



Waldringfield

Parish Council

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1776 Minutes of the Parish Council Meeting held on Tuesday 14th January 2020

In attendance: Councillors Elliot, Lyon, Reid and Archer
1 member of the public
Clerk: Rebecca Todd

1. To **RECEIVE** apologies for absence – Cllr Kay (holiday), Cllr Gold (personal), ESC Cllr Allen (personal), Cllr Matheson
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.

The member of the public present voiced their concerns about DC/19/4808/VOC (Mickey's Field, School Road). The resident believes the proposed changes to be excessive development of the site that will have a detrimental effect on the neighbouring property and strongly objects to the application. The resident highlighted to councillors the general siting of the new property, which is approximately 2 feet higher than the neighbouring property, and spoke about their concerns regarding an increased loss of privacy due to the proposed extended building size and use of bi-fold doors (which they believe, together with a proposed 'roof lantern', will also lead to light pollution). There was some discussion about the hedge, which the resident informed councillors does not fully screen the new property from the neighbouring property, as the new property is higher and the hedge is not fully intact. Councillors briefly informed the member of the public about 'material considerations' related to planning. Cllr Elliot clarified that, due to the Parish Council being unable to meet before the statutory consultation deadline, any comments it makes will not automatically trigger a planning referral, however, comments can still be submitted for consideration.

3. To **RECEIVE** reports from:

SCC Cllr Patricia O'Brien

Councillors noted the content of the report, particularly the availability of the newly-launched 'Suffolk 2020 Fund'. Councillors will consider possible projects that may meet the criteria.

ESC Cllrs Richard Kerry & Melissa Allen

Councillors noted the content of the report, particularly the proposed dog control orders. Councillors briefly considered the possibility of an order covering Waldringfield beach and the river wall, however, the difficulty of policing this was acknowledged. Relevant to food safety, Cllr Reid mentioned the kitchen of the Village Hall was recently inspected (the outcome is not yet known).

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 Parish Council Meeting held on **10th December 2019**. Acceptance was proposed by Cllr Elliot, 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 **10th December 2019** – see supporting documents. Further discussion took place under later agenda items.
6. To **CONSIDER** Planning Applications for **COMMENTS:**
DC/19/4808/VOC Variation of Condition(s) 2 on planning permission DC/18/4880/FUL Mickey's Field, School Road – new dwelling on vacant freehold land. Consultation expiry date 9th January. Case Officer Grant Heal. Cllr Elliot highlighted the proposed changes to councillors. Councillors were concerned that the increased size may lead to further loss of neighbours' privacy, particularly as the proposed bi-fold doors face the neighbouring property. Councillors were also concerned that the bi-fold doors and 'roof lantern' may lead to increased light pollution.

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The new plans show the use of a full-building-height external flue, rather than a central chimney, which councillors noted with concern empties on the side near the neighbouring property. Cllr Elliot proposed the Parish Council objects to the application for the reasons above, seconded by Cllr Reid and agreed by all. Cllr Elliot will draft a letter for the Clerk to send to Planning.

DC/19/4938/DRC Discharge of Condition(s) 3 and 7 on planning permission DC/17/0306/FUL Hall Adjoining Chapel House, Newbourne Road – proposed replacement of the existing single storey church hall with new part single and two storey church hall on similar footprint as the existing. Statutory expiry date 9th February. Case Officer Rachel Smith. Cllr Elliot explained that the Discharge of Conditions meant the developer had advised Planning they had met the conditions of the approved application; there were no changes to discuss.

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda. **DC/19/4858/FUL Hut 6 Riverside** – replacement beach hut. Consultation expiry date 28th January. Case Officer Grant Heal. Councillors studied the plans and felt that no extraordinary meeting would be required; the Parish Council will make no comment.

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

To **RECEIVE** any other planning information. None.

7. To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. At this point, Cllr Reid declared a potential non-pecuniary interest, as his brother is now the Suffolk County Council Cabinet Member for Highways, Transport and Rural Affairs. There was some brief discussion about the outstanding work to be completed by Suffolk Highways (see supporting documents). Councillors noted the Suffolk Highways response to flooding along School Lane, Martlesham, which has been reported by residents and the Clerk (see supporting documents). Cllr Elliot had received a further response from Suffolk Highways, which she will email to councillors (copying in the Clerk). It seems likely that the flooding will not be made a priority, unless a property is affected. Cllr Elliot advised that a flood warning sign is now in place. Councillors voiced their safety concerns, as cars swerve to avoid the flooding in this area, which already has a dangerous bend; Cllr Lyon highlighted a recent accident, when a car ended up on its roof. The Clerk will write to Martlesham Parish Council (copying in Newbourne Parish Council), to voice the concerns of Waldringfield Parish Council, as many residents use this road. It was questioned whether the 'Suffolk 2020 Fund' could cover works related to flooding. The Parish Council asked the Clerk to write to Neil Winship, to thank him for moving a tree which was blocking a footpath. There was some discussion about snow and ice clearance, relevant to grit bins. Cllr Reid informed councillors that the Village Hall policy is not to clear snow or ice. Councillors suggested the Clerk email Waldringfielders, asking if any residents would like to be added to a list of grit bin volunteers, as by doing so they would be covered by Suffolk County Council insurance. Cllr Lyon questioned whether volunteers are required to have training.
8. To **CONSIDER** updates on or quotations received relating to the playing field. A representative from Norse is due to meet councillors on site, to cost up the work required (the tiling will be re-sited at the same time). The Clerk will chase for a confirmed date, as the working group is due to meet next week. The last inspection report received was from November.
9. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include considering the revised Disciplinary and Grievance Policies from NALC, and possible updates to the WPC Grant Awarding Policy. The Clerk explained that NALC has produced new templates for Disciplinary and Grievance Policies, following the 'Ledbury Case'. Cllr Reid highlighted that the current adopted policies are comprehensive and incorporate the relevant employment law. The NALC templates are more applicable to larger councils who have 'staffing committees', however, Cllr Reid proposed that relevant updates relating to councillor conduct/Code of Conduct complaints be amalgamated into the current WPC policies, for approval at a later date; this was seconded by Cllr Elliot and agreed by all. Cllr Reid will update the policies and circulate initially to Cllr Elliot and the Clerk. Regarding the Emergency Plan, Cllr Lyon will contact relevant parties to agree a meeting date; she highlighted that high spring tides are due shortly. The Clerk suggested councillors review the Grant Awarding Policy, as it could incorporate information about the section 137 limit; it also includes the previous Clerk's details.
10. **CLERK AND RFO REPORT**
To **CONSIDER** and **APPROVE** applications for community grants, if any. Two approaches had been made to the Parish Council after publication of the agenda. After discussion, councillors

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concluded that a grant to support the Waldringfield Primary School trip to 'the Ark' did not meet the criteria of the Grant Awarding Policy. The grant request from the Suffolk Neighbourhood Watch Association will be discussed at the next meeting; it was suggested the Clerk ask the Waldringfield Neighbourhood Watch representative how much support is given locally from the Suffolk Association.

