



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
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Minutes of a Meeting of Red Lodge Parish Council

Date: Tuesday 27th March 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. Stephen Cash
Cllr. Paul Henderson
Cllr Vanessa Kovacevic
Cllr. Ian Thompson

In Attendance: Clerk/RFO
Members of the public: 5

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

- Agenda for 27.03.18

	Item	Action
1.	Chair Person's welcome.	
2.	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.	
3.	Apologies for absence. None Noted	
4.	Declaration of interest. None declared Noted	
5.	Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes. 5.1 A Member of the public raised concerns regarding the increase in the precept. 5.2 The Chairman read out a statement explaining the increase in the precept and outlined some of the attributing factors including; increased insurance costs, increase in the number of staff and the subsequent staff wages, pension payments and General Data Protection Legislation. The Chairman also explained that commuted sums are 'ring fenced' to maintain physical assets for approximately 20 years. Noted	
6.	Confirmation of Minutes of the meetings held on the 27th February 2018. The Minutes of the Red Lodge Parish Council Meeting held on the 27 th February 2018 were agreed as an accurate record and signed accordingly by the Chairman. Proposed: Cllr. Dwan Seconded: Cllr. Henderson Resolved	Clerk to file and distribute accordingly.
7.	Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports. 7.1 On behalf of County Cllr. R. Millar, the Chairman read out an email received summarising the meeting held on the 6 th March 2018 at the Millennium Centre by the Working Group for a village cycle path/footpath.:- Facebook notifications will be posted A previous possible s.106 agreement with Crest will be investigated. 7.2 The Chairman summarised the SNT Newsletter for Mildenhall, March 2018.	

<p>7.3</p>	<ul style="list-style-type: none"> • SNT will be carrying out sporadic parking and speed enforcements. • The Police have received reports of ASB in Red Lodge and will continue to patrol the area when possible. <p>SALC CEO Report for the area meetings March 2018 was summarised by the Chairman:-</p> <p>Districts do not have the capacity to provide parishes with a DPO service. Transparency Funding is no longer available</p> <p>Noted</p>	
<p>8.</p>	<p>Members to note the Appointment of a Responsible Finance Officer (RFO). There are now 3 employees employed as Groundsmen. A pay rise will be due for all staff in April 2018.</p> <p>The Clerk has been appointed as the RFO. A pay increase has not yet been agreed by the union.</p> <p>Noted</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Financial Matters</p> <p>To confirm that the bank reconciliation statements for February 2018 have been verified and signed by Cllr. Henderson.</p> <p>Noted</p> <p>Approval of all payments in February 2018 and up to 19 March 2018 for Parish and Pavilion accounts.</p> <p>Members approved all payments above for both Parish and Pavilion accounts.</p> <p>Proposed: Cllr. Henderson Seconded: Cllr. Dwan</p> <p>Resolved</p> <p>To Note the Bank Balances as stated on 21/03/2018:-</p> <ul style="list-style-type: none"> • Parish Bank Account - £164,618.35 • Pavilion Bank Account - £152,013.20 • Deposit Account - £106,735.21 <p>Noted</p> <p>Members to ratify the site visit by Rialtas Business Solutions, to carry out consultancy work on Wednesday 28th February 2018, costing £657.00 gross.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Cash</p> <p>Resolved</p>	

9.5	<p>Members to agree a consultancy with Rialtas Business Solutions prior to end of year closure. All agreed Members to agree a consultancy with Rialtas Business Solutions prior to end of year closure.</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Kovacevic Resolved</p>	Clerk to arrange consultancy with Rialtas.
9.6	<p>Members to note the submission of a VAT net reclaim of £9,993.51 for April 2017-December 2017. Noted</p>	
9.7	<p>Members to note that Red Lodge Parish Council is registered for VAT (Registration number: 288 8391 35) with effect from 01 April 2017. Any tax due needs to be repaid. Noted</p>	
9.8	<p>Members to note the following payments into the precept :- £5000 for street lighting and £2500 in 2017/18 for Parish Highways. Noted</p>	
9.9	<p>Members to note that Red Lodge Parish Council agreed to a transfer of land from Crest Nicholson, Title Number SK377431, dated 7th June 2017. This is for a small grassed strip adjacent to Crest owned tree and opposite the houses on Hazel Walk. Noted</p>	
9.10	<p>Members to note that Red Lodge Parish Council is PCI DSS compliant with effect from 15th March 2018. This will require an annual review. Noted</p>	Clerk to file accordingly
9.11	<p>Members to note the Internal Controls Report, review date 23/03/2018. Cllr. Henderson reviewed the Internal Controls report, the Members reviewed and agreed that the efficiency of the internal controls was satisfactory. Noted</p>	Clerk to file accordingly
9.12	<p>Members agreed to appoint Local Council Public Advisory Service (LCPAS) as the Data Protection Officer (DPO), they also agreed to their service agreement and adopting the policies advised by LCPAS. (Costs £450).</p> <p>Proposed: Cllr. Dwan Seconded: Cllr. Thompson</p>	Clerk to contact LCPAS

