



Lakenheath Parish Council

The Parish Office

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MINUTES of the LAKENHEATH PARISH COUNCIL MEETING held at the METHODIST CHAPEL, BACK STREET, LAKENHEATH ON MONDAY 5th February 2024

Present:

Cllr G Kelly (Chairman)

Cllr J Hastings (Vice Chairman)

Cllr J Cahill

Cllr I Frost

Cllr A Gyte

Cllr M Hugo

Cllr W Overy

Cllr M Rowntree

Cllr N Smith

In attendance: N Glading, Parish Clerk, C Shimmons, RFO, Sgt. P. Maxfield, Officer A Green and six members of the public

2024/160 Chairman's welcome and confirmation of recording

The Chairman welcomed all to the meeting, clerk to record for minutes only

2024/161 **Apologies for Absence** had been received from C/Cllr C Noble, Cllr D Smith, Sqn Ldr Geary, Cllr P Gyte

2024/162 Public Participation: Representations from Members of the Public

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

- (i) Regarding the question as to ownership of the waste land opposite St Mary's. We did try to find out more about this - recent owner, a Mr Scott, and now his son. I think this information was passed on to your predecessor. We now know quite a bit about the history of this site which is documented on the Village Trail pages of the website. On the Churchyard panel title is 'The Merchant's House', the site is ancient and can be traced back to Doll Fincham's meadow.
Before that it goes back to Anglo Saxon times. From 1914, the site has not been occupied, apart from a barbers shop in a timber shed. The suggestion is that there will be archaeological discoveries.
- (ii) Email received from a resident the same afternoon as the meeting (**Appendix A**)
Cllr Kelly had not had time to read the email, he summarised:
Further growth on the traveller's sites- Eldon Drove which is the other end of the track from the site that was refused planning consent a year ago. However, that is

now being taken up with the West Suffolk Council Director of Planning and West Suffolk Council Chief Executive. Because the lack of activity is evident One thing we are doing is the Cabinet (composed of nine Councillors) are taking a different track to their predecessors and one of the first things they are doing is taking a tour visiting places, namely, Clare, Newmarket, Haverhill, Brandon Bury and Lakenheath. Whilst Lakenheath is not a town, Cllr Kelly has pressed for a visit to our village to outline the prevalent issues.

- (iii) A resident is collecting signatures to protest against the removal of the Bury Records Office

2024/163 Reports & Questions

- a. Update from Sqn Leader S Geary: not present, a report had been sent to the clerk which was read out by the Chairman. Unfortunately, no statistics were included in the report.

(Appendix B)

- b. Update from West Suffolk District Councillor G Kelly:

The main thing is that WSC have doing is publicising Local Plan The 100 houses that were excluded have now been included. House building in Brandon is not approved, but you can in Lakenheath. The consultation is confined to whether you think the plan is stable and suitable. There are already objections from landowners and developers. The government now require a bio diversity net gain, i.e. that nature is better when you have finished your development.

Council Tax going up but less than inflation

Street lights- waiting for numbers to be confirmed from Lakenheath contractor.

Q: Can we have our other representative come along as then we can see things from a different perspective

A: Unfortunately, D/Cllr Whitehead is unwell at the moment

- c. Update from Suffolk County Councillor: not present
- d. Update from Suffolk Police – additional report not included on first agenda. Sgt P Maxfield and Officer A Green told the meeting that the Safer Neighbourhoods Teams were originally set up to work within a community. This worked well for a few years, then became overloaded and the community side stopped. In recent months, there has been a big push nationally to get out into communities.

Officer Andy Green has been on the Force for 22 years. He is our Lakenheath beat officer, together with The Rows. Speeding issues are endemic: looking to show a presence set up points. Contact via the Police website

Comment from Cllr A Gyte: Just a general presence is very helpful particularly around schools.

Comment from Cllr Kelly: parking on zebra crossing is an offence. The plan is to move the current crossing to nearer the Co-op. The current crossing is faded.

Sgt. Maxfield confirmed that feedback on the new community style policing is very important. You can write to the Police Commissioner or the Chief Constable.

Sgt Maxfield and Officer Green left the meeting

2024/164 **Confirmation of accuracy of the Minutes of the LPC Meeting held on 8th January**

