



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01638 551257
clerk@redlodgepc.org <http://redlodge.suffolk.cloud>

To Members of Red Lodge Parish Council

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

Date: Tuesday 31 May 2022
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

AGENDA

| | Item | Responsible |
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| 1. | Election of Chair of the Council and signing of the 'Declaration of Acceptance of Office'. | Chairman |
| 2. | Election of Vice-Chair of the Council and signing of the 'Declaration of Acceptance of Office'. | Chairman |
| 3. | Chair Person's welcome. | Chairman |
| 4. | 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 |
| 5. | Apologies and acceptance for absence. | Chairman |
| 6. | Declaration of pecuniary and local non-pecuniary interests (i) To receive declarations of pecuniary, local non-pecuniary interests and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 (ii) To receive requests for dispensation | Chairman |
| 7. | Members of the public are invited to speak on any item on the agenda for up to 3 minutes. (Public session is maximum 15 minutes) | Chairman |

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| 8. | Confirmation of Minutes of the meetings held on 26 April 2022. | Chairman |
| 9. | To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website. | Chairman |
| 10. | <p>To Appoint or Review the following:</p> <ul style="list-style-type: none"> (i) Responsible Finance Officer – Clerk is appointed as RFO, s.151 LGA 1972 (ii) Internal Auditor – Suffolk Association of Local Councils (iii) External Auditor – PKF Littlejohn (iv) Confirm the Data Protection Officer – Jayne Cole (v) Review the current staff – Proper Officer and Responsible Finance Officer; Administrator; Supervisor; 1x Groundsman; 2x Groundsman Assistants; Cleaner; 5x Bar Staff (vi) Review the current Direct Debits and Standing Orders. (vii) Review and adopt Standing Orders (based on 2018 revised -April 2020) (viii) Review and adopt Financial Regulations (based on 2019) (ix) Review and approve the Asset Register (x) Review and approve the Risk assessment (xi) Review and approve GDPR policies (xii) Review of Insurance cover, BHIB (xiii) Review of Working Parties and Terms of references; Pavilion Extension Working Party; Events Working Party; Pitch Maintenance Working Party (xiv) Review the time and place of the meetings of the Council for 2022/23. (xv) Review and adopt the Reserves Policy 2022/23 for Red Lodge Parish Council. (xvi) Review and adopt the Investment and Strategy Policy 2022/23 (xvii) Review and adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) (xviii) Review and confirm that each BACS payment is authorised by two bank signatories, evidence retained and any such payments reported to the council as made, in accordance to Financial Regulation 6.9 (xix) Review bank signatories (xx) Review Member assigned for Internal Controls, Accounts and Audit Regulations 2015, Reg.6. | Chairman |
| 11. | Reports and Invited Speakers: | Chairman |
| 11.1 | County Councillor | |
| 11.2 | District Councillors | |
| 11.3 | Police Newsletter | |
| 11.4 | Update on Sunnica | |
| 11.5 | Update on Hundred Acre Way Feasibility Study | |
| 11.6 | Update on pavilion extension. | |
| 11.7 | Update on the Events Working Party | |
| 11.8 | Update on the Pitch maintenance working party. | |
| 12. | Financial and Clerk Reports | Chairman |
| 12.1 | Members to note that the bank reconciliation statements for April 2022 have been verified and signed by Cllr. Sheedy. | |

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| 12.2 | Members to approve all payments in April 2022. | |
| 12.3 | Members to note the Receipts and Payments in April 2022 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card | |
| 12.4 | Members to note the Bank Balances as of 25/05/22 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £347,927.16 • Deposit Account £106,882.44 | |
| 12.5 | Members to note the Ear Marked Reserves as of 30/04/22. | |
| 12.6 | Members to note the receipt of £186,415 on 29/04/22 for the Precept from West Suffolk Council | |
| 12.7 | Members to note the transfer of £12000 grant on 12/05/22 from the Parish Council to Red Lodge Millennium Centre. | |
| 12.8 | Members to note a VAT return for 01.02.22 to 30.04.22 for a claim of £2547.17 was submitted and has been received from HMRC on 15/05/22. | |
| 12.9 | Members to review and approve the Internal Audit Report for the year ending 2022, prepared by SALC. | |
| 12.10 | Members to review and approve the Annual Internal Audit Report 2021/22, of the Annual Governance and Accountability Return 2021/22 Part 3. | |
| 12.11 | Members to review and approve Section 1 - Annual Governance Statement 2021/22, of the Annual Governance and Accountability Return 2021/22 Part 3. | |
| 12.12 | Members to review and approve Section 2 – Accounting Statements 2021/22, of the Annual Governance and Accountability Return 2021/22 Part 3. | |
| 12.13 | Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2022 commences on Monday 13 June 2022 to Friday 22 July 2022. | |
| 12.14 | Members to review and approve the year end cash and investment reconciliation and the Income and Expenditure Account for the Year Ended as at 31 May 2022. | |
| 12.15 | Members to note the recruitment of the following employees: <ul style="list-style-type: none"> (i) Groundsman 16 hours per week (ii) Groundsman Assistant 10 hours per week (iii) Groundsman Assistant 6 hours per week | |
| 13. | Discuss and approve any purchase (LGA 1972, s.111). | Chairman |
| 13.1 | Members to consider the payment of the invoice for the annual CCTV maintenance/monitoring, West Suffolk Council, £7500 + VAT. | |