To **CONSIDER** and **APPROVE** items of expenditure and sign cheques accordingly – see separate list. Cllr Archer scrutinised the documents and proposed acceptance, seconded by Cllr Elliot and agreed by all. Cheques were signed by Cllrs Reid and Archer.

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

To **CONSIDER** and **RECEIVE** updates on a Parish Council debit card and internet banking. Regarding internet banking, the Clerk explained the limitations of the current bank (Barclays) – there is no ability to have two online authorisations from councillors. The Clerk could become a signatory (with a councillor separately approving a payment) but would prefer not to as the sole employee (who would effectively be paying herself). While discussing the possibility of moving to Unity Trust Bank, Cllr Elliot confirmed she had done some investigation on Companies House and clarified the origins of the bank, which was primarily set up as a non-commercial entity for unions. Once an arm of the Co-op Bank, Unity Trust has been under a different ownership for the past couple of years and is now servicing businesses, however, the ethos of the bank appears largely unchanged and it is used by other parish councils. Cllr Reid asked the Clerk to check that paper statements would still be sent, as an important control. The Clerk will also confirm how cheques would be paid in. Cllr Elliot proposed that, if the decision is made to move to Unity Trust, a small amount of funds is left in Barclays, until the Parish Council is entirely satisfied with the service from Unity Trust. Councillors agreed that the Parish Council's savings should remain in the Ipswich Building Society account.

To **APPROVE** the continuing use of Direct Debit payments. Cllr Reid proposed that the use of Direct Debit payments be approved for the next year, seconded by Cllr Archer and agreed by all. This is on the understanding that the set-up of any new mandate has the required level of councillor approval.

To **AGREE** arrangements to undertake a Review of Internal Controls. Cllrs Archer and Reid agreed to carry out a review, as authors of the previous document, by the end of March. They will liaise with the Clerk to gather any required documentation.

11. To **CONSIDER** any correspondence received before the meeting – see separate list. Noted. Councillors agreed that the Clerk could circulate the information from Solo Housing via Waldringfielders. Councillors noted the forthcoming cessation of the mobile grocer and expressed concern that this may lead to some villagers losing their independence. It was agreed the Clerk will investigate other parishes' approaches to providing local transportation solutions (ie Knodishall's cat service and link bus, and the Facts Bus used in the Felixstowe area). Councillors suggested the issue be mentioned to the East Suffolk Councillors and raised at the next meeting of the East Suffolk Partnership. Cllr Reid agreed to attend the ES Partnership meeting, on the proviso that the role be shared with other Waldringfield councillors. Councillors felt that Waldringfield should be represented at these meetings, to avoid discussion being focused solely on Felixstowe.
12. **PARISH MATTERS** for the next meeting. Emergency Plan. A possible community transport solution. Arrangements for a public meeting to discuss the Verges Project.

The Chair closed the meeting at 21.38pm.

REVIEW OF ACTION POINTS FROM THE MEETING

Suffolk 2020 Fund – **councillors** to consider possible projects that may meet the criteria. From Cllr O'Brien's report: 'This is a £3million pot formed to fund projects such as new speed cameras, electric charging points, new cycle lanes or tree planting. Bids between £50,000 and £500,000 will be accepted within 100 days of the new financial year and will be for Suffolk-wide projects.'

DC/19/4808/VOC Variation of Condition(s) 2 on planning permission DC/18/4880/FUL Mickey's Field, School Road – **Cllr Elliot** to draft a response for **the Clerk** to email to Planning.

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Flooding on School Lane, Martlesham – Cllr Elliot to forward to councillors the second response received from Suffolk Highways. The Clerk to write to Martlesham Parish Council (copying in Newbourne Parish Council), to voice concerns.

Footpath Clearance – the Clerk to thank Neil Winship.

Grit Bins – the Clerk to email Waldringfielders, asking if any residents would like to be added to a list of volunteers. The Clerk to clarify if training is necessary.

Playing Field – the Clerk to ask for a confirmed date for tile re-siting and quotation meeting.

Policies – Cllr Reid to incorporate relevant updates (re. Ledbury Case) from NALC Grievance and Disciplinary templates into existing WPC policies and circulate initially to Cllr Elliot and the Clerk. Cllr Lyon to organise Emergency Plan meeting. Councillors to review the Grant Awarding Policy (to possibly incorporate the section 137 limit, although this changes each year).

Grants – the Clerk to advise that the Ark visit does not meet the criteria of the Grant Awarding Policy. The Clerk to ask the local Neighbourhood Watch co-ordinator how much assistance is given from the Suffolk association.

Internet Banking – the Clerk to clarify if Unity Trust sends paper statements and confirm how cheques are paid in.

Review of Internal Controls – Cllrs Reid and Archer to complete a review by the end of March, with assistance from the Clerk.

Correspondence – the Clerk to forward information from Solo Housing to Waldringfielders. The Clerk to investigate local transportation solutions used by other parish councils. Cllr Reid to attend the East Suffolk Partnership meeting (possibly mentioning the loss of the mobile grocer and lack of public transportation).

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 January Report

May I begin by wishing you all a happy and peaceful New Year.

The new year has begun, dare I say, rather quietly and most of what is in this report is from December. The main issue for the early new year will be the budget and this will be reported to you as and when.

