



Rendlesham

Parish Council

Draft Minutes of the Meeting of the Parish Council at 7pm on Monday 7th July 2025 in Room 16, 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, D. Moore, F. Johnson, R. Piercy
Louise Rayment (Clerk), Kirsty Morgan (Assistant to the Clerk)
2 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllrs. J. Bird, J. Carter and J. Oliver.

2. Public Forum

Two members of the public were present. No comments were made.

3. Declarations of Interest

None declared.

4. Co-option of New Councillors

It was noted that one Council seat remains vacant. No applications were received.

5. Minutes of the Previous Meeting

It was resolved (unanimously) to approve the minutes of the Full Council meeting held on 9th June 2025 as a true and accurate record.

6. County and District Councillor Reports

- a. Cllr Alexander Nicoll (County Councillor) has committed £1,000 to contribute towards carpet fitting at the Community Centre. Residents and councillors were reminded to report Sizewell C traffic violations, which are being followed up individually. Network Rail's proposed closure of Melton in August was flagged as unacceptably short notice.
- b. No report was received from District Councillor Tim Wilson.

7. AGAR Audit

It was resolved (unanimously) to approve the Annual Internal Audit Report and address all risks going forward. It was also approved (unanimously) to publish the report as soon as possible. It was resolved (unanimously) to approve Annual Governance Statement 2024/2025.

8. Jubilee Park

- a. It was resolved (unanimously) to approve up to £500 for spend under Clerk authority for Roger.
- b. It was resolved to approve the removal and replacement of planters outside the Pavilion, up to £2000 (CIL spend).
- c. It was resolved to approve £2,000 for the purchase of three benches (CIL spend).
- d. It was resolved to approve a maintenance contract for the Jubilee Park mower with Clerk delegated authority to spend up to £1000.

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

- e. It was resolved to approve £3,000 for an outdoor water filling station for public use (CIL spend).
- f. It was resolved to obtain provisional quotes for expanded CCTV coverage.
- g. Oktoberfest: It was noted there is insufficient time to hold an event this year, but this may be revisited for a future year.
- h. Additional updates: Adnams will donate parasols for picnic tables. Cllr Moore to coordinate zip wire repairs with another councillor.

9. Community Centre

- a. It was agreed to retain IT and CCTV equipment as Parish Council assets.
- b. It was agreed that no separate IT policy is needed as there will be no asset transfer.
- c. It was resolved (unanimously) to add the Clerk/RFO to RCC banking as initiator and programme administration.
- d. It was resolved to defer payment to Birketts Solicitors. The Clerk will continue discussions.
- e. Update from the Chair of the RCC Committee was received.

10. Donations

- a. It was resolved (unanimously) to approve a CIL-funded purchase of Katch signage.
- b. It was not proposed to approve a donation to the Parochial Churches.

11. Clerk's Update

- a. Portacabin: awaiting insurance update.
- b. Allotments: handover process is ready to begin.

12. Financial Report

- a. Financial report was received.
- b. It was resolved (unanimously) to approve the payments for June/July 2025.
- c. It was agreed that pre-approval of payments for August is not required, as a Full Council meeting will be held.
- d. Budget review was completed.

13. IT Update

- a. It was resolved (unanimously) to approve the CCTV Access Policy with an amendment to clarify coverage of "internal" cameras.
- b. It was resolved (unanimously) to approve a one-off £500 budget for upgrading the cloud network, replacing a previous £360 annual licence cost.
- c. Update received: telephony is being migrated to Microsoft Teams. Headsets will be required for laptops. Future requests may be made for cybersecurity improvements (£79 per user per year).

14. CIL Funding

- a. Update received on the current three CIL-funded projects.
- b. It was resolved to approve the next set of CIL projects:
 - i. Replacement bin at Jubilee Park
 - ii. Six benches for the green
 - iii. Planters outside Pavilion (final costs to be confirmed after consultation with Park Keeper)
 - iv. Planters outside Community Centre, once paving slab work is complete.

15. Exclusion of the Public and Press

It was resolved (unanimously) to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

Rendlesham Parish Council

Mrs Louise Rayment

Louise Rayment

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