



Lakenheath Parish Council  
The Parish Office  
98 High Street, Lakenheath IP27 9EW  
Telephone: 01842 860598

## **MINUTES**

**of the LAKENHEATH PARISH COUNCIL MEETING held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH**

**on MONDAY 6<sup>th</sup> June 2022 at 7pm in the Methodist Chapel Back Street Lakenheath**

Present:

Cllr G Kelly (Chairman)  
Cllr J Hastings (Vice Chairman)  
Cllr W Overy  
Cllr J Gentle  
Cllr R Norman  
Cllr Iain Frost  
Cllr P Gyte  
Cllr A Gyte

In attendance: N Glading, interim parish clerk, and one member of the public

2022/48 **Apologies** for Absence were received from Cllr E Morley, Cllr J Cahill, C/Cllr C Noble, D/Cllr S Frost, Sqn Ldr S Geary, and Cllr S Palmer

2022/49 **Declarations of Interest:** None

### **2022/50 The Minutes of the Meetings held on 9<sup>th</sup> May 2022**

It was **AGREED** that the Minutes were an accurate record, with some changes as confirmed by Cllrs Norman, Hastings and Gyte. Clerk to amend. It was **RESOLVED** that the Chairman could sign the amended minutes outside of the meeting

### **2022/51 Representations from Members of the Public**

The member of the public expressed his appreciation of the work of Cllrs Hastings and Gyte for all their hard work to bring about the very successful Platinum Jubilee events **NOTED**

### **2022/52 Reports & Questions**

- (a) RAF Commander Lakenheath: not present
- (b) Forest Heath District Council: not present
- (c) Suffolk County Council: not present

#### 2022/53 **Lakenheath Financial Matters**

- (a) Payments of Accounts – Report from RFO Mrs C Shimmon  
Paper copies were presented to the councillors on the night for consideration (Appendix A)
  - (i) Bank reconciliation unanimously **APPROVED**
  - (ii) Accounts 04.04.2022 to 10.06.2022 unanimously **APPROVED**
  - (iii) Internal auditors report **NOTED**

There were no questions about the accounts

Councillors are concerned that larger expenses are being met personally and reimbursement sought at a later date, clearly this is not ideal. The RFO to be asked is she has a bank card and/ or could obtain a duplicate card for the clerk.

#### 2022/54 **Lakenheath Planning Matters**

- (a) **The notes from the Planning Committee meeting** held on 30<sup>th</sup> May 2022 were read out by the clerk (Appendix B)
- (b) **The Planning Committee Terms of Reference** were considered and **NOTED** (Appendix C)
- (c) **NOTED:** West Suffolk Council Local Plan Exhibition: venue and time- Lakenheath Peace Memorial Hall Thursday 30 June 3pm to 7pm
- (d) Here are two outstanding applications received after publication of the agenda. Clerk has applied to the relevant planning officers for an extension. To be dealt with at the July meeting if extension permits, otherwise clerk will advise Chair to call an extraordinary meeting

It was **NOTED** that pipe has been laid at Eldon Drove: the council has been informed that this is an extension of telecom provision for the airbase.

Cllr Overy will circulate the Cheffins Report.

It was confirmed that the current local plan remains in force prior to the adoption of the new local plan.

Cllr Frost to be asked about the duties and work of enforcement officers because they do not appear to have been particularly effective.

#### 2022/55 **To receive a report from the Jubilee Group**

Cllr P Gyte told the meeting:

Thanks to Cllrs Kelly, Frost, A Gyte and Cahill who gave up their time to help on the day, very much appreciated. The road closure was an issue in that the workmen to close did not arrive, although LPC was `in the system` The bouncy castle was not used as it was too dangerous given the inclement weather. The positives far outweighed the issues, there was a lovely happy atmosphere, with hundreds of

attendees.

Special thanks to Alan Gyte and Mick Murfet for their constant help and support throughout the preceding month.

The flag poles will be removed. Voting slips should be in by 8<sup>th</sup> June.

Councillors are asked to look out for the best dressed house award.

Cllr Frost reported that the coffee morning at the library was quite well attended; about 30-40 people came along.

