



Waldringfield

Parish Council

Parish Clerk: Rebecca Todd
5 St. George's Terrace, Church Road,
Felixstowe, Suffolk IP11 9ND
E: pc.waldringfield@googlemail.com
T: 01394 271551
www.waldringfield.onesuffolk.net/parishcouncil

1786 Minutes of the Parish Council Meeting held on Tuesday 10th March 2020

In attendance: Councillors Kay, Elliot, Lyon, Matheson, Reid and Archer
SCC Cllr O'Brien

Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Gold (personal), ESC Cllr Kerry (other commitment)
2. To **RECEIVE** declarations of interest – none.

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.

No members of the public were present. Correspondence received before the meeting was referred to under relevant agenda items.

3. To **RECEIVE** reports from:

SCC Cllr Patricia O'Brien

Cllr O'Brien spoke through her report (see supporting documents), highlighting the main points. SCC's budget has increased by £37 million, based on a 12-month settlement from government. Funding will be maintained for key services and used to improve services. There will be two new 1-year programmes, Suffolk 2020 fund (£3m) and a highways investment fund (£500k). There will be £500k for apprenticeships from the EU social fund. New street lighting will be invested in, to reduce energy and the carbon footprint (the council maintains 60,000 streetlamps). SCC is working to reduce plastic use.

ESC Cllrs Richard Kerry & Melissa Allen

Councillors referred to the reports sent by Cllrs Kerry and Allen (see supporting documents). Cllr Reid advised others of his attendance at a recent ES Community Partnership event, at which it was agreed that £10k would be spent by the Partnership on a project between Felixstowe Library and Felixstowe Academy. There will be £25k available next financial year. The CP's Chair said the villages will be considered. As the May PC meeting will be on the third Tuesday, Cllr Elliot asked if ESC Cllr Allen may be able to attend. Councillors questioned whether there are any empty homes in the village, but after discussion no properties were immediately identified.

Suffolk Police

The Clerk downloaded and circulated the interactive crime map data, along with the latest SNT newsletter (see supporting documents).

4. To **APPROVE** the minutes of the Extraordinary Parish Council Meeting held on **18th February 2020**. Acceptance was proposed by Cllr Kay, seconded by Cllr Lyon and approved by all who had been present at the meeting.
5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **11th February 2020** – see supporting documents. Regarding the parallel bars in the playing field, Cllr Archer spoke about the meeting with the supplier, advising that they attributed rot to trimmer damage, although the wood is below ground and is pressure treated. The Clerk has not received any further communication from Fenland Leisure Products (she will chase). Cllr Reid suggested replacement of the parallel bars will need to be considered sooner rather than later. Pruning will be carried out. Further discussion took place under later agenda items.
6. To **CONSIDER** Planning Applications for **COMMENTS** – there were no planning applications received.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda. **DC/20/0902/OUT Suffolk Constabulary Force HQ, Portal Avenue, Martlesham** – outline application (some matters reserved). Demolition and removal of all necessary existing buildings and structures to enable the residential development for up to 300 new dwellings, with access from Portal Avenue, associated open space and landscaping, draining and infrastructure. Cllr Kay

1787

advised that the PC had already responded to the inclusion of the Police HQ in its Local Plan representation. Cllr Elliot added that the HQ wasn't included in the original Local Plan and was not part of Martlesham's Neighbourhood Plan. At this stage, councillors felt there was no requirement for an extraordinary meeting. It was proposed by Cllr Kay the PC could object using the same comments previously submitted, but he agreed to inspect the plans online and forward information to other councillors by email, for them to consider whether a discussion is required in order to submit further comments. Cllr Kay will circulate the previous comments for approval before sending to the Clerk to send to Planning. All agreed.

To **NOTE** any application decisions received – see separate list. Noted.

To **RECEIVE** any other planning information – this will include a brief report from the Clerk following her attendance at CIL training. The Clerk spoke through her report (see supporting documents), highlighting what is considered commencement of works. Cllr Elliot suggested councillors could monitor local developments. The Clerk outlined some possible uses of CIL money, ESC's recommendations on establishing local needs and desires, and the requirement to report annually. From her attendance at Planning training, Cllr Elliot spoke about ESC's recommendation to produce a spending plan. It was suggested that CIL could be mentioned in the next Parish Newsletter. On another note, Cllr Matheson spoke with a contractor working on EA1, who said work should be finished by June.

