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Lakenheath Parish Council
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MINUTES

of the Lakenheath Parish Council meeting held on 1st December 2025 **at the Methodist Church Hall, Back Street, Lakenheath**

Present:

Cllr N Smith (Chairman)

Cllr G Kelly (Vice Chairman)

Cllr I Frost

Cllr A Gyte

Cllr P Gyte

Cllr J Hastings

Cllr W Overy

Cllr D Smith

In attendance: N Glading (parish clerk) and five members of the public

2025/107 Chairmans welcome, confirmation of recording and Apologies

Apologies had been received from R. Keeble, J Chambers, C Shimmon (RFO), Cllr M Rowntree and Mr A Blenkiron.

2025/108 DECLARATIONS of INTEREST

None

2025/109 Public Participation: Representations from Members of the Public

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

- a. A resident has asked why the new school was not built on the land off Cemetery Road (Maids Cross Way). Councillors believed that this was considered many years ago. From their recollection, one of the issues was that cars cannot get there. Suffolk County Council will be able to provide a more detailed reason.
- b. Quayside (Flagship) resident complains that the housing is cold:now resolved (Geotherm heat pump possibly not working properly)
- c. Resident complains that Bennett trees are affecting his property- I would be very grateful if someone could come see me personally so I can show them and ask what they think should be done, the trees are getting far too high and too close to my property, I have asked Bennett homes about the problem but I get no reply. Chairman will visit the resident, although of course LPC do not actually own the tree. Bennetts have offered the border of land for a second time, it is hoped that the land will be tidied up prior to transfer.
- d. Tom Moore introduced himself, he will be standing in County Council elections next year. He is attending all relevant parish meetings, to listen to and understand individual parish issues.

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2025/110 **Reports & Questions**

- (a) Report from RAF representative: Not present. Vikki Quamina had sent a report.

See **Appendix A**, the Chairman read out a summary.

The clerk asked the councillors to **NOTE** the following information from Sqn Ldr A Eaton: I would appreciate it if Councillors were made aware of the new arrangements. It is important that we maintain good and accurate communications between the Village and the Base and there are a number of initiatives where we have managed to achieve this including getting Airmen to contribute to the Litter Pick, representation at Remembrance and raising awareness of the Sports Lottery funding with those US citizens who live locally.

Please reiterate to Councillors that they are always welcome to contact either me or Vikki if there are issues that we can assist with.

Unfortunately, John will not be able to attend the meetings as he has other commitments on a Monday evening. It is perhaps worth noting that John goes above and beyond in attending the PC meetings at Eriswell and Hockwold.

- (b) Report from West Suffolk District Councillor (D/Cllr Kelly) clearly the LG reform update has now been addressed by the West Suffolk communications team. Parking enforcement team have been asked to attend Lakenheath more frequently, particularly the school area.
- (c) Report from Suffolk County Council Councillor: not present
- (d) Report from Police representative: not present
- (e) Report on Active Lakenheath project (Community Connectors): Not present (annual leave) Clerk read out a summary of the report in **Appendix B**.
- (f) Report from Wendy Barnes on Sedge Fen Village Hall opening:

Mrs Barnes thanked the councillors for the recent grant. The funding has repaired all the windows, and the electricity is now on. Currently waiting for a rate assessment. Arranging public liability insurance cover. Christmas lights are going up on 5th December. Three picnic benches have been donated.

Talking to Active Lakenheath about Sedge Fen. A grand opening is envisaged in Summer 2026. Looking to increase number of toilet facilities (there is only one now).

2025/111 **Confirmation of the accuracy of Minutes of the Meeting held on 3rd November 2025**

- (a) It was **RESOLVED to AGREE** the accuracy of the Minutes of the meeting held on 03/11/2025.

2025/112 **Financial Matters**

- a) It was unanimously **AGREED** to authorise the payments- see **Appendix C (i)**.
Cllr A Gyte queried the tree work payment - clerk confirmed that the plum tree in the playground was trimmed as a large branch had unexpectedly fallen onto the

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playground and the entire tree was considered hazardous, therefore urgent emergency work was carried out.

Cllr A Gyte asked about payment for the volunteer's lunch, clerk confirmed that this was in recognition of the tireless and ongoing work of the Lakenheath Times distributors, without whom it would not be possible to continue with our flagship Lakenheath Times. This had been agreed at the November 2025 meeting.

b) The Bank reconciliation for month ending 31st October 2025 was **RECEIVED**- see **Appendix C (ii)**

c) The Quarter 2 out-turn Report was **RECEIVED**. See **Appendix C (iii)**

d) The Draft Budget 2026/27 was **AGREED unanimously** - see **Appendix C (iv)**

Cllr A Gyte suggested the inclusion of two large planters at costs of approximately £400 on the ground surrounding the village sign. He has identified a volunteer to maintain the planters.

2025/113 **Governance**

The Policies / Procedures listed below were reviewed

- a) Draft Protocol for Remembrance Event: The Lakenheath Branch of the Royal British Legion have confirmed that they are unable to arrange the annual Remembrance event. It is necessary for the Parish Council to undertake the role, so that our servicemen and servicewomen are honoured and their sacrifice respectfully remembered. Chairman was given delegated authority to finalise ready for January 2026 meeting.
- b) Lakenheath Parish Council IT Policy (new policy): **APPROVED see Appendix D**
- c) Lakenheath Parish Council Accessibility Statement: **APPROVED**
- d) Lakenheath Parish Council Financial Regulations: **APPROVED**
- e) Lakenheath Parish Council Standing Orders: **APPROVED**
- f) Lakenheath Parish Council Subject Access Request Procedure: **APPROVED**

2025/114 **Pride in Place Programme (PIPP)**

(a) Update from Cllr Kelly:

The BBC came to the village recently to record a programme. Cllr Kelly was only allowed to speak about the track. There are three major things going on at the same time:

The Neighbourhood Plan has stalled, we have not had a formal resolution on zig zags, crossing and parking from Suffolk County Council Highways, we cannot put in a NP that does not address these issues.

PIPP: There has been misunderstandings/ naivety about fundamentals. Allocation of funding is to be based on

1. Deprivation index
2. Community needs index

Cllr Kelly has an online meeting with the Ministry this week, even more relevant are issues such as the actual boundary. The Office of National Statistics includes Lords Walk. Expectation management is required. LPC has the complete support of West Suffolk Council, and individual staff have already been allocated. PIPP is now included in D/Cllr Kelly's portfolio. There will be a public meeting when more is known.

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At the recent Active Lakenheath Steering group meeting (chaired by WSC Director Mike Pursehouse), attendees made it clear that Active Suffolks bid and budget were unacceptable. There will be another meeting in December 2025. Submission will now be in February.

2025/115 **Matters relating to West Suffolk Council Enforcement**

- (a) Update from Cllr Kelly: struggling with the West Suffolk Council Enforcement team (e.g. travellers' site)

Councillors were asked to list the issues that should have been dealt with, to be emailed as soon as possible to Cllr Kelly

2025/116 **Playground Report**

- (a) The Inspectors Report dated 5th November 2025 on the Playground and Adult Gym was **RECEIVED**. The zip wire needs attention as any faults could be hidden; therefore, dismantling is necessary. Clerk to chase the contractor about the springy dog repair and overall repairs.

2025/117 **Planning Matters** see ***Appendix E***

- (a) The Notes from the LPC Planning Committee 12.11.2025 were **RECEIVED**.

