

**Minutes of the Rendham Parish Council Meeting
Held in Rendham Village Hall Monday 10th November 2025 at 7.30pm**

Present – Cllr. Willett (Chairman), Cllr. McFawn (Vice Chair), Cllr. Silvester, Cllr. Field, Cllr. Gleeson, Cllr. Morford, Cllr. Stollery.

Also, in attendance:

-District Cllr. Vince Langdon-Morris

-SCC Cllr. Stephen Burroughes (in a virtual attendance via video call)

-One candidate for co-option of a parish councillor to fill casual vacancy (Agenda Item 3)

-One resident to raise question on road safety (Agenda Item 13)

-Rendham Parish Council Clerk/RFO

A Public Forum – resident in attendance has expressed their concerns regarding the Rendham–Saxmundham junction (Rendham Road and A12). A resident reported having witnessed yet another very near-miss at the junction, expressing concern that the layout continues to cause confusion for drivers. The resident noted that, although the issue appears to be acknowledged by the SCC Highways team, it is currently considered a lower priority than other sites in Suffolk. The resident asked whether there could be potential changes reconsidered to the junction. Resident also shared a full report received from them, and it was circulated to Cllrs.

Rendham Parish Council agreed that the junction appears to be confusing for many drivers. A councillor also reported having personally witnessed numerous near-misses at this location and noted that increasing traffic levels, including those associated with significant planning projects such as Sizewell C, are making the situation more concerning.

The Parish Council has therefore forwarded the matter to Cllr. S. Burroughes and Cllr. V. Langdon-Morris to request further action. Both Cllrs noted our concerns and with Cllr. S. Burroughes agreeing that junction is becoming more dangerous for drivers to join the A12 when there are no speed restrictions, especially noting increased number of HGVs (Sizewell C traffic). The SCC Cllr. will investigate the matter and contact the Highways Liaison Engineer to request a site visit to the junction.

- 1. Apologies for absence and approve reasons for absence: none**
- 2. Declarations of Interest/Register of Interests: none**
- 3. To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy**

The Agenda Item 3 (Co-option) was reordered to take place immediately after agenda item 4 (Approval of Minutes). The formal meeting was suspended while the candidate for co-option was invited to speak and responded to a series of questions from councillors (approximately 10 minutes).

Formal meeting resumed. After some discussion between councillors, a vote was held, and Mrs Jan Dabrowski was elected unanimously to Rendham Parish Council. *Proposed by Cllr. Silvester, Seconded by Cllr. Gleeson, and agreed.* She duly signed her Acceptance of Office form and took her place on the Council.

Clerk to complete all the necessary documentation and update ROI system and SALC with new member details as well provide information for new councillor's training with SALC.

4. To approve/ sign Minutes of the Rendham PC meeting held on 8th September 2025

Minutes of the Parish Council meeting held on Monday 8th September 2025 had been circulated to all councillors, and it was resolved that these minutes be agreed as a true and accurate record of the proceedings and be duly signed and dated by the Chairman. All agreed unanimously.

5. Correspondence for information – circulated accordingly and noted.

6. District Cllr. and SCC Cllr. reports for information

District Cllr. Vince Langdon-Morris was present and informed that he will send his report later this month. His November report will be added on the Rendham Village website rendham.onesuffolk.net.

In addition to his report, the District Cllr. noted the planned consultation (Jan–Mar) on the three-model council structure and on Section 19 flooding investigations. He also highlighted the availability of enabling grants and provided contact details for the East Suffolk Council Resilience Coordinator, who can assist with queries regarding management of the River Alde to help prevent blockages that may contribute to flooding in Rendham.

County Cllr. Stephen Burroughes attended the meeting virtually via video call, and his report was circulated to Cllrs. His full report available on Rendham Village website. Main topics of his report includes updates on bus services, fire safety fundraising, and opposition to the pylon project.

