



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

### **of the Meeting of Lakenheath Parish Council held on April 7<sup>th</sup> 2026 at the Methodist Church Hall, Back Street, Lakenheath at 7pm**

Present:

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

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

#### **2026/182 Chairmans welcome, confirmation of recording and Apologies**

- a) The resignation of Councillor W Overy was **NOTED**. The Chairman expressed the councillors thanks to Cllr Overy for her support.
- b) Apologies: PC S Cameron

#### **2026/184 DECLARATIONS of INTEREST**

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered and to note that such interests so declared must be formally notified to the parish clerk

Cllr J Murfet declared an interest at 2026/181 (b) (under exemption)

#### **2026/185 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) Illegal parking in Lakenheath - concerned resident (email sent to cllrs 16.03.2026)  
Chairman: Councillors are aware of the terrible parking problems in Lakenheath. We have notified Suffolk Constabulary; PC Cameron does attend but not as often as we would like. Vice Chairman: West Suffolk Council have parking enforcement officers, LPC continually ask for their attendance, but there are not enough officers to go round. Cllr Kelly will maintain the conversation. Cllr Murfet: suggest we write to the shops, asking that customers park considerately. Clerk to write to shops asking that they ask their customers to park with consideration to other members

of the public. The Chairman has visited the shops with the same verbal message but was given a less than positive response.

- (ii) Litter/ other bins new estate Liberty Gate (email sent to cllrs 13.03.2026) A resident told the meeting that litter is blowing around the Liberty Gate estate. Persimmon / Estate Management people will not provide public bins, will LPC do so? Chairman: the roads not yet adopted when they are, West Suffolk will put the bins there. Cllr Murfet asked if there is there a service charge? Resident: Yes £36 per month, but bins are not provided. Persimmon /EWS to be asked by LPC to provide bins. Action clerk. Resident will provide contact details.
- (iii) Complaints about the appearance of the Hotel on the High Street, particularly the urns. Chairman: we have asked about this previously, at the time a (now ex) councillor took action, clerk to write to say they are letting the village down. NS said that he had got the contact details up on pc
- (iv) Falling boundary wall belonging at 19 High Street. Clerk handed out photos provided by the resident. Vice Chairman confirmed that the responsibility for the wall was down to the owner, which is either the (residents) or the neighbour. Clerk to contact the agent to advise.
- (v) Request to put up signs warning of horse riders in the village. Seen as dangerous by the equestrian. Clerk to obtain costings for signage. Next meeting.
- (vi) From the floor, not notified previously: A resident asked if we are going to get any more doctors. Chairman: not to my knowledge, sorry.
- (vii) From the floor, not notified previously:  
A resident commented (**Appendix A**) that further to attending the Annual Assembly, we are fortunate to have a robust council. Grants to local groups: council has not granted anywhere near the budget that was set. Could there be a register of grants given and posted on social media. I would like to see an explanation of why reserves are being held. There is an excellent village magazine.  
The RFO gave out a breakdown of the grants approved. (**Appendix B**)  
Cllr Rowntree commented that in the time he has been a parish councillor, no grant application has been turned down, although in some cases the grant was delayed because the parish council asked for more information, clarification, or a re quote.  
Resident: we have close to 60 to 70 groups in the village you need to make sure that they know about the grant. Vice Chairman: The budget number is an aspiration; we want people to apply and get the money. In other places, they have (e.g. a cemetery support group) that utilises grants available. In Lakenheath it is different as it tends to be the parish councillors that take on the work. In terms of the money that's available, what we have done is got the job done ourselves without handing out money to get the work done, allowing more to be left in the grants pot.  
Cllr P Gyte: a lot of the established groups don't necessarily know that funds are available.  
Cllr N Smith: to clarify, as is usual with a statutory authority, the unspent grants budget does not roll over (accumulate) at the end of the financial year. A new budget is set each year. There is a limit to each grant, but it is at the councillor's discretion.

## 2026/167 **Reports & Questions**

- (a) Report from Suffolk County Council Councillor: awaiting May election results

- (b) Report from RAF representative Cllr N Smith read out (**Appendix C**) Cllr Kelly: we have had an email today passing on thanks from the Base to the Councillors and residents for their recent co-operation and patience during the protests. There were CND members and others in balaclavas, the road was partly blocked by social media reporters. Police shepherded the protesters off the road.  
Cllr Murfet: I find it strange that they don't report on other things why don't they refer to other events? Such as the pilot thing. Cllr N Smith: they would not normally be expected to comment on operational activities. He will speak with Vikki.
- (c) Report from West Suffolk District Councillor: Confirmed: three unitary authorities, a single would have allowed a total of 100 cllrs altogether. Each of the unitary authorities will have 64 cllrs, i.e. 3 x 64 altogether. This will be a major task.
- (d) Report from Police representative: not in attendance. Cllr N Smith commented that PC Cameron attended the Care Café and made a presentation., also present in the village in the morning.
- (e) Report on Active Lakenheath project (Community Connectors) (**Appendix D**) Cllr N Smith read out the report. Cllr M Rowntree commented that Sundays seem to be a better day to hold events, the walk is on a Wednesday, and people will be at work.

2026/168 **The accuracy of Minutes of the Meeting held on 2nd March 2026**  
was unanimously **APPROVED**

2026/169 **Financial Matters (Appendices at E)**

- (a) **AGREED**: Bank reconciliation for month end 28th February 2026
- (b) **AGREED**: Summary of payments: Cllr Gyte queried the cost of the annual assembly, clerk and RFO to evidence with all invoices. Cllr Kelly confirmed that half the cost will be met privately.
- (c) Village Sign Refurbishment: Proposed expenditure: £1620.00 (exc. VAT) Proposed by Cllr Kelly, seconded by Cllr N Smith unanimously **AGREED**. The refurbishment should take about a month.

2026/170 **Matters relating to Lakenheath Cemetery**

- (a) The Cemetery Report from the LPC Cemetery Committee was **RECEIVED**. (**Appendix F**)
- (b) Remembrance Garden: Cllr S Di Giulio-Rowntree has almost finished the planting. On behalf of the Council, the Chairman expressed thanks for the super work that Cllr S DiGiulio-Rowntree and her `little army` of volunteers have done.
- (c) Purchase of a remembrance tree This is due for delivery week commencing 12<sup>th</sup> April 2026. The plaques on the benches awaiting delivery should read "Lakenheath Parish Council 2026". A larger plaque to be sourced and worded, to define the Councils work and dedicating the remembrance garden to the community. Once the tree and seats are installed, Cllr M Rowntree suggests organising an opening ceremony.
- (d) Update on new planting (Cllr S De Giulio- Rowntree) nearly all done, as above.
- (e) The Councillors considered an increase in Cemetery fees: the clerk had distributed a table of potential increases, rounded up. (**Appendix G**). It was **AGREED** to increase the Cemetery Fees by 10%, with effect from 1<sup>st</sup> May 2026.

