



Lakenheath Parish Council
The Parish Office
98 High Street, Lakenheath IP27 9EW
Telephone: 01842 860598
Email: lakenheathparish@gmail.com

MINUTES

of the meeting of Lakenheath Parish Council held on 2nd September 2024 **at the Methodist Church, Back Street**

Present:

Cllr G Kelly, Cllr J Hastings, Cllr N Smith, Cllr D Smith, Cllr M Hugo, Cllr I Frost, Cllr J Cahill, Cllr W Overy.

In attendance: 6 members of the public, PC A Green, Mrs C Shimmon (RFO) and N Glading, (Parish Clerk)

2024/66 Chairman's welcome, confirmation of recording and Apologies

The Chairman welcomed all to the meeting and it was confirmed that the clerk would record for minute purposes only.

Apologies had been received from Sqn. Ldr. A Eaton, Cllr P Gyte, Cllr A Gyte, Cllr M Rowntree and C/ Cllr C Noble

2024/67 Public Participation: Representations from Members of the Public

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

- (a) A resident told the meeting that Lakenheath Football Club are parking in an inconsiderate manner, residents cannot access their own parking spaces. There are also concerns that emergency services would not be able to access should the need arise. The resident had emailed the club. It was appreciated that this is a Highways issue, the resident seeks advice from the parish council. Cllr N Smith gave the resident his card, and asked the resident to email him so that he can report the issue to Lakenheath FC.
- (b) A resident complained that in Wings Road, conifers have grown to excessive heights, causing debris to fall onto the double yellow lines. Cllr Kelly confirmed that the parish council regularly try to persuade those responsible to act to rectify. Clerk to investigate and report.

2024/68 Reports & Questions

- (a) Update from RAF representative: Sqn Ldr Adam Eaton had given apologies but had sent the following Report:
Lakenheath Alliance for Peace have published the dates for future Peace Camps that are to be held outside the Main Gate to RAF Lakenheath. These are planned for the last Saturday of every month, starting 31st Aug 2024. Their intention is to hold a larger event in April 2025.

There will be an extended flying window 9th – 20th Sep primarily due to NATO exercise commitments.

(b) Update from West Suffolk District Councillor (D/Cllr T. Whitehand and or D/Cllr G Kelly) C/Cllr Whitehand was not present.

1. West Suffolk decarbonisation initiative part two: there is interest from Lakenheath Village Hall and Lakenheath Pavilion.
2. August was a quiet holiday month, however there is a lot bubbling up.

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

(d) Update from PC Andy Green: the protest outside Base was well policed with little trouble. There have been 36 recent calls originating in Lakenheath. Using unmarked cars on Friday/ Saturday nights, the Police have targeted Caudle Road, a dog unit was involved.

No problems with ASB, however there were two burglaries on the building site. It is the responsibility of Persimmon to secure the site better.

There has been a break in at Sunset Care Barn (no CCTV), a pump was stolen.

A hidden Police camera will be installed at the site.

The Unit are struggling a bit with staffing and can't be everywhere at once.

2024/69 **Matters relating to previous Minutes**

- (a) The accuracy of the Minutes of the Parish Council meeting held on 1st July 2024 were unanimously **AGREED** and the Chairman authorised to sign.

2024/70 **Financial Matters** (Appendix A)

- (a) Payment of Accounts- Amendment to reimburse Cllr J Cahill £49.98 for weedkiller. It was **AGREED** to pay the accounts as specified by the RFO.
- (b) Bank Reconciliations: there were two as there was no meeting in August. The Reconciliations were **NOTED**.
- (c) The Out-turn Report was **NOTED**
- (d) Cemetery Land Registration: everything is with the LPC legal team. **NOTED**
- (e) Website Domain: the RFO asked the Councillors to consider having a .gov domain as previously discussed. The RFO confirmed that LPC would own the domain. It was unanimously **AGREED** to implement the change. A platform upgrade might be looked at within the next 18 months.

2024/71 **Speed Indicator Device Reports** (Appendix B)

- (a) Station Road: **NOTED**
- (b) Eriswell Road (new) **NOTED** Clerk to send reports to Andy Green as previous incumbent has left.
- (c) Speedwatch Team Report: Cllr Gyte had given apologies. It is anticipated that the Police will attend a session in September.

2024/72 **Clerks report**

(a) **LPC Insurance Policy**

The Clerk had obtained three quotations, from Zurich, Gallagher and Clear insurance. The Councillors considered all three quotations in terms of:

- (i) Suitability of cover offered – is it adequate and appropriate for LPC needs?
- (ii) Terms offered
- (iii) Premium/ LTU comparisons

It was unanimously **AGREED** to authorise the clerk to proceed with the Clear Insurance cover for one year.

(b) The LPC Risk Assessment for the Cemetery Shed (*Appendix C*) was considered. and unanimously **AGREED**, with one addition, that drivers declare points on licence to the clerk. It was further **AGREED** to purchase two combination padlocks to replace the key padlocks.

(c) The LPC Volunteer Policy was considered and **AGREED** (*Appendix D*)

(d) Red Telephone Boxes: The Clerk reported that the resident's response to the article in the Lakenheath Times and on social media was that usage should remain as it is, i.e. a book exchange. One volunteer has so far come forward to assist with the clean-up. Cllr Kelly suggested that the telephone box outside the library is eventually moved to a block paved area. Cllr Overy suggests that Lakenheath Library put in a display of children's books.

(e) The LPC Draft Emergency Plan (Clerk and Cllr Hastings) was **ADOPTED**. A condensed summary to be posted on website and noticeboards. Clerk and Cllr Hastings to send to Ben Wilding, finalise and implement. Page 7 indicates where the designated EP safety equipment is kept. Councillors further agreed that their phone numbers could be publicised on the Emergency Plan.

