



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ 01638 551257
clerk@redlodgeparishcouncil.gov.uk <http://redlodgeparishcouncil.gov.uk>

To Members of Red Lodge Parish Council

Membership:

Sandra Dwan (Chairman); Rachel Ahmed; Michael Berry; Andy Drummond; Sue Houlder; Patricia Judd; Ian Thompson

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

Date: Tuesday 27 May 2025

Time: 19:00

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

AGENDA

	Item
1.	Election of Chair of the Council and signing of the 'Declaration of Acceptance of Office'.
2.	Election of Vice-Chair of the Council and signing of the 'Declaration of Acceptance of Office'.
3.	Chair Person's welcome.
4.	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.
5.	Apologies and acceptance for absence.
6.	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
7.	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)
8.	Members to consider applicant(s) for co-option.

9.	Confirmation of Minutes of the meetings held on 25 March 2025 and the Confidential Report.
10.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.
11.	<p>To Appoint or Review the following:</p> <ul style="list-style-type: none"> (i) Responsible Finance Officer – Clerk is appointed as RFO, s.151 LGA 1972 (ii) Internal Auditor – Suffolk Association of Local Councils (iii) External Auditor – PKF Littlejohn (iv) Confirm the Data Protection Officer – Jayne Cole (v) Review the current staff – Proper Officer and Responsible Finance Officer; Administrator; Supervisor; Assistant Groundsmen; Cleaner. (vi) Review the current Direct Debits. (vii) Review and approve Standing Orders England, 2025. (viii) Review and adopt Financial Regulations, 2025 (ix) Review and approve the Asset Register (x) Review and approve the Risk assessment (xi) Review of Insurance cover, Clear Councils (xii) Review of Working Parties and Terms of references; Events Working Party; Lightwave Working Party; Millennium Centre Working Party; Finance Working Party; Play Areas Working Party. (xiii) Members to confirm the division of the s137 amount. (xiv) Review the time and place of the meetings of the Council for 2025/26. (xv) Review and approve the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) (xvi) Review and confirm 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. (xvii) Review bank signatories (xviii) Members to review the Bank Accounts held. (xix) Review Member assigned for Internal Controls, Accounts and Audit Regulations 2015, Reg.6. (xx) Members to note current pension enrolments: Local Government Pension Scheme x1 employee; Nest Pension Scheme x1 employee. (xxi) Review and approve the Reserves Policy 2025/26 for Red Lodge Parish Council. (xxii) Review and approve GDPR policies (xxiii) Review and approve Dignity at Work Policy (xxiv) Review and approve the Investment and Strategy Policy 2025/26 (xxv) Review and approve the Small Grants application and Awarding Policy. (xxvi) Members to review and approve the safeguarding policy. (xxvii) Members to review Website Accessibility. (xxviii) Members to review the Alcohol and drugs Policy (xxix) Members to review the Anti-bullying and Harassment Policy (xxx) Members to review the Complaints Procedure Policy (xxxi) Members to review the Health and Safety Policy (xxxii) Members to review the Sexual and General Harassment Policy (xxxiii) Members to review the Well-being Policy (xxxiv) Members to review the Equality and Diversity Policy (xxxv) Members to review the Lone Working Policy

12.	Reports and Invited Speakers:
12.1	County Councillor
12.2	District Councillors
12.3	Police Newsletter
12.4	Update on the Events Working Party; VE Day, Litter pick, VK Fun day, volunteer tent.
12.5	Update on the Lightwave Working Party.
12.6	Update on the Millennium Centre Working Party
12.7	Update on Allotments
13.	Financial and Clerk Reports
13.1	Members to note that the bank reconciliation statements for March 2025 and April 2025 have been verified and signed by Cllr. Thompson.
13.2	Members to approve all payments in March 2025 and April 2025.
13.3	Members to approve the Receipts and Payments in March 2025 and April 2025 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (v) Credit Card
13.4	Members to note the Bank Balances as of 21/05/25 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £560,374.18 • Deposit Account £109,603.45
13.5	Members to note the Ear Marked Reserves as of 30/04/25.
13.6	Members to note the receipt of the precept £254,900 on 28/04/25, from West Suffolk Council
13.7	Members to note a VAT return for 01.02.25 to 30.04.25 for a claim of £4413.68 was submitted on 01/05/25 and received on 08/05/2025.
13.8	Members to review and approve the Internal Audit Report for the year ending 31 March 2025, prepared by SALC.
13.9	Members to review and approve the Annual Internal Audit Report 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3.
13.10	Members to review and approve Section 1 - Annual Governance Statement 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3.
13.11	Members to review and approve Section 2 – Accounting Statements 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3.
13.12	Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2025 commences on Tuesday 3 June 2025 to Monday 14 July 2025.
13.13	Members to review and approve the year end cash and investment reconciliation and the Income and Expenditure Account for the Year Ended as at 31 March 2025.
13.14	Members to note that the LGPS Pension Annual Return for 2024/2025, has been submitted for audit.