#### 2026/171 **Pride in Place Programme (PIPP) and Active Lakenheath**

- (a) Update from Cllr G Kelly: PIPP was launched at the Annual Assembly. The Board has yet to be appointed and approved by the Ministry before the end of June 2026. The call for Board members closes on 17<sup>th</sup> April 2026. There should be a minimum of eight members of the Board, 51% of whom must be Lakenheath residents. We are all wanting to press on but need to wait for the green light. Clearly, the Parish Council will meet with the Board to sort out who is going to do what.
- (b) It was **RESOLVED** to **grant Delegated Authority** to Cllr N Smith, Cllr G Kelly and Cllr M Rowntree to keep the PIPP momentum going, making sure that PIPP and the Parish Council continue to be on the same page.
- (c) The Councillors considered nominating the Old School as Asset of Community Value order (ACV), providing a community right to buy. The new unitary authority of West Suffolk will be in a position to confirm needs, e.g. move the library, rehouse the doctor's surgery. This will of course take some time to implement.  
It was **unanimously RESOLVED** to **nominate the Old School as Asset of Community Value Order (ACV)**.

#### 2026/172 **Planning Matters (Appendix H)**

- (a) The Notes from the LPC Planning Committee meeting held on 18<sup>th</sup> February 2026 were **RECEIVED**

#### 2026/173 **Reports**

To receive reports/ requests from:

- (a) Chairman/ Vice Chairman/ Clerk

- (i) Annual Assembly 27.03.2026: Cllr N Smith reported positive feedback.  
Cllr M Rowntree proposed a vote of thanks to the clerk for arranging the Annual Assembly.
- (ii) Update on new school progress: Cllr N Smith reported that the opening is still set for September 2026. The Station Road toucan crossing and path are both on track.
- (iii) Update on .gov email addresses: the Clerk confirmed that all councillors had now transferred to the .gov addresses.
- (iv) Speed awareness wheelie bin signs (email sent to cllrs12.03.2026): It was **AGREED** to purchase the signs at £120 for a pack of 100. Clerk to distribute from the office, priority to residents on the main road for visibility.
- (v) Other reports as appropriate: none

- (b) Councillors Reports:

- (i) Streetlight refurbishment project: Cllr Frost told the meeting that

this is going well, most of the G39 units have been completed. Unit 115 on Wings Road- the hedge has now been trimmed back and work completed. Cllr Frost will

chase up the few outstanding issues. A complaint about two units being too bright has been received (Wingfield Road). These units are not owned by LPC or Suffolk County Council; some units are still owned by Housing Associations. Clerk to find out the cost of shields. Next meeting.

- (ii) Speed Indicator Device Reports: (Appendix I): Cllr M Rowntree reported that both units are working, however the Station Road unit requires maintenance. This would be an opportunity to move to a more accessible place. Clerk to arrange the maintenance with Westcotec. Clerk to investigate purchase of a third unit to ensure continuous coverage and differing locations. Next meeting

Speedwatch Team: Cllr P Gyte reported that the Speedwatch team is retiring, due to very low members, and no volunteers are forthcoming. LPC own the speed gun, which will go into storage. Other items will be returned. The group has been in existence for ten years: the Chairman proposed a vote of thanks to the outgoing members, thanking them for their work in the past.

- (iii) Lakenheath Times: Cllr D Smith reported that all is going well.
- (iv) LPC Facebook page/ social media Cllr M Rowntree has been posting as required. It is important to record as much as possible, Councillors asked to send in photos.
- (v) Village entrance signage: Cllr P Gyte reported that the new Orbital signs are awaited.
- (vi) Fencing at the BT site has been completed.
- (vii) Phone boxes: Cllr M Rowntree reported that these are in a mess, needing interior reorganisation and that there are problems with the shelves and doors. Both Councillors Rowntree have cleared the bookshelves and floor, taking all the unwanted magazines etc to the dump. It is hoped that villagers can be inspired to look after the kiosks. Next meeting
- (viii) Other reports from project leads as applicable: none

#### 2026/176 **To consider any Grant/ Sponsorship Requests**

- (a) Councillors considered the sponsorship of medals and cups at the LFC Challenge Cup event in May 2026 Cllr D Smith has obtained a quotation of £100 per match. **(Appendix J)**. It was **AGREED** to **contribute £200**.
- (b) Little Fishes Easter Hunt The clerk confirmed that there had been only two replies to her original email. Two items were taken to the group at the Pavilion.
- (c) Councillors considered the application from the school: (Appendix K) S137 is a power that allows donation to groups and societies. S19 is a power that LPC can spend money and there is no limit. The RFO commented that Councillors had set a budget of £12,000, any further monies will have to come out of Reserves. Note: there should be budget left over from the streetlight budget as this is coming to an end. LPC total reserves, budgeted for the end of this financial year, comprise £250,000, £171,000 of which is general earmarked reserves (streetlighting, church, chapel, play area, cemetery etc). With a precept of approximately £200,000 it is

generally advised to retain half i.e. £100,000. This to take into account the precept that is now coming in.

Cllr Kelly commented that whilst of course this is worthwhile project, there are many other sources of funding which the school has not approached.

Although key stage 1 play equipment/ apparatus ought to have been funded by Suffolk Council, this is not the case. In these very exceptional circumstances, the Councillors **AGREED to donate £60,000**. Proposed by Cllr M Rowntree, seconded by Cllr A Gyte.

**NOTED:** Cllr Frost commented that the government should be funding the play equipment. Outside Play is part of the school curriculum but it is not in the specification of the new building requirement.

**FURTHER NOTED:** Cllr M Rowntree commented that the original request two meetings ago by Cllr P Gyte ago was for whiteboards, laptops. This has now changed completely to play equipment. The Parish Council had not received an application from the school until this current meeting April 2026, which defined the object of the request and allowed the Councillors to assess it in an appropriate manner.

The RFO was given permission to increase the grant budget to £72,000.

#### 2026/177 **Correspondence/ Consultations/ Training**

- (a) Planned Bird Surveys at Maids Cross Hill sent to cllrs 16.03.2026
- (b) Information on Knowledge Champions (via Active Suffolk)
- (c) WSC: call for local sites (sent to cllrs 18.03.2026)
- (d) Pride in Place Project information (sent to cllrs 20.03.2026). This is now on the Lakenheath Parish Council website.

#### 2026/178 **Items for Future Meetings**

2026/179 **Such other business** which, in the opinion of the Chairman, should be considered as a matter of urgency: none

2026/180 **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

Meeting closed 9.00pm

Appendix A

DRAFT

Good evening,

Thank you – [REDACTED] I am a resident and involved in various bits and bobs around the village.

Further to attending the excellent Parish Assembly a couple of weeks ago I wanted to come along this evening.

