



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

MINUTES

of the LAKENHEATH PARISH COUNCIL ANNUAL MEETING held on TUESDAY 6th May 2025

Present:

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

In attendance:

N Glading (Parish clerk), C/Cllr C Noble, Mr A Blenkiron (MD, Elveden Farms) and five members of the public

2025/01 Election of Chair and signing of Acceptance of Office

Nominated: Cllr N Smith

Proposer: Cllr G Kelly

Seconder: Cllr P Gyte

There were no other nominations

Cllr N Smith was unanimously elected as Chairman

2025/02 Election of Vice Chair and signing of Acceptance of Office

Nominated: Cllr G Kelly

Proposed: Cllr N Smith

Seconded: Cllr I Frost

There were no other nominations

Cllr G Kelly was unanimously elected as Vice Chairman

2025/03 Apologies for absence had been received from C Shimmmon (RFO) and Cllr M Hugo

2025/04 Registers of Members Interests: it was **CONFIRMED** that the existing declarations remain unchanged

2025/05 **Outgoing Chairman's Report 2024-2025**

Cllr G Kelly: This is largely a thank you. It's been quite a year with a lot going on and more in the future. Parish Council volunteers have been working hard for the good of the village.

The biggest project is Active Lakenheath, which offers vast opportunities. The Neighbourhood Plan is now back on course, Ian Poole has returned from illness and is now back behind the NP.

Devolution: LPC could take over some of the assets that are currently owned by West Suffolk Council.

Lakenheath Times- Cllr D Smith has developed this into a hugely improved magazine, you only have to look back at the previous black and white copies to see this.

Social media presence- thanks to Cllr Rowntree for keeping on top of LPC presence.

We can co-opt having gone through the due process.

Four electric car chargers are being installed at the car park.

LED lights- we are the first District to have them, saving lots of money.

Cllr N Smith and I had a meeting on Base with Adam Eaton, which has generated a more positive approach.

Thanks to everybody, please carry on the good work.

2025/06 **LPC Cemetery Committee**

The members of the 2025-2026 Cemetery Committee were **AGREED**: Cllr J Hastings, Cllr A Gyte, Cllr I Frost, Chairman, Cllr D Smith.

2025/07 **LPC Planning Sub-Committee**

The current members of the 2025-2026 Planning Committee were **AGREED**: Cllr W Overy, Cllr A Gyte, Cllr M Hugo, Chairman.

2025/08 **The LPC General Power of Competence** remains applicable.

2025/09 **The LPC Representative to Village Hall** (Peace Memorial Hall) Management Committee was **AGREED**: Cllr M Rowntree.

2025/10 **The LPC Representative to the Goward and Evans Trust** was **AGREED**: Cllr P Gyte.

2025/11 **LPC Representative School Link** It was confirmed that the representative is Cllr A Gyte.

2025/12 **Confirmation of leads on LPC Emergency Plan Committee**

Cllr Hastings resigned as Lead: it was proposed that Cllr G Kelly take over: Seconded by Cllr I Frost. There were no other nominations. It was **AGREED** that Cllr Kelly would lead on the LPC Emergency Plan.

2025/13 **It was confirmed that LPC Policies and Procedures** will be reviewed during the forthcoming year.

It was **NOTED** that LPC have not been invited to send a representative to the Pavilion Committee. Clerk to write.

Meeting closed at 7.21pm



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MEETING OF THE PARISH COUNCIL TUESDAY 6th May 2025

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 M Rowntree
Cllr D Smith

In attendance:

N Glading (Parish clerk), C/Cllr C Noble, Mr A Blenkiron (MD, Elveden Farms) and five members of the public.

2025/14 Chairman's welcome, confirmation of recording and Apologies

Cllr N Smith welcomed all to the meeting. Apologies had been received from Cllr Hugo and C Shimmon, RFO. Clerk to record for minutes only.

2025/15 Public Participation: Representations from Members of the Public

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

- (i) A resident asked that the flints from the fallen wall in the High Street are collected safely and stored. **NOTED** that the Parish attended very quickly, the main concern on the day was the safety of residents. A structural engineer attended next day and the houseowners have been offered accommodation by West Suffolk Council.
- (ii) Comments from a resident- Please pass on my thank you's and congratulations to the members of the litter pick team who have cleaned the footpath from Arrowhead Drive to Mayfields a great job " Well Done to all"
The path way from Mayfields to the high street is getting very overgrown by the fir trees over growing the pathway, another season and it will be touching the boundary fences. Can it be brought to the owners of the property concerned.

