Minutes of a Meeting of Red Lodge Parish Council

Date: Tuesday 25th September 2018

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. Steve Cash
         Cllr. Syvia Davidson
         Cllr Vanessa Kovacevic
         Cllr. Paul Speed
         Cllr. Ian Thompson

In Attendance: Clerk/RFO
               Members of the public: 4

Notes: The following documents will be appended to the signed minutes:-
       • Agenda for 25.09.18
<table>
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<th>Item</th>
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<tbody>
<tr>
<td>1. Chair Person’s welcome.</td>
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<td>2. All those present are reminded of The Openess of Local Government Bodies Regulations 2014 and that the meeting may be filmed or recorded by any members of the public.</td>
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<td>3. Apologies for absence.</td>
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<td>District Cllrs. Lynch and Stanbury Accepted</td>
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<td>4. Declaration of interest.</td>
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<tr>
<td>None declared</td>
<td>Noted</td>
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<td>5. Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</td>
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<tr>
<td>No Members of the public spoke.</td>
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<td>6. Confirmation of Minutes of the meetings held on the 31 July 2018.</td>
<td>Clerk to file and distribute accordingly.</td>
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<tr>
<td>The Minutes of the Red Lodge Parish Council Meeting held on the 31st July 2018 were agreed as an accurate record and signed accordingly by the Chairman.</td>
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<tr>
<td>Proposed: Cllr. Dwan Seconded: Cllr. Speed Resolved</td>
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<td>7. Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.</td>
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<tr>
<td>7.1 The Chairman summarised the September 2018 SNT Newsletter:-</td>
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<td>• Parking tickets have been issued in Mildenhall town centre.</td>
<td>Noted</td>
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<td>• A shoplifter has been detained and cautioned by Police.</td>
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<td>7.2 The Chairman informed the meeting of Operation Sceptre to stop knife crime between 18th and 24th September 2017.</td>
<td>Noted</td>
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<td>7.3 A trustee of the Millennium Centre gave a verbal report on the activities held at the Millennium Centre. No accounts information was provided by the accountants for the Millennium Centre.</td>
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<td>7.4 A groundsman has resigned, subsequently a replacement groundsman on an</td>
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unpaid basis is being trialled.  
Noted

7.5 Members have been issued new email addresses, these are displayed in the noticeboards and will also be published in the next Red Lodge Turnpike Newsletter.  
Noted

8. External Audit Report

8.1 A report from external auditors for 2017/18 following an intermediate review has had no matters arising. The Members thanked the Clerk for all her hard work, commitment and attention to detail for this outstanding achievement.  
Noted

8.2 A Notice of conclusion of audit commencing 18/09/2018 – 29/10/2018 between 10:00 – 14:00 hours has been published on the noticeboards and the website.  
Noted

9. Financial Matters

9.1 To confirm that the bank reconciliation statements for July and August 2018 have been verified and signed by Cllr. Thompson.  
Noted

9.2 Members approved all payments in July & August 2018 for Parish and Pavilion accounts.  
Proposed: Cllr. Thompson Seconded: Cllr. Dwan  
Noted

9.3 To Note the Bank Balances as of 19/09/18 for the following accounts :-
   • Parish Bank Account £185,441.06
   • Pavilion Bank Account £131,869.23
   • Deposit Account £106,762.26  
Noted

9.4 Members to note that a VAT claim of £2845.97 was submitted to HM Revenue & Customs for April –end of July 2018. This amount has been received on the 20th September 2018.  
Noted

9.5 Members to note that HMRC are checking the VAT returns for the period 04/18.  
Noted

9.6 Members reviewed the latest bar stock report 11 April 2018 – 15 August 2018.  
Noted
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| 9.7 | Members to note that the second part of the precept has been received on 27 July 2018, a sum of £16,632.00  
**Noted** |
| 10. | **Events Working Group** |
| 10.1 | The Chairman gave a summary of accounts for the Red Lodge Fun Day 7th July 2018, the event had financially not gained a profit nor made a loss.  
**Noted** |
| 10.2 | Cllr Kovacevic gave an update on the Events Working Group. It was reported that the events over the year had been well attended and enjoyed by the community. The Members agreed that the group should continue up to the elections in May 2019. Cllrs. Thompson, Dwan and Kovacevic all agreed to be part of the Working Events Group. A rolling fund of £1000 was also agreed for the Events Working Group for future events.  
Proposed: Cllr. Dwan  
Seconded: Cllr. Kovacevic  
**Resolved**  
Cllr. Kovacevic thanked all members of staff, volunteers and Councillors for their help with the events. |
| 11. | **Discuss and approve any purchase** (LGA 1972, s.111). |
| 11.1 | Members ratified the donation of £250 to BeWise charity following the summer event using s.137 funds.  
Proposed: Cllr. Kovacevic  
Seconded: Cllr. Cash  
**Resolved** |
| 11.2 | Members ratified the purchase of line marking paint for the pitches at a cost of £222.00 exc. VAT.  
Proposed: Cllr. Dwan  
Seconded: Cllr. Speed  
**Resolved** |
| 11.3 | Members ratified the purchase of a wreath for Remembrance Sunday.  
Proposed: Cllr. Thompson  
Seconded: Cllr. Kovacevic  
**Resolved** |
| 11.4 | Members agreed to proceed with the quote from Zaun to repair MUGA panels:  
Zaun Duo8 high panel 2510mm wide x 630mm high comprising 50mm x 200mm mesh with 6mm vertical wires at 50mm centres and dual 8mm horizontal wires at 200mm centres £ 477.24 exc. VAT  
Clerk to proceed with purchase |

