



# Waldringfield

## Parish Council

Parish Clerk: David Lines

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### 1691 Minutes of the Parish Council Meeting held on Tuesday, 9<sup>th</sup> January 2018

Present: Councillors Kay, Matheson (after Item1), Elliot, Gold, Reid and Archer

*The Chairman, in opening the meeting, wished everyone a Happy New Year.*

*He also reported the resignation of Cllr Winship and recorded appreciation for his many years of service to the Parish Council. It was agreed that the Clerk would write to Mr Winship, expressing the Parish Council's gratitude accordingly.*

#### 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Videlo (illness) 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** (DIP of 2/5/17 extant re Item 5-Adastral Park)

**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), highlighting the Transport Conference and her response to the Orwell Bridge Service Area application. Discussion took place about the paucity of timely local crime reporting from the Police
- b) Suffolk Coastal District Councillor Harvey – Report noted (attached)
- c) Suffolk Police – a limited report provided from the Suffolk Police website (Noted)

#### 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on 12<sup>th</sup> December – 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 12<sup>th</sup> December 2017 – a response from Suffolk Highways re the action points relating to the **village entrance, Newbourne crossroads and Village Way** recorded them all as new cases. No further information re the letters to landowners responsible for the overhanging vegetation on **Ipswich Road**. The destruction of **old and redundant papers** had been completed. The Clerk would seek permission from SCC Highways/Utility companies for permission to install wooden bollards on along the full length of the School Road verge abutting the playing field.

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

**DC/17/1435/OUT - Land South and East of Adastral Park** – Preparation of the Parish Council's representation to the upcoming meeting of SCDC's Planning Committee  
A discussion document had been circulated prior to the meeting, to capture the salient points to be made in the three-minute presentation. Advice would be sought from Richard Buxton, the environmental planning lawyer, on the requirement for an Appropriate Assessment to be conducted. Cllr Reid proposed, Cllr Gold seconded that authority be given to spend up to £400 in fees for this purpose – **AGREED**. It was further **AGREED** that Cllr Kay would circulate his proposed presentation to members for final comment. The Clerk was instructed to send a copy to all members of SCDC Planning Committee, c.c. SCC Cllr. O'Brien on Sunday 14<sup>th</sup> January

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda  
- **DC/18/0006/FUL - The Mulberries, School Road**. Erection of a single story, timber framed shed in the back garden. The Council had no comment to make.

To **NOTE** any application decisions received, including after publication of this agenda (See attached list)

To **CONSIDER** any other planning-related information - **None**

## Waldringfield Parish Council

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- 6 To **RECEIVE** quotations for a portable Speed Indicator Display and other information - Nothing further to report, pending the decision of Newbourne Parish Council whether to participate in the purchase of the SID along with WPC and KFPC
- 7 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues
- Ipswich Road** – see Item 4 above
- Village entrance crossroads** – communication to SCC Highways, asking them to come up with a design for pedestrian safety. Awaiting response
- 'Rural' Bollards, Cliff Road** – Cllr Kay provided estimated costs and the Clerk would seek the necessary permits
- 8 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council – Parish Grants and Pre-Application Protocol (re private property applicants) – **DEFERRED**.  
**Data protection** – there was no further information other than a reaffirmation by SALC of the potential costs (£800 first year, £500 p.a. thereafter) of 'sharing' a Data Protection Officer.
- 9 **CLERK AND RFO REPORT**
- Cllr Matheson declared a LNPI in the next item, remained in the meeting but did not speak or vote*
- To **RECEIVE** applications and **APPROVE** payments for community grants, if any - the application from the Parochial Parish Council for the same, increased sum of £750 was investigated and it was confirmed that the higher costs described in the application would be on-going. It was **AGREED** that the application for next year's grant would be approved
- To **CONSIDER** items of expenditure and sign cheques accordingly - *see separate list*
- Total Payments - **£733.65** Total receipts - **£57.44** (Interest - Ipswich Building Society)
- To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
- In the absence of the latest Barclays bank statement (delayed in the post), no bank reconciliation was provided.
- It was **RESOLVED** to accept the items of expenditure together with Accounts/Budget Proposed by Cllr Gold, seconded by Cllr Kay and all **AGREED**.
- 10 To **CONSIDER** any Correspondence received before the meeting – *Noted as attached*
- 11 **PARISH MATTERS for next Agenda** –SID / Working Group report on Internal Control/Risk Management / Report on Adastral Park outline application

**The Chairman closed the meeting at 9.30 pm**

## REVIEW OF ACTION POINTS AS AT 18<sup>th</sup> January 2018

*(Abbreviated notes from action points of November 2016)*

**Ongoing** - **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

Cllr Gold and the Clerk have discussed the matter with ESDC Planning team and were assured it would be considered in the planning process

**In progress** - **Road safety and lawful use of footpaths** Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. SCC Highway's recommendations received and responses agreed by Parish Council. Letter written to Malcolm King seeking explanation of proposals. Response received from David Chenery (SCC) - reasons for village entrance crossroad markings to be revisited. Other works also appear to have stalled after the County Council Highways reorganisation **ACTION** - with little success in engaging a road safety Expert, SCC Highways asked to provide a design for pedestrian safety - no response to date.

