



Lakenheath Parish Council

The Parish Office

98 High Street, Lakenheath IP27 9EW

Telephone: 01842 860598

Email: lakenheathparish@gmail.com

MINUTES

of the

LAKENHEATH PARISH COUNCIL ANNUAL MEETING OF THE PARISH COUNCIL AND the MEETING OF THE PARISH COUNCIL held on MONDAY 13th May 2024

Present:

Cllr G Kelly, Cllr J Hastings, Cllr N Smith, Cllr D Smith, Cllr P Gyte, Cllr A Gyte, Cllr M Hugo, Cllr I Frost, Cllr J Cahill, Cllr W Overy, Cllr M Rowntree

In attendance: 3 members of the public, Sgt P Maxfield, V Quamina (Community Relations Adviser, RAF Lakenheath), C Shimmon (RFO) and N Glading, Parish Clerk

2024/01 Election of Chair and signing of Acceptance of Office

Nominated: Cllr G Kelly

Proposed by: Cllr D Smith

Seconded by: Cllr P Gyte

There were no additional nominations

Cllr G Kelly was unanimously ELECTED as Chairman for the forthcoming year

2024/02 Election of Vice Chair and signing of Acceptance of Office

Nominated: Cllr N Smith

Proposed by: Cllr I Frost

Seconded by: Cllr A Gyte

There were no additional nominations

Cllr N Smith was unanimously ELECTED as Vice Chairman for the forthcoming year

2024/03 Apologies for Absence:

Cllr C Noble had indicated that he may arrive late, if at all

2024/04 Minutes of the 2023 APCM

Unanimously **AGREED** as an accurate record

2024/05 Signing of Declarations of Acceptance of Office

The Acceptance of Office forms were signed by Cllr Kelly and Cllr N Smith

2024/06 Confirmation that Registers of Members Interests remain the same

All Councillors **CONFIRMED** that their completed Declarations of Interest remained valid

2024/07 **Chairman's Report 2023-2024**

Cllr Kelly told the meeting that Lakenheath parish Council is now functioning in a more business-like way. It is thought that this is appreciated by the public, although not all.

Cllr Kelly thanked those Councillors who hold delegated responsibilities: there is general awareness that some subjects have proved irksome.

Special thanks to Cllr A Gyte for his work on the refurbishment of 17 Cemetery Road.

All sorts of things have been going on, in addition to the usual day to day business of a Parish Council

2024/08 **Election of LPC Cemetery Committee**

The nominated members of the 2024-2025 LPC Cemetery Committee were:

Cllr J Hastings,

Cllr A Gyte,

Cllr I Frost,

Cllr N Smith,

Cllr D Smith,

Chairman

It was unanimously **AGREED** that the Councillors named above would comprise the LPC Cemetery Committee for the forthcoming year

2024/09 **Election of LPC Planning Sub-Committee**

The nominated members of the 2024-2025 LPC Planning Sub-Committee Committee were:

Cllr W Overy,

Cllr A Gyte,

Cllr N Smith,

Cllr M Hugo,

Chairman

It was unanimously **AGREED** that the Councillors named above would comprise the LPC Planning Sub-Committee for the forthcoming year

2024/10 **To confirm that General Power of Competence remains applicable**

It was unanimously **CONFIRMED** that the General Power of Competence remains applicable

Members of Outside Organisations

2024/11 **Election of LPC Representative to Village Hall (Peace Memorial Hall) Management Committee**

Nominated: Cllr M Rowntree

It was unanimously **AGREED** that Cllr Rowntree would stand as LPC Representative to the Village Hall (Peace Memorial Hall) Management Committee

2024/12 Election of LPC Representative to Goward Evans Trust

Nominated: Cllr P Gyte

It was unanimously **AGREED** that Cllr P Gyte would stand as LPC Representative to the Goward Evans Trust for the forthcoming year

2024/13 Confirmation of LPC Representative School Link

It was unanimously **CONFIRMED** that Cllr W Overy would stand as LPC Representative School Link for the forthcoming year

Cllr W Overy is an Associated Governor

2024/14 Confirmation of LPC Representatives on LPC Emergency Plan Committee

It was unanimously **CONFIRMED** that Cllrs J Hastings, Cllr P Gyte, the Chairman and the Vice Chairman would lead on Emergency Planning. All Councillors to assist during an emergency.

2024/15 Confirmation that LPC Policies and Procedures will be reviewed during the forthcoming year

It was **CONFIRMED** that LPC Policies and Procedures will be reviewed during the forthcoming year

Meeting closed 7.14 pm



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

MINUTES

of the First Ordinary Meeting of Lakenheath Parish Council 13th May 2024

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND. The public may make their views known at the second item on this Agenda, Public Participation. Three minutes are allotted for each person, the public may not speak at any other time

Present:

Cllr G Kelly, Cllr J Hastings, Cllr N Smith, Cllr D Smith, Cllr P Gyte, Cllr A Gyte, Cllr M Hugo, Cllr I Frost, Cllr J Cahill, Cllr W Overy, Cllr M Rowntree,

In attendance: 3 members of the public, Sgt P Maxfield, V Quamina (Community Relations Adviser, RAF Lakenheath, C Shimmon, RFO, and N Glading, Parish Clerk

2024/16 Chairman's welcome, confirmation of recording and Apologies

There were no apologies. Clerk to record for minutes only.

2024/17 Public Participation: Representations from Members of the Public

A resident asked if anyone knows about a sign being taken down at the top end of Bristow Way?

Cllr A Gyte commented that nothing is known officially but he thinks that there has been a changeover.

