



Waldringfield

Parish Council

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1705 Minutes of the Parish Council Meeting held on Tuesday, 12th June 2018

Present: Councillors Kay, Videlo, Matheson, Elliot, Gold, Lyon and Reid,
SCC Cllr O'Brien and SCDC Cllr Harvey

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Archer (business / holiday).

- 2 **DECLARATIONS OF INTEREST** – None (see Item 10 below)

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as required – **None** (other than the two currently extant)

Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council – None

To **RECEIVE** reports from:

- a) **Suffolk County Councillor O'Brien** spoke to her report. (attached). She also explained her objections to the proposed sale and development of Suffolk Police HQ, including the loss of scarce recreational grounds. There was a discussion on free school transport proposals.
- b) **Suffolk Coastal District Councillor Harvey** spoke to her report (attached), highlighting the recent and upcoming consultations on the Suffolk Coastal Plan review - Issues and Options
- c) **Suffolk Police** – no relevant report available from the Suffolk Police
- 3 It was **RESOLVED TO ADOPT** the minutes of the Annual and Ordinary Parish Council meetings held on May 15th 2018 – AGM proposed by Cllr Kay, seconded by Cllr Gold, OGM proposed by Cllr Videlo, seconded by Cllr Matheson and **AGREED** by all present at the meetings.
- 4 **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on 15th May 2018 – **Play Fort repair**. A revised quote from the Parish Handyman of £800, to include additional repair to the steps, was approved in Cllr Archer's absence (originally given delegated authority) – proposed by Cllr Reid, seconded by Cllr Kay, **AGREED** by all. **Playing Field Gate** – given the likely higher cost of a second quotation, an opportunity to register a complaint about the delay in the project commencement had been taken by the Clerk, with the outcome awaited. **Road Safety** – the Clerk was instructed to re-send the request to SCC Highways for a cost estimate for new road markings, noting that recent resurfacing on the Ipswich Road would require refreshed markings anyway, providing a potential cap on extra costs. **Village Way** – it was suggested that the replacement of the cherry trees lost in the recent road works would be best handled via the Scattered Orchard scheme. **Speed Indicator Device** – the report provided by Cllrs Lyon and Reid was considered and it was agreed that there should be six (potential) sites, subject to SCC Highways constraints – School Road (two), Mill Road, Cliff Road, Waldringfield Heath and the top of Ipswich Road (all one). It was further agreed to add additional road-painted signs on School Road, approaching the Ipswich Road corner, to the **Road Safety** project (see above). Other outstanding actions would be dealt with in due course.
- 5 To **CONSIDER** Planning Applications for **COMMENTS: NONE** received
To **MAKE ARRANGEMENTS** to deal with applications received after publication of the agenda – **NONE**
To **NOTE** any application decisions received – The Clerk reported that the following applications had been approved by SCDC.
DC/18/1441/FUL Homewaters Cliff Road - Demolition of rear single storey extension with erection of larger extension and internal alterations
DC/18/1170/FUL Ebbtide Cliff Road - Retrospective Application - Single and two storey rear extension and associated elevational alterations.

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- 6 To **CONSIDER** improvements to the general cleanliness and tidiness of the village, the control of dogs and **REVIEW** the provision and suitability of new benches on the riverfront.
Benches – it was proposed to accept the quotes to provide, deliver and install four benches on the riverfront, with a budget of £1,500, a virement from reserves as previously agreed in last December's budget meeting. It was further proposed that the benches to be replaced would be offered for sale on Waldringfielders - proposed by Cllr Kay, seconded by Cllr Reid, **AGREED** by all. **Dogs on the beach**. In an effort to control free-ranging dogs during busy visitor times, it was **AGREED** - after considering alternatives - to install a sign, politely asking dog-owners to keep their pets under close control. Cllr Matheson was asked to explore the matter with the Fairways Committee. **Road Signs**. The Speed Indicator Device report also highlighted several road signs that were either badly worn or obscured by vegetation – to be reported to SCC Highways.
- 7 To **CONFIRM** the final repairs/ landscaping requirements for the Playing Field. A quote of £475 from the Parish Handyman to re-position the fallen tree stump and tree limbs using a digger - to form (respectively) natural wildlife habitats and play equipment – was proposed by Cllr Videlo, seconded by Cllr Kay and **AGREED** by all.
- 8 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues (including the placement of wooden bollards on verges adjacent to the playing field). The Parish Council reaffirmed its wish to seek permission (if necessary) from SCC Highways to install wooden bollards on the grass verge outside the playing field on School Road to discourage parking there. Given the absence of any response since January and the fact that it was a significant road safety issue (being a busy junction used daily by child pedestrians, with no footway there) the County Council would be advised that, in the continued absence of a response by June 30th, it would be assumed that permission was granted by default.
- 9 To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council – None presented
- 10 **CLERK AND RFO REPORT**
To **RECEIVE** applications and **APPROVE** payments for community grants, if any – requests for £500 by the Village Hall Trust and for £400 by the Church Field Trust to support their activities were proposed by Cllr Kay, seconded by Cllr Videlo and **AGREED** by a quorum.
Cllrs Elliot, Lyon and Reid declared a Local Non-Pecuniary Interest in this item, remained in the meeting, but did not participate in the discussion or voting of either request.
To **CONSIDER** items of expenditure and sign cheques accordingly (*see separate list*).
Total Payments - **£4,129.41**(including annual grants) - see attached.
To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
Balances held at Bank 31/05/18 - £14,779.26 and Building Society as at 31/03/18 - £7,716.01 - Adjusted balance **£17,536.73 (as at 8/6/18)** after non-presented cheques and receipts.
It was **RESOLVED** to accept the items of expenditure together with Accounts/Budget and the Bank Reconciliation (the latter as examined by Cllr Reid) and these were signed accordingly. Proposed by Cllr Reid, seconded by Cllr Elliot and all **AGREED**.
- 11 To **CONSIDER** any Correspondence received before the meeting – *Noted as attached*. The involvement of the Parish Council in the WW1 Centenary 'Silhouettes' memorial scheme was discussed – full details would be circulated for further consideration.
- 12 **PARISH MATTERS for next Agenda** – WW1 Silhouettes Scheme

