



# Waldringfield

## Parish Council

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### 1697 Minutes of the Parish Council Meeting held on Tuesday, 13<sup>th</sup> March 2018

Present: Councillors Kay, Videlo, Matheson, Elliot, Gold and Reid,  
and one member of the public

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Archer (working/holiday), SCC Cllr O'Brien and SCDC Cllr Harvey (both attending meetings elsewhere)

- 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 –**

Mr. Barton was attending the meeting to answer questions that councillors may have had about his planning application in Item 5. The Chairman indicated that he would invite comments from Mr. Barton during discussion of that item

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 SCC Cllr O'Brien (in her capacity as Chair of the Police and Crime Panel), 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 13<sup>th</sup> February 2018 – proposed by Cllr Kay, seconded by Cllr Gold 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 13<sup>th</sup> February 2018 – The Clerk was asked to contact Kirton and Falkenham Parish Council to share their experience in placing wooden bollards adjacent to the highway. Following that, the Clerk was instructed to write a second letter to SCC Highways about the installation of wooden bollards along Cliff Road, indicating that an absence of a response within four weeks would be deemed as agreement

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

**DC/18/0684/FUL Land South West of Maybush Inn Cliff Road** - A modest single storey, 2 bed-roomed unit with a floor area of 80m<sup>2</sup>, to be let as holiday accommodation. Designed to sit comfortably within the landscape and taking design cues from boatyard vernacular, positioned within boat storage facility.

After considerable discussion and review of the application documents, the Parish Council recommended **REFUSAL** of the application for reasons stated in the attached report provided by the Planning Group – proposed by Cllr Elliot, seconded by Cllr Gold and **AGREED** by all

**DC/18/0651/FUL Harbour View, Cliff Road** - Proposed oak porch to front door with peg tile roof and brick plinths – it was confirmed that the application would pass without comment

To **MAKE ARRANGEMENTS** to deal with applications received after publication of the agenda

**DC/18/1013/TCA Hut 12-13 Riverside** - To reduce crown by up to 3m. and remove epicormic growth from main trunk. Works required following recent branch failure.

Noting the report from the Parish Tree Officer, it was **AGREED** to delegate the decision to her and to the Clerk to respond on behalf of the Parish Council. Proposed by Cllr Videlo, seconded by Cllr Reid, **AGREED** by all



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- 5+ **DC/18/1011/VOC Church Farm Mill Road** - Variation of Condition 3 - DC/12/0287/FUL - 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. It was **AGREED** to await the documents to consider further action. To **NOTE** any application decisions received – see attached list  
To **CONSIDER** any other planning-related information - **NONE**
- 6 To **CONSIDER** the co-option of a new councillor – an application to be a member of the Parish Council had been received, with a supporting statement, from Mrs Chris Lyon. It was with pleasure that Cllr Reid proposed the co-option of Mrs Lyon, that Cllr Videlo seconded it and **AGREED** by all. Cllr Lyon will take her place formally at the next meeting (the AGM) in May
- 7 To **APPROVE** the arrangements for the Annual Parish Meeting. After consideration of three options for the format of the meeting, it was **AGREED** that the first half of the meeting would continue as before (albeit with more abbreviated presentations). For the second half, invitations would be issued to seek two ten-minute presentations from local societies and groups, supported (where offered) by static displays in the rear part of the village hall. Lots would be drawn to select the two successful applicants, any others being offered the opportunity to make their presentations in future years. Those local organisations not wishing to participate would still be encouraged to provide a display at the APM and an annual report for posting on the Parish web site.
- 8 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues  
**Ipswich Road** – the vegetation cut-back was considered less than satisfactory, if only for the limited height of the cutting which meant that large vehicles would still be forced into the middle of the road, forcing on-coming vehicles to move off the road (where feasible) or to reverse to a suitable 'passing place'. However, the Clerk was instructed to write to SCC Highways to thank them for undertaking the work, but pointing out this matter, plus several other points relating to the diversions arising from the closure of the Ipswich Road (re the EA1 windfarm cable installation) – namely, the unsuitability of the narrow, often single-track alternative routes, the resulting damage to the verges in the Woodbridge and Mill Roads, the lack of effective signage for the diversions, and the absence of a suitable notice period to enable residents, local organisations and businesses to plan accordingly.  
**Village entrance crossroads** – response from SCC Highways, suggesting use of Mr King's layout plan of January 2017 as a blueprint for (unfunded) pedestrian safety works  
**'Rural' Bollards, Cliff Road** – Cllr Kay provided estimated costs and the Clerk would seek the necessary permits. A request for SCC approval still not yet responded to. Next steps as noted in Item 4  
**Village Way and Newbourne Road crossroads** – holding replies received.
- 9 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council – **Data Protection** – Further discussion took place against a background of still-evolving legislation. The Chairman provided a detailed analysis of the Parish Council's compliance with the GDPR and agreed to provide a Privacy Statement template in time for the next meeting where final arrangements for full compliance by May 25<sup>th</sup> would be made
- 10 **CLERK AND RFO REPORT**  
To **UNDERTAKE** the annual evaluation of the Parish Council's Risk Management arrangements Having undertaken the annual review and noting that vacancies for specific responsibilities would aim to be filled at the AGM, the Risk Assessment and Management document was proposed by Cllr Kay, seconded by Cllr Videlo and **AGREED** by all.  
To **CONSIDER** the disposal of the two metal filing cabinets. It was **AGREED** that the cabinets would be offer FOC on Waldringfielders, or otherwise disposed of as appropriate. Planning documents would be reduced to solely the retention of A3 plans for each property, all other documents being available on the SCDC Planning Portal. Other documents would be retained or archived.



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- 10+ To **CONSIDER** the expenditure relating to the SCC 2016/17 Locality Grant – it was **AGREED** that the Clerk should ask SCC Cllr O'Brien to allocate the grant of £750 to the replacement playing field gate
- To **RECEIVE** applications and **APPROVE** payments for community grants, if any - **NONE**
- To **CONSIDER** items of expenditure and sign cheques accordingly (*see separate list*). An additional payment of £254.70 for the Scribe accounting software was agreed and added to the list for approval. Total Payments - **£1,723.60** Total receipts - None
- To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation
- Balances held at Bank 28/02/18 - £6,444.71 and Building Society as at 30/11/17 - £7,716.01 - Adjusted balance £12,594.15 (as at 8/3/18)** 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 Kay, seconded by Cllr Reid and all **AGREED**.
- 11 To **CONSIDER** any Correspondence received before the meeting – *Noted as attached*. The reported damaged grit bin would be removed by the Handyman, to disperse the grit to nearby bins
- 12 **PARISH MATTERS for next Agenda** – Annual Salary Review (in camera) / Data Protection
13. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** 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 - deferred)
14. To **UNDERTAKE** the deferred Annual Review of staff contracts - **DEFERRED**

## The Chairman closed the meeting at 9.45 pm

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### REVIEW OF ACTION POINTS AS AT 25<sup>th</sup> March 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. SCC Highway's recommendations received / responses agreed by Parish Council. Response from SCC Highways, suggesting use of Mr King's layout plan of January 2017 as a blueprint for (unfunded) pedestrian safety works

**COMPLETED** - Ipswich Road hedgerows – 21<sup>st</sup> / 22<sup>nd</sup> February. **NEW ACTION**. Clerk to write to SCC Highways, requesting a further cut after the nesting season to ensure that overhanging trees and bushes were cut to the stator height to enable the free passage of tall vehicles

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

**Ongoing** - 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 **ACTION** – Now re-registered with a (new) case number by SCC – design work ongoing but request for update sent to SCC LHB team by Mr Chenery

**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 REPORT - MARCH 2018**

Full Council met on February 8<sup>th</sup> and agreed that an increase of 2.99% be levied so that Band D council tax for County Services becomes £1,161.90 and a 2% increase in the Adult Social Care precept, in line with govt. expectations, Band D becomes £80.64. ( see table below).