2025/118 **Reports**

Reports/ requests were **RECEIVED** from:

- (a) Chairman/Vice Chairman/ Clerk

- (i) Update on Active Lakenheath: covered previously

- (ii) Update on .gov email addresses: Cllr Frost offered to assist any councillors to set up the new .gov email addresses.

- (b) Streetlight refurbishment project: (Cllr Frost) Refurbishment of remaining units.

161 units have been upgraded to LED. LPC have sufficient funds to deal with the twelve remaining G39 units. The quotation from UKPN and Pearce and Kemp for the work is £30, 037.20 (UKPN charges far outweigh the local contractor's charges). Cllr A Gyte will visit the resident at the site of the unit that requires the hedge further cut back, Cllr Frost will copy to him the diagram of cut back required. Unit 242 is on third party land needs the owner's permission to dig.

- (c) Speed Indicator Devices: The October 2025 SID Reports were **RECEIVED** see ***Appendix F*** (compiled by Cllr Rowntree). Cllr P Gyte commented that the worst speeding times were between 6am to 7am and 5pm and 6pm. However, she feels that the overall position is that traffic is much calmer.
- (d) Lakenheath Times: The Winter edition is currently being distributed (Cllr D Smith). The number of copies to be increased because of all the new properties. Christmas lunch is on 12th December 2025, 12 noon to 2pm.

(Cllr Overy left the meeting)

- (e) LPC Facebook page/ social media (Cllr M Rowntree)- next meeting

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- (f) Christmas 2025 (Cllr Hastings) starting to decorate the High Street, already put up the Community Centre decorations. The village tree light up is on 5th December 2025.
- (g) Village entrance signage (Cllr P Gyte): Clerk has checked and the village logo could replace the 30mph on the preferred design: deferred pending quotations.
- (h) Fencing at the BT site: deferred pending quotations.
- (i) Other reports from project leads as applicable: rain and weather has held the flower bed project at the Cemetery.

2025/119 **Matters relating to Lakenheath Cemetery**

- (a) To receive a report from the LPC Cemetery Committee (**Appendix G**)
The Report confirms that the vast quantity of fallen leaves is an issue: councillors considered the purchase of a self-propelled leaf blower and collector (Billy Goat) at £2,490. It was **AGREED** to purchase the machinery as soon as possible, as there will be a marked increase in visitors over the Christmas period. In the past, leaves were blown into a heap, which is no longer acceptable or prudent as they resettle in another section of the Cemetery. Cllr A Gyte was authorised to investigate best value and clerk to purchase. Users must be trained/ experienced in the use of the equipment.
- (b) Update on entranceway flowerbed replacement: work is in progress
- (c) Update on the establishment of a Remembrance Garden: to commence in the New Year
- (d) To consider the purchase of a Memorial Tree (Cllr Rowntree). Councillors considered this to be an excellent idea, more information at the next meeting. The clerk had spoken to the Sawston Parish Council \clerk, who is delighted with their established tree.

2025/120 **To consider any Grant Requests**

- (a) No new requests at the time of this agenda
- (b) **NOTED**: Councillors responses to final consideration of the Food Bank grant (November meeting- more information was required): **AGREED** by email consensus.

2025/121 **Correspondence/ Consultations**

- (i) **NOTED**: Email from Mark Beaumont (sent to cllrs 29/11/2025) Peak risk period for highly pathogenic avian influenza (HPAI):

2025/122 **Items for Future Meetings**

List as requested by Cllr Kelly 2025/115 (a)

2025/123 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency

Clerk reported that the parish office phone has developed a fault which will be corrected as soon as possible.

Cllrs asked to beware of spam emails.

Meeting closed 8.41

Appendix A

RAF Lakenheath report to Lakenheath Parish Council December 2025.

- The tri-wings hosted their annual Thanksgiving event at Ely Cathedral on Weds 26 Nov with the local communities and The Lord Lieutenant of Cambridgeshire as the guest speaker.
- The annual Tri-Wing Yuletide Reception is at RAF Lakenheath this year on Thursday 4 December; we look forward to welcoming Cllr Nick Smith and his wife Denise.
- The Wing has received much support and thanks the local communities during the recent US Govt Shutdown, which saw donations of food and invitations for Thanksgiving lunches to the airmen.
- Volunteers are supporting the residents of Feltwell Care Home and Newmarket Day Care Centre this month in the run up to Christmas. Volunteers from the Airmen Leadership School are also looking to attend the Lakenheath village litter pick on 6 Dec.
- CRA has been approached by the Lakenheath Playing Field Association for volunteers and hope to help with their projects soon.
- The 48 FW No fly days over the Christmas period are: 24, 25, 26, 31 Dec and 01 Jan.

Victoria Quamina

Community Relations Adviser, RAF Lakenheath

Appendix B Active Lakenheath Community Connector Update Lakenheath Parish Council Meeting Monday 1st December 2025

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Good evening, everyone, apologies that Jo and I are unable to attend this month's meeting. We are grateful for the ongoing support from the parish council and pleased to share this update on all the exciting developments with Active Lakenheath.

The decision was made at the recent Lakenheath Partnership Steering Group meeting that we should **extend the date for submission of our Full Award Proposal to Sport England to Monday 2nd February 2026**. This will provide us with additional time to work on the funding proposal and gather more views through online surveys, group visits, and other feedback we receive from local residents at our 'Test and Learn' events. We have also **engaged with more residents by having an info stall outside the Co-op and at the surgery**.

During this festive season, we are **partnering with the men's breakfast** by offering the portable mini golf course as an additional activity as part of their next meeting on Saturday 13th December. We are also **supporting the school with community carolling around the village** to raise funds for school play equipment at the new school. This is planned for **Thursday 18th December from 4:30pm**. Further details to be made available soon.

We have a **full program of 'Test and Learn' events organised for January 2026** which we are looking forward to. We have a **New Year winter walk planned on the Warren on Sunday 4th January at 9am to 10:30am**. Also, the **menopause support group**, a 6-week course, will be starting on Tuesday 6th January at 6pm to 7pm at the library. Then the **'cooking on a budget' classes start on Friday 9th January at 2:30pm to 4:30pm** at the Peace Memorial Hall.

We are pleased to be **working with the various scouts groups** that meet in the village and will be visiting the 5 different groups, such as Squirrels, Beavers, Cubs, and Scouts, during the week commencing Monday 19th January. We will be gathering feedback from the children about what they would like to see provided in the village as well as offering some fun activities during the clubs such as mini golf and kurling. We also have another all-age **carpet bowls and mini golf session planned for Sunday 25th January at 3:30pm to 5:30pm** at the Indoor Bowls Club. This was rearranged from Sunday 30th November due to a Christmas Tree event happening at the pavilion which we didn't want to clash with but, instead, encourage people to attend.

A new development we are pleased to announce is that we are **partnering with RSPB Lakenheath Fen to offer a special event at the reserve on Wednesday 28th January at 10am to 12noon**. This will include an indoor presentation about the reserve, a guided wildlife walk, and refreshments in the café. More details to be shared on this soon. Later in the year, from March, we are hoping to **run all-age activity sessions in the village every two months**. These will provide opportunities for local residents to try a number of different sports and activities that encourage movement, connection, and wellbeing.