2024/18 Reports & Questions

(a) Update from RAF representative

Vikki Quamina (Community Relations Adviser, RAF Lakenheath) had attended as the new incumbent does not commence his duties until next month. Her report is at **Appendix A**.

(b) Update from Police Officer P Maxfield

CND are about to make a thing about their activities starting in Norwich. Where does it finish? They will link up with Lakenheath for Peace, which has links to rebellion. Route: supposed to be walk starting in Norwich, ending at Lakenheath and then will set up a camp. High level people are in talks with CND. We think there will be a heavy Force demand. Will email clerk with dates of the march.

I follow the local Facebook pages: there have been posts relating to the homeless lady on the bench. Relevant services have been involved for some time. Accommodation had been found but is no longer available, due to her behaviour. She is back in the village tonight and we don't expect that will change. Seek to re-assure all of you. This woman is not a risk to the wider community, please don't buy her alcohol but necessities. Section 136 of the Housing Act relates to Health and Welfare: Police do not have much they can do if someone repeatedly put themselves in harms way

Cllr N Smith commented that you can only help those that want to be helped.

(c) Update from West Suffolk District Councillor, D/Cllr G Kelly

EV charging points car park- D/Cllr Kelly is chasing for an update.
Disabled access onto Maid Cross Hill is a problem as no-one knows who owns it. Those of you who remember Sarah the Ranger who was keen to progress the initiative got pulled off. It is designated Common land
Street lighting project: the arithmetic is all done. A further £350k is available, which will be designated for further energy use improvement, e.g. solar panels in a community building, the aim place for District Council to match fund Suffolk County Councils Climate Action Fund.

(d) Update from Suffolk County Council Councillor, C Noble: Not present

2024/19 **Confirmation of the accuracy of Minutes of the Meeting held on 8th April 2024**

The Minutes of the Meeting held on 8th April 2024 were unanimously confirmed as an accurate record.

2024/20 **Confirmation of accuracy of Minutes of the Extraordinary Meeting held**

on 2nd May 2024

One change was agreed (amount of fuel left in the tank was changed) The Minutes of the Meeting held on 2nd May 2024 were unanimously confirmed as an accurate record.

2024/21 Financial Matters

- (a) Payments of Accounts
Unanimously **AGREED (Appendix B)**
- (b) The Bank Reconciliation
Unanimously **AGREED (Appendix C)**
- (c) Approval of Accounts year ending 31 March 2024
Unanimously **AGREED (Appendix D)**
- (d) The Annual Return 2023-4:
 - (i) Section 1: Annual Governance Review:
Unanimously **AGREED (Appendix E)** The Chairman and the Responsible Officer signed Section 1.
 - (ii) Section 2 Accounting Statements:
Unanimously **AGREED** The Chairman and the Responsible Officer signed Section 2.
 - (iii) Confirmation that the Lloyds Bank Signatories: bank signatories for the forthcoming year comprise Cllr I Frost, Cllr G Kelly, Cllr J Cahill and Cllr J Hastings, N Smith. Cllr J Hastings wishes to be removed from the approved signatory list.
- (e) Delegation of Authority to Responsible Financial Officer was **AGREED**
- (f) Website expenditure was **AGREED**

2024/22 Subscriptions:

- (a) It was **RESOLVED** to continue the subscription to Suffolk Association of Local Councils
- (b) It was **RESOLVED** to continue the subscription to Clerk and Council Direct

2024/23 Planning Matters

- (a) The Notes from the LPC Planning meeting held on 10th April 2024 were **RECEIVED (Appendix F)**

2024/ 24 **Restricted Byway issues**

- (a) Cllr Kelly reported that there are issues at the top of Broom Road and at Mutford Green.

Broom Road: Inconsiderate parking across driveways, dog walkers that do not pick up after their dogs has meant that there are two very angry residents. Police say they can do nothing. Suffolk County Council keep putting up a notice that disappears within hours. Someone has put up another sign. Cllr Kelly asked the Councillors to consider what can be done: bright ideas please to the next meeting.

Mutford Green: Inconsiderate vehicle movement and parking. A barrier will be erected and Suffolk County Council will be writing to offenders.

2024/25 **Reports**

- (a) Chairman/ Clerk

Refurbishment of 17, Cemetery Road and Tenancy will be dealt with at the end of the meeting.

- (b) Neighbourhood Plan Committee including High Street Regeneration Scheme:

There is a new suggested scheme for the High Street

- (c) Business Forum- nothing to report

- (d) Environmental update: Litter pick Saturday 1st June: Cllr Cahill has sent the clerk a report for the Annual Assembly and gives her apologies

- (e) Speedwatch team: the members try and get out once or twice a week. The SID report assists with positioning and timing. Things are improving.

- (f) Mobile network infrastructure: ongoing

- (g) Lakenheath Streetlights: Cllr Frost has asked Pearce & Kemp to include concrete columns – Lacey has tried to get information from UK Power Networks, but they are real pain. Going ahead with just doing the LEDs. Meeting with Pearce & Kemp, Cllr Frost and clerk Friday 24th May 2024.

- (h) Playground refurbishment: Cllr Rowntree is able to confirm that work will commence on the accessible roundabout on June 5th 2024.

- (i) Tree maintenance project: Cllr Hugo will chase Joshua Tree

- (j) Christmas Decorations: Cllr Hasting report at **Appendix G**

- (k) The Speed Indicator Device Report was **RECEIVED** see **Appendix H**

- (l) Lakenheath Times: everything has gone to printer and Helen is working on
The Chairman thanked Cllr D Smith for her editorship of the new magazine.

- (m) LPC Facebook page: deferred until next month

2024/26 **Lakenheath Cemetery**

- (a) Cllr Frost reported that the Cemetery is looking really nice. Chafers seem to have improved; the gravel driveway been treated with weedkiller; the avenue trees require attention as the lower branches are intrusive.

