



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

## Minutes of a Meeting of Red Lodge Parish Council.

**Date:** Tuesday 30<sup>th</sup> January 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 Stephen Cash  
Cllr. Paul Henderson  
Cllr. Vanessa Kovacevic  
Cllr. Ian Thompson

**In Attendance:** Mrs. Shazia Shujah (Clerk)  
Mrs. Hilary Gurner (Responsible Finance Officer)  
District Cllr. Carol Lynch  
District Cllr. Andy Drummond  
Members of the public: 8

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

- Agenda for 30.01.18
- Cheques signed on 30.01.2018

	<b>Minute</b>	<b>Action</b>
<b>1.</b>	<p><b>Chair Person's welcome.</b></p> <p>The Chairman welcomed all those attending the meeting.</p>	
<b>2.</b>	<p><b>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.</b></p> <p>The Chairman read the above statement.</p>	
<b>3.</b>	<p><b>Apologies for absence.</b></p> <p>Apologies for District Cllr. Stanbury were noted and accepted. <b>Noted</b></p>	
<b>4.</b>	<p><b>Declaration of interest.</b></p> <p>None declared. <b>Noted</b></p>	
<b>5.</b>	<p><b>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</b></p> <p><b>5.1</b></p> <ul style="list-style-type: none"> <li>• <b>Pre-application planning advice.</b> Location: 44 Warren Road, Red Lodge</li> </ul> <p>Cllr. Andy Drummond spoke on behalf of the applicant regarding the above pre-planning application and invited the Members opinions on approval. The Members had no comment. <b>Noted</b></p>	
<b>6.</b>	<p><b>Confirmation of Minutes of the Red Lodge Parish Council meeting held on the 28<sup>th</sup> November 2017 and the Extraordinary meeting held on 11<sup>th</sup> January 2018.</b></p> <p>The Minutes of the Red Lodge Parish Council meeting held on the 28<sup>th</sup> November 2017 and the Extraordinary meeting were agreed as an accurate record and signed accordingly by the Chairman.</p> <p>Proposed: Cllr. S. Dwan    Seconded: Cllr. S. Cash <b>Resolved</b></p>	Clerk to file and distribute accordingly.
<b>7.</b>	<p><b>Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.</b></p> <p><b>7.1</b> Dist. Cllr. C. Lynch informed the meeting that there are 2 proposed locations for the war memorial; (i) Millennium Centre and (ii) Warren Road (near the Red Lodge village sign), the decision for the location will be made in consultation with the Parishioners. The expected date for completion is November 2018. <b>Noted</b></p>	

<p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p>	<p>The next Forest Heath Town and Parish forum will be held on Thursday 22<sup>nd</sup> February 2018, 7pm-9pm, in Gazeley. <b>Noted</b></p> <p>A meeting of Forest Heath Performance and Audit Scrutiny Committee will be held on Wednesday 31<sup>st</sup> January 2018 5:00pm, at Conference Chamber West, West Suffolk House, Buy St.Edmunds.IP33 3YU. <b>Noted</b></p> <p>The Chairman summarised the SNT newsletter for Mildenhall. November 2017:-</p> <ul style="list-style-type: none"> <li>• Weekly enforcement patrols are being carried out by SNT in the area based on intelligence of there being an issue with parking and speeding.</li> <li>• Meetings will be held with partner agencies to discuss issues reported.</li> <li>• All members of the public are encouraged to report any crime or anti-social behaviour.</li> </ul> <p><b>Noted</b></p>	
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p>	<p><b>Website</b></p> <p>The Chairman informed the meeting that Red Lodge Parish Council has a new website; <a href="http://redlodge.suffolk.cloud/">http://redlodge.suffolk.cloud/</a> <b>Noted</b></p> <p><b>Precept Application 2018/19</b></p> <p>The Chairman informed the meeting that the application for the precept for Red Lodge Parish Council 2018/19 has been submitted to Forest Heath District Council. <b>Noted</b></p>	
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p>	<p><b>Financial Matters</b></p> <p>Members approved all payments presented by the RFO from October 2017 - 23<sup>rd</sup> January 2018 for both Parish and Pavilion accounts.</p> <p>Proposed: Cllr. I. Thompson      Seconded: Cllr. V. Kovacevic <b>Resolved</b></p> <p>The members reviewed the Budget against the actual spend as at 31.12.2017. <b>Noted</b></p> <p>Members reviewed and adopted the Financial Regulations for Red Lodge Parish Council for 2017/18.</p> <p>Proposed: Cllr.S. Cash              Seconded: Cllr. I. Thompson <b>Resolved</b></p>	<p>Clerk to file accordingly.</p>

