



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

### **of the Meeting of Lakenheath Parish Council held on 2<sup>nd</sup> February 2026 at the Methodist Church Hall, Back Street, Lakenheath**

Present:

Cllr N Smith (Chairman)  
Cllr G Kelly (Vice Chairman)  
Cllr S Di Giulio-Rowntree  
Cllr I Frost  
Cllr A Gyte  
Cllr P Gyte  
Cllr J Murfet  
Cllr M Rowntree  
Cllr D Smith

In attendance: PC Scott Cameron, Vikki Quamina (MoD) N Glading (parish clerk)  
Clare Shimmon (Responsible Financial Officer) and two members of the public

#### **2026/144 Chairmans welcome, confirmation of recording and Apologies**

Apologies had been received from C/Cllr C Noble, Cllr W Overy.

#### **2026/145 DECLARATIONS of INTEREST**

none

#### **2026/146 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 via Cllr P Gyte: Could the zebra crossing in village centre be made into a pelican crossing?
- (ii) A resident via Cllr P Gyte: How will children get to the school?: toucan crossing has been proposed in High Street many times.
- (iii) A resident via Cllr P Gyte: Does Highways care about how pupils living some way distant will get to school on a wet snowy morning?  
And are the parish council dealing with this and they should inform the residents.  
Parking- thinks they will park in Woodlands

All questions were from same person who was unable to attend the meeting.

Cllr N Smith: of course, the parish council have a wide understanding of the issues and have spent many hours negotiating with the appropriate authorities/ businesses.

Cllr Kelly: the toucan crossing has been discussed many times. This has been one of the real stumbling blocks with the village plan. To have a crossing within 4 meters of a junction is not allowed: this is definitely one of the agenda items coming up. As far as Station Road is concerned, there is a toucan crossing going in on the West side of Barr Drive, and there will be a footpath (suitable for bikes/ buggies) going from that to the school. This was the Rabbit Hill obligation. Co-operation from Cocksedges (who are the contactors for Hyde Housing) and Persimmon means that work will start on this next week.

The rights of way is not on the Definitive Rights of Way map yet, but there is a public right of way being designated from the end of Maids Cross Way down to Marbella and through the little wood and onto Barr Drive.

Lighting: we have had a heated discussion with Highways who have forbidden the placement of lights because of disturbing curlews. The birds will have migrated at the time lighting is required. It may be possible to utilise Pride of Place money to put in lighting.

There is a footpath through Mayfield which is already lit.

Parking: Persimmon have made alterations to their plans that LPC has suggested that they will phase building the 12 houses that are nearest the school and put in a temporary parking loop, i.e. 3-4 years) Hebden Way will be double yellow lined. The school, the parish and district are still talking to Highways- because of the nature of Station Road, we believe that two 20mph timed zone signs (controlled by the school) are a solution, these do not require a referendum. LPC continue to negotiate with Highways, we said right from the outset a 20mph was needed, as in Hockwold.

District Councillor Kelly will only withdraw his objection once agreements are put in writing. He will circulate plans once confirmed. Proposals are not final actions; we are cognisant of the issues and fighting for solutions. We have forced through many changes. Suffolk Highways had been insisting that their traffic measures will encourage people to walk, but have finally been made to accept that, in the case of those living furthest from the school, walking the distance required is impossible, particularly if there is more than one child and they are of different ages.

(17 minutes)

## 2026/147 **Reports & Questions**

- (a) Report from RAF representative, Vikki Quamina: See **(Appendix A)**  
Exercise Point Blank is still running, along with additional NATO exercises. There have been several military service personnel looking at volunteering for the litter pick.
- (b) Report from West Suffolk District Councillor Gerald Kelly (Cllr Tracy Whitehand was not present):  
Better Recycling kicks in in June with one extra wheelie bin, one food caddy for the kitchen and another for outside. Partly government funded. Suspect there will be a lot of complaints about this initiative. The budget goes to cabinet tomorrow night, with regulatory systems tomorrow.
- (c) Report from Suffolk County Council Councillor: not present
- (d) Report from Police representative: I will be outside the Co-op 10<sup>th</sup> Feb 1pm to 3pm, circumstances permitting.  
I attend some Care Café sessions on Tuesdays morning. Sent Lak Times article. Recent fire: Police presence likely to continue next for the next couple of days. Parking on zig zags- tickets are being given out. There are Lots of traffic issues here as in other villages, can't single out USAF personnel. Meeting with USAF big wigs tomorrow: commanders to take ownership and take disciplinary action if necessary. Speed check continues. Would the Community Speed Team send me an email with the dates they will be out and will give my support.  
Cllr P Gyte thinks Station Road has improved.  
Burglaries / theft, Briscoe Way, farms, Co-op. Please report – even if just a suspicious car. Report to 101, if immediate threat 999.  
Cllr G Kelly: Recent stats appear to show that Eriswell has 14 times as many speeders as Lakenheath, that is skewed because no mobile units come to Lakenheath  
Confirmed that cars do have to have number plates front and back. USAF personnel have 28 day grace period.
- (e) Report on Active Lakenheath project: Jo Chambers reported, see **(Appendix B)** Cllr Kelly noted that the Active Suffolk Draft Feasibility study has an omission in that it does not include what can be done with the old school.

2026/148 **The accuracy of Minutes of the Meeting held on 5<sup>th</sup> January 2026** was **unanimously CONFIRMED**. There were no questions.

2026/149 **Councillor training: Apologies for absence and the six month rule was RECEIVED: (Appendix C)** Clerk confirmed that further training papers will be included in subsequent agendas. Councillors to place in their training folder.

2026/150 **Financial Matters (Appendix D)**

1. The payments for authorisation were unanimously **AGREED**. No questions.
2. The Bank reconciliation was unanimously **AGREED**. No questions.

2026/151 **Matters relating to Lakenheath Cemetery**

- (a) Received: a report from the LPC Cemetery Committee, given by Cllr I Frost **(Appendix E)**

Thanks to the Cllrs Rowntree for clearing up 6-7 bags of leaves around the Chapel.

- (b) The entranceway flowerbed has been planted by Cllr S DiGiulio-Rowntree and is looking great.

- (c) Remembrance Garden: Cllr A Gyte confirmed that work will start beginning of February 2026.

