



**Lakenheath Parish Council**  
The Parish Office  
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## **MINUTES**

### **of the LAKENHEATH PARISH COUNCIL ANNUAL GENERAL MEETING AND THE FIRST ORDINARY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 15<sup>th</sup> May 2023**

Present: Cllr G Kelly, Cllr N Smith, Cllr P Gyte, Cllr A Gyte, Cllr M Hugo, Cllr I Frost, Cllr J Cahill  
In attendance: 2 members of the public, C Shimmon, RFO and N Glading, parish clerk

#### **2023/01 Election of Chair and signing of Acceptance of Office**

Proposed: Cllr G Kelly

Proposed by: Cllr P Gyte

Seconded by: Cllr N Smith

There were no other nominations

**Cllr Gerald Kelly was unanimously elected as Chairman**

#### **2023/02 Election of Vice Chair and signing of Acceptance of Office**

Proposed: Cllr J Hastings

Proposed by: Cllr N Smith

Seconded by: Cllr I Frost

There were no other nominations

**Cllr J Hastings was unanimously elected as Vice Chairman**

2023/03 **Apologies for Absence** had been received from C/Cllr C Noble, Sqn. Ldr S Geary, Cllr J Hastings and Cllr W Overy

#### **2023/04 Minutes of the 2022 annual Parish Council Meeting**

It was unanimously **RESOLVED to AGREE** the Minutes of the 2022 Annual Parish Council Meeting

#### **2023/05 Signing of Declarations of Acceptance of Office**

The Acceptance of Office forms were signed

#### **2023/06 Signing of Registers of Members Interests**

The Register of Interest forms were distributed and councillors asked to return to the clerk within 21 days

### **2023/07 Chairman's Report 2022-2023**

Achievements have included the Outdoor gym, Southern gateway rebuild, progress on Northern end. The Report on regenerating the High Street is due in the next day or two. There have been two events, namely, the Jubilee and Christmas with two Councillors organising the village decorations.

LPC now has permission from the landowner of Hall Drive to make a proper fitting for the next Christmas tree.

The councillors have taken part in lots of events, e.g. Volunteers day, the village fete.

The business group has made progress with networking.

The downside is that we lost 3 councillors at the end of the year as they decided not to stand for election, two due to ill health.

Looking to keep the momentum up, there are some big projects next year: on the plus side, the High Street regeneration plans. On the downside, there have been regular road closures and incursions by F35s coming right over woodland. Cllr Kelly has asked for an interview with the USAF General.

Overall, the `goods` outweigh the `bads`.

High Street regeneration: Suffolk Highways have agreed to come over and look at the High Street proposals and we have traffic consultants working on it too, temporary provisions will be put in place initially, such as planters and colouring of roads and paths. Investigating 20 mph speed limit idea.

### **2023/08 Election of LPC Cemetery Committee**

The members of the Cemetery Committee were confirmed as Cllr J Hastings, Cllr A Gyte, Cllr I Frost, and the Chairman, Cllr Kelly.

### **2023/09 Election of LPC Planning Sub-Committee**

2022-2023 The members of the Planning Committee were confirmed as Cllr W Overy, Cllr A Gyte, Cllr N Smith, Cllr M Hugo and the Chairman, Cllr Kelly.

It was agreed that evening meetings may be more convenient

### **2023/10 To consider the adoption of the General Power of Competence (Appendix A)**

The GPC was unanimously adopted

### **2023/11 Election of LPC Representative to Village Hall (Peace Memorial Hall) Management Committee**

Cllr J Hastings was unanimously elected as the LPC to the Village Hall Committee Representative.

### **2023/12 Election of LPC Representative to Goward Evans Trust**

Cllr P Gyte was unanimously elected as the LPC Representative to the Goward Evans Trust.

2023/13 **Confirmation of LPC Representative School Link**

Cllr W Overy was confirmed as the LPC Representative on School Link

2023/14 **Confirmation of LPC Representatives on LPC Emergency Plan Committee**

Members of the LPC Emergency Plan Committee were confirmed as Cllr Hastings, Cllr A Gyte Cllr P Gyte and the Chairman, Cllr Kelly. It was recognised that all Councillors should be involved in the Emergency Plan.

2023/15 **Confirmation that LPC Policies and Procedures will be reviewed during the forthcoming year**

It was confirmed that all that LPC Policies and Procedures will be reviewed during the forthcoming year.

