



Lakenheath Parish Council

The Parish Office

98 High Street, Lakenheath IP27 9EW

Telephone: 01842 860598

Email: clerk@lakenheathparishcouncil.gov.uk

LAKENHEATH PARISH COUNCIL
MINUTES
of the ANNUAL MEETING OF THE PARISH COUNCIL
and the MEETING OF THE PARISH COUNCIL
held on TUESDAY 5th MAY 2026

Present:

Cllr N Smith (Chairman)

Cllr G Kelly (Vice Chairman)

Cllr S Di Giulio-Rowntree

Cllr I Frost

Cllr A Gyte

Cllr M Rowntree

Cllr D Smith

In attendance: N Glading (Parish Clerk), C Shimmon (Responsible Financial Officer), J Chambers (Community Connector) and eight members of the public

2026/01 **Election of Chair** and signing of Acceptance of Office

Cllr N Smith was nominated as Chairman.

There were no other nominations

Proposed by Cllr M Rowntree

Seconded by Cllr I Frost

Cllr N Smith was elected as Chairman

2026/02 **Election of Vice Chair** and signing of Acceptance of Office

Cllr G Kelly was nominated as Vice Chairman

There were no other nominations

Proposed by Cllr S Di Giulio-Rowntree

Seconded by Cllr D Smith

Cllr G Kelly was elected as Vice Chairman

2026/03 **Apologies** for Absence: V Quamina, Colin Noble (purdah)

2026/04 Councillors **CONFIRMED** that the submitted **Registers of Members Interests** remain the same

2026/05 **Outgoing Chairman's** Report 2025-6

Grant to school, which was a tremendous amount of money.

Improvements will continue to take place.

The village cemetery remembrance tree was opened on Monday 4th May 2026

New village signs have been received, awaiting fixing

Lakenheath Times: feedback very good
Liberty Gate is now fully sold
Picket fence at the BT site
PIPP Chair announced at the Assembly, Mike Malina
The Post Office is going well, looking to expand

2026/06 Election of LPC Cemetery Committee

Previous Chairman, Jenny Murfett has stood down, thanks for all her tireless work.
Cllr M Rowntree undertook to head up the Cemetery Committee

2026/07 Election of LPC Planning Sub-Committee

Confirmed as Cllr N Smith, Cllr D Smith, Cllr A Gyte and Cllr G Kelly.
Cllr Kelly **NOTED** that, as a District Councillor, he has a second vote at District level.
(Meetings to change to the evenings)

2026/08 Election of LPC Representative to Village Hall Management Committee

Confirmed that this is Cllr M Rowntree

2026/09 Election of LPC Representative to Goward Evans Trust

Confirmed that this is Cllr A Gyte

2026/10 Confirmation of LPC Representative School Link

Confirmed that this is Cllr A Gyte

2026/11 Confirmation of lead on LPC Emergency Plan Committee

Confirmed that this is Cllr G Kelly

2026/12 LPC Policies and Procedures

Confirmed that these will be reviewed during the forthcoming year



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MINUTES

of the Ordinary Meeting of Lakenheath Parish Council held on Tuesday 5th May 2026

Present:

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

In attendance: N Glading (Parish Clerk), C Shimmon (Responsible Financial Officer), Mr A Blenkiron (MD Elveden Estates), J Chambers (Community Connector) and eight members of the public

2026/13 Chairman's welcome, confirmation of recording and Apologies

Clerk to record for minutes only

2026/14 Councillor resignations: The resignation of Cllrs P Gyte and J Murfet was **NOTED.**

The Chairman expressed the councils thanks to both councillors for their support and tremendous work over the past several years.

2026/15 DECLARATIONS of INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant
None

2026/16 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) Q: Postal delays have caused some residents to miss important hospital appointments; would the PC take appropriate action?

A: Cllr N Smith: We don't have control over Royal Mail, which is foreign owned, Post Office Ltd. Is completely separate. Royal Mail employ the post people. Cllr G Kelly: I spent an afternoon complaining about the poor service on TV last year. That resulted in improvements for about two weeks. The bottom line is that we don't have a match between the volume of post and deliverers. Happy to go vocal again if that is what is wanted. Parcels are priority.

