Waldringfield Parish Council

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Minutes of the Parish Council Meeting held on Tuesday 10 November 2026

In attendance: Cllrs Quick, Forsdike, Gold, Reid, Kay, and Elliot
ESC Ward Cllrs Reeves and Nimmney
Members of the public: 1
Minutes: Clerk
Meeting opened: 19:31pm

2254

1. To **RECEIVE** and **APPROVE** apologies for absence
Cllr Ratcliffe – Family commitments

Cllr Mulcahy – as newly appointed Cabinet Member for Highways, she sends apologies as she is attending her first cabinet meeting.

Motion to **APPROVE** absences – Proposed Cllr Kay, Seconded Cllr Forsdike – all in favour

2. **a.** To **RECEIVE** declarations of interest

Cllr Gold – declared a non-pecuniary interest in planning application DC/26/3736/FUL

b. To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councilor.
None received

3. **Public Participation** - Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.
No members of the public wished to speak

b. To **RECEIVE** reports from County and District Councillors
Cllr Reeves – LGR is proceeding and it is unknown what the plan is until January. ESC (for a period of two years) and other local elections will proceed in May 2027. Cabinet minister advises that he is not bound by previous submissions, so the structure remains unknown. 2028 will see shadow unitary elections. There is a proposed "referendum" from SCC regarding proposed immigration shelters in Suffolk.

Cllr Nimmney – advised regarding how the new planning committee will work under the new framework. Schedule 2 applications – necessary to go through a gateway test to determine if it is to go to committee (a councillor and a planning officer). Neighbourhood plans are considered, but only if it is less than 5 years old and supports housing allocation.

c. To **RECEIVE** updates on crime data from Suffolk Police
No new information to review.

4. To **APPROVE** the minutes of the Parish Council meeting held on **13 October 2026**

Motion to **APPROVE** Minutes of 13 October 2026 - Proposed Cllr Reid; Seconded Cllr Elliot – all in favour of those who were in attendance.

5. **MATTERS for REPORT** and to **REVIEW ACTION POINTS** from the minutes of previous meetings - See separate list

ACTION POINTS

Warm Welcome: Clerk to post Warm Welcome Management Plan and Risk Assessment v2026 on website - DONE

2255

BACS payments: BACS payments to be approved by Cllrs Elliot and Reid - DONE
Playing Field: Clerk to request Risk Assessment for the new equipment from the supplier - DONE
Planning: Clerk and Cllr Elliot to respond to planning application by deadline - DONE
Eureka footpath repairs: Clerk to update residents of new Closure dates - DONE
Community Grants: Clerk to advise WWG and process grant for November - DONE
Footpaths: Clerk and Cllr Reid to draft communication to PROW on sign for the Bridleway – See Item 11.b
Consultations: Clerk and Cllr Reid to respond to Public loo consultation – DONE

6. a. To **CONSIDER** Planning Applications for **COMMENTS:**

a.ii) DC/26/3706/FUL - Use of existing annex for holiday let accommodation - White Lodge, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Officer L. Whitnell; Deadline: 17 November 2026**

Cllr Elliot reviewed the sub-committee report, with councillors viewing photographs and planning documents (floor plans and red/blue line boundaries). Noted the parking and access arrangements were satisfactory. No external changes are prescribed. The sub-committee could see no reason to object. Cllrs discussed parking and access and reviewed changes.

Motion to **NOT OBJECT** to this application: Proposed Cllr Kay; Seconded Cllr Reid – all in favour

a.iii) DC/26/3736/FUL - New Cart Lodge and Pool House **-** Waldringfield House, Sandy Lane, Waldringfield, Woodbridge, Suffolk IP12 4QY **Planning Officer L Whitnall; Deadline 25 November 2026**

Cllr Gold left the meeting.

Cllr Elliot spoke to the sub-committee report which noted that the current application is the 4th application submitted this year for different projects at this address and that a number of elements of this application directly contradict what has already been approved or presented via the previous applications.

The new application seeks to retain the existing vehicular access to the north of the site adjacent to the main dwelling, in addition to the “new” vehicular access to the south, which is contrary to previous applications (DC/26/0031/FUL, DC/26/3091/VOC, and DC/26/3357/FUL).

It was further noted that Drawing 4659-05E (topographical survey) does not show any of the works already carried out on the site and does not reflect any works approved or those still in the planning process.

Cllrs noted that the latest application seeks permission to build a structure referred to as a “cart lodge” to the front of the existing dwelling and a new pool house to the east of the existing outdoor swimming pool.