**Table 6: Recommended Council Tax 2018-19**

	<b>General Council Tax</b>	<b>Social Care Precept</b>
<b>Band</b>	<b>£</b>	<b>£</b>
A	774.60	53.76
B	903.70	62.72
C	1,032.80	71.68
D	1,161.90	80.64
E	1,420.10	98.56
F	1,678.30	116.48
G	1,936.50	134.40
H	2,323.80	161.28

**Diversions** are already in place in Felixstowe and the Trimleys . These are diversions that Highways England have put in place whilst sections, between junctions on the A14 from the Docks to the Orwell, are resurfaced. The resurfacing will take place overnight but Felixstowe and the Trimleys are experiencing problems. I went to a meeting on 22<sup>nd</sup> February to hear what can be done to alleviate difficulties.

**Alignments** to Upper Orwell Crossing have been announced. There are three crossings proposed.

The main crossing is proposed to connect to the existing highway at the Rapier Street roundabout on Wherstead Rd, west of the river, and at a new junction, north of Cliff Lane on Holywells Road, east of the river. The bridge crosses the river at an angle and incorporates an opening section over the navigation channel.

The second crossing, will provide a new vehicular link to the Wet Dock Island site and is proposed to be accessed from Felaw Street.

The third crossing is a refurbishment of the existing swing bridge over the lock for use by cyclists and pedestrians.

These crossings will improve journey times through and around Ipswich, however, I believe a northern by-pass, advocated for many years, is what is needed to really make a lasting difference.

**The Raising the Bar** programme has begun to make a difference in the attainment of Suffolk pupils. It has taken time, but the results are encouraging.

87% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 12% from 2015. 96% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 13% since 2015. Significant improvement in attainment has been made at each Key Stage.

I attended an **Accountability and Performance** meeting at Police HQ recently. The agenda covered issues such as: cost pressures; performance; collaboration with other agencies. The Police Commissioner asked wide ranging questions and received fulsome explanations from the Chief Constable. Serious Sexual Offences were also an item on the agenda ( it is a topic for the next Police & Crime Panel meeting in March) and I asked the Commissioner how far back the



police have to go to investigate historical rape cases. At the moment, there is no time limit. The PCC agreed that a limit has to be set otherwise the costs could be prohibitive.

### **Suffolk to use drone technology to help manage blue light service incidents**

On 15 February the official launch of the use of two Small Unmanned Surveillance Aircrafts in Suffolk. The technology, known as drones, have been developed and funded by Suffolk Resilience Forum for use across the county. As part of a multi-agency Air Support Unit, the drones will be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response.

The drones will provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents. Risks to the public and emergency service workers will be reduced.

### **Government changes to planning policy**

The Prime Minister set out these points in her recent speech re planning policy.

The planning process will be “streamlined” to ensure applications are not held up by “endless appeals and bureaucracy”.

- A nationwide standard will be created to explain how many homes local authorities needed to plan for, taking into account local house prices, wages and key worker numbers. **Councils which fail to meet housebuilding targets could be stripped of their planning powers, with independent inspectors put in place.**
- The Government has committed £44 billion of capital funding, loans and guarantees to support the housing market.
- **Councils will be allowed to take firms' past development records into consideration when deciding whether to approve projects, meaning that builders who fail to develop land that they own may not be given planning permission in future**
- Local authorities will be given more freedom to develop existing brownfield land “to build homes that maximise density”. The proposals will make it easier for neglected commercial sites to be turned into housing.
- Local authorities will have a new housing delivery test focused on driving up the numbers of homes actually delivered in their area, rather than numbers planned for. Developers will also be held to account for delivering the commitments, including affordable housing and the infrastructure needed to support communities.
- New quality standards will be introduced to ensure newbuilds are well-designed and sustainable.
- **Despite the push to increase the number of homes built, existing protections for the Green Belt will be maintained and in some cases strengthened, with stronger protection for ancient woodland and historic coastlines. Councils will only be able to amend Green Belt boundaries if they can prove they have fully explored every other reasonable option for building the homes their community needs.**
- The Government is looking to tackle high rents and poor quality housing, and will ban letting agents from charging most fees, work to make long term tenancies the norm, give local authorities new powers to crack down on bad behaviour and back laws to ensure homes were fit for human habitation. New planning laws will also encourage providers to build more homes specifically for rent, so that goes up and rents come down in price.
- The social housing green paper, to be published later this year, will look at what more can be done to ensure everyone living in social housing is treated fairly.
- Mrs May said that new rules were designed to enable more housing to be built for rent, and said that the Housing Green Paper would look to ensure everyone in social housing was treated fairly.

Since the start of 2018, **Suffolk Highways** has received in excess of 11,000 reports, which compares with approximately 6,000 reports in the same period last year; demonstrating the impact this weather has had on the county's road surface.

**Suffolk Highways** has put in place the following measures with immediate effect to help cope with the demand:

- The deployment of additional gangs to undertake pothole and road repairs across the county;
- Switching to a different temporary material to repair emergency potholes which, although slightly more expensive, provides a longer-lasting repair in damp conditions;
- For large areas of intervention-level pothole defects, Suffolk Highways will consider whether 'making safe' (through organising traffic management and temporary road closures) is required in advance of making extensive repairs;
- Extra resource will be brought in to undertake larger-scale patching works as part of a planned programme for dealing with sites on which traffic management or road closures have been arranged or areas where small-scale repairs will not sufficiently address the road deterioration;
- Moving internal resources from other teams to support the inspection of customer reports, particularly from staff with previous experience of dealing with customer reports and inspections.

Patricia O'Brien



## District Councillor's Report for March 2018

I hope you had no ill effects from the snow. Something like that brings out the community spirit in people. I know that most of the Parishes I serve have good Emergency Plans. Newbourne Bucklesham and Hemley do not have them. The weather we have had recently highlights the need for plans. Do we know who the most vulnerable people in our parishes are? Who's responsibility is it to make sure the sand bins are kept filled? Suffolk Coastal's joint Emergency Planning Unit are launching a simplified plan template in the Spring which they will offer support for to Parish Councils. I encourage these Councils to take advantage of this opportunity.

I have given grant funding to Waldringfield Parish Council to purchase a Speed Indicator Device which will be shared between the parishes of Waldringfield and Newbourne. My allocation of the Community Enabling Budget has been completely spent. Kirton is a larger village and decided it would have one of its own.

I have encouraged all the Kirton Ward parishes to consider Neighbourhood Plans. Other parishes have applied for grant funding which they have used to employ someone to work on the plans. They do have to be kept up to date but have been seen to be a useful tool in some towns and villages.

Kirton Ward has seen a huge influx of planning applications recently, several of them are contentious. I always visit the contentious sites, listen to complainants and the applicants to get a complete picture.

The new planning document to replace the present Core Strategy is being worked on and will be out for consultation in the next few months. I am part of this group and we are looking at all the responses from the last consultation and taking them into account. There were some 6,000 responses.

Sajid Javid Secretary of State for Housing, Communities and Local Government sent a written statement in February allowing SCDC and Waveney DC to becoming a single Council in May 2019. With that in mind the planning Committee, on which I sit as Interim Vice Chairman, has organised a visit to a Waveney Council Planning Committee in March to observe the way things are done up there. Many decisions on governance will have to be made so we feel that our research is vital when having our say on the future of planning for our area.

Suffolk Coastal is increasing council tax by 3.15% which equates to £4.95 or less than 10p a week a year for a band D property.

You can sign up for the new brown waste collection on line [www.eastsuffolk.gov.uk/scdcgardenwaste](http://www.eastsuffolk.gov.uk/scdcgardenwaste) by phone on 01394 383789 or by calling in at Woodbridge or Felixstowe libraries. The first payed for collections will start in May although the larger bins will not be available until October.



February 2018

# Newsletter

## Felixstowe

### You said...

1. Address the issue of rough sleepers in Felixstowe.
2. Reduce Burglaries in residential and Commercial premises.

### 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.
4. Additional patrols in targeted burglary areas
5. Intelligence gathering and crime reduction targeting for vulnerable premises.

