



Lakenheath Parish Council
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DRAFT MINUTES

of the Meeting of Lakenheath Parish Council held on 6th July 2026 at the Methodist Church Hall Back Street, Lakenheath

Present

Cllr N Smith (Chairman)
Cllr G Kelly (Vice Chairman)
Cllr R Denford
Cllr S Di Giulio-Rowntree
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 eight members of the public

2026/51 Chairman's welcome, confirmation of recording and Apologies

C/Cllr Waldron, Jo Chambers (Community Connector), Richard Keeble (Community Connector)

2026/52 **Councillor resignations:** None

2026/53 DECLARATIONS of INTEREST

None

2026/54 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) Q: Overgrown hedge High Street: I attach a photo. **(Appendix A)** When driving on the left, if you are unfortunate to pass a high sided vehicle here (we have many lorries and agricultural too of course), they have to veer across to avoid hitting the trees and I have been forced into the curb/path more than once. A risk to vehicle and a further danger for pedestrians if anyone happens to be walking by on the left. I doubt this is a Highways matter, but they are likely to listen to the PC more than road users.
A: (Cllr N Smith) Resident was contacted some months ago. Chairman spoke to resident recently, previously had not been appropriate in terms of wildlife disturbance, contractors details supplied. This has happened in some previous years.
- b) Q: To confirm that the ivy left in the Churchyard was cut off the Church wall by a resident.
A: Confirmed
- c) Resident commented that Lime trees in Churchyard require work. The two trees bordering back Street are touching overhead cable. **Quotation required, UKPN to be informed by contractor**
- d) Q: Query about Lakenheath.org I wonder how soon it will be updated as so, so out of date? So many good people no longer involved sadly... Furthermore, the home page needs to be immediately informative to the now 2026 process.

A: (Cllr Kelly) The site is used only for the neighbourhood plan. It is only being looked at right now

- e) Q: Will the High St report be refreshed? things have changed so much in 3 years e.g. Old Legion now a very busy place!

A: See above, neighbourhood plan is currently being refreshed

- f) Q: Request for memorial bench in green, PC to provide the bench, dedication from Family. Propose donation from Eriswell and Beck Row.

A: This is in memory of a longstanding member of our Remembrance Day service. This lady flew over from US every year to play the last post on her bugle at Lakenheath, Beck Row and Eriswell service. Lakenheath parish councillors are mindful to approve. **Clerk to ask Beck Row and Eriswell parishes to contribute. Costs next meeting.**

- g) Residents observation- I would just like to thank you and the entire litter picking team for coming and making a difference to the community, it was a beautiful sight to notice the litter had all been removed and the grass cut, things are looking much tidier on the development.

Noted: that the extent of litter picks are governed by how many can take part as volunteers. The early July litter pick only attracted six volunteers.

2026/55 **Reports & Questions**

(a.) Report from RAF representative: not present.

(b.) Report from C/Cllr Don Waldron: had given apologies.

(c.) Report from West Suffolk District Councillor D/Cllr G Kelly/ D/Cllr T Whitehand: (Cllr Whitehand was again not present, she has not attended a parish council meeting since the first after her election.

D/Cllr Kelly: The Home Office has announced that young male asylum seekers are to be housed at RAF Honington (three quarters of a mile outside Barnham) There is no shop or public transport. There would be no constraints on the movement of the occupants. There was an emergency district council meeting last week at which WSDC unanimously decided this development would be inappropriate.

Reminder to comment on the Local Plan.

Not everyone has had their green bin.

(d.) Report from Police representative: not present, no report had been submitted. Cllr N Smith commented that PC Cameron has been busy with the Co-op incident> Noted: credit to the Co-op staff, as the shop was re-opened by 1 o'clock next day. There is no current decision whether the ATM will be replaced.

(e.) Report on Active Lakenheath project (Community Connectors). **(Appendix B)**

(f.) Report on Lakenheath School: Cllr Gyte told the meeting that he is confident all will be ready. A generator is on standby, should there be problems with the electricity, and a sludge gulper should the drainage prove inadequate. The play equipment funded by the parish council has been ordered. Physical help may be required when the move starts. Pupils will be taught remotely for the first two days of term. Cllr Kelly confirmed that the Police and Parking Enforcement staff will attend on moving day, all helpers are asked to wear hi vis jackets. Woodlands will be marked with yellow lines. The toucan crossing has stalled because of a delay in obtaining the Road Traffic Order.

2026/56 **Confirmation of the accuracy of Minutes of the Meeting held on 5th May 2026**

(a) Clerks report on objection from Cllr S Di Gilio Rowntree. Minutes from 5th May were held over.