13.15	Members to review and approve the quarter 4 budget for 2024/25.																																																
13.16	Members to review the bar stock report for 31 March 2025.																																																
14.	Discuss and approve any purchase (LGA 1972, s.111).																																																
14.1	Members to consider a donation request from Red Lodge Lightwave.																																																
14.2	Members to consider the recruitment of a Part-time Groundsman Assistant.																																																
14.3	Members to consider payment of invoice for Omega Year End Closure 2025, Rialtas, £912 + VAT.																																																
14.4	Members to agree the payment of SALC membership subscription 2025/26, SALC, £1157.89.																																																
14.5	Members to discuss a newsletter for Red Lodge.																																																
14.6	Members to consider payment of invoice for Internal Audit Service 2025, SALC, £490 + VAT.																																																
14.7	Members to consider the renewal of IT services with Community Action Suffolk: <table><tr><th>Product</th><th>Unit Price</th><th>Amount</th><th>Total (£)</th></tr><tr><td>IT Support - Gold Plus Package - 1 Year</td><td>£57.50</td><td>12</td><td>£690.00</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>£83.88</td><td>15</td><td>£1258.20</td></tr><tr><td>Total</td><td></td><td></td><td>£2,068.20</td></tr></table>	Product	Unit Price	Amount	Total (£)	IT Support - Gold Plus Package - 1 Year	£57.50	12	£690.00	Cloud Backup - 1 year	£120.00	1	£120.00	15 x Hosted Exchange Mailboxes	£83.88	15	£1258.20	Total			£2,068.20																												
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14.8	Members to consider 3 year renewal quotes for 2x electricity and 1x gas supplies, commencing 01/10/2025: <p>(i) Electricity Meter 1050000297911 – Annual Usage 14827 kWh</p> <table><tr><th>Supplier</th><th>St. Charge p/day</th><th>Unit Rate p/kWh</th><th>£ Annual cost (estimated)</th></tr><tr><td>Eon Next</td><td>30</td><td>22.9</td><td>3504.883</td></tr><tr><td>EDF</td><td>50</td><td>22.4</td><td>3503.748</td></tr><tr><td>SSE</td><td>127.92</td><td>21.399</td><td>3639.73773</td></tr></table> <p>(ii) Gas Meter MPRN 7611491909 – Annual Usage 61058 kWh</p> <table><tr><th>Supplier</th><th>St. Charge p/day</th><th>Unit Rate p/kWh</th><th>£ Annual cost (estimated)</th></tr><tr><td>Eon Next</td><td>30</td><td>6.2</td><td>3895.096</td></tr><tr><td>SSE</td><td>27.77</td><td>6.2</td><td>3886.701</td></tr><tr><td>POZITIVE Energy</td><td>89.668</td><td>4.86</td><td>3294.707</td></tr></table> <p>(iii) Electricity Meter MPAN 1030048849246 – Annual Usage 25626 kWh</p> <table><tr><th>Supplier</th><th>St. Charge p/day</th><th>Unit Rate p/kWh</th><th>£ Annual cost (estimated)</th></tr><tr><td>Eon Next</td><td>30</td><td>24.3</td><td>6336.618</td></tr><tr><td>EDF</td><td>75</td><td>22.4</td><td>6013.974</td></tr><tr><td>SSE</td><td>263.24</td><td>21.399</td><td>6444.53374</td></tr></table>	Supplier	St. Charge p/day	Unit Rate p/kWh	£ Annual cost (estimated)	Eon Next	30	22.9	3504.883	EDF	50	22.4	3503.748	SSE	127.92	21.399	3639.73773	Supplier	St. Charge p/day	Unit Rate p/kWh	£ Annual cost (estimated)	Eon Next	30	6.2	3895.096	SSE	27.77	6.2	3886.701	POZITIVE Energy	89.668	4.86	3294.707	Supplier	St. Charge p/day	Unit Rate p/kWh	£ Annual cost (estimated)	Eon Next	30	24.3	6336.618	EDF	75	22.4	6013.974	SSE	263.24	21.399	6444.53374
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14.9	Members to consider the suggestion of Reverse Recycling Machines.																																																

