

## MINUTES

### of the LAKENHEATH PARISH COUNCIL MEETING held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH ON MONDAY 9<sup>th</sup> JANUARY 2023

Cllr G Kelly (Chairman)  
 Cllr J Hastings (Vice Chairman)  
 Cllr J Cahill  
 Cllr J Gentle  
 Cllr P Gyte  
 Cllr A Gyte  
 Cllr M Hugo  
 Cllr E Morley  
 Cllr W Overy

In attendance: D/Cllr S Frost, C Shimmon, RFO: N Glading, parish clerk and 7 members of the public

2023/184	<b>The Chairman welcomed all to the meeting</b> <b>Apologies</b> had been received from Sqn. Ldr. Geary, Cllr R Norman, Cllr I Frost, Cllr C Noble Clerk to record for minutes only	
2023/185	<b>Declarations of Interest</b> None	
2023/186	<b>Representations from Members of the Public</b> (limit of 3 minutes each speaker) <ol style="list-style-type: none"> <li>1. (Resident) told the meeting that Mr Graham Cook is 105 years old in March 2023, he is a past Councillor. I think he should be considered for a Freedom Award.</li> <li>2. (Resident) told the meeting that the Village Recorder requires the past Annual Assembly notes by the end of January 2023. This has already been agreed.</li> <li>3. (Resident) asked the meeting if the work at Station Road has started and if the work schedule was known. The Chairman confirmed that Cocksedges have promised to let us know, only the school and access road have been fully agreed. Chair will follow up.</li> <li>4. 2023/190 a. was brought forward as the resident was present. Chairman summarised- the resident is unable to find right of way only, can only find the planning application. The Chairman will speak to the resident after the meeting.            The landowner is the West Suffolk District Council. Lakenheath Parish Council are looking at taking it over the land and changing to an amenity.</li> </ol>	Chairman
2023/187	<b>To receive Reports &amp; Questions from</b>	
a.	Report from Lakenheath RAF representative: Sqn. Ldr. S Geary: not present	
b.	Report from West Suffolk District Councillor Member: D/Cllr S Frost Regarding the playpark at Briscoe Way, a site visit is planned by officer and member. It has been very quiet. Cllr Morley reported a pothole.	
c.	Suffolk County Councillor Member: C/Cllr C Noble: not present	
d.	Sedge Fen Village Hall conversion: update from Mrs W Barnes: awaiting volunteers for the ground levelling. Looking at the Constitution with West Suffolk Council officers who specialise in the subject. Residents will have to come to Lakenheath on a temporary basis	

