



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
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<http://redlodge.suffolk.cloud/>

Minutes of the Red Lodge Parish Council Meeting.

Date: Tuesday 28th November 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. Ian Thompson
Cllr. Paul Henderson
Cllr. Stephen Cash

In Attendance: Mrs. Shazia Shujah (Clerk)
Ms. Hilary Gurner (RFO)
District Cllr. Carol Lynch
District Cllr. Lance Stanbury
Members of the public: 3

Apologies: Cllr. Vanessa Kovacevic
County Cllr. Robin Millar

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

- Agenda for 21.11.17

	Item	Action
1.	<u>Chair Person's welcome.</u> The Chairman welcomed all those attending the meeting.	
2.	<u>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.</u> The Chairman read the above statement and announced that this meeting will be recorded.	
3.	<u>Apologies for absence.</u> Apologies for Cllr. Vanessa Kovacevic and District Cllr. Robin Millar were accepted.	
4.	<u>Declaration of interest.</u> None declared.	
5.	<u>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</u> No members of the public spoke on any item.	
6.	<u>Reports from the County Councillor, District Councillor and the Police Newsletter</u> 6.1 Cllr. Stanbury informed the meeting that the Local Plan for the whole of West Suffolk is on schedule. The merging of Forest Heath District Council with St. Edmundsbury Borough Council will result in a 10% reduction of District Councillors. 6.2 The government will not be providing support grants, instead every district council will have the legal freedom to spend money as it feels appropriate. An Investment Strategy is being produced to enable Council's to achieve a revenue return. 6.3 The BID board meeting has been operating for 18 months. Retailers have funded WIFI for the town. 6.4 A war memorial committee has been set up and are in the process of setting up a bank account. Section 106 monies will be used to fund the purchase of a war memorial. (Note: Cllr. Henderson joined the meeting at 19:12). Noted	Noted
7.	<u>Confirmation of minutes from 31st October 2017.</u>	Clerk

	<p>The minutes of the Red Lodge Parish Council meeting held on the 31st October 2017 and the minutes of the Extraordinary meeting of Red Lodge Parish Council held on the 21st November 2017 were agreed as accurate records. These were signed accordingly by the Chairman.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Cash</p> <p>Resolved</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>To discuss any matters arising from the Red Lodge Parish Council meetings held on the 31st October 2017 and the Extraordinary Red Lodge Parish Council meeting held on 21st November 2017.</u></p> <p>It was previously agreed by the members to purchase 2 barriers from Dewbar Fabrications Ltd. to prevent trespassers onto the Parish Council property. The quotes have since been revised, the price for 2 barriers, including the open lock posts, the costs have increased to approximately £1800. It was noted that the quote will have some variation depending on the exact measurements of the barriers.</p> <p>The Council agreed to proceed with the purchase of the two barriers with the revised quote.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson</p> <p>Resolved: Clerk to arrange the order.</p> <p>Members had previously objected to the East Land Newmarket Road development DC/17/2014/RM, as it was felt that the pond depicted in the plans, was in close proximity to the children’s play area and this was dangerous. The developers have amended their plans, they now propose this area to have a fenced attenuation basin located away from the children’s play area. The developers requested that members reconsider the previous objection raised by Red Lodge Parish Council.</p> <p>The members agreed to withdraw their objections.</p> <p>All agreed.</p> <p>Resolved Clerk to notify the planning authority.</p> <p>It was noted that the insurance for buildings and contents has been renewed with Zurich for £6,337.31.</p>	<p>Clerk</p>

	Noted	
9.	<u>Correspondence</u>	Noted
9.1	An email has been received from The Smaller Authorities Audit Appointments Ltd., notifying the Parish Council of the fees for 2017/2018 for an external audit with PKF Littlejohn LLP. The fees for a limited assurance review are up to £600 for an income/expenditure band of £100,001 - £300,000. There are also maximum rates of £105 - £355 per hour for additional work at smaller authorities. Noted	
9.2	An email has been received from Suffolk Highways confirming Sorrel Court and the car park adjacent to the Sports Pavilion are not adopted by Suffolk County Council and therefore not maintainable at public expense. This allows the Parish Council to install the barriers to prevent any trespassers. Noted	
10.	<u>Pavilion Working Party</u> Approve the minutes of the Pavilion Working Party 07.11.17	Noted
10.1	The Chairman read the minutes of the Pavilion Working Party meeting held on the 7 th November 2017. Noted	
10.2	<u>Consider a reduced rate for room/disco packages for groups of children with physical or other restrictions.</u> In order to agree a reduced rate in the hiring of the events room at the Red Lodge Sports Pavilion, the members felt that further investigations are required to clarify the types of physical/other restrictions in children that would be considered for this. Resolved Working Party to investigate this further.	Working Party to investigate further.
11.	<u>Discuss and approve any purchases</u>	Clerk
11.1	<u>Repairs to the urinals in Pavilion</u> <u>Plumbing Repairs Pavilion</u> To supply and fit new Pegler Optiflush infrared urinal flush £420.00	

