



# Waldringfield Parish Council

Parish Clerk: Rebecca Todd  
5 St. George's Terrace, Church Road,  
Felixstowe, Suffolk IP11 9ND  
E: [pc.waldringfield@googlemail.com](mailto:pc.waldringfield@googlemail.com)  
T: 01394 271551  
[www.waldringfield.onesuffolk.net/parish-council/](http://www.waldringfield.onesuffolk.net/parish-council/)

## 1798 Minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> June 2020

**In attendance (via video conferencing):** Councillors Kay, Elliot, Lyon, Gold, Reid and Archer  
1 member of the public

**Clerk:** Rebecca Todd

1. To **RECEIVE** apologies for absence – SCC Cllr O'Brien (illness), ESC Cllr Allen (power cut), Cllr Matheson. Cllr Kay had received a telephone call from Cllr Matheson, who informed him that she would be resigning. Cllr Matheson will put her resignation in writing to the Clerk. Councillors expressed their thanks to Cllr Matheson for her 40 years of dedicated service to the Parish Council. Cllr Elliot proposed a suitable tribute be made. After some discussion, it was agreed that the Clerk would publish a feature in the September newsletter. Cllr Gold will organise a meeting with Cllr Matheson, to put together some reminiscences.
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.**
3. To **RECEIVE** reports from SCC Cllr Patricia O'Brien, ESC Cllrs Melissa Allen & Richard Kerry and Suffolk Police. Councillors noted the report received from SCC Cllr O'Brien. Cllr Reid commented that there had been more police presence in the village during lockdown. Cllr Archer commented that four police cars were seen rushing through the village on Sunday (7<sup>th</sup> June), which Cllr Gold had also noted; the circumstances were unknown.
4. To **APPROVE** the minutes of the Annual Parish Council Meeting held on **19<sup>th</sup> May 2020**, and the minutes of the regular Parish Council Meeting, held on the same day. Cllr Kay proposed acceptance of both sets of minutes, which was seconded by Cllr Elliot and approved by all councillors.
5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council Meeting held on **19<sup>th</sup> May 2020**. See supporting documents. Councillors noted that the footpaths have been cut. As Fenland Leisure Products are open for business again, the Clerk will ask for confirmation of the specification of the replacement parallel bars. Cllr Archer has noticed people using the playing field and sitting on the benches. The public notice (displayed by Norse) is still in place, advising people that the play area is closed due to Covid-19. The Clerk highlighted recent information received intimates the reopening of play areas will not be until stage 4 of the recovery plan. The Clerk confirmed that ESC Cllr Kerry has also agreed to provide funding for the replacement Mill Road/Cliff Road bench. Cllr Reid suggested, rather than a similar bench to those on the beach (plastic), a more aesthetically-pleasing wooden bench might be more appropriate in this prominent setting, for example, a heavy teak bench. Cllr Gold supported this view. Cllr Lyon raised the issue of maintenance. Councillors were supportive of the Clerk collating some quotes for discussion at another meeting. Cllr Reid will forward details of a supplier used by the Village Hall. The Clerk will investigate if local companies Realise Futures and Genesis sell solid wooden benches. Tony Lyon will paint the village sign when lockdown eases (Cllr Kay will purchase two bottles of wine as a thank you).
6. To **CONSIDER** Planning Applications for **COMMENTS**.  
To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda. None received.  
To **NOTE** any application decisions received – see separate list. Noted. DC/20/2009/AME (non-material amendment to DC/19/2123/FUL, New Rectory) had not come to the Parish Council for consultation, but Cllr Elliot clarified that the changes were considered minor by the Planning Officer and, therefore, consultation was deemed unnecessary.  
To **CONSIDER** a response to the East Suffolk Council consultation on the proposed modifications to the Local Plan. Consultation expiry date Friday 10<sup>th</sup> July. Cllr Kay had emailed an overview to other councillors, highlighting modifications. Councillors were pleased that plans for Innocence

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Farm to become a container storage had been abandoned. Cllr Reid believed environmental provisions had been strengthened, for example, to encourage biodiversity. Cllr Elliot was concerned that the Planning Inspector recommends the removal of areas to be protected from development ('MM49: Delete Policy SCLP11.9'), as this policy is used to protect the separate characters of nearby villages Trimley St Mary and Trimley St Martin; she suggested more justification from East Suffolk Council is necessary. Councillors resolved that Cllr Kay would alter the document he had produced to include the positive feedback mentioned above, before emailing to councillors for agreement. Once the content is agreed, Cllr Kay will email the letter to the Clerk, to send off to East Suffolk Planning by the deadline of 10<sup>th</sup> July.

