



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

Date: Tuesday 24th April 2018

Time: 19:00

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

Present: Cllr. Angie Sewell (Chairman)
Cllr. Sandra Dwan (Vice Chairman)
Cllr. Paul Henderson (Note : Present at 20:00)
Cllr Vanessa Kovacevic
Cllr. Ian Thompson

In Attendance: Clerk/RFO
Members of the public: 5

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

- Agenda for 24.04.18

	Item	Action
1.	Chair Person's welcome.	
2.	All those present are reminded of the Local Government Bodies Act 2014 and that the meeting may be filmed or recorded by any members of the public.	
3.	Apologies for absence. Cllrs. Cash and Stanbury Noted	
4.	Declaration of interest. None declared Noted	
5.	Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.	
5.1	A Member of the public requested clarification on Agenda item 9.5, a second member of the public requested clarification on item 11.3 .	
6.	Confirmation of Minutes of the meetings held on the 27th March 2018. The Minutes of the Red Lodge Parish Council Meeting held on the 27 th March 2018 were agreed as an accurate record and signed accordingly by the Chairman. Proposed: Cllr. Kovacevic Seconded: Cllr. Thompson Resolved	Clerk to file and distribute accordingly.
7.	Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.	
7.1	The Chairman summarised the Suffolk County Council Conservative Group – 2017/18 News Highlights. Noted	
7.2	The Chairman summarised the March/April 2018 Red Lodge Parish Council Newsletter Noted	
7.3	The Chairman outlined the Agenda for Forest Heath Council, 25/04/2018 Council Chamber, College Heath Road, Mildenhall at 6pm Noted	

7.4	The Chairman summarised the Suffolk Police and Crime Commissioner 'Your Police Your Say' meeting dates. Noted	
8.	<p>Financial Matters</p> <p>8.1 It was noted that the bank reconciliation statements for March 2018 have been verified and signed by Cllr. Henderson. Noted</p> <p>8.2 Members approved all payments in March 2018 for both Parish and Pavilion accounts. Proposed Cllr. Dwan Seconded: Cllr. Thompson Noted</p> <p>8.3 It was noted that the Bank Balances as stated on 18/04/2018 were as follows:-</p> <ul style="list-style-type: none"> • Parish Bank Account - £165,749.46 • Pavilion Bank Account - £154,223.30 • Deposit Account - £106,739.74 <p>Noted</p> <p>8.4 Members approved and signed 2 cheques for the petty cash imprest, for the following amounts:- (LGA 1972, s.111). Parish £68.75 Pavilion £81.85 Resolved</p> <p>8.5 Members noted that Rialtas Business Solutions have completed the end of year closure. Noted</p> <p>8.6 Members noted the VAT net reclaim of £1,978.98 for January 2018- March 2018. Noted</p> <p>8.7 Members noted that the year end returns for the Suffolk Pension Fund has been submitted, in compliance with The Local Government Pension Scheme Regulations 2013 Annual Returns. Noted</p> <p>8.8 Members noted that Red Lodge Parish Council has been selected for an intermediate review by the external auditor. Noted</p> <p>8.9 Members reviewed and noted the Bar Stock Audit for 23/01/2018 to 10/04/2018. Noted</p>	<p>Clerk to obtain the imprest agreed</p> <p>Clerk to complete the claim</p> <p>Clerk to prepare</p>