2024 The Minutes were unanimously **AGREED** as an accurate record. The Chairman signed the Minutes.

2024/165 **Payment of Accounts (Appendix C)**

- a. The Councillors considered the Bank Reconciliation.
The RFO confirmed that the acronym NP stands for Neighbourhood Plan. The RFO reported that interest rates have changed dramatically, from £300 to £1,000.
The Bank Reconciliation was **RECEIVED**
- b. The Councillors considered the payment of accounts (Appendices at B)
The payment for defibrillator pads was questioned: Wendy Barnes and Cllr Rowntree started the initiative as individuals. There had been a difficulty with electricity supply at the Pavilion as this had been mistakenly switched off. Mrs Barnes has inspected all the defibrillators and new pads were urgently needed. This cannot be paid out of District Council Locality Budget because the project is run by individuals. Cllr Kelly will ask for a plan going forward to present to Councillors. Location important. There are currently five defibrillators in Lakenheath and Sedge Fen.
- c. The Councillors **RECEIVED** the Out-Turn Report.
- d. The Councillors considered the Appointment of Internal Auditor. It was unanimously **RESOLVED** to appoint Mr Anthony Preece of Ayuntee Accounting.
- e. A Parish Office Rent review had been received by the RFO, which represented around a about a 10% increase. The office is far from suitable as a working environment but there is no suitable alternative. More storage for files/ other equipment is required. The RFO confirmed that LPC pay for the public liability insurance and the contents are listed on the asset register. There is a separate electricity meter. RFO to ask for a copy of the Lease. It was **RESOLVED** to **ACCEPT** the increase at the present time. A longer-term solution should be examined going forward.
- f. The Effectiveness of Internal Audit was reviewed and unanimously **AGREED**.
- g. The Risk Assessment and Management (Financial) plan was reviewed and unanimously **AGREED**. Noted: The RFO will offer monthly payments for the Methodist Church premise.

2024/166 **Parish Report**- Chairman/ Clerk on recent and forthcoming issues/ topics

- a. The Lakenheath Post Office closure implications were considered, and the way forward discussed. We now have had official confirmation that the post office PO is closing. Additionally, the Lloyds mobile bank is stopping. The Growth Team at WSC is looking at the situation as Mildenhall post office in the centre of the town has also closed.

The post office building at Lakenheath is listed for sale. The building has no water or toilet facilities. Cllr Cahill commented: I was with my friend in Southeast London Hub, and I posted some parcels. The post office only handled cash and did not accept parcels. Cllr Kelly asked for any suggestions in mitigation: Cllr Hastings suggested another cash point in the village, possibly at the newspaper shop. Cllr Overy commented that there is a high proportion of older people in Lakenheath, who have no transport and are more likely to be affected by the post office closure. Long queues at Lakenheath Post Office have been quite usual. Another suggestion was a bus service to a neighbouring village. Cllr Hastings commented that this may not be acceptable to another post office. The Co-operative chain of stores does not engage with the Post Office. Any suggestion that the Co-operative in the village would open a post office is thought to be a nonstarter. Lakenheath Newsagents are keen to expand, discussions are taking place: Cllr Hugo supported this idea: Cllr N Smith will seek to take this forward. Cllr Hastings suggested an ATM at the site. Councillors would actively support this provision. If this is not possible, LPC will look at a community bus to transport people to an alternate post office. We appreciate that neither of these solutions are particularly wonderful, but LPC are attempting to alleviate the situation as far as possible.

b. Update on the New School

Cllr W Overy is a new Associate School Governor. The new school can still go ahead with certain conditions. There are concerns about traffic, safety, and the construction of the houses afterwards. The Chairman read out the letter that LPC will send. **(Appendix D)**
The project plan is two years out of date.
Cllr Noble had confirmed that the planners want people to walk to school, however, Cllr Kelly told the meeting that this would not be an option for people living some two miles away from the new school. This will be a fabulous asset, but a disaster if corners are cut.

c. Update on the old school building: It was thought that Suffolk County Council have a habit of sitting on opportunities such as this for about ten years, and then building houses at the site. It had been noted that, recently, a premise at has been handed over to a Newmarket community group for £1.00. LPC will be pursuing this.

d. Update on Royal Mail poor service (late receipt of post): nothing to report.

e. Update on 'Plug In Suffolk' arrangements had been agreed during part one of the scheme. The Pavilion are applying again.

f. New Youth Club Linda Spencer described ideas on a new Youth Club (the original email was sent to all Councillors 01.02.24) The Methodist Church had been asked if they could run a community (rather than church based) youth club (ages from 12-16). Would LPC be able to offer advice, or people or assist financially?

The project already has a number of volunteers and safety officers in place (with the usual DBS and EDI certificates)

Q: Have you spoken to neighbours?

A: Yes, not interested

Comment: Advertise in Lakenheath Times

Clerk to send LPC grant application form. D/Cllr Kelly will inform D/Cllr T Whitehand.

