



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

Minutes of the Annual Meeting of Red Lodge Parish Council.

Date: Tuesday 31 May 2022
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

In the absence of a Chairman and a Vice-Chairman, members agreed that Cllr. Houlder will preside over the meeting.

Present: Cllr. Susan Houlder (Chairman)
Cllr. Barry Botwright
Cllr. Chris Davison
Cllr. Andrew Younger

In Attendance: Clerk/RFO
C. Cllr. Andy Drummond

Non-Attendee: Cllr. Richard Saul
Cllr. Katrina Gibbins
Cllr. Jemma Sheedy
Cllr. Matthew Lawson

Members of Public: 0

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

- Agenda for 31.05.22

Minutes of Red Lodge Parish Council Meeting 31.05.2022

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Signed: _____ (Chairman) Date: _____

	Item	Action
1.	Councillor Richard Saul was elected as Chairman. The Declaration of Acceptance of Office was signed post meeting. Resolved	
2.	Election of Vice-Chair of the Council and signing of the 'Declaration of Acceptance of Office' was deferred. Deferred	
3.	Chair Person's welcome. In the absence of the Chairman and a Vice-Chairman, members voted to elect Cllr. Houlder to preside over the meeting. Resolved	
4.	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	
5.	Apologies and acceptance for absence. Apologies were received from Cllr. Saul – on holiday; Cllr. Lawson – family commitments. Members all agreed to accept the above apologies. Apologies were received from D.Cllr. Dicker. Resolved	
6.	Declaration of pecuniary and local non-pecuniary interests (i) To receive declarations of pecuniary, local non-pecuniary interests and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25. Cllr. Davison declared an interest on agenda item 13.3. Noted (ii) To receive requests for dispensation None received prior to the meeting. Noted	
7.	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) The Chairman read out correspondence received from a resident regarding the lack of housing for the elderly and those requiring assisted living, the resident requested that these issues are highlighted to the developers responsible for the proposed planning in the North of Red Lodge. Members agreed to review this correspondence when the opportunity arises to comment on the relevant planning application.	

	Noted	
8.	Confirmation of Minutes of the meetings held on 26 April 2022. The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman. All agreed. Resolved	Clerk
9.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website. Members to also register the newly introduced 'Other Registrable Interests'. Noted	Members
10.	To Appoint or Review the following: (i) Responsible Finance Officer confirmed as the Clerk appointed as RFO, s.151 LGA 1972 Noted (ii) Internal Auditor confirmed as Suffolk Association of Local Councils Noted (iii) External Auditor confirmed as PKF Littlejohn Noted (iv) Data Protection Officer confirmed as Jayne Cole Noted (v) Current staff employed by the Parish Council reviewed as: Proper Officer and Responsible Finance Officer; Administrator; Supervisor; 1x Groundsman; 2x Groundsman Assistants; Cleaner; 5x Bar Staff Noted (vi) Members reviewed the current Direct Debits and Standing Orders. Noted (vii) Members reviewed and adopted Standing Orders (based on 2018 revised -April 2020). Resolved (viii) Members agreed to omit financial regulation 5.2 - The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Members reviewed and adopted Financial Regulations (based on 2019). Resolved (ix) Members reviewed and approved the Asset Register 310522-01 at a value of £349,532. Resolved	Clerk

- (x) Members reviewed and approved the Risk assessment.
Resolved
- (xi) Members reviewed and approved GDPR policies: CCTV Policy; Contact Privacy Statement; Data Protection Policy; GDPR Compliance; GDPR Risk Assessment; Information Protection Policy; Information Security Incident Policy; Removable Media Policy; Social Media and Electronic Communication Policy.
Resolved
- (xii) Members discussed obtaining a current value for the assets to ensure adequate insurance cover is in place. The cost for this will need to be included in the budget and therefore deferred to the next financial year. Members reviewed and approved the insurance cover with Aviva Insurance Ltd.
Resolved
- (xiii) Review of Working Parties and Terms of references – all working parties will exist for 1 year, reporting to the full council for the approval of decisions and purchases.