The Chairman closed the meeting at 9.15 pm

REVIEW OF ACTION POINTS AS AT 18th June 2018

(Abbreviated notes from action points of November 2016)

In progress – **Proposed change to Footpath 10 Brightwell together with associated circular route.** Nothing feasible for the time being. (11/2/2014) Further action **deferred.** *Now part of CEG Land South and East of Adastral Park application*

Ongoing - **Road safety and lawful use of footpaths** Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. Response from SCC Highways, suggesting use of Mr King's layout plan of January 2017 as a blueprint for (unfunded) pedestrian safety works. CIL application to be made for road surface signs only (but to include School Road) and costs of moving the 30mph sign, if permitted). Funding for all to be sought from the Community Infrastructure Levy **ACTION** Reminders to SCC, with photographic evidence to support the case for moving the 30mph signs, have been sent. Full support for all received from SCC Cllr O'Brien and SCDC Cllr Harvey

Ongoing - **Footpaths** River Wall footpath. **ACTION:** SCC to erect sign in due course

Ongoing - **Village Way** – work commenced. **ACTION** Replacement cherry trees to be sought with assistance from the Scattered Orchard scheme

Ongoing – **Village AONB Sign** – The Parish Council asked Cllr Reid to take the matter forward on suitable options (including an aesthetic location), using the opportunity with SCC to seek a reduction in the clutter of signs at the Newbourne Road crossroads. Simon Amstutz, AONB Manager at SCC responded, stating that "when we get a chance to develop this project, we will be talking to all interested stakeholders, so please do not fear not being able to influence the project". **ACTION** – Cllr Reid to follow up.

SCC JUNE 2018 REPORT

On 24 May, Councillor Mathew Hicks was elected as the **new leader** of Suffolk County Council. Councillor Hicks has promised a new era of working in partnership and listening. He has pledged to work with district and borough councils, other public sector partners, businesses and residents to find the best ways of delivering services to the people.

He also confirmed Suffolk County Council's focus on major infrastructure including the Ipswich Northern Relief Road, A12 four village bypass (SEGWAY), Sudbury Relief Road, Beccles Relief Road, A1307, the A140 and A47 schemes plus the Lowestoft Third Crossing and the Upper Orwell Crossings. Councillor Hicks stressed the need for a co-ordinated and strategic approach so there is clarity on how major infrastructure projects can be delivered when funding is so tight.

One of his first duties was to appoint the Cabinet who, with him, will be responsible for almost £500 million of public services each year.

Councillor Hicks will take personal responsibility for economic development and major infrastructure projects in addition to his leadership duties.

On 30 May it was announced that 15 smart **litter** bins are about to be installed in trial locations across Suffolk in order to reduce littering on the county's trunk roads.

The customised bins are designed for roadside use with a sign saying 'Litter', a wider than usual aperture to make disposal of rubbish easier, bright orange bodies, reflective white signage and the clear message 'Keep Suffolk Beautiful'.

The bins will also be fitted with new remote monitoring devices to help councils coordinate the emptying of these bins more efficiently.

More standard bins are also being installed as part of the campaign at other trial layby locations along the A11, A12 and A14 in Suffolk, to see if the increase in number and the type of litter bin provided results in less litter.

On 16 May, it was reported that four Suffolk councils have worked together to try to ensure more children get the **free school meals** they are entitled to.

Changes to the benefit system in the wake of the introduction of Universal Credit mean that some families are missing out.

The free school meals team at Suffolk County Council is urging parents and carers to apply for the meals. In addition, each application could bring Pupil Premium Funding to the respective school. The school can decide how to spend this windfall – as much as £1,300 a year over six years for each extra child applying - and could use it to pay for more books, cut the price of school trips and uniforms or bring in more teaching aids.

Patricia O'Brien

District Councillor's June Report Cllr Susan Harvey Kirton Ward

History has been made. In May Parliament approved the Order to join SCDC with Waveney District Councils. There was a meeting on 29th May when this decision was signed and sealed between the two councils. They will become one Council on 1st April 2019.

There is a shadow council of 90 Members and there has to be a Shadow Cabinet which will run the authority and ensure a smooth transition to the new East Suffolk Council with seamless delivery of services.

Green Waste Scheme. 46% of households have now signed up to this scheme and 200 people a day are still signing up to it by visiting Felixstowe or Woodbridge Libraries, phoning 01394 393789 or on line.

Suffolk Coastal has elected it's last Chairman. She is Councillor Nicky Yeo representing Nacton and Purdis Farm Ward. She is looking forward to her new role and has challenged her colleagues to engage with people of all ages in their communities when spending their Enabling Community Budgets. Councillor Colin Hedgely is the Vice Chairman.

Deben Leisure Centre. This is coming to the end of it's refurbishment programme and will re open in a few weeks time. Leiston Leisure Centre is the next one to be refurbished and will re open in Summer 2019.

Spare Rooms. People are being encouraged to rent out a spare room to those requiring accommodation. This is not as frightening as it seems. This is a joint venture with Solo Housing. 51 people were housed last year through this scheme. Solo Housing will give all the help needed including matching tenants with landlords and helping with tenancy agreements.

