



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

Minutes of the Annual Meeting of Red Lodge Parish Council.

Date: Tuesday 27 May 2025
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

Present: Cllr. Rachel Ahmed
Cllr. Michael Berry
Cllr. Sandra Dwan (Chairman)
Cllr. Sue Houlder
Cllr. Patricia Judd
Cllr. Ian Thompson (Vice-Chairman)

In Attendance: Clerk/RFO

Non-Attendee: Cllr. Andy Drummond

Absent: 0

Members of Public: 2

	Item	Action
1.1	Councillor Sandra Dwan was elected as Chair, all in favour. The Declaration of Acceptance of Office was duly signed. Resolved	Clerk
2.	Councillor Ian Thompson was elected as Vice-Chair, all in favour. The Declaration of Acceptance of Office was duly signed. Resolved	Clerk
3.	The Chair welcomed everyone to the meeting. The Chair informed the meeting that a complaint had been submitted against the Chair, by a member of Change.org, raising concerns about the credibility of the Council. Following an investigation, West Suffolk Council concluded the complaint as unfounded. The Chair expressed gratitude to the Council and all those who offered their support during this matter. Noted	
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. Noted	
5.	Apologies were received and accepted by all Members, for the following absence: Cllr. Drummond – work commitments. Noted	
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. Cllr. Houlder declared an interest in items 12.5 and 14.1. Noted (ii) To receive requests for dispensation None received. Noted	
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)	
7.1	No members of the public spoke. Noted	

8.	Members agreed to co-opt and welcomed Jonathon Burns to join the Councillors. Resolved	Clerk
9.	Confirmation of Minutes of the meetings held on 25 March 2025 and the Confidential Report. The minutes for the above meeting and Confidential Report 250325 were agreed as accurate records and duly signed by the Chairman. Resolved	Clerk
10.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website. Noted	
11.	To Appoint or Review the following: <ul style="list-style-type: none"> (i) Members noted that the Clerk is appointed as the Responsible Finance Officer, s.151 LGA 1972. Noted (ii) Members reviewed and approved the Internal Auditor, as Suffolk Association of Local Councils. Noted (iii) Members reviewed and approved the External Auditor as PKF Littlejohn. Noted (iv) Members confirmed the Data Protection Officer – Jayne Cole. Noted (v) Members reviewed the current staff – Proper Officer and Responsible Finance Officer; Administrator; Supervisor; Assistant Groundsmen; Cleaner. Noted (vi) Members reviewed and approved the current Direct Debits. Noted (vii) Members reviewed and approved Standing Orders England, 2025. NALC have updated Model Standing Order (England) section 18 to comply with new procurement legislation and ensure consistency with Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. NALC have also updated Model Standing Order (England) section 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. Resolved (viii) Members reviewed and approved Financial Regulations, 2025. Resolved 	Clerk