	Resolved	
9.13	Members noted the date of the internal audit as 15 th May 2018.with SALC as the Internal auditors Noted	
9.14	Members reviewed and agreed the updated asset register for 2017/18 issue 31.03.17-04. Noted Proposed: Cllr. Sewell Seconded: Cllr. Henderson Resolved	Clerk to file accordingly
10.	Discuss and approve any purchases	
10.1	Members agreed the IT proposal from CAS to provide IT support to Red Lodge Parish Council costing approximately £2000. Proposed: Cllr. Dwan Seconded: Cllr. Cash Resolved	Clerk to contact CAS.
10.2	Members to note that SP Landscapes have agreed to provide their grass cutting services of 5 grass cuts on a 3 week cycle charged at £918.75. Noted	
10.3	Members considered the purchase of temporary orange fencing and the pins for pitch maintenance carried out by SP Landscapes from 24 th April – 2 nd May 2018 from the 3 suppliers below:- OYPLA: £1,119.68 Orbital Fasteners £954.70 Sure Green £1,211.04 Members agreed to proceed with any of the above suppliers as long as consideration was given to the feasibility of the payment method and the costs. Proposed: Cllr. Cash Seconded: Cllr. Thompson Resolved	Clerk to proceed with the purchase with one of the suppliers considered.

<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Planning Applications</p> <p>To Consider any Planning Applications :- (To also consider Planning Applications submitted post-publication of the agenda)</p> <ul style="list-style-type: none"> • DC/18/0453/VAR Proposal: Planning Application – Variation of Condition 2 (Approved plans) of DC/16/2696/FUL to enable the addition of a garage with ancillary accommodation above to allow for the creation of 2 no. dwellings as amended by drawings received 18.05.2017 and 30.05.2017. Location: 1 Turnpike Road, Red Lodge, IP28 8JZ. <p>Members agreed to ‘no comment’ on the above application. Resolved</p> <ul style="list-style-type: none"> • DC/18/0499/VAR Proposal: Planning Application – Variation of condition 2 and 3 of DC/17/1065/FUL to substitute drawing 05A/GOOD/17 for detached dwelling Location: Plots adjacent to 52 Turnpike Road, Red Lodge, Suffolk. <p>Members agreed to ‘no comment’ on the above application. Resolved</p>	<p>Clerk to notify West Suffolk Planning</p> <p>Clerk to notify West Suffolk Planning</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p>Correspondence Received</p> <p>Crest Nicholson Members to note a response email received from Crest Nicholson 19/03/2018 regarding Icknield Way, they have requested their build team to clean up the area in Icknield Way and reinstate a path that is more durable. Clerk to follow this up in 1 months time. Noted</p> <p>RIDE Members to note an email received from Suffolk on board on 02/03/2018, who are running a 6 weeks pilot allowing customers to book journeys in neighbouring areas. Noted</p> <p>Litter Complaint Numerous litter complaints have been received. Forest Heath District Council would like to inform residents that they will provide appropriate equipment for</p>	<p>Clerk to contact Crest in April</p>

	<p>a community litter pick if residents are interested. Red Lodge Parish Council have requested anti-litter signs. Cllr. Thompson volunteered to lead a community litter pick. Noted</p>	
12.4	<p>Moulton Parish Council Members to note an email received from Moulton Parish Council on 28/02/2018 concerned with the service provided by County Council Highways. Moulton Parish Council are requesting individual parish councils to approach the CEO at Suffolk County Council and have provided a template to do so. Members agreed that they were currently satisfied with the response received from Highways. Noted</p>	
12.5	<p>Members noted an email received on 09/03/2018 from the Principal Planning Officer - Major Projects for Forest Heath District & St. Edmundsbury Borough Councils, confirmed that Red Lodge Parish Council have a right to install height barriers according to Part 12 – Development by Local Authorities Class A Permitted Development (a) and (b). Red Lodge Parish Council may proceed with the installation of the barriers. Members agreed to proceed with the purchase and installation of the barriers. Resolved</p>	Clerk to liaise with the Operations Manager and proceed with the purchase of the barriers.
12.6	<p>Members noted an email received on 26/02/2018 from Suffolk County Council (SCC) confirming that Sorrell Court is not subject to Section 38, therefore the maintenance is the responsibility of the Red Lodge Parish Council. Clerk to enquire if SCC are willing to readopt Sorrel Court. Noted</p>	Clerk to contact SCC
12.7	<p>Members considered an email received on 26/03/2018 from Red Lodge Ladies Football team, requesting a donation towards training and equipment. Cllrs. Henderson and Kovacevic abstained from discussion as they both have an interest in this item. Members agreed that the Clerk should check and clarify if a donation can be made if there are Councillors with an interest.</p>	
12.8	<p>Red Lodge Allotment Association A hand delivered letter was received from the Allotment Association requesting assistance from the Parish Council in liaising with the District Council to discuss access paths, the provision of water tanks, water, soil and sewerage provisions. Members agreed that Red Lodge Parish Council have not had any involvement so far with any such decisions. Members agreed that the Allotment Association should contact Forest Heath District Council. Resolved</p>	Clerk to email the Allotment Association.

13.	Urgent Business None	
14.	To confirm the date of the next meeting of Red Lodge Parish Council scheduled for Tuesday 24th April 2018, to be held at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00 The date of the next meeting of Red Lodge Parish Council was confirmed as above.	Clerk to make the necessary arrangements for the meeting.
15.	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. None advised	

There being no further business the meeting closed at 20:00.