



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 26<sup>th</sup> February 2019  
**Time:** 19:00  
**Venue:** St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

**Present:** Cllr. Angela Sewell (Chairman)  
Cllr. Sandra Dwan (Vice Chairman)  
Cllr. Steve Cash  
Cllr. Sylvia Davidson  
Cllr Vanessa Kovacevic  
Cllr. Stephen Smith  
Cllr. Ian Thompson

**In Attendance:** Clerk/RFO  
Dist.Cllr. Carol Lynch  
Members of the public: 5

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

- Agenda for 26.02.2019

	Item	Action
1.	<b>Chair Person's welcome.</b>	
2.	<b>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.</b>	
3.	<b>Apologies for absence.</b>  Dist. Cllr. Millar, County Cllr. Stanbury <b>Noted</b>	
4.	<b>Declaration of interest and applications for dispensation.</b>  None declared <b>Noted</b>	
5.	<b>Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes.</b>  A member of the public queried why the area around Bellflower Crescent is not litter picked. The Chairman explained that Bellflower Crescent is privately owned and it is the responsibility of the owner to litter pick that area. The Chairman explained that the Parish Council is not responsible to litter pick all of the areas in Red Lodge, Forest Heath District Council also have responsibility for some areas in Red Lodge. <b>Noted</b>	
6.	<b>Confirmation of Minutes of the meetings held on the 05 February 2019.</b>  The Minutes of the Red Lodge Parish Council Meeting held on the 5 <sup>th</sup> February 2019 were agreed as an accurate record and signed accordingly by the Chairman respectively.  Proposed: Cllr. Kovacevic    Seconded: Cllr. Thompson <b>Resolved</b>	Clerk to file and distribute accordingly
7.	<b>Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.</b>  Dist. Cllr. Lynch reported that the Enforcement Officer at Suffolk County Council (SCC) has confirmed that the resident parking several cars on Turnpike Road has a certificate of lawfulness. Dist. Cllr. Lynch will raise this issue with SCC again. <b>Noted</b>	Dist.Cllr. Lynch to contact SCC.

7.1	<p>Members noted that nomination papers for the 2019 elections are available from the Clerk, or the website:  <a href="https://www.westsuffolk.gov.uk/council/voting_and_elections/">https://www.westsuffolk.gov.uk/council/voting_and_elections/</a>  <b>Noted</b></p>	Clerk to notify members of the submission dates
8.	<p><b>Financial Matters</b></p> <p>8.1 To confirm that the bank reconciliation statements for January 2019 have been verified and signed by Cllr. Thompson.  <b>Noted</b></p> <p>8.2 Members approved all payments in January 2019 for Parish and Pavilion accounts.   Proposed: Cllr. Dwan    Seconded: Cllr. Davidson  <b>Resolved</b></p> <p>Members noted the bank balances as of 20/02/19 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Parish Bank Account    £155,877.27</li> <li>• Pavilion Bank Account £137,137.24</li> <li>• Deposit Account        £106,784.78</li> </ul> <b>Noted</b> <p>8.3 Members to note that a VAT reclaim for £782.76 has been submitted to HM Revenue &amp; Customs, for November 2018 - end of January 2019.  <b>Noted</b></p> <p>8.4 Members reviewed the latest bar stock report for 11/12/2018 to 18/02/2019  <b>Noted</b></p> <p>8.5 Members noted that an internal audit has been arranged with SALC on 16 May 2019.  <b>Noted</b></p> <p>8.6 Members reviewed and adopted Standing Orders for 2018/19.   Proposed: Cllr. Thompson    Seconded: Cllr. Dwan  <b>Resolved</b></p> <p>8.7 Members reviewed and adopted Financial Regulations for 2018/19.</p>	<p>Clerk to publish financial information on the website</p> <p>Clerk to file and publish accordingly</p>

