

MINUTES OF A MEETING OF RENDLESHAM PARISH COUNCIL HELD AT THE COMMUNITY CENTRE ROOM 1 ON MONDAY 1 JULY 2019 at 7.15PM

In accordance with Standing Order No: 38 any matter relating to an employee shall not be considered until the Council or Committee has decided whether or not the public shall be excluded (See SO No: 67). Due to the nature of the business to be transacted the meeting, or parts of it, may be closed to the press and public.

Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue to conclude or defer the business in hand. In any event the meeting will last no longer than 2 hours 30 minutes.

Members: Mike Stevenson (Chairman); Martyn Redfern (Vice Chairman);
Douglas Burness; James Carter; Wendy McKee;
Casey Rose; Peter Wyart;

Present : Mike Stevenson (Chairman); Martyn Redfern (Vice Chairman);
Douglas Burness; Wendy McKee; Casey Rose;
Peter Wyart; Victoria Proctor; Mike Parry;

In Attendance: Mrs Heelis – Parish Clerk

PUBLIC FORUM – 15 minutes

A resident informed the Parish Council that SCC have declared a climate emergency. East Suffolk Council and Woodbridge Town Council are about to declare a climate emergency. The resident would like RPC to consider declaring a climate emergency. Suggestions to action included declaring a 'no car' day and all new homes should be carbon neutral.

Emphasis was placed on what individuals could do and what action the council could take. Suffolk County Council Act Now petition can be found on 38degrees.org.

Greener Rendlesham will offer their help where possible.

Litter – ask the owners of the former Angel Theatre and Sports Centre sites to allow access for a litter pick before any development commences.

Martyn Redfern suggested that the Council could work with Greener Rendlesham to move this forward.

AGENDA

- Police Report (to circulate)
- County Councillor Report – apologies sent
- Any other local group attending – None.

1. ACCEPTANCE OF APOLOGIES.

To receive and accept apologies for absence.

Cllr Nicoll and James Carter.



2. **MEMBERS' DECLARATION OF INTEREST AND REQUEST FOR DISPENSATION.**
a) To receive and record members' declaration of interest on any other matter on the agenda. None. Mike Stevenson reminded councillors to complete their Register of Interests on East Suffolk Council's website.

3. **MINUTES**

To approve the minutes of the meetings held on:

- a) 13 May 2019 – Annual Parish Council meeting – **Approved.**
b) 13 May 2019 – Ordinary Parish Council meeting, including Confidential minutes – **Approved.**

4. **CASUAL VACANCIES**

Co-option of Councillors to fill the 4 casual vacancies.

Two nominations were received from Mike Parry and Victoria Proctor.

Mike Parry - A vote was taken. **Agreed** unanimously.

Victoria Proctor – A vote was taken. **Agreed** unanimously

5. **CONSIDERATION OF PORTFOLIO HOLDERS INSTEAD OF A COMMITTEE STRUCTURE (Mr Wyartt)**

Peter Wyartt proposed that all parish council smaller committees change to portfolio holders. He proposed that the F&A Committee should be Finance & General Purposes and remains as a committee having a final say on all expenditures. He suggested that he could be the Jubilee Park portfolio holder.

Mike Parry suggested that this would slow the decision making process.

Peter Wyartt clarified that there would be just one person responsible for the actions instead of a committee.

Mike Parry sought to clarify that all financial decisions would be made by the proposed F&GP committee. Peter Wyartt confirmed this.

Martyn Redfern felt that the innovation thinking may be lost if the committee system was lost.

Mike Stevenson clarified that individual councillors do not have delegated powers.

Mike Parry expressed concerns regarding the proposed change when the committee system had worked well for a number of years.

Casey Rose noted that decisions made through committees meant that there was discussion.

Peter Wyartt confirmed that the portfolio holder would put all points across on behalf of people.

Victoria Proctor queried that if you weren't on that committee you wouldn't have a vote on the decisions that were to be made.

Peter Wyartt confirmed that the Parish Council would have the final say.

Mike Stevenson outlined the delegated powers of the current committee system and the 12 month restriction on committing expenditure which safeguarded against long term

financial commitments without full Council approval. He further clarified that the Finance Committee oversees the budget process.

Victoria Proctor emphasised that it was important that councillors were able to vote on their decisions. People sitting on committees have special areas of interest. This knowledge and information would be lost in a portfolio holder system.

Martyn Redfern explained that the committee system helped share the workload and councillors could take on specific actions.

Action: Add to the September meeting the reinstatement of the F&A Committee for the budget. Terms of Reference to be reviewed at the first meeting of the F&A Committee.

6. APPOINTMENT OF THIRD BANK SIGNATORY

It was **resolved** to appoint Casey Rose as the third signatory and if possible to have a 4th signatory then it was **resolved** to appoint Wendy McKee.

7. COUNCILLOR EMAIL ADDRESSES

Action: All Councillors to set up a Councillor specific email address for Council business to satisfy GDPR requirements.

