



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 26th March 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 Vanessa Kovacevic
Cllr. Stephen Smith
Cllr. Ian Thompson

In Attendance: Clerk/RFO
County Cllr. Robin Millar
District Cllr. Carol Lynch
Members of the public: 5

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

- Agenda for 26.03.2019

	Item	Action
1.	Chair Person's welcome.	
2.	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.	
3.	Apologies for absence. County Cllr. Stanbury Noted	
4.	Declaration of interest and applications for dispensation. None declared Noted	
5.	Members of the public are invited to speak on any item on the agenda for a maximum of 3 minutes. No members of the public spoke on any item. Noted	
6.	Confirmation of Minutes of the meetings held on the 26 February 2019. The Minutes of the Red Lodge Parish Council Meeting held on the 26 th February 2019 were agreed as an accurate record and duly signed by the Chairman. Proposed: Cllr. Thompson Seconded: Cllr. Kovacevic Resolved	Clerk to file and distribute accordingly
7.	Reports from the County Councillor, District Councillor, the Police Newsletter and any other reports.	
7.1	SNT Newsletter February 2019 The chairman summarised the SNT Newsletter for February 2019: Drugs warrants were carried out in Mildenhall, Red Lodge & Lakenheath. Drugs were seized and the offenders are awaiting to appear in court. Noted (Note: Dist. Cllr. Lynch arrived at 19:03pm)	
7.2	Forest Heath District Council (FHDC) – Waste Management Team FHDC would like to inform the residents of Red Lodge that private businesses have kindly donated a dispenser and bags for dog litter, this has been installed on the sports field. Noted	

<p>7.3</p> <p>7.3.1</p> <p>7.3.2</p> <p>7.3.3</p> <p>7.3.4</p> <p>7.3.5</p> <p>7.3.6</p>	<p>Cllr Kovacevik provided an update on the Events Working Party:</p> <ul style="list-style-type: none"> • A Bingo evening will be held on Friday 29th April 2019, at the pavilion. • A Food Truck Fest will be held on Sunday 14th April 2019, 7 food trucks will be arriving, 7% of their taking will be collected by the events group. • A car boot sale will be held on Sunday 12th May 2019 (TBC) • A sports taster day will be held on Sunday 23rd June 2019. Red Lodge parish council are grateful to 'The National Lottery Awards for All', for awarding the parish council £4000 towards this event. • The Pines school have agreed to allow the use of their car park for coaches. <p>Noted</p> <p>Members agreed to have background music on at the food truck fest. £175 that was allocated for music will be used to pay the wages for the groundsmen on the day of the event.</p> <p>Proposed: Cllr. Dwan. Secoded: Cllr. Thompson Resolved</p> <p>Members agreed to have a temporary skate park, archery and a climbing wall at the sports taster day.</p> <p>Proposed: Cllr. Dwan. Secoded: Cllr. Thompson Resolved</p> <p>Members agreed to purchase 3 barrels of beer for the food truck fest, these can also be used on the 13th April for a Rugby match. A member queried if the beer barrels could be installed by an external company as there were several complaints of flat beer, last year at the summer fun day. The Events Working Party will contact external companies regarding the installation of beer barrels.</p> <p>Proposed: Cllr. Dwan. Secoded: Cllr. Thompson Resolved</p> <p>Members agreed to purchase A3, A4 posters and banners to advertise the sports taster day.</p> <p>Proposed: Cllr. Dwan. Secoded: Cllr. Thompson Resolved</p> <p>Members agreed to hold a summer fun fair in September, with provisions of electricity and water for the stall holders. All in favour bar 1 abstention.</p> <p>Proposed: Cllr Thompson. Secoded: Cllr. Dwan Resolved</p> <p>Members agreed to have a car boot sale on 12th May 2019.</p>	<p>Events Working Party to contact external companies to install beer barrels.</p>
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	<p>Proposed: Cllr. Dwan. Seconded: Cllr. Thompson Resolved</p> <p>7.4 Members noted that the website for the Sports Pavilion has now been set up. Noted</p> <p>7.5 Members noted that the CCTV has been upgraded. Noted</p> <p>7.6 C. Cllr. Millar provided the meeting with the following information:</p> <ul style="list-style-type: none"> • The Boundary Commissions will be reviewing the Suffolk y boundaries. • Increase in council tax by the county council is attributed to several factors including: demographic pressures of an aging population; increase in mental health issues and increase in support and care for young children, the decisions of care for young children are dictated by the courts. • The planning application from Sunnica East for an energy farm on 700 Hectares land is for the provision of sustainable energy. The planning and any decisions will be determined by the National Government. • Further to the planning application from White Star Stud, Forest Heath District Council have requested an impact assessment, there is also a concern of sewerage. • Further to a request last year to C. Cllr. Millar for funding towards a speed indicator device (SID) to Combat speeding in Red Lodge, C. Cllr. Millar will conduct a traffic survey in places where speeding is an issue and will provide 50/50 match funding from the locality budget for a SID. <p>Noted</p>	<p>Clerk to email Cllr. Millar areas with speeding issues.</p>
	<p>8. Financial Matters</p> <p>8.1 Members to note that the bank reconciliation statements for February 2019 have been verified and signed by Cllr. Thompson. Noted</p> <p>8.2 Members approved all payments in February 2019 for Parish and Pavilion accounts.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Sewell Resolved</p> <p>8.3 Members noted the bank balances as of 20/03/19 for the following accounts:</p> <ul style="list-style-type: none"> • Parish Bank Account £146,196.69 • Pavilion Bank Account £136,529.45 • Deposit Account £106,788.88 <p>Noted</p> <p>8.4 Members reviewed the budget to date for the final quarter and were satisfied with the figures.</p>	<p>Clerk to publish financial information on the website</p>

