



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield, Woodbridge,
Suffolk IP12 4QU
Email: clerk@waldringfieldparishcouncil.gov.uk
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06 May 2026

Dear Councillors,

You are hereby summoned to the Waldringfield Parish Council Meeting to be held on Tuesday 12 May 2026 in the Village Hall (Kennedy Room) at **7.30pm**, when the under-mentioned business will be transacted. The Press and public are cordially invited.

Yours faithfully,

Jennifer Shone-Tribley, Parish Clerk

WALDRINGFIELD PARISH COUNCIL MEETING TUESDAY 12 MAY 2026 AGENDA

1. To **RECEIVE** and **APPROVE** apologies for absence.
2.
 - a. To **RECEIVE** declarations of interest
 - b. To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.
3.
 - a. **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.
 - b. To **RECEIVE** reports County and District Councillors
 - c. The **RECEIVE** updates on crime data from Suffolk Police.
4. To **APPROVE** the minutes of the Parish Council meeting held on **22 April 2026**
5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of previous meetings - See separate list
6.
 - a. To **CONSIDER** Planning Applications for **COMMENTS**:
 - a.i) DC/26/1264/VOC Variation of Condition No. 2 of DC/24/1548/FUL - Construction of a new self-build dwelling, with detached garage with annex above - The Kilns, Deben Lane, Waldringfield, Suffolk - Planning Officer M. Kavyani - **Deadline 13 May 2026**
 - a.ii) **DC/26/0031/FUL** - Extension to existing garage/annexe building and formation of a new vehicular access (existing 2 number accesses to be sealed) - Waldringfield Lodge, Sandy Lane, Waldringfield, Woodbridge, Suffolk IP12 4QY – Planning Officer G Heal; **Deadline 18 May 2026**
 - b. To **RECEIVE UPDATE** on planning application DC/26/0281/FUL
 - c. To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.
 - d. To **NOTE** any application decisions received – see separate list
 - e. To **RECEIVE** any other planning information
7.
 - a. To **RECEIVE** the Playing Field Inspection report
 - b. To **RECEIVE** updates on repairs to play equipment
8.
 - a. To **RECEIVE** updates from Biodiversity Coordinator
 - b. To **DISCUSS** Rural Exception site communication
9. To **DISCUSS** SALC booth at Suffolk Show
10. **CLERK AND RFO REPORT**
 - a. To **CONSIDER and APPROVE** Community Grant request - WVHT
 - b. To **CONSIDER and APPROVE** items of expenditure, and receipts - and arrange for approval of BACS accordingly – see separate list.

Waldringfield Parish Council

- c. To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.
- 11. To **CONSIDER** and **APPROVE** Council Policies:
WPC Newsletter Publication and Advertising Fees Policy v2026
WPC Grant Awarding Policy and Procedure v2026
- 12.
 - a. To **DISCUSS** the Highways Volunteers Group leadership through Self-help scheme
 - b. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters
 - c. To **DISCUSS** survey of speed humps on Cliff Road
 - d. To **DISCUSS** footpath 21 raised by Impact Landscaping
- 13. To **CONSIDER** any correspondence received before the meeting – see separate list
- 14. **PARISH MATTERS** for the next meeting.

If you are unable or do not wish to attend, comments for councillors' attention may be forwarded to the Clerk at the email address detailed at the top of this agenda.

Waldringfield Parish Council

SUPPORTING DOCUMENTS MAY

ITEM 3

3. **b. To RECEIVE reports County and District Councillors**
ESC Councillors' report circulated in March – recirculated with these documents and on the website.
MP May newsletter circulated to Councillors 05.05.26 and is on the website.
- c. To RECEIVE updates on crime data from Suffolk Police – March 2026**
None reported in our area.

ITEM 4

4. **To APPROVE the Minutes the Parish Council Meeting held on 10 March 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

Playing Field – Clerk and Chair to draft a communication to residents regarding the damage and repairs required (circulate to Cllrs for review) - **DONE**; Cllr Forsdike to contact previous volunteer helper to discuss the possibility of assisting in the repairs - **DONE**; Cllr Forsdike to obtain quotations for costs of matting and seed – **in process**, Clerk to purchase required materials to complete repairs – **in process**; Cllr Forsdike to liaise with member of the public regarding the soil – **in process**.

