

LAKENHEATH PARISH COUNCIL

Minutes of the Lakenheath Parish Council Meeting held on Monday 4th March 2019
at the Methodist Church commencing at 7:00pm

Present

Councillors E Morley (Chairman), H Brown, J Hastings, R Norman, J Gentle, W Newman, C Lucas, I Frost, G Kelly, Clare Shimmon (Clerk) and 18 members of the public.

1 Apologies for Absence

There were none.

2 Declaration of Interest

Cllr Kelly - RAF Lakenheath (48 MDSS) Hon Commander

Cllr Lucas - Sutton Services Ltd & Lakenheath Playingfield Committee (Elveden Estates)

Cllr Hastings - Lakenheath Keep Fit & Curling Clubs

Cllr Brown - Lakenheath Heritage Group Recorder & Christian Enterprise Foundation Trustee

Cllr Norman - Village Hall

Cllr Frost - Friends of Lakenheath Library Trustee

Cllr Newman - Lakenheath News

3 Confirmation of Minutes of Meetings held on 4th February 2019

It was proposed and seconded the Minutes of the Council meeting on 4th February were signed as an accurate record of the meeting. All agreed.

4 Representations from Members of the Public

Following social media comments Mr Palmer asked the Chairman to call a Parish meeting.

Objections were presented to the proposed residential caravan site on Undley Road. A list of the wildlife habitation was provided to support the objections.

5 Reports & Questions:-

(a) RAF Commander Lakenheath

There were none.

(b) Forest Heath District Council

There were none.

(c) Suffolk County Council to include Parking and White Lines on High Street

It was reported that the junction to Wangford Road is due to be repaired in this calendar year.

A resident had expressed concerns about parking on the High Street, blocking his access. It was agreed to investigate the possible actions that can be taken and whether this can be added to the white line work as advised last month at last month's meeting, due to be carried out in the spring.

6 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/19/0175/HH - Conversion of garage to habitable room including raising of the roof and addition of a roof lantern - 14 Pashford Close - Supported subject to the brickwork and new proposed windows matching those of the existing dwelling
2. DC/19/0126/FUL - Planning Application - Change of use from grazing land to Glamping site with 3no. accommodation cabins and separate toilet/shower block - Cupola Farm, Undley
3. DC/19/0250/HH - Householder Planning Application - Two storey rear extension (following demolition of existing conservatory) - 1A Wings Road
4. DC/19/0171/HH - Householder Planning Application - Single storey front extension - 39 Covey Way

Representations made to object by the planning sub-committee:

1. DC/19/0289/TCA - Trees in a Conservation Area Notification - 1no. Ash – fell - Dove House, Hall Drive additional detail requested as to felling of trees with TPOs
2. DC/19/0130/FUL - Planning Application - Change of use of agricultural land to a residential caravan site for use by five gypsy traveller families, the site to accommodate 5no. static caravans, 5no. touring caravans, parking for 10no. cars with associated hardstanding and infrastructure Location Land Adjacent Eldon Drove Track, Undley Road, Lakenheath - various reasons have been given which in the main relate to the inappropriate location

Major Developments: Approval notice for land north of Station Road is awaited.

The Parish Council’s legal team applied for a reconsideration of grounds 1 and 2 on which permission was not granted by the High Court to take to Judicial review. It was asked for the hearing to be held on the same day prior to the hearing of ground 3 on which permission was granted. This could only be successful if Suffolk County Council agreed or the Judge so directs it. SCC responded that they were not prepared to have the application deferred to the date of the final substantive hearing. They wanted separate dates with grounds 1 and 2 heard in advance to give time to provide evidence by way of response at the final hearing. In short that would mean two sets of legal representatives attending on two separate dates all paid for by public money. Subsequently an order was received from the Courts with directions that the renewal application be dealt with at the start of the substantive hearing with a court hearing date of 28th March 2019. The outcome will be known within a few days and a final report will be given in April prior to elections on the 2nd of May. Costs remain within the budget agreed.

SIR: A revised representation has now been submitted to the Inspectors for their consideration.

(c) Legal Proceedings – Website

Cllr Kelly said that although regular reports are given by Cllr Brown in the Lakenheath Times, having documents and information regarding the legal proceedings on a website would improve accessibility.

Cllr Brown said the Parish Council have always been a great believer in total transparency hence her lengthy reports. The planning subcommittee have discussed this item and agreed without issue that the documents that have been used in the formal JR proceedings are made open for inspection by our community via a new page on the Parish Council’s website. This is borne out in the Civil Procedure Rules 5.4C(1). It states that if you are not a party to the proceedings (e.g. a member of the public) then you are only able to obtain copies of statements of case (which includes statement of facts and grounds, defence, reply to defence (not including attachments)), and any orders or judgments made in public.

However, for all other documents (e.g. witness statements) a non-party has to make a formal application to the Courts for permission to obtain those documents (under the Civil Procedure rule item 5.4C(2)). In terms of witness evidence, please note that this is only open to inspection during the course of a trial, but not beforehand (unless the court has directed otherwise) (CPR 32.13(1) refers). This means that witness evidence cannot be disclosed to the public until the start of the substantive hearing now scheduled for the 28th March. She proposed and Cllr Kelly seconded creating an additional page on the existing website. All agreed.

(d) To appoint a new Member to the Planning Sub-Committee

Cllr Norman proposed and Cllr Frost seconded Cllr Kelly be appointed as a new member to the planning sub-committee. All agreed.

7 Financial Matters including:

(a) Payments of Accounts

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

It was reported that in accordance with Financial Regulation 4, the Chairman in conjunction with the clerk had agreed to the installation of a new bathroom fan at the cemetery cottage costing £125.40 +VAT.