### Inspector Andy Pursehouse

**STOLEN TOOLS = LOSS OF INCOME**

**GET TOOL S.M.A.R.T**



### Responding to issues in your community

During the month of December, there was a total of 309 investigations in the Felixstowe and District. (Investigations relate not only to recorded criminal offences, but also safeguarding individuals). Incidents included a ram raid late at McColls in Trimley St Martin on the evening of the 8th of January. The suspects failed in their attempt to abstract a cash machine and abandoned an overturned vehicle before leaving in another vehicle subsequently used in West Suffolk and then into Cambridgeshire. There were some burglaries including some that were targeting commercial shops looking for cash. Other investigations also recorded damage being caused to passing HGV's in Walton High Street where up to seven separate lorries were damaged one night by what appears to be pellets from an air rifle. Thankfully no drivers were injured as a result.

### Making the community safer

**Trimley St Martin - Man charged with burglary**  
A 64-year-old man has been charged with a burglary which occurred in Trimley St Martin earlier this week. The break-in occurred between 8:30am and 9:15am on Tuesday 30 January at a property in High Road. At some point between the times stated, a patio door was forced and a quantity of cash and items of jewellery were stolen.

Philip Baker of Black Horse Lane, Ipswich, was arrested in connection with this incident yesterday morning, Thursday 1 January, after officers out on patrol had cause to stop a vehicle in St Augustines Road in Ipswich.

### Future events

A county-wide crime prevention campaign to stop thefts from vans will launch in February 2018.  
More details to follow

### Preventing, reducing and solving crime and ASB

Officers are carrying out additional targeted patrols in areas where recent burglaries have occurred and continue to gather and develop intelligence to help prevent and solve these crimes.

### This SNT covers the following parishes

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





# Waldringfield

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### 1694 Minutes of the Parish Council Meeting held on Tuesday, 13<sup>th</sup> February 2018

Present: Councillors Kay, Matheson, Elliot, Gold, Reid and Archer,  
SCC Cllr O'Brien, SCDC Cllr Harvey and six members of the public

**1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Videlo (family commitment)

**2 DECLARATIONS OF INTEREST** – Cllr Kay (DPI Item 5 - DC/18/0180/FUL)

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as required – A DIP request on behalf of all councillors for **Item 5 DC/18/0180/FUL** was made by the Chairman and **APPROVED** under delegated powers by the Clerk (attached) (N.B.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 –**

A number of parishioners provided comments on Item 5 (DC/18/0180/FUL), including the limited local water supply (in context of fire brigade use), AONB restrictions, the significant increase in houses in essentially a rural area, lack of access to part of the site for emergency services, the isolation and lack of local amenities for senior citizens, light pollution, the presumption of no requirement for rural development, economic sustainability of a 9-hole golf course, the remote management of the rental units, sewage disposal and the restrictions on wildlife movement. The Chairman expressed thanks for the comments and advised that Council debate would ensue in Item 5.

To **RECEIVE** reports from:

- a) **Suffolk County Councillor O'Brien** – Spoke to her report (attached), and further advised that she had spoken to the PCC and Chief Constable about increased police visibility in rural areas. Cllr O'Brien also highlighted the Suffolk Highways consultation on Community Self-Help and there followed a discussion, centered around the Ipswich Road vegetation.
  - b) **Suffolk Coastal District Councillor Harvey** – Spoke to her report (attached) and stated that she would provide a sum of £2,500 in total (from the current and previous Community Enabling Budget) for the purchase of a Speed Indicator Device and ancillary equipment. Councillors warmly expressed their thanks to Cllr Harvey. She highlighted the scheme for dementia training and a trial of a 'dial-a-ride' ferry from Bawdsey to Felixstowe Ferry, in context of the National Coastal Footpath project.
  - 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 9<sup>th</sup> January 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 9<sup>th</sup> January 2018 – all items of note for report were on the agenda
- 5** To **CONSIDER** Planning Applications for **COMMENTS**:

*At this juncture of the meeting, Cllr Kay, having declared a DPI at its start, vacated the chair and proposed Cllr Reid to act as interim Chairman. This was seconded by Cllr Elliot and **AGREED** by all. Cllr Kay then left the room and took no part in the discussion of or voting on the following item*

**DC/18/0180/FUL Waldringfield Golf Club and Chapel Works Site Newbourne Road**  
Demolition of existing buildings on the Chapel Works industrial area and the redevelopment of the site for 16 residential dwellings; the development of the golf course practice area for 33 age-restricted dwellings and 24 holiday chalets; together with landscaping, car parking, supporting infrastructure and the continued use of the existing points of vehicular access into the application site from Newbourne Road.



# Waldringfield Parish Council

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- 5+ **DC/18/0180/FUL** (continued) - A preliminary paper had been circulated by the Planning Group and was introduced by Cllr Elliot, citing the view, in summary, that the application in no part complied with Suffolk Coastal DC's Local Plan. The report was examined in detail by councillors, with some agreed changes and additions to be made prior to circulating the final document (attached) to councillors for review and then dispatch to the Planning Authority. The recommendation for **REFUSAL** was proposed by Cllr Reid, seconded by Cllr Archer and **AGREED** by all

*Cllr Kay returned to the Council Chamber and took the chair for the remainder of the meeting*

**18/0539/FUL Hut 18 Riverside** - Demolition of two existing beach huts and construction of one replacement beach hut. No change of use – After discussion, the application was supported for **APPROVAL**, proposed by Cllr Elliot, seconded by Cllr Gold and **AGREED** by all

**18/0398/FUL Rockhopper Cliff Road** - Proposed single storey rear extension  
After discussion, the application was supported for **APPROVAL**, proposed by Cllr Elliot, seconded by Cllr Reid and **AGREED** by all

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**

To **CONSIDER** any other planning-related information - Report on **Adastral Park** Outline Planning Application decision - **DC/17/1435/OUT**

SCDC Planning Committee had met and approved this application unanimously. After a comprehensive introduction by Ben Woolnough, the Lead Planning Officer, short time-slots were allocated to speakers, including Cllr Kay, as the Parish Council's representative. Two key issues (the early downgrade of the Western access on the Ipswich Road and the first phase inclusion of the A12 T-junction) were included as conditions, rather than as 'reserved matters'. Both Cllrs Kay and Elliot (who attended in another capacity) agreed that Ben Woolnough has done a very good job in managing the project.

- 6 To **RECEIVE** the Working Group report on Internal Control/Risk Management  
In presenting their report, Cllrs Reid and Archer expressed their "confidence in the Council's existing systems of internal control" and "are satisfied with the effectiveness of the most recent internal audit (for 2016-17)". The report (attached) came with two recommendations - Re-appointment of the current internal auditors and the instigation of a more formal review of assets.  
**APPROVAL** was proposed by Cllr Elliot, seconded by Cllr Kay and **AGREED** by all
- 7 To **RECEIVE** a report on the fallen tree/damage to the fort in the playing field. Having viewed the damage on-site and via photographs, the remedial work to date was agreed for payment. Also agreed was a quotation to position the base of the tree back in its hole, to encourage wildlife habitation and to reposition securely the large parts of the trunk as natural seating/play items. This was seen as a more cost-effective and environmentally-friendly solution than full removal of the tree, but a quotation would be sought to establish final agreement with the Council's insurers. A proposed height reduction of the two Scots Pine trees would be referred to the Parish Council's Tree Officer for comment. Finally, it was agreed to seek two quotations for the repair of the fort, rather than replacement, as it would be difficult to find a like-for-like modern product and as much of the structure was salvageable.
- 8 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety issues
- Ipswich Road vegetation**– SCC's ownership of and responsibility for much of the verges adjoining the highway was finally established. Remedial action was still awaited,  
**Village entrance crossroads** – further communication to SCC Highways, asking them to come up with a design for pedestrian safety. Still awaiting response  
**'Rural' Bollards, Cliff Road** – Cllr Kay provided estimated costs and the Clerk would seek the necessary permits. A request for SCC approval not yet responded to. It was mooted that, in the absence of a reply (after a reasonable period), permission could be "assumed".  
**Village Way and Newbourne Road crossroads** – further, unanswered enquiries made.



