

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

MINUTES

<u>Lakenheath Parish Council meeting held on 1st JULY 2024</u> <u>at the Methodist Church, Back Street Lakenheath</u>

Present: Cllr G Kelly (Chairman) Cllr N Smith (Vice Chairman) Cllr J Cahill Cllr A Gyte Cllr A Gyte Cllr P Gyte Cllr I Frost Cllr J Hastings Cllr M Hugo Cllr M Rowntree Cllr D Smith In attendance: N Glading, parish clerk, Mrs C Shimmons, RFO, Sqn Ldr Adam Eaton and 5 members of the public

2024/50 Chairman's welcome, confirmation of recording and Apologies

The Chairman welcomed all to the meeting. Apologies had been received from C/Cllr Noble and Cllr W Overy

2024/51 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. Question from a Resident: who monitors the Lakenheath conservation area? There have been many occasions when planning consents appear to have been ignored. A visit from an enforcement officer would allow LPC to point out the sites of concern.

Cllr Kelly answered that West Suffolk Council have had enforcement officers and the Director of Planning in Lakenheath. The issues had fallen on stony ground.

 b. Woodlands area alleyways: ingress of tall weeds, overhanging trees/ shrubs and uneven surfaces have been reported as hazardous
 Cllr Kelly answered that the main problem is convincing those who should be responsible to act, maintaining their areas. The accountable authorities are West Suffolk Council and Suffolk County Council.

There are overgrowing hedges in Wings Road, complaints have been received and the footpath is unpassable. Clerk has written to the residents, one has replied, agreeing to cut the offending hedge. In the event of no reply from the second occupant, Clerk to ask Suffolk Council to escalate i.e. cut back and send the bill to the resident.

c. A resident reported that the Wednesday Luncheon Club will not be open during July and August due to the lack of volunteers. It is believed that the Club do not meet in August generally.

2024/52 Reports & Questions

(a) <u>Update from RAF representative</u> Sqn Ldr Adam Eaton: alert state has been moved up, a Uruguay thing.

Protest: the intelligence assessment remains the same, a large number of nonviolent protesters are expected. Anyone who is asked about supplying camping is asked to refer back to Sqn Ldr Eaton.

Road closure: Anglia Water have agreed to start after the protesters have left the area.

Planning application at 124 High Street: Sqn Ldr Eaton asked responders don`t encourage too much bird life.

Q: Has night flying increased?

A: Flights are due to finish at 8.30pm

Comment: The flights start a few seconds past 8am

Appendix A: Sqn. Ldr Eaton's Report

Sqn Ldr Eaton left the meeting

(b) <u>Update from West Suffolk District Councillor</u> (D/Cllr T. Whitehand was not present)

D/Cllr G Kelly reported that everything is put off because of election. There have been many complaints about the lack of grass cutting.

There are factors in mitigation, i.e. Bennetts have had a go at the splay which they had neglected for so long.

(c) <u>Update from Suffolk County Council Councillor</u> (C/Cllr C Noble): not present.

2024/53 Matters relating to previous Minutes

(a) The accuracy of the Minutes of the Parish Council meeting held on 3rd June 2024 was **unanimously AGREED**.

2024/54 Financial Matters (Appendix B)

- a. The Bank Reconciliation for the month ended 31st May 2024 was **RECEIVED** and **AGREED**
- b. Payments: Income includes the decarbonisation grant and a VAT rebate. It was **unanimously RESOLVED to AGREE** the specified payments.

- c. The RFO confirmed that the Internal Auditors Report has gone to the external auditors. There were no anomalies.
- d. Website gov.uk domain. The One Suffolk platform is not secure. The RFO will confirm in writing that LPC would own the domain name.

2024/55 Planning Matters (Appendix C)

 a. The Notes from the LPC Planning meeting held on 19th June 2024 were Received. Other planning matters: Lakenheath Hall – Cllr Kelly will ask Paul Ashley about social housing build, it is thought that a contribution was made to the 81 Hyde Homes.