SCDC Staff are keeping fit and litter picking at the same time. Groups go out and about picking up litter and doing their bit for the communities. If anyone would like to organise a litter pick please contact SCDC or Norse and gloves, bags and pickup sticks can be provided.

Felixstowe Photo Competition.

Photos are wanted in three categories. 1. Fun Felixstowe 2. Iconic Felixstowe. 3, undiscovered Felixstowe.

It is the time when people come knocking at doors trying to sell you things which look a bit dodgy and at extortionate prices and are sometimes rather pushy. One group is well known as the Nottingham Knockers posing as ex criminals. This is an illegal group and should be reported to Trading Standards. Trading Standards can provide stickers saying they will not trade on the doorstep or better still establishing a Cold Calling Zone could be considered. Anything which looks too good to be true probably is.

Police Finally experience has shown that trying to report information to Police on 101 is a lengthy process. It is better to email them the information I learned this at the Safer Neighbourhood meeting recently. Or Phone the Safer Neighbourhood team. I have reported the long delay on 101 to Tim Passmore but have not had a response. The perception of the public is that they are being ignored when trying to report important information. In this case it was drug related.

Potential sale and redevelopment of Police Headquarters site, Martlesham

Introduction

The Police and Crime Commissioner (PCC) for Suffolk is considering the potential sale of the Police Headquarters site at Martlesham for residential development, in order to help reduce costs and provide better value for money to tax payers without impacting on police services or jobs.

This document includes initial information on why the site might be sold, how it could possibly be redeveloped, and where the Police could consider moving to. We would also like to take this opportunity to invite you to a public exhibition we are holding to involve the local community and stakeholders in the proposal and to gather feedback:

Monday 18th June 3-8pm

Martlesham Heath Pavilion, The Drift, IP5 3PL

Everyone is welcome to attend the exhibition, which is a drop-in event, so please feel free to attend at any time during the hours stated above.

Background

At this stage, it is not certain the Police Headquarters site will be sold. As part of a full review of the PCC estate to see where money can be saved, the PCC is exploring the possibility of selling the site in the future.

In order to understand the value of the site, and therefore determine whether it should be sold, the PCC has appointed a team of specialist consultants to look at how it could potentially accommodate residential development and to apply for outline planning permission from Suffolk Coastal District Council.

If outline planning permission were to be granted, valuations would then be obtained to assess if it is viable for the police force to relocate. The site could then be considered for sale to a house builder or developer who would draw up more detailed designs for the site.

Any sale would raise money that can be re-invested into police services and relocating to more fit-for-purpose premises in the Ipswich area. A new headquarters for Suffolk Constabulary – whether a new building or shared with other public services - would be in the Ipswich vicinity. Where we relocate to would greatly depend upon the value gained from the sale of the site, should planning permission indeed be received and the site is sold on.

The site

The site, which is 10.5 hectares, is shown outlined on the map below. It excludes the Police Investigation Centre, which will remain where it is.



Martlesham Heath lies within the 'Eastern Ipswich Plan Area' (EIPA), which is defined as a Major Centre in Suffolk Coastal District Council's Settlement Hierarchy. The Core Strategy identified that approximately 29% of the district's housing requirement (c.2,300 by 2027) will be in the EIPA.

It is considered that Major Centres provide the greatest opportunity to deliver sustainable development, due to the range of (and accessibility to) local services and facilities including retail, employment, education, recreation and leisure, community and public transport.

Also, we think this could potentially be a good site for new homes because:

- It is already developed (rather than building on a green field site);
- Initial survey work shows there are relatively few physical constraints on the site that could hinder development;
- It is within walking and/or distance of The Square and both Martlesham and Kesgrave shops and services;
- It is well connected to the A1214 and the A12, and is on the bus route;
- Its size means the development could include generous public green spaces and good-sized gardens;
- There are no public footpaths crossing it; and
- It does not have any insurmountable environmental constraints.

About the PCC

The potential for selling the site is being explored by the Police and Crime Commissioner (PCC) for Suffolk, Tim Passmore, who has an obligation to maximise the best use of public resources; alongside the Chief Constable and Suffolk Constabulary.

The PCC for Suffolk is responsible for ensuring the policing needs of our county are met as effectively as possible, putting Suffolk's interests first and act as the crucial link between the Police Force and the public.

Redeveloping the site

It is thought that around 250 homes - including both market and affordable housing - would fit on this site, at a density of 39 dwellings per hectare (dph), which is reflective of the density of the local area.

The redevelopment of this brown field site for housing would not only save the police force money. It could also help Suffolk to meet its housing needs by providing a range of homes in a short time frame (up to 5 years).

The development could include a range of homes from smaller 1 and 2 bed apartments, to 2 to 3 bed starter homes, and larger 4 bed family homes. The suggested mix of homes has been designed with variety of housing needs in mind, providing a good proportion of smaller homes for those wishing to get onto the property ladder or to downsize. It includes 33% affordable homes in line with Council policy.

An illustrative masterplan showing how 250 homes could fit on the site will be on display at the public exhibition, and will be added to the PCC website shortly afterwards.

Key considerations

Access & traffic

The site would be accessed as it currently is, off Portal Avenue. As part of our planning application, we will be required to show that the access into and out of the site is safe and that the development does not have any adverse impacts on adjoining roads or junctions. Suffolk County Council Highways will be consulted on this to ensure their design and safety standards are met.

We are conducting a full Traffic Assessment to look at estimated vehicle movements likely to result from the development of the site, should it be sold and redeveloped for residential use. This Assessment will be completed before we submit our planning application.

