



Lakenheath Parish Council
The Parish Office
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MINUTES
of the LAKENHEATH PARISH COUNCIL MEETING
held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH
on MONDAY 3rd July 2023

Cllr G Kelly (Chairman)

Cllr J Hastings (Vice Chairman)

Cllr J Cahill

Cllr A Gyte

Cllr P Gyte

Cllr W Overy

Cllr N Smith

In attendance: N. Glading Parish clerk, Clare Shimmon RFO, Sqn Ldr S Geary and 4 members of the public

2023/50 Chairman's welcome and confirmation of recording

Clerk to record for minutes only

2023/51 Apologies for Absence: were received from Cllr I Frost C/Cllr C Noble, Cllr M Hugo

2023/52 Public Participation: Representations from Members of the Public

Limited to 3 minutes each person: it is advised that generally no decisions will be made

- (i) Lakenheath Magazine: is it being proof read? There is a mistake with the picture at back: the snooker table is incorrectly shown as sited in the Pavilion
Councillors commented that there are other ways of advertising e.g. Facebook.
Agreed that there will be a feature in the next edition on `getting ready` i.e. dates of publication
- (ii) Noticeboards at Sedge Fen: It is sometimes difficult to find house numbers at Sedge Fen. Some people aware of `What Three Words`. Cllr Kelly has emailed C/Cllr C Noble. Cllr N Smith offered to print and laminate an A3 map of Sedge Fen postcodes.

2023/53 Reports & Questions

- (a) Update from Sqn Leader S Geary: NATOs eastern flank supported Finland & Norway. Competency training. Sorry no figures as yet: new computer. Will send as soon as possible.

Big military exercise last month. The British American committee met on 14th June, discussion around local housing, it was evident that there are no immediate answers exploring funding opportunities. Independence Day issues around fireworks, an email was sent out. Circa 20 US staff at Norfolk Show.

Q: When are the big vehicles starting to arrive?

A: Some have already arrived

Q: Lakenheath Times- an article clearly remarked that there will be double the number of aircraft by next year?

A: I didn't write the article

Sqn Ldr Geary left the meeting

(b) Update from West Suffolk District Councillor: D/Cllr G Kelly told the meeting that there is a lot going on: he had attended five meetings today. There is a change to the Parish Forum: West Suffolk are wanting to make the forum a networking opportunity. He recommends that a councillor attends. Started on the Local Plan, which sets out intention regarding newbuilds in the next twelve years. This has to be put out for consultation, the new administration is keen to ascertain where the prejudices are.

(c) Update from Suffolk County Councillor: C/Cllr Noble had given apologies.

(d) Sedge Fen Village Hall conversion: update from Mrs W Barnes via Cllr A Gyte: The site is being cleared within the next 2 weeks; Mrs Barnes will attend the August meeting.

2023/54 Confirmation of accuracy of Minutes of the Meetings held on 5th June 2023

The Minutes of the meeting held on 5th June 2023 were unanimously **AGREED** as an accurate record.

2023/55 Co-option of additional members

There were two nominations from the floor, Denise Smith and Michael Rowntree.

1. Denise Smith addressed the meeting on "Why I want to be a Parish Councillor"
2. Michael Rowntree addressed the meeting on "Why I want to be a Parish Councillor"

There were no other nominations.

It was Proposed by the Chairman that D Smith and M Rowntree be co-opted onto the Council, seconded by Cllr Hastings.

The Councillors voted unanimously to co-opt D Smith and M Rowntree.

The Acceptance of Office forms were signed.

Members Declaration of Interest forms were given to the new Councillors (to be returned to the clerk within 21 days of this meeting).

2023/56 Payment of Accounts

Financial Matters – see appendices at A

a. The Payments of the Accounts were unanimously **AGREED**

- (i) The clerk explained that the installation of a new boiler at Cemetery Cottage was thought to be urgently necessary as it was perceived to be a hazardous situation; water was leaking into the floor of the lobby. Only two quotations had been sought and received. The Councillors **AGREED to APPROVE** the expenditure.
 - (ii) The Co-op invoice for the Annual Assembly was paid by the clerk with money left over from donations to the 2022 Annual Assembly
- b. The Bank Reconciliations 30th April & 31st May 2023 were **RECEIVED**
- c. The Internal Audit Review was **RECEIVED**. There were no questions
- d. Update on Website Accessibility Review (C Shimmon): Matthew Morling had found some errors/ red flags that have been corrected, CS now knows what she needs to look out for when uploading onto website. Draft minutes are perused by parish councillors ten working days after the meeting and published on the website within 21 days of meeting.