The School is having to go back and ask for planning permission again later on this month (3 years). Cllr Kelly and Cllr Overy attended a recent stakeholder meeting. The 375 planned houses have ended up with Persimmon. The original plans included a `community centre` and shops, with associated car parking, almost opposite the school. The centre and shops are not now included but this was where the school parents were expected to park.

The School remains right under the jet flight path.

The Parish Council had objected as a consultee, and this still stands. It was misguided to assume that most pupils will cycle or walk to school, particularly given the young age of some pupils.

2024/56 Tree Survey: next steps

a. To consider the next steps / implementation (from June 2024 meeting- Paper D) This was deferred at the June meeting. The formal tree survey is completed, with the works required prioritised. The prices were agreed at the initial LPC meeting in February 2024.

Cllr A Gyte told the meeting that RH Landscapes have priced for the pollarding of the Limes in the avenue at the Cemetery.

It was decided to hold a separate meeting as clarification is required about the Cemetery. Members of the Cemetery Committee, Cllrs A Gyte, Hastings and Hugo will arrange this and report back.

2024/57 <u>Reports</u>

To receive reports/ updates from:

(a) Chairman/ Clerk

- (i) <u>Playing field / LPFA</u> meeting: Clerk to keep chasing.
- (ii) <u>Complaint from Resident</u>- 124 High Street general untidiness LPC would set a precedent if work was done by volunteers. Monitoring the Conservation area for general untidiness was suggested, Councillors to communicate interest to clerk.
- (iii) <u>Update on Mutford Green damage to surfaces</u>: Cllr Kelly reported that despite receiving letters of warning, the parked vehicles have not

responded. Cllr Kelly has formally asked the Operations Directorate at West Suffolk to treat remaining vehicles as dumped.

- (iv) <u>Update on red phone boxes usage</u>: the request was published in the Spring edition, and there have been two written responses to clerk, to remain for the Autumn edition of Lakenheath Times. Cllr Rowntree to post again on LPC Facebook page.
- (b) <u>Neighbourhood Plan</u> Committee including <u>High Street Regeneration</u> Scheme: Cllr N Smith has agreed to step in as lead. There was a meeting last Thursday with Mr Ian Poole, Cllr Kelly, Cllr N Smith and Mrs Shimmon last Thursday. Additional paperwork coming through soon. Ian Poole has a query asked about land ownership, points of interest and a timeline in historical terms. Cllr N Smith to organise local photographs for the history section.
- (c) <u>Business Forum</u>: Cllr Overy had given apologies.
- (d) <u>Environmental update</u>: the Chairman commented that he thought that the wild flowers got fairly spectacular, and asked what happens next. Cllr Cahill confirmed that there are no further plans apart from the car park.
 In 2-3 weeks' time, Cllr Cahill will cut back and leave for the seeds to drop. At the last litter pick, about 13 people from the US base volunteered.
- (e) <u>Speedwatch team</u>: The team went out during the hours indicated by the red SID areas on the SID report. This increased the number of vehicles caught speeding, a marked impression.

Considering afternoons occasional Sundays.

- (f) <u>Mobile network infrastructure</u>: Cllr Kelly has sent through the detailed planning papers for replacement of the mast at the top of Broom Road.
- (g) <u>Christmas Decorations</u>: budget requested £1,500. Nutcracker soldiers going on every pole. These were generally well liked. Looking at wall art and Christmas flags. Cllr Hugo told the meeting that Christmas Direct were an excellent source for heavy duty outdoor lights. £2,000 budget was proposed and **unanimously AGREED**.
- (h) <u>Speed Indicator Device Report</u> (not available at this time) The new SID has been installed on Eriswell road.
- (i) <u>Lakenheath Times</u>: articles coming in, deadline 1st August. Thanks to Karen for the photographs.
- (j) <u>LPC Facebook page</u>: 179 followers. No nastiness, apart from Speedwatch comments, but there are many positive comments.

