



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ 01638 551257  
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## **Minutes of the Annual Meeting of Red Lodge Parish Council.**

**Date:** Tuesday 16 May 2023  
**Time:** 19:00  
**Venue:** St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

NB. In the absence of the Chairman the Vice-Chairman Cllr. Houlder will preside over the meeting.

**Present:** Cllr. Susan Houlder (Vice-Chairman)  
Cllr. Ryan Bell  
Cllr. Barry Botwright  
Cllr. Sandra Dwan  
Cllr. Ian Thompson

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

**Non-Attendee:** Cllr. Chris Davison  
Cllr. Richard Saul  
Cllr. Ioana Tofan

**Members of Public:** 2

	<b>Item</b>	<b>Action</b>
<b>1.</b>	Councillor Sue Houlder was elected as Chairman. The Declaration of Acceptance of Office was duly signed. <b>Resolved</b>	Clerk
<b>2.</b>	Councillor Richard Saul was elected as Vice-Chairman. The Declaration of Acceptance of Office was signed post-meeting. <b>Resolved</b>	Clerk
<b>3.</b>	<b>Chair Person's welcome.</b> The Chairman welcomed everyone to the meeting and congratulated the parish councillors and district councillors on their appointment. <b>Resolved</b>	
<b>4.</b>	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>	
<b>5.</b>	<b>Apologies and acceptance for absence.</b>  Apologies were received from Cllr. Davison – work commitment; Cllr. Saul – on holiday; Cllr. Tofan – personal reasons. Members all agreed to accept the above apologies. Apologies were received from C.Cllr. Drummond. <b>Resolved</b>	
<b>6.</b>	<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 12.11, 14.1 and 14.6. <b>Noted</b>  (ii) To receive requests for dispensation None received. <b>Noted</b>	
<b>7.</b>	<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>  No members of the public spoke. <b>Noted</b>	
<b>8.</b>	Members considered the application received for co-option for 1 vacant seat. Members resolved to co-opt Angela Sewell <b>Resolved</b>	Clerk

9.	<p><b>Confirmation of Minutes of the meetings held on 25 April 2023.</b></p> <p>The minutes for the above meetings were agreed as accurate records and duly signed by the Chairman. All agreed. <b>Resolved</b></p>	Clerk
10.	<p>To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website. <b>Noted</b></p>	Members
11.	<p><b>To Appoint or Review the following:</b></p> <p>(i) Responsible Finance Officer confirmed as the Clerk appointed as RFO, s.151 LGA 1972 <b>Noted</b></p> <p>(ii) Internal Auditor confirmed as Suffolk Association of Local Councils <b>Noted</b></p> <p>(iii) External Auditor confirmed as PKF Littlejohn <b>Noted</b></p> <p>(iv) Data Protection Officer confirmed as Jayne Cole <b>Noted</b></p> <p>(v) Current staff employed by the Parish Council reviewed as: Proper Officer and Responsible Finance Officer; Administrator; Supervisor; 2x Assistant Groundsmen; 1 x Cleaner. <b>Noted</b></p> <p>(vi) Members reviewed and approved the current Direct Debits. <b>Noted</b></p> <p>(vii) Members reviewed and adopted Standing Orders (based on 2018 revised -April 2020). <b>Resolved</b></p> <p>(viii) Members reviewed and adopted Financial Regulations (based on 2019). <b>Resolved</b></p> <p>(ix) Members reviewed and approved the Asset Register 160522 at a value of £275,238. <b>Resolved</b></p> <p>(x) Members reviewed and approved the Risk assessment. <b>Resolved</b></p> <p>(xi) Members reviewed and approved GDPR policies: CCTV Policy; Contact Privacy Statement; Data Protection Policy; GDPR Compliance; GDPR Risk</p>	Clerk

Assessment; Information Protection Policy; Information Security Incident Policy; Removable Media Policy; Social Media and Electronic Communication Policy.

