



**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 26 September 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. Andy Drummond
Cllr. Angie Sewell
Cllr. Ian Thompson

In Attendance: Clerk/RFO

Non-Attendee: Cllr. Ioana Tofan

Members of the Public: 11

	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 – Personal reasons Resolved D.Cllr. Dicker – Work commitments. 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 8.6. Noted (ii) To receive requests for dispensation None received. 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)	
5.1	A resident requested Members to consider the various Parish facilities, including Heatherset Way Play area, The Sports Pavilion, MUGA, sports field, outdoor gym, Sports Pavilion Play area (NEAP), Orchid Drive Play area (LEAP), Russet Drive Play area (LEAP), Open Spaces Harebell Road (LAP1), Open spaces in Larch Way play area (LAP2) and allotments, to remain as charitable trusts with the Parish councillors as trustees. The Chairman informed the resident that the item will be considered at a later date, this item requires a lot of work and therefore not viable for discussion at this meeting. The Chairman raised the question if a charitable trust had been considered by previous Parish Councillors, the resident informed the meeting that this information was not previously available and therefore had not been considered. Deferred	
5.2	The Manager of the Red Lodge Millennium Centre (RLMC) raised concerns of the future management of the Lavender Close Play area. A joint working party of trustees and Parish Councillors was suggested to assist in resolving any issues.	SD,AS,iTh

	<p>The Chairman informed the meeting that this will be discussed further in item 8.9. Noted</p> <p>5.3 A representative of Red Lodge Lightwave informed the meeting that Community Action Suffolk in conjunction with Suffolk County Council and Suffolk Association of Local Councils, awarded Red Lodge Lightwave for their care and work for the community. The awards ceremony presented awards to 15 nominations selected from 162 nominations. Red Lodge Lightwave have also been awarded a Suffolk Community Foundation Grant, for individuals needing assistance with stepping out of poverty, forms are available on Lightwave’s website and Facebook page. Noted</p> <p>5.4 A resident had noted the increase in the amount of interest received in the Parish Council’s bank accounts and a general increase in the interest rates offered to Council’s. The resident suggested viewing Littleport Council’s investment policy on their website. The meeting was informed that Red Lodge Parish Council has an existing Investment policy and Strategy implemented and the interest rates and investment opportunities are currently in review. Noted</p>	
6.	<p>Members considered the co-option application for the vacant post of Councillor for Red Lodge Parish Council. Members resolved to co-opt Andy Drummond, the relevant documents were signed for Andy to join the Members. Resolved</p>	Clerk
7.	<p>Confirmation of Minutes of the meetings held on 25 July 2023.</p> <p>The minutes for the above meeting were agreed as accurate records and duly signed by the Chairman. Resolved</p>	Clerk
8.	<p>Reports and Invited Speakers</p> <p>8.1 County Councillor A newsletter was circulated to all members. Noted</p> <p>8.2 District Councillors D.Cllr. Drummond informed the meeting that the Western Way project involved rebuilding the Barber Green building in Bury St. Edmunds to a hub with the inclusion of a leisure centre. However, the current administration will decide whether or not to regenerate the existing leisure centre in Bury St. Edmunds instead. Noted</p> <p>8.3 The Police Newsletter was circulated to all members. Noted</p>	

<p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p>	<p>Representative from Suffolk Libraries The library in Red Lodge is a success with an average of 35 attendees in 3 hours. The initial funding runs out in April 2024, Suffolk Libraries are looking for funding to continue. Suffolk Libraries will apply to the Community Chest Funding available from West Suffolk Council. The representative was advised to apply to the Parish Council for a £100 donation and also to contact Cllr. Drummond for financial assistance. Noted</p> <p>Representative from the Community First Responder Absent Noted</p> <p>Representative from the Red Lodge Millennium Centre The Chairman of the Red Lodge Millennium Centre requested that the Parish Council consider transferring ear marked reserves towards the maintenance of the Lavender Close play area. The meeting was informed that the Parish Council’s earmarked reserves have depleted over time, currently leaving approximately £14000 for the indefinite maintenance of several areas. This amount is inadequate for the future maintenance of the Parish Council’s assets. Noted</p> <p>Update from the Events Working Party The Events Working Party minutes have been circulated. Volunteers are needed for events planned on the 16th December 2023 and the 22nd June 2024. Members agreed £250 to fund the Christmas event. Resolved</p> <p>Update from the Finance Working Party Members agreed to defer this item due to insufficient Members on the working party. Deferred</p> <p>Invitation from PC to MC to form a joint party – issues relating to the Red Lodge Millennium Centre. Members agreed to form a Working party of 3 Parish Councillors to work alongside 2 trustees of the Red Lodge Millennium Centre, to deal with any issues raised. A date for a meeting will be arranged by the Council for the party to meet. Resolved</p>	<p>Clerk</p> <p>EWP</p> <p>Clerk</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Financial and Clerk Reports</p> <p>Members noted that the bank reconciliation statements for July and August 2023 have been verified and signed by Cllr. Thompson. Noted</p> <p>Members approved all payments in July and August 2023 for the Parish account. Resolved</p>	

