



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 25th September 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. Steve Cash
Cllr. Sylvia Davidson
Cllr Vanessa Kovacevic
Cllr. Paul Speed
Cllr. Ian Thompson

In Attendance: Clerk/RFO
Members of the public: 4

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

- Agenda for 25.09.18

	Item	Action
1.	Chair Person's welcome.	
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.	
3.	Apologies for absence. District Cllrs .Lynch and Stanbury Accepted	
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. No Members of the public spoke.	
6.	Confirmation of Minutes of the meetings held on the 31 July 2018. The Minutes of the Red Lodge Parish Council Meeting held on the 31 st July 2018 were agreed as an accurate record and signed accordingly by the Chairman. Proposed: Cllr. Dwan Seconded: Cllr. Speed 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 September 2018 SNT Newsletter:- <ul style="list-style-type: none"> • Parking tickets have been issued in Mildenhall town centre. • A shoplifter has been detained and cautioned by Police. Noted	
7.2	The Chairman informed the meeting of Operation Sceptre to stop knife crime between 18 th and 24 th September 2017. Noted	
7.3	A trustee of the Millennium Centre gave a verbal report on the activities held at the Millennium Centre. No accounts information was provided by the accountants for the Millennium Centre.	
7.4	A groundsman has resigned, subsequently a replacement groundsman on an	

	unpaid basis is being trialled. Noted	
7.5	Members have been issued new email addresses, these are displayed in the noticeboards and will also be published in the next Red Lodge Turnpike Newsletter. Noted	
8.	External Audit Report	
8.1	A report from external auditors for 2017/18 following an intermediate review has had no matters arising. The Members thanked the Clerk for all her hard work, commitment and attention to detail for this outstanding achievement. Noted	
8.2	A Notice of conclusion of audit commencing 18/09/2018 – 29/10/2018 between 10:00 – 14:00 hours has been published on the noticeboards and the website. Noted	
9.	Financial Matters	
9.1	To confirm that the bank reconciliation statements for July and August 2018 have been verified and signed by Cllr. Thompson. Noted	
9.2	Members approved all payments in July & August 2018 for Parish and Pavilion accounts. Proposed: Cllr. Thompson Seconded: Cllr. Dwan Noted	
9.3	To Note the Bank Balances as of 19/09/18 for the following accounts :- <ul style="list-style-type: none"> • Parish Bank Account £185,441.06 • Pavilion Bank Account £131,869.23 • Deposit Account £106,762.26 Noted	
9.4	Members to note that a VAT claim of £2845.97 was submitted to HM Revenue & Customs for April –end of July 2018. This amount has been received on the 20 th September 2018. Noted	
9.5	Members to note that HMRC are checking the VAT returns for the period 04/18. Noted	
9.6	Members reviewed the latest bar stock report 11 April 2018 – 15 August 2018. Noted	

9.7	Members to note that the second part of the precept has been received on 27 July 2018, a sum of £16,632.00 Noted	
10.	<p>Events Working Group</p> <p>10.1 The Chairman gave a summary of accounts for the Red Lodge Fun Day 7th July 2018, the event had financially not gained a profit nor made a loss. Noted</p> <p>10.2 Cllr Kovacevic gave an update on the Events Working Group. It was reported that the events over the year had been well attended and enjoyed by the community. The Members agreed that the group should continue up to the elections in May 2019. Cllrs. Thompson, Dwan and Kovacevic all agreed to be part of the Working Events Group. A rolling fund of £1000 was also agreed for the Events Working Group for future events.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Kovacevic Resolved</p> <p>Cllr. Kovacevic thanked all members of staff, volunteers and Councillors for their help with the events.</p>	The Working party to allocate a role for each Member.
11.	<p>Discuss and approve any purchase (LGA 1972, s.111).</p> <p>11.1 Members ratified the donation of £250 to BeWise charity following the summer event using s.137 funds.</p> <p>Proposed: Cllr. Kovacevic Seconded: Cllr. Cash Resolved</p> <p>11.2 Members ratified the purchase of line marking paint for the pitches at a cost of £222.00 exc. VAT.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Speed Resolved</p> <p>11.3 Members ratified the purchase of a wreath for Remembrance Sunday.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Kovacevic Resolved</p> <p>11.4 Members agreed to proceed with the quote from Zaun to repair MUGA panels :- Zaun Duo8 high panel 2510mm wide x 630mm high comprising 50mm x 200mm mesh with 6mm vertical wires at 50mm centres and dual 8mm horizontal wires at 200mm centres £ 477.24 exc. VAT</p>	Clerk to proceed with purchase

