



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 29 March 2022
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 and acceptance 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 meeting held on 22 February 2022.	Chairman
7.	Reports and Invited Speakers:	Chairman
7.1	County Councillor	
7.2	District Councillors	
7.3	Police Newsletter	
7.4	Update on Sunnica	
7.5	Update on the Events Working Party	
7.6	Update on the allotment land	
7.7	Update from the Pavilion Extension Working Party.	

8.	Financial and Clerk Reports	Chairman
8.1	Members to note that the bank reconciliation statements for February 2022 have been verified and signed by Cllr. Sheedy.	
8.2	Members to approve all payments in February 2022 to 23 March 2022 for the Parish account.	
8.3	<p>Members to note the Receipts and Payments in February 2022 to 23 March 2022 for the following:</p> <p>(i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card</p>	
8.4	Members to review the Ear Marked Reserves as of 23/03/22 and the budget as of 23/03/2022.	
8.5	<p>Members to note the Bank Balances as of 23/03/22 for the following accounts:</p> <ul style="list-style-type: none"> • Parish Bank Account £205,372.29 • Deposit Account £106,880.65 	
8.6	Members to note that a VAT reclaim of £3290.30 for 01/11/2021 – 31/01/2022, has been received from HMRC on 16/02/22.	
8.7	Members to note the receipt of £1500 allocated by D. Cllrs. Bradshaw and Dicker on 14/03/2022, from West Suffolk Council, towards the Queen’s Platinum Jubilee Event.	
8.8	Members to note the receipt of £1000 allocated by C. Cllr. Drummond on 16/03/2022, from Suffolk County Council, towards the Queen’s Platinum Jubilee Event.	
8.9	Members to review and approve the asset register 290322-01.	
8.10	<p>Members to review and adopt the GDPR Policies accordingly:</p> <ul style="list-style-type: none"> (i) GDPR Risk assessment - Review (ii) Social Media and Electronic Communication Policy - Review (iii) Removal Media Policy – Review and adopt (iv) Information Security Incident Policy – Review and adopt (v) Information Protection Policy – Review and adopt (vi) GDPR Compliance Visit – Review (vii) Data Protection Policy – Review (viii) Contact Privacy Statement – Review (ix) CCTV Policy – Review 	
8.11	Members to review the Investment Policy and Strategy.	
8.12	Members to note that Red Lodge Parish Council is Payment Card Industry Data Security Standard Compliant.	
8.13	Members to note that staff contracts have been reviewed. The National Living Wage will increase from 01 April 2022 to £9.50 for those aged 23 years and over.	

8.14	Members to note that an internal audit with Suffolk Association of Local Councils has been provisionally arranged for 10/05/2022.	
9.	<p>Discuss and approve any purchase</p> <p>9.1 Members to consider the invoice from Suffolk County Council for the replacement of column & lantern (unit 84) Heatherset Way, Red Lodge, £1354 ex. VAT</p> <p>9.2 Members to consider the invoice from Suffolk Highways, for street lighting maintenance and energy for the period 1st April 2021 to 31st March 2022, £1838.965 + VAT.</p> <p>9.3 Members to note the following quotations for the installation of 11 pieces of outdoor gym equipment plus the surface, will be submitted for consideration to West Suffolk District Council:</p> <ul style="list-style-type: none"> (i) Sunshine Gym, £64,525.45 ex. VAT (ii) Fresh Air Fitness, £43,500 ex VAT (iii) Vale Sport & Leisure Ltd. £44,272 ex. VAT <p>9.4 Members to discuss the approval of the drawings for the Hundred Acre Way waiting restrictions & school warning signs, Suffolk Highways.</p> <p>9.5 Members to consider a donation request from the Red Lodge Conservation Group.</p> <p>9.6 Members to review the contribution of £400 for the Red Lodge Turnpike Newsletter.</p> <p>9.7 Members to consider the annual grant application from Red Lodge Millennium Centre.</p> <p>9.8 Members to consider the use of the MUGA for the youth supervised by Lightwave; 1 MUGA court during term time for 1 hour Fridays 6pm-7pm and 1 MUGA court during school holidays for 2 hours Thursdays 10am-12noon, at no cost.</p> <p>9.9 Members to discuss the contract with Parkers Pitches for the sports field, (notice of contract termination required no later than October to terminate in January).</p> <p>9.10 Members to note that the flat grass area at the Red Lodge Millennium Centre will be cut by Red Lodge Parish Council at a fee of £30 per cut.</p> <p>9.11 Members to note that a smart meter has been installed for the Red Lodge Sports Pavilion building, at no cost.</p>	Chairman
10.	<p>Planning Applications</p> <p>To Consider any Planning Applications:</p> <p>10.1 DC/22/0338/HH Proposal: Householder planning application – detached double garage Location: 14 Boundary Road, Red Lodge, Suffolk, IP28 8JQ.</p> <p>10.2 DC/22/0354/FUL</p>	Chairman

	Proposal: Planning application – two dwellings with associated access. Location: 12 Warren Road, Red Lodge, Suffolk, IP28 8JU	
11.	Correspondence Received	Chairman
11.1	Members to note the Play Area Inspection reports for February 2022 from West Suffolk Council.	
11.2	Members to consider the request from Festival of Suffolk for a torch bearer.	
11.3	Members to note the correspondence from West Suffolk Council from C. Cllr. Drummond regarding the West Suffolk Council Hackney Carriage and Private Hire consultation.	
11.4	Members to note the press release from Suffolk County Council regarding the proposed Sunnica solar farm.	
11.5	Members to note the request for outdoor space from 1 st Red Lodge Scout Group.	
11.6	Members to consider the complaint received from a resident regarding an increase in speeding on Heatherset Way.	
11.7	Members to note the updated roadworks information on the A14 J35-39 from National Highways.	
11.8	Members to note the 9 February 2022 minutes for the Parish and Town virtual forum, West Suffolk Council.	
11.9	Members to note the Suffolk Conservatives 2021/22 Annual Town and Parish Newsletter.	
11.10	Members to consider the correspondence received from a resident regarding the costs incurred for the pavilion extension and the monthly pitch maintenance by Parkers Pitches.	
11.11	Members to consider a request from Lightwave for support in the transition to another location in the future.	
12.	To confirm the date of the next Parish Council meeting scheduled for Tuesday 26 April 2022 at 19:00, St. Christopher’s Church, 2 Boundary Road, Red Lodge. IP28 8JQ.	Chairman
13.	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.	Chairman
13.1	Members to discuss a staff vacancy.	
13.2	Members to discuss staffing issues.	

Signed: *Shazia Shujah*
Proper Officer, Red Lodge Parish Council
23.03.2022