The site has the advantage of being situated close to the bus route that runs through Kesgrave and Martlesham, and is within walking distance of local services. Therefore, 'sustainable travel' would be naturally encouraged.

Wildlife

A Phase 1 Ecology Report has been prepared, which identified particular habitat on site that might be suitable for some protected species. Therefore, individual species-specific surveys and reports have been carried out to consider whether these species are in fact present and, if so, what mitigation might be necessary to ensure that suitable alternative habitat can be provided on site (or if it can't, that species can be safely translocated to habitat away from the site).

Drainage

The site lies in a low probability flood risk area (Flood Zone 1), and is shown to be at low risk from flooding from other sources including pluvial, infrastructure, groundwater and other water bodies. Surface water will be collected and attenuated on-site and discharged using infiltration techniques.

Local services and infrastructure

Suffolk Coastal District Council would collect a Community Infrastructure Levy (CIL) financial contribution from the development (should it be constructed) to raise funds for local public services such as transport, flood defences, health and social care, education, libraries and leisure facilities.

As part of the planning process, we will engage with local schools and the doctor's surgery; and the County Council as the local authority responsible for health and education will be formally consulted.

Protecting the privacy of residents adjacent to the site

Protecting the amenity of those living adjacent to the site is very important to us. The site is already well screened by hedgerows and trees, which would be retained wherever possible or replaced according to planning consent conditions. The new homes would be distanced from the boundaries of existing properties along the southern boundary of the site by a substantial green buffer, good-sized gardens and appropriate boundary treatments, such as quality fencing and landscaping; and positioned to avoid any over-looking.

We want to engage with nearby residents to listen to their views and consider comments before a final outline planning application is drawn up.

Timescales and public consultation

We have written to local residents and stakeholders to engage them in the proposals. We are inviting feedback before any decisions are made and before our outline planning application is submitted to Suffolk Coastal District Council (SCDC) later this year.

Should the planning application be determined in early 2019, subject to approval we would decide, following a full financial evaluation, whether it were viable to sell the site for development. The purchasing house builder or developer would draw up detailed plans to be determined by SCDC before any building could start.

Construction of around 250 homes could take up to five years to build.

Public exhibition

Illustrative plans will be on display at the public exhibition on **Monday 18th June at Martlesham Heath Pavilion (3-8pm)** and members of the project team will be available to discuss the outline proposals and answer questions.

We hope to see you at the exhibition. You are also welcome to send us your feedback via the PCC website, by email or post:

Contact us

- www.suffolk-pcc.gov.uk
- planning.consultation@suffolk.pnn.police.uk
- The Office of the Police and Crime Commissioner
Police Headquarters, Portal Avenue, Martlesham Heath, Ipswich, IP5 3QS



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1702 Minutes of the Annual Parish Council Meeting held on Tuesday 15 May 2018

Present: Councillors Kay, Videlo, Elliot, Matheson, Gold, Lyon and Archer

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Elliot, seconded by Cllr Archer, all **AGREED**. Cllr Ian Kay **declared office**.
2. To **MOVE** the suspension of **Standing Order 5j** – Content and Order of Business at the Annual Meeting – to enable policies and similar items to be reviewed in detail later in the year. Proposed by Cllr Kay, seconded by Cllr Videlo, **AGREED** by all
3. **Register of Interests:** The Clerk reminded councillors of their obligation to update their register entries both in paper form and on-line as and when any changes in their declarable interests arise - **NOTED**
4. **Election of Vice-Chairman:** Cllr Alyson Videlo, proposed by Cllr Archer, seconded by Cllr Kay, all **AGREED**
5. To **RECEIVE** Apologies and approval for reasons of absence – Cllr Reid (holiday) SCC Cllr O'Brien and SCDC Cllr Harvey.
6. **Reports and Approval of End of Year Accounts 31/03/2018.** It was resolved to accept the end of year financial position and Fixed Asset Register valuation - proposed by Cllr Kay seconded by Cllr Archer, all **AGREED**. Accounts signed by Chairman and Clerk/RFO.
7. To **RECEIVE** and **APPROVE** the report of the Internal Auditor 2017/18, Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all.
8. To **CONFIRM** and **SIGN** the Certificate of Exemption from a limited assurance review (External Audit 2017/18) under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Proposed by Cllr Videlo, seconded by Cllr Gold, **AGREED** by all
9. **To approve Annual Return for year ended 31 March 2018**, Section 1, Annual Governance Statement, Section 2 Accounts - completed and approved. Proposed by Cllr Kay, seconded by Cllr Matheson, all **AGREED**. Completed and signed by the Chairman and Clerk/RFO.
10. **To confirm the appointment of Internal Auditor.** After consideration of the work of the Internal Auditor, Cllr Archer proposed that Heelis & Lodge be appointed Internal Auditor for year ending 31 March 2019. Seconded by Cllr Kay, all **AGREED**.
11. **To confirm/appoint bank and building society authorised signatories** Cllrs Kay, Archer Matheson and Reid to remain, any 2 of 4. Proposed by Cllr Videlo and all **AGREED**.
12. **Appointment of Councillors/Officers/Others** to specific responsibilities was **resolved** as follows:

1. SALC	Cllr Elliot	9. Website Management	Cllr Videlo/Clerk
2. Footpaths	Cllr Gold	10. Village Hall	Cllr Lyon
3. Tree Warden	Mrs Fisher-Kay	11. Tennis Club	Cllr Archer
4. Flood defences	Messrs Smith (Flood Warden) Morgan and Lyon (Deputy Flood Wardens)	12. Fairway Committee	Cllrs Matheson & Gold
5. Emergency Planning	Cllrs Lyon (flood warning) and Kay (documentation)	13. Playing Field	Cllrs Archer and Reid
6. Planning Group	Cllrs Elliot, Matheson & Gold	14. Church Field	Cllrs Gold & Elliot
7. Community Policing	Cllr Videlo	15. WALGA	Cllr Kay
8. Parish Liaison	Cllr Kay	16. Parish Plan	Cllrs Kay & Elliot

N.B. The Village Safety Group was discontinued. Subject to acceptance by non-councillors, these appointments were proposed en-bloc by Cllr Kay, seconded by Cllr Videlo all **AGREED**

13. **It was resolved** to confirm the appointment of Mr David Lines as **Clerk and RFO**. Proposed by Cllr Kay, seconded by Cllr Videlo, all **AGREED**.

