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

MINUTES

of the Lakenheath Parish Council Meeting held on 3rd August 2026 at the Methodist Church Hall, Back Street, Lakenheath

Present:
Cllr N Smith (Chairman)
Cllr G Kelly (Vice Chairman)
Cllr R Denham
Cllr I Frost
Cllr S Di Giulio-Rowntree
Cllr A Gyte
Cllr M Rowntree
Cllr D Smith
Cllr K Spicer-Denham

In attendance: N Glading (Parish Clerk), C Shimmon (Responsible Financial Officer), J Chambers (Community Connector) V. Quamina, RAF Representative and 6 members of the public

2026/69 **Chairman's welcome, confirmation of recording and Apologies**
Apologies had been received from C/Cllr D Waldron

2026/70 **DECLARATIONS of INTEREST**
No disclosable pecuniary interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) were declared,

2026/71 **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: Do you know when Station Road will be open?
   A: No, we don`t know but they are working seven days a week, the end date is given as 14th August 2026.

b. Residents suggestion: re-arrange WSC bin collection service **(see Appendix A) NOTED**
   The bins are, of course, not a Parish responsibility but LPC will communicate the idea to the accountable authority, i.e. West Suffolk Council (email sent 10.08.2026)

c. Residents advisory: Eriswell Road flooding issue **(see Appendix B) NOTED.** Cllr Smith told the meeting that Anglia Water had resolved the issue, which went back to Undley Road. The extent of the flooding to be documented and included in parish records.

d. Residents advisory: Issues with the installation of the Toucan crossing on Station Road

(see Appendix C) Lack of transparent consultation over the revised positioning of the toucan crossing on Station Road in Lakenheath and apparent disregard by SCC for the necessary communication and consultation. Highways reporting tool number 73126: this was closed on the same day (27 July) without contact from SCC.
Cllr Kelly has already asked C/Cllr Don Waldron to refer to Highways dept, asking why there was no apparent consultation. Cllr Kelly agrees about lack of consultation; Cllr M Rowntree confirmed that Sandy Drove is a byway open to all traffic. The Highways dept seem to `make it up` as they go along. A meeting is arranged in three weeks' time.

e. **Residents concern**: The School has written to parents asking that they park at Woodlands, despite the restrictions on parking to be imposed in the area **(see Appendix D)** Cllr N Smith pointed out that the information had been posted by the school, not the parish council. A member of the public told the meeting that s/he had been told that morning that it is confirmed that the restrictions will be put in place. Clerk to inform the school that parking restrictions will be put in place and should be observed.

f. **Residents concern-** The footpath to school not in the correct place? Plus, the trees were scoured during preparation. The Chairman suggested a working party. Cllrs Frost, N Smith and D Smith volunteered to visit and examine the site, reporting back.

g. Cllr Kelly is aware of the retrospective planning for the footpath at Maids Cross Way.

2026/72 **Reports & Questions**

a. **Report from RAF representative, V. Quamina, (see Appendix E)**
A `save the date` summary has been issued to all.
Ms Quamina t with Mike Malina (PIP Chairman) last week.
Station Road closure and subsequent drivers short cuts: she will communicate with service personnel that the official routes must be adhered to.
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
Bins – less than 400 remain undelivered. There have been problems, WSC had to take on new people, who left, agency staff engaged and there have been errors which should have been avoided. Additionally, three freighters had serious and unexpected mechanical problems. The collections split was swapped which has led to confusion. Barnham is still high on the WSC list. The Home Office have written to the Ministry of Housing Communities and Local Government asking for permission not to go through normal planning procedures (which would at least meant a consultation period) . No response from HCLG as yet.
Meetings to be held tomorrow about the huge fire risk, Cllr Kelly particularly highlighted the danger of glass / bottles.
d. **Update on PIPP** project: Meeting on Friday, things are progressing slowly-this meeting was to make sure as many people as possible were aware that this is driven by the community – gathering ideas.
e. **Report from Police representative:** Not present. Cllr N Smith told the meeting that PC Cameron is aware of the parking issues in the High Street. The old post office was broken into and an old, broken air conditioner stolen. Cllr Rowntree had been contacted by a parishioner who is worried about speeding at Maids Cross. Drivers seen attempting to reach the old turkey farm via footpath, more aggressive attitude. There is a difference between a byway and open to all traffic. Sadly, the Speedwatch team has disbanded, the

resident was given some LPC stickers for bins. Cllr Kelly: as soon as the traffic incursion was reported on social media, he spoke to the Police control room, who agreed to try and patrol the area. The MoD will also organise a watch on the route. Cllr N Smith to inform PC Cameron.

f. **Report on Active Lakenheath** from Jo Chambers, Community Connector
(see Appendix F) lots of new people are joining the walks.
Reminder: August 10th Fun Day at the playing field.
It had not been possible to book the playing fields on a weekend; Jo Chambers will bear in mind that working people can only attend weekend events.

g. Report on Lakenheath School Cllr A Gyte: nothing to report, just waiting.

2026/73 **Confirmation of the accuracy of Minutes of the Meeting held on 3rd July 2026**

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

2026/74 **Financial Matters**

a. Purchase of PA system for events e.g. Remembrance Sunday, Annual Assembly, Christmas tree light up. The purchase of a PA system to £700 was **unanimously AGREED.** Two speakers are thought to be necessary. Cllr N Smith to purchase.

b**. Accounts/ RFO (Appendices at G)**

1. Bank Reconciliation 30th June 2026 was unanimously **AGREED**
2. Payment of Accounts: unanimously **AGREED**, no questions
3. Q1 Out-turn Report was **RECEIVED,** no questions
4. Banking Update to include Debit Card Options: there is a delay with Unity, could be open in time. If The Lloyds account is to be closed on the 18th of August 2026. If the Unity account is not open by then, the RFO will pay wages and any other expenses that come in.

