



Waldringfield

Parish Council

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1734 **Minutes of the Parish Council Meeting held on Tuesday 12th March 2019**

In attendance: Councillors Kay, Lyon, Elliot, Gold, Archer and Reid
SCC Councillor O'Brien, SCDC Susan Harvey and one member of the public

Clerk: Rebecca Todd

1 APOLOGIES FOR ABSENCE – Cllrs Videlo (illness) and Matheson

2 DECLARATIONS OF INTEREST – none

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor – none, other than those existing

Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council

Regarding the minutes of the Parish Council meeting of 12th February, the member of the public present would like it noted that it was Cllr Gold who raised the subject of the shed at Merryfield.

To **RECEIVE** reports from:

SCC Cllr Patricia O'Brien

Cllr O'Brien read her report to the Parish Council. She confirmed that the Council Tax increase was agreed at 4%. Due to financial constraints, working together in partnership will benefit services enormously. There are new schools proposed, including one at Adastral Park for children from 4-16 years. Consultation is due to take place in the summer to gain the public's view about a northern bypass for Ipswich. Cllr O'Brien is now a member of the Policy Development Panel looking at children's support centres. SCC must avoid duplication of services. As Chair of the Suffolk Police & Crime Panel, Cllr O'Brien will participate in discussions with the new Crime Commissioner about serious sexual offences and 'Seven Forces Collaboration' (Suffolk, Norfolk, Essex, Bedfordshire, Kent, Cambridgeshire and Hertfordshire). The Clerk asked Cllr O'Brien if she had any news regarding the partially-completed speed improvement works on Ipswich Road; Cllr O'Brien asked the Clerk to re-forward correspondence.

SCDC Cllr Susan Harvey

An update was given about Merryfield. On 11th February, a letter was sent to the applicants, informing them of an infringement of building control and the options they can now consider. Cllr Harvey attended a cabinet meeting about Sizewell C. She spoke about her concerns, including the effect on the AONB and tourism – the construction (and associated impact) will last up to 12 years. Network Rail has not been approached despite rail featuring in the plan. There will be changes needed to approximately 33 level crossings and 14 public rights of way. There will not be a marine link. Cllr Harvey expressed concerns about traffic congestion. Around 36% of national power will be generated from our small area. Ultimately, the government will decide. Cllr Kay offered to email Cllrs Harvey and O'Brien the Parish Council response to Sizewell C, once finalised. As this will be the last Waldringfield Parish Council meeting attended by Cllr Harvey, Cllr Elliot proposed a vote of thanks for her years of service. Cllr Harvey will produce her annual report for the Annual Parish Meeting on 2nd April.

Suffolk Police

No report.

3 It was **RESOLVED TO ADOPT** the minutes of the Extraordinary Parish Council Meeting held on **22nd February 2019** – proposed by Cllr Kay, seconded by Cllr Lyon and **APPROVED** by all who attended.

4 **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **12th February 2019** – *see separate supporting notes; nothing else discussed*

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- 5 To **CONSIDER** Planning Applications for **COMMENTS** – *none received*
To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda – *none received*
To **NOTE** any application decisions received – *see separate list*
To **RECEIVE** any other planning information – *see separate supporting notes*
To **CONSIDER** the Parish Council response to the stage three Sizewell C consultation – Cllr Kay presented a draft response and there was some discussion. It was suggested that the 12-year construction period and associated impacts be included. Cllr Kay will email councillors for approval before sending by the end of the consultation period (29th March).
- 6 To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters, including maintenance contracts – Cllr Elliot spoke about rights of way being lost if they do not appear on Suffolk Coastal's definitive map by 2026; if there are established rights of way that do not appear, their addition can be recommended for official recognition. There was some discussion about the footpath near the Rectory; a recent planning application noted that it was not a recognised footpath but Cllr Reid said that a Public Enquiry ruled it is a footpath. Cllr Elliot will attempt to check the physical map (held at the Suffolk Coastal offices). Councillors will identify which paths are used in the parish (Cllr Gold is the Parish Council representative for footpaths). Cllr Elliot said there is a 20-year rule for a footpath to qualify for addition to the map. Councillors discussed the footpath by the river, up to the bridge, which seems to be neglected (and could possibly form part of the River Deben walking route). Cllr Elliot said that it is the responsibility of landowners to maintain.
- Footpath cutting – councillors **AGREED** to two cuts being carried out for the year by the existing contractor, Impact Landscaping.
- Ipswich Road – Cllr Videlo had emailed about a broken branch hanging over the road; the Clerk will report.
- Playing Field – It was **AGREED** that SCL Landscape Management would continue to cut the grass. There was some discussion about the lack of regular playing field inspections. Cllr Elliot suggested a local handyman in the village (Barry Cross) may be approached to perform checks. As Mr Cross was in the Deben Hall, he was asked to speak to the Parish Council, in order for the councillors to ascertain whether he would be interested in undertaking the role. Mr Cross said, as a retired PE teacher, he had performed numerous health and safety assessments. He was shown a copy of the template that has previously been populated. Cllrs Reid and Archer have previously attended training, to assure themselves of what is required. Mr Cross would receive appropriate training. The Clerk will email further information to Mr Cross. After Mr Cross had left the Kennedy Room, councillors continued discussion about the playing field. A disclaimer was considered but was ruled to be unnecessary, as it would not prevent claims; the Parish Council would seek to minimise risk. The possible employment/self-employment of Mr Cross will be discussed at another meeting. Councillors agreed that Proasis would continue to be approached for larger projects.
- To **CONSIDER** further information received about the speed indicator device – Cllr Reid had contacted a Westcotec engineer, who said that including 'slow down' is a heavy drain on battery life (allowing use of up to only 2 weeks). Just displaying the speed travelled at allows the battery to work for up to 4 weeks. Kirton (and Rendlesham) has a SID with a battery life of up to 20 weeks, however, the sign will only flash 30 (once this speed has been surpassed) and not the actual speed travelled at. The type of SID used by Kirton would cost a similar amount (£3349) to the Westcotec SID previously recommended (£3125). Cllr Archer asked if the battery is rechargeable; Cllr Reid confirmed it is and the cost includes a spare battery (and Bluetooth data recording). There was some discussion about solar power but it was ruled out due to working at height and weight concerns when moving the SID. Cllr Kay will mention the SID at the Annual Parish Meeting. Volunteers will be required. The Clerk will write to the Newbourne Clerk to advise of the product Waldringfield will be ordering – the small Westcotec flashing the speed travelled at. The Clerk will order the SID.
- 7 To **AGREE** arrangements for the Annual Parish Meeting – it was **AGREED** to return to the old format of 5-minute presentation slots from community organisations, to be offered on a first-come first-served basis. The Clerk will email the Village Hall team, to ask if they would be prepared to serve refreshments. The Clerk will email the usual groups and send to