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>Discuss and approve any purchase (LGA 1972, s.111).</p> <p>Further to the IT proposal from CAS to provide IT support to Red Lodge Parish Council in the previous Parish Council Meeting, Members agreed the additional cost of £130 inc. VAT for a QNAP Server as quoted by Community Action Suffolk as the server originally quoted is now obsolete.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p> <p>Members agreed for the Clerk to attend the Norfolk Branch of the Society of Local Council Clerks Finance Training Event on Thursday 3rd May 2018, Thetford, costing £20 per person.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p> <p>Following the clarification and approval received from the Suffolk Association of Local Councils for a donation request for a sports group where Members have an interest. Members agreed the £250 donation requested by the Red Lodge Ladies Football Team (RLLFT) in the previous Parish Council meeting. A cheque will not be raised until a bank account for the football team has been set up.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson (Note Cllr Kovacevic abstained from voting due to having an interest in the Red Lodge Ladies Football Team) Resolved</p> <p>Millennium Centre Members to note an email received dated 3rd April 2018 from the Millennium Centre thanking Red Lodge Parish Council for the bi-annual grant of £6000. Noted</p> <p>Community Survey – Red Lodge Parish Council Members discussed a community survey to establish what facilities the community would like to have in Red Lodge. Members agreed the cost of publishing a community survey in the Turnpike Magazine at a cost of £254. Members agreed to use the Chairman’s allowance to give a prize of £50 to one randomly selected individual submitting a completed survey.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Kovacevic Resolved</p>	<p>Clerk to contact CAS</p> <p>Clerk to notify NBSLCC</p> <p>Clerk to raise a cheque once a bank account has been set up by RLLFT</p>
<p>10.</p>	<p>Planning Applications</p>	

<p>10.1</p> <p>10.2</p>	<p>Members Considered Planning Applications :- (To also consider Planning Applications submitted post-publication of the agenda)</p> <ul style="list-style-type: none"> • DC/18/0424/TPO Proposal: TPO01 (1996) Tree Preservation Order -1 no. Oak (x on plan, T18 on order) overall crown reduction by approximately 3 metres and crown lift by removing 3 lower branches. Location: 52 Turnpike Road, Red Lodge, IP28 8JZ. <p>Members agreed to 'No Comment' on the above planning application.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Thompson Resolved</p> <ul style="list-style-type: none"> • DC/18/0675/HH Proposal: Householder Planning Application (i) Single storey front porch and (ii) side extensions (iii) 1no detached garage. Location: 16 Heatherset Way, Red Lodge, IP28 8JN. <p>Members agreed to 'No Comment' on the above planning application.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p>	<p>Clerk to notify Planning.</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Correspondence Received</p> <p>Tuddenham Parish Council Members noted an email received from Tuddenham Parish Council on 28/03/2018, inviting Councils to attend the hosting of the LCPAS Understanding Planning Training, Tuddenham Village Hall on Thursday 28/06/18 at 7pm, at a cost of £10 per delegate. Noted</p> <p>Daffodil Plant - Parishioner Members discussed the email received from a Parishioner dated 12/04/2018 requesting the planting of daffodils in the Red Lodge area. Members agreed to no objections to planting daffodil bulbs. Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p> <p>Council Tax - Parishioner Members discussed an email received from a Parishioner querying Red Lodge Parish Councils expenditure on stationery and also querying if the Parish Council can fund the shortfall for the WW2 war memorial. The Chairman clarified that stationery had been purchased for the office to function. It was also clarified that it is not allowable for the Parish Council to</p>	<p>Clerk to email Parishioner</p> <p>Clerk to email Parishioner</p>

	<p>contribute towards the WW2 war memorial.</p> <p>Noted</p>	
11.4	<p>Pallets of Blocks - Parishioner</p> <p>Members noted an email received on 29/03/2018 from a Parishioner raising safety concerns of the pallets of blocks placed around the sports pavilion.</p> <p>Noted</p>	
11.5	<p>Red Lodge Allotment Association</p> <p>The Allotment Association requested Red Lodge Parish Council to liaise with Forest Heath District Council to assist in the provision of a water supply, a toilet or a sewage outlet for the new allotments. The Chairman informed the meeting that Red Lodge Parish Council have had no involvement in any decisions regarding the new allotments.</p> <p>Members agreed that the Clerk will contact the District Councillors requesting them to assist the Red Lodge Allotment Association regarding the supply of the provisions.</p> <p>Resolved</p>	Clerk to email District Councillors
11.6	<p>Red Lodge Rainbows and Brownies</p> <p>Members discussed the email received from Red Lodge Rainbows and Brownies on 10/04/2018 requesting financial support from the Parish Council. Members agreed to donate £250.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Kovacevic</p> <p>Resolved</p>	Clerk to raise a cheque
11.7	<p>Land at Thistle Way</p> <p>Members noted the correspondence from Crest Nicholson, clarifying Red Lodge Parish Councils ownership of the strip of land at Thistle Way.</p> <p>Noted</p>	
11.8	<p>Mineral and Waste Draft Plan</p> <p>Members noted an email received on 10/04/2018 regarding the Mineral & Waste Draft Plan from the Cabinet Member for Environment, Public Protection and Broadband, wishing to consult Suffolk residents, businesses and landowners.</p> <p>Noted</p>	
11.9	<p>Ward Boundaries – West Suffolk Democratic Services</p> <p>Members noted an email received on 04/04/2018 regarding the consultation of the new ward boundaries for the West Suffolk Council. The initial options are being revised and are subject to a full Council approval at the end of April.</p> <p>Noted</p>	
11.10	<p>Adoption of Tree Belt, Bovis</p>	

