



Waldringfield Parish Council

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1815 Minutes of the Parish Council Meeting held on Tuesday 13th October 2020

In attendance (via video conferencing): Councillors Kay, Elliot, Lyon, and Reid
SCC Cllr O'Brien, ESC Cllr Kerry, three members of the public

Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – apologies were received from WPC Cllrs Gold and Archer, and ESC Cllr Allen.

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 matters were raised; the three members of the public present were observing the meeting as potential new councillors.

3. To **RECEIVE** reports from SCC Cllr Patricia O'Brien, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police. See supporting documents. SCC Cllr O'Brien highlighted some areas of her written report, including news about funding received to install 100 new electric charging points across the county, and an electoral boundary review (Martlesham division will be unaffected by proposed changes). The Clerk thanked Cllr O'Brien for bringing outstanding issues to the attention of Suffolk Highways, but informed Cllr O'Brien that no response had been received. Cllr O'Brien asked the Clerk to re-send the information to her to chase up again.

Councillors noted another report of antisocial behaviour near the golf course. Cllr Elliot commented that it appears to be a monthly occurrence. The Clerk reminded councillors of the virtual forum on 12th November which will discuss tackling antisocial behaviour (with the Police & Crime Commissioner).

ESC Cllr Kerry informed councillors there was no local report, as ESC councillors had been focusing on district-wide operations and functions, due to Covid-19. Cllr Kerry reported that there was a new Chairman, Keith Robinson from Oulton Broad. The Suffolk Coastal Local Plan had been approved. The process of allocating housing grants is now being brought in-house (moving away from Orbit). Felixstowe Library is not yet accepting housing enquiries from members of the public; the Marina Centre in Lowestoft is (digital help will be available).

4. To **APPROVE** the minutes of the Parish Council Meeting held on **8th September 2020**. Cllr Kay proposed approval, seconded by Cllr Reid and agreed by all who were present.

5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **8th September 2020**. See supporting documents. Cllr Reid suggested, once a replacement bridleway sign has been installed at the crossroads, WPC could purchase an addition to read 'Bridleway to Waldringfield'. A member of the public present questioned why WPC is filling in the sandpit, to which Cllr Lyon informed the person this is due to health and safety concerns, specifically fouling. The Clerk asked for her thanks to be minuted to Waldringfield Primary School, for their quick turnaround on the printing of the new councillor flyers.

6. To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor. Statements of interest from four residents had been circulated to councillors in advance of the meeting, three of whom were present. Cllr Kay gave an overview of the work of the Parish Council and thanked the candidates for their interest; increasing numbers on the council is important, due to the possibility of not reaching quorum. Cllr Kay spoke briefly about the procedure at the monthly meetings and the additional responsibilities that councillors may take on. Cllr Reid informed candidates that WPC is consulted on local issues and can influence decision-making. Cllr Kay said the Clerk is a conduit to distributing information to councillors but decisions are only made at a formal meeting. One candidate asked if WPC can choose not to make a comment, to which Cllr Kay replied that WPC decides what is important or relevant to the council, and what issues it can realistically influence. SCC Cllr O'Brien said that views are taken onboard by SCC. Cllr Kay said WPC will be commenting on the government white paper on planning changes. At this point ESC

1816

Cllr Kerry suggested ESC is concerned by proposals in the white paper that could lead to a loss of affordable housing, and also concerned by decisions being imposed nationally rather than decided locally.

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, councillors resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the further consideration of Item 6 (to allow for private discussion with the new councillor candidates). Members of the public present left the meeting (by being put in the virtual waiting room) and were invited back individually. Each candidate was asked the same questions by councillors: what additional areas of council responsibility candidates may be interested in; if they are committed to undertake councillor training; and if objectivity would pose any problem to them (being one of the Nolan Principles to observe).

7. To **CONSIDER** Planning Applications for **COMMENTS**. None received.

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

To **NOTE** any application decisions received – none received.

To **RECEIVE** any other planning information. Concerns were expressed at the last meeting about the protection of trees during the development of the New Rectory. Cllr Elliot highlighted condition 6 of the permitted planning application, which is to protect the trees during the whole construction period. Councillors studied the landscaping / soft works plan, which details ground guards to be in place 'during demolition and construction works to prevent rutting and damage to surface above tree roots.' From visits by Cllrs Elliot and Gold, and the village Tree Warden, it would appear that there is no protection in place. Councillors resolved for the Clerk to contact Planning Enforcement, to investigate.

To **CONSIDER** a response to the NALC consultations:

Planning for the future – the planning white paper (deadline 15th October). Cllrs Kay and Elliot had drafted some answers to the consultation questions in advance of the meeting and circulated them to other councillors for comments. Cllr Elliot highlighted some of the key areas that she felt most strongly about. This included the new system only allowing for two public consultation stages during the entire life of a local plan (consultation comments would also be word-restricted). The district council would be advised of how many houses they would have to find land for. There would be three categories of land, including growth (generating automatic planning approval) and renewal (leading to an assumption of planning consent). Affordable housing numbers, particularly in rural areas, would be affected, as 40 or 50 houses would be built by a developer before triggering a requirement for affordable housing.

Cllr Kay said the document appears to 'blame' the planning system for delays in the provision of housing, when it is often developers who do not progress with construction (Cllr Kay used Brightwell Lakes as an example). Cllr Kay thought the document emphasises data as providing a solution, when it may lead to 'tick box' exercises with no understanding of local issues or nuances. However, Cllr Kay thought there was some sympathy towards providing a formula for green space, and standardised development management policies seems to make sense in reducing duplication of work. Cllr Reid suggested WPC sends its response to the white paper to the local MP, also copying in SCC and ESC councillors.

