

# MINUTES

## of the LAKENHEATH PARISH COUNCIL MEETING held at the METHODIST CHAPEL on MONDAY 3<sup>rd</sup> APRIL 2023

Present:

Cllr G Kelly (Chairman)

Cllr J Hastings (Vice Chairman)

Cllr J Cahill

Cllr I Frost

Cllr J Gentle

Cllr A Gyte

Cllr M Hugo

Cllr E Morley

Cllr R Norman

Cllr W Overy

In attendance: N Glading parish clerk, C/Cllr C Noble, D/Cllr S Frost, and 6 members of the public

2023/247	<b>The Chairman welcomed all to the meeting</b> <b>Apologies</b> had been received from Cllr P Gyte	
2023/248	<b>Declarations of Interest:</b> none	
2023/249	<b>Representations</b> from Members of the Public (limit of 3 minutes each speaker) (i) Email regarding playground smoking - deferred (ii) The Chairman allowed Mrs W Barnes (Sedge Fen Village Hall conversion) to speak here as she had another meeting to attend: The company that had been originally engaged to clear the site has let the group down, someone else had to be found: making headway now. 15 <sup>th</sup> /16 <sup>th</sup> April: volunteers are asked to attend to help. Site should be clear by the end of April. Then a meeting in public will be held to look at change of use application and other items. The trees that border the right-hand side are rotten. A farmer has offered to pull them down. Mrs Barnes has submitted a successful application to the Woodland Trust for saplings. Q: Will you have enough bodies on the volunteer day? A: People are saying that the clearance is not quick enough- this will allow them an option to help. (iii) Lakenheath hotel is looking dilapidated: I think it lowers the tone of the High Street.	
2023/250	<b>To receive Reports &amp; Questions from Lakenheath RAF representative, District and County Councillors</b>	
a.	<u>Update from Lakenheath RAF representative: Sqn. Ldr. S Geary</u> 774 sorties were flown from RAF Lakenheath during the month of February; however, unfavourable weather conditions last month led to a reduced training sortie rate, particularly for the F15s, during March. Despite the disruption, and in addition to the regular training sorties, which included Close Air Support activities in Lincolnshire, 48FW aircraft supported Exercise Cobra Warrior (UK Exercise), deployed to Denmark, hosted aircraft from the Netherlands and Norway, supported an Exercise in Germany and hosted F35B aircraft from RAF Marham. Furthermore, the Wing continued to have aircraft (and personnel) deployed to Poland for deterrence operations on NATO's Eastern Flank.	

	<p>In addition to the flying activities, the Wing conducted an 'Active Shooter' table-top Exercise, hosted a visit by members of the UK Search and Rescue Team, and attended a dinner hosted by the High Sheriff of Cambridgeshire.</p> <p>Furthermore, the area of land outside Gate 2 (next to Lords Walk) was handed over to 48FW for parcel deliveries/collections and the future installation of amazon lockers. 48FW was awarded the Commander-In-Chief Installation Excellence Award for 2022 last week – recognised as the best installation in the whole of the USAF.</p> <p>Finally, looking forward, requests have started to come in for volunteers to support events over the Coronation weekend, plans are being made for a USVF footprint at both the Suffolk Show and the Royal Norfolk Show, and preparations are being made for a host of Changes of Command over the Summer, which will include the Vice Commander, Maintenance Group Commander and the Medical Group Commander this year.</p> <p>Q: I think that American people are parking in disabled places in Ely, Mildenhall and Bury</p> <p>A: Get the registration numbers, please, and pass onto me</p> <p>Q: What were the criteria for the award?</p> <p>A: There were a significant number, varied.</p> <p><i>Sqn Ldr Geary left the meeting</i></p>	
b.	<p><u>Update from West Suffolk District Councillor Member: D/Cllr S Frost</u></p> <p>The District Council are Still busy- not demob happy yet</p> <p>Election Nomination forms are coming in</p> <p>Q: Could you update the meeting on the enforcement activities at Eldon Drove?</p> <p>A: A visit of 2 members of the enforcement team is planned for next week</p> <p>Q: I don't know when the bins being collected due to the bank holiday weekend. There used to be a leaflet on the bin</p> <p>A: Will find out and get back to you</p> <p>Q: Brown bins: Notice need to renew arrangements?</p> <p>A: Will send notice to clerk</p>	
c.	<p><u>Update from Suffolk County Councillor Member: C/Cllr C Noble</u></p> <p>The Trawler Catch chasm is now fixed, other potholes are scheduled to be filled, starting with those outside the Methodist Church.</p> <p>Q: Sedge Fen Road: signs are present - is there going to be traffic lights as its being closed? Not on the one network?</p> <p>A: Will look into and talk to highways</p> <p>Cllr Noble asked if any Coronation funding required? Cllr Hasting described the planned events. Cllr S Frost has already donated towards our mugs. It may be possible to allocate funds to Lakenheath in Bloom if an application should be received</p> <p><i>Cllrs Frost and Noble left the meeting</i></p>	C/Cllr Noble Clerk
d.	Sedge Fen Village Hall conversion: update from Mrs W Barnes: see above	
2023/251	<b>Minutes of the Meeting held on 6<sup>th</sup> March 2023</b>	
a.	The accuracy of the minutes of the Parish Council meeting held on 6 <sup>th</sup> March 2023 were unanimously <b>AGREED</b> . Chairman signed the Minutes	
2023/252	<b>Financial Matters</b>	
a.	<p>The Financial Reports from Mrs C Shimmon, RFO, were considered</p> <ol style="list-style-type: none"> <li>1. Bank reconciliation for month end 28th February was unanimously <b>AGREED</b> The RFO will produce income statement going forward</li> <li>2. The Summary of payments was considered were unanimously <b>AGREED</b> RFO sought delegated authority to pay invoices during next month (holidays) <b>AGREED</b> unanimously</li> </ol>	Appendix A