Working Party	Task	Members
Pavilion Extension	Extension of the Sports Pavilion building	Cllrs. Houlder, Lawson and Saul
Events	Oversee community events for 2022/23	Cllrs. Botwright, Houlder, Saul and Sheedy
Pitch Maintenance	Economise pitch maintenance costs	Cllrs. Davison, Saul and Younger.
Lightwave	Support future	Cllrs. Botwright, Saul and Sheedy

Noted

- (xiv) The time and place for the meetings of the Council for 2022/23 were reviewed and confirmed as to be held at St. Christopher’s Church, Boundary Road, Red Lodge IP28 8JQ at 19:00 for the following dates: 31/05/22 (AM); 28/06/22; 26/07/2022; 27/09/2022; 25/10/2022; 29/11/2022; 31/01/2023; 28/02/2023 and 28/03/2023.
Noted
- (xv) Members reviewed and adopted the Reserves Policy 2022/23 for Red Lodge Parish Council.
Resolved
- (xvi) Members reviewed and adopted the Investment and Strategy Policy 2022/23.
Resolved

	<p>(xvii) Members reviewed and adopted the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA). Resolved</p> <p>(xviii) Members reviewed and confirmed that each BACS payment is authorised by two bank signatories, evidence retained and any such payments reported to the council as made, in accordance to Financial Regulation 6.9. Noted</p> <p>(xix) Members confirmed the bank signatories as Cllrs. Gibbins, Houlder and Saul. Noted</p> <p>(xx) Members confirmed Cllr. Sheedy to undertake the Internal Controls, Accounts and Audit Regulations 2015, Reg.6. Noted</p>	
11.	Reports and Invited Speakers	
11.1	County Councillor C.Cllr. Drummond attended the Annual Parish meeting for Red Lodge. C.Cllr. Drummond has donated £2500 to Red Lodge Lightwave. Licensing policies are currently under review. Taxi fees for drivers are increasing in West Suffolk. Noted	
11.2	District Councillors None Noted	
11.3	Police Newsletter None Noted	
11.4	Update on Sunnica Sunnica requested an extension to consider an alternative proposal for grid connections. This proposal has not been consulted on and may impact on various other areas of consultation, such as landscaping, rights of way, noise, health and safety and ecology. Red Lodge Parish Council objected to the revised schedule requested by Sunnica. Noted	
11.5	Update on Hundred Acre Way Feasibility Study A request for additional no waiting restrictions has been accepted by Suffolk Highways. Suffolk County Council is proposing to introduce No Waiting at Any Time (double yellow lines) on parts of Hundred Acre Way to prohibit waiting and to protect the visibility splay at those junctions where parked vehicles currently	

<p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>compromise safety. The measures are also intended to enhance forward visibility and to reduce potential conflict between opposing traffic flows negotiating the bends of Hundred Acre Way.</p> <p>In addition, a short length of No Waiting 8am–6pm daily (single yellow line) is proposed south of the junction with Pippin Court, opposite the rear entrance to St Christopher's Church of England Primary School. This measure will prevent parking during daytime hours, to improve visibility of the existing uncontrolled pedestrian crossing point during those times when the facility is most frequently used. Instances of overtaking traffic being forced into the middle, or even onto the opposite side of the road will be reduced, thus reducing potential conflict between opposing traffic flows in this sensitive location. A public consultation will be conducted via Red Lodge Turnpike Newsletter.</p> <p>Noted (NB. C.Clr. Drummond left the meeting).</p> <p>Update from the Pavilion Extension Working Party None Noted</p> <p>Update on the Events Working Party The Platinum Jubilee arrangements are going to plan and within budget. Noted</p> <p>Update from the Pitch Maintenance Working Party None Noted</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<p>Financial and Clerk Reports</p> <p>Members noted that the bank reconciliation statements for April 2022 have been verified and signed by Cllr. Sheedy. Noted</p> <p>Members approved all payments in April 2022. Resolved</p> <p>Members noted the Receipts and Payments in April 2022 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>Members noted the Bank Balances as of 25/05/22 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £347,927.16 • Deposit Account £106,882.44 Noted</p> <p>Members noted the Ear Marked Reserves as of 30/04/22. Noted</p>	

