



Rendlesham Parish Council

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FULL COUNCIL MEETING – 4TH OCTOBER 2024

PRESENT	
CHAIRMAN	Councillor D Waring
COUNCILLORS	Councillor Mrs N Delacamp; (Vice Chair) Councillor M Stevenson; Councillor M Parry; Councillor R Routledge;
CLERK TO THE COUNCIL	Mrs D Humphris
ALSO PRESENT	District Councillor: Councillor T Wilson 17 members of the public

006/24	<p><u>Apologies for absence</u> RESOLVED: (unanimously) to accept apologies for absence from Councillor G Moir</p>
007/24	<p><u>Public Forum</u> <u>Play equipment and play areas</u> Various questions were raised about play areas in the village highlighting disappointment at play equipment being removed and emphasising the importance to young families to have suitable play spaces and things to do in the village. Councillors confirmed that there is some difficulty around this as Rendlesham Parish Council don't own the land in question. Persimmon Homes are to provide a play area for younger children on East Suffolk District Council land and this will be open to consultation early in 2025. Plans are being developed to reinstate the Youth Group.</p> <p><u>Skatepark</u> Concerns were raised about the Skate Park project with regards to lighting of the area and concerns about the remoteness of the site leading to youngsters hanging out and potentially using drugs. Questions were raised about whether lottery funding secured for the new skatepark could be used for another purpose to do with Youth Provision in the village. Some villagers asked for another consultation style process to ascertain if there was still a need for a skatepark. Councillors confirmed that Lottery Funding has been secured for the purposes of creating a Skate Park and it can only be used for this purpose. Plans are now well-developed following consultations in earlier years, particularly through the local school, and existing plans are still based on the results of that consultation. An approved contractor has been appointed, and design plans are in place, with work to start</p>



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imminently. At present there is no funding for lighting, but this may be looked at in the future.

How do I become a councillor

The Clerk gave out contact details for a person interested in joining the council.

Newsletter

It was highlighted that villagers would like to see a return of the Village Newsletter; particularly as electronic formats were not always accessible to all.

The Chairman explained that the Council are aware that they need to do more in terms of Community Engagement

Seating areas

A question was raised about more seating areas around the village and close to play areas.

Councillors advised that this will not be straightforward to arrange as much of the land in question is not owned by the Parish Council and we are currently negotiating with the landowner to try to get permission.

With 15 minutes of public forum time over everyone was encouraged to email the Parish Council with any further questions they have.

008/24

Declarations of Interest

None declared

009/24

Minutes of the last Meeting (previously circulated)

RESOLVED: (unanimously) that the minutes of the meeting held on 4th October 2024 should be signed as a true record by The Chair of the meeting with the following amendment: 'delete the name of the locum clerk for the header/address box'

010/24

Councillor Resignations

Members noted the following councillor resignations which will give rise to a Casual Vacancy and be advertised accordingly:

Mrs v Waring; Mr D Moore

The Chairman gave thanks to these councillors for their contributions to the Council and will arrange a small gift which councillors will contribute to personally as a token of appreciation.

011/24

Co-option of a new councillor

Members noted an application for co-option to the Council (previously circulated). No proposal was received for appointment to the Council from members present and therefore, with no proposer or seconder, no vote could take place, and the applicant will be advised that they have not been successful in being co-opted.



