



**Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01 638 551 257 <http://redlodgeparishcouncil.gov.uk>**

Minutes of the Meeting of Red Lodge Parish Council.

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

Present: Cllr. Susan Houlder (Chairman)
Cllr. Sandra Dwan (Vice-Chairman)
Cllr. Ryan Bell
Cllr. Angie Sewell
Cllr. Ian Thompson

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

Non-Attendee: Cllr. Ioana Tofan

Members of the Public: 6

	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. Apologies were received and accepted for Cllr. Tofan – Health reasons Resolved D.Cllr. Dicker – On holiday Noted	Clerk
4.	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 £50. Cllr. Houlder declared an interest on agenda items 12.3 and 12.4. Noted (ii) To receive requests for dispensation None received. Noted	
5.	Members considered the election of a Vice-Chairman. Cllr. Sandra Dwan was elected as Vice-Chairman. The Declaration of Acceptance of Office was duly signed. Resolved	Clerk
6.	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)	
6.1	A resident read a statement regarding the play area in Lavender Close. A Play Area Regeneration project in 2009/10, included the provision of a new Children's Play Area at the Millennium Centre. The Project was financed by the Parish Council, Forest Heath District Council and the Suffolk Environmental Trust. The Millennium Centre Play Area was added to the Parish Council Assets and it was assumed that this area was covered by existing Insurance. The resident was of the opinion that Red Lodge Parish Council should review the lease, using the contingency funds of £11,000 raised in the 2023/24 budget. Noted	

<p>6.2</p> <p>6.3</p>	<p>A representative for Red Lodge Millennium Centre (RLMC) read a statement requesting permission for the development of open space at the centre, for the installation of a permanent outdoor stage, with an attachable projector and screen. This will require a 3.6 metres indent into the mound, addition of a raised platform and an accessible ramp measuring 6 metres across. The stage will be water tight, with an open side and the height not exceeding 2.5 metres. The stage will be constructed of wood and a metal corrugated roof. Soil and waste will be removed from the site. Electric will run off a separate circuit board, with all wiring underground and the lawn made good.</p> <p>This area can be used by the whole community and stakeholders within the RLMC. RLMC will offer this area as additional seating for weddings.</p> <p>Some initial ideas for use of this area are; Film Club; Tournaments for 13 to 17 year olds, such as virtual bowling, golf, motor racing and FIFA; Chatter Box may show an old classic; Pantomime; Sporting Events such as Wimbledon; Open Mic afternoon; Live Music and Public/Private Seating.</p> <p>RLMC will look in to securing funding for this development and to further enhance the open space. RLMC would like to re-open the Lavender Close park with improved landscaping and very clear signage, such as dogs on leads past this point.</p> <p>Noted</p> <p>A resident raised concerns that the RLMC plans for an outdoor stage would reduce the outdoor open space for children to run around and play. This would also reduce the area for physical sports activities.</p> <p>Noted</p>	
<p>7.</p>	<p>Confirmation of Minutes of the meetings held on 27 June 2023.</p> <p>The minutes for the above meeting were agreed as accurate records and duly signed by the Chairman.</p> <p>Resolved</p>	<p>Clerk</p>
<p>8.</p> <p>8.1</p>	<p>Reports and Invited Speakers</p> <p>County Councillor</p> <p>A newsletter was circulated to all members.</p> <p>A meeting was held at the Jubilee Centre to discuss the potential road closures proposed by National Highways on the A11, to reduce accidents. Concerns were raised that this may lead to the break-up of communities. Suffolk County Council do not support the closures. C.Cllr. Drummond encouraged Members to discuss this issue with a view to form an opinion.</p> <p>The County Council is currently reviewing its options to locate a secondary school in Red Lodge. Once the different constraints and opportunities have been considered, including how the school is likely to be funded, the County Council will have a discussion with the Parish Council about a preferred location.</p> <p>Noted</p>	