2024/167 Lakenheath Parish Councillor/ Officer Reports

To receive reports from

- a. Business forum (Cllr W Overy) There had been a request from Central Garage to park cars in Wings Road car park. Not thought to be feasible, Cllr Kelly has suggested Sakura car park.
- b. Environmental update (Cllr J Cahill) litter pick held on Saturday, disappointed with turnout from military. 8-9 resident volunteers assisted. Cllr Overy suggested tyres with a bin liner in as a makeshift bin in problem areas. Cllr Cahill commented that most of the rubbish seems to be thrown out of cars.
- c. Mobile network infrastructure (Cllr Frost) The Shared Rural Network Scheme- because we have a signal as opposed to none we are ineligible.
- d. Lakenheath Streetlights (Cllr I Frost) 8 streetlights repaired and LEDs units recently. Another 14 are listed with Pearce and Kemp.
- e. SID Report depressing – one over 85 mph at midday on a Sunday. **(Appendix E)**
- f. Speedwatch team Cllr P Gyte had given apologies.
- g. Neighbourhood Plan / High Street Regeneration (Cllr Kelly) we have had a session with Bullard's and Ian Poole (Places for people) and had to accept a reduction of parking spaces to ensure safety.
- h. Planning Sub Committee: The Notes from meeting held on 8th January 2024 and 24th January 2024 were **NOTED (Appendix F)**
- i. Lakenheath Times Review meetings to be held on Wednesday. LPC said we would run it for a year, the new format is working with a few notable exceptions. Plan was that the editor would see us through the early days. Advertising revenue from the first year was £5,664.60. With an overall net cost of £4,031.40. Meeting this Wednesday 10 am at the Parish Office.
LPC Facebook page: Councillors reminded to accentuate the positive aspects of the work of the Parish Council.

2024/168 Matters relating to Lakenheath Cemetery

- a. Cemetery Committee Report: Cllr Frost reported that the general upkeep is fine. There has been some spreading of tributes in the new section. The cemetery gates going into new section will require repainting in the future.
Ingress by cars at night has been reported. Clerk to check CCTV.
- b. Update on bay emptying - this has been carried out

2024/169 Matters relating to Street Furniture

- a. To consider the use of the red telephone boxes, going forward. LPC have given semi-permanent use to the Guides. The box outside the library is competing with the library. Cllr Hastings to devise a plan which will allow all village groups to display their activities on a rota basis.

2024/170 Grant Requests

- a. The grant request from the Consolidated Charities (Allotment fencing) was considered. The quote was thought to be rather expensive and the clerk to ask the applicant to seek two more.

2024/171 **Matters relating to Governance**

- a. The Cemetery burial, interment and headstone fees were reviewed. It was **RESOLVED** to increase all fees by 25%.

2024/172 **Playground faults identified by Play Inspection Co.**

- a. Cllr M Rowntree and the clerk had met with Ryan Finch of IA play to look at initial/ longer term actions. Clerk to obtain two other quotations for replacement of the accessible roundabout, which has been stuck solid for some years. A repair is not feasible.
Cllr Rowntree reported that many of the low-risk hazards identified by the inspector were about trip hazards, uneven surfaces. It is suggested that a stage by stage three year plan is devised to replace the bark area with wet pour. Cllr Hugo offered to assist with the bark removal and disposal.
- b. Removal of vandalised bench: Cllr A Gyte and Cllr N Smith worked hard and removed the hazardous vandalised bench. The Chair thanked both Councillors. It is not thought that it would be prudent to replace the bench.

2024/173 **Items for Future Meetings**

- a. Clerk suggested LPC Surgeries: little appetite to pursue the idea.
- b. Review of the Christmas Street decorations 2023 and to consider Christmas 2024, possible working party: next meeting

2024/174 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

- a. Cllr Kelly told the meeting that there has been a media request for comment on the placement of nuclear weapons at Lakenheath Airbase. The reporter was informed of all the other, more mundane, challenges that the village faces.

2024/175 **Information:** none

2024/176 **MATTERS TO 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

Meeting closed at 9.47pm

Appendix A

It has become more apparent that absolutely nothing is being done to control the increasing number of static caravans in Lakenheath, primarily in Eldon Drove where the first large area was cleared of its natural vegetation and hardcore was laid, back almost 3 years ago, in March 2021. At present there are 2 large static caravans on the Eldon Drove site.

Over the last year a second site, a further 200m from the first site, has grown from having a small old-fashioned railwayman style caravan to an additional 2 caravans along with various associated paraphernalia, showing that people are living on that site.

A further half mile from the second site is a more substantial third caravan site which even has brick walls.

The point of raising this issue for the umpteenth time is that for the last 3 years this issue has not been brought to account and, indeed, is growing to a bigger issue, demonstrating that no-one is being brought to account, no-one in authority is doing anything about the situation and implies that we can all now, if we choose, put static caravans in our gardens unchallenged!

Appendix B

Sqn Ldr Geary Council Report (Covering January 2024)

Operational Update:

In addition to their continuing deployed operational commitments and the local routine training sorties required to retain currency and competency on the aircraft, which included some night flying activity this month, 48FW aircraft participated in Exercises in Italy and Portugal during January 2024. Additionally, the Station hosted a HQ USAFE Agile Combat Employment Conference in the latter part of the month.

Visits:

It was a relatively quiet month for visitors to the Station; however, the 48FW Protocol Team have been busy this month preparing for a plethora of visits that are planned for February and March.

Community Engagement:

Planning started for the 2024 Suffolk and Norfolk Shows this month. We attended the Suffolk Show Initial Planning Conference at Trinity Park on 17 January, and we've started discussing potential contributions to the Norfolk Show with the Military Village lead planner.

