



**Lakenheath Parish Council**  
**The Parish Office**  
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## **MINUTES**

### **of the Lakenheath Parish Council Meeting held on 3<sup>rd</sup> JUNE 2024 at the Methodist Church, Back Street, Lakenheath**

Present: Cllr G Kelly (Chairman)

Cllr N Smith (Vice Chairman)

Cllr J Cahill

Cllr A Gyte

Cllr P Gyte

Cllr I Frost

Cllr J Hastings

Cllr M Hugo

Cllr W Overy

Cllr M Rowntree

Cllr D Smith

In attendance: N Glading, parish clerk, Mrs C Shimmons, RFO, Sqn Ldr Adam Eaton  
and 4 members of the public

#### **2024/34 Chairman's welcome, confirmation of recording and Apologies**

Cllr G Kelly welcomed all to the meeting. The meeting will be recorded for minutes only.  
Apologies had been received from C/Cllr C Noble (another meeting)

Cllr Kelly remarked that it had been eventful of late. On Saturday, the numbers in litter  
pick were greatly enhanced by young people from the base, the Chair is writing to Gen  
Campo to show our appreciation. Thanks to Cllr Cahill for organising.

#### **2024/35 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) A resident told the meeting that she has a friend who lives in Mutford Green.  
The friend has a garage, and she parks on the green area (Chair confirmed  
that this area is owned by West Suffolk Council). The friend saw a notice that  
parking is not allowed. She has nowhere else to park. Cllr Kelly commented  
that there are indeed parking spaces available. He further clarified that the  
problem is that ruts have developed, a second car cuts across and there are  
now ruts in that direction. This is an area that we have been trying to  
improve.

The friend was told by her landlord that the garage was accessible and that she could park on the green area. Cllr Kelly confirmed that this situation had been investigated: the garage was built considering the specific health issues of a previous occupant, and that the special dispensation died with him. This is a matter of public record.

- (ii) (Resident had emailed clerk) I am wondering why the alleyways that join the High Street and Mayfield also the Mayfield to Woodcutters estate are in such bad need of a tidy up the weeds are really bad and one part with the big oak tree still has last years and the years before leaves still littering the walk way, these are used a lot and maybe they could be cleaned up, it's a shame they are neglected. Could this please be mentioned as I'm sure lots will feel the same about the mess.

The Chair commented that there is no straight answer as to ownership, some is down to the developer, and tracking the developer currently is not easy. Some no longer exist. Cllr Kelly will put a chaser. It may be that the overgrown brambles are overflowing from neighbouring properties. If these could be identified, the parish Council will consider writing to the appropriate occupants.

- (iii) (Resident had emailed clerk) What an excellent magazine you put out. Very well done! Just thought I should let you know how much it was appreciated. I wish you continued success.

The Chair commented that this appears to be a universal opinion, well done to all the volunteers who put the magazine together.

Cllr Overy said that she had not received her copy in Sedge Fen: clerk will investigate.

## 2024/36 **Reports & Questions**

- (a) Update from RAF representative (Sqn Ldr Adam Eaton) introduced himself: his main point was just to say hello, he has only been in the job for two weeks. He has lived in Suffolk. Change of Command Ceremony is imminent. Sqn Ldr Eaton was asked to convey LPC thanks to Vikki for her help in sourcing volunteers for the litter pick.

- (b) Update from West Suffolk District Councillor (D/Cllr G Kelly)

The decarbonisation fund has been stalled because of purdah. There has been interest from Lakenheath about the follow-on decarbonisation funding. This must be capital not revenue persuade and applicants will need to persuade their councillor that their project is worth doing

Potential applicants are the Pavilion, School and bus initiative.

Solar panels on Cemetery Cottage? Cllr Kelly will check out a residential scheme which may allow solar panels to be installed at Cemetery Cottage.

- (c) Update from Suffolk County Council Councillor (C/Cllr C Noble) Cllr Noble was not present and had sent a report yesterday.

