



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ  
01638 551257 <http://redlodgeparishcouncil.gov.uk>

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

**Date:** Tuesday 25 April 2023  
**Time:** 19:00  
**Venue:** St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

**Present:** Cllr. Richard Saul (Chairman)  
Cllr. Susan Houlder (Vice-Chairman)  
Cllr. Ryan Bell  
Cllr. Barry Botwright  
Cllr. Sandra Dwan  
Cllr. Ian Thompson  
Cllr. Ioana Tofan  
Cllr. Andrew Younger

**In Attendance:** Clerk/RFO (remote)  
C. Cllr. Andy Drummond  
D. Cllr. Dawn Dicker

**Non-Attendee:** Cllr. Chris Davison

**Members of the Public:** 1

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

- Agenda for 25.04.23

Minutes of Red Lodge Parish Council Meeting 25.04.2023

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Signed: \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_

	Item	Action
1.	<b>Chair Person's welcome.</b>	
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. <b>Noted</b>	
3.	<b>Apologies and acceptance for absence.</b>  Apologies were received and accepted for: Cllr. Davison – personal reasons. <b>Resolved</b>	Clerk
4.	<b>Declaration of pecuniary and local non-pecuniary interests</b>  (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 £50 (ii) To receive requests for dispensation  None declared <b>Noted</b>	
5.	<b>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)</b>	
5.1	It was stated that D. Cllr. Dicker had acted professionally during the election period. <b>Noted</b>	
6.	<b>Confirmation of Minutes of the meetings held on 28 March 2023.</b>  The minutes for the above meeting were agreed as accurate records and duly signed by the Chairman. <b>Resolved</b>	Clerk
7.	<b>Reports and Invited Speakers</b>	
7.1	<b>County Councillor</b> A newsletter was circulated to all members. It was confirmed no further updates on the parking restrictions for Hundred Acre Way had been received from Suffolk Highways <b>Noted</b>	
7.2	<b>District Councillors</b> D.Cllr. Dicker informed the meeting that it is the period of election and had nothing to report. <b>Noted</b>	

<p><b>7.3</b> The Police Newsletter was circulated to all members. <b>Noted</b> (Note: Cllr. Younger joined the meeting at 19:10).</p> <p><b>7.4 Update on Mildenhall/Red Lodge Rugby</b> The council are still working to resolve the bar issues for the Rugby Club, candidates for casual bar staff have been interviewed. The club have requested a Temporary Events Notice to operate the bar for Saturday 29<sup>th</sup> April 2023. Members all agreed to permit the notice <b>Resolved</b></p> <p><b>7.5 Update from Events Working Party (EWP)</b> (Note: Cllr. S. Houlder joined the meeting at 19:21) Progress is being made for the King's Coronation celebrations. More volunteers are needed to assist on the day of the event, a request for which will be made again using Facebook. The expected income for the event is £1750 generated by 2x grants plus pitch fees and the expected expenditure is £1600, of which £1000 is estimated for 2x inflatables. Members all agreed to raise a cheque for the bar float for £600. Information is needed on the quantity of drinks in a pack before bar stock can be ordered. Scouts will litter pick on the day of the event. <b>Noted</b></p> <p><b>7.6 Update from the Lightwave Working Party (LWP)</b> Cllr. Dwan prepared the terms of reference for the working party. Members agreed for Cllr. Thompson to join the working party. The masterplan for the northern land has been signed off and this is a good opportunity to liaise with developers , planners and C.Cllr. Drummond to have a say on the development. <b>Noted</b></p> <p><b>7.7 Update from Sunnica Working Party – Written submission</b> There are no updates to report. <b>Noted</b></p>	<p>Members</p> <p>EWP</p> <p>Clerk</p>	
<p><b>8. Financial and Clerk Reports</b></p> <p><b>8.1</b> Members noted that the bank reconciliation statements for March 2023 have been verified and signed by Cllr. Younger. <b>Noted</b></p> <p><b>8.2</b> Members approved all payments in March 2023 for the Parish account. <b>Resolved</b></p> <p><b>8.3</b> Members noted the Receipts and Payments in March 2023 for the following: (i) Parish Bank Account      (ii) Deposit Bank Account      (iii) Petty Cash Council (iv) Petty Cash Pavilion      (v) Credit Card <b>Noted</b></p>		