	<p>3. The out-turn report for Quarter 3 was unanimously <b>AGREED</b></p> <p>4. Councillors considered the Asset Register, it was <b>RESOLVED</b> to delete two noticeboards (there is only one at the cemetery)</p> <p>5. The RFO explained that the internal auditors' charges had been reviewed: as LPC are now a larger Council, charge would be £200. The increase was unanimously <b>AGREED</b></p> <p>6. The Risk Assessments were reviewed:</p> <p>(a) Review of Effectiveness of Internal Audit: <b>AGREED</b>: Chair authorised to sign</p> <p>(b) Risk Assessment and Management (financial): <b>AGREED</b>: chair authorised to sign</p>	
2023/253	<b>Parish Report- Chairman/ Clerk on recent and forthcoming issues/ topics</b>	
a.	Update on purchase of SID: clerk to advise when new SID arrives (6-8 weeks)	
b.	Update on BT site (Cllr Kelly): it has been agreed that what LPC are proposing is fine, including the tiles on the front wall. The school is now looking for paintable tiles.	
c.	Repairs to the allotment fence: no update. The allotment association are thought to be considering undertaking the repairs.	
d.	Annual Assembly 2023: Clerk to arrange, same format as 2022	
e.	Update on election nomination papers: clerk reported that despite all the nomination papers being accepted on Friday, West Suffolk Elections team has identified a previously un-noticed point on four LPC papers. Clerk collected the relevant documents this morning and is in the process of informing the candidates. Corrected forms will be delivered to WSC tomorrow by the clerk.	
2023/254	<b>Items from previous meeting</b>	
	Update on poor quality of mobile signal: Cllr Frost has contacted Vodaphone and Mobile UK	
2023/255	<b>Matters relating to Planning</b>	
a.	A Report from the LPC Planning Committee of the meeting held on 22 <sup>nd</sup> March 2023 (postponed from the original scheduled date) was <b>RECEIVED</b> . Planning Application - Lloyd's Building, 19 High Street, Lakenheath DC/22/2160: LPC comment to be collated by email as this has re-appeared on consultee portal	Appendix B
2023/256	<b>Lakenheath Parish Reports</b>	
a.	<p>The Meeting received reports/ updates:</p> <p><b>Neighbourhood Planning Group</b> including High Street Regeneration Scheme from Cllr G Kelly: spent all the money, now progressing, the original plan from ACON was unacceptable, particularly so on `shared space` on the High Street. Ian Poole has gone through again, adapting to suit Lakenheath.</p> <p>Co-op parking: maybe move planters</p> <p>The bulbs have come up, a wonderful first floral display. The Chairman thanked Cllr Cahill for her hard work.</p> <p>BT site: it has been agreed that what LPC are proposing is fine, including the tiles on the front wall. The school is now looking for paintable tiles.</p> <p><b>Business Forum</b> (Cllr W Overy): nothing to report.</p> <p><b>Environmental update</b> from Cllr J Cahill: see Appendix C</p> <p>A proposal to spend £100 on wildflower seed was unanimously <b>AGREED</b> Clerk to ask Village keeper to cut the grass at Mutford Green</p> <p>Signs to be erected to ask dog owners to dispose of dog excrement appropriately</p> <p><b>Coronation Event:</b> (Cllrs J Hastings and P Gyte)</p> <p>Started decorating the streets, and arranging the volunteer's day on the Monday.</p>	<p>Appendix C</p> <p>Clerk</p> <p>Clerk</p>

2023/257	<b>Matters relating to Lakenheath Times and social media</b>	
a.	Update on the new Lakenheath Times village newsletter: Cllrs Overy & Kelly reported that the Lakenheath Times has several new advertisers, the amount of advertising should not exceed the amount of content. Deadlines will be advised for the summer edition. Three days will be allocated for proof reading: this had not happened with the inaugural issue, which had led to complaints.	
b.	Update on LPC Facebook page and Instagram account: Cllrs M Hugo asked the councillors to provide content to demonstrate what's going on in Lakenheath. Clerk to ask Eriswell PC administrator how comments are turned off on the EPC FB page.	Clerk
2023/258	<b>Matters relating to Lakenheath Cemetery/ Yard</b>	
a.	To receive the Cemetery Report (Cemetery Committee) Cllr I Frost reported that the upkeep is fine. There are some gaps in the hedges, Cllr Cahill will plant more saplings next time. Cllr Hastings told the meeting that she thought that the Chapel floor needs another coating.	Clerk
b.	Removal of chalk and wood from the Cemetery stalls: Cllr Hugo reported that she had obtained a quotation of removal of both mounds for one day at £500. If the removal takes another day, the fee would be if over one day £700 Expenditure of £500 was unanimously <b>AGREED</b> Cllr Hugo to oversee the removal.	Cllr Hugo
c.	The quotation from RH Landscapes to make safe the tree in the Cemetery was considered. Clerk to obtain further quotations and ensure that the tree is not subject to a TPO.	Clerk
2023/259	<b>Grant Requests</b>	
a.	The councillors considered a grant request from the Good Neighbours scheme for £200: it was unanimously <b>RESOLVED</b> to <b>AGREE</b> this grant request	
2023/260	<b>Items for forthcoming meetings</b>	
a.	Cllr Cahill: Business cards as identification would be prudent: there are compliment slips which should suffice. Clerk informed the Councillors that she would be on leave from 15 <sup>th</sup> April to 26 <sup>th</sup> April 2023.	
2023/261	<b>Councillors resolved to exclude the public for the following agenda items due to the confidential nature</b>	