2024/58 Matters relating to Lakenheath Cemetery

- (a) To receive a report from the LPC Cemetery Committee Potholes dealt with, trees clipped, request for a 100-foot hose. There is £10,000 money in the budget, clerk to purchase hose.
- (b) To consider programme of checking and maintaining benches: LPC are not responsible for the maintenance of the benches, the relatives who purchased

should be maintaining. Hazardous benches will be removed. These will be included in the Cemetery Committee inspections going forward.

- (c) To consider remedial action to address the lift of memorial squares, caused by the ingress of a large tree root in the Garden of Rest: Clerk to obtain quotations as a matter of urgency.
- (d) **NOTED** that the Earith sunken grave has been reported to Mark Skinner Funeral Directors.
- (e) **NOTED** that a complaint has been made by a Resident that the Allsop grave is sunken. On inspection by a member of the Cemetery Committee, there is no apparent sinking. The complainant has not responded to requests for a meeting to discuss.

2024/59 Matters relating to Lakenheath Streetlights

(a) Q16019L Concrete Column Replacement, quotations Cllr Frost distributed copies of

- 1. Revised quotation from Pearce & Kemp, which included quotations for the replacement of concrete posts
- 2. Email from Alex Wilson (West Suffolk Council Strategic Director).

The quotation for replacement of concrete posts included large amounts payable to UKPN. Subsequently, a lower quote, with figures from ETL, has been received. The amount inclusive of posts has only just been received and is far in excess of the original LPC costings, largely due to UKPN/ ETL projected charges. Cllr Frost told the meeting that he had contacted West Suffolk Council right way so they would see what was going on with the LPC fund.

Cllr Kelly, in his capacity as West Suffolk District Councillor, strove to represent the parishes aspirations but he was in a difficult position. Cllr Kelly spoke with Alex Wilson, who was minded to be very reasonable, offering two ways of addressing the issue:

- 1. Accept a further grant, total of £130k
- 2. Pay back the grant already received and West Suffolk will commission Suffolk County Council to do the work

The work has to be completed by March 2025

Mrs Shimmon, the RFO, suggested that the money saved from using LEDs will cover additional ongoing costs of concrete post replacement.

It was proposed that Option One is accepted.

Nine Councillors voted for the motion, Cllr Kelly did not vote

The motion to accept option one was **CARRIED**

Clerk to inform West Suffolk Council.

2024/60 Matters relating to the Play area

- (a) The Playground Report was **RECEIVED**, and it was **NOTED** that the Skatepark Report has been sent to the Playing Field Association Chairman
- (b) The accessible roundabout has been installed. Clerk to ask 1A Play to get the skip removed. The Pavilion Committee have cleared up repaired the skatepark.

- (c) A working party held on 17th June 2024 cleared up the play area, swept up bark, pulled up weeds and planted the concrete bin. Clerk to query inspections as the last two appear to re-iterate faults that have been rectified.
- (d) The RFO confirmed that there is a £25k play park budget. The Councillors discussed the equipment requested: strimmer, brush cutter, leaf blower and sucker.

Cllr Cahill has environment funds available, which could be used. This means that items will have to be checked before use, and the users trained in use as appropriate. Clerk to consult WorkNest. Risk Assessments will also be required. Cllr A Gyte will investigate costs and report back.

- (e) The RFO confirmed that there is a £25k play park budget. It was **AGREED** that Cllr Rowntree and Cllr A Gyte will discuss in consultation with Cllr P Gyte and prioritise preferred areas, up to an expenditure limit of £15k. Excess bark to be recycled. Clerk to ascertain if the quotes included VAT.
- (f) Ownership of car park at the play area: issues with drainage/ flooding/ general maintenance. To consider remedial action by Lakenheath Parish Council. Cllr Kelly confirmed that the area was given to LPC by Elveden estates. If this is the case, who receives the income from the glass etc banks? Clerk to check with PFA. Cllr A Gyte will look at what needs to be done to alleviate the drain problem.
- (g) The Zip line needs repair. Quote to repair the broken stopper and finger plates including labour and parts at £536.00 was unanimously **AGREED**. Clerk to inform contractor.