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Waldringfielders, as the slots are open to all. The Clerk will put information about the APM on to the website. Display boards are available in the store room.

- 8 To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan – it was felt that the advertising rates for the newsletter should be simplified, to read: 'There is a simple fee structure (£24 a quarter page, £36 half page and £48 full page per edition). A discount of 15% will be available for four or more editions of the newsletter. Waldringfield-based businesses will receive a 50% discount on these rates.'

Equality & Diversity Policy – Cllr Elliot spoke about the suggested document and the various forms of discrimination. **AGREED** by all.

Expenses Policy – there was some discussion about VAT; the Clerk clarified that, in order to reclaim VAT, an invoice or receipt needs to be addressed to Waldringfield Parish Council. With a suggested amendment to the wording of the reference to VAT, the policy was proposed by Cllr Archer, seconded by Cllr Lyon and **AGREED** by all.

Grievance Procedure and Disciplinary Procedure – Cllr Reid is drafting these documents using the SALC and NALC templates, with ACAS guidance; they will be looked at, at a later date.

Cllr Elliot agreed to update the WPC Planning Policy and this will come before the Parish Council at a later date.

- 9 To **UNDERTAKE** the annual evaluation of the Parish Council's Risk Management arrangements – with a slight amendment to section J and the wording of the Church Field information, all councillors **RESOLVED TO ACCEPT** the Risk Management document in principle, on the understanding that spaces will be filled after the election.

- 10 To **CONSIDER** arrangements for the forthcoming Parish Council election – the Clerk handed out nomination forms. Cllr Kay will deliver the forms to Suffolk Coastal, by 3rd April. The Clerk can provide electoral numbers for proposers.

11 **CLERK AND RFO REPORT**

To **RECEIVE** applications and **APPROVE** payments for community grants, if any. Red Cross – after discussion, it was felt this is not a local charity; councillors felt that grants should be given to local organisations. Village Way trees – in comparison, councillors thought the trees would be a direct benefit to locals. Cllr Kay proposed and Cllr Archer seconded the grant to pay for a cherry tree and a quince tree, and the delivery fee (a total of £59.90); all **AGREED**. Defibrillator pads – Cllr Kay proposed and Cllr Archer seconded the quote to replace the defibrillator pads (£39 + VAT per set plus £3 postage); **AGREED** by all.

To **CONSIDER** items of expenditure and sign cheques accordingly – *see separate list*. Cllr Archer studied the document and cheques were signed by him and Cllr Kay.

To **RECEIVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation – documents were scrutinised by Cllr Gold. It was proposed by Cllr Gold and seconded by Cllr Reid to accept the reconciliation; **AGREED** by all.

To **APPROVE** the revised Financial Standing Orders – it was proposed by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all to approve the revised Financial Standing Orders.

- 12 To **CONSIDER** any correspondence received before the meeting – *see separate list*. There was some discussion about the filing cabinets held by the previous Clerk (requiring storage). Cllr Elliot proposed that the Parish Council holds documents relating to planning for one year, before disposing.

- 13 **PARISH MATTERS** for the next meeting – May AGM & normal WPC meeting / management of the SID / Risk Assessment (filling roles) / grievance & disciplinary procedures / planning policy / storage of filing cabinets / pesticide use in the village

The Chair closed the meeting at 10.05pm

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REVIEW OF ACTION POINTS FROM THE MEETING

- Ipswich Road Speed Improvements** – the Clerk will re-forward correspondence to Cllr O'Brien.
- Sizewell C** – Cllr Kay will forward councillors a revised response for approval (the end of the consultation period is 29th March).
- Rights of Way** – Cllr Elliot will attempt to look at the definitive rights of way map. Councillors will identify which paths are used in the village.
- Ipswich Road** – the Clerk will report the hanging branch.
- Playing Field** – the Clerk will forward information to Barry Cross.
- Speed Indicator Device** – the Clerk will order and contact Newbourne Parish Council with the information. Cllr Kay will mention the SID at the Annual Parish Meeting, in the hope of attracting volunteers.
- Annual Parish Meeting** – the Clerk will email the Village Hall team about refreshments; email the usual contacts and Waldringfielders regarding presentations; and place information on the website.
- Newsletter Advertising Policy** – the Clerk will update.
- Grievance Procedure and Disciplinary Procedure** – Cllr Reid to formalise drafts.
- Planning Policy** – Cllr Elliot to update.
- Election Nomination Forms** – Cllr Kay to deliver to East Suffolk Council by 3rd April.

