



Lakenheath Parish Council
The Parish Office
98 High Street, Lakenheath IP27 9EW
Telephone: 01842 860598
Email: clerk@lakenheathparishcouncil.gov.uk

MINUTES

of the Extraordinary Meeting of Lakenheath Parish Council held on
2nd September 2026 at
the Methodist Church Hall, Back Street, Lakenheath 7pm

Present

Cllr N Smith (Chairman)

Cllr G Kelly (Vice Chairman)

Cllr R Denford

Cllr I Frost

Cllr A Gyte

Cllr M Rowntree

Cllr D Smith

Cllr K Spicer-Denford

In attendance: N Glading (Parish Clerk), C Shimmon (Responsible Financial Officer)
and eleven members of the public

2026/84 Chairman's welcome, confirmation of recording and Apologies

Apologies had been received from Cllr S Guilio-Rowntree, C/Cllr D Waldron, V. Quamina (RAF Liaison)

2026/85 DECLARATIONS of INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012): None

2026/86 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. Response from M Tingey (complaints that the school is encouraging inappropriate parking)

Mr Tingey's reply:

"The letter that was shared with parents states that the nearest alternative parking will be on the estates of Woodlands and Briscoe Way. Parents have been made aware that Woodlands itself and parts of Barr drive will have restrictions, but there is nowhere nearer to park than in those housing estates themselves. (Meadow Drive/ Woodcutters

Way/ Birch Crescent etc.) Unless you can think of somewhere nearer, this remains true.

We have produced a comprehensive travel plan with Suffolk County Council. If you have concerns with parking, it is with them that issues need to be raised.”

The clerk shared copies of the school newsletter (**Appendix A**) which clearly specifies that

“if you need to drive but are unable to walk for five minutes please look for parking on Woodlands or Briscoe estates” and

“The nearest alternative parking will be in the estate on Briscoe Way and Woodlands”

A member of the public asked if Suffolk County Council has any plans to widen the existing pathway to the school as she feels that it is too narrow in places. Such an action is clearly not within the remit of the parish council, refer to C/ Cllr D. Waldron. Referred 08.09.2026.

2026/87 **Reports**

a. **LPC tenure of the Old School**

The Vice Chairman, Cllr Kelly, had received a proposed lease agreement from Suffolk County Council last week. Cllr Kelly was unable to share with councillors the lease and plans (IT failure). The clerk had provided councillors copies of the lease and plans just prior to the meeting.

It is evident that popular opinion in the village wants to retain the Old School as a community asset.

This is a Lease at Will. LPC will be able to allow other organisations to use the premises, provided permission has been given by Suffolk County Council.

Cllr Rowntree pointed out that this is a wonderful opportunity, however, LPC will be responsible and it was disappointing that councillors had not had an opportunity to view the building. Cllr N Smith agreed that there had been a long delay followed by a few days of intense activity.

To mitigate loss of income, Cllr Kelly indicated that LPC will continue to pay the Old Legion/ Village Hall for as long as is practical.

It will be necessary to develop a governance management structure, e.g. Community Land Trust, Community Interest Company (CIC). Further, LPC need to monitor staffing levels, and take the prudent steps to ensure a practical solution.

The RFO, Mrs C Shimmon, mentioned that total costs for the building could not be calculated at this time.

Cllr G Kelly assured the councillors that maintenance and upkeep will be carried out by Suffolk County Council.

Q. What about local government reform? Will that have an effect?

A: (Cllr Kelly) I doubt it, anyway it will be in hands of CIC/ other

Motion: To sign the Old School Lease at Will

Proposed: Cllr N Smith

Seconded: Cllr A Gyte

It was **unanimously RESOLVED** to sign the Old School lease at a meeting with Suffolk County Council, West Suffolk Council and Lakenheath Parish Council on Friday 4th September 2026, time to be confirmed.