- (d) Purchase of a remembrance tree: **(See Appendix F)**

It was **unanimously AGREED** to purchase the tree and leaves at **£13,160.00 (exclusive of VAT)**

It was **unanimously RESOLVED** to delegate the ongoing management of the project, i.e. amount to charge for the leaves (240 acrylic leaves cost £83 each) and operating protocols to a working party of 1. Cllr M Rowntree 2. Cllr S Di Giulio-Rowntree 3. Cllr J Murfet and 4. the clerk, to report back at a subsequent meeting.

It was further **unanimously AGREED** to use LPC Reserves to fund the Cemetery Tree project. Additionally, it was **NOTED** that income will be derived from the sale of engraved leaves.

2026/152 **Governance**

Policies / Procedures were reviewed:

- (i) Draft Protocol for Remembrance Event Cllr N Smith reported that meetings had been held with S Frost and M Edwards. A lectern is necessary on the day. Guides and Scouts have agreed to distribute the order of service. Cllr N Smith will also arrange the purchase of a PA system, potentially to be funded by C/Cllr C Noble and D/ Cllr G Kelly. The Royal British Legion all-England Pageant Master has provided Cllr N Smith with a pamphlet. S Frost will be the Lakenheath Pageant Master (order of wreath laying to be announced at the service).

The Royal British Legion information website confirms that all local RBL groups are responsible for organising the Remembrance Day service.

The Lakenheath branch of the Royal British Legion have told the council that they are unable to organise Lakenheath's Remembrance Day service, therefore the Parish Council are stepping in, enabling the continuance of this well attended village event that honours our fallen heroes.

- (ii) The Councillors reviewed the LPC Code of Conduct. This was unanimously adopted.
- (iii) The Councillors formally appointed Clare Shimmon as the LPC Responsible Financial Officer.

#### 2026/153 **Pride in Place Programme (PIPP) (Appendix G)**

(a) Cllr Kelly gave an update.

£150k has been provided to West Suffolk Council for set up costs. The Advertisement out for the appointment of the PIPP Chairman with interviews shortly following.

The Board members (8) to be approved by Government will be widely advertised. The Board has to be in place by July 2026.

Plans to follow in December 2026.

We must not lose sight of the fact that this is all about Lakenheath.

The USAF Deputy Base Commander has made a commitment to act as an observer (he is prohibited from sitting on the PIPP Board).

Circa 50% of our residents were not born in the UK.

Ideas/ topics:

A. Qualification rates of school leavers is relatively low/ persuade young people on to dedicated apprenticeships/ jobs

B. Access to transport- e.g. from Brandon to Mildenhall Hub

C. Parking

What can we do that will improve things? However out of the park the ideas may seem. This need not be a huge 'thing' but could form an integral part of the whole raft of initiatives.

Improvement of the mobile phone system was flagged as a potential topic for more consideration.

Councillors saw the informal PIPP meetings with Eriswell Parish Councillors as a practicable way forward. The recommendations of this group would be reported back to the appropriate council for further consideration and potential ratification.

#### 2026/154 **Matters relating to West Suffolk Council Enforcement**

- (a) Update from Cllr Kelly: awaiting results from the imminent WSC cabinet meeting.

#### 2026/155 **Playground Report**

- (a) Update on play area repairs: the clerk confirmed that major repairs in response to the WSC Play Inspectors Report have been carried out, i.e. infill of gaps in wet pour, zip line surface, examination of defects hidden by the design/ construct (e.g. swing brushes, fixings).

#### 2026/156 **Planning Matters (Appendix H)**

- (a) The Notes from the LPC Planning Committee meeting held on 21<sup>st</sup> January 2026 were **RECEIVED**.

#### 2026/157 **Reports**

To receive reports/ requests from:

##### (a) Chairman/ Vice Chairman/ Clerk

- (i) Update on Active Lakenheath: Steering group meeting on 11<sup>th</sup> February 2026.
  - (ii) Update on new school progress: covered previously.
  - (iii) Update on .gov email addresses: Cllr Overy has not changed to the new .gov address, this will need to be accomplished as soon as possible to comply with regulations. Her .org address has been removed from the LPC website as this address is non compliant.
  - (iv) The paintwork on the village sign plinth: the RFO will research a contractor and get it repainted.
  - (v) Deferred from previous meeting: March 8th. Day of Reflection across the UK for the COVID-19 Pandemic. Cllr J Murfet suggests a Church service would be appropriate. Cllr N Smith will speak to the vicar.
  - (vi) Lakenheath Litter pick is scheduled for 7<sup>th</sup> February 2026. Cllr N Smith is hoping for a good response from the Base: there were 16 military personnel at the last litter pick.
  - (vii) **NOTED:** Annual Assembly/ Annual Parish Meeting is set for **27<sup>th</sup> March 2026** 6pm at the Peace Memorial Hall. The Annual Parish Council Meeting will be held on **Tuesday 5<sup>th</sup> May 2026**, as 4<sup>th</sup> May is a Bank Holiday.
- (b) Streetlight refurbishment project: Cllr Frost reported that the units with G39 issues i.e. too close to electrical/ other cables is ongoing. He is looking at possible infill sites.

- (c) Speed Indicator Device: The reports compiled by Cllr M Rowntree were **RECEIVED (Appendix I)** Cllr M Rowntree commented that Eriswell Road does seem to have more speeders than Station Road. The Speedwatch Team have been out twice recently.
- (d) Lakenheath Times: Cllr D Smith reported that she has been the editor for two years and is happy to continue but as it is very time consuming, she will no longer chase late submissions. Cllr D Smith thanked the RFO for her help with invoicing, and Cllr Nick Smith for all his help. The Football Annual Challenge cup event takes place 1<sup>st</sup> - 3<sup>rd</sup> May: Lakenheath Times could sponsor a youth cup. This would be a wonderful, positive way to celebrate this popular weekend, and show young people that we support them. She will share the details once she has heard from the football club, to be carried forward to the next agenda.  
Cllr P Gyte thanked Cllr D Smith for her hard work, the Lakenheath Times has become a wonderful magazine.
- (e) LPC Facebook page/ social media: Cllr M Rowntree was thanked for so quickly putting updates online. A WhatsApp page for Parish cllrs was thought to be a good idea.
- (f) Village entrance signage: The clerk had obtained a quotation **(Appendix J)**. It was **AGREED to purchase two orbital signs from Glasdon at £638.74 each**. To be sited at both gateways to the village. Cllr N Smith suggested that Mr R Cash is asked to carry out the installation.
- (g) Fencing at the BT site: Cllr A Gyte will double check that the quote and permission are still valid, and that there are no underground utilities. Cllr N Smith defined the type of fencing as a five foot picket fence.
- (h) Other reports from project leads as applicable. Cllr Di Guilio-Rowntree has trimmed all the lavender bushes at the village sign area.