On 26 January, I delivered a presentation on my RAF Career and my role as the RAF Commander to Year 11 students at Springwood School in Norfolk.

Looking Forward:

The members of the British American Committee will be meeting at RAF Mildenhall this week – I'll provide a read out of the meeting next month. 48FW will be conducting an Active Shooter Table-Top Exercise, which will include input from the local Emergency Services, in the latter part of the month. And, finally, 48FW will be celebrating their successes and recognising their best people at the Annual Awards Ceremony later this week.

Appendix C Payments

31st February 2024			
Date	Payee	Description of Supply	Amount
Payments			
December		Interest Payments	£2,319.75
December		Cemetery Fees	£420.00
Date	Transaction	Payee	Amount
Payments Made			
09.01.2024	Debit Card	Amazon	£43.67
15.01.2024	Direct Debit	EDF Energy	£23.00
25.01.2024	Online	Mild Anglia First Aid	£331.20
25.01.2024	Online	Staff	£2,379.47
31.01.2024	Debit Card	Diamond Source	£114.00
02.02.2024	Direct Debit	British Gas	£39.31
09.02.2024	Online	BT Payment Services	£83.36
09.02.2024	Online	C G Cleaning	£480.00
09.02.2024	Online	Michael Murfet	£65.00
09.02.2024	Online	Birketts LLP	£385.54
09.02.2024	Online	West Suffolk Council	£11,207.54
09.02.2024	Debit Card	Information Commissioner	£253.00
09.02.2024	Online	R H Landscapes & Maintenance Services Ltd	£40.00
09.02.2024	Online	Lakenheath Playingfield Association	£600.00
09.02.2024	Online	Eon	£600.00
09.02.2024	Online	IA Play Solution Ltd	£720.00
09.02.2024	Online	Pearce & Kemp Ltd	£5,515.00
09.02.2024	Online	Sunrise Cleaning Services	£82.44
09.02.2024	Online	bright.motif;	£237.60
09.02.2024	Online	Cllr J Cahill (reimbursement)	£3,543.00
09.02.2024	Online	Cleaning Public Toilets - November & December	£765.00
09.02.2024	Online	Domain & Website Hosting	£112.98
09.02.2024	Online	Garden Gloves & Bulbs	£36.95

£95.00 VAT
£19.00 VAT
£114.00

PRINTER ENGINEER VISIT 01/02/24

Signed

Bank Reconciliation

Balance at 30.11.2023	£322,192.42
Uncleared payments from previous period	£913.88
	£321,278.54
Income	£2,739.75
	£324,018.29
Less Expenditure (Chqs, Online Pmts + D/Ds)	£19,872.67
	£304,145.62
Represented by:	
Balance in Current Account	£12,595.16
Balance in Lloyds Bank Deposit Account	£41,581.04
Balance in Unity Trust Bank Deposit Account	£78,096.74
Balance in Nationwide Deposit Account	£85,418.55
Balance in Cambridge Building Society	£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch	£645.53
Balance in Lloyds Bank Deposit Account - NP	£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£3,998.99
	£304,595.69
Less Payments not Presented	
HMRC	£450.07
	£450.07
	£304,145.62