In addition to his report, the SCC Cllr. highlighted key points from the Local Government Review Survey, which proposes a ‘One Suffolk Model’ to replace the current six councils. He noted that the public consultation will run until February. He also mentioned that there remains uncertainty regarding the Suffolk County Council elections in 2026.

7. To receive Reports/updates for information:

- a) VHMC – no report received, but chairman of VHMC sent an email that there is no significant update relating to Rendham Village Hall.
- b) Parochial Church Council – report was received and contained information about a moving Remembrance Day service what was held on 9th November, with wreaths placed at both Rendham and Sweffling memorials. £194 was raised for the Royal British Legion. And everyone was welcomed to Christmas Coffee Morning: Saturday 6th December, 9.30–12 noon, at Village Hall.
- c) Tree Warden (Cllr. Gleeson) – no report was received, but at the meeting Cllr. Gleeson noted a vibrant autumn and abundant wildlife food sources and that Woodland Trust hedgerow plants for the park and local projects are due 17th November 2025.
- d) PARK – no report was received, but at the meeting Cllr. Field (The Park Committee Chairman) informed regarding the plans progressing for a disabled-friendly path near the boules court and new gates - SCC grant application submitted. He also expressed thanks to the Fete Committee for their generous £1,200 donation towards new projects for the playing field.
- e) ESPA (22.10.2025 meeting) – Cllr. McFawn reported that he had been unable to attend the ESPA meeting and therefore had nothing further to report. The minutes from the ESPA meeting have been circulated to all councillors.
- f) Community Partnership (06.11.2025) – Cllr. Silvester shared key points from the Community Partnership meeting, including information on available funds for a range of community projects, such as support for Village Halls. It was noted that there may also be potential funding available for the renovation of the village sign. The next Community Partnership meeting will take place on 29 January 2026.
- g) Village Website – it was noted that the information on the village website is up to date and photos from various village events uploaded.

8. Finance/Accounts

- a) Financial Report and Budget assessment on 01.11.2025 - bank's balances according to bank statements were reviewed and noted as expenses are in line with the Budget and therefore, it was agreed that the expenses were within acceptable parameters. Main transactions were explained and bank statements signed by the Chairman.
- b) Amenity Fund Financial report on 01.11.2025 - presented to councillors and main expenses noted.
Points a) and b) proposed by Cllr. Gleeson, seconded by Cllr. Silvester, and agreed.
- c) Amenity Fund Cheque confirmations: Newsletter - The Street (Oct/Nov) £56, Website hosting - £48 (incl. VAT £8), Marquee purchase £610 (Aug/Sept) - the payments were noted and agreed by all the councillors.
- d) To note income received (Amenity Fund) – £600 grant from the Rendham Fete noted
- e) To confirm online transactions made:
 - Payments to Clerk:
 - £134.40 (Sept) – salary £132.90 and printing expenses (July-Aug) £1.50 (incl. VAT £0.25);
 - £118.05 (Oct) – salary.
 - PAYE (Sept) – £4.40
 - PAYE (Oct) – £0.60
 - SP Services (defib pads inc. delivery) £61.94 (incl. VAT £10.32)
 - Payment to Business Services at CAS Ltd for PC Insurance renewal by Ansvar Insurance £479.03
 - Payment to PlaySafeLimited for ROSPA inspection £105.60 (incl. VAT £17.60).
- f) Online transaction authorisation (Sept) – Payment to Clerk £124.29: (salary £118.05 (Nov)+printing expenses (Aug-Sept) £4.50 (incl. VAT £0.75)+postage 2nd class - £1.74) and PAYE (Nov) - £0.60.
- g) To note income received (BoS) – cheque deposit of £88 from PARK for ROSPA inspection.
Points c), d), e), f) and g) proposed by Cllr. Morford, seconded by Cllr. Gleeson, and agreed.
- h) Update and to confirm change of signatories - BoS and Suffolk Building Society and HSBC savings account – it was noted that Cllr. McFawn has become a new signatory for BoS, Suffolk Building Society and HSBC savings account and is able to access and use BoS business online banking - no further action required.
- i) Budget proposals to increase precept for 2026/27 (planned projects etc) and to consider the direction of budget setting for 2026/27.