The meeting closed at 8.50pm

## Appendix A

### Bank Reconciliation 28th February 2023

Balance at 31.01.2023	<b>£289,222.99</b>
Uncleared payments from previous period	£625.53
	<b>£288,597.46</b>
Income	£4,438.21
	<b>£293,035.67</b>
Less Expenditure (Chqs, Online Pmts + D/Ds)	£9,436.84
	<b>£283,598.83</b>
Represented by:	
Balance in Current Account	£7,460.81
Balance in Lloyds Bank Deposit Account	£31,011.32
Balance in Unity Trust Bank Deposit Account	£76,246.69
Balance in Nationwide Deposit Account	£64,379.76
Balance in Cambridge Building Society	£80,714.17
Balance in Lloyds Bank Deposit Account - Speedwatch	£640.50
Balance in Lloyds Bank Deposit Account - NP	£21,471.04
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£2,333.21
	<b>£284,257.50</b>
Less Payments not Presented	
HMRC	£618.67
3978	£40.00
	<b>£658.67</b>
	<b>£283,598.83</b>

LAKENHEATH PARISH COUNCIL ACCOUNTS PAYABLE				3rd April 2023
Date	Chq No.	Payee	Description of Supply	Amount
10.03.2023	D/D	British Gas	Electricity - Public Conveniences	£39.96
15.03.2023	D/D	EDF Energy	Electricity - Cemetery Chapel	£23.00
17.03.2023	Debit Card	Amazon		£34.40
24.03.2023	Online	Staff	March Staff Costs	£4,498.77
31.03.2023	Online	Sheilsflynn	Neighbourhood Planning - Landscape Architect	£13,410.00
31.03.2023	Online	Places4People Ltd	Neighbourhood Planning High Street Initiative Consultancy Support & Community Engagement	£1,044.00 £7,912.80
31.03.2023	Online	Suffolk County Council	Street Lighting Energy Costs	£34,612.86

31.03.2023		Online	GH Bullard & Associates LLP	Neighbourhood Planning - Highway Consultancy	£1,800.00
07.04.2023	*	Online	BT Payment Services	Parish Office Broadband & Telephone	£65.66
07.04.2023	*	Online	BT Payment Services	Office Mobile	£55.80
07.04.2023	*	Online	Michael Murfett	Cemetery Mole Catching Opening & Closing Toilets	£65.00 £89.50
07.04.2023	*	Online	Cllr J Cahill	Reimbursement - Plants & Bone Meal	£100.97
07.04.2023	*	Online	Cllr J Hastings	Reimbursement - Coronation Napkins, Table Covers, Ribbon & Banners	£44.33
07.04.2023	*	Online	Rev L de Swarte	Honorarium Payment - Lakenheath Times	£2,000.00

**LAKENHEATH PARISH COUNCIL**  
**2022/2023**  
**QUARTER 3**

	Revised Budget YTD 2022/23	Total YTD	Variance YTD	Cumulative YTD Variance £100/15%	Actuals 31/10/2022	Actuals 30/11/2022	Actuals 31/12/2022	Total for Q3	Quarterly Budget	Variance	Variance Explanation £100 / 15%
<b>Receipts</b>											
Precept / LCSG	£127,800.00	£170,400.00	£42,600.00	Precept is one annual receipt	£0.00	£0.00	£0.00	£0.00	£42,600.00	£42,600.00	Precept is one annual receipt
Cemetery	£2,250.00	£3,570.00	£1,320.00	Higher than anticipated burials	£1,090.00	£200.00	£300.00	£1,590.00	£750.00	£840.00	Higher than anticipated burials in Oct
Other (Inc Interest & VAT)	£20,666.67	£43,890.64	£23,223.97	VAT is one annual receipt	£22.47	£39.17	£1,991.52	£2,053.16	£6,888.89	£4,835.73	VAT is one annual receipt
<b>Total</b>	<b>£150,716.67</b>	<b>£217,860.64</b>	<b>£67,143.97</b>	<b>Precept &amp; VAT Receipts</b>	<b>£1,112.47</b>	<b>£239.17</b>	<b>£2,291.52</b>	<b>£3,643.16</b>	<b>£50,238.89</b>	<b>£46,595.73</b>	<b>Precept &amp; VAT Receipts in Q1</b>
<b>Payments</b>											
Staff	£35,250.00	£33,935.77	£1,314.23	No Overtime	£3,367.63	£3,997.27	£3,496.52	£10,861.42	£11,750.00	£888.58	RFO employed from Q4
Cottage/Chapel	£7,500.00	£1,170.32	£6,329.68	Cottage Works Due Q4	£23.00	£23.00	£350.00	£396.00	£2,500.00	£2,104.00	Cottage Works Due Q4
Cemetery	£3,750.00	£2,402.21	£1,347.79	Lower Expenses	£157.03	£110.00	£1,131.68	£1,398.71	£1,250.00	£148.71	Higher Expenses in Q3
Machinery Capital Exp	£9,000.00	£2,705.04	£6,294.96	Trailer Purchase due Q4	£300.56	£300.56	£300.56	£901.68	£3,000.00	£2,098.32	Trailer Purchase due Q4
Machinery Expenditure	£1,500.00	£0.00	£1,500.00	Lower than anticipated Expenses	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	Lower than anticipated Expenses
Street Lighting	£30,000.00	£0.00	£30,000.00	Street Lighting Paid Q4	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	Street Lighting Paid Q4
Admin	£1,875.00	£5,246.21	£3,371.21	Includes Interim RFO costs	£1,470.21	£841.84	£668.44	£2,980.49	£625.00	£2,355.49	Includes Interim RFO costs
Insurance	£3,000.00	£3,478.21	£478.21	All annual insurances paid	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	All Annual insurances paid in Q2
Subscriptions	£825.00	£1,071.48	£246.48	Annual subscriptions paid	£36.00	£0.00	£0.00	£36.00	£275.00	£239.00	Majority of Subscriptions paid in Q1
Training	£1,125.00	£52.00	£1,073.00	Training open to all	£0.00	£0.00	£0.00	£0.00	£375.00	£375.00	Training open to all