	Note: Poling Station: residents will have to come to Lakenheath on a temporary basis as there is no polling station at Sedge Fen: agreed but on a temporary basis. Cllr A Gyte will follow up with Mrs Barnes	Cllr Gyte
2023/188	<b>Minutes of the Meeting held on 5th December 2022</b>	
a.	The accuracy of the minutes of the meeting held on 5 <sup>th</sup> December 2022 were unanimously <b>AGREED</b> <i>D/Cllr S Frost left the meeting</i>	
2023/189	<b>Financial Matters</b>	
a.	Councillors considered the Financial Reports from Mrs C Shimmon, RFO <ul style="list-style-type: none"> <li>(i) Payments of Accounts (Cleaning services included Chapel floor refurbishment) unanimously <b>AGREED</b> Cllrs Cahill and Kelly agreed to verify payments online</li> <li>(ii) Bank Reconciliation unanimously <b>AGREED</b></li> <li>(iii) 2022/23 Budget Virement unanimously <b>AGREED</b> Noted: rule of thumb for general reserve is approx. 50% of the precept</li> <li>(iv) Precept Setting – 2023/24 Proposal of 2.49% Increase was unanimously <b>AGREED</b> <b>Chairman signed the precept application</b></li> </ul>	Appendix A
2023/190	<b>Parish Report- Chairman/ Clerk on recent and forthcoming issues/ topics</b>	
a.	Update on newly planted trees at Mutford Green, complaint/ right of way This had been covered at 2023/186 4.	
b.	Update on the appointment of a Lakenheath Footpaths/ Open Spaces Warden: on going	
c.	Update from clerk on repairs to playground (particularly the buddy swing) clerk has a meeting tomorrow with specialist company	
2023/191	<b>Items from previous meeting</b>	
	<ul style="list-style-type: none"> <li>(i) A change of venue for parish council meetings (Cllr Hastings) was discussed. Clerk to ask if the larger room at the Methodist Church could be used.</li> <li>(ii) Public toilets: clerk to get a price for cleaning the toilets at weekends as well as weekdays. Despite bulb changes, the light in the disabled persons toilet is inoperative. Clerk to ask an electrician to repair. Clerk to ask for a quote for the toilets to be cleaned at weekends (i.e. 7 days a week).</li> <li>(iii) Speed gun- deleted/ included in error</li> <li>(iv) The purchase of two up to date speed indicator devices was discussed</li> <li>(v) It was proposed that one device is to be purchased from Pandora at £2625.00 unanimously <b>AGREED</b> Clerk to action.</li> </ul>	Clerk
2023/192	<b>Matters relating to Planning</b>	
a.	The Report from the Planning Committee of the meeting held on 21 <sup>st</sup> December 2022 was <b>RECEIVED</b> , there were no comments	Appendix B
2023/193	<b>Lakenheath Parish Reports</b>	
a.	The Councillors received reports/ updates <ul style="list-style-type: none"> <li>(i) Neighbourhood Planning Group including High Street Regeneration Scheme (Cllr G Kelly) Will be more money next year. High Street Regeneration report will be this week and has to be back by 20<sup>th</sup> Jan Chairman had asked for ideas on open spaces, suggestions included the little track between Woodlands and <b>Marabella</b> path, the patches of</li> </ul>	

	<p>green around Sandgalls, little green areas in Woodlands. The small patches will be include automatically. Will need to plot on a map.</p> <p>(ii) Business Forum (Cllr W Overy): none</p> <p>(iii) LPC Facebook page (Cllr W Overy) Cllrs Hugo, Frost Overy held a Zoom meeting on 21<sup>st</sup> December 2022 Information only and to include Facebook and Instagram Advertising could link up to Lakenheath Times</p> <p>Could ask questions e.g. help with bulb planting and feed in road closures Rotation of councillors to help support the site Review quarterly in first year Need to select a profile picture, Cllrs Hugo and Frost to meet up with clerk.</p> <p>(iv) Environmental update (Cllr J Cahill) has still got 500 bulbs in her garage: it is not too late to plant, the cold snap before Christmas meant there was delay. These to be planted at Dumpling Bridge Lane and the area on the other side of the triangle Litter pick 4<sup>th</sup> Feb</p> <p>(v) CCTV project: ongoing - waiting on Co-op reply. We still don't know why SCC refused permission</p> <p>(vi) Results of Christmas competition (Cllr J Hastings) Best shop was Mark Skinners Funeral Directors, best house was in Highfield, best decorated in Wingfield Road. All decorations are now safely stored away. Had a few issues but these can be rectified in 2023</p> <p>(vii) The letter from Headway regarding a mobile provision was considered. The Charity supports people with neurological conditions. The shop would sell the usual charity shop items, additionally will advising on neurological conditions: Cllrs suggested Wok n Roc, Playing Field. Clerk to advise Headway of suggested locations.</p>	clerk
2023/194	<b>Matters relating to Lakenheath Times</b>	
a.	<p>Update on Lakenheath Times village newsletter (Cllrs Overy &amp; Kelly) Meeting with Lyn and Cathy de Swarte 50/50 ads/content Number of pages yet to be decided on. Quarterly: Spring Summer Autumn Winter For immediate news, there will be Website, Facebook and Instagram links and the Noticeboards for people who do not have internet provision. There will be a further meeting to establish who is doing what. Proposal: A5 quarterly, intention is a March first edition: unanimously <b>AGREED</b></p>	
2023/195	<b>Matters relating to Streetlights and Street Furniture</b>	
a.	Update on streetlight improvement project (Cllr I Frost): not present	
2023/196	<b>Matters relating to Lakenheath Cemetery/ Yard</b>	
a.	<p>Cemetery Report (Cemetery Committee) Cllr Hastings reported that strong winds and deer have caused a few issues. Naked lights prohibition sign to be put on the gates again (clerk) Small leaded light pane in the chapel needs to be replaced (clerk) There is a welcome splash of colour from the recent plantings, thanks to Cllr Hastings for her work</p>	clerk clerk

