



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ  
01 638 551 257 <http://redlodge.suffolk.cloud>

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

**Date:** Tuesday 30 March 2021

**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. Jemma Sheedy  
Cllr. Andrew Younger

**In Attendance:** C.Cllr. Andy Drummond  
D.Cllr. Mick Bradshaw  
D.Cllr. Dawn Dicker  
Clerk/RFO  
Invited Speakers: Millennium Centre Representative – Sarah Meech

**Members of Public:** 8

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

- Agenda for 30.03.21

	<b>Item</b>	<b>Action</b>
<b>1.</b>	<b>Chairperson's welcome</b>	
<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>Noted</b>	
<b>3.</b>	<b>Apologies for absence.</b>  None received  <b>Noted</b>	
<b>4.</b>	<b>Declaration of interest and application for dispensation</b>  Cllr. Saul declared an interest on agenda items 8.5 and 12.8 <b>Noted</b>	
<b>5.</b>	<b>Members of the public are invited to comment via access link to Zoom.</b>  No members of the public spoke. <b>Noted</b>	
<b>6.</b>	Members considered co-option applications from Sue Houlder and Chris Davison for the vacant post of Councillor for Red Lodge Parish Council. All Members voted to co-opt Sue Houlder with 7 votes in favour and 0 votes against. Members enquired if the details for the second candidate could be held for consideration for future vacancies. The Clerk informed the meeting, in compliance with GDPR personal data cannot be retained. If a vacancy arises this will be advertised and all candidates would need to submit applications. <b>Resolved</b>	
<b>7.</b>	<b>Confirmation of Minutes of the meetings held on 23 February 2021.</b>  The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman.  All agreed. <b>Resolved</b>	Clerk
<b>8.</b>	<b>Reports and Invited Speakers</b>	
<b>8.1</b>	<b>County Councillor</b>	

	<p>C.Cllr. Drummond will be standing for election on 6th May 2021. A newsletter for March 2021 has been circulated to the members. C. Cllr. Drummond had a meeting with Hill who are planning to build 100 homes at White Star Stables in Herringswell. C.Cllr. Drummond advised members to meet with Herringswell Parish Council to discuss the White Star Stables application. Hill are promising traffic calming measures on Warren Road to slow the traffic down. Hill are likely to place the land in the Local Plan which West Suffolk Council are currently working on. C.Cllr. Drummond advised Red Lodge Parish Council members to engage with the Local Plan. Regarding the Feasibility Study on Hundred Acre Way, C.Cllr. Drummond advised Members to consider proceeding with speed reduction around the primary school.</p> <p><b>Noted</b></p> <p><b>8.2 District Councillors</b></p> <p>D.Cllr. Dicker informed the meeting that the deadline to apply for business grants from West Suffolk is tomorrow. A helpline has been set up for those who have not completed the census to obtain a paper copy. Field officers are also contacting households who have not completed the census. The subscription for a brown bin has been extended to 31 May 2021. Bins will be emptied 1 day late next week. West Suffolk Council will have a Covid-19 test centre in Newmarket.</p> <p><b>Noted</b></p> <p><b>8.3 Police Newsletter</b></p> <p>None.</p> <p><b>Noted</b></p> <p><b>8.4</b> The Skyline Comms Representative was unable to attend the meeting to update on White Star Stables, Warren Road.</p> <p><b>Noted</b></p> <p><b>8.5</b> The manager of the Red Lodge Millennium Centre requested Red Lodge Parish Council to review the lease and for it to be rewritten if possible to clarify the responsibilities of the Millennium Centre and those of the parish council. The Chairman informed the meeting that the lease is a full repairing lease and subsequently the Millennium Centre are responsible for repairs. The chairman raised concerns of a collapsed drain at the Millennium Centre, an area of a footpath at the Millennium Centre has been cordoned off for 6 months, posing safety issues. The Chairman had previously advised the Millennium Centre to claim on the insurance for these repairs. D.Cllr. Bradshaw disagreed and was of the opinion that the Parish Council as the landlords of the Millennium Centre should take responsibility for the main drains and the structure of the building, he also added that as the Chairman may be resigning, any decisions regarding the Millennium Centre were of no concern to the Chairman and that he should not have any input. It was agreed that initially members will meet with the manager of the Red Lodge Millennium Centre to discuss the lease. Legal advice will then be sought to clarify the lease conditions.</p>	<p>CB and VK to contact MC</p>
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	<p><b>Noted</b></p> <p><b>8.6 Update on Sunnica</b> A report compiled by the Vice-Chairman was circulated to the members. C.Cllr. Drummond informed the meeting that Sunnica have delayed the submission of the Development Consent Order from May to June. Sunnica are also having meetings with Suffolk Fire and Rescue regarding the fire safety of the batteries. <b>Noted</b></p> <p><b>8.7 Update on Hundred Acre Way Feasibility Study</b> Members deferred this item to the next meeting to allow the distribution of a survey with the speed reduction options for residents to respond to. <b>Deferred</b></p> <p><b>8.8 Update on pavilion extension.</b> The Chairman informed the meeting that drawings of the pavilion extension had been forwarded to engineers to assess the feasibility of the extension. <b>Noted</b></p> <p><b>8.9 Update on the Events Working Party - Queens’s Platinum Jubilee.</b> The Events Working party will meet to discuss planning for the Queen’s Platinum Jubilee. <b>Noted</b></p> <p><b>8.10</b> Cllr. Younger declined the possibility of joining as a trustee of the Millennium Centre, however he is willing to attend the meetings on behalf of the Parish Council. D.Cllr. Bradshaw stated that the meeting of the Millennium Centre trustees is confidential, the running of the building, the finances and the decisions they make is of no bearing to the Parish Council. (Note: D.Cllr. Bradshaw left the meeting). Cllr. Kovacevic expressed an interest in joining the Millennium Centre board of trustees, she would require meetings to be held in a room that is accessible for her. The manager of the Millennium Centre stated that Cllr. Kovacevic will need to forward a proposal to the board of trustees to consider allowing her to join. <b>Noted</b></p>	<p>CB and JS</p> <p>Chairman</p> <p>EWP</p> <p>VK contact MC</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 and Clerk Reports</b></p> <p>Members noted that the bank reconciliation statements for February 2021 have been verified and signed by Cllr. Sheedy. <b>Noted</b></p> <p>Members approved all payments in February to 24 March 2021 for the Parish account. <b>Resolved</b></p> <p>Members noted the Bank Balances as of 24/03/21 for the following</p>	