<p><b>8.8</b></p>	<p>Proposed: Cllr. Cash    Seconded: Cllr. Dwan  <b>Resolved</b>  Members agreed to discuss if the Clerk is to allocate a CiLCA study day to complete the course, in confidential item 15.  <b>Noted</b></p>	<p>Clerk to file and publish accordingly</p>
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p>	<p><b>Discuss and approve any purchase</b> (LGA 1972, s.111).</p> <p>Members all agreed bar Cllr. Kovacevic who abstained, to proceed with a quote from Suffolk Cloud for a website for the sports pavilion:  Blank site set up £50  Annual hosting £100</p> <p>Proposed: Cllr. Cash    Seconded: Cllr. Dwan  <b>Resolved</b></p> <p>Members agreed to proceed with a quote for the inspection and test of the lightning protection maintenance by PTSG, for £200 + VAT.</p> <p>Proposed: Cllr. Thompson    Seconded: Cllr. Dwan  <b>Resolved</b></p> <p>Members agreed to proceed with a quote from SP Landscapes for grounds maintenance works on a month by month basis:</p> <ul style="list-style-type: none"> <li>• grass cutting the Millennium Centre &amp; the play area is £55 per cut, based on 12 cuts per annum.</li> <li>• grass cutting on the Kings Warren Estate is £138 per cut, based on 12 cuts per annum.</li> <li>• shrub maintenance is £80 per visit, based on 12 monthly visits per annum</li> </ul> <p>Members requested the Clerk to clarify if the Parish Council had previously made a decision regarding the grass cutting.</p> <p>Proposed: Cllr. Cash    Seconded: Cllr. Dwan  <b>Resolved</b></p> <p>Members agreed to proceed with a quote from County Fire Services for a full fire risk assessment, at a cost of £499 plus VAT.</p> <p>Proposed: Cllr. Dwan    Seconded: Cllr. Thompson  <b>Resolved</b></p>	<p>Clerk to proceed with purchases.</p> <p>Clerk to renew with SPL on a monthly basis</p> <p>Clerk to check previous minutes</p> <p>Clerk</p>

<p><b>9.5</b></p>	<p>Members reconsidered the replacement of cladding on the sports pavilion building by a Member at a cost of £50 for materials. Members requested the Clerk to initially contact other Parish Councils to ascertain the feasibility and insurance liabilities of a Member undertaking such a task. <b>Deferred</b></p>	<p>Clerk to contact other PC's</p>
<p><b>9.6</b></p>	<p>Members agreed to purchase MS Office 2019 at a cost of £114.  Proposed: Cllr. Thompson    Seconded: Cllr. Kovacevic <b>Resolved</b></p>	<p>Clerk</p>
<p><b>9.7</b></p>	<p>Members agreed bar Cllr. Cash who abstained, to a quote from Heatmaster: i. To supply &amp; fit a new outside tap, the cost would be £280 plus VAT.  Members agreed, to a quote from Heatmaster: ii. To de-scale &amp; service Water Heater the cost would be £580 plus VAT  Proposed: Cllr. Dwan    Seconded: Cllr. Davidson <b>Resolved</b></p>	<p>Clerk</p>
<p><b>9.8</b></p>	<p>Members agreed to proceed with a quote from HAGS for various repairs to the pavilion play area (quote circulated to members):</p> <ul style="list-style-type: none"> <li>• Dino cable way, Roundabout, 2x swings and replacement bin, at a cost of £2238.20 exc. VAT.</li> </ul> <p>Proposed: Cllr. Davidson    Seconded: Cllr. Thompson <b>Resolved</b></p>	<p>Clerk</p>
<p><b>9.9</b></p>	<p>Members agreed to proceed with a quote from HAGS for repairs to Orchid Way play area (quote circulated to members):</p> <ul style="list-style-type: none"> <li>• Slam plate for the gate and fixings £292.50 exc. VAT.</li> </ul> <p>Proposed: Cllr. Dwan    Seconded: Cllr. Thompson <b>Resolved</b></p>	<p>Clerk to request HAGS complete both jobs at the same time</p>
<p><b>9.10</b></p>	<p>Members considered a Play Area Inspection Course from Community Action Norfolk, at a cost of £60. The Clerk was requested to find a course in Suffolk <b>Deferred</b></p>	<p>Clerk</p>
<p><b>10.</b></p>	<p><b>Events Working Party</b></p>	

