



Lakenheath Parish Council
The Parish Office
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MINUTES

of the meeting held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH ON MONDAY 3rd October 2022

Present

Cllr G Kelly (Chairman)

Cllr J Cahill

Cllr I Frost

Cllr J Gentle

Cllr E Morley

Cllr R Norman

Cllr W Overy

In attendance: N Glading, parish clerk, and eleven members of the public

Prior to the meeting,

ONE MINUTES SILENCE WAS OBSERVED TO REFLECT ON THE SAD DEATH OF HRH ELIZABETH II

2022/122	The Chairman welcomed all to the meeting Apologies had been received from Cllrs P Gyte, Cllr A Gyte, Cllr J Hastings, Cllr S Palmer, Cllr S Frost and Sqn. Ldr. S Geary	
2022/123	Declarations of Interest None	
2022/124	Representations from Members of the Public (i) Letter about closure of the toilets at the play area was NOTED : this has been the only complaint received (ii) Chairman C/Cllr Noble was not present – there are issues about the closure of B1112 – this is not a parish matter. The lack of notice has been difficult. (iii) A resident reported that there are two caravans on the riverbank at Eldon Drove. There appears to be a large area of hardstanding. The Chairman commented that although this is not a parish council issue, LPC has made fairly strong representations about the site. The West Suffolk Council enforcement team has been out, but failed to find any one on site, therefore have started the formal written process. At the other end, i.e. Highbridge Grove site, they have now applied for pp no result as yet May be other similar sites, including one at Sedge Fen. All we can do is keep reminding enforcement of the rules and taking action as far as we can.	Appendix A
2022/125	To receive Reports & Questions from	
a.	<u>Update from RAF representative Lakenheath: Sqn. Ldr. S Geary (not present)</u>	

	<p>There have been complaints to the parish about aircraft noise. There is no such thing as a public nuisance from military aircraft, it is specifically excluded from legislation. The only thing that is referred to here was a computer based modelling project a number of years ago (2017). The problem is that this was before the advent of F35s: this is the only bit of evidence that is used. A number of offers have been received from data collectors. Planes have been coming right over the village.</p> <p>Going forward, The parish need to look at data collection.</p> <p>Cllr S Frost will let LPC know if anything springs to mind</p>	Next meeting
b.	<u>Update from West Suffolk District Councillors</u> D/Cllr S Frost and/or D/Cllr C Noble: not present	
c.	<u>Update from Suffolk County Councillor</u> C/Cllr C Noble: not present	
2022/126	Minutes of the Meetings held on 5th September 2022	
a.	The minutes of the meeting held on 5 th September 2022 were unanimously AGREED	
2022/127	Financial Matters	
a.	The Councillors considered the Financial Reports and Statements from Mrs C Shimon, RFO. There were no questions and the Councillors unanimously RESOLVED to AGREE the expenditure and statements	Appendix B
b.	Annual Governance Review: The external auditors Report and letter confirming Completion of the Limited Review for the 2021- 2022 audit year was RECEIVED and NOTED	Appendix C
c.	The letter from John Deere about the final Gator payment in December 2022 was NOTED	Appendix D
d.	Update on the progress of the Clerks application for a bank card: in progress	
2022/128	Chairmans Report	
a.	<p>Report from Cllr G Kelly (Chairman)</p> <p>Road closure: although it appears you can drive through the closure at certain times, people risk the possibility of non insurance.</p> <p>The Chairman had wanted to talk to C/Cllr Noble about the closure causing a great deal of inconvenience, but C/Cllr Noble was not in attendance.</p> <p>The issue has been that LPC were only told about the closure two days prior.</p> <p>Cllr Norman reported that Cllr Noble had said on Facebook that the closure is from 8.30am to 3.30pm.</p> <p>Suffolk County Council have refused an application to put CCTV looking at zig zag/ crossing on lamppost. LPC would appreciate advice on this from Cllr Noble.</p> <p>Parking on a zebra crossing is an endorsable offence so the Police will be interested: the CCTV still needs to happen.</p> <p>There have been relatively few streetlight complaints, those that remain belong to SCC.</p> <p>LPC has been told at the last meeting that the management of Maids Cross Hill has moved from SCC `back to` Elveden Estate. This area is designated Common Land.</p> <p>Cllr J Gentle complained about the road closure at Eriswell</p>	<p>Next meeting</p> <p>Next meeting</p>
2022/129	Report from Lakenheath Planning Committee	
a.	The Report from the Planning Committee meeting held on 21 st September 2022 was RECEIVED and NOTED . At Briscoe Way (Bennetts), the developers are asking to amend previous plans (the planning permission is now 9 years old) to put in a pumping station and electricity substation - the LPC planning committee has asked	Appendix E

