

MINUTES OF MEETING OF THE ANNUAL GENERAL MEETING OF LAKENHEATH PARISH COUNCIL HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 11<sup>th</sup> MAY 2009

Present :- Messrs D Gathercole (Chairman)

I Frost

J Gentle

E Morley

Mrs P Rissen

M Whitehand

R Rolph

I Smith

In Attendance :- Suffolk County Councillor Colin Noble; FHDC Councillor Simon Flack; Sqdn Ldr Jerry Neild & PCSO Jason Thomas

11 members of the public were present and 1 member of the press.

The Chairman expressed his grateful thanks for kind wishes shown to him during his recent spell of illness. He also expressed his thanks to Cllr Mrs Chambers for chairing the Annual Village Meeting on Monday 20<sup>th</sup> April 2009.

**1.ELECTION OF CHAIRMAN & TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Rolph said that if Cllr Gathercole was prepared to carry on he would propose him. Cllr Gathercole said that he would be prepared to stand again. There were no other proposals. The proposal was seconded and agreed by all with one abstention.

The Declaration of Office was signed by Cllr Gathercole and the Clerk, Mrs Banks.

The Chairman said he would vary the order of business so that Sqdn Ldr Neild could go on to his next meeting and PCSO Thomas could take his leave if he so wished.

*The Chairman closed the meeting.*

**8.REPORT FROM**

**a)RAF COMMANDER**

Sqdn Ldr Neild advised the meeting that he had very little to report. He said that there would be additional flying this week. The Clerk told Sqdn Ldr Neild that some residents who had been unable to attend the February presentation had shown an interest, at the Annual Village Meeting, in attending a similar meeting in the autumn if that could be arranged. Sqdn Ldr Neild expressed his willingness to do this and asked that the Clerk advise him of suitable dates.

*Action Point - Sqdn Ldr Neild to be advised on possible dates for a further presentation from RAF Lakenheath in the autumn.*

*Sqdn Ldr Neild was thanked for his attendance and he left the meeting.*

**5.POLICE MATTERS**

PCSO Thomas said that there had been 20 crimes in the month of April – 10 were relevant to the meeting. There had been 2 drug raids and 3 people have been charged with Class A & B offences; there were 2 burglaries (lighting esp. to the rear of properties is a good deterrent); 2 drink/drive offences; 1 theft of a moped from a garden (normally kept in a garage) and 3 offences causing criminal damage (1 of which was of a racial nature within the school grounds). Any racial offence is pursued vigorously.

Referring to Suffolk Police website PCSO Thomas said that it gives details of when he is on duty /crime mapping etc . In Lakenheath crime is said to have decreased by 31%.

*PCSO Thomas was thanked for his contribution and he left the meeting shortly thereafter.*

*The meeting was reopened.*

## **2.APOLOGIES FOR ABSENCE**

Cllr Anne Chambers and Margaret Davis (Press).

## **3.DECLARATIONS OF INTEREST**

Cllr Gathercole – Planning & LDF (FHDC), Village Hall & Lakenheath Playing Fields

## **4. ELECTION OF VICE CHAIRMAN**

Cllr Rissen said that if Cllr Chambers would be prepared to stand again then she would propose Cllr Chambers. Cllr Gathercole confirmed Cllr Chambers willingness to stand again. Cllr Frost seconded this. Cllr Rolph nominated Cllr Smith and this was seconded by Cllr Gentle. On show of hands Cllr Smith received 2 votes and Cllr Chambers received 5 votes. Cllr Chambers duly returned as Vice Chairman.

## **6. CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING OF 6<sup>th</sup> APRIL 2009**

Acceptance of the minutes was proposed, seconded and agreed by all

*The meeting was closed*

## **7. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

Mrs Pusey expressed grave reservations at the prospect of the Fair being on the newly reseeded football pitches. She went on to ask Parish Council to consider whether they had done the right thing in selling off the Undley Road land as the village is bound to grow and extra leisure facilities could be required. Mr Malina, referring to a further Planning Application for land at the rear of 65,69 & 73 Station Road, expressed his hope that the Parish Council would continue with their objections to the development – primarily that the development does not accord with Policy 4.14 of the LDP. He is surprised that the developer is not getting the message that the development is not wanted. He also expressed his dismay and frustration that the developer has the right of appeal against planning decisions but that opportunity is not afforded to himself. He also expressed frustration that the officers at FHDC will not have any dialogue with him when it is their job to serve the community.