Suffolk County Council is now in a position to provide information regarding the development of new Special Educational Needs and Disability (SEND) units attached to mainstream schools in the county. These units are:

- Two Generic Key Stage 1 Units – Pipers Vale Primary Academy and Burton End Primary Academy
- Three Communication and Interaction Key Stage 2 Units – Murrayfield Primary Academy, Houldsworth Valley Primary Academy, and Causton Junior School
- One Cognition and Learning Key Stage 2 Unit – Clements Primary Academy
- Three Communication and Interaction Key Stage 3/4 Units – Copleston High School, Ixworth School, and Newmarket Academy
- One Cognition and Learning Key Stage 3/4 Unit – Castle Manor Primary Academy.

This means an additional 168 new specialist placements will be available for children and their families from September 2020. Successful schools are currently working with the council to ensure the appropriate infrastructure and support is in place to enable these new units to be opened in September 2020.

It may be of interest that David Waters, company director of Anchor Mobility Limited, received a 32-month custodial sentence in December. Anchor Mobility Limited, a company meant to provide life-improving furniture to vulnerable and elderly people, failed to fulfil orders and refused to refund customers. Many customers received no goods, no refunds and poor customer service. One customer paid over £8,000 for two beds, which were never delivered, and no refund was ever received. A hearing, to consider compensation for victims, will take place in the new year. Suffolk Trading Standards officers, partner agencies and the National Trading Standards Tri Regional Investigation Team helped bring Mr Waters to justice.

Suffolk Fire and Rescue Service has undergone its most comprehensive, independent inspection in many years and has been rated as "Good" for its effectiveness, efficiency and how well it leads and manages its staff. A report, published on December 17th, praised the many aspects of the service. In particular how well it collaborates with other services and agencies, how it responds to fires and other emergencies, how it ensures fairness and promotes diversity, and the financially sound way the service is run.

On 16 December, Suffolk County Council announced the Suffolk 2020 Fund – from which organisations can bid for a share. This is a £3million pot formed to fund projects such as new speed cameras, electric charging points, new cycle lanes or tree planting. Bids between £50,000 and £500,000 will be accepted within 100 days of the new financial year and will be for Suffolk-wide projects.

An idea to raise awareness of the effects that population growth, climate change, littering and pollution has on animal habitats has been launched by thirty schools and groups across the county. Using homemade glue from flour and water together with recycled paper and cardboard, Suffolk school children have created 1,000 endangered animals from recycled material to make tigers, whales, turtles and gorillas. This has been an important project as it demonstrates, to children, how everyday materials can be reused and recycled.

Patricia O'Brien

East Suffolk Report

Ward Councillors Monthly Newsletter – January 2020

Melissa Allen: melissa.allen@eastsuffolk.gov.uk 07810816018

Richard Kerry: richard.kerry@eastsuffolk.gov.uk 07903301075

Housing

The new housing strategy is going to Cabinet on the 7th January this was reported in the local press over the weekend. <https://www.eadt.co.uk/news/east-suffolk-affordable-rent-shared-ownership-homes-plans-1-6440934> East Suffolk's longer-term strategy for using the HRA money involves identifying redevelopment funding of £55.9m over the next 30 years along with new development funding of £227.3m for housing.

New paperless land charges service launched

The new East Suffolk Public Access Land Charges (PALC) system was launched on 2 December, enabling people to directly access the Land Charges team at East Suffolk Council. As part of the conveyancing process, a local land charges search is undertaken whenever a property or piece of land is purchased, leased, valued or re-mortgaged. The search shows any restrictions or legal obligations against the site such as tree preservation orders, conditional planning consents, conservation areas and listed buildings. Prior to the introduction of the new PALC system, searches could only be applied for via email or in writing. Through the use of intelligent online forms which ensure the correct information is captured during an application, the new system removes the need for third parties and additional transactions. Applicants receive a downloadable response document, removing the need for printing and further paperwork. To access the new Public Access Land Charges service, go to www.eastsuffolk.gov.uk/local-land-charges

Consultation on proposed dog control orders

Earlier this year, 10 Public Space Protection Orders (PSPOs) were introduced to replace existing byelaws. The areas affected by these include Charsfield recreation ground, Martello Park Gardens in Felixstowe and Felixstowe Seafront Gardens. Now, three more PSPOs are being proposed to ensure dogs are kept on leads in Herringfleet Hills, Lound Lakes and Charsfield churchyard. A four-week consultation was launched on 13 December inviting local people to give their views on the proposals. Full details of the proposals, and details of how to comment on them, can be found at www.eastsuffolk.gov.uk/dog-control-order-consultation Responses can also be sent to PSPO Consultation, c/o Environmental Protection, East Suffolk Council, East Suffolk House, Station Road, Melton, Suffolk, IP12 1RT. The consultation closes on Friday 10 January 2020.

Consultation on draft Heritage Action Zone document

Local residents, businesses and other interested parties are being asked for their views on the draft design guidance for the North Lowestoft Heritage Action Zone. The 6-weeks Draft North Lowestoft Heritage Action Zone (HAZ) Design Guide Supplementary Planning Document consultation started on 13 December 2019 and closes at 5pm on Friday 24 January 2020. The North Lowestoft Heritage Action Zone is a project carried out in partnership with Historic England, Lowestoft Town Council and East Suffolk Building Preservation Trust which will run until the end of March 2023. East Suffolk Council is actively supporting the HAZ programme of work, including through the commissioning and production of this Design Guide. Following the consultation, the Council will consider the comments received prior to finalising the document early next year. The Draft HAZ Design Guide Supplementary Planning Document can be found at www.eastsuffolk.gov.uk/HAZ

Reducing waste this Christmas

East Suffolk residents are being encouraged to consider the environment this Christmas by choosing recyclable products wherever possible and reducing their household waste. An estimated 125,000 tonnes of plastic packaging and 83km² of wrapping paper is thrown away in the UK every Christmas. However, much of this waste could be recycled at home through the blue household recycling bin. Most wrapping paper is recyclable, with the exception of paper with glitter or foil-effect papers. Cardboard packaging and cards without glitter are also recyclable through the blue wheeled bin, as well as hard plastic, aluminium foil, newspaper, magazines, cans and plastic bottles. According to the Suffolk Waste Partnership, 73% of people have leftover food at Christmas. Buying less and freezing leftovers can

save money and reduce the amount of food being thrown away. For more information on reducing food waste, visit www.foodsavvy.org.uk

Work to improve beach access in Felixstowe has been completed

Work to improve access to Felixstowe beach and beach huts has been completed at a cost of £250,000. East Suffolk Council has invested £250,000 to improve public access to the beach and beach huts in Felixstowe following a survey of the area, which revealed that some of the older steps had deteriorated and were potential hazardous. The work included renovating the steps at Golf Road car park and removing the old steps at Brackenbury car park to create a new set of wooden and concrete steps. Access has also been improved for beach hut licence holders at Brackenbury Cliffs with the refurbishment of new platforms in front of the huts.

