



Rendlesham

Parish Council

Draft Minutes of the Meeting of the Parish Council at 7pm on Monday 4th August 2025 in Room 1, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham, Suffolk IP12 2GG.

THIS MEETING WAS OPEN TO THE PUBLIC

**Present: Cllrs. M. Eley-Kemp (Chair), E. Points (Vice-Chair), J. Weller, M. Stevenson, J. Bird, F. Johnson, R. Piercy and C. Gooch
L. Rayment (Clerk), K. Morgan (Assistant Clerk) and four members of the public**

1. Apologies for absence

Apologies were received from County Councillor Alexander Nicoll and Cllrs. James Carter, Dave Moore, and Julie Oliver

2. Public Forum

No matters raised

3. Declarations of Interest

None declared

4. Co-option of New Councillor

RESOLVED: (unanimously) to co-opt Charlotte Gooch to the Council.

Charlotte signed her Declaration of Acceptance of Office and joined the meeting. This brings the Council to full strength with 11 members.

5. Minutes of the Previous Meeting

RESOLVED: (unanimously) to approve the minutes of the Full Council meeting held on 7th July 2025 as a true and accurate record.

6. County and District Councillor Reports

District Councillor Tim Wilson attended and reported on:

- a. Ongoing consultation on 20mph limits for Sizewell construction traffic routes.
- b. Updates on the devolution/Local Government reorganisation timeline.
- c. Progress of the Joint Parishes Transport Initiative, including significant CIL allocations towards cycleways and road safety improvements

7. Freedom of Information Request

Council considered the FOI request from a former councillor regarding the 2024 Fireworks cancellation.

RESOLVED: (unanimously) to approve the draft response (with an additional personal statement from Cllr. James Carter included for completeness).

8. Bottle Bank Lease at The Mews

Following discussion of lease responsibilities, fly-tipping issues, and the forthcoming kerbside glass collection scheme:

RESOLVED: (unanimously) not to enter into a new lease and to leave matters as they stand since the previous lease expired in March 2025.

The Parish Office, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham, Suffolk, IP12 2GG

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The Council noted that responsibility lies with the landowner and tenants, and kerbside glass collections are due to commence in 2026

9. Allotments

- a. RESOLVED: (unanimously) to authorise the Clerk to appoint a solicitor to manage the transfer of the Persimmon allotment land to RPC.
- b. RESOLVED: (unanimously) to appoint **Cllr. Jerry Bird** as lead councillor for allotment setup and approve formation of a working party

10. CIL Funding Update

- a. Clerk presented the updated CIL project list and progress
- b. RESOLVED: (unanimously) to approve next set of projects:
 - i. Dog bag dispensers (£1,600)
 - ii. New community centre tables and chairs (£8,700, subject to obtaining comparable third quote)
 - iii. £1,700 contribution for Rendlesham Community Radio computer
 - iv. £10,000 contribution to Rendlesham Primary School minibus (subject to condition it remains allocated to the local school)

11. Requests for CIL Spend Donations

Covered under Item 10b above. Both requests were approved.

12. Skatepark Update

Update received from Clerk (via working party). Council noted:

- a. Maverick's advice to proceed with a Certificate of Lawful Development rather than full planning resubmission.
- b. Engagement with East Suffolk officers is ongoing.
- c. Grant discussions with Sizewell funding are scheduled.

13. Fireworks Event – November 2025

RESOLVED: (unanimously) to approve a budget allocation of **£3,500** towards the event.

14. Jubilee Park Update

- a. RESOLVED: (unanimously) to approve the new Terms of Reference.
- b. Chair's report deferred (not present).
- c. RESOLVED: (unanimously) to reject additional £800 invoice from M. Proctor as unauthorised expenditure.
- d. RESOLVED: (unanimously) to authorise Clerk to negotiate and enter a new energy contract for Jubilee Park, and to approve up to **£500** to modify the smart meter housing if required.
- e. RESOLVED: (unanimously) to establish a working party (Cllrs. Points, Weller, and Eley-Kemp) to negotiate future contracts with Rendlesham Good Neighbour Scheme and Rendlesham Community Radio.
- f. Clerk reported repairs to the Portacabin are scheduled to commence.
- g. RESOLVED: (unanimously) to approve Rendlesham Community Radio's proposal to relocate into Pavilion Room 2 and vacate the Portacabin, with formal contract terms to be developed.

15. Community Centre Update

- a. Update received from Chair of RCC Committee.
- b. RESOLVED: (unanimously) to submit funding proposal to East Suffolk for £55,000 towards solar panels and air conditioning.
- c. RESOLVED: (unanimously) to gather further quotes for improved disabled access.

- d. RESOLVED: (unanimously) to add Assistant Clerk Kirsty Morgan to RYG accounts to enable completion of annual return.
- e. RESOLVED: (unanimously) to approve amendment to Terms of Reference of Rendlesham Community Centre Charity & IT Committees to include written reports and annual reporting.

16. Clerks Report

No additional matters to report.

17. Financial Report

- a. Financial update received.
- b. RESOLVED: (unanimously) to approve payments for July/August 2025.
- c. Noted: CIL spend to date reviewed.
- d. Noted: Budget reviewed.
- e. RESOLVED: (unanimously) to open an additional savings account to separately hold CIL funds (subject to maintaining interest rate)

18. IT Update

- a. Written report received
- b. RESOLVED: (unanimously) to approve Terms of Use for RPC Free WiFi.
- c. RESOLVED: (unanimously) to approve updated Privacy Policy and Accessibility Statement.
- d. RESOLVED: (unanimously) to approve seeking IT grants and a budget of £1,500 for upgrades at the Community Centre.
- e. RESOLVED: (unanimously) to approve sale of unused IT equipment (routers and SIP phones)

19. Standing Orders Amendment

- a. RESOLVED: (unanimously) to approve Clerk authorised to self-approve holiday within safeguards.
- b. RESOLVED: (unanimously) to approve Clerk authorised to delegate Proper Officer responsibilities when operationally efficient.
- c. RESOLVED: (unanimously) to approve a budget of £16.50 per month approved for adoption of a digital holiday booking system, with the Clerk to review alternatives and commit to the most suitable option

Mrs Louise Rayment

Louise Rayment

Clerk to the Council and Responsible Finance Officer.
Rendlesham Parish Council