Mr Samuels wondered if the Parish Council were aware of the successes achieved by two of the village football teams (youngsters – reserves and 1<sup>st</sup> team) – urged PC to send congratulations.

*Action point – Clerk to send letter of congratulations to successful football teams*

## **8.REPORT FROM**

### **b)FOREST HEATH DISTRICT COUNCIL**

Cllr Flack, in replying to a question on FHDC foyer refurbishment raised by Cllr Gentle during April 2009 Parish Council Meeting, said the work was necessary to allow access for wheelchairs and double buggies. The switchboard has been moved to another location within the building in order that visitors can be dealt with by reception desk and not switchboard operator.

An adult learning display wall has also been put in. The cost to date is £26,000. Cllr Gentle thanked Cllr Flack for his response but he wondered how many visitors went to the FHDC offices in Mildenhall since C.T. cash payers can no longer pay C.T. there!

Cllr Rolph said that he had attended a special Town & Parish Forum on the Boundary Review within the last week and he wondered if the Parish Council would make further representations to the Boundary Committee. Cllr Gathercole said that the Parish Council had already made their representations but if individuals wished to do so that would be up to the individual.

FHDC LDF – Core Strategy Proposed Submission Document March 2009 had previously been circulated to all Councillors – no comments made.

### **c)SUFFOLK COUNTY COUNCIL**

Cllr Noble congratulated Cllr Gathercole on his reelection as Chairman of the Parish Council. He asked for (and got) confirmation that the traffic bollards in the High Street were in place & properly lit up. He also asked if anything had happened with regard to the C600 – nothing. Cllr Noble will chase this up. Cllr Gathercole confirmed, for Cllr Noble, that the “wooded island” off Station Road is “work in progress”. Cllr Noble had been made aware of a resident’s concern about drainage/standing water in area around Mutford Green. He has asked for a wider investigation of the area – wonders if problems may stem from Sharpes Corner – Highways will be involved in this. Again, as a result of a resident’s concern, Cllr Noble mentioned that there had been a request for a flashing 30mph warning sign such as there is in Brandon. However, whenever “CID” has been operating there the mean speed is not of major concern. Therefore, unless the Parish Council has an opinion on this matter it is unlikely that anything will happen. Cllr Noble said that he had received a complaint from a resident in the vicinity of The Firs about leaves and weeds growing on the pavement. It is thought that this may be FHDC issue – will be followed up there by Cllr Gathercole. Cllr Noble said that Highways budget for this year is c£20,000. “20s plenty” at school; dropped kerbs; disabled access and signage for Wangford Road lorry route to come out of that.

Ongoing issues are “Out of Hours Care” – best we can do is make our representations; “Homeshield” (promoting health and well-being for older people in their own homes) having a drop in session at Brandon on 21<sup>st</sup> May – leaflets left with Clerk; and Breckland School are proposing secondary school for Lakenheath pupils – Cllr Noble reminded meeting that even if secondary school set up in Brandon it would not necessarily be on their site.

Cllr Smith raised two issues about junction of Wangford Road and A1065 (road markings and rubbish) – he was reminded that is not part of Lakenheath Parish – issues to be taken up by Cllr Noble; he also said that the top of the “waiting restriction” post o/s the Library is missing – to be taken up by Cllr Noble; pothole o/s 18 Wings Road has reappeared – to be taken up with 2 man gang through Clerk and finally, Cllr Smith was advised, in reply to a question, that there is no possibility of kerbing by the “wooded island” in Station Road.

*Action points – Cllr Noble – C600; drainage problems Mutford Green/Sharpes Corner; Wangford Road/A1065 junction; post o/s Library*

*Cllr Gathercole – The Firs FHDC- leaves/weeds*

*Clerk – 2 man gang – pothole o/s 18 Wings Road and displaying of “Homeshield” notices  
Parish Council – enhanced speed restriction signs on Station Road*

*Cllr Noble was thanked for his contribution and he left the meeting.*

*The meeting was reopened*

## **9. MATTERS ARISING FROM THE MINUTES NOT ELSEWHERE ON THE AGENDA**

Cllr Morley asked what situation was with regard to damaged telephone kiosks, especially the one by the Library as the Parish Council have registered an interest in sponsoring it. Clerk said that BT are aware of damage and repairs should be effected soon.

