



# Waldringfield

## Parish Council

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### 1757 Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> August 2019

**In attendance:** Councillors Elliot, Lyon, Gold and Matheson  
4 members of the public  
**Clerk:** Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Kay (holiday), Cllr Archer (holiday), Cllr Reid (holiday), SCC Cllr O'Brien, ESC Cllr Kerry, ESC Cllr Allen.
2. To **RECEIVE** declarations of interest – Cllr Lyon (item 9, non-pecuniary – School Road/Sullivan Place/verges project).

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor – none.

#### **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.**

A member of the public asked councillors for clarification about the latest Eureka planning application variation of conditions. Cllr Elliot outlined the two conditions the developer is seeking permission to vary. Condition 2 relates to building design: the developer wants to use the design of the buildings proposed in the application which is currently at appeal stage, rather than the design which has already been permitted. The new drawings show extra garden for property three, rather than garages. Condition 5 currently prohibits occupation before highway improvements have been made: the developer wants to remove this condition. The member of the public expressed concern that the extra garden may encourage a future planning application.

Another member of the public commented that the footpath sign is still down at the crossroads. Cllr Gold advised that SCC is aware. This person also expressed concern about the continuing blockage of the bridleway (009). Dead geese have been spotted here, along with unattended fires (left in a cage). Electric fences have been erected with no warning signs. In the latest strong winds, one of the pig arks on the bridleway was lifted and thrown close to the road. A hedge (possibly planted by Suffolk County Council) next to the bridleway has been blocked in by fencing, to keep geese. Cllr Matheson agreed to speak with the smallholder. Cllr Gold will also write to update SCC (copying in the Clerk).

Another member of the public commented about the faded school signs and fading of the Mill Road sign. The Clerk reported that the two school signs are due to be replaced by Highways.

3. To **RECEIVE** reports from:  
SCC Cllr Patricia O'Brien  
A written report was received in advance of the meeting (see supporting documents).  
ESDC Cllrs Richard Kerry & Melissa Allen  
No report (East Suffolk Council holiday period).  
Suffolk Police  
The Clerk downloaded and circulated the latest SNT newsletter, and the interactive crime map data (see supporting documents).
4. To **ELECT** a vice-chair – due to a reduced number of councillors present, all agreed to defer this to the next meeting.
5. To **APPROVE** the minutes of the Extraordinary Parish Council Meeting held on **23rd July 2019** – acceptance was proposed by Cllr Gold, seconded by Cllr Lyon and agreed by all present.
6. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **9<sup>th</sup> July 2019** – see supporting documents; no further comments.
7. To **CONSIDER** a response to the proposed removal of the phone box in Mill Road (by 14<sup>th</sup> August) and to **DISCUSS** the possible adoption, if removed – after discussion, it was felt that the BT phone kiosk is no longer a vital means of communication, due to a proliferation of home and mobile phones – proposed by Cllr Elliot, seconded by Cllr Lyon and agreed by all. The Clerk will accept the proposed removal on the consultation return to Planning. Councillors discussed the

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possibility of adopting the kiosk. Concerns were expressed about ongoing upkeep and maintenance. Councillors considered a new purpose for the box. Although a member of the public had written to suggest it could hold information, it was felt that the village already provides such space via noticeboards in more relevant locations (ie Church Field, Village Hall). Other than the Parish Council, registered charities could adopt the box, however, only the Village Hall and Church Field are registered. Councillors agreed that the Parish Council does not wish to adopt the kiosk.

8. To **CONSIDER** Planning Applications for **COMMENTS** –

**DC/18/4880/FUL Discharge of Condition Nos. 4, 6 & 7, Mickey's Field, School Road** – since publication of the agenda, this application has been permitted.

**DC/19/3031/VOC Variation of Conditions 2 & 5 of Planning Permission**

**DC/17/1055/FUL, Eureka, Cliff Road** – Demolition of existing dwelling. Erection of three dwellings and garages. Alterations to existing access. Statutory consultation expiry date is 28<sup>th</sup> August. Cllr Elliot reiterated her clarification about the variation of conditions being sought. It was felt by councillors that the new drawings effectively constitute a new application rather than a variation of conditions, as they are different to the permitted application. Councillors expressed concern about the 'extra garden', which will be open to possible future development. Councillors considered the response from Highways, which recommends sufficient space for onsite parking and manoeuvring. Cllr Elliot proposed to repeat the Parish Council's previous objections, vehemently objecting to the removal of condition 5, due to serious safety concerns; seconded by Cllr Gold and agreed by all. Cllr Elliot to draft a response for agreement, for the Clerk to send to Planning.

**DC/19/3058/DRC Discharge of Condition No. 4 of DC/19/2123/FUL, Deben View, Mill Road** – since publication of the agenda, this application has been permitted.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda – none.

To **NOTE** any application decisions received – see supporting documents.

To **RECEIVE** any other planning information –

**Brightwell Lakes** – Cllr Elliot informed councillors that the variation of condition 34 of the development was approved by the Planning Committee. This permits the Ipswich Road entrance to be constructed first, to allow up to 200 houses to be built before construction of the A12 entrance point.

**DC/19/2065/FUL (proposed development of Waldringfield Golf Club)** – from Planning: 'Planning application DC/19/2065/FUL has been before the planning referral panel as the application received support from Sport England and is being recommended for refusal by the Planning Officer. The referral panel decided that the application has a complex history and due to the various issues within the current proposal, should be debated by planning committee. It is therefore proposed that the application will be presented to the South Planning Committee on the 24th September.'

9. To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters. This will include considering the purchase of repeater signs or 'speed kills' posters to prevent empty SID posts; discussion about the wildflower patch in School Road/Sullivan Place (part of the 'verges' project); and discussion following a complaint received about an overgrown blackberry bush on the corner of School Road and Cliff Road.