**1. Meeting the standards**

<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Areas for development</b>
Scope of internal audit	Terms of reference were (re)approved by full council in December 2010 and have been reviewed each year. Scope of audit work takes into account risk management processes and wider internal control. Terms of reference define audit responsibilities in relation to fraud.	
Independence	Internal Auditor has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to Council. Auditor does not have any other role within the council.	
Competence	No evidence that internal work has not been carried out ethically, with integrity and objectivity.	
Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.	

**2. Characteristics of Effectiveness**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Areas for development</b>
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	
Be seen as a catalyst for change	Supportive role of audit, risk management ethics	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full PC Minute - DC follow up	Diary
	Not paid by DC	L	Check & report to PC	Diary
	Adequacy of precept	M	Monthly listing of expenditure	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary - appropriate controls are in place	Annual Review of documented controls
	Loss through theft or	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary
	From cemetery	L	Burial Register updated for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to receipts	Member to verify
Salaries	Wrong salary/hours/r	L	Check salary to minute, check hours and rate of contract	Member to verify
	Wrong deductions NI and Income tax	L	Check to PAYE calculations	Member to verify
Direct Costs and Overhead Expenses	Goods not supplied to	L	Follow up on all orders	Approval check
	Invoiced incorrectly c or recorded	L	Check arithmetic on invoices & perform bank reconciliations on monthly basis	Member to verify
	Cheque payable is ex or to wrong party	M	Signatory initials stub & voucher	Approval check
Grants & Support	No power to pay or n of agreement Council to pay	L	Minute Council agreement with the power used to authorise payment	Member to verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	L	All items in cash book lists	RFO verify
	Charged on purchase	L	Consider all items per cash book	RFO verify
	Claimed within time l	L	Agree returns submitted	RFO verify
Reserves - General	Adequacy	L	Consider at budget setting	RFO opinion
Reserves - Earmarked	Adequacy	L	Consider at budget and review of final accounts	RFO opinion
	Unidentified Earmark contingent liability	L	Review minutes	RFO/Member view
Assets	Loss, damage etc.	M	Annual inspection, update insurance & asset registers	Diary
	Risk or damage to thi property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of key persone	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	RFO/Member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss du damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance (inc. Cemetery, Village Green & Play area)	Reduced value of ass amenities - loss of income or performance	M	Maintenance/Inspection programme	Diary
Legal Powers	Illegal activity or pay	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary

\* Computer files are backed onto an external hard drive and stored away from the laptop computer.

## Asset Register

<b>LAKENHEATH PARISH COUNCIL ASSETS</b>						
		<b>Basis of Valuation</b>	<b>31/03/2020 Value £</b>	<b>31/03/2021 Value £</b>	<b>31/03/2022 Value £</b>	<b>31/03/2023 Value £</b>
<b>Asset Description</b>						
<b>Cemetery</b>						
Community Asset - Lakenheath Cemetery		N/V	£1.00	£1.00	£1.00	£1.00
Cemetery Cottage		Insur Val	£127,972.00	£127,972.00	£258,273.50	£258,273.50
Cemetery Cottage radiators x 3		In/V				£221.00
Cemetery Chapel		Insur Val	£72,332.00	£72,332.00	£135,286.12	£135,286.12
Compton 7 Garage		In/V	£5,564.00	£5,564.00	£5,564.00	£5,564.00
Shiplap Garage		In/V	£1,744.68	£1,744.68	£1,744.68	£1,744.68
Base for Shiplap Garage		In/V	£984.00	£984.00	£984.00	£984.00
Wrought Iron Memorial Cemetery Gates		In/V	£2,283.55	£2,283.55	£2,283.55	£2,283.55
Perimeter Fencing & Gates to Cemetery Grounds		In/V	£4,116.50	£4,116.50	£4,116.50	£4,116.50
Fencing to Cemetery Cottage Garden		In/V	£6,309.44	£6,309.44	£6,309.44	£6,309.44
<b>Land</b>						
Land at Maids Cross Hill		Land Registry	£1.00	£1.00	£1.00	£1.00
Land at Village Sign		Land Registry	£1.00	£1.00	£1.00	£1.00
<b>Monuments / Signs</b>						
War Memorial		In/V	£57,631.32	£57,631.32	£57,631.32	£57,631.32
Village Sign		In/V	£1,449.86	£1,449.86	£1,449.86	£1,449.86
<b>Play Area</b>						
Two Seat Multi Swing with Safety Tiles Under						
Two Seat Cradle Swing with Safety Tiles Under						
6 Tee Barrier Rails						
Toilet block		InsurVal			£18,060.07	£18,060.07