<p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>Proposed: Cllr. Speed Seconded: Cllr. Thompson Resolved</p> <p>CiLCA Members agreed CiLCA training for the Clerk, the current fee is £250 which will increase to £350 from 1 October 2018.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p> <p>Lease hire of printers Members considered the lease hire of a printer with 2 quotes obtained from the following companies (details have been circulated to Members):-</p> <ul style="list-style-type: none"> • The Business Machine (TBM) • Digital Copier Systems (DCS) <p>Members agreed to proceed with TBM on a 3 year plan inclusive of 2000 mono A4 pages and 3000 colour pages each quarter, at a cost of 12 quarterly payments of £335 over 3 years.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p> <p>RoSPA Course</p> <p>Members agreed the Play Area Inspection Training and examination fee £345 + VAT, for the Operations Manager.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Speed Resolved</p> <p>Members ratified the payment of £172.80 for a Solicitors letter sent to a customer on behalf of the Parish Council.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Speed Resolved</p>	<p>Clerk to proceed with the registration before 1 October 2018.</p> <p>Clerk to contact TBM.</p> <p>Clerk to proceed with the purchase.</p>
<p>12.1</p>	<p>12. Planning Applications Members considered Planning Applications :- (To also consider Planning Applications submitted post-publication of the agenda)</p> <ul style="list-style-type: none"> • The Outcome of DC/18/1272/FUL Proposal: Planning Application – Installation of a 2.8 metre high war memorial Location: War Memorial, Warren Road, Red Lodge, Suffolk 	<p>Clerk to notify Planning.</p>

<p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>The Chairman informed the meeting that the above planning application had been successful.</p> <p>Noted</p> <ul style="list-style-type: none"> • DC/18/1731/FUL Proposal: Planning Application – 1 no. dwelling Location: Land adjacent to 54 Turnpike Road, Red Lodge, Suffolk. <p>Members agreed to ‘No Comment’ on the above application.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson</p> <p>Resolved</p> <ul style="list-style-type: none"> • DC/18/1578/HH Proposal: Householder Planning Application – ancillary residential accommodation to the main dwelling Location: 4 The Vines, Turnpike Road, Red Lodge Suffolk. IP28 8RT <p>Members agreed to ‘No Comment’ on the above application.</p> <p>Proposed: Cllr. Speed Seconded: Cllr. Kovacevic</p> <p>Resolved</p> <ul style="list-style-type: none"> • DC/18/1656/FUL Proposal: Planning Application – (i) Change of use of agricultural land to enable extension of caravan site to provide enhanced layout and 57no new pitches and (ii) relocation and improvement to access (following demolition of 2no existing dwellings) Location: Willoway Park, Red Lodge, Suffolk Applicant: Leisure Parks Luxury Living Ltd. <p>Members agreed to support the above application.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Thompson</p> <p>Resolved</p>	
<p>13.</p> <p>13.1</p>	<p>Members Considered Correspondence Received:- (To also consider other correspondence submitted post-publication of the agenda)</p> <p>Members considered an email received from the Millennium Centre requesting a donation from the Parish Council towards the Halloween event. Members agreed not to support this event as Red Lodge Parish Council donates £12,000 on annual basis to the Millennium centre. In addition, the Council have received other requests for donations from local groups who have not received any financial assistance from the Council.</p> <p>Proposed: Cllr. Speed Seconded: Cllr. Thompson</p> <p>Resolved</p>	<p>Clerk to notify the Millennium Centre.</p>