(f) The Clerk informed the Councillors that all burials & interments since June 2022 i.e., the date that she commenced as clerk, have been recorded on an excel database, in addition to the usual paper records. A full record could be a separate project in the future.

2024/73 **Tree Project**

- a. Update on implementation of the tree project. Cllr Hugo reported that this is ongoing. Joshua Tree to contact the clerk, Cllr Hugo and clerk will chase.

2024/74 **Reports**

(a) **Chairman**

- (i) LPFA/LPC meeting: this was a helpful meeting, a follow up meeting is envisaged, pleased we are talking with them, let's see what we can do together.
- (ii) Update on Mutford Green damage to surfaces/ parking: the Chairman reported that this is a work in progress as far as enforcement are concerned.

- (iii) Update on unfair dismissal claim: the Chairman reported that this has been withdrawn and is now concluded.
- (b) Neighbourhood Plan Committee including High Street Regeneration Scheme: No news. The National Policy Framework is subject to a review which is being consulted on at the moment, therefore we need to make sure ours is out for consultation.
- (c) Lakenheath Times Autumn edition: Cllr D Smith reported that this has now been distributed. The Chairman and Councillors thanked the group for their hard work on the project: which is now an interesting, locally focused magazine.
- (d) Renewables meeting 28.08.2024 Cllr Kelly reported that many residents had received a flyer about grants/ discounts available to reduce energy efficiency/ consumption. Most of the grants are not means tested, however council tax banding and EPC banding may be looked at. One company had spoken to LPC about a 'flagship' project in Lakenheath. LPC can work with any business but may not endorse a particular company.
- Cllr Rowntree has been working with the Village Hall towards submitting an energy reduction project.
- Cllr Kelly told the meeting that there will be another government tranche of money in 2025 for Suffolk which will be managed by a team to decide priorities.
- The Sunnica energy farm has now been approved.
- (e) Business Forum: ongoing
- (f) Environmental update: Cllr Cahill asked about the budget to plant more bulbs and seeds as some did not come up. Next weekend Cllr Cahill wants to work on Mutford Green and requires help, there is a lot to do. Cllr Kelly has left a message for the responsible director this morning about the Mutford Green issues and will follow up tomorrow.
- PC Green suggests contacting the Scouts. Cllr Cahill mentioned that the Scouts are quite limited as to what they can do.
- A four-season year action plan is to be proposed at the next meeting and then LPC can look at expenditure/ budget.
- Cllr Kelly told the meeting that there are very few of the indigenous Black Poplar trees remaining in our area: Nowton Park may make a limited number available.
- (g) Mobile network infrastructure: Cllr Frost reported that the 5G upgrade is all going ahead. Timing is unknown.
- (h) Christmas Decorations: Cllr Hastings reported that she has
- Received the nutcracker soldiers for hanging on the lamp /telegraph posts,
the banners to place along railings, the large Christmas flags for flag poles and
the Christmas signs for shops
Flag poles to be ordered this week
Samples of hanging icicles received and assessing how many needed for

shops to put them up themselves.

Agreement from Molas to hold the lighting up event at their premises on Friday 6th December at 5pm Molas to provide light refreshments

Provisional agreement for a duet with keyboard to sing carols. (Possibly a choir also)

Two stands for large Christmas trees are being made.

Waiting on permission to place the second tree outside the church doors.

Time line: decorations to go up week commencing Monday 2nd December

Lighting up event Friday 6th December.

Decorations to remain up till after the new Year

- (i) LPC Facebook page: This is good, some positive comments received, the Chairman thanked Cllr Rowntree and Cllr Hugo.

2024/75 **Matters relating to Lakenheath Cemetery**

- (a) To receive a report from the LPC Cemetery Committee, Cllr Frost reported:

Work has been completed on the memorial squares where nearby tree roots have lifted plaques

Two Funerals this month, graves look ok although some are raised a little high but the Committee will monitor this to ensure they settle properly to assist with grass cutting etc.

No wild life issues at the moment

Next month we will carry out a bench survey in the cemetery to ensure they are all in good order and identify those that need painting/repairing

When the hedges have been cut back we will check out the perimeter fences with a view to blocking an area that children seem to be entering and playing.

We will need several fence panels for this job.

New signage for front gates has been received just waiting to be put up.

Generally everything else looks ok

- (b) To consider the request from a resident to instal bird boxes at the Cemetery (*Appendix E*)

The Cemetery Committee have reviewed this project and have no issues with the implementation of the project.

2024/76 **Matters relating to Lakenheath Streetlights**

To receive a report on the installation of LED units and other refurbishment to the streetlighting units: Cllr Frost reported that there are no problems

2024/77 **Matters relating to the Play area**

- (a) To receive a Report from Cllrs Rowntree and P Gyte on the replacement of the bark with wet pour surface. Deferred, ***next meeting***. **NOTED:** Broken glass was cleared up.

- (b) Remedial action taken to assist drainage at the car park. Cllr Kelly is bidding for funding. Next meeting.

2024/78 **Street Furniture**

- (a) Councillors considered the request from Cllr Hastings for the provision of an additional waste bin at the toilets at Wings Road. Cllr Kelly will arrange for collection which has been a problem in the past, he feels collection would not be a problem in this case. Cllr Kelly to authorise provision of bin from West Suffolk Council.

NOTED: Cllr Kelly reported that the bin at the Maids cross way / Marabella track is on its way. Cllr N Smith has agreed move it to facilitate easy access (Barr Drive) on bin collection day.

- (b) To consider the suggestion from Cllr P Gyte to paint all the noticeboards sage green to match the benches Deferred, ***next meeting***

2024/79 **Grant Applications**

- (a) Remembrance Sunday Order of Service printing (RBL) Clerk had obtained a quotation. The British Legion organise the event and LPC organise the road closure. Clerk to finalise as Councillors are mindful to proceed.