Food safety packs launched to help small businesses

Small businesses in East Suffolk can now manage their food safety practices more easily following the launch of new information packs. Developed by the Food Standards Agency, 'Safer Food Better Business' packs are now available from East Suffolk Council's Food and Safety Team to help small business operators understand and comply with food hygiene regulations and food safety management procedures. Food safety regulations require a business to show and record the actions they take to ensure food made and/or sold on the premises is safe to eat. The 'Safer Food Better Business' packs contain food safety procedures for a variety of businesses including caterers, care homes, retailers and childminders. The packs contain up to date information on:

- Food allergens
- 'Pre-Packed for Direct Sale' regulations (which will be introduced in October 2021)
- Details on how to register as a food business
- Guidance around the Food Hygiene Ratings Scheme.

Businesses can download or order a pack here: www.eastsuffolk.gov.uk/business/food-safety/safer-food-better-business/

Photo competition winners announced

The winners of this year's East Suffolk Photo Competition have been announced. Returning for its third year, the competition ran throughout November and invited amateur and professional photographers to submit their photos of the district to East Suffolk Council. In early December, the entries were judged by Cllr Stephen Burroughes, cabinet member for Customer Services and Operational Partnerships and Cllr Letitia Smith, cabinet member for Communities, Leisure and Tourism. See the winning photos at www.eastsuffolk.gov.uk/leisure/east-suffolk-photo-competition/

Suffolk Police

Link to the latest newsletter (December 2019):

https://www.suffolk.police.uk/sites/suffolk/files/ceo_cc_december.pdf

The interactive crime map for November shows 1 reported crime in Waldringfield – 'anti-social behaviour on or near Woodbridge Road'. Anti-social behaviour includes personal, environmental and nuisance anti-social behaviour.

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 10th December 2019.

Project 2020 Vision – Cllr Kay to contribute a snapshot of the current work of the Parish Council.

Playing Field – the Clerk to call Norse to chase up a quotation for maintenance works, and ascertain when the last monthly inspection took place. The working group to meet again to produce a scoping document. *SEE ITEM 8 FOR FURTHER INFORMATION.*

Bank – the Clerk to ask SALC for advice about online banking for Clerks. Once the mandate form has arrived, account signatories will be required to sign, to allow a debit card to be issued. *SEE ITEM 10 FOR FURTHER INFORMATION.*

Review of Internal Financial Controls – to be arranged in the new year. *SEE ITEM 10 FOR FURTHER INFORMATION.*

DC/19/4551/FUL River Cottage, 5 Church Meadows – the Clerk to write to Planning by 16th December, in support of the application. *DONE*

Eureka – the Clerk to ask ESC Cllr Allen to ensure a protection plan is in place for the oak tree before work commences. *DONE. CLLR ALLEN REPLIED 'I'LL FORWARD THIS ONTO THE PLANNING OFFICER AND REQUEST IF THEY CAN LOOK INTO THIS.'*

Defibrillator – the Clerk to complete grant paperwork and order the defibrillator. Cllr Archer to install the defibrillator when delivered. *ALL PAPERWORK COMPLETED AND DEFIB ORDERED – DUE TO BE DELIVERED TO CLLR REID IN EARLY FEBRUARY. SCC GRANT MONEY IN BANK. SCC COUNCILLOR ALLOWANCES TEAM WROTE: 'IF YOU INTEND TO PUBLICISE THIS EXPENDITURE, IT WOULD BE APPRECIATED IF SUFFOLK COUNTY COUNCIL'S INVOLVEMENT COULD BE INCLUDED IN ANY PUBLICITY. ACKNOWLEDGEMENT OF YOUR COUNCILLOR'S COMMITMENT TO YOUR PROJECT WOULD ALSO BE APPRECIATED.'* ES ENABLING COMMUNITIES TEAM WROTE: *'FINALLY, AS EXPLAINED IN THE ATTACHED GRANT ACCEPTANCE, AGREEMENT TO ACKNOWLEDGE RECEIPT OF GRANT FUNDING FROM EAST SUFFOLK COUNCIL IN ANY PR/MARKETING ACTIVITY MUST BE UNDERTAKEN. PLEASE LIAISE WITH THE CLLR(S) ABOUT ARRANGING POTENTIAL PHOTOSHOOTS AND SUITABLE PR. WE DO ALSO HAVE A LARGE CHEQUE AVAILABLE THAT CAN BE USED FOR PHOTOSHOOT OPPORTUNITIES.'*

England Coast Path – the Clerk to write to Natural England in support of the proposed route. *DONE*

Policies – Cllr Kay to update the Emergency Plan. Cllr Lyon to investigate a 'grab bag'. The Clerk to look at changes to the disciplinary and grievance procedures. *SEE ITEM 9 FOR FURTHER INFORMATION.*

School Lane Potholes – the Clerk to write. *DONE. CLLR ELLIOT HAS REPORTED THE ROAD HAS BEEN RESURFACED.*

ITEM 6

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

DC/19/4858/FUL Hut 6 Riverside – replacement beach hut. Consultation expiry date 28th January. Case Officer Grant Heal.

To **NOTE** any application decisions received

DC/19/4095/TPO T8 oak located behind the 2 rows of beach huts, The Quay, Riverside (TPO SCDC/03/00163) – crown thin 15-20% and selectively prune back where branches overhang huts and to retain balance. Reason: to reduce wind permeability. Application permitted.

DC/19/4551/FUL River Cottage, 5 Church Meadows – extension of the existing south east gable wall by 2.0m including the reuse of existing window with all materials and detailing it to match the existing property. Application permitted.