Cllr Elliot is concerned by centralised national model design codes and proposed these should be decided on appropriateness at a local level. Cllr Reid expressed concern about powers being removed from local government, there must be a balance between national and local powers, to provide a level of challenge. Cllr Reid said a local voice and knowledge should not be ignored. Cllr Elliot agreed that independent inspection provides objectivity. Cllr Elliot was surprised that the white paper suggests only 50% of local authorities have an up-to-date local plan. Cllr Reid proposed that Cllrs Kay and Elliot liaise and produce a response on behalf of WPC, which was seconded by Cllr Lyon and agreed by all. Cllr Kay will check the response date; the NALC date is likely to be earlier, but it was felt that it would be more important to respond directly.

Transparency and competition: a call for evidence on data on land control (deadline 16th October). All councillors agreed that a response would not be made.

8. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include **CONSIDERING**: where and how to mount the third no cycling sign on the river wall

1817

footpath; whether to replace a missing temporary no cycling sign on the footpath to White Hall; and information pertaining to the river wall gorse. Cllr Elliot proposed that the owners of Swan's Nest be approached to ask for permission to mount the third metal no cycling sign near their property, to which all councillors agreed (the Clerk will write). Cllr Reid highlighted that a post would need to be purchased on which to mount the sign, if the owner's agreed to the location; all councillors agreed.

A complaint had been received from a resident about cycling on the footpath near the beach huts. As the temporary plastic sign purchased by WPC had been stolen, councillors agreed to purchase a replacement, which Cllr Kay will order and secure on to plywood once received. Councillors resolved to also purchase a replacement plastic sign for mounting on plywood on the footpath between the school and Mill Road (this had also been stolen).

WPC had been informed by a trustee that the river wall gorse would be cut the week commencing 12th October. Cllr Reid agreed to report back to the Clerk once this was done. Depending on the clearance, WPC may have to consider approaching PROW to request that the river wall forms part of the regular footpath cutting schedule and/or consider approving WPC's contractor to cut this area.

9. To **RECEIVE** updates on the playing field, including **CONSIDERING** and **APPROVING** quotations received to fill in the sandpit and to provide monthly inspections. Cllr Reid proposed acceptance of the quotation for £296 to fill in the sandpit, which was seconded by Cllr Lyon and agreed by all. Due to concerns about monthly inspections by Norse, Cllr Reid agreed to do an interim inspection of the playing field. Cllr Reid had recently replaced some Covid-19 notices at the entrance points. Depending on ongoing discussions with Norse, the quotation from Fenland to conduct monthly inspections will be considered at the next meeting.

10. To **CONSIDER** proposing Waldringfield as a location for the Deben Estuary Partnership's PhotoPost scheme. All councillors were in favour of proposing Waldringfield as a location for a PhotoPost. Cllr Kay questioned whether the Fairway Committee would need to be consulted but Cllr Reid informed councillors that the Fairway Committee does not have responsibilities or oversight beyond the tideline. The Clerk will ask for further information. A location would need to be agreed by both parties and any landowner. WPC would look to provide a volunteer to take the regular photos required.

11. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any. An emailed donation request was received from Headway Suffolk. Councillors considered the request but resolved that it does not fulfil the criteria of the Grant Awarding Policy. Cllr Elliot asked if Waldringfield History Group has provided any update on its grant (a loan to be repaid after printing costs are recouped). The Clerk will ask WHG for an update.

To **CONSIDER** and **APPROVE** the insurance renewal (second year of a 3-year long term agreement). The Clerk explained some slight amendments to the policy (moving insurable amounts between headings, ie from playing field equipment to sports equipment) and advised that the broker confirmed the second defibrillator is covered, along with new signage and the replacement bench. All councillors resolved to accept the annual insurance renewal at £447.21 (proposed by Cllr Elliot and seconded by Cllr Kay).

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list. This will include **APPROVING** the Clerk's CILCA registration fee of £350 (to be paid by 23rd October for reduced cost). Cllr Elliot proposed acceptance, seconded by Cllr Reid and approved by all councillors. Cllrs Kay and Reid will approve the BACS payments on the online Unity Trust account.

To **APPROVE** the Clerk joining the SLCC (registration £8, yearly subscription £109) and purchasing a copy of The Clerk's Manual (members cost of £47.50) and latest (12th) edition of Local Council Administration (to be published 9th December) for a members cost of £119. Cllr Lyon proposed the Clerk purchases the required books, seconded by Cllr Kay and agreed by all. Membership of the SLCC was not discussed.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. Acceptance was proposed by Cllr Reid, seconded by Cllr Kay and approved by all.

To **NOTE** receipt of the second half of the precept. Councillors noted receipt.

1818

To **APPROVE** the cost of shredding old council documents. All councillors approved the Bolton Bros quotation of £75 plus VAT.

To **CONSIDER** implications of the Local Government Services' Pay Agreement for 2020-21 on the Clerk's annual leave entitlement. All councillors agreed to defer discussion to the next meeting.

To **CONSIDER** priorities for the 2020-21 budget and the level of reserves. No councillor expressed the need to review current priorities.

12. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan, Reserves Policy, Data Protection & Information Management Policy and Councillor Co-option Policy). Relevant to the Emergency Plan, Cllr Lyon had met with Keith Faulkner-Simpson about the use of the Village Hall as an emergency centre. Without showers, it is suitable for only short-term use. Adoption of the Data Protection & Information Management Policy was proposed by Cllr Kay, seconded by Cllr Lyon and agreed by all. After an amendment to insert reference to a closing date, Cllr Reid proposed the adoption of the Councillor Co-option Policy, seconded by Cllr Kay and agreed by all. A potential new councillor who had provided a statement of interest was not present, however, Cllr Elliot proposed the candidate be allowed to discuss co-option with current councillors at the next meeting, before any vote, which was agreed by all. The Clerk informed councillors that another resident had expressed an interest in joining WPC but had not been able to attend this meeting and, therefore had not provided a statement. All councillors agreed that this resident also be allowed to discuss co-option at the next meeting (after providing a statement in advance), before a co-option vote. Cllr Reid is drafting a Reserves Policy which will take into account the need to build up reserves to replace assets. The Clerk informed councillors that more than a 2.5% increase to the precept may lead to a challenge, and therefore would need to be justified.
13. To **CONSIDER** any correspondence received before the meeting – see separate list. Thanks to Tony Lyon for producing an effective 'no littering' sign for the bottom of the Sailing Club steps. Cllr Lyon volunteered to produce another (instructing visitors to use the bins near the Maybush, as there are no bins in the car park during the autumn and winter months).
- 14 **PARISH MATTERS** for the next meeting. Co-option of new councillors. Reserves Policy. The Clerk's holiday entitlement. 2021-22 budget and setting of the precept.

The Chair closed the meeting at 22.13pm.

REVIEW OF ACTION POINTS FROM THE MEETING

Suffolk Highways Outstanding Works – **The Clerk** to forward emails to **SCC Cllr O'Brien**, to chase up a response.

The New Rectory – **The Clerk** to contact Planning Enforcement about concerns regarding tree protection.

Planning for the Future, Planning White Paper (deadline 15th October) – **Cllrs Kay and Elliot** to liaise to produce a final response document. **Cllr Kay** to check the deadline before forwarding to **the Clerk** to send. Although WPC may miss the NALC deadline, councillors felt it to be more important to send a response directly to the Ministry of Housing, Communities and Local Government, with copies to the MP and local SCC and ESC councillors.

River Wall Sign – **the Clerk** to send a letter to the owners of Swan's Nest, asking for permission to install the third 'no cycling' sign (to be mounted on a post). **Cllr Reid** to report back to **the Clerk** once the gorse-cutting has been completed. **Cllr Kay** to purchase two plastic 'no cycling' signs for footpaths near the beach huts and the school. When delivered, **Cllr Kay** to mount on plywood and install.

Playing Field – **the Clerk** to accept John Nunn's quotation to fill in the sandpit. **Cllr Reid** to do an inspection of the equipment. The Fenland monthly inspection quotation to be considered at the next meeting.

Deben Estuary Partnership's PhotoPost Scheme – **the Clerk** to ask for further information.

Grants – **the Clerk** to advise Headway Suffolk of the WPC Grant Awarding Policy criteria. **The Clerk** to ask Waldringfield History Group for an update.

Unity Trust BACS Payments – **Cllrs Reid and Kay** to approve.

Books – **the Clerk** to purchase The Clerk's Manual and the 12th edition of Local Council Administration (when published).

Waldringfield Parish Council

1819

Shredding – the Clerk to organise.

Clerk's Leave Entitlement – to be discussed at the next meeting.

2021-22 Budget – the Clerk to draft for the next meeting.

SLCC – membership to be discussed at the next meeting.

Emergency Plan – Cllrs Lyon and Kay to liaise.

Litter Sign – Cllr Lyon to produce an updated version for the bottom of the Sailing Club steps.

Reserves Policy – Cllr Reid to draft for the next meeting.

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 October Report 2020

Difficulties and challenges are obvious and we are all having to adapt to new ways of working. I find coming together on 'zoom', just seeing heads and shoulders and being unable to pick up the nuances that are so much more apparent at 'regular' meetings wearing, in both energy and time. However, it is reassuring for me to inform of the continuing SCC service and below is a resume of recent happenings.

£300,00 for Electric vehicle charging points

100 fast charging points for electric vehicles will be installed in rural parts of Suffolk by SCC. This project is the first to benefit from the council's Suffolk 2020 Fund. This is a £3m fund for the council's own projects that must help address the council's climate emergency declaration. The £300k award will link into the council's existing Plug in Suffolk project. It is the UK's first 'fully open' public fast charging network for electric vehicles. Drivers simply park, plug in and charge using contactless payment.

Covid – Investment in recovery

Collective action was taken on September 25th by Suffolk's public sector leaders to agree recovery from Covid 19. To kickstart the process, the group agreed in principle to a significant investment of £3.4 million towards key priorities to support Suffolk's communities and businesses. For the first phase of supporting Suffolk's recovery, the following funding was agreed in aiding some of Suffolk's immediate areas of focus:

- Driving inclusive economic growth – investing in recovery (visitor economy/local investment) and the Suffolk Growth Partnership – £1,302,500m (over three years).
- Supporting the most vulnerable – hardship funding – £800,000.
- Community safety – tackling gangs and county lines – £1,352,202m (over three years).

Whilst it is essential that individual organisations across Suffolk's public sector have their own recovery plans, agreeing funding for these key areas is another sign of the collaborative focus that Suffolk's Public Sector Leaders recognise in supporting their priorities.

