



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

Minutes of the Meeting of Red Lodge Parish Council.

Date: Tuesday 29 March 2022
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

Present: Cllr. Richard Saul (Chairman)
Cllr. Clare Bloomfield (Vice-Chairman)
Cllr. Barry Botwright
Cllr. Chris Davison
Cllr. Susan Houlder
Cllr. Matthew Lawson
Cllr. Jemma Sheedy
Cllr. Andrew Younger

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

Non-Attendee: Cllr. Katrina Gibbins

Members of Public: 1

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

- Agenda for 29.03.22

	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. Noted	
3.	Apologies and acceptance for absence. No apologies were received. Noted	
4.	Declaration of interest and application for dispensation Cllr. Houlder declared interests on items 9.7, 9.8, 9.10 and 11.11. Cllr. Saul declared interests on items 9.7 and 9.10. Noted	
5.	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) No members of the public spoke. Noted	
6.	Confirmation of Minutes of the meetings held on 22 February 2022. The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman. All agreed. Resolved	Clerk
7.	Reports and Invited Speakers 7.1 County Councillor C.Cllr. Drummond noted that a donation of £1000 had been issued to Red Lodge Parish Council towards the Queen's Platinum Jubilee. The Suffolk Conservatives 2021/22 Annual Town and Parish Newsletter had been circulated. Noted 7.2 District Councillors D.Cllr. Dicker noted that a donation of £1500 had been issued to Red Lodge Parish Council towards the Queen's Platinum Jubilee. A newsletter has been forwarded by West Suffolk Council. Noted	

<p>7.3</p> <p>Police Newsletter</p> <p>The newsletter was circulated to members.</p> <p>Noted</p> <p>7.4</p> <p>Update on Sunnica</p> <p>The Sunnica Planning Application is currently with the planning inspectorate and meetings will be held locally in approximately 6-9 months. The Chairman requested all members to attend these meetings.</p> <p>Noted</p> <p>7.5</p> <p>Update on the Events Working Party</p> <p>The Events Working Party have arranged and booked all the activities for the Queen's Platinum Jubilee. The minutes of the meetings have been circulated. The Chairman thanked C.Clr. Drummond and D. Cllrs. Bradshaw and Dicker for the donations towards the Queen's Platinum Jubilee.</p> <p>Noted</p> <p>7.6</p> <p>Update on the allotment land</p> <p>Crest Nicholson have not responded positively to the enquiries made by the parish council on the demarcation of the housing development and the sports field nor the allotment land</p> <p>Noted</p> <p>7.7</p> <p>Update from the Pavilion Extension Working Party</p> <p>The activities of the working party were halted by the Covid-19 pandemic and the loss of 2 key parish council members who were managing this project. Planning had advised the Chairman that there are no constraints with the proposed planning, however the planning will have to be in consideration with the existing building. Members agreed that the group would consist of Cllrs, Bloomfield, Houlder, Lawson and Saul. The terms of reference for the working group are that it will exist for 1 year tasked to make a decision on the direction of this project and will report to the full council.</p> <p>Noted</p>	<p>The newsletter was circulated to members.</p> <p>The Sunnica Planning Application is currently with the planning inspectorate and meetings will be held locally in approximately 6-9 months. The Chairman requested all members to attend these meetings.</p> <p>The Events Working Party have arranged and booked all the activities for the Queen's Platinum Jubilee. The minutes of the meetings have been circulated. The Chairman thanked C.Clr. Drummond and D. Cllrs. Bradshaw and Dicker for the donations towards the Queen's Platinum Jubilee.</p> <p>Crest Nicholson have not responded positively to the enquiries made by the parish council on the demarcation of the housing development and the sports field nor the allotment land</p> <p>The activities of the working party were halted by the Covid-19 pandemic and the loss of 2 key parish council members who were managing this project. Planning had advised the Chairman that there are no constraints with the proposed planning, however the planning will have to be in consideration with the existing building. Members agreed that the group would consist of Cllrs, Bloomfield, Houlder, Lawson and Saul. The terms of reference for the working group are that it will exist for 1 year tasked to make a decision on the direction of this project and will report to the full council.</p>	<p>CB,SH, ML,RS</p>
<p>8.</p> <p>Financial and Clerk Reports</p> <p>8.1</p> <p>Members noted the bank reconciliation statements for February 2022 have been verified and signed by Cllr. Sheedy.</p> <p>Noted</p> <p>8.2</p> <p>Members approved all payments in February 2022 to 23 March 2022 for the Parish account.</p> <p>Resolved</p> <p>8.3</p> <p>Members noted the Receipts and Payments in February 2022 to 23 March 2022 for the following:</p> <p>(i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card</p> <p>Noted</p>	<p>Members noted the bank reconciliation statements for February 2022 have been verified and signed by Cllr. Sheedy.</p> <p>Members approved all payments in February 2022 to 23 March 2022 for the Parish account.</p> <p>Members noted the Receipts and Payments in February 2022 to 23 March 2022 for the following:</p> <p>(i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card</p>	

