



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 27 June 2023  
**Time:** 19:00  
**Venue:** St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

**Present:** Cllr. Susan Houlder (Chairman)  
Cllr. Richard Saul (Vice-Chairman)  
Cllr. Barry Botwright  
Cllr. Chris Davison  
Cllr. Sandra Dwan  
Cllr. Angie Sewell  
Cllr. Ian Thompson  
Cllr. Ioana Tofan

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

**Non-Attendee:** Cllr. Ryan Bell

**Members of the Public:** 2

	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. Bell – 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. Cllr. Houlder declared an interest on agenda items 7.6, 11.9 and 9.1. Cllr. Saul declared an interest on agenda item 11.9. Cllr. Davison declared an interest on agenda item 9.1. <b>Noted</b>  (ii) To receive requests for dispensation None received. <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	Red Lodge Millennium Centre (RLMC) Chairman of trustees (Patricia Judd) spoke on behalf of the RLMC trustees, they are concerned about the green space and the park at the centre. RLMC are not happy that the park has been passed on to the centre, historically the Parish Council have looked after the green space. The RLMC Chairman stated that previously there was a play area outside the RLMC boundary and that this play area was later moved to inside the boundary and therefore the trustees felt that the play area was not subject to the conditions of the lease. The RLMC Chairman stated that the lease was signed before the Red Lodge Millennium Centre had been built and that the RLMC do not have the funds to keep the play area. The impression the trustees had is that the play area is the Parish Council's responsibility. The RLMC Chairman stated that the green space is a public highway and felt that the play area is neglected. <b>Noted</b>  C.Cllr. Drummond informed the meeting that West Suffolk Council carry out play area inspections free of charge. <b>Noted</b>	

6.	<p><b>Confirmation of Minutes of the meetings held on 16 May 2023.</b></p> <p>The minutes for the above meeting were agreed as accurate records and duly signed by the Chairman.</p> <p><b>Resolved</b></p>	Clerk
7.	<p><b>Reports and Invited Speakers</b></p> <p><b>7.1 County Councillor</b> A newsletter was circulated to all members. C.Cllr. Drummond noted agenda item 11.4 which is an item that he had assisted with. <b>Noted</b></p> <p><b>7.2 District Councillors</b> D.Cllr. Dicker informed the meeting that Roger Dicker is the new Chair of West Suffolk Council. Grass cutting and street lighting issues will be sorted by the party. <b>Noted</b></p> <p>Andy Drummond has also been elected as a District Councillor. <b>Noted</b></p> <p><b>7.3</b> The Police Newsletter was circulated to all members. <b>Noted</b></p> <p><b>7.4 Update on Mildenhall/Red Lodge Rugby</b> Cllr. Dwan, Houlder and Saul attended a meeting with the Rugby Club to discuss their hire agreement with the Red Lodge Sports Pavilion. The Rugby Club agreed to pay a fee of £300 per month for the hire of facilities. A booking form was provided to the Rugby Club to complete and return. The Councillors agreed to waive £23 premises licence fee that the Rugby Club had paid to operate the bar at the Sports Pavilion. <b>Resolved</b></p> <p><b>7.5 Update from Events Working Party (EWP)</b> Cllr. Botwright informed the meeting that only 8 people attended the Race Night at the Red Lodge Millennium Centre, therefore the event was held outside to appeal to those at the Lodge Bar. A sum of £201.49 was raised from the tote for the Red Lodge Sports Pavilion. The following dates were proposed and agreed for future events at 1900 to be held at the Red Lodge Sports Pavilion: 15/07/2023; 26/08/2023 Bingo; 23/09/2023 Quiz night; 28/10/2023 Halloween/Disco for children. Volunteers are needed to assist with the events. <b>Resolved</b></p> <p><b>7.6 Update from the Lightwave Working Party (LWP)</b> Cllr. Dwan attended a meeting with C.Cllr. Drummond and 2 representatives of Red Lodge Lightwave. A timescale of 2-6 years has been estimated for the building in the Northern Land to be ready. <b>Noted</b></p>	Clerk