# Waldringfield Parish Council

1696

- 9 To **REVIEW** and **UPDATE**, where appropriate, the policies of the Parish Council – **Data Protection** – Having reviewed the attached report provided by the Clerk, it was **AGREED** that the Chairman would produce the necessary, but proportionate documentation to satisfy the legislative requirements
- 10 **CLERK AND RFO REPORT**  
To **CONSIDER** the expenditure relating to the SCC 2016/17 Locality Grant – unable to utilise the funds for road safety purposes, it was **AGREED** that the Clerk should ask SCC Cllr O'Brien to allocate the grant of £750 to a more immediate project invoiced prior to 31<sup>st</sup> March.  
To **RECEIVE** applications and **APPROVE** payments for community grants, if any - **NONE**  
To **CONSIDER** items of expenditure and sign cheques accordingly - *see separate list*  
Total Payments - **£1,828.37** Total receipts - None  
To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation  
**Balances held at Bank 31/01/18 - £8,187.21 and Building Society as at 30/11/17 - £7,716.01** - Adjusted balance **£13,728.45 (as at 9/2/18)** 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 Elliot) and these were signed accordingly. Proposed by Cllr Kay, seconded by Cllr Elliot and all **AGREED**.  
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** – Annual Salary Review (in camera) / Data Protection

## The Chairman closed the meeting at 10.15 pm

\*\*\*\*\*

### REVIEW OF ACTION POINTS AS AT 15<sup>th</sup> February 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. SCC Highway's recommendations received and responses agreed by Parish Council. David Chenery (SCC) agreed that reasons for village entrance crossroad markings would be revisited.

**ACTION** – with little success in engaging a road safety Expert, SCC Highways asked to provide a design for pedestrian safety – no response to date, despite recent chaser.

**DUE FOR COMPLETION** - Ipswich Road hedgerows – 21<sup>st</sup> / 22<sup>nd</sup> February

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

**Ongoing** - 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** – Now re-registered with a (new) case number by SCC – chaser sent

**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 five pages

**Waldringfield Parish Council response to Planning Application DC/18/0684/FUL- Land South West Of Maybush Inn** Cliff Road Waldringfield Suffolk “A modest single storey, 2 bed-roomed unit with a floor area of 80m<sup>2</sup>, to be let as holiday accommodation. Designed to sit comfortably within the landscape and taking design cues from boatyard vernacular, positioned within boat storage facility”.

### **The Parish Council objects to this application and recommends that it is refused permission**

The site is outside the physical limits of the village of Waldringfield.

The proposed development is within the AONB. The proposed development does not relate well to the undeveloped surrounding area. The built structure that does exist is in the form of two storey terraced housing. The beach huts referred to in the application are not visible from the site or its nearby PRow network. The application shows some existing hedging but given the proposed roof height the development will be visible from a number of public spaces and PRow footpaths to the West and the South, including those immediately adjacent to the site.

The application does not include details of the proposed vehicular access points to the site and the proposed parking area. The boat storage compound is accessible only via the public car park behind the Maybush Public House. This car park is frequently full to capacity and beyond. There are no marked bays for parking which can result in access to the storage compound becoming blocked, particularly at weekends and holiday times. This could prevent access to the proposed holiday chalet by emergency vehicles, fire service etc.

The proposed site is on a slope, an overall drop of around 1m. The application does not show how this change in levels would be accommodated into the design.

The application does not include details of the provision of utilities to the development.

### **We say that it is clear that the application does not comply with the following SCDC policies and should therefore be refused permission**

- SP15 (Landscape and Townscape) which seeks to resist proposals which comprise poor design and layout or seriously detract from the character of their surroundings and quality of the Area of Outstanding Natural Beauty.
- It does not satisfy the requirements of SP19, SP29, DM3, and DM4 in relation to development within the countryside
- It does not satisfy the requirements of SP27 as it outside the physical limits (village envelope) of the Waldringfield.
- It does not satisfy the requirements of DM18 section (c) as the proposed chalet is visible from PRow within the AONB (e) there are no services available (i.e. the provision of mains water and adequate sewage/waste disposal).
- It does not comply with DM21 (a) in that the proposal does not relate well to the scale and character of its surroundings particularly in terms of its siting, height, massing and form.



DC/18/1013/TCA Application to carry out work on oak tree by Waldringfield beach huts 12 and 13

TPO 16 2003

Oak T1



Seen from north

This is one of the most significant of the trees close to the river which are covered by TPO no.16

It is an oak of height about 14m, with crown spread towards the river 10m and away from river 5m; diameter about 1.5m at the base widening as at 1.5m it has forked with one fork having been cut off in the past.

It has suffered from botched pruning in the past where very large limbs were sawn through. The main tree seems to be very healthy and there is very little dead wood to be seen. The branches are all living and bearing many buds so not likely to fall off as suggested.

There is one dead snag of about 1m or so long which might be removed (circled). Also a downward stretching branch could perhaps be taken out where it leaves the trunk.





Otherwise the tree is well shaped and there seems no point in the suggested removal of 3m from the top and sides. In fact this procedure would in my opinion wreck the shape of the crown and possibly lead to die back.

As far as growth off the trunk lower down goes, a couple of small branches which are close to the roof of the beach hut immediately below might be taken off at the trunk to give some greater clearance over the roof.

It is surprising that beach huts were permitted so close to the trunk as they are only inches away. The tree must be at least 200 years old.

There is no reason given for the extensive work proposed except that "A couple of branches have fallen off in the past". As the tree looks very vigorous and healthy it is my view the operations described in the application should not be permitted.

Christine Fisher Kay, tree warden

12/3/2018





Seen from south



Some of the small lower branches close to hut roofs might be removed at the trunk to give more clearance.



## Planning » Results for Application Search

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Bottom of Form

### [Proposed single storey rear extension](#)

Rockhopper Cliff Road Waldringfield Suffolk IP12 4QL

Ref. No: DC/18/0398/FUL | Received: Thu 25 Jan 2018 | Validated: Wed 31 Jan 2018 | Status: Permitted

### [Non Material Amendment of DC/17/0703/FUL - Proposed replacement dwelling reposition 1.8M forward. \(Velux added to front and back roof - changes in cladding material\).](#)

Hermanus Cliff Road Waldringfield Suffolk IP12 4QL

Ref. No: DC/18/0397/AME | Received: Thu 25 Jan 2018 | Validated: Wed 07 Feb 2018 | Status: Permitted



## Casual Vacancy & Co-option Process

The Local Government Act 1972 requires that every vacancy on a local council in England has to be publicly notified by the means of a notice displayed by the clerk within the parish in at least one conspicuous place, as soon as practicable after the occurrence. These notices are available from the Suffolk Association of Local Councils or District Councils.

If, within fourteen days of publication of the notice of vacancy, ten electors for the parish give notice in writing to the District Council of a request for an election to fill the vacancy, an election must be held within sixty days from the date on which the notice of the vacancy was given. The period of days excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning, and it cannot be claimed within six months of the day when the councillor whose office is declared vacant would ordinarily have retired.

**If no poll is claimed in time, the council fills the vacancy as soon as practicable.**

A successful candidate must have received an absolute majority vote of those present and voting (Local Government Act 1972, Sch 12 para 39). It follows therefore that where there are more than two candidates for one vacancy, the first vote may not give one candidate a majority of all the votes cast. In this case, the candidate(s) with the lowest number of votes should be eliminated and a vote taken again until one candidate has a majority of all the votes cast.

This will mostly be a satisfactory procedure unless a number of candidates have obtained the same number of least votes, leaving only one candidate without an absolute majority. In such cases, an alternative method of striking off candidate(s), such as negotiation, are necessary.

At the point where the council has to decide between two candidates, the person presiding at the meeting has a casting vote and this should overcome any difficulty of a tie.

Voting to fill a casual vacancy, as with other questions coming before the council, must be by show of hands unless the council has Standing Orders which provide for voting by some other method. If a secret ballot is held any member may request that the way in which each member voted on any part must be recorded in the Minutes; and a member who wishes the voting to be recorded may make his demand either before or after the vote.

In filling a casual vacancy by co-option the parish council do not have to take into account the name of anyone who has expressed a wish to be considered for co-option. They are free to elect whomsoever they wish, provided of course he is eligible for election.