To **RECEIVE** any other planning information. Nothing to report.

7. To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include an update on the river wall. Cllr Kay informed councillors about the meeting he and the Clerk had had with a soon-to-be trustee of Dairy Marsh Farm. This person is amenable to dealing with the gorse growth, however, the change of trustees is a slow process and they are also awaiting advice from the Environment Agency. The Clerk highlighted a recent email from the person, which confirms the trustees have been given the 'go-ahead' from the Environment Agency 'after August', however, they have been directed to speak to Natural England 'due to the SSSI'. According to the documents Cllr Kay has found, Dairy Marsh does not fall within the SSSI.

Cllr Kay informed councillors that trustees are agreeable to erecting (and paying for) a sign to warn that part of the path towards Manor House (after the bench) is unsuitable for mobility scooters, after two known incidents of people toppling over on them. Cllr Elliot was concerned about restrictions that may be in place preventing such signage, for example, the necessity to allow wheelchairs access to public footpaths, and suggested a conversation with the Public Rights of Way department; responsibility must lie with the landowner. Cllr Reid suggested the sign would be advisory and not a prohibition. After some discussion, during which Cllr Gold expressed some concern that signage may set a precedent for other landowners, councillors resolved to suggest the following wording to trustees: 'Path Uneven Beyond This Point'. Cllr Gold mentioned that the mobility scooter incidents were experienced by residents regularly using the path. Cllr Reid highlighted that the river wall was frequented by visitors to the pub, who might not be familiar with the area. Cllr Archer asked if mobility scooters could turn before the uneven area, to which Cllrs Kay and Reid replied that they can, near the bench.

There was discussion about the no cycling signs installed by Cllr Kay, and their recent vandalism, which councillors were disappointed to learn of. Cllr Kay outlined his suggested wording for two more signs on the river wall, to discourage cyclists: 'River wall unsuitable for cycling, which damages its structure'. All councillors resolved to install the additional signs. Cllr Gold mentioned another incident of a resident almost being hit by a cyclist. Cllr Kay said he had received positive feedback from locals about the signs. Cllr Elliot said the short bridleway at Manor House seems anomalous. Cllr Gold believes this to be rooted in history (possible usage as an unloading point along the creek). There was some discussion about whether there is a footpath sign at Manor House (where the bridleway ends); Cllr Kay confirmed there is, but it is a short post.

8. To **CONSIDER** updates on or quotations received relating to the playing field. Nothing to report.
9. To **REVIEW** and **UPDATE**, as appropriate, the policies of the Parish Council and the Parish Plan (including the Emergency Plan). This will include approving revised Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the Model Publication Scheme, the Complaints Procedure and the Reserves Policy. A Website Accessibility policy to be considered. All councillors agreed to defer discussion. Cllr Lyon said that there is a working copy of the revised Emergency Plan; Cllr Kay is to make two minor amendments, including adding a map. Cllr Reid suggested the current pandemic may lead to some additions to the plan. Cllr Lyon confirmed to the Clerk that Jon Wilkins is to become a Deputy Flood Warden. At this point, Cllr Reid agreed to replace Cllr Matheson as a Parish Council representative on the Fairway Committee.

## 10. CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** applications for community grants, if any – Waldringfield Village Hall (£500), Waldringfield Church Field Trust (£400). At this point, Cllrs Reid and Lyon declared a non-pecuniary interest in the Village Hall grant request, and Cllrs Elliot and Gold declared a non-

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pecuniary interest in the Church Field grant request. Acceptance of both grant requests was proposed by Cllr Kay and seconded by Cllr Archer, and approved by those councillors with no interests. Cllr Elliot, as Treasurer for Church Field Trust, requested a BACS transfer when the new Unity Trust account has been set up.

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

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation. After documents were scrutinised, acceptance was proposed by Cllr Reid, seconded by Cllr Lyon and approved by all.

To **CONSIDER** and **APPROVE** a contingency amount to be left in the Barclays account (before funds are transferred to Unity Trust). With a current balance of £13,316.41 in the Barclays account, councillors resolved to move £10,000 to the Unity Trust Account, once opened.