ONGOING MATTERS

Village AONB Sign –

ITEM 2

District Councillor's March Report

Good news is that a Speed Watch organiser has been found so the speed cameras should be out and about again soon.

The Speed indicator signs which I funded for Waldringfield, Newbourne and Kirton should be installed in March. I am sure you all drive slowly through our villages.

I have been very busy reporting and following up enforcement issues which have been reported to me in Bucklesham for a building going up in a front garden with no planning permission, Kirton failure to finish the road entrance to Paddock Close, and noisy track bikes in Newbourne.

I have asked for an inspection of an oak tree in Kirton to see if it can have a TPO. This tree will be at risk as the land it stands on has now been sold by Flagship Housing.

I always get a lot of pleasure spending my Community Enabling Budget. A small amount of money donated to a group can often get a useful project off the ground. In the last year I have given funding towards a Defibrillator at Bucklesham and Foxhall village hall, a sound limiter system for Newbourne Village Hall, an urn, table and mugs for the Kirton Kestrels football team and Outdoor equipment for Waldringfield School and Trimley St Martin School which is attended by most of the Kirton and Falkenham children. Levington Village Hall have also received some outside lighting and a new microwave. Swift boxes will be installed in Kirton Church tower when it is refurbished. Anyone who knows me will realise I am passionate about these amazing birds.

The new East Suffolk Council will come into being on 1st April. A tremendous amount of work has been put in to making this a smooth transition. I have sat on working groups concerned with planning committees and Councillor training.

This will be the last Parish Council meeting I shall attend for some parishes and I would like to say how much I have enjoyed the privilege of serving these small communities. The issues are all very different as are the villages. This is what gives them their special appeal. I wish you well in the future and I shall miss you all but I shall still be committed to working with the Deben Estuary Partnership, the Green print forum and Suffolk Coasts and Heaths AONB so I am not escaping completely.

Susan Harvey
Kirton Ward.

UPDATED

Parish council March updates

I responded to the local plan asking that Innocence Farm be removed as the information from the Hosking report the council was basing this on was not sound. Also the consideration of air , noise and light pollution is unacceptable. I suggested more suitable sites for this on the other side of the Orwell Bridge were better positioned if it is indeed justified at all.

I shall be responding negatively to the Sizewell C consultation. This will take 12 years to build and will totally pollute large areas which so much of our tourism dependents on. I am also passionate about the wildlife in these areas. Minsmere is an absolute gem in our local crown. Why risk damaging that permanently ? No amount of mitigation will make up for this loss. More ways of producing electricity should be investigated thoroughly making use of our natural resources.

No report from Cllr O'Brien this month

No report from Suffolk Police this month

The Interactive Crime Map is still only showing December 2018.

ITEM 4

Eureka planning application – this will go before the Planning Committee in March.

Merryfield – see item 5 for more information (from an email received on 25th February).

Ipswich Road speed improvements – the Clerk sent information to Cllr O'Brien and another email to Highways but no updates received.

Planning /18/4050/CLE The Studio, The Quay (at Driftwood) – WPC response sent. Area Planning & Enforcement Officer, Danielle Miller, has forwarded WPC's query on to the Council Tax department.

Sizewell C – due to dates not being convenient to the majority of Cllrs, there will be no meeting.

Suffolk Coastal/East Suffolk Local Plan – WPC response sent.

Speed Restriction Changes – WPC response sent.

Speed Indicator Device – the Clerk has signed the Memorandum of Agreement and posted a cheque to pay for the Mill Road SID pole. On 11th March, Newbourne PC will consider a SID pole location in their village. Newbourne has been advised that WPC is ready to order the device.

Annual Risk Assessment – the Clerk and Cllr Lyon have reviewed this document.

Grants – £750 will be paid to All Saints' Church (in the next financial year); grant form and other funding information sent to Waldringfield Primary School.

Meeting Dates – dates booked for using the Village Hall.

DC/17/1435/OUT Adastral Park – WPC response sent.

ITEM 5

To **NOTE** any application decisions received

New dwelling on vacant freehold land - Mickey's Field School Road Waldringfield Suffolk

Ref. No: DC/18/4880/FUL | Received date: Mon 26 Nov 2018 | Status: Application Permitted | Case Type: Planning Application

To **RECEIVE** any other planning information

Case No: ENF/2019/0078/DEV

Location: Merryfield, Mill Road, Waldringfield

Possible breach: Erection of an outbuilding larger than 10sqm – AONB

With regards to your recent complaint, it has now been logged onto the Council's computer system and a site visit will be conducted in line with the Council's Enforcement Policy. If you wish to discuss the case in any further detail, please contact Joe Blackmore who is the Council's Area Planning and Enforcement Officer on 01394 444733 or email him on joe.blackmore@eastsuffolk.gov.uk.

Waldringfield Parish Council

Local Plan email of 6th March:

Dear Sir/Madam

Thank you for submitting comments on the Final Draft Suffolk Coastal Local Plan.

