



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01638 551257
<http://redlodge.onesuffolk.net>

Minutes of the Red Lodge Parish Council Meeting.

Date: Tuesday 26th September 2017 .

Time: 19:00

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

Present: Cllr. Angie Sewell (Chairman)
Cllr. Sandra Dwan (Vice Chairman)
Cllr. Anthony Bowser
Cllr. Paul Henderson
Cllr. Stephen Cash
Cllr. Vanessa Kovacevic
Cllr. Ian Thompson

In Attendance: Mrs. Hilary Gurner (RFO)
Mrs. Shazia Shujah (Clerk)
District Cllr. Carol Lynch
Members of the public: 7

Notes: The following documents will be appended to the signed minutes:-

- Agenda for 26.09.17
- Reports from Cllr. Bowser
- Report of Cheques to be signed on 26th September 2017.
- Report of All payments made from April 2017-July 2017 for Pavilion and Parish.
- Cheque payments for 26.09.2017.
- Finance report for 25.09.2017
- SNT Newsletter.
- List of Correspondence Received.

	Item	Action
1.	<p>Chair Person's welcome.</p> <p>The Chairman welcomed all attending residents to the meeting.</p>	
2.	<p>All those present are reminded of the Local Government Bodies Act 2014 and that the meeting may be filmed or recorded by any members of the public.</p> <p>The Chairman read the above statement and announced that this meeting will be recorded.</p>	
3.	<p>Apologies for absence.</p> <p>Apologies for District Councillors Lance Stanbury and Robin Millar.</p>	
4.	<p>Declaration of interest.</p> <p>None declared</p>	
5.	<p>To receive nominations for the vacant posts of Councillors.</p> <p>Ms. Vanessa Kovacevic and Mr. Ian Thompson were co-opted</p> <p>Resolved</p>	Clerk to update FHDC
6.	<p>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</p> <p>District Councillor Carol Lynch informed the meeting that the amalgamation of Forest Heath and Bury St. Edmunds Councils has been delayed.</p>	
7.	<p>Reports from the County Councillor, District Councillor and the Police Newsletter (appended).</p> <p>The Chairman summarised the report from SNT:- There has been drug dealing on Hundred Acre Way in Red Lodge. Motor cycles have been driven antisocially in Mildenhall Woods. A female has been issued with a CPN after begging and causing ASB in Red Lodge.</p> <p>Correspondence received from District Councillor L. Stanbury, requesting a representative to discuss the commissioning of the war memorial in Red Lodge. Cllr. V. Kovacevic agreed to be a representative as long as the meetings were held in Red Lodge.</p> <p>Resolved</p> <p>Clerk to email District Councillor L. Stanbury to confirm the meeting venues</p>	Clerk to contact Cllr. Stanbury

<p>8.</p>	<p>To confirm the minutes of the Red Lodge Parish Council meeting, held on Tuesday 1st August 2017.</p> <p>The Minutes of the Red Lodge Parish Council meeting held on the 1st August 2017 were agreed as an accurate record and signed accordingly by the Chairman.</p> <p>Proposed: Cllr. S. Dwan Seconded: Cllr. P. Henderson</p> <p>Resolved</p>	<p>Clerk to file minutes accordingly.</p>
<p>9.</p>	<p>Financial Matters</p> <p>RFO informed the meeting of the payments made from April 2017 – July 2017 for the Pavilion and the Parish.</p> <p>A payment of £6000 has been made by the Red Lodge Parish Council to the Millennium Centre.</p> <p>The RFO has not reconciled the accounts for August 2017.</p> <p>The accounts for Red Lodge Parish Council need to change from Receipts and Payments to Income and Expenditure. The RFO will need to provide a list of debtors and creditors.</p> <p>The income for the Pavilion Bar is now subject to vat. The RFO will contact HMRC to discuss the vat registration.</p> <p>The external auditor’s opinion for the year ending March 2017 for Red Lodge Parish Council was noted by the Council as unqualified with matters arising. This is yet to be confirmed by the auditor’s in writing.</p> <p>The budget for Red Lodge Parish Council will be reviewed in October by the RFO, however a finance group needs setting up to discuss the budget.</p> <p>Financial Regulations will be reviewed by the Finance Group.</p>	<p><u>RFO</u>:-</p> <p>Reconcile August accounts and will contact HMRC for vat registration</p> <p>Finance Group to review the budget.</p>
<p>10.</p>	<p>Discuss reports from Cllr. Bowser:- (appended)</p> <p>The following reports were read out by Cllr. Bowser.</p> <ul style="list-style-type: none"> • <u>Transparency arrangements</u> <p>It was felt that the website needed updating. The Clerk informed the meeting that we will be discussing transfer of the website later on in the meeting.</p> <ul style="list-style-type: none"> • <u>Management areas at the Pavilion</u> <p>It was suggested that a Pavilion working group is required to oversee the operation of the Pavilion.</p>	