- (ii) Q: Can you not make the memorial tree more publicly known? Some people not on social media

A: The Remembrance Garden and Tree opened yesterday. It has been announced already at the Friendship group, Keep Fit and Curling. Additionally, an article will be published in the Lakenheath Times when this comes out in the next two weeks.
Information to go on noticeboards

(iii) Q: The overhanging conifers at Crescent Court, combined with HGVs, nearly push you over into the road.
But what I would like to prioritise is when did Lakenheath become a town. Active Suffolk calls it a town in the Sports England submission. The resident had been told by a West Suffolk District Council officer in the Row Heath division that Lakenheath is classified as a town. I think this is really a worrying trend, the only box that we tick is the drugs problem in the village. When all the funding came to us a year ago, I was asked what the catch was. I propose that it is not a town. Our robust council here will be aware that I am no longer proud to be involved in Active Lakenheath. I think the project is not fully understood. Village Champion keeps coming on the agenda, the survey is still live, the results have been published. The 25k feasibility study was a waste of money. Many good people have left the Active Lakenheath project; I am clinging on.

A: Cllr G Kelly: The parish council are proud of our village title. we do not qualify as a town; stipulated population is 8.5k/ over and has a marketplace. Being a town does not generate extra income. The more we do to encourage pride in the village, the better. Active Suffolk: your sentiments are shared and at this Fridays Active Lakenheath meeting we will either have some answers or come up with alternatives.

- (iv) Q: Email from a resident, who maintains that the car park in a bad state, and there are issues with parking in Back Street

A: The land belongs to West Suffolk Council; therefore, it is a District Council responsibility. The West Suffolk Councillor will report the car park to West Suffolk Council. It is unclear if the resident has reported the issue to WSDC, but this would be prudent.
Parking problems Back St were probably due to the popularity of the Annual Challenge Cup.

- (v) Q: Sent to all cllrs 29/04/2026
Received Wednesday, April 29 2026 9:37 AM Subject: Unsafe tree
On the green between Sandgalls Rd. and Pashford Close there is a group of four silver birch one of which for whatever reason has had its bark cut through for most of the circumference this has the effect of slowly killing the tree it is in very poor condition and is currently in the process of dropping branches. Before something serious happens, I would suggest that an inspection be carried out with a view to felling.

A: The land belongs to West Suffolk Council; therefore, it is a District Council responsibility, clerk to inform.

- (vi) Cllr M Rowntree: had received a complaint about a pile of deadwood in the Church cemetery. It appears to have come over the wall from the adjoining property. The PCC have not mentioned the issue.

A: Clerk to obtain quote for removal.

Item ended 24.54

2026/17 Co-option of Councillor(s)

(a) To co-opt two Parish Councillors

(i) Nominated: Richard Denford

Richard Denford told the meeting that he lived here previously and has now moved back, his background is sports ground management, and he would be willing to help out.

(ii) Nominated: Kerry Spicer-Denford

Kerry Spicer-Denford told the meeting that she works in pest control, her interests include organising events, and getting people together

Decision taken en bloc

Proposed by Cllr N Smith

Seconded by Cllr A Gyte

It was **unanimously RESOLVED** to co-opt Richard Denford and Kerry Spicer-Denford

The Acceptance of Office forms were signed and Declaration of Interest forms supplied.

