



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:

Rachel Ahmed; Michael Berry (Vice-Chair); Jonathon Burns; Andy Drummond;
Sandra Dwan (Chair); Patricia Judd.

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

Date: Tuesday 26 May 2026

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.	Confirmation of Minutes of the meetings held on 31 March 2026 and the Confidential Report.
9.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.

<p>10.</p>	<p>Review of Statutory Governance, Appointments, Policies and Financial Controls:</p> <ol style="list-style-type: none"> 1. Appointment of the Responsible Finance Officer (S 151 LGA 1972) - Clerk. 2. Appointment of a competent and independent Internal Auditor -SALC. 3. Confirmation of the External Auditor – PKF Littlejohn LLP. 4. Confirmation of a Data Protection Officer. 5. Confirmation of staffing structure and officer roles. 6. Approval of Direct Debit arrangements. 7. Review of insurance cover. 8. Review and confirmation of Working Parties and Terms of Reference. 9. Confirmation of the allocation of the Section 137 expenditure limit. 10. Approval of the dates, times and venue of Council meetings. 11. Note the General Power of Competence remains until the next full election in May 2027. 12. Confirmation of bank signatories. 13. Confirmation of bank accounts held by the Council. 14. Appointment of the Member responsible for Internal Controls in accordance with the Accounts and Audit Regulations 2015, Regulation 6. 15. Confirmation of pension enrolment arrangements. 16. Confirmation that all BACS payments are authorised by two bank signatories, with evidence retained and payments reported to Council in accordance with Financial Regulation 6. 17. Review and adoption of the Alcohol and Drugs Policy. 18. Review and adoption of the Anti- Harassment and Bullying Policy. 19. Review and approval of the Asset Register. 20. Review and adoption of the Code of Conduct. 21. Review and adoption of the Complaints Procedure Policy. 22. Review and adoption of the Co-option Policy. 23. Review and adoption of the Dignity at Work Policy. 24. Review and adoption of the Equality and Diversity Policy. 25. Review and adoption of Financial Regulations. 26. Review and adoption of the First Aid Policy. 27. Review and adoption of GDPR Policies. 28. Review and adoption of the Grants Application and Awarding Policy. 29. Review and adoption of the Health and Safety Policy. 30. Review and adoption of the Information Technology Policy. 31. Review and adoption of the Investment Strategy Policy. 32. Review and adoption of the Lone Working Policy. 33. Review and adoption of the Reserves Policy. 34. Review and approval of the Risk Assessment. 35. Review and adoption of the Safeguarding Policy. 36. Review and adoption of the Sexual and General Harassment Policy. 37. Review and adoption of Standing Orders. 38. Review and approval of Website Accessibility. 39. Review and adoption of the Well-being Policy.
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Reports and Invited Speakers:</p> <p>County Councillor</p> <p>District Councillors</p> <p>Police Newsletter</p>
<p>12.</p>	<p>Financial and Clerk Reports</p>

12.1	Members to approve all Receipts and Payments in March 2026 and April 2026 for the following: Parish Bank Account; Deposit Account; Petty Cash Pavilion; Petty Cash Council; Credit Card; Lloyds Savings A/C; Cambridge Building Society: Natwest Saver 95 Days.												
12.2	Members to note the Bank Balances on 19/05/26, for the following accounts:												
	<table border="1"> <thead> <tr> <th data-bbox="309 405 916 439">Account</th> <th data-bbox="916 405 1455 439">£</th> </tr> </thead> <tbody> <tr> <td data-bbox="309 439 916 472">Lloyds Bank, Business Account</td> <td data-bbox="916 439 1455 472">539,076.97</td> </tr> <tr> <td data-bbox="309 472 916 506">Lloyds Bank, Commercial Instant Account</td> <td data-bbox="916 472 1455 506">110,388.25</td> </tr> <tr> <td data-bbox="309 506 916 539">Lloyds Bank, Fixed Term Deposit</td> <td data-bbox="916 506 1455 539">15,051.78</td> </tr> <tr> <td data-bbox="309 539 916 573">The Cambridge Building Society, Council Saver</td> <td data-bbox="916 539 1455 573">10,000</td> </tr> <tr> <td data-bbox="309 573 916 629">Natwest, Liquidity Manager 95 Day Notice</td> <td data-bbox="916 573 1455 629">85,229.81</td> </tr> </tbody> </table>	Account	£	Lloyds Bank, Business Account	539,076.97	Lloyds Bank, Commercial Instant Account	110,388.25	Lloyds Bank, Fixed Term Deposit	15,051.78	The Cambridge Building Society, Council Saver	10,000	Natwest, Liquidity Manager 95 Day Notice	85,229.81
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12.3	Members to note the Ear Marked Reserves at 30/04/26.												
12.4	Members to note the receipt of the precept £279,807 on 30/04/26, from West Suffolk Council												
12.5	Members to note a VAT return for 01.02.26 to 30.04.26, for a claim of £10570.94 was submitted to HMRC on 16/05/26.												
12.6	Members to review and approve the Internal Audit Report for the year ending 31 March 2026, prepared by SALC.												
12.7	Members to review and approve the Annual Internal Audit Report 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.												
12.8	Members to review and approve Section 1 - Annual Governance Statement 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.												
12.9	Members to review and approve Section 2 – Accounting Statements 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.												
12.10	Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2026 commences on 3 June 2026 to 14 July 2026.												
12.11	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 2026.												
12.12	Members to review and approve the quarter 4 budget for 2025/26.												
12.13	Members to review and approve the bar stock report for 31 March 2026.												
13.	Discuss and approve purchases and authorise payment of related invoices upon receipt.												
13.1	Members to consider a donation request from Red Lodge Lightwave.												
13.2	Members to consider payment of membership subscription 2026/27, SALC, £1206.32 inc. VAT.												
13.3	Members to consider the quote for a DELL Pro QCS1250, Intel Core™ i5, 8GB, 512GB, 64-bit, Community Action Suffolk, £714 inc. VAT												

