



ERISWELL PARISH COUNCIL

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MINUTES

of the ERISWELL PARISH COUNCIL MEETING held on MARCH 25th 2025 in the Reading Room, Eriswell

Present:

Cllr G Tolmie (Chairman)

Cllr J Foster (Vice Chairman)

Cllr A Bibbey

Cllr B Foster

Cllr L Hall

Cllr A James

In attendance:

Mr John Tillotson, Mr A Blenkiron (MD Elveden Estates), D/Cllr G Kelly

N Glading, parish clerk, and seven members of the public

2025/ 134	CHAIRMAN'S WELCOME and RECORDING OF MEETING
a.	The Chairman welcomed all to the meeting No recording
b.	Co-option of a Councillor to replace Cllr R Hall (i) A Nomination from the floor was received: Toyah Harrington Proposed by: Cllr Tolmie Seconded by: Cllr B Foster There were no other nominations It was unanimously RESOLVED to co-opt Toyah Harrington on to Eriswell Parish Council Cllr Harrington signed the Agreement and was given a Declaration of Interests form to complete and return to the clerk within 31 days
2025/ 135	APOLOGIES FOR ABSENCE
a.	Council to receive apologies for absence: C/Cllr C Noble had sent an email "Thanks for the notice. If I am back in time I will attend". Sqn. Ldr. A Eaton had sent an email confirming that John Tillotson would attend on his behalf.
b.	Councillors consented to accept the apologies received.
2025/ 136	DECLARATIONS OF INTEREST
	None
2025/137	MINUTES OF THE MEETING HELD in February 2025
a.	The minutes of the Parish Council meeting held in February 2025 were AGREED as an accurate record. and the Chairman authorised to sign the same.
b.	Business remaining: potential new Councillors are asked to attend at least one meeting prior to nomination.
2025/138	PUBLIC PARTICIPATION
	(i) Litter pick- date confirmed as 12th April. Clerk to publicise both areas (Eriswell village and Lords Walk). Clerk to obtain mobile warning triangles.
2025/139	UPDATES FROM COUNTY/DISTRICT COUNCILLORS

a.	<p><u>Update from John Tillotson RAF Support Officer</u> (temporary replacement for Adam Eaton) (<i>Appendix A</i>)</p> <p>An American serviceman stopped at a crash near Watton, he pulled a man free from a burning car. Norfolk Constabulary are going to recommend him for award.</p> <p>Q: (Cllr J Foster) The picture that we got showed the amazon locker in a different location, we don't think it will work</p> <p>A: (John Tillotson) I will clarify tomorrow</p> <ul style="list-style-type: none"> (i) (<i>Appendix B</i>) Amazon locker site including copy of diagram supplied at last meeting (ii) It was emphasised that the primary issue is not the amazon locker but delivery van collections, i.e. Evri etc, parking on Earlsfield Road, causing blockages.
b.	<u>Update from C/Cllr Colin Noble:</u> not present
c.	<p><u>Update from West Suffolk D/Cllr Gerald Kelly and /or D/Cllr Tracy Whitehead:</u></p> <p>The Great British Litter pick is getting going, if Eriswell need help with the planned pick, Lakenheath have cones and I can drive the Gator, which has flashing warning lights.</p> <p>Advertisements on the Lords Walk roundabout: failed to come to a sensible resolution. Now the topic is with the WSC Chief Executive and the Leader of the Council.</p> <p>Active Lakenheath: Lakenheath has been selected to share in a £190m Sport England grant, which centres on the outcome of getting everybody more active, looking at wheelchair/ cycle /pedestrian track round village. Improvement of open spaces. If there are issues that could fall into getting people more active then shout.</p> <p>A full time project manager for Active Lakenheath has been recruited. Looking for a part time Administrator and there will be two jobs for Community Connectors. Speak to the clerk if you know of anyone.</p> <p>CAS are doing a course on grant funding.</p> <p>Persimmon have the 375 units build site on Station Road.</p> <p>Mildenhall: the market is picking up again.</p> <p>Devolution: all of the decisions sit with the Secretary of State</p> <p>Drainage: there are 3 internal Drainage Boards, I sit on two talking about merging, charges vary considerably. Drainage in the streets is down to Suffolk County Council.</p>
d.	<u>Update from PC A Green/</u> representative of Suffolk Police: not present
e.	<p>Update from Mr A Blenkiron, MD Elveden Farms:</p> <p>Farming activities underway, expect we will soon have irrigators out.</p> <p>Stone curlews have arrived.</p> <p>Working on the permissive footpath: Brecks Heritage have agreed to fund the interpretation boards.</p> <p>Negotiation taking place with MoD about the Amazon site (Elveden own the land)</p> <p>Access points from Hollys Belt into Lords Walk are being looked into.</p>
2025/140	LORDS WALK UPDATES
a.	Update on Radcliffe Road 9 streetlights (Suffolk County Council Streetlighting) CN not present.
b.	Update on Unsafe/broken footpath light between Myrtle and Hawthorne (Suffolk Council Streetlighting) CN not present.
c.	Update on advertising signage (Planning Enforcement WSC) Dealt with previously at 2025/139 c.
2025/141	MATTERS RELATING TO PLANNING
a.	The Councillors considered Application no: DC/25/0325/FUL Consultation Expiry: 1 April 2025 Proposal: Two self-build/custom dwellings