Perimeter Fencing & 2 self closing gates at playground		In/V	£2,247.32	£2,247.32	£2,247.32	£2,247.32
Safety Barriers in Car Park		In/V	£1,214.95	£1,214.95	£1,214.95	£1,214.95
Safety Surfaces in Play Area		In/V	£4,845.23	£4,845.23	£4,845.23	£4,845.23
Skatelite Pro Riding Surface (written down in value 31/3/05)		In/V	£4,866.00	£4,866.00	£4,866.00	£4,866.00
2 Litter Bins		In/V	£311.58	£311.58	£311.58	£311.58
Wicksteed Wild Cat Cableway Seat & Chain Assembly		In/V	£127.00	£127.00	£127.00	£127.00
Play Area Litter Bins x 3		In/V	£1,148.67	£1,148.67	£1,148.67	£1,148.67
Rope Swing		In/V		£139.00	£139.00	£139.00
Litter Bin and fixings		In/V		£482.44	£482.44	£482.44
Diabolo Multiplay unit		In/V		£7,476.00	£7,476.00	£7,476.00
Diabolo Multiplay unit		In/V		£13,759.00	£13,759.00	£13,759.00
Double Perch unit		In/V		£2,946.00	£2,946.00	£2,946.00
Speed Gyro		In/V		£2,912.00	£2,912.00	£2,912.00
Hiphop unit		In/V		£3,655.00	£3,655.00	£3,655.00
Metal Rope End Swing		In/V		£4,978.00	£4,978.00	£4,978.00
Adult gym equipment		In/V				£14,938.35
2x metal Signs for Play area		In/V			£60.00	£60.00
<b>Seats</b>						
2 Wayside Seats		In/V	£1,061.61	£1,061.61	£1,061.61	£1,061.61
Hardwood Seat		In/V	£445.12	£445.12	£445.12	£445.12
3 Wayside Seats		In/V	£2,003.04	£2,003.04	£2,003.04	£2,003.04
Hengrove Seat		In/V	£694.76	£694.76	£694.76	£694.76
2 Broadfield Seats in Cemetery		In/V	£445.00	£445.00	£445.00	£445.00
Wooden Bench in Cemetery		In/V	£374.50	£374.50	£374.50	£374.50
One Hardwood Seat in Cemetery (Donated but for Insurance Valuation)		R/V	£500.00	£500.00	£500.00	£500.00
Bench Opposite Quayside Court		In/V	£360.00	£360.00	£360.00	£360.00
2 Iroku Benches with Jubilee Plate Inserts		In/V	£970.00	£970.00	£970.00	£970.00
Commemorative Bench - Wingfield Road		In/V	£312.46	£312.46	£312.46	£312.46
WWI Commemorative Bench		In/V	£905.50	£905.50	£905.50	£905.50

Pic-Nic Bench x 3 - Children's Play Area		In/V	£671.70	£671.70	£671.70	£671.70
WW2 Memorial Bench (playingfields)		In/V	£905.50	£905.50	£905.50	£905.50
<b>Notice Boards</b>						
Notice Board - Woodlands		In/V	£963.60	£963.60	£963.60	£963.60
Notice Board - Cemetery		In/V	£428.00	£428.00	£428.00	£428.00
Wooden Noticeboard in Cemetery		In/V	£0.00	£0.00	£0.00	£0.00
Trojan Notice Board		In/V	£686.50	£686.50	£686.50	£686.50
Notice Board - Eriswell Road		In/V	£963.60	£963.60	£963.60	£963.60
Notice Board - Cemetery		In/V	£963.60	£963.60	£963.60	£963.60
Notice Board - Briscoe Way		In/V	£963.60	£963.60	£963.60	£963.60
Notice Board - Wings Road		In/V	£963.60	£963.60	£963.60	£963.60
Wooden Noticeboard - Cemetery		In/V	£1,036.50	£1,036.50	£1,036.50	£1,036.50
<b>Machinery &amp; Tools</b>						
DR All Terrain Mower		In/V	£1,700.00	£1,700.00	£1,700.00	£1,700.00
Hayter Harrier 56 Mower		In/V	£800.00	£800.00	£800.00	£800.00
Husqvarna 28 675 30" Hedgecutter		In/V	£340.00	£340.00	£340.00	£340.00
Husqvarna Pole Cutter Extension		In/V	£206.00	£206.00	£206.00	£206.00
Husqvarna Trimmer Attachment		In/V	£79.00	£79.00	£79.00	£79.00
Elliet Major Shredder		In/V	£2,500.00	£2,500.00	£2,500.00	£2,500.00
Alko Farmer Cutting Machine (BM5001-R)		In/V	£400.00	£400.00	£400.00	£400.00
AE12 FK2 Husqvarna P525D		In/V	£14,100.00	£14,100.00	£14,100.00	£14,100.00
PE6 Scott Trailer with Tail Ramp		In/V	£818.00	£818.00	£818.00	
Misc. Tools inc. Wheelbarrow, Cans, Fork etc.		In/V	£500.00	£500.00	£500.00	£500.00
2 x 5 Litre Jerry Cans		In/V	£37.00	£37.00	£37.00	£37.00
Spanner Set		In/V	£54.00	£54.00	£54.00	£54.00
Drill & Bits		In/V	£97.90	£97.90	£97.90	£97.90
Knapsack Sprayer		In/V	£76.55	£76.55	£76.55	£76.55
Brushcutter		In/V	£287.50	£287.50	£287.50	£287.50
Chainsaw		In/V	£312.50	£312.50	£312.50	