	<p>(xvii) Members reviewed and approved bank signatories as Cllrs. Dwan; Houlder; Judd and the Clerk (not a cheque signatory). Resolved</p> <p>(xviii) Members reviewed and approved the Bank Accounts held as per agenda item 13.4. Resolved</p> <p>(xix) Members reviewed the appointment for Internal Controls under Accounts and Audit Regulations 2015, Regulation 6, and approved Cllr. Thompson as the assigned Member. Resolved</p> <p>(xx) Members reviewed and approved the current pension enrolments: Local Government Pension Scheme x1 employee; Nest Pension Scheme x1 employee. Noted</p> <p>(xxi) Members reviewed and approved the Reserves Policy 2025/26 for Red Lodge Parish Council. Resolved</p> <p>(xxii) Members reviewed and approved the General Data Protection Regulation policies. Resolved</p> <p>(xxiii) Members reviewed and approved the Dignity at Work Policy. Resolved</p> <p>(xxiv) Members reviewed and approved the Investment and Strategy Policy 2025/26. Resolved</p> <p>(xxv) Members reviewed and approved the Small Grants application and Awarding Policy. Resolved</p> <p>(xxvi) Members reviewed and approved and approve the Safeguarding policy. Resolved</p> <p>(xxvii) Members reviewed and approved the Website Accessibility. Resolved</p> <p>(xxviii) Members reviewed and approved the Alcohol and Drugs Policy. Resolved</p> <p>(xxix) Members reviewed and approved the Anti-bullying and Harassment Policy. Resolved</p>	
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	<p>(xxx) Members reviewed and approved the Complaints Procedure Policy. Resolved</p> <p>(xxxi) Members reviewed and approved the Health and Safety Policy. Resolved</p> <p>(xxxii) Members reviewed and approved the Sexual and General Harassment Policy. Resolved</p> <p>(xxxiii) Members reviewed and approved the Well-being Policy. Resolved</p> <p>(xxxiv) Members reviewed and approved the Equality and Diversity Policy. Resolved</p> <p>(xxxv) Members reviewed and approved the Lone Working Policy. Resolved</p>	
12.	Reports and Invited Speakers:	
12.1	County Councillor had circulated a report. Noted	
12.2	<p>District Councillors:</p> <p>D. Cllr. Dicker informed the meeting that Cllrs. Phil Wittam and Peter Armitage had been elected as Chair and Vice-Chair, respectively for West Suffolk Council.</p> <p>An interim report submitted for a multi-unitary plan for Suffolk devolution, received positive feedback. This plan would provide a stronger demographic representation.</p> <p>D. Cllr. Dicker congratulated the organisers of the Red Lodge Beer Festival, the event was well attended for families of all ages.</p> <p>D. Cllr. Dicker informed the meeting that the locality budget is available for funding applications.</p> <p>Noted</p>	
12.3	<p>Police Newsletter had been circulated to Members.</p> <p>A Police representative informed the meeting that a local Police Officer and a PCSO have been assigned to Red Lodge, to provide proper representation.</p> <p>Further changes are expected, including additional funding from the Government for investment in community policing.</p> <p>The Police are encouraging information on events in the area, so that they can provide police presence.</p> <p>The Police have reports of damage to bus shelters in the village and drug dealing at the Sports Pavilion car park, late at night. The Police are addressing these issues.</p> <p>Flagship have placed an injunction on at least one individual causing issues in the village.</p> <p>The Police are aiming for a more visible presence out in the public.</p> <p>Noted</p>	

<p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p>	<p>Update from the Events Working Party (EWP): The VE Fun day was held in conjunction with Red Lodge Lightwave, which was an enjoyable day. The litter pick was not well attended, the EWP may organise another litter pick in September. The organising for the VK Fun Day is going well, however the event requires more food trucks and stalls. A volunteer tent will be set up on the day, to encourage more volunteers for the various groups in the village. Noted</p> <p>There were no updates from the Lightwave Working Party. Noted</p> <p>There were no updates on the Millennium Centre Working Party Noted</p> <p>Crest Nicholson have requested West Suffolk Council to transfer the new allotment land, directly to the Red Lodge Allotment Association. Noted (NB: D. Cllr. Dicker left the meeting at 19:34)</p>	<p>EWP</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>	<p>Financial and Clerk Reports</p> <p>Members noted that the bank reconciliation statements for March 2025 and April 2025 have been verified and signed by Cllr. Thompson. Noted</p> <p>Members approved all payments in March 2025 and April 2025. Resolved</p> <p>Members approved 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 Resolved</p> <p>Members noted 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 Noted</p> <p>Members noted the Ear Marked Reserves as of 30/04/25. Noted</p> <p>Members noted the receipt of the precept £254,900 on 28/04/25, from West Suffolk Council Noted</p>	