<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p> <p><b>8.5</b></p>	<p><b>Financial and Clerk Reports</b></p> <p>Members noted that the bank reconciliation statements for May 2023 have been verified and signed by Cllr. Thompson. <b>Noted</b></p> <p>The Chairman informed the meeting that the pavilion, financially is making a loss, in the previous month the pavilion income was £4k and the expenditure was £13k. The council needs to look at future proofing the pavilion, a working party will need to be considered to look at the finances. Members approved all payments in May 2023 for the Parish account. <b>Resolved</b></p> <p>Members approved the Receipts and Payments in May 2023 for the following: (i) Parish Bank Account    (ii) Deposit Bank Account    (iii) Petty Cash Council (iv) Petty Cash Pavilion    (v) Credit Card <b>Resolved</b></p> <p>The Chairman informed the meeting that the earmarked reserves need replenishing. Members reviewed and approved the Ear Marked Reserves at 31/05/2023. <b>Resolved</b></p> <p>Members noted the Bank Balances as of 21/05/23 for the following accounts:  <ul style="list-style-type: none"> <li>• Parish Bank Account    £350,502.66</li> <li>• Deposit Account        £107,280.42</li> </ul> Members will consider looking into investments for the Deposit Account, now that the interest rates have increased offering an increased return. <b>Noted</b></p>	
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p>	<p><b>Discuss and approve any purchase</b></p> <p><b>Discuss and approve any purchase</b></p> <p>Members considered and approved the following donation requests of £100:  <ul style="list-style-type: none"> <li>i. Red Lodge Under 9's Football Team</li> <li>ii. Red Lodge Under 13's Football Team</li> <li>iii. Red Lodge Under 15's Football Team</li> <li>iv. Red Lodge Lightwave</li> </ul> <b>Resolved</b></p> <p>Members considered Suffolk Association of Local Councils, Councillors Basic Training Course (remote), 2 sessions, £30 each session per delegate. SALC are looking into on-site training and will keep council's informed if they are able to offer this. Members agreed to defer this item until SALC have confirmed the training available. <b>Deferred</b></p> <p>Members considered GKology Ltd., course in Traffic Management for Community Events.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>(i) Open course, £175pp, £65 for their Card +VAT, or,  (ii) 5 or more learners, day rate of £750, £65 for their card +VAT plus mileage at 35ppm if applicable (The first 50 miles are not chargeable on a round trip from postcode to postcode).  Members agreed to decline the courses as it was unlikely that any future events would require road closures.  <b>Resolved</b></p>																	
9.4	<p>Members considered and approved the West Suffolk Council, 3 years' renewal of CCTV/Alarm Monitoring and maintenance, December 2023, £7500+ VAT per annum.  <b>Resolved</b></p>	Clerk																
9.5	<p>Members considered 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, £1500 + VAT. Members agreed to seek clarification from the consultants regarding this invoice prior to any payment agreements.  <b>Deferred</b></p>	Clerk																
9.6	<p>Members considered the renewal of the electricity supply for the MUGA, for 20 months, aligning the renewal dates with buildings gas and electricity meters:</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>SSE</th> <th>British Gas</th> <th>EDF Energy</th> </tr> </thead> <tbody> <tr> <td><b>Standing Charge</b></td> <td>71.620 £/Qtr</td> <td>97.890 p/day</td> <td>60.00 p/day</td> </tr> <tr> <td><b>Unit Rate</b></td> <td>29.994 p/kwh</td> <td>32.650 p/kwh</td> <td>34.900 p/kwh</td> </tr> <tr> <td><b>FIT</b></td> <td>0.879 p/kwh</td> <td></td> <td></td> </tr> </tbody> </table> <p>Members agreed to proceed with the renewal quotation from SSE.  <b>Resolved</b></p>	Supplier	SSE	British Gas	EDF Energy	<b>Standing Charge</b>	71.620 £/Qtr	97.890 p/day	60.00 p/day	<b>Unit Rate</b>	29.994 p/kwh	32.650 p/kwh	34.900 p/kwh	<b>FIT</b>	0.879 p/kwh			Clerk
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9.7	<p>Members considered payment of the invoice from Thurlow Nunn Standen (TNS) Ltd., Kubota Ride on Mower belt and bearings repair, £938.23 + VAT.  TNS replaced the mower belt, however the belt broke again immediately on use. TNS replaced the belt again and it was diagnosed that the bearings had caused the belt to break in both instances and the bearings needed replacing.  Members agreed to query the invoice amount with TNS, requesting a reduction in labour costs. Members agreed that the Clerk would pay the invoice whether or not the price reduction was agreed by TNS.  <b>Resolved</b></p>	Clerk																
10.	<p><b>Planning Applications</b>  <b>To Consider any Planning Applications:</b></p>																	
10.1	<p><b>DC/23/0807/CLE</b>  <b>Proposal:</b> Application for lawful development certificate for existing use or development - to establish the commencement of building works permitted under reference DC/20/0883/FUL for one residential dwelling and the confirmation of extant planning permission.  <b>Location:</b> 19 Boundary Road Red Lodge Suffolk IP28 8JQ  Members agreed a 'No Comment'.</p>	Clerk																