	<p>Resolved The following were nominated for the Pavilion committee :- Cllrs. Kovacevic; Thompson; Henderson and Dwan. All in favour.</p> <ul style="list-style-type: none"> <u>Investment arrangements</u> <p>Our current bank investments do not generate much interest.</p> <p>Resolved RFO to investigate investing money better, could consider Government bonds.</p> <ul style="list-style-type: none"> <u>Annual Governance Process</u> <p>It would be useful to have a calendar of milestones for the Parish Council.</p> <p>Resolved RFO will supply a calendar of the milestones</p>	<p>RFO to investigate alternative investment opportunities</p> <p>RFO to supply a calendar with milestones.</p>
<p>11.</p>	<p>Working Party for finance</p> <p>A list of codes for the accounting software (Omega) needs to be agreed. A working party was established comprising of the following member's:- Cllrs. Sewell, Dwan, Bowser and the RFO.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Dwan</p> <p>Resolved</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p>Planning Applications</p> <p>To consider any planning applications :-</p> <ul style="list-style-type: none"> DC/17/1801/FUL <p>Planning Application – New garage with ancillary accommodation above.</p> <p>Location: 1 Turnpike Road, Red Lodge. IP28 8JZ</p> <p>The Council objected to this planning due to overdevelopment.</p> <ul style="list-style-type: none"> DC/17/1812/HH (resubmission of DC/17/0412/HH) <p>Proposal – (i) One and a half storey side extension (ii) Loft conversion to habitable rooms.</p> <p>Location: 8 Holly Close, Red Lodge. IP28 8LP.</p>	<p>Clerk to notify the Planning department of the Council's decisions.</p>

<p>12.3</p>	<p>The Council agreed to 'no comment' on this planning.</p> <ul style="list-style-type: none"> • DC/17/1901/FUL <p>Proposal – ATM to be installed at shop front</p> <p>Location: Unit 1 Bellflower Crescent, Red Lodge. IP28 8XQ</p> <p>The Council agreed to 'no comment' on this planning.</p>	
<p>12.4</p>	<ul style="list-style-type: none"> • DC/17/1902/FUL <p>Proposal – Application for Advertisement consent -</p> <ol style="list-style-type: none"> Internally illuminated free cash withdrawals sign above ATM fascia. Blue LED halo illumination to ATM surround. <p>Location: Unit 1 Bellflower Crescent, Red Lodge. IP28 8XQ</p> <p>The Council agreed to 'no comment' on this planning.</p>	
<p>13.</p>	<p>Standing Orders</p> <p>The Standing orders for 2017/2018 were reviewed and adopted by the Council. These were signed accordingly by the Chairman.</p> <p>Resolved</p>	<p>Clerk to file accordingly.</p>
<p>14.</p>	<p>Bar Stock Taking Report</p> <p>The bar stock taking report for August 2017 was reviewed by the Council.</p>	<p>Clerk to file accordingly.</p>
<p>15.</p>	<p>Adopt the Suffolk Local Code of Conduct for Red Lodge Parish Council</p> <p>The Suffolk Local Code of Conduct for Red Lodge Parish Council was reviewed and adopted by the Council. These were signed accordingly by the Chairman.</p> <p>Resolved</p>	<p>Clerk to file accordingly.</p>
<p>16.</p>	<p>Discuss the appointment of a Data Protection Officer under the new EU legislation</p> <p>The Council agreed that the Clerk would be appointed as the Data Protection Officer. The Clerk will find out the costs involved.</p> <p>Resolved</p>	<p>Clerk to find out costs.</p>