After the six week representation period has finished at 5pm on Monday 25th February 2019, all representations received will be submitted alongside the Local Plan and all supporting documents to the Government. Following submission of the documentation, the timetable will then be in the hands of the Planning Inspector but we anticipate the following approximate timescale as outlined in the Council's Local Development Scheme:

- January to February 2019 – Period for representations on the Final Draft Local Plan
- March 2019 – Submission of plan for Examination by the Planning Inspectorate
- June 2019 – Examination hearings
- October 2019 – Inspector's report published
- December 2019 – Adoption of Local Plan

If you are not already on the Local Plan mailing list you can register via our online consultation system at <http://consult.suffolkcoastal.gov.uk/consult.tj>. Unless you have indicated that you wish to be kept informed, you will not be entered onto our mailing list. Please note that comments cannot be kept confidential. Your name and comments will be made available via our online consultation system.

Your information and correspondence will be retained until the adoption of the Local Plan + 1 year (local retention policy).

Data will be processed and held securely and in accordance with the Data Protection Act 2018 and General Data Protection Regulation (and any updates).

Further information about data protection and the Privacy Notice can be found on the [East Suffolk Website](#).

Suffolk Coastal and Waveney District Councils are working as a partnership and all emails received from us will use the @eastsuffolk.gov.uk email address

www.eastsuffolk.gov.uk

www.twitter.com/eastsuffolk | www.facebook.com/eastsuffolkcouncils

On 1 April 2019, we will become East Suffolk Council – a new 'super district' authority, serving the residents, businesses and communities of both Suffolk Coastal and Waveney. Importantly, it will be business as usual and the high quality services you receive from us will not be affected.

www.eastsuffolk.gov.uk

To **CONSIDER** the Parish Council response to the stage three Sizewell C consultation

Due to dates not being convenient to the majority of Cllrs, there will be no meeting. Sizewell C have an email and telephone that can be used by Cllrs if further information is required. info@sizewellc.co.uk
0800 197 6102

ITEM 6

To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters, including maintenance contracts

Email received on 6th March, as follows:

Dear Sir / Madam

Please can you confirm that the parish is again willing to carry out the grass cutting on public rights of way in the parish. We are currently reviewing the cutting programme so the map and schedule will be sent to you as soon as possible but likely to be in the week commencing 18th March 2019. There may

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be a few changes as we are checking that we are cutting only those paths that do get overgrown. Please feel free to contact me if you want to discuss further. I am on leave next week but Annette Robinson will be available (prow.east@suffolkhighways.org or 07796 175499).

Kind regards,

Lindsay.

Lindsay Peck
Rights of Way Support Officer
Rights of Way and Access Team
Growth, Highways and Infrastructure
Suffolk County Council
Blyth Road Industrial Estate, Halesworth, Suffolk, IP19 8EN
Tel: 01728 652420
Email: prow.east@suffolkhighways.org
www.suffolk.gov.uk

Impact Landscaping – have previously cut footpaths twice a year. The invoice received in October was for £240 (plus VAT). The budget allows £375, so three possible cuts (based on 2018 costs).

SCL Landscaping is the current contractor for cutting the playing field grass. During 2018-19, the grass was cut 12 times, each cut costing £60 (plus VAT).

The Clerk has written to Proasis, to ask if they wish to continue to provide a monthly safety-check of the playing field equipment. The Clerk has asked for confirmation of when the last safety-check took place, for a copy of the safety-check paperwork, and for a copy of the contractor's insurance. No response received so far. The last invoice was dated 14th November (£25); the accounting software only shows this invoice.

Ipswich Road

Cllr Videlo emailed with concerns about a branch jutting out along Ipswich Road, forcing the school bus she was travelling on to avert its course.

When clicking on the online reporting tool map, there is an outstanding report from July last year of 'overhanging trees and hedges along stretch of Ipswich Road from the Newbourne Road to School Road'. The previous Clerk received a reply in October, as follows:

'One of our officers has visited and assessed the defect at the location you reported. We believe that at this time the defect does not warrant remedial action; however, we will continue to monitor the location as part of our routine inspections, and if the matter worsens significantly we will take action.'

From January 2018 there is also the following 'The Parish Council would like to seek permission to install wooden bollards to discourage vehicles from parking on the verge, causing damage to the grass and wild flowers. They are willing to fund and install these bollards but would like permission to do so please.'

There are outstanding road defect reports (about Newbourne Road) from December 2017. (Not necessarily reported by the council.)

To **CONSIDER** further information received about the speed indicator device

On 11th March, Newbourne PC will consider a SID pole location in their village (the Clerk sent information to NPC Clerk). Newbourne has been advised that WPC is ready to order the device.

ITEM 8

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan

Parish Newsletter – from the website (dated 2018), the Newspaper Advertising Policy includes:

There is a simple fee structure (£24 a quarter page, £36 half page and £48 full page per edition). Waldringfield-based businesses will receive a 50% discount on these rates. Discounts may be available for four editions of the newsletter or more.

In the newsletter, it says 'advertise from £12 per issue' – presumably this would be for a Waldringfield-based business to take out a quarter page advert.

There are several policies on the website that may need reviewing this year:

WPC Grant Awarding Policy 2016
WPC Complaints Procedures 2016
Traffic Policy 2018
Recreation and Leisure Policy 2018
Landscape and Wildlife Policy 2018
Tourism and Visitors Policy 2018
River and Foreshore Policy 2018
Community Services Policy 2018
Planning Policy 2018

ITEM 9

To **UNDERTAKE** the annual evaluation of the Parish Council's Risk Management arrangements

The Clerk and Cllr Lyon have updated the document, which has been circulated to Cllrs by email. There are no major changes, only under section I:

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. In 2019???, the scrubbing posts were surveyed by Mr Hugh Lamb. They are sound except for approximately 18 inches of rot in the up-river post. A local boat-builder has been asked to provide a quote for the work. The posts are not currently in use.

