



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ  
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## To Members of Red Lodge Parish Council

You are duly summoned to attend a Meeting of Red Lodge Parish Council to be held on:

**Date:** Tuesday 26 March 2019

**Time:** 19:00

**Venue:** St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

## AGENDA

	Item	Responsible
1.	Chair Person's welcome.	Chairman
2.	All those present are reminded of The Openness of Local Government Bodies Regulations 2014 and that the meeting may be filmed or recorded by any members of the public.	Chairman
3.	Apologies for absence.	Chairman
4.	Declaration of interest and application for dispensation.	Chairman
5.	Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.	Chairman
6.	Confirmation of Minutes of the meetings held on 26 February 2019.	Chairman
7.	Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.	Chairman
7.1	<b>SNT Newsletter February 2019</b> Drugs warrants were carried out in Mildenhall, Red Lodge & Lakenheath. Drugs were seized and the offenders are awaiting to appear in court.	

<p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p>	<p><b>Forest Heath District Council – Waste Management Team</b> FHDC would like to inform the residents of Red Lodge that private businesses have kindly donated a dispenser and bags for dog litter, this has been installed on the sports field.</p> <p>Events Working Party to provide an update</p> <p>Members to note that the website for the Sports Pavilion has now been set up.</p> <p>Members to not that the CCTV has been upgraded.</p>	<p>Cllr. Kovacevic</p>
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p> <p><b>8.5</b></p> <p><b>8.6</b></p> <p><b>8.7</b></p> <p><b>8.8</b></p> <p><b>8.9</b></p> <p><b>8.10</b></p> <p><b>8.10.1</b></p> <p><b>8.10.2</b></p>	<p><b>Financial Matters</b></p> <p>Members to note that the bank reconciliation statements for February 2019 have been verified and signed by Cllr. Thompson.</p> <p>Approval of all payments in February 2019 for Parish and Pavilion accounts.</p> <p>Members to note the bank balances as of 20/03/19 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Parish Bank Account £146,196.69</li> <li>• Pavilion Bank Account £136,529.45</li> <li>• Deposit Account £106,788.88</li> </ul> <p>Members to review the budget for the final quarter.</p> <p>Members to review and accept the asset register 31.03.19-01.</p> <p>Members to note that a VAT reclaim of £782.76 for November 2018 - end of January 2019, has been received from HM Revenue &amp; Customs, on 21/02/19.</p> <p>Members to review and adopt the Information Security Policy for card holder information.</p> <p>Members to note that the Payment Card Industry Data Security Standard (PCI DSS) has been validated for compliance.</p> <p>Members to note that the Internal Control Statement 2018/19 was completed by Cllr. Thompson on 08/03/2019.</p> <p><b>General Data Protection</b></p> <p>Members to review and adopt the following policies for GDPR compliancy: Information protection policy</p> <ol style="list-style-type: none"> <li>1. Information security incident policy</li> <li>2. Data protection policy</li> <li>3. CCTV policy</li> <li>4. Removable media policy</li> <li>5. Social media and electronic communication policy</li> </ol> <p>Members to review and adopt a GDPR Risk Assessment for Red Lodge Parish</p>	<p>Chairman</p>

	Council 2018/19.	
<b>8.10.3</b>	Members to note Red Lodge Parish council are registered for digital tax (VAT).	
<b>9.</b>	<b>Discuss and approve any purchase</b> (LGA 1972, s.111).	Chairman
<b>9.1</b>	Members to note that the purchase for MS Office 2019 at a cost of £114, agreed in the meeting on 26.02.2019 item 9.5 will not be pursued. CAS have advised to renew Office 365.	
<b>9.2</b>	Members to reconsider the replacement of cladding on the sports pavilion building by a Member at a cost of £42.14 for materials.	
<b>9.3</b>	Members to reconsider a Play Area Inspection Course from Community Action Norfolk, at a cost of £60 per delegate.	
<b>9.4</b>	Members to consider a quote for personal protective equipment from Arco at a cost of £738.14 inc. VAT.	
<b>9.5</b>	Members to consider the Clerk's attendance of SALC's Clerk Network Zone on 29/03/2019, free of charge.	
<b>9.6</b>	Members to agree the renewal of West Suffolk's, commercial waste services, General Waste £8.92 weekly and Recycling £5.00 fortnightly.	
<b>9.7</b>	Members to consider 3 quotes to replace the flooring in the events room with Polyflor Expona Commercial Park:	
<b>9.8</b>	<ul style="list-style-type: none"> <li>i. Alan Turner Flooring, £4360 ex. VAT.</li> <li>ii. Allsquare Flooring Ltd, £5124.09 ex. VAT</li> <li>iii. Parrot Flooring Ltd, £4650 ex. VAT</li> </ul>	
<b>9.9</b>	<p>Members to consider the quote from Bussens &amp; Parkin to repair the 3 picnic benches:</p> <p>4x2x4.8m length timber x6 = £128.46 inc VAT</p> <p>2.5L Sadolin woodstain x2 = <u>£106.50</u></p> <p>Total = £ 234.90 inc. VAT</p>	
<b>9.10</b>	Members to agree a petty cash top up for the sports pavilion imprest for £74.04.	
<b>10.</b>	<b>Planning Applications</b> <b>To Consider any Planning Applications:</b> (To also consider Planning Applications submitted post-publication of the agenda)	Chairman
<b>10.1</b>	<ul style="list-style-type: none"> <li>• <b>DC/19/0321/HH</b> <b>Proposal:</b> Householder Planning Application – Part conversion of garage to utility and carport (previous application DC/18/2330/HH) <b>Location:</b> 8 Hornbeam Avenue, Red Lodge, IP28 8YH</li> </ul>	
<b>10.2</b>	<ul style="list-style-type: none"> <li>• <b>DC/19/0392/HH</b></li> </ul>	