7. To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. There was some brief discussion about verges, in light of the cutting schedule received from SCC, outlining just one cut in July. Councillors were concerned that this may lead to safety issues (reduced visibility) in Fishpond Road and at the Newbourne Road crossroads, however, the Clerk clarified that safety issues can be reported to Suffolk Highways for attention, via the reporting tool (which is what happened last year at the crossroads – Highways cut the grass without too much delay). A resident's concerns about obstructions to the Newbourne Road bridleway were discussed; the Clerk has already reported the matter to Suffolk Highways/Public Rights of Way. Another resident's concerns about cycling on the river wall footpath, and the associated ruts, were also discussed. Cllr Reid said that some parts are a bridleway (up to Manor House), but there is no sign informing people when the bridleway becomes a footpath. Cllr Elliot suggested the sign could be changed to something akin to 'bridleway for 100 yards'. Cllr Elliot also said that cycling seems to be an issue on all the village footpaths, including the one in Mill Road. Councillors agreed that the Clerk should write to Public Rights of Way, asking if there could be an advisory sign at the start of the footpath, a sign at the end of the bridleway (advising no cycling), or both. Cllr Lyon voiced her concern at this point about the river wall, about both potential damage by cyclists, and also by the growth of gorse, which could undermine the wall and pose safety issues (ie flooding). Cllr Lyon asked if the PC had received any communication back from the trustees of Dairy Marsh Farm, regarding the river wall gorse. The Clerk said she had not heard anything; the Environment Agency were copied in and had acknowledged receipt. Councillors agreed that the Clerk should resend the letter to the trustees, again copying in the Environment Agency.
8. To **CONSIDER** signing up to Suffolk County Council's Community Self Help Scheme. (See supporting documents.) Cllr Reid outlined the purposes behind the scheme and the requirement for training (to safely enable potential traffic control). Cllr Reid is happy to volunteer to do some jobs under the scheme, if the PC can also recruit 3 or 4 other people. Cllr Lyon said that Tony Lyon had recently taken it upon himself to clean the chevron sign on school corner. Cllr Lyon asked about insurance. Cllr Reid said the PC would need to indemnify SCC, but volunteers should be covered by the PC's insurance, if the PC expressly approves the work to be undertaken; Cllr Reid said the PC wouldn't want volunteers to exceed their brief. After discussion, councillors agreed (in principle at this stage) that the PC would be prepared to carry out sign cleaning, painting street furniture, cleaning round gullies, grass cutting, fingerpost repairs and wildlife verge management (under the guidance of a trained community volunteer supervisor). The Clerk was asked to send an email to Waldringfielders, seeking volunteers.
9. To **CONSIDER** a response to the Planning Inspectorate regarding Sizewell C's DCO. After discussion, it was agreed that Cllr Kay will review and possibly update the PC's previous response, to be emailed out to councillors for approval, for the Clerk to send. The Clerk has provided a link to a suggested letter from Teag, that may also be used by the PC.

1788

10. To **CONSIDER** applying for an Enabling Communities grant in order to purchase a new bench for Cliff Road (the current cost of the previously-purchased style is £298.96). Due to the poor condition of the existing bench and its location at a bus stop, Cllr Kay proposed a new bench be purchased, seconded by Cllr Reid and agreed by all. Cllr Reid proposed the bench will need a concrete slab foundation, therefore, councillors agreed an allowance will need to be made for this, over and above the current cost of £298.96. Cllr Reid suggested the old bench could be offered to residents or written off due to its poor condition. All councillors agreed for the Clerk to approach the ESC councillors, to ask if an Enabling Communities grant may be possible for the bench replacement.
11. To **CONSIDER** updates on or quotations received relating to the playing field. Cllr Archer said the working party has collated brochures and has some ideas but the PC has received no response to its suggestions published in the latest Parish Newsletter. The working party will arrange to consult further with residents. Cllr Kay agreed to mention the playing field in his Annual Parish Meeting speech.
12. To **CONSIDER** and **AGREE** arrangements for the Annual Parish Meeting. After discussion, it was agreed that groups will be invited to speak on a first-come, first-served basis, with a limit on the number of speakers, with speeches to last no more than 10 minutes. Councillors highlighted that groups could hold their own separate meetings for more in-depth discussions, and they may provide leaflets for residents to take away, and install pop-up displays around the room. At this stage, the History Group and Wildlife Group have already signalled their interest in speaking. The Clerk will ask the Village Hall committee if they can again provide refreshments, and councillors agreed a small budget of £20, if a donation is requested.
13. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include considering revised Disciplinary and Grievance Policies, and the WPC Grant Awarding Policy. All councillors agreed to defer the Disciplinary and Grievance Policies. Cllrs Kay and Lyon have been liaising about the Emergency Plan, and a document is imminent. Cllr Reid suggested the PC could be of some assistance in the current situation, with the Coronavirus pandemic. Cllr Reid highlighted concerns about isolated people. Cllr Kay asked if there is a village vulnerable persons' list. Cllr Lyon confirmed there is not. Cllr Reid said self-isolation could apply to anyone, even those usually fit and healthy. After discussion, councillors agreed to produce a printed leaflet to be sent to all residents. The purpose will not be to assume an advisory role, but rather ask for residents to check on their neighbours (if they are fit to do so). The leaflet will signal to villagers, forced to self-isolate, volunteers who may be able to assist them with such small tasks as collecting prescriptions or delivering groceries. As stressed by Cllr Lyon, there will be no obligation on any volunteer. Cllr Elliot said the PC should stress that any help will be purely practical. Cllr Kay, with assistance from other councillors, will draft a document and circulate to councillors by email for approval. At this point, the Clerk signalled the need to consider GDPR – all volunteers will need to expressly agree for their contact information to be printed and circulated. Cllr Kay said the PC may need to consider if the Annual Parish Meeting can go ahead, subject to advisory information received. The Clerk said the PC may need to consider alternative arrangements if meetings cannot be held, which would impact, for example, the ability to respond to planning applications within the statutory deadline. Regarding the Grant Awarding Policy, Cllr Archer proposed acceptance, seconded by Cllr Elliot and agreed by all.
14. To **CONSIDER** and **APPROVE** the annual Risk Assessment. Cllr Lyon stressed that her role as Emergency Planning Officer could not include the responsibility of checking fire hydrants, which was accepted by all. The wording on the document says 'Cllr Lyon monitors as Emergency Planning Officer.' To fulfil this 'brief', it was proposed by Cllr Archer and agreed by all that the Clerk will ask the Fire Service to confirm that they conduct regular checks of the fire hydrants. Cllr Reid proposed acceptance of the Risk Assessment, seconded by Cllr Archer and approved by all. Councillors agreed to the Clerk's suggestion of including risk probability, impact and action taken to mitigate risks to physical assets (ie playing field), to be implemented before the next annual approval.
15. To **CONSIDER** and **APPROVE** the Review of Internal Financial Controls. Cllr Reid spoke about the review conducted by himself and Cllr Archer. All records were found to be in order and well kept. The suggested actions from the review are: to reappoint Heelis & Lodge as auditors;

1789

for councillors to conduct a formal review of assets (ie a walk-round); for powers to be identified in the minutes; and for a policy review regarding reserves and virements. Acceptance was proposed by Cllr Elliot, seconded by Cllr Kay and approved by all.

16. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any – All Saints' Church, £750, for churchyard maintenance (for payment in the new financial year). EACH (East Anglian Children's Hospices), general request. A section 137 grant of £750 to All Saints' Church was proposed by Cllr Elliot, seconded by Cllr Archer and agreed by all. After discussion, while the aims of EACH were supported by councillors, it was resolved that a grant would not fulfil the criteria of the Grant Awarding Policy.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. This includes the 2019-20 hire charges for the Village Hall, of £250. Cllr Elliot scrutinised the documents and proposed acceptance, seconded by Cllr Archer and agreed by all. Cheques were signed by Cllrs Reid and Archer. With the endorsement of the Clerk, who certified its functionality as an accounting package, councillors agreed to renew the contract with Scribe.

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

To **APPROVE** the Asset Register. All councillors were able to inspect the contents of the register. The Clerk confirmed that the level of the PC's insurance covers the assets (including the newly-purchased defibrillator). Cllr Kay asked about the speed gun. This is listed on the asset register as the PC purchased the gun (with support from other PCs), however, councillors are unsure which PC currently holds the equipment; the Clerk will email Kirton. Cllr Elliot, as a trustee of Church Field, believes under the terms of the trust that the management of Church Field could (under certain circumstances) revert to the PC, therefore, perhaps Church Field could potentially be included in the PC's insurance (as is the case with the tennis court). Cllr Elliot will check the deeds of the trust and report back to the PC. All councillors approved the asset register.

To **CONSIDER** setting up an internet banking account with Unity Trust Bank. After discussion, including about the benefit of dual online payment approval and the £6 monthly charge, Cllr Kay proposed the Clerk set up a Unity Trust Bank account, seconded by Cllr Elliot and agreed by all. As previously agreed, some monies will be left in the Barclays account, at least until councillors are confident about Unity Trust providing a good level of service. The Clerk informed councillors that Ipswich Building Society now considers the PC's account to be dormant. Signatories are required to take a form of ID into a branch. Councillors were unsure who are signatories on this account, which hasn't been used since 2013. The Clerk will look at minutes from 2013, to see if they clarify who approved (and possibly signed a cheque for) the last transaction.

17. To **CONSIDER** any correspondence received before the meeting – see separate list. Noted.

18. **PARISH MATTERS** for the next meeting. This will be the Annual Parish Council Meeting, followed by the regular monthly meeting. Verges will be discussed. All agreed to a start time of 6.30pm for the APCM. Going forward, it was proposed that regular meetings start at 7pm.

The Chair closed the meeting at 21.50pm.

REVIEW OF ACTION POINTS FROM THE MEETING

Parallel Bars – the Clerk to chase Fenland Leisure Products for a response.

DC/20/0902/OUT Martlesham Police HQ – Cllr Kay to inspect the plans online and forward information to other councillors by email, for them to consider whether a discussion is required. Cllr Kay will circulate the previous comments for approval before sending to the Clerk to send to Planning.

CIL – the Clerk to mention in the next Parish Newsletter.

River Wall – the Clerk to write to PROW, asking for an advisory sign at the start of the footpath, a sign at the end of the bridleway (advising no cycling), or both. The Clerk to re-send the previous letter to the trustees of Dairy Marsh Farm, copying in the Environment Agency.

Community Self-Help Scheme – the Clerk to send an email to Waldringfielders, seeking volunteers.

1790

Sizewell – Cllr Kay to review and possibly update the PC's previous response, to be emailed out to councillors for approval, for the Clerk to send. Cllr Kay to possibly use the suggested letter from Teag.

Cliff Road Bench – the Clerk to approach the ESC councillors, to ask if an Enabling Communities grant may be possible.

Playing Field – the working party will consult further with residents. Cllr Kay to mention the playing field at the APM.

Annual Parish Meeting – the Clerk to send an email asking for speakers, and to ask the Village Hall committee if they can provide refreshments.

Coronavirus Leaflet – Cllr Kay, with assistance from councillors, to draft a document and circulate to councillors for approval.

Risk Assessment – the Clerk to ask the Fire Service to confirm that they conduct regular checks of the fire hydrants. Councillors to consider including risk probability, impact and action taken to mitigate risks to physical assets before March 2021.

Review of Internal Financial Controls – councillors to conduct a formal review of assets; the Clerk to identify powers in the minutes; councillors and the Clerk to review reserves and virements.

Grants – a cheque to be signed at the May meeting for All Saints.

Asset Register – the Clerk to email Kirton PC about the speed gun. Councillors to consider discussion, at a later date, about the terms of the Church Field Trust.

Banking – the Clerk to organise the setting up of a Unity Trust Bank account. The Clerk to try to identify signatories on the Ipswich Building Society account.

SUPPORTING DOCUMENTS

ITEM 3

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

Suffolk County Council March Report

On 13 February 2020, Suffolk County Council approved its annual budget and in 2020/2021, the budget will rise to £556million which represents an increase of £37m (7.1%) from 2019/20. It is necessary to note that this year's budget is based on a 12-month financial settlement from government, rather than the three or four-year agreement which is usually offered. Whilst the need to maintain funding for key services is continued, the Council will invest an additional £3.5m into two one-year programmes, the Suffolk 2020 fund (£3m) and a highways investment fund (£500k). The Suffolk 2020 fund will be used for projects that can deliver a real difference for local communities. The intention is to adopt good ideas covering more than one area of Suffolk, rather than having a number of small-scale projects. To qualify for the fund, projects must link to one of the following themes: carbon reduction; carbon offset, road safety, natural environment; built environment; innovation; and use of technology. The £500k highways investment fund will focus on improving the safety of pupils and parents travelling to and from school, by refreshing lines and cleaning and repairing signs in and around school zones.