2026/158 **To consider any Grant Requests (Appendix K)**

- (a) 1<sup>st</sup> Lakenheath Scout Group: deferred- group leader to provide information on type of building and siting.

2026/159 **Correspondence/ Consultations/ Training**

- (a) West Suffolk Parish and Town Forum – Honington and Sapiston Village Hall – 10 February 2026.

2026/160 **Items for Future Meetings**

None

2026/161 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency

None

2026/162 **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 with the Public Bodies (Admission to meetings) Act 1960, as amended by the Local Government Act 1972

The public left the meeting. Meeting closed at 9pm

## Appendix A

RAF Lakenheath report February 2026.



**Save The Dates 2026**  
(Subject to change)

Honorary Commanders Day 13 May  
Newmarket USVF RaceDay 16 May  
Suffolk Show 27-28 May  
Joan Mann Special Sports Day 4 June  
Civic Leaders Tour 2 Sep  
9/11 Ceremony 11 September  
Air Force Ball TBD  
MIL D CON 3 October  
Remembrance Events 8 November  
Ely Thanksgiving Eve Service 25 November  
Yuletide 4 December



- The Wing Chaplain, Lt Col Stahl, attended the Welcome and Enthronement of the new Bishop of St Edmundsbury and Ipswich on the 24th January in Bury St. Edmunds.
  - Exercise Point Blank is running from 26 Jan – 6 Feb. This is a significant joint exercise with NATO partners and there may be additional flying activity.
  - The Civic Leaders Tour is tentatively scheduled for 2nd September.
- A full list of 'Save the Dates' has been sent separately to the council.
- Attachment: full response from 48 FW Public Affairs in response to recent press interest in flying activity.

“Our mission is enabled through the incredible relationships we hold throughout our East Anglia communities. Respect for our local community is paramount.

High levels of readiness are essential to deterring adversarial aggression in Europe. As always, we appreciate the community's patience and support as we conduct the essential training necessary to maintain the highest levels of readiness for our collective defense.

The 48th Fighter Wing works closely with the MOD to optimize the use of Military Air Training Zones (MATZ) across the United Kingdom. The North Sea training area remains one of our preferred premium training locations to mitigate impacts to local communities. However, with three flying wings across the US Air Force and Royal Air Force using this space, we cannot execute the entirety of our flying syllabus there due to training congestion in this airspace, which is impacted by the limits of its current size and scope. Additionally, it's important to note that flying units are generally unable to use the North Sea MATZ when winter storm conditions in the North Sea create prohibitively unsafe conditions to the survivability of pilots should they face an emergency ejection.

When possible, and as permitted by UK controllers, the 48 FW also prioritizes ranges across North Wales in efforts to reduce the amount of flying activity in the local area. However, the North Wales MATZ is limited by UK controller availability. And so, when the North Sea and

North Wales MATZs are unavailable, and with military air space restricted to the south and west of England due to civil airspace, our flying program is often executed within the two published overland MATZs in East Anglia as approved by UK authorities.

With four flying squadrons and more than 100 combat-coded fighter aircraft, RAF Lakenheath represents the largest US combat airpower location in Europe. The 48 FW executes the largest flying hours program in the USAF; this reality reflects the caliber of its readiness standards and the scope of our security commitments across Europe and as needed beyond. While we strive for perfection in every flight activity, over time we see some errors.

When inadvertent sonic booms occur, it is often the difference of 2-3 seconds of the pilot adjusting his or her speed. The rate of these errors tends to decrease the more our pilots train and season in experience. Every incident is reported through operational channels, even if they are unnoticed by the community. These incidents are always debriefed and deeply studied by aircrew to accelerate learning and improve airmanship. Flying more than 100 sorties on most days, errors like inadvertent supersonic flight occur very infrequently and yet are treated with the utmost seriousness – flight safety and aircrew flight discipline form the foundation of military aviation training. Flying complaints within the local MATZs, which are passed directly to the base, are an extremely small percentage of sorties flown.

Periodically, the training syllabus requires flying operations during the period of darkness as well as training associated with surge operations, or the ability to rapidly generate large amounts of airpower. We strive to communicate these periods proactively with the community. Additionally, while we often see at least one squadron deployed away from RAF Lakenheath in support of operational requirements, on occasion all four squadrons are present at RAF Lakenheath which may increase the perceived amount of local flight activity.

More broadly, the US Visiting Forces work closely with the MOD to responsibly balance our readiness requirements with upholding our desire to be considerate neighbors in our communities through many pragmatic steps to reduce noise impacts. In addition to observing quiet hours between 11pm-6am (with rare exceptions), we also include self-imposed speed buffers below the supersonic level, self-imposed height avoidance over communities directly around the installation, additional limitations over population centers, mandated ILS approach during dark hours, and no-fly days on UK Bank Holidays and between the period spanning Christmas and New Year. We also maintain strong links with Parish Councils and ensure that they are aware of significant changes to flying activity.

We cherish the unshakable special relationship we hold with our closest Ally. We will continue to strive to be thoughtful stewards of the relationships we share across the East Anglia community, which is so deeply rooted in our collective airpower history.”

Appendix B Update on Active Lakenheath activities.

The Cooking group began a month ago and we have hosted 4 weeks of cooking classes at the Peace Memorial side of The Old Legion. Active Lakenheath has funded this, and purchased cooking items which can be used again and again for other events – mobile cooking hobs, knives, chopping boards, whisks – just basic equipment most people would have in their homes, even if they live on a budget. So far, we have made cottage pie, french onion soup, chicken and noodles, spam! And meatballs and pasta. The last few weeks are to be toad in the hole and chilli. All of these are set up in mind with budget friendly alternatives to help ease the strain on people’s pockets and bulk the meal with lots of healthy options like vegetables. Jo also comes up with fab ideas on how to make your food go further with cheap garlic bread or fancying up your soup with croutons for pennies. It

has been a terrific group and the attendees have used words like ‘ this group has been a real blessing to me – I have made some new friends here and my sons are eating more veg!’ and ‘I love this group – it gets me out of the house’ and ‘Can we carry on....maybe make desserts?!?!?’ The active part of the cooking group has been rewarding too – with all the group (6 of which are retirees and varying mobility and 3 of which are of working age) all participating in the various active games I have put on – from stacking cups to boccia, cornhole and kurling. Rich is going to bring the mini golf set to the last cooking group so it has been a great success.