Cllrs observed that the cart lodge is a large, fully enclosed triple garage plus cloakroom/toilet and boot room, linking with an existing utility room. Cllrs reviewed drawing 4659-06F on screen. It was noted that the ridge height of the garage roof appears to be at a similar height to the first-floor

windows in the main house. Cllrs further opined that the type/colour of the proposed brick is not specified, neither are the roof tiles, other than “plain tiles”. In addition, Cllrs noted the 4 external lights on the southern elevation of the garage.

After review of the layout and drawings, Cllrs agreed that the proposed car lodge/garage was not sympathetic to the host dwelling and in too dominant a position to the front of the dwelling.

2256

Cllrs further reviewed the proposed Pool Room noting it is a substantial single storey brick building to contain a large gym with bifold glazing on 2 elevations, plus a changing room, an outdoor pizza oven and outdoor covered area.

Cllrs reviewed drawing 4659-07E on screen. Again, noting materials are not sufficiently specified. Cllrs further noted that none of the drawings outline the specific application site in red and the land under the ownership/under the control of the applicant in blue.

They further observed generally that Waldringfield House, previously "Novocastria", and its extensive grounds have a significant presence within the village and the National Landscape.

Following discussion of this particular application, Cllrs expressed concern that this is the 4th planning application this year, of which only two (at the time of the meeting) have been determined and none of the applications take into account what has already been proposed/started.

Cllrs strongly felt that rather than continue with individual and potentially contradictory series of applications, to be decided without context, that the Council would suggest that the applicant take a more holistic approach to this large and sensitive site - perhaps by way of an overall "outline" application for the whole site with reserved matters coming forward for each of the elements as they arise.

Motion to **STRONGLY OBJECT** to this application: Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

Cllr Gold returned to the meeting.

a.i) DC/26/2312/OUT - Outline planning application for a phased development of up to 1,200 residential dwellings (Use Class C2 and C3) (to include Market and Affordable housing and Self and / or Custom Build); commercial, business and services uses (Use Class E); a primary school (Use Class F1); community uses (Use Class F2); open space including Suitable Alternative Natural Greenspace (SANG) and sports provision; and associated works including any necessary demolition, provision of roads, utilities, renewable energy infrastructure (Sui Generis), groundworks, ground remodelling, other engineering operations and landscape works. Provision of two main vehicular accesses off Foxhall Road (a western signalised junction and an eastern roundabout), controlled access to the A12 (public transport and active travel only) and new pedestrian and cycle priority route along Dobbs Lane submitted in detail, with all other means of access, appearance, landscaping, layout and scale reserved for subsequent approval - Land At, Foxhall Road, Foxhall, Suffolk – **Planning Officer D Miller; Deadline 03 December 2026**

Cllr Kay spoke on behalf of the sub-committee. PCs were called to a meeting on 04 November with the planning officer which he attended. He outlined that the deadline is 03 Dec 26 – our meeting in December being 08th. We have not been granted an extension by ESC. He further advised there are a number of other scheduled meetings that would inform the application in the coming 2 weeks.

Cllrs reviewed some of the documents on screen and were very concerned that the significant developments in the area have not been considered in terms of overall impact. This application does not consider the impacts of the Brightwell Lakes development in its assessments. The access arrangements do not seem adequate in managing the sizable increase in traffic this development will generate.

In addition, they noted strong concerns with the SANG provision (which is located across the busy Foxhall Road) and proposed changes to speed limits on Foxhall Road. Cllrs discussed the size of the application and the other meetings that would inform a more thorough response and whether an extra-ordinary meeting could be held.

2257

Councillors view was an extraordinary meeting would be more appropriate, as there are much needed further discussion to be detailed.

Motion to **DEFER** this application to an extra-ordinary meeting to be called by the Chair prior to 03 December 2026: Proposed Cllr Kay ; Seconded Cllr Quick - all in favour

b. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.
None received

c. To **NOTE** any application decisions received – see separate list
Cllrs noted

d. To **RECEIVE** any other planning information
ESC Focus group session on Local plan planning to be attended by Cllr Elliot and Kay – Development opportunities and infrastructure priorities in particular will be discussed. This is being held to secure PC input into the new local plan. Any questions/issues to raise on the development of the local plan – please forward to Cllr Elliot.

Brightwell Lakes Forum held a meeting attended by Cllr Elliot. Issues predominantly were raised by residents with local focuses (eg: traffic, lighting, parking outside the school is not sufficient etc). Taylor Wimpey has now decided to provide 25% of housing on each plot to social housing. School is opening 2028. Kesgrave High School development is being held at the moment.