2026/88 Confirmation of the accuracy of Minutes of the Meeting held on 3rd August 2026

- (a) The accuracy of minutes of the meeting held in August 2026 was **unanimously AGREED**.

2026/89 Financial Matters (Appendix B)

- (a) Accounts/ RFO
- (b) The Bank reconciliation was **AGREED**
- (c) The list of payments was **AGREED**
- (d) Notice of conclusion of Audit from External auditor:
NOTED: LPC prior year accounts were prepared on a receipts and payments basis but should have been restated on an income and expenditure basis in the prior year for comparative purposes. This will be corrected with this year also reported on an I&E basis. LPC has not been able to provide evidence of the consideration of independence of the internal auditor appointment as the records are no longer available.
New terms of reference were approved at the August 2026 meeting and will be agreed with the internal auditor.

2026/90 Reports

- a. **Chairman/ Clerk** (on the night)
 - a. Update on PIPP project (Cllr Kelly) On 11/09/2026, there is a workshop for people involved in the `workstreams`. The 4-year plan and financials have to be in by the end of November 2026. Some workstreams that are less popular, such as employment. The Population of Lakenheath is 9,400. Business Improvement District- look for new business. Improving assets- particularly in underrepresented areas, i.e. Lords Walk, Undley and Sedge Fen. Working to involve US personnel. Meeting Parish Councils and PIP to be arranged.
 - b. Play area- report from Cllrs N Smith and M Rowntree on meeting with Ryan play 15.08.2026 is not yet available. There

has been vandalism to two benches. Hazard identified (deliberately smashed drain cover) -clerk to get the missing drain cover replaced.

- c. Bench in remembrance of Katrina Papineau: clerk to ask Mr Cash to lay concrete foundation to house the bench near to the War Memorial, facing the Old Legion.
- d. Remembrance Day service. The Lakenheath Rector is leaving and is therefore no longer available to conduct the service. Cllr N Smith to engage an alternative to officiate, e.g. Paul Tamms or another local religious leader.
- e. Cemetery report: Cllr Rowntree reported that the cemetery frontage was cleared by councillors and is much improved. Bulbs have been ordered. The garden waste bay is almost full, RH Landscapes to be asked to deal with this when cutting recommences.
- f. BT site fencing- Cllr A Gyte reported that the fence is coming down this week. The stub of the last post to be left in situ as a boundary marker.
Hardstanding on both sides of the gate can be gardened.
- g. Overhanging trees causing hay to be distributed everywhere: the property owner has accepted a quotation; timescale of work remains unknown. **NOTED**: WSC have supplied road sweepers at intervals to reduce the quantities of straw.
- h. Update on new school: the crossing at Barr Drive is not where it was supposed to be, the toucan crossing mechanism is not working, so will have to be dug up again, a temporary arrangement is in place. The footpath/ cycleway should be finished today.

It was suggested by Cocksedges that the village entrance sign could be installed in a more appropriate place: this was rejected by Highways.

Cllr D Smith suggested that more dog bins are needed at the beginning of the footpath/ cycleway (Maids cross): D/Cllr G Kelly will look at the supply. A previous attempt to instal a black bin failed because it was stolen.

Maids cross Way pathway: Cllr R Denford reported a trip hazard as one comes off the path at Maids cross: D/Cllr G Kelly will pick this up. The area that has been used as a compound could be used as a car park: bollards should stop this, although this will not block motorbikes.

Q: (Cllr D Smith): the new footpath/ cycleway needs lighting

A: SCC Highways have refused to instal lighting because the stone curlews may be disturbed, although when the lighting is

most needed, i.e. in Winter, the curlews have migrated to North Africa. The installation of bollards will stop people driving down the footpath.