**SID posts** – Cllr Lyon expressed concern about more signs being erected in the village. Cllr Elliot confirmed it is a condition of the agreement with SCC that SID posts will not be left bare. The repeater signs are relatively small (300mm). It was felt that the larger 'Speed Kills' signs are not necessary. Cllr Gold proposed requesting the small repeater signs for the two bare posts (at approximately £30 apiece), seconded by Cllr Lyon and agreed by all. The Clerk will write to Highways. As one of the posts was funded by the Parish Council, she will ask if the fee for this repeater sign can be waived.

**School Road/Sullivan Place/verges project** – Cllr Lyon questioned the Parish Council's continuing support for the verges project in this residential location, as several objections have been expressed over time – complaints have been received about the area appearing scruffy. Cllr Lyon felt that projects such as this require active management, but cutting has fallen to her husband to do. The long grass, as well as being unsightly, has encouraged dog fouling. Councillors opined that many village residents are already doing their part in actively encouraging wildlife and sites such as Church Field are more appropriate to leave to go to seed. Cllr Matheson

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proposed that the Clerk writes to Norse, to ask for the grass to be cut to a uniform level on their regular schedule – no longer leaving the longer patches; seconded by Cllr Elliot and agreed by all, with one abstention. Councillors considered the spring bulbs and thought it pertinent to 'wait and see' when the flowers are in bloom.

**Blackberry bush** – this is overgrown and obscures the corner of School Road and Cliff Road. While discussing the matter, a member of the public volunteered to cut it back, together with councillors Lyon and Gold. Councillors expressed their gratitude. At this point, the Clerk outlined the SCC 'Self Help Scheme', which councillors may like to consider. Cllr Gold queried whether there may be a tree stump hiding underneath the bush.

**Footpaths** – the Clerk asked Cllr Gold when the next cut is usually made. This was believed to be mid-September.

10. To **CONSIDER** possible improvements to the playing field – all agreed to defer this matter, until possible responses have been received, following publication of the newsletter.

11. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan, including the requirement to produce an accessibility statement for the website by 23<sup>rd</sup> September 2020; a possible review of the format of the Annual Risk Assessment; and to consider a Sickness & Absence Policy.

**Accessibility Statement** – the Clerk provided information from the recent Clerks' Networking. The Parish Council's website is hosted by Community Action Suffolk, which developed its template to comply, although changes made by individuals may negate this. Awaiting further guidance (ie statement template) from NALC.

**Annual Risk Assessment** – the Clerk confirmed there is no standard document available. Cllr Lyon agreed to look at the current document along with the Clerk, to check its relevance.

**Sickness & Absence Policy** – Cllr Elliot to produce.

## 12. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any – none received.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. Cllr Matheson signed the one cheque. No other signatory was present so the Clerk will post to Cllr Kay, to sign when he returns from holiday.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation – Cllr Gold scrutinised the documents and proposed acceptance, seconded by Cllr Elliot and agreed by all.

To **CONSIDER** the 'renewal risk presentation' received from the Parish Council's insurance broker, to check the level of cover is adequate before renewal (by 31st October) – Cllr Elliot proposed that councillors check the document and discuss the matter more fully at the next meeting, seconded by Cllr Gold and agreed by all.

13. To **CONSIDER** any correspondence received before the meeting – see separate list. There was some discussion about the build up of rubbish at the bottom of the steps next to Waldringfield Sailing Club; it was not felt necessary to request an extra bin. The Clerk will continue to report any issues arising to Norse. Councillors discussed an email sent before the meeting (abridged): 'interesting to see that there is some government action on issues like swift boxes etc. Gives our local guidelines more force – have these been brought to the attention of builders and developers working in the parish?'. Councillors agreed that the Clerk will reply that it is not for the Parish Council to dictate to builders and developers; the Parish Council has updated its Landscape & Wildlife and Planning Policies, to include suggestions by the Waldringfield Wildlife Group, and will refer to these, if relevant, when responding to planning applications.

14. **PARISH MATTERS** for the next meeting – not discussed.

**The Chair closed the meeting at 21.20.**

## REVIEW OF ACTION POINTS FROM THE MEETING

**Bridleway** – Cllr Matheson to speak with the smallholder. Cllr Gold to update Martin Williams at SCC (copying in the Clerk).

**Proposed Removal of Mill Road Phone Kiosk** – the Clerk to write to Planning, to accept the proposal and advise that the Parish Council does not wish to adopt the kiosk.

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**DC/19/3031/VOC Variation of Conditions 2 & 5 of Planning Permission DC/17/1055/FUL, Eureka, Cliff Road** – Cllr Elliot to draft a response for agreement; the Clerk to send to Planning by 28<sup>th</sup> August.

**SID posts** – the Clerk to ask Highways for repeater signs, for the two bare posts.

**School Road/Sullivan Place/verges project** – the Clerk to ask Norse to cut to uniform length.

**Blackberry bush** – Cllr Gold and Cllr Lyon to assist in cutting back.

**Community Self Help Scheme** – to consider?

**Risk Assessment** – the Clerk and Cllr Lyon to consider what is necessary.

**Sickness & Absence Policy** – Cllr Elliot to do.

**Insurance Policy** – Councillors to consider renewal risk presentation.

**Correspondence** – the Clerk to reply to the member of Waldringfield Wildlife Group.

**AONB (deferred from July, ongoing)** – to discuss the offer from the AONB officer of a meeting about a possible boundary sign at the Waldringfield Heath crossroads.