Communication not criticism is what I am calling for more of.

We heard at the Assembly from the many wide ranging groups which make up the rich community we live in.

We are very fortunate to have a robust Parish Council. Rarely does a day go by when I don't see someone doing something out and about – let alone what goes on unseen.

It occurred to me that we didn't specifically hear 3 minutes from the Parish Council at the Assembly about supporting these groups and I wondered to myself afterwards how many groups in the village had benefited under Section 137 Grants. Furthermore, how many know such a fund exists?

I believe that the maximum permitted per financial year is £11.10 per elector, rising to £11.60 now – so perhaps some £45-50kpa?

Doing a little research, I found that we don't keep a register of Grants as some Parishes do - so apologies if my information may not be 100% accurate. Minutes do not always define whether a grant is S137 or S19. The annual year-end accounts are not always published – again broken down. *I think there could be a few website uploading issues outstanding?* Regardless, I think for many years we have not granted anywhere near the budget – last year and this was £12k. Can we and are we rolling over any over underspend?

On the subject of Minutes – this is how I personally keep up-to-date with PC matters online – could we do an advisory social media post for these monthly when available, as is done for the meeting itself? *I am a noticeboard reader and not on social media – however I am very much the minority!*

Presently there is an undercurrent, in these challenging financial times, that the PC retains more than healthy reserves. I personally applaud this financial prudence and again we are very fortunate to have such a robust and active PC. It would be great to share more widely why such reserves are being held – as well as how funds are being spent and earmarked to be spent. We have an exceptional Parish magazine, we have noticeboards, we have social media. The latter perhaps has more potential – I am continually feeding this back through the Active Lakenheath team. A couple of recent examples we might learn from – I saw the Assembly poster advertised on a notice board weeks in advance – the social media post was only put up a week prior. And the wonderful work at the cemetery – I am not sure its understood 'order a leaf' means purchase a leaf for £150.

All in all, I call for more communication – for the benefit of all.

Again, I stress more communication – less criticism.

Thank you for your time.

## **S137(4)(a) of the Local Government Act 1972**

Paid S137 Grants are published monthly on the expenditure sheets and a summary is given at the Annual Assembly. The summary includes details of how to claim a grant and this is also published on the website

<https://lakenheathparishcouncil.gov.uk/home/grant-policy-and-application/>

### **2025/26**

Parkinsons UK £100  
Lakenheath Good Neighbours £250  
Guide Dogs £100  
Lakenheath Peace Memorial Hall & Community Centre - Meet & Eat £300  
Assembly of God to Support the Village Foodbank £1,000  
Village Defibrillators £225  
Lakenheath Scout Group £1,828

### **2024/25**

Lakenheath Consolidated Charities to Replace Allotment Fencing -£2,400  
Royal British Legion £100  
St Nicholas Hospice £100  
Assembly of God to Support the Village Foodbank £1,000  
Veterans Aid £100

### **2023/24**

Lakenheath Good Neighbours £200  
Lakenheath Silver Band £250  
Lakenheath Over 65s £576

The Ministry of Housing, Communities and Local Government has increased the Section 137 expenditure limit for parish and town councils in England for the 2026/27 financial year. The new limit is £11.60 per elector. Total electors for Lakenheath = 3341 x £11.60 = £38,775.60.

## **S19 of the Local Government (Miscellaneous Provisions) Act 1976**

### **2023/24**

Lakenheath Playingfields Association £5,515

**Although a grant budget is set each year, applications are not received to meet this budget. All applications are welcomed and are normally granted the funds requested.**



### **RAF Lakenheath report to Lakenheath Parish Council April 2026.**

- U.S. forces recently participated as part of U.S. government efforts to support Norwegian and NATO total defense concepts in Exercise Cold Response. The exercise was a routine Norwegian-led winter military exercise in Northern Norway. The exercise was a significant milestone to demonstrate the readiness of a U.S.-based Marine Air Ground Task Force to swiftly composite and rapidly deploy across the Atlantic, be received by Norwegian forces, and conduct operations that enable larger NATO operations.
- The 48 FW supported both Norfolk and Suffolk Justice Services last month with representation from both the 48<sup>th</sup> Security Forces Squadron and the Legal Office.
- Representation from the 48<sup>th</sup> Medical Group attended the West Suffolk Council Civic Dinner on 6 March at West Suffolk College.
- Representation from the 48<sup>th</sup> Mission Support Group attended the Suffolk County Council Civic Reception at Trinity Park in Ipswich on 24 March.
- The RAF Air Defence Radar Museum visited the 48<sup>th</sup> Operational Support Squadron on 12 March.
- Volunteers attended Feltwell Care Home on several visits this month to join and engage with the residents.
- There will be a planned demonstration outside Gate 1 from 1-6 April. Base personnel are advised to use Gate 2 during this period, which will be open 24 hours until 2200 6 April. Gate 1 will be closed to all inbound and outbound traffic from 1200 to 1600 on Saturday, 4 April. Base personnel have been advised to plan travel accordingly and allow extra time for base entry/exit. There is an increased potential for traffic congestion on and around the installation during this time.
- The 48 FW is aware of safety concerns raised regarding the plane spotters near the Wangford Road junction on the A1065. This is a matter for the local constabulary and the Wing is aware that policing has taken place in this area recently during peak times of activity. The 48 FW RAF Commander has previously engaged with Suffolk Highways on this issue whom are looking to place signage at the forest entrance where the majority of the parking takes place.
- A meeting with 48 FW Deputy Wing Commander Col Jurewicz and the newly appointed chairman of the Lakenheath PIPP has been scheduled for 14 April at RAF Lakenheath.
- Chairs of local councils have been invited to the NATO BOWL at RAF Lakenheath on 15 May, alongside local football clubs.

Victoria Quamina

Community Relations Adviser, RAF Lakenheath

01638 523145

48FW.CRA@us.af.mil

2 Apr 2026

## Appendix D Report on Active Lakenheath project

Jo has been on a couple of walks along some of the Suffolk County Council footpaths and noting any issues with brambles/overhanging tree branches/nettles/roots etc which may spoil a walk and will feed this information back to the Council to try and get paths cleared.

There is a special talk and walk organised at Lakenheath Fen with the RSPB. It planned for Weds 15th April - hopefully, we will sell some more tickets – only 6 sold so far. Tickets are available from the library this week and next week.

Rich and I will be doing a reccy walk on the Warren for the next Warren walk next Wednesday ready for the first Sunday in May from 9 am – you would all be welcome at the next Warren walk which will be 3rd May

Aimee from TOTA (chair exercises for those with limited mobility) will be meeting Robert at the Bowls Club this month to see if the Bowls club would be a suitable venue for a class for meet - she needs to assess for safety, access and toilet facilities and look at the chair to see if they are suitable. We are hoping to publicise after she has made her assessments. We are hoping to aim this class at people who are limited in their mobility – this is not to be instead of the current Keep Fit class which is very well attended and is a great asset to the village, but to target both men and women who really struggle with their mobility. They may require transport too which will need to be arranged.