<p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</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>Members noted the receipt of £186,415 on 29/04/22 for the Precept from West Suffolk Council Noted</p> <p>Members noted the transfer of £12000 grant on 12/05/22 from the Parish Council to Red Lodge Millennium Centre. Noted</p> <p>Members noted a VAT return for 01.02.22 to 30.04.22 for a claim of £2547.17 was submitted and has been received from HMRC on 15/05/22. Noted</p> <p>Members reviewed and approved the Internal Audit Report for the year ending 2022, prepared by SALC. Members thanked the Proper Officer for her work. Noted</p> <p>Members reviewed and approved the Annual Internal Audit Report 2021/22, of the Annual Governance and Accountability Return 2021/22 Part 3. Noted</p> <p>Members reviewed and approved Section 1 - Annual Governance Statement 2021/22, of the Annual Governance and Accountability Return 2021/22 Part 3. Noted</p> <p>Members reviewed and approved Section 2 – Accounting Statements 2021/22, of the Annual Governance and Accountability Return 2021/22 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 2022 commences on Monday 13 June 2022 to Friday 22 July 2022. Noted</p> <p>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 2022. Resolved</p> <p>Members noted the recruitment of the following employees: (i) Groundsman 16 hours per week (ii) Groundsman Assistant 10 hours per week (iii) Groundsman Assistant 6 hours per week Noted</p>	<p>Clerk</p>
<p>13.</p> <p>13.1</p>	<p>Discuss and approve any purchase</p> <p>Members agreed the payment of the invoice for the annual CCTV maintenance/monitoring, West Suffolk Council, £7500 + VAT.</p>	<p>Clerk</p>

	<p>Resolved</p> <p>13.2 Members agreed the transfer of email addresses to gov.uk as per recommendation by the internal auditor.</p> <p>Resolved</p> <p>13.3 Members considered the donation requests from the following applicants:</p> <table border="1" data-bbox="300 477 967 848"> <thead> <tr> <th>Applicant</th> <th>Approve</th> <th>Decline</th> </tr> </thead> <tbody> <tr> <td>Red Lodge Under 8's</td> <td>✓</td> <td></td> </tr> <tr> <td>Red Lodge Under 11's</td> <td>✓</td> <td></td> </tr> <tr> <td>Red Lodge Under 13's</td> <td>✓</td> <td></td> </tr> <tr> <td>Adults Football Team Arli</td> <td>✓</td> <td></td> </tr> <tr> <td>Red Lodge Scouts</td> <td>✓</td> <td></td> </tr> <tr> <td>Red Lodge Rainbows/Brownies</td> <td>✓</td> <td></td> </tr> <tr> <td>Red Lodge Lightwave</td> <td>✓</td> <td></td> </tr> <tr> <td>HomeStart</td> <td></td> <td>✓</td> </tr> <tr> <td>Combat Kickboxing Academy</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p>Resolved</p> <p>13.4 Members agreed the payment of the invoice for the Sunnica Photovoltaic Development – Development Consent Order (DCO) Process, Michelle Bolger Expert Landscape Consultancy Ltd., £1732.50 exc. VAT</p> <p>Resolved</p> <p>13.5 Members to consider the quotes for annual IT Support Gold Plus Package, Cloud Back up, Community Action Suffolk, £720, plus either:</p> <p>(i) Employees 7x Hosted Exchange redlodgepc.org mailboxes £503.16 and Councillors 9x Gmail addresses, Total £1223.16, or</p> <p>(ii) Employees 7x Hosted Exchange redlodgepc.org mailboxes £503.16, Councillors 9x .gov.uk addresses £646.92 and Domain name purchase £72.00, Total £1942.08</p> <p>Members agreed to proceed with option (ii).</p> <p>Resolved</p> <p>13.6 Members noted the second Speed Indicator Device has been purchased and installed on Warren Road, Red Lodge.</p> <p>Noted</p> <p>13.7 Members considered the quotes for the renewal of the water contract on 24/6/2022, fixed 36 months:</p> <table border="1" data-bbox="300 1704 1279 1921"> <thead> <tr> <th>Supplier</th> <th>£Wholesale Services</th> <th>£Retail Services</th> <th>£Annual Spend</th> </tr> </thead> <tbody> <tr> <td>Wave</td> <td>855.89</td> <td>1032.40</td> <td>948.15</td> </tr> <tr> <td>Everflow Water</td> <td>715.11</td> <td>186.23</td> <td>901.34</td> </tr> <tr> <td>Everflow Water – Love Energy Savings</td> <td>715.11</td> <td>52.23</td> <td>767.34</td> </tr> </tbody> </table>	Applicant	Approve	Decline	Red Lodge Under 8's	✓		Red Lodge Under 11's	✓		Red Lodge Under 13's	✓		Adults Football Team Arli	✓		Red Lodge Scouts	✓		Red Lodge Rainbows/Brownies	✓		Red Lodge Lightwave	✓		HomeStart		✓	Combat Kickboxing Academy		✓	Supplier	£Wholesale Services	£Retail Services	£Annual Spend	Wave	855.89	1032.40	948.15	Everflow Water	715.11	186.23	901.34	Everflow Water – Love Energy Savings	715.11	52.23	767.34	
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	<p>Members agreed to proceed with the quote from Everflow Water – Love Energy Savings. Resolved</p> <p>13.8 Members noted that West Suffolk Council have approved funding for an outdoor gym, Fresh Air Fitness £43,500 exc. VAT. Noted</p> <p>13.9 Members ratified the purchase for the Platinum Jubilee, the Maximus heavy duty pop up gazebo 3m x 3m, Amazon, £186.99 inc. VAT. Resolved</p> <p>13.10 Members ratified the purchase for the Platinum Jubilee, bar stock and cleaning stock, Macro/Booker, £709.29 exc. VAT Resolved</p> <p>13.11 Members ratified the purchase for the Platinum Jubilee, the hire of climbing wall and archery, The Outdoor Education Company, remaining balance £865 exc. VAT Resolved</p> <p>13.12 Members ratified the purchase for the platinum Jubilee, the hire of inflatable assault course and jungle slide, 3 members of staff for 6 hours, JP's Bouncy Castles, remaining balance £655. Resolved</p>	
14.	<p>Planning Applications To Consider any Planning Applications:</p> <p>14.1 DC/22/0647/HH: Proposal: Householder planning application – install 1.8 metres wall with pillars and railings to front and side elevations. Location: 4 Boundary Road, Red Lodge, IP28 8JQ Members agreed to No Comment on this application. Resolved</p> <p>14.2 DC/22/0485/HH Proposal: Householder planning application – single storey front extension. Location: 18 Blackberry Way, Red Lodge, Suffolk. IP28 8TE. Members agreed to No Comment on this application. Resolved</p> <p>14.3 DC/22/0733/TPO: Proposal: TPO 03 (1994) tree preservation order – a. one pine (T1 on plan within A11 on order) reduce laterals back to suitable growth points to clear overhang towards property b. one pine (T2 on plan within A11 on order) reduce large lateral back to union of tear out. Location: 8 Hyacinth Drive, Red Lodge, IP28 8YY Members agreed to No Comment on this application. Resolved</p>	Clerk