**Ipswich Road hedgerows** - Clerk sent chaser email on 21/9/17. After continued lack of response or action, a formal letter to SCC Cllr O'Brien to seek support in resolving the matter

**ACTION** - Suffolk Highways have written second letters to land-owners instructing cutback of trees and hedges. Awaiting confirmation that enforcement will begin in January. SCC may propose that these formalities are delegated to Parish Councils

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

**In progress** - **Village Way** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project. Consultation completed in April/draft drawings produced - SCC Kier seeking tenders, but only on original specifications (not subsequent suggestions by WPC) as budget fully utilised - no further update despite further enquiries **ACTION** - Clerk has requested an update, with a time-line. Now re-registered with a (new) case number by SCC

**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.

## **SUFFOLK COUNTY COUNCIL REPORT - JANUARY 2018**

Firstly, May I wish you all a happy and successful New Year.

I find that January is always a difficult month to report on for one is looking back at happenings in December, which is such a pressurised month from a work and home perspective. However, here goes.

### **Home to School Transport**

Suffolk County Council has launched a school travel consultation.. In Suffolk £21m is spent per year on school transport. Over the past two years SCC has managed to save £2.6ml from its school and post 16 travel budget, making it more efficient. However, despite this, the budget is £3ml overspent. Changes to school travel policies now need to be considered so the service is affordable and capable of meeting growing demand.

The two and half month consultation began December 12<sup>th</sup> and ends February 28<sup>th</sup>.

SCC current school transport policies go above the legal requirements and the consultation seeks views on changing these policies and presents 3 alternative options:

In Sept.2019 change the school travel policy so that it is line with legal requirements.

From Sept.2019 introduce changes on a phased basis as a child joins or moves school.

This would cost SCC an estimated £8.8ml to implement.

Make no changes to school transport but take savings from other services provided by SCC.

There is to be a full programme of events and opportunities for discussion, plus consultation workshops. In the Martlesham Division that is to be at **Kesgrave Conference Centre** 12 Acre Approach, IP5 1JF on **January 16<sup>th</sup>** in the Orwell Room from 19.00 until 20.30.

### **Retention of business rate pilot scheme**

SCC has been named as one of the 10 pilot areas for a new government scheme to retain 100% of business rate from Council Tax in 2018/19. More information is needed before SCC knows how much additional income this could generate.

### **Warm Homes Fund**

Local authorities, working together as the Suffolk Climate Change Partnership, have been successful in securing funding from the first round of the Warm Homes Fund for a project worth £4.3 million.

Suffolk's local authorities are now able to provide fully funded central heating systems to 514 fuel poor households across Suffolk over the next three years.

The new £150m fund was established by National Grid using part of the proceeds from the sale of the company's majority stake in its gas distribution business.

### **Upper Orwell Crossings**

Structural and environmental tests to finalise the detailed design for the Upper Orwell Crossings in Ipswich are to begin early next year.

Ground investigation works, which could last up to three months, are scheduled to begin on 15 January 2018. Contractors Fugro GeoServices Ltd will dig trial holes and deep boreholes both on land and in the water.

The works will determine the underlying properties of the ground and river bed. The land based work will take place between 7am and 7pm Monday to Friday and 7am and 1pm on Saturdays, while the work in the water will be carried out 24 hours a day, seven days a week. Noise levels will be monitored closely throughout the works.

### **High Needs Funding Consultation**

On 13th December 2017 Suffolk County Councils launched a consultation, to reform the way in which education providers are funded for delivering high needs support to children/ young people with special educational needs and or disabilities.

Funding is not being reduced, the consultation is to determine the fairest way to use the budget SCC has.

The consultation will run until 9<sup>th</sup> February 2018.

**Patricia O'Brien**

**County Councillor for Martlesham Division.**

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Firstly may I wish you all a healthy and happy new year.

The key challenge for 2018 will be the work to prepare for a single Council in 2019. In November The Rt Hon Sajid Javid said he was 'minded' to support the plans to combine SCDC with Waveney DC. We now await the Secretary of State's final decision. Several Member Working Groups have been set up, these cover several topics including number of Councillors, financial and governance arrangements. Until 8th January anyone can make representation to Sajid Javid by email [said.javid@communities.gsi.gov.uk](mailto:said.javid@communities.gsi.gov.uk)

#### BROWN BINS

SCDC will introduce a charge of £43 for brown bins in line with most councils in Norfolk and Suffolk. This service will be entirely voluntary with people having to 'opt in' and register to receive the service. A timetable will be drawn up including details of how and when people can join and pay should they opt to use the service. As soon as this information is available it will be issued to residents. Providing the organic waste collection and composting service currently costs SCDC £1.2 million a year. This cost has been exacerbated by the £200,000 per year reduction in support for recycling organic waste previously provided by the County Council which is also trying to make savings wherever possible.

