



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01638 551257
<http://redlodge.onesuffolk.net>

Minutes of the Red Lodge Parish Council Meeting (Part 1).

Date: Tuesday 1st August 2017.

Time: 19:15

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

Present: Cllr. Angie Sewell (Chairman)
Cllr. Sandra Dwan (Vice Chairman)
Cllr. Anthony Bowser
Cllr. Paul Henderson

In Attendance: Mrs. Hilary Gurner (RFO)
Mrs. Shazia Shujah (Clerk)
District Cllr. Carol Lynch
Mr. Stephen Cash (Member Nominee)
Mr. Crispin Hanson (Crest Nicholson)
Mr. Andrew Owen (Crest Nicholson)
Members of the public: 2

Notes: The following documents will be appended to the signed minutes:-

- Agenda for 01.08.17
- Report of Cheques to be signed on 1st August 2017.
- Report of All payments made in May 2017.
- Report of Invoices Received in June 2017.
- Cheque payments for 01.08.2017.
- Finance report for 01.08.2017
- List of Correspondence Received.
- Section 2 – Accounting statements 2016/17

Minute Number	Minutes	Action
1.	<p><u>Chairman's welcome.</u></p> <p>The Chairman welcomed all attending residents to the meeting.</p>	
2.	<p><u>Apologies for absence.</u></p> <p>Apologies for District Councillors Lance Stanbury. Robin Millar was noted as absent. The Chairman informed the meeting that Mr. Kieran Coffey had resigned as a Parish Councillor.</p>	
3.	<p><u>Statement</u></p> <p><u>The Chairman read the following statement:-</u></p> <p>All those present are reminded of the openness of Local Government Bodies Act 2014 and that the meeting may be recorded and filmed.</p> <p>The Chairman announced that this meeting will be recorded.</p>	
4.	<p><u>Declaration of interest.</u></p> <p>No one declared an interest.</p>	
5.	<p><u>To receive nominations for the vacant posts of Councillors</u></p> <p>Mr. Stephen Cash was elected on to the Red Lodge Parish Council and joined the councillors at the meeting.</p>	Clerk to inform FHDC
6.	<p><u>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</u></p> <p>6.1 District Cllr. Carol Lynch attended the joint fun fair of St. Christopher's School and the Red Lodge Sports Pavilion in July. Cllr. Lynch was disappointed that this event was held on separate sites and the program of events were not available.</p> <p>The Chairman advised that St. Christopher's school wanted to hold this event at separate sites, and that the event had been advertised well, including on the radio as well as leaflets dropped throughout the village. A program was available for purchase.</p>	
7.	<p><u>Confirmation of Minutes from the meetings held on the 13th June 2017, 23rd June 2017 and 29th June 2017.</u></p>	

	<p>The Minutes of the Red Lodge Parish Council Meeting held on the 13th June 2017, 23rd June 2017 and 29th June 2017 were agreed as an accurate record and signed accordingly by the Chairman. Proposed: Cllr. Dwan and seconded: Cllr. Henderson</p>	<p>Council agreed. Minutes to be filed</p>
8.	<p><u>Reports from the County Councillor, District Councillor and the Police Newsletter.</u></p> <p>No reports received.</p>	<p>Noted</p>
9.	<p><u>Crest Nicholson Presentation</u></p> <p>9.1 Crest Nicholson gave a presentation on a planning application that they have resubmitted (DC/17/0516/RM)</p> <ul style="list-style-type: none"> • DC/17/0516/RM: <p>Location: Crest Nicholson parking allocations, Phase 4a Bellflower Crescent, Red Lodge resubmission.</p> <p>Proposal: Following the advice of Suffolk County Highways, 4 car parking spaces are allocated for staff parking only.</p> <p>Suffolk County Highways have imposed a condition that the 4 car parking spaces Crest Nicholson are planning are allocated for staff parking only. These spaces are enforceable with Suffolk County Highways and Forest Heath District Council. Crest Nicholson requested that the Parish Council support their planning application.</p> <p>Furthermore, Crest Nicholson have future building plans for Red Lodge currently at draft level, consisting of the building of commercial, industrial and residential units, the latter consisting of 150 houses, 30% of which will be affordable housing.</p> <p>9.2 <u>Loan of Heras Fencing</u></p> <p>Red Lodge Parish Council requested the loan of heras fencing from Crest Nicholson whilst the goal mouths on the pitches at the pavilion undergo repairs. Crest Nicholson will consult with their site manager Mr. John Cole and report back.</p> <p>Mr. Crispin Hanson left the meeting.</p>	
10	<p><u>Standing Orders</u></p> <p>10.1 Statutory amendments have been made to NALC'S model standing orders 3l, and 18f; the former now allowing a person to film, photograph and record the meetings and the latter amendment refers to any proposed contract for the</p>	