2024/37 **Matters relating to previous Minutes**

- (a) The Minutes of the Annual Parish Council meeting held on 13<sup>th</sup> May 2024, were confirmed as **AGREED**, with one change: Cllr Cahill gave apologies for Annual Assembly.
- (b) The Minutes of the Parish Council Parish meeting held on 13<sup>th</sup> May 2024 were **AGREED** as accurate.

2024/38 **Financial Matters**

- (a) The Payments of Accounts spreadsheet was unanimously **AGREED** with two additional items, specifically a cheque donation to the St Nicholas Hospice £100 and payment to Home fix Express (in relation to Cemetery Cottage).  
**(Appendix A)**
- (b) The Bank Reconciliation was unanimously **AGREED (Appendix B)**
- (c) Registration of property: Mrs Shimmon has tried to get 3 quotes- one solicitor will not quote without accessing all of the documents being retrieved from Suffolk archives, which is not feasible.  
It was unanimously **RESOLVED** that Mrs Shimmon would proceed with the cheapest quote.

2024/39 **Planning Matters**

- (a) The Notes from the LPC Planning meeting held on 15<sup>th</sup> May 2024 were **RECEIVED (Appendix C)**  
Additional information
  - (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.
  - (ii) School: the meeting in Ipswich has been deferred, there are a lot of unresolved issues. It will be a Local Authority School (source: SCC Education statement). In the very early stages of the process Academy status was discussed but was eventually rejected, which has led to confusion.
  - (iii) The poster at the Annual Assembly showing the High Street Regeneration Plan was a summary only. The Neighbourhood Planning consultant is now well and Mrs Shimmons and the Chair will get things going again.

2024/40 **Matters relating to social media**

- (a) To consider LPC previous decision about the Facebook page  
The LPC Facebook page was set up in response to the complaints that Lakenheath Times would be produced quarterly instead of monthly. Items which would fall between dates could be publicised, along with any other pertinent information. It would be made clear that any comments should be made to the

clerk, retaining a necessary gravitas and not encourage the typical misinformed outbursts and disinformation popular on other Facebook pages.

Cllr Hugo commented that, at the time, it was all new and there were different pressures.

Cllr Rowntree proposed that he would monitor continuously and if a subject is at all contentious it will be brought before full Council for consideration. The clerk reminded all that no one Councillor can speak on behalf of Lakenheath Parish Council: any comment must be made by the Council as a corporate body. It is expected that this will be strictly adhered to.

It was proposed that Lakenheath Parish Council Facebook page be opened up on a three month trial basis.

**10 IN FAVOUR, 1 AGAINST: CARRIED**

2024/41 **Reports** To receive reports/ updates from:

(a) Chairman/ Clerk:

(i) General election 2024 has been called for 4<sup>th</sup> July 2024. The Notice of Election starts the election timetable and the clerk will post the nomination period for candidates to submit their nomination papers on Thursday. This will be from 10am Tuesday 4 June 2024 until 4pm on Friday 7 June 2024. The Clerk will be publishing the Statement of Persons Nominated on the afternoon of Friday 7 June. The publication of the Notice of Election on Thursday starts the pre-election period. During this time, public bodies (including parish councils) should not issue any publicity which seeks to influence voters.

(ii) The Drainage Board meeting held on 14<sup>th</sup> May 2024 was attended by the Chair. There are ten Internal Drainage Boards, very understaffed and under resourced. Anglia Water have confirmed that they are not interested in drainage and reservoirs and are chiefly looking at desalinisation methods. Group are putting together a bid to the Department for Energy & Net Zero. The Drainage Board had requested a grant from LPC and been told 'not at present time'. The Environment Agency are responsible for issues around flooding and drainage, Suffolk County Council are responsible for Highways.

Suffolk County Council owns County Farms but have done nothing about clearing ditches on their tenanted farms. Hopefully will improve bit by bit. By way of demonstration of the critical nature of the issue, the Chair informed the meeting that everything on Lakenheath High Street is at sea level or lower.