Our East Suffolk Business Plan identifies the need for us to become increasingly financially self sufficient in the future.

#### LEISURE FACILITIES

Woodbridge Pool and Leisure facility is being modernised and brought up to date. Then it will be Leiston's turn. Finally there will be a consultation starting in January for Felixstowe and its surrounding villages. The consultant period will last for 6 weeks and responses will be used to make sure we get the best leisure provision in the area.

#### SCOTTISH POWER NETWORK

Work is proceeding in preparation for the undergrounding of the cables which affects Falkenham, Kirton, Newbourne, Hemley and Waldringfield in the Ward which I serve. I attended a presentation which was fascinating. A drone had filmed the entire length of the works from Bramford to Bawdsey. There have been presentations of some of the archaeological finds.

#### ADASTRAL PARK APPLICATION

Finally this application is being heard on Monday January 15th. Several of the Parish Councils have taken the opportunity to make valuable contributions during this process working with Ben Woolnough the Planning Officer responsible for processing this application. Their help has been very much appreciated.

#### NEIGHBOURHOOD PLANS

Town and Parish Councils are still being encouraged to work towards these. Some Parishes have claimed funding and paid for a trained planner to assist with their preparation.

December 2017

# Newsletter

## Felixstowe

### You said...

1. Address the issue of rough sleepers in Felixstowe

### We did...

1. Bring together all relevant agencies and contact support groups.
2. Contact with the rough sleepers to signpost them to the support groups and accommodation/hostel options.
3. Utilise the 'Help the Homeless' campaign used in Ipswich.

### Inspector Andy Pursehouse



### Responding to issues in your community

During the month of November, there was a total of 288 investigations in the Felixstowe and District.

(Investigations relate not only to recorded criminal offences, but also safeguarding individuals).

There has been an increase in break ins to outbuildings in our smaller village parishes.

Garden equipment and power tools were the target of the criminals.

Local Police seized a significant quantity of counterfeit £20 notes following a stop search in Felixstowe. A suspect has been arrested and the investigation continues.

### Making the community safer

A major concern of our local communities, across each ward, are speeding motorists. During our regular partnership meetings, local councilors representing their various wards have identified areas of concern. Local funding has been successfully obtained and Speed Indication devices have been purchased. These will be deployed on roads identified as a concern throughout our SNT area.

### Preventing, reducing and solving crime and ASB

In November action taken against 2 residents causing constant disturbance to residents in Constable Road resulted in the landlord evicting them.

Intervention work with a 15yr old male and the Youth Offending team continues to deflect him away from association with street gangs from Ipswich.

### This SNT covers the following parishes

Bucklesham, Brightwell, Falkenham, Foxhall, Hemley, Kirton, Levington, Nacton, Newbourne, Purdis Farm, Trimley St Martin, Trimley St Mary, Waldringfield, Felixstowe and Walton

### Future events

2nd December: SNT Officers are patrolling Felixstowe Town Centre during the Christmas Market.

Speed Watch sessions at various locations in the Felixstowe peninsular continue throughout December.



# Waldringfield

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### 1688 Minutes of the Parish Council Meeting held on Tuesday, 12<sup>th</sup> December 2017

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

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

- 2 **DECLARATIONS OF INTEREST – Cllr Kay: Item 5 – Waldringfield Golf Club (Disclosable Pecuniary Interest)**

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as required - **None**

**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 – No report provided, but best wishes offered for Christmas and the New Year.
- b) Suffolk Coastal District Councillor Harvey – Report noted (attached). Best wishes offered for Christmas and the New Year
- c) Suffolk Police – a limited report provided from the Suffolk Police website (Noted)

- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council meeting held on 14<sup>th</sup> November – proposed by Cllr Kay, seconded by Cllr Matheson 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 14<sup>th</sup> November 2017 – a follow-up email has been sent to Suffolk Highways re the action points relating to Road Safety, Ipswich Road and Village Way

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

**DC/17/4967/EIA The Clubhouse, Waldringfield Golf Club** – EIA Screening Request.

*At this juncture, Cllr Kay left the room for the duration of this item and Cllr Videlo took the chair.*

The Planning Group had provided an analysis and recommendation of this application. After discussion, the report was formally endorsed in full by the Parish Council. Proposed by Cllr Reid, seconded by Cllr Videlo, **AGREED** by all present

**DC/17/1435/OUT - Land South and East of Adastral Park** – Transport Assessment rev 6 Cllr Kay provided a report to the Council, highlighting the changes to this latest revision. Cllr Elliot further provided comment (*see attached report*) on the meeting called by SCDC to update all stakeholders. Amongst other things, she noted that there was no Design Code and the Design and Access statement was vague. The introduction of phased traffic lights and the urban aspect effectively changed the A12 from a trunk road to a 'town road'. It was **AGREED** that Cllr Kay would circulate the final draft of the Parish Council's response prior to sending it to SCDC. There was concern that the proposed 'T' junction from the development onto the A12, if not delivered in the first phase, would lead to greater habitual use of the secondary exit onto the Ipswich Road. It was **AGREED** that Cllr Elliot would write to Ben Woolnough at SCDC to seek an explanation why the junction could not be delivered early in the development

**DC/17/4620/TPO March House, School Lane** – having received a report from the Parish Tree Warden, the recommendation to remove/replace the cherry tree was endorsed. Proposed by Cllr Reid, seconded by Cllr Archer, **AGREED** by all. The Parish Council recorded its thanks to Christine Fisher Kay, the Tree Warden, for all her efforts on its behalf

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

To **NOTE** any application decisions received, including after publication of this agenda - **None**.