<p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p> <p>13.9</p> <p>13.10</p> <p>13.11</p> <p>13.12</p> <p>13.13</p>	<p>Members to consider the renewal of IT services with Community Action Suffolk:</p> <table border="1" data-bbox="320 264 1406 488"> <thead> <tr> <th>Product</th> <th>Unit Price</th> <th>Amount</th> <th>£ Total inc. VAT</th> </tr> </thead> <tbody> <tr> <td>IT Support - Gold Plus Package - 1 Year</td> <td>£57.50</td> <td>12</td> <td>828</td> </tr> <tr> <td>Cloud Backup - 1 year</td> <td>£100.00</td> <td>1</td> <td>£120</td> </tr> <tr> <td>15 x Hosted Exchange Mailboxes</td> <td>£72.50</td> <td>15</td> <td>£1305</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£2253</td> </tr> </tbody> </table> <p>Members to approve the following petty cash imprest payments:</p> <ul style="list-style-type: none"> (i) Red Lodge Parish Council, £ 16.73. (ii) Red Lodge Sports Pavilion, £80.44. <p>Members to consider the quotes for knee rail replacement along Hazel Walk, Red Lodge:</p> <ul style="list-style-type: none"> (i) Landmark Services Ltd., £3964.50 + VAT. (ii) Fordham Landscapes – no quote (iii) Chris Warren Building Services – no quote <p>Members to consider payment of the invoice for CCTV Monitoring 2026/27. West Suffolk Council, £8000 + VAT.</p> <p>Members to consider payment of the invoice for Omega Annual support and maintenance licence, Making tax digital for VAT submission, Rialtas Business Solutions Ltd., £512+ VAT.</p> <p>Members to consider payment of an invoice for Fire Risk Assessment, EFire, £611+VAT.</p> <p>Members to consider payment of the invoice for Labour and materials decoration to pavilion, Newmarket Decorators, £4150 + VAT.</p> <p>Members to consider a quote to complete EICR on entire building, AB Electrical and Commercial Service Ltd., £1800 + VAT.</p> <p>Members to consider payment of the invoice to install 15x combination locks, George Collin & Sons Ltd., £945 + VAT.</p> <p>Members to consider investing £15000 into the Natwest, Liquidity Manager 95 Day Notice account.</p>	Product	Unit Price	Amount	£ Total inc. VAT	IT Support - Gold Plus Package - 1 Year	£57.50	12	828	Cloud Backup - 1 year	£100.00	1	£120	15 x Hosted Exchange Mailboxes	£72.50	15	£1305	Total			£2253
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<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>To Consider Planning Applications</p> <p>DC/26/0592/HH - Re-consultation Proposal: Householder planning application - a. single storey extension with roof lights and porch to front elevation b. removal of window to front elevation c. single storey extension to east elevation to form garage d. single storey extension to existing garage (following removal of existing shed and greenhouse) with roof lights e. single storey extension to south elevation and removal of chimneys f. window to rear elevation g. solar panels to south elevation h. render to all elevations Location: 41 Warren Road, Red Lodge, Suffolk, IP28 8JH</p> <p>DC/26/1998/HH Proposal: Householder planning application - wall-mounted EV charging point to the front elevation and a flush-fitted EV cable channel across pavement to the kerb edge.</p>																				

	<p>Location: 28 Spearmint Way Red Lodge Suffolk IP28 8WJ</p> <p>Members to ratify 'No Comment'.</p>
15.	Correspondence Received
15.1	Members to review and approve Play Area Reports for April 2026 and May 2026 from West Suffolk Council.
15.2	Members to consider the correspondence from the Red Lodge Millennium Centre, regarding the maintenance and repairs to the building.
15.3	Members to consider the correspondence from the Red Lodge Millennium Centre, regarding the request from The Lodge Bar, to carry out a schedule of works.
15.4	Members to consider the request from a resident to install metal chain nets to the basket ball hoop in the play areas.
15.5	Members to consider the correspondence from a resident requesting support in planning application DC/25/1998/HH.
15.6	Members to consider the correspondence from a resident regarding untaxed vehicles parked in Beech Drive, Red Lodge.
15.7	Members to note the next Town and Parish forum will be held on 28 July 2026, at 1845-2030.
15.8	Members to consider the correspondence from Barley Homes, regarding the possible development of the Back land owned by West Suffolk Council off Bennett Road, Red Lodge.
15.9	Members to consider the invitation from the 1 st Red Lodge Scouts Group to their Annual Meeting on 08/06/2026.
15.10	Members to consider the update from Plug In Suffolk regarding the Electric Vehicle charging points at the Sports Pavilion.
16.	To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 30 June 2026 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge, IP28 8JQ.
17.	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.
17.1	Members to discuss staff issues.
17.2	Members to discuss a report from Suffolk Police.
17.3	Members to discuss an update on a business matter
18.	Close of the meeting.

Signed: *Shazia Shujah*

Proper Officer, Red Lodge Parish Council
20.05.2026