Thank you again for all your help, support, and interest in this growing work. Together we can continue to enhance village life and encourage people to live healthier and more active lives. Richard Keeble

Appendix C(i) Payments

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| LAKENHEATH PARISH COUNCIL | | | 1st December 2025 | |
|---------------------------|--------------|--|---|-------------------|
| Date | Transaction | Payee | Description of Supply | Amount |
| Receipts | | | | |
| 10.10.2025 | | East Suffolk Council | Active Lakenheath | £200.00 |
| 22.10.2025 | | Amazon | Staple Gun Returned | £26.99 |
| October | | | Lakenheath Times Advertising | £828.00 |
| October | | | Interest Payments | £250.85 |
| October | | | Cemetery Cottage Rent | £950.00 |
| October | | | Cemetery Fees | £120.00 |
| Payments Made | | | | |
| 17.11.2025 | Direct Debit | EDF Energy | Electricity - Cemetery Cottage | £55.23 |
| 18.11.2025 | Direct Debit | Lloyds Bank Plc | Bank Charges | £8.50 |
| 19.11.2025 | Debit Card | Amazon | Christmas Lights | £206.60 |
| 25.11.2025 | Debit Card | Amazon | Christmas Decorations | £54.78 |
| 25.11.2025 | Online | Staff | Salary Payments - November | £4,919.96 |
| 05.12.2025 | Direct Debit | British Gas | Electricity - Public Toilets | £76.73 |
| 05.12.2025 | Online | BT Payment Services | Parish Office Telephone & Broadband | £77.93 |
| 05.12.2025 | Online | RH Landscapes & Maintenance Services Ltd | Village Sign Area Improvements | £2,311.20 |
| 05.12.2025 | Online | RBL Poppy Appeal | Wreath | £20.00 |
| 05.12.2025 | Online | Lakenheath Methodist Church | Hall Hire - October & November | £96.00 |
| 05.12.2025 | Online | xpress | Lakenheath Times Winter Edition | £3,595.00 |
| 05.12.2025 | Online | Community Action Suffolk | .gov.uk Emails | £299.25 |
| 05.12.2025 | Online | MOLA | Active Lakenheath Meetings | £59.40 |
| 05.12.2025 | Online | Pearce & Kemp Ltd | Street Lighting LED Upgrades | £1,028.93 |
| 05.12.2025 | Online | Cllr D Smith (reimbursement) | Christmas Thank you - Lakenheath Times Editorial | £50.00 |
| 05.12.2025 | Online | The Joshua Tree (Suffolk) Ltd | Tree Works to Plum Tree hazard at Playground | £540.00 |
| 05.12.2025 | Online | Cllr A Gyte (reimbursement) | Hammer Staple Gun & Staples Christmas Decorations | £36.99 £66.93 |
| 05.12.2025 | Online | J Chambers (Connector) Reimbursement | Eriswell Reading Room Hire | £24.00 |
| 05.12.2025 | Online | Worknest | HR Professional Services - Final Year of Contract | £5,506.42 |
| 05.12.2025 | Online | Joanne Beek caterer at Community Centre | Lakenheath Times Volunteer Deliverers Thank you | £420.00 |
| 05.12.2025 | Online | Abundant Life Church | Grant - Foodbank Christmas Thank You - Lakenheath Times Delivery | £1,000.00 |
| 05.12.2025 | Online | Cllr N Smith (reimbursement) | driver, Electrician / Christmas Lights and Selection Buns / Sweets for Children, Christmas Switch On | £109.99 |
| 05.12.2025 | Online | Michael Murfet | Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - | £80.00 £378.51 |

All invoices listed have been 'examined, verified and certified' by the RFO.

Appendix C (ii)

Lakenheath Parish Council

Bank Reconciliation 31st October 2025

| | |
|---|--------------------|
| Balance at 31.07.2025 | £518,923.41 |
| Uncleared payments from previous period | £1,446.32 |
| | £517,477.09 |
| Income | £2,375.84 |
| | £519,852.93 |
| Less Expenditure (Chqs, Online Pmts + D/Ds) | £15,782.26 |
| | £504,070.67 |
| Represented by: | |
| Balance in Current Account | £11,311.77 |
| Balance in Lloyds Bank Deposit Account | £130,902.73 |

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|---|--------------------|
| Balance in Unity Trust Bank Deposit Account | £81,692.33 |
| Balance in Nationwide Deposit Account | £88,292.93 |
| Balance in Cambridge Building Society | £84,560.93 |
| Balance in Lloyds Bank Deposit Account - Speedwatch | £657.74 |
| Balance in Lloyds Bank Deposit Account - Lakenheath Times | £9,782.99 |
| Balance in Lloyds Bank Deposit Account - Street Lighting | £98,360.14 |
| | £505,561.56 |
| Less Payments not Presented | |
| HMRC | £1,385.22 |
| J Chambers (reimbursement) | £105.67 |
| | £1,490.89 |
| | £504,070.67 |

Appendix C (iii)