(i) **Neighbourhood Plan** update

Cllr Kelly confirmed that there will be a workshop on 13<sup>th</sup> July in the afternoon at the Methodist Church

The plan is to get SCC Highways here, plus developers, please would all councillors take note of the date in their dairies.

a. **High Street Regeneration Scheme** Business Forum – ongoing project

b. **Environmental update:** Cllr Cahill was not present. The planters outside Co-op are down to Lakenheath in Bloom group, who have a bench to be sited in the near future

(ii) **Speed watch group:** still a very small group. Cllr Roy Norman is out of action for 6 months Mr Murfet has expressed a wish to help. Group try to get out and about as much as possible.

Data is put in Lakenheath Times. May try and go out early morning/ nights. Eriswell have produced a report based entirely on SIDs info and have proved that the 2015 report, which is the basis for all road usage prediction is 35% below today's figures. Clerk authorised to forward SID summary figures to Garth Tolmie.

(iii) **Adult gym initiative:** update on purchase and installation: arranging meeting with Lord Iveagh

(iv) **Annual Assembly** held on 16<sup>th</sup> May 2022 was a success with many attendees. LPC will stay with this format for future. People who have received grants should come along to report on their projects. The clerk thanked the councillors for going with her idea to attract more attendees. Reports back were positive.

## 2022/56 Lakenheath Cemetery

(a) Cemetery Report: Cllr Frost told the meeting that he has visited the Cemetery, The Chapel needs sweeping, flowers look nice, there are some gaps in hedging

encroaching on path between old and new cemeteries. Several ants. Hand towels but no soap at the chapel.

(b) Grants of Exclusive Rights of Burial none

(c) The request from Mildenhall Monuments was considered and **AGREED** with the request that the council is told when the examination will be carried out.

#### 2022/57 Grant requests

- (i) S:137 Grant requests: to discuss and consider any grant applications received
  - a. Lakenheath Playing Field Association accounts 2019 and 2020 and Charity Commission report (as requested May 2022 meeting) accounts not up to date  
Unfortunately the councillors feel that more recent accounts are required. Clerk to reply

2022/58 **Complaint from a member of the public** concerning the pollarding of the lime trees at the Churchyard (Lakenheath Times, June edition, page 22)

The clerk had spoken with the contractors (Joshua Tree) and it was confirmed that:

1. The site was inspected prior to the work starting – this is a requirement.
2. The work was late in starting because a date had to be found with UKPN and planning had to be applied for,

Chairman to reply to the complainant

Additionally, it would appear that the two at Back Street have been cut and not particularly well. Chairman agreed to go back to Joshua Tree ask about this. LPC have a witness who confirmed that Joshua Tree cut the two trees at the back.

#### 2022/59 **Streetlight work**

(Summary sent to councillors by email 31.05.2022) It was **AGREED** to form a small working group to look at priorities and costs. Clerk to work with Cllrs Palmer and Frost

2022/60 **Playing Fields** (item from last meeting `suggestions`) discounted: unclear who suggested the topic.

#### 2022/61 **Location of the SID posts** (item from last meeting `suggestions`)

Clerk explained procedure that has to be followed for the siting of additional speed posts.

It was **AGREED** to wait and assess the impact of new builds

**NOTED** Electric vehicle charges – will install free. houses fronting high street need this provision

2022/62 **Mutford Green**: appearance, some homemade dropped kerbs, and cars parked on the Green (item from last meeting `suggestions`) **DEFERRED**

2022/63 **Items for Future Meetings:** July meeting- Caudle Ave, footpath (Chairman)

Street lighting

Mobile phone reception poor in some areas/ Cllr Kelly will investigate

Addresses of cllrs to be excluded from public domain

LPC letterheads / logo

2022/64 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency- none

The member of the public left the meeting

Draft

**LAKENHEATH PARISH COUNCIL**  
**RESPONSIBLE FINANCIAL OFFICER REPORT**  
**6<sup>TH</sup> JUNE 2022**

1. Please find bank reconciliation for month end 30<sup>th</sup> April 2022 attached.
2. Please find a summary of payments, financial year to date attached. I am currently arranging for the bank signatories to be updated. Please, in the interim, could two of the existing signatories authorise the payments online. **Please let me know who will be authorising so I may drop off the invoices for signing.**
3. Please find a copy the Internal Auditors report attached. It was concluded that the *'financial report of Lakenheath Parish Council does not give rise to any significant areas of concern, regarding the accuracy and appropriateness of the report prepared by the Council'*.