**Tree Charter** – to consider?

## SUPPORTING DOCUMENTS

### ITEM 3

To **RECEIVE** reports from SCC Cllr Patricia O'Brien, East Suffolk Cllrs Melissa Allen & Richard Kerry and Suffolk Police

#### Suffolk County Council Report for August

Communities are being invited to have their say on the Green Access Strategy – Rights of Way Improvement Plan. The plan, which looks at rights of way access up until 2026, details why green access is so relevant to Suffolk's population and its visitors, and it focuses on how green access can benefit quality of life.

On 10 July 2019, an event was held at one of Suffolk's most sustainable business centres to celebrate the carbon reduction efforts of over 400 Suffolk and Norfolk businesses. Lord Deben, founder of Suffolk's Creating the Greenest County partnership in 2007, was a guest speaker. Professor Nic Bury, Professor of Environmental Toxicology at the University of Suffolk, was also a guest speaker at the event, and said: "This event recognises the excellent work businesses in Suffolk are making in reducing their carbon footprint to Create the Greenest County. These organisations are inspirational and show what can be achieved. We face numerous environmental issues, widespread environmental pollution and biodiversity loss".

On 5 July 2019, the Ipswich Northern Route Consultation began. Eleven drop-in sessions were held throughout July where members of the public could find out about the project and speak with the team. The three potential routes for a new east/west link between the A12 and A14 corridors are:

- An inner corridor from Martlesham to Claydon
- A middle corridor from Woodbridge to
- An outer corridor from Melton to the A140 near Needham Market

The consultation information and questionnaire are available at [www.ipswichnorthernroute.org.uk](http://www.ipswichnorthernroute.org.uk) and the consultation will run until Friday 13 September 2019.

PATRICIA O'BRIEN

#### Police Report

The interactive crime map for May shows a burglary in Ipswich Road.

The interactive crime map for June shows 'antisocial behaviour' and 'drugs' on or near the parking area for Waldringfield Golf Club.

The latest online newsletter includes the following under 'Ipswich East':

*The East Ipswich Safer Neighbourhood Team have had a busy start to the summer months and their time has in the main been spent on tackling anti-social behaviour. Operation Parkland commenced on 15th July 2019. This local policing initiative sees officers patrol parks and open spaces known to be "hot spot" areas that are mostly affected by anti-social behaviour. These patrols are carried out day and night by prioritising resources. We have engaged with communities by speaking to people at events and holding 'street meets' in the area. We have listened to local residents and we continue to work with partner agencies to alleviate the distress and upset that anti-social behaviour causes and we understand how it can impact on your quality of life.*

*The Felixstowe Safer Neighbourhood Team priorities continue to focus on working with other agencies to prevent vulnerable people being 'cuckooed' where they are exploited by drug gangs who take over their properties for their own gain. Elsewhere, PCSO Ben Sagi is fully funded by Felixstowe Town Council and he has been visible in the town centre promoting safe and legal parking. He has also been engaging with young people in schools and at the local skate park.*

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*The Woodbridge Safer Neighbourhood Team have been actively promoting crime prevention in relation to domestic burglaries in rural communities. During the summer months residents are reminded to secure their properties appropriately when inside and when leaving their homes. PCSO Gemma Read is the funded PCSO for Rushmere St Andrew and Kesgrave. Gemma has been liaising with the Safer Neighbourhood Team officers regarding the mopeds that have been causing a nuisance in Kesgrave and co-ordinating patrols to tackle the issue and identify the riders.*

*As the Community Engagement Officer I will continue to keep you informed on what is going on in your area by attending local events, schools and on social media.*

For information, PC Rachael Partridge is the Community Engagement Officer. The Inspector is Sally Henderson.

## ITEM 6

**MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **9<sup>th</sup> July 2019**

**File Storage** – Cllr Kay to clarify period of storage with Mr Barclay.

**Insurance** – the Clerk to check the council's insurance cover matches that of the Green Book's compensation payments in respect of Clerk's work injuries. DONE. SUFFICIENT COVER.

**DC/18/3623/FUL Eureka appeal APP/J3530/W/19/3229396** – Cllr Elliot to draft a response for circulation and approval, and forward to the Clerk to lodge before 17th July. Possible inclusion of SID data. DONE.

**Paper Planning Applications** – the Clerk to write to Planning, to object to the removal of paper plans. DONE. NO RESPONSE.

**Footpaths** – Cllr Gold to write to Martin Williams at SCC, to enquire about the low-hanging branch in Sandy Lane and TO report the ongoing problems with the obstruction of the crossroads bridleway. DONE. SEE ITEM 9.

**Long Grass** – Cllr Kay to ask Christine Fisher-Kay for advice about the best time to cut Sullivan Place and the playing field. DONE.

**Sickness & Absence Policy** – to be investigated. ONGOING.

**Bank** – Cllr Reid to take form to Barclays, to become an additional signatory.

**Risk Assessment** – the Clerk to investigate best practice. ONGOING.

**Playing Field** – the Clerk to investigate Play Space grant (ESC) and Enabling Communities grant, include an article in the next newsletter, and contact the school for their thoughts. ONGOING.

**Newsletter Delivery** – Cllr Kay to add the school to the delivery round. DONE.

Offer from the AONB officer of a meeting about a possible boundary sign at the Waldringfield Heath crossroads. ONGOING.

## ITEM 7

To **CONSIDER** a response to the proposed removal of the phone box in Mill Road (by 14th August) and to **DISCUSS** the possible adoption, if removed.

Two comments have been received:



*'The boxes increasingly are used by villages when decommissioned for all sorts of things. It's not that well situated currently but I would hope the village could find another use for it – ie information about the village, the river, its wildlife, local walks etc, someone might come up with some really novel idea. So I vote let's keep it and put it to the village and community groups to make suggestions for its potential use. Although we don't have to have a use just keep it as an historic artefact.'*

*I wasn't even aware it worked, also why can it not be offered to Village Residents for £1.*

## ITEM 8

To **NOTE** any application decisions received

**Non Material Amendment of DC/18/4932/FUL Wayside, Cliff Road (DC/19/2368/AME)** – Extension to rear of property, side 2 storey extension, enlarged ground floor living area, extra bedroom at first floor level. Application permitted.

