



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
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Minutes of the Red Lodge Parish Council Meeting.

Date: Tuesday 13th June 2017.

Time: 19:15

Venue: The Red Lodge Millennium Centre, Lavender Close. Red Lodge. IP28 8TT.

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

In Attendance: Mrs Shazia Shujah (Clerk)
Members of the public: 7

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

- Agenda for 13.06.17
- Report of Cheques to be signed on 13th June 2017.
- Report of All payments made in May 2017.
- Report of Invoices Received in May 2017.
- Report of Sports Pavilion income for May 2017.
- Report to Red Lodge Parish Council for Meeting on Tuesday 13 June 2017
- List of Correspondence Received.

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>Councillor Kieran Coffey. District Councillors Robin Millar, Carol Lynch and Lance Stanbury Mrs Hilary A. Gurner (Responsible Finance Officer)</p>	
3.	<p>The Chairman welcomed the new Clerk Mrs. Shazia Shujah. The Chairman also informed the meeting that a new Administration Assistant will be starting employment at the Red Lodge Sports Pavilion on Monday 19th June 2017.</p>	
4.	<p><u>Statement</u></p> <p>4.1 <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>4.1.1 The Chairman announced that this meeting will be recorded.</p> <p>4.2 It was agreed that the Standing Orders should be reviewed and amended regarding the recording of meetings.</p>	Cllrs: Noted
5.	<p><u>Declaration of interest.</u></p> <p>No one declared an interest.</p>	
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 A member of the public queried Item 8 on the Agenda as to why it shows The Millennium Centre as an asset. The Chairman explained that it is not shown as an asset, the Red Lodge Parish Council however are awaiting a report from the Millennium Centre.</p> <p>6.2 A member of the public asked if the roof repairs required to the Millennium Centre would be added to the Agenda. The Chairman explained that this will not be added to the Agenda as the Council are already dealing with this matter and are awaiting correspondence from the Millennium Centre.</p>	Chairman and RFO: Investigate further

7.	<p><u>Minutes</u></p> <p>Cllr. Bowser raised that the Minutes of the Red Lodge Parish Council Meeting held on the 9th May 2017 recorded an incorrect date for the next Ordinary Meeting of Red Lodge Parish Council as 14th June, this date should read 13th June.</p> <p>The Chairman to manually amend the date and sign.</p>	
7.1	<p>The Minutes of the Red Lodge Parish Council Meeting held on the 9th May 2017 were agreed as an accurate record and signed accordingly by the Chairman. Proposed by the Cllr. Henderson and seconded by Cllr. Dwan.</p>	Council agreed.
8.	<p><u>Matters Arising from the Minutes, not already covered under this Agenda.</u></p> <p>Cllr. Bowser asked for an update on the purchase of the shelter from Ludus. The Clerk informed the meeting that the shelter has been ordered and are currently awaiting notification of the delivery date</p>	Clerk: To report further
9.	<p><u>Reports from the County Councillor, District Councillor and the Police Newsletter.</u></p> <p>No reports received.</p>	Noted
10.	<p><u>Planning</u></p> <p>10.1 <u>To consider any planning applications</u></p> <p>10.1.1 DC/17/0451/OUT: Turners Pike, Turnpike Road - No objections 10.1.2 DC/17/0444/OUT: Land of the Carrops, Turnpike Road - No objections 10.1.3 DC/17/1035/FUL: Rear of 7 Warren Road - No objections 10.1.4 DC/17/1027/HH: 7 Warren Road - No objections 10.1.5 DC/16/2696/FUL: Ro 1, Turnpike Road - Objected for overdevelopment</p> <p>10.2 <u>Notifications of Developments</u></p> <p>10.2.1 DC/16/2833/FUL: Land East of Kings Warren, Warren Road 10.2.2 DC/16/2832/RM: Land East of Kings Warren, Warren Road</p>	Clerk: Inform FHDC
11.	<p><u>To report on the Pavilion, Millennium Centre and Other Assets</u></p> <p>11.1 <u>The Pavilion</u></p> <p>The Chairman thanked everyone who had helped with the Queen's Jubilee celebration and welcomed any volunteers to help with the future event on the 1st July 2017.</p>	

11.1.1	The Chairman reported that last year in 2016, 2 part-time staff were recruited to assist Mr. Ian Potter with his duties. As of December 2016, Mr. Ian Potter was given increased responsibility and is now an Operations Manager	
11.2	<u>The Millennium Centre</u>	
11.3	The Chairman read out a letter received from The Millennium Centre. <u>Any other Matters</u> There were no matters arising.	Noted
12.	<u>To Consider any Highways and Public Transport Matters</u>	
12.1	Last week the road was closed on Heatherset Way due to a burst water main.	Noted
13.	<u>SALC</u>	
13.1	<u>To confirm date of next meeting and venue</u> Details not known to the Council.	
13.2	<u>To consider and approve training events for new Councillors/Clerk</u> Councillors to confirm dates for 4 sessions of training in the evenings comprising of 2 hours per session once a month. The training will cover the 4 main areas of Governance. The Council also to market this to other Parish Councils to reduce costs. Currently Wednesday evenings and some Friday evenings are feasible as the Pavilion Events Room is available.	Councillors: to agree a date.
14.	<u>Town and Parish Forum – to confirm date of next meeting and venue</u> No dates have been confirmed as of yet.	Noted
15.	<u>Financial Matters</u>	
15.1	<u>To Confirm payment of invoices for May 2017</u>	
15.1.1	Appended to the signed minutes are the following reports from the RFO:- (i) All payments made in May 2017. (ii) Invoices Received in May 2017. (iii) Sports Pavilion income for May 2017.	
15.1.2	The invoice from Whiting & Partners was highlighted in report (ii) as 'awaiting invoice', this has since been paid.	