ITEM 7

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

The Clerk was contacted by Martin from Suffolk Highways:

I have a note dated May 2019 asking to provide your Parish Council with "Kill Your Speed" repeater posters. Well the new posters still haven't arrived, but we have discovered a small quantity of old but unused posters, following a "spring clean". Do you still require the posters? If so, I could deliver next week, if you can let me know where to drop them off.

The Clerk replied:

I've attached an email trail from August, which details Waldringfield Parish Council's decision to request small repeater signs for the bare SID posts (rather than the speed kills poster). I never heard back... I'm not sure if you can help with a couple of other Highways issues, please? You'll see the school signs in Waldringfield referenced in the first attachment. Both School Road and Cliff Road warning signs were due to be replaced, due to fading. The triangular School Road 'children' sign has been replaced, but not the 'School' wording underneath – is this due to be replaced? The Cliff Road school sign (triangle and wording) has not been replaced – is this still due to go ahead? I've attached photos for reference.

I've attached another email trail which references the moving and replacement of a bend in the road sign in School Road, and missing SLOW markings coming into the village. There has been no progress on either issue.'

Suffolk Highways replied:

[retracted] is no longer with us, so I have forwarded your email to his successor and line manager to respond directly to you. In the meantime, any road defects (including warn signs and markings) can be reported here: <https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue/> If you change your mind about the "Kill Your Speed" posters, just let me know, because I only have ten and expect them to go very quickly!'

Although not in Waldringfield, emails were received via Waldringfielders regarding flooding along School Lane, Martlesham. Cllr Kay responded 'The Parish Council regularly reports flooding to the Highways Agency, but there is nothing to stop individuals from doing so too. The more people who report a flooded road the more likely the Agency will do something about it.' Like other members of the public, the Clerk filed a report and received the following reply: 'Please be advised that the drainage team are aware of flooding at this location, however our drainage budget for the 2019/20 financial year is already fully allocated. Unfortunately our forecast budget for the 2020/21 financial year has been greatly reduced, meaning that it will probably be at least 2021/22 before sufficient funding is available to design and deliver works at this location.'

An email was received from a resident about a fallen tree across a path 'down besides school towards Newbourne just before it gets to the field'. Cllr Gold advised the resident that Neil Winship has now cleared the tree. Cllr Gold thanked Mr Winship, who advised that he is happy to continue clearing fallen trees in this area, until he can no longer do so.

Cllr Elliot forwarded the Clerk an email with attachments regarding snow/ice clearance: a 2011 document produced by Kirton & Falkenham Parish Council, and advice from Suffolk County Council as part of grit bin information (2011). Cllr Reid forwarded the Clerk an email with the Village Hall's Snow & Ice Policy. As part of their online grit bin information, SCC states: 'We can insure named volunteers for spreading grit or clearing snow providing the parish or town council maintains a list of these volunteers.' There is currently no list of volunteers. The last published Emergency Plan states:

6.1 Public Areas

The Parish Council is not responsible for and will not undertake snow and ice clearance or gritting of public highways, pavements and footpaths in the village. This is the responsibility of Suffolk County Council's Highways Department and an extract from their policy is set in Appendix E.

The Parish Council does provide 8 grit bins around the village for use by members of the public to treat public roads and footpaths as they see fit (but not for use on their own properties). The County Highways Department is responsible for filling these bins. Named volunteers for spreading grit or clearing snow can be insured through the County Council's insurance provided they are on the list maintained by the Parish Council of volunteers who will spread the grit on their behalf.

Members of the public are reminded that by undertaking snow clearance or gritting of a public area they potentially take on some liability for any subsequent accidents. However, the government advice is that this should not be an issue if they take reasonable care about what they do.

ITEM 8

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

From the Playing Field Working Group:

PROPOSED ACTIONS ARISING FROM ANNUAL PLAYING FIELD INSPECTION 15th JULY 2019.

This report identified 6 items having moderate risk
27 items having low risk
7 items having very low risk

MODERATE RISK ITEMS

1. VEHICULAR ACCESS GATE – ROTTEN TIMBER

As this is only used by contractors needing access (e.g. for grass cutting) and not by the general public we propose this is monitored and action taken when the gate ceases to easily function.

2. VERTICAL TIMBERS ON FORT – ROTTEN

These timbers are not structural and many have already been removed. We propose these are monitored and removed if they start to form a danger e.g. due to splinters.

3. BRIDGE TIMBERS ON FORT – ROTTEN

These are old telegraph poles and although rot has been identified they are nowhere close to failing structurally. We suggest these are monitored and replaced when the extent of the rot poses a risk of their failing when walked on.

4. TIMBERS ON SLIDE PLATFORM – ROTTEN

These timbers are not structural and do not have any obvious function now that the platform is concreted. We propose these are monitored and removed if they start to form a danger e.g. due to splinters.

5. STEPS ON FORT – ROTTED

This appears to refer to the steps up the fort near the sand pit. Although reported as rotten these are perfectly serviceable at present. We propose these are monitored and repaired/replaced when produce a hazard.

6. PARALLEL BARS – ROTTEN TIMBER

The rot indicated in the report is below ground though there is no indication of this from the stability of the bars. This item was purchased from Fenland Leisure Products in 2009 with a 15 year warranty on the timber. The Stepping Snake, also purchased from Fenland Leisure Products, was replaced under warranty a few years ago, so it will be worth pursuing getting this replaced under warranty. In the meantime the stability of the bars will be monitored.

OTHER ITEMS IDENTIFIED WHERE ACTION IS BEING TAKEN

1. SAFETY MATTING UNDER SWINGS AND SEE SAW – LOW RISK

A contract has been placed with Norse to relay the matting where required and seal and gaps. Note after this has been completed the surface needs to be monitored for algae causing it to become very slippery.

2. ROTTEN TIMBERS AROUND SANDPIT – LOW RISK

A quote has been requested from Norse for this work

3. LOGS IN FALL-OFF AREA AROUND TREE STUMP – LOW RISK

The tree stump of the fallen tree was re-inserted into the ground as a climbing attraction, but some of the upper trunks, also used for climbing/sitting need to be moved further away from the stump for safety. If we cannot winch these trunks to the necessary position, we will get a quote from Norse for this work.