There is a drain junction of High street and Wings Road by the Fish and chip shop, it has been blocked for over a year and when it rains it causes problems with the volume of water on High street.

I read with interest in the spring edition of the Lakenheath Times, that the car park is to shortly get 4 Electric Vehicle Chargers I do hope these are suitable ones at Least **(7KWPH same as a domestic)**20 KWH and preferably 50KWH. *Cllr Kelly: These are 7KW hr same as domestic.*

Clerk to deal with above

2025/16 **Reports & Questions**

(a) **Update from RAF representative:** Not present: Cllr Kelly and Cllr N Smith had a productive meeting with Sqn Ldr Eaton; geographically he is unable to attend too many meetings. He will attempt to attend some meetings, and the Chairman and Vice Chairman will have frequent meetings with him, involved in Active Lakenheath, meeting the community connectors.

(b) **Update from West Suffolk District Councillor:** D/Cllr Kelly asked the Chairman and Councillors to remember that the Brandon Commission is now sitting, which is looking at the lack of housing allowed in Brandon whilst Lakenheath have had the opposite. Natural England issues e.g. stone curlews remaining unmoved at the Eriswell road building site, despite assurances that they would nest elsewhere.

(c) **Update from Suffolk County Council Councillor:** C/Cllr C Noble reported that devolution progresses, Cllr Kelly should have rec a letter. The mayoral elections will be held next May.

Annual General Meeting in two weeks' time.

Cllr Overy was reassured that white line issues will be rectified at the Drove.

Cllr Rowntree questioned the white `30` markings along station road, C/Cllr Noble advised using the Highways reporting tool which he can then respond to.

C/Cllr Noble left the meeting

2025/17 **Confirmation of the accuracy of Minutes of the Meeting held on 7th April 2025**

It was unanimously **RESOLVED** to confirm that the minutes of the 7/04/2025 meeting were accurate, with the amendment to 8,100 members on page 3 (Typographical error).

Quotes for the Entrance to the Cemetery and the Garden of Remembrance quotes to be dealt with at item 2025/22 (the Lakenheath Cemetery item)

2025/18 **Financial Matters**

(a) Payments of Accounts

**LAKENHEATH PARISH
COUNCIL**

RFO SUMMARY

6th May 2025

Date Payments Made	Transaction	Payee	Description of Supply	Amount
16.04.2025	Debit Card	Amazon	Annual Parish meeting - Napkins & Tablecloths	£14.98
17.04.2025	Debit Card	Amazon	Envelopes	£2.99
22.04.2025	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
22.04.2025	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50
25.04.2025	Online	Staff	Salary Payments - April	£2,799.84
25.04.2025	Online	Cllr D Smith (reimbursement)	Printer Ink	£17.84
25.04.2025	Online	West Suffolk Council	Annual Dog Bin Emptying	£199.97
25.04.2025	Online	Anglian Water	Annual Cemetery Water	£489.80
30.04.2025	Debit Card	Tesco	tbc	£2.00
01.05.2025	Debit Card	Amazon	Laptop	£218.03
06.05.2025	Direct Debit	British Gas	Electricity - Public Toilets	£73.11
09.05.2025	Online	Pearce & Kemp Ltd	Street Lighting LED Lanterns	£3,927.00
09.05.2025	Online	BT Payment Services	Parish Office Telephone & Broadband	£95.72
09.05.2025	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - April	£80.00 £378.51
09.05.2025	Online	Lakenheath Good Neighbours	Grant	£250.00
09.05.2025	Online	RH Landscapes & Maintenance Services Ltd	Village Maintenance - April	£720.00
09.05.2025	Online	Cllr D Smith (reimbursement)	Printer Ink	£19.67
09.05.2025	Online	Sunrise	Village Cleaning - March	£399.50

The payments were unanimously **AGREED**.