13.2 Members to consider the transfer of email addresses to gov.uk as per recommendation by the internal auditor.

13.3 Members to consider donation requests from the following applicants:

| Applicant | Approve | Decline |
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| Red Lodge Under 8's | | |
| Red Lodge Under 11's | | |
| Red Lodge Under 13's | | |
| Adults Football Team Arli | | |
| Red Lodge Scouts | | |
| Red Lodge Rainbows/Brownies | | |
| Red Lodge Lightwave | | |
| HomeStart | | |
| Combat Kickboxing Academy | | |

13.4 Members to consider payment of the invoice for the Sunnica Photovoltaic Development – Development Consent Order (DCO) Process, Michelle Bolger Expert Landscape Consultancy Ltd., £1732.50 plus. VAT

13.5 Members to consider the quotes for annual IT Support Gold Plus Package, Cloud Back up, Community Action Suffolk, £720, plus either:

- (i) Employees 7x Hosted Exchange redlodgepc.org mailboxes £503.16 and Councillors 9x Gmail addresses, Total £1223.16, or
- (ii) Employees 7x Hosted Exchange redlodgepc.org mailboxes £503.16, Councillors 9x .gov.uk addresses £646.92 and Domain name purchase £72.00, Total £1942.08

13.6 Members to note the second Speed Indicator Device has been purchased and installed on Warren Road, Red Lodge.

13.7 Members to consider the quotes for the renewal of the water contract on 24/6/2022, fixed 36 months:

| Supplier | £Wholesale Services | £Retail Services | £Annual Spend |
|--------------------------------------|---------------------|------------------|---------------|
| Wave | 855.89 | 1032.40 | 948.15 |
| Everflow Water | 715.11 | 186.23 | 901.34 |
| Everflow Water – Love Energy Savings | 715.11 | 52.23 | 767.34 |

13.8 Members to note West Suffolk Council have approved funding for an outdoor gym, Fresh Air Fitness £43,500 exc. VAT.

13.9 Members to ratify the purchase for the Platinum Jubilee, the Maximus heavy duty pop up gazebo 3m x 3m, Amazon, £186.99 inc. VAT.

13.10 Members to ratify the purchase for the Platinum Jubilee, bar stock and cleaning stock, Macro/Booker, £709.29 exc. VAT

13.11 Members to ratify the purchase for the Platinum Jubilee, the hire of climbing wall and archery, The Outdoor Education Company, remaining balance £865 exc. VAT.

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| 13.12 | Members to ratify the purchase for the platinum Jubilee, the hire of inflatable assault course and jungle slide, 3 members of staff for 6 hours, JP's Bouncy Castles, remaining balance £655. | |
| 14 | <p>Planning Applications To Consider any Planning Applications:</p> <p>14.1 DC/22/0647/HH: Proposal: Householder planning application – install 1.8 metres wall with pillars and railings to front and side elevations. Location: 4 Boundary Road, Red Lodge, IP28 8JQ</p> <p>14.2 DC/22/0485/HH Proposal: Householder planning application – single storey front extension. Location: 18 Blackberry Way, Red Lodge, Suffolk. IP28 8TE.</p> <p>14.3 DC/22/0733/TPO: Proposal: TPO 03 (1994) tree preservation order – a. one pine (T1 on plan within A11 on order) reduce laterals back to suitable growth points to clear overhang towards property b. one pine (T2 on plan within A11 on order) reduce large lateral back to union of tear out. Location: 8 Hyacinth Drive, Red Lodge, IP28 8YY</p> <p>14.4 DC/22/0728/FUL: Proposal: Planning application – a. installation of a new internal extraction system with a flue to side elevation and b. commercial unit to be used as a café (Class E) Location: Unit 9 Bellflower Crescent Red Lodge Suffolk IP28 8XQ</p> <p>14.5 Reconsultation in respect of a planning proposal DC/22/0338/HH: Proposal: Householder planning application – detached double garage as amended by plans received 11 May 2022. Location: 14 Boundary Road, Red Lodge, IP28 8JQ</p> <p>14.6 DC/22/0827/FUL Proposal: Planning application – a. two dwellings b. two garages and associated off road parking c. vehicular access (following demolition of existing dwelling and outbuildings) Location: Land at former 25 Turnpike Road, Red Lodge, Suffolk</p> <p>14.7 DC/22/0825/FUL Proposal: Planning application – Change of use from shop (class A1) to day nursery (class E) Location: Unit 7 and 8 Bellflower Crescent, Red Lodge, Suffolk IP28 8XQ.</p> | Chairman |
| 15. | <p>Correspondence Received</p> <p>15.1 Members to review the Annual Play reports for April 2022 from West Suffolk Council.</p> <p>15.2 Members to note the West Suffolk local plan press release and the consultation period from 26 May to 26 July 2022. An invitation to attend a virtual workshop on</p> | Chairman |

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| <p>15.3</p> <p>15.4</p> <p>15.5</p> | <p>Tuesday 7 June 2022, 10:30am – 12 pm</p> <p>Members to note the NALC survey on 2022 local elections, the survey closes 24 June 2022.</p> <p>Members to note the correspondence received from Highways England, regarding the planned roadworks on A14 junction 35 to 39 in both directions Tuesday 1 June to Friday 20 August 2021, 8pm to 6am.</p> <p>Members to note the next Parish Town and Forum meeting will be held on 14th July 6pm-7.30pm, via Microsoft Teams.</p> | |
| <p>16.</p> | <p>To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 28 June 2022 at 19:00, St. Christopher’s Church, 2 Boundary Road, Red Lodge, IP28 8JQ.</p> | <p>Chairman</p> |
| <p>17.</p> | <p>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.</p> <p>None advised.</p> | <p>Chairman</p> |

Signed: *Shazia Shujah*
Proper Officer, Red Lodge Parish Council
25.05.2022