Cllr Gentle has observed that some fencing has been removed at Lakenheath Hall, as have the minibuses. He also feels that there is some sign of the site being cleared up. The caravans are still in place.

Cllr Gathercole said that the sign (gate closing times) at Maids Cross Hill car park has been taken away – Nick Wyatt of FHDC will monitor the situation.

## **10. PLANNING MATTERS**

### **a) TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE**

Cllr Rolph said that 11 applications had been considered – 4 had been objected to.

There was no objection to:-

**F/2009/0110/FUL** – erection chalet bungalow/new veh. access off Back St – land rear 1 Broom Rd

**F/2009/0118/FUL (resub. F/2008/0698/FUL)** – erection 2 chalet bungalows/garages – land rear 9 Lilac Dr

**F/2009/0151/COU**- change of use – estate agency to children's clothes shop- 32A High St

**F/2009/0092/FUL** – erection of bungalow/garage/new veh. access – 1 Wings Rd

**F/2009/0127/FUL** – erection 2 exts. to agricultural bldgs – Meadow Farm

**F/2009/0170/FUL** – conversion single storey outbldg. to residential accom. – rear 81 High St

**F/2009/0194/FUL** – single storey front ext. – 4 Back St

There were objections to:-

**F/2009/0139/TPO** – fell 2 Corsican Pine & 1 Scots Pine –land adj. 47 Mill Rd

**F/2009/0043/FUL** – erection 4 bungalows – 37 Eriswell Rd

**F/2009/0147/FUL** – erection 4 detached dwellings – Brandon House, 6 Wings Rd

**F/2009/0168/OUT**- OPP erection part 2 storey part single storey dwelling – land rear 79 Station Rd

### **b) TO CONSIDER- ANY OUTSTANDING APPLICATIONS/CORRESPONDENCE TO INCLUDE**

**F/2009/0099/FUL** – development 14 dwellings- land at rear 65/69/73 Station Road

**F/2009/0126/FUL** – erection sport's pavilion –Lakenheath Playing Fields

There is 1 application in circulation.

**F/2009/0099/FUL** – Cllr Rolph said that the Planning Committee continues to have objection to the development. Cllr Smith said that the development is still too dense for the area and Cllr Gentle described it as a piecemeal development of the area and that exit from the site is likely to be dangerous. The Clerk read out previous submission (objection) by the Parish Council to FHDC and it was proposed, seconded and agreed by all that the same response should be submitted.

**F/2009/0126/FUL** – Cllr Gathercole handed the Chair to Cllr Rissen and he left the room – Cllrs Rissen & Whitehand signed “Declaration of Interest” book – LPFA & Youth Club.

Cllr Gentle expressed concern about public money going into a development on private land saying that it would not ever be freehold land and that there would always be the risk of vandalism/burglary on this site. Since the Parish Council had been unwilling to go ahead on the previous site they should do nothing. He was concerned that when Cllr Gathercole leaves LPFA there will be no-one to take over. Cllr Rissen said that the issue under discussion was about Planning only. Going round the table – Cllr Whitehand had no objection to the application; Cllr Frost had no objection; Cllr Smith had no objection but agreed with views expressed by Cllr Gentle; Cllr Rolph had no objection but agreed with Cllr Gentle's views and finally, Cllr Morley had no objection. It was therefore, proposed, seconded and agreed by all with one objection to return application to FHDC “No Objection”

*Resolved – Clerk to return 2 applications with comments as above to FHDC*

*Cllr Gathercole returned to the Chair*

**C) TO APPOINT 5 MEMBERS OF PLANNING COMMITTEE**

As current members were happy to remain on the Committee it was proposed, seconded and agreed by all to re-elect the outgoing Committee.

**11. LAKENHEATH CEMETERY**

**a) TO RECEIVE REPORT FROM CEMETERY COMMITTEE**

Cllr Rissen reported that minutes of a Cemetery Committee Meeting had been circulated to all Councillors with Parish Council Meeting papers and that they were self explanatory. The Cemetery Keeper is busy at the moment.