Suffolk County Council is celebrating Apprenticeship Week with the launch of a new website to support apprenticeship growth in the county. The new online hub has been made possible by a successful bid for £500,000 from the European Social Fund. Together with match funding from Suffolk County Council, it will also support building a new team to help small and medium-sized businesses to navigate how apprenticeships work. Apprenticeships Suffolk aims to promote the growth of apprenticeships by providing links to impartial advice, information and guidance. The website will also provide regular news updates and details of the latest apprenticeship opportunities.

New street lighting is proposed in order to reduce the county's carbon footprint. The Council owns and maintains over 60,000 streetlights. In 2010 the Council took numerous steps to help reduce both the energy costs and carbon footprint of its lighting stock. This included the introduction of part-night lighting arrangements and conversion to LED for those lighting units that were consuming the highest level of energy. The project will be completed in the autumn of 2022.

In an effort to reduce the amount of plastic used in Suffolk The Suffolk Waste Partnership has launched a handy online directory which lists the shops, businesses or charities that host refill points for items such as cleaning products and toiletries plus dried foods, such as rice or oats and loose-leaf tea and chocolate. At present there are 22 organisations that stock refills, however other businesses are being urged to consider introducing similar schemes.

In commemoration of the 75th anniversary of Victory over Europe and Victory over Japan Days, Suffolk Highways has confirmed it will waive road closure application fees and help support communities with event traffic management.

Patricia O'Brien
County Councillor Martlesham Division

East Suffolk Council Report – Cllr Melissa Allen

Civil Parking Enforcement starts across Suffolk on 6 April

Following months of preparation for its rollout, the new CPE arrangements will start across Suffolk on the 6th April. The new arrangement will provide a:

- Simplified tariff structure
- Better use of technology which utilises simple parking apps that allows easier payments and navigations to available parking spaces

- Free half hour for parking in many of East Suffolk Council's carpark where on-street parking opportunities are limited
- New parking administration system that will provide a view of where parking problems are occurring e.g. Schools at particular times of the day.

Suffolk to host final stage of The Women's Tour 2020!

The world's top cyclists will return to Suffolk this June as the county hosts the final stage of The Women's Tour. The tour gets underway on Monday, 8th June in Oxfordshire and will finish in Felixstowe on Saturday, 13th June. The Suffolk stage will start in Haverhill before travelling almost 160km to finish at Felixstowe seafront. This is fantastic news for our area. More announcements will follow shortly.

Environment Task Group activities: New webpage launched!

Since declaring a climate emergency in July 2019, the Council's Environment Task Group has been established and have been meeting quarterly to consider what actions need to be taken to meet the Council's challenging target of becoming carbon neutral by 2030. As well as looking internally at what the Council can do to reduce its carbon emissions and improve its environmental performance, the task group have been looking at what can be delivered with partners and stakeholders to reduce carbon emissions across Suffolk to help the County of Suffolk become carbon neutral by the target date of 2030. A new East Suffolk webpage has been created to share the Environment Task Group's aims, work to date and upcoming activities.

Refilling your weekly shop without unnecessary plastic is getting easier in Suffolk

A number of shops in Suffolk are offering refills for a host of household items in a bid to cut down on the amount of plastic and packaging we use. The Suffolk Waste Partnership has launched a handy online directory which lists the shops, businesses or charities that host refill points for items such as cleaning products, toiletries and dried foods, such as rice or oats and even loose-leaf tea and chocolate. Now there are 22 organisations which stock refills, but the partnership is encouraging other businesses to consider introducing similar schemes. Residents can search their local area on the directory to find where their nearest refill point is. If any retailers or businesses would like to offer refill services and get listed on the online directory please contact Waste.Management@suffolk.gov.uk.

Help your community become 'plastic clever'

Volunteers are being asked to step forward to help their local community take a smart approach to plastic waste by joining a network of Plastic Action Champions. The Plastic Action Champions scheme aims to encourage more people to learn about their environmental impact, take action to reduce their plastic waste and spread the word on environmental issues. Volunteers are invited to attend a training session to join a network of Plastic Action Champions across East Suffolk with four new sessions taking place at East Suffolk House, Melton and Riverside, Lowestoft starting later this month. Those interested in becoming a Plastic Action Champion are invited to book a place at one of the following sessions (subject to demand):

- Tuesday 25 February – East Suffolk House, Melton (6-9pm)
- Monday 2 March – Riverside, Canning Road, Lowestoft (4.30-7pm)
- Wednesday 4 March – East Suffolk House, Melton (6-9pm)
- Monday 10 March – Riverside, Canning Road, Lowestoft (4.30-7pm)

Booking is essential and each session will go ahead subject to demand; to register your place, please email greenissues@eastsuffolk.gov.uk or call 01394 444747.

East Suffolk Council Empty Homes Report – Cllr Richard Kerry

In October 2018 the figures for the number of empty properties in the old Waveney area was 1094 and for the Suffolk Coastal area it was 1184. The figures for East Suffolk for October 2019 show a small reduction from 2018. Irrespective of this, the number of empty properties in the District remains a concern for the team.

There are many reasons that properties are empty: some are being renovated; some are for sale or for let; some are the subject of planning applications (or appeals) and some are in the hands of executors following the death of the owner. It is noted that the overall housing stock in the District rose by a

significant amount in 2018 and with not all new properties selling immediately, this will have an impact on the numbers of empty properties.