**Minutes of Red Lodge Parish Council Meeting 25.09.2018**

Signed:________________________(Chairman)                      Date:___________________
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| 11.5 | CiLCA       | Proposed: Cllr. Speed   Seconded: Cllr. Thompson  
             **Resolved**  
             Members agreed CiLCA training for the Clerk, the current fee is £250 which will increase to £350 from 1 October 2018. |
| 11.6 | Lease hire of printers | Proposed: Cllr. Dwan   Seconded: Cllr. Thompson  
             **Resolved**  
             Members considered the lease hire of a printer with 2 quotes obtained from the following companies (details have been circulated to Members):-  
             - The Business Machine (TBM)  
             - Digital Copier Systems (DCS)  
             Members agreed to proceed with TBM on a 3 year plan inclusive of 2000 mono A4 pages and 3000 colour pages each quarter, at a cost of 12 quarterly payments of £335 over 3 years. |
| 11.7 | RoSPA Course | Proposed: Cllr. Thompson   Seconded: Cllr. Speed  
             **Resolved**  
             Members agreed the Play Area Inspection Training and examination fee £345 + VAT, for the Operations Manager. |
| 11.8 | Members ratified the payment of £172.80 for a Solicitors letter sent to a customer on behalf of the Parish Council. | Proposed: Cllr. Dwan   Seconded: Cllr. Speed  
             **Resolved** |
| 12.0 | Planning Applications | **Clerk to notify Planning.**  
             **Members considered Planning Applications :-**  
             (To also consider Planning Applications submitted post-publication of the agenda)  
             **12.1 The Outcome of DC/18/1272/FUL**  
             **Proposal:** Planning Application – Installation of a 2.8 metre high war memorial  
             **Location:** War Memorial, Warren Road, Red Lodge, Suffolk  
             **Proposed:** Cllr. Dwan   Seconded: Cllr. Speed  
             **Resolved**  
             Clerk to proceed with the registration before 1 October 2018. Clerk to contact TBM. Clerk to proceed with the purchase.
The Chairman informed the meeting that the above planning application had been successful.

**Noted**

12.2  
- **DC/18/1731/FUL**  
  **Proposal:** Planning Application – 1 no. dwelling  
  **Location:** Land adjacent to 54 Turnpike Road, Red Lodge, Suffolk.

Members agreed to ‘No Comment’ on the above application.

Proposed: Cllr. Dwan  
Seconded: Cllr. Thompson  
Resolved

12.3  
- **DC/18/1578/HH**  
  **Proposal:** Householder Planning Application – ancillary residential accommodation to the main dwelling  
  **Location:** 4 The Vines, Turnpike Road, Red Lodge Suffolk. IP28 8RT

Members agreed to ‘No Comment’ on the above application.

Proposed: Cllr. Speed  
Seconded: Cllr. Kovacevic  
Resolved

12.4  
- **DC/18/1656/FUL**  
  **Proposal:** Planning Application – (i) Change of use of agricultural land to enable extension of caravan site to provide enhanced layout and 57 new pitches and (ii) relocation and improvement to access (following demolition of 2no existing dwellings)  
  **Location:** Willoway Park, Red Lodge, Suffolk  
  **Applicant:** Leisure Parks Luxury Living Ltd.

Members agreed to support the above application.

Proposed: Cllr. Sewell  
Seconded: Cllr. Thompson  
Resolved

13. **Members Considered Correspondence Received:**  
(To also consider other correspondence submitted post-publication of the agenda)

13.1 Members considered an email received from the Millennium Centre requesting a donation from the Parish Council towards the Halloween event. Members agreed not to support this event as Red Lodge Parish Council donates £12,000 on annual basis to the Millennium centre. In addition, the Council have received other requests for donations from local groups who have not received any financial assistance from the Council.