2023/57 Parish Report- Chairman/ Clerk on recent and forthcoming issues/ topics

- (a) Update on BT site (Cllr Kelly): Not much movement yet, still no signed copy from BT. Question: do we need planning permission? A teaching assistant at the school will hook up with the ceramic people.
- (b) The SID Report (sent to Cllrs 29.06.2023) was **RECEIVED**. Figures from the Eriswell Road SID were not available at the meeting due to physical difficulties in bringing the device into the parish office: clerk will download the figures as soon as possible and ensure that the Speedwatch Team receive the data.
- (c) New School consultation: Cllr Kelly reported on the meeting with SCC Highways, Education and PRoW: it was disappointing that there were no West Suffolk Council officers present. At the present time, 20% are brought in by car, potential increase for the new school is thought to 80%. The new School is net zero in terms of emissions. One issue is the amount of traffic along Station Road and Eriswell Road if this development takes place.
An answer could be to develop a track/ pedestrian / cycling right of way. A shuttle bus is being considered. 400 children are anticipated (including early years who will have to be physically taken into school).
- (d) The councillors **RECEIVED** the letter from HRH Charles III and HRH Camilla about the LPC Coronation congratulatory letter, Clerk to obtain a frame and write an article for Lakenheath Times.
- (e) Discuss repairs to the allotment fence: Cllr Hastings will ask her contact, who has an allotment.

- (f) Councillors are asked, at the next meeting, to give specific suggestions on expenditure of the £453.54 cheque from Sqn. Ldr. Geary
- (g) Update on business cards: Cllr J Cahill has received her business cards, which were designed and ordered by the clerk.
- (h) Update on hedge trimming: July marks the end of the designated nesting period, therefore the Village Keeper can begin to trim back hedges. Many residents have complained that hedges are almost closing off some footpaths. This work should be carried out by Suffolk County Council, it is not within the remit of the parish council to carry out the work. The clerk explained that the protocol is for the clerk to write to the hedge owner twice, if no action has been taken by the owner, to inform the County Councillor, who will authorise letters from SCC. If there is still no further response to Suffolk County Council, the authority will carry out the work and invoice the house owners.

2023/58 Report from the Planning Sub Committee of the meeting held on 26th May 2023

The report from the planning subcommittee- see appendix B was **RECEIVED**

2023/59 Lakenheath Parish Councillor Reports

- (a) Neighbourhood Planning Group including High Street Regeneration Scheme (Cllr G Kelly) next meeting
- (b) Business forum (Cllr W Overy) Tim at garage trying to contact
- (c) Environmental update (Cllr J Cahill) Kelly- Mutford Green issue- Cllr Kelly checking issues. Had a request in for neighbourhood planning purposes – are there any spaces that we want to protect- GK says bit from Barr Drive to Marabella track
- (d) Cllr Cahill is waiting for the poppies at the triangle to seed before removal
- (e) Mobile network infrastructure (Cllr Frost) next meeting
- (f) Speedwatch team (Cllr P Gyte) The team has been out twice week as normal. Did a coming home session. In just over an hours caught 36 speeders. From the A1065, there are loops which can tell speeds and type of vehicle.
- (g) Lakenheath Streetlights: Cllr I Frost had given apologies
- (h) Review of the LPC Emergency Plan: Cllr Hastings reported that this has been agreed: clerk to send to Suffolk County Council

2023/60 Matters relating to Lakenheath Cemetery/ Yard

- (a) Cemetery Committee Report: Cllr A Gyte reported that the Cemetery looks nice, but needs an overhaul, trees need to be trimmed, shaping of bushes, weeds on the older

graves, looks tatty. The fence line is untidy. Cemetery Committee to organise a meeting to discuss.