Every year a letter is sent to the owner of every property that has been empty for 6 months or more. This provides an opportunity for owners to update the council on whether it is still empty and if so, what the intentions are for it and also for the Council to let owners know how the Council can help them to return the property to use. A review of the information provided in 2011 found that just over a quarter of the properties were being renovated, a fifth were for sale or had just been sold and nearly a third were occupied either as a permanent residence or a holiday home.

There are however many properties where the owner has no firm proposals for their future use, and it is these where the team concentrate their efforts. There are a number of ways the Council can help an owner return a property to use: house renovation grants are available for essential works; private sector leasing is available for owners who want to let but do not want to deal with the day to day management and we can help owners to sell or to let if this is their preference. The team has had great success with two very long-term properties in Felixstowe (and one further north in the District) which were sold at auction last year and are now being renovated ready for re-occupation. A further property is going to auction imminently as a result of action by the Council Tax and legal teams; this property would undoubtedly have remained empty for the foreseeable future were it not for their intervention. Reduced auction fees are available to our empty homeowners and the team will help with every stage of the process if needed, including arranging for the garden and house to be cleared if necessary.

Financial disincentives are in place for the owners of properties that have been empty longer than 2 years, with the Council Tax payable on these being 200% rising to 300% if they are still empty after 5 years. The Council can also look at other enforcement options such as compulsory purchase though this would only be looked at as a last resort.

Suffolk Police

Link to the latest newsletter:

https://www.suffolk.police.uk/sites/suffolk/files/ceo_cc_feb_-_online_0.pdf

The interactive crime map for January shows no reported crimes in Waldringfield.

ITEM 5

MATTERS for REPORT from minutes of previous meetings and to REVIEW ACTION POINTS from the minutes of the Parish Council Meeting held on 11th February 2020.

East Suffolk Council – the Clerk to accept ESC Cllr Allen's grant for the swing seat replacement, and to forward information about the playing field to the ESC councillors. GRANT FORMS SENT & GRANT ACCEPTANCE RECEIVED. PLAYING FIELD INFO SENT TO CLLRS KERRY & ALLEN.

Planning – the Clerk to write to Planning in support of DC/20/0280/FUL 1 Heath View Cottages, Newbourne Road. Cllr Elliot to draft a response to DC/20/0432/VOC Variation of Condition No. 2 of DC/18/4880/FUL Mickey's Field, School Road; the Clerk to forward to Planning. The Clerk to organise a PC meeting on 18th February to discuss DC/20/0403/FUL Deben House, Cliff Road. Cllr Elliot to ask the school about A3 printing, and Cllr Kay to investigate if Woodbridge Library has a USB-enabled photocopier. The Clerk to sign up for the electronic planning application system on 1st April and share the password with councillors. DONE. WALDRINGFIELD SCHOOL CAN SUPPLY AN A3 PRINTING SERVICE (LIKELY TO BE 20P A COPY); WILL NEED TO CONSIDER SCHOOL HOLIDAYS. WOODBRIDGE LIBRARY ALSO HAS THE FACILITY TO DO A3 PRINTING. THE CLERK WILL SIGN UP TO ELECTRONIC PLANNING BY THE END OF MARCH.

Proposed A12 Speed Limits – the Clerk to forward comments to Suffolk Highways. DONE

Public Rights of Way, Verges and Road Safety Matters – the Clerk to draft a letter about the Mill Road verges for approval by councillors, before sending to the owner of Merryfield. Cllr Gold to write to Martin Williams at PROW about the bridleway obstructions and missing signs. The cutting of verges to be discussed at the May meeting. The Clerk to ask for grit bin volunteers via Waldringfielders. A safety

briefing to be drafted and agreed. MERRYFIELD WILL RESTORE VERGES. ONLY ONE RESIDENT HAS VOLUNTEERED FOR THE GRIT BINS (TONY LYON).

Playing Field – the Clerk to write to the manufacturer of the parallel bars about the rotting wood. Cllr Archer or Cllr Reid to prune trees sprouting at eye height. The Clerk to order the replacement swing seats and accept the grant from ESC Cllr Allen. The playing field working group to consult interested parties about the proposed new equipment. PARALLEL BARS MANUFACTURER HAS DONE A SITE VISIT BUT MAY NOT REPLACE UNDER WARRANTY (AWAITING RESPONSE). SWING SEATS REPLACED BY CLLR REID.

Policies – Cllr Reid to update Disciplinary and Grievance Policies. The Clerk to update the Grant Awarding Policy. Cllrs Lyon and Kay to update the Emergency Plan (including information about the two first responders). D & G POLICIES IN PROGRESS. SEE ITEM 13 FOR GRANT AWARDING POLICY.

Annual Risk Assessment – councillors to consider updates. SEE ITEM 14.

Transport – the Clerk to include information about Connecting Communities/CATS in the newsletter. The Clerk to ask SCC Cllr O'Brien about the Rural Mobility Fund. DONE. INFO RECEIVED FROM CLLR O'BRIEN AS FOLLOWS:

I asked portfolio holder for Transport, Andrew Reid, to supply info. It appears that funding is still being looked into and the possibility of Taxibus / rural shared taxi services.

There is a one-off payment of £580,715 to improve/restore rural route or starting something new. Alongside bids for urban areas/towns, there are 2 rural focused funding streams for which we are preparing submissions: -

The Rural Mobility Fund. This is £20 million in total to be awarded to projects between £0.5 and £1.5 million. This is to trial demand-responsive solutions, focussing on areas where services do not currently operate. There are a number of quite large areas where commercial bus services have pulled out completely. We are hoping to look into mobile app-based booking systems and also Taxibus/rural shared taxi services with this fund, if successful.