<p>10.2</p> <p>10.3</p>	<p>supply of goods, materials, services or the execution of works now with an estimated value of £25,000 shall be procured on the basis of a formal tender.</p> <p>It was agreed that the Standing Orders will be amended to include that any future meetings will be held at St. Christopher's Church at 7pm on the last Tuesday of every month.</p> <p>Cllr. Bowser submitted reports which were not added to the agenda, he would like them to be discussed at the next Parish Council meeting. The Chairman informed the meeting that the contents of these reports would gradually be addressed as work progressed.</p>	<p>Clerk to amend</p> <p>Reports considered for next meeting</p>
<p>11.</p>	<p><u>Review and Acceptance of the Parish Council Risk Assessments</u></p> <p>The Risk Assessments have been updated and amended for 1st April 2017 – 31st March 2018. The amendments made are mainly in the Action Plan column.</p> <p>Cllr. Bowser stated that the RFO should have been responsible for the preparation of the Risk Assessment in October 2017, he felt that this was an old fashioned, traditional model, he also added that the Risk Assessment should not be dated for the whole year. He felt the Risk Assessment needed improvement and that it was a waste of effort to agree the report.</p> <p>The Chairman advised that the risk assessment model used is an accepted model for Parish Councils.</p> <p>The RFO informed the meeting that the external auditors BDO stipulate that the Risk Assessment has to be dated for the whole financial year.</p> <p>Cllr. Bowser felt that the wording needed improving on the agenda to clarify the items and who is responsible for the agenda items.</p> <p>A vote was cast in favour of approving the Risk Assessment for 1st April 2017 – 31st March 2018. The Risk Assessment was approved and signed by the Chairman.</p> <p>Resolved The Risk Assessment was approved and duly signed by the Chairman.</p>	<p>Council agreed, Risk assessment to be filed</p>
<p>12.</p>	<p><u>Internal Controls Action Plan</u></p> <p>The RFO will review the policies and procedures for the Financial Regulations alongside the Internal Controls Action plan. The RFO will report on this in October 2017.</p>	<p>RFO to review and report</p>
<p>13</p> <p>13.1</p>	<p><u>Financial Matters</u></p> <p><u>BDO update</u></p>	