Rich is planning school events on a Friday to encourage parents and children to be active together and parent wellbeing sessions. There are plans to link with the School Games Organiser, Ian Jackson, and a date is currently being organised. We are hoping this will be a great opportunity for fun physical activities for Lakenheath Primary.

We are hoping to plan another Pony riding experience for children and adults who did not ride last time – very likely to be in the Summer.

We are hoping to make a link with Locke who has recently started a dance company in the village.

We are visiting the Brownies and Rainbows groups at the end of April and will be asking them their views and will be supporting the various Scout groups with some equipment they can use to help their children to be active.

Thank you for all your support during this last year. Rich and I are incredibly grateful for all your feedback – which we hope will be used in the months and years ahead to support and encourage physical activity within the village.

## Appendix E Financial



LAKENHEATH PARISH COUNCIL					7
Date	Transaction	Payee	Description of Supply	Amount	Power*
<b>Receipts</b>					
19.02.2026		N Glading	Debit Card Used in Error 17.02.2026	£23.93	
February			Lakenheath Times Advertising	£361.00	
February			Interest Payments	£199.89	
February			Cemetery Cottage Rent	£950.00	
February			Cemetery Fees	£480.00	
<b>Payments Made</b>					
11.03.2026	Debit Card	Amazon	Cable Ties	£5.94	
16.03.2026	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£55.23	7
17.03.2026	Direct Debit	Lloyds Bank Plc	Bank Charges	£8.50	
23.3.2026	Debit Card	Amazon	Envelopes & Boxes	£25.95	
24.03.2026	Debit Card	Post Office Counter	Stamps	£15.30	
24.03.2026	Debit Card	Tesco Stores	Annual Assembly Food & Drink	£166.40	32
25.03.2026	Online	Pearce & Kemp Ltd	Street Lighting LED G39 Works (UKPN) LED Upgrade	£30,880.32 £307.12	29
25.03.2026	Online	Cllr N Smith (reimbursement)	Gator Fuel	£156.58	7
25.03.2026	Online	Lakenheath Methodist Church	Room Hire - December to February	£96.00	32
25.03.2026	Online	Suffolk County Council	Street Lighting Energy & Maintenance	£12,426.39	29
25.03.2026	Online	Cllr S Di-Giulio - Rowntree	Gardening Materials	£99.77	7
25.03.2026	Online	Cllr M Rowntree (reimbursement)	Gator Fuel	£7.57	7
25.03.2026	Online	Belltech Electrical Services	Repair to Public Toilet Lighting	£81.53	41
25.03.2026	Online	Anglian Water	Public Toilets	£113.55	41
25.03.2026	Online	Joanne Beek	Annual Assembly Catering	£420.00	32
25.03.2026	Debit Card	Amazon	Sricky notes & Pens	£7.87	32
25.03.2026	Debit Card	Amazon	Tablecloths	£22.99	32
25.03.2026	Online	Staff	Salary Payments - March	£5,365.99	
27.03.2026	Debit Card	Tesco Stores	Annual Assembly Food & Drink	£29.80	32
02.04.2026	Direct Debit	British Gas	Electricity - Public Toilets	£67.69	41
10.04.2026	Online	BT Payment Services	Parish Office Telephone & Broadband	£77.93	
10.04.2026	Online	West Suffolk Council	Refuge Collection - Cemetery	£1,350.96	7
10.04.2026	Online	Anglian Water	Cemetery Annual Water Supply	£541.17	7
10.04.2026	Online	Cllr N Smith (reimbursement)	Lakenheath in Bloom Meeting Refreshments	£7.40	36
10.04.2026	Online	Pearce & Kemp Ltd	Street Lighting LED G39 Works LED Upgrade	£4,640.69	29
10.04.2026	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work -	£80.00 £390.72	7 41
			Signed .....		
			Dated .....		
* Please see website for Powers & Duties of Parish Councils					

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# harry stebbing workshop

at the heart of your community

10 March 2026

Lakenheath Parish Council

For the attention of Clare Shimmon via email [rfo@lakenheathparishcouncil.gov.uk](mailto:rfo@lakenheathparishcouncil.gov.uk)

Dear Clare

Thank you for giving us the opportunity to quote for refurbishing your village sign.

From the photos it doesn't look too bad in its condition, but we don't always know what is going on underneath the paintwork.

Assuming that the sign panel is sound and requires only small remedial works/filling, a sand and re paint, it would cost £1300.00 + VAT. The paint used is high quality sign writers enamel paints.

To refurbish the post this would cost £320.00 + VAT, again assuming that it is relatively sound and doesn't require much remedial work.

Any extra work beyond basic filling, i.e if large areas of rot need to be cut away and be patched in and re carved, this is charged at £33.00 + VAT per hour. If this was the case, we would contact you first before going any further.

A new panel and or post could be quoted for, if the current items are found to be rotten underneath the paint.

This refurbishment work would need to be carried out in our workshop in Hingham. We would require you to remove the sign and post from the plinth for us to collect. Once the refurbishment is completed we will deliver the sign and post back to you so that you can get it re-erected. Collection and delivery would cost £80.00 + VAT (£40 each way).

I hope this meets your requirements and look forward to hearing from you.

If you have any queries, please do not hesitate to contact me.

Kind regards

*June*

June Mitchell-Roberts (Mrs)

Refurbished sign photos below, before and after shots.

## Appendix F Cemetery Report

Spring is with us and the Cemetery is coming along well. The grass has been cut and this always improves things especially for Easter.

The Memorial Garden is progressing and we will hear more on this soon.

There have been a number of burials which have gone without issues.

Unfortunately the wildlife has returned and is still causing problems together with the birds and some grubs disturbing the ground.

We have an issue with the very large green waste bin as the wheels and lid need serious attention. So we have asked Nicky to look at purchasing a new bin asap.

Generally all is well.

The Cemetery team are working away at various tasks to ensure the Cemetery always looks its best.