(Appendix C). It was AGREED that the May minutes are correct: Chairman authorised to sign.

(b) Minutes of the meeting held on 1st June 2026 sent to cllrs 10th June 2026: One name change i.e. was amended. **It was AGREED that the June minutes are now correct: Chairman authorised to sign.**

2026/57 **Financial Matters (Appendix D)**

1. The Bank Reconciliation dated 31st May 2026 was **unanimously AGREED**
2. The Payments of Accounts as listed were **unanimously AGREED**
3. The village sign refurbishment at £ 5,185.00 was **unanimously AGREED**. It was thought to be highly unlikely that other quotations from separate, qualified professionals for this specialist work could be obtained locally.
4. Banking Update spoke to SALC and ascertained that there has only been one other parish council that had met with issues. The process is underway to transfer to Unity Bank. Clerk confirmed that commemorative tree payments are cleared prior to details being sent to the engravers.
5. Budget for Christmas events: a budget of £3,000 was **unanimously APPROVED**. Cllr K Spicer-Denford told the meeting that key areas would be decorated and built on each year.

2026/58 **Planning Matters**

- (a) To receive the LPC Planning subcommittee meeting Notes of the meeting held on 17th June 2026 **(Appendix E)** Noted: Refusal for Laurel Farm was appealed and the appeal was lost.
- (b) Positioning of new orbital village signs (2): remaining on agenda until a decision is made. C/Cllr Don Waldron is looking at the matter as he is attending a `drive round` as a new county councillor.

2026/59 **Reports**

To receive reports/ requests from:

a. Chairman/ Clerk

- (i) Update on the feasibility of LPC acceptance of potential West Suffolk/ other owned sites
 1. WSC - Playpark at Briscoe Way: Cllr N Smith confirmed that this playpark had been updated.
 2. Bennetts - Woodlands, strip of land bordering Station Road, quote obtained of £6.5 k to sort out the trees. Awaiting a decision on whether the current owners will soak up some of the cost- depending on the outcome, it will then be prudent for LPC to consider a residents survey.
- (ii) Reminder: West Suffolk Planning Policy Consultations: it is vital to respond (email sent to councillors 16.06.2026)
- (iii) Neighbourhood Plan: dealt with previously.
- (iv) Play area: clerk confirmed the buddy swing has been identified as a hazard. She has taped it off and is obtaining a quotation.
- (v) It had been previously agreed that the tree survey contractor would keep the trees in order for under £3k per annum, excluding emergency situations.
- (vi) Lakenheath Bloomers update: this is a new group, Cllr S Di Giulio- Rowntree informed the meeting that the members had focussed on areas where a water supply is easily available. Three planters have been moved to the Memorial Hall, the managing committee have organised an automatic watering system. This has been very helpful indeed. The planters outside the Co-op to remain. There are two planters beside the Church doors, maintained by a member of the congregation. The BT site is yet to be decided. Sadly, weeds are coming through at the memorial garden and at the site of the village sign.
- (vii) July litter pick- six people helped out, about an hour and a half.
- (viii) Meetings update:
 - a. A Parish Council/ PIP/ (skills, expertise and intentions) meeting on Tuesday 4th August 2026. PIP Board members present to confirm with PIP Chairman.
 - b. No Summer break: 3rd August 2026 full parish council meeting to be held.

b. Councillors (on the night)

- (i) Update on streetlight refurbishment project: (Cllr Frost)
Streetlight 129: Wingfield Avenue, in garden, Cllr Frost has spoken to Pearce and Kemp, and this unit will be attended to as soon as possible.
Light shields no 14 and 16 Wingfield Road: one back shield costs approximately £274.00 (plus vat) (held over from last meeting). Cllr Frost has measured the distances involved; these several meters away, across a car park. Cllr Frost will call and speak to the residents.
- (ii) Speed Indicator Device Reports (Cllr M Rowntree): data not available for a full report / recommended from a local expert that the batteries are charged each month. Consider taking the Station Road unit to Westcotec for checks.
- (iii) Lakenheath Times (Cllr D Smith): waiting for contributors
- (iv) LPC Facebook page/ social media: (Cllr M Rowntree) has started the new Facebook group, which is going well.
- (v) Other reports from project leads as applicable: none

2026/60 Pride in Place Programme (PIPP)

- (a) Update on the Pride in Place Programme (Cllr G Kelly) the grant scheme has been officially launched: tempo will have to increase. More needed between hookup PC and PIP board. Police sending out their `design out crime team` to ratify the Neighbourhood Plan, which should tie in terms of physical layout. The NP had stalled because of the refusal of Highways to new ideas. Important that people join in as the project gains momentum. Cllr Frost is doing research around mobile masts