10.2	<p><b>Resolved</b></p> <p>Sutton (East Cambridgeshire District) Neighbourhood Plan Review – Pre-submission consultation (Regulation 4). Members agreed a ‘No Comment’</p> <p><b>Resolved</b></p>	Clerk
11.	<p><b>Correspondence Received</b></p> <p>11.1 Members reviewed the Play Area Inspection reports for May 2023. Members discussed the damaged trampoline highlighted in the Sports Pavilion play area report. Quotes for 2 options for repair and replacement of the trampoline had been received from Huck: (i) Replacement Trampoline Mat for Mini Trampoline, Art. 20.02.126, 10% Discounted £864.80 ex VAT, Carriage £65.00 ex VAT, Lead Time 6-7 weeks. (ii) Trampoline Repair Kit (rubber version) for Mini Trampoline, Art. 20.02.126, 10% Discounted £130.00 ex VAT (£65.00 each), Carriage £4.99 ex VAT, Lead Time 1 week (more kits may be needed depending on how many wires are damaged).</p> <p>Members all agreed to proceed with option (i). <b>Resolved</b></p> <p>11.2 Members considered the Consultation on the extension of existing Public Space Protection Orders, West Suffolk Council. The Parish Council had requested the outdoor gym and revised play areas to be included in the order. <b>Resolved</b></p> <p>11.3 Members noted the Suffolk County Council (Parish of Red Lodge) (Elms Road) (Prohibition of Motor Vehicles) Order 2023. <b>Noted</b></p> <p>11.4 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) Order 2023. <b>Noted</b></p> <p>11.5 Members noted the Update to West Suffolk Local Plan Timeline. <b>Noted</b></p> <p>11.6 Members considered producing a Community Emergency Plan. Members agreed to defer this until the outcome of the Sunnica planning application was known. <b>Deferred</b></p> <p>11.7 Members considered the request for topics of discussion in the West Suffolk Town and Parish Conferences/Forums, West Suffolk Council. Members did not have any suggestions for topics. <b>Resolved</b></p>	Clerk

<p><b>11.8</b></p> <p><b>11.9</b></p>	<p>Members did not need to consider the request from Lightwave to install a key safe as, Lightwave had found an alternative solution to safely store keys. <b>Resolved</b></p> <p>Members resolved that Cllr. Dwan should chair the meeting and close the meeting. (Note: Cllrs. Houlder and Saul left the meeting at 20:35). <b>Resolved</b></p> <p>Health and safety concerns were raised by the Red Lodge Conservation Group following the finding of asbestos scattered on the Red Lodge Heath and on the Red Lodge Millennium Centre premises. Red Lodge Millennium Centre requested clarification of land ownership and their responsibilities, before considering meeting the costs to contribute towards the removal of the asbestos.</p> <p>Members invited the RLMC Chairman of the trustees to join them at the meeting table to discuss this agenda item.</p> <p>Members considered the request from Red Lodge Millennium Centre, for clarification on the maintenance and responsibility of the play area in Lavender Close, Red Lodge.</p> <p>The meeting was informed that the Parish Council had sought advice and information regarding Red Lodge Millennium Centre premises from: (i) Eversheds Solicitors; (ii) BHIB Insurance; (iii) HM Land Registry; (iv) Property Lawyer, West Suffolk Council and (v) Enforcement Team, West Suffolk Council. The Parish Council were informed that the land was leased by the Red Lodge Millennium Centre as part of a 99 years' agreement, with responsibility for maintenance and repairs for the defined premises.</p> <p>The lease stipulates that the premises is defined by '<i>All that land edged red on the Plan and which is currently registered at H.M. Land Registry under Title Number SK 85253, together with All alterations, Additions and Improvements made at any time during the Term; All Conduits that are in, on or under the Premises; Any Existing or Future Landlord's Fixtures, Fittings, Plant, Machinery, Apparatus and Equipment</i>'.</p> <p>On the plan registered at HM Land Registry under Title SK 85253, the play area in Lavender Close is within the boundary of the land leased by the RLMC.</p> <p>The Chairman stated, both the RLMC and Red Lodge Parish Council need to understand the seriousness of this issue. It is important to understand the boundaries, the maintenance, repairs and insurance responsibilities of the tenant for the Premises, as defined by the lease. To avoid any insurance complications and possible voidance, liabilities cannot be assumed and therefore the Parish Council will need to enforce the covenants in the lease.</p> <p>The RLMC Chairman was of the opinion that the play area was not built when the lease was signed. The RLMC did not want the responsibility of the play area and wanted it removed from the lease. The RLMC Chairman stated that as a charity they could not afford the insurance or the maintenance costs of the play area.</p>	
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	<p>The Parish Council stated that the RLMC cannot presume unaffordability, as the RLMC are yet to obtain insurance and maintenance costs. The Parish Council and the RLMC Chairman agreed that the RLMC accounts at present looked reasonably healthy. The Parish Council stated that the lease would have been signed by the RLMC under the guidance of a legal representative.</p> <p>The Parish Council stated that the lease agreement is a standard full maintenance and repairing lease, which does not require review or amendments. The Parish Council advised the RLMC to confirm with their insurers if the policy covered the play area and if the policy could be adjusted accordingly.</p> <p>RLMC were reminded that the lease states, the tenants require prior permission from the Landlord for any alterations to the premises.</p> <p>The Parish Council advised the RLMC to check archived documents regarding the RLMC premises and to inform the Parish Council of any relevant information.</p> <p>The RLMC Chairman stated that they would close the Lavender Close play area in the morning and will contact their insurers.</p> <p>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. <b>Resolved</b></p>	
12.	<p><b>To confirm the date of the next Parish Council meeting scheduled for Tuesday 25 July 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>	Clerk
13.	<p><b>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)</b> None advised <b>Resolved</b></p>	

There being no further business the meeting closed at 21:00