	<p>Location: Land Adjacent To 7 Spruce Close Spruce Close Raf Lakenheath Suffolk IP27 9RQ Applicant: Mr C Price</p> <p>DECISION: OBJECTION- unanimous (<i>Appendix C</i>)</p> <p>CLERK to ask the landowner for progress on their offer of land for play equipment and hall</p> <p>Planning officer informed 31/03/2025</p>
b.	<p>The Councillors considered Application no: DC/25/0316/TPO</p> <p>Consultation Expiry: 31 March 2025</p> <p>Proposal Location Applicant TPO 009 (2019) tree preservation order - one Lime (on plan and T5 on order) lateral crown reduction on Western aspect by up to two metres and one Lime (on plan and T5 on order) lateral crown reduction on Eastern aspect by up to two metres Electrical Substation Lords Walk Raf Lakenheath Suffolk IP27 9NW</p> <p>Mr Adam Barrington, UK Power Networks</p> <p>DECISION: NO COMMENT, Inside base</p> <p>Planning officer informed 31/03/2025</p>
2025/142	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS/OTHER EXPENDITURE
a.	<p>The March 2025 itemised expenditure/ invoices for payment were considered. There were no questions. Payments were unanimously APPROVED</p> <p>(<i>Appendix D</i>) Note: screenshots of all invoices were displayed on the payments sheet</p>
b.	<p>(Clerk left the meeting) The Councillors RECEIVED a copy of the recent NJC Pay Agreement. It was RESOLVED to increase the clerks pay 2024-2025 in line with NJC advice by 2.5%</p> <p>Clerk returned to the meeting</p>
c.	Councillors considered increasing the amount of deposit in the Lloyds savings account. It was unanimously RESOLVED to transfer £20,000 to the savings account
d.	The EPC financial risk assessment was reviewed and AGREED (<i>Appendix E</i>)
e.	The EPC internal review risk assessment was reviewed and AGREED (<i>Appendix F</i>)
f.	Councillors AGREED to appoint Ayuntee Accounting as 2024-2025 internal auditors
2025/143	SID REPORT
a.	<p>The SID Report from SID management volunteer G Tolmie is not yet available.</p> <p>Cllr Tolmie commented that there had been a couple of 55mph, and at 60 mph D/Cllr Kelly commented that an East Anglian Daily Times reporter is keen to follow up on and produce an article on speeding in Lakenheath.</p>
2025/144	EPC EMERGENCY PLAN REVIEW
a.	Left on agenda- deferred until new email addresses are available
2025/145	CHAIRMANS and OTHER REPORTS
a.	<p><u>Chairmans/ clerk</u> report (on the night)</p> <ul style="list-style-type: none"> (i) The Councillors considered the installation of outside electric points at Lords Walk shops and at the Pavilion. Christmas lights outside socket is need – Cllr Tolmie will ask Mr Brunning to quote for the work. (ii) Map of recorded rights of Way (Eriswell 236) published map: Footpath 10 error as Footpath 6 was closed after 9/11, created new Footpath 11. GT working with Suffolk Public Rights of Way representative to rectify (iii) Cllr B Foster agreed to go through and sign the Internal Control form 2024-5 (iv) The councillors considered purchase of VE day bench, It was unanimously RESOLVED to purchase the bench Price for our VE Day Bench Seat is £1,478+VAT+Delivery. Dedication plaque 120x80mm (40-45 words) is £67+VAT. Set of underground leg extensions for securing into a soft standing is £36+VAT. Delivery for 1no seat to Eriswell is £175+VAT. Clerk to order.