	<p>Proposed: Cllr. Dwan Seconded: Cllr. Kovacevic Resolved</p>	
8.5	<p>Members reviewed and accepted the asset register 31.03.19-01.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Sewell Resolved (Note: C. Cllr. Millar left the meeting at 19:45)</p>	
8.6	<p>Members noted that a VAT reclaim of £782.76 for November 2018 - end of January 2019, has been received from HM Revenue & Customs on 21/02/19. Noted</p>	
8.7	<p>Members reviewed and adopted the Information Security Policy for card holder information.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Sewell Resolved</p>	
8.8	<p>Members noted that the Payment Card Industry Data Security Standard (PCI DSS) has been validated for compliance. Noted</p>	
8.9	<p>Members noted that the Internal Control Statement 2018/19 was completed by Cllr. Thompson on 08/03/2019. Noted</p>	
8.10	<p>General Data Protection</p>	
8.10.1	<p>Members reviewed and adopted the following policies for GDPR compliancy: Information protection policy</p> <ol style="list-style-type: none"> 1. Information security incident policy 2. Data protection policy 3. CCTV policy 4. Removable media policy 5. Social media and electronic communication policy 6. Information Protection Policy <p>Proposed: Cllr. Kovacevic Seconded: Cllr. Thompson Resolved</p>	
8.10.2	<p>Members reviewed and adopted a GDPR Risk Assessment for Red Lodge Parish Council 2018/19.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Sewell Resolved</p>	

8.10.3	Members noted that Red Lodge Parish council are registered for digital tax (VAT). Noted	
9.	Discuss and approve any purchase (LGA 1972, s.111).	
9.1	Members noted that the purchase for MS Office 2019 at a cost of £114, agreed in the meeting on 26.02.2019 item 9.5 will not be pursued. CAS have advised to renew Office 365. Noted	Clerk to proceed with purchases.
9.2	Members approved the replacement of cladding on the sports pavilion building by a Member at a cost of £42.14 for materials. Proposed: Cllr. Cash Seconded: Cllr. Dwan Resolved	
9.3	Members approved a Play Area Inspection Course from Community Action Norfolk, at a cost of £250 for ½ a day on-site training. Proposed: Cllr. Thompson Seconded: Cllr. Kovacevic Resolved	
9.4	Members approved a quote for personal protective equipment from Arco at a cost of £738.14 inc. VAT. Proposed: Cllr. Thompson Seconded: Cllr. Dwan Resolved	
9.5	Members approved the Clerk's attendance of SALC's Clerk Network Zone on 29/03/2019, free of charge. Proposed: Cllr. Cash Seconded: Cllr. Dwan Resolved	
9.6	Members agreed the renewal of West Suffolk's, commercial waste services, General Waste £8.92 weekly and Recycling £5.00 fortnightly. Proposed: Cllr. Cash Seconded: Cllr. Kovacevic Resolved	
9.7– 9.8	Members considered 3 quotes to replace the flooring in the events room with Polyflor Expona Commercial Park: i. Alan Turner Flooring, £4360 ex. VAT. ii. Allsquare Flooring Ltd, £5124.09 ex. VAT iii. Parrot Flooring Ltd, £4650 ex. VAT Members agreed to proceed with quote (i) from Alan Turner Flooring, members selected the Sherwood Oak design.	