## Waldringfield Parish Council

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5+ To **CONSIDER** any other planning-related information - **None**

6 To **RECEIVE** quotations for a portable Speed Indicator Display and other information - **DEFERRED**, to await clarification of funding arrangements

7 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues (including Community Speedwatch, Ipswich Road vegetation and Cllr Winship's report)

**Ipswich Road** – see Item 2 above

**Cllr Winship** had put forward a paper on road safety issues at the village entrance crossroads. Having explored the possibility of engaging a specialist in the field, the responses were not encouraging in helping to find a reasonable solution. It was **AGREED** to write to SCC Highways, asking them to come up with a design for pedestrian safety. This would be done once formal contact had materialised with the restructured department.

**'Rural' Bollards, Cliff Road** – the Clerk was instructed to explore the regulations covering the installation of such bollards on the verges at the top of Cliff Rd: Cllr Kay would establish costs

**Ivy/brambles entanglement, corner Cliff/School Roads** – the village handyman would be asked to investigate and quote for removal

8 To **CONSIDER** costs for the replacement of parish benches. After discussion, Cllr Reid proposed that provision should be made for three new benches in the 2018/19 budget (to replace those beyond repair on the beach), fixed to long paving slabs. This was **AGREED**, with the selection of the "Bodmin" design at an approximate cost of £335 each, plus installation. The provision of a rope across the recycling area (to prevent loss of bins during a high tide) was agreed to.

9 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council – Parish Grants and Pre-Application Protocol (re private property applicants) / Data Protection - **DEFERRED**

10 To **APPROVE** the draft Budget and **CONFIRM** the Precept for the 2018/2019 financial year. Taking into account the cost of new benches (c£1,000), a likely contribution of up to £1,000 for the shared Speed Indicator Device (SID) and on-going costs to comply with the new Data Protection legislation, it was **AGREED** to accept the Budget and increase the Precept by 2.5% (or £322) to £13,212, meeting the balance from reserves and/or underspends

### 11 **CLERK AND RFO REPORT**

*Cllr Matheson declared a LNPI in the next item, remained in the meeting but did not speak or vote*

To **RECEIVE** applications and **APPROVE** payments for community grants, if any - An application was received from the Parochial Parish Council for the same, increased sum as in this financial year. The Clerk was instructed to investigate the reason for this, whether the higher costs described in the application would be on-going

To **CONSIDER** items of expenditure and sign cheques accordingly - *see separate list*

Total Payments - **£757.85** Total receipts - **None**

To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation  
**Balances held at Bank 30/11/17 and Building Society as at 23/09/17** – Bank **£10,132.85** and Building Society **£7,658.57** - Adjusted balance **£16,233.03 (as at 8/12/17)** 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 Videlo and all **AGREED**.

12 To **CONSIDER** any Correspondence received before the meeting - **NONE**

13 **PARISH MATTERS for next Agenda** –SID / Policy Revisions / Working Group report on Internal Control/Risk Management / Adastral Park application **N.B.** Cllr Kay proposed and it was **AGREED** that the date of the next meeting should be brought forward to January 9<sup>th</sup>, 2018.

14 Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, Cllr Kay proposed and 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 15**

15 To **UNDERTAKE** the Annual Review of staff contracts – it was **RESOLVED** to leave the Clerk's salary unchanged

**The Chairman closed the meeting at 10.10 pm**

## Waldringfield Parish Council

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### REVIEW OF ACTION POINTS AS AT 19<sup>th</sup> December 2017

*(Abbreviated notes from action points of November 2016)*

**Ongoing** – **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*  
Cllr Gold and the Clerk have discussed the matter with ESDC Planning team and were assured it would be considered in the planning process

**In progress** – **Road safety and lawful use of footpaths** Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. SCC Highway's recommendations received and responses agreed by Parish Council. Letter written to Malcolm King seeking explanation of proposals. Response received from David Chenery (SCC) – reasons for village entrance crossroad markings to be revisited. Other works also appear to have stalled after the County Council Highways reorganisation **ACTION** – with little success in engaging a road safety Expert, SCC Highways will be asked to provide a design for pedestrian safety.