	the District Council if this mean that current building standards are applicable now or if those from 9 years ago apply?	
2022/130	SID Report	
a.	The Speed Indicator Device Report (limited due to faulty main battery and staffing issues) was NOTED .	Appendix F
b.	Councillors considered the potential purchase of two up to date speed indicator devices. It was RESOLVED that the clerk would obtain 3 quotes for the next meeting	Clerk /Next meeting
2022/131	Reports	
a.	<p>(i) <u>Neighbourhood Planning Group including High Street Regeneration Scheme</u> (Cllr G Kelly) This is in motion again - there has been a lull because of absence of some key players. A meeting was held last Thursday: the group now have most of the key components to put pen to paper. Do any Councillors really know the Key Viewpoints in the parish? What do people view as important and detrimental if lost? we can include in the Neighbourhood Plan areas designated as Public Open space.</p> <p>(ii) <u>Business Forum</u> (Cllr W Overy) Nothing to report</p> <p>(iii) <u>Environmental update</u> (Cllr J Cahill) Has purchased bulbs to plant at the Lakenheath sign triangle, top two inches to be scraped off, new topsoil arriving, and at Mutford Green. She will put plea in Lakenheath Times for help with planting 60 saplings at Mutford Green. Planters have just been replanted. Still trying to find out who owns the site opposite church to see if this can be a community project Successful litter pick two weeks ago (next possible date is January/ February) Not sure what we can do about Mutford Green car parking- chair has asked Cllr S Frost.</p> <p>(iv) <u>Speedwatch Group</u> (Cllr P Gyte - not present - deferred)</p> <p>(v) <u>CCTV project</u> (Cllr P Gyte - not present - deferred)</p> <p>(vi) <u>Information for residents</u> (parish office signposting to advice and funding as required) (Clerk and Cllr J Hastings) Chair reported that there are concerns about the coming winter: LPC can act as a source of help. The Village Hall want to open up warm rooms</p> <p>(vii) <u>Adult Gym equipment project</u> (Cllr A Gyte - not present – project in hand - deferred))</p> <p>(viii) <u>Christmas decorations 2022 planning</u> (Cllr J Hastings) Not present- Chair told the meeting that the idea is that Christmas trees can go on flagpoles brackets bought for the Jubilee. Cllr Overy will consider talking to business group about plugging in the tree lights</p>	
2022/132	Matters relating to Streetlights and Street Furniture	
a.	<p>Update on streetlight improvement project (Cllr I Frost) Cllr I Frost and the clerk met with Adrian Last (SCC street lighting engineer for our area)</p> <p>The existing old sulphur units are 40/50 watts, new LED units are 9 watts. Fifty percent energy saving is possible.</p> <p>Cllr Frost explained the Telensa system, which enables remote monitoring (including fault monitoring) and on/off or dim facility. Cost of the Telensa system is c. £140 per unit.</p>	

