

MINUTES

of the LAKENHEATH PARISH COUNCIL MEETING held at the METHODIST CHAPEL LAKENHEATH on 1st August 2022 at 7pm

Present:

Cllr G Kelly (Chairman)

Cllr J Hastings (Vice Chairman)

Cllr J Cahill

Cllr I Frost

Cllr J Gentle

Cllr A Gyte

Cllr P Gyte

Cllr E Morley

Cllr W Overy

In attendance : C/Cllr C Noble, D/Cllr S Frost, N. Glading, locum clerk

And six members of the public

2022/85	The Chairman welcomed all to the meeting. Apologies had been received from Cllr S Palmer and Cllr R Norman	
2022/86	Declarations of Interest	
2022/87	Representations from Members of the Public (limit of 3 minutes each speaker) (i) A resident has reported that overhanging branches of cherry trees in the High Street have meant that the dropped cherries leave paths slippery. To be placed on September meeting on agenda for today September meeting agenda. (ii) A resident reported that the lack of streetlight repairs in Caudle Avenue is becoming dangerous: someone almost had an accident. The resident had reported the issue in March, it is now five months later. It has been a year and 9 months since the resident spoke to Cllr Noble (2020) and she was corresponding with previous clerk Mrs Flint. The Chairman replied that there is a bit of a mishmash over who owns what. To be placed on September meeting on agenda for today September meeting agenda.	
2022/88	RAF, West Suffolk District Councillor and County Councillor Reports & Questions	
a.	RAF representative Lakenheath: Sqn. Ldr. S. Geary reported to the meeting that Operations/Exercises: Gen James Hecker, USAFE Commander, visited RAF Lakenheath on 19 Jul 22. 494th FS and 495th FS aircraft deployed to Greece for Exercise Poseidon's Rage 11-23 F15E aircraft conducted an ACE deployment to RAF Lossiemouth 14-20 Jul 22. 492 and FS and 495th FS supported the Royal International Air Tattoo at RAF Fairford 14-17 Jul 22 and Farnborough Tradeshow 18-22 Jul 22. F15E aircraft supported Duxford Air Show on 23 Jul 22. 495th FS supported RAF Marham Families Day 28 Jul 22. F22 Raptor aircraft deployed to RAF Lakenheath on 26 Jul 22. Night flying planned for 8-11 and 15-18 Aug 22.	

	<p>Community Matters:</p> <p>Active Shooter Exercise 10 Aug 22. Communities may hear EXERCISE announcements over the Giant Voice system</p> <p>Drink Driving Initiative: Substantial training package in place. In addition, the Air Force Connect App has a new call button to directly dial the Airmen Against Drunk Driving dispatch so that individuals can be collected and safely returned to RAF Lakenheath.</p> <p>POC for Community Focussed Events: 2 x SNCOs have been identified to assist with facilitating community engagement events. Will bring to the next parish council meeting if possible.</p>	
b.	<p>West Suffolk District Councillor, D/Cllr S Frost reported that</p> <p>This is the quiet season.</p> <p>Forest Heath did not did amalgamate streetlights when it was possible to do so. There are issues around stone curlews and Natural England- not just with Lakenheath, but also Elveden and Eriswell.</p> <p>There was a meeting last week and DC applied for government funding</p> <p>Cllr Noble told the meeting that he understands the resident's frustration regarding the streetlight. The situation is unbelievably complicated.</p> <p>The Caudle Avenue column is being replaced, then electric problems will be resolved.</p> <p>Most of High streetlights have been replaced (these belong to Suffolk County Council) The streetlight issue has taken far too long to action</p> <p>LED units will contribute to our net zero carbon footprint</p> <p>There will no longer be any sodium parts eventually (261 262 263 266 271 need replacing -272 is already replaced)</p> <p>The District Council are starting to put the budget to bed</p>	
c.	<p>Suffolk County Councillor: C/Cllr C Noble told the meeting that there have been complaints that SCC are doing nothing about the Caudle Avenue footpath. Stone curlews are present and the SCC officer is in discussion with the stakeholders so that footpath 11 becomes more passable</p>	
2022/89	Minutes of the Meeting held on 4th July 2022	
a.	The minutes of the meeting held on 4 th July 2022 were unanimously AGREED	
2022/90	Financial Matters	
a.	<p>The Financial Report and Quarterly Outturn Report from Mrs C Shimmon, RFO Was RECEIVED and unanimously AGREED</p> <p>The transfer of funds last month was because balances over £85k are not covered by FCA banking protection and funds are held in different banks to ensure all monies are protected</p>	Appendix A
2022/91	Report from Lakenheath Planning Committee	
a.	<p>The report from the Planning Committee meeting held on 28th July 2022 was RECEIVED</p> <p>`No comment` on one</p> <p>Deferred other applications</p> <p>The Chairman told the meeting that, regarding the Sedge Fen application, he had been informed by the West Suffolk planning officers that houses would be allowed but not industrial units</p>	Appendix B
2022/92	Reports	
a.	<p>To receive reports from</p> <p>(i) <u>Neighbourhood Planning Group including High Street Regeneration Scheme</u>: Cllr Kelly reported that a Stakeholder meeting was held on 13th July 2022. The final report is available on the Lakenheath parish council</p>	