	<p>accounts:</p> <ul style="list-style-type: none"> <li>• Parish Bank Account £191,548.93</li> <li>• Deposit Account £106,869.94</li> </ul> <p><b>Noted</b></p>	
9.4	<p>Members reviewed the Ear Marked Reserves, and the budget as of 24/03/2021. The Clerk advised that the Council should be monitoring the income and expenditure in relation to the agreed budgets.</p> <p><b>Resolved</b></p>	
9.5	<p>Members noted that a small Business grant of £2096 was received from West Suffolk Council on 01.03.21.</p> <p><b>Noted</b></p>	
9.6	<p>Members noted the VAT return for 01.11.20 to 30.01.21 for a claim of £1280.91 has been received from HMRC.</p> <p><b>Noted</b></p>	
9.7	<p>Members noted the receipt of £921.01 and £905.06 on 16.02.2021 01.03.2021 respectively for the Job Retention Scheme.</p> <p><b>Noted</b></p>	
9.8	<p>Members noted that The Valuation Office Agency (An executive agency of HM Revenue &amp; Customs) requested ownership details for the Sports Pavilion, the details have subsequently been submitted.</p> <p><b>Noted</b></p>	
9.9	<p>Members noted £1360 has been received from West Suffolk Council for the Speed Indicator Device from the District Councillors budget.</p> <p><b>Noted</b></p>	
9.10	<p>Members reviewed the fees and charges for the hire of the Red Lodge Sports facilities. Members all agreed that the fees should remain the same and will be later in the year.</p> <p><b>Resolved</b></p>	
9.11	<p>Members noted that staff contracts have been reviewed. The National Living Wage will increase from April 21 to £8.91, this will be the statutory minimum wage for workers aged 23 and over.</p> <p><b>Noted</b></p>	
9.12	<p>Members noted that an internal audit with Suffolk Association of Local Councils has been arranged for 04.05.21.</p> <p><b>Noted</b></p>	
9.13	<p>Members reviewed the following General Data Protection documents:</p> <ul style="list-style-type: none"> <li>i. Information Protection Policy</li> <li>ii. Information Security Incident Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>iii. Data Protection Policy</li> <li>iv. CCTV Policy</li> <li>v. Removable Media Policy</li> <li>vi. Social Media and electronic Communication Policy</li> <li>vii. General Data Protection Compliance</li> <li>viii. General Data Protection Risk Assessment</li> <li>ix. Investment Policy</li> </ul> <p><b>Resolved</b></p>	
<b>10.</b>	<b>Discuss and approve any purchase (LGA 1972, s.111).</b>	
<b>10.1</b>	Members agreed the purchase of the SID – Thank you Slow Down, Wescotec, £3175 ex VAT. <b>Resolved</b>	Clerk
<b>10.2</b>	Members agreed payment of the invoice for street lighting maintenance and energy for 01/04/2020 to 31/03/2021, £1964.61 from Suffolk Highways. <b>Resolved</b>	Clerk
<b>10.3</b>	Members considered the quote to refurbish (sand blast, powder coat and hand paint) the Red Lodge Village signs, £750 plus VAT per sign from Art Steel Works, all Members agreed that the signs do not require any maintenance for a couple of years. <b>Resolved</b>	
<b>10.4</b>	Members agreed that the charges from SP Landscapes for the grass cuts at the rear of the Millennium Centre, 12 cuts at 3 week intervals £50 + VAT per visit (£600 + VAT per annum), will be borne by the parish council until this responsibility is clarified from the Millennium Centre lease. <b>Noted</b>	
<b>10.5</b>	Members agreed not to sell the marquee, this will be used for events. Volunteers will be required to erect the marquee. <b>Resolved</b>	
<b>11.</b>	<b>Planning Applications</b> <b>To Consider any Planning Applications:</b>	
<b>11.1</b>	<b>DC/21/0429/HH:</b> <b>Proposal:</b> Householder planning application – single storey side extension. <b>Location:</b> 58 Fennel Drive, Red Lodge IP28 8UZ  Members agreed to ‘No Comment’ on this application. <b>Resolved</b>	Clerk to notify WSC
<b>12.</b>	<b>Correspondence Received</b>	