**FIRST ORDINARY MEETING of the Lakenheath Parish Council**

**HELD ON MONDAY 15<sup>th</sup> May 2023**

Present: Cllr G Kelly, Cllr N Smith, Cllr P Gyte, Cllr A Gyte, Cllr M Hugo, Cllr I Frost, Cllr J Cahill  
In attendance: 2 members of the public, C Shimmon, RFO and N Glading, parish clerk

**2023/16 Confirmation of accuracy of Minutes of Meeting held on 3<sup>rd</sup> April 2023**

The Minutes of the meeting held on 3<sup>rd</sup> April were unanimously **AGREED**. The Chairman signed the Minutes.

**2023/17 Public Participation: Representations from Members of the Public**

None

**2023/18 Reports & Questions**

- (a) Update from Sqn Leader S Geary: had given apologies
- (b) Update from West Suffolk District Councillor: Cllr Kelly has only just taken office.  
It was confirmed that West Suffolk Members are made up of Conservatives 26, Labour 18, Independent 18. The first meeting is next week.
- (c) Update from Suffolk County Councillor: had given apologies

**2023/19 Financial Matters (see Appendix B)**

- (a) The Payment of the Accounts was unanimously **AGREED**
- (b) The Bank Reconciliation was unanimously **AGREED**
- (c) Approval of Accounts year ending 31 March 2023
- (d) The Councillors considered the 2022-3 Annual return –  
Section 1 Annual Governance was unanimously **AGREED**  
Chairman and Clerk signed Section 1
- (e) The Councillors considered Section 2 2022-3 Accounting Statements  
Section 2 Annual Governance was unanimously **AGREED**  
Chairman and Clerk signed Section 2
- (f) Confirmation of the Lloyds Bank Signatories: bank signatories for forthcoming year are:  
Cllr I Frost, Cllr G Kelly, Cllr J Cahill and Cllr J Hastings
- (g) It was **RESOLVED** to allow **Delegated Authority to the RFO** to make payments as necessary due to her holiday
- (h) It was **AGREED** to accept the offer of the website accessibility audit at £108 including VAT.  
*Mrs Shimmon, RFO, left the meeting.*

**2023/20 Subscriptions:**

- (a) It was **RESOLVED** to re-subscribe to the Suffolk Association of Local Councils.

(b) It was **RESOLVED** to re-subscribe to Clerk and Council Direct.

#### 2023/21 **Planning Matters**

(a) The Notes from the LPC Planning subcommittee meeting held on 3<sup>rd</sup> May 2023 (**See Appendix C**) were **NOTED**

#### 2023/22 **Reports**

To receive reports from:

- (a) Chairman/ Clerk: no further information
- (b) Neighbourhood Plan Committee including High Street Regeneration Scheme: there are issues around time for Cllr Kelly, C Shimmon has offered to take over as Chairman
- (c) Business Forum: Cllr Overy had given her apologies. It was reported that the group are talking about sponsorship and a business breakfast.
- (d) Environmental update: to include litter pick and signage  
Cllr Cahill reported that the Triangle village sign is nearly reseeded. She has a meeting re digger for the Mutford Green work. A string of saplings has been planted.  
The Litter pick will now be every other month, Cllr Cahill will display signs on notice boards and around the village. More volunteers are needed  
Clerk to get information on business cards to Cllrs Overy, Cahill, Hastings and Kelly.
- (e) Speedwatch team have been out and about: 3 people expressed an interest in joining the group.
- (f) Mobile network infrastructure: Cllr Frost told the meeting that Mobile UK is the network for mobile communication. Cllr Frost has contacted the main providers, has had a response from 3 and Vodaphone /dealing with network operators. He will suggest they should let us know when their network is going down.
- (g) Lakenheath Streetlights: Cllr Frost has emailed the Highways engineer, Ady Last, and listed 9 lights. It was agreed that the response times for repairs are not good enough. Clerk to investigate alternate maintenance engineers.  
(Cllr Kelly reported that Drift Road is out).
- (h) **NOTED** Playground inspections. It was further **NOTED** that the Skatepark inspection has been sent to the Pavilion Committee as this is the organisation that is responsible for the maintenance of this equipment.

#### 2023/23 **Lakenheath Cemetery**

(a) To receive a report from the LPC Cemetery Committee. None.

Clearing the bays: Cllr Hugo informed the meeting that the contractor has had a car accident, and the clearance has therefore been delayed

Next meeting: consider talking about a quarterly contract

#### 2023/24 **Casual vacancies and contact**

- (a) The Clerk to was instructed to advertise vacancies as there are two parish councillors required.
- (b) It was **AGREED** that both councillors email addresses and phone numbers should be in the public domain.

#### 2023/25 **To consider any Grant Requests**

The grant application from Lakenheath Silver Band was considered. Clerk to ask the applicant for an exact amount as this was not evident on the form.