Clare Shimmon  
Interim Responsible Financial Officer

**Lakenheath Parish Council**

**Bank Reconciliation 30th April  
2022**

|   |                    |
|---|--------------------|
| Balance at 31.03.2022                       | <b>£173,334.28</b> |
| Uncleared payments from previous period     | £1,015.56          |
|   | <b>£172,318.72</b> |
| Income                                      | £188,491.01        |
|   | <b>£360,809.73</b> |
| Less Expenditure (Chqs, Online Pmts + D/Ds) | £9,600.50          |
|   | <b>£351,209.23</b> |

Represented by:

|   |             |
|---|-------------|
| Balance in Current Account                          | £185,737.84 |
| Balance in Lloyds Bank Deposit Account              | £944.31     |
| Balance in Unity Trust Bank Deposit Account         | £75,820.18  |
| Balance in Nationwide Deposit Account               | £24,108.49  |
| Balance in Cambridge Building Society               | £50,408.22  |
| Balance in Lloyds Bank Deposit Account - Speedwatch | £95.41      |

|  |                    |
|--|--------------------|
| Balance in Lloyds Bank Depository Account - NP | £14,985.00         |
|  | <b>£352,099.45</b> |
| Less Payments not Presented                    |                    |
| HMRC   | 890.22             |
|  | <b>£890.22</b>     |
|  | <b>£351,209.23</b> |

Payments

Draft

1.

| LAKENHEATH PARISH COUNCIL |         |                                 |  |            | 6 <sup>th</sup> June 2022 |  |
|---------------------------|---------|---------------------------------|--|------------|---------------------------|--|
| Date                      | Chq No. | Payee                           | Description of Supply  | Amount     |                           |  |
| 04.04.2022                | D/D     | John Deere Bank                 | Vehicle Payment  | £300.56    |                           |  |
| 06.04.2022                | D/D     | British Gas                     | Electricity – Public Conveniences                                    | £33.42     |                           |  |
| 14.04.2022                | Online  | Anglian Water                   | Water – Lakenheath Cemetery  | £519.00    |                           |  |
| 14.04.2022                | Online  | Lakenheath Peace Memorial Hall  | Hall Hire – Annual Parish Meeting                                    | £27.00     |                           |  |
| 14.04.2022                | Online  | Clerk (reimbursement)           | Google Play, Strimmer Line, Hazard Cabinet, Stationery & Key Cutting | £300.82    |                           |  |
| 14.04.2022                | Online  | Sunrise Cleaning                | Cleaning Public Toilets February & March                             | £751.70    |                           |  |
| 19.04.2022                | D/D     | EDF Energy                      | Electricity – Cemetery Chapel  | £21.00     |                           |  |
| 25.04.2022                | Online  | Staff                           | April Salaries, Income Tax, NI & Pension                             | £5,280.84  |                           |  |
| 25.04.2022                | Online  | British Telecom                 | Office Mobile Telephone  | £3.90      |                           |  |
| 25.04.2022                | Online  | Michael Murfett                 | Mole Catching  | £65.00     |                           |  |
| 25.04.2022                | Online  | Cllr G Kelly (reimbursement)    | Neighbourhood Plan Expenses  | £398.54    |                           |  |
| 25.04.2022                | Online  | Cllr J Cahill (reimbursement)   | Queen's Jubilee Commemorative Tree                                   | £179.29    |                           |  |
| 25.04.2022                | Online  | West Suffolk Council            | Dog Waste Bin Emptying   | £166.40    |                           |  |
| 25.04.2022                | Online  | Shaw & Sons Ltd                 | Cemetery Books   | £277.20    |                           |  |
| 25.04.2022                | Online  | Jane Rutterford                 | Public Toilets – Opening & Closing                                   | £97.80     |                           |  |
| 25.04.2022                | Online  | Cllr Hastings (reimbursement)   | Jubilee Celebration  | £173.45    |                           |  |
| 25.04.2022                | Online  | RSAL                            | Insurance Excess   | £250.00    |                           |  |
| 25.04.2022                | Online  | Groundwork UK                   | Repayment of Unspent Grant   | £754.58    |                           |  |
| 03.05.2022                | Online  | BT Payment Services             | Office Telephone & Broadband   | £65.96     |                           |  |
| 03.05.2022                | Online  | Clerk (reimbursement)           | Ink, Cashbook & Postage  | £184.20    |                           |  |
| 03.05.2022                | Online  | Riverside Printing Services     | Annual Parish Meeting Flyer  | £54.62     |                           |  |
| 03.05.2022                | Online  | Lakenheath in Bloom             | SL37 Grant   | £300.00    |                           |  |
| 04.05.2022                | D/D     | John Deere Bank                 | Vehicle Payment  | £300.56    |                           |  |
| 06.05.2022                | 000002  | Cambridge Building Society      | Transfer of Funds  | £30,000.00 |                           |  |
| 09.05.2022                | D/D     | British Gas                     | Electricity – Public Conveniences                                    | £37.43     |                           |  |
| 12.05.2022                | Online  | Clerk (reimbursement)           | Mileage, Toner, Google Play & Postage                                | £63.39     |                           |  |
| 13.05.2022                | Online  | SALC                            | Annual Subscription  | £1,023.48  |                           |  |
| 16.05.2022                | D/D     | EDF Energy                      | Electricity – Cemetery Chapel  | £21.00     |                           |  |
| 25.05.2022                | Online  | Michael Murfett                 | Mole Catching  | £65.00     |                           |  |
| 25.05.2022                | Online  | Jane Rutterford                 | Public Toilets – Opening & Closing                                   | £106.70    |                           |  |
| 25.05.2022                | Online  | Cllr J Hastings (reimbursement) | Jubilee Celebration  | £319.58    |                           |  |
| 25.05.2022                | Online  | Staff                           | May Salaries, Income Tax, NI & Pension                               | £5,103.29  |                           |  |
| 06.06.2022                | D/D     | John Deere Bank                 | Vehicle Payment  | £300.56    |                           |  |
| 10.06.2022                | D/D     | British Gas                     | Electricity – Public Conveniences                                    | £36.36     |                           |  |
| 10.06.2022                | Online  | County Graphics                 | Lakenheath Times – April & May Editions                              | £1,030.00  |                           |  |