Certificate of Lawfulness has been submitted for Foxborough Farm in terms of their Oaks Caravan repair business. This is not a planning application but a legal process – to certify an activity in place has been operating for more than 10 years.

Martlesham PC Clerk advised that a group of residents had formed an action group in relation to the Bloor outline application. Martlesham PC has asked if there was interest in contributing to their costs to engage professional advice. Cllrs discussed and agreed that, while the council would contribute to a joint response from a group of local parishes, this is not the request made and would respectfully decline.

7. **a.** To **RECEIVE** the monthly and annual Playing Field Inspection Report
Cllr Forsdike presented his report. The report was circulated to councillors and posted on the website.

Cllrs noted that grass seed sown 2 weeks ago (many thanks to the Chair and Tree Warden) – but hasn't sprouted as yet. Cllrs noted the Tennis court passageway needs. It was advised that residents had maintained this previously – PC has no objection if they wished to continue to undertake this.

Cllr Forsdike noted that trees have been falling on the PROW footpath by the school, which he has been clearing on his own. He requested the council consider this fully in the next meeting

ACTION: Clerk to add footpaths and chain saw use to next month's agenda; Cllr Kay to determine ownership of the tennis court footpath.

b. To **RECEIVE UPDATES** on the memorial picnic table
Cllrs asked that the Clerk seek to have a schedule for the installation of the plinths.

ACTION: Clerk to contact the supplier to secure an installation date.

2258

8. To **RECEIVE** updates from the Biodiversity Coordinator

Cllr Quick circulated her report to Cllrs and it is available on the website.

Discussed were WWG events, noted that the GW – Action for Nature event well attended and that their website is now live. Deben Estuary Partnership have launched their action plan and it is now open to public consultation – Cllr Quick circulated the chapter she worked on – Chapter 8 noting the relationship to planning and development.

9. **a.** To **RECEIVE** updates on the Warm Welcome provision

Cllr Elliot updated council on the programme currently running.

Cllr Elliot advises that 3 have been held – the Monday sessions in November has had a negative impact and numbers are substantially lower on Monday. Cllr Elliot advised that, due to this, the Council has committed to booking for 2027-28 sessions to avoid this difficulty. From December they are on Weds, so we should see an uptick. Cllr Elliot highlighted that the group seems to bring along things to share making it an interesting time for all who attend.

Cllr Elliot further advised that we continue to await applications for grant funding. Will pursue this when it is released. Cllr Elliot also updated Cllrs on discussions with the WVHT regarding the future provisions should grant funding no longer be forthcoming.

10. **CLERK AND RFO REPORT**

a. To **DISCUSS** the first draft of the budget 2027-28

Clerk discussed the proposed budget for 2027-28.

Council discussed the proposals and instructed the Clerk on adjustments to be made – final budget to be approved in December.

b. To **CONSIDER** and **APPROVE** items of expenditure, and receipts - and arrange for approval of BACS accordingly – see separate list.

Motion to **APPROVE** list of payments – Proposed Cllr Kay; Seconded Cllr Elliot – all in favour

Cllr Gold reviewed and signed the invoices.

ACTION: BACS payments to be approved by Cllrs Reid and Kay

c. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation

Motion to **APPROVE** bank reconciliation and financial reports – Proposed Cllr Kay; Seconded Cllr Reid – all in favour

Cllr Gold undertook an independent review of the bank reconciliation.

11. **a.** To **RECEIVE** updates/reports on public rights of way, verges and road safety matters

Clerk received a call from a resident asking the council to consider the issue of speeding Fishpond Road. In addition, it was noted a repeater sign on Fishpond Road is very faded. Cllrs discussed

whether SID pole application could be made. Cllr Reid opined that one repeater pole is not suitable, and the second is listing. Additionally, as it is a restricted road, for access only, the application costs to acquire the licence for the pole and to install the pole and brackets, could not be justified. Cllrs also discussed the speed humps on Cliff Rd, these are scheduled for repainting.

2259

b. To **DISCUSS** draft communication to SCC PROW
Draft communication for discussion is circulated with these documents.

Cllrs also noted the status of the actual path is not ideal (there have been fly-tips and debris on the path) and there is a potential danger to cyclists. Also noted, aside from this communication, there are 2 finger posts that are falling over and need to be replaced – however this should be a PROW cost. Cllrs discussed potential outcomes of the correspondence.

Cllrs agree to the draft as written.

ACTION: Clerk to send to PROW; Clerk to report falling finger posts.

c. To **DISCUSS** and **APPROVE** equipment purchase and work party plan through Self-Help Scheme
Cllr Forsdike attended Highways training. Equipment required for the 90 degree-bend project can be subsidised by the programme.