2024/61 Correspondence

None

2024/62 Items for Future Meetings

Cllr P Gyte- benches and noticeboard inspection Cllr J Hasting- entrance gates to village improvement Red telephone box improvements- survey of residents

2024/63 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

Cllr Kelly is linking with the Police over CND issues – it is currently thought that the protests will be at No. 1 Gate. It is not known where the protesters are going to camp.

2024/64 Information

There is no Lakenheath Parish Council meeting in August

2024/65 Matters to be taken under exemption

<u>It is recommended that</u>, 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 (Meeting closed at 9pm)

Appendix A Report from Sqn Ldr Eaton

RAF Lakenheath report to Lakenheath Parish Council July 2024. Operational Update.

There have been several command changes in the last month. Of note:

11 June Major Lt Col McCleod assumes Command 492nd FGS Sqn

13 June Col Alfarc assumes Command of the 48th Dental Sqn

Col Arki has now assumed Command as 48th Ops Group Commander

Col Schroeder has assumed Command of 495th FGS

17 June Major Ferguson assumes Command of the 494th FGS Sqn

Lt Col Sepassi has assumed Command of the 48th CMS

21st June 48th Fighter Wing Commander changed to Col Arthaud from General Campo

01 Jul. Maj Menge assumed Command of 48 Communications Squadron

Lakenheath Alliance for Peace are proposing to establish a Peace Camp between 15 and 25 Jul. The main protest days are scheduled for 16 and 20 Jul. There is likely to be increased Suffolk Police presence during this period and it is possible that traffic flow into and out of the Base could be disrupted.

Community Engagement:

Over 100 USVF personnel from RAF Lakenheath and RAF Mildenhall contributed to the Military Village at this year's Suffolk Show on 29 & amp; 30 th May.

Personnel from the 48 th Fighter Wing supported various D-Day 80 events both locally and nationally including an F-35 fly past over the Normandy Beaches and at the Lakenheath memorial.

Local Issues

Gliding. There's been concern that gliders have been operating close to the edge of the Military Air Traffic Zone. Policy improvements and engagement with both the British Gliding Association and the local gliding clubs have taken place with a view to minimising the risks involved.

Anglian Water are planning to close the B1112 for 5 weeks commencing on or about 25 July. This will impact access to Gate 2 and is most likely to cause disruption when the US Schools return on 19 Aug.

Planning. Defence Infrastructure have asked that the proposed housing development at the rear of 124 High Street takes into account the potential dangers caused by birds to aircraft and restricts the planning of trees and shrubs accordingly.