**DC/19/2123/FUL Deben View, Mill Road** – Proposed demolition of existing 2-storey detached dwelling to be replaced by new 2-storey dwelling and integral garage including all new landscaping works. Application permitted.

**Non Material Amendment of DC/18/4880/FUL Mickey's Field, School Road (DC/19/2579/AME)** – New dwelling on freehold land; to change the approved wall and roof finishes. Application permitted.

**DC/19/2285/FUL Crow Cottage, Cliff Road** – Internal alterations, new porch, new cladding and driveway reconfiguration. Application permitted.

**DC/19/3058/DRC Discharge of Condition No. 4 of DC/19/2123/FUL, Deben View, Mill Road** – Proposed demolition of existing two-storey detached dwelling to be replaced by new two-storey dwelling and integral garage, including all new landscaping works; implementation of a programme of archaeological work. Application permitted.

To **RECEIVE** any other planning information.

### **Cllr Kerry's response to 'Orwell Green' was forwarded to councillors:**

*DC/19/1988/OUT Orwell Green*

*As ward Councillor I fully support all the Parish Councils who have made a submission against this application.*

*I will not duplicate their points apart from the following.*

*This application is purely speculative, it is not included in the current plan or the new version soon to be put before the Government Inspector for the test of soundness, so it should be refused on this alone.*

*Richard Kerry*

*Cabinet Member for Housing.*

*Ward Member Orwell and Villages*

### **From Ben Woolnough, regarding Brightwell Lakes:**

*Members of Waldringfield Parish Council will be aware from the recent Brightwell Lakes Community Forum that I was due to take this Variation of Condition 34 application to committee. I have now written this up and it will be presented for consideration at the South Committee on Tuesday 23<sup>rd</sup> July at 2pm. The report is available on the website.*

Cllr Elliot clarified, for the Clerk, that the report is to be found in the last section of the documents for the meeting on 23<sup>rd</sup> and not on the DC/17/1435/OUT section of the ESC website.

In summary:

*This application seeks to vary condition 34 of the Outline planning permission DC/17/1435/OUT which is a condition relating to the timing of completion of vehicular access points serving the site. Currently the condition seeks to deliver the main site access onto the A12 and the western access of Ipswich Road prior to the first dwelling being occupied. The variation sought would change the trigger points for completion of the accesses to allow the western Ipswich Road access to be provided first, enabling up to 200 dwellings to be built in a southern part of the site as part of the first phase of development without the completion of the A12 access.*

*This change in the trigger points would affect only the first 200 dwellings and the consideration is limited to the effect of the occupation of those homes via one Ipswich Road access. Specifically the only relevant effects are those on the highway network and the effect on the establishment of this new community.*

*The application has been referred to the Planning Committee by the Head of Planning because of the significance of this Outline planning permission and site and because that application was previously determined by the (Suffolk Coastal) Planning Committee.*

*The Highway Authority raises no objection to this variation and it is seen as important to enable the 2000 homes and substantial infrastructure to be delivered in a timely manner. The variation of Condition 34 is therefore recommended for approval.*

## ITEM 9

To **CONSIDER** and receive updates/reports on public rights of way, verges and road safety matters. This will include considering the purchase of repeater signs or 'speed kills' posters to prevent empty SID posts; discussion about the wildflower patch in School Road/Sullivan Place (part of the 'verges' project); and discussion following a complaint received about an overgrown blackberry bush on the corner of School Road and Cliff Road.

### Footpath 36

The Clerk wrote to Planning:

*Waldringfield Parish Council acknowledges that the application DC/19/2123/FUL (Deben View, Waldringfield) has been permitted but would like to highlight a factual error in the Report for Delegated Planning Application.*

*On page 6 of the document, under the Case Officer Report – Site & History, it states: 'A public footpath runs along the northern site boundary...'. Yet on page 10, under Officer Considerations – Landscape, it states: 'There seems to be some question as to whether the path just outside the northern site boundary is a lawful right of way.' Waldringfield Parish Council would like to clarify that this footpath is indeed a lawful right of way – footpath number 36 on the definitive PROW map. I attach a copy for your reference.*

The response received:

*Many thanks for your email, which has now been noted, sorry for the confusion within the report. Whilst the footpath was not formally noted under the landscape section the views from it were considered as part of the overall consideration and it would not have materially altered the outcome of the application had it been noted in this section. The views have been protected under condition 8 with regards to the newly planted hedgerow.*

### Bridleway Obstruction

Report Number: 245550

Report Location: Bridleway 009, Waldringfield

Thank you for your recent report.

We can now provide you with the following update,

Draft until signed

Ian Kay 10/09/2019

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*We are aware of the situation and will be writing to the landowner regarding the issues identified to resolve this issue.*

## **SID Posts**

From Craig Daley, Apprentice Civil Engineer.