4. VEGETATION OVERGROWTH – 3 MENTIONS – LOW RISK

We will trim these areas back as necessary.

5. SIGNS NOT DISPLAYING EMERGENCY CONTACT DETAILS – VERY LOW RISK

The Chairman will add this information to the existing signs.

Draft 1 for agreement
Colin Archer
10th December 2019

Waldringfield Parish Council

As per email from the Clerk to councillors on 16th December:

I've just spoken with Simon from Norse about the playing field. He did apologise for not being in contact. He assures me that the monthly inspections are happening (see November report attached)...

The rubber tiles will be re-sited in mid-January, in all three areas mentioned in the annual report. The surrounding wood will either be made good or removed and 'back-filled' with soil.

While the workmen are there, Simon will be on site to price up the additional remedial works. In his opinion, some of the wood rot can probably be made good by cutting off and sanding, however, he's going to price up two options – making good or replacing. He asked if a councillor(s) would like to meet on site, to which I replied I thought someone would, so he's going to let me know the date.

ITEM 9

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

The Clerk wrote to councillors on 11th January, advising of some of the differences between the current adopted Disciplinary and Grievance Policies, and the new NALC template policies. As separate documents, the elements and wording vary. The Grant Awarding Policy could be expanded, ie to include the current information about the section 137 limit (which for 2020-21 is £8.32 per elector).

ITEM 10

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

After publication of the agenda, two requests have been received:

From a resident, asking for support for a Waldringfield Primary School trip to visit 'The Ark' in Ipswich.
From Suffolk Neighbourhood Watch: *'We are hoping you may be able to donate £50.00 to help us cover the general operating costs of our Association, such as postage, printing, room hires for meetings, and the like. But of course, any donation would be much appreciated to help us sustain the support we provide to all the Neighbourhood Watch schemes across Suffolk.'*

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

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

Waldringfield Parish Council PAYMENTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50 Newsletter re 1972 LGA s142	10/01/2020		Barclays Community A	101193	Newsletter	Parish Magazine Printing	X	95.50	0.00	95.50
51 Website/Scribe Fees	10/01/2020		Barclays Community A	101194	Annual Subscription	Amazon (via Rebecca Todd)	S	40.79	8.16	48.95
52 Post and telephone	10/01/2020		Barclays Community A	101194	Postage	Rebecca Todd	X	1.06	0.00	1.06
53 Salaries	10/01/2020		Barclays Community A	101195	Salary	Rebecca Todd	X	467.36	0.00	467.36
Total								604.71	8.16	612.87

Waldringfield Parish Council RECEIPTS LIST										
Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8 Advertising Income	03/12/2019		Barclays Community A		Advertising Income	Katie's Garden	X	24.00	0.00	24.00
7 SOC Locality Grant	27/12/2019		Barclays Community A		Enabling Communities Grant (£1000)	Suffolk C C	X	600.00	0.00	600.00
Total								624.00	0.00	624.00

Continued on 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 10/01/2020		
	Cash in Hand 01/04/2019		12,026.98
	ADD Receipts 01/04/2019 - 10/01/2020		15,722.33
	SUBTRACT Payments 01/04/2019 - 10/01/2020		27,749.31 12,982.59
	Cash in Hand 10/01/2020 (per Cash Book)		14,766.72
B	Cash in hand per Bank Statements		
	Cash 31/12/2019	0.00	
	Ipswich Building Society 31/12/2019	7,799.20	
	Barclays Community Account 31/12/2019	7,580.39	
			15,379.59
	Less unrepresented cheques		612.87
			14,766.72
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		14,766.72
	A = B Checks out OK		

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

10 January 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	SCDC Community Enabling Fund							
36	Bank Interest	115.00		-115				-115
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	15,680.33	896				896

B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				5,684.00	4,039.66	1,644	1,644
2	PAYE/NI							
3	Stationery/Mileage/Etc.				500.00	127.40	373	373
4	Post and telephone				75.00	42.72	32	32
5	Newsletter re 1972 LGA s142				425.00	252.70	172	172
6	Village Hall hire				250.00		250	250
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	75.00	125	125
12	Election Costs					76.16	-76	-76
40	Website/Scribe Fees				310.00	90.79	219	219
42	Professional Services				250.00		250	250
SUB TOTAL					8,779.00	5,553.84	3,225	3,225

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	109.17	891	933
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

10 January 2020 (2019-2020)

41 AONB Grant Payments							
SUB TOTAL	42.00	42	3,105.00	4,240.67	-1,136	-1,094	

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	559.90	590	590
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	2,309.90	590	590

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	15,722.33	938	14,784.00	12,104.41	2,680	3,618
V.A.T.		0.00			878.18		
GROSS TOTAL		15,722.33			12,982.59		

To **CONSIDER** and **RECEIVE** updates on a Parish Council debit card and internet banking.

The SALC advice on internet banking is as follows (see next page):



Internet Banking

Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking.

However, it is imperative that proper processes are in place to ensure safe and efficient methods of payment for goods and services and the following guidelines may assist:-

- Any application to open an internet banking account in the name of the Council MUST be approved by resolution and the application form signed by at least two existing cheque signatories.
- The Bank must be instructed that overdraft facilities are not authorised.
- Forms or letters of authorisation to transfer sums to the internet account are to be signed by any two existing cheque signatories.
- The Council appoints two Councillors (who are not cheque signatories) to verify the schedule of payments made from the internet banking account against sample invoices selected at random on a regular basis.
- The internet banking access codes and passwords are retained securely by the Clerk/RFO and that no internet banking is undertaken on a computer to which the public have access.
- The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking.
- The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers.
- Hard copies of the bank statements to be sent to the Chairman monthly and made available for inspection at Council.

Where cheques are still used, signatures of two members are still required

Cllr Kay contacted Barclays, as they will not speak to the Clerk (as she is not a signatory), who 'confirmed that we can't replicate the cheque based arrangements online...There is no type of account which will allow the Clerk/RFO to set up payments but not be able to authorise them.'

From p.13 of the Good Councillors Guide on Finance & Transparency (see next page):

The bank mandate should require at least 2 councillors to sign all cheques and payments; the clerk/RFO should only be a signatory in conjunction with 2 other councillor signatories. It is important to remove a councillor from the bank mandate as soon as they cease to be an elected member.