## Appendix B

| Date       | Chq No. | Payee                           | Description of Supply                                     | Amount    |
|------------|---------|---------------------------------|---|-----------|
| 10.06.2022 | *       | SALC                            | Leadership Training                                       | £62.40    |
| 10.06.2022 | *       | BT Payment Services             | Office Mobile Telephone                                   | £27.90    |
| 10.06.2022 | *       | The Joshua Tree (Suffolk) Ltd   | Churchyard Tree Pollarding instructed by UK Power Network | £3,192.00 |
| 10.06.2022 | *       | Aventee Accountancy             | Internal Audit  | £60.00    |
| 10.06.2022 | *       | Cllr J Hastings (reimbursement) | Jubilee Celebration                                       | £157.96   |
| 10.06.2022 | *       | Cllr A Gyte (reimbursement)     | Jubilee Celebration                                       | £172.21   |
| 10.06.2022 | *       | Nicky Glading (reimbursement)   | Mileage & Fuel  | £60.25    |
| 10.06.2022 | *       | Communicorp                     | Clerks & Councils Direct Subscription                     | £12.00    |
| 10.06.2022 | *       | BT Payment Services             | Office Telephone & Broadband                              | £65.96    |

\* Payments to be authorised/signed

LPC Planning  
Committee Meeting  
30<sup>th</sup> May 2022

Present:

Cllr G Kelly  
Cllr W Overy  
Cllr A Gyte

In attendance: N Glading Parish clerk

1. Apologies were received from Cllr J Cahill
2. Declarations of Interest: Cllr G Kelly at b.
3. Members of the public may speak about an item on the agenda (5 minutes limit per item)  
None
4. The following planning applications were considered:

a) Ref DC 22 0620/HH

Householder planning application - a. combined roof over two existing extensions with storage in roof space following removal of existing roofs b. render all external elevations c. conversion of existing conservatory to master bedroom d. insertion of bifold doors to rear elevation e. alterations to fenestration f. insertion of three roof lights to side elevation g. Insertion of front door and two windows following demolition of front porch