10.1	Members agreed to funding the Halloween event and the Sensory event for £500 per event, from the pavilion bank account. Proposed: Cllr. Dwan    Seconded: Cllr. Thompson <b>Resolved</b>	
11.	<p><b>Planning Applications</b> <b>To Consider any Planning Applications :</b> (To also consider Planning Applications submitted post-publication of the agenda)</p> <p>11.1        •    <b>DC/19/0243/HH</b>                   <b>Proposal:</b> Householder Planning Application- Single storey front extension                   <b>Location:</b> 2 Broomhill Close, Red Lodge, IP28 8TA</p> <p>Members all agreed to ‘No Comment’ on the above planning application.</p> <p>Proposed: Cllr. Cash    Seconded: Cllr. Kovacevic <b>Resolved</b></p> <p>11.2        •    <b>DC/19/0254/HH</b>                   <b>Proposal:</b> Householder Planning Application- Single storey side and rear extensions (following demolition of existing garage).                   <b>Location:</b> 3 Holly Close, Red Lodge, IP28 8LP</p> <p>Members all agreed to ‘No Comment’ on the above planning application.</p> <p>Proposed: Cllr. Cash    Seconded: Cllr. Kovacevic <b>Resolved</b></p>	Clerk to contact FHDC
12.	<p><b>Members Considered Correspondence Received:</b> (To also consider correspondence submitted post-publication of the agenda)</p> <p>12.1        Members noted that West Suffolk Council (WSC) have confirmed the charges for an uncontested election for 2019, £21.34 per parish. This will increase to £93.10 for Red Lodge Parish Council, from 1 April 2020. <b>Noted</b></p> <p>12.2        Members noted correspondence received from West Suffolk Council (WSC), informing the parish council that as a result of councils merging, as of 15 April 2019 WSC will collect direct debits instead of Forest Heath District Council. <b>Noted</b></p> <p>12.3        Members reviewed the report following a meeting with WSC Families &amp; Communities Team Leader to reduce crime in Red Lodge. <b>Noted</b></p>	

<p><b>12.4</b></p> <p><b>12.5</b></p> <p><b>12.6</b></p> <p><b>12.7</b></p> <p><b>12.8</b></p> <p><b>12.9</b></p>	<p>Members noted an email from SALC regarding the Pre-election period (purdah). Clerk was requested to confirm the date for submission of nomination. <b>Noted</b></p> <p>Members all agreed that Red Lodge Parish council will participate in the Great British Spring Clean 22 March – 23 April 2019. <b>Resolved</b></p> <p>WSC Enforcement Team have responded to complaints of litter around Bellflower Crescent, WSC will not supply enclosed litter bins and cigarette bins as this private land. <b>Noted</b></p> <p>Members agreed to using the payback team once a week on a regular basis on alternate weeks.  Proposed: Cllr. Thompson    Seconded: Cllr. Dwan <b>Resolved</b></p> <p>Members noted correspondence from Suffolk Highways, regarding road resurfacing along Hundred Acre Way, Red Lodge between the Warren Road roundabout and Thistle Way. The work will be carried out overnight in the period between Friday 15 March and Thursday 21 March, during the hours of 7pm and 5am. Traffic will be diverted via Hundred Acre Way, Warren Road, Boundary Road, Newmarket Road, Warren Road and vice-versa. <b>Noted</b> (Dist. Cllr. Lynch left the meeting at 20:25)</p> <p>Members noted the receipt of the street lighting inventory from Suffolk Highways (SH), for 1<sup>st</sup> April to 31<sup>st</sup> March 2019 for invoicing purposes. All the LED lights bar 1 on Boundary Road are complete. SH will issue an interim invoice as the timescale for completion of the remaining unit is uncertain. <b>Noted</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk to contact SH</p>
<p><b>13.</b></p>	<p><b>Urgent Business</b> None disclosed</p>	
<p><b>14.</b></p>	<p><b>To confirm the date of the next Parish meeting scheduled for Tuesday 29 March 2019, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00</b></p> <p>The next meeting was confirmed as above. The meeting closed to the public at 20:30.</p>	

	(Note: The Clerk left the meeting at 20:30).	
<b>15.</b>	<b>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.</b>	
<b>15.1</b>	Members discussed staffing issues as reported in confidential report 260219-01.	Chairman to report

There being no further business the meeting closed at 20:45.