	<p>website. Given the numbers of dwellings that are envisaged, the community needs work/ jobs: it is not sustainable to keep throwing houses up.</p> <p>Under CIL Lakenheath would have automatically got 25%, which is not the case under the current S106 system which West Suffolk are still implementing.</p> <p>(ii) <u>Business Forum</u>: Cllr W Overy has spoken to the Garage and is trying to get a date that is convenient for all. Need to support local shops. The new shop in the High Street has interesting plans.</p> <p>(iii) <u>Environmental update</u>: Cllr Cahill reported that she is going to a Neighbourhood in Bloom meeting next week, to discuss how the two groups could work together, it may be prudent to join forces.</p> <p>A project on low burn: The land opposite the church is being looked at as a potential community project, this needs to be looked at in conjunction with the local Archaeological Officer and ownership of the site needs to be established. The BT site is another potential community project – councillor Kelly has had 5 different conversations with BT with the aim of increasing parking and tidying up the area.</p> <p>Cllr Cahill asked if the councillors were still happy with four litter picks per annum, this was agreed.</p> <p>(iv) <u>Speed-watch Group</u>: Cllr P Gyte reported that the Speedwatch team has been out last month. Of the 88 vehicles surveyed, the highest count was 58 mph. There are now eight members of the group.</p> <p>In the pipeline is the participation in an ANPR project which would record numberplates/ records 24 hours a day. A meeting with Garth Tolmie, Cllr Gyte and the clerk is set up for next Wednesday to discuss evidencing for traffic calming measures. The main criteria of the SCC CCTV is to reduce crime and anti-social behaviour, also to increase public safety. It has been suggested that the CCTV unit is mounted on the house next door to post office- this is still under discussion. Cllr Gyte is pushing ahead with the CCTV project, which costs £1k (CCTV camera installed for 3 months)</p> <p>(v) <u>Helping village residents</u> (joined up services) the clerk and Cllr Hastings are looking at a `signposting` service to allow people to access help/ advice, run by the parish office. Will put an article in next months Lakenheath Times. It may be that the Citizens Advice would consider an outreach service.</p>	
b.	The permission of Elveden Estates to install the adult gym equipment was NOTED Councillors confirmed the approval of the project and that Cllr Alan Gyte will liaise with suppliers over actual siting and act as project manager.	Appendix C
2022/93	Lakenheath Cemetery	
a.	<p>Cllr Hastings reported that the hedges are now clipped</p> <p>Notices have been put prohibiting naked flames/ lanterns in view of the current drought situation.</p> <p>Chapel toilet window needs repairing (see d.)</p> <p>Window needs repairing quote is item</p> <p>The mound is a possible fire risk: clerk to ask if Cllr Palmer has any suggestions</p> <p>If not we will have to go ahead with the Suttons quote</p> <p>The Chapel floor is not regularly cleaned still waiting for floor scrubbing quote</p> <p>No moles in evidence</p>	