	Positioning to be confirmed, the Pavilion and outside the Reading Room were suggested. Elveden Estates permission to be sought.
b.	<u>Councillors' reports (on the night)</u> Thanks to Cllr L Hall for her service on the parish council. Cllr G Tolmie can remember when Cllrs Hall and Bibbey formed the council.
c.	<u>Reports from other groups</u> <ul style="list-style-type: none"> a) Eriswell Recreation Ground Committee: David has been putting plans together for kitchen Ben has turned over land, apple trees have been pruned gate still there b) Reading Room Committee: Oil to be ordered c) Poor's Charity: no news d) Report from Cllr G Tolmie, Eriswell Footpath Warden: first cut end April /1st week May – will make sure 1.5 m is maintained by sub-contractors for PRow (only 2 cuts a year)
2025/147	EXCHANGE OF INFORMATION: Information may be shared (with the permission of the Chairman)

Meetings 2025 **April 29th 2025 Annual Assembly/ May 27th 2025 Annual Parish Council Meeting** June 24th 2025/ July 29th 2025/ August 2025 Summer break/ September 30th 2025October 28th 2025/ November 25th 2025/ December 2025 to be confirmed nearer the time

Meeting closed at 8.35

Appendix A - Report from John Tillotson



RAF Lakenheath report to Eriswell Parish Council March 2025.

- Guidance on the use of drones near to military establishments, now that new Flight Restricted Zones (FRZs) have been established, has been issued to all the local Town/Parish Councils. These are temporary measures and the initial approvals expired on 15 Mar 25. The MoD has sought the necessary permissions to extend these for a further 90 days.
- 48FW continue to win awards and have recently been recognised as having the best Maintenance Group in USAFE (for the third year running) and the best Force Support Squadron.
- The Wing held their Annual Awards Event on Friday 21st Feb recognising the best airmen and officers for their contributions over the previous 12 months.

Land Purchase

The MOD has recently purchased a block of land of c107 acres immediately to the North of the existing Base boundary. This is shown on the map below. The land will remain in agricultural use in the immediate future.



Lockers/Drop off locations.

Deliveries to personnel who live on base, both in Liberty Village and in the Dormitories continues to cause problems for Airmen and the local population alike. To alleviate the problem, the use of Amazon lockers and, in due course, a dedicated drop off/pick up point are being investigated. Further negotiations with Amazon for the installation of lockers has been undertaken and a new site identified (see map below). A draft lease with the landowner has been agreed. Amazon have agreed to survey the site and we are waiting for this to be completed.



48FW CES have been tasked with developing options for 'drop off' locations to ease deliveries onto the Base. These will focus on both the East and West ends of Lords Walk.