**Ipswich Road hedgerows** - Clerk sent chaser email on 21/9/17. After continued lack of response or action, a formal letter to SCC Cllr O'Brien to seek support in resolving the matter **ACTION** – Suffolk Highways have written letters to land-owners instructing cutback of trees and hedges. The legal process appeared to require a second formal letter before enforcement can begin in January. SCC may propose that these formalities are delegated to Parish Councils

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

**In progress** – **Village Way** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project. Consultation completed in April/draft drawings produced – SCC Kier seeking tenders, but only on original specifications (not subsequent suggestions by WPC) as budget fully utilised – no further update despite further enquiries **ACTION** – Clerk has requested an update, with a time-line

**In progress** – **The archiving/disposal of the Parish Council records and old files.**

**ACTION** Sorting of files completed – non- sensitive files destroyed and shredding of sensitive items to be addressed in due course.

**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.

Item 5—next two pages

## Full Version

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### Results for Application Search

Variation of Condition no. 3 of C/12/0287- Erection of replacement dwelling and conversion of barn to provide an additional dwelling together with associated change of use of land to garden (existing caravan and lean-to structures to be removed) Conditions(s) Removal: Proposed amendments to original approved plans. Variation of Condition 3 (C/12/0287) to vary drawings to include 06E and 08E to incorporate garages with reduced ridge height and amendments to internal layout and fenestration.

Church Farm Mill Road Waldringfield Suffolk IP12 4PY

Ref. No: DC/17/4711/VOC | Received: Tue 07 Nov 2017 | Validated: Tue 07 Nov 2017 | Status: Application Permitted

T1, Cherry - Fell, The tree has suffered from poor heavy pruning in the past causing many rotted unions in the crown. Then main stem is hollow and rotten in the centre.

March House School Lane Waldringfield Suffolk IP12 4QP

Ref. No: DC/17/4620/TPO | Received: Tue 31 Oct 2017 | Validated: Fri 03 Nov 2017 | Status: Application Permitted

Construction of new vehicular access to serve agricultural building approved under planning permission C/08/1608

Glebe Farm Newbourne Road Waldringfield Suffolk IP12 4GY

Ref. No: DC/13/2020/FUL | Received: Tue 16 Jul 2013 | Validated: Thu 18 Jul 2013 | Status: Application Permitted

**TOWN AND COUNTRY PLANNING ACT 1990 (as amended)****TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT  
PROCEDURE) (ENGLAND) Order 2015****Applicant**

Brett Group  
Robert Brett House  
Ashford Road  
Canterbury  
Kent  
CT4 7PP

**Agent**

Stephen M Daw Ltd  
Friday Cottage  
Mellis Road  
Thrandeston  
Diss  
Norfolk  
IP21 4BU

Permission is hereby **granted** by Suffolk County Council as Local Planning Authority for the purposes of the above Act and Order for the development in accordance with the application dated 9 October 2017 and other documents as referred to in the attached conditions.

**DESCRIPTION OF DEVELOPMENT**

**Variation of Conditions attached to Planning Permission Ref: C08/1255  
including Non-Material Change to Continue Bagging of Aggregates until 31  
December 2020**

**Waldringfield Quarry, Heath Road, Brightwell, Ipswich, Suffolk, IP10 0BL**

Subject to the following 6 conditions:

**CONDITIONS****Compliance with Conditions**

**1** Except as may be modified or required by other conditions to this permission by the Minerals Planning Authority, none of the uses, operations and activities associated with the development hereby approved shall be carried out other than in accordance with the details as set out in:

For planning permission: SCC\0183\17C

a) Application form dated 9 October 2017, and accompanying Planning Statement dated October 2017

Signed by:   
Head of Planning

Date: 26/12/17

## WORKING TOGETHER TO REDUCE SPEEDING

Suffolk County Council, Suffolk Constabulary and the Police & Crime Commissioner have worked together with local people for many years to tackle concerns about speeding. We have developed an approach which offers both enforcement and education to suit the needs and concerns of local communities.

Individuals with concerns about speeding are encouraged to contact their Parish or Town Council to ask them to take action on their behalf. Where there are no such councils, individuals should initially contact their local county councillors to consider what can be done and whether any other organisations can assist.

There are 4 different ways a Parish or Town Council can approach the problem of speeding:

1. Request **Police Enforcement** from Safer Neighbourhoods Team (SNT) or ask for a visit from Suffolk SafeCam's Community Enforcement Team.
2. Form a **Community Speed Watch (CSW)** group to help educate drivers.
3. Purchase a **Speed Indicator Device (SID)** and have volunteers move it from site to site.
4. Request to be included on the County Council's **Temporary Vehicle Activated Sign (TVAS)** programme.