2024/27 To consider any Grant Requests

- (a) The Councillors considered the request from Mr Kevin Watts on 13 Apr 2024; Copied to all Cllrs on 14th April 2024 (**Appendix I**). It was unanimously **RESOLVED** to refuse the extra funding as it was not seen as part of original application unanimous. The work appears extraneous at present, the Playing Field Association may reapply at a later date should circumstances change.

2024/28 Annual Parish Assembly

- (a) The date of the ANNUAL ASSEMBLY (aka Annual Parish Meeting) was confirmed as **Friday 17th May 2024 at 6pm** in the Methodist Church Hall. Cllr Hastings and Cllr Hugo gave apologies.
- (b) A refreshment budget of £200 was **AGREED**. Clerk to organise.

2024/29 To consider a replacement concrete bin (From April Minutes)

Cllr Rowntree told the meeting that the round concrete rubbish receptacle at the corner of the play area has no lid and the contents are often dispersed by crows, creating an unsightly mess and potential health hazard.

It was **RESOLVED** that the clerk and Cllr Rowntree may expend up to £500 on the purchase of a robust replacement bin, from a reputable supplier such as Glasdon.

2024/30 Correspondence

- (a) BFER Brecks Access Festival (From James Pickerin, sent to 14th April 2024 (**Appendix J**)
- Clerk to refer to Mrs Squires

2024/31 Items for Future Meetings

1. Website issue
2. Working party to tidy up chippings in the play park
3. Land opposite Church is an eyesore –Land registry search by the Clerk (next to number 60) Agents won` t reveal who the owners are.
4. Drainage Boards: asked if they could give a presentation on their work and if LPC could supply funding. Cllr Kelly has meetings tomorrow with both the Lakenheath and Sedge Fen drainage Boards and will discuss the way forward. Funding is all through councils, farmers, landowners. The government, given the current climate, had put aside a lump sum as it was recognised that the drainage boards were under funded, but all the money went to the West Country.

5. Update on Mutford Green and Hall Drive
6. Who owns the car park at playground? The drain gets blocked and causes flooding. Cllr A Gyte believes it to be West Suffolk Council.

2024/32 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

None

2024/33 **Information**

None

2024/34 **MATTERS BE TAKEN UNDER EXEMPTION**

It is recommended that, in view of the confidential nature of the following items, which relates to business/ confidential matters of other individuals, the public shall be excluded while the following item is discussed. This is in accordance to the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1972

The public left the meeting

8.50pm meeting ended

Appendix A - Report 13 May 2024; compiled by CRA Victoria Quamina

494FS (Panthers) have safely returned from a successful deployment whereby they have been providing crucial support to operations in the US central command area of responsibility.

Another CND Protest this last weekend at the main gate to RAF Lakenheath, which I believe was peaceful. (Campaign for Nuclear Disarmament)

Visits:

48FW Protocol Team continue with a busy visit schedule for the US side of the house and Distinguished Visitors are coming nearly every week it seems.

Off-base, the Wing continues to be inundated with requests for D-Day 80 and there are so many that we have had to put them out as volunteer opportunities for personnel to try and support if and where they can. The Lakenheath village memorial on 6 June will be committed to and I can let you know who will be attending that.

Community Engagement:

Planning is well underway for the Suffolk Show at the end of the month; we will have around 100 USVF personnel on the ground at the military village showcasing all sorts of USAF activity.

Joan Mann Special Sports Day took place last week at RAF Mildenhall; annual event for over 40 years. Joan Mann was an MoD employee whom had this idea and it really took off and has continued year on year – except for Covid. The Sports Day is a day for Special Needs Children and Adults and has over 200 participants from the local communities.

Members from RAF Mildenhall, RAF Lakenheath, and RAF Honington support the event and its a really lovely day for all involved.

Looking Forward:

The members of the British American Committee will be meeting in a couple of weeks at RAF Lakenheath. I'll provide a read out of the meeting next month.

Brig Gen Campo will hand over command of the 48 Fighter Wing to Brig Gen (Select) Arthaud on Friday 21 June.

Squadron Leader Adam Eaton takes over from Stew Geary, who sadly left us back in April. Adam will start on 20 May. He originally joined the Army and served for around 15 years before leaving the military and taking up a career as an HR professional within finance for around 15 years. He then returned to Defence as a contractor and finally re-joined the military in 2022, but this time the RAF. I'm sure he will tell you a bit more about himself when you get to meet him hopefully at the next meeting.

Cllr Kelly commented that Squadron Leader Adam Eaton (Replacement for Sqn Ldr S Geary) has served as a parish councillor.

CRA Victoria Quamina: Will find out where the low flying is

Cllr Cahill commented that LPC need more volunteers for their Litter pick

Appendix B Payments of Accounts

LAKENHEATH PARISH COUNCIL				13th May 2024
Date	Transaction	Payee	Description of Supply	Amount
Receipts				
March			Interest Payments	£655.17
March		Stevensam Services	Sale of Sundry Tools	£600.00
March			Lakeheath Times Advertising	£1,319.60
March			Cemetery Fees	£420.00
Payments Made				
12.04.2024	Debit Card	JAX First Aid	Hi Viz Jackets	£46.67
12.04.2024	Debit Card	Energy Performance	Cemetery Cottage - Energy Performance Certificate	£59.00
15.04.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
25.04.2024	Online	Staff	Salary Payments - April	£2,636.91
25.04.2024	Online	C & H Flooring Ltd	Cemetery Cottage - Flooring	£1,600.00
25.04.2024	Online	Anglian Water	Cemetery Annual Water Rates	£385.09