17.	<p>Discuss the transfer of the current website for Red Lodge Parish Council.</p> <p>The Council agreed to transfer the current website One Suffolk to Suffolk Cloud and provide the Clerk with the relevant training.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Dwan</p> <p>Resolved</p>	Clerk will contact Suffolk Cloud.																																																																				
18.	<p>IT Support for the office</p> <p>The Council agreed that IT support and printers were required for the office, quotes from N-CIS and Xenace were considered. The Council felt that further information was required and a third comparative quote for consideration. It was decided that this would be discussed further if possible at an Extraordinary meeting.</p>	Clerk to obtain further IT information and another quote.																																																																				
19.	<p>Discuss and approve any purchases</p> <table border="1" data-bbox="300 875 1273 1608"> <thead> <tr> <th>Supplier</th> <th>Product</th> <th>£ Cost</th> <th>Conclusion</th> </tr> </thead> <tbody> <tr> <td>Parish</td> <td>Petty Cash Top up</td> <td>57.87</td> <td>Approved</td> </tr> <tr> <td>Pavilion</td> <td>Petty Cash Top up</td> <td>99.56</td> <td>Approved</td> </tr> <tr> <td>Thurlow Nunn</td> <td>Trailed Sprayer</td> <td>N/A</td> <td>Not approved</td> </tr> <tr> <td>Sherrif Amenity</td> <td>Nematode treatment</td> <td>N/A</td> <td>Not approved</td> </tr> <tr> <td>Vertas</td> <td>Pitch Treatment and maintenance</td> <td>N/A</td> <td>Not Discussed</td> </tr> <tr> <td>Vertas</td> <td>Whole pitch treatment to eradicate nematodes</td> <td>9285 + vat</td> <td>Approved</td> </tr> <tr> <td>Richard Blair Carpentry</td> <td>Repair firewall in loft</td> <td>325.00</td> <td>Approved</td> </tr> <tr> <td>Bussens</td> <td>5 foot posts for pavilion playground</td> <td>456.60</td> <td>Approved</td> </tr> <tr> <td>BA Electricals</td> <td>CCTV sockets in plant room</td> <td>185.48 + vat</td> <td>Approved</td> </tr> <tr> <td>Pitchcare</td> <td>Line marking paint</td> <td>266.40</td> <td>Approved</td> </tr> <tr> <td>Impress</td> <td>Car parking signs</td> <td>90.00</td> <td>Approved</td> </tr> <tr> <td>Bannold supplies & services Ltd</td> <td>48 glacial boulders</td> <td>N/A</td> <td>Not approved. Obtain another quote for concrete posts to compare at an Extraordinary meeting.</td> </tr> <tr> <td>On-line</td> <td>Bouncy castle</td> <td>N/A</td> <td>Not approved</td> </tr> <tr> <td>Not sourced</td> <td>Scrambling net to resolve bank slide issues</td> <td>N/A</td> <td>Deferred</td> </tr> <tr> <td>Cherry automatics</td> <td>Slot machine</td> <td>N/A</td> <td>Not approved</td> </tr> <tr> <td>Pavilion</td> <td>Halloween Budget for Pavilion £300</td> <td>300.00</td> <td>Approved</td> </tr> </tbody> </table>	Supplier	Product	£ Cost	Conclusion	Parish	Petty Cash Top up	57.87	Approved	Pavilion	Petty Cash Top up	99.56	Approved	Thurlow Nunn	Trailed Sprayer	N/A	Not approved	Sherrif Amenity	Nematode treatment	N/A	Not approved	Vertas	Pitch Treatment and maintenance	N/A	Not Discussed	Vertas	Whole pitch treatment to eradicate nematodes	9285 + vat	Approved	Richard Blair Carpentry	Repair firewall in loft	325.00	Approved	Bussens	5 foot posts for pavilion playground	456.60	Approved	BA Electricals	CCTV sockets in plant room	185.48 + vat	Approved	Pitchcare	Line marking paint	266.40	Approved	Impress	Car parking signs	90.00	Approved	Bannold supplies & services Ltd	48 glacial boulders	N/A	Not approved. Obtain another quote for concrete posts to compare at an Extraordinary meeting.	On-line	Bouncy castle	N/A	Not approved	Not sourced	Scrambling net to resolve bank slide issues	N/A	Deferred	Cherry automatics	Slot machine	N/A	Not approved	Pavilion	Halloween Budget for Pavilion £300	300.00	Approved	
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20.	<p>Correspondence received</p> <p>20.1 Community Youth Group</p> <p>An email was received from a parishioner requesting a donation to support a community youth project. The funds would be used for room hire. The Council agreed to donate £250 from S137 monies.</p> <p>Proposed: Cllr. Bowser Seconded: Cllr. Cash</p> <p>Resolved</p>	RFO to make payment.																																																																				

<p>20.2</p>	<p>Fitness Equipment An email was received from a parishioner requesting the Council to consider installing fitness equipment around the pavilion site for public use. The Council agreed that this was a good idea. It was suggested that a survey should be carried out to understand the types of fitness equipment preferred by the public.</p>	<p>Clerk will investigate a means to conduct a survey.</p>
<p>20.3</p>	<p>Barratt Homes An email was received from Barratt Homes requesting to meet the Council to discuss their development plans on Elms Road. The Council agreed to meet the developers. Resolved The Clerk will contact Barratt Homes to arrange a meeting with the Councillors.</p>	<p>Clerk will contact Barratt Homes.</p>
<p>21.</p>	<p>Cheques Cheques were signed by the Council. A list of which is appended to the minutes. Resolved</p>	
<p>22.</p>	<p>Urgent Business</p> <p>22.1 Rialtas The Council ratified the expenditure of £750 for Rialtas to input accounts data for Red Lodge Parish Council onto the Omega software. Resolved</p> <p>22.2 Wreath The Council agreed to purchase a wreath for Remembrance Day in November 2017. Resolved The Chairman to proceed with the purchase.</p>	<p>Chairman will purchase a wreath.</p>
<p>23.</p>	<p>To confirm the date of the next meeting of Red Lodge Parish Council scheduled for Tuesday 31st October 2017, to be held at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</p> <p>The date of the next Red Lodge Parish Council meeting was confirmed as Tuesday 31st October 2017, to be held at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</p> <p>Note: The Clerk left the meeting at 20:45</p>	

<p>24.</p>	<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>Red Lodge Parish Council staff issues were discussed and agreed. A letter if necessary will be sent to staff accordingly.</p>	<p>Chairman to notify staff.</p>
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The meeting closed at 21:00