



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

## **Minutes of the Red Lodge Parish Council Meeting.**

**Date:** Tuesday 26 May 2020

**Time:** 19:00

**Venue:** Remote Zoom Meeting

**Present:** Cllr. Leslie Smith (Chairman)  
Cllr. Richard Saul (Vice-Chairman)  
Cllr. Clare Bloomfield  
Cllr. Katrina Gibbins  
Cllr. Vanessa Kovacevic  
Cllr. Matthew Lawson  
Cllr. Jemma Sheedy

**In Attendance:** C. Cllr. Andy Drummond  
D. Cllr. Mick Bradshaw  
D. Cllr. Dawn Dicker  
Clerk/RFO

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

- Agenda for 26.05.20

	Item	Action
1.	<b>Chairperson's welcome</b>	
2.	<b>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.</b>	
3.	<b>Apologies for absence.</b>  None received <b>Noted</b>	
4.	<b>Declaration of interest and application for dispensation</b>  Cllr. Saul declared an interest in agenda item 9.6 <b>Noted</b>	
5.	<b>Members of the public are invited to comment via access link to Zoom.</b>  No members of the public spoke. <b>Noted</b>	
6.	<b>Confirmation of Minutes of the meetings held on 25 February 2020.</b>  The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman.  All agreed. <b>Resolved</b>	Clerk to file and distribute accordingly.
7.	<b>Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.</b>  D. Cllr. Dicker informed the meeting that collection of brown recycling bins will resume as of next week. D. Cllrs. Bradshaw and Dicker have donated £400 each from the COVID-19 locality budget to the Lightwave Group, this money is to be used for emergency food parcels in Red Lodge and Herringswell. <b>Noted</b>	
8.	<b>Financial and Clerks Reports</b>	
8.1	Members noted that the bank reconciliation statements for February, March and April 2020 have been verified and signed by Cllr. Sheedy. <b>Noted</b>	
8.2	Members approved all payments in February, March and April 2020 for Parish and Pavilion accounts.	

	All agreed <b>Resolved</b>																	
<b>8.3</b>	Members noted the bank balances at 31/03/2020, 22/04/2020 and 20/05/2020 as:																	
	<table border="1"> <thead> <tr> <th>Bank Account</th> <th>31 March 2020</th> <th>22 April 2020</th> <th>20 May 2020</th> </tr> </thead> <tbody> <tr> <td>Parish</td> <td>£120,343.18</td> <td>£189,697.08</td> <td>£340,687.70</td> </tr> <tr> <td>Pavilion</td> <td>£92,935.40</td> <td>£0</td> <td>N/A</td> </tr> <tr> <td>Deposit</td> <td>£106,842.15</td> <td>£106,846.69</td> <td>£106,851.37</td> </tr> </tbody> </table>	Bank Account	31 March 2020	22 April 2020	20 May 2020	Parish	£120,343.18	£189,697.08	£340,687.70	Pavilion	£92,935.40	£0	N/A	Deposit	£106,842.15	£106,846.69	£106,851.37	
Bank Account	31 March 2020	22 April 2020	20 May 2020															
Parish	£120,343.18	£189,697.08	£340,687.70															
Pavilion	£92,935.40	£0	N/A															
Deposit	£106,842.15	£106,846.69	£106,851.37															
<b>8.4</b>	Members reviewed and approved the Budget for the fourth quarter of 2019/20.																	
	All agreed <b>Resolved</b>																	
<b>8.5</b>	Members ratified the virement of £18,000 from the Open Spaces Ear Marked to the General Reserves.																	
	All agreed <b>Resolved</b>																	
<b>8.6</b>	Members reviewed the Bar Stock report on 8 <sup>th</sup> April 2020 and were satisfied with the figures. <b>Noted</b>																	
<b>8.7</b>	Members noted that the Information Commissioners Office subscription has been renewed. <b>Noted</b>																	
<b>8.8</b>	Members noted the date for re-declaration of pensions in compliance with The Pensions Regulations as 14 <sup>th</sup> April 2020. <b>Noted</b>																	
<b>8.9</b>	Members noted that the Pensions Annual Return for 2019/20 has been submitted for audit. <b>Noted</b>																	
<b>8.10</b>	Members noted that Red Lodge Parish Council is Payment Card Industry Data Security Standard compliant. <b>Noted</b>																	
<b>8.11</b>	Members reviewed and approved the year end cash and investment reconciliation and the Income and Expenditure Account for the Year Ended as at 31 May 2020.																	
	All agreed																	