13.1.1	The annual return has been submitted to the external auditors BDO, an extension on the deadline date of 17.07.17 was requested, an extension was granted to a deadline date of 24.07.17.	
13.1.2	The figure in Section 2 on the annual return form, for the asset register was amended to £235,421. This was a result of gifted items amended to a nominal value of £1 as opposed to their value. The RFO has sent a letter of explanation to BDO.	
13.1.3	An item on the asset register had to be removed as it was purchased in April 2017 and therefore should not have been included, this has now been added back onto the current asset register.	
13.1.4	On the annual return form in Section 2, the value in box 7 should equal 'all receipts less all expenses', this was incorrect due to an adding up error and was amended accordingly. This was signed by the RFO and the Vice-Chairman.	
13.2	The RFO, the Clerk and the Vice-Chairman have spent many hours completing the annual return for BDO, including the supplementary questionnaire requiring; copies of all bank statements with reconciliations; copies of minutes and resolutions that the precept was agreed; the budget approved; the review of risk assessment, standing orders and financial regulations; 2 copies of minutes where a financial report was given to the Council.	
13.3	There is an administrative error on the Internal Audit report which recommends the fidelity guarantee insurance to be increased higher than £500,000. However, the fidelity guarantee insurance was raised to £750,000, the RFO will write to SALC to report this and request they amend their report.	RFO to write to SALC
13.4	<p><u>Omega Software</u></p> <p>Omega accounting software has been installed on the 6th and 7th July, further training is required. The bookings software still needs purchasing. The receipts and payments for April, May and June need inputting, so far April's payments and receipts have been input. From the 1st July 2017 the purchase ledger will be used. The RFO needs assistance inputting the data and recommended that the data is entered by an external body Rialtas at a cost of £250 per day.</p> <p>The RFO will quantify the workload and report in an extraordinary meeting. It was agreed to have an Extraordinary meeting on Tuesday 8th August 2017 to resolve this if necessary.</p>	RFO to quantify workload
13.5	<u>Credit Card</u>	

<p>13.6</p> <p>13.7</p>	<p>The Clerk has submitted an application to become a signatory on the bank account this is the process before the Clerk can make an application for a credit card.</p> <p>It was voted that the Clerk will apply for a credit card.</p> <p>Resolved The Clerk will apply for the credit card.</p> <p><u>Precept</u></p> <p>The first part of the precept of £41,000 was received on the 28th April 2017, the second part of the precept of £12,300 was received on the 28th July 2017. The remaining precept of £28,700 will be received in September 2017.</p> <p>Resolved Precept received noted</p> <p><u>External Auditor Fees</u></p> <p>Little John LLP have been appointed as external auditors for Parish Councils from the years 2017/18 to 2021/22. Their fees for Red Lodge Parish Council are approximately £400 which needs to be considered in the budget for the next financial year.</p> <p>Resolved External auditor fees noted</p>	<p>Clerk to apply for credit card</p>
<p>14</p>	<p><u>Councillor Training update</u></p> <p>SALC have agreed a training date for Councillors on the 20th September 2017 at 7pm – 9pm, a venue is yet to be agreed. Provisional dates of October 2017, November 2017 and December 2017 are yet to be confirmed by SALC.</p> <p>Resolved Members to be informed of the training dates.</p>	<p>Clerk to update members of dates</p>
<p>15</p>	<p><u>Training courses for staff</u></p> <p>The Clerk requested to attend several courses:-</p> <ol style="list-style-type: none"> 1. Clerks workshop 1 and 2 in October 2017 and November 2017 2. Clerks Information and networking events in September 2017, December 2017 and March 2018. 3. Website training at a date to be arranged. 4. Intensive CiLCA training in October 2017 and November 2017. 5. Regional Training Seminar in September 2017. 	<p>Clerk to apply for courses</p>