Police Enforcement



Community SpeedWatch volunteers SID



Parish/Town Council purchased SID



County Council deployed TVAS

### Step - by Step Process:

1. The local Council decides that a SID may address concerns about speeding.
2. Discussion about sites, availability of volunteers required to move the SID, possible partnerships with adjacent Councils and the cost of purchasing a SID.
3. Download and complete Site Suitability Checklists for each individual site; complete and submit to SCC's Contractor.
4. SCC's Contractor reviews site(s), confirms if suitable and returns copy of counter-signed Checklist.
5. Local Council decides to proceed and negotiates with manufacturer to purchase a SID (prices vary considerably as a number of additional features are available such as red/green display, smiley/sad face, SLOW DOWN/ THANK YOU, speed data collection).
6. The local Council also needs to purchase a mounting bracket with the SID; it is preferred that the bracket is moved with the SID although some chose to purchase a bracket for each site and leave in-situ. Bracket should be the same colour as the SID.
7. Local Council down-load Agreement, complete and return to SCC's Contractor as confirmation that they have purchased a SID.
8. SCC's Contractor will then, if necessary and free of charge, replace existing sign pole(s) to give correct operational height or install a separate new pole as required. For new pole the local council will be given the option of a small repeater roundel or "Speed Kills" campaign poster mounted on the pole. N.B. using existing sign poles is preferred.
9. Local Council provides training for volunteers to move SID and commences operation.

### Critical issues to be considered by the Parish or Town Council identifying suitable sites:

1. Ideally 100m clear sight line, wholly within 30 mph limit but not at junctions or on roads with high densities of driveways, where the SID may obscure or distract from other traffic movements.
2. A minimum distance of 80m 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.
3. No significant distractions, such as bends, crossings, junctions, high density of roadside development etc.
4. No existing features that would or would have potential to interfere with the sight line such as road signs or vegetation, unless, in the case of the latter, they can keep it cut back.
5. The proposed location must provide 0.5m lateral clearance of the device to avoid it being struck by an HGV mirror
6. The ground should be reasonably wide and flat to work at safely.
7. The SID should ideally be sited on the near side of the road.
8. There must suitable off road parking area available within the vicinity for the Parish Representative to erect / remove device (and for SCC's contractor to replace/install pole if required, protected by parked vehicle).
9. Using an existing sign pole is preferred; the County Council's Contractor will determine if one is tall enough to give correct mounting height and replace if necessary.
10. If a new pole, a suitable sign should already be present for when the SID is not in use to avoid leaving a bare pole; the selection of either a small speed limit repeater roundel or "Speed Kills" traffic "campaign" poster should be conveyed to the Contractor when confirming the go-ahead.

### Item 7

Dear Cllr O'Brien

Further to our discussion yesterday.

From the timeline below I can confirm the hedge letters were sent to land owners where our records indicate that they are responsible. I understand that the community engineer advised you of this at the time. As you can see we have been advised that there are areas where the land owners have come back to us with advise that they are not responsible. Therefore we need to do a little bit of work around who actually is. It is probable that these are highway hedges.

There are formal letters/follow-ups being directed to the Golf Club. To date there is no return on this. We will monitor progress here in line with our process.

No doubt there are some areas where we may need to take action. Either through enforcement or as the hedge owner. We have noted through our process that works are required in-line with approved Highways Management Plan. The hedgerows do require attention and have been nominated as cat 7 works. These are where potential future works are required. An extract for our criteria is below for your reference. This can also be viewed on the web. (Please note that this road is a road type 4b)

It must be understood that we currently have sufficient resources to deal with vegetation encroachment on a priority basis. The budget for potential types of work is not limitless and is severely stretched. In 2010/11, there was 34% more revenue funding available to maintain all of Suffolk's highway infrastructure assets, including the many highways trees and hedgerows in the county. With such reductions (which are being experienced around the entire country), the focus is increasingly being placed on making the local highway network safe. There are many instances where growth is beginning to heavily obscure advanced direction signs but there is insufficient funding to address that situation either. The requirements in this location will need to be assessed against other areas where action is required. We are fully aware of this area and it is on an increasing list of areas that undergo a prioritisation assessment.

In view of concerns raised by the Parish I will commission a further safety inspection to be undertaken. This will assess if the condition of the hedgerows has worsened and require re-categorisation. The area to concentrate on is whether vegetation is forcing traffic into oncoming lanes. (as detailed below).

### Defect Response Matrix P – Vegetation

Matrix P - Vegetation						
SEVERITY						
Extreme	Major	Moderate	Minor	Minor	Negligible	
Road Type 2a	Road Type 2a	Road Type 2b	Road Type 2b	Road Type 4a	Road Type 4b	

Once we know where we are with the Golf Club and the result of the further safety inspection the Highways team will assess the full extent of the issue and whether this should be prioritised for action.

I trust that this meets  
with your approval.

Kind Regards.