Payee	Description of supply	Amount
Staff	February Salaries, Income Tax, NI & Pension and Rent	£4342.22
Lakenheath Methodist Church	Annual Donation (£30 per meeting)	£360.00
Lakenheath Indoor Bowls Club	S137 Grant - Junior Section	£250.00
Lakenheath Heritage Group	S137 Grant	£250.00
County Graphics (Norfolk) Ltd	Lakenheath Times (January, February & March Editions)	£1350.00
BT Payment Services	Parish Office Broadband & Telephone	£73.92
Carl Cox Electrical Services Ltd	Supply and Install Bathroom Fan - Cemetery Cottage	£150.48
E-on	Cemetery Cottage Electricity - Final Bill	£55.06
Suffolk Association of Local Councils	Election Briefing	£30.00
Sunrise Services (East Anglia) Ltd	Cleaning Public Toilets (January)	£192.00
APC	Cemetery Mole Control	£200.00
Forest Heath Fasteners	Protective Gloves (Cemetery Keeper)	£16.74
Richard Buxton	Planning Services	£5282.44
Suffolk County Council	Annual Street Lighting Energy Costs & Maintenance	£19927.35

Following Cllr Gyte’ resignation it was proposed and seconded to amend the signatories on the Nationwide Business Savings account. New signatories are Cllrs Morley, Brown and Lucas. All agreed.

Cllr Gentle arrived.

(b) Bank Reconciliation

A bank reconciliation for 31st January 2019 was presented. It was proposed and seconded to accept. All agreed.

(c) Pension Contributions

It was proposed and seconded in line with legal requirements, wef 1st April 2019, to increase employer pension contributions to 3%. All agreed.

The Chairman proposed to vary the agenda. All agreed.

8 Lakenheath Cemetery

(a) To receive a Cemetery Report

Cllr Lucas reported that the cemetery was tidy and there seems to be no further issues with moles. The wind had caused flowers to be blown around and she asked for the annual notice to be published in the Lakenheath Times asking for Christmas decorations and unauthorised items to be removed. She added that holes were appearing where trees had been previously removed.

Cllr Hastings proposed using Sunrise Services, who currently clean the public toilets, to clean the cemetery toilet. A cost of £12 per week had been quoted. All agreed.

The chairman asked for the bunkers to be emptied.

A request had been received to install a memorial bench in front of grave space 187. It was proposed and seconded to agree, asking for the bench to match the style of the newest bench, recently installed. All agreed.

The clerk reported that the key fob for the alarm needs replacing. It had been recommended to transfer to a GSM Unit, at a cost of £120 with an additional cost of £65 pa for a cloud connection. A replacement key fob costs £35. It was proposed and seconded to replace the key fob, requesting a second fob if possible, for use when the Keeper is unavailable. All agreed.

(b) To Confirm Grant of Exclusive Rights of Burial

There were three.

(c) Cottage Refurbishment

It was confirmed that J Peachey's quotation for fencing matched the work from others. There was one amendment to include an additional gate for vehicle access to the back door of the cottage. This increased the quotation to £6309. It was proposed to accept the quotation and for work to commence on Monday 18th March. All agreed.

(d) Chapel

Cllr Hastings gave her report on the cemetery chapel along with recommendations to reinstate its use. She proposed that she and volunteers would give the chapel interior a good clean and requested a small grant of £100 for vases and arrangements of silk flowers. Cllr Hastings would contact Flower Club, offering a small donation to arrange the flowers purchased. She added that photographs from the Heritage Group could be framed and displayed and another planter could be purchased for the outside. Parishioners would then be advised that the chapel was in use, via the Lakenheath Times along with correspondence sent to local funeral directors. The cemetery keeper would be asked to ensure it was clean and ready for use when required. An inspection can be included in the monthly report received from the cemetery sub-committee. Cllr Frost seconded the proposals and all agreed.

9 Elections

A report was given on the Parish Council elections. The nomination period ends at 4pm on Wednesday 3rd April, with a Statement of Persons Nominated published by 4pm on Thursday 4th April. There is always an election whether contested or uncontested. If contested, a poll will take place on Thursday 2nd May. All notices will be published on noticeboards and online. Nomination packs are available from the parish office.

10 Social Media

Cllr Frost reported malicious social media comments made to all Councillors, which he had subsequently reported to the police, who had taken action.

It was confirmed that the Parish Council's insurance includes legal expenses and any defamatory comment made to individuals should be pursued.

11 Consultation - Stake Holder Consultation for The Royal Society for the Protection of Birds

It was agreed that the RSPB are experts and no comment would be made. All agreed.

12	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Village Spring Clean
13	<p>Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency The clerk reported to members of the public present, that if the Parish Council Chairman did not call a Parish Meeting, it may be convened by any six government electors for the parish.</p>
14	<p>To note date of next Meetings - Monday 1st April 2019 and Monday 13th May 2019 Parish Meeting - Monday 20th May 2019 (Peace Memorial Hall)</p> <p><i>Members of the Public were asked to leave the meeting.</i></p>
7	<p>Financial Matters including:- (d) Staff Pay* It was proposed and seconded to increase staff pay by 2% wef 1st April 2019. All agreed.</p>
8	<p>Lakenheath Cemetery (e) Grave Space 65 in the New Cemetery Garden of Rest* The Clerk advised that she had received an application in connection with grave space 65 in the new cemetery, garden of rest. It was proposed and seconded to approve the request. All agreed.</p> <p>There being no further business the meeting closed at 8:30pm.</p>