## Appendix G Review of Cemetery fees

Paper D LPC Cemetery Fees Review April 2026		increase (rounded)	increase (rounded)
Description	2025	5%	10%
The body of a still-born child or a child whose age at the time of death did not exceed one month			
The body of a child whose age at the time of death exceeded one month but did not exceed 12 years			
The body of a person whose age exceeded 12 years or cremated remains in death exceeded 12 years in the grave section of the cemetery	£180	£190.00	£198.00
Garden of Rest <b>cremated remains</b>	£132	£140.00	£145.00
<b>For the Exclusive Right of Burial for the period of 100 years</b>			
1. in an earthen grave 3' x 2'6" (child)	£180	£189.00	£198.00
2. in an earthen grave 7' x 2'6" (adult)	£300	£315.00	£330.00
3. in a space 2' x 2' in the Garden of Rest	£228	£240.00	£250.00
4. <b>Transfer/Copy</b> of Deed of Exclusive Rights	£120	£126.00	£132.00
1. Monuments/ Gravestones	£150	£158.00	£165.00
2. Additional inscriptions	£120	£126.00	£132.00
Use of Chapel per day	£150	£150.00	£150.00
<b>NON PARISHIONERS: CHARGE IS DOUBLED</b>			

Appendix H Notes from the LPC Planning Committee meeting held on 18<sup>th</sup> February 2026  
Lakenheath Parish Council Planning Sub Committee

**Notes from the meeting to be held on MARCH 18th, 2026, at 9.30 am.**

**Location: Parish Council Office**

***Members of the press and public are welcome to attend***

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

**SOURCE: PLANNING PORTAL 16.03.2026**

1. Apologies and Declarations of Interest: apologies from Cllr Overy
2. Members of the public may speak about an item on the agenda: none present
3. To consider the following requests for consultation

**A.**

**Reserved Matters Application - submission of details under outline planning permission (part 2) of DC/14/2096/HYB - a. appearance, layout, landscaping and scale of development for 375 dwellings, together with Suitable Alternative Natural Greenspace, open space, sustainable drainage features and associated infrastructure**

**Land Off Station Road Station Road Lakenheath Suffolk**

**Ref. No: DC/25/1153/RM | Received: Mon 21 Jul 2025 | Validated: Tue 05 Aug 2025 | Status: Pending Decision**

**(Via GK) Comment: Lakenheath Parish Council are prepared to withdraw some objections.**

**We would emphasise, however, that we are looking to West Suffolk Council Planning Department to provide robust conditions around design codes.**

**B.**

**Reserved matters application - partial submission of details under DC/14/2096/HYB - means of landscaping at western site boundary area for the construction of up to 375 dwellings (including 112 affordable homes), and the construction of a new primary school, land for ecological mitigation and open space and associated infrastructure (as amended).**

**Land Off Station Road Station Road Lakenheath Suffolk**

**Ref. No: DC/23/0152/RM | Received: Wed 01 Feb 2023 | Validated: Wed 01 Feb 2023 | Status: Pending Consideration**

**Expires 19<sup>th</sup> March 2026**

**(Via GK) Comment: Lakenheath Parish Council are prepared to withdraw some objections.**

**We would emphasise, however, that we are looking to West Suffolk Council Planning Department to provide robust conditions around design codes.**

**Submitted by email and on portal 19.03.2026**

**C.**

**Application to discharge condition 29 - construction method statement of DC/14/2096/HYB**

**Planning Application**

**Land Off Station Road Station Road Lakenheath Suffolk**

**Ref. No: DCON(B)/14/2096 | Received: Thu 26 Feb 2026 | Validated: Thu 26 Feb 2026 | Status: Pending Consideration**

**Expires 20<sup>th</sup> March 2026**

(via GK) Comment: Lakenheath Parish Council are prepared to withdraw some objections.

We would emphasise, however, that we are looking to West Suffolk Council Planning Department to provide robust conditions around design codes.

Submitted by email and on portal 19.03.2026

D.

[TPO 141\(1970\) tree preservation order - works stated on submitted tree schedule of works](#)

8 Barr Drive Lakenheath Suffolk IP27 9JF

Ref. No: DC/26/0368/TPO | Received: Fri 06 Mar 2026 | Validated: Fri 06 Mar 2026 | Status: Pending Consideration

Expires 31st Mar 2026

DECISION: APPROVE Submitted on portal 18.03.2026

E.

[TPO 02 \(1995\) tree preservation order - as per schedule received](#)

Land Off Briscoe Way Lakenheath Suffolk IP27 9SA

Ref. No: DC/26/0326/TPO | Received: Fri 27 Feb 2026 | Validated: Fri 27 Feb 2026 | Status: Pending Consideration

Expires 02<sup>nd</sup> April 2026

DECISION: APPROVE Submitted on portal 18.03.2026

Next meeting: Scheduled for 15<sup>th</sup> April 2026 (subject to change depending on receipt of applications)

Appendix I

Speed Indicator Device Reports

Traffic Report Station Road February 2026

On 15 June 2023 at 10:00 the new SID was installed on the B1112 on the pole located on Station Road. The SID was positioned to monitor traffic coming into Lakenheath from Wangford.

Traffic Report From 01/02/2026 00:00:00 through 28/02/2026 23:59:59

85th Percentile Speed = 29.8 MPH

85th Percentile Vehicles = 90,579 counts

Max Speed = 70.0 MPH on 07/02/2026 20:45:00

Total Vehicles = 106,563 counts

Speed

Speed Limit: 30 MPH

85th Percentile Speed: 29.8 MPH

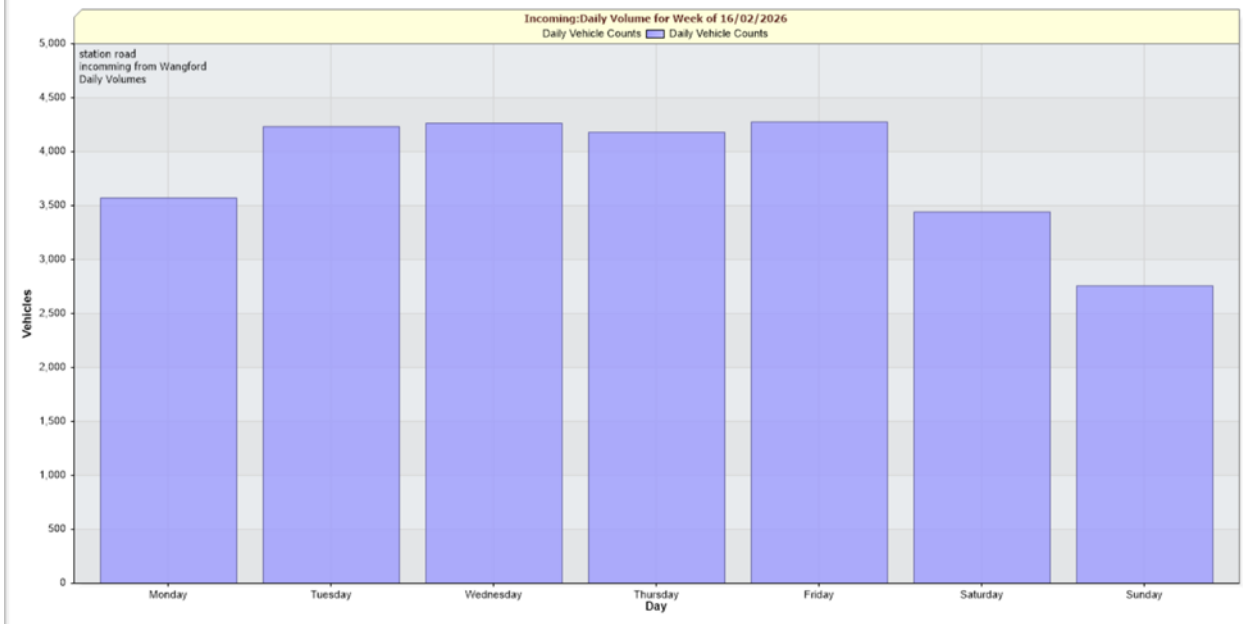
50th Percentile Speed: 26.4 MPH

10 MPH Pace Interval: 20.0 MPH to 30.0 MPH

Average Speed: 26.0 MPH

Project: station road  
 Location: Incoming  
 Project Notes: incoming from Wangford  
 Total Vehicles This Week: 26729 Vehicles