<p><b>9.4</b></p> <p><b>9.5</b></p> <p><b>9.6</b></p> <p><b>9.7</b></p> <p><b>9.8</b></p> <p><b>9.9</b></p>	<p>It was confirmed that the Bank Reconciliation Statements had been signed off by the Chairman against the Bank statements. <b>Noted</b></p> <p>Red lodge Parish Council Bank Balances as stated on 23/01/2018 are as follows:-</p> <ul style="list-style-type: none"> <li>• Parish Bank Account - £183,642.36</li> <li>• Pavilion Bank Account - £150,979.37</li> <li>• Deposit Account - £106,726.59</li> </ul> <p><b>Noted</b></p> <p>Red Lodge Parish Council has received a Lloyds Bank credit card with a credit limit of £1000 per month, the Clerk is the authorised user. The credit card has been stored securely. <b>Noted</b></p> <p>The quotation from RBS for an on-site year-end close down of the accounting system as requested by the RFO, at a cost of £515 plus 45p per mile for travel expenses was considered by the Members and agreed by all the Members (LGA 1972, s.111).</p> <p>Proposed: Cllr. S. Dwan    Seconded: Cllr. S. Cash <b>Resolved</b> RFO to arrange a convenient date for the year-end close down with RBS.</p> <p>Members reviewed the stock audit and analysis for Red Lodge for 21<sup>st</sup> November 2017-22<sup>nd</sup> January 2018. <b>Noted</b></p> <p><b>Cheques</b> Cheques were signed by the Council. A list of which is appended to the minutes (LGA 1972, s.111). <b>Resolved</b></p>	<p>RFO to organise a date with RBS.</p> <p>RFO to issue cheques accordingly.</p>																		
<p><b>10.</b></p>	<p>The Members considered and agreed to switch water Supplier from Anglian Water to Everflow as advised by Utilitywise. The table below is a summary of the charges from both water suppliers:-</p> <table border="1" data-bbox="300 1733 1123 1957"> <thead> <tr> <th></th> <th>Anglian Water</th> <th>EverFlow</th> </tr> </thead> <tbody> <tr> <td>£ per unit</td> <td>1.34</td> <td>1.30</td> </tr> <tr> <td>£ Drainage</td> <td>1.58</td> <td>1.54</td> </tr> <tr> <td>£ Standard Charge per annum</td> <td>48.00</td> <td>7.00</td> </tr> <tr> <td>£ Service Charge</td> <td>136.00</td> <td>90.00</td> </tr> <tr> <td>£ Waste</td> <td>119.80</td> <td>78.00</td> </tr> </tbody> </table>		Anglian Water	EverFlow	£ per unit	1.34	1.30	£ Drainage	1.58	1.54	£ Standard Charge per annum	48.00	7.00	£ Service Charge	136.00	90.00	£ Waste	119.80	78.00	<p>Clerk to proceed with change of water supplier.</p>
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	<p>Proposed: Cllr. V. Kovacevic    Seconded: Cllr. S. Cash</p> <p><b>Resolved</b> Clerk to inform Utilitywise to proceed with the change of water supplier to Everflow.</p>	
<b>11.</b>	<p><b>Date for an internal Audit</b></p> <p>Members considered a date for the 2018 /19 internal audit of Red Lodge Parish Council with SALC .A date in mid-May was agreed by all Members and the RFO.</p> <p><b>Resolved</b> RFO to arrange the internal audit with SALC around Mid-May.</p> <p>(Note: Dstrict Cllr. C. Lynch left the meeting at 19:25)</p>	RFO to arrange a suitable date in mid-May.
<b>12.</b>	<p><b>The following purchases were discussed and approved by Members:-</b></p> <p><b>12.1 Industrial Racking is required for use in the storage containers for safe and effective storage. Members considered 3 quotes :-</b></p> <ol style="list-style-type: none"> <li><b>1. Bigdug.co.uk</b> 4x Big Industrial Racking 4 levels 1780h x 1400w x 600d mm 300kg UDL Universal Wall Fitting set 130mm £ 580.80 inc. VAT</li> <li><b>2. Screwfix</b> Toprax Longspan Extension Bay Blue 1780 x 328 x 1500mm £464.99 inc VAT and delivery.</li> <li><b>3. Racking Solutions</b> 3x Heavy duty shelving/blue and orange, 4 levels, 1800 x 1500 x 600mm £386.97 inc. VAT.</li> </ol> <p>The Members agreed to proceed with the purchase of industrial racking from the supplier Racking Solutions but with 4x shelves (LGA 1972, s.111).</p> <p>Proposed: Cllr. I. Thompson    Seconded: Cllr. V. Kovacevic</p> <p><b>Resolved</b></p>	Clerk to proceed with the purchase.
<b>12.2</b>	<p><b>The purchase of Personal Protective Equipment (PPE) for Red Lodge Parish Groundsmen was considered from Arco.</b></p> <p><u>Arco:-</u> clothing, gloves, helmet, masks, gas filters and eye protection, at a cost of £389.37</p> <p>The Members agreed to proceed with the purchase of the PPE for 2x groundsmen excluding consumables from the supplier Arco (LGA 1972, s.111).</p>	Clerk to proceed with the purchase.