*Apologises for the delay, this has only come to my attention. Just to let you know Dan has moved to a new role and I am overseeing SIDs and Signs for a temporary basis.*

*With regards to your bare SID pole, there is a poster called 'Kill your speed'. I am not sure as to when these would become available as we are waiting for these. A 30mph repeater sign is an option but this needs to be eligible. A repeater sign can be installed as long as the SID will still meet its requirements of its mounting height.*

*If you do require a new sign then this would come from the Parish Councils budget.*

*Please confirm which option you would like to do.*

*Finally, in regards to the faded school sign. Is this located on Cliff Road, Waldringfield? If so an order has been raised to get this replaced.*

The Clerk replied:

*Re. small repeater signs to avoid a bare pole – can you please confirm the cost of one? For reference, can you also please provide the cost of a 'kill your speed' sign? Do you have the measurements of each option?*

*Re. faded school signs – there is one in School Road and another in Cliff Road. Thank you for arranging their replacement.*

Craig replied:

*I can confirm a small 300mm repeater sign will cost approximately £30.*

*Please find attached a 'Kill your speed' poster, if you can confirm this is the poster you require.*

*Regards to School Road and Cliff Road, I can confirm these are going through Health and Safety checks before works can be ordered. My plan is to carry out get these together.*



The Clerk replied:

*Thank you for your reply, and for arranging the replacement of both school signs.*

*Waldringfield Parish Council has previously agreed on the small repeater signs for the bare SID poles, however, the PC was not aware there would be a cost. So that the PC can make an informed decision at its next meeting (on 13th August), can you please confirm what the 'speed kills' poster would cost instead of a repeater sign?*

*In your email of 15th July, you write 'A 30mph repeater sign is an option but this needs to be eligible. A repeater sign can be installed as long as the SID will still meet its requirements of its mounting height.' A purely hypothetical question at this stage, but what if the repeater sign would negate the required mounting height? Could the poles remain bare, even though the memorandum of agreement stipulates against this? Similarly, is there a potential issue of the 'speed kills' poster negating the required mounting height, or is that mounted differently?*

Craig replied:

*I can confirm the 'Kill your speed' posters will cost around £42 including sign attachments.*

*Sorry for not making this clear. Normally, when a SID is attached to a post which already has 30mph repeater plates attached to it a post extension can be applied so the required mounting height for the signs would be still be correct. In regards to the 'Kill your speed' posters, these will be attached to the post which is bare. The SID device and the Kill your speed poster will swap so there wold never be a bare post, so the kill your speed poster should never effect the mounting height. I hope this makes sense. If you have any further questions please ask.*

Cllr Reid gave the following information to the Clerk:

*The two poles that are left bare are the ones newly installed in Mill Road and opposite the garage in School Rd. Extensions will not be needed as the poles are of adequate height.*

*Of the other two SID poles, the one in Newbourne Rd already has a repeater sign and the other in School Rd carries the 20mph max on bend sign. This last pole is the one due to be moved closer to the road with a smaller bend sign fitted.*

## **School Road/Sullivan Place/Verges Project**

Cllr Kay received the following email on 16<sup>th</sup> July:

*I would be grateful if you could forward this to the relevant person in the village. I live in Sullivan Place & I am concerned that the weeds have encroached on what was supposed to be wildflower patches at the corner of Sullivan Place & School Road. This is unsightly, has very few wildflowers so does not serve its purpose. It also reduces the visibility coming out of Sullivan Place, so you have to extend out into School Road, this being dangerous. In my opinion this should a council maintained verge & cut regularly. It looks the same as the overground verges in the village. Views of nearby residents should be considered & there are plenty of wildflowers in our neighbouring countryside, this will make no difference I would appreciate that this strategy be reviewed.*

The Clerk replied:

*Norse is responsible for cutting the grass at Sullivan Place and the Parish Council understands that a cut is due. The long grass was actually discussed at the last Parish Council meeting.*

*With regard to the wildflower patches, for some years now the Parish Council has endorsed the Waldringfield Wildlife Group's 'verges project', with its intention of encouraging wildlife to the area. The Parish Council's current policy is explained in the attached letter from the WWG (from 2017). However, the views of residents are naturally important to the Parish Council and, with that in mind, it is intended that this issue will be discussed at the next meeting, on 13th August.*

*Following the resident's comment 'It also reduces the visibility coming out of Sullivan Place, so you have to extend out into School Road, this being dangerous', Cllr Kay took the following photos. 'They were taken from the driver's seat of my car, at head height, with the car at the give way markings across the junction, i.e. just inside Sullivan Place, not protruding into School Rd.'*



The resident replied:

*I appreciate your response outlining the reasons behind the 'verges' project. Please could you forward my views to the Parish Council and WWG.*

*I had already spoken to East Suffolk regarding the verges in Sullivan Place, they did cut this a couple of days later. However, my concern remains with the verges on School Road, at the end of Sullivan Place. I have attached current photos of this patch, and as you can see, this is far from an attractive patch of wildflowers. Much of this is long dried grass, there are very few wild flowers amongst this as the grass has encroached on the area. I think that this offers little contribution to any wildlife project, there are many more wildflowers in the hedgerows and verges around the locality of the village. This area does cause a problem with sightings alone School Road, where as we are all aware, many cars travel too fast.*

*There are many other opportunities around the village, should the WWG want to plant more wildflowers, such as, for example, around the playing field edges inside and outside the fencing, the Church Field & Mill Road verges.*

*I would appreciate it if this strategy could be abandoned at this site. Other residents in the vicinity agree, and this has been raised previously with a petition.*



The resident further replied:

*With reference to the verges project section at the corner of Sullivan Place and School Road, in addition to previous correspondence, the area has now been trimmed by Norse, I found that in discussion with the workman, he was instructed to cut this to 15cms height, extending above the surrounding grass. This does look tidier, but I am concerned that this will continue to look unsightly and may be allowed to grow long again. Talking to the local residents, there is overwhelming lack of support for a section of the verges project in this location. I am disappointed that previous views and complaints about this patch have not been supported.*

*Reading the document that initially outlined the case for the project around the village, it is evident that this is not sustainable as the areas around the village have not been managed and fail to do our village justice. As the Parish Council and WWG should be aware, the value of such a strategy should be regularly evaluated to assess its success.*

*Again, I would be grateful if this could be forwarded to the relevant parties to be considered during the discussion at the Parish Council meeting. I would like to attend the meeting, but on this occasion*