(iii) D day and beacon lighting: the clerk was approached by S Frost about the beacon lighting, Cllr Gyte assisted the clerk, meeting with the contractor, Wayne, who arranged the firing up last time. It is known that the basket moves, however it is safe for D day.

Clearly the beacon has not been maintained by the LPFA. This needs to be looked at and measures to remedy put in place. The Chair thanked Cllr P Gyte, Cllr N Smith, Cllr D

Smith, Cllr Hastings and Richard Horricks for all their hard work in making the beacon site look much better. One of the wooden soldiers needs work, which Cllr N Smith will accomplish.

Next meeting: discussion with LPFA on who will maintain going forward?

There are a number of issues around the Playing Field. In the past, LPC gave the LPFA a grant every year for grass cutting but the cricket and football people cut grass themselves. LPC accept specific, purpose based, grant applications

The adult gym equipment purchased by LPC two years ago was surrounded by lengthy grass, which Cllr N Smith has now strimmed. The playing field is a focus that people notice when they come into village.

Cllr P Gyte will check that the LPFA erect a barrier ready for Thursday, as required by health and safety regulations.

The event previously mentioned by the LPFA is actually on Saturday 8<sup>th</sup> June.

The skatepark needs attention.

Chairman and Cllr N Smith to arrange a meeting with LPFA.

To be clear, the Parish Council do not maintain the beacon and the grass around the gym equipment: this is the responsibility of Lakenheath Playing Field Association. Chair will clarify this to the Royal British Legion representative.

Other Reports:

- (a) Refurbishment of 17, Cemetery Road and Tenancy- deferred to end
- (b) Neighbourhood Plan Committee including High Street Regeneration Scheme: previously covered.
- (c) Business Forum: Cllr N Smith has met with Persimmon, 2 can talk, the Chophouse and C&H Flooring, gaining some 6-7 potential new customers.
- (d) Environmental update: Cllr Cahill needs help with digging at the edge of the car park. The pile of bags including a rusty mattress are the results of the litter pick, not fly tipping. It was **RESOLVED** that, because the gator needs a new battery, Cllr N Smith will purchase this and arrange for it to be fitted.
- (e) Speedwatch team: Cllr P Gyte reported that the team identified 6/7 speeders during the last meeting.
- (f) Mobile network infrastructure: (Cllr I Frost): no news.
- (g) Lakenheath Streetlights: Cllr I Frost, the clerk and Pearce had met. It was decided to proceed with the LED upgrades on an alphabetical basis. The units needing work by UKPN have been referred to them, but UKPN response has been less than helpful.
- (h) Playground refurbishment: (Cllr M Rowntree) accessible roundabout: contractors will be on site shortly. The concrete bin could be removed entirely or

filled with bricks and compost as a flower site. A working party to look at the feasibility and implementation of the latter option, which was thought to be preferable.

- (i) Tree maintenance project: next meeting. It was **NOTED** that UK Power Networks have finally done the work in Back Street.
- (j) Christmas Decorations: Cllr Hastings is working on the budget.
- (k) Speed Indicator Device Report: May report to be included in the July papers. The second SID is ready, clerk to arrange delivery to the Chairmans address as the parish office is not always occupied.
- (l) Lakenheath Times: (Cllr D Smith) already partially covered. Feedback is good and new articles already coming in. Editorial discretion is applied to some articles.
- (m) LPC Facebook page: comments- covered

#### 2024/42 Lakenheath Cemetery

- (a) To receive a report from the LPC Cemetery Committee  
Cllr Frost reported that the moles are being dealt with. The Chafer bug infestation appears to be less evident.
- (b) The Lakenheath Cemetery Regulations were reviewed.  
It was unanimously **AGREED** to adopt the following changes:
  - (i) Omit the section about permitting a coffin to lay at rest in the Chapel
  - (ii) Add that the Chapel is available for a small service to be conducted prior to the internment at an additional fee (defined on the fee structure page)
  - (iii) Adjustment to height of headstones
- (c) Signage: opening hours on gates, remove mention of caretaker, new signage on the gates regarding opening times. Notice on Board detailing who to contact in case of emergency.