### Defect Response Matrix P – Vegetation

Matrix P - Vegetation							
		SEVERITY					
		Extreme Road Type 2	Major Road Type 3a Main Distributer - Major Urban Network and Inter Strategic routes	Moderate Road Type 3b	Minor Road Type 3b	Minor Road Type 4a	Negligible Road Type 4b
		Strategic 'A' rd Routes	Main Urban Network and Inter Strategic routes	Main rural secondary distributor roads	Main urban secondary distributor roads	Local Roads	Minor rural roads and urban cul- de-sac
		Monthly	Monthly	3 Monthly	3 Monthly	6 Monthly	6 Monthly
LIKELIHOOD	Tree threatening the highway	Cat 1 2 hours	Cat 1 2 hours	Cat 1 2 hours	Cat 1 2 hours	Cat 2 2 working days	Cat 2 2 working days
	Branches threatening to fall into the highway or likely to be in collision with passing vehicles	Cat 1 2 hours	Cat 1 2 hours	Cat 1 2 hours	Cat 2 2 working days	Cat 3 5 working days	Cat 3 5 working days
	Vegetation forcing pedestrians into the carriageway	Cat 2 2 working days	Cat 2 2 working days	Cat 3 5 working days	Cat 3 5 working days	Cat 4 10 working days	Cat 5 20 working days
	Vegetation forcing traffic into opposing traffic lanes or preventing access for emergency vehicles	Cat 3 5 working days	Cat 3 5 working days	Cat 4 10 working days	Cat 4 10 working days	Cat 6 14 calendar weeks	Cat 6 14 calendar weeks
	Vegetation obscuring visibility at junction	Cat 4 10 working days	Cat 5 20 working days	Cat 5 20 working days	Cat 6 14 calendar weeks	Cat 6 14 calendar weeks	Cat 6 14 calendar weeks
	Vegetation affecting overhead or underground utility equipment	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works
<b>Notes</b> Refer to Road Sign Matrix G for vegetation obscuring signs. For fallen trees refer to the Debris and Spillage Matrix A. Branches are defined as being of significant size, in that if they fell they would cause serious injury or damage. In terms of rows 1&2 this is also relevant to a highways tree or its branch, that may fall outside of the highway and has been risk assessed to potential cause serious injury or damage.							

## ***SPECIMEN POLICY***

The Parish Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council.

### **Eligibility**

- Applications must be submitted from recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

### **Procedure**

- At the January meeting each year the Parish Council will publicise the Council's intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The closing date for all applications is the 28 February each year. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing. Successful organisations will be informed that grants will be payable on or around 25 March of each year.

### **Submitting Applications**

- Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

### **After Receipt of Grant**

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
- The Parish Council would like to be included in any publicity material.

21 DECEMBER 2017

## **L10-17 | DATA PROTECTION OFFICER**

### **Introduction**

Legal briefings L04-17 and L06-17 confirmed that parish councils and parish meetings in England and community councils in Wales are required, under the General Data Protection Regulation (effective on 25 May 2018) and new UK legislation expected next year, to appoint a Data Protection Officer (“DPO”).

The purpose of this briefing is to provide more information about (i) a DPO’s responsibilities and (ii) the person appointed as DPO.

#### **i) The DPO’s responsibilities:**

The DPO’s responsibilities are as follows.

- to understand the nature, scope, context and purposes of the council’s or parish meeting’s processing activities and associated risks;
- to be involved in the council’s or parish meeting’s decisions/activities which have data protection law implications;
- to inform, advise and make recommendations to the council or parish meeting in respect of data protection law compliance;
- to monitor and audit the council’s or parish meeting’s compliance with data protection law;
- to raise awareness of data protection law with councillors and staff in a council or with the chairman and staff, if any, of a parish meeting.
- to directly report to the “highest management level” (for a council, this would be full council and for a parish meeting, this would mean its chairman);
- to assist the council or parish meeting in carrying out privacy impact assessments when these are necessary;
- to be the contact point for the Information Commissioner’s Office (ICO) and for data subjects and
- to be consulted by council or parish meeting if a data breach has occurred.

Notwithstanding the remit of the DPO’s responsibilities, GDPR confirms that the council or parish meeting is responsible for compliance with data protection law, not the DPO.

## ii) The person appointed as the DPO

L04-17 confirms that the DPO may be an internal or external appointment. In other words, the DPO may be a member of staff or appointed under a service contract. A single DPO may be designated for more than one public authority, taking account of their organisational structure and size. This means a group of councils and parish meetings (or other public authorities such as principal authorities) would be permitted to commission the services of the same DPO or DPO business, provided that a DPO is assigned to each organisation. Leaving the issue of costs aside, a DPO who is a member of staff may be more beneficial than an external appointment, not least because he will be more accessible to the organisation and able to respond to issues as they arise.

The DPO must be appointed on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices and the ability to perform the responsibilities described in (i) above.

Although a DPO is allowed to have functions or responsibilities additional to those arising from his DPO role, those other tasks and duties must not conflict with the performance of his DPO responsibilities. This means, in particular, that the DPO cannot hold a position which determines the purposes and the means of the processing of personal data. The need to ensure that a DPO can work without conflict of interests is closely linked to the requirement for the DPO to act in an independent manner.

The Article 29 Working Party, which is made up of the regulatory bodies for data protection law which operate in EU member states (and includes the ICO), has produced useful guidance about the DPO. The guidance states:

“As a rule of thumb, conflicting positions may include senior management positions (such as chief executive, chief operating, chief financial, chief medical officer, head of marketing department, head of Human Resources or head of IT departments) but also other roles lower down in the organisational structure if such positions or roles lead to the determination of purposes and means of processing.”