The Menopause group to be hosted at the library had to be put on hold due to lack of numbers signed up. I will think about changing the time and day and readvertise once the Cooking group is finished in a few weeks.

Rich and I have also been very active ourselves at the Beavers, Scouts, Cubs and Squirrels groups in the village, providing the a session for each group (2 for Cubs) with fantastic fun activities like mini golf, stacking cups, kurling, boccia, juggling, weights and agility ladders. The children loved it and also gave us some fantastic feedback on what they would like to see happen in the village in the months and years to come.

Rich and I were really keen to get a walking group going up at the Warren but the January date was very icy and the decision was made due to health and safety risks of ice that that needed to be postponed. It was then decided that Rich and I should undergo some first aid training as ours had lapsed so my training is in 2 weeks time and Rich’s shortly after that and so we hope that 1st March will be our first walk.

We had a meeting with Heidi from the RSPB Lakenheath Fen recently and have organised a special day for villagers to have a talk and guided walk around the Fen – at a reduced cost, subsidied by Active Lakenheath. We are so glad to have made the link with Heidi and hope to get posters up and around the village in the next week or so advertising this – just waiting on their template to be sent to me so I can get the details on there – it is due to take place in April for around 30 people.

We are also looking into clearing walking footpaths, visiting care homes with fun activities, restarting the menopause group and making links with the surgery to provide Stop smoking support. That should keep us busy!

R Keeble:

Thank you all for your ongoing support to Jo and I as we continue to connect with the various groups in our village, gather the views of local people, and run meaningful events to encourage opportunities for the community to become more active. Jo has kindly covered some of the key activities from her update but I wanted to add a few words about the all-age carpet bowls and mini golf session we ran in partnership with the Indoor Bowls Club and EPIC Dad on Sunday 25th January.

This was a truly wonderful and encouraging afternoon for all ages bringing together 55 local people, including parents, carers, and children of all ages, for fun activities, refreshments, and social interaction. Many said this was the first time they had visited the Bowls Club and were amazed by such a great asset we have in our community with many referring to it as a ‘hidden gem’. Also, some people expressed their interest in attending the bowls club for some of their regular groups and potentially becoming members of the club.

Attendees completed event feedback surveys

## APOLOGIES FOR ABSENCE AND DISQUALIFICATION

### The six-month rule

Section 85 of the Local Government Act 1972 says that a member will cease to be a member if they fail to attend any meeting of the authority for six months unless the failure was due to some good reason approved by the authority before the six months had ended.

A meeting of the authority means any committee or sub-committee meeting as well as meetings of the full council.

#### ❖ What does 'prior approval' mean?

The member does not become automatically disqualified if the absence has received formal prior approval from the council. This approval has, however, to be conscious and properly documented and cannot be taken by default. For example, a member who expects to be unable to attend meetings on grounds of ill health for longer than six months may request the council to approve a further leave of absence or the council itself may pass a resolution approving the waiving of the six-month rule by authorising the absence. If the council does not approve the absence (or does not record it in the minutes as approved) the six-month clock starts ticking.

The law also makes it clear that this approval must happen before the six months has passed so approval cannot be given retrospectively as the disqualification occurs automatically and cannot be over-ridden.

#### ❖ How to give approval for absence

There are normally two ways in which prior approval is given. The simplest way would be a recording in the minutes as to whether an absence was authorised or not authorised – it is sometimes expressed as apologies 'with consent' or 'without consent'.

If the minutes say that the apologies were accepted with consent this in effect re-sets the six-month clock. However, if this is not explicit in the minutes – for example simply noting an apology does not amount to the council consenting to that absence – then it cannot be said that the absence has been authorised as the Act requires the absence to be for 'some good reason approved by the authority'. Inherent in that is that a reason must be given and discussed and accepted by the authority. If no reason for the absence is given in the minutes or there is no sign that the reason has been discussed then approval has not been given and the six-month clock continues to tick.

The second way would be for a more formal report to be considered by the council at a meeting prior to the six months elapsing. This would involve a report going to council setting out the reasons for the absence, the proposed duration of the absence and arrangements for covering that absence (for example through substitutions onto a committee) and, if approved, an agreed timeframe for reviewing the approval should the member not return to meetings in the meantime. This would give much greater certainty that there had been proper consideration of the reasons and that they had been formally approved by the council as a whole.

#### ❖ Can we withhold approval?

Yes. If the council does not believe the reason for absence is for a good reason. Good reasons may include for example health issues, caring responsibilities or being away from the area for work or family reasons. If a councillor simply sends

apologies without a reason or simply does not turn up for a meeting their absence should be recorded as simply noted or 'absent without consent'.

#### ❖ Does the six-month rule lapse at the end of the term of office?

Yes. If a member has been absent without consent for four months but there is then an election and they are re-elected, the clock is effectively re-set, and the six months starts from the date of the first meeting after the election.

#### ❖ Responsibility of the clerk

The clerk has no legal requirement to notify a member about their absences. However, the clerk should keep their own record so that they know if the six-month deadline is approaching as they will need to trigger a vacancy. Best practice would say that, prior to the six-month period ending, the clerk should write to the member drawing the matter to their attention and saying that, if they felt they would not be able to attend the next meeting within the six-month period, they may want to put forward an application for approval to be considered by the council at its next meeting before the six-month deadline.

#### ❖ Other grounds for disqualification

There are other grounds under which a councillor may be disqualified from office beside the six-month absence rule. These are if they:

- are in the paid employment of the local authority
- are employed by a company which is under the control of the local authority
- are subject to bankruptcy orders
- have, within 5 years before being elected, or at any time since being elected, been convicted of an offence and sentenced to imprisonment (suspended or not) for at least three months without the option of a fine or subject to a sexual offences order or notification
- are disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices



Hoey Ainscough Associates Ltd

## Appendix D Finances

### PAYMENTS

Date	Transaction	Payee	Description of Supply	Amount	Power *
<b>Receipts</b>					
09.12.2025		UKPN	Refund of Invoice Issued in Error	£1,822.80	
09.12.2025		Amazon	Returned Christmas Lights	£40.78	
19.12.2025		East Suffolk Council	Active Lakenheath	£2,925.00	
December			Lakenheath Times Advertising	£195.00	
December			Interest Payments	£2,380.51	
December			Cemetery Cottage Rent	£950.00	
December			Cemetery Fees	£1,320.00	
<b>Payments Made</b>					
08.01.2025	Debit Card	Total Photography	Active Lakenheath - copy large maps of Lakenheath + footpaths (agreed by Abi)	£64.00	
15.01.2026	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£55.23	7
19.01.2026	Debit Card	Amazon	Paper (LT)	£6.99	
19.01.2026	Debit Card	Amazon	Paper	£15.35	
15.01.2026	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50	
23.01.2026	Online	Staff	Salary Payments - January	£5,365.99	1
28.01.2026	Online	R&S Play Installation Ltd	Play Area Repairs	£6,960.00	44
28.01.2026	Online	Mid Anglia First Aid & Fire Services Ltd	Defib Pad Replacements (defib used)	£270.00	S137
03.02.2026	Direct Debit	British Gas	Electricity - Public Toilets	£77.22	41
06.02.2026	Online	BT Payment Services	Parish Office Telephone & Broadband	£77.93	
06.02.2026	Online	RH Landscapes & Maintenance Services Ltd	Village Maintenance - October	£1,440.00	39
06.02.2026	Online	Cllr S Di-Giulio - Rowntree (reimbursement)	Plants for Flower Beds at Entrance to Cemetery	£172.92	7
06.02.2026	Online	bright.motif	Hosting & Domain .org website	£122.98	
06.02.2026	Online	Cllr N Smith (reimbursement)	Christmas Tree Lighting	£14.47	11
06.02.2026	Online	Belltech Electrical Services	Public Toilet Light Repairs	£81.53	41
06.02.2026	Online	IT Services at CAS Ltd	New email address for Cllr S Di-Giulio - Rowntree	£20.25	
06.02.2026	Online	J Chambers Connector (reimbursement)	Ingredients for Cooking Classes	£113.53	
06.02.2026	Online	N Glading Clerk (reimbursement)	Mobile Phone Use (Aug25 to Jan26), Christmas icicle Lights, Postage, Google Storage, Reimburse xmas treeelectricity to St Mary's , trees Elveden	£360.02	11
06.02.2026	Online	Wing Song	Performance at Christmas Light Switch On	£50.00	11

06.02.2026	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - January	£80.00	7
				£390.72	41

### Bank Reconciliation 31st December 2025

Balance at 30.11.2025	<b>£505,736.05</b>
Uncleared payments from previous period	£1,196.28
	<b>£504,539.77</b>
Income	£9,634.09
	<b>£514,173.86</b>
Less Expenditure (Chqs, Online Pmts + D/Ds)	£24,167.62
	<b>£490,006.24</b>

#### Represented by:

Balance in Current Account	£14,013.35
Balance in Lloyds Bank Deposit Account	£111,054.18
Balance in Unity Trust Bank Deposit Account	£82,142.53
Balance in Nationwide Deposit Account	£88,514.41
Balance in Cambridge Building Society	£86,255.45
Balance in Lloyds Bank Deposit Account - Speed-watch	£658.40
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£10,293.95
Balance in Lloyds Bank Deposit Account - Street Lighting	£98,458.79
	<b>£491,391.06</b>
Less Payments not Presented	
HMRC	£1,384.82
	<b>£1,384.82</b>
	<b>£490,006.24</b>

#### Appendix E Cemetery Report

There is little to report this month as the weather has been bleak, windy and wet as well as piles of wet leaves and fallen branches so there has been little opportunity to tidy things up around the cemetery.

The New Front borders at the entrance gates have now been planted with shrubs which make the area look very welcoming.

Work is due to start very soon on the new Memorial Garden and plans are in progress to purchase a permanent Memorial Tree as a centre piece with several benches.

The wild life is continuing to visit us and causing a little damage but it is that time of year.

We are looking forward to the Spring and will start our improvements soon. This will start by removing all the old Christmas floral tributes from the 1st March. and having a general tidy up. Cllrs Rowntree cleared up 6-7 bags of leaves around the Chapel and plants.

## Appendix F



23<sup>rd</sup> January 2025

To Mike

**RE: Quotation – Mulberry Tree – Lakenheath Parish Council**

This is our quotation to supply, deliver and install

1 Corten Steel Mulberry Tree with Porcelain Leaves	£12,960.00 + vat
1 Delivery Charge	£200.00 + vat

(Initially the tree will be installed with 240 green acrylic leaves and 2 Porcelain sample leaves)

**Total = £13,160.00 + vat**

Inscribed Porcelain Leaves = £83.00 + vat (this includes postage)

Delivery is up to 6 weeks from receipt of purchase order

Yours faithfully

For **THE COLUMBARIA COMPANY**

*Cara*

Cara Loft  
**Office Supervisor**

29th January 2026

Dear Councillors,

As you all know, there is a great deal happening at the moment. Local Government Reform, the Parish Governance Review, Active Lakenheath and the Lakenheath Pride in Place programme are all moving forward at the same time, and it can feel like a lot to take in.

Both Active Lakenheath (run by Sport England) and Pride in Place (run by Central Government) include Lords Walk within their project areas. This has understandably caused some confusion. The main reason is that ONS Census data doesn't follow parish boundaries, and the smallest dataset for Lakenheath happens to include Lords Walk. Things become even more complicated when we consider that over 85% of Eriswell's residents live on Lords Walk.

We also recognise that our two parishes share many of the same challenges — the B1112, the base, limited infrastructure, and of course our shared County and District Councillors and Parish Clerk. With so much in common, and with two major long-term projects underway, we felt this was the right moment to look at how we might work more closely together. With that in mind, we met with the West Suffolk officer leading the current Parish Governance Review to understand what options are available. After a long and detailed discussion about legislation, finance and practical implications, four possibilities emerged:

1. **Merger** — one council, one precept, one set of assets.

We felt this wasn't right for us because:

- There is no appetite for it among residents (or among us), and
- The numbers suggest it would feel more like a takeover than a merger.

2. **Grouping** — one Parish Council, but with each parish still holding its own meetings.

While there are some practical advantages, we felt that:

- It would be very complex to move to from where we are now,
- The risks and complications probably outweigh the benefits, and
- It would require a major effort to explain and gain support from

1

residents at a time when so much else is happening.

3. **Do nothing** — simply continue as we are.  
We felt this was the least helpful option because:

- Scale is already an issue,
- We often duplicate effort, and
- Some long-standing issues are unlikely to be resolved without change.

Those are the three formal options.

The fourth option — the one we feel is most appropriate right now — is simply **“other”**: finding ways to work more closely together without making any formal structural changes at this stage.