03.05.2024	Direct Debit	British Gas	Electricity - Public Toilets	£38.48
10.05.2024	Debit Card	Amazon		£9.99
10.05.2024	Debit Card	Amazon		£22.03
14.05.2024	Debit Card	Tommy's Sleep Out / RBL	Donation	£100.00
17.05.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96
17.05.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - April	£65.00 £354.64
17.05.2024	Online	R H Landscapes & Maintenance Svs Ltd	Village Maintenance - April	£1,440.00
17.05.2024	Online	Pearce & Kemp Ltd	Street Light LED Replacements Unit 0070 Barr Drive Unit 0078 Woodcutters Way Unit 0462 Quayside Court Unit 0340 Avenue Road Unit 0361 Eriswell Road Unit 0480 High Street	£2,125.80
17.05.2024	Online	Sunrise Cleaning	Cleaning Public Toilets - February & March	£729.50
17.05.2024	Online	Cllr A Gyte (reimbursement)	Cemetery Cottage - Parts for Repairs	£25.00
17.05.2024	Online	Cllr M Rowntree (reimbursement)	Cemetery Cottage - Chimney Sweep	£100.00
17.05.2024	Online	R A Cash	Cemetery Cottage - Fencing to Right Hand Side of Back Garden and to Clear Garden of Discarded Wooden Tables etc.	£1,080.00
17.05.2024	Online	Cllr J Hastings (reimbursement)	Christmas Decoration Samples & Poppy Wreath Cross	£54.07
17.05.2024	Online	e-on	Electricity - Cemetery Cottage	£20.70
17.05.2024	Online	West Suffolk Council	Council Tax - Cemetery Cottage	£169.00
17.05.2024	Online	West Suffolk Council	Dog Bin Emptying	£191.36
17.05.2024	Online	Cllr D Smith (reimbursement)	Mileage - Lakenheath Times Meeting	£43.65
17.05.2024	Online	SALC	Annual Subscription	£1,085.58
17.05.2024	Online	Lakenheath Methodist Church	Room Hire - March 2024	£12.00

Appendix C Bank Reconciliation

Lakenheath Parish Council						
	Bank Reconciliation 31st March 2024					
Balance at 29.02.2024						£265,012.22
Uncleared payments from previous period						£450.07
						£264,562.15
Income						£2,994.77
						£267,556.92
Less Expenditure (Chqs, Online Pmts + D/Ds)						£65,516.26
						£202,040.66
Represented by:						
Balance in Current Account						£8,627.42
Balance in Lloyds Bank Deposit Account						£25,169.77
Balance in Unity Trust Bank Deposit Account						£78,632.18
Balance in Nationwide Deposit Account						£5,834.88
Balance in Cambridge Building Society						£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch						£647.62
Balance in Lloyds Bank Deposit Account - NP						£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times						£2,415.01
						£203,586.56
Less Payments not Presented						
HMRC						£1,545.90
						£1,545.90
						£202,040.66

Bank Reconciliation

Name of smaller authority: Lakenheath Parish Council

County area (local councils and parish meetings only): Suffolk

Financial year ending 31 March 2024

Prepared by Clare Shimmon - Responsible Financial Officer Date: 25th April 2024

Balance per bank statements as at 31 March 2024:	£	£
Current Account	8,627.42	
Bank Deposit Account (Lloyds)	25,169.77	
Bank Deposit Account (Unity Trust)	78,632.18	
Building Society Deposit Account (Nationwide)	5,834.88	
Building Society Deposit Account (Cambridge BS)	82,259.68	
Bank Deposit Account - SpeedWatch (Lloyds)	647.62	
Bank Deposit Account - NP (Lloyds)	0	
Bank Deposit Account - Lakenheath Times (Lloyds)	2,415.01	
		203,586.56
Less: any unpresented payments at 31 March 2024	1,545.90	
Net balances as at 31 March 2024 (Box 8)		202,040.66
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i>		
CASH BOOK:		
Opening Balance 1 April 2023 (Prior year Box 8)		209,594.29
Add: Receipts in the year & cancelled payments		212,762.09
Less: Payments in the year		(220,315.72)
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above – Box 8)		202,040.66