It was **AGREED to allow delegated authority to the RFO** during this transitional period.
The RFO told the meeting that it has not been possible to obtain a credit card, the clerk will need to pay using her personal account and then reclaim on an expenses form.

5. The Terms of Reference for the internal auditor were unanimously **APPROVED.**

2026/75 **Planning Matters**

(a) The LPC Planning subcommittee meeting notes of the meeting held on 16th July 2026 **(Appendix H)** were **RECEIVED.**

2026/76 **Reports**

To receive reports/ requests from:

a. Chairman/ Clerk (on the night)

a. Update on the feasibility of LPC acceptance of potential West Suffolk/ other sites. Cllr Kelly went through the pro and cons-

- Briscoe Way play area (both sides of the road) are on offer to LPC.
- Mutford Green: Whilst at one level, we have agreed that we would like control of our open spaces, there are other issues- the ditch is very difficult to keep clear and several of the trees need expensive maintenance. Additionally, the area is used as a starting point for scrambling motorbikes.
- Treed rough area on Station Road beside B1112: awaiting reply from Bennetts about the £6.5k clearance costs.

b. Neighbourhood Plan is running again: website needs updating. Bullard's did a lot of work on the High Street which SCC Highways rejected. A very appropriate way to spend PIP money, particularly to alleviate parking difficulties. Meeting 19th August 2026 6.30pm Evans Room.
c. Play area- the report from PIC had been distributed to cllrs by email. Buddy swing seat removed to stop any use: shackles on other items need attention. Meeting with Ryanplay and councillors to be arranged, specifically to examine tasks, costs and priorities.
d. Gifted: A Stihl hedge cutter has been donated to the parish by a resident; the Chairman has sent a letter of thanks for the generosity.
e. Social media /AI training: It was **AGREED** that training of two hours at £50 p.h. could be arranged when convenient.
f. The overgrown bushes/ row of trees on the corner near Moda are dragging hay off tractors, leaving loose hay deposited everywhere. There is concern that a storm would mean drains are blocked. Vehicles tend to swerve into the road, a potential hazard. The property owner has offered to pay for the work/ Chairman and clerk to visit the owner once D/Cllr Kelly has ascertained if Enforcement can help (now in year three of this situation- arises annually)
g. Apprenticeship: Cllr Kelly asserted that parish clerks are difficult to find. The clerk has asked that succession plans are put in place. Cllr Kelly suggests that, with input from PIP, LPC take on apprentice clerk, possibly shared with Beck Row. The first years training for the apprentice would be around public service- WSC would organise the training. Next meeting.
h. Village sign refurbishment: the sign socket is now in, the actual sign is at Wymondham for renovation and will be reinstated shortly.
i. Orbital signs The Chairman confirmed that the Liberty Gate sign should be put in place. Station Road sign: next meeting (new school issues)
j. Update on Remembrance Day service: the councillors had received the sad news that Katrina (long term volunteer Remembrance bugler) had died. Recently, her mother, Daphne, who was the leader of the Lakenheath Silver band, has also passed away unexpectedly. The council expressed their deep regrets and commiserations. The anticipated in memoriam bench to be delayed until after the funerals. Cllr N Smith confirmed that the Rector is leaving Lakenheath.
k. Other updates as available: none

b. Councillors (on the night)

a. Streetlight refurbishment**:** Unit 129 – Cllr Frost has obtained written permission from the resident and confirmed with P&K, and UKPN have cut the tree back. The new power mast is going in tomorrow.
b. Speed Indicator Devices Cllr M Rowntree reported that there is an issue with downloading of data.
   The Station Road SID will have to be moved once the toucan crossing is in place. Next meeting.
   A new pole is required for the Eriswell Road SID. Prudent to re-instal the orbital signs and SiDs on the same day.
c. Lakenheath Times Cllr D Smith reported that the Autumn edition has gone to press, this edition has 90 pages.

d. LPC Facebook group/ social media update (covered off previously)
e. Christmas 2026: Cllr K Spicer-Denford reported that the venue is booked, asking for donated baubles and booking switch on event stall holders. Decorations will be focussed on designated points throughout the village, which will allow year on year build up. Chairman to ask Elveden for a second donated tree.
f. BT Plot: additional report. Cllr S Di Guilio- Rowntree distributed a parish plan for the BT plot **(Appendix I)** This mirrors the triangle site and features Silver Birches. Noted- this variety of tree grows up, not sideways and the roots go to the root canopy. Cllr Kelly confirmed that the licence from BT allows tree planting. Lavender is suggested down the side. Cllr S Di Guilio-Rowntree will supply costings for next meeting. The councillors are mindful to approve c. £7k. Note: The Soham (Barcham) supplier guarantees their trees. Next meeting.