Upon further investigation, there are certification requirements for some of the proposed equipment. Cllr Forsdike proposes a more full discussion including storage, licensing and insurance.

Cllrs agreed to Defer to next meeting for full discussion.

ACTION – Clerk to add to next agenda.

12. To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor

Statement of interest circulated to Councillors in confidence.

Candidate made a short statement to the Council, outlined their skills and experience. Cllrs thanked them for their interest and invited them to the next meeting. Clerk explained next steps.

13. To **CONSIDER** any correspondence received before the meeting – see separate list
Cllrs mentioned SLCC – regarding climate change emergency planning – includes templates being available.

ACTION: Clerk to forward to Emergency Planning Cllr – Cllr Quick.

12. **PARISH MATTERS** for the next meeting.
Newsletter, website, Land Registry consultation, Self-Help Scheme

Meeting closed at 21:46 pm

ACTION POINTS

Footpaths: Clerk to add footpaths and chain saw use to next months agenda; Clerk to send proposed communication to PROW; Clerk to report falling finger posts.
Planning: Clerk to schedule extra-ordinary meeting; Clerk and Cllr Elliot to respond to planning applications by deadlines
Playing Field: Clerk to secure installation date for plinths; Cllr Kay to determine ownership of the tennis court footpath.
BACS payments: to be approved by Cllrs Reid and Kay
Budget: Clerk to revise and final budget to December meeting
Emergency Planning: Clerk to forward to Emergency Planning Cllr – Cllr Quick.

Waldringfield Parish Council

SUPPORTING DOCUMENTS NOVEMBER

ITEM 3

3. **b.** To **RECEIVE** reports County and District Councillors

ESC Councillors' Report was circulated to Councillors on 02 November 2026, and is available on the website.

c. To **RECEIVE** updates on crime data from Suffolk Police – September 2026

No new data available at time of publication.

ITEM 4

4. To **APPROVE** the Minutes the Parish Council Meeting held on 13 October 2026

Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 5

5. **MATTERS for REPORT** from minutes of previous meetings – see separate list

ACTION POINTS

Warm Welcome: Clerk to post Warm Welcome Management Plan and Risk Assessment v2026 on website - DONE
BACS payments: BACS payments to be approved by Cllrs Elliot and Reid - DONE
Playing Field: Clerk to request Risk Assessment for the new equipment from the supplier - DONE
Planning: Clerk and Cllr Elliot to respond to planning application by deadline - DONE
Eureka footpath repairs: Clerk to update residents of new Closure dates - DONE
Community Grants: Clerk to advise WWG and process grant for November - DONE
Footpaths: Clerk and Cllr Reid to draft communication to PROW on sign for the Bridleway – See Item 11.b
Consultations: Clerk and Cllr Reid to respond to Public loo consultation - DONE

ITEM 6

6. **a.** To **CONSIDER** Planning Applications for COMMENTS:

a.i) DC/26/2312/OUT - Outline planning application for a phased development of up to 1,200 residential dwellings (Use Class C2 and C3) (to include Market and Affordable housing and Self and / or Custom Build); commercial, business and services uses (Use Class E); a primary school (Use Class F1); community uses (Use Class F2); open space including Suitable Alternative Natural Greenspace (SANG) and sports provision; and associated works including any necessary demolition, provision of roads, utilities, renewable energy infrastructure (Sui Generis), groundworks, ground remodelling, other engineering operations and landscape works. Provision of two main vehicular accesses off Foxhall Road (a western signalised junction and an eastern roundabout), controlled access to the A12 (public transport and active travel only) and new pedestrian and cycle priority route along Dobbs Lane submitted in detail, with all other means of access, appearance, landscaping, layout and scale reserved for subsequent approval - Land At, Foxhall Road, Foxhall, Suffolk – **Planning Officer D Miller; Deadline 03 December 2026**

WPC has applied for an extension in order to allow for further local meetings to occur but have not received a definitive answer on this. Due to the size of the application, the planning group do not have a report to share at present.

a.ii) DC/26/3706/FUL - Use of existing annex for holiday let accommodation - White Lodge, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Officer L. Whitnell; Deadline: 17 November 2026**

Planning Report on this application is circulated with these documents.

a.iii) DC/26/3736/FUL - New Cart Lodge and Pool House **-** Waldringfield House, Sandy Lane, Waldringfield, Woodbridge, Suffolk IP12 4QY **Planning Officer L Whitnall; Deadline 25 November 2026**

This application was notified only today (04 November). As such the planning report will follow as soon as practically possible prior to the meeting.

b. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.
None at time of circulation of these documents

c. To **NOTE** any application decisions received – see separate list

DC/26/2811/FUL | Received date: Fri 07 Aug 2026 | Status: **Application Permitted** | Case Type: Planning Application

Construction of a rear single storey extension, a front porch extension, construction of a front dormer window and other alterations. - White Gables Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

DC/26/3068/FUL | Received date: Tue 01 Sep 2026 | Status: **Application Permitted** | Case Type: Planning Application

Garden Room Extension - Springfield House School Lane Waldringfield Woodbridge Suffolk IP12 4QP

d. To **RECEIVE** any other planning information
Nothing to circulate

ITEM 7

7. **a.** To **RECEIVE** the Monthly Playing Field Inspection Report
Inspection report is circulated with these documents.

b. To **RECEIVE UPDATES** on the memorial picnic table
Council took delivery of the table 28 October. Invoice is in the payments. Plinths to be installed w/c 03 November.

ITEM 8

8. To **RECEIVE** updates from Biodiversity Coordinator
Deben Estuary Partnership Draft Plan Actions V11 is attached to these documents.

ITEM 9

9. **a.** To **RECIVE UPDATES** on the Warm Welcome Provision
Nothing to circulate at the time of publication

ITEM 10

10. **CLERK AND RFO REPORT**

a. To **DISCUSS** the first draft of the 2027-28 Budget
Below is the first draft of the budget. Notes on specified line-item budget setting for information, the Band D equivalent data and specified Reserves allocations have been provided as separate attachments to read together with the budget below. I have also included a percentage increase column to the line items.

This is for preliminary discussion.

WALDRINGFIELD PARISH COUNCIL

DRAFT 1 - BUDGET FY 2027-28

	Notes	Budget YE 2027	Variance		Budget YE 2028	Budget YE 2029	Budget YE 2030
EXPENDITURE			predicted				(projection)
Annual General			over/under		8% increase	5% increase	5% increase
1. Administration				increase			
Clerk Salary inc on-costs	A	£9,500.00	-£532.39	**17%**	£11,200.00	£11,760.00	£12,700.80
Clerks expenses including office, pos	B	£170.60	£99.95	**5%**	£229.13	£240.59	£252.62
Post and telephone	C	£50.00	£50.00	**0%**	£0.00	£0.00	£0.00
Newsletter printing	D	£950.00	£210.00	**4%**	£988.00	£1,037.40	£1,089.27
Village Hall Hire (Meetings)	E	£370.00	£40.00	**5%**	£388.50	£407.93	£428.32
Insurance	F	£700.00	£59.21	**6%**	£742.00	£779.10	£818.06
Professional memberships	G	£700.00	£226.87	**0%**	£700.00	£735.00	£771.75
Audit costs	H	£475.00	£20.00	**5%**	£498.75	£523.69	£549.87
Chairman's expenses	I	£50.00	£43.00	**0%**	£50.00	£52.50	£55.13
Training	J	£360.00	£210.00	**0%**	£360.00	£378.00	£396.90
Accounting / Website etc	K	£1,600.00	£698.17	**4%**	£1,200.00	£1,260.00	£1,323.00
Professional Fees	L	£600.00	£600.00	**0%**	£600.00	£630.00	£661.50
Election Expenses	M	NA	£0.00	**NA**	£1,339.89	£0.00	£0.00
Warm Welcome	N	£680.00	-£286.98	**10%**	£750.00	£787.50	£826.88
		£16,205.60	**£1,437.83**		**£19,046.27**	**£18,591.70**	**£19,874.08**
2. Playing Fields							
Grass cutting (field)	P	£1,000.00	£280.00	**5%**	£1,050.00	£1,102.50	£1,157.63
Repairs and maintenance	Q	£2,500.00	£1,693.57	**0%**	£2,500.00	£2,500.00	£2,500.00
Footpath maintenance	R	£425.00	£44.90	**5%**	£446.25	£468.56	£491.99
		£3,925.00	**£2,018.47**		**£3,996.25**	**£4,071.06**	**£4,149.62**
3. Grants Fund							
General Grants	S	£500.00	£300.00	**0%**	£500.00	£500.00	£500.00
Community Grants	S	£1,875.00	£50.00	**0%**	£1,825.00	£2,050.00	£2,075.00
		£2,375.00	**£350.00**		**£2,325.00**	**£2,550.00**	**£2,575.00**
Total Expenditure		**£22,505.60**	**£3,806.30**	**11%**	**£25,367.52**	**£25,212.76**	**£26,598.70**
Increase less Elections budget				**5.28%**	**£24,027.63**		
INCOME							
Precept		**£21,651.80**	£0.00		**£23,383.94**	**£24,553.14**	**£25,780.79**
PROW SCC Grant	T	£328.80	£0.00		£328.80	£328.80	£328.80
Other Grants (Warm Welcome)	U	£150.00	-£150.00		£0.00	£150.00	£500.00
CIL Funds	W	£0.00	£42.98		£2,079.00	£0.00	£0.00
Advertising	X	£200.00	£16.00		£230.00	£200.00	£50.00
Reserves allocated	U1	£0.00	£0.00		£1,339.89	£0.00	£0.00
Interest	Y	£200.00	-£23.83		£200.00	£200.00	£200.00
Total Income		**£22,530.60**	**-£114.85**		**£27,561.63**	**£25,431.94**	**£26,859.59**
Projected budget surplus/defecit less CIL (ringfenced)	Z		**£3,691.45**		**£115.11**	**£219.18**	**£260.89**