Cllrs. continued discussions on a modest precept increase for 2026/27 to reflect inflation, service requirements, and community needs.

Cllrs. agreed to allocate £300 for Rendham Green maintenance, including tree cutting. - *Proposed by Cllr. Silvester, seconded by Cllr. Gleeson.*

Cllrs. also agreed to increase the Clerk's contracted hours from 2 hours per week to 3 hours per week, effective from April 2026. - *Proposed by Cllr. Morford, seconded by Cllr. Gleeson.*

It was agreed that these additional costs will be incorporated into the draft budget, with the final precept requirement to be determined at the next Parish Council meeting on 12 January 2026. - *Proposed by Cllr. Silvester, seconded by Cllr. Stollery.*

Clerk to update the budget and precept figures accordingly for the next meeting.

9. Planning Matters

Planning application Ref. No: DC/25/3476/FUL - Rendham Barnes Farm Bridge Street Rendham, Saxmundham, Suffolk IP17 2AB Ref. – awaiting decision – PC no objections sent – status of application was noted by Cllrs.

10. To confirm the donation of the Parish Council-purchased marquee to the Fete Committee, and agree on responsibilities for its storage, upkeep, and long-term use

It was agreed that the Parish Council-purchased marquee would be donated to the Fete Committee, becoming a Fete Committee asset. It will be covered under the Parochial Church Council's insurance, and the Parish Council will not be liable for its insurance nor include it on the Parish Council asset register. Cllr. Silvester coordinating the donation of a marquee to the Fete Committee.

11. Road Safety and Traffic calming measures (SID) in Rendham Village

Cllrs referred to the previous discussion regarding residents' concerns about the Rendham/Saxmundham junction, and noted the comments from the District Cllr and SCC Cllr. Further actions will be followed up.

It was also noted that the Clerk has circulated and displayed information on staying safe and visible during the dark hours on the village roads, in line with the Highway Code's advice: 'Be Seen, Be Safe.'

Following an investigation into the possibility of installing SID devices in the village, it was agreed that no further action would be taken, as there is no suitable location on the road where these devices could be positioned effectively.

It was agreed that the following actions would be taken: to clean the road signs and to improve sign visibility by clearing overgrown bushes and trees.

12. Future of the Rendham Village Newsletter "The Street" – editor retirement December 2025

It was noted that, after 19 years, Helen Greenburgh will retire as editor of The Street in December. Pauline Carroll will join Judith Mellor as an editor to ensure the continued delivery of this important village publication.

It was also noted that a questionnaire had been carried out to assess the importance of the paper copy of The Street, and that 77% of villagers indicated that the paper edition is very useful.

13. Matters arising from the Parish Council meeting held on 8th September 2025 that are not listed above - None

14. Any other business for discussion not listed above - items for the next PC meeting Agenda

- Dog poo bins – To be included on the next PC meeting agenda. Clerk to prepare and circulate a letter regarding dog fouling in Rendham Village.
- Village sign renovation – To be included on the next PC meeting agenda. Clerk to investigate costs.
- Parish Council document storage – Clerk to arrange a meeting with the VHMC Chairman to discuss safe storage for Parish Council documents in the Village Hall.

15. To note the dates of upcoming meetings.

The date 12.01.2026 of the next PC meeting was agreed. Dates for the further PC meetings were noted.

Parish Council Meeting	12 th January 2026	7.30pm
Parish Council Meeting	9 th March 2026	7.30pm
Annual Parish Meeting	11 th May 2026	7.00pm
Annual Parish Council Meeting	11 th May 2026	7.30pm

The meeting closed at 21.45 hrs.