- (b) Councillors considered the application for Food Bank funding : Cllr Kelly has pointed out a number of alternate funding sources.

£1,000 donation was **unanimously AGREED** Clerk to inform

2024/80 **Correspondence and Items for Future Meetings**

Cllr Overy will email her concerns / next meeting discuss and inform C/Cllr Noble

2024/81 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

2024/82 **Information**

None

2024/81 **Matters to be taken under exemption**

None

Meeting closed 8.45pm

Appendix A Accounts

Lakenheath Parish Council					
	Bank Reconciliation 30th June 2024				
Balance at 31.05.2024					£455,133.09
Uncleared payments from previous period					£597.41
					£454,535.68
Income					£2,095.50
					£456,631.18
Less Expenditure (Chqs, Online Pmts + D/Ds)					£10,274.77
					£446,356.41
Represented by:					
Balance in Current Account					£2,873.56
Balance in Lloyds Bank Deposit Account					£120,375.23
Balance in Unity Trust Bank Deposit Account					£79,171.30
Balance in Nationwide Deposit Account					£86,084.06
Balance in Cambridge Building Society					£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch					£649.72
Balance in Lloyds Bank Deposit Account - NP					£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times					£3,872.14
Balance in Lloyds Bank Deposit Account - Street Lighting					£71,576.54
					£446,862.23
Less Payments not Presented					
HMRC					£505.82
					£505.82
					£446,356.41

	Bank Reconciliation 31st July 2024				
Balance at 30.06.2024					£446,862.23
Uncleared payments from previous period					£505.82
					£446,356.41
Income					£58,849.31
					£505,205.72
Less Expenditure (Chqs, Online Pmts + D/Ds)					£31,557.82
					£473,647.90
Represented by:					
Balance in Current Account					£7,639.50
Balance in Lloyds Bank Deposit Account					£85,493.15
Balance in Unity Trust Bank Deposit Account					£79,171.30
Balance in Nationwide Deposit Account					£86,244.91
Balance in Cambridge Building Society					£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch					£650.39

Balance in Lloyds Bank Deposit Account - NP		£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times		£3,876.14
Balance in Lloyds Bank Deposit Account - Street Lighting		£128,910.24
		£474,245.31
Less Payments not Presented		
HMRC		£597.41
		£597.41
		£473,647.90

**LAKENHEATH
PARISH
COUNCIL**

2nd September 2024

Date	Transaction	Payee	Description of Supply	Amount
Receipts				
12.06.2024		RH Landscape & Maintenance Services Ltd	Sale of Oil Tank	£250.00
June			Interest Payments	£895.50
June			Lakenheath Times Advertising	£0.00
June			Cemetery Cottage Rent	£950.00
June			Cemetery Fees	£0.00
08.07.2024		West Suffolk Council	Refund of Council Tax Overpayment - Cemetery Cottage	£132.17
25.07.2024		West Suffolk Council	Decarbonisation Grant	£57,259.77
July			Interest Payments	£357.37
July			Lakenheath Times Advertising	£0.00
July			Cemetery Cottage Rent	£950.00
July			Cemetery Fees	£150.00
Payments Made				
04.07.2024	Debit Card	Land Registry	Property Search	£6.00
09.07.2024	Debit Card	Amazon	Printer & Ink	£393.61
09.07.2024	Debit Card	Screwfix	Hosepipe	£42.97
15.07.2024	Debit Card	Original Factory Shop	Grass Seed for Cemetery	£20.00
15.07.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
25.07.2024	Online	Staff	Salary Payments - July	£2,761.52
25.07.2024	Online	Suffolk Stump Grinding	Tree Stump Grinding - Cemetery	£350.00
25.07.2024	Online	Sunrise Cleaning	Village Cleaning - June	£474.50
25.07.2024	Online	Clr J Cahill (reimbursement)	Bulbs	£24.98
25.07.2024	Online	Pearce & Kemp Ltd	Street Lighting - UKPN Charges 120 Wingfield Road 11 High Street 36 Eriswell Drive 242 Eriswell Drive	£9,982.98
25.07.2024	Online	Lakenheath Methodist Church	Room Hire - May & June	£120.00
25.07.2024	Online	RH Landscapes & Maintenance Svs Ltd	Crown Lift Lime Trees & Other Tree Work	£1,920.00
25.07.2024	Online	Impress Express	Signs for Cemetery	£80.40

25.07.2024	Online	Communicorp	Clerks & Councils Direct Subscription	£15.50
25.07.2024	Online	bright.motif;	Mail Box Upgrade	£22.02
25.07.2024	Online	R A Cash	Fencing - Cemetery Cottage	£1,495.00
25.07.2024	Debit Card	Toolstation	Multitool, Leafblower & Battery	£629.92
02.08.2024	Direct Debit	British Gas	Electricity - Public Toilets	£57.87
02.08.2024	Debit Card	Screwfix	Gloves & Protective Eyewear	£18.00
02.08.2024	Debit Card	Screwfix	Padlocks	£35.46
08.08.2024	Debit Card	A&J	Key Cutting	£7.50
09.08.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96
09.08.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - July	£65.00 £366.08
09.08.2024	Online	Pearce & Kemp Ltd	LED Lantern Replacement Programme	£9,438.80
09.08.2024	Online	R&S Playground Installation	Zipline Repairs	£731.00
09.08.2024	Online	Cllr N Smith (reimbursement)	Neighbourhood Planning	£31.00
15.08.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
16.08.2024	Debit Card	Amazon	Glue Remover	£11.99
23.08.2024	Online	Staff	Salary Payments - August	£2,636.91
23.08.2024	Online	Birketts LLP	Professional Services	£6,697.20
23.08.2024	Online	RH Landscapes & Maintenance Svs Ltd	Village Maintenance - July	£2,100.00
23.08.2024	Online	Cllr A Gyte (reimbursement)	Chain Oil	£11.49
04.09.2024	Direct Debit	British Gas	Electricity - Public Toilets	£66.29
06.09.2024	Online	xlpress	Lakenheath Times - Autumn Edition	£2,520.00
06.09.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96
06.09.2024	Online	Cllr J Cahill (reimbursement)	Litter Pickers	£19.99
06.09.2024	Online	Lakenheath Peace Memorial Hall	Hall Hire - Meeting 8.8.24 Quarterly Rent	£27.00 £839.25
06.09.2024	Online	Sunrise Cleaning	Village Cleaning - July	£465.00
06.09.2024	Online	Cllr N Smith (reimbursement)	Key Cutting	£9.00
06.09.2024	Online	Cllr J Hastings (reimbursement)	Christmas Decorations	£51.93
09.08.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - July	£65.00 £366.08
06.09.2024	Online	Birketts LLP	Professional Services	£302.40