Item ended 28.02

2026/18 Reports & Questions

- (a) Report from RAF representative: not present
- (b) Report from West Suffolk District Councillor bottom line is that we are still in purdah, elections are on Thursday. The big issue is recycling. This was not optional for WSDC. If you haven't had either bin, please let West Suffolk know. If it can be made to work, we will improve recycling. More information on the website. Glass recycling units on the car park are owned by District Council: we still have some money from decarbonisation to assist those who derived income.
- (c) Report from Police representative: not present
- (d) Report on Active Lakenheath project (Community Connectors) Jo Chambers thanked the meeting for their ongoing support and read out her report (**Appendix A**)

2026/19 **Confirmation of the accuracy of Minutes of the Meeting held on
7th April 2026**

- (a) It was unanimously **AGREED** that the minutes 07/04/2026 were an accurate record

2026/20 **Financial Matters (Appendix B)**

1. Bank Reconciliation 31st March 2026 **AGREED**
2. Summary of Payments **AGREED**
3. Year End Accounts 31st March 2026 **AGREED**
4. The Annual Governance Report was **AGREED** and signed by the Chairman and Clerk
 - a) Section 1 Annual Governance
 - b) Section 2 Accounting Statements
5. Delegation of Authority to the Responsible Financial Officer was **CONFIRMED**

2026/21 **Subscriptions:**

- (a) The re-subscription to Suffolk Association of Local Councils was **AGREED**
(b) The re-subscription to Clerk and Councils Direct was **AGREED**

2026/22 **Planning Matters**

- (a) To receive the Notes from the LPC Planning subcommittee: Not quorate, clerk to email planning committee members about the urgent item, which has been granted an extension by the West Suffolk District Council Planning Officer.

2026/23 **Governance**

- (i) The Policy for the dissemination of Parish Council Meeting minutes (**Appendix C**) was unanimously **AGREED**

2026/24 **Reports**

To receive reports/ requests from:

- a) **Chairman/ Clerk** (on the night)
 - (i) Cost to supply and install one back shield approx. £274.00 Plus Vat (from last meeting). Cllr Frost will report back at the next meeting.
 - (ii) Query on Annual Assembly 2026 expenditure from last meeting. Photographs of the receipts were **RECEIVED** (query from Cllr A Gyte at the last meeting). The RFO confirmed that there has been an additional contribution to the expenses.
 - (iii) Speed awareness wheelie bin signs are now available from the parish office: priority will be given to High Street and Station Road residents. This will be highlighted in the next Lakenheath Times.
 - (iv) Clarification of number of groups (last meeting) the Active Lakenheath The community connectors had identified approx. 40 groups.
 - (v) Email on car park condition etc. sent to councillors 20th April 2026 - dealt with at 2026/16
 - (vi) Village entrance signage: Glasdon Orbital signs are ready to install. Placement to be decided, Cllr A Gyte to advise.

b) Councillors (on the night)

- (i) Update on streetlight refurbishment project: (Cllr Frost): already touched on the light in Wingfield Road, Cllr Frost has received an email about the G39 lights from the contractors. Traffic Orders, road closures will be required in some cases, which can take several months to arrange. Cllr Frost will keep chasing.
- (ii) Speed Indicator Device Reports (Cllr M Rowntree): there is a broken SID, a member of the audience has offered to take it to Westcotec in Dereham. Time and workers to be organised, clerk has organised packaging and this is in the parish office.
- (iii) Lakenheath Times (Cllr D Smith): The Summer magazine is now in its final stages. Expecting a print run of 3,000 copies, approx. 90 pages. Advertising updates- Persimmon advertising is paused as the Liberty Gate development is sold out. They plan to return once the Pines estate is marketed. Nonpayers have been refused advertising. The Challenge Cup at the weekend- a wonderful day with energy and enthusiasm, Lakenheath parish council and Lakenheath Times were proud to sponsor two matches, the Wildcats and the Belles. Photographs will be in the Lakenheath Times.
- (iv) LPC Facebook page/ social media (Cllr M Rowntree): social media is going strong. The tree opening was advertised six days prior to the event, and by word of mouth. Additionally, Cllr M Rowntree has cleared the red phone boxes, which were in a mess and clogged up with magazines and old books. The Chairman thanked Cllr Rowntree for sorting out both boxes. More clean books are needed.
- (v) Other reports from project leads as applicable:
Finishing of the Cemetery project: hoping to get Lakenheath Bloomers involved
The Play Park bins are filling up quickly, Cllr Rowntree is currently emptying these twice a week.