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012/24	<p>Local Government Code of Conduct RESOLVED: (unanimously) to approve and adopt the Local Government Code of Conduct (details previously circulated)</p>
013/24	<p>Standing Orders RESOLVED: (unanimously) to approve and adopt the new Standing Orders presented by the Clerk (details previously circulated)</p>
014/24	<p>Financial Regulations (2024 updated version) RESOLVED: (unanimously) to approve and adopt the new Financial Regulations presented by the Clerk (details previously circulated)</p>
015/24	<p>Constitution of Committees for the municipal year May 2024 – April 2025</p> <p>a) Committee Structure RESOLVED: (unanimously) to suspend the committee structure for the time being whilst new councillors are recruited, with all matters to be brought to Full Council which would now meet monthly, initially for a temporary period to be reviewed in May 2025 The exceptions to this are: Jubilee Park Committee and Personnel Committee</p> <p>b) Terms of Reference RESOLVED: (unanimously) to approve the Terms of Reference as per attached Appendix A.</p> <p>c) Committee Members</p> <p>Jubilee Park Committee RESOLVED: (unanimously) to appoint Councillor Mrs N Delacamp as Chairman of this committee. Committee members as follows: Councillors M Stevenson, M Parry and G Moir.</p> <p>Personnel Committee RESOLVED: (unanimously) to appoint Councillor D Waring as the Chairman of this committee. Committee members as follows: Councillors Mrs N Delacamp, Councillors R Routledge and M Stevenson</p>
016/24	<p>Scheme of Delegation RESOLVED: (unanimously) to accept and adopt the Scheme of Delegation presented by the Clerk (details previously circulated) <i>Local Government Act 1972 s101</i></p>
017/24	<p>Retention of Records Policy and GDPR</p> <p>a) Retention of Records Policy RESOLVED: (unanimously) to adopt the policy presented by the Clerk (details previously circulated) (LGA 1972 section 226)</p> <p>b) Freedom of Information Publication Scheme RESOLVED: (unanimously) to adopt the FOI publication scheme presented by the Clerk (details previously circulated)</p>



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c) Implementing Retention of Records policy

RESOLVED: (unanimously) to approve expenditure up to £500 to confidentially destroy existing paperwork that does not need to be kept in line with the agreed policy (*Spending Power: Local Government Act ss 111 and 112*)

018/24

Reports from County and District Councillors

Report from District Councillor T Wilson

Councillor Wilson advised that he was working with and supporting an energetic Rendlesham Council, and that work has been going on in the background. The Community Infrastructure Levy is a levy on development in the area and is going into new play areas, as part of the District Council's policies on ensuring funds are used for social cohesion and mental health. As Rendlesham PC have a Neighbourhood Plan they can use 3% of that levy directly on local projects.

Councillor Wilson is also working to ensure that Rendlesham PC is included on a list of towns held by the District Council as this will give access to more funding.

He acknowledged some of the issues locally in managing various projects due to the fractured land ownership issues, but work is ongoing to try to simplify this to give more capacity to look to the future.

The Youth employments Service is running successfully with over 50% of youngsters holding down work for 6 months or more giving youngsters the opportunity of a life changing step into long term employment.

The District Council has put a further £1m into Warm Welcome Community Hubs over the winter.

Waste collection will be changing in the district. Due to legislation by Spring 2026 the District Council must plan to recycle glass, food and tetra packs from household collections. At present the average bin has collected has around 60% recyclable materials and the new arrangements will mean the bins will be less full and will therefore be collected every 3 weeks. Councillor Wilson advised that food waste would go to anaerobic digesters, but he was not sure on the collection cycle for this at present. The District Council have pledged to plant 250000 trees which represents one tree for every person in the district.

The Chairman thanked Tim for his report and for all his support to Rendlesham Parish Council over the past few months.

019/24

Clerk's Report

Nothing to report



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020/24

Website and .gov domain

Members considered the final proposal to use Aubergine to implement the new compliant website and .gov email facilities for the Council, staff and councillors.

RESOLVED: (unanimously) to approve expenditure for confirmed costs as follows:

Set up/year 1 costs £999 +VAT (This includes content transfer, website training for staff and support) then £299 per year +VAT)

.gov domain price £100 per year (government grant covers 1st year)

Forms/ polls module £50 +VAT per year

Email mailbox service (25 addresses) £49.99 +VAT per year

(*Spending Power: Local Government Act 1972 ss111 and 112*)

021/24

Finance

a) Invoices and payments for October 2024

RESOLVED: (unanimously) to approve the schedule of invoices and payments for October 2024 as per attached Appendix B

b) Financial Report

An up-to-date financial report was noted along with a Bank reconciliation as at 10th October 2024.