#### 2023/26 **Annual Parish Assembly**

- (a) The date was confirmed as **Friday 26<sup>th</sup> May 2023 6pm** at the Peace Memorial Hall.
- (b) A refreshment budget of £100 was **AGREED**. Clerk to organise.

#### 2023/27 **Correspondence**

- (a) The consultation on Brandon Woodland Project Lakenheath Northern border was considered: councillors assume they are talking about native species: Cllr Cahill to contact the writer: we are interested, would like a bit more information particularly on the species of trees that they are going to plant.
- (b) Review of the LPC Emergency Plan – advice from Vince Williams, Emergency Planning Officer, Suffolk County Council **deferred to next meeting**

#### 2023/28 **Items for Future Meetings**

Deadline dates for Lakenheath Times: 9<sup>th</sup> of previous month

[editor@lakenheath.org](mailto:editor@lakenheath.org)

The editor has agreed to publish the deadline

2023/29 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency: none

2023/30 **Information:** none

2023/31 **The public were asked to leave the meeting due to the confidential/ sensitive nature** of the next agenda subjects

## **Appendix A**

### **The General Power of Competence (GPC) England**

Local councils in England were given a GPC in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide) and some useful weblinks.

#### **The Freedom of GPC**

Councils no longer need to ask whether they have a specific power to act. GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, “the power to do anything that individuals generally may do” as long as they don’t break other laws. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can’t put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can’t impose taxes on other people – so a local council can’t use GPC to raise taxes.

on the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose

Sometimes a council can do things that an individual can’t do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation. GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

### **Criteria for Eligibility**

The freedom of GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

### **The Two Criteria for Eligibility**

#### **1. Elected Councillors**

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election (including at a bye-election) whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

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The total number of councillors means the number of seats on the council including those that might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

## **2. A Qualified Clerk**

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass Section 7 in Isolation Module in order to be fully qualified for the purposes of the GPC (see CiLCA Section 7 & GPC section at top of this page).

The recognised sector-specific qualifications are:

1. The Certificate in Local Council Administration (CiLCA) awarded by Ascentis (or previously by Monitoring and Verification Board or the AQA). If the CiLCA certificate was awarded pre 2012, you must also hold GPC Section 7 in Isolation Module certificate.

2. Or one of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely:

- The Certificate of Higher Education in Local Council Administration
- The first level of the Foundation Degree in Community Engagement
- The Certificate of Higher Education in Local Policy and Governance (the Level Four course)
- Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

## **Appendix B**

LAKENHEATH PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER REPORT MAY 2023

1. Please find bank reconciliation for month end 31 st March attached.
2. Please find a summary of payments, for authorisation attached.
3. Approval of Accounts year ending 31 March 2023.
4. The Annual return – Section 1 Annual Governance: Chairman and Clerk to sign.
5. The Annual Return – Section 2 Accounting Statements: Chairman and Clerk to sign.

Clare Shimmon

Interim Responsible Financial Officer

## Lakenheath Parish Council

### Bank Reconciliation 31st March 2023

Balance at 28.02.2023	<b>£284,257.50</b>
Uncleared payments from previous period	£658.67
	<b>£283,598.83</b>
Income	£3,169.22
	<b>£286,768.05</b>
Less Expenditure (Chqs, Online Pmts + D/Ds)	£77,173.76
	<b>£209,594.29</b>

#### Represented by:

Balance in Current Account	£28,365.37
Balance in Lloyds Bank Deposit Account	£16,024.04
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	£640.80
Balance in Lloyds Bank Deposit Account - NP	£1,215.34
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£2,380.24
	<b>£210,381.58</b>

#### Less Payments not Presented

HMRC	£787.29
	<b>£787.29</b>

**£209,594.29**

#### RECEIPTS & PAYMENTS ACCOUNT

Year Ended		Year Ended
<b>31/03/2022</b>	<b>RECEIPTS</b>	<b>31/03/2023</b>
£150,320.00	PRECEPT	£170,400.00
£125.48	INTEREST	£1,487.94
£6,316.36	BURIAL FEES	£4,410.00
£10,175.42	SUNDRY RECEIPTS (INC. LOAN REPAYMENTS)	£34,840.56
£12,230.21	VAT REPAYMENT	£14,717.39
£0.00	OUT OF DATE CHEQUES	£0.00
<b>£179,167.47</b>		<b>£225,855.89</b>
	<b>PAYMENTS</b>	
£20,722.39	CEMETERY & VILLAGE KEEPING	£18,028.46
£15,995.12	* OTHER CEMTERY COSTS	£12,281.98
£16,423.12	STREET LIGHTING	£35,861.38
£46,525.46	*ADMINISTRATION	£40,069.76
£725.00	GRANTS - SECTION 137 & VILLAGE HALL	£1,905.00

