



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 26 May 2026

Time: 19:00

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

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

In Attendance: Clerk/RFO

Non-Attendee: 0

Absent: 0

Members of Public: 1

	Item	Action
1.	Councillor Sandra Dwan was elected as Chair, all in favour. The Declaration of Acceptance of Office was duly signed. Resolved	Clerk
2.	Councillor Michael Berry 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. 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 and acceptance for absence Apologies were received from C.Cllr. Whittle and D.Cllr. Dicker. 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. None received. 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) No members of the public spoke. Noted	
8.	Confirmation of Minutes of the meetings held on 31 March 2026 and the Confidential Report. The minutes for the above meeting and Confidential Report were agreed as accurate records and duly signed by the Chair. Resolved	Clerk
9.	To receive any changes to Members Interests. Members were reminded to review their Register of Interests on West Suffolk Council's Website. Noted	

10. Review of Statutory Governance, Appointments, Policies and Financial Controls:

1. Members agreed that the Clerk is appointed as the RFO s.151 LGA 1972.
Resolved
2. Members reviewed and approved the appointment of Suffolk Association of Local Councils as a competent and independent Internal Auditor.
Resolved
3. Members confirmed the External Auditor as PKF Littlejohn LLP.
Resolved
4. Members confirmed that Jayne Cole is the Data Protection Officer, however should the appointment of an alternative Data Protection Officer be required for the business, authority is delegated to the Clerk to make the necessary arrangements.
Resolved
5. Member confirmed the staffing structure and officer roles:
9 seats for Members of the Parish Council.
Proper Officer and Responsible Finance Officer; Administrator; Assistant Administrator; Supervisor; Assistant Administrator; Cleaner.
Noted
6. Members reviewed and approved the current Direct Debit arrangements.
Resolved
7. Members reviewed and approved the insurance cover with Clear Councils.
Resolved
8. Members reviewed and approved the Working Parties and respective 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	Terms of Reference	Members
Emergency	Discuss an emergency plan	Cllrs. Berry, Burns and Dwan
Events	To plan community events to build a cohesive village	Cllrs. Ahmed; Berry; Burns; Dwan and Judd.
Finance	Monitoring expenditure. Investments and setting the budget.	Cllrs. Berry; Burns and Dwan.
Millennium Centre	Resolve any ad-hoc issues.	Cllrs. Berry; Drummond and Dwan.
Play areas	Review maintenance and replacement of play areas.	Cllrs. Ahmed; Berry and Dwan.
Red Lodge Lightwave	To report on reserved matters regarding the community hub/Northern Land.	Cllrs. Ahmed; Drummond and Dwan.