2026/61 Lakenheath Cemetery

- (a) Report on Memorial Garden and Remembrance tree: Open Day was held at the Chapel. Bushes cleared. Main trees in the Old Cemetery need work, and the New Cemetery trees require lifting of the lower branches. Next meeting: quotes for Garden of Rest rectangles and trees

2026/62 To consider any Grant Requests: none

2026/63 Correspondence

2026/64 Items for Future Meetings

Air conditioner unit for parish office: suggested is Currys in Thetford £499 air conditioner
Helper for clerk
Cllr Kelly: the PIP admin person has now decided to accept another job

2025/65 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency. none

2026/66 Information

2026/67 **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

Appendix A: Overhanging hedge



Appendix B Community Connector update Lakenheath Parish Council Meeting – Monday 6th July 2026

Thank you all for allowing me to give you an update on all that's going on with Active Lakenheath.

We have recently started a low impact Chair exercises group on a Friday from 2-3pm at the Bowls Club and have between 10-16 attendees. This is designed to help people with low mobility gain strength and stamina by gently building muscle so they are able to do everyday tasks easier – and it's lots of fun too! Everyone is welcome. £3 a week and the rest of the cost is subsidised by Active Lakenheath.²

Recently, Active Lakenheath took part in an end of an era event – there was a Farewell Fayre event at Lakenheath Community Primary School to mark the end of the school's existence at the site it currently is at before the children move to its new site at the end of the village. Over 500 people attended - Active Lakenheath put on a climbing wall and Pickleball activities and Victorian games like marbles, Jacks, skipping and cup and ball games.

The Warren Walks are going well. They are held on the first Sunday of the month with our most recent walk happening yesterday. We meet at 9am at the picnic tables at the Warren Car Park, have a light snack and drink then walk for an hour before circling back to the car park again. Everyone welcome.

Our Family Carpet Bowls After-School Club is going well with between 15 and 30 people attending each month. The group meets on the third Tuesday of the month from 3:30pm to 5pm at the Indoor Bowls Club. The next club is meeting on Tuesday 21st July. The group is bringing together mums, dads, carers, and children of all ages for an active and enjoyable afternoon trying out carpet bowls which is a very inclusive and accessible sport for everyone.

We have also been running a Parent Wellbeing Drop-In at Lakenheath Primary School once a month on a Friday from 8:45am to 10:15am. The next one is on Friday 10th July. These sessions provide an opportunity for parents and carers to meet together, enjoy refreshments, receive support, learn about wellbeing, and try out some new activities.

We are in the middle of planning our next Family fun day which will be held at the Pavilion in the village on Monday 10th August – there will be all sorts of lovely activities to try – all for free. It will be from 10:30-2:30pm – we are going to encourage people to bring a packed lunch and make a day of it.

In the very early stages is a possible Lord's Walk Community Picnic on Central Park. We have been granted permission to use Central Park and hope to hold a community picnic and lots of activities there. We don't have a date or time (apart from being over lunch - possibly Monday 24th August). This is dependent on a lot of factors but in the coming weeks we should have it all organised so watch this space!

In the planning stages also is a Pony riding experience to be held at Apollo Stables on Saturday 12th September with crafts at the library, followed by Pony rides. Details will come out in the next few weeks.

Appendix C

Clerks Report

Query from Cllr S Digulio Rowntree: new cllrs were elected to the planning committee at the Annual Parish Council Meeting

Having listened to the recording, the new cllrs were not co-opted until the meeting after the Annual Parish Meeting (at which the Committees were decided). Ergo, it would have been impossible to elect Cllrs R Denham and Cllr K Spicer-Denham at the AGM.

Additionally, at the second meeting, there was no mention of Cllr R Denham or Cllr K Spicer-Denham joining planning at the co-option or at the Planning item. The Chairman and clerk have concluded that the new councillors offered to join the Planning committee as/ after the meeting closed, as an aside which was unheard by the clerk.

Please would councillors let me know before the meeting if there is a query on the minutes so that I can investigate and report back at the meeting.

Appendix D

1.

Bank Reconciliation 31st May 2026

Balance at 31.03.2026	£626,526.84
Uncleared payments from previous period	£1,334.20
	£625,192.64
Income	£2,236.37
	£627,429.01
Less Expenditure (Chqs, Online Pmts + D/Ds)	£92,141.25
	£535,287.76

Represented by:

Balance in Current Account	£7,919.73
Balance in Lloyds Bank Deposit Account	£146,175.60
Balance in Unity Trust Bank Deposit Account	£117,730.59
Balance in Nationwide Deposit Account	£119,220.72
Balance in Cambridge Building Society	£86,255.45
Balance in Lloyds Bank Deposit Account - Speedwatch	£659.86
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£5,411.34
Balance in Lloyds Bank Deposit Account - Street Lighting	£53,185.64
	£536,558.93
Less Payments not Presented HMRC	£1,271.17
	£1,271.17

£535,287.76

2.