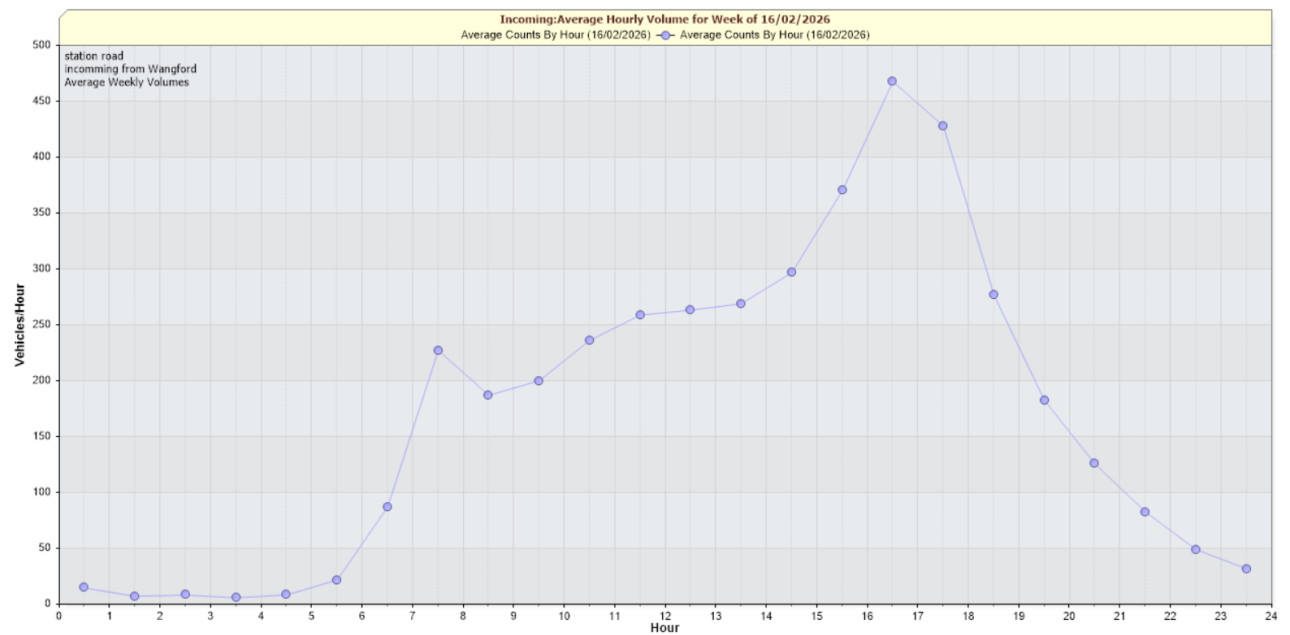
Select Week (Starting Monday):  
 26/01/2026  
 02/02/2026  
 09/02/2026  
 16/02/2026  
 23/02/2026



Project: station road  
 Location: Incoming  
 Project Notes: incoming from Wangford

Enable Comparisons:  
 02/02/2026  
 09/02/2026  
 16/02/2026

Select Week (Starting Monday):  
 26/01/2026  
 02/02/2026  
 09/02/2026  
 16/02/2026  
 23/02/2026



Exceeding Speed of 35MPH							
hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	4	4	7	5	1	11	11
2 - 2	7	4	2	4	7	6	6
2 - 3	3	6	4	5	3	11	10
3 - 4	4	2	4	4	1	7	6
4 - 5	6	4	3	4	5	4	7
5 - 6	14	12	16	15	18	12	6
6 - 7	14	13	20	18	22	7	8
7 - 8	27	19	22	23	17	15	10
8 - 9	15	11	6	14	18	18	15
9 - 10	11	15	11	15	5	9	19
10 - 11	13	13	4	7	9	9	7
11 - 12	7	14	7	11	6	16	14
12 - 13	4	7	13	8	13	21	4
13 - 14	12	7	5	4	11	14	12
14 - 15	8	7	9	8	14	11	20
15 - 16	6	9	8	11	19	15	22
16 - 17	16	7	3	7	14	15	19
17 - 18	10	8	4	7	6	14	16
18 - 19	11	12	9	12	12	14	20
19 - 20	14	15	13	11	13	13	25
20 - 21	10	12	8	18	21	19	9
21 - 22	6	14	14	16	16	8	9
22 - 23	5	15	15	7	10	8	9
23 - 24	7	7	12	10	15	9	10
<b>otals</b>	<b>234</b>	<b>237</b>	<b>219</b>	<b>244</b>	<b>276</b>	<b>286</b>	<b>294</b>

### Lakenheath Parish Council Traffic Report Eriswell Road February 2026

On 28 June 2024 at 11:00 the new SID was installed on the B1112 on the pole located on Eriswell Road. The SID was positioned just after the entrance to the pavilion to monitor traffic coming into Lakenheath from Lords Walk.