# Waldringfield Parish Council

*unfortunately I cannot attend. I would be grateful if I could receive a copy of the minutes of the meeting*

An email was received from Christine Fisher Kay, Tree Warden and Wildlife Group Verges Project member:

*I write with reference to item no. 9 on the agenda for 13th August re management of verges at the junction of Sullivan Place and School road. This is part of the verges project which has been supported by the parish council for some years.*

*The areas which are left long through the summer form a resource for insects and birds which feed on them and the seeds. There have been many flowers this year especially the ox eye daisies in May-June and later on the yarrow, which are all good for butterflies, moths and other insects. Butterflies are frequently seen there. Grasses are also important food plants for many moths and other species.*

*In view of the drastic losses suffered by wildlife nationally largely due to habitat loss (as in intensive farming) I think Waldringfield should be proud of the efforts made in the village to help wildlife in whatever ways we can. It has been encouraging that since the verges project was started over 10 years ago, more and more privately owned verges around the village have also been allowed to grow long and develop wild flowers. There is much more awareness of the downward trend of wildlife populations referred to in so many newspaper articles and TV programmes.*

*Recently Waldringfield Wildlife Group were asked to contribute an article on the verges project to Suffolk Biodiversity Information Service (SBIS) online journal , see the Spring 2019 edition [https://issuu.com/suffolknaturalistsociety/docs/sbis\\_newsletter\\_spring\\_2019\\_final](https://issuu.com/suffolknaturalistsociety/docs/sbis_newsletter_spring_2019_final).*

*This year there were such alot of ox eye daisies that I personally thought if we had cut them all down in mid June there would have been complaints. They were followed by lots of white Yarrow flowers. The NORSE team have previously advised that they prefer to cut when the flowers have set seed so the seed is dispersed. Cutting too soon and too short can encourage the grasses at the expense of the flowers. Therefore we now ask for the cut in summer to be to 15cms which will then re-grow, but not very much before late autumn when it is all cut short. This then continues to be a resource for insects, birds and hedgehog foraging.*

*Many people have said they enjoy seeing the wild flowers as they walk past.*



Photo at end of June 2019



October 2007 before the project. It still looks like this from October/November until bulbs start in April and cowslips in May.

## Blackberry Bush Complaint

# Waldringfield Parish Council

On Thursday I was cycling to the Post office van, my sight was affected by a large overgrown blackberry bush on the corner of School road and Cliff Road. I feel it should be removed. There are various grass areas around the village which are looking neglected and unkept.

## ITEM 11

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan, including the requirement to produce an accessibility statement for the website by 23rd September 2020; a possible review of the format of the Annual Risk Assessment; and to consider a Sickness & Absence Policy.

By 23<sup>rd</sup> September 2020, council websites will need to comply with international accessibility standard WCAG 2.1. By that date, the PC's website will also need to have published an accessibility statement (which can explain what is not accessible and why). See NALC legal briefing.

From Matthew Morling at CAS:

*We have made all One Suffolk websites to meet the WCAG 2.1 standard. However, there is a lot that any of our users can do to affect this and effectively stop their site meeting the standard – but this is really up to you to correct in that scenario.*

*I've done a quick scan on your site and there is nothing major that has been picked up.*

*We've just produced a new guide on accessibility and things you need to look out for and correct. It is here - <https://www.onesuffolk.net/low-cost-organisation-websites/documentation-and-guidelines>*

## ITEM 12

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

10 August 2019 (2019-2020)

### Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23 Church Field	09/07/2019	1754.10	Barclays Community A	101168	Grant s137/72 or s19 MAP76	Waldringfield Church Field Tr	X	400.00	0.00	400.00
24 Professional Services	10/08/2019		Barclays Community A	101169	Monthly Salary	Rebecca Todd	X	359.66	0.00	359.66
25 Post and telephone	10/08/2019		Barclays Community A	101169	Expenses	Rebecca Todd	Z	5.26	0.00	5.26
Total								764.92	0.00	764.92

10 August 2019 (2019-2020)

### Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
3 VAT Refund	04/07/2019		Barclays Community A		VAT Refund	HMRC	X	1,177.86	0.00	1,177.86
Total								1,177.86	0.00	1,177.86

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 10/08/2019</b>		
	Cash in Hand 01/04/2019		
			12,026.98
	<b>ADD</b>		
	Receipts 01/04/2019 - 10/08/2019		7,941.86
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 10/08/2019		8,413.68
	<b>Cash in Hand 10/08/2019</b> (per Cash Book)		<b>11,555.16</b>
<b>B</b>	Cash in hand per Bank Statements		
	Cash 28/06/2019	0.00	
	Ipswich Building Society 31/07/2019	7,799.20	
	Barclays Community Account 31/07/2019	4,346.08	
			<b>12,145.28</b>
	Less unpresented cheques As attached		590.12
			11,555.16
	Plus unpresented receipts As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>11,555.16</b>
	<b>A = B Checks out OK</b>		

Due to this being the first month of using the accounting package, Scribe, online (rather than the desktop version), unfortunately the Clerk doesn't know how to produce a list of uncashed payments. To clarify, as well as payments due this month, there are two cheques that have yet to be cashed:



# Waldringfield Parish Council

101153 – Community Heartbeat Trust £97.20

101158 – Heelis & Lodge £128

## Waldringfield Parish Council Summary of Receipts and Payments

10 August 2019 (2019-2020)

All Cost Centres and Codes

### A - Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	13,444.00	6,722.00	-6,722				-6,722
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00		-750				-750
31	SCC Footpaths Grant	175.00		-175				-175
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund							
36	Bank Interest	115.00		-115				-115
37	Grants and Donations							
38	Advertising income	300.00		-300				-300
39	VAT Refund							
43	Salary/Expenses Adjustment							
<b>SUB TOTAL</b>		<b>14,784.00</b>	<b>6,722.00</b>	<b>-8,062</b>				<b>-8,062</b>