<p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>12.3</b></p> <p><b>12.4</b></p> <p><b>12.5</b></p> <p><b>12.6</b></p> <p><b>12.7</b></p> <p><b>12.8</b></p> <p><b>12.9</b></p>	<p>Summary notes of the West Suffolk area forum held on 3rd March 2021 received from Suffolk Association of Local Councils. The next West Suffolk area forum is scheduled for Tuesday 14 September 7pm. <b>Noted</b></p> <p>Correspondence received from West Suffolk Council to acknowledge the proposal from Red Lodge Parish Council to amend the Worlington Boundary on Turnpike Road to Red Lodge. <b>Noted</b></p> <p>Members considered the correspondence received from Everflow Water and declined the offer of a water audit for the Sports Pavilion. <b>Declined</b></p> <p>Members considered the correspondence received from Beck Row Parish Council and declined forming a local group of Parish Councillors. <b>Declined</b></p> <p>Members declined the request for funding from Fresh Start New Beginnings. <b>Declined</b></p> <p>Members declined the request for funding from Suffolk Accident Rescue Service. Members agreed for the clerk to refuse any requests for funding that were national charities and not local. <b>Resolved</b></p> <p>Members discussed requests from residents for additional dog waste bins. Members considered replacing 4 dog bins with large wheelie bins (3 on the sports field and 1 on Warren Road). The Clerk was requested to provide the costs for wheelie bins. <b>Noted</b></p> <p>Members agreed the request from Colourbox to increase nursery provision at the Millennium Centre by extending into the garden, this would require a new path for the public at a cost borne by Colourbox. <b>Resolved</b></p> <p>Members considered the correspondence received from Suffolk County Council regarding a Community Emergency Plan. Members agreed not to compile a plan and to reconsider this in a year. <b>Noted</b></p>	<p></p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>CB</p> <p></p>
<p><b>13.</b></p>	<p><b>To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 27 April 2021, venue and time to be confirmed.</b></p> <p>The next meeting was confirmed as above. <b>Noted</b></p>	<p>Clerk to arrange</p>

14.	<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>	
14.1	None advised	

There being no further business the meeting closed at 20:29