	Proposed: Cllr. I. Thompson    Seconded: Cllr. S. Dwan <b>Resolved</b>	
<b>13.</b>	<b>Working Party</b>	
<b>13.1</b>	<b>Working Party Minutes</b> Members reviewed the minutes of the working Party meeting held on 9 <sup>th</sup> January 2018.	
<b>13.2</b>	<b>Red Lodge Sports Pavilion Business Plan</b> Members considered the Red Lodge Sports Pavilion Business Plan 2018 presented by Cllr. V. Kovacevic. Seven options for the future of the Sports Pavilion were discussed. The Vice-Chairman informed the meeting that initial discussions with Community Action Suffolk (CAS) had taken place, CAS could assist the Council in holding a village event enabling the Council to gain residents outlook of the future development of the Pavilion. This information could be incorporated into a Parish Business Plan and subsequent applications for funding.  Proposed: Cllr. S. Dwan    Seconded: Cllr. I. Thompson <b>Resolved</b>	Chairman and Vice-Chairman to liaise with CAS.
<b>14.</b>	<b>Planning Applications</b>	Clerk to notify FHDC.
<b>14.1</b>	<b>The Members considered the following Planning Application :-</b>  <ul style="list-style-type: none"> <li>• <b>DC/18/0090/FUL</b> Proposal: Proposed New Dwelling Location: Land rear of 54 Turnpike Road, Red Lodge Suffolk</li> </ul> The Members agreed to 'no comment' on the above application. <b>Resolved</b>	
<b>15.</b>	<b>Correspondence Received</b>	Clerk to seek legal advice.
<b>15.1</b>	<b>Parishioner</b> An email was received from a Parishioner concerned that Red Lodge Parish Council are raising monies by way of the precept to maintain a private road (Sorrel Court). The parishioner requested that legal advice is sought to clarify if this is legal and consider requesting FHDC to re-adopt Sorrell Court. Cllr. Kovacevic informed the meeting that Suffolk County Council will not accept a re-adoption of a road without a commuted sum. The question was raised if Red Lodge Parish Council are entitled to own a private road. <b>Resolved</b> Clerk to seek legal advice.	
<b>15.2</b>	<b>Community Café request from Sports Pavilion employee</b> The Members considered the request from a Sports Pavilion employee wanting to run 'The Chatty Café Scheme' on a voluntary basis at the Red Lodge Sports	Chairman to review