Appendix D Accounts year ending 31 March 2024

RECEIPTS & PAYMENTS ACCOUNT			
Year Ended			Year Ended
31/03/2023	RECEIPTS		31/03/2024
£170,400.00	PRECEPT		£177,800.00
£1,487.94	INTEREST		£5,994.21
£4,410.00	BURIAL FEES		£5,595.00
£34,840.56	SUNDRY RECEIPTS (INC. LOAN REPAYMENTS)		£5,937.23
£14,717.39	VAT REPAYMENT		£17,435.65
£225,855.89			£212,762.09
	PAYMENTS		
£18,028.46	CEMETERY & VILLAGE KEEPING STAFF COSTS		£31,519.77
£12,281.98	* OTHER CEMTERY COSTS		£25,088.02
£35,861.38	STREET LIGHTING		£48,181.33
£40,069.76	*ADMINISTRATION		£42,775.38
£1,905.00	GRANTS		£6,541.00
£878.00	CHILDRENS PLAY AREA		£11,527.34
£2,660.00	CHURCHYARD WALL & TREES		£320.00
£21,701.30	NEIGHBOURHOOD PLAN		£1,732.26
£7,686.00	PARISH NEWSLETTER		£11,092.00
£3,064.11	PARISH OFFICE		£3,136.09
£27,008.68	VILLAGE FACILITIES		£18,833.66
£17,435.65	VAT ON PAYMENTS		£19,568.87
£188,580.32			£220,315.72
	RECEIPTS & PAYMENT SUMMARY		
£172,318.72	BALANCE AT 01/04/2023		£209,594.29
£225,855.89	ADD TOTAL RECEIPTS		£212,762.09
£188,580.32	DEDUCT TOTAL EXPENDITURE		£220,315.72
£209,594.29	BALANCE AT 31/03/2022		£202,040.66
	CUMMULATIVE FUNDS REPRESENTED BY		
	(as at 31st March)		
£28,365.37	CURRENT ACCOUNT		£8,627.42
	DEPOSIT ACCOUNTS		
£16,024.04	Lloyds Bank Plc		£25,169.77
£640.80	Lloyds Bank Plc - Speedwatch		£647.62
£1,215.34	Lloyds Bank Plc - Neighbourhood Plan		£0.00
£2,380.24	Lloyds Bank Plc - Lakenheath Times		£2,415.01
£4,437.09	Nationwide Building Society		£5,834.88
£76,604.53	Unity Trust Bank		£78,632.18
£80,714.17	Cambridge Building Society		£82,259.68
£787.29	LESS UNPRESENTED PAYMENTS		£1,545.90
£209,594.29	BALANCE CARRIED FORWARD		£202,040.66
	* 'Administration' comprises:		
£27,644.47	Clerk & RFO Salaries		£31,220.36
£52.00	Training		£60.00
£1,071.48	Subs (inc SALC & Suffolk Acre)		£1,104.61
£11,301.81	Administration		£10,390.41
£40,069.76	Total		£42,775.38
	* 'Other cemetery Costs' comprises:		
£2,808.91	Cottage & Chapel		£17,363.41
£3,289.82	Cemetery Supplies		£4,303.63
£2,705.04	Machinery, Capital & Maintenance		£0.00
£3,478.21	Insurances		£3,420.98
£12,281.98	Total		£25,088.02

Appendix E Annual Governance Review

Section 2 – Accounting Statements 2023/24 for
LAKENHEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	172,318	209,594	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to underlying financial records.
2. (+) Precept or Rates and Levies	170,400	177,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,456	34,962	Total income or receipts as recorded in the cash book less the precept or rates/levies received (line 2). Include grants received.
4. (-) Staff costs	45,673	62,740	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers' NI contributions, employers' pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	2,705	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings.
6. (-) All other payments	140,202	157,576	Total expenditure or payments as recorded in the cash book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	209,594	202,040	Total balances and reserves at the end of the year equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	209,594	202,040	The sum of all current and deposit bank account holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	697,880	682,869	The value of all the property the authority owns up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as so is responsible for managing Trust funds or as
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Signature Required

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

Signature Required

22 May 2024, 09:25

Appendix F - Planning

Lakenheath Parish Council Planning Sub Committee

NOTES from the meeting held on 10th April 2024

Location: The Ravens Room, The Methodist Chapel, Back Street, Lakenheath

Members of the press and public are welcome to attend

The members of the Planning Committee are Cllr W Overy, Cllr A Gyte, Cllr N Smith, Cllr M Hugo and the LPC Chairman, Cllr G Kelly.

SOURCE: PLANNING PORTAL ON 08/04/2024

1. Apologies and Declarations of Interest
2. Members of the public may speak about an item on the agenda (3 minutes limit)

There were no members of the public present.

3. To consider the following requests for consultation:

A. [Planning application - change of use of land from greenfield to traveller site, housing six static caravans and associated dayrooms](#)

Land South West Of Sedge Fen Road Lakenheath Suffolk

Ref. No: DC/24/0398/FUL | Expires 17th April 2024

Proposal Planning application - change of use of land from greenfield to traveller site, housing six static caravans and associated dayrooms

Location Land South West Of Sedge Fen Road Lakenheath Suffolk

Applicant Matthew Murkin, Taylor Planning and Building Consultants

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAE57VPDI4L00>

Minute 3 (A) 10/04/2024 LPC Planning Sub Committee

We refer to the Decision Notice signed by Rachel Almond and dated 10th May 2023, and the reasons for the previous refusal were:

1. Insufficient information has been provided to demonstrate that all of the intended occupants of the proposed pitches would comply with the definition of a Gypsy or Traveller defined in Planning Policy for Traveller Sites (2015). Insufficient information has also been given regarding the extent to which the families with nomadic habits of live have previously travelled and how and under what circumstances the families intend on living a nomadic habit of life in the future. The proposal therefore fails to accord with policies Cs1 and CS8 of the (former) Forest Heath Core Strategy 2010 and the Planning Policy for Traveller Sites (2015).
2. The proposal would result in incongruous built form and development within the open countryside as such, it would adversely impact the immediate landscape to the detriment of the character and appearance of the area. Whilst landscaping is proposed, it is considered to have a limited effect and would not sufficiently diminish the impacts on the landscape character that will be exasperated by the increase in built form and other paraphernalia and infrastructure. The proposal is therefore contrary to policies DM2 and DM13 of the Joint Development Management Policies Document 2015, Policy CS3 of the Forest Heath Core Strategy 2010 and the environmental objectives of the NPPF.
3. The application site is located within the open countryside where Planning Policy for Traveller Sites (2015) seeks to strictly limit new traveller site development. The application has failed to demonstrate that the proposal meets an identified need and therefore represents unjustified development in the countryside, contrary to policies CS1 and CS8 of the Forest Heath Core Strategy 2010 and policy DM5 of the Joint Development Management Policies Document 2015.