Sizewell C

As you will know I have objected to Sizewell C over the months and I am pleased to note that SCC cannot support EDF's Energy plans for the same reasons that I forwarded; those of transport. The strategy remains predominantly lorry-based and unsustainable in its present form. SCC believes that an increased proportion of rail and sea transport is achievable.

School places

Parents and carers can now apply for primary & secondary school places for Sept.2021.

The deadline to secure a place at Suffolk secondary school is October 31st 2020, for primary it is 15th January 2021. All applications received by these dates are processed at the same time, using the schools' oversubscription criteria to prioritise where necessary. Late application processed after those received on time.

It is well to note that before making an application, parents and carers need to consider how they will get their child to and from school. School travel eligibility is based on a child attending nearest suitable school that has a place available. This might not be the catchment area school. Information available at: suffolkonboard.com/schooltravel plus Suffolk.gov.uk/admissions

A new political map for SCC

New boundaries are being proposed for council divisions in SCC. The Local Government Boundary Commission would like to hear what residents and local organisations think about the proposals.

The Boundary Commission is an independent body that draws boundaries. Presently it is reviewing SCC to be sure that councillors represent the same number of electors. It is proposing that there should be 70 councillors in future: five fewer than at present. There is a dedicated section on the Commissions

Waldringfield Parish Council

website where details of the proposals can be seen and comment on the names of divisions , their boundaries and the number of councillor per division: <https://consultation.lgbce.org.uk/node/18495>. Views can also be given by email at; reviews@lgbce.org.uk

Patricia O'Brien

Suffolk Police

The interactive crime map for August shows:

1 x Antisocial Behaviour on or near the Golf Course

Link to the latest newsletter:

https://www.suffolk.police.uk/sites/suffolk/files/ceo_constables_county_october_-_online.pdf

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 8th September 2020.

Suffolk Highways Outstanding Works – The Clerk to forward emails to SCC Cllr O'Brien, to chase up a response. CLLR O'BRIEN HAS CHASED BUT NO RESPONSE FROM HIGHWAYS

The New Rectory – Cllrs Elliot and Gold to try to speak with the on-site foreman, to ask if appropriate tree protection is in place.

Changes to the Current Planning System Consultation – Cllr Kay to forward WPC response to **the Clerk** to send off. DONE

Planning for the Future, Planning White Paper (deadline 15th October) – to be discussed at the next meeting. ON AGENDA, ITEM 7

Transparency and Competition: a Call for Evidence on Data on Land Control (deadline 16th October) – to be discussed at the next meeting. ON AGENDA, ITEM 7

Sizewell C DCO – to become an interested party in the pre-examination stage, **Cllr Kay** will adapt and send off the written summary of WPC's views on the Planning Inspectorate website by 30th September. **Cllr Kay** will also forward to SCC Cllr O'Brien for reference. DONE

Grass at Sullivan Place – the Clerk to ask Norse to cut. NORSE CONFIRMED THIS WILL BE CUT

Bridleway at Crossroads – the Clerk to report the missing sign to PROW and request the replacement reads 'Bridleway to Waldringfield'. DONE – PROW WILL PUT ON THEIR SCHEDULE BUT SIGN WILL ONLY READ 'BRIDLEWAY' **Cllr Gold** to check if blockage remains. BLOCKAGE WAS CLEAR BUT A RESIDENT HAS REPORTED ONGOING BLOCKAGES

River Wall Sign – the Clerk to draft a letter to the owners of Heron's Kiln and print a copy of Cllr Kay's mock-up photo to send to Cllr Gold; **Cllr Gold** to speak with the homeowner of Heron's Kiln. DONE BUT PERMISSION NOT GIVEN

Playing Field – the Clerk to ask John Nunn for a quotation to fill in the sandpit; DONE, SEE ITEM 9 **Cllr Archer** and **Tree Warden** to seek an alternative quotation. **Cllr Kay** to check with the Wildlife Group if the long grass at the edges can now be cut short and communicate with **the Clerk** (who will advise the contractor). **Cllr Kay** to advise if cuttings should be removed. CONTRACTOR ADVISED TO CUT

Wildlife Group – the Clerk to advise the group of the success of their grant request. DONE

Donation from Family – the Clerk to suggest a donation to kickstart a fund for the installation of a new climbing frame in the playing field. DONE BUT NO RESPONSE

Unity Trust BACS Payments – Cllrs Archer and Reid to approve. DONE

Councillor Flyer – the Clerk to confirm printing with Waldringfield Primary School. DONE

Emergency Plan – Cllrs Lyon and Kay to liaise.

New Policies – the Clerk to investigate a data retention policy DONE and a councillor co-option policy (incorporating the Nolan Principles and a requirement to attend a meeting in advance).

Waldringfield Parish Council

December Newsletter – the Clerk to offer the home-educating group a free advert. DONE. ESC OFFERED THE GROUP ANOTHER VENUE (IN FELIXSTOWE) TO HIRE AT A REDUCED RATE

EA1 – the Clerk to ask when tree planting will commence and request a plan for the Tree Warden. DONE. ADVISED THE WORK WILL BE DONE BETWEEN OCT 20 & APR 21. FURTHER DETAILS TBC.

ITEM 6

To **RECEIVE** and **CONSIDER** statements of interest from parties wishing to be co-opted as a new councillor.

Statements received have been forwarded to councillors by email.

ITEM 7

To **RECEIVE** any other planning information.

East Suffolk Planning emailed a PowerPoint presentation by Liz Beighton – Planning Manager (Development Management), updating on the General Permitted Development Order (GDPO) and Use Classes Order (UCO). This was forwarded to councillors, along with the Planning & Building Control October newsletter.