Resolved

	<p>9. Members approved the allocation of the Section 137 expenditure limit of £1300 as 5x awards of £260. Resolved</p> <p>10. Members agreed that the meetings of the Parish Council for 2026/27, will be held at St. Christopher’s Church, Boundary Road, Red Lodge, at 7pm: 2026 – 27/01; 31/03; APM 05/05; AM 26/05; 30/06; 28/07; 29/09; 24/11. 2027 – 26/01; 30/03. Resolved</p> <p>11. Members noted the General Power of Competence remains until the next full election in May 2027. Resolved</p> <p>12. Members reviewed and approved the bank and cheque signatories as Cllrs. Dwan; Judd and the Clerk (not a cheque signatory). Members agreed to add Cllr. Ahmed as a bank signatory. Resolved</p> <p>13. Members confirmed the following bank accounts held by the Parish Council.: Lloyds Bank, Business Account; Lloyds Bank, Commercial Instant Account; Lloyds Bank, Fixed Term Deposit; Lloyds Bank, Business Credit Card; The Cambridge Building Society, Council Saver; Natwest, Liquidity Manager 95 Day Notice. Resolved</p> <p>14. Members reviewed the appointment for Internal Controls in accordance with the Accounts and Audit Regulations 2015, Regulation 6, and agreed to appoint Cllr. Burns. Resolved</p> <p>15. Members confirmed and approved the current pension enrolments: Local Government Pension Scheme x1 employee; Nest Pension Scheme x3 employees.</p> <p>16. Members reviewed and confirmed that all BACS payments are authorised by two bank signatories, with evidence retained and payments reported to Council in accordance with Financial Regulation 6. Resolved</p> <p>17. Members reviewed and approved the Alcohol and Drugs Policy. Resolved</p> <p>18. Members reviewed and approved the Anti- Harassment and Bullying Policy. Resolved</p> <p>19. Members reviewed and approved the Asset Register 260526, valued £201,739. Resolved</p> <p>20. Members reviewed and approved the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA).</p>	Clerk
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	<p>Resolved</p> <p>21. Members reviewed and approved the Complaints Procedure Policy. Resolved</p> <p>22. Members reviewed and approved the Co-option Policy. Resolved</p> <p>23. Members reviewed and approved the Dignity at Work Policy. Resolved</p> <p>24. Members reviewed and approved the Equality and Diversity Policy. Resolved</p> <p>25. Members reviewed and approved Financial Regulations based on National Association of Local Councils model 2025. Resolved</p> <p>26. Members reviewed and approved the First Aid Policy. Resolved</p> <p>27. Members reviewed and approved General Data Protection Regulation Policies: (i) CCTV Policy; (ii) Contact Information; (iii) Contact Privacy Statement; (iv) Data Protection Policy; (v) GDPR Compliance; (vi) GDPR Risk Assessment; (vii) General Data Protection Awareness Checklist for Councillors; (viii) Information Protection Policy; (ix) Information Security Incident Policy; (x) New Councillor Privacy Statement; (xi) Removable Media Policy; (xii) Retention and Records Policy; (xiii) Social Media and Electronic Communication Policy. Resolved</p> <p>28. Members reviewed and approved the Grants Application and Awarding Policy. Resolved</p> <p>29. Members reviewed and approved the Health and Safety Policy. Resolved</p> <p>30. Members reviewed and approved the Information Technology Policy. Resolved</p> <p>31. Members reviewed and approved the Investment Strategy Policy. Resolved</p> <p>32. Members reviewed and approved the Lone Working Policy. Resolved</p> <p>33. Members reviewed and approved the Reserves Policy. Resolved</p>	
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	<p>34. Members reviewed and approved the Risk Assessment. Resolved</p> <p>35. Members reviewed and approved the Safeguarding Policy. Resolved</p> <p>36. Members reviewed and approved the Sexual and General Harassment Policy. Resolved</p> <p>37. Members reviewed and approved Standing Orders, based on model 2022 England. Resolved</p> <p>38. Members reviewed and approved Website Accessibility. Resolved</p> <p>39. Members reviewed and approved the Well-being Policy. Resolved</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Reports and Invited Speakers:</p> <p>In the absence of C.Cllr. Whittle, Cllr. Andrew Burton (Exning and Newmarket Division, encouraged the Parish to relay any highways issues. Cllr. Burton will enquire if there is any signage available regarding the use of e-scooters. Noted</p> <p>D. Cllr Drummond reported that a resident had raised concerns regarding a number of untaxed vehicles located on Beech Drive. Following the complaint, Enforcement Officers attended the site and removed the vehicles. However, upon a subsequent inspection, a further 13 vehicles were found to be present. The owner has been advised by West Suffolk Council that any untaxed vehicles remaining on the site may be removed and scrapped. Noted</p> <p>The Police Newsletter was circulated to all Members. Noted</p>	
<p>12.</p> <p>12.1</p>	<p>Financial and Clerk Reports</p> <p>Members approved 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. Resolved</p>	

12.2 Members noted the Bank Balances on 19/05/26, for the following accounts:

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

Noted

12.3 Members noted the Ear Marked Reserves at 30/04/26.

Noted

12.4 Members noted the receipt of the precept £279,807 on 30/04/26, from West Suffolk Council

Noted

12.5 Members noted 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 and received on 21/05/2026.

12.6 Members reviewed and approved the Internal Audit Report for the year ended 31 March 2026, prepared by Suffolk Association of Local Councils. An amended version of the report was subsequently received. No comments were received in relation to the amended report.

Resolved

12.7 Members reviewed and approved the Annual Internal Audit Report 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.

Resolved

12.8 Members reviewed and approved Section 1 - Annual Governance Statement 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.

Resolved

12.9 Members reviewed and approved Section 2 – Accounting Statements 2025/26, of the Annual Governance and Accountability Return 2025/26 Part 3.

Resolved

12.10 Members noted 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.

Noted

12.11 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 2026.

Resolved

12.12 Members reviewed and approved the quarter 4 budget for 2025/26.

Resolved

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12.13	Members reviewed and approved the bar stock report for 31 March 2026. Resolved																					
13.	Discuss and approve purchases and authorise payment of related invoices upon receipt.																					
13.1	Members approved a donation request from Red Lodge Lightwave, for £1000 towards a Holiday Club Resolved.	Clerk																				
13.2	Members approved payment of membership subscription 2026/27, SALC, £1206.32 inc. VAT. Resolved	Clerk																				
13.3	Members approved the quote for a DELL Pro QCS1250, Intel Core™ i5, 8GB, 512GB, 64-bit, Community Action Suffolk, £714 inc. VAT Resolved	Clerk																				
13.4	Members approved the renewal of IT services with Community Action Suffolk: <table border="1" data-bbox="300 902 1318 1126"> <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>	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	Clerk
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13.5	Resolved Members approved the following petty cash imprest payments: (i) Red Lodge Parish Council, £16.73. (ii) Red Lodge Sports Pavilion, £80.44. Cheques were duly signed by Cllrs. Dwan and Judd. Resolved	Clerk																				
13.6	Members considered the quotes for knee rail replacement along Hazel Walk, Red Lodge: (i) Landmark Services Ltd., £3964.50 + VAT. (ii) Fordham Landscapes – no quote (iii) Chris Warren Building Services – no quote Members agreed to defer the purchase pending the receipt of further quotations. Deferred	Clerk																				
13.7	Members approved payment of the invoice for CCTV Monitoring 2026/27. West Suffolk Council, £8000 + VAT. Resolved	Clerk																				
13.8	Members approved payment of the invoice for Omega Annual support and	Clerk																				