4. The site lies within Flood Zone 3 which is an area at high risk of flooding. The application provides no Sequential Test and in any event the use of the site for residential caravans is classed as vulnerable development and according to Table 3 of Paragraph 167 of the National Planning Practice Guidance (NPPG), such development within Flood Zone 3 should not be allowed. The proposal is therefore considered to be contrary to policy CS8 of the Forest Heath Core Strategy 2010, policy DM6 of the Joint Development Management Policies Document 2015 and paragraph 167 of the NPPF together with guidance contained within the PPG.

The Lakenheath Planning Committee considered the application and concluded that the new application fails to address points one, two and three of Ms Almonds decision. We cannot comment on 4 as we are not sufficiently qualified to define flood plains.

DECISION:

Strongly OBJECT and recommend that West Suffolk District Council Enforcement Team visit the site. We are aware that other applicants have implemented plans without permission, and that after some time an application for `lawful development` is applied for. This would appear to be in contravention of the essential function of the West Suffolk Planning department. Comments submitted 17.04.2024 on Consultee platform

- 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. [Application for lawful development certificate for existing use or development - four existing industrial buildings](#)

The Old Chicory Factory Station Road Lakenheath Suffolk IP27 9AD

Ref. No: DC/24/0363/CLE | Expires 18th April 2024

Proposal: Application for lawful development certificate for existing use or development - four existing industrial buildings

Location: The Old Chicory Factory Station Road Lakenheath Suffolk IP27 9AD

Applicant Mr M Murfitt, Murfitt Industries Ltd

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA1EW8PDHZ20>

DECISION: Please note our comment below

Minute 3 (B) 10/04/2024 LPC Planning Sub Committee

We would ask that the Authority listens to the objections from residents of Hockwold

Comments submitted 17.04.2024 on Consultee Platform

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

C. [Planning application - eight dwellings with on-site parking with one integral garage](#)

Rookery Farmhouse High Street Lakenheath Suffolk IP27 9JX

Ref. No: DC/24/0412/FUL Expires 20th April 2024

Proposal: Planning application - eight dwellings with on-site parking with one integral garage

Location: Rookery Farmhouse High Street Lakenheath Suffolk IP27 9JX

Applicant Mr Neil Leggett, TLC Groundwork and Construction Ltd.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SALS63PDI7B00>

Minute 3 (C) 10/04/2024 LPC Planning Sub Committee

DECISION: OBJECTION

1. Removal of Barn and Outbuildings - Was Local Authority consent given for the demolition of barn and outbuildings?
2. Removal of trees - Was Local Authority consent given for the trees that have been cut down?
3. Destruction of Bat Roost - The site was well known as a bat roost prior to the buildings and trees being removed
4. Pond and Spring - The outline of the existing pond and spring is clearly under one of the houses
5. Access – The concrete road (originally used as a temporary farm track) appears to be the main access. There is likely to be additional traffic generated by the development in an already busy street. Has the Authority considered accessibility for disabled people?
6. Out of Date figures - We would point out that all Highways comment is based on the ACON report of 2004, the limits set therein have already been exceeded by 30% at Lakenheath.
7. Overdevelopment - The number of buildings is excessive in terms of demands on infrastructure and services and the scale of the proposed development could have an oppressive impact on nearby properties, detracting from the overall ambience and character of the village.

Comments submitted 17.04.2024 on Consultee Portfolio

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

D. Application No. DC/23/1954/FUL Proposal: Planning application - one dwelling

Consultation Period Expires: 18 April 2024

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

Location: Land At Pinehurst, Drift Road, Lakenheath, Suffolk,

Applicant: NDK Property Services Ltd

Agent: Mr Mike Hastings

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

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

Amended location plan received, linking new access to adopted highway.

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

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4UASAPDFS V00>

Minute 3 (D) 10/04/2024 LPC Planning Sub Committee

DECISION: OBJECTION

We believe that there remains an issue with the driveway to the proposed dwelling. We would ask that the Authority confirms that it is both adequate and not a public right of way.

Comments submitted 17.04.2024 on Consultee Portal

- 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.

E. Application no: DC/24/0424/HH Proposal: Householder planning application - single storey front extension

Consultation Expiry: 29 April 2024

Location: 17 Sandgalls Drive Lakenheath Suffolk IP27 9EG

Applicant: Miss S Gray

<https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SAPK7NPDI8Y00>

DECISION: SUPPORT

Comment in SUPPORT entered via Consultee portal 17.04.2024

Date of next meeting 15th May 2024 9.30 am

Lakenheath Parish Office

Appendix G Christmas Decorations Report (From Cllr Hastings)

Notes from High Street Christmas Decorations meeting - 2nd May 2024

Icicle Lighting - not practical to have hanging icicles along the length of the High Street.

Various heights of buildings some commercial and some private so will check out if any of the shops/businesses are willing to have them on their buildings and plug them in for electricity.

Wall Art

Having seen samples of wall art on hardboard Christmas scenes which are hung on blank building sides/spaces. The team will check out which areas would be appropriate.

Christmas Flags

It was agreed that the flags would be ordered large 5x3 red and blue Christmas flags.
Number to be confirmed.

Flag Poles

Some flag poles are broken and we need an additional 6 flag poles - team to identify areas where they are to be located both sides of the road.

Soldiers - Telegraph poles along High street. Cllr Hastings to source better quality soldier. Team needs to count up the total number of poles that require soldiers. From Play Park to Dumpling Bridge Lane.

Banners for railings - New banners to be ordered as old ones are well worn now. Jenny to source new banner.

Village Green Trees and Church Trees

It was thought that hanging stars, lanterns articles could be hung between the trees on special wire. samples to be made and special wire to be purchased.

Large Christmas Tree

The large Christmas Tree to remain at the corner of Hall Drive but we would like to see if we can purchase /or be gifted another tree to stand outside the double church doors on the High Street with permission of the Church.