Blower Attachment		In/V	£125.00	£125.00	£125.00	£125.00
Pruning Saw		In/V	£25.94	£25.94	£25.94	£25.94
Hammer Drill		In/V	£152.00	£152.00	£152.00	£152.00
Drill Battery Pack		In/V	£69.95	£69.95	£69.95	£69.95
AX19 UXU John Derre Gator XUV 865M Utility Vehicle		In/V	£17,533.33	£17,533.33	£17,533.33	£17,533.33
Ladder		In/V	£259.00	£259.00	£259.00	£259.00
Pressure Washer		In/V	£105.00	£105.00	£105.00	£105.00
Ramps for cable cover		In/V				£46.66
Tamper Pole		In/V				£42.00
2x 10 Ltr Petrol Cans		In/V			£49.98	£49.98
Industrial Broom and Brush		In/V			£28.47	£28.47
Platform Tower And Domestic Adjustable bases		In/V			£497.00	£497.00
Makita Orbital Sander and sand disks	<i>should have been added to asset total 2022</i>	In/V				£113.45
C/Horn handle Ergostart	<i>should have been added to asset total 2022</i>	In/V				£330.00
Galvanised Incinerator bin	<i>should have been added to asset total 2022</i>	In/V				£20.75
Bench Grinder	<i>should have been added to asset total 2022</i>	In/V				£115.00
<b>Street Lighting</b>						
228 Street Lighting Columns Maintained under Suffolk CC Contract						
Replacement Cost of Columns & Lanterns as at 31/3/06 - £270 per unit		In/V	£66,980.78	£66,980.78	£66,980.78	£66,980.78
<b>Office Contents, Machinery Etc</b>						
Parish Telephone		R/V	£0.00	£0.00	£0.00	£28.29
2 Door Cupboard with Shelves					£0.00	£0.00
2 Drawer Filing Cabinet					£0.00	£0.00
4 Drawer Filing Cabinet					£0.00	£0.00
Clerk's Chair					£0.00	£0.00
Small Circular Table					£0.00	£0.00

2 Chairs (Visitors)					£0.00	£0.00
Printer		In/V	£2,741.65	£2,741.65	£2,741.65	£2,741.65
External Hard Drive		In/V	£41.65	£41.65	£41.65	£41.65
Packard Bell Laptop		In/V	£306.65	£306.65	£306.65	£306.65
Heater		In/V	£0.00	£0.00	£0.00	£0.00
Microsoft Office Package		In/V	£99.99	£99.99	£99.99	£99.99
Laminator		In/V	£10.00	£10.00	£10.00	
Heater		In/V	£11.00	£11.00	£11.00	£11.00
Paper Trimmer		In/V	£9.99	£9.99	£9.99	£9.99
Office Telephone		In/V	£24.29	£24.29	£24.29	£24.29
Hole Punch		In/V	£17.64	£17.64	£17.64	£17.64
10 sheet Cross cut paper Shredder		In/V		£69.99	£69.99	£69.99
Laptop with Microsoft Office		In/V		£374.16	£374.16	£374.16
Office Double Door Cupboards		In/V			£288.42	£288.42
Public Graves Register		In/V			£176.00	£176.00
Grant of Exculsive Rights of Burial Receipt book		In/V			£110.00	£110.00
Laser Printer		In/V		£186.64	£186.64	£186.64
Office Fridge		In/V				£33.32
Office kettle		In/V				£11.87
Fans		In/V				£90.00
Hazard Cabinet		In/V				£170.83
Tascam Portable Audio Recorder	<i>should have been added to asset total 2022</i>	In/V				£93.00
Lenova laptop	<i>should have been added to asset total 2022</i>	In/V				£440.00
Epson Home Printer XP4150	<i>should have been added to asset total 2022</i>	In/V				£64.99
Galaxy A35 Mobile Phone BT contract handset					£0.00	£0.00
Flameproof cabinet	<i>should have been added to asset total 2022</i>	In/V				£204.99
<b>Miscellaneous</b>						
Grit Bin		In/V	£170.00	£170.00	£170.00	£170.00
6 lltter Pickers		In/V		£20.90	£20.90	£20.90
4 x Anti Ram Padlockable Telescopic Posts		In/V	£72.00	£72.00	£72.00	£72.00