2026/77 **Lakenheath Cemetery**

a. LPC Cemetery Committee Chairman Cllr M Rowntree aims to clear the front of the chapel. The Yew tree is growing through fence, blocking the view of the Chapel. Cllr Kelly will check that there are no restrictions on cutting down box shrubs. The Lime trees have been cut by R H Landscapes, not a great job, as many shoots have been left. There are gaps in the hedges - Cllr S Di Guilio- Rowntree agreed to ask her contact at the Environment Agency to investigate free saplings.
There is a broken bench, which is deemed to be unsafe, it is thought that the owner has moved out of village. To be removed as soon as possible, a hazard. Cllr Rowntree will take a photo and copy to the clerk for the parish records. An explanatory note to be left. Note: LPC have subsequently adopted a policy that only allows the installation of robust benches.
The gate needs painting.
Cllr Gyte complained that MSFS/ Peacheys are leaving exposed chalk on new graves. Clerk to investigate.
Noted: If LPC had been told about a recent child's funeral, we could have taken steps to alleviate traffic congestion.
It is thought that the roof of the shed needs replacing, Clerk to investigate.
b. New concrete squares for Garden of Rest – additional are required.

2026/78 **To consider any Grant Requests**

a. Lakenheath Bloomers **(Appendix J)**
S Di Giulio-Rowntree (Lead of Lakenheath Bloomers) asked the parish council to consider supporting the bloomer group with plans to instal addition planters outside the Library and the Methodist Church. The planters at the Surgery have been put on hold because of high costs and lack of engagement from the Surgery.

Cllr S Di Giulio-Rowntree left the meeting

Councillors considered the application. RFO confirmed that this could be managed with Section 137 monies.
It was unanimously **APPROVED a** grant of £5,000 to Lakenheath Bloomers

Cllr S Di Giulio-Rowntree returned to the meeting

2026/79 **Correspondence**

a. town and parish council update: RAF Barnham 28.07.2026

2026/80 **Items for Future Meetings:** Included in Minutes

2025/81 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency: None

2026/82 **Information**
None

2026/83 **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: Bin collection- suggestion from resident

After using the new bin collection service for a few weeks, it would appear that the frequency of collections would benefit from some adjustment.
After chatting with various Lakenheath, Brandon and Mildenhall residents it would appear that all are experiencing the same problem. The black/grey bin seems to be going out only half full and the green and blue bins are overflowing. This is a nuisance at present but is going to be even worse over extended public holidays (Christmas).
A solution seems reasonably easy? A three-week collection programme could be implemented: Black, Green, Blue…Black, Green, Blue…Black, Green, Blue…..etc. Thus all bins are emptied every 3 weeks making more room in Green and Blue and filling the Black more sensibly. Food caddy to remain weekly and Garden waste fortnightly as is.

Appendix B Eriswell Road flooding: residents report
Further to our telephone conversation yesterday I have attached photos of the raw sewage flood in my patio and path area outside my back doors. I will forward the email chain to you with my complaint to Anglia Water and their responses separately as too large with photos as well to attach here.
Since the Council has a duty of care to the village residents I am hoping that you/someone will be able to help me with my complaint to Anglia Water.
Basically the first flood of sewage happened on Sunday 22nd February. I called Anglia Water that afternoon and was initially told someone would be out within 24 hrs. Called again Monday morning and told otherwise because it wasn't actually inside my house! Was given a seven day call out response! Bearing in mind I could not go out of either of my back doors or use the garden even for the dog and had raw sewage lapping about an inch below the door sills.. Called several more times that day eventually rang the Environment agency to get Action and a team was sent out that night because the sewage was pouring out of next doors garden onto the road causing school children to have to walk through it to the bus stop and contamination of the surface water drains in the road (which would also pollute the Little Ouse river). Drains were pumped out but blockage was not removed because the correct vehicle was never sent out! The engineers told me that this has been happening here regularly for many many years 25 plus. (I should have been informed of the problems by my Vendors when I purchased this house end of May 2025 but I wasn't) On the following day the engineers came back to disinfect but it was dark when they got to me and couldn't do a proper job. Told me to call the office and they would come back the following day to complete. The office didn't send anyone. I called daily until 9 days later they eventually turned up and disinfected. All this time I still couldn't use my garden. A couple of days later the same thing happened again because they had not removed the blockage despite me calling in 24 hours before it came over the top of their drain and again going through the Environment agency to get action.
The ultimate cause was a blockage down near North Road and Undley road and a Sensor at North Road not working. The engineers told me that the drains were in a very poor state of repair though basically functioning (other than the sensors which should have stimulated a call out before the flood) until something inappropriate is put down there. All the sewage from the bungalows up behind the front row of houses including mine on Eriswell Road between North Road and Avenue road drain into a manhole in my garden. Here it joins one running along the back of our houses to Avenue Road at one end and down through North Road and beyond at the other. Because numbers 83 (mine) to 77/79 are on the uphill side, if there is a blockage at North Road (apparently it always happens there) it floods out of the drain in my garden first, then 81, 79 etc.
I have complained about the treatment I received and lack of service asking for compensation off my sewage bill (yet to be received!) and have been escalated to their level 2 complaints system. I have not heard from them since.

Appendix C Installation of a Toucan crossing on Station road.
A resident of Woodlands wished to raise issues with the installation of a Toucan crossing on Station road. The resident wishes to highlight, firstly, that they are not opposed to a well designed and sited Toucan crossing that supports the safety of road users.

The resident highlighted 3 main issues:
1: Consultation.
SCC has not carried out a robust statutory consultation as required for the installation of the crossing. The resident highlighted that the only public notice was a piece of paper on a sign post on the building site where there was no public path to access. This is despite SCC having a consultation website where other highways consultations are posted on detail.
-Why was it not used on this occasion?
Further; the resident understands that SCC had not specifically notified Lakenheath parish council or WSDC despite SCC describing that it is required on their own TRO website.