b.	Theft 6 <sup>th</sup> October 2022 at the Village Keepers yard: update from clerk, to include (i) Insurer's progress (Zurich) - clerk chasing settlement (ii) Trailer purchase- Chairman and clerk to progress	
2023/197	<b>Grant Requests</b>	
a.	The grant request from the Trustees of Lakenheath Peace Memorial Hall total £1,000 was unanimously <b>AGREED</b>	Clerk/RFO
2023/198	<b>Governance</b>	
a.	The LPC Financial Regulations were unanimously <b>AGREED</b> with the following change: 1.8 RFO only and at 6.18 £500 the limit is insufficient when ordering some items (e.g.) red diesel – increase to £1,000	
	Note: items b. to i. were proposed and unanimously <b>AGREED</b> en bloc	
b.	The LPC Asset Register was reviewed	PAPER I
c.	The LPC Complaints Policy was reviewed	PAPER J
d.	The LPC Data Protection Policy was reviewed	PAPER K
e.	The LPC Freedom of Information Policy was reviewed	PAPER L
f.	The LPC Media Policy was adopted	PAPER M
g.	The Model Publication Scheme was adopted	PAPER N
h.	The Social Media Policy was adopted	PAPER O
i.	The SARS (Subject Access Request) form and procedure was adopted	PAPER P
2023/199	<b>Items for forthcoming meetings</b>	
a.	Suggested items for forthcoming meetings and items carried forward Social media Clerk to write to Cllrs Frost and Noble for a contribution towards Coronation commemorative mugs (£500 each) BT site	clerk
2203/200	<b>Councillors excluded the public for the following agenda items due to the confidential nature of the items</b>	

## CONFIDENTIAL MATTERS

### The public had left the meeting

2022/182	<b>Matters relating to the Cemetery Cottage</b> (i) Update on repairs to the Cemetery Cottage: Following complaints were copied verbatim from email sent by occupant. <i>PC comment in italics</i> 1. Windows/door draughty: <i>VK to purchase draft excluder and fit it</i> 2. Letter box needed replacing when we moved here , currently no inside part of letter box, causing more draught <i>PC to buy box for back and VK to fit</i> 3. Kitchen units are rotten as they were when we moved in. Kitchen flooring needs replacing due to the leak that happened under the sink and according to the plumber had been there some time, water leaked underneath the flooring so there will be damp issues there: <i>to be assessed</i> 4. Theres a lack of loft insulation making the house even colder: <i>loft insulation to be looked at</i> 5. Outside toilet roof needs to be replaced - <i>to be assessed</i>	
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	<p>6. Chimney has not been looked: Not true, <i>Mr Cash will repair once weather improves</i></p> <p>7. New boiler required. This appears to be a new complaint. <i>Clerk to investigate</i></p> <p>8. New oil tank..... holes underneath the tank where its subsided (linked to the old well which subsided) If we get oil delivered to heat the house , the tank will collapse due to the weight inside the tank and no structure to keep it upright. <i>Darren from DEG Heating confirms tank is fine. Mr Cash will build a concrete base away from the perceived (subsidence/ holes) and will relocate the tank. This will mean the expense of a new bunded tank is avoided. Then the family can purchase heating oil. The work can be carried out at the end January</i></p> <p>QUOTE of £1140.00 from Mr R Cash unanimously <b>AGREED</b> Additionally, <i>Darren (DEG) has also inspected and has confirmed that the smell of oil is quite usual/ tank is close to house. Agreed informally that most people with oil heating smell oil from time to time.</i></p>	
2022/183	<p><b>Matters relating to the Liability Claim</b></p> <p>(i) Clerks report: <b>DEFERRED</b></p>	