LAKENHEATH PARISH COUNCIL 2024/2025

QUARTER 1

	Budget 2024/25	Actuals 30/4/2024	Actuals 31/5/2024	Actuals 30/6/2024	Total for Q1	Quarterly Budget	Variance	Variance Explanation £100 / 15%
Receipts								
Precept / LCSG	£177,500.00	£325.00	£150.00	£0.00	£475.00	£44,375.00	£-43,900.00	Precept received in one annual amount
Cemetery	£5,000.00	£0.00	£0.00	£0.00	£0.00	£1,250.00	£-1,250.00	Less burials than expected
Other (Inc Interest, VAT, Cottage Rent & IT	£20,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£-5,000.00	VAT received in one annual amount +
Total	£202,500.00	£325.00	£150.00	£0.00	£475.00	£50,625.00	£-50,150.00	Precept, VAT & Decarbonisation Grant
Payments								
Staff	£30,000.00	£0.00	£0.00	£0.00	£0.00	£7,500.00	£-7,500.00	Pay Incease Agreed
Village Keeping	£13,000.00	£2,636.91	£2,761.52	£2,387.67	£7,786.10	£3,250.00	£4,536.10	More Grass Cutting Required Q1
Cottage/Chapel	£10,000.00	£500.93	£88.44	£99.98	£689.35	£2,500.00	£-1,810.65	Repairs Required to Cottage Prior to Renting
Cemetery	£10,000.00	£93.47	£117.32	£218.05	£428.84	£2,500.00	£-2,071.16	Lower costs than anticipated
Street Lighting	£53,000.00	£500.00	£0.00	£0.00	£500.00	£13,250.00	£-12,750.00	LED Replacement Programme During Year
Admin	£3,500.00	£1,200.00	£1,200.00	£1,200.00	£3,600.00	£875.00	£2,725.00	More Expenditure Expected Q2
Insurance	£3,000.00	£1,880.30	£2,373.09	£792.94	£5,046.33	£750.00	£4,296.33	Insurances due later in year
Subscriptions	£1,200.00	£1,771.50	£1,771.50	£0.00	£3,543.00	£300.00	£3,243.00	Most subs paid in Q1
Training	£500.00	£0.00	£1,085.58	£0.00	£1,085.58	£125.00	£960.58	Training open to all
Newsletter	£7,500.00	£0.00	£0.00	£0.00	£0.00	£1,875.00	£-1,875.00	Income Received from Advertising
Grants	£12,000.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	£-3,000.00	Grant applications welcomed
Playground	£25,000.00	£0.00	£43.65	£2,160.00	£2,203.65	£6,250.00	£-4,046.35	Repairs Due in Q2
	£12,000.00	£0.00	£0.00	£0.00	£0.00	£3,000.00	£-3,000.00	Includes Opening & Closing Public
Total	£256,200.00	£9,011.71	£10,795.88	£8,185.82	£27,993.41	£64,050.00	£-36,056.59	Larger outgoings are expected later in year

Appendix B SID Reports

Eriswell Road Device July 2024

On 28 June 2024 at 11:00 the new SID was installed on the B1112 on the pole located on Eriswell Road. The SID was positioned just after the entrance to the pavilion to monitor traffic coming into Lakenheath from Lords Walk.

Traffic speed and counts were measured from 11:00 on 28 June 2024 up until 23:59 on 30 July 2024. The measurement point is **740m past** the point where the 30MPH zone starts.

There were between 3800 and **4400** vehicles per weekday passing this point heading into Lakenheath.

There were between 2600 and 3200 vehicles per day over the weekend heading into Lakenheath.

The busiest times during the week are 08:00-09:00 (Avg. 210 cars p/h) and 16:00 -17:30 (Avg. **500 cars p/h**).

The 85th Percentile Speed (most people) travel at or below **31.6 MPH** past his point.

The 50th Percentile Speed (half the traffic) travel at or below **27.2 MPH** past his point.