b.	To consider the quotation to remove the mound in the cemetery removal- the clerk reported that the £650 quotation from Suttons to the previous clerk had only been verbal. Suttons are now quoting £1,200, thought to be excessive.	
c.	To consider the quotation to renovation the chapel floor- the clerk reported that the quotation from Sunrise has yet to be received.	
d.	The quotation to repair the window at the Chapel toilets @ £350 was unanimously AGREED	
2022/94	Governance	
a.	The councillors considered the Policy for Granting of the Honorary Freedom of Lakenheath Parish. It was RESOLVED that this is a way to publicly recognise and express gratitude for exemplary service The Policy for Granting of the Honorary Freedom of Lakenheath Parish <ul style="list-style-type: none"> • 8 For: 1 Against- motion CARRIED and the Policy was adopted 	Appendix D
b.	The councillors considered the Policy for a Grant Application template and a Policy for considering grant requests The Policy for a Grant Application template and the Policy for considering grant requests were unanimously AGREED	Appendix E
2022/95	Grant Requests	
a.	To consider any S137 Grant request- none	
2022/96	Items from last meeting	
a.	<u>Toilet opening and closing</u> : to confirm that the playground toilets will be closed from August. To instruct the clerk to inform the cleaners. Unanimously AGREED	
b.	<u>To consider a new LPC letterhead</u> : Next agenda	
c.	<u>Lakenheath Times</u> : the working party reported that there are two issues <ol style="list-style-type: none"> 1. Distribution, numbers 2. Layout Councillors considered the report and it was AGREED that copies of the Lakenheath Times should be collected by the distributors from the parish office foyer, enabling clerk to check numbers, obtain email addresses and thank the volunteers Clerk to write to all distributors	
d.	Councillors considered a report that the local primary school is to be closed and re-located: An application for listing would not be feasible. Registration as an Asset of Community Value was discussed: is the school that sort of asset? Should LPC purchase, the old school could become an education centre. Clerk to report to next meeting on registering assets of community value It was agreed that the Victorian façade should be kept	
2022/97	Streetlights	
a.	The report from the meeting held on 21 st July 2022 (Clerk, Cllrs Palmer and Frost) was considered The Neighbourhood Plan identifies lack of infrastructure as a major issue. Cllr Frost will get in touch with the project manager to identify a way forward	Appendix F
2022/98	Items for Future Meetings	
a.	Cllr Hastings and the clerk are working on a project to help residents obtain living standards, e.g. grants for winter warmth, signposting to assistance, making sure people know of any new grant. An article to be submitted to Lakenheath Times	

2022/99	<p>Other business which, in the opinion of the Chairman, should be considered as a matter of urgency</p> <p>The Chairman has had a meeting with the British Legion and the Vicar- the British Legion want to move to 11am start on Remembrance Day. Lakenheath Silver band are booked in morning so could not attend The bugler may not be able to attend RAF Regiment have a band</p> <p>Because of the current heatwave, clerk to purchase a small fridge and kettle for the parish council office</p>	
2202/100	<p>Council excluded the public for the next agenda items due to the confidential nature of the items:</p> <p><i>Members of the public left the meeting</i> <i>Cllr Morley left the meeting</i></p> <p>Meeting closed 9 pm</p>	

LAKENHEATH PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER REPORT

AUGUST 2022

1. Please find bank reconciliation for month end 30th June 2022 attached.
2. Please find a summary of payments, for authorisation attached. The bank signatories are being updated but I am now advised by Lloyds Bank that this can up to 30 working days. Please could Cllrs Kelly and Frost authorise the online payments. I will drop the invoices and cheques off for signing.
3. Please find an out-turn report for Quarter One attached.
4. The issuing of a Debit Card was discussed at the July meeting and it was resolved to issue Cllr Frost with a card. Please may I refer you back to the Financial Regulations include in the July report:
It has been asked if a debit card can be issued for purchases / payments where only a card be used for payment. This is permitted under current Financial Regulations:
6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Clare Shimmon