There are some vacancies that it may be more appropriate to fill after the election.

ITEM 11

To **RECEIVE** applications and **APPROVE** payments for community grants, if any. Red Cross. Village Way trees. Defibrillator pads.

Red Cross

Email communications received, including:

My name is Paul Fleet and I am the Senior Community Fundraiser for British Red Cross in Norfolk and Suffolk. I am getting in touch to ask whether your parish council would be willing to support the charity in some way.

Many people believe that British Red Cross is only a national or international charity. It is true that we do much amazing work in the UK and support people in crisis all over the world but also do much incredibly important work all over Norfolk (and other counties) too. I have attached some information about the vital work we carry out locally for your perusal.

Waldringfield Parish Council

I hope you find the information of interest and would consider supporting us in one or more of the following ways:

- Agree to help with a local bucket collection – Dates TBC
- Consider opening your garden for the charity during our Open Gardens season in June and July
- Put on a small event i.e. tea party, quiz etc
- Make a one-off donation. A wheelchair (that can be used for up to 5 years) currently costs £125.
- Volunteer in your local community. We have various roles that may interest you.

Summary of your local Red Cross Services

The British Red Cross helps people in crisis, here in the UK as well as abroad. In Norfolk and Suffolk, we help over 20,000 people in need each year.

Event First Aid

Casualties with a wide range of minor to life-threatening conditions have been treated by our First Aid teams at wide ranging events from village fetes to rock concerts. **Did you know that we deliver First Aid at ALL Norwich City FC home games?**

Fire and Emergency Support

Support and help is given to people affected by fire and criminal incidents, at all times of the day and night.

Care in the Home

The Care in the Home team help vulnerable people regain their confidence after a hospital stay or a set-back. Another benefit is reducing re-admissions to hospital. Our Telecare team respond to over 500 emergency call-outs each year, going to the aid of elderly or disabled service subscribers.

Emergency Planning and Response

Over 20 major incidents occurred in the UK last year, including major power-cuts, refugee trafficking and flooding (both locally and assisting Thames Valley area).

First Aid Training

Each year about 5,000 people, largely from vulnerable groups, are trained in everyday first aid skills and are now confident and willing to help in an emergency.

Aids for Independent Living

Each year over 10,000 people are helped with short term loan of medical equipment, including wheelchairs and bathing aids, giving them a more comfortable and independent life.

Refugee Services

Refugees and destitute asylum seekers are assisted to access vital services and integrate into the community.

International Tracing and Message Service

Over 200 people are helped in their efforts to trace family members separated by disasters or conflict.

Humanitarian Education

About 7,000 young people participate in Youth & School workshops helping build mutual respect and support within the local community.

International Disaster Relief

Through targeted fundraising appeals we help people in crisis following major disasters around the world.

Village Way Trees

A receipt has been received and the Parish Council has been asked to fund two trees (to replace 'what was removed by the road widening scheme'), not the pear tree:

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		Quantity	Price	Total	VAT
Fruit B/R					
100348	Cherry (Prunus) Morello Maiden Colt 1 year	1	£19.95	£19.95	Z
109272	Pear (Pyrus) Williams' Bon Chretien Maiden Kirchensaller 1 year	1	£16.95	£16.95	Z
110550	Quince (Cydonia) Aromatnaya Half-Standard Quince A 2 year	1	£24.95	£24.95	Z
		<u>3</u>		<u>£61.85</u>	
			Delivery	£15.00	
			GRAND TOTAL	£76.85	

Defibrillator Pads

These will require replacing in May. The Community Heartbeat Trust have quoted: 'We can supply them for a cost of £39 + VAT per set plus £3 postage.'

Clerk and RFO Report

See reports on following pages.

'Salary' appears twice, as there is no Parish Council meeting in April, therefore the cheque for April's salary is being presented at March's meeting.

There is an overspend showing under 'Website/Scribe' – the laptop purchase (£100) is included under this heading, as is the Office 365 annual subscription (£59).

10 March 2019 (2018-2019)

Waldringfield Parish Council PAYMENTS LIST: Un-cashed Cheques for Barclays Community Account

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	General Grants	08/02/2019	1727.8	Barclays	101139	Grant s137/72 or s19	Waldringfield History	X	84.00	0.00	84.00
75	Miscellaneous	21/02/2019	1730.6	Barclays	101141	S I D Pole	Suffolk C C	S	200.00	40.00	240.00
76	Newsletter re 1972 LGA	08/03/2019		Barclays	101142	Newsletter	Parish Magazine Printing	Z	78.60	0.00	78.60
77	Miscellaneous	08/03/2019	Approval by	Barclays	101143	Notice board repair	Mr I Kay re Wickes	X	21.50	0.00	21.50
78	Chairman's Expenses	08/03/2019		Barclays	101143	Gifts	Mr I Kay re A&OE	X	14.99	0.00	14.99
79	Post and telephone	08/03/2019		Barclays	101144	Postage	Rebecca Todd	E	4.02	0.00	4.02
80	Stationery/Mileage/Etc.	08/03/2019		Barclays	101144	Printing supplies	Rebecca Todd	X	8.51	0.00	8.51
81	Salaries	08/03/2019		Barclays	101144	Salary	Rebecca Todd	X	437.92	0.00	437.92
82	Village Hall hire	09/03/2019		Barclays	101145	Village Hall Hire	Waldringfield Village Hall	X	250.00	0.00	250.00
83	Website/Scribe Fees	10/03/2019		Barclays	101146	Accounting Software	Scribe 2000 Ltd	S	257.00	51.40	308.40
84	Salaries	10/03/2019		Barclays	101147	Salary	Rebecca Todd	X	437.92	0.00	437.92
Total									1,794.46	91.40	1,885.86