2026/25 Pride in Place Programme (PIPP)

- (a) Update on the Pride in Place Programme: Cllr Kelly reported that the Board is just about there and cracking on with arranging an inaugural meeting

2026/26 Lakenheath Cemetery

- (a) A Report from the LPC Cemetery Committee was **RECEIVED**. Cllr S Di Guilio-Rowntree told the meeting that work will be ongoing. Anyone that wants to help/ volunteers from the community would be very welcome, particularly with watering which is much needed in Summer. Cllr N Smith commented that the

cemetery is looking good, the two moles were sorted out. The Cemetery Committee Councillors take turns to move the rubbish bins to the entrance ready for weekly collection. Birds are attacking the grass to get at the Chafer grubs. Thought not be necessary to purchase nematodes at the present time.

- (b) Report on Memorial Garden: looking excellent, hoping children will be more engaged. Leaves are £150 to purchase, for the life of the leaf. Benches were fitted by three Lakenheath Parish councillors.

2026/27 To consider any Grant Requests

none

2026/28 Correspondence

- (a) Sent to cllrs 29/04/2026 Infill land owned by West Suffolk Council on The Mallards, Lakenheath Barley Homes. Cllr Kelly explained that alongside the used car business, there is a patch of land owned by West Suffolk Council, therefore a potential small development was investigated by Barley Homes.
- (b) Sent to cllrs 29/04/2026 Email from CAS website hosting
- (c) Sent to cllrs 30/04/2026 Rights of Way Officer for Suffolk County Council- contacting LPC to make you aware of 2 staggered upcoming temporary traffic regulation orders on part of Lakenheath Restricted Byway 6.

2026/29 Items for Future Meetings

Meeting with EPC PIPP

2025/30 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency: none

2026/31 Information

Clerk will be on annual leave from 8/5/2026 to 15/05/2026

2026/32 **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

Appendix A Community Connectors Report

Over the last year Jo and I have had the pleasure of developing the work of Active Lakenheath in the local community in our roles as Community Connectors. We are employed and supported by Lakenheath Parish Council as well as being part of the Active Suffolk team working in Lakenheath. Our work has included door-to-door work, leafleting the community, visiting community groups, running events in partnership with other groups and organisations, providing a community drop-in, and supporting groups by providing additional activities to help people get active. The emphasis of Active Lakenheath is very much on the importance of movement, connection, and wellbeing in the life of the community.

Through our consultations and the data we have gathered through surveys and conversations there have been some common themes such as the community's desire to see the old primary school become a community hub once the new school opens. Also, for there to be provision of more sports, clubs and activities to support children and young people in the community. Other main ideas shared have been for better and more accessible walking paths around the village such as a safe route to the new school and a path linking Lord's Walk and Lakenheath village. Some of the main barriers to people becoming more active have been identified as transport and group costs.

We are currently waiting for confirmation from Sport England regarding the funding application that has been submitted to access the further funding to help implement some of the areas of need that have been identified which are mainly linked to the themes of Community, Health and Wellbeing, and Children and Young People. We hope for a positive outcome soon and the opportunity to continue in our role and build on the success of this first year. Some of the highlights have been the events we have been able to provide for the community such as the family fun day on Lakenheath playing fields, the pony riding experience in partnership with Apollo Stables, the all-age carpet bowls and mini golf sessions in partnership with Lakenheath Indoor Bowls Club and EPIC Dad, and our now monthly Sunday morning wellbeing walks for all the community on the Warren (Maidscross Nature Reserve in Lakenheath).

We are very keen in continuing to develop one-off events as well as regular community groups in partnership with others. We would really like to offer more support to the residents of Lord's Walk and hope to explore ways we could run activities in the community here in the future. Thank you for all your support and interest in our work. We are looking forward to the future and helping many local people become more active as we encourage movement, connection and wellbeing to all.