13.7	Members noted 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. Noted	
13.8	Members reviewed and approved the Internal Audit Report for the year ending 31 March 2025, prepared by SALC. Resolved	Clerk
13.9	Members reviewed and approved the Annual Internal Audit Report 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3. Resolved	Clerk
13.10	Members reviewed and approved Section 1 - Annual Governance Statement 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3. Resolved	Clerk
13.11	Members reviewed and approved Section 2 – Accounting Statements 2024/25, of the Annual Governance and Accountability Return 2024/25 Part 3. Resolved	Clerk
13.12	Members noted 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. Noted	
13.13	Members reviewed and approved the year end cash and investment reconciliation and the income and expenditure account for the year ended, 31 March 2025. Resolved	
13.14	Members noted that the LGPS Pension Annual Return for 2024/2025, has been submitted for audit. Noted	
13.15	Members reviewed and approved the quarter 4 budget for 2024/25. Resolved	
13.16	Members reviewed and approved the bar stock report for 31 March 2025. The Events Working Party will review the bar stock held and the sale of the stock. Resolved	EWP
14	Discuss and approve any purchase (LGA 1972, s.111). (Note: Cllr. Ahmed joined the meeting at 19:41) 14.1 Members considered a donation request from Red Lodge Lightwave towards a holiday club. Members agreed to donate £1000 from the Grant Funding and £250 from the s.137 funding, all in favour, 1 abstention. Resolved	Clerk

14.2	Members agreed the recruitment of a Part-time Groundsman Assistant for 16 hours per week, this has been previously agreed and allowed for in the budget. Resolved	Clerk																																
14.3	Members agreed the payment of the invoice for Omega Year End Closure 2025, Rialtas, £912 + VAT. Resolved	Clerk																																
14.4	Members agreed the payment of SALC membership subscription 2025/26, SALC, £1157.89. Resolved	Clerk																																
14.5	Members deferred the discussion of a newsletter for Red Lodge. Any suggestions are to be forwarded to the Chair. Deferred	SD																																
14.6	Members agreed payment of the invoice for Internal Audit Service 2025, SALC, £490 + VAT. Resolved	Clerk																																
14.7	Members agreed the renewal of IT services with Community Action Suffolk: <table border="1"><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>£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></tbody></table> A query was raised on the monthly cost per licence, this has been confirmed as £6.99. Resolved	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	Clerk												
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14.8	Members to consider 3 years’ renewal quotes for 2x electricity and 1x gas supplies, commencing 01/10/2025: (i) Electricity Meter 1050000297911 – Annual Usage 14827 kWh <table border="1"><thead><tr><th>Supplier</th><th>St. Charge p/day</th><th>Unit Rate p/kWh</th><th>£ Annual cost (estimated)</th></tr></thead><tbody><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></tbody></table> (ii) Gas Meter MPRN 7611491909 – Annual Usage 61058 kWh <table border="1"><thead><tr><th>Supplier</th><th>St. Charge p/day</th><th>Unit Rate p/kWh</th><th>£ Annual cost (estimated)</th></tr></thead><tbody><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>POZITIV E Energy</td><td>89.668</td><td>4.86</td><td>3294.707</td></tr></tbody></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	POZITIV E Energy	89.668	4.86	3294.707	Clerk
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	(iii) Electricity Meter MPAN 1030048849246 – Annual Usage 25626 kWh				
	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	
	Members agreed to remain with SSE for all 3 supplies, as SSE is the current supplier and there have been no issues. Resolved				
14.9	Members considered the suggestion of Reverse Recycling Machines (RRM). The installation of RRM’s in nearby areas has seen a notable increase of 60% in recycling. Members agreed for Cllr. Ahmed to investigate this initiative further. Resolved				RA
14.10	Members approved the following petty cash imprest payments and the signing of the two cheques by Cllrs. Houlder and Judd: (i) Red Lodge Parish Council, £ 38.08. (ii) Red Lodge Sports Pavilion, £23.77. Resolved				Clerk
14.11	Members agreed payment of the invoice for zoning of the fire alarm, 61 devices, EFire, £714 inc. VAT. Resolved				Clerk
14.12	Members considered the quotes for a 3 years renewal, for the water supply:				
	Supplier	£Retail Fee	£Wholesale Fee	£Total Cost	Clerk
	Love Energy-Everflow	114.02	771.79	885.81	
	Bionic - Waterplus	138.00	771.79	909.79	
	Wave	137.34	770.56	907.90	
	Members agreed to proceed with Love Energy – Everflow. Resolved				
14.13	Members discussed an update for repairs to the decking and agreed to proceed with a quote to repair some of the decking, Dave Norman, £4500. Note: The Supervisor for the Sports Pavilion had approached the following companies for quotes, however no quotes were received. (i) Lawnproud (ii) EXP maintenance services Resolved				Clerk
14.14	Members agreed the service quotes for the Kubota vehicles, including parts and labour Thurlow Nunn Standen Ltd: (i) Kubota RTV, 800 hours service, £833.78 and (ii) Kubota Ride-on mower ZD1211, 400 hours service, £783.40 Resolved				Clerk