Lighting up ceremony - social event to involve Molas who could serve mulled wine ,snacks in their forecourt say 4pm to 6pm. when we light up the tree in Hall Drive.

Telephone Box next to Library - Waiting to hear from Wendy Barnes on this.

Planters - Christmas trees or decorations to be placed in the planters. liaise with Lakenheath in Bloom

CJS to be offered the use of our red and green bunting to be placed along the front of their canopy to brighten up the area.

Budget =- Check with Nicky and Claire how much Christmas Decorations budget we have.

Next meeting in July to look at samples etc.

Appendix H -SID Report

On 15 June 2023 at 10:00 the new SID was installed on the B1112 on the pole located on Station Road.

The SID was positioned to monitor traffic coming into Lakenheath from Wangford.

Traffic speed and counts were measured from 00:00 on 21 March 2024 up until 11:59 on 16 April 2024. The measurement point is 450m past the point where the 30MPH zone starts.

There are between 3050 and 3500 vehicles per weekday passing this point heading into Lakenheath. There are between 2100 and 2500 vehicles per day over the weekend heading into Lakenheath.

The busiest times during the week are 06:30-07:30 (Avg. 240 cars p/h) and 15:00 -16:15 (Avg. 320 cars p/h).

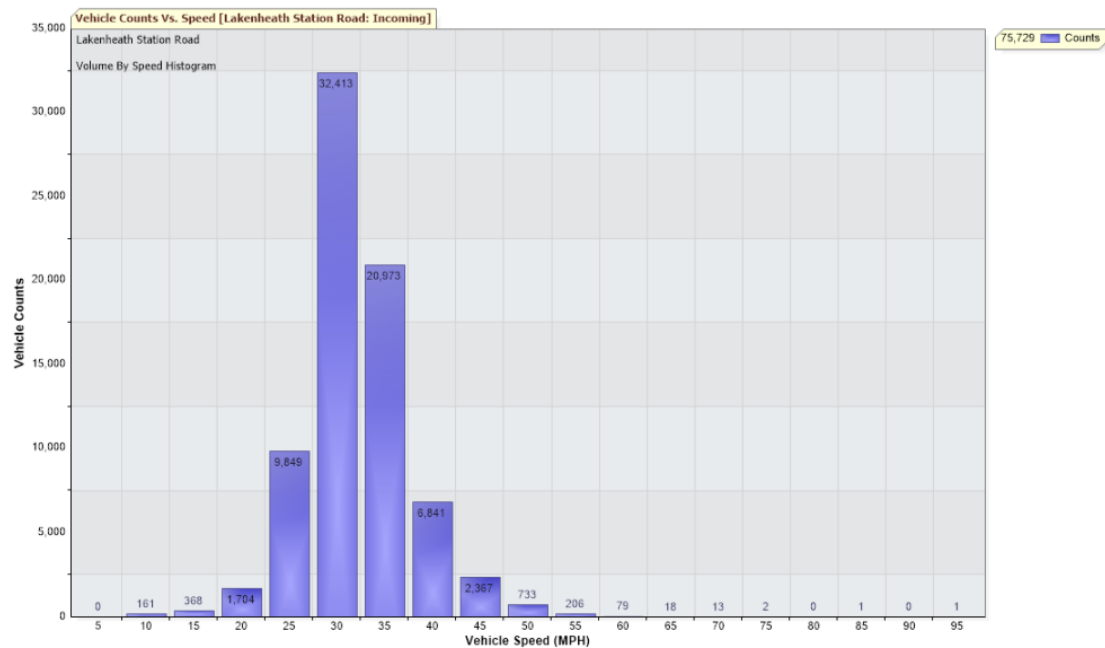
The 85th Percentile Speed (most people) travel at or below 34.7 MPH past his point. The 50th Percentile Speed (half the traffic) travel at or below 29.0 MPH past his point.

The fastest speed recorded this month was 95MPH (x1). There were also 320 vehicles exceeding 50MPH.

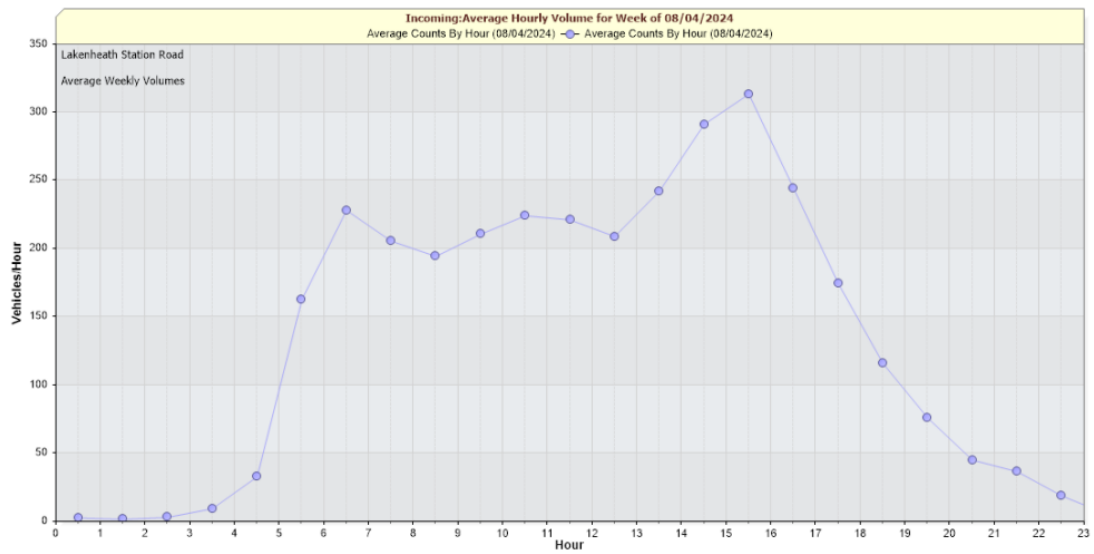
The next pages show: - Speed vs vehicle counts at the point listed above. - Average hourly volumes passing this point - Typical daily volumes passing this point. - Speed exceedances of 35MPH for this period

The Battery measured 11.9V on 16/04/2024. PV panel should be rotated towards trees (facing south) to gain maximum exposure to available winter sun.