022/24

Full Council Meeting Dates

a) Schedule of dates for the remainder of the municipal year May 2024 – April 2025

With the committee structure suspended it was **RESOLVED: unanimously** that Full Council meetings will be held on the second Thursday of each month for review in April 2025

b) Date of next meeting

RESOLVED: (unanimously) Thursday 14th November 2024 at 7pm

023/24

Exclusion of the Public and Press

Exclusion of the Public and Press

RESOLVED: (unanimously) that in accordance with the Public Bodies Admission to Meetings Act 1960 that the public and press shall be excluded due to the confidential nature of the items to be discussed – Personnel Matters/IT matters

024/24

Appointment of the new Clerk

RESOLVED: (unanimously) To formally approve the appointment of the new Clerk for 30 hours per week with approval for entry to the Local Government Pension Scheme on successful completion of 3 month probationary period. Other terms and conditions/salary scale as per attached Appendix C which shall remain confidential due to the sensitive nature of the personal information contained therein.



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025/24

Office re-organisation

RESOLVED: (unanimously) to approve the office re-organisation to ensure all staff have a suitable working space. This may necessitate some expenditure for new desks/chairs and electrical/IT work and it was **RESOLVED: (unanimously)** to approve delegated authority for expenditure to the Clerk up to a maximum of £2000 for this purpose with a full breakdown of costs to be supplied to the Council.

026/24

IT Matters

RESOLVED: (unanimously) that Councillor Routledge will obtain all required information to ensure full control of all IT and software packages can be managed by the Clerk and office staff moving forwards. It was agreed that in the absence of this information IT support may need to be sought.

There being no further business the meeting was closed at 20.13 hours

Signed:.....

Date:.....

Rendlesham Parish Council – 4th October 2024 – APPENDIX A

TERMS OF REFERENCE -JUBILEE PARK COMMITTEE

RENDLESHAM PARISH COUNCIL

TERMS OF REFERENCE FOR THE JUBILEE PARK COMMITTEE

Approved 10th October 2024 Min No.: 015/24 (b)

Next Review May 2025

1. POWERS:

A) To decide - YES

B) To spend: YES

C) To Act: Only within Terms of Reference

D) Budget: YES within budget for Jubilee Park – Council authority required for overspends or expenditure outside of approved budget



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2. MEMBERSHIP OF THE COMMITTEE

The Committee will have a maximum of 5 Councillor members.

Membership will be approved annually at the Full Council Annual Council Meeting. All members of the Jubilee Park Committee must be members of the appointing Council (CAB 10TH Edition P.72).

Rendlesham Parish Councillors who are not appointed to the Committee may attend meetings as non-voting members of the public.

Membership for 2024/2025 Municipal year:

Chairman: Councillor Mrs N Delacamp

Councillors: M Stevenson, M Parry and G Moir

3. MEETINGS

The Committee will meet as required (but a minimum of 3 times per year) and Agenda Notices will be circulated and displayed in accordance with statutory rules.

Minutes will be recorded and maintained by The Clerk to the Council/Appointed council officer

4. QUORUM

The quorum is 3 members.

5. UNDERTAKINGS - All members of the Committee will abide by the Parish Council Code of Conduct, Standing Orders and any other Council regulations and policies.

6. TERMS OF REFERENCE

The Committee's functions are as follows:

To manage the Committee budget and prepare and make recommendations for the annual precept/budget requirements for the committee. (To be presented to the Responsible Finance Officer by 1st November each year)

To manage, develop and undertake all improvements, maintenance and Health and Safety functions including risk assessments.



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To keep under review all matters connected with working practices, health and safety, insurance policy and contract management.

