



Rendlesham

Parish Council

Minutes of the Meeting of the Parish Council at 7pm on Monday 10th March 2025 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham Suffolk IP12 2GG.

THIS MEETING WAS OPEN TO THE PUBLIC

Present:

Cllr. M. Eley-Kemp (Chair), Cllr. J. Bird (Vice-Chair), Cllr. E. Points (Acting Clerk), Cllr. M. Stevenson, Cllr. D. Moore, Cllr. J. Weller, Cllr. F. Johnson, Cllr. J. Carter (joined after co-option), 3 members of the public.

1. Apologies for Absence

Apologies received from County Councillor Nicoll.

2. Public Forum

No questions raised.

3. Declarations of Interest

Cllr. D. Moore declared an interest in matters relating to the Coffee Shop.

4. Co-option of New Councillors

It was resolved (unanimously) to co-opt James Carter and Julie Oliver.
Cllr. Carter joined the meeting immediately following this item.

5. Minutes of the Last Meeting

It was resolved (unanimously) to approve the minutes of the Full Council meeting held on 10th February 2025.

6. County and District Councillor Reports

Apologies noted from County Councillor Nicoll. No report received from District Councillor Wilson.

7. Community Centre Committee Update

- a. It was resolved (unanimously) to approve the draft Terms of Reference and Delegated Authority.
- b. It was noted that roles appointed by the Committee were on the understanding that March and April's payments would be issued in April, due to ongoing banking access issues.
- c. It was resolved (unanimously) to approve £10 per month for an online booking system.

8. EV Charging Point

Update received: cabling works ordered, awaiting dates from new supplier.

9. Committee Appointments

It was resolved (unanimously) to appoint the following:

- a. Personnel Committee: Cllrs. E. Points (Chair), D. Moore, J. Carter
- b. IT Committee: Cllrs. M. Eley-Kemp (Chair), E. Points, J. Weller
- c. Jubilee Park Committee: Cllrs. D. Moore (Chair), M. Stevenson, F. Johnson, J. Carter, J. Weller

- d. Youth Working Party: Cllrs. F. Johnson, J. Weller, J. Bird
- e. Planning Working Party: Cllrs. F. Johnson, M. Stevenson, J. Carter

10. Clerk's Report

The Acting Clerk advised that progress continues on resolving administrative access issues, including full control of the Council's online banking, which is still restricted. As a result, salary and supplier payments have been affected. It was confirmed that delayed Community Centre payments for March and April will be processed together once banking access is restored. Updates were also given on operational processes, including handling of correspondence, booking systems, and other day-to-day administration.

11. Playground Safety Inspection

Update received. Amber repairs to be completed over two days, requiring temporary closure.

12. Funfair – June 2025

Update from working party received. Hire agreement reviewed.

13. Transparency Statement and Policy

It was resolved (unanimously) to adopt the Transparency Statement and Policy.

14. AGAR Preparation

It was resolved (unanimously) to appoint SALC as internal auditor.

It was resolved to form a working party comprising Cllrs. M. Eley-Kemp, E. Points, M. Stevenson for AGAR preparation.

15. Financial Report

The Acting Clerk noted for the record that they are not the appointed RFO but provided a verbal update to assist the Council. An updated financial report had been circulated in advance of the meeting, detailing current bank balances and automatic payments. It was confirmed that earmarked CIL funds remained unchanged since the previous meeting, and that around £4,000 of CIL money was due to expire at the end of March. No overspends were reported. A list of payments for March was presented for approval.

16. Payments

It was resolved to approve the list of payments for March 2025 as circulated prior to the meeting.

17. Small Society Lotteries Licence

It was resolved (unanimously) to renew for £20.

18. Birkett's Invoice

Discussion held. It was resolved to defer until further documentation reviewed.

19. Use of CIL Funds

- a. It was resolved (unanimously) to approve use of expiring CIL funds for playground repairs at Jubilee Park.
- b. It was resolved to allocate £500 for replacement of dog waste bins on Acer Road.

20. Zebra Crossing

It was agreed that councillors would explore options informally and bring proposals to a future meeting.

21. IT Upgrade

It was resolved (unanimously) to delegate the IT Committee a budget of £2,000 for upgrades

including Microsoft 365 migration, Teams telephony, email accounts and FOI-compliant WhatsApp use.

22.Deferred Items

- a. It was resolved (unanimously) to purchase the existing printer for £500 and retain Tudor for servicing.
- b. Tractor servicing deferred to Cllr. D. Moore for action.
- c. Confirmed the H&S audit was a fire audit. Oversight to pass to Jubilee Park Committee.
- d. It was resolved to approve LGPS scheme for Assistant to the Clerk and offer to other staff members.

23.Events Statement

It was resolved (unanimously) to approve and publish the Events Statement.

24.Exclusion of the Public and Press

It was resolved (unanimously) to exclude public and press under the Public Bodies (Admission to Meetings) Act 1960.