(b) Update on removal of material from the Cemetery stalls (Cllr Hugo): Done

2023/61 **Grant Requests**

None

2023/62 **Items for Future Meetings**

West Suffolk average age of a councillor is high, could we set up a Youth Council?

Engage with Upper School

2023/63 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

a. 20s plenty project: next meeting

b. Not on original agenda- was reported to clerk 29.06.2023 after the agenda went out
Various faults with ride on mower. Pecks quotation for the of cost of repair is £4,838
Estimated cost of new ride on (same make) £28,000-£29,000

It was **RESOLVED** to give delegated authority to Cllrs A Gyte and N Smith to assess the feasibility of the repairs.

2023/64 **Information:** None

2023/65 **The public were excluded from the meeting due to the confidential/ sensitive nature** of the next agenda subjects

Appendix A

Bank Reconciliation 30th April 2023

| | |
|---|--------------------|
| Balance at 28.02.2023 | £210,381.58 |
| Uncleared payments from previous period | £787.29 |
| | £209,594.29 |
| Income | £179,029.42 |
| | £388,623.71 |
| Less Expenditure (Chqs, Online Pmts + D/Ds) | £9,539.35 |
| | £379,084.36 |

Represented by:

| | |
|---|--------------------|
| Balance in Current Account | £197,004.60 |
| Balance in Lloyds Bank Deposit Account | £16,034.18 |
| Balance in Unity Trust Bank Deposit Account | £76,604.53 |
| Balance in Nationwide Deposit Account | £4,437.09 |
| Balance in Cambridge Building Society | £80,714.17 |
| Balance in Lloyds Bank Deposit Account - Speedwatch | £641.21 |
| Balance in Lloyds Bank Deposit Account - NP | £1,215.34 |
| Balance in Lloyds Bank Deposit Account - Lakenheath Times | £3,044.11 |
| | £379,695.23 |

Less Payments not Presented

| | |
|------|----------------|
| HMRC | £610.87 |
| | £610.87 |

£379,084.36

Bank Reconciliation 31st May 2023

| | |
|---|--------------------|
| Balance at 28.02.2023 | £379,695.23 |
| Uncleared payments from previous period | £610.87 |
| | £379,084.36 |
| Income | £18,861.51 |
| | £397,945.87 |
| Less Expenditure (Chqs, Online Pmts + D/Ds) | £17,054.70 |
| | £380,891.17 |

Represented by:

| | |
|----------------------------|------------|
| Balance in Current Account | £19,456.10 |
|----------------------------|------------|

| | |
|---|--------------------|
| Balance in Lloyds Bank Deposit Account | £116,043.30 |
| Balance in Unity Trust Bank Deposit Account | £76,604.53 |
| Balance in Nationwide Deposit Account | £84,480.69 |
| Balance in Cambridge Building Society | £80,714.17 |
| Balance in Lloyds Bank Deposit Account - Speedwatch | £641.57 |
| Balance in Lloyds Bank Deposit Account - NP | £0.00 |
| Balance in Lloyds Bank Deposit Account - Lakenheath Times | £3,861.35 |
| | £381,801.71 |
| Less Payments not Presented | |
| HMRC | £910.54 |
| | £910.54 |
| | £380,891.17 |

| Date | | | Payee | Description of Supply | Amount |
|-----------------|--|--|--------|--------------------------------|---------|
| Payments | | | | | |
| April | | | | Interest Payments | £12.02 |
| May | | | | Interest Payments | £54.80 |
| May | | | | Lakenheath Times Advertisement | £444.60 |
| May | | | | Cemetery Fees | £470.00 |
| 30.05.2023 | | | Amazon | Litter Picking Rings Returned | £85.54 |
| June | | | | Cemetery Fees | £85.00 |