The Chairman closed the Meeting at 8.10pm.



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1703 Minutes of the Parish Council Meeting held on Tuesday, 15th May 2018 (8.10 pm)

Present: Councillors Kay, Videlo, Matheson, Elliot, Gold, Lyon and Archer,

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Reid (holiday), SCC Cllr O'Brien and SCDC Cllr Harvey

2 **DECLARATIONS OF INTEREST** – None

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as required – **None** (other than the two currently extant)

Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council – None

To **RECEIVE** reports from:

- a) **Suffolk County Councillor O'Brien** – Report noted (attached).
- b) **Suffolk Coastal District Councillor Harvey** Report noted (attached)
- c) **Suffolk Police** – a limited report provided from the Suffolk Police website (Noted) The Clerk was instructed to write to the Police and Crime Commissioner, advising that, although there had been a (small) number of crimes in the area, there little to no timely information provided by the SNT report on the Suffolk Police website which seems wholly centered around Felixstowe.

- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on May 1st 2018 – proposed by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all present at the meeting.

- 4 **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meetings held on 13th March 2018 – **EA1 works Ipswich Road closure** The Clerk was asked to write a general letter to SCC Highways about the inadequacy of the diversion routes provided. **Play Fort repair** – the insurance claim had been settled and the quotation provided by the Council's contractor, Proasis, was approved, with an instruction that the six remaining logs were to be used on the other part of the fort. Authority was delegated to Cllr Archer to approve any extra costs, in conjunction with the Clerk and one other councillor, per the Council's Financial Regulations. **Playing Field Gate** – a second quote to be sought in the absence of any action by the originally selected contractor

5 To **CONSIDER** Planning Applications for **COMMENTS**:

DC/18/1791/FUL – Part of Garden of The Heronry, Cliff Road – proposed single-storey Dwelling – After consideration of the Planning Group report, it was proposed to **SUPPORT** the application by Cllr Videlo, seconded by Cllr Elliot and **AGREED** by a majority (one abstention) To **MAKE ARRANGEMENTS** to deal with applications received after publication of the agenda – **NONE**

To **NOTE** any application decisions received – see attached list. In addition, the outline application for Adastral Park in the Martlesham Parish had been approved

To **CONSIDER** any other planning-related information – Cllr Elliot provided a report (attached) on the result of the SCDC Planning Committee meeting on Adastral Park.

Consultation requests at short notice. The Clerk was asked to verify the information required from the Parish Council when an amended planning application was received with a short response deadline (i.e. whether or not a reaffirmation of the previous response was necessary)

- 6 To **CONFIRM** arrangements to ensure proportionate lawful compliance with the General Data Protection Regulation. Cllr Kay reported that amended legislation would not require Parish Councils to appoint a Data Protection Officer. A draft Data Privacy Notice had been circulated for comments – an introductory note of "reassurance" would be included, with a 'Data Asset Register', all to be published prior to May 25th. There was no requirement for separate councillor email accounts, but password protection of attachments was recommended.

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- 7 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues, including the purchase of the independently-funded Speed Indicator Device (SID). Noting a requirement to include the speed data application, it was **AGREED** to delegate the selection and purchase of the SID to Cllrs Lyon and Reid, in conjunction with the Clerk, SCDC Cllr Harvey and Newbourne Parish Council (a co-beneficiary of the funding)
- 8 To **CONSIDER** potential projects to be funded from the Community Infrastructure Levy (CIL). It was **AGREED** that funding would be sought for road surface signage on the Ipswich Road approach to the village (Cllr Kay agreed to redesign the original SCC Highways diagram)
- 9 To **REVIEW/ADOPT** the NALC 2018 and other revisions to the Parish Council Standing Orders, as posted on the website – proposed by Cllr Kay, seconded by Cllr Videlo, **AGREED** by all
- 10 **CLERK AND RFO REPORT**
To **RECEIVE** applications and **APPROVE** payments for community grants, if any – a request for £100 by the Wildlife Group to continue their planting schemes was **AGREED**
To **CONSIDER** items of expenditure and sign cheques accordingly (*see separate list*).
Total Payments - **£1,224.84** Total receipts - **£7,365.00** (50% of Precept + SCC Locality Grant)
To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
Balances held at Bank 30/04/18 - £12,289.47 and Building Society as at 31/03/18 - £7,716.01 - Adjusted balance **£19,530.64 (as at 9/5/18)** after non-presented cheques and receipts.
It was **RESOLVED** to accept the items of expenditure together with Accounts/Budget and the Bank Reconciliation (the latter as examined by Cllr Videlo) and these were signed accordingly. Proposed by Cllr Videlo, seconded by Cllr Archer and all **AGREED**.
- 11 To **CONSIDER** any Correspondence received before the meeting – *Noted as attached*. The removal of cherry trees during Village Way works was discussed - replacements to be sought
- 12 **PARISH MATTERS for next Agenda** – Roadside bollards / Litter
13. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of **Item 14** (Annual staff review)
14. To **UNDERTAKE** the Annual Review of staff contracts – It was **AGREED** to increase the Clerk's salary to Point 21 on the National Salary Scales and to reset the annual review month to May