	<p>Three quotes were considered by members with David Norman being successful. Members agreed the above purchase from the company David Norman to repair the urinals.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson</p> <p>Resolved Clerk to arrange the repairs.</p> <p>11.2 <u>IP Box to house the CCTV</u> TA Security £150.00</p> <p>The members agreed the above purchase from TA security to house the CCTV.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Thompson</p> <p>Resolved Clerk to purchase.</p> <p>11.3 <u>Grass Mats to resolve the issue of land erosion near the bank slide in the Red Lodge play area.</u></p> <p><u>Allplay</u> 20x 1mx1.5m All-play Safety Grass mats and fixings £420.00 Delivery £80.00 Vat £100 Total: £600.00</p> <p>The members agreed the above purchase from Allplay to resolve the land erosion near the bank slide in the Red Lodge children’s play area.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Henderson</p> <p>Resolved Clerk to arrange the purchase.</p> <p>11.4 <u>Renewal of Society of Local Council Clerks membership (SLCC).</u> The members agreed the membership renewal of SLCC for a full year subscription at £139.00.</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Thompson</p> <p>Resolved Clerk to arrange the purchase.</p>	
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<p>11.5</p>	<p><u>Agree an allowance for the Shell Fuel card.</u> The costs of fuel to operate equipment including the lawn mowers, hedge cutters, strimmer generator, chainsaw and a leaf blower, were estimated as £20 per month in the winter season and £100 in the summer season. The members agreed to apply for a fuel card to allow the groundsmen to purchase fuel.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Dwan</p> <p>Resolved RFO/Clerk to apply for the fuel card.</p>	<p>RFO/Clerk</p>
<p>11.6</p>	<p><u>Internal Audit</u> The members agreed to employ Suffolk Association of Local Councils as the internal auditor for 2017/2018 at a cost of £325.00</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Dwan</p> <p>Resolved Clerk to notify SALC.</p>	
<p>11.7</p>	<p><u>Whiting & Partners</u> The members agreed to make payment to Whiting & Partners for their assistance to the new software provider Rialtas, for 7 hours costing £588.00.</p> <p>Proposed: Cllr. Sewell Seconded: Dwan</p> <p>Resolved Clerk to arrange the payment.</p>	
<p>12.</p>	<p><u>Consider any Planning Applications</u></p> <p><u>East Cambridgeshire Local Plan Proposed Submission Consultation, 8 Nov to 19 Dec 2017</u></p> <p>Members agreed to comment on the above application as individuals. Cllr. Cash requested a ‘no comment’ to be documented on his behalf.</p> <p>Resolved Clerk to notify the planning of any decisions and members to comment individually.</p>	<p>Clerk to notify planning and members to vote individually.</p>
<p>13.</p>	<p><u>Discuss the Draft budget for the Precept for 2018.</u></p> <p>The RFO has not been able to reconcile October’s finance due to the complexity of the card payments.</p>	<p>Clerk</p>

	<p>The RFO is waiting for a response from HMRC to confirm whether or not Red Lodge Parish Council need to register for VAT.</p> <p>The RFO discussed the draft budget for the precept for 2018/2019. It was agreed to hold an extraordinary meeting on the 19th December 2017 to discuss this further.</p> <p>Resolved Clerk to arrange an extraordinary meeting on the 19th December 2017.</p>	
14.	<p><u>Consider the Bar Stock Audit and Analysis for 29.09.17 – 20.11.17</u></p> <p>The members commented that the result of the stock audit report was very good.</p> <p>Noted.</p>	Noted
15.	<p><u>To agree the Parish Council meeting dates for 2018:-</u> <u>30.01.18; 27.02.18; 27.03.18; 24.04.18; 15.05.18 (APM); 29.05.18 (AGM); 26.06.18;</u> <u>24.07.18; 25.09.18; 30.10.18 and 27.11.18</u></p> <p>All agreed the above dates for the Red Lodge Parish Council meetings in 2018.</p> <p>Resolved Clerk to arrange the meeting venue.</p>	Clerk
16.	<p><u>To confirm the date of the next meeting of Red Lodge Parish Council scheduled for Tuesday 30th January 2018, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</u></p> <p>The next meeting of Red Lodge Parish Council was agreed as above.</p>	
17. 17.1	<p><u>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.</u></p> <p>The members discussed a staffing issue. Refer to Confidential Report 281117-01.</p> <p>Resolved The issue will be discussed further with the member of staff.</p>	

The meeting close at 20:30