LAKENEATH PARISH COUNCIL 2025/2026
QUARTER 2

| | Budget YTD 2025/26 | Total YTD | Variance YTD | Cumulative YTD Variance £100 / 15% | Actuals 31/7/2025 | Actuals 31/8/2025 | Actuals 30/9/2025 | Total for Q2 | Quarterly Budget | Variance | Variance Explanation £100 / 15% |
|---|-----------------------|--------------|-----------------|---|----------------------|----------------------|----------------------|-----------------|---------------------|-------------|--|
| Receipts | | | | | | | | | | | |
| Precept / LSCG | £95,125.00 | £190,250.00 | £95,125.00 | Precept is one annual receipt | £0.00 | £0.00 | £0.00 | £0.00 | £47,562.50 | -£47,562.50 | Precept is one annual receipt |
| Cemetery | £1,500.00 | £3,652.00 | £2,162.00 | More burials than anticipated | £300.00 | £480.00 | £720.00 | £1,500.00 | £750.00 | £750.00 | More burials than anticipated |
| Other (Inc interest, VAT, Cottage Rent & LT Advertising) | £23,500.00 | £44,399.57 | £20,899.57 | VAT is one annual receipt & Active Lakeneath Project | £1,231.00 | £4,340.40 | £1,684.79 | £17,756.19 | £11,750.00 | £6,006.19 | Active Lakeneath Project |
| Total | £137,675.00 | £238,251.57 | £100,576.57 | Precept, VAT, Active Lakeneath & Burials | £11,531.00 | £5,320.40 | £2,404.79 | £19,256.19 | £68,837.50 | -£49,581.31 | VAT, Active Lakeneath & Burials |
| Payments | | | | | | | | | | | |
| Staff | £17,000.00 | £17,227.74 | £227.74 | Pay increase Agreed | £2,931.87 | £2,669.63 | £3,357.03 | £8,958.53 | £8,500.00 | £458.53 | Pay Increase Agreed |
| Village Keeping | £7,500.00 | £4,200.00 | -£3,300.00 | Dry Summer = Less Cuts | £0.00 | £1,200.00 | £1,200.00 | £2,400.00 | £3,750.00 | -£1,350.00 | Dry Summer = Less Cuts |
| Cottage/Chapel | £2,500.00 | £592.68 | -£2,107.32 | No Major Repairs | £65.08 | £65.00 | £65.00 | £195.08 | £1,250.00 | -£1,054.92 | No Major Repairs |
| Cemetery | £7,500.00 | £4,775.21 | -£2,724.79 | Repairs to Entrance Due | £240.00 | £2,520.00 | £123.76 | £2,883.76 | £3,750.00 | -£866.24 | Repairs to Entrance Due |
| Street Lighting | £8,000.00 | £15,480.51 | -£42,519.49 | Ongoing Decarbonisation Costs & Street Lighting Energy Paid Q4 | £5,950.00 | £3,644.12 | £0.00 | £9,594.12 | £29,000.00 | -£19,405.88 | Ongoing Decarbonisation Costs |
| Admin | £2,250.00 | £2,117.25 | -£132.75 | Lower expenses than anticipated | £283.59 | £546.03 | £372.41 | £1,212.03 | £1,125.00 | £87.03 | |
| Insurance | £2,000.00 | £754.91 | -£1,245.09 | Annual Premium Due | £754.91 | £0.00 | £0.00 | £754.91 | £1,000.00 | -£245.09 | Annual Premium Due |
| Subscriptions | £600.00 | £1,155.82 | £555.82 | Annual Subs Paid | £0.00 | £0.00 | £36.00 | £36.00 | £300.00 | -£264.00 | Annual subs paid in Q1 |
| Training | £250.00 | £0.00 | -£250.00 | Training open to all | £0.00 | £0.00 | £0.00 | £0.00 | £125.00 | -£125.00 | Training open to all |
| Newsletter | £6,000.00 | £7,035.01 | £1,035.01 | Income Received from Advertising | £242.00 | £179.75 | £3,304.00 | £3,725.75 | £3,000.00 | £725.75 | Revenue from advertising |
| Grants | £6,000.00 | £771.84 | -£5,228.16 | Applications welcome | £0.00 | £0.00 | £300.00 | £300.00 | £3,000.00 | -£2,700.00 | Applications welcome |
| Playground | £12,500.00 | £2,585.31 | -£9,914.69 | Larger Expenditure Planned H2 | £320.00 | £235.60 | £0.00 | £545.60 | £6,250.00 | -£5,704.40 | Larger Expenditure Planned H2 |
| Village Facilities | £8,750.00 | £7,484.83 | -£1,265.17 | Improvements to Village Sign H2 | £1,300.55 | £484.66 | £1,320.14 | £3,105.35 | £4,375.00 | -£1,269.65 | Improvements to Village Sign H2 |
| St Mary's | £5,000.00 | £305.67 | -£4,694.33 | Lower costs than anticipated | £0.00 | £55.67 | £55.67 | £55.67 | £2,500.00 | -£2,444.33 | Lower costs than anticipated |
| VAT | £20,000.00 | £5,084.05 | -£14,915.95 | Larger Expenditure Due in H2 | £1,271.47 | £1,085.58 | £289.82 | £2,646.87 | £10,000.00 | -£7,353.13 | Larger Expenditure Due in H2 |
| Professional Fees | £5,000.00 | £0.00 | -£5,000.00 | Professional Fees due in H2 | £0.00 | £0.00 | £0.00 | £0.00 | £2,500.00 | -£2,500.00 | Professional Fees due in H2 |
| Neighbourhood Plan | £4,500.00 | £0.00 | -£4,500.00 | Invoices due in H2 | £0.00 | £0.00 | £0.00 | £0.00 | £2,250.00 | -£2,250.00 | Invoices due in H2 |
| Trees | £3,000.00 | £3,000.00 | £0.00 | Ongoing Projects | £0.00 | £0.00 | £0.00 | £0.00 | £1,500.00 | -£1,500.00 | Invoice Paid in Q1 |
| Green Spaces | £250.00 | £4.99 | -£245.01 | Ongoing Projects | £0.00 | £0.00 | £0.00 | £0.00 | £125.00 | -£125.00 | Ongoing Projects |
| Active Lakeneath | £17,550.00 | £12,107.80 | -£5,442.20 | Ongoing Project | £4,072.42 | £2,460.03 | £2,473.30 | £9,005.74 | £9,775.00 | -£769.26 | Ongoing Project |
| Total | £129,600.00 | £84,583.62 | -£45,016.38 | Larger expenditure including street lighting energy due in H2 | £17,441.89 | £15,080.39 | £12,897.13 | £45,419.41 | £95,075.00 | -£49,655.59 | Larger expenditure including street lighting energy due in H2 |

Appendix C (iv)

026/27 budget for further discussion attached. It includes all proposed projects and represents a 2.88% increase to the Parish Council's element of a Council Tax bill.

| | Actual 2024/25 | Budget 2025/26 | Projected Year End 03/2026 | Proposal 2026/27 | % +/- |
|--|----------------|----------------|----------------------------|------------------|-------|
|--|----------------|----------------|----------------------------|------------------|-------|

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| | | | | | | |
| Receipts | | | | | | |
| Cemetery | £3,765 | £3,000 | £5,000 | £5,000 | 66% | 1 |
| Other (Inc. Bank Interest, Grants & VAT) | £179,620 | £47,000 | £63,700 | £55,000 | 6% | 2 |
| | £183,385 | £50,000 | £68,700 | £60,000 | 20% | |
| | | | | | | |
| Payments | | | | | | |
| Staff | £32,458 | £34,000 | £40,000 | £50,000 | 47% | 3 |
| Village Keeping | £9,394 | £15,000 | £7,500 | £15,000 | 0% | |
| Cottage/Chapel | £8,100 | £5,000 | £1,000 | £5,000 | 0% | |
| Cemetery | £7,915 | £15,000 | £10,000 | £45,000 | 300% | 4 |
| Street Lighting | £53,578 | £116,000 | £50,000 | £116,000 | 0% | |
| Admin | £4,260 | £4,500 | £5,500 | £5,000 | 11% | 5 |
| Insurance | £3,665 | £4,000 | £3,200 | £4,000 | 0% | |
| Subscriptions | £1,137 | £1,200 | £1,200 | £1,200 | 0% | |
| Training | £0 | £500 | £0 | £500 | 0% | |
| Newsletter | £11,013 | £12,000 | £15,000 | £16,000 | 33% | 6 |
| Grants | £5,590 | £12,000 | £2,500 | £12,000 | 0% | |
| Playground | £949 | £25,000 | £12,500 | £30,000 | 20% | 7 |
| Village Facilities | £20,933 | £17,500 | £15,000 | £17,500 | 0% | 8 |
| St Mary's | £500 | £10,000 | £1,000 | £10,000 | 0% | |
| VAT | £19,702 | £40,000 | £20,000 | £50,000 | 25% | 9 |
| Professional Fees | £15,930 | £10,000 | £5,000 | £10,000 | 0% | |
| Neighbourhood Plan/High St Regeneration | £31 | £9,000 | £0 | £15,000 | 66% | 10 |
| Trees | £3,880 | £6,000 | £6,000 | £6,000 | 0% | |
| Green Spaces | £101 | £500 | £500 | £10,000 | 2000% | 11 |
| Active Lakenheath | | | £29,250 | £5,850 | -80% | 12 |
| | £199,136 | £337,200 | £225,150 | £424,050 | 25% | |
| | | | | | | |
| Reserves | | | | | | |
| Earmarked Reserves | | | | | | |
| Street Lighting | | | £100,000 | £50,000 | | 13 |
| St Mary's | | | £13,000 | £13,000 | | |
| Cemetery Cottage/Chapel | | | £5,000 | £5,000 | | |
| Training | | | £1,000 | £1,000 | | |
| Children's Play Area | | | £25,000 | £10,000 | | 14 |
| General Reserves | | | £236,000 | £136,850 | | |
| | | | £380,000 | £215,850 | | |
| | | | | | | |
| Precept | | | £190,250 | £199,900 | | |
| Projected Income | | | £68,700 | £60,000 | | |