<p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p>Members reviewed and approved the Ear Marked Reserves as of 23/03/22 and the budget as of 23/03/2022. Noted</p> <p>Members noted the Bank Balances as of 23/03/22 for the following accounts:</p> <ul style="list-style-type: none"> • Parish Bank Account £205,372.29 • Deposit Account £106,880.65 <p>Noted</p> <p>Members noted a VAT reclaim of £3290.30 for 01/11/2021 – 31/01/2022, has been received from HMRC on 16/02/22. Noted</p> <p>Members noted the receipt of £1500 allocated by D. Cllrs. Bradshaw and Dicker on 14/03/2022, from West Suffolk Council, towards the Queen’s Platinum Jubilee Event. Noted</p> <p>Members noted the receipt of £1000 allocated by C. Cllr. Drummond on 16/03/2022, from Suffolk County Council, towards the Queen’s Platinum Jubilee Event. Noted</p>	
<p>8.9</p>	<p>Members reviewed and approved the asset register 290322-01. Resolved</p>	<p>Clerk</p>
<p>8.10</p>	<p>Members reviewed and adopted the GDPR Policies accordingly:</p> <ul style="list-style-type: none"> (i) GDPR Risk assessment - Reviewed (ii) Social Media and Electronic Communication Policy - Reviewed (iii) Removal Media Policy – Reviewed and adopted (iv) Information Security Incident Policy – Reviewed and adopted (v) Information Protection Policy – Reviewed and adopted (vi) GDPR Compliance Visit – Reviewed (vii) Data Protection Policy – Reviewed (viii) Contact Privacy Statement – Reviewed (ix) CCTV Policy – Reviewed <p>Resolved</p>	<p>Clerk</p>
<p>8.11</p>	<p>Members reviewed the Investment Policy and Strategy. Members agreed to review this in a future meeting. Resolved</p>	<p>Clerk</p>
<p>8.12</p>	<p>Members noted that Red Lodge Parish Council is Payment Card Industry Data Security Standard Compliant. Noted</p>	
<p>8.13</p>	<p>Members noted that staff contracts have been reviewed. The National Living Wage will increase from 01 April 2022 to £9.50 for those aged 23 years and over.</p>	<p>Clerk</p>

8.14	<p>Noted</p> <p>Members to note that an internal audit with Suffolk Association of Local Councils was been provisionally arranged and is now confirmed for 19/05/2022.</p> <p>Noted</p>	Clerk
9.	<p>Discuss and approve any purchase</p> <p>9.1 Members all agreed the payment of the invoice from Suffolk County Council for the replacement of column & lantern (unit 84) Heatherset Way, Red Lodge, £1354 ex. VAT</p> <p>Resolved</p> <p>9.2 Members all agreed the payment of the invoice from Suffolk Highways, for street lighting maintenance and energy for the period 1st April 2021 to 31st March 2022, £1838.965 + VAT.</p> <p>Resolved</p> <p>9.3 Members all agreed the following quotations for the installation of 11 pieces of outdoor gym equipment plus the surface, will be submitted for consideration to West Suffolk District Council:</p> <ul style="list-style-type: none"> (i) Sunshine Gym, £64,525.45 ex. VAT (ii) Fresh Air Fitness, £43,500 ex VAT (iii) Vale Sport & Leisure Ltd. £44,272 ex. VAT <p>Resolved</p> <p>9.4 Members discussed the approval of the drawings for the Hundred Acre Way waiting restrictions & school warning signs, Suffolk Highways. Members all agreed to obtain a quote from Suffolk Highways to install a no parking line on Hundred Acre Way. Members to agree how to proceed via email for ratification at the next meeting.</p> <p>Noted</p> <p>9.5 Members all agreed to a donation request from the Red Lodge Conservation Group.</p> <p>Resolved</p> <p>9.6 Members reviewed the contribution of £400 for the Red Lodge Turnpike Newsletter. Members all agreed to invite Corporate Tiger to the next meeting to discuss the funding and distribution of the newsletter. Members agreed to ask Lightwave if they would assist in the distribution of the newsletter to the village.</p> <p>Resolved</p> <p>9.7 Members all agreed the annual grant application for £12000 to Red Lodge Millennium Centre.</p> <p>Resolved</p> <p>9.8 Members agreed the use of the MUGA for the youth supervised by Lightwave; 1 MUGA court during term time for 1 hour Fridays 6pm-7pm and 1 MUGA court during school holidays for 2 hours Thursdays 10am-12noon, at no cost.</p> <p>Resolved</p>	Clerk