Interim Responsible Financial Officer

LAKENHEATH PARISH COUNCIL 2022/2023

QUARTER 1

	Budget	Actuals	Actuals	Actuals	Total	Quarterly		Variance Explanation
	2022/23	30/4/2022	31/5/2022	30/6/2022	for Q1	Budget	Variance	£100 / 15%
Receipts								
Precept / LCSG	£170,400.00	£0.00	£0.00	£73.24	£73.24	£42,600.00	-\$42,526.76	pt received in one annual amount
Cemetery	£4,000.00	£0.00	£0.00	£170,400.00	£170,400.00	£1,000.00	£169,400.00	More burials than expected
Other (Inc Inte	£22,500.00	£199.27	£250.00	£205,255.95	£205,705.22	£5,625.00	£200,080.22	received in one annual amount
Total	£196,900.00	£199.27	£250.00	£375,729.19	£376,178.46	£49,225.00	£326,953.46	Precept & VAT
Payments								
Staff	£60,000.00	£54.97	£0.00	£956.59	£1,011.56	£15,000.00	-\$13,988.44	Invoice due from RFO
Cottage/Chapel	£5,000.00	£0.00	£0.00	£250.00	£250.00	£1,250.00	-\$1,000.00	Lower costs than anticipated
Cemetery	£3,000.00	£0.00	£0.00	£63.00	£63.00	£750.00	-\$687.00	
Machinery Ca	£5,000.00	£0.00	£0.00	£0.00	£0.00	£1,250.00	-\$1,250.00	Additional machinery capital exp in Q1
Machinery Exp	£2,000.00	£0.00	£0.00	£1,030.00	£1,030.00	£500.00	£530.00	machinery breakdowns in Q1
Street Lighting	£23,000.00	£0.00	£0.00	£1,035.48	£1,035.48	£5,750.00	-\$4,714.52	Annual bill due in Q4
Admin	£3,500.00	£0.00	£0.00	£717.36	£717.36	£875.00	-\$157.64	
Insurance	£4,000.00	£0.00	£300.56	£901.68	£1,202.24	£1,000.00	£202.24	Insurances due later in year
Subscriptions	£1,200.00	£0.00	£0.00	£52.00	£52.00	£300.00	-\$248.00	Most subs paid in Q1
Training	£3,200.00	£0.00	£0.00	£0.00	£0.00	£800.00	-\$800.00	Training open to all
Newsletter	£5,600.00	£0.00	£0.00	£0.00	£0.00	£1,400.00	-\$1,400.00	Invoice due
Section 137	£2,000.00	£0.00	£0.00	£2,660.00	£2,660.00	£500.00	£2,160.00	Grant applications welcomed
Section 19	£18,000.00	£0.00	£0.00	£1,827.67	£1,827.67	£4,500.00	-\$2,672.33	Grant applications welcomed
Playground/Ar	£27,000.00	£0.00	£0.00	£300.00	£300.00	£6,750.00	-\$6,450.00	Invoice due
Village Facilit	£14,000.00	£0.00	£0.00	£1,120.64	£1,120.64	£3,500.00	-\$2,379.36	Less expenditure than budgeted
St Mary's	£10,000.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	-\$2,500.00	Tree pollarding costs
VAT	£12,500.00	£65.96	£300.56	£25,608.82	£25,975.34	£3,125.00	£22,850.34	VAT amounts expected later in year
Professional F	£5,000.00				£0.00	£1,250.00	-\$1,250.00	Invoices due later in year
Neighbourhood	£8,900.00	£10.99	£0.00	£877.19	£888.18	£2,225.00	-\$1,336.82	Payments due later in year
Total	£212,900.00	£131.92	£601.12	£37,400.43	£38,133.47	£53,225.00	-\$15,091.53	outgoings are expected later in year

Payments agreed

Date	Chq No.	Payee	Description of Supply	Amount
25.06.2022	Online	Staff	July staff costs	£2,992.49
08.07.2022	D/D	British Gas	Electricity - Public Conveniences	£37.26
15.07.2022	D/D	EDF Energy	Electricity - Cemetery Chapel	£21.00
01.08.2022	D/D	John Deere	Vehicle Payment	£300.56
05.08.2022	* Online	Budget Computers	Remote IT Support	£12.00
05.08.2022	* Online	Speedwatch	Funding	£600.00
05.08.2022	* Online	FreshairFitness	Adult Gym Equipment (50% deposit)	£8,963.02
05.08.2022	* Online	N Glading (reimbursement)	Stationery, Fuel, Meeting Refreshments, Fans, Strimmer Line & Travel	£182.78
05.08.2022	* Online	Michael Murfet	Cemetery Mole Catching	£65.00
05.08.2022	* Online	BT Payment Services	Parish Office Mobile	£79.80
05.08.2022	* Online	BT Payment Services	Parish Office Telephone & Broadband	£65.66
05.08.2022	* Online	Clerks & Councils Direct	Freedom Scroll	£108.66