- i. BT site planting: Cllr M Rowntree told the meeting that six silver birch trees have been chosen from Barcham Trees near Ely. Attempts to engage contractors to plant the trees have failed. Lavender to be planted around the outside, gravel preferred for infill.
- j. Volunteers have repaired a deteriorating fence. The Chairman commended the volunteers.
- k. The RFO will chase the village sign refurbishment/ painter.

b. Councillors (on the night)

- a. Speed Indicator Device (Cllr M Rowntree) (**Appendix C**) The unit on Eriswell road is recording speeders despite a small problem with pixels on the display, which does not compromise accuracy. The Station Road unit needs a reset.
- b. Lighting report: Cllr Frost reported that 6, Wingfield Avenue has been fixed, at £550. The faulty unit at the Cemetery has also been repaired. Cllr Frost has noticed that some of the streetlights Cemetery Road and Highfields seem to go out at night, there may be night cells installed, he will investigate.
- c. Lakenheath Times Another really good edition, well done to Cllr D Smith.
- d. The new mobile mast is now installed, a day later than planned. Cllr Frost is looking at alternate masts, he will report at the next meeting.

2026/91 To consider any Grant Requests

None at time of printing

2026/92 Correspondence

- a. Email from WSC re cessation of cutting services (drought) and reminder to cllrs that LPC have asked RH Landscapes not to cut currently sent to cllrs 15.08.2026

2026/93 Items for Future Meetings

2025/94 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency

2026/95 Information

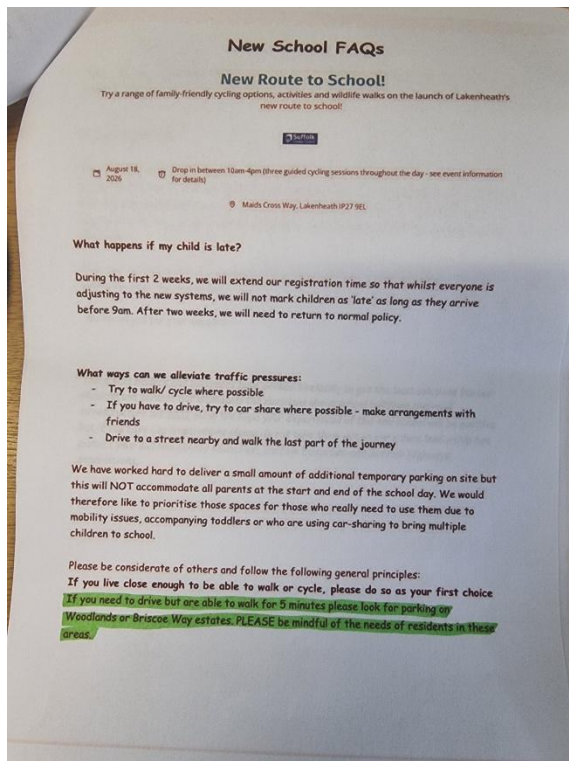
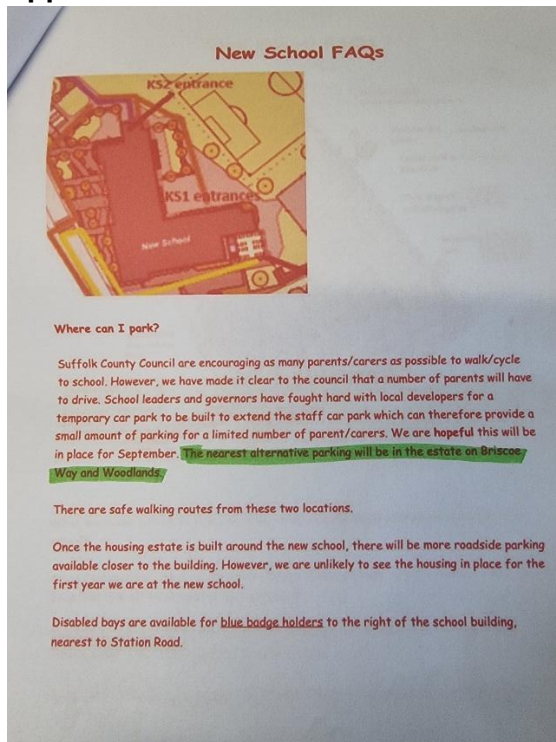
2026/96 **MATTERS TO BE TAKEN UNDER EXEMPTION** It is recommended that, in view of the confidential nature of the following items, which relates to business/ confidential