<p>9.9</p> <p>9.10</p> <p>9.11</p>	<p>Members discussed the contract with Parkers Pitches for the sports field, (notice of contract termination required no later than October to terminate in January). Members agreed to set up a working party consisting of Cllrs. Davison, Saul and Younger. The terms of reference for this group are to discuss the pitch maintenance contract with Parkers Pitches in order to establish the future maintenance. The group will exist for 1 year and will report to the full council.</p> <p>Resolved</p> <p>Members noted that the flat grass area at the Red Lodge Millennium Centre will be cut by Red Lodge Parish Council at a fee of £30 per cut.</p> <p>Noted</p> <p>Members noted that a smart meter has been installed for the Red Lodge Sports Pavilion building, at no cost.</p> <p>Noted</p>	<p>CD,RS,AY</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Planning Applications To Consider any Planning Applications:</p> <p>DC/22/0338/HH Proposal: Householder planning application – detached double garage Location: 14 Boundary Road, Red Lodge, Suffolk, IP28 8JQ. Members all agreed to ‘No Comment’ on this application.</p> <p>DC/22/0354/FUL Proposal: Planning application – two dwellings with associated access. Location: 12 Warren Road, Red Lodge, Suffolk, IP28 8JU As the planning portal has not been in use, members agreed to circulate responses via email, the consensus can then be submitted.</p> <p>Deferred</p>	<p>Clerk</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Correspondence Received</p> <p>Members noted the Play Area Inspection reports for February 2022 from West Suffolk Council.</p> <p>Noted</p> <p>Members considered the request from Festival of Suffolk for a torch bearer. Members agreed to nominate Billy Cornish.</p> <p>Resolved</p> <p>Members noted the correspondence from West Suffolk Council from C. Cllr. Drummond regarding the West Suffolk Council Hackney Carriage and Private Hire consultation. Currently every taxi is required to comply as a Wheelchair Access Vehicle, however this requirement will not apply by 2025. A taxi consultation taking place from 23rd March to 18th May 2022, is available on the website is.</p> <p>Noted</p>	<p>Clerk</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>11.10</p> <p>11.11</p>	<p>Members noted the press release from Suffolk County Council regarding the proposed Sunnica solar farm. Noted</p> <p>Members discussed the request for outdoor space from 1st Red Lodge Scout Group. Members all agreed to write to Mr. Upton and planning to request land for the 1st Red Lodge Scouts and the Lightwave charity. Resolved</p> <p>Members considered the complaint received from a resident regarding an increase in speeding on Heatherset Way. Members all agreed that the resident should contact the police regarding this issue. Resolved</p> <p>Members noted the updated roadworks information on the A14 J35-39 from National Highways. Noted</p> <p>Members noted the 9 February 2022 minutes for the Parish and Town virtual forum, West Suffolk Council. Noted</p> <p>Members noted the Suffolk Conservatives 2021/22 Annual Town and Parish Newsletter. Noted</p> <p>Members discussed the correspondence received from a resident regarding the costs incurred for the pavilion extension and the monthly pitch maintenance by Parkers Pitches. The resident had received a response for all the matters raised and had declined an invitation to meet with the Chairman to discuss these matters further. Noted</p> <p>Members agreed the request from Lightwave for the parish council to offer support in the transition to another location in the future. A working party consisting of Cllrs. Botwright, Saul and Sheedy will meet with Lightwave. The terms of the reference for this group are to discuss Lightwave's requirements, the group will exist for 1 year and will report to full council. Resolved</p>	<p></p> <p>Clerk</p> <p>AY</p> <p></p> <p></p> <p></p> <p></p> <p>BB,RS,JS</p>
<p>12.</p>	<p>To confirm the date of the next Parish Council meeting scheduled for Tuesday 26 April 2022 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge. IP28 8JQ. The next meeting was confirmed as above. Noted</p>	<p>Clerk</p>
<p>13.</p>	<p>Members all resolved under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting, on the grounds that publicity would be</p>	<p></p>

	<p>prejudicial to public interest by reason of the confidential nature of the business to be transacted. Standing Order 10x was applied to allow the meeting to extend beyond the permitted time. Resolved</p>	Clerk
13.1	<p>Members discussed a staff vacancy Please refer to confidential report 290322-01 Resolved</p>	RS
13.2	<p>Members discussed a staffing issues. Please refer to confidential report 290322-01. Resolved</p>	

There being no further business the meeting closed at 21:20