucas and seconded by Cllr Brown. All agreed.</p> <p>(d) Methodist Chapel Donation The clerk advised that in 2017, the donation had been £30 per meeting.</p> <p>Cllr Lucas proposed a donation of £390 to the Methodist Chapel. All agreed.</p>
11	<p>S137 Grant Applications to include:-</p> <p>(a) Suffolk Neighbourhood Watch Association After discussion it was agreed that a grant would be given if an attempt was made to reinstate Neighbourhood Watch in Lakenheath. The Clerk was asked to contact SNWA inviting them to participate in a meeting.</p> <p>(b) Suffolk Accident Rescue Service After discussion Cllr Lucas proposed a grant of £250, seconded by Cllr Brown. All agreed.</p>
12	<p>SALC Area Meeting SALC area meetings are regularly attended by the clerk and Cllr Gyte and they have been asked if Lakenheath could provide a venue for the June meeting.</p> <p>It was proposed and seconded to hire Lakenheath Pavilion at a cost of £60. All agreed.</p>
13	<p>Register of Interests – reminder to keep updated The Chairman reminded all councillors to keep their Register of Interests up to date.</p>
14	<p>Councillor Summons & Agenda After discussion Cllr Lucas proposed and Cllr Frost seconded sending all future agendas and associated documents by email. All agreed.</p> <p>Printed agendas will also be available at meetings.</p>
15	<p>Co-option Following Cllr Durrant's resignation, a Notice of Vacancy was now displayed on the Parish Noticeboard and online. If by the 15th of February an election had not been requested, the vacancy can be filled by co-option.</p> <p>Cllr Hastings proposed and Cllr Brown seconded that should an election not be called, that a co-option advertisement is published in the March edition of the Lakenheath Times. All agreed.</p>
16	<p>General Data Protection Regulation The clerk advised that information is still unclear from NALC and SALC regarding the GDPR and it is an item for discussion at the next Parish & Town Forum. The clerk for Brandon Town Council had also contacted her to discuss if acting as each other's DPO was an option.</p> <p>An important issue was to register with the Information Commissioner's Office. This attracted an annual fee, currently £55.</p> <p>It was proposed and seconded to register with the ICO. All agreed</p>

	<p><i>The Chairman proposed to vary the agenda. All agreed.</i></p>
19	<p>Emergency Planning Update to include UK Power Network Cllr Hastings gave an Emergency Planning Group update on power failure incidences on the 18th and 23rd of January.</p> <p>Power failures have only been a problem in the north end of the village where most expansion is planned, possibly exacerbating the problem. Cllr Hastings proposed and was seconded by Cllr Frost contacting UK Power Networks as to their intentions to address the ongoing issues. All agreed.</p>
20	<p>Consultations:- (a) Suffolk County Farms Estate Survey After discussion it was proposed and seconded to give no response but to ask, as it could not be found, for the information to which the consultation relates. All agreed.</p>
21	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Speed Indicator Device • Cemetery Noticeboard • WWI Centenary including School Involvement • Great British Clean Up
22	<p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency It was proposed and seconded to publish an article in the Lakenheath Times giving details of S137 grants available and the application process to follow. All agreed.</p>
23	<p>To note date of next Meeting – Monday 5th March 2018</p> <p><i>Members of the public were asked to leave the meeting.</i></p> <p><i>Cllr Gentle left the meeting.</i></p>
17	<p>Peace Memorial Hall Update* Cllr Norman gave an update on the Peace Memorial Hall.</p> <p><i>In view of the time, the chairman asked to suspend standing order 3(w). All agreed.</i></p>
18	<p>Village Keeper* The clerk reported that she had received approximately 30 application requests for the role of Village/Cemetery Keeper. It was agreed that the Cemetery Sub-Committee would meet on Monday 19th February to discuss the applications received.</p> <p>There being no further business the meeting closed at 9:10pm.</p>