Bank Reconciliation 30th June 2022

Balance at 31.05.2022	£360,948.58
Uncleared payments from previous period	£1,038.58
	£359,910.00
Income	£418.96
	£360,328.96
Less Expenditure (Chqs, Online Pmts + D/Ds)	£8,363.11
	£351,965.85

Represented by:

Balance in Current Account	£56,338.77
Balance in Lloyds Bank Deposit Account	£100,944.99
Balance in Unity Trust Bank Deposit Account	£75,885.61
Balance in Nationwide Deposit Account	£24,114.33
Balance in Cambridge Building Society	£80,408.50
Balance in Lloyds Bank Deposit Account - Speedwatch	£95.41
Balance in Lloyds Bank Deposit Account – NP	£14,985.00
	£352,772.61
Less Payments not Presented	
HMRC	£713.96
Suffolk County Council	£92.80
	£806.76

£351,965.85

Appendix B

Lakenheath Parish Council Planning Committee

Notes

From the meeting held on **28th July 2022**: Time 1.30 pm
Parish Office, Peace Memorial Hall Lakenheath

Present: Cllr A Gyte, Cllr J Cahill, Nicky Glading- parish clerk

1. Apologies and Declarations of Interest
Apologies were received from Cllrs G Kelly W Overy, no declarations of interest
2. There were no members of the public present
3. The following planning applications were considered:

a.	<p>Application no: DC/22/1164/FUL Planning officer Connor Vince Direct Line: 01284 757373 Email: planning.help@westsuffolk.gov.uk Consultation Expiry: 3 August 2022 Received: 13 July 2022 Proposal Planning application - two dwellings Location Dwelling 1 Lloyds Place 19 High Street Lakenheath Suffolk Applicant Mr Charles Chisholm, SRC Property Development Ltd. https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RE8T7YDPK4Q00 DEFERRED CLERK TO ASK FOR EXTENSION Planning officer C. Vince agreed to extension 15th August 2022: will need to be assessed before meeting on 17th August 2022</p>
b.	<p>Application No. DC/22/1034/FUL Planning officer Joanne Braybrooke Direct Line: 01284 757353 Consultation Period Expires: 1 August 2022 Received 11 July 2022 RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL PROPOSAL Planning application - a. installation of six bell tents; b. external building to house wash facilities with canopy LOCATION Willow Grove Farm, Station Road, Lakenheath, Suffolk, IP27 9AA APPLICANT Willow Grove Farm AGENT Thurlow Architects Ltd You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received: documents previously unavailable The changes are available to view in the planning section of WSC website for your consideration https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RD7EZ2PD03E0 DEFERRED CLERK TO ASK FOR EXTENSION AS NEW PLANS NOT AVAILABLE ONLINE</p>
c.	<p>DEFERRED FROM LAST MTG Application no: DC/22/0776/FUL Consultation Expiry: extension to 1st AUGUST 2022. Taking into consideration Delegation Panel dates, the latest the PO can receive comments would be 01 August 2022. Proposal Planning application - two dwellings Location 29 High Street Lakenheath Suffolk IP27 9JS Applicant Mr Brian Rutterford https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBAPRKPDIINA00 NO COMMENT</p>

d. DEFERRED FROM LAST MTG Application no: DC/22/0849/FUL
Consultation Expiry: originally **21 July 2022**
Proposal Planning application - one dwelling and garage
Location 21 Anchor Lane Lakenheath Suffolk IP27 9DP
Applicant Mr Andrew Rumsey, RS Lakenheath Ltd
<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBRYN2PDIWQ00>
Deferred- Amey Yuill asked for extension 14.07.2022
DEFERRED
CLERK TO ADVISE PLANNING OFFICER THAT PLANS ARE NOT AVAILABLE ONLINE
LPC would comment that the parking spaces will have to be adequate for the size of the development
Advice from planning officer A Yuill - Made invalid at this time will re-consult

4. Date and time next meeting/ **TBA**

Appendix C



Appendix D

Policy for Granting of the Honorary Freedom of Lakenheath Parish

1. Introduction

This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for Honorary Freemen, Honorary Freewomen and the Granting of Freedom of the Parish to individuals.