(b) Bank reconciliation to be provided when RFO returns

(c) The Delegation of Authority to Responsible Financial Officer (C Shimmon) was **AGREED**

2025/19 Subscriptions:

(a) The re-subscription to membership of Suffolk Association of Local Councils was **AGREED**

(b) The re-subscription to Clerk and Council Direct was **AGREED**

2025/20 Planning Matters

(a) The Notes from the LPC Planning meeting held on 16th April 2025 were **RECEIVED (Appendix A)**

Matthews/ Garden centre did get past the Delegation Panel; however, the officer was so concerned about some of the things that D/Cllr Kelly had raised that it has

gone back to be looked at again. The disabled car parking is now opposite the door, and the metal fence that was erected following the collapse/demolition of the flint wall is now right across number 13.

- (b) The date of the next Planning meeting to be held on 14th May 2025. The clerk is on leave but will send a draft agenda from the portal immediately prior to her departure. Cllr Overy will send the decisions to West Suffolk Planning.

2025/21 **Reports**

To receive reports/ requests from:

(a) Chairman/ Clerk

- (i) **High Street incident update:** Everybody was quick off the mark, electric cables and the lamp has been made safe. The Parish council is responsible for Churchyard maintenance. The District council are putting up scaffolding and the footpath will now be shut until further notice. The residents are in alternate accommodation. There is little prospect of a quick repair.

Cllr Hastings suggested that a warning about the traffic lights is put up and that Church service attendees are asked not to park on both sides of the road. Emergency vehicle access is compromised. Cllr Kelly to advise Cllr Rowntree on the wording of a social media warning. The Fly barber business is unwilling to restrict parking, it is therefore necessary for the West Suffolk Enforcement team to visit and issue tickets/ fines vehicles. The quoins have been removed and further tiles may fall.

- (ii) **Parking team enforcement** officers have been in the village, C/Cllr Kelly will instigate more visits.
- (iii) **Playground Hip Hop and drain covers-** the drain covers need to be removed as soon as possible. Cllr A Gyte affirmed that the contractor (Mr R Cash) needs a kango to carry out the work but is unable to get power to the tool. The work will be carried out shortly.
- (iv) **Large banner** on the playground fence- no permission has been sought. To be removed by Cllrs Smith and Gyte as soon as possible and retained by the clerk.

- (b) **Lakenheath Post Office update:** Cllr N Smith had a meeting today with the Post Office area manager and the project manager. An outside sign will be installed at the same time as the new counter.

- (c) **VE Day** Cllr N Smith has been working with the LPFA. Ordered new `tommies`, which should arrive this evening. Additional red stone to be spread at the base of the beacon. The event has been widely advertised. A flag to be raised at the Village Hall.

Cllr Hastings is disappointed that more flags have not been put up.

The VE event is officially a Royal British Legion responsibility (see RBL national website), however, the Lakenheath RBL members appear to have no strong interest, and the RBL left all the arrangements to the Parish Council.

- (d) **Lakenheath Times**: Cllr D Smith reported that she has nearly completed the summer edition. Cllr Smith has been selling advertising spaces with much success. Waiting for VE day article. This quarter has 92 pages, with around 20 pages of advertisements, the rest is made up of local information and articles of local interest.
- (e) **LPC Facebook page/ social media** Cllr M Rowntree told the meeting that it has been a busy time.
- (f) **The ground around the village sign** Cllr P Gyte reported that the bulbs are over, now the wild flowers are taking over. It looks untidy. One solution would be to clear the ground, keeping the lavender surround and cover with membrane and shingle, possibly planting a tree and perennial shrubs with a commemorative plaque. Seeking a formal quote from RH Landscapes (to include mowing at the top of Hall Drive, Dumpling Bridge displays and the bank on the opposite side of the road at the triangle).
Cllr Kelly proposed that between now and the next meeting, he and Cllr A Gyte will see about finding three quotations and LPC will decide at the June meeting **If this is impractical**, ask RH Landscapes to use a brush cutter to cut down the greenery so it is level: **AGREED** (with two abstentions)
Reminder: Cutting of the outdoor gym area needs to be considered.
- (g) **The village beacon**: Cllr Smith has had to step in again to avoid embarrassment on Thursday. Little has been done to the beacon. As this is a focal point of the village it is suggested that the LPC Chairman approaches the Pavilion Committee to seek a way forward.