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10 March 2019 (2018-2019)

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A	Bank Reconciliation at 10/03/2019		
	Cash in Hand 01/04/2018		
			14,266.85
	ADD		
	Receipts 01/04/2018 - 10/03/2019		17,612.14
			31,878.99
A	SUBTRACT		
	Payments 01/04/2018 - 10/03/2019		19,933.61
	Cash in Hand 10/03/2019		11,945.38
	(per Cash Book)		
B	Cash in hand per Bank Statements		
	Cash 01/04/2017	0.00	
	Barclays Community Account 28/02/2019	6,032.04	
	Ipswich Building Society 28/02/2019	7,799.20	
			13,831.24
	Less unrepresented cheques		
	As attached		1,885.86
B			11,945.38
	Plus unrepresented receipts		
	As attached		0.00
	Adjusted Bank Balance		11,945.38
	A = B Checks out OK		

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

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
1	Salaries				4,365.00	4,827.04	-462	-462	
2	PAYE/NI				1,090.00	768.00	322	322	
3	Stationery/Mileage/Etc.				500.00	350.14	150	150	
4	Post and telephone				70.00	66.15	4	4	
5	Newsletter re 1972 LGA s142				400.00	343.35	57	57	
6	Village Hall hire				250.00	250.00			
7	Insurance				365.00	430.79	-66	-66	
8	Membership Subs re LGA s111				440.00	321.13	119	119	
9	Audit				128.00	128.00			
10	Chairman's Expenses				50.00	39.99	10	10	
11	Training		22.00	22	200.00	125.00	75	97	
12	Election Costs								
13	Handyman's Wages								
14	Grass cutting (field)				780.00	720.00	60	60	
15	Mole catching (field)				200.00		200	200	
16	Repairs/Maintenance		2,135.50	2,136	3,900.00	6,994.68	-3,095	-959	
17	Footpath Maintenance				400.00	240.00	160	160	
18	Locality Grant Spend				750.00		750	750	
19	SCC Quality of Life								
20	SCDC Community Enabling								
21	General Grants				1,750.00	184.00	1,566	1,566	
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			
26	Miscellaneous					221.50	-222	-222	
28	Precept	13,212.00	13,212.00						
29	Council Tax Support Grant								
30	SCC Locality Grant	750.00	750.00						
31	SCC Footpaths Grant	175.30	175.30						
32	Recycling								
33	Equipment Hire								
34	SCC Q of Life Budget								
35	SCDC Community Enabling								
36	Bank Interest	90.00	83.19	-7				-7	
37	Grants and Donations		30.00	30				30	
38	Advertising income	400.00	403.20	3				3	
39	VAT Refund								
40	Website/Scribe Fees				350.00	485.98	-136	-136	
41	AONB Grant Payments								
42	Professional Services				500.00	510.00	-10	-10	
43	Salary/Expenses Adjustment								
NET TOTAL		14,627.30	16,811.19	2,184	18,238.00	18,755.75	-518	1,666	
V.A.T.			800.95			1,177.86			
GROSS TOTAL			17,612.14			19,933.61			

To **APPROVE** the revised Financial Standing Orders

Circulated to Councillors in advance of the meeting. The changes are as follows:

- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council ; or
 - c) fund transfers within the Council's banking arrangements up to the sum of [£0], provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6 For each financial year, the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants, a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £0 shall, before payment, be subject to ratification by resolution of the Council.

ITEM 12

To **CONSIDER** any correspondence received before the meeting

Please ask the Clerk if you require further information.

Connecting Communities

Connecting Communities services operate in all Suffolk Districts. In recognition of the local diversity of our county districts, the community transport service operators have varied transport offers. This means that since they launched in 2016 not all services have been able to accept ENCTS (English National Concessionary Travel Scheme) free travel bus passes.

We want Suffolk residents to have equality on costs for all passengers and consistency on the use of travel bus passes as there is no statutory requirement to give free travel for pre-booked seats. So, from 1 April 2019 all Connecting Communities passengers will be charged fares, and free bus passes will no longer to be accepted. The good news is that fares will not be increased this year; we will ensure they remain affordable in line with local bus services.

Details about your area Connecting Communities service can be viewed online here <https://communities.suffolkonboard.com/my-area/>

Passenger Transport Unit
Growth, Highways & Infrastructure
Suffolk County Council
Constantine House
5 Constantine Road
Ipswich
IP1 2DH

AONB

Dear Suffolk Coast & Heaths AONB Town and Parish Councils

Please see attached the February edition of the AONB Monthly Update.

We are today opening bookings for the Dedham Vale AONB and Stour Valley Forum 2019, excellent speakers from local, regional and national perspective on environmental education, heritage, saving swifts, agricultural policy and AONB special qualities. *Book now before it is too late.*

Plus.....