	<p>SCC will provide a new costing analysis.</p> <p>Cllr Frost has roughly calculated an example from the previous costings: 3 streets = £20,000</p> <p>Potential Public works loan? There is £54k in reserves</p> <p>Looking at approx. 4 year timescale</p> <p>Commence the project with all the broken lights</p> <p>Next meeting: new costings from Mal Garvin , timing of project and potential funding sources</p> <p>The savings from the first tranche of improvements will generate savings which will help pay for the next stage</p> <p>What would the cost of a public works loan be?</p> <p>Cllr I Frost offered to project manage the streetlight refurbishment</p>	Next meeting
2022/133	Matters relating to Lakenheath Cemetery	
invest	<p>To receive a Cemetery Report (Cemetery Committee) Notes from Cllr Hastings were read out by Cllr I Frost</p> <p>The Cemetery appears ok. Grass needs cutting in old part, conkers, acorns need collecting and the mound awaits removal by Contractors. This should take place on 20th October. No more mole hills.</p>	
b.	<p>Councillors considered revising the current Cemetery fee structure.</p> <p>The clerk had provided a table of fees from Mildenhall and Brandon to enable comparison.</p> <p>The revised charges were AGREED, see Appendix G</p> <p><i>(Cllr Morley left the meeting)</i></p>	Appendix G
c.	<p>Councillors considered revising the current Cemetery Regulations.</p> <p>It was RESOLVED to revise to include no naked flames and rules on the purchase of commemorative benches</p>	Appendix H
b.	Removal of the mound in the cemetery: to take place on 20 th October 2022	
c.	<p>Deep clean and sealing of the Chapel floor: clerk to chase contractors</p> <p>Cllr Hastings is looking into increased usage</p>	clerk
d.	<p>Repair to the window at the Chapel toilets: the contractor has been in away but appears to be back in the village: clerk to chase</p>	clerk
2022/134	Grant Requests	
a.	<p>Councillors considered a grant request from Lakenheath Peace Memorial Hall</p> <p>Cllr Norman told the meeting that this would provide food and a warm place to go for people who are struggling. He believes that there is 1k held for the Village Hall in the budget . Clerk to query with RFO.</p> <p>Chair believes that the sum budgeted is only earmarked for capital expenditure</p> <p>Cllr Norman told the meeting that the hall are struggling for revenue</p> <p>Councillors AGREED that DELEGATED AUTHORITY is given to the Chairman and Cllr Norman to make a decision about the funding as time is pressing</p>	Clerk/ RFO
b.	<p>Councillors considered a grant request from Lakenheath Friendship Club</p> <p>It was noted that the club had not raised a lot in comparison towards the total cost.</p> <p>Motion: To approve a grant of £180 to Lakenheath Friendship Club</p> <p>4 in favour; 2 Abstentions - Motion CARRIED</p>	Clerk/RFO

2022/135	Governance	
a.	Councillors considered adopting the 2020 Councillors Code of Conduct It was unanimously AGREED to adopt the 2020 Code of Conduct	Appendices I & J
2022/136	Items from last meeting	
a.	Lakenheath Times: update from the working party - deferred - next meeting	Next meeting
2022/137	Items for Future Meetings: Nascent travellers sites in the village, particularly at Eldon Drove Speed watch - SID drill down Lakenheath Times Streetlight refurbishment SCC authorised the work on drainage on the B1112 and therefore the closure	
2202/138	Councillors excluded the public from the next agenda items due to the confidential nature of the items	

Meeting time: one hour and twenty five minutes

Appendix A

Dear Editor,

I have been informed that the parish council are looking to close the public toilets near the playing fields due to increased costs.

I would urge residents in the village to make contact with them to ask them to re-consider. The location of the toilets, near the park, means they are used a lot. In addition to this I have found since lock down that more and more residents are using the playing fields to get out and enjoy the fresh air. Whether that's a game of football with their children or a walk along the river. Surely we want to encourage this?

I also understand that there are now plans to install some outside gym equipment in the area. Whilst this is fantastic, surely if the parish council don't have the available money to run the toilets they shouldn't then be spending further money on equipment that will also need maintenance?

I have included the parish council in on this email so they have the opportunity to reply. But ideally I would like this and their response published in next months magazine.

Kind regards

Appendix B

LAKENHEATH PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER REPORT

OCTOBER 2022

1. Please find bank reconciliation for month end 31st August attached.
2. Please find a summary of payments, for authorisation attached. The bank signatories are now updated. Please could Cllrs Frost & Cahill authorise the online payments. I will drop the invoices and cheques off for signing.

