



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

Date: Tuesday 25 May 2021
Time: 19:00
Venue: Red Lodge Sports Pavilion, Hundred Acre Way, Red Lodge. IP28 8FQ

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

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

Absent: None
Members of Public: 5

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

- Agenda for 25.05.21

	Item	Action
1.	<p>Election of Chair of the Council and signing of the Declaration of Acceptance of Office.</p> <p>Councillor Richard Saul was elected as Chairman. The Declaration of Acceptance of Office was duly signed. Proposed: Cllr. Kovacevic Seconded: Cllr. Smith Resolved</p>	Clerk
2.	<p>Election of Vice-Chair of the Council and signing of the Declaration of Acceptance of Office.</p> <p>Councillor Clare Bloomfield was elected as Vice-Chairman. The Declaration of Acceptance of Office was duly signed. Proposed: Cllr. Gibbins Seconded: Cllr. Sheedy Resolved</p>	Clerk
3.	<p>Chair Person's welcome.</p> <p>The Chairman thanked the Council for electing him as the Chairman. The Leaving Chairman Stephen Smith was also thanked for all of his achievements on the Parish Council. Noted</p>	
4.	<p>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. Noted</p>	
5.	<p>Apologies and acceptance for absence.</p> <p>None received. Noted</p>	
6.	<p>Declaration of interest and application for dispensation</p> <p>Cllrs. Houlder and Saul have interests on agenda items 11.10 and 15.4. Noted</p>	
7.	<p>Members of the public are invited to speak on any item on the agenda for up to 3 minutes. (Public session is maximum 15 minutes)</p> <p>A representative of The Red Lodge Turnpike Newsletter stated that the printing and distribution of the newsletter is hoping to resume, however assistance from the parish council will be required, this will be discussed later in agenda item 13.5.</p>	

	Noted	
8.	<p>Confirmation of Minutes of the meetings held on 27 April 2021.</p> <p>The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman.</p> <p>All agreed. Resolved</p>	Clerk
9.	<p>To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.</p> <p>Noted</p>	Clerk JS
10.	<p>Members Appointed or Reviewed the following:</p> <p>(i) The Responsible Finance Officer was confirmed as the Clerk. Noted</p> <p>(ii) The Internal Auditor was confirmed as Suffolk Association of Local Councils Noted</p> <p>(iii) The External Auditor was confirmed as PKF Littlejohn Noted</p> <p>(iv) The Data Protection Officer was confirmed as Jayne Cole Noted</p> <p>(v) It was noted that Red Lodge Parish Council currently has the following employees: Clerk/RFO; Administrator; Supervisor; Groundsman Assistant; Cleaner; 3x Bar Staff Zero Hours. A vacancy for Zero Hours Bar Staff will be advertised. Noted</p> <p>(vi) Members reviewed and approved the current Direct Debits and Standing Orders. Resolved</p> <p>(vii) Members reviewed and adopted the Standing Orders Resolved</p> <p>(viii) Members reviewed and adopted the Financial Regulations Resolved</p> <p>(ix) Members reviewed and adopted the Asset Register Resolved</p>	Clerk

	<p>(x) Members reviewed and adopted the Risk assessment Resolved</p> <p>(xi) Members reviewed and accepted the GDPR policies. It was noted that an impact assessment is not currently required as there have been no significant changes to affect data collection and processing. Resolved</p> <p>(xii) Members reviewed and acknowledged that the Insurance policy with Zurich, provides adequate cover. Noted</p> <p>(xiii) The following working parties were established: (a) The Events Working Party will consist of Cllrs. Bloomfield, Houlder, Kovacevic, Saul, Sheedy and Mr. John Sheedy. Operating for 1 year, the working party will organise an event for the Queen’s Platinum Jubilee and trial other events during the year. The working party will report to the full council. Resolved</p> <p>(b) The Pavilion Extension Working Party will consist of Cllrs. Bloomfield, Kovacevic, Lawson, Saul and Smith. Operating for 1 year, the working party will focus on improvements and upgrades to the pavilion to provide improved services for pavilion users. The working party will report to the full council. Resolved</p> <p>(Note: C.Cllr. Drummond Joined the meeting)</p> <p>(xiv) Members reviewed and agreed the time and place of the meetings of the Council for 2021/22. The Ordinary meetings for Red Lodge Parish Council will be held on the last Tuesday of each month, bar August and December, commencing at 19:00 and will be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ. Noted</p> <p>(xv) Members reviewed and adopted the Reserves Policy for Red Lodge Parish Council. Resolved</p>	
<p>11.</p> <p>11.1</p>	<p>Reports and Invited Speakers</p> <p>County Councillor C.Cllr. Drummond informed the meeting that the Annual Meeting for the County Council will be held on Thursday 26th May 2021. He noted that a decision had not yet been made by Red Lodge Parish Council relating to the Hundred Acre Way Feasibility study. He encouraged the parish council to utilise the locality budget. Noted</p>	