	<p>Members considered an offer from Bovis for Red Lodge Parish Council to adopt a tree belt for a commuted sum of £40k. Members did not agree to adopt the tree belt from Bovis.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Dwan Resolved</p>	Clerk to email solicitor for Bovis
11.11	<p>Moulton Parish Council – GDPR Members noted an email received on 10/04/2018 from Moulton PC suggesting the Local Authorities to take on the role of Data Protection Officer. Noted</p>	
11.12	<p>Moulton Parish Council – Highways Members noted an email received on 05/04/2018 to discuss with the interim Chief Executive the concerns of the service received from Highways. Noted</p>	
11.13	<p>A11 Mildenhall Meeting Members to note an email received on 10/04/2018 requesting representatives from Red Lodge Parish Council for the A11 Mildenhall Meeting. Noted</p>	
11.14	<p>Highways England Members noted an email received on 12/04/2018 informing of the road marking renewal work along A11 Noted</p>	
11.15	<p>East District Cambridgeshire Council Members noted the statutory notice dated 18/04/2018 detailing the arrangements for the examination of the East Cambridgeshire Local Plan. Noted</p>	
12.	<p>Sports Pavilion Working Party</p>	
12.1	<p>Members reviewed the Minutes of the meetings of The Sports Pavilion Working Party, held on 06/03/2018 and 17/04/2018, the latter discussing the review of the fees for the Sports Pavilion facilities. Members agreed that new customers hiring the sports pavilion facilities will be charged at a reduced rate of 50% for the initial first month. Resolved</p>	Working Party Chairman to update Sports Pavilion Administrator.
12.2	<p>Members noted that initial discussions with Forest Heath District Council have taken place regarding Sports Pitch Maintenance and Future Grass Cuttings. Noted</p>	
13.	<p>Urgent Business</p>	
13.1	<p>To complete the maintenance work on the decking area at the sports pavilion, a further purchase of wood stain is required, however no quotes had been</p>	

	<p>obtained. Members agreed the purchase of wood stain regardless of the price.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Kovacevic Resolved</p> <p>13.2 Suffolk F.A. Fee for Pitch Maintenance Proposal Suffolk FA have verbally proposed 50% match funding towards a maintenance program for the sports pitches, as of yet no agreements have been made. Suffolk F.A. have a £100 inspection fee to prepare an annual maintenance plan. Members agreed the £100 fee to Suffolk F.A.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Kovacevic Resolved</p>	<p>Clerk to proceed with purchase</p> <p>Clerk to make payment when requested by Suffolk FA</p>
14.	<p>To confirm the date of the next Annual Parish Meeting is scheduled for Tuesday 15th May 2018, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</p> <p>The date of the next Annual Parish Meeting was confirmed as above.</p>	<p>Clerk to make the necessary arrangements for the meeting.</p>
15.	<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>	
15.1	<p>A staffing issue was discussed and resolved. Confidential Report 240418-01.</p>	

There being no further business the meeting closed at 20:30.