A resident who had complained about activities by the model aircraft group forwarded this response from Planning:

Possible Breach of Control: Breach of condition, flying outside designated area and exceeding noise limit.

I have been in contact with the chairman of the model aircraft association operating at the site above. They have been reminded of their conditions for their approved permissions. They have also been warned failure to stick to these conditions could result in further enforcement action being taken. This should resolve the issues raised.

If there is any further breaches of their conditions do not hesitate to contact me and further investigations and appropriate action will be taken.

ITEM 8

To **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include **CONSIDERING:** where and how to mount the third no cycling sign on the river wall footpath; whether to replace a missing temporary no cycling sign on the footpath to White Hall; and information pertaining to the river wall gorse.

One of the temporary plastic no cycling signs has been stolen from the footpath near the beach huts. A resident has complained that cyclists are regularly using this footpath. WPC previously purchased 7 signs from:

<https://www.safetysigns4less.co.uk/Safety-Signs/ChildSchool-Safety-Signs/School-Protocol-Signs/No-Cycling-Portrait>

These cost £39.90 (plus VAT). Cllr Kay originally received a quote for 2 x 200x300mm rigid plastic signs costing £11.80 (plus p&p). Cllr Kay has recently re-sited two of the plastic signs from the river wall to the Mill Road footpath, attaching them to plywood (which may prevent them being stolen).

A trustee of Dairy Marsh Farm confirmed that Natural England has given permission to cut the gorse and the work should begin w/c 12th October. Parts of the reed have been sprayed to control them.

ITEM 9

Waldringfield Parish Council

To **RECEIVE** updates on the playing field, including **CONSIDERING** and **APPROVING** quotations received to fill in the sandpit and to provide monthly inspections.

A quote has been received regarding the sandpit, to:

*remove the wooden edging strips

*fill with earth

*spread grass seed on top

*install a temporary rope barrier to allow the grass to grow

'£296.00 which includes VAT on the topsoil.'

Fenland Leisure Products have quoted to provide monthly inspections of the play equipment.

To attend to site and carryout an operational inspection and prepare risk assessment / report.

We have pleasure in submitting our quotation to attend site and carry out an operational inspection to EN1176, EN1177 or EN16630. On completion of the inspection and risk assessed report will be produced complete with a quotation for any identified issues.

Inspection Quotation Reference No.: 48031

Monthly Operational Inspections				
Code	Product	Qty	Each	Value
INSP	Playground operational inspection to EN1176 and EN1177 complete with report and risk assessment. *Monthly*	11	50.00	£550.00
Subtotal:				£550.00

Quarterly Operational Inspections				
Code	Product	Qty	Each	Value
INSPRODD	Operational Inspection (3 Number) to EN1176 and EN1177 complete with report and risk assessment. The next inspection will automatically be diarised. *Quarterly*	1	225.00	£225.00
Subtotal:				£225.00

To book your inspection either email mel@fenandleisure.co.uk or call 01354 699482. You will need to provide your quotation reference and the full site address of the playarea.

Terms & Conditions

- All the enclosed prices are subject to VAT at the standard rate.
- All operational inspections are carried out to EN1176, EN1177, EN16630
- Ownership of goods remains the property of Fenland Leisure Products Ltd until invoice is paid in full.
- Please visit our website www.fenandleisure.co.uk to view our full terms and conditions.

Payment and Delivery Terms

Payment: **Total invoice payable within 28 days of completion and Hand-over**

Delivery: Inspections are usually carried out when our inspectors are working with your area unless otherwise instructed.

ITEM 10

To **CONSIDER** proposing Waldringfield as a location for the Deben Estuary Partnership's PhotoPost scheme.

Waldringfield Parish Council

'Deben Estuary Partnership is preparing to begin the process of revising the Deben Estuary Plan. As part of this work we are interested in how change within the estuary can be recognized, recorded and monitored.

The DEP has funding for monitoring change along the coast and up the estuary using photographs taken by members of the public from carefully determined positions and then uploaded to a website. The funding was awarded on the basis of a 50 /50 split between funding for between 4 and 6 posts along the coast and a similar number up the estuary. The coastal half of the project is being facilitated by the Bawdsey Coast Monitoring Group and is well underway. The posts between Ramsholt and Melton can now be agreed.

We believe that Parish Councils could find the opportunity to monitor change useful and we wondered if your parish would be interested in the project described in the attached documents.

If you, or members of your community, would like to know more about this scheme, please get in touch.

*Christine Block
Deben Estuary Partnership'*



The Bawdsey Monitoring Group is widely respected for the sustained work they have done in measuring beach erosion between East Lane and the mouth of the Deben. Now, Bawdsey has been very fortunate to be selected for a new and exciting project that will use photo-posts to help record stretches of our coast and river.

Photo-posts are posts permanently positioned at predetermined locations. On the top is a metal bracket that is oriented for a specific view, into which one can place a smart phone. Anyone visiting the site can take part - you just take a photograph from the post and upload it to a website with a few details of when you took the photo.

The photos provide us all with a record of change, but can also be analysed and used to support and influence future decisions about coastal management.

The Bawdsey PhotoPost project is a collaborative project involving AONB Suffolk Coasts & Heaths, Deben Estuary Partnership, Bawdsey Parish Council, and coastal scientist Helene Burningham of University College London (UCL). Similar citizen-science projects are being set-up elsewhere in the UK and beyond, and are proving incredibly popular and informative in equal measure!