	<p>Pavilion. The aim is to help people socialise who are lonely, isolated or just wanting to chat.</p> <p>Members also considered:-</p> <ul style="list-style-type: none"> <li>• Free Room Hire and use of equipment to run the café</li> <li>• Pay for staff Food Hygiene Certificate -Level 2 £20 + VAT</li> <li>• One off donation of £10 to The Chatty Café Scheme</li> <li>• Use of some of the Pavilion's toys</li> <li>• Purchase of a coffee machine</li> </ul> <p>All monies taken from the sales will go back to the Council towards the cost of room hire</p> <p>Prior to making a decision on this, the Members agreed to review Red Lodge Parish Council's fees and procedures for requests of support and donations. This item will be deferred to the next meeting.</p> <p><b>Resolved</b></p> <p><b>15.3 Parishioner</b></p> <p>An email was received from a Parishioner requesting the Council to consider the possibility of creating routes to link neighbouring villages to allow pedestrians/cyclists to travel to and fro.</p> <p>It was thought that previously there were discussions of Crest Nicholson funding a cycle path between Red Lodge and Kennett train station. The Members agreed that this needed further investigation.</p> <p><b>Resolved</b></p> <p>Clerk to contact District Cllr. R. Millar, Dave Burkin and other Parish Councils.</p> <p><b>15.4 JTP</b></p> <p>A in invitation was received from JTP, to attend the Kennett Garden Village Pre-Application Exhibition on Friday 9<sup>th</sup> February 2018, 4:00pm – 8:00pm, at the Kennett &amp; Kentford Village Hall, Station Road, Kennett.</p> <p><b>Noted</b></p> <p><b>15.5 Millennium Centre</b></p> <p>The Millennium Centre trustees have requested planning permission from Red Lodge Parish Council, if the proposed location of the war memorial is agreed as the Millennium Centre.</p> <p>As owners of the site, Red Lodge Parish Council should be eligible for permitted development</p> <p><b>Resolved</b></p>	<p>policies for fees.</p> <p>Clerk to contact other Coucils.</p>
<p><b>16.</b></p> <p><b>16.1</b></p>	<p><b>Urgent Business</b></p> <p><b>Gas Renewal Quotation</b></p> <p>The Members considered the gas quotation renewal from Utilitywise, the proposed contract with SSE will be in alignment with the current contract end dates of 30/11/2022 for the electricity meters.</p>	

<p><b>16.2 Printer</b></p>	<p>The breakdown of the quotation is as follows:-</p> <ul style="list-style-type: none"> <li>• 23.28p per day standing</li> <li>• 4.012p/kwh unit rate</li> <li>• Term 01/01/2019 – 30/11/2022 (3 years and 11 months)</li> </ul> <p>There will be a reduction of £389.53 per year for the standing charges.</p> <p>The Members were all in agreement to accept this quote.  <b>Resolved</b>  RFO to accept the above quote.</p> <p>A printer replacement is urgently required for the Red Lodge Parish Council office. IT support for Red Lodge Parish Council has recommended a HP Colour LaserJet Pro M477fdw Multifunctional printer. The members considered the following 3 quotes for this model:-</p> <table border="1" data-bbox="300 840 1241 987"> <thead> <tr> <th>Supplier</th> <th>£ Cost</th> </tr> </thead> <tbody> <tr> <td>Leo office Supplies</td> <td>394.19 inc VAT + Free delivery</td> </tr> <tr> <td>PrinterLand</td> <td>359.99 inc. VAT + Free delivery</td> </tr> <tr> <td>HP Store</td> <td>397.20 inc. VAT + Free delivery + £100 Cash back.</td> </tr> </tbody> </table> <p>The Members agreed to purchase the printer from the supplier who could deliver at the earliest date.  <b>Resolved</b>  Clerk to enquire on the delivery dates from each supplier and order accordingly.</p>	Supplier	£ Cost	Leo office Supplies	394.19 inc VAT + Free delivery	PrinterLand	359.99 inc. VAT + Free delivery	HP Store	397.20 inc. VAT + Free delivery + £100 Cash back.	<p>RFO to proceed with gas renewal.</p> <p>Clerk to proceed with the purchase.</p>
Supplier	£ Cost									
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<p><b>17.</b></p>	<p><b>To confirm the date of the next meeting of Red Lodge Parish Council scheduled for Tuesday 27<sup>th</sup> February 2018, to be held at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</b></p> <p>The date of the next meeting of Red Lodge Parish Council was confirmed as above.</p>	<p>Clerk to make necessary arrangements.</p>								
<p><b>18.</b></p>	<p><b>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.</b></p> <p>No matters discussed.</p>									

There being no further business, the meeting closed at 20:40