Traffic Flow in/out of Gate 1

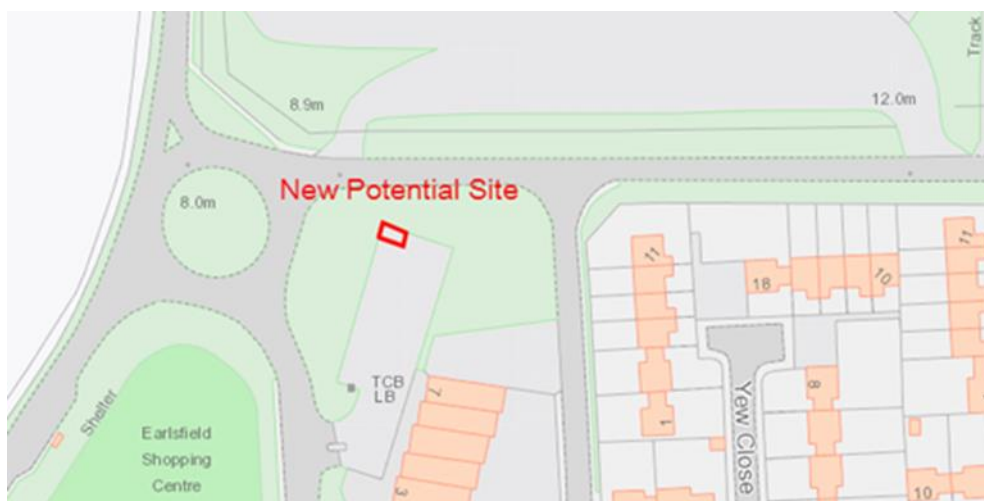
48FW are aware that traffic flow to and from the Base can cause significant traffic disruption at peak times, especially along the A1065. As a result, discussions with Suffolk Highways have commenced to examine options to alleviate the issue.

VE Day

The 80th anniversary of VE day is being commemorated later this year in May. Should the Parish Council be planning any activity that they would like members of the 48FW to attend, then please contact Vikki Quamina, the Community Relations Advisor in due course with details (48FW.CRA@us.af.mil).

Adam Eaton

RAF Commander, RAF Lakenheath



Appendix C - Application no: DC/25/0325/FUL

The land owner and his agent are once again trying to get approval for building on valuable open space within Lords Walk. Their previous application (DC/22/0768/FUL) and their appeal (APP/F3545/W/23/3324341) were denied/dismissed.

Residents of Lords Walk still use the available open spaces in lieu of formal recreation, play and leisure facilities. The current proposal, if approved, would result in an incremental reduction in green space which could simply be repeated on adjacent land or elsewhere in the estate.

Nothing has materially changed since their previous application in 2022 and this planning application should be denied/dismissed for the same reasons as their first. It is hard to imagine that a different outcome would result.

Note: Paragraphs 4 and 8 of the Inspectors report (APP/F3545/W/23/3324341) on the land owners previous application (DC/22/0768/FUL) are factually incorrect in that the appellant stated that there are ONLY 535 houses currently built on Lords Walk and that the original planning permission (1969) was granted for 572 houses. There are in fact 572 houses on Lords Walk today. The table below lists streets and quantities of houses in each. Any house count using post code should take into account that some streets on Lords Walk have more than 1 post code. (eg Earlsfield Road - IP279QH, IP279QHT and IP279QW)

Road	Total Dwellings
Apple Close	15
Cherry Lane	16
Chestnut Way	24
Maple Close	14
Oak Lane	47
Olive Close	15
Pine Close	17
Radcliffe Road	23
Redwood Lane	45
Rosewood Close	11
Spruce Close	13
Sycamore Walk	26
Walnut Close	16
Whitewood Walk	27
Yew Close	15
Earls Field	45
Lancewood Walk	31
Birch Walk	33
Elm Walk	33
Ash Close	10

Beech Close	11
Cedar Close	10
Dogwood Walk	17
Fir Walk	21
Hawthorne Lane	26
Myrtle Close	11
	572



Appeal Decision

Site visit made on 12 February 2024

by David Reed BSc DipTP DMS MRTPI

an Inspector appointed by the Secretary of State

Decision date: 11 March 2024

Appeal Ref: APP/F3545/W/23/3324341

Land adjacent to 42 Earls Field, RAF Lakenheath, Suffolk IP27 9QT

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Vintegga Homes against the decision of West Suffolk Council.
- The application Ref DC/22/0768/FUL, dated 29 April 2022, was refused by notice dated 31 March 2023.
- The development proposed is the construction of one dwelling.