'The 'citizen science' project aims to record and monitor changes to the estuary. We hope that the information gathered will be useful for both the Parish Council and Estuary Partnership as well as of interest to local residents - we certainly see it as feeding into the future management and conservation of the Estuary.

The DEP has funding for posts and can pay for the wooden post, phone fitment and small information board. (A small financial donation would be appreciated but is not a requirement. We would expect to liaise with the PC about the exact wording on the board.) It would be very helpful if there could be a little volunteer help to put the post in position and, in line with the Coastal Monitoring Group, if two or more named people would keep an eye on the post, taking a weekly picture as a base-line record, that would be very helpful. Arrangements for where the estuary pictures could be sent is being discussed and we would talk to the PC about this.

I hope this is helpful - I'm happy to answer any particular questions Councillors may have'

ITEM 11

CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any.

Received via email:

Headway Suffolk is a local charity that offers rehabilitation, support and care to people with an acquired brain injury, stroke, dementia, MS or other neurological condition.

We provide specialist rehabilitation, therapy and support services throughout Suffolk to help people rebuild their lives. We aim to improve daily living skills, cognitive ability, physical, emotional and behavioural well being. Our goal is that people increase social engagement, live independently, gain employment and become active members of the local community.

As well as support staff, we employ a team of clinical therapists and counsellors, and have a Brainy Dogs service that trains rescue dogs to be good companions to our clients.

We have two rehab hubs in Ipswich and Bury St Edmunds and run 'satellite' hubs and dementia social support groups in community buildings and hospitals. We are planning to build an ambitious and exciting new rehab and housing provision in Suffolk.

Headway Suffolk is registered with CQC to deliver specialised home care and community support. We have always received a good rating from their inspections

During Covid-19 lockdown we had to close our hubs. We adapted to support even more people in different ways. We provided additional homecare visits, to free up hospital beds, set up a virtual hub so clients could stay in touch and continue with their rehab, organised food deliveries, virtual counselling, and a helpline.

Annually we hold a Cycle Ride/Walk fundraising event, an Awards Dinner for our clients and sponsors, and a Neuro Conference that's attracted the likes of Professor Stephen Hawking and Chris Tarrant. These all had to be cancelled due to Covid 19 restrictions,

Like all charities Covid 19 has hit us hard. We have seen increased work but had less funding. We are appealing to Parish Councils to support us and grant us a donation. Many have always supported us and we ask that you continue to do so, so that we can help people with a neurological condition in your Parish

I look forward to hearing from you

Yours sincerely

*Helen Fairweather
Chief Executive*

To **CONSIDER** and **APPROVE** the insurance renewal (second year of a 3-year long term agreement).

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list. This will include **APPROVING** the Clerk's CILCA registration fee of £350 (to be paid by 23rd October for reduced cost).

Waldringfield Parish Council

13 October 2020 (2020-2021)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	06/10/2020		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
38	06/10/2020		Unity Trust Bank		Website annual fee	Community Action Suffolk	S	50.00	10.00	60.00
40	06/10/2020		Unity Trust Bank		Training	SALC	S	25.00	5.00	30.00
41	06/10/2020		Unity Trust Bank		Training	SALC	S	50.00	10.00	60.00
42	06/10/2020	1808.8	Unity Trust Bank		Safety surfacing & installation	Fenland Leisure Products	S	1,271.00	254.20	1,525.20
43	06/10/2020		Unity Trust Bank		Zoom video conferencing	Zoom Video Communications	S	11.99	2.40	14.39
35	06/10/2020	1813.10	Unity Trust Bank		Grant s137/72 or s19 MAP76	Waldringfield Wildlife Group	X	100.00	0.00	100.00
37	06/10/2020		Unity Trust Bank		CLCA Registration Fee	Society of Local Council Clerk	X	350.00	0.00	350.00
39	06/10/2020	1809.14	Unity Trust Bank		Printing costs	Waldringfield Primary School	X	39.00	0.00	39.00
44	06/10/2020		Unity Trust Bank		Salary	Rebecca Todd	X	491.28	0.00	491.28
45	06/10/2020		Unity Trust Bank		Banking service charge	Unity Trust Bank	X	18.00	0.00	18.00
46	09/10/2020		Unity Trust Bank		Insurance	Came and Company	X	447.21	0.00	447.21
47	13/10/2020		Unity Trust Bank		Footpath cutting	Impact Landscaping	S	241.50	48.30	289.80
48	13/10/2020		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
Total								3,274.98	365.90	3,640.88

13 October 2020

Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT
5	30/09/2020		Unity Trust Bank		Precept payment	East Suffolk Council	X	6,787.00	0.00
Total								6,787.00	0.00

To **APPROVE** the Clerk joining the SLCC (registration £8, yearly subscription £109) and purchasing a copy of The Clerk's Manual (members cost of £47.50) and latest (12th) edition of Local Council Administration (to be published 9th December) for a members cost of £119.

Waldringfield Parish Council

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

13 October 2020 (2020-2021)

Waldringfield Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 13/10/2020		
	Cash in Hand 01/04/2020		11,732.32
	ADD Receipts 01/04/2020 - 13/10/2020		17,455.45
			29,187.77
	SUBTRACT Payments 01/04/2020 - 13/10/2020		9,967.37
A	Cash in Hand 13/10/2020 (per Cash Book)		19,220.40
	Cash in hand per Bank Statements		
	Cash 30/09/2020	0.00	
	Unity Trust Bank 09/10/2020	13,664.96	
	Ipswich Building Society 30/09/2020	7,896.69	
	Barclays Community Account 30/09/2020	1,281.63	
			22,843.28
	Less unrepresented payments		3,622.88
			19,220.40
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		19,220.40
	A = B Checks out OK		

The unrepresented payments doesn't include £18 for the Unity Trust bank charges.