Appendix B Financial Matters

Bank Reconciliation

Name of smaller authority: LAKENHEATH PARISH COUNCIL

County area (local councils and parish meetings only): SUFFOLK

Financial year ending 31 March 2026

Prepared by (Name and Role): Clare Shimmon - Responsible Finance Officer

Date: 09/04/2026

	£	£
Balance per bank statements as at 31/3/2026:		
Current Account	£14,250.84	
Bank Deposit Account (Lloyds)	£21,142.56	
Bank Deposit Account (Unity Trust)	£117,730.59	
Building Society Deposit Account (Nationwide)	£118,932.34	
Building Society Deposit Account (Cambridge BS)	£86,255.45	
Bank Deposit Account - SpeedWatch (Lloyds)	£659.29	
Bank Deposit Account – Street Lighting (Lloyds)	£53,133.55	
Bank Deposit Account - Lakenheath Times (Lloyds)	<u>£3,601.38</u>	
		£415,706.00
Less: any unrepresented cheques as at 31/3/2026		
HMRC	<u>-£1,322.06</u>	-£1,322.06
Net balances as at 31/3/2026 (Box 8)		<u>£414,383.94</u>

Bank Reconciliation

Name of smaller authority: LAKENHEATH PARISH COUNCIL

County area (local councils and parish meetings only): SUFFOLK

Financial year ending 31 March 2026

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Less: any unrepresented cheques as at 31/3/2026	
HMRC	-£1,322.06
	-£1,322.06

Net balances as at 31/3/2026 (Box 8)
£414,383.94

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASHBOOK

Opening Balance 1 April 2025	£363,789.04
Add: Receipts in the year & cancelled payments	
£278,896.43	
Less: Payments in the year	-£228,301.53
Closing balance per cash book [receipts and payments book] as at 31 March 2026	£414,383.94

Balance at 28.02.2026	£470,598.34
Uncleared payments from previous period	£1,196.68
	£469,401.66
Income	£8,380.38
	£477,782.04
Less Expenditure (Chqs, Online Pmts + D/Ds)	£63,398.10
	£414,383.94

Represented by:

Balance in Current Account	£14,250.84
Balance in Lloyds Bank Deposit Account	£21,142.56
Balance in Unity Trust Bank Deposit Account	£117,730.59
Balance in Nationwide Deposit Account	£118,932.34
Balance in Cambridge Building Society	£86,255.45
Balance in Lloyds Bank Deposit Account - Speedwatch	£659.29

Balance in Lloyds Bank Deposit Account - Lakenheath Times	£3,601.38
Balance in Lloyds Bank Deposit Account - Street Lighting	£53,133.55
	£415,706.00
Less Payments not Presented	
HMRC	£1,322.06
	£1,322.06
	£414,383.94

Date	Transaction	Payee	Description of Supply	Amount	Power*
Receipts					
March			Active Lakenheath	£5,850.00	
March			Interest Payments	£788.38	
March			Cemetery Cottage Rent	£950.00	
March			Cemetery Fees	£792.00	
Payments Made					
15.04.2026	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£55.23	7
20.04.2026	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50	
21.04.2026	Debit Card	Smart Wheelie	30 mph Wheelie Bin Stickers	£120.00	49
24.04.2026	Online	Clr S Di-Giulio - Rowntree (reimbursement)	Gardening Materials & Plants	£322.10	7
24.04.2026	Online	Staff	Salary Payments - April	£5,391.22	
27.04.2026	Online	Lakenheath Youth Football Club	S137 Grant	£200.00	S137
28.04.2026	Debit Card	Land Registry	Search - Lakenheath Primary School	£14.00	28
05.05.2026	Debit Card	Impress Express	Plaque - Cemetery Memorial Garden	£78.00	7
05.05.2026	Online	BT Payment Services	Parish Office Telephone & Broadband	£82.73	
05.05.2026	Online	Friends of Lakenheath CP School (PTA)	S19 Grant	£60,000.00	44
05.05.2026	Online	West Suffolk Council	Refuge Collection - Dog Bins	£209.04	30
05.05.2026	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery (to 16/04/2026) Open & Closing Public Toilets (to 16/04/2026)	£42.66 £203.36	7 41
05.05.2026	Online	Lakenheath Peace Memorial Hall	Parish Office & Emergency Planning Cupboard Rent and Notice Board Insurance September 2025 to March 2026	£2,274.89	40
05.05.2026	Online	Odlings Ltd	Cemetery Memorial Tree	£15,792.00	7