Security System + Extension + Fobs (2)			£700.00	£700.00	£700.00	£700.00
Speedar Speed Detector Gun		In/V	£995.00	£995.00	£995.00	£995.00
Westcotec Speed Indicator Device		In/V	£3,150.00	£3,150.00	£3,150.00	£3,150.00
Water Sprayer		In/V	£10.00	£10.00	£10.00	£10.00
Dog Bin - Maids Cross Way		In/V	£123.00	£123.00	£123.00	£123.00
Hand Towel Dispenser - Cemetery Toilet		In/V	£16.29	£16.29	£16.29	£16.29
Phone Box - Opposite Quayside		N/V	£1.00	£1.00	£1.00	£1.00
Phone Box - Outside Library		N/V	£1.00	£1.00	£1.00	£1.00
CCTV Camera, Rechargeable Batteried & Stickers		In/V	£17.95	£17.95	£17.95	£17.95
Emergency Planning Group Equipment		In/V	£177.96	£177.96	£177.96	£177.96
Westcotec Speed Indicator Device		In/V	£3,050.00	£3,050.00	£3,050.00	£3,050.00
Beacon		In/V	£151.30	£151.30	£151.30	£151.30
Bug Zapper		In/V	£15.68	£15.68	£15.68	£15.68
Voice Recorder (Speedwatch)		In/V	£24.91	£24.91	£24.91	£24.91
Grit Bin (Warrners Reach)		In/V	£114.84	£114.84	£114.84	£114.84
Stone for WWI Commemoration (playingfields)		In/V	£220.83	£220.83	£220.83	£220.83
Panel for WWI Memorial (playingfields)		In/V	£150.00	£150.00	£150.00	£150.00
Vandalproof Toilet Roll Dispensers (play area)		In/V		£20.90	£20.90	£20.90
8 xLitter Pickers		In/V	£20.81	£20.81	£20.81	£20.81
Speedwatch Hi-Viz Jackets		In/V				£255.92
Christmas Decorations		In/V				£440.65
Flags & Flag Poles		In/V				£110.03
Bunting		In/V				£129.97
Bushnell Velocity Speed camera	<i>should have been added to asset total 2022</i>	In/V				£179.95
Rechargeable battery pack and recharger for Speed Camera	<i>should have been added to asset total 2022</i>	In/V				£47.97
		<b>SUB-TOTAL</b>	<b>£431,774.17</b>	<b>£468,794.20</b>	<b>£681,319.76</b>	<b>£698,308.25</b>

<b>Acquisitions During previous Year</b>						
Adult gym equipment						£14,938.35
Ramps for cable covering						£46.66
Radiators at Cemetery Cottage x 3						£221.00
Office telephone						£28.29
Speedwatch Hi-Viz Jackets						£255.92
Christmas Decorations						£440.65
Office Fridge						£33.32
Office kettle						£11.87
Fans						£90.00
Flags & Flag Poles						£110.03
Bunting						£129.97
Hazard Cabinet						£170.83
Tamper Pole						£42.00
<b>Disposals During previous Year</b>						
Laminator						£10.00
Office Telephone						£0.00
Chainsaw						£312.50
PE6 Scott Trailer with Tail Ramp						£818.00
<b>Long Term Asset Description</b>						
Lakenheath Playingfields Association Loan	Balance B/Fwd		£666.64	£0.00		
	Advanced		£0.00	£0.00		
	Repayments		£666.64	£0.00		
	Carried Forward	<b>SUB-TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>		
	<b>GRAND TOTAL</b>		<b>£431,774.17</b>	<b>£468,794.20</b>	<b>£681,319.76</b>	<b>£698,308.25</b>

## Appendix B

Lakenheath Parish Council Planning Committee

Notes from the meeting held on Wednesday 22nd March 2023 at 9.30 am. Location: Parish Office, Peace Memorial Hall Lakenheath (Rearranged from postponed meeting scheduled for 15<sup>th</sup> March)

*Members of the press and public were invited*

**Present:**

**Cllr Overy (Chairman)**

**Cllr Kelly**

**Cllr Cahill**

**Cllr A Gyte**

1. Apologies and Declarations of Interest: none
2. Members of the public may speak about an item on the agenda (3 minutes limit) none
3. To consider the following requests for consultation:

**A. Application No. DC/23/0305/TCA**

[Trees in a conservation area notification - one Horse chestnut \(T1 on plan\) remove lowest branch over driveway back to trunk, remove epicormic growth up to five metres above ground level, one Cotoneaster \(T2 on plan\) reduce in height to top of wall, one Laurel \(T3 on plan\) remove left hand trunk and trim top and end of right hand trunk, one Ash \(T4 on plan\) reduce lateral spread over clients garden by up to two and a half metres and remove all ivy from above one metre](#)

Planning Application

The Manor Garden Hall Drive Lakenheath Suffolk IP27 9JT

Ref. No: DC/23/0305/TCA | Received: Thu 23 Feb 2023 | Validated: Thu 23 Feb 2023 | Status: Pending Consideration

**NOTED: CONSENSUS BY EMAIL (DATE OF EXPIRY) NO COMMENT**

**B. Application No. DC/23/0185/HH** Officer: Charlotte Russell

Consultation Period Expires: 15 March 2023 Received 1 March 2023

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL Householder planning application - a. porch to front elevation b. single storey side extension (following demolition of existing garage) c. alterations to side elevation windows including enlargement of west elevation window to form bi-fold doors infill of window to east elevation

LOCATION 29 Caudle Avenue, Lakenheath, Suffolk, IP27 9AU

APPLICANT Mr Allcock

AGENT Mr Jeff Hickford

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

Amended proposal description

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

<https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RPNM29>

**NOTED:** CONSENSUS BY EMAIL (DATE OF EXPIRY) NO COMMENT

**C. Application no: DC/23/0325/HH**

Consultation Expiry: 24 March 2023 Received date: 3 March 2023

Proposal Householder planning application - single storey rear extension (following demolition of existing conservatory)

Location White Fen Farm White Fen Drove Station Road Lakenheath Suffolk Applicant Mrs Emma Butcher

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQQ6ZWPDHM700>

**SUPPORT**

**D. Application no: DC/23/0372/TPO** Consultation Expiry: 29 March 2023

Received: 8 March 2023

Proposal TPO 02 (1995) tree preservation order - one Walnut (T3 on plan) one Ash (T4 on plan) fell