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

None

Meeting closed 8.19pm

Appendix A



Appendix B

a) Bank Reconciliation

Balance at 30.06.2026	£536,883.96
Uncleared payments from previous period	£1,334.80
	£535,549.16
Income	£2,682.82
	£538,231.98
Less Expenditure (Chqs, Online Pmts + D/Ds)	£11,606.54
	£526,625.44

Represented by:

Balance in Current Account	£7,143.59
Balance in Lloyds Bank Deposit Account	£136,316.74
Balance in Unity Trust Bank Deposit Account	£119,492.95
Balance in Nationwide Deposit Account	£119,509.80
Balance in Cambridge Building Society	£86,255.45
Balance in Lloyds Bank Deposit Account - Speedwatch	£660.39
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£5,415.70
Balance in Lloyds Bank Deposit Account - Street Lighting	£53,228.64
	£528,023.26
Less Payments not Presented	
HMRC	£1,397.82
	£1,397.82
	£526,625.44

b) Payments

Date	Transaction	Payee	Description of Supply	Amount	Power*
Receipts					
July			Cemetery Fees	£300.00	
July			Interest Payments	£242.82	
July			Active Lakenheath		
July			Cemetery Cottage Rent	£950.00	
Payments Made					
CORRECTION 06.07.2026	Online	Odlings Ltd	Cemetery Memorial Tree Engraved Leaves	£388.80	7
03.08.2026	Debit Card	Amazon	Hi-Viz Jackets	£59.94	7
17.08.2026	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£67.24	7
17.08.2026	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50	
17.08.2026	Online	Staff	Salary Payments - August	£5,805.25	
17.08.2026	Online	Pearce & Kemp Ltd	Street Light Repairs / Decarbonisation	£3,395.84	29
17.08.2026	Online	G & J Peck Ltd	Trimmer & Saw	£462.59	7
17.08.2026	Online	RH Landscapes & Maintenance	Village Maintenance - July Clear Ivy & Deadwood from Churchyard DeSucker & Crown Lift Limes in Cemetery	£750.00 £420.00 £1,920.00	7 & 14
17.08.2026	Online	Lakenheath Bloomers	S137 Grant	£5,000.00	S137
17.08.2026	Online	Craig Reed	Open & Close Public Toilets - August	£131.34	41
17.08.2026	Online	CPRE	Subscription	£36.00	
17.08.2026	Online	Cllr K Spicer-Denford	Reimbursement - Christmas Decorations	£18.97	11
02.09.2026	Online	G & J Peck Ltd	Hedge Trimmer Kit	£278.10	7
02.09.2026	Online	British Gas	Electricity - Public Toilets	£105.32	41
02.09.2026	Online	RH Landscapes & Maintenance	Village Maintenance - May	£750.00	7 & 14
02.09.2026	Online	BT Payment Services	Parish Office Telephone & Broadband	£82.73	
02.09.2026	Online	xlpres	Lakenheath Times - Autumn Edition	£3,330.00	34
02.09.2026	Online	Pearce & Kemp Ltd	Street Light Repairs / Decarbonisation	£1,278.18	29
02.09.2026	Online	PKF Littlejohn	Limited Assurance & Accountability Return	£756.00	
02.09.2026	Online	WeRChristmas	Christmas Decorations	£947.97	11
02.09.2026	Online	Lakenheath Peace Memorial Hall	Parish Office & Emergency Planning Cupboard Rent and Notice Board Insurance	£905.48	40
02.09.2026	Online	Sunrise Cleaning	Public Toilet Cleaning - July 2026	£375.00	41
02.09.2026	Online	EDF Energy	Electricity - Cemetery Chapel	£100.82	7

c) Notice from external auditor

Lakenheath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Lakenheath Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Lakenheath Parish Council** on application to:

Clare Shimmon - Responsible Financial Officer
Parish Office
98 High Street
Lakenheath
Suffolk
IP27 9EW

Monday to Friday 09:00 – 12:00
3. Copies will be provided to any local government elector of the area on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Clare Shimmon - Responsible Financial Officer

Date of announcement: 3rd September 2026

Appendix C SID Report

Lakenheath Parish Council Traffic Report Eriswell Road

July 2026

TRAFFIC ANALYSIS REPORT

For Project: eriswell road

Location/Name: Incoming Report Generated: 12/08/2026 14:11:03

Speed Intervals = 5 MPH Time Intervals = Instant

Traffic Report From 02/07/2026 10:00:00through31/07/2026 23:59:59

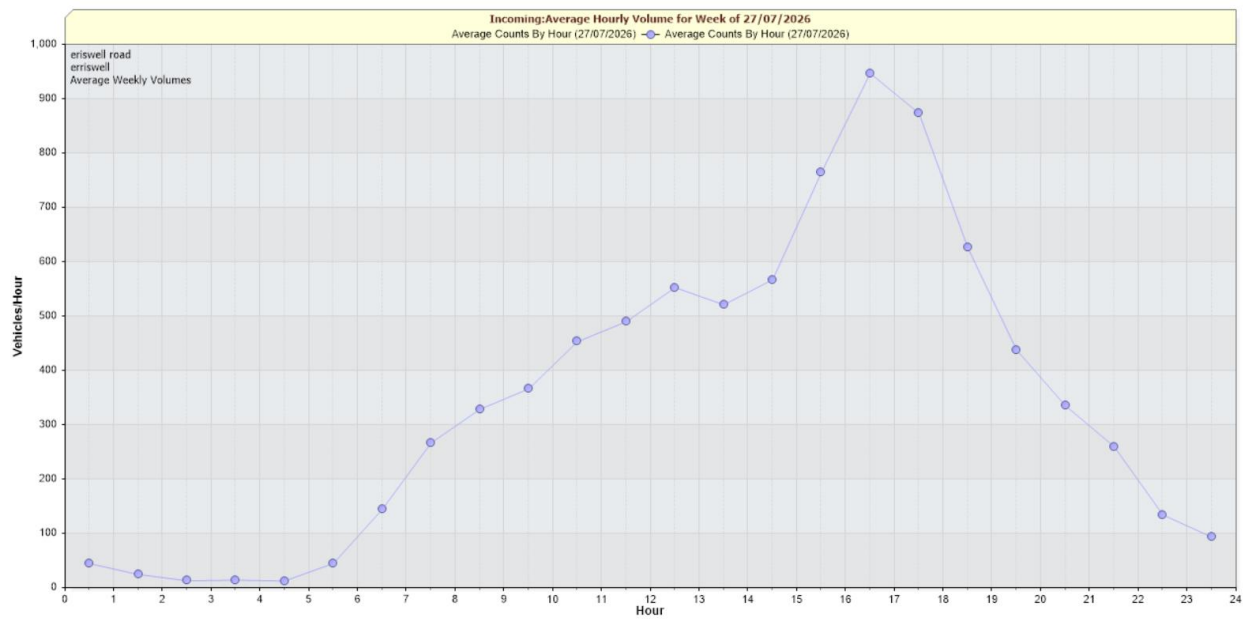
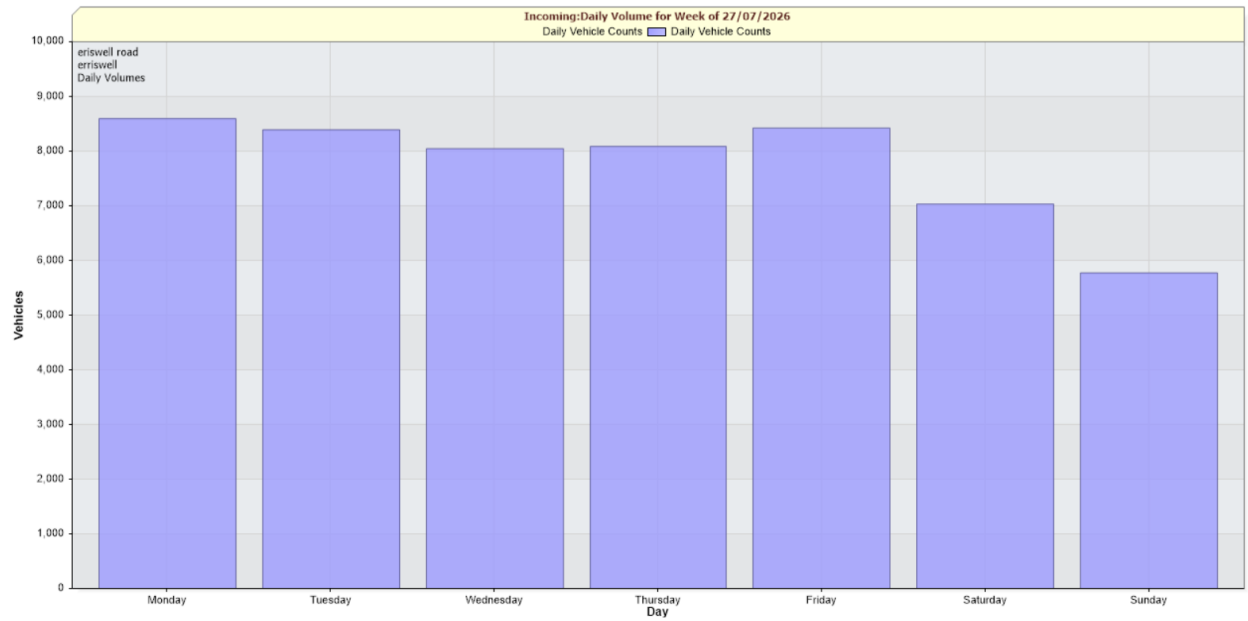
85th Percentile Speed = 30.9 MPH