Planning – Cllr Elliot and Clerk to respond to Planning Application by deadline - **DONE**

Finance: Cllrs Kay and Reid to approve payments - **DONE**

Communications Clerk to add Rural Exception Site communication to the agenda in May to discuss scope of the project - **DONE**

ITEM 6

6. **a. To CONSIDER Planning Applications for COMMENTS:**
- a.i) a.i)** DC/26/1264/VOC Variation of Condition No. 2 of DC/24/1548/FUL - Construction of a new self-build dwelling, with detached garage with annex above - The Kilns , Deben Lane, Waldringfield, Suffolk– Planning Office M. Kavyani - **Deadline 13 May 2026**
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- b. To RECEIVE UPDATE** on planning application DC/26/0281/FUL
nothing to circulate
- c. 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/26/0325/TPO | Received date: Tue 27 Jan 2026 | Status: **Application Permitted** | Case Type: Planning Application

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T10 of TPO No. 191/2005 1no. Oak (marked on map) - Re-pollard to previous pruning points - Little Stubbs Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL

DC/24/2645/FUL | Received date: Mon 22 Jul 2024 | Status: **Application Permitted** | Case Type: Planning Application

Demolition of existing house and annexe and replacement with new house of similar size and location. Erection of additional boat house with accommodation to first floor. (Self build) - Swans Nest Deben Lane Waldringfield Woodbridge Suffolk IP12 4QN

d. To RECEIVE any other planning information

Nothing to circulate

ITEM 7

7. **a. To RECEIVE the Playing Field Inspection report**
Report to be circulated separately to these documents

b. To RECEIVE updates on repairs to play equipment

Nothing to circulate

ITEM 8

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

Nothing to circulate

b. To DISCUSS Rural Exception site communication

Three attachments – email and 2 attachments are attached to these documents.

ITEM 9

9. **To DISCUSS submission to SALC Suffolk Show**

Good afternoon,

I hope this message finds you well.

*On the **27th and 28th May**, SALC will be exhibiting at the Suffolk Show—one of the county’s largest and most well-attended events. Our aim is to shine a light on the vital role that parish and town councils play in local communities, celebrate the incredible work all our member councils are doing for their communities, and encourage more people to get involved, whether by engaging with their local council or stepping forward to serve as a councillor.*

To make our stand as engaging and impactful as possible, we would really value your support.

We are looking for:

- *Photos that capture town and village life (events, markets, playgrounds, allotments, community projects, etc.)*
- *Details of upcoming events in your area*
- *Information on any current vacancies*

Your contributions will help us tell a stronger, more authentic story about local councils across Suffolk.

If you're able to share anything—or would like to discuss ideas—we would be delighted to hear from you. You can contact me by email at training@suffolk-alc.gov.uk

Thank you in advance for your support

ITEM 10

10. **CLERK AND RFO REPORT**

a. To CONSIDER and APPROVE Community Grant request

Grant request circulated to Councillors with these documents.

Waldringfield Parish Council

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									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
9	Audit	04/05/2026	Unity Trust Ban	Audit Fee	Heelis and Lodge	Z	245.00		245.00
10	Accounting, Website & Co	04/05/2026	Unity Trust Ban	Google Storage	Google Commerce	S	1.33	0.26	1.59
11	Professional Membership:	04/05/2026	Unity Trust Ban	SALC Annual Members	SALC	Z	268.13		268.13
12	Salaries	04/05/2026	Unity Trust Ban	Salary	Jennifer Shone-Trit	X	797.18		797.18
13	PAYE/NI	04/05/2026	Unity Trust Ban	PAYE & NI	HMRC	X	57.03		57.03
14	Accounting, Website & Co	04/05/2026	Unity Trust Ban	Banking service charge	Unity Trust Bank	X	7.00		7.00
15	Gross cutting (field)	05/05/2026	Unity Trust Ban	Gross-cutting -field	SCL Landscape Ma	S	120.00	24.00	144.00
Total							1,495.67	24.26	1,519.93

RECEIPTS LIST

Waldringfield Parish Council									
RECEIPTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	V	Total
3	VAT Refund	08/04/2026	Unity Trust Bank	VAT Refund	HMRC	R		372.88	372.88
2	CIL Funds	24/04/2026	Unity Trust Bank	CIL Funds	East Suffolk Council	X	42.98		42.98
1	Precept	29/04/2026	Unity Trust Bank	Precept payment	East Suffolk Council	X	10,825.90		10,825.90
Total							10,868.88	372.88	11,241.76

Waldringfield Parish Council

Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes

A - Receipts

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
28	Precept	21,651.80	10,825.90	-10,825.90				-10,825.90	(-50%)
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		-150.00				-150.00	(-100%)
38	Advertising income	200.00		-200.00				-200.00	(-100%)
44	CIL Funds		42.98	42.98				42.98	(N/A)
49	VAT Refund								(N/A)
	SUB TOTAL	22,530.60	10,868.88	-11,661.72				-11,661.72	(-51%)

B - Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Salaries				8,900.00	1,758.81	7,141.19	7,141.19	↑(80%)
2	PAYE/NI				600.00	185.88	414.12	414.12	↑(69%)
3	Clerk/Office Expenses				170.60		170.60	170.60	↑(100%)
4	Post and telephone				50.00		50.00	50.00	↑(100%)
5	Newsletter re 1972 LGA s1				950.00		950.00	950.00	↑(100%)
6	Village Hall hire				370.00	330.00	40.00	40.00	(10%)
7	Insurance				700.00		700.00	700.00	(100%)
8	Professional Memberships				700.00	268.13	431.87	431.87	(61%)
9	Audit				475.00	245.00	230.00	230.00	(48%)
10	Chairman's Allowance				50.00		50.00	50.00	(100%)
11	Training				360.00		360.00	360.00	(100%)
40	Accounting, Website & Co				1,600.00	9.66	1,590.34	1,590.34	(99%)
48	Warm Welcome				680.00	342.38	337.62	337.62	(49%)
50	Professional Services				600.00		600.00	600.00	(100%)
	SUB TOTAL				16,205.60	3,139.86	13,065.74	13,065.74	(80%)

C - Playing Field/Recreatic

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14	Grass cutting (field)				1,000.00		1,000.00	1,000.00	(100%)
16	Repairs/Maintenance				2,500.00		2,500.00	2,500.00	(100%)
17	Footpath Maintenance				450.00		450.00	450.00	(100%)
	SUB TOTAL				3,950.00		3,950.00	3,950.00	(100%)

D - Grants - s137/72 & s19

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21	Community Grants Fund				2,375.00		2,375.00	2,375.00	(100%)
	SUB TOTAL				2,375.00		2,375.00	2,375.00	(100%)

Summary

NET TOTAL	22,530.60	10,868.88	-11,661.72	22,530.60	3,139.86	19,390.74	7,729.02
V.A.T.		372.88			0.52		
GROSS TOTAL		11,241.76			3,140.38		

Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
		31.03.26		30.04.26		31.05.26
OPERATING ACCOUNT Unity Trust	APRIL		MAY		JUNE	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£16,591.86	£16,591.86	£26,062.17	£26,062.17	£24,542.24	
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	£10,825.90	£10,825.90	£0.00	£0.00	£0.00	£0.00
CIL	£42.98	£42.98	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£372.88	£372.88	£0.00	£0.00	£0.00	£0.00
Mound grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL CASH RECEIPTS	£11,241.76	£11,241.76	£0.00	£0.00	£0.00	£0.00
AVAILABLE (before cash out)	£27,833.62	£27,833.62	£26,062.17	£26,062.17	£24,542.24	£0.00
CASH PAID OUT						
Administration						
Salaries	£1,090.48	£1,090.48	£854.21	£0.00	£854.21	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	£180.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£330.00	£330.00	£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	£0.00	£0.00	£268.13	£0.00	£0.00	£0.00
Other / Office	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£8.33	£8.33	£253.33	£0.00	£8.33	£0.00
Playing Fields and maintenance						
Grass Cutting	£0.00	£0.00	£0.00	£0.00	£120.00	£0.00
Repairs and maintenance	£0.00	£0.00	£120.00	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£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	£500.00	£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	£0.00	£0.00	£0.00	£0.00
Projects expenses						
Warm Welcome	£342.38	£342.38	£0.00	£0.00	£0.00	£0.00
VAT	£0.26	£0.26	£24.26	£0.00	£0.00	£0.00
SUBTOTAL	£1,771.45	£1,771.45	£1,519.93	£0.00	£1,662.54	£0.00
TOTAL CASH PAID OUT	£1,771.45	£1,771.45	£1,519.93	£0.00	£1,662.54	£0.00
CASH POSITION (end of month)	£26,062.17	£26,062.17	£24,542.24	£26,062.17	£22,879.70	£0.00
SUMMARY of ALL CASH						
Unity	£26,062.17	£26,062.17	£24,542.24	£26,062.17	£22,879.70	£0.00
IBS	£8,808.80	£8,808.80	£8,808.80	£8,808.80	£8,808.80	£8,808.80
Total cash position	£34,870.97	£34,870.97	£33,351.04	£34,870.97	£31,688.50	£8,808.80

Waldringfield Parish Council

ITEM 11

11. To **CONSIDER** and **APPROVE** Council Policies:
WPC Grant Awarding Policy and Procedure v2026
WPC Newsletter Publication and Advertising Fees Policy v2026