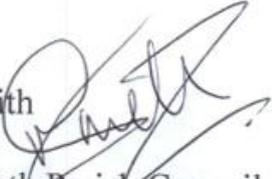
The purpose of this letter is twofold.

**First**, we wanted to let you know that we have been thinking carefully about the future and exploring what might be possible.

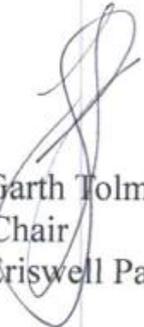
**Second**, at our next Parish Council meetings, we would like us all to discuss holding a series of joint Lakenheath/Eriswell meetings — what they could achieve, and how we might organise them.

We know you will have plenty of thoughts, questions and ideas, and we look forward to talking them through together.

Nick Smith  
Chair  
Lakenheath Parish Council



Garth Tolmie  
Chair  
Eriswell Parish Council



[nick.smith@lakenheathparishcouncil.gov.uk](mailto:nick.smith@lakenheathparishcouncil.gov.uk)

[garth.tolmie@eriswellparishcouncil.gov.uk](mailto:garth.tolmie@eriswellparishcouncil.gov.uk)

Appendix H Notes from January 2026 Lakenheath Parish Council Planning Sub Committee meeting

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

**SOURCE: PLANNING PORTAL 16.01.2026**

1. Apologies from Cllr Overy and Cllr Kelly. Declaration of Interest: Cllr A Gyte at 3 B
2. Members of the public may speak about an item on the agenda (3 minutes limit): No members of the public were present
3. The following requests for consultation were considered:
  - A. **Planning application - five dwellings with associated parking, garages and Public Open Space. (Amended plans recieved 16/12/2025)**

Planning Application

Rookery Farmhouse High Street Lakenheath Suffolk IP27 9JX

Ref. No: DC/24/0412/FUL | extension granted

**DECISION:** Councillors saw no reason to change their original Objection

Agree with other objectors, e.g. insufficient ecological information on protected species (out of date report)

(Cllr A Gyte withdrew from meeting)

- B. **Planning application - side and rear extensions to existing clubhouse**

Planning Application

Lakenheath Football Club, The Nest, Back Street Lakenheath IP27 9HW

Ref. No: DC/25/1943/FUL expires 29.01.2026

**DECISION:** APPROVE

(Cllr A Gyte rejoined the meeting)

- C. **By email** (name and contact details deleted from public documents)

16/01/2026 I noticed today that the flint wall has been removed from the front of the house just the other side of the electric substation in back street opposite the rear of El Salvadore. As this is in the conservation area, I assume action is being taken and the wall will be reinstated. We really do not want to lose any others in the village.

An assurance would be appreciated.

**Clerk to write to WSC Enforcement Dept.**

Appendix I

SID Reports

Eriswell Road

December 2025

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 01/12/2025 00:00:00 through 31/12/2025 23:59:59

85th Percentile Speed = 33.9 MPH

85th Percentile Vehicles = 73,763 counts

Max Speed = 90.0 MPH on 07/12/2025 02:10:00

Total Vehicles =86,780 counts

AADT: 2799.4

Speed

Speed Limit: 30 MPH

85th Percentile Speed: 33.9 MPH

50th Percentile Speed: 28.2 MPH

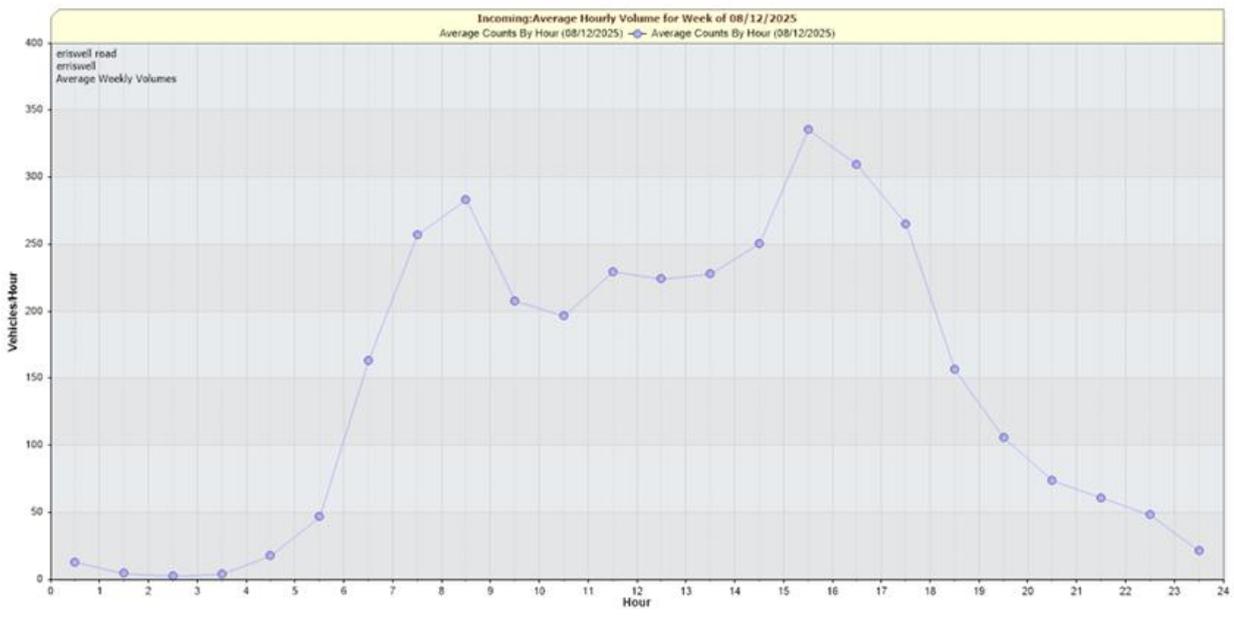
10 MPH Pace Interval: 25.0 MPH to 35.0 MPH