Meeting closed 9.10pm

## Appendix A

### LAKENHEATH PARISH COUNCIL RESPONSIBLE FINANCIAL OFFICER REPORT JANUARY 2023

1. Please find bank reconciliation for month end 30th November attached.
2. Please find a summary of payments, for authorisation attached.
3. Please find Virement proposals for 2022/23 within Budget Setting document attached.
4. Please find for further discussion, revised budgets attached. The Tax Base Figures have been confirmed by West Suffolk Council and budgets have been revised to show a 0% and 2.49% increase to the Parish Council precept.

## Lakenheath Parish Council

### Bank Reconciliation 30th November 2022

Balance at 31.10.2022	<b>£325,297.11</b>
Uncleared payments from previous period	£705.51
	<b>£324,591.60</b>
Income	£239.17
	<b>£324,830.77</b>
Less Expenditure (Chqs, Online Pmts + D/Ds)	£22,573.27
	<b>£302,257.50</b>

Represented by:

Balance in Current Account	£8,616.88
Balance in Lloyds Bank Deposit Account	£50,963.18
Balance in Unity Trust Bank Deposit Account	£76,000.37
Balance in Nationwide Deposit Account	£64,203.35
Balance in Cambridge Building Society	£80,408.50
Balance in Lloyds Bank Deposit Account - Speedwatch	£1,095.61
Balance in Lloyds Bank Deposit Account - NP	£21,676.00
	<b>£302,963.89</b>

Less Payments not Presented

HMRC	£706.39
	<b>£706.39</b>

**£302,257.50**

LAKENHEATH PARISH COUNCIL				9th January 2023	
Date	Chq No.	Payee	Description of Supply	Amount	
11.11.2022	Online	Michael Murfet (incorrect amount reported November meeting)	Cemetery Mole Catching Opening & Closing Toilets	£65.00 £128.50	
09.12.2022	D/D	British Gas	Electricity - Public Conveniences	£37.66	
15.12.2022	D/D	EDF Energy	Electricity - Cemetery Chapel	£23.00	
16.12.2022	Debit Card	MFG Field Road	Fuel	£17.02	
20.12.2022	Online	Staff	December Staff Costs	£3,496.52	
21.12.2022	Debit Card	Steamer Point Garage	Fuel	£67.39	
12.01.2023	* Online	BT Payment Services	Parish Office Telephone & Broadband	£65.66	
12.01.2023	* Online	BT Payment Services	Office Mobile	£31.80	
12.01.2023	* Online	Clare Shimmon	Interim RFO / October to December 2022	£1,287.50	
12.01.2023	* Online	Clr Judy Cahill (reimbursement)	Christmas Decorations	£7.95	
12.01.2023	* Online	Lakenheath Peace Memorial Hall	Parish Office Quarter 3 Rent	£816.19	
12.01.2023	* Online	County Graphics	Lakenheath Times (November)	£515.00	
12.01.2023	* Online	Forest Heath Fasteners	Paint, Screws, Washers, Glue & Key Set	£73.19	
12.01.2023	* Online	Michael Murfet	Cemetery Mole Catching Opening & Closing Toilets	£65.00 £176.00	
12.01.2023	* Online	Sunrise Cleaning Services	Public Toilet Cleaning (October & November) Machine Cleaned Floor & Sealer	£765.00	
12.01.2023	* Online	Nicky Glading (Clerk Reimbursement)	December Meeting Supplies, Rubbish Bags, Fuel, Oil Filled Radiators, Floor Cable Protector, Toner Cartridges and Mileage	£497.67	
12.01.2023	* Online	Clr Jenny Hastings (reimbursement)	Christmas Competition Hamper, Competition Prizes, Solar Lights & Flags	£147.24	