Date	Payee	Description of Supply	Amount	Power*
Receipts				
May		Cemetery Fees	£600.00	
May		Interest Payments	£196.37	
May		Lakenheath Times Advertisers	£490.00	
May		Cemetery Cottage Rent	£950.00	
Payments Made				
Correction 01.06.2026	RH Landscapes & Maintenance Services Ltd	Village Maintenance - April Weed Spray Paths	£1,500.00 £180.00	36 7
02.06.2026	Amazon	Paper	£17.99	
15.06.2026	EDF Energy	Electricity - Cemetery Chapel	£67.24	7
19.06.2026	Lloyds Bank Plc	Bank Charges	£10.20	
25.06.2026	Staff	Salary Payments - June	£5,391.22	
29.06.2026	East Anglian Air Ambulance	S137 Grant / Donation	£100.00	S137
03.07.2026	British Gas	Electricity - Public Toilets	£77.28	41
03.07.2026	Amazon	Hazard tape	£10.13	
06.07.2026	BT Payment Services	Parish Office Telephone & Broadband	£82.73	
06.07.2026	Craig Reed	Open & Close Public Toilets - June	£131.34	41
06.07.2026	xlpress	Lakenheath Times - Summer 2026 Edition	£3,744.00	34
06.07.2026	Suffolk Woodchips Ltd	Mulch - Cemetery	£321.60	7
06.07.2026	Anglian Water	Wings Road Public Conveniences - March to June	£151.12	41

06.07.2026	NFU Mutual	Gator Insurance	£729.90	7
06.07.2026	Odlings Ltd	Cemetery Memorial Tree Engraved Leaves	£324.00	7
06.07.2026	Pearce & Kemp Ltd	Repairs to Street Light 196	£278.40	25

3.

Sign Refurbishment agreed

April meeting included

Harry Stebbing	refurbishment to post £1,620	£1,300.00
Harry Stebbing	Supply Post Socket	£265.00
Harry Stebbing	Supply Kiln Dried Oak Post	£970.00
Terry Markiewicz	Rebuilding Base	£2,650.00
		£5,185.00

Appendix E

Lakenheath Parish Council Planning Sub Committee

Notes from the meeting held on Wednesday JUNE 17th 2026, at 7pm

Location: Parish Council Office

Members of the press and public are welcome to attend

The members of the Planning Committee are Cllr A Gyte, Cllr N Smith, Cllr D Smith, Cllr G Kelly, Cllr M Rowntree, Cllr R Denham, Cllr K Spicer-Denham

SOURCE: PLANNING PORTAL 12.06.2026

1. Election of Chairman:

Proposed by Cllr M Rowntree: Cllr N Smith

Seconded by Cllr D Smith

There were no further nominations

Cllr N Smith was unanimously elected as Chairman of Lakenheath Parish Council Planning Sub Committee

2. Apologies and Declarations of Interest: none, all present

The meeting has been moved to evening for convenience

3. Members of the public may speak about an item on the agenda (3 minutes limit)

4. None

5. To consider the following requests for consultation

A Planning application - siting of six caravans for seasonal accommodation for agricultural workers

Planning Application

Ajit Farm Docking Drove Lakenheath Suffolk IP27 9FH

Ref. No: DC/26/0784/FUL | Received: Thu 21 May 2026 | Validated: Thu 21 May 2026 | Status: Expires 19th June 2026

Dear Tamara Benford-Brown

Thank you for your consultation concerning the above application

TOWN AND COUNTRY PLANNING ACT 1990 CONSULTATION RETURN

DC/26/0784/FUL

PROPOSAL: Planning application - siting of six caravans for seasonal accommodation for agricultural workers

LOCATION: Ajit Farm Docking Drove Lakenheath Suffolk

Lakenheath Parish Council Planning Sub Committee met on 16th June 2026 to discuss the proposal.

Sent to Tamara Benford-Brown 18h June 2026 by email and by portal

DECISION: Should West Suffolk Council approve the application, the Parish Council request that, as a condition, occupation periods are specified.

I trust this to be in order

Regards

Nicky Glading

Parish clerk

B Land off Station Road Lakenheath

Street names that you would like to suggest for the development?

Email sent to cllrs 10th June 2026

Parts of trees and native wild animals were discussed. It was decided that Cllr A Gyte would ask the school at his scheduled meeting on 18th June 2026 to obtain pupil suggestions