**Resolved**

(xii) Members reviewed and approved the Dignity at Work Policy

**Resolved**

(xiii) Members reviewed the Parish Council’s Insurance cover, BHIB

**Resolved**

(xiv) 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 kitchen and future proofing the pavilion	Cllrs. Bell, Houlder and Saul
Events	Plan future events for raising funds for the pavilion.	Cllrs. Botwright, Dwan, Houlder and Saul
Pitch Maintenance	Economise pitch maintenance costs Members agreed to defer the working party for 6 months.	Cllrs. Davison and Saul
Lightwave	Future transfer of Lightwave to new building	Cllrs. Dwan (chair), Saul and Thompson. C.Cllr. Drummond and Diane Grano

**Noted**

(xv) Members reviewed and agreed the time and place of the meetings of the Council for 2023/24: 16/05/2023 (AM); 30/05/2023 (APM); 27/06/2023; 25/07/2023; 26/09/2023; 31/10/2023, 28/11/2023, 30/01/2024, 27/02/2024 and 26/03/2024.

**Resolved**

(xvi) Members reviewed and adopted the Reserves Policy 2023/24 for Red Lodge Parish Council.

**Resolved**

(xvii) Members reviewed and adopted the Investment and Strategy Policy 2023/24.

**Resolved**

	<p>(xviii) Members reviewed and approved the Small Grants application and Awarding Policy. <b>Resolved</b></p> <p>(xix) Members reviewed and adopted the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) <b>Resolved</b></p> <p>(xx) 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 <b>Resolved</b></p> <p>(xxi) Members reviewed and confirmed the bank signatories as Cllrs. Botwright, Houlder and Saul and the Clerk (not a cheque signatory). <b>Resolved</b></p> <p>(xxii) Members assigned Cllr. Thompson for Internal Controls, Accounts and Audit Regulations 2015, Reg.6. <b>Resolved</b></p> <p>(xxiii) Members confirmed that Red Lodge Parish Council meets the criteria for eligibility to use the Power of Competence. <b>Resolved</b></p>	
<p><b>12. Reports and Invited Speakers</b></p> <p><b>12.1 County Councillor</b></p> <p><b>12.2 District Councillors</b></p> <p><b>12.3 Police Newsletter</b></p> <p><b>12.4</b></p>	<p>C.Cllr. Drummond had circulated a newsletter to all members. <b>Noted</b></p> <p>None <b>Noted</b></p> <p>None <b>Noted</b></p> <p>A representative of Millennium Centre requested funding from the Parish Council for a group for the over 60's named Chatterbox, the sessions include chair exercises. The group meets once every week, for 1 hour. The group has received funding from the District Councillors which is now diminishing. Attendees are paying to participate in the sessions. The representative was advised that a grant application form will need to be completed, which is available on the website. <b>Noted</b></p>	<p>Clerk</p>

<p><b>12.5</b></p> <p><b>12.6</b></p> <p><b>12.7</b></p> <p><b>12.8</b></p> <p><b>12.9</b></p> <p><b>12.10</b></p> <p><b>12.11</b></p>	<p><b>Update on Sunnica</b> There are no further updates on this project, a decision on this planning application is pending from the Secretary of State. <b>Noted</b></p> <p><b>Update on Allotments</b> Crest Nicholson have been contacted several times to proceed with the transfer of the allotment land to the Parish Council. Crest Nicholson have apologised for the delay and endeavour to contact the Parish Council as soon as possible. <b>Noted</b></p> <p><b>Update on Pavilion Extension.</b> Members agreed to defer the pavilion extension for 1 year. <b>Deferred</b></p> <p><b>Update on the waiting restrictions for Hundred Acre Way.</b> A public consultation has been conducted, Suffolk Highways will consult with the SCC Passenger Transport and WSC Parking Services prior to providing an update. <b>Noted</b></p> <p><b>Update on the Events Working Party.</b> The King's Coronation was well attended. The Events Working Party will be organising bingo and quiz nights. The Chairman thanked all those involved with the King's Coronation, especially the Supervisor. Members agreed to purchase a £40 meal voucher for the Supervisor. The Administrator will be off-sick long term, Members agreed to purchase the Administrator flowers for £40. <b>Resolved</b></p> <p><b>Update on the Pitch Maintenance Working Party.</b> There were no updates, Members agreed to defer this for 6 months, unless there are any issues. <b>Deferred</b></p> <p><b>Update on the Lightwave Working Party.</b> The working party had scheduled a meeting which had to be cancelled. Cllr. Dwan would like to explore a passive build to reduce operational costs to assist Lightwave. <b>Noted</b></p>	<p></p> <p>Clerk</p> <p></p> <p></p> <p>EWP</p> <p>Clerk</p> <p>Clerk</p> <p></p> <p></p> <p>SD</p>
<p><b>13.</b></p> <p><b>13.1</b></p> <p><b>13.2</b></p> <p><b>13.3</b></p>	<p><b>Financial and Clerk Reports</b></p> <p>Members noted that the bank reconciliation statements for April 2023 have been verified and signed by Cllr. Younger. <b>Noted</b></p> <p>Members approved all payments in April 2023. <b>Resolved</b></p> <p>Members approved the Receipts and Payments in April 2023 for the following:</p>	<p></p> <p></p> <p></p> <p></p>