RESERVES 27/28

Cash Balance at YE	(projected)	£29,434.40
Less projected deficit/plus surplus	(projected)	£115.11
Less unspent grants (specified)		£0.00
Less earmarked reserves		£16,500.00
Reserves (General) for FYE 27/28		**£9,587.64**
As % of Precept		**32.57%**

EFFECT ON BAND D EQUIVALENT	Band D equiv 2026/27	£21,651.80		*Band D equiv 2027/28	**£23,383.94**	**£24,553.14**	**£25,780.79**
£ per Band Equivalent household	294.09	£73.62		**294.09**	£79.51	£83.49	£87.66
Increase (percentage)				**% incr**	**8.00%**	**5.40%**	**5.00%**
Increase (in pounds)				££ Incr	£5.89	£3.98	£4.17

*** the 20276/28 figure is not yet confirmed by ESC**

b. To **CONSIDER** and **APPROVE** items of expenditure, and receipts and arrange for approval of BACS accordingly – see separate list.

PAYMENTS LIST

Waldringfield Parish Council

PAYMENTS LIST

Vou	Code	Date	Bank	Description	Supplier		Net	VAT	Total
61	Chairman's Allowance	02/11/2026	Unity Trust Bank	Printing costs	Marketing Force Se	X	6.50		6.50
62	Accounting, Website & Comput	02/11/2026	Unity Trust Bank	Website annual fee	Community Action	S	58.33	11.67	70.00
63	Repairs/Maintenance	02/11/2026	Unity Trust Bank	Picnic Table	Earth Anchors	S	1,033.00	206.60	1,239.60
64	Warm Welcome	02/11/2026	Unity Trust Bank	Village Hall Hire	Waldringfield Villa	Z	40.00		40.00
65	Accounting, Website & Comput	02/11/2026	Unity Trust Bank	Google Storage	Google Commerce	S	1.33	0.26	1.59
66	Warm Welcome	02/11/2026	Unity Trust Bank	Printing costs	Waldringfield Prim	Z	2.40		2.40
67	Warm Welcome	02/11/2026	Unity Trust Bank	Printing costs	Waldringfield Prim	X	2.10		2.10
68	Community Grants Fund	02/11/2026	Unity Trust Bank	Grant s137/72 or s19 M/	Waldringfield Wildl	X	100.00		100.00
70	Salaries	02/11/2026	Unity Trust Bank	Salary	Jennifer Shone-Trit	X	797.18		797.18
71	Accounting, Website & Comput	02/11/2026	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	7.00		7.00
69	PAYE/NI	27/11/2026	Unity Trust Bank	PAYE & NI	HMRC	X	57.03		57.03
					Total		**2,104.87**	**218.53**	**2,323.40**

RECEIPTS LIST

Waldringfield Parish Council

RECEIPTS LIST

Vou	Code	Date	Bank	Description	Customer		Net	Total
12	Grants and Donations	05/10/2026	Unity Trust Bank	Donation	Private Donor	X	1,033.00	1,033.00
13	Footpath Maintenance	26/10/2026	Unity Trust Bank	PROW Footpath Cutting	Suffolk C C	X	328.80	328.80
					Total		**1,361.80**	**1,361.80**

c. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

Waldringfield Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			25,400.66
	ADD			
	Receipts 01/04/2026 - 31/10/2026			23,603.46
				49,004.12
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			12,690.20
A	**Cash in Hand 31/10/2026** (per Cash Book)			**36,313.92**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Suffolk Building Society	30/09/2026	8,808.80	
	Unity Trust Bank	31/10/2026	27,505.12	
				36,313.92
	Less unpresented payments			
				36,313.92
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**36,313.92**
	A = B Checks out OK			