<p>8.2</p> <p>District Councillors</p> <p>D.Cllr. Drummond is on the working party for the Local Plan, currently there is no further allocation in Red Lodge as part of that plan.</p> <p>Noted</p> <p>8.3</p> <p>The Police Newsletter was circulated to all members.</p> <p>Noted</p> <p>8.4</p> <p>Update on Mildenhall/Red Lodge Rugby</p> <p>The Rugby Club have paid outstanding fees and have returned a completed booking form for their hire. The Secretary of the Rugby Club requested a Subject Access Request (SAR) and information for the fees paid by other specific hirers. The Parish Council is unable to divulge personal information for other hirers. The Rugby Club’s Secretary has been provided with the standard charges for the hire of the facilities and the contact details for the Data Protection Officer (DPO) for SAR’s. The Rugby club’s Secretary has contacted the DPO for a SAR’s request, this will incur costs for the Parish Council. It is unclear why this information has been requested. Members agreed that the Chairman should write to the Secretary of the Rugby Club, to clarify what information is needed and for which purpose.</p> <p>Noted</p> <p>8.5</p> <p>Update from Events Working Party (EWP)</p> <p>The Events Working Party recruited Cllrs. Dwan and Sewell. The EWP agreed to cancel the previously agreed dates for future events of 15/07/2023; 26/08/2023 Bingo; 23/09/2023 Quiz night; 28/10/2023 and Halloween/Disco for children.</p> <p>Resolved</p> <p>8.6</p> <p>Members to consider the formation of a Finance Working Party (FWP)</p> <p>A Finance Working Party was formed consisting of Cllrs. Bell, Houlder and Sewell. The Clerk will join the working party if possible. The aim of the group is to future proof the Sports Pavilion and set the budget for 2024/25. The party will exist for 1 year and will report to the full council for all decisions.</p> <p>Resolved</p>	<p>D.Cllr. Drummond is on the working party for the Local Plan, currently there is no further allocation in Red Lodge as part of that plan.</p> <p>D.Cllr. Drummond is on the working party for the Local Plan, currently there is no further allocation in Red Lodge as part of that plan.</p> <p>The Rugby Club have paid outstanding fees and have returned a completed booking form for their hire. The Secretary of the Rugby Club requested a Subject Access Request (SAR) and information for the fees paid by other specific hirers. The Parish Council is unable to divulge personal information for other hirers. The Rugby Club’s Secretary has been provided with the standard charges for the hire of the facilities and the contact details for the Data Protection Officer (DPO) for SAR’s. The Rugby club’s Secretary has contacted the DPO for a SAR’s request, this will incur costs for the Parish Council. It is unclear why this information has been requested. Members agreed that the Chairman should write to the Secretary of the Rugby Club, to clarify what information is needed and for which purpose.</p> <p>The Events Working Party recruited Cllrs. Dwan and Sewell. The EWP agreed to cancel the previously agreed dates for future events of 15/07/2023; 26/08/2023 Bingo; 23/09/2023 Quiz night; 28/10/2023 and Halloween/Disco for children.</p> <p>A Finance Working Party was formed consisting of Cllrs. Bell, Houlder and Sewell. The Clerk will join the working party if possible. The aim of the group is to future proof the Sports Pavilion and set the budget for 2024/25. The party will exist for 1 year and will report to the full council for all decisions.</p>	<p>SH</p> <p>FWP</p>
<p>9.</p> <p>Financial and Clerk Reports</p> <p>9.1</p> <p>Members noted that the bank reconciliation statements for June 2023 have been verified and signed by Cllr. Thompson.</p> <p>Noted</p> <p>9.2</p> <p>Members approved all payments in June 2023 for the Parish account.</p> <p>Resolved</p> <p>9.3</p> <p>Members approved the Receipts and Payments in June 2023 for the following:</p> <p>(i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (v) Credit Card</p> <p>Resolved</p>	<p>Members noted that the bank reconciliation statements for June 2023 have been verified and signed by Cllr. Thompson.</p> <p>Members approved all payments in June 2023 for the Parish account.</p> <p>Members approved the Receipts and Payments in June 2023 for the following:</p> <p>(i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (v) Credit Card</p>	

<p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p>	<p>Members reviewed and approved the Ear Marked Reserves at 30/06/2023. Members agreed that the reserves needed monitoring as they were reducing quickly. Resolved</p> <p>Members noted the Bank Balances as of 19/07/23 for the following accounts:</p> <ul style="list-style-type: none"> • Parish Bank Account £348,179.97 • Deposit Account £107,353.31 <p>Noted</p> <p>Members noted the over expenditure for IT and Maintenance and Repairs in the budget. It was noted that the Sports Pavilion is making a financial loss. Members reviewed and approved the budget for the first quarter. Resolved</p> <p>Members noted a VAT return for 01.02.23 to 30.04.23 for a claim of £11645.46 has been received, plus £13.40 interest from HMRC on 22.06.23. Noted</p> <p>Members agreed to appoint Cllrs. Dwan and Tofan as bank signatories. Resolved</p>	<p></p> <p>Clerk</p> <p></p> <p>Clerk</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>Discuss and approve any purchase</p> <p>Members agreed the payment of the invoice from Dewbar Fabrications Ltd., Replacement galvanised height barrier, £706 inc. VAT. Resolved</p> <p>Members considered the recruitment of bar staff (i) Recruitment of Temporary Bar staff from an agency according to business needs, or (ii) Recruit permanent 1-2 bar staff, each contracted for 4 hours a month. Members agreed to proceed with option (i). Resolved</p> <p>Members agreed the payment of the invoice from Rialtas Business Solutions, Omega Year End Closure, £755 exc. VAT. Resolved</p> <p>Members agreed the payment of the invoice from Suffolk Association of Local Councils, Annual Internal Audit completed for the year ending 31 March 2023, £454 exc. VAT. Resolved</p> <p>Members considered the administration of the Red Lodge Parish Council Facebook page. The page only had a few hundred members and at present Members are unable to administer the page. Members agreed to close the Red Lodge Parish Council Facebook page and instead use the Red Lodge Sports Pavilion Facebook Page to advertise relevant information.</p>	<p></p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>SH</p>