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| | | | | | | |
|----------------------------|--|--|-----------------|------------------|--|--|
| Decrease/Increase Reserves | | | £33,800 | -£164,150 | | |
| Projected Expenditure | | | £225,150 | £424,050 | | |
| | | | | | | |

Explanation

1. Increased revenue from cemetery including memorial tree

2. Higher VAT rebate due to increased expenditure, Lakenheath Times advertising and Active Lakenheath grant

3. Annual pay rise and new admin support role

4. To include leaf blower and new memorial garden & tree

5. Increased costs to services and stationery

6. Increase to printing costs to be partly offset by advertising revenue

7. Includes all necessary repairs and replacements as required

8. Includes village gates, village sign refurbishment and public toilet repairs

9. VAT on increased expenditure

10. Progress on Neighbourhood Plan/High St Regeneration

11. Includes adoption and improvement to Station Road woodland area

12. Active Lakenheath project concludes

13. Ongoing street lighting improvements funded by West

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Suffolk Council decarbonisation grant

14. All repairs and replacements completed

Appendix D IT AND ELECTRONIC COMMUNICATION POLICY

INTRODUCTION:

The Parish Council understands that the use of digital and electronic communication enables it to interact in a manner that improves the communications both within the Parish Council and between the Parish Council and the people, businesses and agencies it works with and serves.

The Parish Council has a website and uses email to communicate. The Parish Council will always try to use the most effective channel for its communications. Should the Parish Council add to the channels of communication that it uses as it seeks to improve and expand the services it delivers, this policy will be updated to reflect the new arrangements.

COMMUNICATIONS FROM THE PARISH COUNCIL – BUSINESS USE:

Communications from the Parish Council are expected to meet the following criteria:

- Be civil, tasteful and relevant
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- Not contain content knowingly copied from elsewhere, for which the Parish Council does not own the copyright
- Not contain any personal information, other than necessary basic contact details
- If official council business, it will be moderated by the Clerk to the Parish Council as the Proper Officer

Parish Council website:

Occasionally, the Parish Council may direct those contacting the Council to its website to see the required information if it is in the public domain. The website can be found at <https://lakenheathparishcouncil.gov.uk>

Parish Council email:

The Parish Council has a dedicated email address clerk@lakenheathparishcouncil.gov.uk
The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk.

Please note that the Clerk works part-time and will respond as soon as she can. The Parish Council may not respond to every comment it receives, particularly if it is experiencing a heavy workload or the comment is for information purposes only.

Emails to the Parish Council become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

SMS (texting):

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Internal communication and access to information within the Parish Council:

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The Parish Council is continually looking at ways to improve its working, and the use of electronic communications is a major factor in delivering improvement. Parish Councillors are expected to abide by the Code of Conduct in all their work on behalf of the Parish Council.

All Parish Councillors have a dedicated email given to them once elected or co-opted onto the Council. Council members should access their email via webmail from any browser. Schedule 12 to the Local Government Act 1972 covers meetings and proceedings of local authorities. Previously, paragraph 4(2)(b) requires principal and parish councils to send summonses to attend meetings by post to their members' home addresses, or under 4(4), by post, to an alternative address specified. In practice, this covered all the papers to be considered at meetings, not just the agenda. The Government, under The Order made under Section 8 of the Electronic Communications Act 2000, amended Schedule 12 of the Local Government Act 1972 to allow local authorities to send their members summonses to attend meetings, including agendas and related papers to meetings, electronically. The Parish Council has amended its own Standing Orders to allow the authorising of the use of electronic communication.

As more and more information becomes available electronically, it is vital that all information is treated sensitively and securely. Parish Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Parish Council's Code of Conduct and will be dealt with through its prescribed procedures.

Members should be careful only to cc essential recipients on emails and avoid use of the 'Reply to All' option (whilst ensuring that the people who need to know the information are copied in) and ensure that email trails have been removed.

GENERAL DATA PROTECTION AWARENESS:

Whilst parish councils are expected to comply with Data Protection legislation, individual Councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities)

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

Councillors are required to implement the following agreed measures to comply with the legislation:

- Only use Lakenheath Parish Council email account for parish council correspondence
- Ensure all parish council correspondence includes the Lakenheath Parish Council footer containing the Privacy Statement or a link to the relevant page on the website
- Ensure that all devices (computers, laptops, phones) are password protected
- Not forward on emails or email threads as they may contain personal data
- Delete emails which are no longer required
- Where possible direct all correspondence to the Clerk who can obtain the necessary consent
- Where possible avoid holding an individual's information in a Councillor's home or on a

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Councillor's own PC. If a Councillor has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder.

- Ensure that their antivirus software and operating system is up to date
- Ensure that their computer's firewall is turned on
- Inform the Parish Office of any breaches within 48 hours

Adopted 1st December 2025

Review due by December 2026

Appendix E

Planning Application

DC/25/1690/HH | Householder planning application - single storey rear extension (following demolition of conservatory) | 25 Back Street Lakenheath Suffolk IP27 9HB

Comments submitted

- 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.

Appendix F SID Reports

(a) Eriswell Road SID Report

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

The measurement point is 740m past the point where the 30MPH zone starts

Traffic Report From 06/10/2025 10:00:00 through 31/10/2025 21:59:59

85th(most people) Percentile Speed = 30.6 MPH

85th Percentile Vehicles = 131,155 counts

Max Speed = 90.0 MPH on 07/10/2025 20:35:00

Total Vehicles =154,300 counts

Average Daily

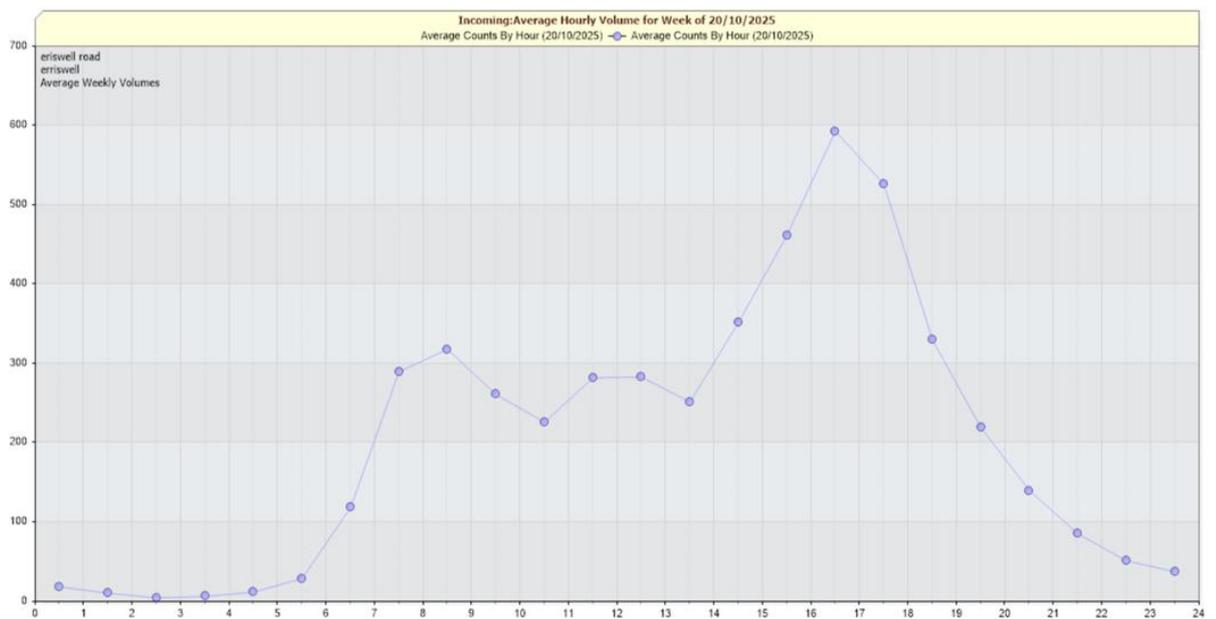
AM Peak 08:00 to 09:00 average 211 vehicles