Location Land Off Briscoe Way Lakenheath Suffolk IP27 9SA

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RR3MBNPDHRP0>

**SUPPORT**

**E. Application no: DC/23/0357/TPO** Consultation Expiry: 28 March 2023 Received: 7 March 2023

Proposal TPO 01 (2011) - Tree preservation order - one Horse

Chestnut (T14 on plan, 1417 on order) overall crown reduction by three metres; one Horse Chestnut (T17 on plan, 1414 on order) remove uppermost leader/limb, reduce lower leader/limb by three metres

Location Highlodge Hall Drive Lakenheath Suffolk IP27 9JT Applicant Mr Porter

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQWIRIPDHPQ0>

**SUPPORT**

**F. Application no: DC/23/0251/FUL** Consultation Expiry: 27 March 2023

Received: 6 March 2023

Proposal Planning application - a. two dwellings (demolition of commercial garage building) b. associated vehicular access

Location 29 High Street Lakenheath Suffolk IP27 9JS Applicant Mr Brian Rutterford

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQ3Z32PDHD80>

**SUPPORT**

**G. Application no: DC/23/0388/FUL** Consultation Expiry: 3 April 2023 Received: 13 March 2023

Proposal Planning application - agricultural building for grain storage

Location 1 Hiss Farm Cottage Station Road Lakenheath Brandon Suffolk

Applicant Mr Clayton, C/O SDM Fabrications Limited

## SUPPORT

H. Email from resident:

Planning Application - Lloyd's Building, 19 High Street, Lakenheath DC/22/2160

Rec. 19.03.2023

DC/22/1164/FUL

Dear Nicky Glading,

Firstly we trust that our email finds you keeping well. We would like to thank you for your initial comments on the last planning application, and are hoping that you will be able to support us further with the renewed application. There has been another planning application submitted at 19 High St, Lakenheath. The applicant (Mr Charles Chisholm SRC Property Development LTD) has reduced the number of dwellings from 2 down to 1. However, we are still extremely concerned with the application. In particular the neighbouring wall to the proposed development for the following reasons.

- I have gone through the application and cannot see any mention of partial destruction of the neighbouring wall, this is alarming. In my view this doesn't mean it will not happen. I note in particular that they plan to have PVC guttering along the west facing side of the building. If the new build is to follow a similar roof line of the building next to it. I'm sure this can only happen if they partially reduce the height of the historic wall in situ within the conservation area. I have attached a photo that outlines previously the section of wall for destruction as described to me by the site manager on the last planning application. This would be a travesty & permanent loss to Lakenheath and must be protected. In addition they plan to install a chimney for a woodburner facing into our back garden. The planning application is for a single story dwelling. I'm therefore concerned on windy days about the exhaust fumes from the chimney blowing into our garden.
- There are no dimensions of the building to support how long the proposed new build will be?
- There's no detail on the height of the proposed new build.
- They additionally make no mention of the contested wall within their application, and only mention that there were contested issues surrounding car parking / bin storage previously.
- We love looking at the wall, it's impressive, big & beautiful to look at, and for historic preservation purposes we would prefer to look at the wall rather than a roof or roof line from our garden.

I welcome any comments that you may have and if you would like to see the wall in person Please let us know.

With kindest regards in the hope that the wall can be preserved for future generations to appreciate.

## CLLRS COMMENT: NEED TO CONSIDER FURTHER

4. Confirm date next meeting

## Appendix C

Environmental update from Cllr J Cahill:

Cemetery – Bulbs planted around Chapel and more put into beds by entrance. Entrance beds also tidied.

Saplings planted at the gap in the hedge at the back of cemetery – a few more are needed.

Work needed to the walls around each of the beds at the front entrance. Can we get quotes for this?

Village Sign Triangle – So far, the bulbs that have flowered are being well received by passing residents and they are all flowering. Weeding will continue so the beds are 'ready' for wildflower seeds, these need to be sown in April/May. Many thanks must be directed at 2 volunteers and

District Councillor Stephen Frost for their most valuable help with the weeding. To be decided if just wildflowers or meadow grass. Meadow grasses usually are 80% grass and 20% flowers. More bulbs will be needed to fill up some spaces where the bulbs did not take.

Dumpling Bridge Lane and Hall Drive – Saplings going along the back fence of Dumpling Bridge Lane and along the wall of Hall Drive have been planted by Lakenheath Scout Group. The remaining bulbs have also been planted by the Scout Group in the Dumpling Bridge Lane bed. The Scouts worked really hard and followed instruction very well. They are a credit to the community. Hopefully they will be able to help on other projects that we undertake.

The beds on either side of Hall Drive need to be dug up and started again – taking care to not destroy the Snowdrops and replant them where necessary, the bulbs planted there have not done well. We could get this to match the other end of the village with wildflowers.

BT Site – Still waiting for final permission. Saplings ready to plant although due to a misunderstanding, on my part, we now have too many! The front beds will be more formal planting with hopefully a couple of benches put in place. Sedge Fen can take any saplings left over.

Mutford Green: work to be done as soon as possible to reduce the brambles that grow madly on this site. Also, the Tree for the King's Coronation needs to be planted. It has already been bought.

I have received complaints from residents about the amount of dog poo and dog poo bags in the green areas around the back of Highfields and Highlands. It has been requested that more signs are put up and a few more bins put in around this site.