	<p>(i) Parish Bank Account    (ii) Deposit Bank Account    (iii) Petty Cash Council  (iv) Petty Cash Pavilion    (v) Credit Card</p> <p><b>Resolved</b></p>	
<b>13.4</b>	<p>Members noted the Bank Balances as of 10/05/23 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Parish Bank Account    £367,064.38</li> <li>• Deposit Account        £107,212.13</li> </ul> <p><b>Noted</b></p>	
<b>13.5</b>	<p>Members noted the Ear Marked Reserves as of 30/04/23 and agreed to monitor these.</p> <p><b>Noted</b></p>	Members
<b>13.6</b>	<p>Members noted the receipt of £202,135 on 27/04/23 for the Precept from West Suffolk Council</p> <p><b>Noted</b></p>	
<b>13.7</b>	<p>Members noted the transfer of £6000 grant on 26/04/23 from the Parish Council to Red Lodge Millennium Centre.</p> <p><b>Noted</b></p>	
<b>13.8</b>	<p>Members noted a VAT return for 01.02.23 to 30.04.23 for a claim of £11645.46 was submitted on 10/05/23.</p> <p><b>Noted</b></p>	
<b>13.9</b>	<p>Members reviewed and approved the Internal Audit Report for the year ending 2023, prepared by SALC.</p> <p><b>Resolved</b></p>	
<b>13.10</b>	<p>Members reviewed and approved the Annual Internal Audit Report 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.</p> <p><b>Resolved</b></p>	
<b>13.11</b>	<p>Members reviewed and approved Section 1 - Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.</p> <p><b>Resolved</b></p>	
<b>13.12</b>	<p>Members reviewed and approved Section 2 – Accounting Statements 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.</p> <p><b>Resolved</b></p>	
<b>13.13</b>	<p>Members noted the Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return for the year ended 31 March 2023, commences on Monday 5 June 2023 to Friday 14 July 2023.</p> <p><b>Noted</b></p>	
<b>13.14</b>	<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 March 2023.</p>	