Funding for supported bus services in 2020/21. For this stream we have been pre-allocated a one-off payment of £580,715. This is the stream intended for improving or restoring rural routes or starting something new. We are able to use the money over more than one year, but there is no indication that it will be repeated in future years. As such, simply replacing the services we withdrew last year in the same format would only give them around 10 months of operational life before they had to be stopped again. Our intention here is to look at our remaining contracts to see how they can be enhanced with extra journeys or route changes to cover some of the areas where routes were lost. Unless we are able to obtain further funding this will have to be in a manner that should be self-financing after the initial payment is used, or again the services would revert to their current format. We are also hoping to kick start some Taxibus services with this fund as these should be better suited to the low numbers using some routes.

Grants – the Clerk to inform the Suffolk Neighbourhood Watch Association of their successful application and draft a cheque for signing next month. DONE.

ITEM 6

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

The Clerk has received correspondence from Planning about **DC/20/0902/OUT Suffolk Constabulary Force HQ, Portal Avenue, Martlesham** – outline application (some matters reserved). Demolition and removal of all necessary existing buildings and structures to enable the residential development for up to 300 new dwellings, with access from Portal Avenue, associated open space and landscaping, draining and infrastructure.

To **NOTE** any application decisions received.

DC/20/0280/FUL 1 Heath View Cottages, Newbourne Road – proposed dormer window on rear roof slope. Application permitted.

DC/19/4858/FUL Hut 6, Riverside – replacement beach hut. Application permitted.

To **RECEIVE** any other planning information – this will include a brief report from the Clerk following her attendance at CIL training.

A resident wrote to the Clerk to inform the Parish Council of a plot of land being sold along Ipswich Road (Foxburrow Farm). The Clerk advised the resident the land lies in the parish of Brightwell, however, Waldringfield PC may respond if a planning application is made (the PC is not aware of any current application).

Clerk's Notes from CIL Training

The CIL team (5 members of staff) is part of the Infrastructure Team at ESC. Use email cil@eastsoffolk.gov.uk For S106 (site-specific payments, ie Brightwell Lakes), use S106@eastsoffolk.gov.uk Ben Woolnough heads the Major Sites & Infrastructure Team (3 members of staff). From ESC homepage <https://www.eastsuffolk.gov.uk/> go to Planning, Developer Contributions, CIL. Or simply paste: <https://www.eastsuffolk.gov.uk/planning/developer-contributions/> Going forward 18 months-2 years, CIL information will be live and digitally accessed.

There are two pots for CIL – Neighbourhood CIL and District CIL. As Waldringfield doesn't have a neighbourhood plan, the PC will receive 15% (not 25%) of CIL due from a development. ESC holds 5% for admin. CIL is due from commencement ('material operations on the land') – developers must advise ESC when work starts. This doesn't include site clearance or archaeological work, however, digging trenches and installing services is considered commencement. Single developments can generally apply for exemption. Extensions over 100sqm can incur CIL. Payments can be staggered over 2 years (up to 3 instalments). If CIL is not paid, a liability order is made; a charge can be made on the land. CIL is paid 28th April and 28th October (for the 6 months prior). There is a cap of £100 per council tax dwelling, but this is index linked so it is currently about £150. To date (since July 2015), approximately £1.9 million has been paid in Neighbourhood CIL, and £2.5 million in District CIL (nearly 9 of 19 projects have been completed). Payments from 278 agreements with Suffolk Highways have been collected by ESC. District CIL spending relates to the Infrastructure Delivery Framework (which is an appendix to the Local Plan). District CIL money is spent on critical and essential infrastructure (developers must apply by May each year). Neighbourhood CIL can be spent on desirable projects. Occasionally District CIL can top up desirable projects. Neighbourhood CIL should be spent within 5 years, but the CIL team may support an extension.

ESC stresses the need for Parish Councils to establish priorities and local desires. The Parish Infrastructure Investment Plan (template online) can help to prioritise. Survey Monkey was given as a suggestion to capture views. CIL regulation 59c basically states that CIL should be spent on 'provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing demands that development places on an area'. Regulation 59e states the timeframe of 5 years to spend. CIL can be spent on producing a neighbourhood plan. Regulation 121B states that an annual CIL report must be produced (income and expenditure), to be published on the parish website and a copy sent to ESC by 31st December. ESC produces its own annual report. Waldringfield has received no CIL to date.

CIL funds can be topped up by grants, fundraising, donations and crowd-funding, or collaboration with other PCs or Community Partnerships.

CIL can be spent on mitigating climate change (which is a priority of ESC), ie spent on an electric car charging point. CIL can be spent on purchasing land for allotments.

ITEM 7

To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters.

A grass cutting schedule was received from Suffolk Highways, with the following covering letter:

...As communicated last year, following a review of the way in which we deliver grass cutting in the county, improvements have been made, these include:

- Apportioning of the county into two areas covered by two separate supply chain partners (previously covered by one) to give the grass cutting service greater resilience;
- Publishing the grass cutting programme earlier to enable other stakeholders to better plan any additional cutting as they see fit;
- Putting extra protection in place for our Roadside Nature Reserves (RNRs), including new marker posts, training and guidance;
- The employment of new supply chain partners to work with Suffolk Highways to undertake the works.

Attached is the grass cutting programme for this season. It shows the target dates when the verges will be cut. Two cuts on the A & B network and the **single cut to the C & U network***. This programme has been devised to give slight movement should the growing season start later than anticipated. Our RNRs will be cut at different dates to the rest of the network to protect and encourage the important plants and other species they support.

The grass cutting target dates are available from the grass cutting webpages. These will be updated once a month over the course of the grass cutting season to ensure communities have the most up to date programme.

If you have any queries regarding this please don't hesitate to contact the Customer Contact Centre at customer.service@suffolk.gov.uk, or call 0345 606 6171.

If you have any queries regarding our Roadside Nature Reserves please email RNRs@suffolk.gov.uk.