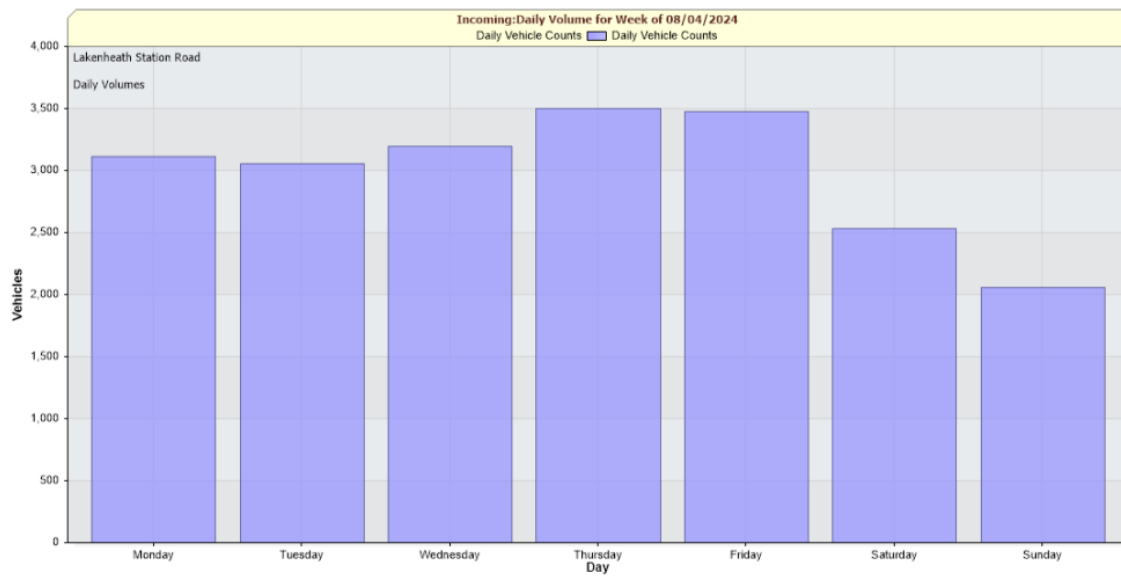
For the most effective use of the Solar PV panel, and safe access for operations personnel, a pole should be erected at <https://what3words.com/shun.petty.plank> and the SID and PV moved to this location. Safe access to SID via Woodlands Drive.



21/03/2024 to 16/04/2024 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	3	8	2	2	2	3	5
2 - 2	3	4	0	0	0	4	4
2 - 3	5	4	2	2	1	1	5
3 - 4	13	9	8	7	7	1	6
4 - 5	24	32	17	16	20	9	4
5 - 6	91	115	98	74	83	31	15
6 - 7	80	101	68	71	76	21	15
7 - 8	31	55	40	53	29	35	30
8 - 9	41	38	34	35	35	37	40
9 - 10	56	43	56	29	34	45	42
10 - 11	55	48	45	35	40	27	36
11 - 12	59	35	39	41	48	54	42
12 - 13	76	42	34	32	46	46	33
13 - 14	68	38	49	41	52	44	55
14 - 15	73	60	51	62	58	40	49
15 - 16	112	59	68	60	72	61	55
16 - 17	73	59	51	53	58	57	64
17 - 18	80	59	68	52	60	54	42
18 - 19	63	48	50	50	49	45	48
19 - 20	40	33	35	24	35	27	17
20 - 21	30	13	23	25	38	19	15
21 - 22	23	24	21	13	21	17	7
22 - 23	10	10	12	12	12	16	5
23 - 24	7	4	3	3	6	21	2
Totals	1116	941	874	792	882	715	636

Exceeding Speed of 35MPH - April

Appendix I - LPFA email

From Kevin Watts

On 13 Apr 2024,

to me, Tracy, George

Copied to all Cllrs 14/04/2024

Hi Nicky,

I trust you, and all of the Parish Council Committee, are well.

You may have seen that the fencing, that the Parish Council, kindly paid for has now been erected on the playing field. We, on the committee, are really pleased with it, both from a safety and aesthetic standpoint. Thank you.

The other reason for my email is as follows. I attach Chase Timber Products' original quotation, for which the grant was applied and granted. You will see, thereon, the quoted / granted amount of £5515.20. What, I must admit, I hadn't realised (until our treasurer pointed it out recently) is that the £553.20 quoted, and applied for (thereon), for the fencing to the cricket side extension, was not part of the £5515.20. This was an additional amount.

I don't know whether, like me, the Parish Council did not realise this was additional, or whether this £553.20 was not intended to be granted. May I ask please that this question is put before the Parish Council at their next meeting? Thank you. Obviously the LPFA would hope that this was a slight misunderstanding (and my apologies for not clarifying at the time) and that this monies can be granted accordingly. Thank you for your continued time and support.

2024/34 **MATTERS TAKEN UNDER EXEMPTION**

It is recommended that, in view of the confidential nature of the following items, which relates to business/ confidential matters of other individuals, the public shall be excluded while the following item is discussed. This is in accordance to the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1972

The public left the meeting