



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ 01638 551257
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To Members of Red Lodge Parish Council

Membership:

Rachel Ahmed; Michael Berry; Jonathon Burns; Andy Drummond; Sandra Dwan (Chairman);
Sue Houlder; Patricia Judd; Ian Thompson (Vice-Chairman).

You are duly summoned to attend the Meeting of Red Lodge Parish Council to be held on:

Date: Tuesday 30 September 2025

Time: 19:00

Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

AGENDA

| | Item |
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| 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. |
| 3. | Apologies and acceptance for absence. |
| 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 (ii) To receive requests for dispensation |
| 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) |
| 6. | Confirmation of Minutes of the meeting held on 29 July 2025 and the Confidential Report. |
| 7. | Reports and Invited Speakers: |
| 7.1 | County Councillor |
| 7.2 | District Councillors |
| 7.3 | Police Newsletter |
| 7.4 | Emergency Planning Officer |
| 7.5 | Events Working Party |
| 7.6 | Finance Working Party |
| 8. | Financial and Clerk Reports |
| 8.1 | Members to note that the bank reconciliation statements for July 2025 and August 2025, have been verified and signed by Cllr. Thompson. |
| 8.2 | Members to approve all Receipts and Payments in July 2025 and August 2025 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council |

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| | (iv) Petty Cash Pavilion (v) Credit Card |
| 8.3 | Members to note the Bank Balances on 24/09/25 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £494,414.24 • Deposit Account £109,906.75 |
| 8.4 | Members to note the Ear Marked Reserves at 31/08/25. |
| 8.5 | Members to note a VAT return for 01/05/2025 – 31/07/2025 for a claim of £3547.14 was submitted and received on 07/08/2025. |
| 8.6 | Members to note the External Auditors report for 2024/25. |
| 8.7 | Members to note the Notice of Conclusion of Audit for year ended 31 March 2025 has been published. |
| 8.8 | Members to note and approve the implementation of the NJC pay award for 2025. |
| 9. | Discuss and approve any purchase (LGA 1972, s.111). |
| 9.1 | Members to ratify the recruitment of the Part-Time Assistant Administrator, for 3 hours per week. Update on Assistant Groundsman vacancy. |
| 9.2 | Members to consider the renewal of the Parish Council's 3 years insurance policy, which commenced on 01/10/2024, for the 2 nd year on 02/10/2025, Clear Councils, £6674.45. |
| 9.3 | Members to consider the grant application from the Red Lodge Millennium Centre. |
| 9.4 | Members to ratify payment of the invoice for the Ladybird Springer body without the seat, for Russet play area, Jupiter Play, £1276 ex. VAT. |
| 9.5 | Members to ratify the payment of the invoice for a Trauma Cabinet with 2x Public Access Community Bleed Save Kits, Value Products Ltd., £1183 ex. VAT. |
| 9.6 | Members to ratify the payment of the invoice for a 1x HP 250 G10 laptop, Windows 11Pro and installation, Community Action Suffolk, £600. |
| 9.7 | Members to consider the payment of the invoice for a Bobbin Swing seat and fixings, for Heatherset play area, Wicksteed, £1362.23 ex. VAT. |
| 9.8 | Members to consider the purchase and payment of the invoice for a Swing Bearing, for Russet Drive play area, Jupiter, £497 ex. VAT. |
| 9.9 | Members to consider payment of the invoice for a replacement steel slide, for Orchid play area, Kompan, £4574.30 ex. VAT. |
| 9.10 | Members to consider payment of the invoice for the Limited assurance review of Annual Governance & Accountability Return, for year ended 31 March 2025, PKF Littlejohn LLP, £630 ex. VAT. |
| 9.11 | Members to consider payment of the invoice for Reviewing the Lease and Title, Ellisons Solicitors, £1573.50 ex. VAT. |
| 9.12 | Members to consider the quote for the Dino Cableway, replacement bumper tyre, seat and chain, HAGS, £1572 ex. VAT. |