	<p>Proposed: Cllr. Sewell Seconded: Cllr. Kovacevic Resolved</p> <p>9.9 Members approved the quote from Bussens & Parkin to repair the 3x picnic benches: 4x2x4.8m length timber x6 = £128.46 inc. VAT 2.5L Sadolin woodstain x2 = <u>£106.50</u> Total = £ 234.90 inc. VAT</p> <p>Proposed: Cllr. Kovacevic Seconded: Cllr. Thompson Resolved</p> <p>9.10 Members agreed a petty cash top up for the sports pavilion imprest, for £74.04, cheque number 460 was duly signed by the chairman and the vice-chairman.</p> <p>Proposed: Cllr. Thompson Seconded: Cllr. Kovacevic Resolved</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Planning Applications To Consider any Planning Applications: (To also consider Planning Applications submitted post-publication of the agenda)</p> <ul style="list-style-type: none"> • DC/19/0321/HH Proposal: Householder Planning Application – Part conversion of garage to utility and carport (previous application DC/18/2330/HH) Location: 8 Hornbeam Avenue, Red Lodge, IP28 8YH <p>Members all agreed to ‘no comment’ on the above application. Resolved</p> <ul style="list-style-type: none"> • DC/19/0392/HH Proposal: Householder Planning Application – (i) Raising of existing roof to create first floor (ii) alterations to fenestration (iii) covered veranda to side elevation. Location: 2 Heatherset Way, Red Lodge, IP28 8JN. <p>Members all agreed to ‘object’ on the above application as it is not in keeping with the surrounding properties. Resolved</p> <ul style="list-style-type: none"> • DC/19/0444/EIASCR Proposal: EIA Screening Opinion under Regulation 5 (1) of the Environmental Impact Assessment Regulations 2011 on the matter of whether or not the proposed development is considered that there are likely significant environmental impacts for which an Environmental Statement would be required – Extension to existing caravan car park. 	<p>Clerk to contact FHDC</p>