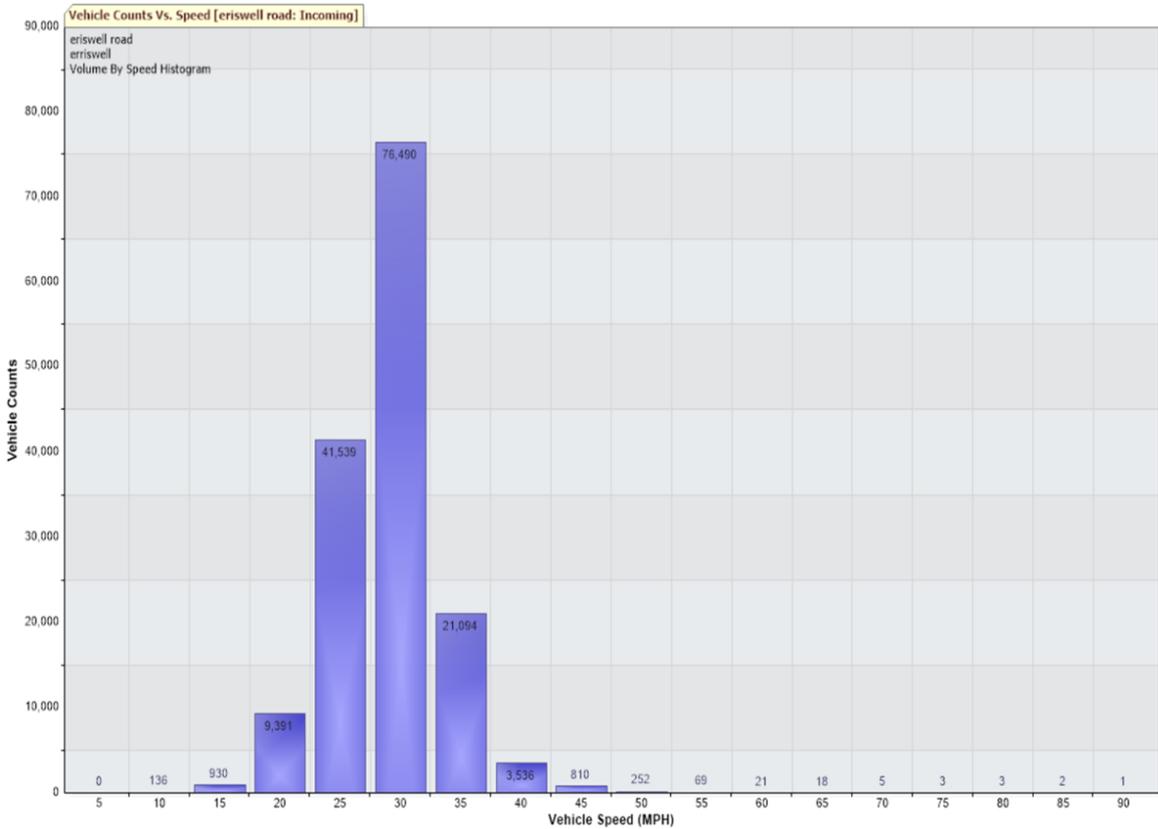
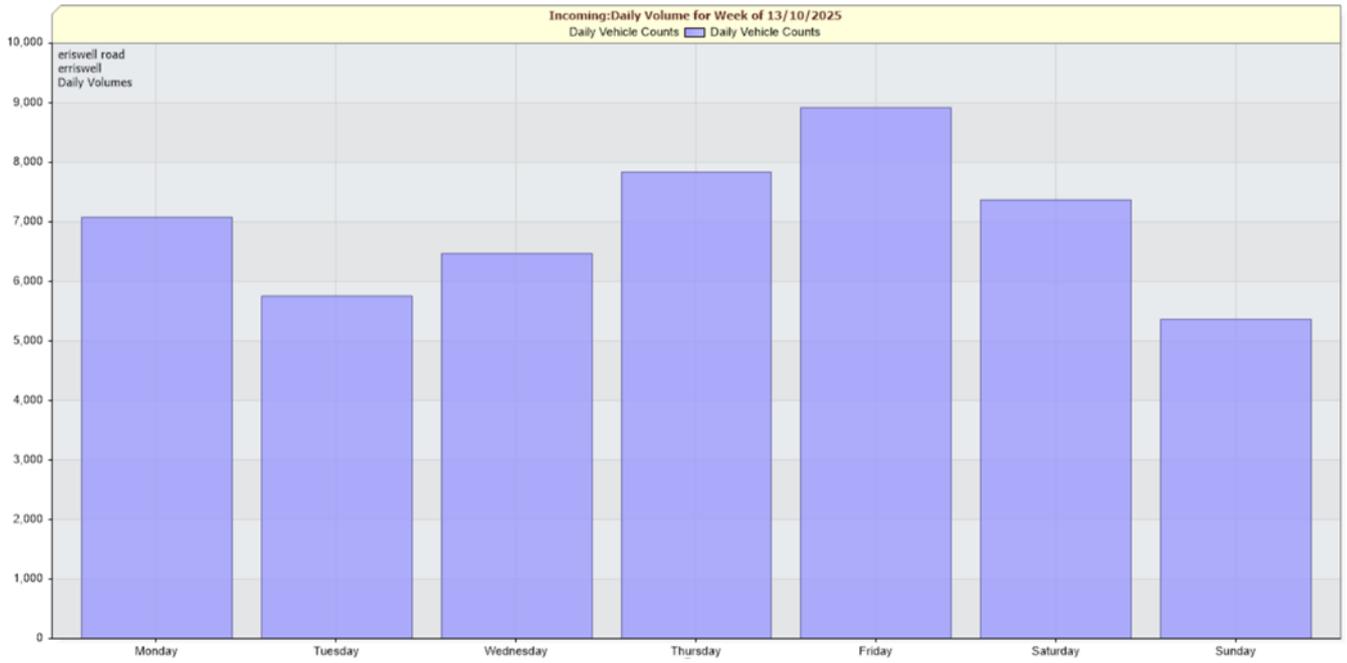
PM Peak 16:00 to 17:00 average 382 vehicles

No. of overspeed vehicles exceeding 35mph.