Average Speed: 28.6 MPH

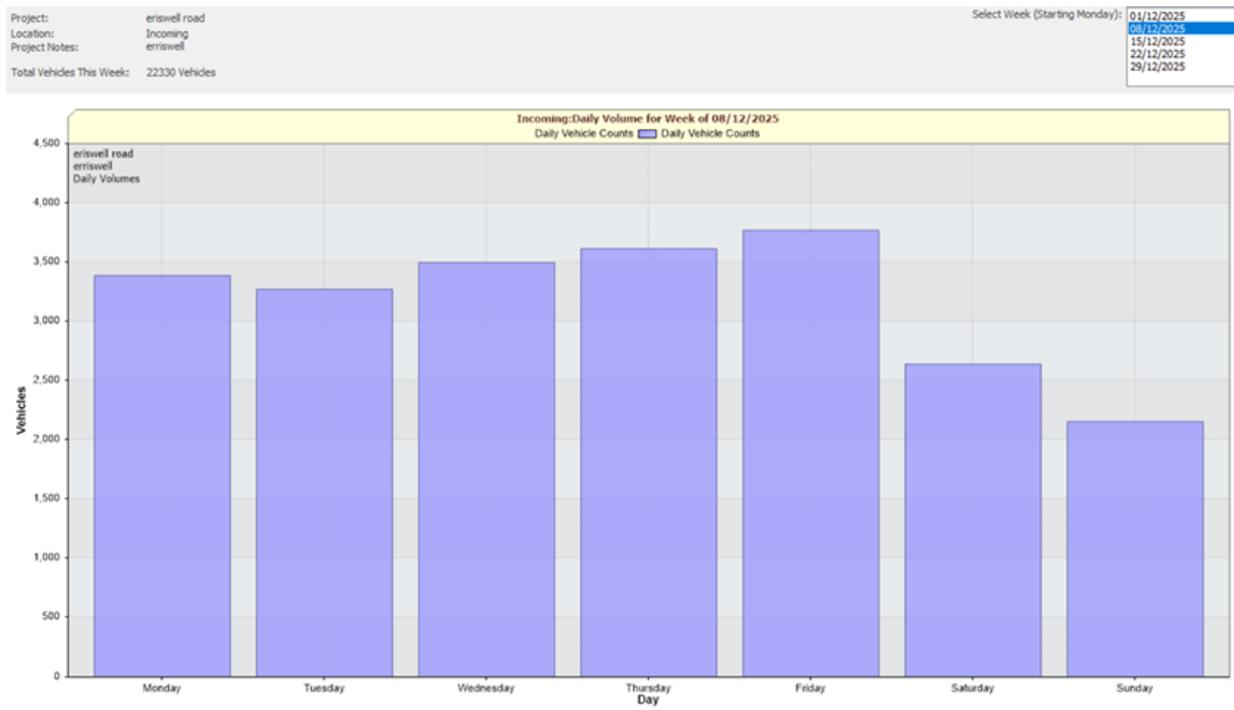
### No. of overspeed vehicles exceeding 35mph

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	14	15	17	13	15	12	29
2 - 2	4	14	11	6	19	10	16
2 - 3	6	3	3	9	2	8	9
3 - 4	6	5	10	4	1	4	3
4 - 5	19	13	17	8	13	8	10
5 - 6	67	46	54	42	38	14	12
6 - 7	123	95	98	97	70	18	13
7 - 8	72	79	87	74	38	25	37
8 - 9	100	88	75	40	40	47	34
9 - 10	76	74	72	61	42	62	48
10 - 11	77	62	101	57	31	55	67
11 - 12	70	69	97	62	63	75	61
12 - 13	87	79	99	70	51	94	89
13 - 14	95	123	103	60	56	84	76
14 - 15	109	101	93	67	56	90	71
15 - 16	101	89	115	74	71	70	98
16 - 17	86	67	105	53	42	62	47
17 - 18	65	81	81	56	42	65	56
18 - 19	67	65	70	53	55	71	57
19 - 20	61	51	86	58	45	52	47
20 - 21	48	48	52	52	37	47	33
21 - 22	46	32	52	24	25	41	34
22 - 23	38	32	44	42	16	32	27
23 - 24	29	23	15	24	18	38	18
<b>Totals</b>	1466	1354	1557	1106	886	1084	992

## Average hourly volume heading in to Lakenheath from lords Walk



## Typical daily volumes heading in to Lakenheath from Lords Walk



### Lakenheath Parish Council Traffic Report Station Road November 2025

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.