**A council has no reason to exclude the public and press from the co-option procedure and, therefore, must not do so.**

**The council is not obliged to consider the claims of candidates who were unsuccessful at a previous election. The council can choose not to co-opt candidates that put themselves forward but must bear in mind the duty to co-opt as soon as is practicable and should be mindful of the need to be lawful, fair and transparent in decision-making.**





**Waldringfield**  
Parish Council

Parish Clerk: David Lines  
43 Fourth Avenue, Frinton-on-Sea, Essex CO13 9DY  
E: [pc.waldringfield@coopecmail.com](mailto:pc.waldringfield@coopecmail.com)  
T: 01255 678888 (with voicemail)  
[www.waldringfield.onesuffolk.net/parishcouncil](http://www.waldringfield.onesuffolk.net/parishcouncil)



**ANNUAL PARISH  
MEETING**  
+ Community Group  
Marketplace

**Waldringfield Village Hall**

**7.30 pm, Tuesday April 10th**

An invitation to all residents of Waldringfield to receive short reports from their elected representatives, as well as give your own ideas about what is needed to sustain and to improve the quality of life in the village.

Your comments and questions will be fielded by County, District and Parish Councillors, in addition to the Suffolk Police Safer Neighbourhood Team (subject to operational commitments)

Once again this year, as a change from the more formal format of previous meetings, many of the Parish community groups will be setting up stalls to display their 'wares', giving residents a chance to circulate, chat and discover more of what is taking place in the village. This will commence at approximately 8.30 p.m.

Please come along to take part. Refreshments will be provided.

Ian Kay - Parish Council Chairman





# Waldringfield Parish Council

Parish Clerk: David Lines

43 Fourth Avenue, Frinton-on-Sea, Essex CO13 9DY

E: [pc.waldringfield@googlemail.com](mailto:pc.waldringfield@googlemail.com)

T: 01255 678888 (with voicemail)



## ANNUAL PARISH MEETING

### Waldringfield Village Hall

### 7.30 pm, Tuesday April 10th

An invitation to all residents of Waldringfield to tell their elected representatives what is needed to sustain and to improve the quality of life in the village.

Your comments and questions will be fielded by County, District and Parish Councillors, in addition to the Suffolk Police Safer Neighbourhood Team (subject to operational commitments)

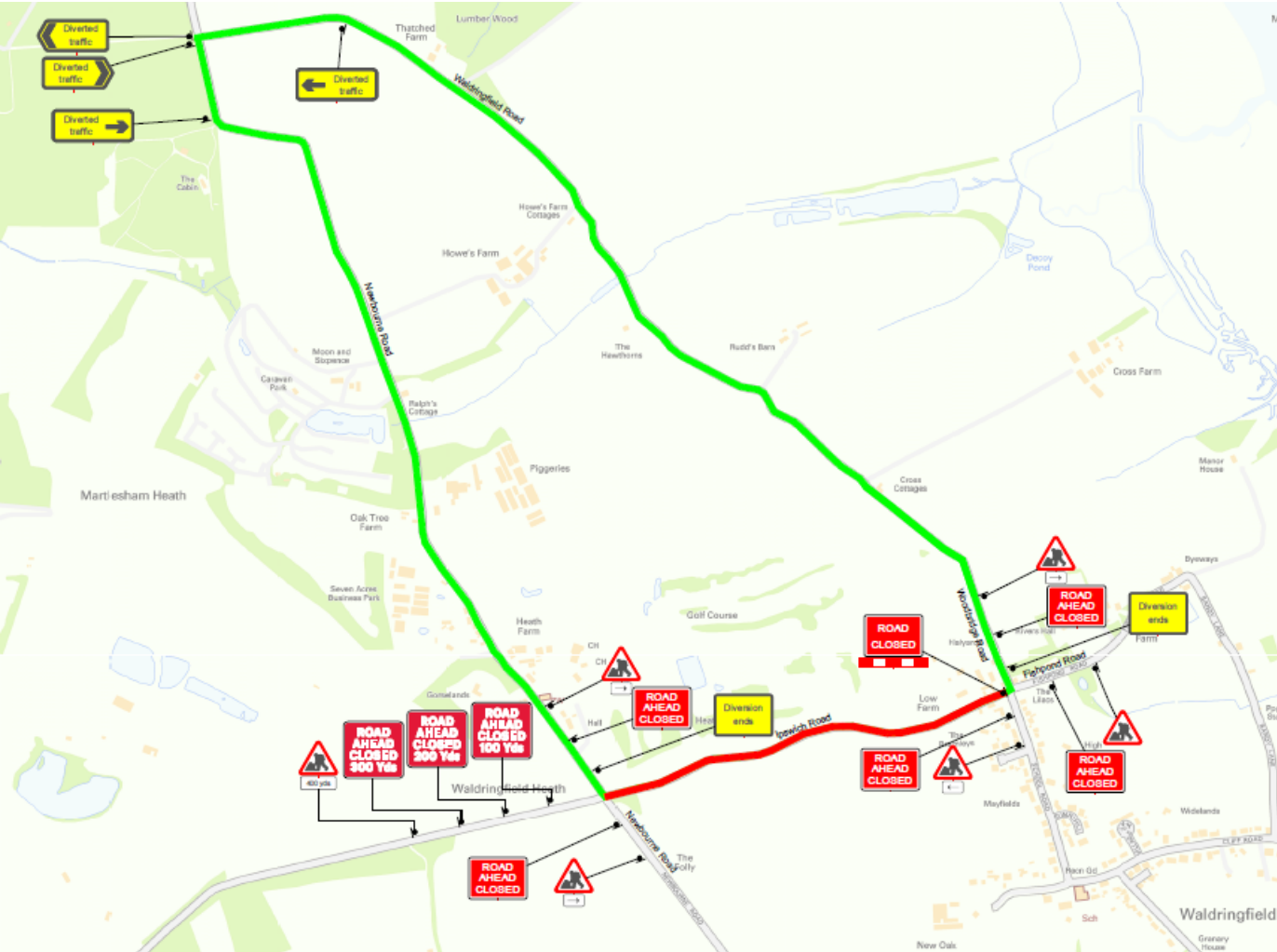
You will also receive a number of reports from many of our community groups, all of which help to make Waldringfield a safe and pleasant place to live.

Please come along to make your views known. Refreshments will be served halfway through the meeting.

**Ian Kay - Parish Council Chairman**



Item 8





## General Data Protection Regulation – Report on its Impact By Ian Kay, March 2018

The General Data Protection Regulation (GDPR) is due to come into effect from 25 May 2018. It is an EU law, and the UK Government has made clear that after Brexit the UK will continue to adopt a similar standard for data protection as set out in the GDPR

I have outlined below what steps we need to take in preparation for this. This follows the guidance in the document *Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now*, in the *NALC GPRD Toolkit*, and from SALC's legal person, Jim Friend.

**"Companies/organisations processing personal data are encouraged to implement protective measures corresponding to the level of risk of their data processing activities. Therefore, the obligations on a company processing a lot of data are more onerous than on a company processing a small amount of data." (my emphasis).**

WPC processes a very small amount of personal data, so I conclude that its obligations are correspondingly small.

### Fees

In the GDPR, it stated that fees for registration would cease. However, the Department for Digital, Culture, Media and Sport (DCMS) intends charging a fee. There has been a lot of protest over the imposition of fees.

**"a provision in the Digital Economy Act means it will remain a legal requirement for data controllers to pay the ICO a data protection fee ... The amount of the data protection fee is being developed by the ICO's sponsoring department, the Department for Digital, Culture, Media and Sport (DCMS) in consultation with the ICO and representatives of those likely to be affected by the change. The final fees will be approved by Parliament ...**

**Tier 1: Small and medium firms that do not process large volumes of data: annual fee of up to £55"**

This was written in October 2017 but has since been changed to £40 for a Tier 1 data controller

Note that this is for Data controllers only, not Data Processors. Also, there are exemptions. You don't need to pay a fee if you are processing personal data only for one (or more) of the following purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Not-for-profit purposes
- Personal, family or household affairs
- Maintaining a public register
- Judicial functions
- Processing personal information without an automated system such as a computer

Several of these seem to me to apply to WPC: a, c, d, f (possibly) and h (Frances). ). I can't think of any data processing we do that isn't covered by at least one of the above, so I conclude that we don't need to pay the fee. I asked Jim Friend if this is correct and hData Controllers and Data Processors

The Toolkit says: **"The council, as data controller, remains responsible for compliance with the data protection legislation including the GDPR" ... (Toolkit, §26.3)**

This means that the Council as a body is the Data Controller, (as opposed to an individual). I don't really understand what this means, but it was confirmed by Jim Friend, who also said **"Processors do not work for the Council, they are outside organisations e.g. SALC would be a processor if we deal with your payroll service."** I can't think of anyone or any organisation that is a data processor.

is reply was **"You will have to register, we await further from the ICO"**.