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| Hour | Mon-day | Tues-day | Wednes-day | Thurs-day | Friday | Satur-day | Sunday |
|---------|---------|----------|------------|-----------|--------|-----------|--------|
| 0 - 1 | 5 | 6 | 5 | 4 | 6 | 15 | 8 |
| 2 - 2 | 3 | 3 | 6 | 6 | 6 | 7 | 8 |
| 2 - 3 | 4 | 2 | 1 | 2 | 3 | 5 | 5 |
| 3 - 4 | 4 | 4 | 1 | 4 | 4 | 4 | 5 |
| 4 - 5 | 5 | 3 | 2 | 7 | 5 | 4 | 4 |
| 5 - 6 | 9 | 9 | 10 | 2 | 15 | 6 | 5 |
| 6 - 7 | 21 | 16 | 11 | 20 | 18 | 6 | 5 |
| 7 - 8 | 22 | 19 | 14 | 21 | 28 | 13 | 12 |
| 8 - 9 | 17 | 14 | 10 | 23 | 16 | 9 | 14 |
| 9 - 10 | 6 | 9 | 15 | 11 | 16 | 8 | 17 |
| 10 - 11 | 2 | 9 | 6 | 6 | 15 | 7 | 13 |
| 11 - 12 | 7 | 13 | 6 | 12 | 6 | 11 | 6 |
| 12 - 13 | 8 | 8 | 6 | 10 | 17 | 11 | 7 |
| 13 - 14 | 12 | 11 | 4 | 12 | 12 | 15 | 8 |
| 14 - 15 | 17 | 7 | 9 | 7 | 11 | 8 | 17 |
| 15 - 16 | 17 | 9 | 5 | 10 | 7 | 8 | 20 |
| 16 - 17 | 12 | 11 | 11 | 13 | 15 | 10 | 20 |
| 17 - 18 | 13 | 9 | 4 | 13 | 19 | 13 | 14 |
| 18 - 19 | 5 | 9 | 5 | 13 | 8 | 12 | 9 |
| 19 - 20 | 10 | 6 | 11 | 15 | 16 | 9 | 9 |
| 20 - 21 | 7 | 11 | 14 | 16 | 17 | 5 | 21 |
| 21 - 22 | 9 | 9 | 15 | 11 | 10 | 8 | 11 |
| 22 - 23 | 11 | 8 | 15 | 13 | 6 | 4 | 6 |
| 23 - 24 | 11 | 9 | 13 | 11 | 11 | 11 | 7 |





(b) Station Road 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.

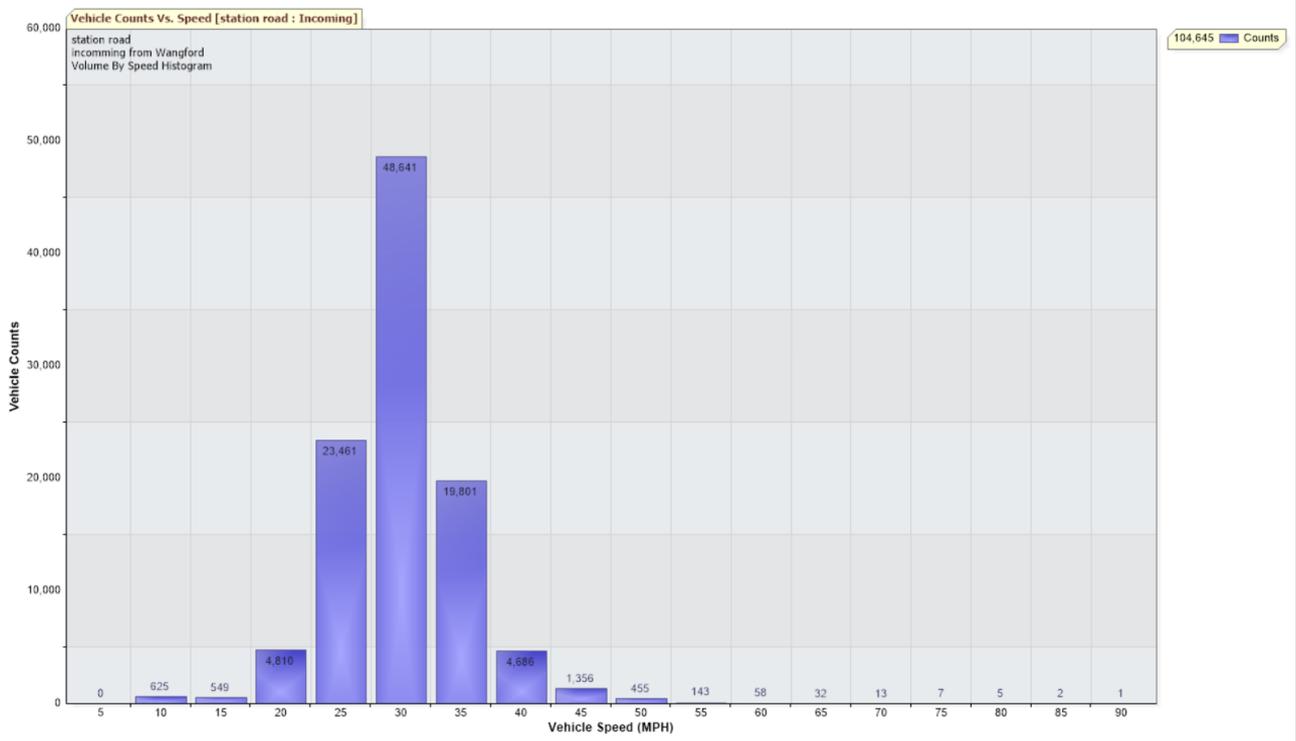
For the most effective use of the Solar PV panel, and safe access for operations personnel, a pole should be erected at <https://what3words.com/shun.petty.plank> and the SID and PV moved to this location. Safe access to SID via Woodlands Drive.