| Date | | Transaction Type | Payee | Description of Supply | Amount |
|----------------------|---|------------------|-----------------------------------|---|-------------------|
| Payments Made | | | | | |
| 15.05.2023 | | D/D | EDF Energy | Electricity - Cemetery | £23.00 |
| 16.05.2023 | | Debit Card | Amazon | Litter Picking Hoops | £89.70 |
| 25.05.2023 | | Online | Salaries | May Salary Payments | £4,436.13 |
| 26.05.2023 | | Debit Card | Tesco Stores | Annual Assembly Refreshments | £42.15 |
| 30.05.2023 | | Debit Card | Co-op Group | Annual Assembly Refreshments | £22.20 |
| 02.06.2023 | | Debit Card | Amazon | Strimmer Head | £17.99 |
| 05.06.2023 | | Debit Card | Post Office Counters | Postage | £8.25 |
| 05.06.2023 | | Debit Card | Amazon | Filing Boxes | £30.99 |
| 05.06.2023 | | Debit Card | Co-op Group | Meeting Refreshments | £5.50 |
| 09.06.2023 | | Debit Card | Fine Vale Services | Village Keeper Fuel | £12.47 |
| 15.06.2023 | | D/D | EDF Energy | Electricity - Cemetery Chapel | £23.00 |
| 21.06.2023 | | Debit Card | Amazon | Padlock | £11.99 |
| 23.06.2023 | | Online | Communicorp | Clerks & Councils Direct Subscription | £14.00 |
| 23.06.2023 | | Online | Lakenheath Silver Band | £137 Grant | £250.00 |
| 23.06.2023 | | Online | Sunrise Cleaning | Public Conveniences Cleaning - March & April | £1,044.50 |
| 23.06.2023 | | Online | Forest Heath Fasteners | Grinding Disc | £8.96 |
| 23.06.2023 | | Online | Michael Murfet | Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets - May | £65.00 £145.88 |
| 23.06.2023 | | Online | BT Payment Services | Parish Office Telephone & Broadband | £76.76 |
| 23.06.2023 | | Online | Clr J Cahill - Reimbursement | Bulbs, Plants, Seeds, Sand and Business Cards | £723.61 |
| 23.06.2023 | | Online | R A Cash | New handle & hinges for UPVC Window - Cemetery Cottage | £180.00 |
| 23.06.2023 | | Online | xlpress | Lakenheath Times - Summer Edition | £2,114.00 |
| 23.06.2023 | | Online | Lakenheath Peace Memorial Hall | Parish Office - Q1 Rent | £733.47 |
| 23.06.2023 | | Online | IA Play Solution Ltd | Repairs to Play Area | £480.00 |
| 23.06.2023 | | Online | Community Action Suffolk | Website Accessibility Audit & Fix | £108.00 |
| 23.06.2023 | | Online | Salaries | June Salary Payments | £4,116.49 |
| 26.06.2023 | | Debit Card | Amazon | | £6.67 |
| 07.07.2023 | * | Online | Michael Murfet | Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets - June | £65.00 £104.20 |
| 07.07.2023 | * | Online | N Glading (reimbursement) | Mileage, Fuel for Village Keeper, Stationery, Postage and Business Cards for Clr Cahill | £113.72 |
| 07.07.2023 | * | Online | NFU Mutual | Agricultural Vehicle Motor Insurance | £1,169.48 |
| 07.07.2023 | * | Online | BT Payment Services | Office Mobile | £13.20 |
| 07.07.2023 | * | Online | BT Payment Services | Office Telephone & Broadband | £78.08 |
| 07.07.2023 | * | Online | Ayentee Accountancy | Internal Audit | £240.00 |
| 07.07.2023 | * | Online | Westcotec | Portable Speed Indicator Device | £5,242.80 |
| 07.07.2023 | * | Online | Mildenhall Plumbing & Heating Ltd | Cemetery Cottage - Replacement Boiler | £5,959.92 |

Annual Internal Audit Report 2022/23

LAKENHEATH PARISH COUNCIL

ENTER <http://lakenheath.onesuffolk.net/home/finance/> ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-------------------------------------|--------------------------|-------------------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Periodic bank account reconciliations were properly carried out during the year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/06/2023 09/06/2023 DD/MM/YYYY

Name of person who carried out the internal audit

ANTHONY JOHN PREECE

Signature of person who carried out the internal audit

[Signature]

Date

09/06/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Appendix B

Lakenheath Parish Council Planning Sub Committee

Notes

From the meeting held on WEDNESDAY 21st JUNE 2023 at 9.30 am. Location: Parish Office, Peace Memorial Hall Lakenheath

Present: Cllr W Overy, Cllr N Smith, Cllr M Hugo and N Glading, parish clerk. No members of the public were present

SOURCE: PLANNING PORTAL ON 16th JUNE 2023

1. Apologies and Declarations of Interest (Apologies from Cllr A Gyte, Cllr G Kelly)
2. Election of Chairman: Deferred
3. Members of the public may speak about an item on the agenda (3 minutes limit)
4. The following requests for consultation were considered:

A.