Outturns

	Revised Budget YTD 2023/24	Total YTD	Variance YTD	Cummulative YTD Variance £100/15%	Actuals 31/10/2023	Actuals 30/11/2023	Actuals 31/12/2023	Total for Q3	Quarterly Budget	Variance	Variance Explanation £100 / 15%
Receipts											
Precept / LSCG	£177,800.00	£177,800.00	£0.00	Precept is one annual receipt	£0.00	£0.00	£0.00	£0.00	£59,266.67	-\$9,266.67	Precept is one annual receipt
Cemetery	£3,750.00	£4,355.00	£605.00	Higher than anticipated burials	£270.00	£360.00	£420.00	£1,050.00	£1,250.00	-\$200.00	Lower than anticipated burials Q3
Other (Inc Interest & VAT)	£30,000.00	£24,900.94	-\$5,099.06	Sale of Machinery Q4	£247.87	£867.92	£2,319.75	£3,435.54	£10,000.00	-\$6,564.46	VAT is one annual receipt
Total	£211,550.00	£207,055.94	-\$4,494.06	Sale of Machinery Q4	£517.87	£1,227.92	£2,739.75	£4,485.54	£70,516.67	-\$66,031.13	Precept & VAT Receipts in Q1
Payments											
Staff	£45,000.00	£40,138.58	-\$4,861.42	Higher Amts Due Q4	£3,182.10	£6,456.63	£5,903.46	£15,542.19	£15,000.00	£542.19	Includes Redundancy Costs
Cottage/Chapel	£18,750.00	£8,787.38	-\$9,962.62	Cottage Works Due Q4	£298.95	£206.33	£641.00	£1,146.28	£6,250.00	-\$5,103.72	Cottage Works Due Q4
Cemetery	£3,750.00	£3,854.39	£104.39	Higher Expenses	£217.53	£113.60	£772.65	£1,103.78	£1,250.00	-\$146.22	Lower Expenses in Q3
Machinery Capital Exp	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Machinery Expenditure	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Street Lighting	£39,750.00	£14,775.86	-\$24,974.14	Street Lighting Energy Paid Q4	£0.00	£1,771.50	£3,094.00	£4,865.50	£13,250.00	-\$8,384.50	Street Lighting Paid Q4
Admin	£3,750.00	£4,309.81	£559.81	Lower Expenditure Expected Q4	£795.49	£511.61	£155.79	£1,462.89	£1,250.00	£212.89	Lower Expenditure Expected Q4
Insurance	£3,000.00	£1,169.48	-\$1,830.52	More Insurances paid Q1&2	£0.00	£0.00	£0.00	£0.00	£1,000.00	-\$1,000.00	All Annual Insurances paid in Q2
Subscriptions	£825.00	£1,104.61	£279.61	Annual subscriptions paid	£0.00	£0.00	£0.00	£0.00	£275.00	-\$275.00	Majority of Subscriptions paid in Q1
Training	£375.00	£60.00	-\$315.00	Training open to all	£0.00	£0.00	£0.00	£0.00	£125.00	-\$125.00	Training open to all
Newsletter	£6,450.00	£6,720.00	£270.00	Honorarium included	£0.00	£0.00	£0.00	£0.00	£2,150.00	-\$2,150.00	Spring Edition Due
Grants	£9,000.00	£450.00	-\$8,550.00	To be paid by Year end	£0.00	£0.00	£0.00	£0.00	£3,000.00	-\$3,000.00	Budget to paid by year end
Playground	£1,875.00	£402.20	-\$1,472.80	All Repairs made as Required	£0.00	£0.00	£2.20	£2.20	£625.00	-\$622.80	All Repairs made as Required
Village Facilities	£18,750.00	£15,775.09	-\$2,974.91	Includes Additional Village Keeping Costs	£1,506.15	£636.18	£2,684.13	£4,826.46	£6,250.00	-\$1,423.54	Higher Village Keeping Costs paid in Q1&2
St Mary's	£3,750.00	£320.00	-\$3,430.00	Funds available for repairs/trees	£0.00	£0.00	£0.00	£0.00	£1,250.00	-\$1,250.00	Funds available for repairs/trees
VAT	£24,375.00	£8,028.99	-\$16,346.01	Street Lighting VAT Paid Q4	£499.03	£480.35	£2,398.51	£3,377.89	£8,125.00	-\$4,747.11	Street Lighting VAT Paid Q4
Professional Fees	£3,750.00	£4,220.93	£470.93	Annual fees paid	£0.00	£0.00	£4,220.93	£4,220.93	£1,250.00	£2,970.93	Annual fees paid
Neighbourhood Plan	£6,750.00	£1,732.26	-\$5,017.74	More work to be completed in Q4	£0.00	£0.00	£0.00	£0.00	£2,250.00	-\$2,250.00	More work to be completed in Q4
Green Spaces	£750.00	£655.03	-\$94.97	More Expenditure due for & in Spring	£417.95	£237.08	£0.00	£655.03	£250.00	£405.03	More Expenditure due for & in Spring
Total	£190,650.00	£112,504.61	-\$78,145.39	Street Lighting & VAT Due Q4	£6,917.20	£10,413.28	£19,872.67	£37,203.15	£63,550.00	-\$26,346.85	Street Lighting & VAT due Q4

Lakenheath Parish Council
Risk Assessment and management (financial) for the period 1 April 2023 to 31 March 2024

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full PC Minute - DC follow up	Diary
	Not paid by DC	L	Check & report to PC	Diary
	Adequacy of precept	M	Monthly listing of expenditure	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary - appropriate controls are in place	Annual Review of documented controls
	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary
	From cemetery	L	Burial Register updated for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to receipts	Member to verify
	Wrong salary/hours/rate paid	L	Check salary to minute, check hours and rate of contract	Member to verify
Salaries	Wrong deductions	L	Check to PAYE calculations	Member to verify
Direct Costs and Overhead Expenses	NI and Income tax	L	Follow up on all orders	Approval check
	Goods not supplied to council	L	Check arithmetic on invoices & perform bank reconciliations on monthly basis	Member to verify
	Invoiced incorrectly calculated or recorded	L	Signatory initials stub & voucher	Approval check
Grants & Support	Cheque or Bank Payment payable is excessive or to wrong party	M	Minute Council agreement with the power used to authorise payment	Member to verify
	No power to pay or no evidence of agreement Council to pay	L	Agree and document any reasonable conditions	RFO check
	Conditions agreed	L		RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	L	All items in cash book lists	RFO verify
	Charged on purchases	L	Consider all items per cash book	RFO verify