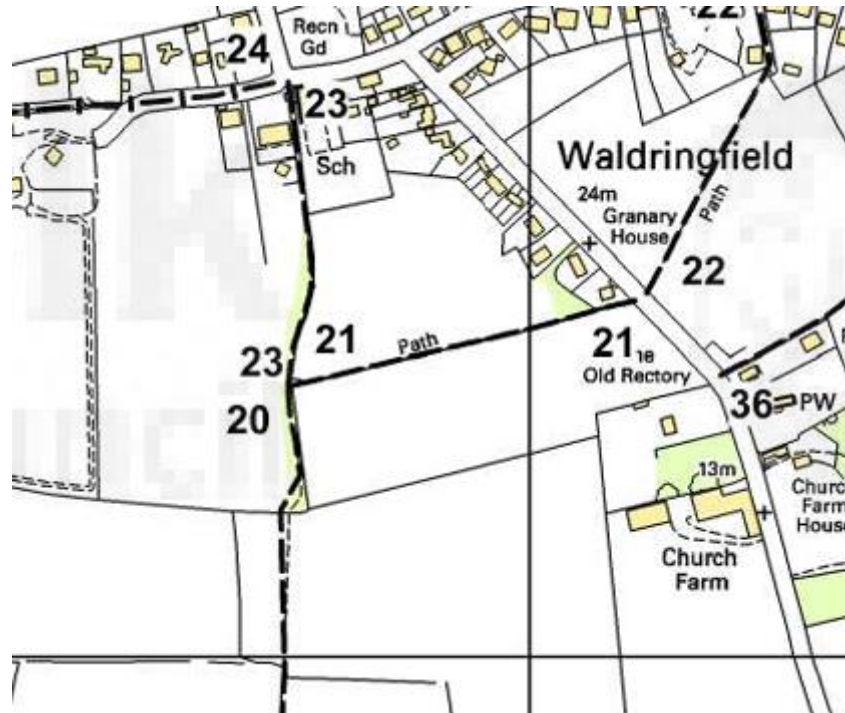
ITEM 12

12. **a.** To **DISCUSS** the Highways Volunteers Group leadership through Self-help scheme
Application forms have been sent. Cllr needs to be leader of the “group” of volunteers in order to schedule and liaise ref training and activities.
- b.** To **RECEIVE** updates/reports on public rights of way, verges and road safety matters
Nothing to circulate. Clerks notes replacement of repeater sign on Newbourne Road and clearing of vegetation for 30mph entry sign on Ipswich Road.
- c.** To **DISCUSS** survey of speed humps on Cliff Road
Report circulated with these documents
- d.** To **DISCUSS** footpath 21 raised by Impact Landscaping
Received from contractor for footpath maintenance.
The only slight problem we have is the attached picture, not sure of the path number but the tree overtime has become lower and Graham cannot get through. He managed to go onto Alan Parkin’s field but that won’t be possible when there is a crop on there.
Below are the photo and the Definitive Map.



Waldringfield Parish Council

Definitive Map – Footpath 21



ITEM 13

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

General Correspondence circulated to Councillors

East Suffolk Council - Rural transport for community events - fund launches today [OFFICIAL] 20.04.26

Society of Local Council Clerks - News Bulletin - 20 April 2026

East Suffolk Planning - Planning Committee South 28 April - Notification Email [OFFICIAL] 21.04.26

Suffolk Association of Local Councils - Suffolk Show 2026 21.04.26

Suffolk Association of Local Councils SALC Services survey - your feedback is important 21.04.26

East Suffolk Council - News from East Suffolk: Council launches 2026 apprenticeship scheme to help grow local talent 21.04.26

National Association of Local Councils - NALC events 21.04.26

Suffolk Association of Local Councils NEWS BULLETIN - 20th April 2026

EA3 - East Anglia Three project update 22.04.26

The Rural Services Network - Your Free RSN Weekly Newsletter - 22 April 2026

Suffolk Joint Emergency Planning Unit Spaces still available! - Community Emergency Plan Workshop - 29/04/26 22.04.26

National Association of Local Councils Chief executive's bulletin - 23 April 2026

Suffolk Association of Local Councils The Essentials of Absence Management for Councils 23.04.26

Power for People - Progress and an appeal 24.04.26

Society of Local Council Clerks SLCC Weekly News Digest - 27/04/2026

The National Allotment Society <contact@thenas.org.uk> - National Allotment Survey 28.04.26

Wegg, Kevin - Funding Opportunities / Summary of Funding Sources and a 'Retirement' Farewell from me!...30.04.26

Suffolk Association of Local Councils NEWS BULLETIN - 28th April 2026

Suffolk Association of Local Councils SALC training bulletin 28th April 2026

Suffolk Joint Emergency Planning Unit East Suffolk Community Rest Centre Training Sessions Available 29.04.26

The Rural Services Network Your Free RSN Weekly Newsletter - 29 April 2026

Waldringfield Parish Council

National Association of Local Councils Chief executive's bulletin - 30 April 2026

Community Action Suffolk - CAS April Newsletter 30.04.26

Sizewell C - Sizewell C construction update 01.05.26

Society of Local Council Clerks SLCC Weekly News Digest - 04/05/2026

Suffolk Association of Local Councils NEWS BULLETIN - 5th May 2026

Quality of place awards - Quality of Place Awards and Developers Charter [OFFICIAL] 05.05.26

Suffolk Association of Local Councils SALC training bulletin 5th May 2026