### B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,684.00	1,343.20	4,341	4,341
2	PAYE/NI							
3	Stationery/Mileage/Etc.				500.00	81.45	419	419
4	Post and telephone				75.00	32.84	42	42
5	Newsletter re 1972 LGA s142				425.00	78.60	346	346
6	Village Hall hire				250.00		250	250
7	Insurance				450.00		450	450
8	Membership Subs re LGA s111				450.00	249.77	200	200
9	Audit				135.00	128.00	7	7
10	Chairman's Expenses				50.00		50	50
11	Training				200.00	40.00	160	160
12	Election Costs							
40	Website/Scribe Fees				310.00		310	310
42	Professional Services				250.00	359.66	-110	-110
<b>SUB TOTAL</b>					<b>8,779.00</b>	<b>2,313.52</b>	<b>6,465</b>	<b>6,465</b>

### C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Handyman's Wages							
14	Grass cutting (field)				780.00	420.00	360	360
15	Mole catching (field)				200.00		200	200
16	Repairs/Maintenance		42.00	42	1,000.00	109.17	891	933
17	Footpath Maintenance				375.00		375	375
18	Locality Grant Spend				750.00	3,125.00	-2,375	-2,375
19	SCC Quality of Life		1,177.86	1,178				1,178
20	SCDC Community Enabling Fund							

Created by  Scribe

Page No. 1

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

10 August 2019 (2019-2020)

41 AONB Grant Payments							
SUB TOTAL		1,219.86	1,220	3,105.00	3,654.17	-549	671

  

D - Grants - s137/72 & s19 MPA71							
		Receipts			Payments		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Net Position
21	General Grants				1,150.00	59.90	1,090
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
SUB TOTAL					2,900.00	1,709.90	1,190

  

F - Miscellaneous							
		Receipts			Payments		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Net Position
26	Miscellaneous						
SUB TOTAL							

  

Summary							
NET TOTAL		14,784.00	7,941.86	-6,842	14,784.00	7,677.59	264
V.A.T.			0.00			736.09	
GROSS TOTAL			7,941.86			8,413.68	

To **CONSIDER** the 'renewal risk presentation' received from the Parish Council's insurance broker, to check the level of cover is adequate before renewal (by 31st October).



## Renewal Risk Presentation for Waldringfield Parish Council

The policy for Waldringfield Parish Council is due for renewal on 31st October 2019. The information contained within the following risk presentation and any other additional information provided subsequently, will be used to calculate the premium, terms and conditions of your renewal invite. Your renewal invite will be issued approximately 4 weeks prior to your renewal date.

**If any of the information is incorrect; please advise by return with the correct information and we will use this information to obtain renewal terms for Waldringfield Parish Council.**

Contact: Mrs Rebecca Todd  
Correspondence Address: 5 St Georges Terrace  
Church Road  
Felixstowe  
Suffolk IP11 9ND

Business Description: Parish Council  
Population: 1000  
Long Term Agreement Expiry Date:

Employee Reference Number (ERN) Status: Are you currently exempt Yes/No **If No, please confirm your ERN number: 120/XA56971**  
Please see the attached guide to Employers Liability legislation, this should help to clarify your responsibilities.

### Events

Please confirm all events that Waldringfield Parish Council are the sole organiser of and confirm the following information;

- Type of event i.e. Summer Fete
- Numbers attending
- Brief description of the event
- Confirmation that all third parties have their own insurance and a risk assessment will be in place

Please note all bonfires and fireworks need to be referred to the office (even if they were referred in previous years) at **least 14 days prior** to the event with a risk assessment and confirmation of the distance from the bonfire and/or fireworks from the nearest building.



In addition the following sums insured are provided as part of our core sums insured package, please refer to the column for Inspire in respect of the current cover provided for Waldringfield Parish Council:

		Core Sums Insured/Limits			
Area of Cover		Inspire via Axa	Hiscox	Ecclesiastical	Aviva
<b>Public Liability</b>		£10,000,000	£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000	£5,000,000
	Libel & Slander	£500,000	£500,000	£250,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	No	£250 each
<b>Employers' Liability</b>		£10,000,000	£10,000,000	£10,000,000	£10,000,000
<b>Officials &amp; Trustees Liability</b>		£500,000	£500,000	£500,000	£500,000
<b>Employee Dishonesty</b>		£150,000	£150,000	£150,000	£150,000
<b>Legal Expenses</b>		£500,000	£100,000	£250,000	£100,000
<b>Personal Accident</b>		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw	£50,000/£250pw
<b>Property Damage</b>					
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000	£5,000
<b>Business Interruption</b>					
Including	Loss of Revenue	£10,000	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to max 26 weeks	£400pw up to max 26 weeks
<b>Contents (away from premises)</b>		£5,000	£5,000	£5,000	£5,000
<b>Money</b>		£2,500	£1,000	£1,000	£1,000
<b>Internet &amp; Email</b>		£500,000	£50,000	No	No
<b>Crisis Management</b>		£500,000	£25,000	No	No
Please note the core sums insured cannot be reduced, however should you wish to increase the amount please contact us.					

## ITEM 13

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

*On behalf of the Committee members of Waldringfield Village Hall Trust I would like to thank you most warmly for our grant of £500 from the Parish Council.*

*In view of the ever increasing costs involved in running the Hall for the benefit of the residents, particularly services such as water, heating and electricity, we are most grateful.*

*It has always been traditional for the Secretary to write a letter of thanks to the Council but in view of the environmental concerns these days I hope you will accept this digital letter as our token of appreciation*

*Again, many thanks  
Yours sincerely  
Marian Bradley  
Secretary  
Waldringfield Village Trust*

The latest Sizewell C newsletter/information about the Stage 4 Public Consultation was circulated to councillors.