05.05.2026	Online	Suffolk Association of Local Councils	Annual Subscription	£1,145.02	
05.05.2026	Online	RH Landscapes & Maintenance Services Ltd	Village Maintenance - March 2026 Fencing around old BT Exchange	£750.00 £2854.09	7/14/52 36
05.05.2026	Online	No Butts Bin Co Ltd	Benches - Cemetery Memorial Garden	£1,416.00	7
05.05.2026	Online	Belltech Electrical Services	Repair - Cemetery Cottage Light	£153.60	7
05.05.2026	Online	Craig Reed	Open & Close Public Toilets 20th-30th April	£42.37	41
05.05.2026	Online	Glasdon UK Ltd	Village Gateway Signs	£1,532.98	51
05.05.2026	Online	Cllr D Smith (reimbursement)	Printer Ink - Lakenheath Times	£21.56	34
05.05.2026	Online	Cllr M Rowntree (reimbursement)	Telephone Box Shelving & Noticeboard Latch	£47.54	51/21
05.05.2026	Online	Cllr S Di-Giulio - Rowntree (reimbursement)	Cemetery Plants	£29.90	7
05.05.2026	Online	CRC Pest Control	Mole Control - April to July	£120.00	7
06.05.2026	Direct Debit	British Gas	Electricity - Public Toilets	£68.28	41

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

LAKENHEATH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/05/2026

and recorded as minute reference:

2026/20 49)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://lakenheathparishcouncil.gov.uk/>

LAKENHEATH PARISH COUNCIL

Income & Expenditure Account for Year End 31 March 2026

Year Ended		Year Ended
31/03/2025	Income	31/03/2026
£177,500.00	Precept	£190,250.00
£7,683.39	Interest Payments	£6,758.99
£3,765.00	Burial Fees	£7,694.00
£188,948.39	Sub Total	£204,702.99
	Operating Income	
£152,367.96	Sundry Receipts (Inc Advertising, Rent & Grants)	£54,491.77
£19,568.87	VAT Repayment	£19,701.67
£360,885.22		£278,896.43
	Expenditure	
£9,394.06	Cemetery & Village Keeping Costs	£7,602.04
£19,680.75	Other Cemetery Costs	£24,070.03
£53,577.83	Street Lighting	£55,813.07
£53,785.04	Administration	£46,969.71
£5,590.40	Grants	£3,824.84
£949.32	Children's Play Area	£9,995.31
£500.00	Closed Churchyard	£305.67
£31.00	Neighbourhood Plan	£0.00
£11,012.84	S137 Grants	£14,717.25
£3,697.68	Parish Office	£1,836.62
£21,216.25	Village Facilities	£14,266.36
£19,701.67	VAT on Payments	
	Trees & Green Spaces	£3,004.99
	Active Lakenheath	£27,392.00
£199,136.84		£209,797.89
	Income & Expenditure Summary	
£202,040.66	Opening Balance	£363,789.04
£360,885.22	Plus Income for Year	£278,896.43
£562,925.88		£642,685.47
£199,136.84	Less Expenditure for Year	£209,797.89
£363,789.04	Closing Balance	£432,887.58
	*Administration comprises:	
£32,457.60	Clerk & RFO Salaries	£34,318.58
£0.00	Training	£0.00
£1,137.08	Subs (inc SALC & Suffolk Acre)	£1,155.82
£20,190.36	Administration	£4,690.75
	Professional Fees	£6,804.56
£53,785.04	Total	£46,969.71
	* Other cemetery Costs comprises:	
£8,100.42	Cottage & Chapel	£851.75
£7,915.44	Cemetery Supplies	£20,069.21
£3,664.89	Insurances	£3,149.07
£19,680.75	Total	£24,070.03