	<p>maintenance licence, Making tax digital for VAT submission, Rialtas Business Solutions Ltd., £512+ VAT. Resolved</p>	
13.9	<p>Members approved payment of an invoice for Fire Risk Assessment, EFire, £611+VAT. Resolved</p>	Clerk
13.10	<p>Members approved payment of the invoice for Labour and materials decoration to pavilion, Newmarket Decorators, £4150 + VAT. Resolved</p>	Clerk
13.11	<p>Members approved the quote to complete EICR on entire building, AB Electrical and Commercial Service Ltd., £1800 + VAT. Resolved</p>	Clerk
13.12	<p>Members approved payment of the invoice to install 15x combination locks, George Collin & Sons Ltd., £945 + VAT. Resolved</p>	Clerk
13.13	<p>Members all agreed to invest £15000 into the Natwest, Liquidity Manager 95 Day Notice account. Resolved</p>	Clerk
14.	To Consider Planning Applications	
14.1	<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>Members agreed a No Comment. Resolved</p>	Clerk
14.2	<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. Location: 28 Spearmint Way Red Lodge Suffolk IP28 8WJ Members ratified a No Comment. Resolved</p>	
15.	Correspondence Received	
15.1	<p>Members reviewed and approved the Play Area Reports for April 2026 and May 2026 from West Suffolk Council.</p>	

	<p>Resolved</p> <p>15.2 Members considered correspondence from the Red Lodge Millennium Centre concerning the maintenance and repair of the building. Members noted that the PV report stated that no relevant documentation was available regarding this matter. Members resolved that mediation will be sought through West Suffolk Council to address the outstanding remedial matters. Noted</p> <p>15.3 Members considered correspondence received from the Red Lodge Millennium Centre regarding a request from The Lodge Bar to undertake a schedule of works. Following discussion, Members resolved that mediation should first be sought through West Suffolk Council to address the outstanding remedial matters before any consideration is given to the request. Deferred</p> <p>15.4 Members approved a resident's request for the installation of metal chain nets on the basketball hoops in the play areas and agreed that the Parish Council would fund the works. Resolved</p> <p>15.5 Members considered the correspondence from a resident requesting support in planning application DC/25/1998/HH. Members had previously submitted a No Comment for this application. Members agreed that D.Cllrs. Dicker and Drummond would be able to assist the resident with this enquiry. Resolved</p> <p>15.6 Members considered the correspondence from a resident regarding untaxed vehicles parked in Beech Drive, Red Lodge. Members noted that the matter was being dealt with by West Suffolk Council. Resolved</p> <p>15.7 Members noted the next Town and Parish forum will be held on 28 July 2026, at 1845-2030. Venue to be confirmed. Noted</p> <p>15.8 Members considered the correspondence from Barley Homes, regarding the possible development of the Back land owned by West Suffolk Council off Bennett Road, Red Lodge. Members agreed to respond to inform Barley Homes that they did not feel that the development was feasible, the roads are inadequate to deal with extra congestion and wear and tear. Resolved</p> <p>15.9 Members noted the invitation from the 1st Red Lodge Scouts Group to their Annual Meeting on 08/06/2026. Noted</p> <p>15.10 Members noted the update from Plug In Suffolk regarding the Electric Vehicle charging points are not financially viable at the Sports Pavilion.</p>	<p>SD</p> <p>Clerk</p> <p>Clerk</p>
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	Noted	
16.	<p>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.</p> <p>The next meeting was confirmed as above. Noted</p>	Clerk
17.	<p>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.</p> <p>Members all agreed to exclude the public. Resolved</p>	
17.1	<p>Members discussed staff issues. Refer to Confidential Report 260526. Resolved</p>	Clerk
17.2	<p>Members discussed a report from Suffolk Police. Refer to Confidential Report 260526 Resolved</p>	Clerk
17.3	<p>Members discussed an update on a business matter. Refer to Confidential Report 260526. Noted</p>	SD
18.	<p>Close of the meeting.</p> <p>There being no further business, the meeting closed at 20:49 Resolved</p>	