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p>	<p>Members noted and approved the Income and Expenditure in July and August 2023 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (v) Credit Card Resolved</p> <p>Members raised concerns of the low ear marked reserves, these are not sufficient for the lifetime maintenance and repair of the play areas and the sports field. Members have raised concerns of inadequate reserves on several occasions. Once a Finance Working Party is established, the party will review the status of the ear marked reserves. Members agreed that the Parish Council will write to West Suffolk Council regarding the future maintenance of the play areas and the sports pitches. Members reviewed and approved the Ear Marked Reserves at 31/08/2023. Resolved</p> <p>Members noted the Bank Balances at 20/08/23 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £329,371.13 • Deposit Account £107,533.09 Noted</p> <p>Members noted a VAT return for 01.05.23 to 31.07.23 for a claim of £2801.34 was submitted and received from HMRC on 15.08.23. Noted</p> <p>The figures for Box 9 on AGAR Section 2 for 2021/2022 were restated. Members to note the External Audit report for 2022/23 with no matters arising. Noted</p> <p>Members noted the Notice of Conclusion of Audit for year ended 31 March 2023 has been published. Noted</p>	<p>Clerk</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Discuss and approve any purchase</p> <p>Members noted, <u>all</u> future grant applications to the Parish Council, will require the completion of the Small Grants Application, allowing financial accountability. Noted</p> <p>Members agreed the Parish Council insurance policy 3 years' contract renewal for the third year, commencing on 01/10/2023, Clear Councils, £4779.59. Resolved</p> <p>Members reviewed the fees to hire the facilities at the Sports Pavilion. Members agreed the following: <ul style="list-style-type: none"> • Remove all off-peak charges. • Tennis £5 per hour. </p>	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • Events Room - £20 per hour; Saturday night £25 per hour; Kitchen £20. • Grass Pitches – Red Lodge Youth Football Teams remain the same at £20, however to inform the teams that the fees will be reviewed later in 2024. Adult football £60. • MUGA – 1 part £20, 2 parts £35 and 3 parts £45. • Mildenhall/Red Lodge Rugby Team currently pay £300 per month, this will be reviewed in January 2024. • Red Lodge Lightwave currently pay £675 per month, it was proposed to increase this to £700 per month, however consideration needs to be given to Red Lodge Lightwave as they are a charity. Members agreed that the fees need to be discussed with Red Lodge Lightwave. <p>Resolved</p>	
10.4	<p>Members all agreed the Small Grants Application received from 1st Red Lodge Scout Group, for £100.</p> <p>Resolved</p>	Clerk
10.5	<p>Members ratified the Village News – Red Lodge Parish Council Facebook post on the Community Facebook sites.</p> <p>Resolved</p>	
10.6	<p>Members noted that the 16 hours’ contract for the Assistant Groundsman has been fulfilled.</p> <p>Noted</p>	
10.7	<p>Members considered a resident’s request to place football goals on the sports field for public use. Members raised concerns of vandalism to goals previously placed on the sports field. Members agreed that C.Clr. Drummond will look into funding for the purchase of the football goals.</p> <p>Resolved</p>	AD
10.8	<p>Members agreed the payment of the change-over of intruder alarm, EFire, £800 exc. VAT.</p> <p>Resolved</p>	Clerk
10.9	<p>Members agreed the payment of the invoice for Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023, PKF Littlejohn LLP, £630 + VAT.</p> <p>Resolved</p>	Clerk
10.10	<p>Members agreed the payment of the invoice from Thurlow Nunn Standen Ltd, Kubota Ride on Mower belt and bearings repair, £486.73 + VAT.</p> <p>Resolved</p>	Clerk
10.11	<p>Members agreed the payment of the invoice from Michelle Bolger Expert Landscape Consultancy Ltd., for Continued support provided by MBELC with regard to the DCO examination between December 2022 and March 2023, £500 + VAT.</p> <p>Resolved</p>	Clerk