The AONB Monthly Update was forwarded to councillors.

An email was forwarded to councillors about the Suffolk Preservation Society 10-year manifesto:  
<http://www.suffolksociety.org/moderator/uploads/Manifesto%20-%20FINAL%20-%20pdf%20for%20website.pdf>

Information was forwarded to councillors about the Green Access Strategy Consultation (ends 20<sup>th</sup> Sept):

*Consultation launches on the county's Green Access Strategy*

*Communities are being invited to have their say on the Green Access Strategy - Rights of Way Improvement Plan as part of a ten-week consultation held by Suffolk County Council (SCC).*

*The county council, under the Countryside and Rights of Way Act (2000) is required to put together this plan which identifies changes that will improve rights of way provision for walkers, cyclists, horse riders and those with mobility problems.*

*The plan, which looks at rights of way access up until 2026, details why green access is so relevant to Suffolk's population and its visitors, and it focuses on how green access can benefit quality of life. SCC built the strategy on previous work, research and engagement with a range of consultees, such as the Suffolk Local Access Forum, parish councils, local businesses, landowners, users and non-user groups.*

*The public consultation opened on the 8th July 2019 and runs until Friday 20th September. The consultation will provide the council with final feedback before the plan is presented to cabinet later this year.*

*Councillor Mary Evans, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Issues said;*

*"The Green Access Strategy represents our commitment as a council to make the very most of the rights of way network and to provide our residents, our business community and our visitors an array of different and innovative opportunities to use, enjoy and benefit from green access."*

# Waldringfield Parish Council

To find out more about the consultation and how you can have your say visit:  
[www.suffolk.gov.uk/rowip](http://www.suffolk.gov.uk/rowip)

A paper copy of the survey can be requested by calling, 0345 603 1842 or emailing [discoversuffolk@suffolkhighways.org](mailto:discoversuffolk@suffolkhighways.org) or you can take the survey over the phone by calling 0345 603 1842.

The latest ICO newsletter was forwarded to councillors.

SALC forwarded the following information:

*Dear member council,*

*Re: Review of governance arrangements and constitution – consultation with members*

*Last year the SALC Board agreed a governance review was necessary to support the development of a new communication strategy for SALC. As part of this process a new Constitution has been drafted and member councils are invited to comment on the proposed changes.*

*Please find attached a formal consultation document together with a copy of the new draft Constitution and the existing one. The consultation period runs from 1st August to 27th September 2019 and the final version will be considered for adoption at the SALC Annual General Meeting on 18th November 2019.*

*\*\*\*\*\*Save the date – Monday 18 November 2019 – SALC AGM and Conference "Shaping Suffolk – working together to make a better place to live" –further details and how to book will follow soon\*\*\*\*\**

*To assist circulation and make the consultation as effective as possible, a dedicated webpage [[click here](#)] has been set up and member councils are encouraged to comment or raise queries through this route and it will be updated regularly with our responses to frequently asked questions or comments. There will also be opportunities to comment at the SALC Area Forums taking place in September, [click here](#) for dates of these meetings.*

The Clerk received an email from Alyson Videlo about rubbish:

*I have tried the last couple of occasions to get East Suffolk to empty the bin nr the bottom of the steps more often (which they said they would do if it was full) and not had much luck so it sounds like it might be better coming from the PC rather than me now. It could be that I don't have the correct email address as it all changed with East suffolk. But I noticed that it was full again by Thursday evening despite having been emptied on Thursday morning. Also they didn't empty it although I emailed them on Tuesday evening saying there were full bin liners next to the bin. Tony cleared away the bin liners on Thursday morning as it looked like a fox or dog or something had ripped it open and scattered the rubbish on to the beach. I think it was full of general picnic and crabbing stuff and dirty nappies etc. these often used to end up in the dog bin but it looked like the dog bin was full of dog stuff on Wednesday evening. It is going to be another busy week ahead now the schools have broken up!*

*The rubbish increases as soon as we get towards the end of term because any number of beaver/scout/brownie/guide groups come down to crab in the evenings and school groups come during the day. The warmer weather draws out everyone else especially on warm weekends. In the top heat the bin probably needs emptying almost every day!*

The Clerk contacted Norse, who replied:

*The Operations department have confirmed that they will keep an eye on the compound and will clear it of any additional refuse of the type you have described, over the summer period at no additional cost.*

Alyson replied to the Clerk:

*It's not the compound which is the issue but the rubbish bin at the foot of the steps near WSC. There is now a sign up asking people to use the compound if the bin is full but I'm not overly optimistic.*

The Clerk asked Norse to also monitor the bins at the bottom of the steps.

Alyson sent a photo of overflowing rubbish on Sunday 7<sup>th</sup> August.

## ITEM 14

For possible inclusion: Tree Charter Day is 30<sup>th</sup> November 2019. From the NALC website:

*The National Association of Local Councils (NALC) has partnered with the Woodland Trust, the National Union for Students (NUS) and the Tree Council to embed the ten principles of the Charter for Trees, Woods and People (the Tree Charter) within communities across the UK.*

*The call for a Tree Charter was initiated in 2015 by the Woodland Trust in response to the crisis facing trees and woods in the UK. Before the launch of the charter, there was no clear, unifying statement about the rights of people in the UK to the benefits of trees, woods and forests.*

*The Tree Charter was launched at Lincoln Castle on 6th November 2017. It sets out the principles for a society in which people and trees can stand stronger together.*

*NALC believes that local (town and parish) councils have a key part to play in protecting trees and woodland and believes they can do this by embedding the ten principles from the Tree Charter into their everyday practice.*

*You can show your support for the Charter's principles by signing the Tree Charter.*