[Householder planning application - a. front infill extension b. single storey side extension c. rooflight and window to side elevation d. single storey rear extension](#)

14 Highfields Drive Lakenheath Suffolk IP27 9EH

Ref. No: DC/23/0845/HH | Received: Wed 31 May 2023 | Validated: Wed 31 May 2023 | Status: Pending Decision

| Letter Reference: | Consultee: | Expiry Date: |
|-----------------------|----------------|-----------------|
| DC/3545/RVILCYPD0CW01 | Parish Council | Wed 21 Jun 2023 |

DECISION: SUPPORT

Confirmation of submission of LPC decision to WSC

DC/23/0845/HH | Householder planning application - a. front infill extension b. single storey side extension c. rooflight and window to side elevation d. single storey rear extension | 14 Highfields Drive Lakenheath Suffolk IP27 9EH

Comments submitted

- *Your comments have been successfully submitted.*
- *Comment document has been successfully uploaded for public viewing.*
- *A confirmation email has been sent to the case officer.*

B.

[Planning application - alteration of plot 3 of approved application \(DC/18/2041/FUL\) to form two dwellings](#)

Plot 3 124 High Street Lakenheath Suffolk

Ref. No: DC/23/0834/FUL | Received: Fri 26 May 2023 | Validated: Fri 02 Jun 2023 | Status: Pending

| | | |
|-----------------------|----------------|-----------------|
| Letter Reference: | Consultee: | Expiry Date: |
| DC/3545/RV7Y3WPD02M02 | Parish Council | Fri 23 Jun 2023 |

DECISION: OBJECTION: overdevelopment in a conservation area

Confirmation of PC comment sent on portal 23/06/2023

DC/23/0834/FUL | Planning application - alteration of plot 3 of approved application (DC/18/2041/FUL) to form two dwellings | Plot 3 124 High Street Lakenheath Suffolk

Comments submitted

- *Your comments have been successfully submitted.*
- *Comment document has been successfully uploaded for public viewing.*
- *A confirmation email has been sent to the case officer*

C.

[Planning application - a. agricultural cow shed building b. rainwater harvesting tank](#)

Agricultural Building Road East Off B1112 To Airfield Lakenheath Suffolk

Ref. No: DC/23/0848/FUL | Received: Thu 01 Jun 2023 | Validated: Mon 05 Jun 2023 | Status: Pending Consideration

Requests for consultation

| | | |
|-----------------------|----------------|-----------------|
| Letter Reference: | Consultee: | Expiry Date: |
| DC/3545/RVIEYWPDJF109 | Parish Council | Mon 26 Jun 2023 |

DECISION: SUPPORT with conditions:

The number of vehicles per day should be limited, time restrictions imposed on movement of vehicles (avoiding peak times), the vehicles should be asked to by pass main roads, using agricultural tracks where possible.

Planning Application

DC/23/0848/FUL | Planning application - a. agricultural cow shed building b. rainwater harvesting tank | Agricultural Building Road East Off B1112 To Airfield Lakenheath Suffolk

Comments submitted 23/06/2023

- *Your comments have been successfully submitted.*
- *Comment document has been successfully uploaded for public viewing.*
- *A confirmation email has been sent to the case officer.*

D.

DC/23/0944/HH | Householder planning application - annexe in rear garden | 6 Mayfields Lakenheath Suffolk IP27 9TA Expires 11th July 2023

DECISION: Deferred/ paperwork (Planning Officer James Morris informed 21.06.2023)

Date of next meeting: Third Wednesday of the month i.e. 19th of July 9.30am at the Parish Office