11. To **CONSIDER** any correspondence received before the meeting – see separate list. Complaints had been received about overflowing bins (Norse has now collected the rubbish). The Clerk has requested two weekly collections during the summer months but this has not been confirmed by Norse (although verbal recognition of the problem and reassurance was given). The Clerk asked councillors to advise of any problems. Cllr Elliot asked if there is space in the compound for another bin; councillors were unsure. If space is found, the Clerk will request a quotation. The Clerk mentioned details of a 'butt bin' that had been forwarded; councillors felt this was appropriate to forward to the manager of the Maybush.
12. **PARISH MATTERS** for the next meeting. Policies. How to recruit more councillors.
13. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of Item 14 (personnel matters). Councillors resolved for the Clerk and the member of the public present to leave the meeting.
14. To **MAKE ARRANGEMENTS** to undertake the Clerk's annual review and to **CONSIDER** a salary increase in line with the 2020-21 NALC pay scales. The clerk's salary was discussed. It was noted that the NALC pay scale has not been updated for 2020/21, so rather than wait for the update it was agreed to offer the clerk a 3% pay rise to cover inflation. Also, in recognition of her performance over the past year, the Parish Council will move her up one point on the NALC scale, i.e. from SCP7 to SCP8. The 3% rise would be backdated from 1<sup>st</sup> April 2020, and the move to SCP8 (on the 2019/20 scale plus 3%) would come into effect from 2<sup>nd</sup> July 2020 (the anniversary of the end of her probationary period). There was a short discussion of her performance, and it was agreed that the Parish Council is very pleased with her work over the past year, and that she should work to attain the appropriate clerk accreditation, details to follow in a formal review document. Proposed by Cllr Reid, seconded by Cllr Elliot and agreed by all.

**The Chair closed the meeting at 21.30pm**

## REVIEW OF ACTION POINTS FROM THE MEETING

**Cllr Matheson Resignation** – Cllr Matheson to write a resignation letter addressed to the Clerk; the Clerk will then advise the Monitoring Officer. Cllr Gold to arrange a meeting with Cllr Matheson, to put together some reminiscences for the September newsletter.

**Playing Field** – the Clerk to ascertain the spec for the replacement parallel bars. If no metal shoes, the Clerk will ask for a quotation to upgrade the equipment.

**Replacement Mill Road/Cliff Road Bench** – Cllr Reid to forward details of a wooden bench supplier to the Clerk. The Clerk to collate some quotations.

**Village Sign** – Cllr Kay to purchase two bottles of wine for Tony Lyon.

**Local Plan Modifications** – Cllr Kay to draft a response letter for agreement; the Clerk to send off by 10<sup>th</sup> July.

**River Wall** – the Clerk to send suggested wording for the warning sign to be erected by trustees. Cllr Kay to install 2 further signs advising against cycling.

**Unity Trust** – the Clerk to send off signatures. When the account is set up, £10,000 will be transferred from the Barclays account.

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**Rubbish** – **councillors** to investigate if space allows for another bin in the beach compound. If there is, **the Clerk** will ask Norse for a quotation. **The Clerk** will forward details of the 'butt bins' to the Maybush.

**Policies** – the following to be included on the July agenda: Disciplinary and Grievance Policies, Data Protection & Information Management Policy, Model Publication Scheme, Complaints Procedure, Reserves Policy and Website Accessibility Policy.

## 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 - June Report 2020**

We all know that this has been/still is an unprecedented time. If someone had said the population would be confined their homes for 12 weeks we would have dismissed the idea as ridiculous. Yet here we are!

I have been busy with emails and kept abreast with the way SCC is coping with the lockdown. I make quite a few phone calls, as I prefer to have direct contact with people. I have 'attended' virtual meetings and am chairing one next week.

I have not very much to report except that Schools re-opened on June 1st and are operating with reduced class sizes of no more than 15 pupils; staggered start times; more time spent outside (while social distancing) and staggered breaktimes. Social distancing will also apply to parents when dropping off and collecting their children. At the same time, teachers will continue to provide home learning for pupils not in school.

A positive result of the lockdown has been that the police have seen fewer crimes and they have had success in catching several of the 'county lines' distributors with the help of the Metropolitan Police. County lines are a network of drug distribution from centres such as London, Birmingham etc. Very often children are used in this crime.

I am pleased to see, at last!, partnership working within different organisations. It makes so much sense for district councils, county, police, fire to work together to reduce overheads and co-operate.