The Unity Trust Bank statement date is shown as 9th October. This is because the Clerk 'cashed' the banking charges on 9th October (although they were taken from the account on 30th September (as per bank statement)).

Waldringfield Parish Council

Date	Details	Payments	Receipts	Balance
3 SEP 20	Balance brought forward			7,455.63 *
25 SEP 20	B/P to: IAN KAY	14.39 ✓		
25 SEP 20	B/P to: Community Heartbea	54.00 ✓		7,387.24 *
28 SEP 20	B/P to: R C TODD	491.28 ✓		6,895.96 *
30 SEP 20	EAST SUFFOLK BACS		6,787.00 ✓	
30 SEP 20	Service Charge	18.00 ✓		13,664.96 *
	Balance carried forward			13,664.96 *

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
29 Aug	Start Balance			1,343.90
15 Sep	Cheque Issued <small>Ref: 101219</small>	62.27 ✓		1,281.63
30 Sep	Balance carried forward			1,281.63
Total Payments/Receipts		62.27	0.00	

29 Aug - 30 Sep 2020

Start balance	£1,343.90
Money out	£62.27
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£1,281.63

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

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

13 October 2020 (2020-2021)

A - Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	13,574.00	13,574.00					
30	SCC Locality Grant							
31	SCC Footpaths Grant	200.00		-200			-200	
35	ES Enabling Communities Grant		375.00	375			375	
36	Bank Interest	99.00		-99			-99	
37	Grants and Donations							
38	Advertising income	85.00		-85			-85	
39	VAT Refund							
44	CIL Funds	4,338.00	2,169.07	-2,169			-2,169	
SUB TOTAL		18,296.00	16,118.07	-2,178			-2,178	

B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,777.00	2,941.24	2,836	2,836
2	PAYE/NI							
3	Stationery/Mileage/Etc.				250.00	12.69	237	237
4	Post and telephone				80.00	16.11	64	64
5	Newsletter re 1972 LGA s142				400.00	117.60	282	282
6	Village Hall hire				300.00		300	300
7	Insurance				436.00	447.21	-11	-11
8	Membership Subs re LGA s111				400.00	257.95	142	142
9	Audit				135.00	158.00	-23	-23
10	Chairman's Expenses				50.00	19.98	30	30
11	Training				500.00	464.00	36	36
12	Election Costs							
40	Accounting, Website & Computing				450.00	115.96	334	334
42	Professional Services				250.00		250	250
SUB TOTAL					9,028.00	4,550.74	4,477	4,477

C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grass cutting (field)				780.00	540.00	240	240
15	Mole catching (field)				100.00		100	100
16	Repairs/Maintenance				1,500.00	2,082.69	-583	-583
17	Footpath Maintenance				400.00	397.05	3	3
41	AONB Grant Payments							
SUB TOTAL					2,780.00	3,019.74	-240	-240

Waldringfield Parish Council

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

13 October 2020 (2020-2021)

D - Grants - s137/72 & s19 MPA71

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	General Grants				400.00		400	400
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					2,150.00	1,750.00	400	400

F - Miscellaneous

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

Summary

NET TOTAL	18,296.00	16,118.07	-2,178	13,958.00	9,320.48	4,638	2,460
V.A.T.		1,337.38			646.89		
GROSS TOTAL		17,455.45			9,967.37		

To **NOTE** receipt of the second half of the precept.

To **APPROVE** the cost of shredding old council documents.

Bolton Bros at Great Blakenham offered shredding:

<https://boltonbros.co.uk/offsite-confidential-shredding-management-and-collections/>

They charge £35 + VAT for up to 15 bags of shredding (if the Clerk uses her own bags and drops off to them) or £75 + VAT for up to 15 bags (if they supply bags and collect from the Clerk). Petrol costs (@ 45p a mile) would equate to £17.46. So, for the Clerk to take the shredding the total cost would be £52.46 (plus VAT). The Clerk is happy to take bags up to them but a consideration is if she can get all the bags into her car.

'As a Founder member of the United Kingdom Security Shredding Association, all our processes comply with the UKSSA Code of Practice including EN15713.' They offer a certificate of destruction.

Restore Datashred quotation:

Minimum visit charge: £55.00 (plus VAT). This is for 5 A4 boxes. £3.50 for each additional item. (Original quote reduced from £75.)

Waldringfield Parish Council

To **CONSIDER** implications of the Local Government Services' Pay Agreement for 2020-21 on the Clerk's annual leave entitlement.

'The Local Government Services' Pay Agreement for 2020-21 included an increase for those with less than five years' service to the minimum annual leave entitlement, from 21 to 22 days. This applies from 1st April 2020. This minor change to the terms of employment should be confirmed by the Council to the employee in writing.'

Cllr Elliot has clarified that the Clerk's employment contract is 'based on the then SALC model contract with some amendments to suit WPC. Re. the holiday entitlement, according to SALC when the contract was drawn up your holiday entitlement was the pro-rata equivalent of 21 days holiday plus 8 days bank holidays plus 2 extra days, a total of 31 days or 6.2 weeks. At 46 hours a calendar month, you work 10.6 hours a week, so have a current entitlement of 65.8 hours holiday which we rounded up to give you 67 hours.