85th Percentile Vehicles = 44,740 counts

Max Speed = 65.0 MPH on 02/07/2026 21:35:00

Total Vehicles =52,635 counts AADT: 1779.2

Average Speed: 26.9 MPH



Average over 35 mph for July

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	5	4	4	1	4	9	9
2 - 2	4	3	2	3	2	9	2
2 - 3	1	3	1	1	5	4	0
3 - 4	2	2	1	0	3	2	5
4 - 5	3	1	1	1	3	1	1
5 - 6	7	9	3	5	7	4	2
6 - 7	11	19	8	8	25	14	6
7 - 8	6	11	8	4	16	13	7
8 - 9	4	3	5	5	13	9	12
9 - 10	7	3	6	5	15	9	5
10 - 11	12	3	8	7	14	9	8
11 - 12	7	4	3	8	18	8	5
12 - 13	6	6	5	7	11	7	9
13 - 14	7	4	5	8	13	6	10
14 - 15	5	4	2	8	19	11	9
15 - 16	11	0	8	12	7	9	8
16 - 17	6	2	3	10	10	9	8
17 - 18	8	1	7	13	19	9	11
18 - 19	12	3	2	14	12	7	10
19 - 20	12	4	7	7	11	13	17
20 - 21	10	6	2	13	19	4	11
21 - 22	8	3	1	7	12	6	11
22 - 23	5	1	2	12	10	8	6
23 - 24	3	8	2	6	16	9	7
Totals	162	107	96	165	284	189	179