3. Annual Governance

Please find the External Auditors report and completion letter attached. Please note two Except for Matters:

- The precept included a Council Tax Support Grant amount of £1,907 which should have been included in Box 3 not Box 2.
- Following the revaluation of assets during 2021/22, the assets shown in Box 9 should for the prior year have been restated for consistency and comparability.

4. Debit Card Application

The Clerk has requested a debit card for day to day expenditure. This is subject to the following Financial Regulations:

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Clare Shimmon Interim Responsible Financial Officer

	Bank Reconciliation 31st August 2022					
Balance at 30.06.2022						£351,205.41
Uncleared payments from previous period						£784.99
						£350,420.42
Income						£1,014.00
						£351,434.42
Less Expenditure (Chqs, Online Pmts + D/Ds)						£13,548.09
						£337,886.33
Represented by:						
Balance in Current Account						£14,843.38
Balance in Lloyds Bank Deposit Account						£80,948.98
Balance in Unity Trust Bank Deposit Account						£75,885.61
Balance in Nationwide Deposit Account						£64,134.45
Balance in Cambridge Building Society						£80,408.50
Balance in Lloyds Bank Deposit Account - Speedwatch						£695.42
Balance in Lloyds Bank Depository Account – NP						£21,796.00
						£338,712.34
Less Payments not Presented						
HMRC						£826.01
						£826.01
						£337,886.33

Date		Chq No.	Payee	Description of Supply	Amount
07.09.2022		D/D	British Gas	Electricity - Public Conveniences	£37.02
15.09.2022		D/D	EDF Energy	Electricity - Cemetery Chapel	£21.00
25.09.2022		Online	Staff	September Staff Costs	£2,819.97
03.10.2022		D/D	John Deere Bank	Vehicle Payment	£300.56
07.10.2022	*	Online	Speedwatch Account	WSC Donation for Winter Jackets	£200.00
07.10.2022	*	Online	BT Payment		
07.10.2022	*	Online	Services	Parish Office Telephone & Broadband	£65.66
07.10.2022	*	Online	Campaign to Protect Rural England		
07.10.2022	*	Online	Michael Murfet	Annual Subscription	£36.00
				Cemetery Mole Catching	£65.00
				Opening & Closing Toilets	£194.00
07.10.2022	*	Online	N Glading (reimbursement)	Stationery, Strimmer Line, Fuel, Postage, Land Registry Search, Kettle, Fridge, Oil, Batteries, Bags for LT and Mileage	£296.42
07.10.2022	*	Online	Cllr Judy Cahill (reimbursement)	Bulbs	£471.19
07.10.2022	*	Online	bright.motif;	lakenheath.org email hosting	£119.94
07.10.2022	*	Online	UDS Planning Ltd	Neighbourhood Planning Placecheck	£120.00
07.10.2022	*	Online	Lakenheath Peace Memorial Hall	Parish Office Rent - Quarter 2	£705.02
07.10.2022	*	Online	Clare Shimmon	Interim RFO July to September 2022	£725.00
07.10.2022	*	Online	PKF Littlejohn LLP	Limited Assurance Review of Annual Governance & Accountability Return year end 31 March 2022	£480.00

Appendix C (i)

5. (i) PAPER C (i)
SF0236 AGAR.pdf

Appendix C (ii)

5. (ii) PAPER C (ii)
SF0236 S3.pdf

Appendix C (iii)

5. (iii) PAPERC
SF0236_closureletter_

Appendix D



6. PAPER E Let re
Gator.pdf

Appendix E

Lakenheath Parish Council Planning Committee

Notes

From the meeting held on **21st September 2022**: Time 9.30 am

Location: Parish Office, Peace Memorial Hall Lakenheath

Present: Cllr W Overy (Chairman LPCPC), Cllr G Kelly Chairman LPC, N Glading (clerk)

There were no members of the public present

1. Apologies had been received from Cllr A Gyte and Cllr J Cahill. There were no Declarations of Interest
2. Members of the public may speak about an item on the agenda (3 minutes limit)
None
3. The Councillors considered the following planning applications:

A. Application no: DC/22/1457/EIASCR

Case Officer: Jo-Anne Rasmussen Direct Line: 01284 757609

Determination date: 8 September 2022

Request for Screening Opinion under Regulation 6 (1) of the Environmental Impact Assessment Regulations 2017 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Proposal EIA screening opinion under Regulation 6 (1) of the Environmental Impact Assessment Regulations 2017 on the matter of whether or not the proposed development is considered that there are likely significant environmental impacts for which an environmental statement would be required - Winter storage reservoir

Location Christmas Hill Farm Station Road Lakenheath Suffolk

Recent request for a Screening Opinion to this authority, for the above-mentioned proposal. To assist in determining the environmental impact of the proposal and whether or not the submission of an Environmental Statement is required, the Local Planning Authority would be grateful for any comments on the information provided as part of request, such as:

The potential environmental impacts of the proposal and their mitigation; and
any alternatives that you consider should be investigated

The screening opinion request and associated documents can be viewed online
through the Council's Public Access pages at the following link:

www.westsuffolk.gov.uk

30.08.2023 Planning Officer Rasmussen confirms that the RSPB and MOD have both been consulted.

(Extension applied for: NOT GRANTED EMAIL REPLIES REQUESTED FROM CLLRS 24/08/2022)

NO COMMENT

B. Application no: DC/22/1404/FUL

Consultation Expiry: 15 September 2022 Extension to 21.09.2022 granted by PO

Sent to cllrs: 24 August 2022

Consultation on application received by West Suffolk Council Local
Planning Authority

Proposal Planning application –

a. American barn

b. Horse walker

c. Associated fencing, turning and parking area and landscaping

Location Willow Grove Farm Station Road Lakenheath Suffolk IP27 9AA

Applicant Ms M Hugo

<https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RGCH2CPD0C500>

Whilst LPC have NO OBJECTION to application DC/22/1404/FUL, we are mindful that the facilities described already appear to already be in place? Is this a retrospective application?

We also note that a prior application for tents at the site has not been resolved, although several tents can be clearly seen. Please could the planning officer clarify?

(Planning Officer J Morriss informed 21/09/2022)

C. Application no: DC/22/1594/TPO

Sent to cllrs 13/09/2022

Expiry: 4 October 2022 TOWN AND COUNTRY PLANNING ACT 1990 PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990 Consultation on application received by West Suffolk Council local planning authority

PROPOSAL TPO03 (2009) tree preservation order - one Acacia (T1 on plan) - fell LOCATION 35A Eriswell Road Lakenheath Suffolk IP27 9AF

APPLICANT Mr Wayne Yallop

<https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RHY1ODPDLZA00>

OBJECTION: The application does not give adequate information. There appears to be no statement on why the Acacia needs to be dismantled to ground level. An accurate site map needs to be provided. The photographs supplied should be clear and demonstrate the thinking behind the application.

(Planning officer Thea Stockley informed 21/09/2022)

D. Application no: DC/22/1480/VAR

Sent to cllrs 13th September 2022

Consultation Expiry: 30 September 2022

Proposal Planning application - Variation of condition 2 of DC/13/0660/FUL to enable changes to the approved plans listed in condition 2 the amendments to the plans include addition of a Foul Water pump station in the position of approved plot 34 the addition of an electricity sub-station at the site's western boundary the sub-division of approved Plot 54 to provide 2 Ellingham house types (detached 3 bed units) the upgrading of plot 35 and plot 36 to Ixworth house types (detached 4 bed units) the handing of plot 13 and various minor amendments following discussions with highways, including the addition of two layby visitor spaces and minor changes to road widths

LOCATION: Land Off Briscoe Way Lakenheath Suffolk

APPLICANT: Bennett Plc, Bennett Plc

<https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RH0V65PDLGO00>

COMMENT:

Lakenheath Parish Council supports the necessary amendments, however given that the applicant is updating 9 year old plans, will they also be updating to current standards for, for instance, insulation and EV charging?