### Lakenheath Parish Council 0%

	Actual 2021/22	Budget 2022/23	Projected Year End 03/2023	Proposal 2023/24	% +/-

<b>Receipts</b>						
Cemetery	6,316	4,000	3,000	5,000	25%	1
Other (Inc. Bank Interest, Grants & VAT)	22,531	22,500	15,500	17,500	-22%	2
	<b>28,847</b>	<b>26,500</b>	<b>18,500</b>	<b>22,500</b>	<b>-15%</b>	
<b>Payments</b>						
Staff	57,736	60,000	47,000	57,220	-5%	3
Cottage/Chapel	2,159	5,000	10,000	5,000	0%	
Cemetery	3,601	3,000	5,000	5,000	66%	4
Machinery Capital Expenditure	4,679	5,000	12,000	5,000	0%	
Machinery Expenditure	2,658	2,000	2,000	2,000	0%	
Street Lighting	16,423	23,000	35,000	53,000	230%	5
Admin	3,723	3,500	2,500	3,500	0%	
Insurance	2,898	4,000	4,000	4,000	0%	
Subscriptions	4,706	1,200	1,100	1,200	0%	
Training	1,084	3,200	1,500	2,000	-38%	6
Newsletter	5,400	5,600	6,000	6,000	7%	7
Section 137	725	2,000	1,500	2,000	0%	
Section 19	11,500	18,000	10,000	10,000	-44%	8
Playground	25,775	27,000	2,500	25,000	-7%	9
Village Facilities	19,575	14,000	25,000	12,000	-14%	10
St Mary's	5,170	10,000	5,000	10,000	0%	
VAT	14,703	12,500	12,500	42,500	340%	11
Professional Fees		5,000	5,000	5,000	0%	
Neighbourhood Plan/High St Regeneration	9,285	8,900	8,900	9,000	1%	12
	<b>191,800</b>	<b>212,900</b>	<b>196,500</b>	<b>259,420</b>	<b>22%</b>	
<b>Reserves</b>						
<b>Earmarked Reserves</b>						
Street Lighting		54,000	54,000	25,000		
St Marys		13,000	13,000	13,000		
Cemetery Cottage/Chapel		3,500	3,500	5,000		
Training		500	500	1,000		
Children's Play Area		5,000	5,000	5,000		
<b>General Reserves</b>		76,000	116,600	80,160		13
		<b>165,739</b>	<b>192,600</b>	<b>129,160</b>		
Precept			<b>170,400</b>	<b>173,480</b>		
Projected Income			<b>18,500</b>	<b>22,500</b>		
Decrease/Increase Reserves			<b>7,600</b>	<b>(63,440)</b>		
Projected Expenditure			<b>(196,500)</b>	<b>(259,420)</b>		

## Explanation

1. Increased fees
2. Calculated on figures YTD

3. Minimum wage increase of 9.7%
4. Calculated on expenditure for first 6 months of 2022/23
5. See below
6. New councillors may need training but can be met from reserve
7. Increase in number of copies
8. Based on grants given in 21/22
9. Play Area improvements ongoing
10. Outdoor Gym completed in 2022/23
11. VAT expected on street lighting expenditure
12. Small increase
13. General Reserve will increase as VAT is claimed in 2024/25

## Street Lighting

It has been advised that an estimate on the number of columns that will need replacing in the short term, based on other parishes and the knowledge of Lakenheath's street lighting, is 20%.

238 current units x 20% = 48 units

The cost of replacing a column is estimated at £1,800 inclusive of lantern.

Item	No.	Cost
Columns	48	£86,400
Remaining lights converted to LED	149	£73,600
Existing LED lights to change to CMS operation	41	£4,300
	<b>Total Cost</b>	<b>£164,300</b>

The current Street Lighting Reserve is £54,000, by reducing this by £29,000 and using £5,300 from General Reserve, £130,000 could be borrowed over an agreed term to fund the project. Sufficient reserves would remain to allow for unpredictable energy costs and any further columns that need replacing.