Decision

1. The appeal is dismissed.

Main Issue

2. The main issue is whether the loss of open space would be acceptable.

Reasons

Open space

3. The proposal is for a four-bedroom, two storey detached dwelling on part of a grassed area of open space alongside No 42 Earls Field on the housing estate associated with RAF Lakenheath known as Lord's Walk. There is no objection to the layout or design of the house which would sit next to its neighbour as part of a traditional street frontage and would have a similar appearance to others in the vicinity.
4. According to the appellant, planning permission was originally granted in 1969 for an estate of 572 dwellings for the use of USAF personnel of which 535 have been built, and the open space area was originally intended for further housing. Judging by the road layout this may be the case. However, given the historic nature of this permission, the Council do not accept that it remains extant and the appellant has not sought to establish that it is by seeking a Certificate of Lawfulness.
5. The current application is thus made afresh and indeed the nature of the estate appears to be changing with the occupation of houses by non-USAF personnel and houses now for sale on the open market. However, neither the Council nor appellant explain the nature of these changes, how the estate is managed, or any plans or vision for its future in the light of its changing role. This dearth of information leaves the appeal to be determined against the general policies in the development plan.

<https://www.gov.uk/planning-inspectorate>

6. The site lies within the settlement boundary of RAF Lakenheath/Lord's Walk as defined by the Forest Heath Core Strategy 2010 (FHCS) where Policy CS1 allows housing development in principle subject to other policies. However, Policy DM42 of the Joint Development Management Policies Document 2015 (JDMPD) states that the loss of existing amenity, sport or recreation open space will not be allowed unless it is surplus in relation to the local planning authority's standards for the particular location or suitable replacement facilities are provided.
7. It is not clear what these standards are, but the Council states that the West Suffolk Council Open Space Assessment Report dated December 2021 shows Lord's Walk to be deficient in terms of access to all three types of open space measured, and that there are no children's play areas on the estate.
8. The appellant does not dispute these findings but relies on the argument that the development as permitted in 1969 did not include the level of open space that is now being sought. However, being made afresh, the current planning application must be assessed against current policies. The considerations that applied over 50 years ago when housing was being provided for American service personnel working on the airbase have inevitably been superseded by up-to-date policy requirements for large housing estates which can be occupied by the general public.
9. The site and adjacent land comprise rough grassland without any particular signs of active use but fully accessible to local people. The site offers a not unpleasant albeit perhaps unplanned green space within the housing estate and in the absence of any dedicated play areas nearby it is likely to be used on an informal basis by local residents, particularly children. The appellant argues that the remaining land could fulfil this function, but the proposal would result in an incremental reduction in green space which could simply be repeated on adjacent land or elsewhere in the estate.
10. The appellant offers no examples of other housing development within open space areas on the estate by way of precedent nor sets the proposal in any wider context, despite apparently owning many other parcels of land¹.
11. In these particular circumstances the case for an incremental development of one dwelling at the expense of open space is not established. In the absence of replacement or improved provision elsewhere on the estate the loss of open space would not be acceptable and would conflict with JDMPD Policy DM42. The proposal would also conflict with Policy DM2 which ensures development does not involve the loss of important open, green or landscaped areas which make a significant contribution to the character and appearance of a settlement and secondly provides open space, recreation, play and leisure facilities as appropriate.

Other matter

12. The site lies within 0.9 km of the Breckland SPA, 1.4 km of the Breckland SAC and 4.8 km of the Rex Graham Reserve SAC where disturbance by additional visitors may lead to adverse effects on integrity. The appellant's shadow Habitats Regulation Assessment (HRA) concludes that the development is likely to result in potential negative effects on the Breckland SPA but this would be

¹ Statement of case paragraph 5.12

limited and could be minimised by providing the new residents with information about suitable locations for recreation and how to avoid disturbing nesting birds. Natural England raise no objection to the proposal but it is not clear that the shadow HRA and its proposed mitigation has been accepted and the officer delegated report states that a likely significant effect has been ruled out because the proposal is the redevelopment of an existing building and there would be no net increase in the area of built development within the settlement boundary². This is clearly not the case. The HRA position is thus unclear, but having regard to the conclusion in relation to the main issue there is no need to pursue the matter further.