#### 2024/43 To consider any Grant Requests

- (a) None at time of agenda setting

#### 2024/44 Lakenheath Tree Survey 2024

- (a) The Tree Survey by Joshua Tree was **RECEIVED**. Implementation to be considered at the next meeting.

#### 2024/44 Matters relating to the Play area

- (a) Report on the replacement concrete bin (Cllr Rowntree and Clerk) see above at 2024/41 (h).
- (b) The Playground Report was **RECEIVED**. It was noted that welds have failed, although this is a low risk, it does need to be looked at. It was **NOTED** that the Skatepark Report has been sent to the Chairman of the Playing Field Association.
- (c) Working party to tidy up chippings in the play park (Cllr P Gyte) Cllr P Gyte will fix a date and circulate

- (d) Ownership of car park at the play area: issues with drainage/ flooding. It was confirmed that West Suffolk Council owns the car park.

2024/45 **Correspondence**

None

2024/46 **Items for Future Meetings**

- a) Tree maintenance work
- b) Maintenance at Pavilion
- c) Report on phone box usage
- d) Flooding/ uneven surface at play area car park
- e) Freedom of the Parish nominations

2024/47 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

- (a) Chair proposed the cancellation of the August meeting.

**10 in favour, 1 abstention therefore CARRIED**

- (b) Councillors were asked to consider Freedom of the Parish nominations (next Meeting)

2024/48 **Information**

None

2024/49 **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.*

The meeting closed at 9.04pm

## Appendix A Agreed Expenditure

LAKENHEATH PARISH COUNCIL				3rd June 2024
Date	Transaction	Payee	Description of Supply	Amount
<b>Receipts</b>				
April			Interest Payments	£29.80
April		West Suffolk Council	Precept	£177,500.00
April			Lakeheath Times Advertising	£1,220.40
April			Cemetery Fees	£325.00
<b>Payments Made</b>				
15.05.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
20.05.2024	Online	Deposit Protection Service	Cemetery Cottage - Rental Deposit Protection	£950.00
24.05.2024	Online	Staff	Salary Payments - May	£2,761.52
24.05.2024	Online	A & J	Key Cutting	£12.00
03.06.2024	Chq 003980	St Nicholas Hospice	Donation - Lakenheath Times Summer Edition Charity	£100.00
05.06.2024	Direct Debit	British Gas	Electricity - Public Toilets	£35.74
07.06.2024	Online	e-on	Electricity - Cemetery Cottage	£11.17
07.06.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96
07.06.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - May	£65.00 £377.52
07.06.2024	Online	Lakenheath Peace Memorial Hall	Parish Office & Emergency Planning Cupboard Rent	£878.67
07.06.2024	Online	Belltech	Cemetery Cottage - Alarms	£230.59
07.06.2024	Online	Birketts	Professional Fees	£1,569.60
07.06.2024	Online	Xlpress	Lakenheath Times - Summer Edition	£2,160.00
07.06.2024	Online	Anglian Water	Cemetery Cottage - Water Charges	£36.88
07.06.2024	Online	Lakenheath Methodist Church	Room Hire - April 2024	£48.00
07.06.2024	Online	R H Landscapes & Maintenance Svs Ltd	Village Maintenance - May & Hedges at Cemetery Cottage	£1,950.00
07.06.2024	Online	Homefix Express	Cemetery Cottage - 24hr Emergency Cover Scheme	£72.00

## Appendix B Bank Reconciliation 30<sup>th</sup> April 2024

Balance at 31.03.2024	<b>£203,586.56</b>
Uncleared payments from previous period	£1,545.90
	<b>£202,040.66</b>
Income	£179,075.20
	<b>£381,115.86</b>
Less Expenditure (Chqs, Online Pmts + D/Ds)	£12,138.51
	<b>£368,977.35</b>