# Data Controllers and Data Processors

The Toolkit says: “The council, as data controller, remains responsible for compliance with the data protection legislation including the GDPR” ...” (*Toolkit*, §26.3)

This means that the Council as a body is the Data Controller, (as opposed to an individual). I don’t really understand what this means, but it was confirmed by Jim Friend, who also said “Processors do not work for the Council, they are outside organisations e.g. SALC would be a processor if we deal with your payroll service.” I can’t think of anyone or any organisation that is a data processor.

## Email accounts

The ICO has published FAQs for small local authorities, in which it asks “Can local councillors still communicate using their private email accounts and personal devices?” However, it doesn’t answer the question.

Waldringfield PC processes a very small amount of personal data, none of it sensitive, so its obligations are correspondingly small (see quote from the EU Commission, above.) On this basis I conclude that councillors can continue to use their personal email accounts, provided they are secure. I asked Jim Friend if this is correct, and his answer was “I believe so but Councils have other options with clouds etc that are more secure.”

## Documentation of Data Processing Activities

The ICO says:

If you have less than 250 employees, you only need to document processing activities that:

- are not occasional; or
- could result in a risk to the rights and freedoms of individuals; or
- involve the processing of special categories of data or criminal conviction and offence data.

None of these apply to Waldringfield PC (and we have only one employee), so I conclude that we don’t need to document any data processing activities. I asked Jim Friend if this is correct, and his answer was “I believe so but that is something your DPO will advise you on when you have appointed one!!”

**The quotes in the following are taken from *Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now*.**

## Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

WPC councillors have been made aware that the law is changing at various PC meetings (see relevant minutes). This document attempts to indicate the impacts.

## Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

Personal data is any information that relates to an identified or identifiable living individual.

## Examples of personal data

- a name and surname;
- a home address;
- an email address such as [name.surname@company.com](mailto:name.surname@company.com);
- an identification card number;
- location data (for example the location data function on a mobile phone);
- an Internet Protocol (IP) address;
- a cookie ID;
- the advertising identifier of your phone;
- data held by a hospital or doctor, which could be a symbol that uniquely identifies a person



## Examples of data not considered personal data

- a company registration number;
- an email address such as [info@company.com](mailto:info@company.com);
- anonymised data.

I assume phone number is also as an example of personal data, even though it isn't listed. The personal data that WPC might hold that I can think of are (there might be others I haven't thought of):

Type of Data	Purpose	Legal Basis of Processing
Name, address, phone number, email address	Communication with member of the public	<b>Public task.</b> Parish Councils have a statutory obligation to communicate with members of the public, to keep them informed of parish issues and address parishioners' concerns.
Name, address, phone number, email address	List of deliverers of the parish newsletter	<b>Public task.</b> As above.
Name, company address, company phone number, company email address	Communication with company providing services to WPC.	<b>Contract.</b> Parish Councils need to pay for services to fulfil their legal obligations to maintain council facilities, e.g. grass cutting, play equipment maintenance.
Name, organisation's address, organisation's phone number, organisation's email address	Communication with officer or member of local government organisation (e.g. SCC, SCDC, AONB, DEP, etc.)	<b>Public task.</b> Parish Councils need to communicate with officers or members of local government organisations, e.g. on planning issues.

If you have less than 250 employees, you only need to document processing activities that:

- are not occasional; or
- could result in a risk to the rights and freedoms of individuals; or
  - involve the processing of special categories of data or criminal conviction and offence data.

I don't consider the second or third of these to apply to the likely activities of WPC, as listed in the table above. The first is less certain, although I would argue that most of our data processing activities are occasional, i.e. are not regularly repeated (the delivery of the newsletter is repeated every 3 months, but doesn't involve processing of new data unless the deliverers have changed, which would make it occasional). The Article 29 Working Party (WP29) is currently considering the scope of the exemption from documentation of processing activities for small and medium-sized organisations, so this may become clearer in the future.

## Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

A privacy notice should be written and agreed, and posted on the WPC website. Two template privacy notices are provided in the *NALC GPRD Toolkit, Appendix 4*. WPC will need to adapt these for our purposes.

## Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure; (*mostly not applicable - the right to erasure does not apply to processing on the basis of legal obligation or public task (see Step 6)*)
- the right to restrict processing;
- the right to data portability; (*not applicable – only applies when processing is carried out by automated means, which WPC doesn't use*)
- the right to object; and
- the right not to be subject to automated decision-making including profiling (*not applicable*).



# Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information

The new timescale is **one month**.

## Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:** the processing is necessary to protect someone's life.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Basis **(b) Contract** is the most appropriate for processing data on:

The PC clerk (employee who has a contract of employment with the PC)

The handyman (contracted to do work for the PC)

Other organisations who WPC engages to provide work or services

Basis **(e) Public task** is the most appropriate for processing data where no contract is involved (e.g. a letter sent to a councillor from a member of the public). Since we have a statutory obligation to communicate with the public, **Public Task** is the appropriate basis for this.

In the *Toolkit*, §2.9 it says with regard to using **Consent**: "There may be other legal grounds available and you should consider consent as 'the last resort'". There doesn't seem to be any reason why we would need to use Consent.

## Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

"But you often won't need consent. If consent is difficult, look for a different lawful basis ... Public authorities and employers will need to take extra care to show that consent is freely given, and should avoid over-reliance on consent"

WPC should not rely on consent as its legal basis for data processing. See Step 6.

## Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

WPC does not deal directly with children, so this is **not applicable**

## Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

I assume this means that the DPO should be informed if a device (PC, laptop, pad, phone, memory stick, etc.) is lost or stolen, or is hacked, falls prey to a virus, etc. The DPO should decide what action to take depending on what data is breached.



# Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

A Data Protection Impact Assessment (DPIA) is only needed in situations where data processing is likely to result in high risk to individuals. **I don't consider this applies to WPC.**

## Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

WPC must designate a DPO, as it is a public authority.

However most clerks and RFOs cannot be designated as a council's DPO. ... There can also be a conflict of interest between the role of a clerk and RFO and that of a DPO and these types of conflicts should be avoided

I guess this means one of the councillors should be the DPO.

## International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

WPC does not operate in more than one EU member state, so this is **not applicable**.

## Conclusions

Do we need to be aware of the implications of the GDPR? **Yes**  
Do we need to appoint a DPO? **Yes**  
Are councillors Data Controllers? **The Council as a body is the Data Controller**  
Are councillors Data Processors? **No**  
Does the DPO need to notify the ICO? **Yes**  
Do the Data Controllers need to notify the ICO? **No**  
Do the Data Processors need to notify the ICO? **No**  
Do we need to produce a DPIA? **No**  
Do we need to produce a Privacy Notice? **Yes**  
Do we need to pay the ICO a data protection fee? **No (but we are awaiting further guidance from the ICO)**  
Do we need to each have a separate email account for PC business? **No**  
Do we need to document our data processing activities? **No**





# **Waldringfield Parish Council**

## **Annual Risk Assessment and Management**

**(Reviewed 13<sup>th</sup> March 2018)**



# RISK ASSESSMENT RESPONSIBILITIES

Reviewed 13 March 2018

	Area	Name
<b>A</b>	Playing Field	Cllrs Archer & Reid
<b>B</b>	Tennis Court	Cllr Archer
<b>C</b>	Village Sign	Handyman – reporting to Clerk
<b>D</b>	Seats along Beach and Layby	Cllrs Gold & Matheson
<b>E</b>	Roads	All Cllrs
<b>F</b>	Footpaths	Cllr Gold
<b>G</b>	Village Hall	Vacant
<b>H</b>	Church Field	Cllr Gold & Elliot
<b>I</b>	Beach & River including Litter Bin Area	Cllrs Matheson & Gold
<b>J</b>	River Flood Defences	John Smith FW / Ged Morgan DFW / Tony Lyon DFW - reporting to Cllr ??????
<b>J</b>	Emergency Planning Officer	Vacant
<b>K</b>	Grit Bins	Cllr ?????/Clerk
<b>L</b>	Notice Boards	Cliff Road Cllr Archer, Heath Cllr Kay
<b>M</b>	Fire Hydrants	Vacant