**b)i) TO CONSIDER FEES**

The Clerk had produced an updated table of fees (increased roughly in line with inflation) and with a couple of small alterations the Cemetery Committee were recommending acceptance of the revised fees. Cllr Smith asked if the PC had to charge for burial of a stillborn child. He was told that the PC had always done so and a very recent case had highlighted that a good amount of time can be spent in dealing with such cases. It was proposed, seconded and agreed by all to accept the revised fee list.  
*Resolved – Clerk to write to undertakers with revised fee list (take effect 1 August 2009)*

**b)ii) TO CONSIDER REGULATIONS**

Cllr Rissen said that she would like this to be an agenda item for next meeting – there were a number of issues which had recently arisen and which needed proper consideration – letter from a resident re type/size of memorial in New Cemetery; Children’s Section in New Cemetery and ceramic photographs  
*Action Point – Clerk to put Cemetery Regulations on June Parish Council Meeting Agenda*

**c) TO CONFIRM GRANT OF EXCLUSIVE RIGHTS**

There were two :-

Edith Barson of Lakenheath

Robyn Roberts of RAF Lakenheath

**d) TO APPOINT 5 MEMBERS TO THE CEMETERY COMMITTEE**

As current members were happy to remain on the Committee it was proposed, seconded and agreed by all to re-elect the outgoing Committee

**12. TO APPOINT PARISH COUNCIL REPRESENTATIVE TO LOCALITY PILOT PROJECT**

Cllr Smith said he would be prepared to take this on in the absence of anyone else wishing to do so. He was proposed, seconded and accepted by all as PC representative on Locality Pilot Project.

*Action Point – Clerk to advise Matt Hales accordingly*

**13. CHILDREN’S PLAY AREA UPDATE/WORK TO BE DONE**

The Clerk read out a letter from Chase Fencing (supplying and erecting new fencing around new play area) stating that their original quotation for the fencing included £600 plus VAT for erection of fencing but they had not included anything for removal of old chainlink fencing – did not know this was required. Accordingly, they are now advising the PC that their charge for this would be £295.00 plus VAT. It was proposed, seconded and agreed by all to accept this charge.

The Clerk went on to say that, in the main, weekly inspections (carried out by the assistant part-time Parish Keeper, Mr Archer) in the play area were satisfactory but, recently, there had been a spate of malicious damage to fencing – Mr Archer had suggested erecting a “warning” sign re vandalism. The Parish Council are of the view that persons involved in vandalism will not read/pay heed to signage, therefore, it would be a waste of time and money.

*Resolved – Clerk to arrange for Chase Fencing to remove old chainlink fencing for sum of £295.00 plus VAT.*

#### **14.APPOINT 1 PARISH COUNCIL REPRESENTATIVE TO LAKENHEATH PLAYING FIELDS ASSOCIATION**

Cllr Smith proposed Cllr Gathercole, having confirmed he was prepared to continue. The proposal was seconded and agreed by all.

#### **15.OVERGROWING HEDGES /SHRUBS**

Cllr Smith said that he had received a complaint about overhanging branches of trees around property at 47 Mill Road. Clerk wanted it confirmed that branches overhanging pavement and not garden as it is not PC business to get involved in what may be neighbour disputes. Cllr Smith said it was not a neighbour who had complained and Cllr Whitehand confirmed that branches are overhanging pavement. The Clerk said this morning whilst in office she had a complaint from a resident who said that it was impossible to get a wheelchair/buggy past 7 Wings Road because of overgrowing shrubs (Cllr Frost has photographic evidence!). It was agreed by the Parish Council that the Clerk should write to occupiers of 47 Mill Road & 7 Wings Road re overgrowing /hanging trees/shrubs.

*Action Point – Clerk to write to occupiers 7 Wings Rd & 47 Mill Rd, as above*

#### **16.VILLAGE GREEN**

Cllr Smith raised concerns about siting of 2 signs on the Green – High St sign & Nature Reserve sign. An e-mail has been received from FHDC regarding improvement work being looked at for village green area; however, some funding from the Parish Council would be required. There is some money in the precept for such work but Cllr Smith would like consideration given to buying 2 new benches to be placed near the War Memorial – suggested agenda item for next meeting.

*Action Point – Cllr Gathercole said he would look at these and, if necessary, raise at FHDC  
Clerk to put “Village Green Improvement s” on agenda for June PC meeting.*

#### **17.PUBLIC TRANSPORT**

As the Public Transport representative on the PC, Cllr Smith sought permission of PC to liaise with Hockwold PC with a view to perhaps obtaining a better train service at Lakenheath Station. Cllr Gentle suggested that RSPB be approached as well.