To carry out risk assessments as necessary for safe working practices of all work carried out by members and non-members and ensure any impact on the council insurance policy is flagged up to full council.

To actively support the development of open spaces and identify areas for improvement

To actively promote and encourage sporting and recreational ventures on the park.

To actively promote all the environmental aspects and benefits of recreational open space

To have responsibility for and make decision regarding, grass and hedge cutting, and management of trees.

To have responsibility for and make decisions on checks and maintenance of all the play equipment in the park area as per ROSPA requirements and act upon their recommendations

To have responsibility for all the facilities and property within the playing field area and carry out repairs as necessary to ensure it is safe and serviceable. This includes all equipment, fencing, bins, goals, seating, signage and any other items.

To liaise with sports clubs and organisations and deal with agreements for the hiring out of the Playing Field and associated administration and income.

TERMS OF REFERENCE - PERSONNEL COMMITTEE

RENDLESHAM PARISH COUNCIL

TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE

Approved 10th October 2024 Min No.: 015/24 (b)
Next Review May 2025



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1. POWERS:

- A) To decide - YES B) To spend: YES (within personnel budgets)
- C) To Act: Only within Terms of Reference
- D) Budget: YES, WITHIN BUDGET - Council authority required for overspends or expenditure outside of approved budget

2. MEMBERSHIP OF THE COMMITTEE

The Committee will have a maximum of 4 Councillor members.

Membership will be approved annually at the Full Council Annual Council Meeting. All members of the Personnel Committee must be members of the appointing Council (CAB 10TH Edition P.72).

Rendlesham Parish Councillors who are not appointed to the Committee may attend meetings as non-voting members of the public but will not be able to be present for exempt/confidential sessions.

Membership for 2024/2025 Municipal year:

Chairman: Councillor D Waring

Councillors: Mrs N Delacamp, Councillors R Routledge and M Stevenson

3. MEETINGS

The Committee will meet as required (but a minimum of 3 times per year) and Agenda Notices will be circulated and displayed in accordance with statutory rules.

Minutes will be recorded and maintained by The Clerk to the Council.

4. QUORUM

The quorum is 3 members.

5. UNDERTAKINGS - All members of the Committee will abide by the Parish Council Code of Conduct, Standing Orders and any other Council regulations and policies.

6. TERMS OF REFERENCE The Committee's functions are as follows:



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The main function of the Committee is to ensure that a culture exists within the Council which nurtures productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management as well as reviewing and making changes on the staffing structure when needed.

Other functions of the Committee include the following:

1. To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions in accordance with (current guidance from NALC and/or specialist HR consultants)
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC and/or specialist HR consultants)
3. To draft/review employment policies and ensure they are kept up to date. These include Health and Safety; staff absence/sickness; equality and diversity; grievance/disciplinary procedures, staff handbooks
4. To undertake the annual appraisal review of the Clerk to the Council and the Responsible Finance Officer (RFO); and implement appropriate changes after consultation with the relevant staff member/s.
5. To consider and approve training needs that arise from staff appraisals including those undertaken by the Clerk for office staff.
6. To review and approve salaries (within the staffing budget) in accordance with current contracts and guidance from NALC
7. To appoint permanent staff and agree hours/pay within the staffing budget.
8. To complete pre-employment checks such as right to work and references.
9. To appoint temporary staff and agree hours/pay within the staffing budget.
10. To carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
11. To deal with any staff disciplinary/grievances in accordance with the relevant procedures.
12. To oversee any process leading to recruitment or dismissal of staff including redundancy including hiring in of specialist HR consultancy where needed (within staffing budget)



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Rendlesham Parish Council – 4th October 2024 – APPENDIX B

Schedule of Invoices and payments Approved October 2024 (Min No. 021/24 (a))

SEE ATTACHED APPENDIX (page 13)

APPENDIX C (page 14) Confidential personnel information