### Can clerks or RFOs be DPOs?

Based on the drafting of GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them which are summarised below.

- an absence of conflicts of interests (which may arise from responsibilities as a clerk/ RFO and may include processing activities);
- independence;
- expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and
- adequate time to perform DPO role (many clerks/ RFOs work part-time).

Item 9 - next three pages

N.B. Bank reconciliation distributed after the meeting

8 January 2018 (2017-2018)

**Waldringfield Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
69	Salaries	08/01/2018		Barclays Community A	101063	Salary	Mr D Lines	X	363.65	0.00	363.65
70	Stationery/Mileage/Etc.	08/01/2018		Barclays Community A	101064	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
71	Membership Subs re LGA s11	08/01/2018		Barclays Community A	101065	Annual Subscription	Society of Local Council Clerk	E	100.00	0.00	100.00
72	Repairs/Maintenance	08/01/2018		Barclays Community A	101056	Replacement litter bin	Suffolk Coastal Norse	S	215.00	43.00	258.00
<b>Total</b>									<b>690.65</b>	<b>43.00</b>	<b>733.65</b>

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

**Cost Centre A - Receipts**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
28	Precept	12,636.00	12,752.00	116				116
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00		-750				-750
31	SCC Footpaths Grant	175.30	175.30					
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund	500.00	500.00					
36	Bank Interest	70.00	57.44	-13				-13
37	Grants and Donations	544.00	544.00					
38	Advertising income	400.00	441.60	42				42
39	VAT Refund							
SUB TOTAL		15,075.30	14,470.34	-605				-605

**Cost Centre B - Administration**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
1	Salaries				4,365.00	3,636.50	729	729
2	PAYE/NI				1,090.00	817.20	273	273
3	Stationery/Mileage/Etc.				500.00	322.52	177	177
4	Post and telephone				50.00	66.52	-17	-17
5	Newsletter re 1972 LGA s142				650.00	389.91	260	260
6	Village Hall hire				250.00		250	250
7	Insurance				500.00	420.76	79	79
8	Membership Subs re LGA s111				425.00	378.86	46	46
9	Audit				166.00	208.00	-42	-42
10	Chairman's Expenses				50.00	18.84	31	31
11	Training				200.00	136.50	64	64
12	Election Costs							
40	Website/Scribe Fees				329.00	50.00	279	279
42	Professional Services				650.00	650.00		
SUB TOTAL					9,225.00	7,095.61	2,129	2,129

**Cost Centre C - Playing Field/Recreational**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
13	Handyman's Wages							
14	Grass cutting (field)				720.00	780.00	-60	-60
15	Mole catching (field)				200.00	100.00	100	100
16	Repairs/Maintenance				1,000.00	790.23	210	210
17	Footpath Maintenance				450.00	240.00	210	210
18	Locality Grant Spend				750.00		750	750
19	SCC Quality of Life							
20	SCDC Community Enabling Fund				1,313.00	1,075.09	238	238
41	AONB Grant Payments							
SUB TOTAL					4,433.00	2,985.32	1,448	1,448

**Cost Centre D - Grants - s137/72 & s19 MPA76**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
21	General Grants				150.00	220.00	-70	-70
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					1,900.00	1,970.00	-70	-70

**Cost Centre F - Miscellaneous**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
26	Miscellaneous							
SUB TOTAL								

NET TOTAL	15,075.30	14,470.34	-605	15,558.00	12,050.93	3,507	2,902
V.A.T.		814.92			697.00		
GROSS TOTAL		15,285.26			12,747.93		

## Waldringfield Parish Council

	<b>Bank Reconciliation at 11/01/2018</b>		
	Cash in Hand 01/04/2017		
			13,019.49
	<b>ADD</b>		
	Receipts 01/04/2017 - 11/01/2018		15,285.26
	<b>SUBTRACT</b>		28,304.75
<b>A</b>	Payments 01/04/2017 - 11/01/2018		12,747.93
	<b>Cash in Hand 11/01/2018</b>		<b>15,556.82</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	01/04/2017	0.00
	Barclays Community Account	31/12/2017	8,840.86
	Ipswich Building Society	30/11/2017	7,716.01
<b>B</b>			<b>16,556.87</b>
	Less unrepresented cheques		
	As attached		1,000.05
			15,556.82
	Plus unrepresented receipts		
	As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>15,556.82</b>



# Waldringfield Parish Council

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## January 9<sup>th</sup> 2018

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

### 1. Suffolk County Council, Suffolk Coastal District Council & Suffolk Police – Budget presentations



Police - InfoGraphic  
v2 1.pdf



SCC Consultation  
Briefing 2017.pdf



SCDC MTFS - TP.pdf

### 2. UK Power Networks – event invitation - Monday 5 February 2017, Norwich

### 3. One Suffolk – website upgrade timetable – 15<sup>th</sup> to 30<sup>th</sup> January transition period