*Action Point – Cllr Smith to liaise with Hockwold PC on this issue*

#### **18.NHS – “OUT OF HOURS “ SERVICE**

Cllr Gathercole had previously circulated papers on this matter to Parish Councillors. He said that it is not reasonable to travel 30 minutes when unwell – service should be available at own surgery – there is a need to lobby MPs about this. Cllr Whitehand wondered if people knew that after midnight it would not be to Thetford that people would have to go but to Norwich! Cllr Gentle said that Drs did not want to work unsocial hours and we cannot do much about it. In years gone by Drs were paid for out of hours work but now there is a set fee. The BMA is a strong body. Cllr Gathercole said that we had to try to get a better service and he himself is going to take up the issue at FHDC. It was proposed, seconded and agreed by all that a letter recommending “Out of Hours” service at local surgeries, preferably with a local doctor should be put in place when current contract expires.

*Resolved – Clerk to write letter on behalf of PC to Suffolk PCT in response to their consultation document*

#### **19. REVIEW OF DECLARATION OF MEMBER’S INTERESTS**

The Chairman reminded Parish Councillors that they must review their declarations. Cllr Smith asked if membership of/joining a political party should be declared. He was advised that it should be.

## **20.FINANCIAL MATTERS**

### **(a)PAYMENT OF ACCOUNTS**

A schedule of payments for the month was tabled. It was proposed to accept expenditure as listed, seconded and agreed by all.

### **(b)BANK RECONCILIATION**

A bank reconciliation for month April 2009 was presented. It was proposed, seconded & agreed by all to accept the reconciliations.

### **c)INTERNAL AUDIT**

Papers not yet back from IA – e-mail read out by Clerk – he has done much of the work.

### **d)COMPLETION OF ANNUAL RETURN**

As above – still with IA

## **21.S137 APPLICATIONS – TO INCLUDE LAKENHEATH GOOD NEIGHBOURS, EACH & SUFFOLK CARERS**

The Clerk said she had 3 S137 applications :-

Lakenheath Good Neighbours – insurances (2) due in July – total cost £250.00. It was proposed, seconded and agreed by all to give LGN £250.00 under S137.

EACH (East Anglian Children’s Hospices) – rely on public support for 75% of its required income of £5.5 million. It was proposed, seconded and agreed by all to donate £200.00 to EACH under S137

Suffolk Family Carers – estimated 98,000 unpaid family carers in Suffolk. Carers Week is running from 8-12 June, giving opportunity for carers to relax, have fun and socialise. Donations will go towards transport/respite costs during this event and all contributions will be acknowledged at the event so that carers know who has supported them. It was proposed, seconded and agreed by all to donate £100.00 under S137.

*Resolved – Clerk to arrange 3 donations under S137 as above*

## **22.CORRESPONDENCE**

Clerk said she had a fair amount of correspondence and she reminded Councillors that it is kept in box file in Parish Office for 3 months and then filed.

Letter of thanks from St Mary’s Church for S137 donation in sum of £170.00

FHDC Calendar of meetings until May 2010

SALC Forest Heath Area meeting – 2<sup>nd</sup> June at FHDC 7.00 till 9.00

LCAS Seminar dates/venues – accident review/management of halls/risk management are topics covered.

Swine Flu leaflet

EEAPTC-substitutes required

Suffolk Show – 27/28 May at Trinity Park, Ipswich

Zurich Municipal Publications

CPRE – Fieldwork

Suffolk Acre – Update

Standards Board’s “Town & Parish Standard”

Boundary Review Proposals

SALC correspondence

Finally, an e-mail and flyer have been received from SABRES (Save Breckland School) – keen to get publicity for “Open Day” at Breckland School to Lakenheath Parents/Residents. They wondered if flyers could be put in Lakenheath Times or if they (SABRES) could put them in. Clerk was of the opinion that if SABRES could get article to Editor first thing in morning he may be able to include it in June issue – proposed date is likely to be June. Suggestion was that Clerk should contact SABRES immediately and ask them to liaise with Editor.

*Action Point – Clerk to get in touch with Gordon Warnes of SABRES as soon as possible*

**23. ITEMS FOR FUTURE MEETINGS**

CLlr Rissen asked for “Children’s Area in New Cemetery”

CLlr Gathercole asked for “Replacement Trees in Cemetery”

CLlr Frost asked for “Preserving Our Countryside” Campaign

**24. TO NOTE DATE OF NEXT MEETING – Monday 1<sup>st</sup> JUNE 2009**

There being no further business the meeting closed at 8.55pm