

Full Council Meeting
Rendlesham Parish Council

Minutes of the meeting held on 12th December 2024 at 7.00pm, Room 16
Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk
IP12 2GG

PRESENT	
CHAIRMAN	
COUNCILLORS	Councillor Mrs N Delacamp; (Vice Chair) Councillor M Stevenson; Councillor R Routledge; Councillor J Bird; Councillor E Points; Councillor C Ward-Wilkinson; Councillor Ms O Johnston; Councillor Ms J Weller
CLERK TO THE COUNCIL	Mrs D Humphris
ALSO PRESENT	District Councillor Tim Wilson 1 member of the public

<u>050/24</u>	<u>Apologies for Absence</u> RESOLVED : (unanimously) to accept apologies for absence from the Chairman, Councillor Waring and Councillor Moir
<u>051/024</u>	<u>Chair of the meeting</u> <u>RESOLVED:(unanimously)</u> In the absence of the Chairman the Vice Chair Councillor Mrs Delacamp took the Chair.
<u>052/24</u>	<u>Public Forum -</u> No questions raised
<u>053/24</u>	<u>Minutes of the last meeting</u> RESOLVED: (unanimously) to approve the minutes of the previous meetings for signature by the Chairman of the meeting as follows: Minutes of the meeting held on 8th November 2024 (including appendices notes of the informal meetings 31st October 2024 and 1st November 2024)

	Minutes of the meeting held on 14th November 2024
<u>054/24</u>	<u>Declarations of Interest</u> - Councillor Mrs Delacamp declared an interest in agenda item 8 Community Centre item relating to appointment of paid positions as she intends to apply for the Facilities Manager position should this become available.
<u>055/24</u>	<p><u>Co-option of new councillors</u> Councillor Parry has resigned and his position is currently being advertised and will be available for co-option in January 2025. Six councillors gave brief presentations and applied to be co-opted to the current 5 vacant seats. Mr Eley-Kemp advised that he would be happy to defer his application to the January meeting. It was therefore RESOLVED: (unanimously) to co-opt the following people to the Council:</p> <p>Mr J Bird Mr E Points Ms J Weller Ms O Johnston Mr C Ward-Wilkinson</p> <p>All signed their Declaration of Acceptance of Office in the presence of the Clerk and were informed that they must complete their Register of Interests within 21 days - details of how to do this will be forwarded to them by ESDC. The Clerk will forward all councillors a copy of the Code of Conduct.</p>
<u>056/24</u>	<p><u>Reports from County and District Councillors</u> District Councillor Tim Wilson gave a brief report:</p> <ul style="list-style-type: none"> - Advised that he was pleased to see new councillors filling the vacant council seats. - Green Party councillor covering 8 local parishes - Cabinet member for Development, Regeneration, Transport and Parking - Challenges with the Planning Policy Framework and new housing targets and how to meet these whilst retaining local character - ESDC looking at Unitary Council model. - Holding Sizewell C to its obligations

	<ul style="list-style-type: none"> - New kerbside recycling collection being introduced - Budget setting at District £60m per annum with £300m capital programme - Youth Council: 55 young people from across the District - ESDC planting 1 tree for every person in the district - Rendlesham now able to access Town Development Fund for cultural and capital projects - TW has enabling communities budget of £7.5k available. Has allocated £1000 for Village newsletter/communication for Rendlesham
<u>057/24</u>	<p><u>Exclusion of the Public and Press</u></p> <p><u>RESOLVED: (unanimously)</u> that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press shall be excluded due to the confidential nature of the items to be discussed as follows:</p>
<u>058/24</u>	<p><u>Finance/Budgets and Projects</u></p> <p>The Responsible Finance Officer gave a presentation of the Council's current financial situation detailing the effect of last year's precept being £30k lower than budget, budget overspends in 24/25 financial year and the lack of any General Reserve (audit requirement) and detailed savings to be made this financial year and potential impact on budgets/precept for 2025/2026.</p>
<u>059/24</u>	<p><u>Skate Park</u></p> <p><u>RESOLVED:(unanimously)</u></p> <p>To postpone the Skatepark Project for review late 2025. This would release £78k back into the Council revenue account. It was advised that some of this funding had been raised or donated specifically for this project and we will need to ascertain how much this is and ring fence these monies appropriately.</p> <p>It was noted that it had not been possible to commence works onsite (as per min no.041/24d) as solicitors had not been appointed and no agreements were in place to proceed and therefore the Planning Permission had</p>

