



Rendlesham

Parish Council

Minutes of the Meeting of the Parish Council at 7pm on Monday 22nd May 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. E. Points (Vice-Chair), Cllr. J. Bird, Cllr. M. Stevenson, Cllr. D. Moore, Cllr. J. Weller, Cllr. J. Carter, Cllr. J. Oliver, Three members of the public.

1. Apologies for Absence

Cllr. F. Johnson

2. Public Forum

Residents raised concerns regarding the proposed housing development, particularly over traffic congestion, pedestrian safety, and environmental impact. The Council noted these concerns and reminded residents to continue submitting objections individually to ensure they are recorded officially and to copy in the Parish Clerk on email responses.

3. Declarations of Interest

None declared.

4. Co-option of New Councillors

It was noted that two vacancies remain. One application has been received, and the applicant is expected to attend the next meeting.

5. Minutes of the Previous Meeting

RESOLVED: (unanimously) to approve the minutes of the Full Council meeting held on 22nd April 2025 as a true and accurate record.

6. County and District Councillor Reports

Apologies received from both County and District Councillors. Councillor Tim Wilson did ask that if any members of the public wanted to voice concerns to the proposed housing development, that they please copy him in (Email).

7. Community Centre Committee Update

- a. A positive report was received, highlighting increased bookings including two long term hirers.
- b. A new contract with British Gas has started. All Fire alarms, intruder alarms and fire extinguishers have been serviced.
- c. Potential to reinstate one of the EV chargers at the front of the Centre. Suggestion is to get this up and running and assess potential of fast charger.
- d. Online booking system for hire of Centre is ready to go live.
- e. Auditor report is back and no concerns. Trustee report will be presented at next full meeting.
- f. Quotes for tree root removal were reviewed; it was agreed that the Parish Council would contract the work directly to allow VAT recovery. Quote agreed with Peninsular Forestry for £780. Start date to be agreed.
- g. Discussions around the administration model confirmed a review would be scheduled for October 2025.
- h. RESOLVED: (unanimously) to approve the appointment of Bayfield's to upgrade interior lighting at the Community Centre at a cost of £3,965.75 including VAT, funded from CIL.
- i. RESOLVED: (unanimously) to reimburse £564 to the Community Centre for previously paid external lighting upgrades, funded by CIL.

8. Jubilee Park Committee Update

- a. A report was received including fencing repairs and improved security measures.

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

Rendlesham Parish Council

- b. Date set for expansion of Patio area outside Pavilion is 21st June 2025 which has already been approved to be paid with CIL money.
- c. RESOLVED: (unanimously) to retain the 2024/25 pitch fees for Wickham Knights at £500.
- d. Dual litter bin replacement costs will be reviewed by the Jubilee Park Committee, with a view to replacing like-for-like.

9. Youth Provision Update

- a. Report received confirming Just42 to begin sessions in September.
- b. RESOLVED: (unanimously) to approve use of CIL funds for the hire of Community Centre space by Just42.
- c. RESOLVED: (unanimously) to clear Room 11 for use by Just42, with secure disposal of historic records as per data protection regulations.

10. Rendlesham Country Show – June 2025

- a. An update was provided by the events Coordinator.
- b. Cadet organisations will be contacted for volunteer support.
- c. RESOLVED: (unanimously) to extend the meeting by 30 minutes in accordance with Standing Orders.

11. IT Upgrade

Update received. Microsoft 365 transition is pending, with priority on secure data migration.

12. Clerk's Update

AGAR documentation is on schedule and will be submitted in time.

13. Financial Report

- a. Financial update received.
- b. RESOLVED: (unanimously) to approve the revised 2025/26 budget.
- c. RESOLVED: (unanimously) to ratify emergency expenditure of £777 for Jubilee Park boundary fencing repairs under Financial Regulation 5.18

14. Payments for April–May 2025

- a. RESOLVED: (unanimously) to approve all payments.
Additional approval: £86.99 for staff monitor increase (x4)
- b. Invoice no 22 for £60 from Suffolk Repair Shed for memorial plaques for Trees at Jubilee Park is an organisation that Cllr Dave Moore is a director. The company is a Limited company by Guarantee so cannot make money. At the time, the Parish Council did not have a card to purchase plaques off another company, so Suffolk Repair Shed offered to make and invoice at cost price.

15. CIL Funding Update

- a. Report received.
- b. RESOLVED: (unanimously) to approve the updated list of CIL priorities.

Mrs Louise Rayment

Louise Rayment

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