8.4	Members reviewed and approved the Ear Marked Reserves for the year ended 2022/23 at 31 March 2023. <b>Resolved</b>	
8.5	Members noted the Bank Balances as of 19/04/23 for the following accounts: <ul style="list-style-type: none"> <li>• Parish Bank Account £229,632.05</li> <li>• Deposit Account £107,151.22</li> </ul> <b>Noted</b>	
8.6	Members reviewed and approved the budget for the fourth quarter of 2022-23. <b>Resolved</b>	Clerk
8.7	Members reviewed and were satisfied the Bar Stock report for 01/04/2022 – 31/03/2023. <b>Noted</b>	
8.8	Members noted that the Local Government Pension’s Annual Return for 2022/23 has been submitted for audit. <b>Noted</b>	
8.9	Members noted that Red Lodge Parish Council has re-declared and has updated the re-declaration of compliance for Red Lodge Parish Council with The Pensions Regulator under the Pensions Act 2008. <b>Noted</b>	
8.10	Members noted that the election for the Parish of Red Lodge is uncontested. <b>Noted</b>	
8.11	Members agreed to advertise to co-opt for the 1 vacant seat. <b>Resolved</b>	Clerk
8.12	Members agreed the dates circulated to members, for the Parish Council meetings for 2023/24, noting that the Annual Meeting is scheduled for 16 <sup>th</sup> May 2023 and the Annual Parish Meeting for the 30 <sup>th</sup> May 2023. Local groups will be invited to the latter meeting. <b>Noted</b>	Clerk
8.13	Members received an update on the Casual Bar staff vacancy. Several applications have been received. Some interviews have been conducted, the candidates are unable to work on the day of the planned King’s Coronation event. Members agreed to recruit bar staff and DBS checks will need be carried out in due course, as it is at short notice. Recruitment agencies will be contacted to recruit 2x staff for 4 hours for the King’s Coronation event. <b>Noted</b>	Chairman  Clerk
8.14	Members received an update on the Assistant Groundsman vacancy. Several	Clerk

	<p>applications have been received. A candidate has been selected following interviews, for 16 hours per week, for a year's contract. Members agreed to recruit the candidate.</p> <p><b>Resolved</b></p>	
<b>9.</b>	<b>Discuss and approve any purchase</b>	
<b>9.1</b>	<p>Members noted that a £500 donation from the District Councillor's locality budget towards the King's Coronation, has been received from West Suffolk Council on 30 March 2023. Members thanked the District Councillors.</p> <p><b>Noted</b></p>	
<b>9.2</b>	<p>Members noted that a £250 donation from the District Councillor's locality budget for a salt grit bin, has been received from West Suffolk Council on 30 March 2023. Members thanked the District Councillors.</p> <p><b>Noted</b></p>	
<b>9.3</b>	<p>Members agreed to proceed with payment of the invoice from Suffolk Association of Local Councils for the SALC Membership subscription renewal for 2023/24, £1092.27.</p> <p><b>Resolved</b></p>	Clerk
<b>9.4</b>	<p>Members agreed to proceed with payment of the invoice from West Suffolk Council for the CCTV monitoring/maintenance &amp; alarm monitoring April 23 – Dec 23, £5625 + VAT.</p> <p>Remote alarming is needed urgently to alleviate the work load on employees during unsociable hours. Members agreed to proceed with a quote circulated to members from West Suffolk Council on behalf of E-Fire to replace the alarm panel for remote alarming, Texecom Premier24 Panel, £800 + VAT.</p> <p><b>Resolved</b></p>	Clerk
<b>9.5</b>	<p>Members agreed a cheque payment for the top up of the petty cash for Red Lodge Sports Pavilion for £12.35.</p> <p><b>Resolved</b></p>	Clerk
<b>9.6</b>	<p>Members agreed a cheque payment for the top up of the petty cash for Red Lodge Parish Council for £28.90.</p> <p><b>Resolved</b></p>	Clerk
<b>9.7</b>	<p>Members agreed a cheque payment for the invoice for HM Land Registry for PN1 Index of proprietor's names for £11.</p> <p><b>Resolved</b></p>	Clerk
<b>9.8</b>	<p>Members received an update on the damaged pavilion play area sign. Of the two families involved, one family has paid the amount owed for the damage. We are still waiting for payment from the second family. CCTV footage of the vandalism cannot be released as it contains another minor and it has also been submitted to the Police as evidence.</p> <p><b>Noted</b></p>	