	<p>expired on 12th December 2024.</p> <p>It was further noted without planning permission in place and with the Council decision to postpone the project, National Lottery funding would almost certainly be withdrawn, meaning that the project would need to be started again from scratch if it is to be re-considered later this year. Some discussion ensued about whether this was still a locally popular project and it was agreed that before starting the project again a public engagement exercise would take place to ascertain ongoing support.</p> <p>Clerk to advise: The National Lottery, Solicitors and Maverick contractors that the project is not continuing at the present time.</p> <p>This decision, discussed in private session, to be recorded in the minutes and publicly available in the interests of full transparency</p>
<p><u>060/24</u></p>	<p><u>Community Centre</u></p> <p><u>a)Community Centre Committee</u> <u>RESOLVED: (unanimously)</u> to appoint the Committee with full delegated powers to act (Terms of Reference to be approved at January 2025 meeting)</p> <p>Chairman: Councillor O Johnston Committee Members: Councillor J Bird Councillor J Weller Councillor C Ward-Wilkinson Councillor M Stevenson</p> <p>It was agreed that a meeting would be arranged next week to organise urgent items to do with Health and Safety and finances</p> <p><u>b)New employed positions Facilities Manager and Caretaker/Cleaner</u> Councillor Mrs Delacamp declared an interest and left the room for debate and discussion of this item as it is her intention to apply for the Facilities Manager role should this be approved.</p>

	<p>Further to minute number 048/24 it was RESOLVED: (unanimously) that the Parish council would provide support of up to £35k for the year Jan 2025 - Dec 2025 to enable staff to be employed. In the absence of volunteers the Facilities Manager and Caretaker/Cleaner are necessary for the ongoing operation of the building and without these paid positions the Community Centre may have to close. The funding would be provided on a monthly basis with £3k to be provided in January/February and March 2025, to be supported with full updated financial information from the Community centre. The first financial report to be available for review at the February Full Council meeting.</p> <p><u>c) Community Centre Buildings Insurance</u> In accordance with the lease document between the Community Centre Charity and the Parish Council, it is the responsibility of the Parish Council to insure the Community Centre Building. It was RESOLVED: (unanimously) to add this to the Council's existing insurance with Hiscox, covering the building for £1257800 at a cost of £1788.62 for review in October 2025 when the policy is due for renewal.</p> <p>These decisions discussed in private session relating to the Community Centre to be recorded in the minutes and publicly available in the interests of full transparency</p>
<p><u>061/24</u></p>	<p><u>Events</u></p> <p>RESOLVED: Santa's tour for 2024 would be cancelled as there has been no resource to organise this to date.</p> <p>Discussion ensued about the potential for 2025 events. It was agreed that the larger events such as the Rendlesham Show and the Fireworks event had grown into large events which need more resources than had previously been made available and may require 'buying in' specialist Health and Safety services, security services etc. Whilst we currently have no information about how much this would cost, the consensus was</p>

	<p>that the Council would like to continue with events but that we may have to `rebuild and review funding, resources and Council procedures and management of events during 2025, which may affect the Council's ability to put on events next year. It was accepted that management MUST be via a Council committee in the future who would supervise and manage paid staff and volunteers and all aspects of any event in order to ensure that the Council meets legal and statutory obligations for all events and to ensure full accountability.</p> <p>It was RESOLVED: to put a sum of £14k in the budget for 2025/2026 to allow for planning and organising at least one event.</p> <p>It was RESOLVED: (unanimously) to appoint the following Events Committee: (Terms of Reference to be agreed at January 2025 Full Council meeting)</p> <p>Chairman: Councillor J Weller Committee Members: Councillor J Bird Councillor O Johnston Councillor E Points Councillor C Ward-Wilkinson Councillor M Stevenson</p> <p>These decisions discussed in private session relating to the Community Centre and events to be recorded in the minutes and publicly available in the interests of full transparency</p>
<p><u>062/24</u></p>	<p><u>Budget/Precept 2025/2026</u></p> <p>Members considered a draft budget prepared by the RFO showing basic revenue expenditure requirements of £156084 for the financial year April 2025 - March 2026.</p> <p>As per minutes detailed above further agreed expenditure to be added as follows:</p> <p>£35k for Community Centre (Min no.060/24b) £14k for events (Min No.061/24)</p> <p>After considering the RFO earlier presentation and the</p>

	<p>audit requirement to have 1.5x precept as a General Reserve it was further RESOLVED: to add a further sum of £54k with a view to bringing reserves up to an acceptable level within 5 years</p> <p>Finally, it was RESOLVED: to add £20k contingency for staff/HR costs</p> <p>This makes the total expected precept £279270 representing 78% increase on 24/25 precept. This would result in an increase to a Band D taxpayer for the parish element of annual Council Tax bill from £161.18 in 24/25 to £284.92 for 25/26.</p> <p>The Responsible Finance Officer will prepare a final draft for formal approval at the January 25 meeting.</p> <p>These decisions discussed in private session relating to the the budget/precept to be recorded in the minutes and publicly available in the interests of full transparency</p>
063/24	<p><u>Staff and Personnel</u></p> <p>Confidential Minutes (Appendix 1)</p>
	<p>Signed: Councillor Mrs N Delacamp</p> <p>Chairman</p> <p>Date: 13 January 2025</p>