Reserves - General	Claimed within time limits	L	Agree returns submitted	RFO verify
Reserves - Adequacy	Adequacy	L	Consider at budget setting	RFO opinion
Earmarked	Adequacy	L	Consider at budget and review of final accounts	RFO opinion
Assets	Unidentified Earmarked or contingent liability	L	Review minutes	RFO/Member view
	Loss, damage etc.	M	Annual inspection, update insurance & asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of key personnel (clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	RFO/Member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance (inc. Cemetery, Village Green & Play area)	Reduced value of assets or amenities - loss of income or performance	M	Maintenance/Inspection programme	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary

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

Reviewed on 5th February 2024:

Rent Increase

From [Valerie Little](#) on 2024-01-18 13:43

Lakenheath Peace Memorial Hall
98 High Street
Lakenheath
Suffolk
IP27 9EW
Registered Charity No. 1161350
Email Bookings@lakenheathvillagehall.org
Mobile 07538 609281
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18 January 2024

The Parish Councillors
Lakenheath Parish Council
98 High Street
Lakenheath
Suffolk
IP27 9EW

Dear Councillors

Three Year Rent Review

The Trustees are giving you notice under the terms of your Lease dated 20 February 2008, that as from 1 February 2024 your annual rent will be increased to £3,000 per annum, for the next three years. The quarterly charge is £750, plus insurance and your electricity consumption. The increase will be included in March invoice.

Under the terms of the Lease you are entitled to use the cloakroom and kitchen for boiling a kettle. If the Councillors wish to use other parts of the Peace Memorial Hall or Community Centre, they must first ask permission to see if it is available and pay the necessary hire fee. This fee must be paid in advance.

Please acknowledge receipt of this letter by signing and returning a copy.

Yours faithfully,
[Valerie Little](#)
Mrs Valerie Little
For the Trustees of Lakenheath Peace Memorial Hall

Appendix D - update on the new school

5th February 2024

by email to Mark.Barnard@suffolk.gov.uk

SCC/0041/23FH/FUL: new Primary School and Pre-School, Station Road, Lakenheath

Dear Mark Barnard

Thank you for your email.

Lakenheath Parish Council are keen to see the new building Primary School progress but currently have serious concerns. These mainly centre on the arrangements for traffic, and we have been providing reports from our Speed Indicator Device showing both volumes and speed of traffic along Station Road.

The base (RAF Lakenheath) has brought in another 1000+ personnel and we have had hundreds of houses built as “windfall” - smaller developments - so not accounted for in the 2016 Aecom report.

The 2021 census shows Lakenheath has more two and three or more cars per household than the rest of West Suffolk, so it is reasonably safe to assume that by the time those large developments are in place the number of vehicles on the B1112 will exceed the Aecom predictions by about 40%. It is also important to note that none of the proposed mitigations proposed by Aecom are anywhere near the school.

We are aware of the proposed footpath / cycle path from Maids Cross Way to Barr Drive, but our understanding is that there is currently no lighting provision, which is wholly unacceptable. Unfortunately, ‘hoping’ that it can be delivered in time for the opening is equally unacceptable.

The one development where work has started in earnest is in Eriswell Rd, some two miles from the new school site; their Travel Plan does not take this into account. Frankly Lakenheath has suffered from the absence of any sort of meaningful master planning. The large (375 house) development beyond the school appears to be on indefinite hold and has the potential to completely disrupt the school and the access onto Station Road if it ever starts being developed.

It seems to the Parish Council that a 2025 opening is now unrealistic unless corners are cut. Some delay would allow genuine engagement from Highways (and indeed West Suffolk), because at the moment their responses are wholly inadequate. Rushing at this stage jeopardises the excellent work between Education and the School, and the Parish’s aspirations for sustainable growth.

The Parish Council does not consider that the traffic and safety issues have been addressed, and therefore must OBJECT to the application.

Yours sincerely

Councillor G. Kelly Lakenheath Parish Council Chairman

Appendix E 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 01 January 00:00 2024 up until 11:59 on 31 January 2024. The measurement point is 450m past the point where the 30MPH zone starts. Due to low sunlight conditions and tree cover, the solar panel was not as effective as in the summer months and 4 days of measurement were lost (02-05 January). The SID battery has to be changed more regularly.

There are between 3000 and 3450 vehicles per weekday passing this point heading into Lakenheath.

There are between 1900 and 2400 vehicles per day over the weekend heading into Lakenheath. The busiest times during the week are 07:30-08:30 (Avg. 260 cars p/h) and 16:00 -17:15 (Avg. 320 cars p/h).

The 85th Percentile Speed (most people) travel at or below 34.6 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 (x1). There were also 251 vehicles exceeding 50MPH.