Conclusion

13. The proposal would provide an additional dwelling which would contribute to local housing needs and have economic and social benefits for Lakenheath. The site is located in a 'sustainable military settlement' as defined by the FHCS near to a range of services and facilities and the dwelling would be of a suitable design. However, these benefits do not outweigh the loss of open space that would result and the associated conflict with the development plan.
14. Having regard to the above the appeal should be dismissed.

David Reed

INSPECTOR

Appendix D - payments approved

Payee	Description	Amount	VAT
clerk	Jan- march homeworking allowance	£79.00	
clerk	March salary	£466.45	
clerk	postage HMRC	£3.35	
hmrc	email from SALC/m underpayment	£35.09	
ERGMC	Grant as approved	£400.00	
Suffolk Streetlights	Energy and maintenance costs	£561.96	£93.66
hmrc	quarter 4 ending April 2025	£349.80	
SALC	Training	£318.00	£53.00
A Bibbey re-imburse	Plants and key	£74.50	£1.25
TRANSFER	Lloyds Savings account	£20,000.00	

Appendix E

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full PC Minute - DC follow up	Diary
	Not paid by DC	L	Check & report to PC	Diary
	Adequacy of precept	L	Monthly listing of expenditure	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary - appropriate controls are in place	Annual Review of documented controls
	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of fidelity guarantee insurance	Diary
Salaries	Wrong salary/hours/rate paid	L	Payroll is outsourced to SALC	
Direct Costs and Overhead Expenses	Goods not supplied to council	L	Follow up on all orders	Approval check
	Invoiced incorrectly calculated or recorded	L	Check arithmetic on invoices & perform bank reconciliations on monthly basis	Invoices included with accounts payable sheet each month
	Cheque or Bank Payment payable is excessive or to wrong party	M	Signatory initials stub & voucher	Approval check
Grants & Support	No power to pay or no evidence of agreement Council to pay	L	Minute Council agreement with the power used to authorise payment	Member to verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	L	All items in cash book lists	RFO verify
	Charged on purchases	L	Consider all items per cash book	RFO verify
	Claimed within time limits	L	Agree returns submitted	RFO verify
Reserves - General	Adequacy	L	Consider at budget setting	RFO opinion
Reserves - Earmarked	Adequacy	L	Consider at budget and review of final accounts	RFO opinion
	Unidentified Earmarked or contingent liability	L	Review minutes	RFO/Member view
Assets	Loss, damage etc.	M	Annual inspection, update insurance & asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of key personnel (clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	Keyman cover included in insurance
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Maintenance/Inspection programme	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary
* Computer files are backed onto an external hard drive and stored away from the desktop computer.				
Reviewed on 25th March 2025:				

Appendix F

ERISWELL PARISH COUNCIL																Review			
1. Meeting the standards																			
Expected Standard				Evidence of Achievement															
Scope of internal audit				Scope of audit work takes into account risk management processes and wider internal control. Terms of reference define audit responsibilities in relation to fraud.															
Independence				Internal Auditor has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to Council. Auditor does not have any other role within the council.															
Competence				No evidence that internal work has not been carried out ethically, with integrity and objectivity.															
Relationships				Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.															
2. Characteristics of Effectiveness																			
Characteristics of 'effectiveness'				Evidence of Achievement															
Internal audit work is planned				Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.															
Understanding the whole organisation its needs and objectives				The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.															
Be seen as a catalyst for change				Supportive role of audit, risk management ethics															
Add value and assist the organisation in achieving its objectives				Demonstrated through positive management responses to recommendations and follow up action where called for.															
Be forward looking				When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.															
Be challenging				Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.															
Ensure the right resources are available				Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.															
Reviewed on 25th March 2025:																			