LAKENHEATH PARISH COUNCIL
Balance Sheet as at 31st March 2026

Year Ended		Year Ended
31/03/2025		31/03/2026
	Current Assets	
	VAT	£18,503.64
£0.00	Debtors	£0.00
£7,978.38	Lloyds - Current Account	£14,250.84
£277.55	Lloyds - Deposit Account	£21,142.56
£654.83	Lloyds - Speedwatch Account	£659.29
£4,761.40	Lloyds - Lakenheath Times Account	£3,601.38
£97,924.57	Lloyds - Street Lighting Account	£53,133.55
£87,431.77	Nationwide Building Society - Savings Account	£118,932.34
£80,759.26	Unity Trust Bank - Savings Account	£117,730.59
£84,560.93	Cambridge Building Society - Savings Account	£86,255.45
		£434,209.64
	Current Liabilities	
£559.65	Unpresented Payment (HMRC)	£1,322.06
£0.00	Creditors	£0.00
		£1,322.06
£363,789.04	Current Assets less Current Liabilities	£432,887.58
	Represented by	
	General Reserve	£313,887.58
	Ear Marked Reserves	£119,000.00
		£432,887.58

Appendix C
LAKENHEATH PARISH COUNCIL

Policy for the dissemination of Parish Council Meeting minutes

Process

The Clerk, or in her absence a minute taker, takes relevant notes at the meeting of the Parish Council.

The Clerk prepares draft minutes, watermarked with 'DRAFT', and circulates to councillors for comment within 10 working days (excluding dies non, annual leave and sickness days) after the meeting.

If no comments are received the Clerk publishes on the website.

If any requests for amendment of the draft minutes are received, and the Clerk accepts these, the draft minutes are modified accordingly. Previous versions of the draft minutes before amendment to be discarded.

If the Clerk is not in agreement with any received requests for amendment, the draft minutes in their original form are posted on the website.

Publication of the draft minutes to be completed within 28 days of the meeting.

Consideration of the draft minutes, together with any proposals for amendment that were not implemented, are included on the agenda of the next Ordinary Meeting of the Parish Council.

The draft minutes are ratified at the meeting, after consideration of any proposals for amendment. Where the Clerk remains in disagreement with a proposed amendment, the minutes remain in their original form with the detail of the unadopted amendment recorded in the minutes of that meeting.

The Clerk modifies the draft minutes as relevant and removes the 'DRAFT' watermark.