2. Granting the Freedom of the Parish

Granting the Freedom of the Parish is the highest honour that the Parish Council can bestow.

Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of Freeman or Freewomen.

As this is the highest honour that the Parish Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value. The award of the Freedom of the Parish is separate to the Parish Council's Annual Community Award.

3. Criteria

There is no statutory guidance that sets out any criteria for the appointment of Freemen and Freewomen. As the Freedom of the Parish is awarded in recognition of exceptional service to the Parish, it would be inappropriate to set out strict judging criteria. Instead, guidance on the attributes that successful candidates would be expected to have demonstrated is outlined within this policy.

4. Cost

Section 249 (9) of Local Government Act 1972 allows Councils to spend "such reasonable sum as it thinks fit" on presenting an address to a Honorary Freeman or Honorary Freewoman. A commemorative 'scroll' or certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

5. Legislation

5.1. Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development; Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

5.2. A resolution must be passed:

- a. At a meeting of the Parish Council that has been convened especially for the purpose and where notice of the object of the meeting to pass a motion relating to the granting of the award has been given; and
- b. By not less than two-thirds of the members of the Council who vote on it.

6. Procedure for Granting of Freedom of Lakenheath

6.1a. Any Parish Councillor may nominate to the Council individuals, who in their opinion, have rendered eminent services to the Parish and who should be considered to be granted the Freedom of the Parish.

6.1b. A member of the public may petition any Parish Councillor to nominate an individual to the Council individuals for consideration.

6.2. Individuals who have profited from their service would not normally be eligible, however this is

subject to the discretion of the Council.

6.3. The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed in private, and the public and press will be excluded. The name(s) of the individual(s) must not appear in the agenda or minutes of the meeting. The following procedure shall be adopted:

1. The Chair shall open the agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.
2. The Chair shall invite the Member(s) ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
3. The Chair shall invite all Members to discuss and debate the merits of the nomination.
4. The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.

6.4. The Chair (or another nominated Councillor) shall prior to the issuing of the meeting calling notice for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:

1. whether or not they are prepared to accept such an award.
2. whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the parish or the Parish Council into disrepute.

6.5. The Parish Council will convene a meeting of the Council especially for the purpose, and where notice of the object of the meeting to pass a motion relating to the granting of the award to a specific individual(s) has been given. The following procedure shall be adopted:

1. The Chair shall open the meeting and remind the Members of this Policy Document which gives guidance on the criteria for suitable nominations.
2. The Chair shall invite the Member ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
3. The Chair shall invite any members of the public who wish to speak in relation to the nomination to speak, subject to the following criteria:
 1. Council Standing Orders shall be followed
 2. each member of the public may speak for a maximum of 5 minutes, and whom may speak only once during the meeting
 3. members of Council may ask questions (with the agreement of the Chair), to the member of the public who is speaking, however, questions to the member of the public who is speaking, from other members of the public are not permitted.
 4. The public and any press shall then be excluded from the meeting.
5. The Chair shall invite all Councillors present to discuss and debate the merits of the nomination.
6. The public and any press shall then be invited to return for the remainder of the meeting.
7. The Chair shall then invite the Council to pass a resolution granting the award, which should

recite the particular grounds and details of the public services rendered by the potential recipient.

8. If the Council passes the resolution by no less than a 2/3rds majority then the resolution

shall be recorded in the Council Minutes in the usual way.

6.6. If the motion is passed, the Chair in consultation with the Parish Clerk shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate, in line with the following:

1. Albeit that the bestowing of the Freedom of the Parish actually occurs at the point the Parish Council resolves to grant the Freedom, the presentation ceremony marks the occasion in a public and dignified way.
2. It is expected that the occasion for the presentation ceremony shall be sufficiently prominent and visible to members of the public, for example at the annual Parish assembly, village fete or another public event.
3. The presentation would usually be made by the Parish Council Chairman with other Councillors present.
4. Following the presentation, an opportunity should be provided for the recipient to reply.
5. After the formal proceedings come to an end it will be usual to adjourn for a reception. This gives an opportunity for the public and invited guests to offer their congratulations to the newly appointed Honorary Freeman/Honorary Freewoman.
6. Photographs should be taken to record both events and placed on the Parish Council website and within the Council's archive.