14.15	Members agreed to ratify the purchase of 4x weight plates and 2x pop up gazebo, House of Tents, £691 inc. VAT. Resolved	Clerk
14.16	Members agreed 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. Resolved	Clerk
15.	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 agreed to ratify a 'No Comment'. Resolved	Clerk
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 agreed to ratify a 'No Comment'. Resolved	
15.3	DC/23/1577/OUT – Update received from Anglian Water. Members noted the following update received from the Growth Planning Administrator for Anglian Water, regarding the timescales in respect to the capacity of the Tuddenham Water Recycling Centre: <i>Tuddenham Water Recycling Centre (WRC) is included within our Business Plan as a named growth scheme with investment delivery planned between 2025-2030. This growth scheme will increase the capacity of the WRC. Having made internal enquiries regarding dates, I can confirm Anglian Water have prioritised the scheme for promotion in year 1, and would expect the scheme to be complete in year 3. However please be aware that we may come across delays, which could push back the delivery date.</i>	

	Members agreed to monitor the timescales once Anglian Water commenced the work. Resolved	
16.	Correspondence Received	
16.1	Members reviewed and approved the Annual Play Area inspection reports for April 2025 and May 2025, from West Suffolk Council. Resolved	
16.2	Members agreed to proceed with the request from West Suffolk Council to install recycling banks for small electrical items. Resolved	Clerk
16.3	Members noted the West Suffolk Town and Parish Forum on Tuesday 17 June 2025 6:45pm-8:30pm, The King Edward Memorial Hall, Newmarket. Noted	
16.4	Members considered the enquiry from the Millennium Centre, regarding whether the Parish Council wishes to update the noticeboard located in the hall way, near the office. Members were unclear on the update referred to. Members agreed to allow the Millennium Centre to use this noticeboard and agreed that there would be no updates to the noticeboard. Resolved	Clerk
16.5	Members discussed the request from a food truck to hire the premises and agreed to allow a trial of 6 months at a fixed rate, which will be reviewed after the trial. The hirer must provide their own bin and remove the rubbish from the premises. Resolved	Clerk
16.6	Members reviewed the correspondence from the Millennium Centre concerning the site survey for electric vehicle charge points. Concerns were expressed regarding the potential visual and noise impact on nearby residents. Members of the Millennium Centre Working Party agreed to visit the site to assess any possible effects before installation is agreed. Deferred	Clerk
16.7	Members discussed the possibility of a community speed watch near St. Christopher's School, following a request from a teacher to establish one. Due to visibility splays, it may be unlikely the pedestrian crossings cannot be installed at this location. Members agreed to follow up with C.Cllr. Drummond to explore the feasibility of Highways conducting a review of parking restrictions and existing traffic calming measures on this road. Noted	
16.8	Members reviewed a summary of noticeboard usage across various Town and Parish Councils and found no significant correlation in usage. Members agreed to defer the use of noticeboards as a communication method. Deferred	SD

16.9	Members considered the correspondence received from a resident, regarding the Tuddenham Waste Recycling Centre. Members agreed that this had been dealt with in minute reference 15.3. Resolved	
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. The next meeting was confirmed as above. Noted	Clerk
18.	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. Resolved	
18.1	Members discussed an update on a business matter – Refer to 1.1 in Confidential Report 270525. Resolved	
18.2	Members discussed progress on a business proposal - Refer to 1.2 in Confidential Report 270525. Resolved	
18.3	Members discussed a business request - Refer to 1.3 in Confidential Report 270525. Resolved	
18.4	Members discussed a Staff issue - Refer to 1.4 in Confidential Report 270525. Resolved	
19.	Close of the meeting. There being no further business, the meeting closed at 20:55. Noted	