<p><b>13.15</b></p>	<p><b>Resolved</b></p> <p>Members considered the recruitment of the following employees:  (i) 2x Bar Staff, 4 hours per month.</p> <p>Members agreed to withhold the recruitment of Bar Staff until the Rugby Club’s hire agreement had been clarified and agreed. In the interim, Members agreed for the Clerk to recruit temporary bar staff as and when the business needed.  Members agreed for Cllrs. Dwan; Houlder; Saul and Thompson to arrange a meeting with the Rugby Club to discuss their hire agreement.</p> <p><b>Deferred</b></p>	<p>SD,SH, RS,Ith</p>																				
<p><b>13.16</b></p>	<p>Members noted the publication of the Notice for the Outdoor Gym on Contracts Finder, on 3<sup>rd</sup> May 2023.</p> <p><b>Noted</b></p>																					
<p><b>13.17</b></p>	<p>Members noted the payment of £40,200.30, for the outdoor gym to Fresh Air Fitness, on 26<sup>th</sup> April 2023.</p> <p><b>Noted</b></p>																					
<p><b>14.</b></p>	<p><b>Discuss and approve any purchase</b></p> <p><b>14.1</b> Members considered a donation request from the Red Lodge Millennium Centre. Discussed in item 12.4. <b>Resolved</b></p> <p><b>14.2</b> Members ratified the purchase for the King’s Coronation, the hire of inflatable 20 metres assault course and pirate activity, 3 members of staff for 4 hours, JP’s Bouncy Castles, £1000 inc. VAT. <b>Resolved</b></p> <p><b>14.3</b> Members considered and approved the renewal of IT services with Community Action Suffolk:</p> <table border="1" data-bbox="316 1370 1281 1630"> <thead> <tr> <th>Product</th> <th>Unit Price</th> <th>Amount</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>IT Support - Gold Plus Package - 1 Year</td> <td>£52.00</td> <td>12</td> <td>£624.00</td> </tr> <tr> <td>Cloud Backup - 1 year</td> <td>£120.00</td> <td>1</td> <td>£120.00</td> </tr> <tr> <td>15 x Hosted Exchange Mailboxes</td> <td>£71.88</td> <td>15</td> <td>£1078.20</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>£1,822.20</b></td> </tr> </tbody> </table> <p><b>Resolved</b></p> <p><b>14.4</b> Members noted that the height barrier has been damaged by a member of the public and remains open. Quotes to replace the barrier and replace the post are being sought to forward on to the resident. <b>Noted</b></p>	Product	Unit Price	Amount	Total (£)	IT Support - Gold Plus Package - 1 Year	£52.00	12	£624.00	Cloud Backup - 1 year	£120.00	1	£120.00	15 x Hosted Exchange Mailboxes	£71.88	15	£1078.20	<b>Total</b>			<b>£1,822.20</b>	<p>Clerk</p>
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<p><b>14.5</b></p> <p><b>14.6</b></p>	<p>Members considered and approved the purchase from, Easy EPC, for an Energy Performance Certificate and a Display Energy Certificate for £550 + VAT. <b>Resolved</b></p> <p>Members resolved for Cllr. Dwan to Chair the meeting, Cllr. Houlder was excluded from this item. <b>Resolved</b></p> <p>Members discussed the maintenance of the play area in Lavender Close. Advice was sought from Eversheds Solicitors and West Suffolk Council’s property lawyer to clarify the maintenance and responsibilities for the Millennium Centre land and buildings. The lease is a full maintenance and repairing lease as per clauses 3.4.1-3.4.8. Members agreed that the play area is within the boundary leased by the Millennium Centre. <b>Resolved</b></p>	
<p><b>15.1</b></p> <p><b>15.2</b></p> <p><b>15.3</b></p>	<p><b>15. Planning Applications</b> <b>To Consider any Planning Applications:</b></p> <p><b>15.1 DC/23/0674/FUL:</b> <b>Proposal:</b> Planning application - single storey rear extension <b>Location:</b> Unit 1 Bellflower Crescent Red Lodge Suffolk IP28 8XQ Members resolved a ‘No Comment’, however agreed to include concerns that the area may be used as accommodation in the future. <b>Resolved</b></p> <p><b>15.2 DC/23/0671/TPO</b> <b>Proposal:</b> TPO 001 (1996) tree preservation order - one Silver Birch (indicated on plan, within group G1 on order) fell <b>Location:</b> Arbor Acre Elms Road Red Lodge Suffolk IP28 8TD Members resolved a ‘No Comment’. <b>Resolved</b></p> <p><b>15.3 DC/23/0643/FUL</b> <b>Proposal:</b> Planning application - a. two dwellings with double garages, vehicular accesses and landscaping; b. raise ground level for plot 1 by 350mm and plot 2 by 500 mm <b>Location:</b> Land at Former 25 Turnpike Road Red Lodge Suffolk Members resolved a ‘No Comment’. <b>Resolved</b></p>	<p>Clerk</p>
<p><b>16.1</b></p> <p><b>16.2</b></p>	<p><b>16. Correspondence Received</b></p> <p><b>16.1 Correspondence Received</b></p> <p>Members reviewed the Annual Play reports for April 2023 from West Suffolk Council. <b>Noted</b></p> <p><b>16.2</b> Members considered the invitation to an open meeting to form the ‘Friends of</p>	

16.3	<p>Red Lodge Library' 25/05/2023, 6:30pm-7:30pm, at Red Lodge Sports Pavilion. <b>Noted</b></p> <p>Members noted the A11 roadworks from Babraham to Six Mile Bottom, for the duration of Monday 6 March 2023 – February 2024. <b>Noted</b></p>	
17.	<p><b>To confirm the date of the next Parish Council meeting scheduled for Tuesday 27 June 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
18.1	<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. <b>Resolved</b></p> <p>Members discussed staffing issues, referred to in confidential report 160523-01.</p>	

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