Traffic Report From 01/02/2026 00:00:00 through 28/02/2026 23:59:59

85th Percentile Speed = 29.8 MPH

85th Percentile Vehicles = 90,579 counts

Max Speed = 70.0 MPH on 07/02/2026 20:45:00

Total Vehicles = 106,563 counts

Speed Limit: 30 MPH

85th Percentile Speed: 29.8 MPH

50th Percentile Speed: 26.4 MPH

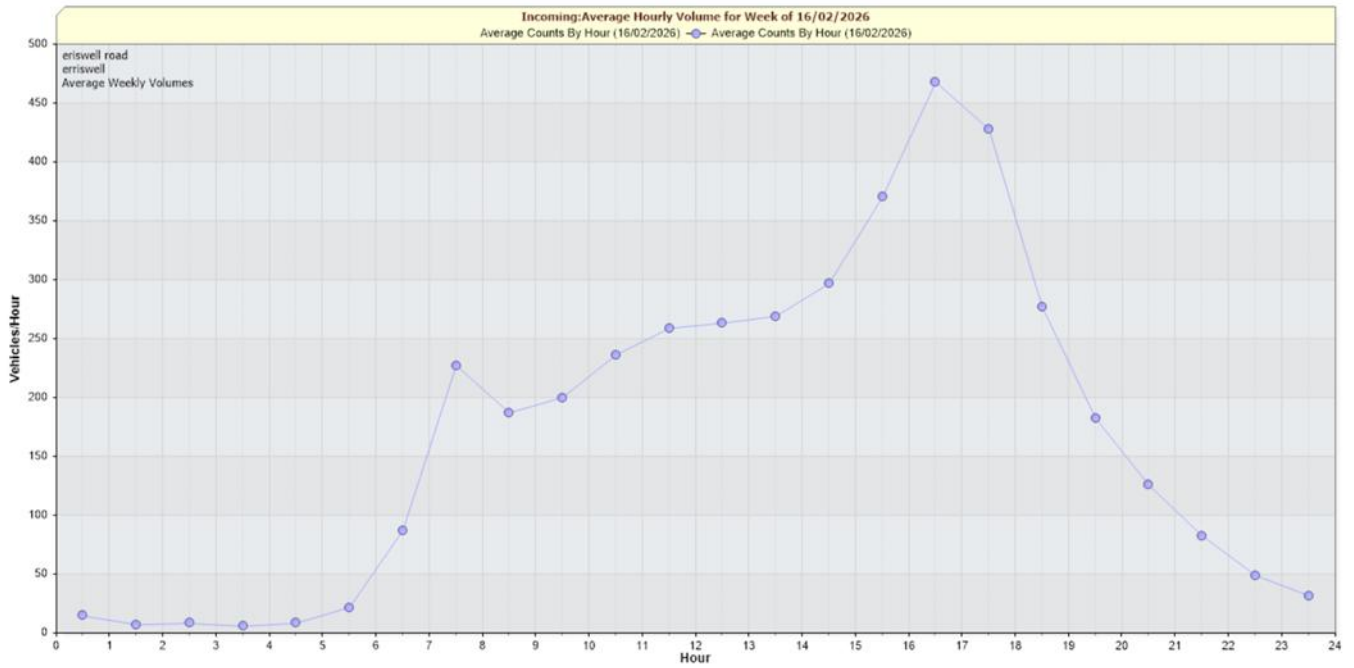
10 MPH Pace Interval: 20.0 MPH to 30.0 MPH

Average Speed: 26.0 MPH

Project: eriswell road  
 Location: Incoming  
 Project Notes: eriswell

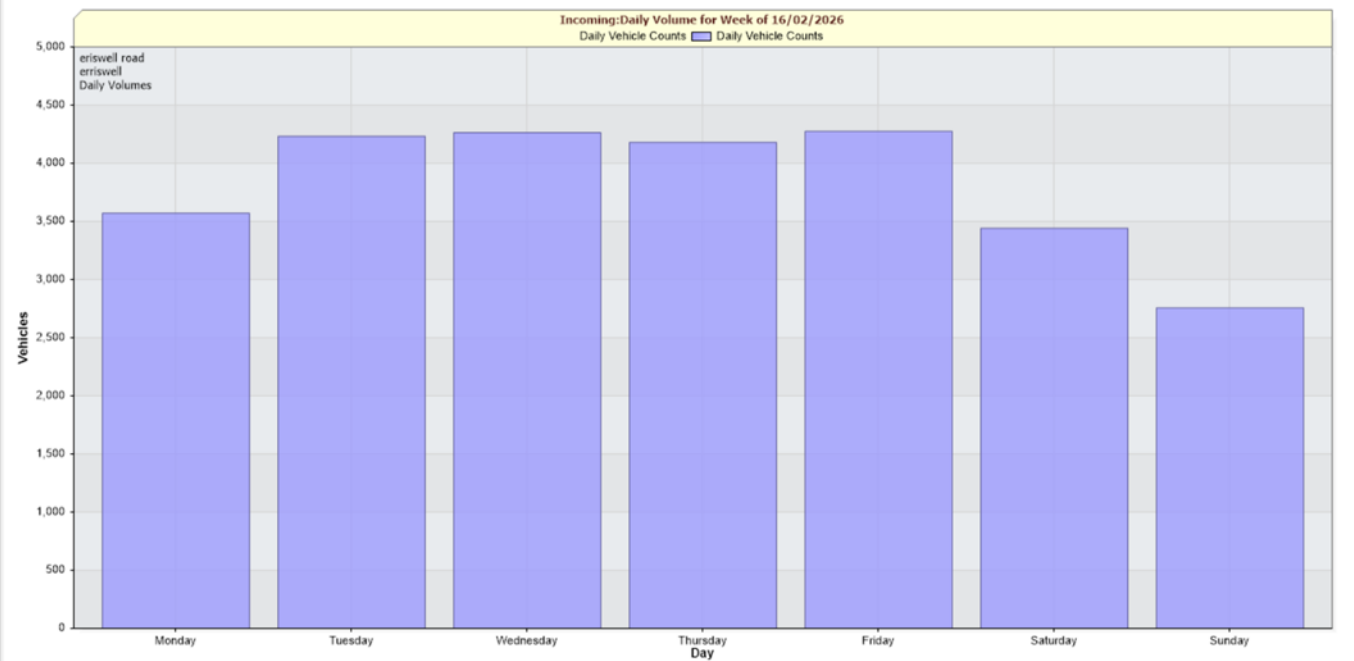
Enable Comparisons:    
 02/02/2026  
 09/02/2026  
 16/02/2026

Select Week (Starting Monday): 26/01/2026  
 02/02/2026  
 09/02/2026  
 16/02/2026  
 23/02/2026



Project: eriswell road  
 Location: Incoming  
 Project Notes: eriswell  
 Total Vehicles This Week: 26729 Vehicles

Select Week (Starting Monday): 26/01/2026  
 02/02/2026  
 09/02/2026  
 16/02/2026  
 23/02/2026



## No. of overspeed vehicles exceeding 35mph

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0-1	4	4	7	5	1	11	11
2-2	7	4	2	4	7	6	6
2-3	3	6	4	5	3	11	10
3-4	4	2	4	4	1	7	6
4-5	6	4	3	4	5	4	7
5-6	14	12	16	15	18	12	6
6-7	14	13	20	18	22	7	8
7-8	27	19	22	23	17	15	10
8-9	15	11	6	14	18	18	15
9-10	11	15	11	15	5	9	19
10-11	13	13	4	7	9	9	7
11-12	7	14	7	11	6	16	14
12-13	4	7	13	8	13	21	4
13-14	12	7	5	4	11	14	12
14-15	8	7	9	8	14	11	20
15-16	6	9	8	11	19	15	22
16-17	16	7	3	7	14	15	19
17-18	10	8	4	7	6	14	16
18-19	11	12	9	12	12	14	20
19-20	14	15	13	11	13	13	25
20-21	10	12	8	18	21	19	9
21-22	6	14	14	16	16	8	9
22-23	5	15	15	7	10	8	9
23-24	7	7	12	10	15	9	10
<b>Totals</b>	<b>234</b>	<b>237</b>	<b>219</b>	<b>244</b>	<b>276</b>	<b>286</b>	<b>294</b>

