

Full Council Meeting
Rendlesham Parish Council

Minutes of the meeting held on 14th November 2024 at 7.00pm, Room 16
Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk
IP12 2GG

PRESENT	
CHAIRMAN	Councillor D Waring
COUNCILLORS	Councillor Mrs N Delacamp; (Vice Chair) Councillor M Stevenson; Councillor M Parry; Councillor R Routledge; Councillor G Moir
CLERK TO THE COUNCIL	Mrs D Humphris
ALSO PRESENT	County Councillor Alex Nicol 9 members of the public 2 of whom left the meeting at 19.03 hours.

<u>035/24</u>	<u>Apologies for Absence</u> - None
<u>036/24</u>	<p><u>Public Forum</u></p> <p>The Chairman advised that although he had allowed a long public forum at last week's extraordinary meeting he would be keeping to the 3 minute per person speaking time and a maximum of 15 minutes for this session. He further advised that only Rendlesham residents would be allowed to address the Council.</p> <p>A non resident asked to read a pre-prepared statement about a personnel matter. The Chairman advised that they would not be allowed to speak as a non resident and also because HR matters can not be discussed in a public forum.</p> <p>Another member of the public asked if there was any way personal matters pertaining to a member of staff could be addressed and the Chairman advised that plans were in place to do this in a proper manner.</p>

	<p>A question was raised about whether the Christmas event would go ahead and the Chairman advised this was to be discussed under item 8 on the agenda.</p> <p>A question was raised about whether fireworks would go ahead. Councillor Delacamp advised that talks had taken place with Fully Fused fireworks but suggestions for this to take place at New Year were not possible because Fully Fused were already booked. However, the purchased fireworks are being stored for our use, possibly in 2025.</p>
<u>037/24</u>	<p><u>Minutes of the last meeting</u> Approval deferred to the next meeting as these are not yet ready for review.</p>
<u>038/24</u>	<p><u>Declarations of Interest</u> - None declared</p>
<u>039/24</u>	<p><u>Co-option of new councillors</u> Councillors were pleased to note receipt of 5 applications. As most of these have only been received in the last few days it was agreed to defer formal co-option decisions to the next meeting to give serving councillors time to review the applications. It was planned to organise a 'coffee and chat' event in the meantime to enable potential new councillors a chance to chat to existing councillors about the role.</p>
<u>040/24</u>	<p><u>Reports from County and District Councillors</u> County Councillor Nicoll introduced himself and outlined some of his recent meetings around Sizewell C and roads infrastructure as well as queries about water supply for the project. Councillor Stevenson interjected to make it clear to all that he had no involvement with Sizewell C and was in fact employed by a contractor for Sizewell B. Councillor Nicoll made councillors aware of a transport group they could attend, details of which can be found on Sizewell C website. He gave further details about concerns around closure of main transport routes in Suffolk (A12 and railways) for construction of the new Wickham Market Park and Ride.</p>

<p><u>041/24</u></p>	<p><u>Skate Park</u></p> <p>a) <u>RESOLVED (unanimously)</u> to formally appoint Birkett’s solicitors to handle the legal paperwork associated with the National Lottery Grant. It was further <u>RESOLVED (unanimously)</u> to approve the associated fees estimated to be £3700 plus VAT.</p> <p>b) It was noted that contact is to be made with the National Lottery to update them with regards to the current position and gain approval to proceed as planned with additional costs and project start as detailed below.</p> <p>c) Due to the delays in the project, Maverick the chosen contractors have had to increase the overall price of the contract from £206,765 to £208,065 with this price to be fixed until 30th April 2025. It was <u>RESOLVED (unanimously)</u> to approve this increased cost.</p> <p>d) <u>RESOLVED (unanimously)</u> to instruct Maverick to commence works up to a maximum of £350, to safeguard expiry of the Planning permission which is due to expire in December 2024, subject to this being approved by The National Lottery.</p>
<p><u>042/24</u></p>	<p><u>Chrstmas Event 2024</u></p> <p>Councillor Delacamp advised that the Christmas event would be going ahead on 24th November. Plans are coming together and volunteers have been contacted. There is an Ipswich football game on the same evening so finishing times will be considered so as not to clash with this. Office staff have been supporting with arrangements and have been a great help. FORS will be putting on Santa’s Grotto, the Christmas Tree is being delivered tomorrow and lights have been tested in readiness.</p>
<p><u>043/24</u></p>	<p><u>Finance</u></p> <p>All matters deferred to the next meeting as new Clerk is tidying up accounts and still working on budget/precept figures</p>
<p><u>044/24</u></p>	<p><u>Purchase of ADOBE pro package</u></p> <p><u>RESOLVED (unanimously)</u> to purchase x 1</p>