From p.14:

Where electronic banking is used, arrangements should ensure that at least 2 people are involved in any transaction, one of whom must be a member. Direct debits and standing orders are permitted if approved by the council.

The Clerk, as sole employee, would prefer not to be a signatory.

A link was sent to councillors about Unity Bank, which other parish councils use for internet banking: [https://www.unity.co.uk/content/uploads/UTB2357 Town Parish Concils A4 1pp Leaflet WEB.pdf](https://www.unity.co.uk/content/uploads/UTB2357_Town_Parish_Concils_A4_1pp_Leaflet_WEB.pdf)

To **APPROVE** the continuing use of Direct Debit payments.

The WPC data protection fee renewal is due to be collected by direct debit on or before 11/02/2020.

To **AGREE** arrangements to undertake a Review of Internal Controls.

The previous internal control exercise that was undertaken in 2018 was forwarded by the Clerk to councillors Archer and Reid (who had conducted the review), copying in Cllr Kay. The Clerk also forwarded the SALC template. The Clerk suggests a new review be undertaken by the end of the financial year (in March). At the same time, it might be prudent to conduct a review of the Financial Risk Assessment & Management, which is part of the annual risk assessment (forwarded to Cllrs Archer, Reid and Kay).

ITEM 11

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

The Clerk received a letter from Dr Gareth Thomas, Chair of the Waldringfield History Group:

Thank you for your letter of 2nd December 2019 notifying the decision of the Parish Council to support the next phase of the Waldringfield History Group Book and thank you for the associated cheque for £500 which you were able to hand to me when we came to talk about Vision 2020. We are most grateful for this support as we move towards publication.

We note the conditions of the loan and find them very acceptable, especially bearing in mind the inevitable uncertainty associated with the publication of a book.

Naturally I will keep the Parish Council posted as to the progress we are making. The material is all there and much of it has been finally edited – we are currently checking copyright issues etc and making enquiries about seeking a publisher. It is these 'final' steps which take the time.

Once again, very many thanks to the Members of the Parish Council for their support and to you for your help.

A letter was received from Solo Housing:

Dear Sir/Madam

I am writing to you seeking your support in publicising the ongoing work of Solo Housing helping single people find affordable accommodation through our 'Lodgings Scheme'.

Solo Housing is a registered charity based in Diss, Norfolk, and their aim is to help single people access affordable and sustainable accommodation. This has been the case for over 30 years. One means by which this is achieved is through 'lodgings'

Waldringfield Parish Council

This is where we hold a database of people who may either own or rent a property, where they may have a spare room to rent. The home owner advises us on the sort of person they would ideally like as a lodger, and we then put a person seeking a room, closely matching this criteria, in touch with one another to facilitate a successful placement.

The main criteria for the room is that it is for the sole use of the lodger, and there is a kitchen and bathroom available for use. A Solo Lodgings officer visits any prospective landlords/landladies to ensure the accommodation meets a minimum standard, and to establish the criteria required in a lodger. This is what makes the scheme so successful.

We offer advice and support at any time during the lodgers time in Lodgings.

We have a constant demand for lodgings accommodation, and are always seeking additional homeowners wishing to rent a room, to add to our lodgings database. Those renting housing association properties can often also benefit from this scheme.

I would be most grateful if you could support our work by placing a copy of the attached advertisement in your Parish/Church Magazine, and any other local/public noticeboards that you are able to. Please feel free to also print this letter.

This work is very important for single people who increasingly find it difficult to access affordable accommodation. We meet with all prospective lodgers, who are largely referred to us by the local authority, to build in as much peace of mind to both parties as possible.

Should you require any further information, please call me on 07880737520, or email me stephen.freeman@solohousing.org or call Solo Housing on 01379 640250.

Thank you very much in anticipation of your assistance.

*Steve Freeman
Lodgings Officer*

An email was received from a concerned resident:

We have had a mobile grocer for nearly three years and this has proved a lifeline to those residents without cars. This was especially beneficial when the bus from the village to Martlesham Heath and Woodbridge ceased to operate. The returning bus back to Waldringfield still exists. I should think the reason why the outward bus was stopped is because it operated before 9.30am and the cost was quite high so was little used. After 9.30am the bus pass/concession comes into force.

I have been told by the mobile grocer that due to family circumstances she is having to stop trading on January 28th. Those of us supporting the shop feel very sad and I do worry that the residents without cars or computer skills to order on-line will feel much less independent.

We would be grateful if the parish council can help with any suggestions to relieve the situation. Maybe a "community transport" bus to Woodbridge and/or Martlesham Heath could be arranged once a week.

An email was circulated via Waldringfielders:

Does anybody have any theories about why the beach is suddenly sandy? Has sand been swept in? Has mud been scoured away? Has somebody stopped dredging?

Various emails were circulated by the Clerk to councillors, including communications from SALC, NALC, East of England LGA and Rural Bulletins; a Planning Survey from SALC (due by 31st January); a nomination form from SALC to attend a Buckingham Palace garden party on 27th May (nominations by 28th January); an invite to attend the East Suffolk Council annual budget review; an invitation from SALC to attend the first joint East Suffolk Forum (hosted by Suffolk Coastal and Waveney on 23rd January at Darsham Village Hall); the AONB monthly update; an invitation from Together Against Sizewell C to a film screening on 2nd February; an invitation to the next Suffolk Coastal Disability Forum, on 14th January; a link to the East Suffolk Felixstowe Peninsular Partnership data pack; the

latest ICO news; an invitation from the Greenprint Forum to a Climate Action event in Lowestoft on 3rd February; and the Greenprint Forum's latest newsletter*.

*In the newsletter, there is an article on the Environment Agency consultation about the challenges our waters face (closes 24th April): https://consult.environment-agency.gov.uk/environment-and-business/challenges-and-choices/?dm_t=0,0,0,0

Re. East Suffolk Community Partnerships:

Dear Parish Clerks/Meetings

East Suffolk Community Partnerships

Thank you very much to those of you who attended the Community Partnership workshops in October and November. The workshop notes and data pack for your area are now available at <http://www.eastsuffolk.gov.uk/community/community-partnerships/>. This area of our website is where information about your Community Partnership will be published from now on.