If you are interested in carrying out your own cuts, or additional cuts to those listed in our programme; with your own contractors, please make contact with us at communityselfhelp@suffolkhighways.org for more information. The attached Highways Contractor Agreement gives detail of what would be required if this was the case.

*Waldringfield is part of the C & U network. The grass of the verges is, therefore, only due to be cut once, on 6th July.

ITEM 8

To **CONSIDER** signing up to Suffolk County Council's Community Self Help Scheme.

See <https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme/>

Further information has been supplied to councillors by email.

ITEM 9

To **CONSIDER** a response to the Planning Inspectorate regarding Sizewell C's DCO.

An email was received from TEAGS (Theberton & Eastbridge Action Group on Sizewell) and forwarded to councillors, which included a link to a suggested response to the Planning Inspectorate. TEAGS also wrote:

Finally, as part of our preparation for the DCO, we are collating information on the primary areas of concern of your Parish or Town Council. Please could you write a few sentences on your main issues and forward to info@teags.org as soon as possible where it can be added to our database. It is our hope that by "mapping" the areas of interest of everyone likely to respond to the Sizewell C application, we can maximise collaboration and minimise duplication of work. It will be impossible for any of us to deal with everything, but by sharing our concerns and the work we can amplify the overall impact of our responses.

Councillors are invited to a 'Stop Sizewell C' public meeting in Theberton Church at 10am on Saturday 21st March.

ITEM 10

To **CONSIDER** applying for an Enabling Communities grant in order to purchase a new bench for Cliff Road (the current cost of the previously-purchased style is £298.96).

See <https://www.realisefutures.org/shop/online-shop/products/product/bodmin-seat>

ITEM 11

To **CONSIDER** updates on or quotations received relating to the playing field.

Cllrs Reid and Archer met with a representative from Fenland Leisure Products about the parallel bars. The Clerk is awaiting a response, although the rep inferred to councillors the equipment will not be replaced, as he believes the wood was damaged by a strimmer, which let in damp.

ITEM 12

To **CONSIDER** and **AGREE** arrangements for the Annual Parish Meeting.

ITEM 13

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include considering revised Disciplinary and Grievance Policies, and the WPC Grant Awarding Policy.

The Clerk would suggest deferring the Disciplinary and Grievance Policies.

The WPC Grant Awarding Policy has been circulated to councillors.

ITEM 14

To **CONSIDER** and **APPROVE** the annual Risk Assessment.

The Clerk has circulated the document to councillors. Small changes have been made (ie to the grit bins and road safety sections), and – as per the internal auditor's suggestion – reference has been made to GDPR (in the financial risks section).

The Clerk would suggest next year's risk assessment (or a document to be agreed sooner), includes risk probability, impact and action taken to mitigate risks, ie:

risk of damage to the play equipment M, impact M, mitigation insurance
risk of injury from accident, damage of vandalism of the play equipment M, impact H, mitigation
regular inspections and maintenance, review after reported damage

ITEM 15

To **CONSIDER** and **APPROVE** the Review of Internal Financial Controls.

A review was conducted by Cllrs Reid and Archer on 4th March. The document will shortly be circulated to councillors for approval.

ITEM 16

CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any
All Saints' Church, £750, for churchyard maintenance (for payment in the new financial year).
EACH (East Anglian Children's Hospices), general request.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly.
This includes the 2019-20 hire charges for the Village Hall, of £250.
There is also the annual Scribe accounting package subscription of £257 (plus VAT).

6 March 2020 (2019-2020)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	Website/Scribe Fees	11/02/2020		Barclays Community A		Annual Subscription	ICD	X	35.00	0.00	35.00
57	General Grants	04/03/2020	1783.13	Barclays Community A	101199	Grant s137/72 or s19 MAP76	Suffolk Neighbourhood Watch	X	50.00	0.00	50.00
58	Village Hall hire	04/03/2020		Barclays Community A	101200	Village Hall Hire	Waldringfield Village Hall Tru	X	250.00	0.00	250.00
59	Website/Scribe Fees	04/03/2020		Barclays Community A	101201	Annual Subscription	Scribe 2000 Ltd	S	257.00	51.40	308.40
60	Training	04/03/2020		Barclays Community A	101202	Training	SALC	S	20.00	4.00	24.00
61	Post and telephone	04/03/2020		Barclays Community A	101203	Expenses	Rebecca Todd	X	1.50	0.00	1.50
62	Stationery/Mileage/Etc.	04/03/2020		Barclays Community A	101203	Expenses	Rebecca Todd	X	31.41	0.00	31.41
63	Repairs/Maintenance	06/03/2020	1782.9	Barclays Community A	101204	Replacement swing seats	Sutcliffe Play	S	99.00	19.80	118.80
64	Salaries	06/03/2020		Barclays Community A	101205	Salary	Rebecca Todd	X	467.36	0.00	467.36
Total									1,211.27	75.20	1,286.47

6 March 2020 (2019-2020)

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
10	Bank Interest	06/03/2020		Ipswich Building Socie		Bank Interest	Ipswich Building Society	X	97.49	0.00	97.49
Total									97.49	0.00	97.49

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

See next page...