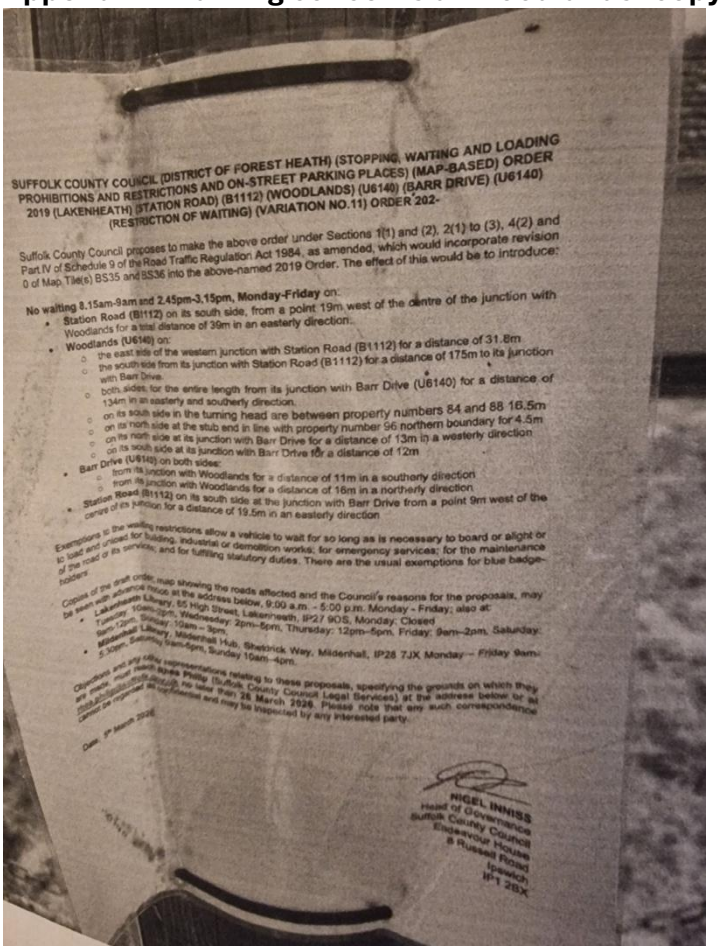
2: Safety.
The design being built causes significant risk to pedestrians and cyclists crossing Woodlands to access the crossing, the entrance to the new path is off a turning area in the road and essentially over a wide junction increasing risk to pedestrians crossing. The layout is inconsistent with the SCC street design guide in several areas but the most pressing are:
- The design does not provide equal accessibility to users requiring a dropped kerb (they will have to travel an extra 70m compared with others, to access dropped kerbs).
-The design does not consider the 'desire lines' for users and places pedestrians in the road for longer than necessary or has them crossing the grassed area (where the footpath was originally designed (see below)).
This risk to primary school age children and families will be significant due to the anticipated volume of pedestrian and vehicular traffic in Woodlands during school commutes once the new school opens.

3: Planning approval/change of design.
Prior to the meeting the resident provided several documents detailing design approvals, changes and comparisons of the issues.
The original design of the crossing and access path was subject to WSDC planning approval under:
DC/18/0246/FUL & DCON(1)/18/0246
These are the only plans that have been accessible to the public. The resident highlighted that despite asking LPC, WSDC and SCC for a copy of the plans, none were forth coming. (LPC & WSDC said they have no knowledge of the change of design). The resident was able to obtain a copy of the current plans from Cocksedge (the development site management company) who also confirmed that the plans had been changed very recently.
The 2018 approved plan is listed as version 7 but the design being built is to version 15 of the plan.
The resident contends that the plan which was approved in 2018 should be the the one that is built, no only for due process but it is the safer, more accessible option.

Residents of Woodlands and station road's attempts at communication with SCC highways have been unanswered.
The resident requested support from members of LPC to lobby SCC to take notice of the concerns regarding safety, due process and to engage with the community.

The resident asked that the representatives present for WSDC and SCC highlight the district council planning issues and the highways authority obligations for consultation and safe design at their respective councils.
The resident also highlighted that it appears that trees under TPO that are not listed in the approval to be removed, have been felled on commencement of the work surrounding the Toucan crossing.

Appendix D Parking concerns at Woodlands- copy of SCC Restriction Notice



SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (LAKENHEATH) (STATION ROAD) (B1112) (WOODLANDS) (U6140) (BARR DRIVE) (U6140) (RESTRICTION OF WAITING) (VARIATION NO.11) ORDER 202-

Suffolk County Council proposes to make the above order under Sections 1(1) and (2), 2(1) to (3), 4(2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, which would incorporate revision 0 of Map Tile(s) BS35 and BS36 into the above-named 2019 Order. The effect of this would be to introduce:

No waiting 8.15am-9am and 2.45pm-3.15pm, Monday-Friday on:

- **Station Road (B1112)** on its south side, from a point 19m west of the centre of the junction with Woodlands for a total distance of 39m in an easterly direction.
- **Woodlands (U6140)** on:
  - the east side of the western junction with Station Road (B1112) for a distance of 31.8m
  - the south side from its junction with Station Road (B1112) for a distance of 175m to its junction with Barr Drive.
  - both sides, for the entire length from its junction with Barr Drive (U6140) for a distance of 134m in an easterly and southerly direction.
  - on its south side in the turning head are between property numbers 84 and 88 16.5m
  - on its north side at the stub end in line with property number 96 northern boundary for 4.5m
  - on its north side at its junction with Barr Drive for a distance of 13m in a westerly direction
  - on its south side at its junction with Barr Drive for a distance of 12m
- **Barr Drive (U6140)** on both sides:
  - from its junction with Woodlands for a distance of 11m in a southerly direction
  - from its junction with Woodlands for a distance of 16m in a northerly direction
- **Station Road (B1112)** on its south side at the junction with Barr Drive from a point 9m west of the centre of its junction for a distance of 19.5m in an easterly direction

Exemptions to the waiting restrictions allow a vehicle to wait for so long as is necessary to board or alight or to load and unload for building, industrial or demolition works; for emergency services; for the maintenance of the road or its services; and for fulfilling statutory duties. There are the usual exemptions for blue badge-holders.