6.7. The roll of Honorary Freemen / Freewomen shall be maintained by the Parish Clerk and shall be publicly displayed.

Adopted on the 1st of August 2022

Appendix E

LAKENHEATH PARISH COUNCIL GRANT APPLICATION FORM

1. a. The name of your group
- b. Approximately how long has your group been operating?
- c. Please give a brief description of your group's activities
- d. Website address (if you have one)
- e. The address of the premises where you meet
- f. Telephone number
- g. Approximately how many members/beneficiaries does your group have?
- h. Where do the beneficiaries live?

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

If Yes, please supply the names of the officers

Chair:

Treasurer:

Secretary:

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

Telephone number

E-mail address

3. YOUR FINANCE

- a. The name of your bank
 - 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

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

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

- c. Amount raised so far

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

- e. Amount requested from Lakenheath Parish Council

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

Signed:

*on behalf of

Position Date

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

Please email the completed form to lakenheathparish@gmail.com

Parish Office

Peace Memorial Hall

98 High Street

Lakenheath

Suffolk

IP27 9EW

LAKENHEATH PARISH COUNCIL GRANT AWARDING POLICY

Lakenheath Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Lakenheath and its residents. Grants are made from the money provided by the council taxpayers of Lakenheath parish and accordingly the Parish Council has a responsibility to satisfy itself that any benefit is commensurate with, or in proportion to the expenditure likely to be incurred

This document outlines Lakenheath Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

General information for applicants

It is Lakenheath's Parish Council's intention (subject to budget restrictions and available

resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants. Grants are made at the discretion of Lakenheath Parish Council and are normally limited to £, additional monies would be considered based on application.

Who is eligible to apply

The following organisations may apply:

- A Lakenheath based charity
- An organisation serving the needs of the residents of Lakenheath
- Residents of Lakenheath requesting grant aid with a project/event, which will be for the benefit of the local community
- A Lakenheath based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Lakenheath

Who is not eligible to apply

We will not consider applications from:

Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority.

Projects which improve or benefit privately owned land or property.

Support for individuals or private business projects.

Applications by “for profit” commercial organisations.

From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Lakenheath Parish Council.

From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.

What can be funded

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area.

The project must be something that will improve the social, environmental and /or economic profile of Lakenheath. Priority will be given to those applications which add value over applications for running costs.

The following are unlikely to be considered as a grant priority

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

Conditions of grant

Lakenheath Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. We will also expect a representative from the organisation to attend the Annual Assembly to give short report on their project.

Financial support can only be used for the purpose for which the grant is given.

Grants must not be distributed to any other organisation.

Applications should be submitted in writing to:

The clerk, Lakenheath Parish Council
e-mail: lakenheathparish@gmail.com
Phone: 01842 860598

Decisions will be based on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

Appendix F

LAKENHEATH LED LANTERN REPLACEMENT

SCC sent LPC a quote for the work and say that they have made an allowance for statutory service works where it will be required

There may be some instances where once works commence it becomes apparent that additional disconnection/reconnections may be required (assume G39 issues): approval will be sought from the Parish prior to these works taking place.

VAT is not included but of course we can claim this back

The prices given are valid whilst the contractor engaged by SCC to carry out the LED Lantern replacements are still available under contract to carry out these works, this is likely to be until August this year, if SCC have not had an order by this point they may need to re-price the works if they cannot extend the contract beyond this date.

Some additional pricing will be provided by (one of Colin Nobles colleagues) for other works it was noted as required when they were surveying, these works would not fall under the lantern replacement remit.

There may be G39 issues which will need to be addressed.

Cllr Palmer, Cllr Frost (who joined us on the phone because of covid risk) and myself met recently to discuss. We understand that the subject was raised about for years ago and rejected because of the cost.

We would ask that the Council consider going ahead with the project, implementing a phased approach over months/ years. I have asked the RFO to identify any ringfenced funds that we have in hand but of course the precept may have to increase.

Long term the new LEDs will save money because

1. They use far less electricity
2. Maintenance costs are low

Importantly, the Neighbourhood Plan identifies infrastructure as very important.

Please would Councillors consider starting to get to grips with the problem now: it is a big, expensive long term project but it's not going away. SCC are looking for a reply in August.

Nicola Glading

Interim clerk