	<p>Location: Willoway Park, Red Lodge, Suffolk.</p> <p>Members all agreed to 'no comment' on the above application. Resolved</p> <p>10.4</p> <ul style="list-style-type: none"> • EN010106-000004 Planning Act 2008 (as amended) and the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11 Application by Sunnica Ltd (the Applicant) for an order granting Development consent for the Sunnica Energy Farm (the Proposed Development) Scoping consultation and notification of the Applicant's contact details and duty to make available information to the Applicant if requested. <p>Members all agreed to 'no comment' on the above application. Resolved</p> <p>10.5</p> <ul style="list-style-type: none"> • DC/19/0416/FUL Proposal: Planning Application – Enclose the site with a mounded wall of soil and re-instate the main gate from Elms Road. Location: Landfill Site, Elms Road, Red Lodge, IP28 8LQ <p>Members all agreed to 'object' on the above application, the actual number of caravans on site will not be visible. Resolved</p> <p>10.6</p> <ul style="list-style-type: none"> • DC/19/0443/HH Proposal: Householder Planning Application – Single storey side and rear extensions. Location: 12 Bergamot Close, Red Lodge, IP28 8SL <p>Members all agreed to 'no comment' on the above application. Resolved</p> <p>10.7</p> <ul style="list-style-type: none"> • DC/19/0429/FUL Proposal: planning Application – 1 no. dwelling (following demolition of existing dwelling). Location: 4 Boundary Road, Red Lodge, IP28 8JQ <p>Members all agreed to 'no comment' on the above application. Resolved</p> <p>10.8</p> <ul style="list-style-type: none"> • DC/18/0628/HYB Proposal: Hybrid Application – 1. Full Planning Application – (i) Horse racing industry facility (including workers dwelling) and (ii) new access (following demolition of existing dwelling known as White Lodge Bungalow). 	<p>Clerk to convene a meeting with Sunnica</p>
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	<p>Location: Former White House Stud, White Lodge Stables, Warren Road, Herringswell, CB8 7QP</p> <p>Members all agreed to 'object on the above application, the current infrastructure does not support the proposed dwellings. The increased road traffic is also a concern.</p> <p>Resolved</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>Members Considered Correspondence Received: (To also consider correspondence submitted post-publication of the agenda)</p> <p>Members considered the correspondence received from Combat Kick Boxing Academy (CKA), regarding the use of the sports pavilion facilities by another martial arts group. Members noted that there are no rules stating that only one discipline of martial arts can practise at a venue as suggested by CKA. Members also noted that this has now been dealt with. Noted</p> <p>Members noted a letter of thanks received from a parishioner, regarding the maintenance of the ditches along Bellflower Crescent. Noted</p> <p>Members noted the correspondence received from West Suffolk Council, detailing the timetable for the parish council elections on 2 May 2019. Noted</p> <p>Members noted a letter received from a parishioner regarding the rise in precept for 2019/20. Noted</p> <p>Members noted correspondence received from the leaders of Forest Heath District council and of St. Edmundsbury Borough Council, requesting support for the Rural Services Network campaign. Noted</p> <p>Members reviewed and adopted the Water Safety & The Prevention of Legionellosis Hot & Cold Water System – Sports Pavilion. Proposed: Cllr.Thompson Seconded: Cllr. Sewell Resolved</p> <p>Members noted the receipt of s.106 monies £1,174.89, from Forest Heath District Council for goal posts on 22/03/2019. Noted</p> <p>Members agreed to proceed with the Service Level Agreement between Norfolk and Suffolk Community Rehabilitation Company (NSCRC) Community Payback Unit (CPU) And Red Lodge Parish Council. The chairman will sign the agreement.</p>	

	<p>Members all agreed to proceed with the agreement. Resolved</p> <p>11.9 Members noted a request from the Red Lodge Millennium Centre (RLMC), dated 06/03/2019 to discuss rubbish, bins, recycling, CCTV and a tree outside Clicks Bar & Grill was rescinded by RLMC. Noted</p> <p>11.10 Members noted correspondence received from SSE dated 11 March 2019, requesting urgent action for the inspection of an electricity meter on the allotments, has been forwarded by the clerk to the Red Lodge Allotment Association (RLAA). No response has yet been received from the RLAA. Noted</p> <p>11.11 Members noted that Impress, have digitally recreated the Red Lodge parish council logo, at no cost. Noted</p> <p>11.12 Members noted receipt of a of a letter sent by a parishioner to Suffolk County Council (SCC), querying if the replacement LED lights in Red Lodge have been completed and the timescale for the issue of an invoice to Red Lodge parish council for this work. Noted</p> <p>11.13 Members noted correspondence received from West Suffolk Council (WSC), regarding the Great British Spring Clean taking place between 22 March – 23 April 2019. Noted</p>	
12.	Urgent Business	
12.1	<p>Members agreed to ratify a quote from BA Electricals, for the purchase and installation of alarms and lights for gas detection, £380.52 + VAT 29/11/2018.</p> <p>Proposed: Cllr. Cash Seconded: Cllr. Sewell Resolved</p>	
12.2	<p>Members agreed to purchase 2x booms to replace a wall panel in the Russet Drive children’s play area (LGA 1972, s.111).</p> <p>Proposed: Cllr. Sewell Seconded: Cllr. Thompson Resolved</p>	Clerk to proceed with purchase.
13.	To confirm the date of the next Parish meeting scheduled for Tuesday 30 April 2019, to be held at St. Christopher’s Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00	

	The next meeting was confirmed as above. Noted	
14.	Members resolved 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. Resolved Note: The meeting closed to the public at 20:50	
14.1	Members discussed external contracts for a bore-hole reported in confidential report 260319-01. Note: At 21:00 members resolved to abandon Standing Order 3x to allow the meeting to exceed 2 hours. Noted	Clerk to report
14.2	Members resolved staffing issues as reported in confidential report 260319-01. Resolved	Chairman to report to Clerk

There being no further business the meeting closed at 21:15.