- **Job and long term volunteering opportunities** with the AONB team.
 - News of a **£72,000 grant** to improve the environmental quality of the Stour and its tributaries
 - **A photo competition**
 - Update on **AONB Boundary Review**
 - and a link to **presentations from the Planning Event** held in January
- All on one side of A4. Feel free to circulate to anyone that might be interested in its contents

Simon Amstutz

AONB Manager

Feb 2019

AONB Monthly update

1. Grant Success for River Restoration Projects

The AONB team has been awarded c£72,000 from the Water Environment Grant fund to undertake river restoration project on the Stour and its tributaries. Work will include the creation of 'natural features, control of non-native invasive plant species and significant tree planting. The works will seek to improve the environmental conditions of the river.

2. BOOKINGS OPEN for outstanding Dedham Vale AONB and Stour Valley Forum 2019

A wonderful selection of speakers on environmental education, landscape heritage; emerging farming policy; how to save our swifts and the special qualities of the AONB and Stour Valley by national expert Alison Farmer. Optional field trips to Daws Hall Nature Reserve or Mount Bures Castle, led by experts. Plus, networking opportunities and lunch at the fantastic Shrubs Farm Barn, by kind invitation from Robert and Sara Erith. *Book now before its too late... See:*

<http://www.dedhamvalestourvalley.org/assets/About-Us/DVSV-Forum-21-June-2019-PROGRAMME.pdf>

3. THREE Opportunities to work with the AONB team:

i) We are looking for 3 project officers to work on a fixed term part time basis for 6 months to deliver projects relating to the Stour Valley Path, 50 years since the designation of both AONBs and environmental enhancements (particularly relating to plastics). Details from AONB Team via contacts below.

simon.amstutz@suffolk.gov.uk

ii) We are looking for 2 officers to work on a fixed term basis for 20 months to deliver our LEADER funded project related to enhancing the visitor experience in the Stour Valley. Details at: <https://www.environmentjob.co.uk/jobs/72138-visitor-development-officer-stou>

iii) We are looking for 2 volunteer project officers to work on exciting river enhancement projects. A great way to learn about conservation and gain industry experience. Some travel expenses paid. Details at:

https://www.environmentjob.co.uk/volunteering/71996-river-stour-enhancement-project-volunteer?from_update=true

4. Wonderful Volunteers

We hope you heard our outstanding youth rangers on BBC Essex. Great work and great that young people informing us of their contributions to conservation. Volunteers have been busy on winter tasks of tree planting and coppicing. The AONB funded course for volunteers on hedgerow management.

5. Suffolk Coast & Heaths AONB Boundary Review

The draft Order for the Suffolk Coast & Heaths AONB boundary variation project led by the government's advisors on conservation is open to 22 March. The chairman of the Suffolk Coast & Heaths AONB Partnership, Cllr David Wood, was recently on TV speaking about the project. Full details

of consultation at: <https://www.gov.uk/government/publications/suffolk-coast-and-heaths-area-of-outstanding-natural-beauty-boundary-variation>

6. Grants for Communities, Groups and Businesses to support AONB Objectives

Around £100,000 is available for projects to support the environmental, social and economic wellbeing of the Dedham Vale and Suffolk Coast & Heaths AONBs. Grants are awarded by a panel representing the AONB Partnerships, Environmental Organisations and Business interests. Information at: <http://www.dedhamvalestourvalley.org/grants-and-funding/sustainable-development-fund/>
<http://www.suffolkcoastandheaths.org/grants-and-funding/>

7. Sizewell C and ScottishPower Renewables Consultations: AONB Partnership Responses

The AONB Partnership has had a 'topic group' on the Sizewell C stage 3 consultation. The response from the AONB Partnership is currently in draft form and will be put on the AONB's website as soon as it is endorsed by the Partnership. Similarly, the AONB Partnership's response to the stage 4 (section 42) consultations on EA1N and EA2 will be posted once signed off. To learn about the AONB's developing position on these Nationally Significant Infrastructure Projects please do get in touch.

8. Suffolk Marine Pioneer photographic competition: Nature's Value

<http://www.suffolkcoastandheaths.org/projects-and-partnerships/suffolk-marine-pioneer/photography-submission-form/>

9. NOW AVAILABLE: Presentations from Planning in a Designated Landscape, Guides, Rules & Tools

If you couldn't get a ticket or wish to see the presentations from this informative event see: <http://www.dedhamvalestourvalley.org/planning-and-projects/planning-and-development/>
Simon Amstutz, AONB Manager, 28 Feb 2019 simon.amstutz@suffolk.gov.uk
www.suffolkcoastandheaths.org www.dedhamvalestourvalley.org

Calor Rural Community Fund

The Calor Rural Community Fund has returned for 2019, bigger and better than before!

Home energy provider, Calor, is offering deserving community projects the chance to win a total of **21 grants**, with prize pots ranging from **£1,000** to **£5,000**.

Rural communities off the mains gas grid can now submit their projects for funding, with previous winners including playground and village hall refurbishments, instruments for music banks and equipment for sports clubs.

Now, Calor is encouraging anyone who thinks their project may be eligible to come forward and submit an application for consideration to this year's fund.

Start spreading the news

We want to get the news out about the fund to as many communities, projects and people as possible, and that's where we need your help! By mentioning the fund in your local parish council newsletter or by placing information on your noticeboard, you could start the ball rolling for great change in your community.

We would be more than happy to produce a short piece of copy or supply any additional information for you to use in your communications.