The first round of Community Partnership meetings is being held from the end of January and we would like to invite expressions of interest from Parish Councils and Meetings to participate. We are seeking one Parish Council or Meeting representative for each East Suffolk Ward that is part of the Community Partnership, plus the Town Council(s) in each area. Please see the attached paper for more information.

The meeting for the Felixstowe Peninsular Community Partnership is being held at 2.00pm on Monday 24 February 2020 at Felixstowe Town Council.

Further details, including an agenda, will be sent out at least five working days before the meeting, but the focus of the meeting will be on the three priorities that were agreed at your workshop:

- Community spaces and physical enhancements
- Social isolation and loneliness
- Education – aspirations, ambition and standards

Please could you confirm if your Council/Meeting would be interested in being the Parish Council/Meeting representative for your Ward; if multiple Councils/Meetings come forward, we will select an initial representative for 2020/21 by drawing lots.

Re. Sizewell C:

I am writing to update you on EDF's plans for Sizewell. Following the successful completion of four stages of public consultation for Sizewell C, Jim Crawford, project development director, has retired as planned.

Former Sizewell B station director Paul Morton takes on responsibility for leading on local engagement for the Sizewell C project. Paul is the acting chief nuclear officer for EDF in the region and will be able to set out the case for the whole Sizewell site. He will be supported by myself as Head of Stakeholder Engagement and our new Safety Director Mike Lavelle, who has in-depth experience of Sizewell B and C. Carly Vince, Chief Planning Officer, will continue to lead on the planning application for Sizewell C and will be supported by Richard Bull while she is on maternity leave.

Our focus for this year is submitting the planning application for Sizewell C and continuing the reliable generation at Sizewell B to power 2.5m homes and businesses. We will continue with our community

engagement to ensure that local people are aware of the progress we make with our planning submission for Sizewell C and local engagement at Sizewell B.

On behalf of EDF I wish you a Happy New Year,

*Tom McGarry
Head of Stakeholder Engagement, Sizewell C
Nuclear Development*

From Cllr O'Brien:

Improvements in sight as date agreed for plans to tackle Suffolk's parking problems

Councils in Suffolk are ramping up activity in order to take on responsibility for local parking management from 6 April 2020.

Parking patrols in Suffolk will soon be managed by district and borough councils, in a bid to improve parking locally and drive down nuisance and unlawful parking in towns and villages across Suffolk.

Traditionally, roadside parking offences were a matter for the Police. However, parking has become a lower priority for them, so Suffolk County Council is transferring this responsibility to local district and borough councils under a process known as civil parking enforcement, or CPE.

Councils already manage public car parks in many towns and villages, so the changes make sense. Suffolk Constabulary is supportive of the move because the transfer of responsibilities will enable them to spend additional time on keeping communities safe and arresting and bringing offenders to justice.

Moving the responsibility from the police to local councils requires that statutory notice is given in Parliament. The parliamentary order will be laid until 30 January.

CPE has been running successfully in Ipswich since 2005; both Ipswich Borough Council and all the district councils have been working collaboratively with Police and Suffolk County Council in the planning stages to ensure a smooth implementation county-wide.

The change will bring many benefits, including:

- greater priority given to parking management locally, to help keep traffic moving;
- district and borough councils empowered to make local decisions to suit local circumstances;
- irresponsible and nuisance parking being enforced – supporting pedestrians, vulnerable road users, public transport services, drivers and emergency services to use the network more safely;
- fines associated with parking will be retained in Suffolk to support the cost of enforcement. Any surplus can be spent on local transport and environmental improvements;
- new jobs created county-wide to support parking management, patrols and enforcement.

PCC ASKS FOR YOUR VIEW ON HIS PRECEPT PROPOSALS

Suffolk's Police and Crime Commissioner, Tim Passmore has confirmed that he is proposing to raise the policing element of the council tax and wants to hear the public's views.

The recent general election has delayed the Home Office funding announcement so the PCC is assuming an increase of 4% to the policing precept, which will potentially raise a Band D bill by 70p a month.

The PCC is asking whether the public supports his proposals and explains why the increase is necessary.

TO TAKE PART IN THE SURVEY VISIT

<https://www.surveymonkey.co.uk/r/Suffolkprecept20-21>

Tim Passmore said, "Since becoming PCC in 2012, each year I have had to make difficult decisions about the policing budget and how much I will ask you, as a Suffolk taxpayer, to pay towards the policing element of your council tax.

"Unfortunately, the timing of the recent General Election has meant that the normal cycle of funding announcements from central government was delayed. This leaves both myself and the Chief Constable in the difficult position of currently not knowing how much central funding we will receive, or what limits might be imposed on any increase in the policing element of council tax.

"This makes it very difficult to consult on a specific budget proposal, so I'm basing this year's survey on an assumption of a 4% precept increase which is an additional 70p a month for a Band D property."

This additional resource from a precept increase will allow the Chief Constable to improve the standards of police investigations to bring more offenders to justice and enhance Suffolk Constabulary's capacity and capability regarding pro-active policing to tackle serious and organised crime, county lines and knife crime. A new commercial vehicle unit will make Suffolk's roads safer and free flowing and additional officers and staff will enhance the Constabulary's ability to prevent crime happening in the first place. More detail on the proposed areas of investment is available here.

If Government limits the precept increase to 3% (53p a month for Band D), these plans will have to be adapted accordingly. Details will be updated on the PCC website as they become available www.suffolk-pcc.gov.uk.

The PCC will present his proposal to increase the policing element of the council tax to the Police and Crime Panel on January 31st for their approval. The papers for this meeting will be published five days before on Suffolk County Council's website, www.suffolk.gov.uk.

To find out what this could mean to households across all of the council tax bands please click [here](#).

Sandra Graffham
Head of Communications and Engagement
Office of the Police and Crime Commissioner for Suffolk
01473 782777
07725 923632
suffolk-pcc.gov.uk
[@timspcc](https://twitter.com/timspcc)

ITEM 12

PARISH MATTERS for the next meeting.

The Clerk would suggest the loss of the mobile grocer and the suggestion of a community transport bus be discussed.

Following the PC's resolution on 13th August, regarding verges, at the meeting on 10th September it was suggested a public meeting be arranged to discuss the Verges Project.