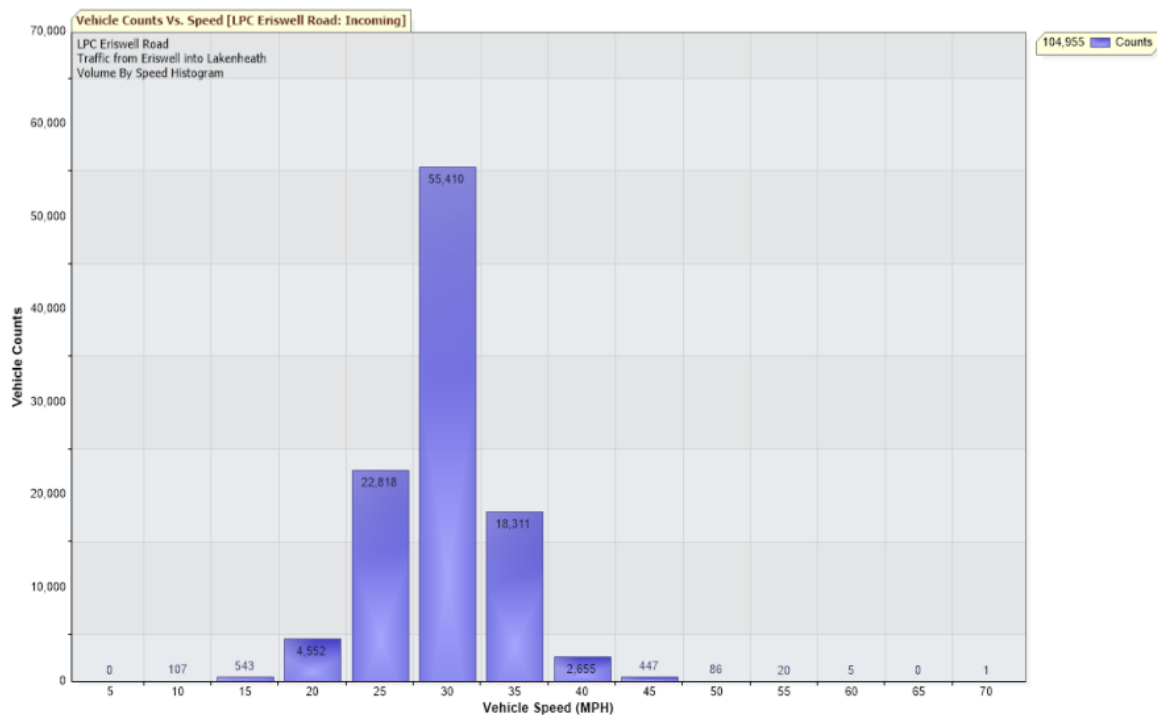
The fastest speed recorded this month was 70MPH (x1).

The next pages show:

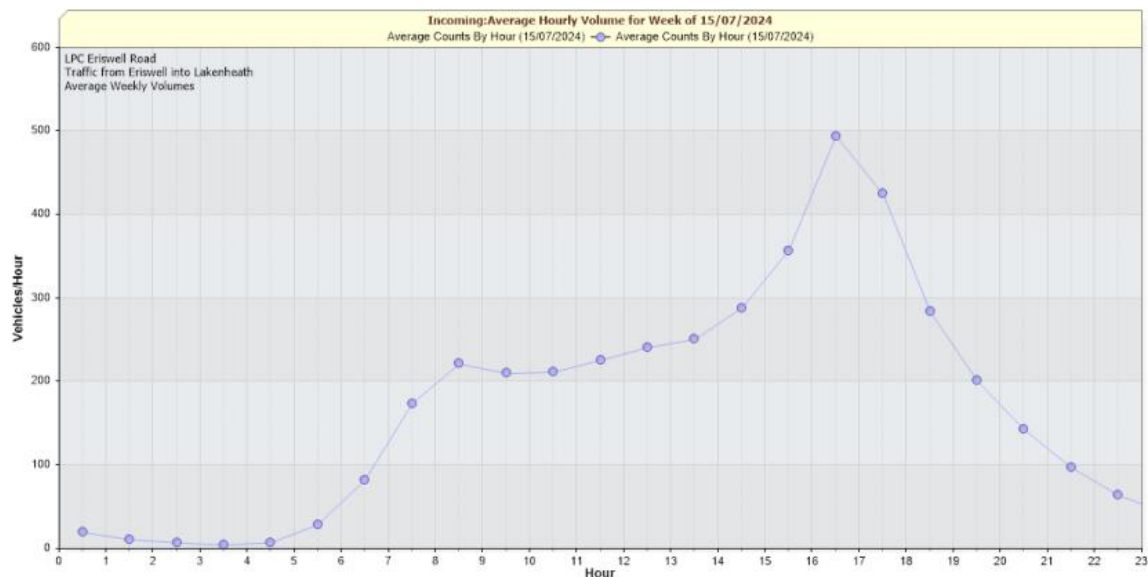
- Speed vs vehicle counts at the point listed above.
- Typical hourly volumes passing this point
- Typical daily volumes passing this point.
- Speed exceedances **of 35MPH** for this period

The SID Battery measured 13.2V on 30/07/2024.



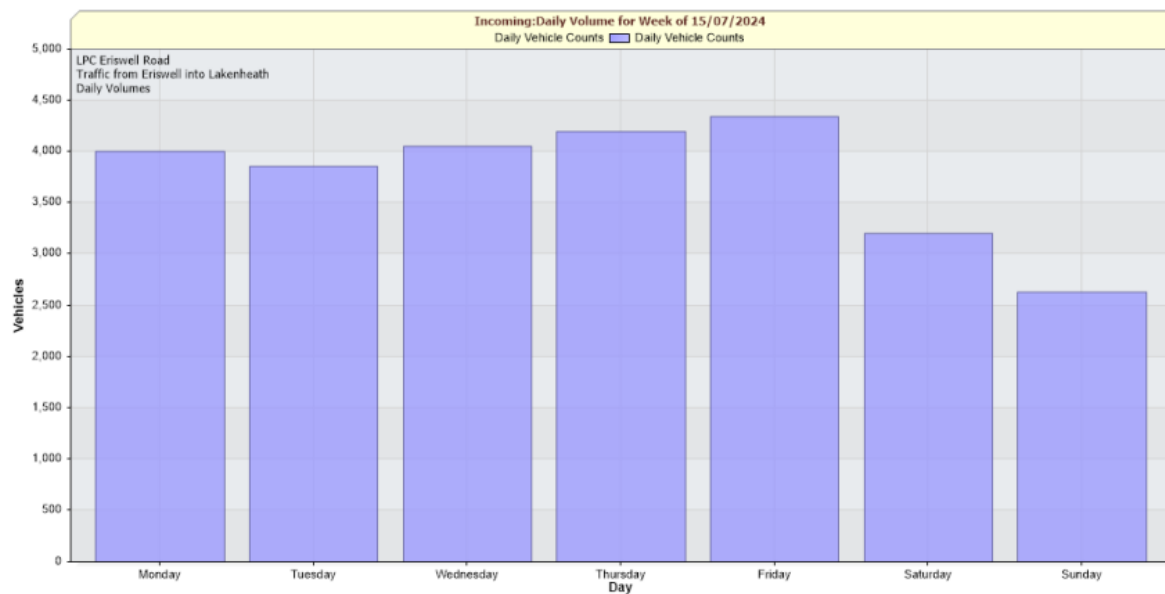


29/06/2024 to 30/07/2024 on Eriswell Road – Traffic from Lords Walk



Average hourly volumes heading into Lakenheath from Lords Walk (*)