The Chairman closed the meeting at 10.05 pm

REVIEW OF ACTION POINTS AS AT 27th May 2018

(Abbreviated notes from action points of November 2016)

In progress – Proposed change to Footpath 10 Brightwell together with associated circular route. Nothing feasible for the time being. (11/2/2014) Further action deferred. Now part of CEG Land South and East of Adastral Park application

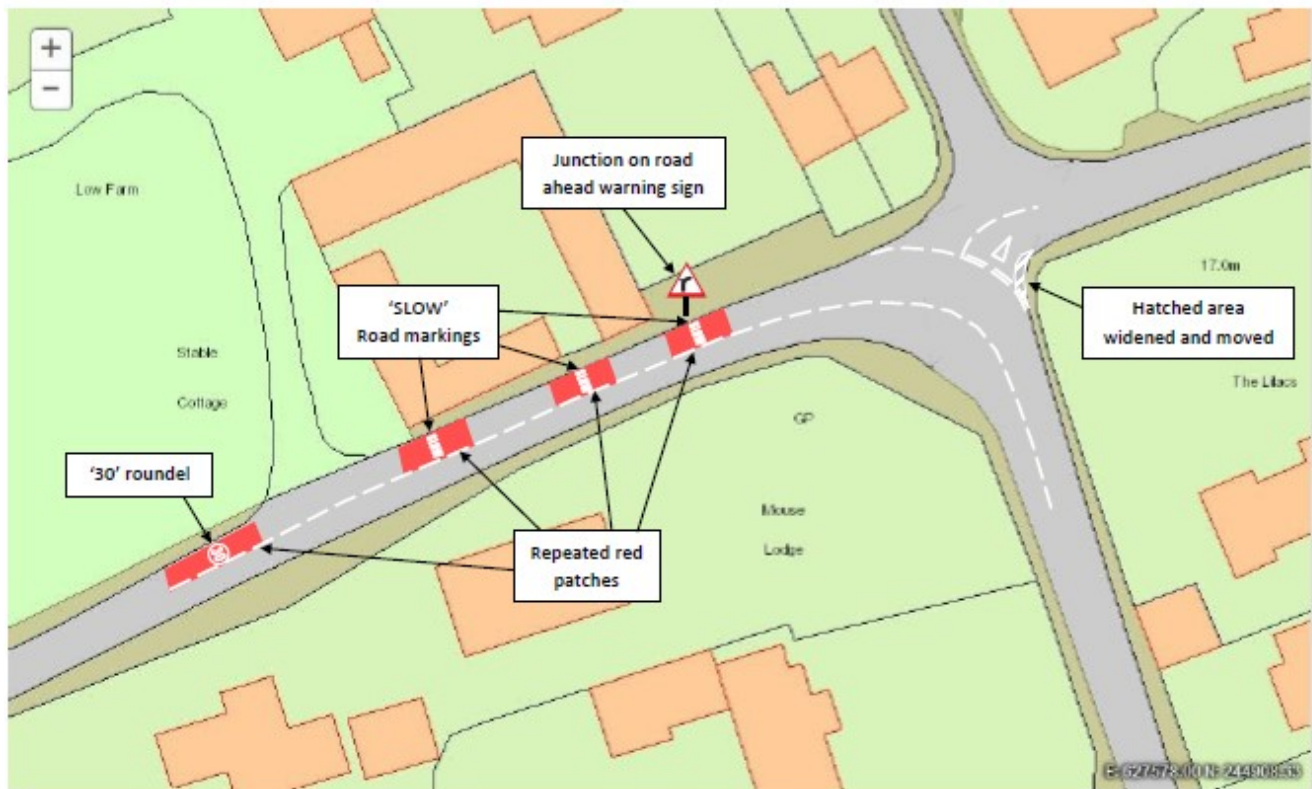
Ongoing - Road safety and lawful use of footpaths Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. Response from SCC Highways, suggesting use of Mr King's layout plan of January 2017 as a blueprint for (unfunded) pedestrian safety works. CIL application to be made for road surface signs only

Ongoing - Footpaths River Wall footpath. **ACTION**: SCC to erect sign in due course

Ongoing - Village Way – work commenced. Replacement cherry trees to be sought

Ongoing - Village AONB Sign – The Parish Council asked Cllr Reid to take the matter forward on suitable options (including an aesthetic location), using the opportunity with SCC to seek a reduction in the clutter of signs at the Newbourne Road crossroads. Simon Amstutz. AONB Manager at SCC responded, stating that "when we get a chance to develop this project, we will be talking to all interested stakeholders, so please do not fear not being able to influence the project". **ACTION** – Cllr Reid to follow up.

Road Safety



School Road approach to Ipswich Road junction

REPORT ON THE POSSIBLE SITINGS FOR A MOVABLE SPEED INDICATOR DEVICE (SID) IN WALDRINGFIELD

By Chris Lyon and Colin Reid (for consultation with David Lines) at the request of the Parish Council

We first reviewed the guidelines issued by Suffolk County Council and then considered the following roads.

Woodbridge Road: This approach into the village is a by road and is designated a Quiet Lane. It is very narrow and there is less traffic. We do not consider that this warrants the installation of an SID.