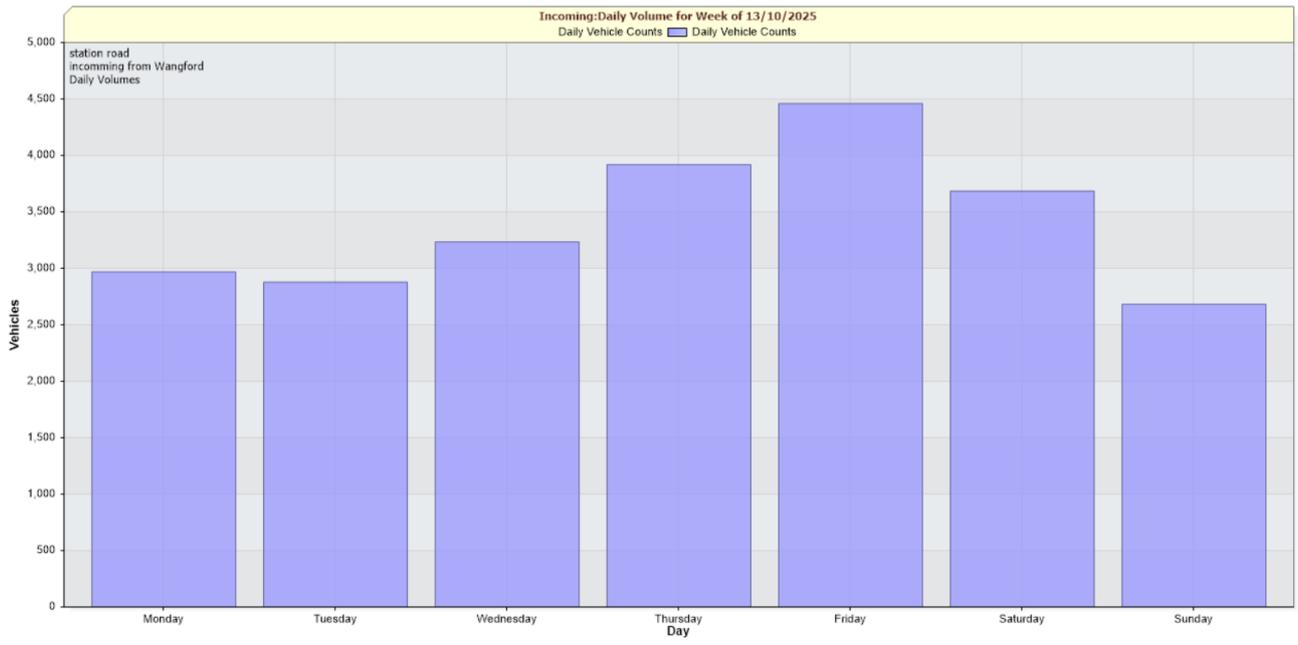
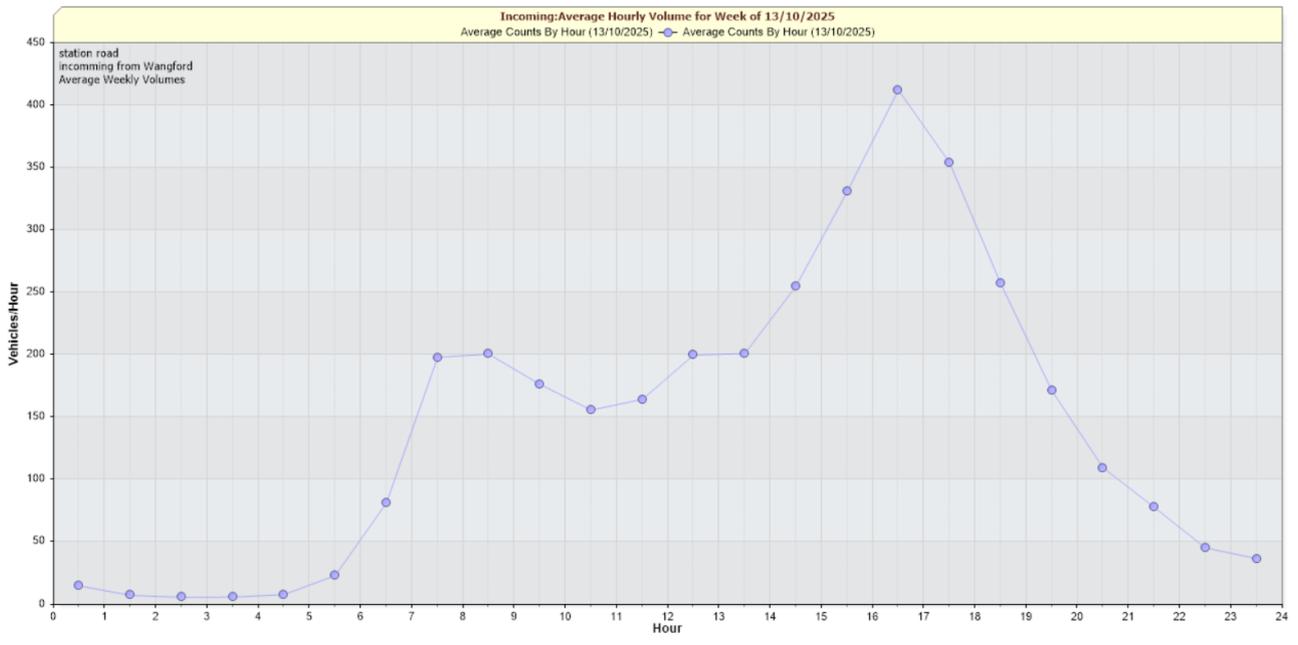
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For Project: station road
Projects Notes/Address: incoming from Wangford
Location/Name: Incoming
Report Generated: 18/11/2025 18:37:00
Speed Intervals = 5 MPH
Time Intervals = Instant

Traffic Report From 06/10/2025 10:00:00 through 25/10/2025 21:59:59

85th Percentile Speed = 32.7 MPH
85th Percentile Vehicles = 88,948 counts
Max Speed = 90.0 MPH on 07/10/2025 20:35:00
Total Vehicles = 104,645 counts
Speed Limit: 30 MPH
85th Percentile Speed: 32.7 MPH
50th Percentile Speed: 27.4 MPH
Average Speed: 27.5 MPH





Draft until signed

| Hour | Mon-day | Tues-day | Wednes-day | Thurs-day | Friday | Satur-day | Sunday |
|---------------|---------|----------|------------|-----------|--------|-----------|--------|
| 0 - 1 | 9 | 23 | 15 | 20 | 17 | 27 | 19 |
| 2 - 2 | 5 | 13 | 3 | 9 | 3 | 23 | 16 |
| 2 - 3 | 14 | 11 | 7 | 5 | 8 | 9 | 5 |
| 3 - 4 | 3 | 7 | 2 | 6 | 3 | 6 | 5 |
| 4 - 5 | 11 | 11 | 17 | 21 | 18 | 13 | 12 |
| 5 - 6 | 55 | 77 | 58 | 58 | 51 | 30 | 19 |
| 6 - 7 | 132 | 159 | 138 | 137 | 118 | 38 | 33 |
| 7 - 8 | 119 | 127 | 111 | 106 | 97 | 56 | 43 |
| 8 - 9 | 75 | 51 | 63 | 72 | 72 | 65 | 51 |
| 9 - 10 | 58 | 77 | 67 | 61 | 49 | 74 | 54 |
| 10 - 11 | 46 | 62 | 58 | 56 | 60 | 74 | 75 |
| 11 - 12 | 58 | 75 | 73 | 65 | 58 | 82 | 90 |
| 12 - 13 | 75 | 71 | 77 | 74 | 80 | 102 | 102 |
| 13 - 14 | 94 | 87 | 72 | 73 | 89 | 74 | 110 |
| 14 - 15 | 66 | 91 | 95 | 83 | 73 | 137 | 110 |
| 15 - 16 | 79 | 130 | 94 | 73 | 110 | 125 | 104 |
| 16 - 17 | 108 | 157 | 113 | 129 | 144 | 89 | 96 |
| 17 - 18 | 111 | 112 | 161 | 112 | 136 | 101 | 103 |
| 18 - 19 | 101 | 111 | 92 | 117 | 115 | 107 | 120 |
| 19 - 20 | 71 | 66 | 98 | 103 | 107 | 96 | 108 |
| 20 - 21 | 60 | 63 | 75 | 70 | 71 | 73 | 58 |
| 21 - 22 | 47 | 52 | 76 | 53 | 54 | 56 | 34 |
| 22 - 23 | 44 | 28 | 53 | 39 | 57 | 52 | 28 |
| 23 - 24 | 14 | 21 | 22 | 26 | 38 | 36 | 18 |
| Totals | 1455 | 1682 | 1640 | 1568 | 1628 | 1545 | 1413 |

Exceeding Speed of 35MPH (Speedwatch threshold) –October 2025

Appendix G Cemetery Report

The cemetery is looking a little sad at present with the ongoing building work and all the wet and soggy leaves everywhere.

We have had several burials, and this has also resulted in several muddy areas.

It is hoped the building work will be completed soon and we also hope to have a new heavy duty leaf machine to assist with the problems.

The grubs appear to be sleeping because of the damp weather so that is a good thing and the moles are also on holiday, so all is clear

When the building work is finished, we will have a busy working party to clear up and get everything ready for the Christmas visitors.

This will also include a Memory Tree provided by Skinners to be located near the Chapel.