Appendix B

Accounts payable

LAKENHEATH PA	RISH COUNCIL			1st July 2024	
Date	Transaction	Payee	Description of Supply	Amount	
Receipts					
May			Interest Payments	£154.34	
May		West Suffolk Council	Decarbonisation Grant	£71,502.69	
May		RH Landscapes	Mower Sale	£4,000.00	
May			Lakeheath Times Advertising	£226.80	
May		HMRC	VAT Rebate 2023/24	£19,568.87	
May			Cemetery Cottage Deposit & Part Month Rent	£1,480.91	
May			Cemetery Fees	£150.00	
Payments Made				£97,083.61	
03.06.2024	Debit Card	C E Stevenson Motors	Red Stone for Beacon	£59.83	
13.06.2024	Debit Card	Amazon	Envelopes & Packing Tape	£15.68	
13.06.2024	Debit Card	Amazon	Laminator	£16.99	
14.06.2024	Debit Card	Tesco	Hanging Basket & Plants	£9.06	
14.06.2024	Debit Card	Amazon	Wood Paint	£17.38	
17.06.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00	
21.06.2024	Debit Card	Amazon	Stationery & Floor Fan	£81.45	
25.06.2024	Online	Staff	Salary Payments - June	£2,387.67	
27.06.2024	Debit Card	Screwfix	Padlock for New SID	£28.58	
03.07.2024	Direct Debit	British Gas	Electricity - Public Toilets	£39.73	
05.07.2024	Online	Ayentee Accountancy	Internal Audit Fee	£240.00	
05.07.2024	Online	Birketts	Professional Fees	£4,692.00	
05.07.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96	
05.07.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery	£65.00	
			Open & Closing Public Toilets & Cemetery Work -	£366.08	
05.07.2024	Online	Westcotec	Portable Speed Indicator Device	£5,563.20	
05.07.2024	Online	Sunrise Cleaning	Village Cleaning - April & May	£765.00	
05.07.2024	Online	Cllr J Hastings (reimbursement)	Christmas Banner	£11.99	
05.07.2024	Online	DEG Plumbing & Heating	Service Boiler - Cemetery Cottage	£113.00	
05.07.2024	Online	Anglian Water	Cemetery Cottage - Water Charges	£6.21	
05.07.2024	Online	NFU Mutual	Vehicle Insurance	£779.02	
05.07.2024	Online	N Glading (Clerk Reimursement	Ink, Sign, Lanyard & Annual Assembly Refreshments	£226.02	
05.07.2024	Online	Cllr A Gyte (reimbursement)	Padlocks and Oil Tank Parts	£130.64	
05.07.2024	Online	Central Garage	Battery	£97.57	

Bank Reconciliation

Bank Reconciliation 31st May 2024

Balance at 30.04.2024 Uncleared payments from previous	£369,544.10
period	£566.75
	£368,977.35
Income	£97,083.61
	£466,060.96
Less Expenditure (Chqs, Online Pmts + D/Ds)	£11,525.28
	£454,535.68

Represented by:	
Balance in Current Account	£32,039.92
Balance in Lloyds Bank Deposit Account	£100,253.13
Balance in Unity Trust Bank Deposit Account	£78,632.18
Balance in Nationwide Deposit Account	£85,928.68
Balance in Cambridge Building Society	£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch	£648.98
Balance in Lloyds Bank Deposit Account - NP	£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£3,867.83
Balance in Lloyds Bank Deposit Account - Street Lighting	£71,502.69
	£455,133.09
Less Payments not Presented	
HMRC	£597.41
	£597.41
	£454,535.68

Annual Internal Audit Report 2023/24

LAKENHEATH PARISH COUNCIL

http://lakenheath.onesuffolk.net/home/finance/

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Yes	No*	Not covered**
V		
V		
V		
1		
1	- Chores	
~		
~		
~		
~		
~		
V		
~		
1		
~	1	
Yes	No	Not applicable
	12212212121222	××××××××××××××××××××××××××××××××××××××

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

Date(s) internal audit undertaken 12

Signature of person who carried out the internal audit

SE 12/06/2024 Date

Name of person who carried out the internal audit

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

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

Annual Governance and Accountability Return 2023/24 Form 3 Local Councils, Internal Drainage Boards and other Smaller Authorities

Page 3 of 6

Dear Clare

There is becoming more and more of a need for Parish Councils to have more secure email addresses than the free ones that can be registered online with Providers like Gmail or Outlook.

We are delighted to be able to tell you that One Suffolk can now offer .<u>gov.uk</u> domain names, alongside it's ability to already offer registration of other domain name variants such as .<u>co.uk</u>, <u>org.uk</u>, .net & .com. This domain name could then potentially be linked to your website address that you have with One Suffolk or indeed with any email addresses you may need.

The pricing for the <u>gov.uk</u> domain names is **£138** for a 2 year registration.