Copies of the draft order, map showing the roads affected and the Council's reasons for the proposals, may be seen with advance notice at the address below, 9:00 a.m. - 5:00 p.m. Monday - Friday; also at:

- **Lakenheath Library**, 65 High Street, Lakenheath, IP27 9DS, Monday: Closed Tuesday: 10am-2pm, Wednesday: 2pm-5pm, Thursday: 12pm-5pm, Friday: 9am-2pm, Saturday: 9am-12pm, Sunday: 10am – 3pm.
- **Mildenhall Library**, Mildenhall Hub, Shetrick Way, Mildenhall, IP28 7JX Monday – Friday 9am-5.30pm, Saturday 9am-5pm, Sunday 10am-4pm.

Objections and any other representations relating to these proposals, specifying the grounds on which they are made, must reach **Rhea Philip** (Suffolk County Council Legal Services) at the address below or at [illegible] no later than **26 March 2026**. Please note that any such correspondence cannot be regarded as confidential and may be inspected by any interested party.

Date: 5th March 2026

NIGEL INNISS
Head of Governance
Suffolk County Council
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Appendix E Report from V Quamina

RAF Lakenheath report to Lakenheath Parish Council July 2026.

- Over 280 athletes from surrounding communities attended the annual Joan Mann Special Sports Day at RAF Mildenhall on 4 June. This event is supported by tri-wing volunteers of both RAF Mildenhall and RAF Lakenheath, is hugely supported by the community and is run solely on donations. It is one of the biggest community relations events of the year.
- On 6 June, MSgt Hill of the 48th Logistics Readiness Squadron represented the 48 FW at the D-Day Commemoration Service in Bury St. Edmunds.
- On 7 June, Maj Chandler of the 48th Operational Support Squadron represented the 48 FW at the Kings Lynn Civic Service and Reception.
- On 10 June, volunteers from RAF Lakenheath supported the Sports Experience Day in Thetford.
- On 20 June, volunteers from RAF Lakenheath supported the Leeway service users with a decorating project in Norwich.
- On 20 June, the RAF Lakenheath Fire department supported the Feltwell Fete.
- On 26 June, the RAF Lakenheath Chaplain represented the 48 FW at the Bishop of Ely's Garden Party.
- On 28 June, the Deputy Wing Commander Col Jurewicz represented the 48 FW at the West Suffolk Civic Service.
- On 10 July, Col Michael Alfaro assumed command of the 48 FW from Brig Gen Arthaud.

- Platforms for more news from the 48th Fighter Wing:

- **Facebook Account:**
- RAF Lakenheath- https://www.facebook.com/RAFLakenheath

- **Instagram Account:** -
- 48fighterwing- http://www.instagram.com/48fighterwing
- Community Relations – suffolkusvf_comrel

- **X (Formerly Twitter)**:-
- 48FighterWing- https://twitter.com/48fighterwing

- **Website:**
- Royal Air Force Lakenheath- https://www.lakenheath.af.mil/

Appendix F Active Lakenheath Community Connector update

Lakenheath Parish council meeting Monday 3rd August 2026 7pm

We continue to run our monthly Warren Walks on the first Sunday of each month. These are free, friendly walks on Maidscross Hill nature reserve. People meet at 9am for a drink and a snack before enjoying a guided walk together. They're suitable for all ages. We met yesterday and had 22 men women, boys girls, as well as 4 dogs with us. It was a wonderful way to connect and the walkers are always very appreciative. Rich surprised everyone with ice-creams and then we went blackberry picking!

Our Family Carpet Bowls after school club takes place on the third Tuesday of the month from 3:30-5:00 at the Bowls club. It's a relaxed easy to learn activity that families really enjoy. We also run Chair exercise and seated movement classes aimed at improving balance, mobility and confidence. They're especially helpful for older residents or anyone wanting a gentle way to stay active. Sessions cost £3 and no booking is needed. On Friday, we had 16 men and women attend. It is a very popular class and is very funny – and rather competitive! It is definitely needed in the village.

A major event coming up is the Family Fun Day on Monday 10th August at Lakenheath Playing fields from 10:30-2:30pm. This is a free community event with lots of activities to try including a climbing wall, tennis, football, skateboarding, bike repairs, cricket, First Aid, darts, netball and circus skills. Families can bring a picnic and light refreshments will be available to buy.

We also have 2 exciting training workshops for local volunteers, coaches and activity leaders. The first is 'Engaging women and young girls' on Weds 10th September at the library. The second is 'Understanding Young People' on Thursday 14th October, also at the library. This session helps leaders understand the issues young people face and how these might affect their involvement in sport and activity. Both workshops are free and can be booked online and run from 6-9pm. Posters promoting these events are all on the Facebook page – Active Lakenheath – and also on the Parish notice boards and other venues around the village.