Location 65 Broom Road Lakenheath Suffolk IP27 9EZ65 Broom Road Lakenheath IP27 9EZ

Expires 20<sup>th</sup> May / Extension granted by planning officer Amey Yuill to 6<sup>th</sup> June

**SUPPORT: Agree with Public Rights of Way comment**

b) Ref. No: DC/22/0649/FUL

Planning application - conversion and extensions to existing outbuilding to create two dwellings with parking following the demolition of existing cart lodge

Planning Application

The Yews 49 High Street Lakenheath Suffolk IP27 9DS

Ref. No: DC/22/0649/FUL | Received: Fri 08 Apr 2022 | Validated: Tue 03 May 2022 | Status: Pending Decision

Expires 26<sup>th</sup> May / Extension granted by planning officer Connor Vince to 7<sup>th</sup> June

Cllr Kelly withdrew from the considerations

**OBJECTION:**

1. Has due process been observed, the existing wall is owned by the Church, neither the PCC or Diocese appear to have been consulted?
2. The Oak tree and the Giant Redwood would be adversely affected we believe. Has the West Suffolk arboriculture department been consulted?
3. There is an existing pond nearby, in neighbouring garden, not as stated
4. Access is seen as a problem, the gap is very narrow and we estimate that, taking into account the additional living spaces, there could be 10 cars using the access.

5. What are the arrangements for the additional parking that will be necessary?
6. Is there a typographical error in that it is a car lodge or a cart lodge?

c) Ref DC/22/0456/FUL

[Planning application - replacement windows and doors](#)

Planning Application

36 And 34 High Street Lakenheath Suffolk IP27 9JS

Ref. No: DC/22/0456/FUL | Received: Tue 15 Mar 2022 | Validated: Wed 20 Apr 2022 |

Previously dealt with

d)Ref DC/22/0785/HH

[Householder planning application - single storey side extension with cart port \(following demolition of existing garage\)](#)

Planning Application

63 Broom Road Lakenheath Suffolk IP27 9EZ

Ref. No: DC/22/0785/HH | Received: Wed 04 May 2022 | Validated: Wed 04 May 2022 | Status:

Pending Consideration

Expires 8<sup>th</sup> June 2022

## **SUPPORT**

### **Appendix C**

Lakenheath Planning Committee

Terms of Reference

The following Terms of Reference were agreed at the meeting of the Full Council held at the Council meeting June 2022

#### **Purpose**

The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications.

The Planning Committee is constituted to represent Lakenheath Parish Council in planning matters referred to Lakenheath Parish Council by the Local and other Planning Authorities and holds delegated authority from the Council to do so.

#### **Membership**

The Planning Committee will comprise four members of Council, including the Chair of the Parish Council. A quorum will comprise one half or two members

The Chair and membership of the Planning Committee are reviewed and voted on annually at the Annual Meeting of the Parish Council.

The Committee shall normally meet monthly. However, to meet deadlines with published planning applications, a response which reflects evidenced consensus of the Committee

may be submitted and ratified at the first subsequent meeting.

#### Agenda for meeting

The Clerk will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified.

#### Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be reported to all Councillors to the next Full Council meeting.

The parish clerk will be responsible for the distribution of the minutes.

#### Areas of responsibility

The primary function of this Committee is to consider planning applications and to inform the District Council of a decision to support or object on the basis of specified criteria.

The Committee may hear and consider representations, either in person or in writing, made by individuals or groups in respect of applications. If an application is likely to affect an organisation within the Parish, they will be invited to comment to the Committee and / or respond directly to the Planning Authority; for instance, notice of any application within the conservation area will be forwarded to the Lakenheath Heritage Group.

The Committee may, at its discretion, arrange site visits to view the individual circumstances of an application. The Clerk will arrange site visits as appropriate.

The Planning Committee may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.

The Clerk acts as secretary to the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice.

The Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.

If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of the Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public

may speak for 3 minutes in accordance with the Council's Standing Order and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order members of the public may be excluded from the meeting if confidential business is to be transacted.

The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.  
First adopted: June 2022 Due to be reviewed: May 2023

Draft