# TRAFFIC ANALYSIS REPORT

Traffic Report From 01/12/2025 00:00:00 through 31/12/2025 23:59:59

85th Percentile Speed = 29.9 MPH

85th Percentile Vehicles = 90,017 counts

Max Speed = 65.0 MPH on 05/12/2025 08:30:00

Total Vehicles =105,902 counts

Speed

Average Speed: 27.6 MPH

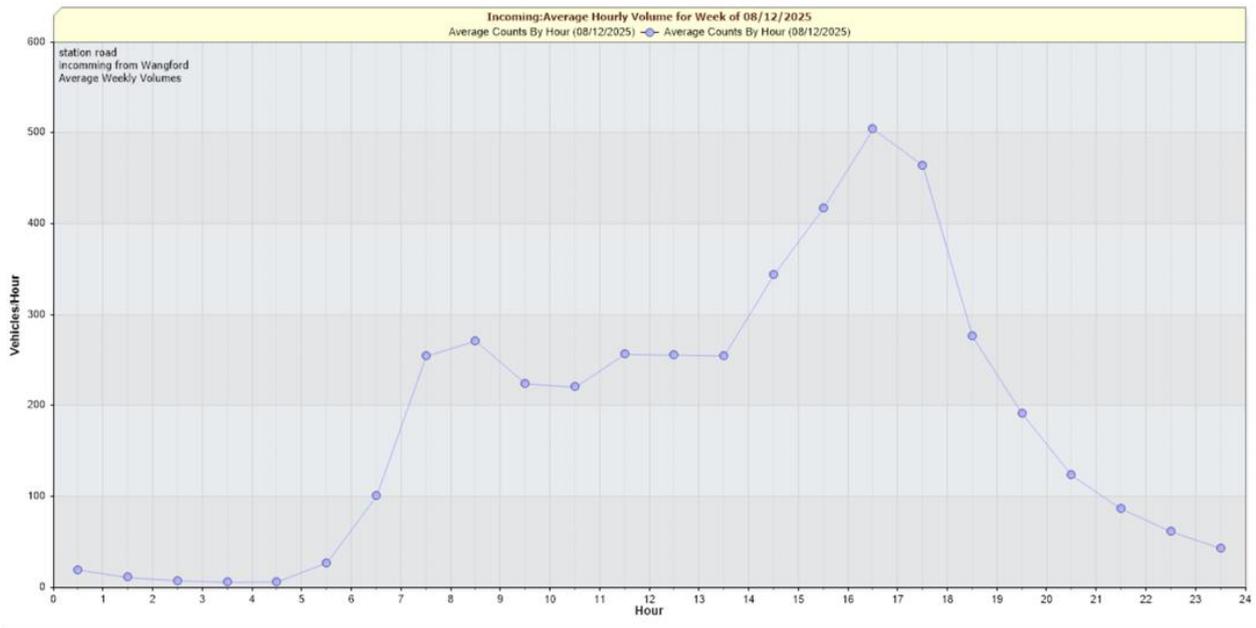
Speed Limit: 30 MPH

85th Percentile Speed: 29.9 MPH

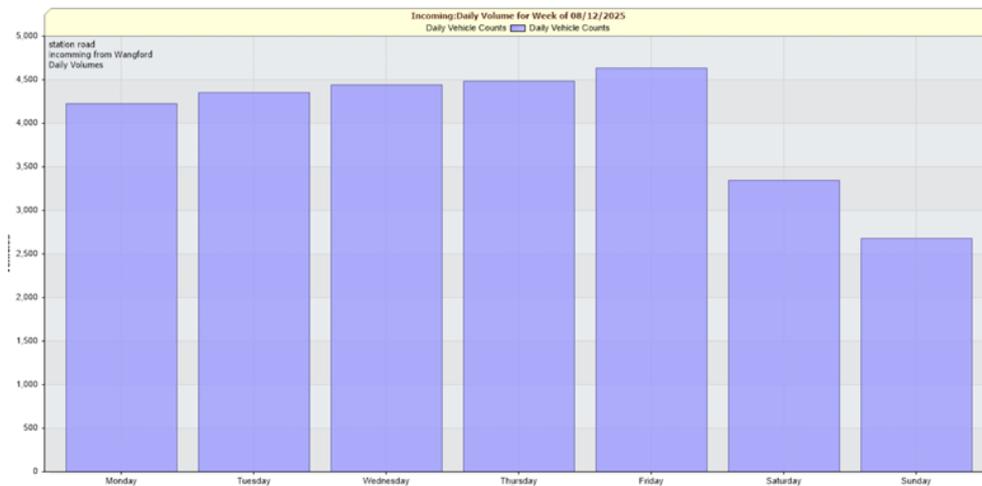
50th Percentile Speed: 26.6 MPH

10 MPH Pace Interval: 20.0 MPH to 30.0 MPH

Average Speed: 26.3 MPH



**Average hourly volumes heading into Lakenheath from Wangford**



**Typical daily volumes heading into Lakenheath from Wangford**

# Appendix J Orbital sign quotation with Lakenheath logo

Scale 1:14  




Gateway overall dimensions:  
 Height: 2270mm  
 Width: 1200mm

Top roundal dimensions  
 Diameter: 450mm

Village sign dimensions:  
 Height: 330mm  
 Width: 1200mm

THIS MAIN SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Quote

Nicky Glading  
 Lakenheath Parish Council  
 Parish Office, Peace Memorial Hall  
 98 High Street  
 Lakenheath  
 Suffolk  
 IP27 9EW

Account Code: 590049841

30/01/2026  
 EQ70136275

Email: [shelley.connor@glasdon-uk.co.uk](mailto:shelley.connor@glasdon-uk.co.uk)

 WhatsApp: 01253 600410

 Book online product demo

 Request a callback

	Qty	Unit Price	Total Price
 <p><b>Orbital™ Gateway Sign</b>                      manufactured from rigid Durapol material in Black, complete with concrete in below ground extended base legs, main sign to read 'Welcome to LAKENHEATH' and Lakenheath logo incorporated in the 450mm diameter sign area above.</p> <p>* Please refer to the attached visual.</p> <p> Product Information</p> <p> Product Warranty</p>	1	£638.74	£638.74

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 01/03/2026

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to SUFFOLK	£0.00
<b>Total (excluding VAT)</b>	<b>£638.74</b>

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

## Brochures



We'll plant a tree for every Quote request we receive.



## Appendix K

### LAKENHEATH PARISH COUNCIL GRANT APPLICATION FORM

1. a. The name of your group **1<sup>st</sup> Lakenheath Scout Group**
  - b. Approximately how long has your group been operating? **31 years**
  - c. Please give a brief description of your group's activities **Scout Group with 4 sections of local children age 4-14 offering weekly programme of activities**
  - d. Website address (if you have one)
  - e. The address of the premises where you meet **Wings Road, Lakenheath, IP27 9HW**
  - f. Telephone number
  - g. Approximately how many members/beneficiaries does your group have? **Around 118 - 92 children age 4-14, 10 young leaders age 14-18, 16 adult volunteers**
  - h. Where do the beneficiaries live? **They mainly live in Lakenheath, with 4 from surrounding villages**

2. a. Is your group run by a committee? **Yes**

If **Yes**, please supply the names of the officers

Chair: **Wendy Barnes**

Treasurer: **Bev Horrex**

Secretary: **N/A**

If **No**, please supply the names of the organisers with a brief description of their roles and responsibilities.

- b. Is your group supported by a statutory organisation? **No**

If **Yes**, please describe the nature of the support (staffing, finance etc)

- c. Does your group have a constitution? **Yes**  
(Please supply us with a copy)

- d. Name and address of person to whom correspondence should be sent  
Telephone number

E-mail address

### 3. **YOUR FINANCE**

- a. The name of your bank

- b. The name on your bank account

- c. Are your group's accounts audited or independently examined annually?

If **Yes**, please attach a copy of your most recent accounts **yes**

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If **No**, please give details of annual income and expenditure for the current year (include a separate sheet if necessary).

### 4. **YOUR GRANT APPLICATION**

- a. For what purpose is funding sought? Please state how this will directly benefit the residents of Lakenheath **Our scout group has grown with us taking more children from the community, we are outgrowing our building and need additional store space for our equipment. Our current store is an old trailer body and is leaking. We would like to purchase a new container, this would allow us to safely (and dry) store our camping equipment outside to free up space internally for our weekly activities**

- b. Total cost of the above. Please give details and attach quotes, estimates or any information you may have **around £2500**

- c. Amount raised so far **£500**

- d. From where? (Other organisations, group fundraising etc) **Group fundraising**

- e. Amount requested from Lakenheath Parish Council **£2000**

If you have additional information about your group that would support your application, please include it on an additional sheet.

Signed:   
\*on behalf of **1<sup>st</sup> Lakenheath Scout Group**

Position **Group Lead Volunteer**

Date **19/01/2026**

\*I agree to the contact details of the group being stored on the LPC database (they will not be submitted to a third party)