Cliff Road: This road is covered by a 20 mph limit with speed humps which in conjunction with a number of pinch points keeps the traffic slow for most of its length – though vehicles often speed up along the wider section between the Sandy Lane and Deben Lane junctions. We do not consider there is a sufficient case for the installation of an SID pole at this stage.

Mill Rd: This road is designated as a Quiet Lane and has a much lower volume of traffic than Cliff Road and School Road. The road is straight, there are for the most part wide verges and good forward visibility and the visibility out of driveways is also good – see photo below.



Again we do not see a sufficient case for installing provision for an SID.

School Road: Many residents have over the years called for improved safety measures in this road and this was recommended in the latest Parish Plan. There is a high volume of traffic especially in connection with the school, the pub and the sailing club as well as the vehicles of local residents. Many walkers, including parents walking with children and others have expressed fears for their safety. Pedestrians perceive traffic as exceeding the speed limit and endangering other road users

especially at the junctions at either end of the road (see photos below) and also where the road narrows between the Sunny Hill junction and the School.



We therefore recommend the installation of a pole (where the figure is shown standing in the photo below) to carry an SID opposite the garage so as to give speed feedback to southbound traffic. There is very good visibility from the approach to this location.



(There is – see first photo below - an existing traffic sign pole some 40 metres south of the proposed site but this is not suitable because of the curve of the road and the dense vegetation in the approach. See below where the second photo is c80m downhill from the first.)



Possible Second Site in School Road: There is also a case for providing an SID site for northbound traffic approaching the crossroads at the entrance to the village and this could be located at low cost on a heightened existing traffic sign in the location shown below.



OTHER ISSUES

1. Frequently identified as the most dangerous traffic location in the village is the crossroads at the entrance where traffic coming down the hill along the Ipswich Road is indicated as being

given priority to sweep round the corner with very late visibility of traffic including bicycles and pedestrians coming in the other direction. (The photo below shows the pedestrian's view of potential oncoming traffic.)



We consider that there is a very strong case for using a vehicle activated sign to encourage the slowing of traffic coming down the hill and round the corner. Current County Council policy would not allow this unless the start of the 30 mph limit was moved further back up the hill. At present the village sign and 30 mph sign are only about 10 metres uphill from the entrance to the Low Farm caravan park and the two driveways opposite. Almost certainly the decision to locate these signs here was taken before the adjacent sites were developed and before the recent growth of the village and large increase in traffic volume. The permanent signs (below right) are located behind the temporary 30 mph signs shown below left.



We think that the village sign and start of the 30 mph limit should be moved (if not right up to the Heath crossroads as many parishioners wish) then at least 120 metres uphill to about where the East Anglia One cables are being installed to cross the road. This would then enable an SID to be mounted where the entrance sign/30mph sign is currently located. This would allow a good 80 metres plus of clear visibility of the sign for approaching vehicles to encourage their reduction of speed before reaching the dangerous corner. (see below taken for proposed new site for the entry to the 30 mph zone) The Suffolk County Council suitable site guidelines accept that vehicles are not expected to have slowed down to the speed limit until after entering the 30 mph zone. ("Critical issues to be considered" point 2 states *"A minimum distance of 80 m will be accepted but it has to be sufficiently within the speed limit to not catch those who are still braking as they enter the restriction."*)



2. Some road signs are badly faded and need replacing.



3. Some signs are badly obscured by vegetation. For example the permanent 20 mph sign as Mill Rd joins Cliff Rd cannot be seen behind the tree on the right of the photo below.



Item 6—next five pages

Report on the condition of the Parish Benches

October 2017



Cliff Road, opposite Sandy Lane

Condition: Excellent



Beach 1 (Turner) - Wall of Maybush Inn

Condition : Very good, perhaps some wood treatment needed within 12 months



Beach 2 -

Condition: Excellent



Beach 3

Condition: Poor . Seat struts need replacement. Not fixed to ground



Beach 4

Condition: Poor 2 seats struts need re-fixing/replacement. Not fixed to the ground



Beach 5 (Brown)

Condition: Good. Perhaps some wood treatment needed within 12 months. Not fixed to the ground



Beach 6 (Hall)

Condition: Good. Perhaps some wood treatment needed within 12 months.

Not fixed to the ground



Beach 7

Condition: Poor. 1 seat strut missing. In need of wood treatment within 6 months



Beach 8

Condition: Poor. Replace/repaid seat struts, rub down, wood treatment/paint needed.



Beach 9

Condition: Excellent



Beach 10 (Marriot)

Condition: Excellent



Beach 11

Condition: Good. Iron work needs rubbing down. Paint in uniform colour? Not fixed to ground



Beach 12 (Schlee)

Condition: Excellent. Not fixed to the ground

Item 7



Item 8



8 June 2018 (2018-2019)

Waldringfield Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13 Salaries	07/06/2018		Bardays Community A	101090	Salary	Mr D Lines	X	425.16	0.00	425.16
14 PAYE/NI	08/06/2018		Bardays Community A	101091	PAYE & NI	HMRC	X	288.00	0.00	288.00
15 Repairs/Maintenance	08/06/2018		Bardays Community A	101092	Tree Surgery	Proasis	X	1,417.50	0.00	1,417.50
16 Stationery/Mileage/Etc.	08/06/2018		Bardays Community A	1010	Postage	Mr D Lines	E	12.00	0.00	12.00
17 Grass cutting (field)	08/06/2018		Bardays Community A	101094	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
18 Newsletter re 1972 LGA s142	08/06/2018		Bardays Community A	101095	Newsletter	Parish Magazine Printing	E	92.75	0.00	92.75
19 Village Hall LGA	08/06/2018		Bardays Community A	101096	Grant s137/72 or s19 MAP76	Waldringfield Village Hall Tru	X	500.00	0.00	500.00
20 All Saints Church	08/06/2018		Bardays Community A	101097	Grant s137/72 or s19 MAP76	Waldringfield PCC	X	750.00	0.00	750.00
21 WildlifeGroup	08/06/2018		Bardays Community A	101098	Grant s137/72 or s19 MAP76	Waldringfield Wildlife Group	X	100.00	0.00	100.00
22 Church Field	08/06/2018		Bardays Community A	101099	Grant s137/72 or s19 MAP76	Waldringfield Church Field Tr	X	400.00	0.00	400.00
Total								4,105.41	24.00	4,129.41