10.12	<p>Members agreed the payment for Emergency lighting/Fire alarm/Intruder alarm service visit, 1 LED bulkhead, 2 Smoke detectors and 2 Heat detectors, EFire, £460.28 + VAT.</p> <p>Resolved</p>	Clerk																				
10.13	<p>Members considered the Councillors in-person Training, Weekday evening – two sessions, SALC, £500 + VAT + Mileage + Postage for documents. Members agreed to defer the training until the vacant Councillor seats have been filled. In the interim Councillors training material will be circulated.</p> <p>Deferred</p>	Clerk																				
10.14	<p>Members reviewed the Turnpike Village Newsletter. The newsletter will be produced quarterly commencing at the end of October, or early November 2023. The costs for the production of the newsletter remain the same at £400 per print. The Turnpike newsletter will be promoted on Facebook.</p> <p>Resolved</p>																					
10.15	<p>Members agreed the payment of the invoice for the Replacement Trampoline Mat for mini trampoline + Carriage, Huck Nets UK Ltd., £929.80 + VAT.</p> <p>Resolved</p>	Clerk																				
10.16	<p>Members considered the mobile phone renewals, 2x SIM Only contracts:</p> <table border="1" data-bbox="312 1048 1289 1305"> <thead> <tr> <th>Provider</th> <th>Contract Months</th> <th>Data GB</th> <th>Minutes & Texts</th> <th>£ Cost/Month</th> </tr> </thead> <tbody> <tr> <td>Onecom - Vodafone</td> <td>36</td> <td>25</td> <td>Unlimited</td> <td>16 (for 17 months then @£78/month or upgrade plan)</td> </tr> <tr> <td>O2</td> <td>12</td> <td>30</td> <td>Unlimited</td> <td>20</td> </tr> <tr> <td>Vodafone</td> <td>24</td> <td>25</td> <td>Unlimited</td> <td>16</td> </tr> </tbody> </table> <p>Members agreed to proceed with the 2xSIM Vodafone renewal at £16 per month.</p> <p>Resolved</p>	Provider	Contract Months	Data GB	Minutes & Texts	£ Cost/Month	Onecom - Vodafone	36	25	Unlimited	16 (for 17 months then @£78/month or upgrade plan)	O2	12	30	Unlimited	20	Vodafone	24	25	Unlimited	16	Clerk
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10.17	<p>Members considered the update from Suffolk Highways, for the Hundred Acre Way - Proposed Prohibition & Restriction of Waiting. Members agreed to proceed with the proposed restrictions.</p> <p>Resolved</p>	Clerk																				
10.18	<p>Members considered the quotes to replace the Sports Pavilion decking and agreed to proceed with the quote from Tog Carpentry for composite decking. Members agreed to apply for s.106 funding.</p> <table border="1" data-bbox="304 1771 1281 1912"> <thead> <tr> <th>Supplier</th> <th>£ Timber + Labour</th> <th>£ Composite + Labour</th> </tr> </thead> <tbody> <tr> <td>Daniel Francis</td> <td>14500</td> <td>21500</td> </tr> <tr> <td>Tog Carpentry</td> <td>9100 + 5000</td> <td>70% increase + 10% increase</td> </tr> <tr> <td>E.J.P Building Services</td> <td>11200</td> <td>22850</td> </tr> </tbody> </table>	Supplier	£ Timber + Labour	£ Composite + Labour	Daniel Francis	14500	21500	Tog Carpentry	9100 + 5000	70% increase + 10% increase	E.J.P Building Services	11200	22850	Clerk								
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	Resolved	
11.	Planning Applications - To Consider any Planning Applications:	
11.1	DC/23/1138/TPO Proposal: TPO 01 (1996) Tree preservation order - two Sycamore (T1, T2 on plan within G2 on order) re-pollard to five metres above ground level Location: Arbor Acre Elms Road Red Lodge Suffolk IP28 8TD Members agreed to ratify a 'No Comment' on this application. Resolved	Clerk
11.2	DC/23/1268/FUL Proposal: Planning application - division of existing Nisa store (class E) into two retail units (class) E and additional external alterations Location: Unit 1 Bellflower Crescent Red Lodge Suffolk IP28 8XQ Members agreed that clarification is required on the purpose of the unit. The village does not require a take away, however there is a high demand for a convenience store in the village. Members agreed to object to this application Resolved	Clerk
11.3	DC/23/1385/HH Proposal: Householder planning application - single storey front and rear extensions Location: 10 Broomhill Close Red Lodge Suffolk IP28 8TA Members raised concerns that planning works had commenced irrespectively. Members agreed to object to the planning. Resolved	Clerk
11.4	AP/23/0041/STAND Members noted the Planning Appeal Notification and the New Appeal Start Letter. Proposal: Planning application – a. Three dwellings b. alterations to existing access road c. associated works. Location: Land Off Turnpike Road, Heath Farm Road, Red Lodge IP28 8LB Noted	
12.	Correspondence Received	
12.1	Members noted the Play Area Inspection reports for July and August 2023 and the Annual Inspection Play Area reports. Noted	
12.2	Currently, there are 4 notices of vacancies for Red Lodge Parish Council, 3 of the vacancies have been advertised for co-option. Members agreed to advertise the co-option vacancies with a deadline date for application. Noted	Clerk
12.3	Community Chest funding from West Suffolk Council, is available for 2024-25. The funding supports 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.	