(*) This is an interesting volume pattern indicating the majority of vehicles returning from work outside Lakenheath or Lakenheath High Street being used as a “rat run”. Monitoring traffic leaving Lakenheath at the opposite of the village (Station Road) at around the same time, will give further insight.



Typical daily volumes heading into Lakenheath from Lords Walk

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	12	7	13	19	10	15	13
2 - 2	12	7	9	9	4	11	5
2 - 3	2	6	3	4	5	6	5
3 - 4	2	1	1	5	4	3	9
4 - 5	5	9	14	10	10	6	9
5 - 6	23	16	20	18	12	13	2
6 - 7	37	43	18	30	20	30	19
7 - 8	29	36	31	25	25	27	16
8 - 9	22	24	26	12	20	19	21
9 - 10	19	20	16	17	24	21	21
10 - 11	19	17	17	15	12	20	21
11 - 12	25	17	23	19	28	27	27
12 - 13	16	16	26	18	19	20	20
13 - 14	26	9	15	29	17	20	30
14 - 15	18	15	25	22	12	18	20
15 - 16	22	15	17	23	19	18	13
16 - 17	22	12	21	24	24	23	28
17 - 18	10	8	28	17	21	16	18
18 - 19	27	31	19	14	20	29	27
19 - 20	27	14	15	21	28	29	30
20 - 21	21	23	25	24	21	22	32
21 - 22	18	19	21	9	15	18	8
22 - 23	13	14	21	10	5	13	9
23 - 24	12	7	14	14	9	15	10
Totals	439	386	438	408	384	439	413

Exceeding Speed of 35MPH - July

Station Road Device July 2024

Wangford.

Traffic speed and counts were measured from 00:00 on 29 June 2024 up until 23:59 on 30 July 2024. The measurement point is **450m past** the point where the 30MPH zone starts.

There were between 3000 and 3500 vehicles per weekday passing this point heading into Lakenheath.

There were between 2350 and 2600 vehicles per day over the weekend heading into Lakenheath.

The busiest times during the week are 07:00-09:00 (Avg. 230 cars p/h) and 15:30 -17:30 (Avg. 260 cars p/h).

The 85th Percentile Speed (most people) travel at or below **34.7 MPH** past his point.

The 50th Percentile Speed (half the traffic) travel at or below **28.8 MPH** past his point.

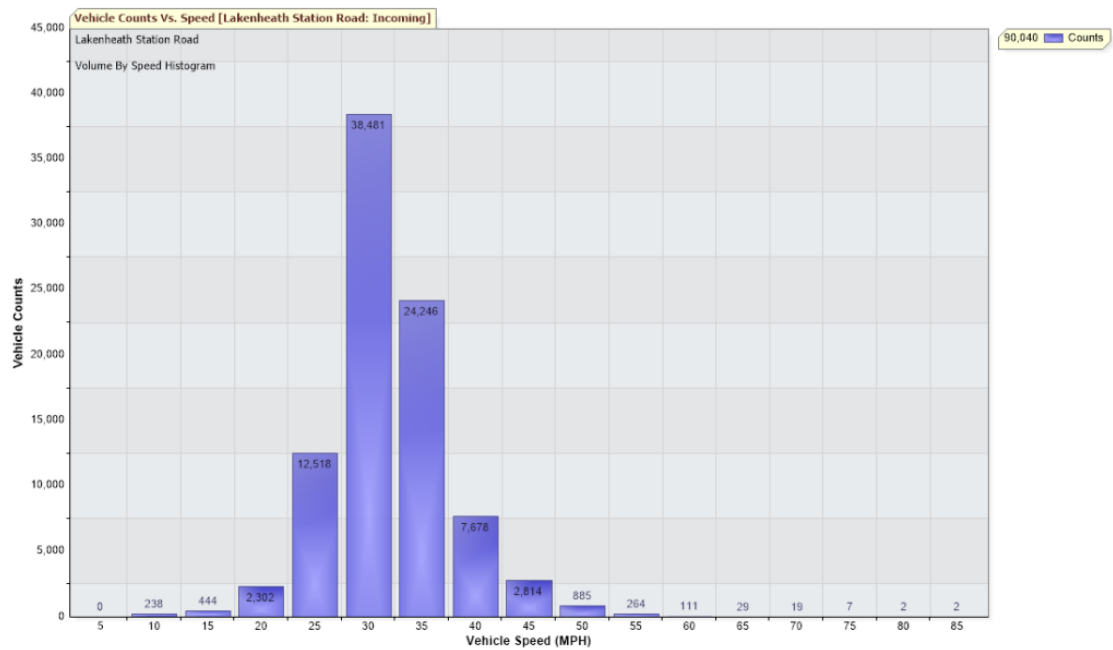
The fastest speed recorded this month was **85MPH (x2)**. There were also **1319** vehicles **exceeding 50MPH**.