14.10	Members to approve the following petty cash imprest payments: (i) Red Lodge Parish Council, £ 38.08. (ii) Red Lodge Sports Pavilion, £23.77.																
14.11	Members to consider payment of the invoice for zoning of the fire alarm, 61 devices, EFire, £714 inc. VAT.																
14.12	Members to consider quotes for a 3 year renewal, for the water supply : <table><tr><th>Supplier</th><th>£Retail Fee</th><th>£Wholesale Fee</th><th>£Total Cost</th></tr><tr><td>Love Energy-Everflow</td><td>114.02</td><td>771.79</td><td>885.81</td></tr><tr><td>Bionic - Waterplus</td><td>138.00</td><td>771.79</td><td>909.79</td></tr><tr><td>Wave</td><td>137.34</td><td>770.56</td><td>907.90</td></tr></table>	Supplier	£Retail Fee	£Wholesale Fee	£Total Cost	Love Energy-Everflow	114.02	771.79	885.81	Bionic - Waterplus	138.00	771.79	909.79	Wave	137.34	770.56	907.90
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14.13	Members to discuss an update for repairs to the decking.																
14.14	Member to consider the service quotes for the Kubota vehicles, including parts and labour Thurlow Nunn Standen Ltd: (i) Kubota RTV, 800 hour service, £833.78 and (ii) Kubota Ride-on mower ZD1211, 400 hour service, £783.40																
14.15	Members to ratify the purchase of 4x weight plates and 2x pop up gazebo, House of Tents, £691 inc. VAT.																
14.16	Members to agree payment of the invoice for maintenance of trees in Heatherset Play area, SP Landscapes, £2775 + VAT: 1 Privet Hedge - 80 metres approx. - Reduce in height to leave at approx. 2.5m above ground level & Hard side back to make future maintenance easier. 1 Bird Cherry - Fell to ground level (Note tree is falling apart). 1 Bird Cherry - Reduce in height by approx..3m to leave at approx. 6-7m above ground level. 2 Norway Maple, Hawthorn - Fell to ground level, Treat stump to help prevent regrowth. 1 Norway Maple - Crown lift to approx. 2.75m above ground level over play area and crown lift to approx. 3.5-4m. 1 All arisings from tree works to be removed, leaving a clean and tidy site.																
15	Planning Applications To Consider any Planning Applications:																
15.1	DC/25/0591/HH: Proposal: Householder planning application - a. conversion of integral garage to utility/cloakroom and garden store/study, b. installation of two heat pumps Location: 8 Clematis Close Red Lodge Suffolk IP28 8JS Members to ratify ‘No Comment’.																
15.2	DC/25/0612/TPO: Proposal: TPO 01 (1996) tree preservation order - one Poplar (T1 on plan and within A1 on order) lateral crown reduction on north eastern aspect by up to two metres Location: Sewage Pumping Station Turnpike Road Red Lodge Suffolk Members to ratify ‘No Comment’.																
15.3	DC/23/1577/OUT – Update received from Anglian Water.																

16.	Correspondence Received
16.1	Members to review the Annual Play reports for April 2025 and May 2025 from West Suffolk Council.
16.2	Members to consider the request from West Suffolk Council to install recycling banks for small electrical items.
16.3	Members to consider the West Suffolk Town and Parish Forum on Tuesday 17 June 2025 6:45pm-8:30pm, The King Edward Memorial Hall, Newmarket.
16.4	Members to consider the enquiry from the Millennium Centre, regarding whether the Parish Council wishes to update the noticeboard located in the hall way, near the office.
16.5	Members to consider the request from a food truck to hire the premises.
16.6	Members to consider the correspondence received from the Millennium Centre, regarding the Electric vehicle charge points, site survey.
16.7	Members to consider community speed watch, near St. Christopher's school.
16.8	Members to review the use of Parish Noticeboards.
16.9	Members to consider the correspondence received from a resident, regarding the Tuddenham Waste Recycling Centre.
17.	To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 24 June 2025 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge, IP28 8JQ.
18.	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.
18.1	Members to discuss an update on a business matter.
18.2	Members to discuss progress on a business proposal.
18.3	Members to discuss a business request.
18.4	Members to discuss a Staff issue.
19.	Close of the meeting.

Signed: *Shazia Shujah*

Proper Officer, Red Lodge Parish Council
21.05.2025