Proposed: Cllr. Speed  
Seconded: Cllr. Thompson  
Resolved  

Clerk to notify the Millennium Centre.
<p>| 13.2 | Members discussed an email regarding the Kennett Garden Village Planning Application 18/00752/ESO and the impact of this application on Red Lodge. Members agreed that this may cause issues with traffic in Red Lodge. The Clerk was requested to contact the officer responsible for this application, suggesting North facing slips at the Southern junctions. Proposed: Cllr. Thompson Seconded: Cllr. Speed Resolved Clerk to contact the planning officer involved. |
| 13.3 | Members agreed to allow the 1st Red Lodge Scouts Group to plant bulbs in the area. Proposed: Cllr. Kovacevic Seconded: Cllr. Thompson Resolved Clerk to contact 1st Red Lodge Scouts. |
| 13.4 | Members discussed a query from a parishioner regarding moving a noticeboard from the old post office, Bennett Road and resiting on Clematis Green. The Members agreed that as no official letter had been received regarding this request, the noticeboard would not be relocated. Proposed: Cllr. Cash Seconded: Cllr. Thompson Resolved |
| 13.5 | Members considered a request from Age UK Suffolk requesting support with future projects and an opportunity to discuss these with the Council. The Members agreed to meet with Age UK, however as a donation has already been made to them, there will be no further donations offered this financial year. Proposed: Cllr. Dwan Seconded: Cllr. Thompson Resolved Clerk to notify Age UK Suffolk. |
| 13.6 | Members noted a letter of thanks received from a Parishioner selected for Red Lodge in Bloom. Noted |
| 13.7 | Members noted an email received from the Parks Infrastructure Manager FHDC &amp; St. Edmundsbury Borough Councils, confirming that a land registry search shows that Red Lodge Parish Council are responsible for the grass area on the corner of Pippin Court and Peppermint Walk, Red Lodge. Noted |
| 13.8 | Members noted an email received from the Land Officer of UK Power Networks, proposing to carry out works on the electricity infrastructure on the land at the Millennium Centre. They have intentions of attending the next Parish Council meeting in October 2018. Noted |
| 13.9 | An email received from St. Christopher’s CE Primary School inviting Red Lodge Clerk to contact the planning officer involved. |</p>
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| **13.10** | Parish Council to a Macmillan Coffee Morning on Friday 28<sup>th</sup> September, from 9:00am to 11:00am.  
**Noted** | Clerk to contact the Council to confirm inspections. |
| **14.** | Urgent Business | Clerk to proceed with the renewal |
| **14.1** | Members agreed to proceed with the renewal of the Parish Council Policy Schedule for a premium of £7,507.73. Members also agreed to add the following items for an additional £32.61 :-  
1. Glacial Boulders  
2. Temporary Barriers  
3. Grinder  
4. Laptop  
5. 9x Samsung Tablets  
6. 1 Height Barrier and 1 Road Barrier | Clerk to proceed with the renewal |
|   | Proposed: Cllr. Cash  
Seconded: Cllr. Thompson  
**Resolved** | Clerk to make the necessary arrangements for the meeting. |
| **15.** | To confirm the date of the next Parish meeting scheduled for Tuesday 30 October 2018, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00 | Clerk to proceed with the reclaim. |
|   | The next meeting was confirmed as above.  
The meeting closed to the public at 20:03. |  |
| **16.** | 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. |  |
| **16.1** | Members ratified a monthly fee for the hire of the facilities offered to an existing Sports Pavilion customer. |  |
|   | Proposed: Cllr. Sewell  
Seconded: Cllr. Dwan  
**Resolved** |  |
| **16.2** | Members discussed outstanding monies owed by a Pavilion customer. The Council agreed to pursue the reclaim of the debt owed through the small claims court. |  |

Signed:________________________(Chairman)                      Date:___________________
The full Council voted and all agreed, bar 1 abstention from Cllr Kovacevic.

Proposed: Cllr. Sewell    Seconded: Cllr. Speed
Resolved

16.3 Members agreed a monthly fee for the hire of the facilities offered to a potential new Sports Pavilion customer. The Members requested clarification on the use of the facility.

Proposed: Cllr. Kovacevic    Seconded: Cllr. Sewell
Resolved

16.4 Members discussed a staffing issue, refer to confidential report 260918-01.

Proposed: Cllr. Dwan    Seconded: Cllr. Thompson
Resolved

There being no further business the meeting closed at 20:30.