8 June 2018 (2018-2019)

Waldringfield Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
4 Insurance	07/06/2018		Bardays Community A		Insurance Claim	Hiscox	X	1,417.50	0.00	1,417.50
5 Insurance	07/06/2018		Bardays Community A		Insurance Claim	Hiscox	X	718.00	0.00	718.00
Total								2,135.50	0.00	2,135.50

Waldringfield Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre A - Receipts							
Code	Title	Receipts			Payments		
		Estimated	Actual	Variance	Estimated	Actual	Net Position
28	Precept	13,212.00	6,606.00	-6,606			-6,606
29	Council Tax Support Grant						
30	SCC Locality Grant	750.00	750.00				
31	SCC Footpaths Grant	175.30		-175			-175
32	Recycling						
33	Equipment Hire						
34	SCC Q of Life Budget						
35	SCDC Community Enabling Fund						
36	Bank Interest	90.00		-90			-90
37	Grants and Donations						
38	Advertising income	400.00		-400			-400
39	VAT Refund						
SUB TOTAL		14,627.30	7,356.00	-7,271			-7,271
Cost Centre B - Administration							
Code	Title	Receipts			Payments		
		Estimated	Actual	Variance	Estimated	Actual	Net Position
1	Salaries				4,365.00	1,152.46	3,213
2	PAYE/NI				1,090.00	288.00	802
3	Stationery/Mileage/Etc.				500.00	48.00	452
4	Post and telephone				70.00	19.78	50
5	Newsletter re 1972 LGA s142				400.00	92.75	307
6	Village Hall hire				250.00		250
7	Insurance		2,135.50	2,136	365.00		365
8	Membership Subs re LGA s111				440.00	250.13	190
9	Audit				128.00		128
10	Chairman's Expenses				50.00		50
11	Training		22.00	22	200.00	22.00	178
12	Election Costs						
40	Website/Scribe Fees				350.00		350
42	Professional Services				500.00	400.00	100
SUB TOTAL			2,157.50	2,158	8,708.00	2,273.12	6,435
Cost Centre C - Playing Field/Recreational							
Code	Title	Receipts			Payments		
		Estimated	Actual	Variance	Estimated	Actual	Net Position
13	Handyman's Wages						
14	Grass cutting (field)				780.00	240.00	540
15	Mole catching (field)				200.00		200
16	Repairs/Maintenance				2,000.00	1,852.50	148
17	Footpath Maintenance				400.00		400
18	Locality Grant Spend				750.00		750
19	SCC Quality of Life						
20	SCDC Community Enabling Fund						
41	AONB Grant Payments						
SUB TOTAL					4,130.00	2,092.50	2,038
Cost Centre D - Grants - s137/72 & s19 MPA76							
Code	Title	Receipts			Payments		
		Estimated	Actual	Variance	Estimated	Actual	Net Position
21	General Grants				1,750.00		1,750
22	Church Field				400.00	400.00	
23	Village Hall LGA				500.00	500.00	
24	All Saints Church				750.00	750.00	
25	WildlifeGroup				100.00	100.00	
SUB TOTAL					3,500.00	1,750.00	1,750
Cost Centre F - Miscellaneous							
Code	Title	Receipts			Payments		
		Estimated	Actual	Variance	Estimated	Actual	Net Position
26	Miscellaneous						
SUB TOTAL							
NET TOTAL		14,627.30	9,513.50	-5,114	16,338.00	6,115.62	5,109
V.A.T.			4.40			132.40	
GROSS TOTAL			9,517.90			6,248.02	

Waldringfield Parish Council

	Bank Reconciliation at 08/06/2018		
	Cash in Hand 01/04/2018		
			14,266.85
	ADD		
	Receipts 01/04/2018 - 08/06/2018		9,517.90
			23,784.75
A	SUBTRACT		
	Payments 01/04/2018 - 08/06/2018		6,248.02
	Cash in Hand 08/06/2018		17,536.73
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	01/04/2017	0.00
	Barclays Community Account	31/05/2018	14,779.26
	Ipswich Building Society	31/03/2018	7,716.01
B			22,495.27
	Less unrepresented cheques		
	As attached		4,958.54
			17,536.73
	Plus unrepresented receipts		
	As attached		0.00
	Adjusted Bank Balance		17,536.73



Waldringfield Parish Council

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June 12th 2018

(If you wish to have more information on any of the following items, please contact the Clerk)

1. Community Action Suffolk –CAS VCSE Safeguarding Network 'micro-conference' : 3 July 2018, 2 PM - 4.30PM @ Brightspace, Ipswich
2. Suffolk County Council – Cabinet Meeting re School and Post-16 Travel Policies
3. The proposed East Suffolk District Council – reminder of presentation re merger of SCDC and WDC - Friday, 22 June 2018 (5 – 7pm)
4. Catherine Walsh – suggestion to the Parish Council to buy one of the “There, but not there” Silhouettes that are this year’s Remembrance to the First World War
5. Suffolk County Council - Submission Draft Suffolk Minerals & Waste Local Plan Consultation