Gareth Durrant, West Suffolk Principal Planning Officer, informed 24/09/2022

Date and time next meeting: 19th October 2022 9.30am, Parish Office

Appendix F



8. (i) PAPER G (i) LAK
SID Traffic counts & s

Appendix G

LAKENHEATH CEMETERY

FEES, PAYMENTS AND SUMS fixed and settled by Lakenheath Parish Council for the Parish of Lakenheath by virtue of the powers conferred on the Council by the Local Government Act 1972 and by the Local Authorities' Cemetery Order 1974 made by the Secretary of State under Section 214 thereof.

The fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is or immediately before his death was an inhabitant or parishioner of the Parish of Lakenheath or at the time of interment were such inhabitants or parishioners.

In all other cases the fees, payments and sums will be doubled except where the exclusive right of burial in the grave in question was acquired at the single fee as set out in Part 2.

PART 1. INTERMENTS

The fees indicated do not include the digging of the grave. For the interment

1	of the body of a still-born child or a child whose age at the time of death did not exceed one month	No charge
2	of the body of a child whose age at the time of death exceeded one month but did not exceed 12 years	£50.00
3	of the body of a person whose age at the time of death exceeded 12 years, or cremated remains in the grave section of the cemetery	£120.00
4	of cremated remains in the Garden of Rest (by the Chapel or in the new section)	£85.00

**Double fees will apply if interment takes place outside of Monday to Friday 10:00am to 4:00pm*

**Double fees will apply if the interment is of a non resident to the village at the time of death*

PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

including the right to erect a memorial

1	For the exclusive right of burial for the period of 100 years	
	1.1 in an earthen grave 3' x 2'6" (child)	£120.00
	1.2 in an earthen grave 7' x 2'6" (adult)	£180.00
2	For the exclusive right of burial of cremated remains for a period of 100 years	
	2.1 in a grave space 7' x 2'6"	£200.00
	2.2 in a space 2' x 2' in the Garden of Rest	£150.00
	Transfer/Copy of Deed of Exclusive Rights	£80.00
3		to be confirmed

MONUMENTS, GRAVESTONES AND MONUMENTAL INSCRIPTIONS

Where the fee has not already been paid in the Exclusive Rights Charge

£75.00

FOR EACH ADDITIONAL INSCRIPTION ON A MEMORIAL

£50.00 to be confirmed

(Revised October 2022)

Appendix H

Memorial Bench Lakenheath Cemetery Application

1. All requests for a memorial bench should be put in writing for consideration of Lakenheath Parish Council Cemetery Sub-committee. (LPCCSC)
2. The cost of placement of the bench in Lakenheath Cemetery is £100 payable in advance of the bench being sited. The site of the bench will be agreed with the parish council and all fittings/ base etc will be at the owners cost and all work carried out to a professional standard.
3. All benches should be standard bench size L: 64" W: 27" H: 36" and be of same design as benches already in the cemetery.
4. Wording for brass plaques will need to be submitted to the LPCCSC for consideration.
5. The owners of the bench will agree to maintain the bench, if any maintenance that is considered necessary that has not been completed by the owner within 1 month of notification the Parish Council will charge the owner for the cost of repairs up to a cost of £150.
6. The Parish Council have the right to remove the bench from the cemetery if it is deemed unsafe.

I agree to the terms and conditions above and submit my application for a memorial bench to be placed in Lakenheath Cemetery.

Name of Applicant: _____

Address: _____

Name of deceased _____

Details of Plaque _____

Size L _____ W _____ H _____

I agree to maintain the memorial bench and understand that if I am unable to within a month of being advised by the Parish Council of the repair needed that I will be charged for the maintenance carried out by the Parish Council up to a cost of £150. If the bench is deemed as unrepairable or a health and safety concern the bench will be removed and the plaques returned to you.

Payment Due £100

Signed _____ Dated _____

Application Approved _____ Chairman of Lakenheath Parish Council Cemetery Sub- Committee

Date _____

Appendix I



11. PAPER L (i) Code
of Conduct website w

Appendix J



12. PAPER L (ii) Local
Government Associati

Meeting time: one hour and twenty five minutes