	Resolved	
11.	Planning Applications To Consider any Planning Applications:	
11.1	DC/23/1002/FUL Proposal: Planning application - two dwellings and new access (following demolition of existing dwelling) Location: 8 Turnpike Road Red Lodge Suffolk IP28 8JZ Members agreed a 'No Comment'. Resolved	Clerk
12.	Correspondence Received	
12.1	Members noted the Play Area Inspection reports for June 2023. Members noted that there were a significant number of moderate issues raised and agreed that the repairs needed to be conducted. Noted	Clerk
12.2	Members noted the Suffolk County Council (District of Forest Heath) (stopping, waiting and loading prohibitions and restrictions and on-street parking places) (map-based) order 2019 (parish of Red Lodge) (Elms Road and Chase Avenue) (prohibition of waiting) (variation). Noted	
12.3	(Note: Cllr. Houlter left the meeting at 19:30) Members considered the correspondence from residents and a previous Chairman regarding Lavender Close play area. Members informed the meeting that a decision regarding Lavender Close play area had been made at the previous Parish Council meeting held on the 27.06.2023, minute reference 11.9 stating, ' <i>As Lavender Close play area is part of the RLMC premises, Members resolved that this area is the responsibility of the RLMC and should be maintained by the RLMC</i> '. An RLMC employee informed the meeting that the RLMC's existing public liability insurance, covered the Lavender Close play area, an administrative fee of £40 was required by the insurers. Members reiterated that the RLMC had been advised that the RLMC should have checked their existing insurance policy, as the necessary insurance cover may already exist for the Lavender Close play area, prior to RLMC making any decisions regarding the Lavender Close play area, Members queried why the RLMC still continued to close the Lavender Close play area to the public, if the costs were known to be a fee of £40. Extracts from a letter from the previous Parish Council Chairman were read out, from his experience it was concerning that the RLMC were requesting funding for repairs and maintenance on several occasions, from the Parish Council.	

	<p>Investigation of the lease held with the Red Lodge Millennium Centre, found it to be a 'standard full repairing lease', the only difference being that RLMC paid no rent to the Parish Council. It was also concerning, that the RLMC were sub-letting, with or without permission. In several areas, the RLMC were breaching the conditions of the lease. The previous Chairman had raised these issues at meetings, however a barrage of abuse was received from a previous RLMC Trustee/District Councillor, on more than one occasion.</p> <p>Noted</p> <p>12.4 Members considered the request from the Red Lodge Millennium Centre, for the open space development.</p> <p>Members discussed RLMC's plans for an outdoor stage, concerns were raised of potential noise and light pollution affecting nearby residents. Members asked the RLMC representatives for further information, including: Details of the contractors carrying out the work?; Who is responsible for signing off and approving the completed work?; Details of the standard of materials used?; The stability of the planned structure?; Investigations of any underground pipework or cables that may be affected?; Consideration of risks of injury, including people and children climbing on top of the structure?; How the project will be funded?.</p> <p>Members enquired, why an outdoor stage was needed when there is an existing indoor stage at the RLMC. Members requested sight of technical drawings and specifications for the planned works, risk and environmental assessments. The RLMC representatives were unable to provide answers to the questions and unable to provide any of the information requested.</p> <p>Members informed the RLMC representatives that there are obligations within the lease, for alterations and repairs that need to be met. Members agreed that the covenants of the lease will be looked into and applied.</p> <p>Members agreed that RLMC had not provided sufficient notice to fully consider the proposal, as the proposed works were planned to commence within the next seven days. Members agreed RLMC had not provided professional information for the planned works and that the works cannot be justified, due to the existing facilities within the RLMC.</p> <p>Members agreed to reject the proposed works for an outdoor stage.</p> <p>Resolved</p> <p>(Note: Cllr. Houlder re-joined the meeting at 20:03)</p> <p>12.5 Members noted there are 3 notices of vacancies for Red Lodge Parish Council.</p> <p>Noted</p> <p>12.6 Members noted the Community Chest funding available for 2024-25, supporting voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. Deadline for applications is 29.09.2023.</p> <p>Noted</p>	Clerk
13.	<p>To confirm the date of the next Parish Council meeting scheduled for Tuesday 26 September 2023 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge. IP28 8JQ.</p> <p>The next meeting was confirmed as above.</p>	Clerk

	Noted	
14.	<p>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 (20:11)</p> <p>None advised</p> <p>Resolved</p>	

There being no further business the meeting closed at 20:05