	<p><b>Resolved</b></p> <p><b>8.12</b> Members noted the receipt of the precept of £158,950 for 2019/20 on the 27<sup>th</sup> April 2020. <b>Noted</b></p> <p><b>8.13</b> Members noted the VAT reclaim for £960.47 submitted to HM Revenue &amp; Customs, for the period 01 November 2019 – 31 January 2020 has been received on 20 February 2020. <b>Noted</b></p> <p><b>8.14</b> Members noted that a VAT reclaim for £5259.98 was submitted to HM Revenue &amp; Customs, for the period 01 February 2020 – 30 April 2020. Payment has been received on 19 May 2020. <b>Noted</b></p> <p><b>8.15</b> Members reviewed and approved the Internal Audit Report for year ending 2020, prepared by SALC.  All agreed <b>Resolved</b></p> <p><b>8.16</b> Members reviewed and approved the Annual Internal Audit Report 2019/20, of the Annual Governance and Accountability Return 2019/20 Part 3.  All agreed <b>Resolved</b></p> <p><b>8.17</b> Members reviewed and approved Section 1 - Annual Governance Statement 2019/20, of the Annual Governance and Accountability Return 2019/20 Part 3.  All agreed <b>Resolved</b></p> <p><b>8.18</b> Members reviewed and approved Section 2 – Accounting Statements 2019/20, of the Annual Governance and Accountability Return 2019/20 Part 3.  All agreed <b>Resolved</b></p> <p><b>8.19</b> Members noted the Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return for the year ended 31 March 2020 commences on Monday 15 June 2020 to Friday 24 July 2020. <b>Noted</b></p>	
<p><b>9.</b></p>	<p><b>Discuss and approve any purchase (LGA 1972, s.111).</b></p>	

<p><b>9.1</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.2</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.3</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.4</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.5</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.6</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.7</b></p> <p>All agreed <b>Resolved</b></p> <p><b>9.8</b></p>	<p>Members ratified the donation of £1000 to Lightwave, towards the Emergency Food Packs for the vulnerable.</p> <p>Members ratified the purchase of replacement netting for the MUGA from Lion Trading: 4x 2mx12m Tennis Windbreaker nets £160 2x Bespoke divider nets 3.2mx3.2m £551 Delivery £30 VAT £148.20 Total £889.20</p> <p>Members agreed the renewal of the SALC Membership subscription 2020/2021, £1027.75 inc. VAT</p> <p>Members agreed the street lighting maintenance and energy invoice for 01/04/19-31/03/20 £2287.78 inc. VAT.</p> <p>Members agreed the renewal of the Fields in Trust Membership, £65</p> <p>Members agreed to increase the annual donation to the Millennium Centre to £15000. (NB.Cllr. Saul did not participate on this item)</p> <p>Members agreed the renewal of the Community Action Suffolk subscription for 12 months at no cost.</p> <p>Members ratified the annual renewal of IT service with Community Action Suffolk:</p>	<p>Clerk to proceed with purchases</p>
---	---	--

	<p>IT support £600 + Cloud backup £120 + 5x Hosted Exchange Mailboxes £359.40 = £1079.40 inc. VAT</p> <p>All agreed <b>Resolved</b></p> <p><b>9.9</b> Members ratified the donation of £1000 s137 monies to the Lightwave Group towards emergency food packs for the vulnerable.</p> <p>All agreed <b>Resolved</b></p> <p><b>9.10</b> Members ratified the purchase of items from Pipestock for materials required for the irrigation system £2797.76 net:</p> <p>2xMDPE Pipe 12.5 Bar 150mx50mm £697.50; 1xMDPE Pipe 12.5 Bar 100mx50mm £271.24; 5xMDPE Tee 50mm £57.35; 8xMDPE Coupling 50mm £48.16; 8xMDPE Elbow 90 50mm £51.68; 10xMDPE End cap 50mm £40.10; 8xMDPE Tee Female threaded 50mmx1 ¼" £63.44; 1xMDPE Reducing Tee 50mmx25mmx50mm £9.53; 80xPL Pipe Liner 50mm £103.20; 7xStainless Steel 1 piece ball valve BSP Taper F/F1" £114.87; 3xQuick release Hose Tail Geka Type Brass 1" £12.69; 3xQuick release coupling Geka Type Brass Male 1" £9.18; 1xNerrad Professional Plastic Pipe cutter 0-63mm £63.26; 1xPTFE Tape 12m roll £5.43; 2xPL Pushfit Wrench Cast Alloy 40mm-63mm £64.12; 1xPL Chamfer Tool 20/63mm £51.31; 10xMDPE Pipe 12.5 Bar 50mx50mm £1134.70</p> <p>All agreed <b>Resolved</b></p> <p><b>9.11</b> Members discussed the quote from Highways to replace the lamp near Gorse Close at a cost of £1354.93 ex VAT, members agreed to enquire if this expenditure can be claimed through the insurance company.</p> <p>All agreed <b>Resolved</b></p>	<p>Clerk to contact Insurance</p>
<p><b>10.</b></p> <p><b>10.1</b></p>	<p><b>Planning Applications</b></p> <p>Members noted that an 'Objection' was submitted for the following application: <b>DC/19/2347/FUL</b> <b>Proposal:</b> Planning Application – 141 no. dwellings and associated infrastructure including roads, parking, sustainable drainage, pumping station and public open space. <b>Location:</b> Land East of Russett Drive, Bilberry Close and Parsley Close, Manor Wood, Red Lodge, Suffolk. <b>Noted</b></p>	