Annual energy costs are estimated to be £26,870, the installation of LED would reduce this to £6,064, which could be further reduced by dimming or lights off between midnight and 5:30am.

This year's expenditure allowing 6 months for completion of work:

<b>Capital Costs</b>	£164,300
Funded by	
Reserves	£34,300
Public Works Loan	£130,000

<b>Energy Costs</b>	
6 months @ Existing Rate	£13,435
6 months @ LED Rate	£3,032
Plus Annual Loan Cost (5 year term)	£29,150
	<b>£45,617</b>

## 2024 onwards

5 Year Loan

Annual loan cost £29,150 + £6,064 energy cost = £35,214

7 ½ Year Loan

Annual loan cost £20,424 + £6,064 energy cost = £26,488

10 Year Loan

Annual loan cost £16,078 + £6,064 energy cost = £22,142

### Lakenheath Parish Council 2.49%

	Actual 2021/22	Budget 2022/23	Projected Year End 03/2023	Proposal 2023/24	% +/-	
<b>Receipts</b>						
Cemetery	6,316	4,000	3,000	5,000	25%	1
Other (Inc. Bank Interest, Grants & VAT)	22,531	22,500	15,500	17,500	-22%	2
	<b>28,847</b>	<b>26,500</b>	<b>18,500</b>	<b>22,500</b>	<b>-15%</b>	
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## Appendix B Lakenheath Parish Council Planning Committee

Notes from the meeting to be held on **21<sup>st</sup> December** 2022: Time 9.30 am Location: Parish Office, Peace Memorial Hall Lakenheath

1. Apologies and Declarations of Interest
2. Members of the public may speak about an item on the agenda (3 minutes limit)
3. To consider the following requests for consultation:

***(Planning portal consultee in tray at 19/12/2022)***

### A. Householder planning application - new boundary wall and gate

Planning Application

Christmas Holt Station Road Lakenheath Suffolk IP27 9AB

Ref. No: DC/22/2085/HH | Received: Mon 05 Dec 2022 | Validated: Mon 05 Dec 2022 | Status: Pending Consideration

Requests for consultation

	Consultee:	Date Requested:	Expiry Date:
	Parish Council	Mon 05 Dec 2022	Wed 28 Dec 2022

**Decision: No Comment**

### B. Trees in a conservation area notification - Laurel hedge (H1 on plan) and Conifer hedge (H2 on plan) - remove

Planning Application

117 High Street Lakenheath Suffolk IP27 9EW

Ref. No: DC/22/1973/TCA | Received: Mon 14 Nov 2022 | Validated: Tue 15 Nov 2022 | Status: Pending Decision

	Consultee:	Date Requested:	Expiry Date:
	Parish Council	Thu 24 Nov 2022	Thu 15 Dec 2022
			Sarah Drane granted extension

**Decision: While we have no objection unless the intention is actually change of use from a green patch to residential, business or parking**

### C. RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL DC/22/1480/VAR

From : Gareth Durrant Direct Line: 01284 757345 Application No. DC/22/1480/VAR

Consultation Period Expires: 8 January 2023

Received 15 December 2022 RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL Planning application - Variation of condition 1 of DC/21/1216/VAR to enable changes to the approved plans listed in condition 1 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 AGENT Wai Man Cheung

You have been consulted previously in respect of the application noted above.

The following amendments by the applicant/agent have been received: Amended description

The changes are available to view in the planning section of our website for your consideration.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RH0V65PDLGO0>

Would you please let me know in writing by 8 January 2023 if you have any observations to make regarding this proposal. Please email your response to [planning.help@westsuffolk.gov.uk](mailto:planning.help@westsuffolk.gov.uk). Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations. You will be notified details of the decision electronically.

**Decision: No further comment**