We are looking forward to working closely with Lakenheath Pride in Place as we share the same focus on supporting children and young people, improving health and wellbeing and making better use of our local community spaces and assets. By joining our efforts, we can offer more activities, strengthen local involvement and make sure opportunities reach local residents across Lakenheath, Eriswell and the surrounding area. The partnership will help us deliver a more coordinated and community focused programme that benefits residents of all ages.
Future plans for Active Lakenheath include running another pony riding experience for local children and adults, offering a weekly wellbeing cafe, hosting Menopause classes, repeating Cooking classes and providing and an outdoor activity day for Eriswell and lord's Walk residents. We're excited about these next steps and the positive impact they can bring to the local community.
We are also very grateful for the continued support from Lakenheath Parish Council which helps make this work possible. Thankyou.

Appendix G: Finance

	Bank Reconciliation 30th June 2026					
Balance at 31.05.2026						**£536,558.93**
Uncleared payments from previous period						£1,271.17
						£535,287.76
Income						£8,549.65
						£543,837.41
Less Expenditure (Chqs, Online Pmts + D/Ds)						£8,288.25
						£535,549.16
Represented by:						
Balance in Current Account						£7,437.11
Balance in Lloyds Bank Deposit Account						£146,245.28
Balance in Unity Trust Bank Deposit Account						£118,302.95
Balance in Nationwide Deposit Account						£119,362.80
Balance in Cambridge Building Society						£86,255.45
Balance in Lloyds Bank Deposit Account - Speedwatch						£660.12
Balance in Lloyds Bank Deposit Account - Lakenheath Times						£5,413.48
Balance in Lloyds Bank Deposit Account - Street Lighting						£53,206.77
						£536,883.96
Less Payments not Presented						
HMRC						£1,334.80
						£1,334.80
						£535,549.16

Payments Due

LAKENHEATH PARISH COUNCIL					3rd A
Date	**Transaction**	**Payee**	**Description of Supply**	**Amount**	**Power***
Receipts					
June			Cemetery Fees	£942.00	
June			Interest Payments	£807.65	
June			Active Lakenheath	£5,850.00	
June			Cemetery Cottage Rent	£950.00	
Payments Made					
15.07.2026	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£67.24	7
20.07.2026	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50	
24.07.2026	Online	Staff	Salary Payments - July	£5,615.50	
03.08.2026	Online	Odlings Ltd	Cemetery Memorial Tree Engraved Leaves	£97.20	7
03.08.2026	Direct Debit	British Gas	Electricity - Public Toilets	£100.57	41
03.08.2026	Online	BT Payment Services	Parish Office Telephone & Broadband	£82.73	
03.08.2026	Online	Craig Reed	Open & Close Public Toilets - July	£131.34	41
03.08.2026	Online	Pearce & Kemp Ltd	Repairs to Street Light 208	£371.36	29
03.08.2026	Online	Terry Markiewicz	Refurishment of Village Sign Base	£2,450.00	51
03.08.2026	Online	AW Plastering Ltd	Refund - Overpayment for Lakenheath Times Advertising	£30.00	
03.08.2026	Online	PRE Heating Services Ltd	Repairs to Cemetery Cottage Boiler	£580.80	7
03.08.2026	Online	RH Landscpaes &	Village Maintenance - June	£1,500.00	7
03.08.2026	Online	J Chambers (Connector	Refreshments - Warren Walk	£33.00	
03.08.2026	Online	Sunrise Cleaning	Village Cleaning - February to June 2026	£1,824.50	41

LAKENHEATH PARISH COUNCIL 2026/2027

QUARTER 1

	Budget 2026/27	Actuals 30/4/2025	Actuals 31/5/2025	Actuals 30/6/2025	Total for Q1	Quarterly Budget	Variance	Variance Explanation £100 / 15%
Receipts								
Precept / LCSG	£199,900.00	£0.00	£600.00	£942.00	£1,542.00	£49,975.00	-£48,433.00	received in one annual amount
Cemetery	£5,000.00	£0.00	£0.00	£0.00	£0.00	£1,250.00	-£1,250.00	udes Memorial Tree Leaves
Other (Inc Interest, VAT, Cottage Rent & LT Advertising)	£49,150.00	£0.00	£0.00	£0.00	£0.00	£12,287.50	-£12,287.50	VAT received in one annual amount
Active Lakenheath	£5,850.00	£300.00	£0.00	£0.00	£300.00	£1,462.50	-£1,162.50	New SLA
Total	**£259,900.00**	**£0.00**	**£600.00**	**£942.00**	£1,542.00	£64,975.00	-£63,433.00	**ept & VAT Annual Receipts**
Payments								
Staff	£50,000.00	£0.00	£0.00	£0.00	£0.00	£12,500.00	-£12,500.00	Pay Increase Due Q2
Village Keeping	£15,000.00	£2,879.94	£2,745.03	£2,879.94	£8,504.91	£3,750.00	£4,754.91	er = Less Grass Cutting Required
Cottage/Chapel	£5,000.00	£2,283.88	£14,610.58	£0.00	£16,894.46	£1,250.00	£15,644.46	Ongoing Maintenance
Cemetery	£45,000.00	£87.44	£77.44	£366.13	£531.01	£11,250.00	-£10,718.99	ncludes Memorial Tree
Street Lighting	£116,000.00	£0.00	£0.00	£0.00	£0.00	£29,000.00	-£29,000.00	cement Programme During Year
Admin	£5,000.00	£0.00	£625.00	£1,400.00	£2,025.00	£1,250.00	£775.00	Ongoing Expenditure
Insurance	£4,000.00	£64.99	£180.12	£64.03	£309.14	£1,000.00	-£690.86	urances due later in year
Subscriptions	£1,200.00	£3,867.24	£0.00	£0.00	£3,867.24	£300.00	£3,567.24	Most subs paid in Q1
Training	£500.00	£0.00	£1,145.02	£0.00	£1,145.02	£125.00	£1,020.02	Training open to all
Newsletter	£16,000.00	£0.00	£0.00	£0.00	£0.00	£4,000.00	-£4,000.00	e Received for Summer Edition
Grants	£72,000.00	£0.00	£0.00	£0.00	£0.00	£18,000.00	-£18,000.00	ncludes Schoo Donation
Playground	£30,000.00	£0.00	£17.97	£0.00	£17.97	£7,500.00	-£7,482.03	Ongoing Maintenance
Village Facilities	£17,500.00	£0.00	£0.00	£0.00	£0.00	£4,375.00	-£4,375.00	Village Gates & Village Sign Area
St Mary's	£10,000.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	-£2,500.00	o Major Expenditure YTD
VAT	£50,000.00	£2,511.28	£2,468.47	£2,511.28	£7,491.03	£12,500.00	-£5,008.97	T amounts expected later in year
Professional Fees	£10,000.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	-£2,500.00	Ongoing Expenditure
Neighbourhood Plan	£15,000.00	£570.38	£6,492.33	£229.49	£7,292.20	£3,750.00	£3,542.20	diture Expected Later in Year
Trees	£6,000.00	£0.00	£0.00	£325.00	£325.00	£1,500.00	-£1,175.00	Ongoing Maintenance
Green Spaces	£10,000.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	-£2,500.00	diture Expected Later in Year
Active Lakenheath	£5,850.00	£0.00	£0.00	£0.00	£0.00	£1,462.50	-£1,462.50	New SLA
Total	**£484,050.00**	**£12,265.15**	**£28,361.96**	**£7,775.87**	£48,402.98	£121,012.50	-£72,609.52	**going Expenditure Planned**