Appendix D

SID Report March 2026

TRAFFIC ANALYSIS REPORT

TRAFFIC ANALYSIS REPORT

For Project: Eriswell road

Projects Notes/Address: Eriswell

Location/Name: Incoming

Report Generated: 20/04/2026 16:12:02

Speed Intervals = 5 MPH

Time Intervals = Instant

Traffic Report From 06/03/2026 14:00:00 through 30/03/2026 19:59:59

85th Percentile Speed = 30.3 MPH

85th Percentile Vehicles = 83,107 counts

Max Speed = 70.0 MPH on 24/03/2026 16:00:00

Total Vehicles =97,773 counts

AADT: 4031.9

Speed

Speed Limit: 30 MPH

85th Percentile Speed: 30.3 MPH

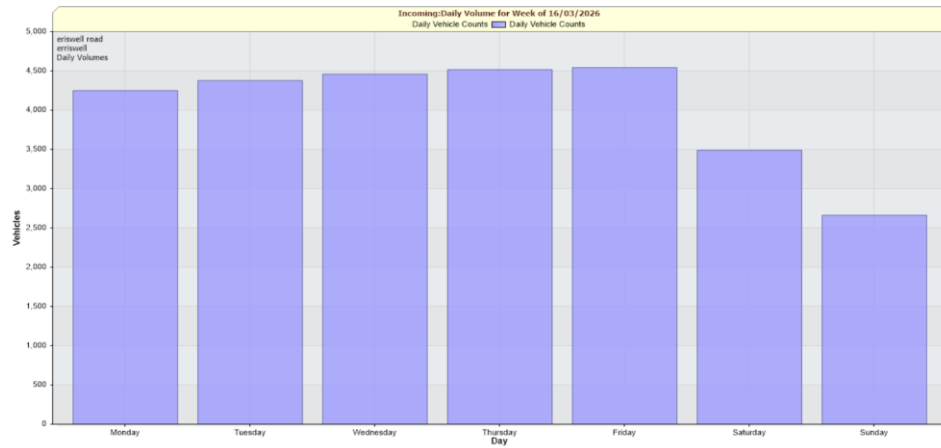
50th Percentile Speed: 26.8 MPH

10 MPH Pace Interval: 20.0 MPH to 30.0 MPH

Average Speed: 26.6 MPH

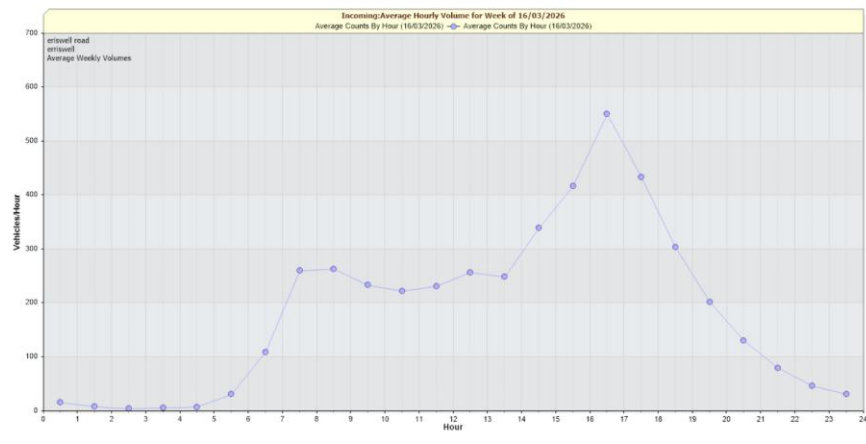
Incoming daily volume for week beginning 16/3/2026

Project: eriswell road
Location: Incoming
Project Notes: eriswell
Total Vehicles This Week: 28306 Vehicles
Select Week (Starting Monday):
02/03/2026
09/03/2026
16/03/2026
23/03/2026
30/03/2026



Incoming hourly volumes

Project: eriswell road
Location: Incoming
Project Notes: eriswell
Enable Comparisons:
09/03/2026
16/03/2026
23/03/2026
Select Week (Starting Monday):
02/03/2026
09/03/2026
16/03/2026
23/03/2026
30/03/2026



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0 - 1	7	3	7	4	6	6	18	
2 - 2	4	6	3	5	1	10	5	
2 - 3	3	1	1	3	1	6	5	
3 - 4	3	2	5	2	5	12	7	
4 - 5	8	3	4	2	1	3	8	
5 - 6	15	15	14	15	15	13	10	
6 - 7	28	20	23	25	19	17	7	
7 - 8	33	18	21	35	29	26	14	
8 - 9	13	13	19	10	15	26	17	
9 - 10	8	10	9	19	11	21	9	
10 - 11	11	7	9	12	7	16	13	
11 - 12	11	11	10	11	9	17	16	
12 - 13	12	12	12	10	16	17	18	
13 - 14	7	10	11	13	2	11	19	
14 - 15	22	12	11	13	12	13	23	
15 - 16	13	8	10	6	8	18	14	
16 - 17	12	8	9	10	11	11	16	
17 - 18	14	5	6	9	10	10	28	
18 - 19	10	16	5	12	11	19	18	
19 - 20	5	4	9	6	13	18	11	
20 - 21	5	19	11	13	21	17	13	
21 - 22	10	8	11	11	17	12	7	
22 - 23	4	7	9	12	10	8	7	
23 - 24	17	7	10	5	16	15	6	
Totals	275	225	239	263	266	342	309	
		% of Total	16.20%	12.80%	13.10%	13%	14.20%	14.40%



Meeting closed 8.19pm