Based on the new union agreement of an additional day's holiday, this would mean a total entitlement of 32 days or 6.4 weeks which on a pro rata basis translates to 67.84 hours annual holiday entitlement on working hours of 10.6 hours a week/46 hours a month.'

To **CONSIDER** priorities for the 2020-21 budget and the level of reserves.

ITEM 12

To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan, Reserves Policy, Data Protection & Information Management Policy and Councillor Co-option Policy).

Copies of the Data Protection & Information Policy and Co-option Policy were emailed to councillors.

ITEM 13

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

Various emails were forwarded to councillors:

- *ESC, SCC , Police and Highways communications
- *SALC correspondence (including Covid-19 ebulletin)
- *Rural Bulletins
- *AONB monthly update
- *Communication Action Suffolk information
- *Sizewell C updates
- *Deben Estuary research project information
- *Felixstowe area antisocial behaviour minutes
- *Greenprint September mini roundup
- *Information about SALC training courses
- *Details of the Suffolk Coast & Heaths AONB Nature Recovery Flagship Species chosen and request for working party suggestions
- *Information about the launch of Waldringfield History Group's book 'Waldringfield A Suffolk Village Beside the River Deben'.
- *Details of the adoption of the latest Suffolk Coastal Local Plan
- *Latest news from the ICO
- *Details of the renewal of two Public Space Protection Orders relating to the control of dogs and other matters at Landguard Point in Felixstowe and Aldeburgh Beach, which are due to expire in January 2021
- *Details of a CPRE petition calling on the government to 'drop their deregulation agenda and build a planning system with people and the countryside at its heart'
- *SCC Cllr O'Brien's Sizewell C submission
- *The East of England LGA Bulletin
- *SALC area forum notes
- *Information about the SCC consultation on draft recommendations for division boundaries in Suffolk

Waldringfield Parish Council

*Details of grant funding available for more Quiet Lanes

*ESC Outside Bodies & Climate Declaration Carbon Neutral Housing reports

*ESC Private Housing Strategy and details of ESC councillors' representation on outside bodies

*The agenda and supporting documents for the meeting of the Felixstowe Peninsula Community Partnership on 7th October were forwarded to Cllr Reid

*Details of the 2020 Virtual East Suffolk Community Partnership Forum were sent to Cllr Reid (as Community Partnership representative, copying in Cllr Kay). The events are:

2 November 2020 (09:30 – 11:30) – “Bringing Ideas to Life” (launch event)

Back by popular demand is Dominic Campbell, CEO of Future Gov.

This session will launch the weeks programme by bringing participants up to speed on Community Partnership priorities and their impact over the last 12 months. We will then set the scene for the week with an exploration of the role of public and voluntary sector organisations in service redesign and digital transformation – with reflections on the impact of COVID 19 and the response of our communities to the challenges it has posed.

3 November 2020 – Tackling Social Isolation and Loneliness in East Suffolk

Social isolation and loneliness and their impact on people of all ages in communities across the District was the top priority for action overall across our network of Community Partnerships – six of the eight Community Partnership identified isolation and loneliness in their top three priorities. Today is about learning from experts in the field, but also hearing about local community-led projects and the impact that they are having in terms of connecting people in East Suffolk.

09:15 – 10:45 How Can ABCD Help Us Tackle Isolation and Loneliness in East Suffolk, Cormac Russell

11:30 – 13:00 Jo Cox Foundation and More in Common, Kim Leadbetter

14:00 – 15:00 Connecting East Suffolk

15:30 – 16:30 Eden Project Communities, Tracey Robbins

4 November 2020 – Travel and Transport in East Suffolk

The eight Community Partnerships across East Suffolk have identified many dimensions to the transport priority, for example connectivity, green vehicles, walking and cycling, community transport and alternative forms of transport provision. Today will focus on two of the most raised dimensions – rural transport and active and sustainable travel. Participants will be updated on the data and current activity and can also help shape the debate about the future of transport in East Suffolk.

09:30 – 11:00 Connecting Our Rural Communities

14:00 – 15:30 Making Travel More Active and Sustainable

5 November 2020

09:30 – 11:00 East Suffolk Smart Towns Project

14:00 – 16:00 Innovative Technology

6 November 2020 – Looking to the Future in East Suffolk (closing event)

To wrap up the 5 day virtual event participants will reflect on the key outcomes of the sessions so far and then look to the future by focussing on the potential Social, Economic and Environmental Impacts of Covid-19 in East Suffolk.

Levington PC enquired if the river wall signs were dissuading cyclists; they are still having issues but old signage has been vandalised.

A resident complained about long grass on the School Road/Sullivan Place verges. Norse said a different crew to normal had been sent; they should have cut the grass short but didn't. They will return (no date given).

A resident complained that the bins had not been emptied in the compound. It appears that no bins were collected for one week (there should be alternating weekly collections between rubbish and recycling).

A member of the public wrote:

'Just for info there is a small sign at the bottom of the steps that tells people there are more rubbish bins at the end of the beach and some in the car park. I am not sure who put it there but WSC don't think it was theirs. I am not sure if it is an official sign or not, as it is a bit homemade but has done a sterling job for a lot of the summer. Is it a PC sign?'

Waldringfield Parish Council

This is now a bit outdated as the car park bins are only there in the summer months and are tucked away for the winter as they don't get emptied until next April/May. This service stops at the end of September.

There is a dog poo bin in the car park at the top of the steps.

The remaining bins at the end of the beach (near the Maybush), rubbish and dog poo should still be emptied all year round and so this part of the notice is correct.'