COST CENTER TO BUDGET

Waldringfield Parish Council
Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
28	Precept	21,651.80	21,651.80						(0%)
31	SCC Footpaths Grant	328.80		-328.80				-328.80	(-100%)
36	Bank Interest	200.00		-200.00				-200.00	(-100%)
37	Grants and Donations	150.00	1,033.00	883.00				883.00	(588%)
38	Advertising income	200.00	174.00	-26.00				-26.00	(-13%)
44	CIL Funds		42.98	42.98				42.98	(N/A)
49	VAT Refund								(N/A)
	SUB TOTAL	**22,530.60**	**22,901.78**	**371.18**				**371.18**	**(1%)**

B - Administration

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Salaries				8,900.00	6,541.89	2,358.11	2,358.11	(26%)
2	PAYE/NI				600.00	528.06	71.94	71.94	(11%)
3	Clerk/Office Expenses				170.60	30.65	139.95	139.95	(82%)
4	Post and telephone				50.00		50.00	50.00	(100%)
5	Newsletter re 1972 LGA s1				950.00	370.00	580.00	580.00	(61%)
6	Village Hall hire				370.00	330.00	40.00	40.00	(10%)
7	Insurance				700.00	651.01	48.99	48.99	(7%)
8	Professional Memberships				700.00	426.13	273.87	273.87	(39%)
9	Audit				475.00	455.00	20.00	20.00	(4%)
10	Chairman's Allowance				50.00	6.50	43.50	43.50	(87%)
11	Training				360.00		360.00	360.00	(100%)
40	Accounting, Website & Co				1,600.00	395.80	1,204.20	1,204.20	(75%)
48	Warm Welcome				680.00	386.88	293.12	293.12	(43%)
50	Professional Services				600.00		600.00	600.00	(100%)
	SUB TOTAL				**16,205.60**	**10,121.92**	**6,083.68**	**6,083.68**	**(37%)**

C - Playing Field/Recreatic

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14	Grass cutting (field)				1,000.00	600.00	400.00	400.00	(40%)
16	Repairs/Maintenance				2,500.00	1,694.42	805.58	805.58	(32%)
17	Footpath Maintenance		328.80	328.80	450.00	380.10	69.90	398.70	(88%)
	SUB TOTAL		**328.80**	**328.80**	**3,950.00**	**2,674.52**	**1,275.48**	**1,604.28**	**(40%)**

D - Grants - s137/72 & s19

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21	Community Grants Fund				2,375.00	1,575.00	800.00	800.00	(33%)
	SUB TOTAL				**2,375.00**	**1,575.00**	**800.00**	**800.00**	**(33%)**

Summary

NET TOTAL	**22,530.60**	**23,230.58**	**699.98**	**22,530.60**	**14,371.44**	**8,159.16**	**8,859.14**
V.A.T.		372.88			642.16		
GROSS TOTAL		**23,603.46**			**15,013.60**		

Waldringfield Parish Council

Waldringfield Parish Council					CASH FLOW STATEMENT	
		30.09.26		31.10.26		30.11.26
OPERATING ACCOUNT Unity Trust	OCTOBER		NOVEMBER		DECEMBER	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£28,595.24	£28,595.24	£27,505.12	£27,505.12	£25,181.72	
CASH RECEIPTS						
Grants						
ESC Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£18.00	£0.00
ESC Footpath Grant	£328.80	£328.80	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations	£1,033.00	£1,033.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£1,361.80	£1,361.80	£0.00	£0.00	£18.00	£0.00
LABLE (before cash out)	£29,957.04	£29,957.04	£27,505.12	£27,505.12	£25,199.72	£0.00
CASH PAID OUT						
Administration						
Salaries	£854.21	£854.21	£854.21	£0.00	£854.21	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£185.00	£0.00
Insurance	£651.01	£651.01	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Memberships	£158.00	£158.00	£0.00	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£6.50	£0.00	£0.00	£0.00
Website/Accounting	£8.33	£8.33	£66.66	£0.00	£8.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£120.00	£120.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£154.99	£154.99	£0.00	£0.00	£0.00	£0.00
Footpath cutting	£380.10	£380.10	£0.00	£0.00	£0.00	£0.00
Grants						
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00
Projects expenses						
Warm Welcome	£0.00	£0.00	£44.50	£0.00	£0.00	£0.00
Memorial Picinc Tbl	£0.00	£0.00	£1,033.00	£0.00	£0.00	£0.00
VAT	£125.28	£125.28	£218.53	£0.00	£0.00	£0.00
SUBTOTAL	£2,451.92	£2,451.92	£2,323.40	£0.00	£1,047.54	£0.00
TOTAL CASH PAID OUT	£2,451.92	£2,451.92	£2,323.40	£0.00	£1,047.54	£0.00
OSITION (end of month)	£27,505.12	£27,505.12	£25,181.72	£27,505.12	£24,152.18	£0.00
SUMMARY of ALL CASH						
Unity	£27,505.12	£27,505.12	£25,181.72	£27,505.12	£24,152.18	£0.00
IBS	£8,808.80	£8,808.80	£8,585.91	£8,808.80	£8,808.80	£8,808.80
Total cash position	£36,313.92	£36,313.92	£33,767.63	£36,313.92	£32,960.98	£8,808.80