15.2	<p><u>To Note receipt of the First part of the Parish Precept</u> This item was not discussed.</p>	Deferred to future meeting
15.3	<p><u>To Receive an update from the RFO.</u></p>	
15.3.1	<p><u>The Clerk read a report from the RFO in her Absence</u> (the full report is appended to the signed minutes):-</p> <p><u>Report to Red Lodge Parish Council for meeting on Tuesday 13 June 2017</u></p> <p>Standing Orders are to be reviewed during the next financial year</p> <p>Financial Regulations are to be adopted and documented in the minutes within the next financial year.</p> <p>All payments will require approval at future meetings, these will be documented in the minutes and appended to the minutes. These will also be available on the website.</p> <p>A quarterly budget report will be prepared and documented in the minutes. This budget will be reported in meetings held in the months of July, October, January and April.</p> <p>The asset register will be re-stated when submitted to the External Auditor. SALC advised that all gifted assets on the asset register should appear as a nominal £1, this greatly affects the value of the asset register.</p> <p>The Council to document in the minutes that it has reviewed the System of Internal Control. The RFO suggested a Councillor to be appointed as an internal 'internal auditor' to check the RFO and to sign the bank statement to cashbook reconciliations. Cllr. Bowser appointed as an 'internal' internal auditor. Proposed by Chairman and seconded by Cllr. Dwan.</p> <p>The submission date to BDO is 17th July 2017; the annual return with all supporting documents must be submitted by this date.</p> <p>An intermediate review questionnaire will also need submitting as the income or expenditure is greater than £200,000.</p> <p>The period for the exercise of public rights accounts starts on 3rd July 2017 and ends on 11th August 2017.</p> <p>The first payment of the precept of £41,000 has been received from FHDC on the 28th April 2017.</p>	Resolved: Cllr. Bowser will be 'internal' internal auditor

	<p>The RFO has implemented a purchase order system to check invoices. The RFO suggested that a shared folder needs be created for the RFO, the Clerk and the Administration Assistant to raise purchase orders.</p> <p>The RFO will report on the finances for the previous month in the meetings, with the exception of the list of payments to be authorised by the Council.</p> <p>In the July meeting the RFO is hoping to report on the figures for April, May and June using the new software package which is due to be installed in a few weeks' time.</p> <p>The RFO is unable to report on the figures for May due to time constraints. The RFO stated that the invoices for May were only passed to the RFO on the 31st May.</p> <p>The RFO provided a list of payments made from the 17th May to the end of May, including STO's, DD's and cheques. The RFO stated that the RFO was unable to see the accounts prior to the 17th May and therefore was unable to provide the figures prior to the 17th May 2017.</p> <p>The RFO has provided the income and the invoices for the Sports Pavilion for May.</p> <p>The RFO stated that over the next few months, the RFO will be implementing policies and procedures to enable efficient running of the office.</p> <p>The RFO stated that the website will also be updated with copies of the Agendas, supporting documents and minutes.</p> <p>The RFO will assess the Financial Risk Assessment and compare the Actual figures to the Budgeted figures.</p> <p>The RFO stated that all invoices and payments should be authorised by the RFO before being presented to the Council.</p>	
15.3.2	The Council highlighted that any future reports are circulated with the agenda, prior to the meeting to allow a proper discussion.	
15.4	The Chairman has amended the asset register and has made notes of the changes. Cllr. Bowser stated that the RFO should be given the asset register to check and advise the Council that it is correct.	RFO: Check asset register
15.5	<u>To update on the Credit Card</u>	
15.5.1	<p><u>The Clerk read an update from the RFO on 01.06.2017:-</u></p> <p>The RFO applied to Barclaycard for a credit card on the 24.05.2017 in the RFO's name, the initial credit limit will be £1,200 a month. Waiting for approval.</p>	