Waldringfield Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 06/03/2020		
	Cash in Hand 01/04/2019		12,026.98
	ADD Receipts 01/04/2019 - 06/03/2020		17,119.82
			29,146.80
	SUBTRACT Payments 01/04/2019 - 06/03/2020		17,046.12
	Cash in Hand 06/03/2020 (per Cash Book)		12,100.68
B	Cash in hand per Bank Statements		
	Cash 28/02/2020	0.00	
	Ipswich Building Society 06/03/2020	7,896.69	
	Barclays Community Account 28/02/2020	5,455.46	
			13,352.15
	Less unrepresented payments		1,251.47
			12,100.68
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		12,100.68
	A = B Checks out OK		

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

6 March 2020 (2019-2020)

A - Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	13,444.00	13,444.00					
29	Council Tax Support Grant							
30	SCC Locality Grant	750.00	600.00	-150				-150
31	SCC Footpaths Grant	175.00	196.80	22				22
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	ES Enabling Communities Grant		1,300.00	1,300				1,300
36	Bank Interest	115.00	97.49	-18				-18
37	Grants and Donations		237.67	238				238
38	Advertising income	300.00	24.00	-276				-276
39	VAT Refund		1,177.86	1,178				1,178
43	Salary/Expenses Adjustment							
SUB TOTAL		14,784.00	17,077.82	2,294				2,294

B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,684.00	4,974.38	710	710
2	PAYE/NI							
3	Stationery/Mileage/Etc.				500.00	158.81	341	341
4	Post and telephone				75.00	49.92	25	25
5	Newsletter re 1972 LGA s142				425.00	252.70	172	172
6	Village Hall hire				250.00	250.00		
7	Insurance				450.00	435.64	14	14
8	Membership Subs re LGA s111				450.00	285.77	164	164
9	Audit				135.00	128.00	7	7
10	Chairman's Expenses				50.00		50	50
11	Training				200.00	95.00	105	105
12	Election Costs					76.16	-76	-76
40	Website/Scribe Fees				310.00	382.79	-73	-73
42	Professional Services				250.00		250	250
SUB TOTAL					8,779.00	7,089.17	1,690	1,690

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	750.00	30	30
15	Mole catching (field)				200.00		200	200
16	Repairs/Maintenance		42.00	42	1,000.00	2,128.17	-1,128	-1,086
17	Footpath Maintenance				375.00	256.50	119	119
18	Locality Grant Spend				750.00		750	750
19	SCC Quality of Life							
20	SCDC Community Enabling Fund					3,125.00	-3,125	-3,125

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

6 March 2020 (2019-2020)

41 AONB Grant Payments							
SUB TOTAL	42.00	42	3,105.00	6,259.67	-3,155	-3,113	

D - Grants - s137/72 & s19 MPA71

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	General Grants				1,150.00	609.90	540	540
22	Church Field				400.00	400.00		
23	Village Hall LGA				500.00	500.00		
24	All Saints Church				750.00	750.00		
25	WildlifeGroup				100.00	100.00		
SUB TOTAL					2,900.00	2,359.90	540	540

F - Miscellaneous

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

Summary

NET TOTAL	14,784.00	17,119.82	2,336	14,784.00	15,708.74	-925	1,411
V.A.T.		0.00			1,337.38		
GROSS TOTAL		17,119.82			17,046.12		

Waldringfield Parish Council

To **APPROVE** the Asset Register.

6 March 2020 (2019-2020)

Waldringfield Parish Council Fixed Assets and Long Term Investments							
Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Playing Field		1.00					
Mill Road SID pole		200.00					
Speed Indicator device & bits		3,125.00					
Playing field bollards		87.00					
Beach signs x 2		78.00					
Speed gun and kit, warning signs		1,208.00					
Bike rack		325.00					
AONB Noticeboard		220.00					
Recycling compound		1,200.00					
Defibrillators and cabinets		3,995.00					
Laptops x 2		550.00					
Projector		350.00					
Grit bins x 8		750.00					
Tennis court nets and posts		550.00					
Goal posts and sockets		1,860.00					
Log train		1,000.00					
Tennis court fencing		4,600.00					
Parallel bars		700.00					
Tennis Court		1.00					
Village Sign		1,540.00					
Noticeboards		750.00					
Seats on beach x 9		4,122.00					
Seat on Cliff Road		300.00					
Stepping snake		1,200.00					
Picnic Seat and Bench		1,100.00					
Seat by bus stop		250.00					

6 March 2020 (2019-2020)

Waldringfield Parish Council Fixed Assets and Long Term Investments							
Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Safety surfaces		4,200.00					
Gates in play area		2,809.00					
Swing with cradle seats		2,000.00					
Swing with flat seats		2,000.00					
See-saw		1,800.00					
Fort, slide & sandpit		3,560.00					
Playing Field Fencing		3,600.00					
		50,031.00					
Grand Total:		50,031.00					

To **CONSIDER** setting up an internet banking account with Unity Trust Bank.

For turnover of up to 100k, a charge of £6 per month will be incurred. (No interest is paid.) Barclays is a free bank account.

ITEM 17

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

Various emails were circulated by the Clerk to councillors, including communications from SALC, NALC, Rural Bulletins, ICO, Felixstowe ASB minutes, Suffolk Coastal Disability Forum minutes, Sizewell C, Green Issues, Community Action Suffolk (safeguarding course), AONB, Suffolk Highways (VE day & VJ celebrations, Traffic Regulation Orders, grass/verge cutting), Together Against Sizewell C, TEAGS, East Suffolk Council (parking consultation, tree planting, Environmental Protection Team – public space protection orders/dog control), Calor's Rural Community Fund.

Further information was received from the Clerk about the files currently stored by the previous Clerk:

If the cabinets are lockable, I never had a key. They are quite old and suspect the keys went a long time ago. Frankly, they would be better going to the dump – we did advertise them for sale on Waldringfielders (for £10, I recall), but no takers.

As to the files, some will be for archiving at the Suffolk Records office, the rest probably could be shredded – e.g. the supporting papers for previous annual audits. Clearly, I cannot do that or, at least, with authority.

I'll have a look over the weekend to give you some feel for what they constitute. In any event, they do not fill two filing cabinets and, after careful pruning, probably not even a drawer (let's say two archive boxes).

ITEM 18

PARISH MATTERS for the next meeting.