| 9.13 | Members to consider the quote for a Buddy Basket Swing and Bearings, for Heatherset Way play area, HAGS, £606.80 ex. VAT. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|--|------------------|------------------------|------------------|----------|----|------|-----------|----|---------|----------------|-----|---------|--------------|------|---------|---------|----|------|-----------|-----|---------|--------------|----|------|------------|----|------|---------------------------------------|--------------|-----------------|
| 9.14 | Members are requested to approve an imprest amount of £38.50 for the Parish petty cash top-up and to authorise the signing of cheque number 001562. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.15 | Members are requested to approve an imprest amount of £62.21 for the Pavilion petty cash top-up and to authorise the signing of cheque number 001563. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.16 | <p>Members to discuss a quote with 2 options for new overlay of Black Wetpour in the Sports Pavilion play area, R&S Playground Installation:</p> <p>(ii) Site preparation £2300 ex. VAT + all works in one visit 499.5m², 20mm overlay, £23491.75 ex. VAT.</p> <p>(iii) Site preparation £2300 ex. VAT + individual areas 499.5m², 20mm overlay, £30191.75 ex. VAT:</p> <table><tr><th>Area/Equipment</th><th>Size (m²)</th><th>£ Total exc. VAT</th></tr><tr><td>Handrail</td><td>40</td><td>3126</td></tr><tr><td>Flat seat</td><td>33</td><td>2921.40</td></tr><tr><td>Climbing frame</td><td>116</td><td>4811.20</td></tr><tr><td>Basket swing</td><td>38.5</td><td>3096.85</td></tr><tr><td>Hip hop</td><td>20</td><td>2598</td></tr><tr><td>Main unit</td><td>177</td><td>7683.30</td></tr><tr><td>Cradle swing</td><td>50</td><td>3280</td></tr><tr><td>Trampoline</td><td>25</td><td>2675</td></tr><tr><td>Total Individual Installations</td><td>499.5</td><td>30191.75</td></tr></table> | Area/Equipment | Size (m ²) | £ Total exc. VAT | Handrail | 40 | 3126 | Flat seat | 33 | 2921.40 | Climbing frame | 116 | 4811.20 | Basket swing | 38.5 | 3096.85 | Hip hop | 20 | 2598 | Main unit | 177 | 7683.30 | Cradle swing | 50 | 3280 | Trampoline | 25 | 2675 | Total Individual Installations | 499.5 | 30191.75 |
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| Basket swing | 38.5 | 3096.85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Trampoline | 25 | 2675 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Individual Installations | 499.5 | 30191.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.17 | <p>Members to discuss the damaged height barrier and the quotes to repair:</p> <p>(i) (a) Manufacture and galvanise a replacement gate, Dewbar Fabrications Ltd., £899.17 ex. VAT. (non- refundable deposit £325 and remaining balance due before delivery) Or, (b) Manufacture, galvanise and coat yellow a replacement gate, Dewbar Fabrications Ltd., £110.83 ex. VAT. (non- refundable deposit £325 and remaining balance due before delivery).</p> <p>(ii) Remove damaged top section of height barrier and fit new top section of height barrier, S.P. Landscapes, £600 ex. VAT.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.18 | Members to review the fees to hire the Sports Pavilion facilities. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.19 | <p>Members to consider the quotes for painting the veranda:</p> <p>(i) Aspire, £3320 ex. VAT.</p> <p>(ii) Newmarket Decorators Ltd., £4150 ex. VAT.</p> <p>(iii) Dave Norman - Declined</p> <p>(iv) G J Bream – No Reply</p> <p>(v) Pollard & Co. - Declined</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Planning Applications - To Consider any Planning Applications: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | <p>DC/25/0940/FUL</p> <p>Proposal: Planning application - change of use of land for the siting of two caravans with associated concrete pads and hard standing.</p> <p>Location: Willoway Country Park, Red Lodge, Bury St Edmunds Suffolk IP28 8LA.</p> <p>Members to ratify a ‘No Comment’.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 10.2 | <p>DC/25/1292/HH Proposal: Householder planning application - conversion of garage into habitable room. Location: 24B Turnpike Road, Red Lodge, Suffolk IP28 8JZ.</p> |
| 10.3 | <p>DCON(J)/19/2128 Proposal: Application to discharge condition 23 (noise mitigation measures) of DC/19/2128/FUL Location: Land Off Turnpike Road Heath Farm Road, Red Lodge, Suffolk.</p> |
| 10.4 | <p>DC/21/1510/FUL Proposal: Planning application - 148 dwellings with associated open space, highway and landscaping Location: Land At Turnpike Road, Red Lodge, Suffolk.</p> <p>Members to note that the application has been withdrawn.</p> |
| 11. | Correspondence Received |
| 11.1 | Members to review the Play Area reports for July 2025 and August 2025, and the Annual Play Inspection Report for 2025, from West Suffolk Council. |
| 11.2 | Members to note the correspondence from Suffolk County Council and West Suffolk Council, in response to the request for correspondence regarding the final discharges for Sunnica. |
| 11.3 | Members to consider the Lease Agreement for the Millennium Centre with Connected Kerb. |
| 11.4 | Members to receive an update on a village newsletter. |
| 11.5 | Members to note the reply from Royal Mail, stating that they will not proceed with the request to install a post box near Larch Way in Red Lodge, as a posting facility exists within half a mile. |
| 11.6 | Members to consider the request from the Millennium Centre to permit The Bespoke Barber, to hire the Centre's car park for trade. |
| 11.7 | Members to consider the request from The Bespoke Barber, to hire the Sports Pavilion car park for trade. |
| 11.8 | Members to consider the request from Moulton Parish Council to join a group raising concerns of speeding and road safety, to Suffolk County Council. |
| 11.9 | Members to consider the invitation from Moulton Parish Council, to attend a meeting on 15/10/2025, with the Suffolk County Council Cabinet Member for Highways, to discuss community road safety. |
| 11.10 | Members to consider the request from a resident, for the Parish Council to enquire and identify the appropriate avenue, for a road safety audit of Warren Road. |
| 11.11 | Members to consider the concerns raised by a resident of speeding on Bennett Road, Red Lodge. |
| 11.12 | Members to note the update on s106 funds for the new development and the future funding for Red Lodge, from West Suffolk Council. |
| 11.13 | Members to consider the request from a resident, for a booking system for the Sports Pavilion. |

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| 11.14 | Members to note the West Suffolk Parish and Town Forum, will be held on 21/10/2025, at West Suffolk House, Bury St. Edmunds. 7pm – 9pm. |
| 12. | To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 25 November 2025 at 19:00, St. Christopher’s Church, 2 Boundary Road, Red Lodge, IP28 8JQ. |
| 13. | To resolve that 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. |
| 13.1 | Members to discuss an Action Plan. |
| 13.2 | Members to consider a proposal from West Suffolk Council. |
| 13.3 | Members to ratify the correspondence to West Suffolk Council. |
| 14. | Close of the meeting. |

Signed: Shazia Shujah
Proper Officer, Red Lodge Parish Council
24.09.2025