<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p>	<p>District Councillors D.Cllr. Dicker informed the meeting that the Chair of West Suffolk Council is now Margaret Marks. The hub at Mildenhall will open on the 1st June 2021. Suffolk Community restart grants are available depending on eligibility. District budget is available for funding applications. D.Cllr. Bradshaw informed the meeting that he will be taking a short leave due to health reasons. Noted</p> <p>Police Newsletter None Noted</p> <p>Update on Sunnica C.Cllr. Drummond confirmed that the Parish Council Alliance have held a meeting. West Suffolk Council are waiting for a response from Sunnica to 90 questions regarding the consultation. The Parish Alliance have applied for a freedom of information request. Noted</p> <p>Update on the land for the new allotments A working party for the allotment land will be considered nearer to the time of the handover of the land from Crest Nicholson. Noted</p> <p>Update on Hundred Acre Way Feasibility Study Members will carry out a poll using Facebook to give Red Lodge residents the option to select their preferred option for speed management on Hundred Acre Way, the poll will also include a 20mph speed restriction for the whole of the village. The establishment of a working party will be considered once results from the poll have been collated. Noted</p> <p>Update on pavilion extension. The drawings of the pavilion extension will be revised to include a movable wall in the proposed events room. The pavilion extension could be completed in 2 stages. Full details of the project including the cost implications will be required for the public consultation. Noted</p> <p>Update on the Events Working Party The minutes of the Events working party meeting have been circulated. The marquee roof has been erected by volunteers from RAF Lakenheath. An end of lockdown event is planned for the 10th July 2021. Members all agreed a budget of £1000 for the Events Working Party. Resolved</p> <p>Update on tree planting, Sicon Foundation.</p>	<p></p> <p>CB, JS</p>
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<p>11.10</p>	<p>The Parish Council are waiting for a response from Crest Nicholson with a request for details of the boundaries for the development. The tree planting project will be paused until this information is received. Noted</p> <p>Update on the lease agreement with Millennium Centre. As there were no updates, members deferred this item to the next meeting in June 2021. Deferred</p>	
<p>12.</p>	<p>Financial and Clerk Reports</p> <p>12.1 Members noted that the bank reconciliation statements for April 2021 have been verified and signed by Cllr. Sheedy. Noted</p> <p>12.2 Members approved all payments in April 2021. Resolved</p> <p>12.3 Members noted the Receipts and Payments in April 2021 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card Noted</p> <p>12.4 Members noted the Bank Balances as of 19/05/21 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £319,906.20 • Deposit Account £106,871.76 Noted</p> <p>12.5 Members noted the Ear Marked Reserves as of 30/04/21. Noted</p> <p>12.6 Members noted the receipt of £163,670 on 29/04/21 for the Precept from West Suffolk Council. Noted</p> <p>12.7 Members noted the receipt of £308.88 on 04/05/21 for the Job Retention Scheme from HMRC. Noted</p> <p>12.8 Members noted the transfer of the £12000 grant on 07/05/21 from the Parish Council to Red Lodge Millennium Centre. Noted</p> <p>12.9 Members noted the payment of £7500 ex. VAT on 07/05/21 to West Suffolk Council for CCTV monitoring from 01/04/2021 to 31/03/2022. Noted</p>	

<p>12.10</p> <p>12.11</p> <p>12.12</p> <p>12.13</p> <p>12.14</p> <p>12.15</p> <p>12.16</p>	<p>Members noted a VAT return for 01.02.21 to 30.04.21 for a claim of £2192.98 was submitted and has been received from HMRC on 14/05/21. Noted</p> <p>Members noted the receipt of £2000 allocated by D.Cllr. Drummond on 14/05/21 from Suffolk County Council, towards the Speed Indicator Device. Noted</p> <p>Members reviewed and approved the Internal Audit Report for the year ending 2021, prepared by SALC. Noted</p> <p>Members reviewed and approved the Annual Internal Audit Report 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3. Noted</p> <p>Members reviewed and approved Section 1 - Annual Governance Statement 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3. Noted</p> <p>Members to review and approve Section 2 – Accounting Statements 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3. Noted</p> <p>Members noted the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2021 commences on Monday 14 June 2021 to Friday 23 July 2021. Noted</p>	<p>Clerk</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p>Discuss and approve any purchase (LGA 1972, s.111).</p> <p>Members agreed a donation of £250 request from the Red Lodge Under 13's. Resolved</p> <p>Members agreed a donation request of £250 from the Red Lodge Scouts. Resolved</p> <p>Members declined a donation request from Sports for Champions for Kennett Primary School. Resolved</p> <p>Members ratified the decision to decline the renewal of the Fields in Trust membership. Resolved</p>	<p>Clerk</p>