The next pages show:

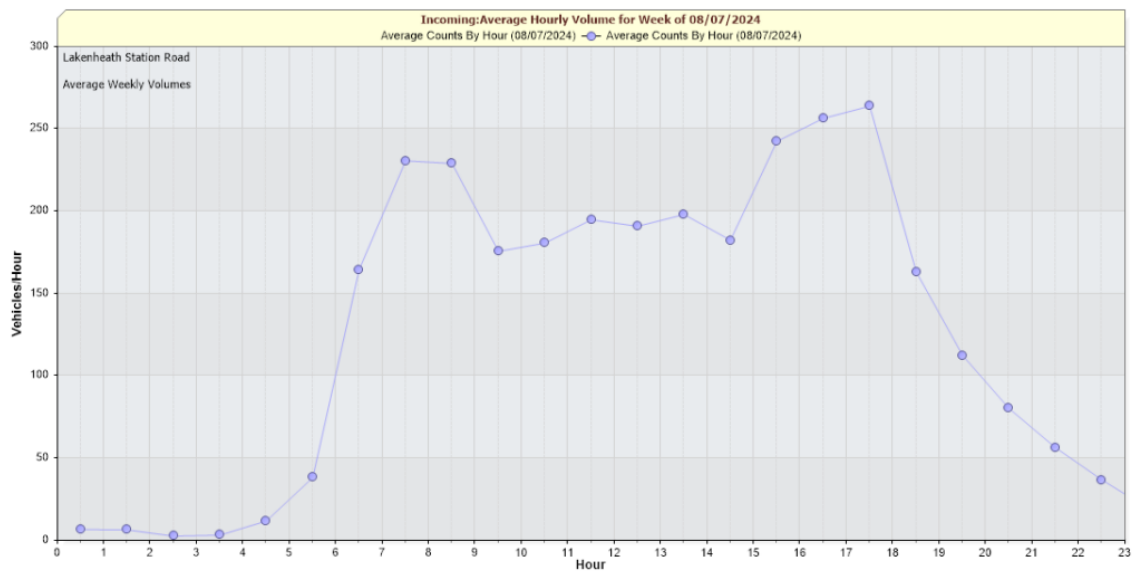
- Speed vs vehicle counts at the point listed above.
- Typical hourly volumes passing this point
- Typical daily volumes passing this point.
- Speed exceedances **of 35MPH** for this period

The Battery measured 12.6V on 30/07/2024.

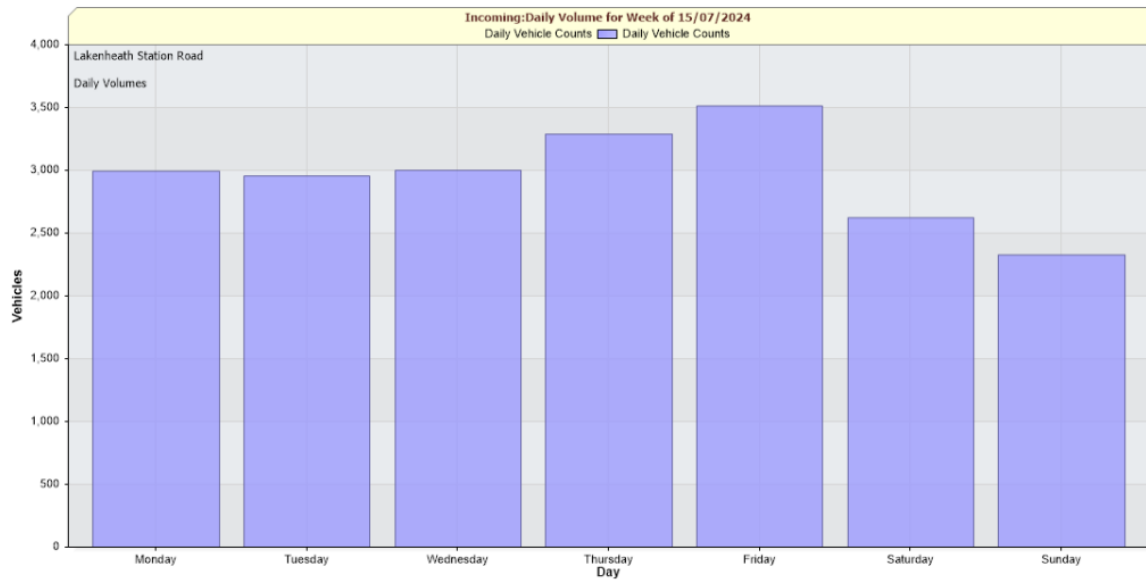
For the most effective use of the Solar PV panel, and safe access for operations personnel, a pole should be erected at <https://what3words.com/shun.petty.plank> and the SID and PV moved to this location. Safe access to SID via Woodlands Drive.



29/06/2024 to 30/07/2024 on Station Road – Traffic from Wangford



Average hourly volumes heading into Lakenheath from Wangford



Typical daily volumes heading into Lakenheath from Wangford

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	15	16	4	11	13	20	28
2 - 2	7	7	9	6	8	7	15
2 - 3	2	6	4	8	7	11	7
3 - 4	6	5	3	6	4	5	12
4 - 5	17	23	10	14	8	12	8
5 - 6	70	58	52	40	50	24	25
6 - 7	217	208	164	141	147	44	37
7 - 8	100	136	140	131	93	50	37
8 - 9	93	81	84	94	61	66	49
9 - 10	76	63	62	55	67	66	54
10 - 11	70	57	55	65	53	75	61
11 - 12	72	55	52	82	71	64	77
12 - 13	79	65	61	92	70	80	96
13 - 14	100	54	46	79	83	87	101
14 - 15	87	77	76	78	74	92	109
15 - 16	91	96	68	111	81	99	114
16 - 17	130	120	100	96	99	118	121
17 - 18	111	120	107	118	99	123	127
18 - 19	131	117	89	115	120	115	108
19 - 20	120	85	88	108	103	98	91
20 - 21	86	58	92	75	93	72	82
21 - 22	60	56	56	58	65	45	50
22 - 23	40	35	45	29	31	58	37
23 - 24	27	20	13	24	38	29	23
Totals	1807	1618	1480	1636	1538	1460	1469