2025/22 **Lakenheath Cemetery and Cottage**

- (a) The Cemetery is looking good and in particular over Easter we received a lot of visitors with some remarking on how well everything looks.
The Wild Life is doing little harm so no problems there. We are still working on the estimates for the proposed work in the cemetery for the Entrance gates walls and the Memorial Garden but we hope to have proper written estimates circulated for the work involved soon. Three quotes to be obtained for everything.
- (b) Cllr N Smith will book in any funerals during the clerk's annual leave.

2025/23 **To consider any Grant Requests**

- (a) None (see 2025/25 SARS)

2025/24 **Annual Parish Assembly**

- (a) Confirmed date of ANNUAL ASSEMBLY (aka Annual Parish Meeting) is Friday 9th May 2024 at 6pm at the Football Club

2025/25 **Correspondence**

1. Letter from Sue Groom at SARS sent to cllrs 30/04/2024 Clerk to ask for completed LPC grant form

2025/26 **Items for Future Meetings**

2025/27 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of Want to in writing emergency

- (a) The waste bay in cemetery is full /Cllr A Gyte to instruct RH Landscapes to remove.

2025/28 **Information**

none

2025/29 **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

Meeting closed 8.57 pm

Appendix A Planning Notes

Lakenheath Parish Council Planning Sub Committee

Notes from the meeting held on APRIL 16th 2025 at 9.30 am.

Location: Parish Council Office

Members of the press and public are welcome to attend

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

SOURCE: PLANNING PORTAL 11/04/2025

1. Apologies and Declarations of Interest No apologies. No declarations of interest
2. Members of the public may speak about an item on the agenda (3 minutes limit) No public present
3. The following requests for consultation were considered

A. Householder planning application - a. single storey rear extension (following demolition of existing conservatory) b. replacement windows

8 Brewers Close Lakenheath Suffolk IP27 9DW

Ref. No: DC/25/0267/HH | Expires 09/04/2025

This has already been submitted: it is not known why the application remains on portal

B. Householder planning application - a. porch to front elevation b. part first floor part two storey side extension

14 Wingfield Road Lakenheath Suffolk IP27 9HP

Ref. No: DC/25/0467/HH | Expires 15/04/2025

DECISION: APPROVE

C. Householder planning application - a. single storey front extension with porch b. single storey side and rear extensions to incorporate existing garage into habitable space (following demolition of existing conservatory) c. alterations to existing fenestration and render to existing brickwork

Planning Application expires 16/04/2025

Pinetrees 4 Birch Crescent Lakenheath Suffolk IP27 9JR

Ref. No: DC/25/0487/HH

DECISION: APPROVE, however the councillors would comment that they do not feel that the combination of red bricks and rendering are in keeping with the surrounds

D. Planning application - change of use from residential dwelling (use class C3) to childrens home (use class C2)

The Retreat 14 Wings Road Close Lakenheath Suffolk IP27 9HY

Ref. No: DC/25/0150/FUL expires 19/04/2025

DECISION: APPROVE

E. Planning application - a. mixed use development - single storey rear extension to former nursery shop and change of use to cafe/restaurant (class E (b)) b. creation of car parking and associated development c. front wall

18 Garden Centre High Street Lakenheath Suffolk IP27 9JS

Ref. No: DC/23/1044/FUL expires 23/04/2025

The councillors were informed that the WSC Delegation Panel had met (PO is Britta Heideke): remaining additional elements without planning permission. Part of the 29 houses and 2 shops application, moved footpath, deleted bungalow. One of conditions was that that wall would be replaced with a gate. Car parking for residents would change.

The disabled bays mean that number 18 has nowhere to park.

It is now agreed not that this is not separate from the general outline plan

The Wall will go all the way across

DECISION: OBJECT - while the amendments address some of the issues,

LPC previous objections still stand

F. [Planning application - variation of condition 2 of DC/23/0043/FUL to enable the use of amended plans for two dwellings and vehicular accesses](#)

Retreat Gardens Hall Drive Lakenheath Suffolk IP27 9JT

Ref. No: DC/25/0534/VAR expires 25/04/2025 withdrawal of application

DECISION: APPROVE

G. NOTED: the withdrawal of long-standing application: Travellers site is withdrawn

WSC Enforcement saying they can't do anything whilst a planning application is current. Now withdrawn and action can be pursued.

H. Leylandii – advice on nuisance trees: speak to planning dept. **Owners to contact planning: loss of light**