0-1	2	7	5	10	16	9	6
2-2	0	7	8	4	7	13	3
2-3	1	4	4	3	2	5	4
3-4	3	2	3	8	5	7	0
4-5	1	8	2	4	3	4	2
5-6	10	20	21	19	19	10	1
6-7	8	15	16	14	14	10	7
7-8	5	20	13	23	10	29	12
8-9	7	9	9	9	6	16	20
9-10	8	6	10	10	9	12	8
10-11	13	8	5	12	11	14	12
11-12	3	15	16	16	7	9	12
12-13	7	12	17	9	14	20	16
13-14	15	6	12	8	11	18	9
14-15	8	8	13	10	9	12	10
15-16	9	8	9	6	9	15	9
16-17	4	7	7	4	13	14	7
17-18	7	4	9	5	6	10	11
18-19	14	11	8	9	14	21	8
19-20	11	6	10	12	22	14	9
20-21	8	9	14	10	26	16	13
21-22	17	15	9	9	17	10	19
22-23	8	10	13	7	12	14	11
23-24	3	5	8	15	11	8	8
<b>Totals</b>	<b>172</b>	<b>222</b>	<b>241</b>	<b>236</b>	<b>273</b>	<b>310</b>	<b>217</b>

Appendix J

Football Event Sponsorship

Confirmation from R Horrex 10.03.2026 (phone message)

“ I have just discussed with the Committee and each match is £100 for the cup and medals. We have circa 20 marches to get through so it will be a busy weekend. So total costs will be in region of £2,000. Any help would be great.”

Appendix K

**LAKENHEATH PARISH COUNCIL GRANT APPLICATION FORM**

1. a. The name of your group

**Friends of Lakenheath CP School (PTA)**

- b. Approximately how long has your group been operating?

**At least 15 years under this name (PTA has been established for longer)**

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

**Supporting the children at Lakenheath CP School through fundraising events - funding experiences, opportunities and resources for the school and for the benefit of the children in the community.**

- d. Website address (if you have one)

**www.lakenheath.suffolk.sch.uk**

- e. The address of the premises where you meet

**Lakenheath CP School,  
Mill Road,  
Lakenheath,  
IP27 9DU**

**(Moving to a new site in September)  
Hebden Way  
Lakenheath**

- f. Telephone number

Redacted

- g.

Approximately how many members/beneficiaries does your group have?

**300 pupils (growing to 420 as the new school /housing develops)**

- h. Where do the beneficiaries live?

**80% in Lakenheath. (The remaining 20% in Sedge Fen/ Lords' Walk / Eriswell / Undley and neighbouring villages)**

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

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

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?

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

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

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

**Michael Tingey**

Telephone number: Redacted

E-mail address: [head@lakenheath.suffolk.sch.uk](mailto:head@lakenheath.suffolk.sch.uk)

### 3. **YOUR FINANCE**

- a. The name of your bank

Redacted

- b. The name on your bank account

Redacted

- c. Are your group's accounts audited or independently examined annually?  
If **Yes**, please attach a copy of your most recent accounts

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

**As a result of moving to our new school, there are many things that the DfE / Suffolk County Council are not funding. We are therefore losing out on aspects of our current provision. There are currently approx. 300 children on roll with a potential growth up to 420 pupils in the coming years. Our school facilities are also used by the wider community through Scouts (Squirrels / Beavers and Cubs) using our facilities weekly from September, EPIC Dad (Community Groups) and Premier Sports wraparound care and holiday clubs.**

**Our new school site will have a large field, ballcourt, and hard surface playground area. Whilst the field will be much bigger, during the winter, this is likely to be out of use for significant periods. It is also unlikely to be ready for September due to delays in seeding.**

At the new school, we will lose out on our current established playground facilities including:

- Total area of hard-surface playground. (There is less playground space than we have on our current site, despite our growing numbers of pupils)
- Climbing frame area (Our current climbing frame area cost £25,000 in 2011)
- Trim trail climbing frames (Further apparatus on our field)
- Playground markings - tracks/ hopscotch/ alphabet/ targets/ exercise markings
- Built-in Early Years playground facilities (bridge, stepping stones, car track, sandpit etc.)
- Fenced garden area to grow vegetables
- KS1 sheltered area for outdoor learning

I have quotations for redeveloping both the KS2 Climbing Frame play area and KS1 outdoor learning/play provision:

## KS2 playground

Quotations:

We have quotations to extend the surface area of the playground (which is necessary to ensure enough space when the field is out of use). This area will have a shock-padded surface which will be needed for a climbing frame as soft landing/health and safety.

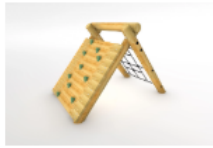
£29,858



A quotation for a climbing frame, similar to what we have currently and some trim trail hanging bars and V shape climber (which is still less than what we currently have on our trim trail at the current site).



1x £9,995.00



1x £2,495.00



1x £995.00

1x £795.00

**Total Cost: £44,138 for KS2 provision**

## **KS1 Sheltered area for outdoor learning and playground areas/markings quotations:**



**KS1 Total £55,200**

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

**Total Cost for establishing to same/similar provision as we have on current site:**

**KS1 playground: £55,200**

**KS2 playground: £44,138**

**Total: £99,338**

c. Amount raised so far

d. From where? (Other organisations, group fundraising etc) PTA fundraising / Community fundraising

**So far we have raised:**

**£5,000 from PTA**

**£1,200 from the Community Christmas carolling**

**£7,074.06 from Community sponsorship £26 for 2026 challenge**

**£5,000 from Goward and Evans**

**£5,000 from Schools capital funding pot**

**Total: £23,274**

e. Amount requested from Lakenheath Parish Council

**£60,000 from the Parish Council**

**This would allow us to fully fund the KS1 playground (£55,000). The additional £5000 would ensure (with the funding we already have raised) we have the amount needed for the artificial grass/ shock padded area for KS2.**

**We would then be able to get this in place by September by the time we relocate. Following this, we will then be able to seek further funding elsewhere or work towards the costs of the actual climbing apparatus equipment on the KS2 area over time.**

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

Signed: Redacted

\*on behalf of

Position Headteacher

Date 20/3/2026

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

Please email the completed form to [clerk@lakenheathparishcouncil.gov.uk](mailto:clerk@lakenheathparishcouncil.gov.uk)

Parish Office Peace Memorial Hall 98 High Street Lakenheath Suffolk IP27 9EW