<p><b>10. Planning Applications</b> <b>To Consider any Planning Applications:</b></p> <p><b>10.1 DC/23/0483/HH</b> <b>Proposal:</b> Householder planning application - single storey side extension. <b>Location:</b> 32A Laburnum Close Red Lodge Suffolk IP28 8LR</p> <p>Members all agreed to a 'No comment' for the application. <b>Resolved</b></p> <p><b>10.2 DC/23/0468/TPO</b> <b>Proposal:</b> TPO 01(1996) - tree preservation order - one Oak (T1 on plan T18 on Order) - Remove four lowest limbs to southwest (over 52A Turnpike Road) and reduce six other laterals overhanging property by up to two metres <b>Location:</b> 52A Turnpike Road Red Lodge Suffolk IP28 8JZ.</p> <p>Members agreed to ratify a 'No comment'</p> <p><b>10.3 DC/23/0541/HH</b> <b>Proposal:</b> Householder planning application - single storey front and rear extensions <b>Location:</b> 10 Broomhill Close Red Lodge Suffolk IP28 8TA</p> <p>Members all agreed to a 'No comment' for the application. <b>Resolved</b></p>		<p>Clerk</p> <p>Clerk</p>
<p><b>11. Correspondence Received</b></p> <p><b>11.1</b> Members noted the Play Area Inspection reports for March 2023. The issues highlighted in the report have been rectified. <b>Noted</b></p> <p><b>11.2</b> Members considered the complaints received regarding the parking of commercial vehicles near the allotments. West Suffolk Council are currently dealing with this issue. <b>Noted</b></p> <p><b>11.3</b> Members noted the letter from Isleham Parish Council, thanking everyone regarding the opposition of Sunnica. <b>Noted</b></p> <p><b>11.4</b> Members discussed a complaint from Red Lodge U9's regarding the increase in pitch fees. The group is a small group and a newly formed team. The group has received funding from the parish council as well as free training on the pitches, which require costly maintenance. The fees have increased for all hirers. Members agreed to review the issue in June 2023 when the decision can be reviewed. However, in the interim, the information for Grass roots funding will be forwarded on to the group. <b>Deferred</b></p>		<p>Clerk</p> <p>Clerk</p>

<p><b>11.5</b></p>	<p>Members considered the complaint received regarding a missing dog bin on Hundred Acre Way/Aspen Way. As the wheelie bin in the Sports Pavilion car park is hardly used, members agreed to move this bin to the location of the missing dog bin on Hundred Acre Way/Aspen Way. West Suffolk Council will need to be informed of the substitution. <b>Resolved</b></p>	<p>Clerk</p>
<p><b>11.6</b></p>	<p>Members considered the latest Suffolk County Council correspondence, Latest Grant Funding Opportunities. Members agreed to forward the details on for Grass Roots Funding to the Red Lodge U9's, should they wish to apply. <b>Resolved</b></p>	
<p><b>12.</b></p>	<p><b>To confirm the date of the next Parish Council meeting scheduled for Tuesday 16 May 2023 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge. IP28 8JQ.</b> The next meeting was confirmed as above. <b>Noted</b></p>	<p>Clerk</p>
<p><b>13.</b></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 (20:11) <b>Resolved</b></p>	
<p><b>13.1</b></p>	<p>Members discussed a staffing issue. Please refer to confidential report 250423-01. <b>Resolved</b></p>	<p>Clerk</p>

There being no further business the meeting closed at 20:35