<p>13.5</p> <p>13.6</p>	<p>Members discussed the Turnpike Newsletter and the request to increase the funding from £300 to £400 per edition. A representative of the Turnpike Newsletter informed the meeting that a combination of an increase in population and the Covid-19 pandemic has led to a disruption in the publication of the magazine. Members all agreed that once publication of the newsletter has resumed, the funding from the parish council towards the newsletter will increase to £400 per edition, this will be reviewed in 6 months. Two members of the parish council volunteered to distribute the newsletter for a short term.</p> <p>Resolved</p> <p>Members discussed the correspondence received from West Suffolk Council following a site visit to Red Lodge with regards to advising on the purchase and location of dog bins. Members agreed to proceed with the purchase of 2x 240 litres bin with lockdown frames, £295.99. These will be located on (i) Turnpike Road, near the doctor's surgery and (ii) at the entrance of the sports pavilion car park near the MUGA. Members agreed to relocate an existing dog bin near Pines school and also to replace the existing bin at the end of Warren Road.</p> <p>Resolved</p>	<p>RS, AY</p> <p>Clerk</p>
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>Planning Applications To Consider any Planning Applications:</p> <p>DC/21/0867/HH: Proposal: Householder planning application – orangery on rear elevation Location: 1 Maidenhair Way, Red Lodge, IP28 8WX</p> <p>Members agreed to 'No Comment' on this application. Resolved</p> <p>DC/21/0944/HH Proposal: Householder planning application – a. single storey side extension b. conversion of garage to habitable room. Location: The Horseshoes Heath Farm Road, Red Lodge, Suffolk. IP28 8LG.</p> <p>Members agreed to 'No Comment' on this application. Resolved</p>	<p>Clerk to notify WSC</p>
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p>Correspondence Received</p> <p>Members reviewed the Annual Play reports from West Suffolk Council. The remedial work has been scheduled by the employees. Noted</p> <p>Members noted the correspondence received from Highways England, regarding the planned roadworks on A14 junction 33 westbound entry slip road from Tuesday 1 June to Friday 20 August 2021, 8pm to 6am. Noted</p>	<p>Clerk</p>

<p>15.3</p> <p>15.4</p> <p>15.5</p> <p>15.6</p>	<p>Members noted the next Parish Town and Forum meeting to be held on 14th July 6pm-7.30pm, via Microsoft Teams. Noted</p> <p>Initial discussions with a solicitor had not taken place, members therefore deferred the correspondence received from the Manager of the Red Lodge Millennium Centre, requesting the Parish Council to consider amending and reviewing the lease. A member noted that if the depreciation costs for the assets is removed in the previous accounts for the Millennium Centre, the centre is breaking even financially. Deferred</p> <p>Members discussed the correspondences received regarding the dog fouling incident on the Under 10's football pitch. Members agreed that the pavilion Supervisor should obtain quotes for a sign stating that all dogs must be on leads, these will be used during the use of the sports pitches. The Supervisor was requested to advise on the location and the number of signs around the pitches Noted (Note: Cllr. Kovacevic left the meeting at 20:44)</p> <p>Members discussed the correspondence received from the Sicon Foundation regarding litter picking in Red Lodge and agreed that the foundation could carry out a litter pick in Red Lodge. Resolved</p>	<p>Clerk</p> <p>AH</p> <p>Clerk</p>
<p>16.</p>	<p>To confirm the date of the next AGM followed by Parish Council meeting scheduled for Tuesday 29 June 2021 at 19:00, Red Lodge Sports Pavilion, Hundred Acre Way, Red Lodge. IP28 8FQ</p> <p>The next meeting was confirmed as above. Noted</p>	<p>Clerk to arrange</p>
<p>17.</p> <p>17.1</p>	<p>Members resolved 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. Resolved</p> <p>Members discussed social media (refer to confidential report 250521-01).</p>	<p>Clerk</p>

There being no further business the meeting closed at 21:00