## **A PLAYING FIELD**

Responsible body - WPC in absence of Playing Field Committee

Swings	
Seesaw	
Slide	
Wooden Fort	
Wooden Log Train	
Wooden Snake	
Wooden Parallel Bars	
Goal posts	
Seats	
Wooden Picnic Set (seat and table)	
Fencing and Gates	
Roses	
Trees & branches	

Inspections by handyman and/or Cllrs Archer and Reid on a minimum quarterly basis  
Annual ROSPA Inspection arranged by Suffolk Coastal District Council or subsidiary

## **B TENNIS COURT**

Responsible body -Tennis Court Trust

Surface of court	
Posts	
Net	
Fencing	

Visual inspection monthly by Handyman / Trustees  
Tennis Court Matters are reported by Cllr Archer



## **C VILLAGE SIGN**

### **Responsible body - WPC**

Handyman checks condition quarterly and reports to Clerk when re-painting or repair is needed.

## **D SEATS**

### **Responsible body - WPC**

Along beach, Cliff Road Layby and Cliff Road Bus Stop Cllrs Matheson & Gold

## **E ROADS, KERBS & ROADSIGNS**

### **Responsible body - SCC, Highways Dept.**

All Councillors to monitor

## **F FOOTPATHS & BRIDLEWAYS**

### **Responsible body - SCC, which delegate parts to WPC**

Farmers are responsible to make good footpaths and bridleways that are ploughed up.  
Cllr Gold oversees all footpaths & bridleways and reports to WPC.

## **G VILLAGE HALL**

### **Responsible body - Village Hall Management Committee**

The Village Hall and the land on which stands is owned and controlled by the Waldringfield Village Hall Trust, an independent charity. The current building was erected in 2002 with a grant from the Lottery supplemented by fundraising by villagers. The Car Park (which includes the apron of land in front of boundary hedge) was laid out in 2004 with most of the cost raised by the local community. The Trustees of the Village Hall are elected annually and the Parish Council is entitled under the terms of the Trust to nominate one member to take up full responsibilities as a trustee - this position is currently vacant. The Trustees of the Village Hall are responsible for managing their own risks.

## **H CHURCH FIELD RECREATION GROUND**

This part of Church Field extending to 5.1 acres was generously given to the Parish by Dr Tom Waller in 2002. Its management, both of the field and the uses to which it is put, is vested in a charitable trust.

Church Field matters are reported to the Parish Council by Cllrs Gold and Elliot

## **I BEACH AND RIVER DEBEN**

The beach is extensively used, especially during the summer by:

- a. Members of the public
- b. Members of the Waldringfield Sailing Club, visiting yachtsmen & village residents
- c. Swimmers and bathers
- d. Dog walkers
- e. Hut owners

For many years, the beach above mean high water spring tides was owned by the church, first as glebe in the gift of the Rector of Waldringfield and then by the Diocese of St Edmundsbury and Ipswich under the transfer of Glebe Measure.

'The Diocese sold the land from the Pub to the far end of the dinghy park, including the footpaths, banks etc.to Waldringfield Sailing Club. Just prior to that, it sold the land on which 26 front huts stand to the individual owners of the huts, including one piece of land to Waldringfield Hut Owners Ltd, a company formed to help the purchase from the Diocese, to maintain most of the previous lease conditions and to avoid upsetting the status quo. Hut site 7, where the original 1895 Waller hut stands, is still owned by the Diocese.'



Waldringfield Sailing Club owns the land down to the mean high water although there has been some discussion as to the exact limits of the club's ownership in this regard. The mean is between springs and neaps and that is the difficulty, but enough is owned to give the Sailing Club the footings of the river wall and the railings, for which they are responsible.

NOTE: Mr Martin McBeale owns the triangle of land on the beach below his hut on the top of the cliff.

Beach and River matters reported by Cllrs Matheson and Gold

The moorings on the river Deben are administered by the Waldringfield Fairway Committee which holds a lease from the Crown Estates commissioners, acting as agents for the Crown, who are the freeholders of the river bed.

The Fairway Committee own 2 scrubbing posts and the Harbourmasters hut, but the Fairway Committee pays rent to the Sailing Club for the land on which the Harbourmasters hut is situated. The scrubbing posts are used by keeled yachts and were one or both of the posts to give way whilst so being used a serious accident could occur, causing death or serious injury and damage to surrounding property.

Whilst the Waldringfield Fairway Committee is a separate body to the Parish Council, it would seem prudent for the WPC to enquire or even request WFC to have these posts surveyed annually by a qualified surveyor. The 2 posts were procured by the late Ernest Nunn and are of the finest quality greenheart and should last many years - however they must now be about 25 years old and their bases are covered each half tide.

The Fairway Committee insure their liability towards third parties for death, bodily injury and damage to property.

Fairway Matters are reported by Cllrs Matheson and Gold

## **J FLOODING AND EMERGENCY PLANNING**

John Smith is Flood Warden, Ged Morgan and Clive Tony Lyon are Deputy Flood Wardens. Cllr ?????? is the Emergency Planning Officer.

Matters are reported by Cllr ?????.

## **K GRIT BINS**

7 Grit Bins were replaced with plastic ones in 2010. 5 are placed along School Road, 1 on corner of School Road and Ipswich Road, and 1 on the bend in Fishpond Road/Sandy Lane.

Handyman / Emergency Planning Officer Cllr ????? advises the Clerk as/when these need refilling

## **L NOTICE BOARDS**

1 on Heath Road and 1 on Cliff Road

Cllr Kay on Heath Road and Cllr Archer on Cliff Road

## **M FIRE HYDRANTS**

Fire Service inspects and checks on request.

Cllr ????? as Emergency Planning Officer

## **N ROAD SAFETY**

Responsibilities to be established



## WPC FINANCIAL RISK ASSESSMENT AND MANAGEMENT

1st April 2017 to 31st March 2018

TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
<b>Precept</b>	Not submitted	L	Full minute -RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy	L	Budget review Nov/Dec	Diary
<b>Other Income</b>	Cash-handling	N/A	Avoided, but when it occurs, a receipt is issued	Annual Review of controls
	Cash-banking	N/A	Banked as soon as possible and reconciled to next bank statement	Verification of bank statement every meeting
<b>Grants in</b>	Claims process	L	Clerk to check as required	Diary
	Receipt	L	Clerk to check when due	Diary
<b>Interest Income</b>	Receipt when due	L	Clerk to check when due	Diary / obtain pass book update / new statement
	Surplus Funds	L	Review bank balances	Diary / annual review
<b>Salaries</b>	Incorrect Payment	L	Check salary to minute, hours and contract rate	Members to monitor monthly payments
	Incorrect PAYE & NI	L	Check PAYE/NI calculations	HMRC Basic PAYE Tools Real Time Info used
	Self-employment status challenge	L	Confirm status per HMRC guidelines	Confirm with HMRC if required
<b>Direct Costs &amp; Expenses</b>	Goods not supplied	M	Follow up on all orders	Diary
	Incorrect Invoice	L	Check invoices for accuracy & monthly bank reconciliation	Clerk to verify invoice Member to reconcile
	Incorrect cheque preparation	L	Payment list to all members Signatory initials cheque stub and invoice	Clerk to prepare Signatories to check and initial as approval
<b>Grants out</b>	No power to pay or identified approval	L	Minute PC agreement with identified power to pay	Grant form plus identify LA power used



TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
<b>Election Costs</b>	Invoice at agreed rate	L	Include in budget and/or create reserves	Clerk to verify
<b>VAT</b>	VAT analysis	L	All items in cash book	Automated software ensures accuracy and produces annual report
	VAT sales	N/A	Under VAT threshold	
	VAT purchases	L	Per cash book	As above
	VAT claimed in time	M	Annual return usually, with extended grace period	Claim as part of FYE preparations / Diary
<b>Reserves General</b>	Adequacy	L	Consider at budget meeting against national guidelines	Three year forecast
<b>Earmarked</b>	Adequacy	L	Consider at budget meeting and review of final accounts	Clerk to advise if required
	Unidentified or contingent liability	L	Maintain contingency fund at agreed level	PC to review at budget meeting
<b>Assets</b>	Loss, damage etc.	M	Regular inspection, update of insurance and register	Regular inspections & annual review
	Third Party Risk	M	Review adequacy of Public Liability Insurance	Diary
<b>Staff</b>	Key Person Risk	M	Hours, health, stress, training early departure - monitored and managed by Chairman	Key Person Risk Matrix in place
	Fraud by staff	L	Monthly bank reconciliation & payments verified Fidelity Guarantee value set appropriately	Member to verify monthly bank reconciliation & signatories to confirm correct payments
<b>Loss</b>	Due to critical damage or 3rd party (in)action	L	Review of insurance cover	Diary
<b>Maintenance</b>	Reduced value of assets or amenities	M	(Minimum) annual inspection	Diary



TOPIC	IDENTIFIED RISK	RISK LEVEL H/M/L	MANAGEMENT OF RISK	REQUIRED ACTION
Legal Powers	Illegal activity or payment	H	Council to understand its legal powers	Training where require
Financial Records	Inadequate records	L	Clerk to verify regularly plus Internal Audit review	LA accounting software plus annual IA review
Minutes	Accuracy and legality	L	Review at following meeting	Agenda item
Members Interests	Conflict of Interest	M	To be minuted and addressed as appropriate	Agenda item

**Waldringfield Parish Council**  
Key Person Risk Management Matrix

TYPE / PERIOD OF INCAPACITY						
←-----MILD-----MODERATE-----SEVERE-----→						
SCENARIO	TEMPORARY < 1 MONTH	SHORT TERM < 3 MONTHS	MEDIUM TERM 3 - 6 MONTHS	LONG TERM 6 - 12 MONTHS	PERMANENT > 12 MONTHS	
MITIGATION	DEFER/CANCEL/ HOLD MEETING	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	HOLD MEETINGS	REQUIREMENTS
AGENDA + PUBLICATION w/REPORTS (COUNCILLORS + SCC +SCDC, WEBSITE & WALDRINGFIELDERS)	CHAIRMAN/ CLERK	CHAIRMAN/ CLERK	CHAIRMAN/ (TEMP) CLERK	CHAIRMAN/ TEMP. CLERK	CHAIRMAN/ NEW CLERK	AGENDA TEMPLATE ACCESS TO SCDC PLANNING ACCESS TO SCRIBE SOFTWARE ACCESS TO HMRC BPT-RTI ACCESS TO WEBSITE
MINUTE-TAKING	NOMINATED COUNCILLOR	NOMINATED COUNCILLOR	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	NOTEPAD
MINUTE WRITING + PUBLICATION ON WEBSITE w/REPORTS	NOMINATED COUNCILLOR/ CLERK	NOMINATED COUNCILLOR/ CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	MINUTE TEMPLATE ACCESS TO WEBSITE
PAYMENTS (INC. SALARY & PAYE)	DEFER OR SET UP BY CLERK	SET UP BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	CHEQUEBOOK ACCESS TO HMRC BPT-RTI
FINANCIAL REPORTS	DEFER OR BY CLERK	PRODUCED BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO SCRIBE BANK STATEMENTS
MITIGATION						REQUIREMENTS
REPORTS	DEFER OR PRODUCED BY CLERK / NOMINATED COUNCILLOR	DEFER OR PRODUCED BY CLERK/ NOMINATED COUNCILLOR	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC STATIONERY ACCESS TO SOURCE MATERIAL
FILING	DEFER OR BY CLERK	DEFER OR BY CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO CLERK'S OFFICE
CORRESPONDENCE	DEFER OR BY CLERK	CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC EMAIL / MAIL
PLANNING APPLICATIONS/ DECISIONS (FROM/TO SCDC)	NOMINATED COUNCILLOR/ CLERK	NOMINATED COUNCILLOR/ CLERK	(TEMP) CLERK	TEMP.CLERK	NEW CLERK	ACCESS TO WPC EMAIL FORWARDING OF SCDC CORRESPONDENCE
ANNUAL AUDIT + OTHER REGULATORY REQUIREMENTS (E.G. ANNUAL POLICY REVIEWS)	(TEMP) CLERK	(TEMP) CLERK	(TEMP) CLERK	TEMP.CLERK	TEMP.CLERK	ACCESS TO CLERK'S OFFICE CALENDAR & CORRESPONDENCE



# Item 10—Financial reports—next three pages

N.B. Includes payments approved at the meeting

(see the minutes)

13 March 2018 (2017-2018)

## Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80	Salaries	07/03/2018		Bardays Community A	101072	Salary	Mr D Lines	X	363.65	0.00	363.65
81	PAYE/NI	07/03/2018		Bardays Community A	101073	PAYE & NI	HMRC	X	272.40	0.00	272.40
82	Stationery/Mileage/Etc.	07/03/2018		Bardays Community A	101074	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
83	Newsletter re 1972 LGA s142	07/03/2018		Bardays Community A	101075	Newsletter	Parish Magazine Printing	E	85.75	0.00	85.75
84	Repairs/Maintenance	07/03/2018		Bardays Community A	101076	Tree Surgery	Proasis	X	142.50	0.00	142.50
85	Repairs/Maintenance	07/03/2018		Bardays Community A	101077	Replacement litter bin	Suffolk Coastal Norse	S	215.00	43.00	258.00
86	Miscellaneous	12/03/2018		Bardays Community A	101078	Speedar Traffic Radar Gun	Speedar Ltd	S	70.50	14.10	84.60
87	Village Hall Hire	12/03/2018		Bardays Community A	101279	Village Hall Hire	Waldringfield Village Hall Tru	E	250.00	0.00	250.00
88	Website/Scribe Fees	13/03/2018		Bardays Community A	101280	Accounting Software License	Scribe 2000 Ltd	S	212.25	42.45	254.70
Total									1,624.05	99.55	1,723.60



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

**Cost Centre A - Receipts**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
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	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
1	Salaries				4,365.00	4,363.80	1		1
2	PAYE/NI				1,090.00	1,089.60	0		0
3	Stationery/Mileage/Etc.				500.00	346.52	153		153
4	Post and telephone				50.00	91.54	-42		-42
5	Newsletter re 1972 LGA s142				650.00	475.66	174		174
6	Village Hall hire				250.00		250		250
7	Insurance				500.00	420.76	79		79
8	Membership Subs re LGA s111				425.00	413.86	11		11
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	8,265.08	960		960

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

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
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	2,540.43	-1,540		-1,540
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	4,735.52	-303		-303

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

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

NET TOTAL	15,075.30	14,470.34	-605	15,558.00	14,970.60	587	-18
V.A.T.		814.92			740.00		
GROSS TOTAL		15,285.26			15,710.60		



## Waldringfield Parish Council

<b>A</b>	<b>Bank Reconciliation at 07/03/2018</b>		
	Cash in Hand 01/04/2017		
			13,019.49
	<b>ADD</b>		
	Receipts 01/04/2017 - 07/03/2018		15,285.26
	<b>SUBTRACT</b>		28,304.75
	Payments 01/04/2017 - 07/03/2018		15,710.60
	<b>Cash in Hand 07/03/2018</b>		<b>12,594.15</b>
	(per Cash Book)		
<b>B</b>	Cash in hand per Bank Statements		
	Cash 01/04/2017	0.00	
	Barclays Community Account 28/02/2018	6,444.71	
	Ipswich Building Society 30/11/2017	7,716.01	
			<b>14,160.72</b>
	Less unrepresented cheques		
	As attached		1,566.57
			12,594.15
	Plus unrepresented receipts		
	As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>12,594.15</b>





# Waldringfield Parish Council

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**March 13<sup>th</sup> 2018**

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

1. East Suffolk District Councils - Community Emergency Planning Workshop - 28th March 2018 - East Suffolk House Melton
2. Waldringfielders (Mark Garfield) – suggestion that the Parish Council apply for Calor Grant re Playing Field