13.2	<p>Members discussed an email regarding the Kennett Garden Village Planning Application 18/00752/ESO and the impact of this application on Red Lodge. Members agreed that this may cause issues with traffic in Red Lodge. The Clerk was requested to contact the officer responsible for this application, suggesting North facing slips at the Southern junctions.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Speed Resolved</p>	Clerk to contact the planning officer involved.
13.3	<p>Members agreed to allow the 1st Red Lodge Scouts Group to plant bulbs in the area.</p> <p>Proposed: Cllr. Kovacevic Seconded: Cllr. Thompson Resolved</p>	Clerk to contact 1 st Red Lodge Scouts.
13.4	<p>Members discussed a query from a parishioner regarding moving a noticeboard from the old post office, Bennett Road and resiting on Clematis Green. The Members agreed that as no official letter had been received regarding this request, the noticeboard would not be relocated.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Thompson Resolved</p>	
13.5	<p>Members considered a request from Age UK Suffolk requesting support with future projects and an opportunity to discuss these with the Council. The Members agreed to meet with Age UK, however as a donation has already been made to them, there will be no further donations offered this financial year.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p>	Clerk to notify Age UK Suffolk.
13.6	<p>Members noted a letter of thanks received from a Parishioner selected for Red Lodge in Bloom. Noted</p>	
13.7	<p>Members noted an email received from the Parks Infrastructure Manager FHDC & St. Edmundsbury Borough Councils, confirming that a land registry search shows that Red Lodge Parish Council are responsible for the grass area on the corner of Pippin Court and Peppermint Walk, Red Lodge. Noted</p>	
13.8	<p>Members noted an email received from the Land Officer of UK Power Networks, proposing to carry out works on the electricity infrastructure on the land at the Millennium Centre. They have intentions of attending the next Parish Council meeting in October 2018. Noted</p>	
13.9	<p>An email received from St. Christopher's CE Primary School inviting Red Lodge</p>	

13.10	<p>Parish Council to a Macmillan Coffee Morning on Friday 28th September, from 9:00am to 11:00am.</p> <p>Noted</p> <p>Members agreed to proceed with an offer from West Suffolk Council to conduct monthly playground inspections free of charge for the financial years 2019/20 and 2020/21.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Thompson</p> <p>Resolved</p>	Clerk to contact the Council to confirm inspections.
14.	<p>Urgent Business</p> <p>14.1 Members agreed to proceed with the renewal of the Parish Council Policy Schedule for a premium of £7,507.73. Members also agreed to add the following items for an additional £32.61 :-</p> <ol style="list-style-type: none"> 1. Glacial Boulders 2. Temporary Barriers 3. Grinder 4. Laptop 5. 9x Samsung Tablets 6. 1 Height Barrier and 1 Road Barrier <p>Proposed: Cllr. Speed Seconded: Cllr. Thompson</p> <p>Resolved</p>	Clerk to proceed with the renewal
15.	<p>To confirm the date of the next Parish meeting scheduled for Tuesday 30 October 2018, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</p> <p>The next meeting was confirmed as above. The meeting closed to the public at 20:03.</p>	Clerk to make the necessary arrangements for the meeting.
16.	<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>16.1 Members ratified a monthly fee for the hire of the facilities offered to an existing Sports Pavilion customer.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Dwan</p> <p>Resolved</p> <p>16.2 Members discussed outstanding monies owed by a Pavilion customer. The Council agreed to pursue the reclaim of the debt owed through the small claims court.</p>	Clerk to proceed with the reclaim.

	<p>The full Council voted and all agreed, bar 1 abstention from Cllr Kovacevic.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Speed Resolved</p>	
16.3	<p>Members agreed a monthly fee for the hire of the facilities offered to a potential new Sports Pavilion customer. The Members requested clarification on the use of the facility.</p> <p>Proposed: Cllr. Kovacevic Seconded: Cllr. Sewell Resolved</p>	Sports administrator to contact the customer.
16.4	<p>Members discussed a staffing issue, refer to confidential report 260918-01.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved</p>	

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