<p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p>	<p>Members noted that a 'No Comment' was submitted for the following application:  <b>DC/20/0307/FUL</b>  <b>Proposal:</b> Planning Application –(i) change of use of agricultural land to provide 28 caravan pitches (ii) improvement to existing highways access.  <b>Location:</b> Willoway Caravan Park, Red Lodge, Suffolk  <b>Noted</b></p> <p>Members noted that a 'No Comment' was submitted for the following application:  <b>DC/20/0324/HH</b>  <b>Proposal:</b> Householder Planning Application-Single storey front extension  <b>Location:</b> 4 Broomhill Close, Red Lodge, IP28 8TA  <b>Noted</b></p> <p>Members noted that a 'No Comment' was submitted for the following application:  <b>DC/20/0363/FHH</b>  <b>Proposal:</b> Householder Planning Application-(i) 1no. dormer and 1no. rooflight to rear elevation (ii) 1no. rooflight to front elevation (iii) 1no. window to side elevation (iv) change 1no. window on rear elevation to bi-fold doors (v) 1no. open sided carport.  <b>Location:</b> 20A Laburnum Close, Red Lodge IP28 8LR  <b>Noted</b></p> <p>Members noted that a 'No Comment' was submitted for the following application:  <b>DC/20/0163/HH</b>  <b>Proposal:</b> Householder Planning Application –(i) Garage conversion into habitable living space (ii) side extension to garage  <b>Location:</b>42 Bilberry Close, Red Lodge IP28 8GD  <b>Noted</b></p> <p><b>DC/20/0741/HH</b>  <b>Proposal:</b> Householder Planning Application -- Detached double garage and cart lodge with first floor office  <b>Location:</b> 2 The Vines Turnpike Road, Red Lodge, Suffolk IP28 8RT</p> <p>Members all agreed to 'No comment' on the above application.  <b>Resolved</b></p>	<p></p> <p></p> <p></p> <p></p> <p>Clerk to notify WSC.</p>
<p><b>11.</b></p> <p><b>11.1</b></p>	<p><b>Correspondence Received</b></p> <p>Members considered correspondence from the Millennium Centre regarding the amount of cat litter in the park, the Chairman informed the meeting that quotes are currently being obtained with several options to replace the surface.  <b>Noted</b></p>	<p>Clerk to circulate the options upon receipt</p>

<p><b>11.2</b></p> <p>All agreed <b>Resolved</b></p> <p><b>11.3</b></p> <p>All agreed <b>Resolved</b></p> <p><b>11.4</b></p> <p>All agreed <b>Resolved</b></p> <p><b>11.5</b></p> <p>All agreed <b>Resolved</b></p> <p><b>11.6</b></p> <p>All agreed <b>Resolved</b></p>	<p>Members declined a donation request from Lighthouse Women’s Aid.</p> <p>Members declined a donation request from Suffolk Accident Rescue Service.</p> <p>Members ratified waiving hire fees for Mildenhall/Red Lodge RFC whilst the facilities are unused.</p> <p>Members ratified waiving the hire fees for Bury Saints whilst the facilities are unused.</p> <p>Members ratified the donation request of £250 s137 funds from Red Lodge U12’s (LGA 1972, s.111).</p>	<p>Clerk to contact correspondents</p>
<p><b>12.</b></p> <p>The next meeting was confirmed as above. <b>Noted</b></p>	<p><b>To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 30 June 2020, venue and time to be confirmed.</b></p>	<p>Clerk to arrange</p>
<p><b>13.1</b></p> <p><b>Resolved</b></p>	<p><b>Members all resolved 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>Members discussed a staffing issue. Please refer to Confidential Report 260520-01</p>	<p>Clerk to distribute</p>

There being no further business the meeting closed at 19:50.