<p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p> <p><b>10.7</b></p>	<p><b>Proposal:</b> Householder Planning Application – (i) Raising of existing roof to create first floor (ii) alterations to fenestration (iii) covered veranda to side elevation. <b>Location:</b> 2 Heatherset Way, Red Lodge, IP28 8JN.</p> <ul style="list-style-type: none"> <li>• <b>DC/19/0444/EIASCR</b> <b>Proposal:</b> EIA Screening Opinion under Regulation 5 (1) of the Environmental Impact Assessment Regulations 2011 on the matter of whether or not the proposed development is considered that there are likely significant environmental impacts for which an Environmental Statement would be required – Extension to existing caravan car park. <b>Location:</b> Willoway Park, Red Lodge, Suffolk.</li> <li>• <b>EN010106-000004</b> Planning Act 2008 (as amended) and the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11 Application by Sunnica Ltd (the Applicant) for an order granting Development consent for the Sunnica Energy Farm (the Proposed Development) Scoping consultation and notification of the Applicant’s contact details and duty to make available information to the Applicant if requested.</li> <li>• <b>DC/19/0416/FUL</b> <b>Proposal:</b> Planning Application – Enclose the site with a mounded wall of soil and re-instate the main gate from Elms Road <b>Location:</b> Landfill Site, Elms Road, Red Lodge IP28 8LQ</li> <li>• <b>DC/19/0443/HH</b> <b>Proposal:</b> Householder Planning Application – Single storey side and rear extensions. <b>Location:</b> 12 Bergamot Close, Red Lodge IP28 8SL.</li> <li>• <b>DC/19/0429/FUL</b> <b>Proposal:</b> Planning Application – 1no. dwelling (following demolition of existing dwelling). <b>Location:</b> 4 Boundary Road, Red Lodge IP28 8JQ.</li> </ul>	
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p> <p><b>11.4</b></p>	<p><b>11. Correspondence Received</b> (To also consider correspondence post-publication of the agenda).</p> <p>Members to consider the correspondence received from Combat Kick Boxing, regarding the use of the facilities by another martial arts group.</p> <p>Members to note a letter of thanks received from a parishioner, regarding the maintenance of the ditches along Bellflower Crescent.</p> <p>Members to note the correspondence received from West Suffolk Council, detailing the timetable for the parish council elections on 2 May 2019.</p> <p>Members to note a letter received from a parishioner regarding the rise in</p>	<p>Chairman</p>

	precept for 2019/20.	
<b>11.5</b>	Members to consider correspondence received from the leaders of Forest Heath District council and of St. Edmundsbury Borough Council, requesting support for the Rural Services Network campaign.	
<b>11.6</b>	Members to Review and Adopt the Water Safety & The Prevention of Legionellosis Hot & Cold Water System – Sports Pavilion.	
<b>12.</b>	<b>Urgent Business</b> None disclosed	Chairman
<b>13.</b>	<b>To confirm the date of the next Parish Council meeting scheduled for Tuesday 30 April 2019, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</b>	Chairman
<b>14.</b>	<b>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting, on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.</b>	Chairman
<b>14.1</b>	Members to discuss staffing issues.	
<b>14.2</b>	Members to discuss external contracts.	

Signed: *Shazia Shujah*  
Parish Clerk  
20.03.2019