£25,775.07	CHILDRENS PLAY AREA	£878.00
£11,500.00	S19 GRANTS & PLAYING FIELDS	£0.00
£5,170.00	CHURCHYARD WALL & TREES	£2,660.00
£9,285.36	NEIGHBOURHOOD PLAN	£21,701.30
£5,400.00	PARISH NEWSLETTER	£7,686.00
£3,162.38	PARISH OFFICE	£3,064.11
£16,412.96	VILLAGE FACILITIES	£27,008.68
£14,703.44	VAT ON PAYMENTS	£17,435.65
<b>£191,800.30</b>		<b>£188,580.32</b>
	<b>RECEIPTS &amp; PAYMENT SUMMARY</b>	
£184,951.55	BALANCE AT 01/04/2022	£172,318.72
£179,167.47	ADD TOTAL RECEIPTS	£225,855.89
£191,800.30	DEDUCT TOTAL EXPENDITURE	£188,580.32
<b>£172,318.72</b>	BALANCE AT 31/03/2022	<b>£209,594.29</b>
	<b>CUMMULATIVE FUNDS REPRESENTED BY</b>	
	<b>(as at 31st March)</b>	
£21,958.68	CURRENT ACCOUNT	£28,365.37
	DEPOSIT ACCOUNTS	
£944.30	Lloyds Bank Plc	£16,024.04
£95.41	Lloyds Bank Plc - Speedwatch	£640.80
£0.00	Lloyds Bank Plc - Neighbourhood Plan	£1,215.34
	Lloyds Bank Plc - Lakenheath Times	£2,380.24
£24,107.49	Nationwide Building Society	£4,437.09
£75,820.18	Unity Trust Bank	£76,604.53
£50,408.22	Cambridge Building Society	£80,714.17
£1,015.56	LESS UNPRESENTED PAYMENTS	£787.29
<b>£172,318.72</b>	<b>BALANCE CARRIED FORWARD</b>	<b>£209,594.29</b>
	<b>* 'Administration' comprises:</b>	
£37,013.29	Clerk's Salary & Expenses	£27,644.47
£1,083.50	Training	£52.00
£4,705.70	Subs (inc SALC & Suffolk Acre)	£1,071.48
£3,722.97	Administration	£11,301.81
<b>£46,525.46</b>	<b>Total</b>	<b>£40,069.76</b>
	<b>* 'Other cemetery Costs' comprises:</b>	
£2,159.17	Cottage & Chapel	£2,808.91
£3,600.80	Cemetery Supplies	£3,289.82
£7,337.55	Machinery, Capital & Maintenance	£2,705.04
£2,897.60	Insurances	£3,478.21
<b>£15,995.12</b>	<b>Total</b>	<b>£12,281.98</b>