	<p>subscription at a cost of £19.97 per month plus VAT. This is a necessary tool to assist with preparing and redacting FOI requests.</p>
<u>045/24</u>	<p><u>Local Government Pension Scheme</u> <u>RESOLVED (unanimously)</u> to confirm agreement for the Council to enter the Local Government Pension Scheme and that the post of Clerk to the Council will be eligible for this backdated to 1st March 2024 to include the previous locum clerk</p>
<u>046/24</u>	<p><u>Exclusion of the public and press</u> <u>RESOLVED (unanimously)</u> 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.</p>
<u>047/24</u>	<p><u>Staffing budgets</u></p> <p>a) <u>Financial Year April 2024 - April 2025</u> <u>RESOLVED (unanimously)</u> to accept and approve the NALC pay agreement for 2024/20235 which is an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive - to be backdated to 1st April 2024 and paid in November salaries for all staff.</p> <p>b) <u>RESOLVED (unanimously)</u> to confirm reduction in staff hours is to take place to improve efficiency and reduce cost burdens on the Precept with three administration staff now in 'at risk' consultation phase and 1:1 redundancy consultation meetings organised.</p>
<u>048/24</u>	<p><u>Community Centre Staffing Plans</u> Councillor Delacamp declared a personal interest and left the room for discussions as she may consider personally applying for paid employment with the Community Centre Charity should such a position come up. The Clerk confirmed the legal position had been confirmed with SALC and serving councillors can be employed by a Charity for which the Council is sole Trustee, providing there is full transparency over recruitment and appropriate interests are declared. If</p>

	<p>appointed to a paid role with the Charity a councillor would not be able to be appointed to the Council's Charity Committee.</p> <p>Members considered a request for grant funding support from the Council to establish 2 new paid employment positions for the Charity. Currently the Charity has no administration support which is necessary in the absence of volunteers to make sure that the building remains legally compliant and has suitable ongoing maintenance and repair plans in place as well as to proactively pursue new hires and funding in order to ensure the ongoing viability of the Community Centre. Currently there is no ongoing maintenance or cleaning support in place, with this being totally reliant on volunteers which is not sustainable over a longer term and so a part time facilities manager and a part time caretaker role is being proposed.</p> <p>The request is for £35000 which will be the total employment cost for Year 1 to the Charity of both roles, with consideration for funding to continue on an annual reducing basis over the next five years, to enable the Community Centre to be proactively managed to a point where it can sustain all of its own costs with minimal support.</p> <p>It was RESOLVED (unanimously) that 'in principle' the Council are willing to support this but before committing funds they wish to see up to date financials from the Community Centre, for this to be considered fully at the December meeting.</p>
<p><u>049/24</u></p>	<p><u>Staffing Matters</u></p> <p>Birketts have provided initial advice with reference to an employment matter and have advised their costs at a discounted hourly rate of £165 plus VAT. A full estimate can be provided on sight of initial documentation and confirmation of the Council's desired outcome.</p> <p>Councillors considered the Council's position and various options and whilst discussions showed councillors leaning towards one particular route, it was agreed to seek confirmed advice about processes and procedures</p>

	<p>of the preferred option as well as details of potential risks and outcomes for further consideration. The Clerk was instructed to liaise with Birketts and report back accordingly for a final decision to be confirmed.</p> <p>Whilst we have a retained HR specialist, the Council were unclear on how matters could be progressed via this route and further information is needed to make a firm decision. The Clerk will liaise and report back.</p> <p>It was agreed that a further HR meeting may need to be called prior to the December monthly meeting to consider things further in the light of further advice as detailed above.</p>
	<p>Signed: Signed by Councillor Mrs Delacamp</p> <p>Vice Chairman</p> <p>Date: 12 December 2024</p>