Exceeding Speed of 35MPH - July

Appendix C



Health and Safety
Executive

Security Risk Assessment: Cemetery Shed

Company name: LAKENHEATH PARISH COUNCIL

Assessment carried out by: N GLADING

Date of next review: AUGUST 2025

Date assessment was carried out: AUGUST 2024

What are the hazards?		What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Access to shed	Loss of key	Appropriate controls in place, two copies of the key kept in the Parish Office Key Safe	None	Clerk	Implemented
Access to PC Office	Main key repository	Appropriate controls in place, key sets held by Chairman, Vice Chairman and clerk	None	Clerk	Implemented
Entrance Alert alarm	Premises alarmed	Code known by the two delegated Councillors (A. Gyte and N. Smith). Note of code kept in key safe.	Change code regularly	Clerk (including informing neighbours of contact if the alarm activated)	Implemented

What are the hazards?		What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Inventory of Contents	Contents included on Asset Register	Asset Register kept up to date	Asset Register checked quarterly	Clerk and Vice Chairman	By end September 2024
Gator	Insurance requirement	Gator may only be driven by a Parish Councillor (see insurance schedule), points declared to clerk	Not to be used by a non Councillor	Clerk and Vice Chairman	Implemented
Equipment	Leaf Blower and Strimmer	Only to be operated by a person who has read and understood the manufacturers instruction book	Volunteer to sign to confirm that they have read and will only use the equipment according to manufacturers instructions. Gloves and eye protectors to be supplied. Equipment PAT tested annually	Clerk	Implemented
Misappropriation	All equipment	Monitored	Monitor	Vice Chairman	Implemented
Misuse	All equipment	Monitored, item to be removed	Monitor	Clerk/ all Councillors	On going

Appendix D Volunteer Policy

LAKENHEATH PARISH COUNCIL VOLUNTEERS POLICY

This policy will enable Lakenheath Parish Council to demonstrate its commitment to keeping safe volunteers and those undertaking voluntary involvement in activities overseen or provided by Lakenheath Parish Council.

Policy Statement

Lakenheath Parish Council acknowledges and values the support that volunteers provide to the local community. This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of Lakenheath Parish Council and its volunteers.

Definitions

- Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Parish Council volunteer opportunities are advertised through the Lakenheath Times, Parish Council notice boards and the Parish Council website.
- All volunteering opportunities that arise from the community must be authorised by the Parish Council. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.
- Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately trained to be able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- Copies of the Councils Health and Safety Policy and Accident Reporting Policy and Procedures will be handed to all Volunteers prior to the commencement of their volunteering work. Details of the location of the Accident Record Folder and First Aid Kit held by the Parish Council will be communicated to all Volunteers.
- A risk assessment will be undertaken in order to identify risks that might be faced and how they will be managed.

The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.

- On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the volunteer's personal possessions against loss or damage will not be insured. If

volunteers are to use their own tools or equipment the Parish Council will not be held liable for any injury, loss or damage arising from a fault or defect with these.

- Volunteers will only be required to carry out less hazardous work involving use of non-powered tools where possible. In all cases, sensible and appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate); protective clothing and high visibility vests.
- Expenses will only be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.
- If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Parish Clerk.

Date adopted September 2nd 2024

Date of Review September 2025

Appendix E

Proposal: Establishing a Nest Box Monitoring Scheme at Lakenheath Cemetery

I have been a resident of Lakenheath for nearly two years. As a licensed bird ringer and nest recorder, I am passionate about bird conservation and monitoring. I am currently employed as the Health and Safety Officer at the British Trust for Ornithology (BTO) in Thetford, who amongst other activities issues ringing permits and collects important data on bird populations. Over the past two breeding seasons (March-July), I have monitored nest boxes at Thetford Cemetery, Ford Place in Thetford and a private garden in Riddlesworth. I am seeking the Parish Council's approval to install nest boxes in Lakenheath Cemetery. These boxes will be monitored weekly during the breeding season, providing valuable data on clutch size, first egg dates, hatching dates, fledging success, and more. Additionally, I will ring chicks and any adult birds present during my visits. The data collected will contribute to national conservation efforts, while also fostering local community engagement with our natural environment. To ensure that the nest boxes are available for birds ahead of the breeding season, they need to be installed by the end of February. I propose a mix of approximately 10 boxes, designed to accommodate a variety of species: - Boxes with small entrance holes for Blue Tits and Coal Tits. - Boxes with larger entrance holes for species such as Great Tits. - Open-fronted boxes for Robins, strategically placed among trees and vegetation at the cemetery's edges. The boxes for tits will likely be installed on between 4 or 6 trees along the main avenue, facing away from the road to protect them from prevailing winds and prolonged exposure to the sun. At the end of the breeding season, I will produce a report detailing the species that used the boxes, their breeding success, and other relevant data. This report, complete with photographs, will be made available to anyone interested. I have attached one of last year's reports as an example of the information I aim to gather. This initiative has the potential to inspire residents to install nest boxes in their own gardens and encourage other green spaces in Lakenheath, such as the playing fields and church grounds, to participate in similar efforts. By bringing the community together through a shared love of nature, we can make a meaningful contribution to bird conservation. I hope the Parish Council can agree to support this proposal. I am available to answer any questions that arise. About the Nest Record Scheme The BTO has been collecting data on nesting birds since 1939, with

35,000 records submitted annually by volunteers. Monitoring nests allows the BTO to track breeding success and understand how environmental changes impact bird populations. For more information on nest monitoring and our code of conduct, please visit the BTO website.

DRAFT