8. CONSIDERATION OF THE INTRODUCTION OF PORTFOLIO HOLDERS (Peter Wyartt) Item already covered.

9. APPOINTMENT TO COMMITTEES AND OTHER RESPONSIBILITIES

The following were appointed:

- a) Jubilee Park Committee – Mike Parry, Doug Burness and Victoria Proctor
- b) Planning Committee – Mike Parry
- c) Youth Group Charity – Victoria Proctor
- d) Speedwatch – Doug Burness
- e) Greenprint Forum – Victoria Proctor
- f) SNT - Mike Parry and Casey Rose
- g) Community Payback Liaison – Mike Parry

10. REPORTS: Clerk

- a) Parish Action Report – to be circulated.
- b) Community Centre Management Committee – New sensor lighting installed in the toilets and hallway. The Social Club have extended their Sunday opening hours. Plans are in place to replace the front and back doors. The next meeting is scheduled for 22 July.
- c) SNT - Casey Rose reported that she had attended the meeting on 17 June 2019. The main topic was drug dealing. On Saturday 19 June 2019 there were 4 incidents of shoplifting and ASB at Pine Close. She emphasised that people needed to report incidents and confirmed that she had shared the online link to report incidents. It was noted that other villages were looking to share a PCSO.

Mike Parry reported that an article from the SNT team was due to be sent for the newsletter.

It was unsure whether PCSO worked evenings. **Action:** Clerk to clarify.



The Clerk explained that parish and town councils in Essex were using police accredited security firms. **Agreed** to pursue more information.

Action: CR to write an article

- d) Good Neighbour Scheme – 16 volunteers with 24 jobs completed to date. Thanks were given to the Parish Council for their grant.
Action: Add this as a standard item on the agenda.

11. CORRESPONDENCE LIST

- A.1 Mike Stevenson, Mike Parry, Victoria Proctor
- A.2 **Agreed** not to take up the offer.
- A.3 Noted.
- A.4 **Agreed** to write and make this part of the enforcement zone and refer back to the comments made in the RPC response next year.
- B4 **Agreed** to put on the September agenda for discussion.

12. LITTER PICKING INITIATIVES (Casey Rose)

Casey Rose reported that after the last event she liaised with some young people on litter and suggested that a competition could be arranged to encourage young people to help keep Rendlesham clean.

Victoria Proctor suggested that Jason Alexander would support any initiative to reduce litter.

Casey Rose offered to undertake regular litter picks.

Agreed to purchase more gloves, litter pickers and a competition prize. Martyn Redfern proposed a budget of £100. Mike Parry seconded.

Action: Casey Rose and Victoria Proctor to organise a children's litter pick in the latter end of August. **Agreed** unanimously.

Action: Casey Rose and Victoria Proctor to liaise with the office on equipment needed.

Agreed to use community payback for a litter pick.

13. ANTI-SOCIAL BEHAVIOUR

Consideration of measures to address recent incidents of anti-social behaviour

Reported incidents:

- a) Forestry vandalism incident in Friday Street. It was noted that the Forestry Commission have been notified and that they are liaising with head office in Thetford.
- b) Unauthorised bonfire in Pine Close play area.



- c) Vandalism to the Angel Theatre – maintenance on the site would be of great benefit and maybe an article about the new ownership in the newsletter.

Action: Clerk to produce a report at the September meeting on PCSO and private security options.

Action: Clerk to contact the new owner of the Angel Theatre site.

14. CHRISTMAS SHOEBOX APPEAL

To confirm RPC's participation in the 2019 Appeal


Concerns were raised about the current scheme. It was suggested that there are local options that may offer an alternative scheme.

Agreed to look at the options at the September meeting for supporting Christmas charity collections ie similar to the shoebox appeal.

Action: Clerk to look at options and bring back to the September meeting.

It was **Resolved** to continue for an additional 30 minutes.

15. FINANCE & ASSET MATTERS

- a) Approval of F&A minutes – deferred to the September meeting. 
- b) Finance Report – waiting for the software update. **Agreed** to circulate when available.
- c) Grant Applications/Donation Requests
- i) EACH – Mike Stevenson proposed a grant of £250. Peter Wyartt proposed an amended figure of £150.

A vote was taken on the amendment of £150. **Agreed** unanimously.

- d) Fencing replacement – Mayhew Road. **Action:** Clerk to pursue.
- e) Consideration of offer of old Community Centre chairs – It was **agreed** not to take up their offer.
- f) Consideration of the purchase of dog bins to replace those vandalised at Pine Close play area. It was **agreed** to replace the dog bins but relocate them away from the park to try to remove the issue of vandalism. **Agreed** to purchase one bin and relocate.

Action: Clerk to order a new bin.

Action: Casey Rose to confirm a new site.

- g) Consideration of removal of Spitfire from the newsletter – Mike Stevenson proposed. Casey Rose seconded. **Agreed** unanimously to keep the spitfire.

16. PARISH MATTERS FOR THE NEXT MEETING.

To raise any matters for inclusion on the next full Council agenda.

- a) Remembrance Day.

17. PARISH MATTERS FOR THE NEWSLETTER.
None.

18. DATE OF NEXT MEETING: 2 September

17. DATES OF 2019 MEETINGS: 4 November

Meeting closed at 21:45

SIGNED  _____

DATED 21 Sept / 2019