### Represented by:

Balance in Current Account	£88,334.76
Balance in Lloyds Bank Deposit Account	£110,186.15
Balance in Unity Trust Bank Deposit Account	£78,632.18
Balance in Nationwide Deposit Account	£5,845.43
Balance in Cambridge Building Society	£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch	£648.29
Balance in Lloyds Bank Deposit Account - NP	£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£3,637.61
	<b>£369,544.10</b>
Less Payments not Presented	
HMRC	£566.75
	<b>£566.75</b>

**£368,977.35**



## Appendix C

Notes from the Lakenheath Parish Council Planning Sub Committee meeting held on 15<sup>th</sup> May 2024

Location: Parish Office, Peace Memorial Hall, Lakenheath

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.

Present: Cllr W Overy, Cllr A Gyte, Cllr N Smith (left the meeting after C had been heard), Cllr M Hugo (left the meeting after C had been heard), and the LPC Chairman, Cllr G Kelly.

### ***SOURCE: PLANNING PORTAL ON 07/05/2024***

1. Apologies and Declarations of Interest: Cllr Hugo (D)
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. Cornfields Development off Briscoe Way, Lakenheath - planning application ref. DC/13/0660/FUL

Email from Linda Golding 7/05/2024 Sales & Legal Administrator Bennet Homes

Cornfields Development off Briscoe Way, Lakenheath (Planning application ref. DC/13/0660/FUL)

We will shortly be applying to the District Council for street names for the above development, but prior to doing so we would be interested to know whether the Parish Council have a street naming policy in place and, if so, would the Parish Council like to put some suggested street names forward for consideration? At this stage, I am not sure of the total number of street names required as this will be determined by the Local Authority, but if the Parish Council does want to be involved, I would suggest six or seven street names would suffice. I look forward to hearing from you in due course.

Have Bennetts sold it?

Suggest

Farming theme? (the estate has been named Cornfield)

Or

Traditional crafts/ jobs e.g. Thatcher, Flintknapper, Reedcutter

- B. Planning application - one dwelling with access  
Land At 18 High Street Lakenheath Suffolk  
Ref. No: DC/24/0526/FUL  
Expiry Date: Tue 14 May 2024 (*extension applied for 08.05.2024*)

Proposal: Planning application - one dwelling with access

Location: Land To Rear / Side Of 18 High Street Lakenheath Suffolk IP27 9JS

Applicant: Brian Rutterford, Brian Rutterford and Partners

Planning Officer: James Morriss

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBZH1RPDIPU00>

**DECISION: OBJECT Decision reported on WSC Planning portal 16.05.2024**

**Until Lakenheath Parish Council Planning Sub Committee have clarity on access/ egress, Councillors feel unable to do anything but to Object. The current situation means that the access/ egress is placed on a dangerous bend (becoming increasingly so, as the volume of traffic going through the village increases in volume). The new estates being constructed will increase traffic flow yet more, once the houses are occupied.**

- C. Trees in a conservation area notification - one Oak (T1 on plan) - remove lowest branch extending over 49 The Yews Expires 17<sup>th</sup> May 2024

Location: 4 Back Street Lakenheath Suffolk IP27 9HF

Applicant: Mr Shami Gill

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SC56KJPDISX00>

**DECISION: SUPPORT Decision reported on WSC Planning portal 16.05.2024**

*Cllrs Smith and Hugo left the meeting*

- D. Planning application - change of use of agricultural unit for general Industrial use (class B2)

Expires 25 May 2024

Location: Willow Grove Farm Station Road Lakenheath Suffolk IP27 9AA

Proposal: Planning application - change of use of agricultural unit for general Industrial use (class B2)

Applicant: Mr. Eddie Wells, Vision Architectural Glazing Installations

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SC4HJ6PDIS700>

Cllr Hugo left the meeting

**DECISION: SUPPORT Decision reported on WSC Planning portal 16.05.2024**