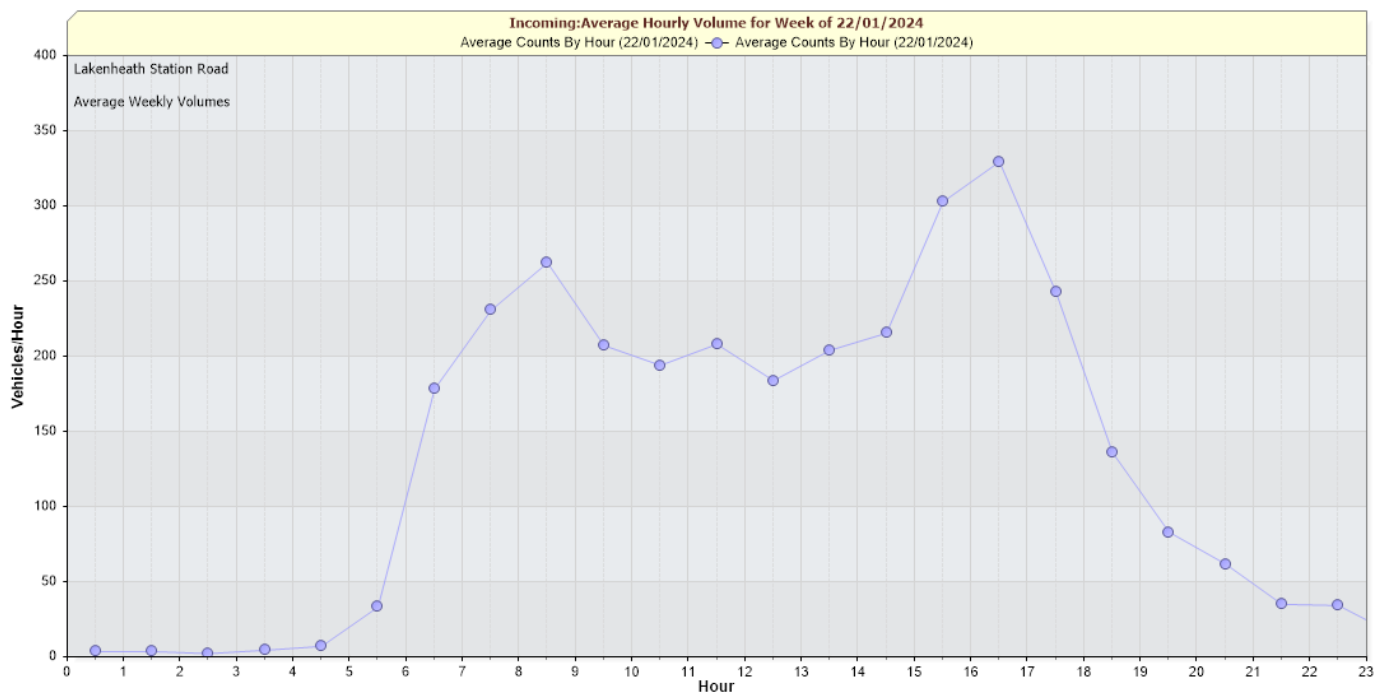
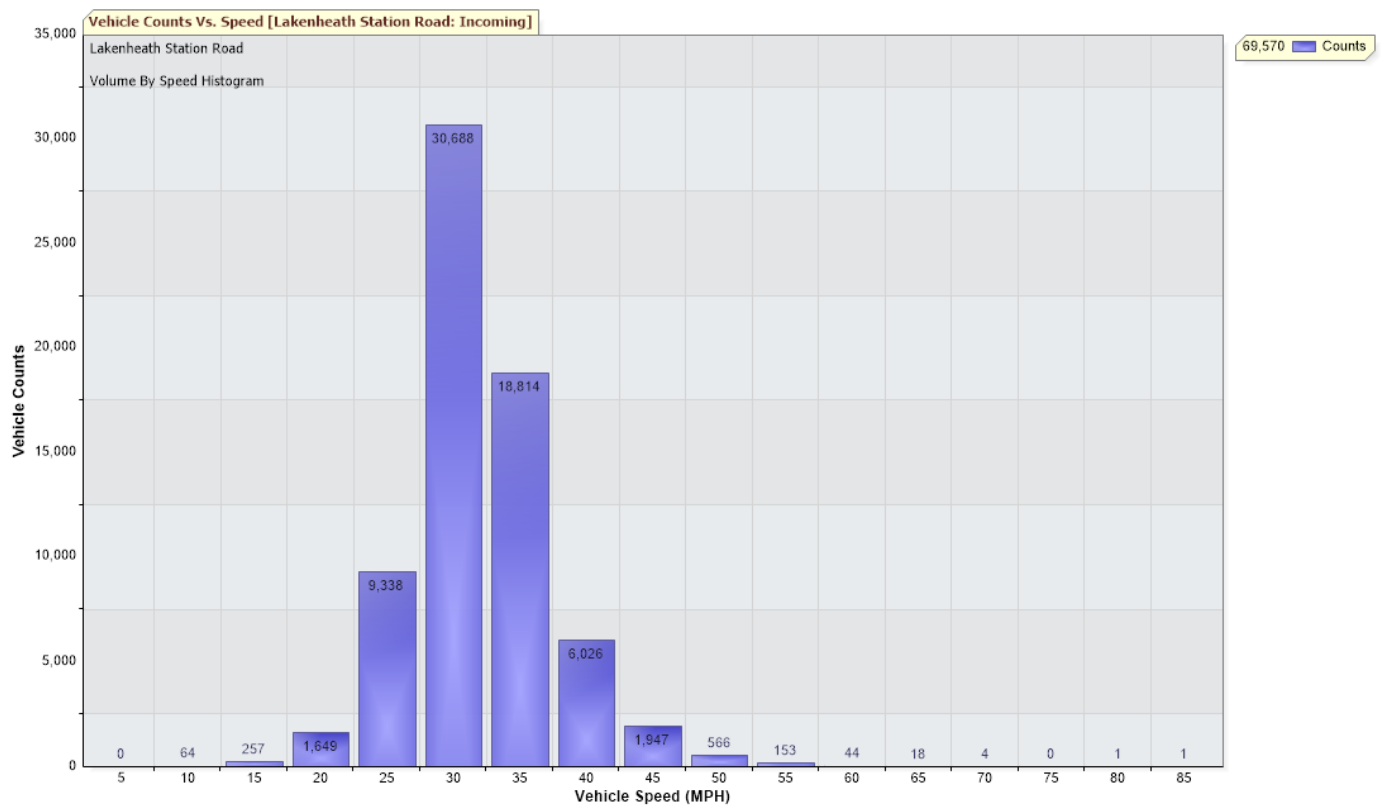
The next pages show:

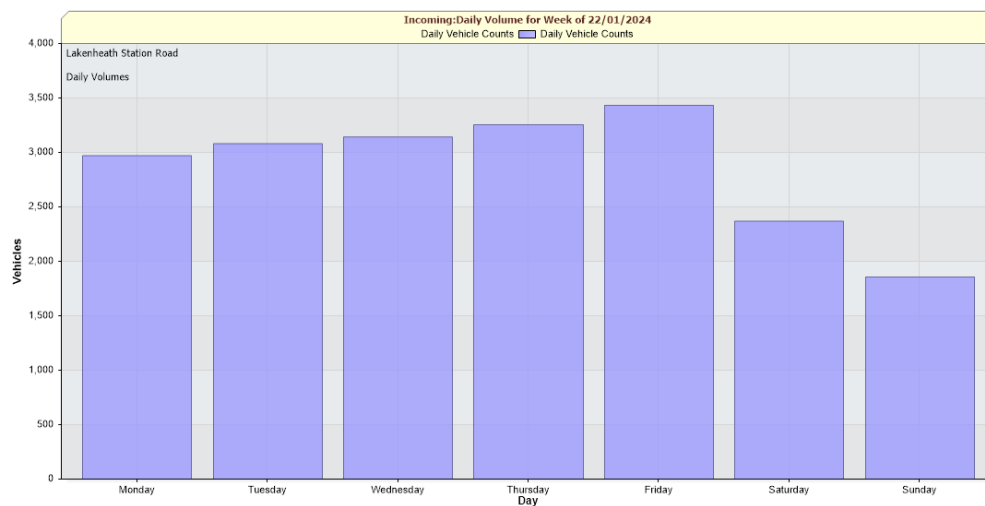
- Speed vs vehicle counts at the point listed above.
- Average hourly volumes passing this point
- Typical daily volumes passing this point.
- Speed exceedances of 35MPH for this period

The Battery was swapped on 09/01/2024 and replacement unit measured 13.0V.

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.





Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	6	7	8	10	6	5	13
2 - 2	13	5	4	2	5	6	7
2 - 3	5	3	2	7	3	3	8
3 - 4	12	1	5	1	3	4	4
4 - 5	16	10	12	8	6	4	6
5 - 6	38	43	41	29	17	13	15
6 - 7	112	125	127	88	71	20	25
7 - 8	110	99	119	94	76	35	27
8 - 9	82	100	73	52	56	54	39
9 - 10	98	93	66	64	60	61	90
10 - 11	108	73	69	48	54	73	94
11 - 12	79	65	70	61	57	71	92
12 - 13	102	82	73	56	62	95	100
13 - 14	134	98	64	70	62	110	122
14 - 15	118	94	63	38	77	118	137
15 - 16	124	120	84	77	94	108	101
16 - 17	102	108	99	72	99	98	86
17 - 18	63	64	57	47	66	60	76
18 - 19	69	52	65	48	64	67	68
19 - 20	63	52	44	44	46	82	46
20 - 21	51	44	34	26	27	47	31
21 - 22	29	28	28	30	34	45	25
22 - 23	21	30	19	29	17	33	14
23 - 24	7	12	12	9	9	18	15
Totals	1562	1408	1238	1010	1071	1230	1241

Exceeding Speed of 35MPH - January