Pricing for the other variants we offer is shown below.

.gov.uk - £138 for 2 years

.co.uk, .org.uk etc - £18 for 1 year, £36 for 2 years

.com, .net, .org etc - £24.00 for 1 year, £48 for 2 years

If you are also looking for email addresses to be attached to your own domain name then we can also supply these.

Currently we charge **£30.00** per mailbox per year for a 10GB mailbox. However, if you were to order a .gov.uk domain name, and purchase more than 5 email addresses then we could discount this to **£24.00** per mailbox per year. (Please note this offer is only available to those who purchase .gov.uk domain names and more than 5 email addresses at the same time). Please also note the size of this mailbox, we provide very generous 10GB business quality mailboxes which should be ample for any needs. With smaller mailbox sizes (1GB or 2GB) you will find yourself quickly exceeding this storage if you do a reasonable amount of emailing.

All prices shown in this email include VAT.

Appendix C

Lakenheath Parish Council Planning Sub Committee

Notes from the meeting to be held on 19th June 2024 at 9.30 am.

Location: Parish Office, Peace Memorial Hall, 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 15/06/2024

- 1. Apologies and Declarations of Interest
- 2. Members of the public may speak about an item on the agenda (3 minutes limit)
- 3. To consider the following requests for consultation:

(a) <u>LPC Planning meeting held on 15th May 2024</u>:

(i) Information from the Chair: Cranswick- factory farm chicken, a proposal of demolition of building at Hockwold Road in Feltwell to enable build.

The Pollution of the River Wye suggests LPC take an interest / expires July 2024.

See Minute 2024/39 Planning Matters

DECISION: Write and ask that LPC is kept informed / express concerns over the

possibility of increased river pollution

(b) CTIL 10794226 - Upgrade to radio base station installation

sent to cmtee members 13/06/2024

Sabreena Kazmi <Sabreena.Kazmi@clarketelecom.com>

Dear Sir/Madam

Please find attached a pre-application consultation letter and proposed plans in relation to the proposed upgrade to the existing telecommunications installation at the above site. If you have any comments, they would be gratefully received.

Kind regards **Sabreena Kazmi | Administrator Clarke Telecom** E: <u>sabreena.kazmi@clarke-telecom.com</u> <u>www.clarke-telecom.com</u>

DECISION: SUPPORT

(C) <u>Application No. DC/24/0483/FUL</u> Planning Officer Amy Murray

Consultation Period Expires: 19 June 2024 RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL PROPOSAL Planning application - eight dwellings and associated works LOCATION Land Rear Of 124 High Street, Lakenheath, Suffolk, APPLICANT Nikki Smeeth, M B Homes Anglia Ltd AGENT Mr Antony Smith You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received: The proposal description has been amended. https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SBBPIBPDIHT00

DECISION: OBJECT- emailed to WSC 19/07/2024

Dear Amy

The Lakenheath Planning Sub Committee met on 17/06/2024 to consider application DC/24/0483/FUL

DECISION: OBJECTION

Grounds

1. Entrance/ exit is not safe or suitable, it is on to an already busy road. The Lakenheath speed indicator device records up to 3,500 vehicles coming into the village each day. Once the two large Persimmon developments are complete, at opposite ends of the village, the traffic will increase proportionately. LPC believes that the approval of the application will exacerbate the problem.

2. We believe this to be overdevelopment of the site, it will look overcrowded and will detract from the ambience of the conservation area.

3. The site narrows considerably which leads to concerns about access by emergency vehicles, or any other large vehicles.

4. We would concur with many of the concerns highlighted by Suffolk County Council Highways in their letter dated 13th June 2024, particularly in regard to contravention of the NPPF, provision of a turning and manoeuvrability plan, turning areas, minimising the reversing of large vehicles, potential obstructions.

I trust this to be in order, please do not hesitate to contact me if you have any questions