Lakenheath Parish Council
Internal Audit Service – Terms of Reference

Mission

To assist local councils to maintain and improve internal control in accordance with proper practices as set out in the Accounts and Audit Regulations.

Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.
The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.
The Clerk/ Responsible Financial Officer will present the results of audits and the recommendations made to council at a full council meeting and with agreement from the council will implement changes where necessary.

Review of Terms of Reference

The Terms of Reference will be reviewed and updated as necessary every three years.

Date of next review: August 2027

Appendix H Planning

Lakenheath Parish Council Planning Sub Committee

Notes from the meeting held on Wednesday JULY 16th 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 12.07.2026

1. Apologies and Declarations of Interest: Apologies from Cllr M Rowntree. No declarations of interest
2. Members of the public may speak about an item on the agenda (3 minutes limit) None present
3. The members considered

A Application no: DC/26/0886/HH Officer Oliver Bingham

Consultation Expiry: **16 July 2026**

Proposal Householder planning application - **two storey rear extension** (following demolition of existing single storey extension)

Location 7 Avenue Road Lakenheath Suffolk IP27 9AP

Applicant Lucy Clarke

https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TGDF0ZPDLI400

DECISION: SUPPORT

Responded on portal 16.07.2026 8.22am

Appendix I BT Site Proposal

Proposal for the BT Site / Village Sign Triangle
The Proposed Southern Green Gateway

I propose planting four upright Silver Birch trees on the BT site to create a welcoming and peaceful gateway to the village's High Street. Silver Birch trees are attractive, elegant, and provide year-round visual interest without creating a dense canopy.

In addition, I suggest planting lavender along the frontage of the site to mirror the existing planting around the Lakenheath village sign on the opposite side of the road, along with spring bulbs and salvias to provide seasonal colour throughout the year. This would create a sense of balance, continuity, and visual interest.

I also recommend planting two, or the number considered most appropriate, of the same Silver Birch trees at the head of the Lakenheath village sign triangle. Using the same species in both locations would create a cohesive and attractive entrance to the village.

Together, these enhancements would provide a beautiful, peaceful, and visually appealing gateway to the High Street, improving the appearance of the area for both residents and visitors while complementing the existing landscape.

I feel this is something we as a Parish Council could undertake to improve this currently underused area, which has the potential to become a focal point of the village. It could also be used to communicate with residents at key times of the year.

The trees could help frame an area suitable for banners and displays relating to community activities, such as Christmas celebrations and Remembrance Sunday helping to convey a clear message of what our village represents: pride in where we live and care for our shared environment.

If the council are of a mind I would be happy to work further on this proposal, and bring it to the next meeting.

Appendix J Grant application

LAKENHEATH BLOOMERS PARISH COUNCIL GRANT APPLICATION

1. a. The name of your group **LAKENHEATH BLOOMERS**

   b. Approximately how long has your group been operating? From May 2026

   c. Please give a brief description of your group's activities

Lakenheath Bloomers is an independent volunteer group that seeks to continue the work of the former (now closed) Lakenheath in Bloom.
Our aim is to enhance the village through attractive, sustainable planting that benefits residents and visitors alike, while encouraging community involvement and pride.
Despite inheriting just £500 from the previous group, we have already made significant progress. To overcome the lack of a reliable water supply, we successfully relocated five planters to accessible private sites with the land owner's permission, avoiding costly public footpath licences. Three planters are now located at Lakenheath Memorial Hall and two outside the Church, while volunteers continue to maintain those outside the Co-op. Most of our available funds have now been used to provide vibrant summer displays.
We are now seeking a grant total of £5,000 to enable us to continue our work by purchasing additional planters, meeting the cost of new licences and creating new displays at Lakenheath Doctors Surgery and the Post Office/ Library. The funding will also support seasonal planting and ongoing maintenance, ensuring long term sustainability.
Your support will help our independent volunteer group us create a more colourful, welcoming village, encourage community pride and provide lasting environmental benefits for everyone who lives in or visits Lakenheath

d. Website address (if you have one) N/A

e. The address of the premises where you meet N/A

f. Telephone number (supplied)

g. Approximately how many members/beneficiaries does your group have? three

h. Where do the beneficiaries live? In Lakenheath

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

If **Yes**, please supply the names of the officers
Chair: Sharon Di Guilio-Rowntree