LAKENHEATH PARISH COUNCIL					
Date			Payee	Description of Supply	Amount
<b>Payments Received</b>					
02.03.2023			West Suffolk Council	Locality Budget - Coronation Event	£700.00
08.03.2023			EDF Energy	Alternative Fuel Payment	£150.00
March				Cemetery Fees	£150.00
March				Lakenheath Times Advertisers	£1,740.10
March				Interest Payments	£429.12
April				Cemetery Fees	£555.00
April				Lakenheath Times Advertisers	£66.24
27.04.2023			West Suffolk Council	Precept	£177,800.00
May				Lakenheath Times Advertisers	£370.90
03.05.2023			HMRC	VAT Refund	£17,435.65
Date		Transaction Type	Payee	Description of Supply	Amount
<b>Payments Made</b>					
10.03.2023		Online	DEG Plumbing & Heating Ltd	Boiler/Heating Repairs - Cemetery Cottage	£93.85 £85.00
10.03.2023		Online	HMRC (incorrect amount)	Employer's NI Underpayment	£360.69
04.04.2023		Debit Card	Amazon	Rubbish Sacks	£6.18
04.04.2023		Debit Card	Amazon	Toner Cartridges	£157.99
11.04.2023		Debit Card	Finevale Services		£12.47
13.04.2023		Debit Card	Amazon		£9.24
17.04.2023		D/D	EDF Energy	Electricity - Cemetery Chapel	£23.00
25.04.2023		Online	Staff Costs	April Salary Payments	£3,538.94
25.04.2023		Online	County Graphics	Lakenheath Times - February	£644.00
25.04.2023		Online	Suffolk Association of	Annual Subscription	£1,054.61
25.04.2023		Online	Sunrise Cleaning	Public Conveniences Cleaning -	£885.00
25.04.2023		Online	Lakenheath Peace Me	Hall Hire - Coronation Celebrations	£200.00
25.04.2023		Online	West Suffolk Council	Dog Bin Emptying	£183.04
25.04.2023		Online	BT Payment Services	Office Mobile	£34.50
25.04.2023		Online	Wave	Annual Water Charges -	£338.78
25.04.2023		Online	Forest Heath Fasteners	Discs	£30.34
10.05.2023		Online	RBL Castles	Inflatable Package - Kings Coronation Celebrations	£150.00
10.05.2023		Online	Cllr J Hastings - Reimbursement	Photocopying & Bunting - Coronation Celebrations	£36.84
10.05.2023		Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets - April	£239.38
10.05.2023		Online	BT Payment Services	Telephone & Broadband - Parish Office	£76.16
10.05.2023		Online	Suffolk County Council	Street Lighting - Replace unit 47, Eriswell Road Replace Columns 274 & 278, North Road Replace Column 69, Barr Drive Replace Column 264, Caudle Avenue	£1,486.08 £4,111.78 £2,055.89 £2,055.89
10.05.2023		Online	Rachel Leggett	Neighbourhood Plan - High Street Workshop Design & Facilitation	£1,732.26
10.05.2023		Online	Scott Evans (Village Ke	Lawn Repair	£8.00
10.05.2023		Online	Clare Shimmon (RFO)	Ink Cartridges & Filing Boxes	
10.05.2023		Online	Nicky Glading (Clerk)	Sander Pads	£9.99
10.05.2023		Debit Card	Amazon		£15.99
10.05.2023		Debit Card	IJT Direct / Morgan		£59.42
11.05.2023		Debit Card	Amazon		£10.99
12.05.2023		Debit Card	Amazon		£3.99
12.05.2023		Debit Card	Amazon		£5.80
12.05.2023		Debit Card	Amazon		£11.98
19.05.2023	*	Online	Lakenheath Peace Memorial Hall	Hall Hire - Annual Parish Meeting	£90.00
19.05.2023	*	Online	Lakenheath Good	£137 Grant	£200.00
19.05.2023	*	Online	Nationwide	GIVE FCA PROTECTION	£80,000.00

## Appendix C

Lakenheath Parish Council Planning Sub Committee

**Notes from the meeting held on Wednesday 3rd May 2023 at 9.30 am. Location: Parish Office, Peace Memorial Hall Lakenheath**

**Cllr Overy, Cllr Kelly, Cllr A Gyte, N Glading (parish clerk)**

1. Apologies and Declarations of Interest: None
2. Members of the public may speak about an item on the agenda (3 minutes limit) None present
3. Source: CONSULTEE IN TRAY AT 28.04.2023. The councillors considered the following requests for consultation:

**A. DC/23/0570/FUL | Planning application - Installation of a cabin to form a cafe/coffee shop | Willow Grove Farm Station Road Lakenheath Suffolk IP27 9AA**

Willow Grove Farm Station Road Lakenheath Suffolk IP27 9AA

Ref. No: DC/23/0570/FUL | Received: Fri 07 Apr 2023 | Validated: Fri 07 Apr 2023 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date: 10 <sup>th</sup> May 2023
Not Available	Parish Council	Mon 17 Apr 2023	

**Decision: No comment (Parish Councillor application)**

CONSULTEE PORTAL 03.05.2023

- 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.

**B. Planning Application Householder planning application –  
a. single storey side extension (following demolition of existing extension)  
b. single storey rear extension c. replacement french doors to rear elevation | 51 Station Road Lakenheath Suffolk IP27 9JB**

Ref. No: DC/23/0619/HH | Received: Wed 19 Apr 2023 | Validated: Thu 20 Apr 2023 | Status: Pending Consideration

Letter Reference:      Consultee:      Date Requested:      Expiry Date:      13<sup>th</sup> May 2023  
Not Available    Parish Council    Thu 20 Apr 2023

**Decision: Approve**

CONSULTEE PORTAL 03.05.2023

DC/23/0619/HH | Householder planning application - a. single storey side extension (following 51 Station Road Lakenheath Suffolk IP27 9JB

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. NOTED Appeal decision - Plot rear of 142 High Street Lakenheath  
(sent to planning cmtee members 28.04.2023)**

A planning appeal decision has been received for Planning application - one dwelling following demolition of existing outbuildings

An appeal decision has been received for the above application which has been DISMISSED. The application was originally refused under delegated powers

The case officer for the appeal was Connor Vince

The appellant being Mr Michael O'Rourke

4. Date of next meeting TBA

Meeting closed 8.56 pm