	<p>Resolved The clerk would attend the courses requested.</p>	
16	<p><u>Establishing Working Party RLPC and the Events group.</u></p> <p>Cllr. Dwan gave a verbal a report on the establishment of a joint working party; Red Lodge Parish Council events group.</p> <p>The Red Lodge Events Committee has requested that they hold a joint Beer and music festival with the Red Lodge Parish Council in 2018, using the pavilion fields.</p> <p>The Red Lodge Events Committee have also requested the Red Lodge Parish Council to support them with a start-up grant or loan of £4000.</p> <p>The meeting was informed that it is permissible for Red Lodge Parish Council to contribute financially for entertainment under section 145 of the Local Government Act 1972. It is also permissible for Red Lodge Parish Council to grant or loan money for the provision of sports/social premises under section 19 of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The Red Lodge Events Committee have requested that the finances are audited.</p> <p>It was agreed provisionally that the Red Lodge Parish Council is interested in supporting this event, however the Council would like further information on the constitution of the proposed joint working group and would also like sight of the accounts of the previous events held. A legal document may need to be drawn up for the loan or the grant agreement.</p> <p>Resolved The Clerk to invite the Red Lodge Events group to the next Parish Council meeting in September 2017 to give a presentation.</p>	Clerk to invite the RL Events group to the next meeting
17	<p><u>Essential Pitch Maintenance – Football Goals</u></p> <p>Goal posts on the football pitch are leaning, this is not acceptable for the football leagues. Three quotes have been sought to remedy this problem. Two of the quotes sought can only supply the goods and do not carry out any installations. The third quote received is from Vertas who propose to supply the goods and complete the installation for £1685.46 +vat.</p> <p>Resolved It was resolved that the company Vertas will be used for the essential pitch maintenance of the football goals.</p>	Proceed with Vertas
18	<p><u>Planning</u></p> <p><u>To consider any planning applications</u></p>	
18.1	<ul style="list-style-type: none"> • DC/17/0516/RM: 	

18.2	<p>Location: Crest Nicholson parking allocations, Phase 4a Bellflower Crescent, Red Lodge resubmission.</p> <p>Proposal: Following the advice of Suffolk County Highways, 4 car parking spaces are allocated for staff parking only.</p> <p>Red Lodge Parish Council voted in favour of the planning application.</p> <ul style="list-style-type: none"> • DC/17/0412/HH: <p>Location: 8 Holly Close, Red Lodge. IP28 8LP</p> <p>Proposal: (i) one and a half storey side extension to bungalow (ii) loft conversion to habitable rooms with rear facing dormer window.</p> <p>Red Lodge Parish Council was notified that following a decision of refusal, this application has re-submitted for an appeal against refusal under the Householder Appeals Service.</p>	
18.3	<ul style="list-style-type: none"> • DC/17/1065/FUL: <p>Location: Plots adjacent to 52 Turnpike Road Red Lodge Suffolk</p> <p>Proposal: Planning Application – 2no. detached dwellings.</p> <p>Red Lodge Parish Council had no objections to the planning application.</p>	
18.4	<ul style="list-style-type: none"> • DC/17/1357/TPO: <p>Location: 1 Hollyhock Court, Red Lodge IP28 8TR</p> <p>Proposal: TPO/1994/03 Tree Preservation Order – 2no. Scotts Pine (T330 and T331 on plan and within area A7 on order) - Fell</p> <p>The Council objected to this application and recommended that the trees are pollard.</p>	Clerk to notify FHDC
19	<p><u>Correspondence Received.</u> (A list of correspondence received is appended to the signed minutes).</p> <p>19.1 A resignation letter was received from Mr. Kieran Coffey resigning as a Parish Councillor.</p> <p>19.2 A letter was received from Suffolk County Councils Network Assurance Team, the letter informed that they will no longer email copies of legal notices or orders for Suffolk Highways. The road works website can be used to set up tailored alerts for any events and works on Highways.</p>	