<p>14.4</p> <p>14.5</p> <p>14.6</p> <p>14.7</p>	<p>DC/22/0728/FUL: Proposal: Planning application – a. installation of a new internal extraction system with a flue to side elevation and b. commercial unit to be used as a café (Class E) Location: Unit 9 Bellflower Crescent Red Lodge Suffolk IP28 8XQ Members agreed to No Comment on this application. Resolved</p> <p>Re-consultation in respect of a planning proposal DC/22/0338/HH: Proposal: Householder planning application – detached double garage as amended by plans received 11 May 2022. Location: 14 Boundary Road, Red Lodge, IP28 8JQ Members agreed to No Comment on this application. Resolved</p> <p>DC/22/0827/FUL Proposal: Planning application – a. two dwellings b. two garages and associated off road parking c. vehicular access (following demolition of existing dwelling and outbuildings) Location: Land at former 25 Turnpike Road, Red Lodge, Suffolk Members agreed to No Comment on this application. Resolved</p> <p>DC/22/0825/FUL Proposal: Planning application – Change of use from shop (class A1) to day nursery (class E) Location: Unit 7 and 8 Bellflower Crescent, Red Lodge, Suffolk IP28 8XQ. Members agreed that the location was not ideal for a day nursery. Members agreed to Object this application. Resolved</p>	
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p>Correspondence Received</p> <p>Members noted the Play Area Inspection reports for April 2022 from West Suffolk Council. Noted</p> <p>Members noted the West Suffolk local plan press release and the consultation period from 26 May to 26 July 2022. An invitation to attend a virtual workshop on Tuesday 7 June 2022, 10:30am – 12 pm. An event will be held at the Red Lodge Sports Pavilion on Wednesday 22 June 2022, 3pm to 6:30pm. Noted</p> <p>Members noted the NALC survey on 2022 local elections, the survey closes 24 June 2022. Noted</p>	

<p>15.4</p> <p>15.5</p>	<p>Members noted the correspondence received from Highways England, regarding the planned roadworks on A14 junction 35 to 39 in both directions Tuesday 1 June to Friday 20 August 2022, 8pm to 6am. Noted</p> <p>Members noted the next Parish Town and Forum meeting will be held on 14th July 2022, 6pm-7.30pm, via Microsoft Teams. Noted</p>	
<p>16.</p>	<p>To confirm the date of the next Parish Council meeting scheduled for Tuesday 28 June 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>17.</p>	<p>Members to resolve 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. None advised Resolved</p>	

There being no further business the meeting closed at 20:23