<p>15.5.2</p> <p>15.6</p> <p>15.7</p> <p>15.8</p>	<p>Cllr. Bowser raised concerns that the RFO should not have a credit card in the RFO's name nor have the PIN number to the credit card. Cllr. Bowser would like to discuss the controls of the credit card further.</p> <p><u>To approve the purchase of back-up drives and a NAS (network attached storage) to enable shared drive to be installed onto the IT system.</u></p> <p>Mr. Derek Lambert who offers IT support for the Red Lodge Parish Council and Sports Pavilion was not present at the meeting to comment.</p> <p>Cllrs. Dwan and Bowser asked if the purchase of NAS was still necessary following the recent purchase of the accounts software package. The Chairman stated that this item should be deferred and an extraordinary meeting will have to be held to discuss this further.</p> <p><u>To consider the Internal Auditor's report for 2016-17</u></p> <p>Cllr. Bowser suggested to defer this item to the next meeting as the RFO is not present. An action plan will be required and advice from the RFO sought.</p> <p><u>To approve the amendments to the fixed asset register</u></p> <p>This item was deferred to the next meeting, as the RFO was not present to advise.</p>	<p>Item deferred to next meeting</p> <p>Item deferred to next meeting.</p> <p>Item deferred to next meeting</p> <p>Item deferred to next meeting</p>
<p>16.</p>	<p><u>Item 013/03/17 in April 2017 minutes requires amendment, as a donation of £250 was agreed to the voluntary Network-Dial A Ride, this was funded using s137 monies.</u></p> <p>The wording was not correct and the minute needs amending accordingly to clarify that this money was funded using s137 monies. This has been corrected in the minutes for May 2017.</p>	<p>Resolved</p>
<p>17.</p> <p>17.1</p>	<p><u>Correspondence Received.</u> (A list is appended to the signed minutes).</p> <p>A sum of £250 was agreed to be donated from section 106 monies to the 3 organisations listed below:-</p> <ul style="list-style-type: none"> (i) MAGPAS (ii) Red Lodge Scout Group (iii) Mildenhall/Red Lodge Rugby 	

17.2	The Chairman read a letter of thanks from the Mildenhall/Red Lodge Rugby team for the use of the Red Lodge Sports Pavilion. The Rugby team have requested a reduction to their fees for June, July and August. Their current fees are £250 per month. In addition, they pay for the hire of the MUGA at the pavilion. The Council agreed that the Rugby team are charged a reduced fee of £150 per month for the 3 months requested.	Agreed
17.3	Lighthouse Women's Aid - A letter of thanks was received for the Council's support.	
17.4	West Suffolk Council - An email received to request comments on street naming of a development of 4 new dwellings at the rear of Turnpike Lane, to name the road The Vineyards or The Vines. The Council agreed on the name 'The Vines'.	
17.5	SALC - Information received regarding Neighbourhood Planning Act 2017.	
17.6	Moulton Parish Council – an email received informing that The Secretary of State's earlier decision to refuse the development at Hatchfield Farm has been quashed by the High Court.	
17.7	Suffolk Community Foundation – An email received listing some of the available grants.	Noted
17.8	The Royal British Legion – An email received requesting the Council to complete a short survey, this was completed by the Chairman.	
18.	<u>Urgent Business</u>	
18.1	The Chairman suggested the set-up of the following sub-committees :- (i) Finance (ii) Planning (iii) Pavilion The Chairman and Cllrs. Henderson and Dwan showed an interest in the Pavilion. Cllr. Bowser showed an interest in Finance.	Agreed
19.	Cllr. Henderson mentioned that in the Turnpike play area the bins are overflowing with litter and asked if a contact was known for the developers to raise this issue. No contacts were known to the Council.	Council: Further investigate
19.2	Cllr. Henderson suggested that the Pavilion should have a rolling budget for the next community event to be held on the 1 st July 2017. The Chairman stated that the Queen's Jubilee did not make enough money to cover the costs of wages for the staff. Cllr. Bowser agreed that this requires further discussion.	Deferred: Future meeting

19.3	Several Cheques were signed by the Council. Appended to the signed minutes is the Report of Cheques to be signed on the 13 th June	Agreed
19.4	<p>The following purchases were approved by the Council:-</p> <ul style="list-style-type: none"> (i) Pitchcare – Goal posts, nets, sockets, flags: £337.50 Proposed by Cllr. Henderson and seconded by Cllr. Dwan. (ii) Pitchcare - Spring clips for Pavilion play area; wet pour for Heatherset Way: £576.00 (iii) County Fire Services – Emergency lighting: £513.05 Proposed by Cllr. Dwan and seconded by Cllr. Henderson (iv) Impress – Play area signage: £40 Proposed by Cllr. Dwan and seconded by Cllr. Henderson (v) Bussens – Concrete posts and Shingle mix: £1032 Proposed by Cllr. Dwan and seconded by Cllr. Henderson 	Approved
19.5	The purchase from First Fence for Heras fencing for the goal posts at the Pavilion was deferred. The Council will enquire if Crest Nicholson will loan some of their fencing.	Council: Discuss with Crest Nicholson
20.	<p><u>Next Meeting</u></p> <p>The date of the next meeting has subsequently changed from Tuesday 11th July 2017 since the meeting. The next Parish Council meeting will be held at St. Christopher’s Church on Boundary Road at 7:15pm on Tuesday 25th July 2017. The Chair thanked everyone for attending.</p>	

The meeting closed at 21:25.

Signed: _____

Date: _____