ITEM 11

11. **a.** To **RECEIVE** updates/reports on public rights of way, verges and road safety matters

Clerk received a call from a resident asking the council to consider the issue of speeding Fishpond Road. In addition, it was noted a repeater sign on Fishpond Road is very faded.

b. To **DISCUSS** draft communication to SCC PROW

Draft communication for discussion is circulated with these documents.

c. To **DISCUSS** and **APPROVE** equipment purchase and work party plan through Self-Help Scheme

Cllr Forsdike attended Highways training. Equipment required for the 90 degree-bend project can be subsidised by the programme.

ITEM 12

12. To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor

Statement of interest circulated to Councillors in confidence.

ITEM 13

13. To **CONSIDER** any correspondence received before the meeting – see separate list

General Correspondence circulated to Councillors

Sizewell C - Community Forum Invitation October 2026 07.10.26
National Association of Local Councils Chief executive's bulletin - 8 October 2026
The Rural Services Network Your Free RSN Weekly Newsletter - 8 October 2026
Suffolk Constabulary - New CPT officer 08.10.26
Society of Local Council Clerks News Bulletin - 8 October 2026
East Suffolk Council - Road name suggestions for Brightwell Lakes – 09.10.26
Society of Local Council Clerks SLCC Weekly News Digest - 12/10/2026
Suffolk Association of Local Councils News Bulletin - 12th October 2026
National Association of Local Councils NALC events 12.10.26
The Rural Services Network Your Free RSN Weekly Newsletter - 14 October 2026
National Association of Local Councils Chief executive's bulletin - 15 October 2026
National Association of Local Councils Civic.ly - Your asset register, finally under control 16.10.26
Suffolk Association of Local Councils Clerks Unplugged: Resilience & Emergency Planning – Resources from our 28 September session
National Association of Local Councils NALC Annual Conference 2027: tickets now on sale 19.10.26
Society of Local Council Clerks SLCC Weekly News Digest - 19/10/2026
National Association of Local Councils NALC events 19.10.26
Suffolk Association of Local Councils Upcoming NSIPs training webinars 20.10.26
Suffolk Association of Local Councils News Bulletin - 20th October 2026
Suffolk Association of Local Councils SALC training bulletin 20th October 2026
Suffolk Coastal Disability Forum - Forwarded Invitation 21.10.26
National Association of Local Councils Chief executive's bulletin - 22 October 2026
The Clerk - Election proposals, EV charging and rural housing 22.10.26
The Rural Services Network Your Free RSN Weekly Newsletter - 22 October 2026
Society of Local Council Clerks News Bulletin - 22 October 2026
Sizewell C Community Newsletter 23.10.26
Suffolk Association of Local Councils Planning Briefing – NPPF Changes - Presentation and Resources 23.10.26
National Association of Local Councils NALC Study Tour 2027: tickets now on sale 26.10.26
Suffolk Association of Local Councils Navigating Dispute Resolution, Disciplinary, and Grievance Procedures 26.10.26
Suffolk Association of Local Councils Introduction to NSIPs & Case Study webinars 26.10.26

Society of Local Council Clerks SLCC Weekly News Digest - 26/10/2026
The Rural Services Network Your Free RSN Weekly Newsletter - 28 October 2026
National Association of Local Councils Chief executive's bulletin - 29 October 2026
Community Action Suffolk - CAS October Newsletter 29.10.26
East Suffolk Planning Policy - Preparing a new Local Plan for East Suffolk – Gateway 1 Self-Assessment and updated Local Plan Timetable 29.10.26
The Clerk - Budget energy help, planning decisions and reorganisation 29.10.26
Suffolk Association of Local Councils News Bulletin - 2nd November 2026
Suffolk Association of Local Councils SALC training bulletin 3rd November 2026
East Suffolk Council - Town/Parish Council Survey - East Suffolk Sports Facilities Study 03.11.26