Alternatively, please find the Calor Rural Community Fund leaflet below, available to download, print and display, or circulate electronically.

Finally, we'd like to say thank you for taking the time to read this email and for taking any future actions for the fund. We really do appreciate your help in promoting the scheme to rural communities across the UK.

Waldringfield Parish Council

For any questions or future information, please contact Natalie Isherwood or Lauryn Mellor on **01785 255146** or email natalie.isherwood@edsonevers.com or lauryn.mellor@edsonevers.com.

This year's Calor Rural Community Fund is now open for applications and will close on **29th April 2019**. To find out how you can take part, please visit our [Calor Rural Community Fund website](#).

East Suffolk Council

Suffolk Coastal District Council and Waveney District Council have worked in partnership for the last ten years, successfully sharing resources and a single officer base. We are excited to announce that we are now taking the next logical step in that partnership arrangement.

As you are a supplier of Suffolk Coastal District Council, we hereby give notice that **on 1 April 2019**:

1. by the East Suffolk (Local Government Changes) Order 2018:
 - (a) **East Suffolk Council** will be created; and
 - (b) Suffolk Coastal District Council and Waveney District Council will cease to exist;
2. by regulation 9 of the Local Government (Boundary Changes) Regulations 2018, **all property, rights and liabilities of Suffolk Coastal District Council and Waveney District Council shall vest in, and transfer to, East Suffolk Council**. This will include, without limitation, all subsisting rights and liabilities under any contract with Suffolk Coastal District Council and/or Waveney District Council; and
3. **from 1 April 2019**; any invoices, notices and other correspondence must be sent to the following address, using any existing council reference number(s) and contact names:

East Suffolk Council, Riverside, 4 Canning Road, Lowestoft NR33 0EQ

4. **the registered office** for East Suffolk Council will be East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT.
5. **for goods and services** provided prior to the 1st April 2019, invoices should be dated prior to 1st April 2019 and addressed to Suffolk Coastal District Council.
6. **for goods and services** provided on or after 1st April 2019, invoices should be dated on or after 1st April 2019 and addressed to East Suffolk Council

Please take action on this notice – please update your records and address any invoices and other correspondence to **East Suffolk Council** as notified above **from 1 April 2019** to ensure a smooth transition and enable any payment due to be made.

Please see the explanatory notes for suppliers on our website for more detail and links to the Order and Regulations referred to above.

<http://www.eastsuffolk.gov.uk/yourcouncil/new-single-council/>

Regards

Simon Taylor
Chief Finance Officer and Section 151 Officer
For and on behalf of Suffolk Coastal District Council and Waveney District Council

SALC

A SALC bulletin of 25th February, forwarded to Councillors, gave information about purdah/pre-election period.

As part of the SALC bulletin of 6th March, there was information about the changes to school transport...:

For transport in September 2019 and all future years, families whose child/ren are eligible for SCC funded school travel will need to opt-in to receive their transport. This is a change from previous years.

This important change means that parents whose children are eligible will have to opt-in **by 31 May** each year for school travel to be provided in the following school year as this will no longer be provided automatically.

This includes:

- *Those currently eligible and who have SCC funded school travel under the old policy arrangements because they will be in Year 1 to Year 6, or Year 8 to Year 11 in September 2019 (and have not moved address) or

- *are eligible under the new travel policy.

...and grants available from Persimmon Charitable Foundation:

Leading UK housebuilder Persimmon Homes has become an official partner of Team GB and will support the organisation for the next three years through to Tokyo 2020 and beyond.

At the heart of the new partnership is Persimmon's new £1million-a-year nationwide funding scheme, Building Futures, which the housebuilder has officially launched.

Team GB will support the Building Futures programme, which aims to assist community sports, education and arts and health initiatives for under 18s.

The scheme is being delivered through the Persimmon Charitable Foundation, which last year donated £620,000 to support children's sport.

Building Futures is even more ambitious than last year's scheme and is aimed solely at community projects for under 18s and targeted at grassroots sports groups, community groups dealing with physical and mental health issues and awareness as well as arts and education projects.

Locally, a total of 128 grants of £1,000 will be awarded each year across Persimmon's 31 regional businesses and its head office to improve facilities and the delivery of vital grassroots community projects.

Three initiatives will go on to win £100,000 each through a national award scheme voted on by the public.

In each sector – Sport, Health and Education – as well as the £100,000 first prize, there will be a £50,000 second prize and a £20,000 third prize, while a further 87 shortlisted projects will each receive £5,000.

The Clerk has sent information about the Persimmon grants to Waldringfield School.

On 8th March, an email from SALC included a Legal Briefing from NALC about GDPR regulations regarding planning. The email also contained the following information:

On 30 January the Committee on Standards in Public Life published its long awaited review on local government ethical standards. NALC legal attended the report launch. The committee recommended, amongst other things, the introduction of a single national (but non-mandatory) code. You can read the report [here](#) NALC will be considering how best to engage with the process.

Related to the launch we are updating the NALC disciplinary and guidance procedure, also in light of the *Ledbury* judgment. We are also working on guidance for dealing with employee complaints involving councillor conduct. We will update you in due course.

NALC

Emails dated 15th, 22nd and 28th February, and 1st, 6th and 8th March were forwarded to Councillors (newsletter and Chief Executive's bulletins).

Previous Clerk

The previous Clerk holds two filing cabinets, measuring 18 x 25 x 62 inches. The Clerk wrote to the Village Hall, to enquire about storage space, however, none is available.