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 (supplied)

E-mail address
(supplied)

3. **YOUR FINANCE**

a. The name of your bank (supplied)

b. The name on your bank account

Sort code
Account number:

c. Are your group's accounts audited or independently examined annually?
If **Yes,** please attach a copy of your most recent accounts
Less than one year in existence

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
   1. Encourage more volunteers
   2. Enhances and benefits to village, by improved high visibility attractive displays
   3. Positive impacts on mental health
   4. Positive effects on sense of community ownership and pride
   5. Value for money: all work undertaken by volunteers, quality plants sourced by knowledge people
   6. Environmental impact – immediately obvious when entering the village at key locations

b. Total cost of the above. Please give details and attach quotes, estimates or any information you may have See attached

c. Amount raised so far – n/a

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

e. Amount requested from Lakenheath Parish Council – to be discussed

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

Signed: ***S Di Giulio Rowntree***

*on behalf of Lakenheath Bloomers

Position Chairman Date 30/07/2026

LAKENHEATH BLOOMERS

Breakdown of costs towards purchasing new planters and materials needed to set them up with soil/ plants and towards maintaining flowers for all the remaining planters in the village.

Our aim in the foreseeable future is to purchase larger planters at the front of the st Mary's church, then move the existing smaller planters there at the moment to the frontage of the Methodist church.
This is our hopes and plans for next year, if funding can be raised next year.

GET POTTED.COM

DOCTORS

HALO 120cm Large Tapered Round Black Grey Fiberglass Planter for Outdoor Use D120 H80 cm, 904L

£960. Each +vat=£1152.
£960.Each +vat=£1152.

Soil
75L x 24= £240

LIBRARY

AMBEROLS.CO.UK

Full Barrier Basket x4
Length 1290mm
Width 380mm
Depth 280mm

£163.00+vat = £195.60 each x4=782.40

Soil
£80

License applications for both places estimated £180 each place.=£360

TOTAL for new planters including vat + soil + licenses =£3766.40

Flowers + plant feed for all village planters including new planters for future
TOTAL= £1233.60
Funding needed for the next seasons flower/planting displays.

All prices are estimated at time of quote and not time of purchase.

Grand TOTAL £5000

Lakenheath Bloomers

CONSTITUTION

The name of the organisation shall be Lakenheath Bloomers ("the Group")

1. AIMS

1.1 The aims of the Group are as follows:

1.1.1 To promote and foster community interest and involvement in improving the look of Lakenheath ("the Village") with planting.

1.1.2 To develop the biodiversity of areas of the village.

1.1.3 To expand the group and involve the local community in improving our environment visually.

1.1.4 To work in partnership with local government and other bodies having an interest in our aims.

1.1.5 To identify funding streams and resources to support the work of the Lakenheath Bloomers.

2. POWERS

2.1 To further these aims the Committee shall have power to:

2.1.1 Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method.

2.1.2 When appropriate work with associate local authorities, voluntary organisations and residents of Lakenheath in a common effort to carry out the aims of the Group.

2.1.3 Do all such lawful things as will further the aims of the Group.

3. MEMBERSHIP

3.1 The Committee Members are Sharon Digiulio-Rowntree, Paula Green and Joanne Kiff-Croasdell.

3.2 The Management Committee are: Chair Sharon Digiulio-Rowntree, Secretary Paula Green and Treasurer Joanne Kiff-Croasdell.

3.3 Membership will be open to residents of Lakenheath and those interested in supporting the aims of the Group.

3.4 The Committee will have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the Committee before a final decision is made.

4. MEETINGS

4.1 The Committee Members shall meet at least 6 times a year.

4.2 At least 2 Committee Members must be present at a committee meeting to be able to make decisions.

4.3 An Annual General Meeting shall be held within 12 months of the date of the adoption

f this Constitution and each year thereafter.

4.4 Notices of the Annual General Meeting shall be published 3 weeks beforehand and a report of the Group's financial position for the previous year will be made available at the same time.

4.5 Proposals to change the Constitution must be given in writing to the Secretary at least 28 days before a general meeting and approved by two thirds majority of those present and voting.

5. ACCOUNTS

5.1 The funds of the Group, including all donations, contributions, and bequests, shall be paid into an account operated by the Management Committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.

5.2 The funds belonging to the Group shall be applied only to further the aims of the Group.

5.3 A current record of all income, funding and expenditure will be kept.

6. EQUAL OPPORTUNITY

6.1 No member shall be discriminate against or discriminate against others based upon their race, colour, ethnic or national origin, gender, sexuality, disability, religious or political beliefs, marital status or age.

6.2 The Group will abide by the Guidelines for Working with children, young people and vulnerable adults issued by West Suffolk Council.

7. DISSOLUTION

7.1 The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

7.2 If confirmed the Committee shall distribute any assets remaining after the payment of all bills to other charitable groups or organisations having aims similar to the Group or some other charitable purposes as the Group may decide.

THIS CONSTITUTION is dated 08/06/- 2026

SIGNED BY **
(Chair) S Dilmio-Rommed

SIGNED BY **
(Secretary) .....

SIGNED BY **
(Treasurer) .....