<p>19.3</p> <p>19.4</p> <p>19.5</p> <p>19.6</p>	<p>Fields In Trust (FIT) charity wrote thanking the Red Lodge Parish Council for their donation in the past year and requesting that the Parish Council renew their annual donation of £50. It was resolved that Red Lodge Parish Council will renew this donation.</p> <p>MAGPAS Air Ambulance sent a letter of thanks to the Red Lodge Parish Council for their donation.</p> <p>An email was received from West Suffolk informing the Red Lodge Parish Council of proposals by Forest Heath District and St. Edmundsbury Borough to create a new single council for west Suffolk. It was resolved that the Clerk will respond to this mail objecting to this proposal.</p> <p>The record for the Forest Heath Parish and Town Forum held on Wednesday 5th April 2017 was received as an email. The next meeting dates for the Forest Heath Parish and Town Forum are listed as :- Wednesday 06 September 2017 – Barton Mills Village Hall Wednesday 08 November 2017 – Beck Row Community Hub.</p>	<p>Noted</p>																								
<p>20</p>	<p><u>Approve Purchases</u></p> <p>The following purchase quotes were considered for approval :-</p> <table border="1" data-bbox="336 1193 1281 1552"> <thead> <tr> <th>Supplier</th> <th>Product</th> <th>£ Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>HAGS-SMP</td> <td>Replacement sleeving on birds nest swing</td> <td>168.60 + VAT</td> <td>Approved</td> </tr> <tr> <td>Thurlow Nunn Standen Ltd.</td> <td>Tricoflex hose, sprinkler and connectors</td> <td>338.79 inc. VAT</td> <td>Approved</td> </tr> <tr> <td>SP Landscapes</td> <td>Remove Stump on Russet Drive</td> <td>75.00 + VAT</td> <td>Approved</td> </tr> <tr> <td>TA Security</td> <td>Relocate CCTV</td> <td>280.00 + VAT</td> <td>Approved</td> </tr> <tr> <td>SP Landscapes</td> <td>Dig up embankment adjacent to slide, supply and spread top soil Install and remove heras fencing</td> <td>650.00 + VAT 975.00 + VAT</td> <td>Consult Crest Nicholson if they can loan their heras fencing.</td> </tr> </tbody> </table>	Supplier	Product	£ Cost	Action	HAGS-SMP	Replacement sleeving on birds nest swing	168.60 + VAT	Approved	Thurlow Nunn Standen Ltd.	Tricoflex hose, sprinkler and connectors	338.79 inc. VAT	Approved	SP Landscapes	Remove Stump on Russet Drive	75.00 + VAT	Approved	TA Security	Relocate CCTV	280.00 + VAT	Approved	SP Landscapes	Dig up embankment adjacent to slide, supply and spread top soil Install and remove heras fencing	650.00 + VAT 975.00 + VAT	Consult Crest Nicholson if they can loan their heras fencing.	<p>Proceed with approved purchases</p>
Supplier	Product	£ Cost	Action																							
HAGS-SMP	Replacement sleeving on birds nest swing	168.60 + VAT	Approved																							
Thurlow Nunn Standen Ltd.	Tricoflex hose, sprinkler and connectors	338.79 inc. VAT	Approved																							
SP Landscapes	Remove Stump on Russet Drive	75.00 + VAT	Approved																							
TA Security	Relocate CCTV	280.00 + VAT	Approved																							
SP Landscapes	Dig up embankment adjacent to slide, supply and spread top soil Install and remove heras fencing	650.00 + VAT 975.00 + VAT	Consult Crest Nicholson if they can loan their heras fencing.																							
<p>21</p>	<p><u>Urgent Business</u></p> <p>IT Support is urgently needed to support the office, we have 2 quotes Xenance IT Support, Network Consolidation & Infrastructure Services (N-CIS). Clerk to contact Bussens to see if they are able to provide emergency IT support</p>	<p>Clerk to contact Bussens</p>																								



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01638 551257
<http://redlodge.onesuffolk.net>

Confidential Minutes of the Red Lodge Parish Council Meeting (Part 2)

Date: Tuesday 1st August 2017.

Time: 19:15

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

Present: Cllr. Angie Sewell (Chairman)
Cllr. Sandra Dwan (Vice Chairman)
Cllr. Anthony Bowser
Cllr. Paul Henderson

In Attendance: Mrs. Hilary Gurner (RFO)
Mrs. Shazia Shujah (Clerk)
Mr. Stephen Cash (Member Nominee)

Minute Number	Minutes	Action
22.	<p><u>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</u></p> <p>The confidential item was ratified by the council.</p> <p>Resolved A letter informing the member of the staff of the Council's decision will be sent and personnel records updated.</p>	Clerk to notify the member of staff by letter

The meeting closed at 21:25.