	Noted	
12.4	Members noted the July and August Parish Newsletters from C.Cllr. Drummond. Noted	
12.5	Members considered the Thermal Imaging Cameras Loan Project, from The Suffolk Climate Change Partnership. Members agreed to trial the project for 1 month. Resolved	Clerk
12.6	Members noted the Annual Canvass 2023 briefing, from West Suffolk Council. Noted	
12.7	Members considered the request from a resident for a charitable trust for Heatherset Way Recreation Area and other facilities. Members agreed that they are not yet in a position to consider this request and agreed to defer this item. Deferred	
12.8	Members ratified the Sunnica Parish and Town Council's Alliance response to the Examining Authorities Consultation to Interested Parties. Resolved	
12.9	Members ratified Red Lodge Parish Council's response to the Examining Authorities Consultation to Interested Parties. Resolved	
12.10	Members considered the National Highways Consultation for the closure of the central reserve gaps on the A11 between Red Lodge and Mildenhall. Members agreed to the closure of the gaps. Resolved	Clerk
12.11	The Local Government Association's Debate Not Hate Campaign is to protect Councillors from public abuse, including cyber bullying, online communications, Facebook, Whatsapp, email and text messages. Any concerns about behaviour which leaves you worried about your safety, can be reported to the Police. Where the behaviour constitutes a course of conduct or pattern of behaviour, defined in law as two or more incidents causing distress, are dealt with by the Protection from Harassment Act 1977. Abusive words or behaviour, or conduct, or harassment, may be captured by the Public Order Act 1986. Unwanted communications by letter or online, may amount to an offence under the Malicious Communications Act 1988 and/or Communications Act 2003. Nuisance, such as congregating in crowds in public spaces, shouting abuse towards an individual or a group, may amount to an offence under the Anti-social behaviour, Crime and Policing Act 2014. Noted	
12.12	Members agreed to hold evening Parish Council drop-in surgeries once a month, commencing in January 2024. Noted	Clerk

12.13	Members noted the updates on Sunnica Energy Farm, a decision from the Secretary is pending. Noted	
13.	To confirm the date of the next Parish Council meeting scheduled for Tuesday 31 October 2023 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge. IP28 8JQ. The next meeting was confirmed as above. Noted	Clerk
14.	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) None advised Resolved	

There being no further business the meeting closed at 20:39