Best wishes,

Patricia

#### **Suffolk Police**

No interactive crime map is viewable.

*We have temporarily suspended some services, such as the crime mapping functionality on Police.uk. This is to prioritise providing access to key policing services to support the response to Covid-19.*

*We'll be restoring the crime mapping service and Performance data in the near future, but for the time being you can still access crime data and local force information on data.police.uk*

The Clerk could not download searchable data, however, a crime map on the Ipswich Star website shows a report of burglary in April 'on or near parking area' at Waldringfield Heath.

Link to latest online newsletter (relevant text copied below):

[https://www.suffolk.police.uk/sites/suffolk/files/ceo\\_constables\\_county\\_june\\_-\\_online.pdf](https://www.suffolk.police.uk/sites/suffolk/files/ceo_constables_county_june_-_online.pdf)

*Despite Covid19 the SNT have continued to provide core duties. During regular foot patrols the public have positively received our encouragement to stay safe and adhere to guidelines. Elsewhere, warrants have been conducted alongside regular checks at addresses where the occupants are at risk of being used in the commission of drug offences. As part of our Easter campaign I was able to visit many children who had made heartfelt posters to brighten the streets. I have taken time to speak to some of our more senior residents, therefore providing a new face (from afar) to talk to when isolation has*

been hard. SNT officers have been conducting speed checks, particularly in areas where residents raised concerns and this has resulted in a number of tickets being issued.

As Community Engagement Officer for Felixstowe and Woodbridge I have been out in the community on my bike speaking to members of the public. I have continued to spread crime prevention messages and community crime updates via local radio and social media. I have been working closely with Felixstowe Safer Neighbourhood Team to provide high visibility patrols. There were a number of thefts from motor vehicles in the Trimley St Mary area and following patrols and social media posts to highlight these offences there have been no further reports to date. Officers have been tackling drug offences and a number of stop searches have been carried out with quantities of Class A and B drugs recovered together with drugs paraphernalia linked to the supply of drugs. Anyone concerned about drug related activity in their neighbourhood should contact police on 101 or anonymously to Crimestoppers 0800 55 11 or [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

The Woodbridge Safer Neighbourhood Team with response officers have been patrolling the area to prevent further thefts from sheds and burglaries from out buildings. Social media and Police Connect have been used to make residents aware of what is happening in Woodbridge and surrounding villages and to prevent rural crime.

## 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 **19<sup>th</sup> May 2020**.

**River Wall** – the Clerk to write to the last-known address of one of the Dairy Marsh Farm trustees, enclosing the previous emails sent. DONE. SEE UPDATES UNDER ITEM 7.

**Local Plan Modifications** – discussion to be put on the June agenda. DONE – ITEM 6.

**River Wall & Other Footpaths** – Cllr Kay to purchase 7 temporary 'no cycling' signs. DONE Cllr Kay/the Clerk to investigate potential promotion of cycling on footpaths in Waldringfield. DONE. SEE ITEM 7. The Clerk to ask the contractor to cut footpaths in early June. DONE (WORK LIKELY TO COMMENCE W/C 8<sup>TH</sup> JUNE).

**Village Sign** – Cllr Kay to purchase two bottles of wine for Tony Lyon. TONY UNABLE TO COMMENCE WORK AT THE MOMENT.

**Playing Field** – the Clerk to ascertain the spec for the replacement parallel bars. If no metal shoes, the Clerk will ask for a quotation to upgrade the equipment. COMPANY ONLY JUST OPENING FOR BUSINESS; TO DO.

**Policies** – the following to be included on the June agenda: Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the Model Publication Scheme and the Complaints Procedure. SEE ITEM 9.

**Newsletter** – Cllr Kay to mention temporary 'no cycling' signage. Suffolk Accident & Rescue Service and St Elizabeth Hospice information to be included. Cllr Kay to mention the ongoing closure of the playing field. DONE

**Reserves Policy** – Cllr Reid to draft.

**Unity Trust** – signatories to forward personal details to the Clerk. DONE – JUST AWAITING FINAL EXAMPLE SIGNATURE.

**Mill Road/Cliff Road Bench** – to await funding decision from ESC Cllr Kerry. BOTH COUNCILLORS HAVE AGREED TO PROVIDE FUNDING. JUST AWAITING PAPERWORK.

## ITEM 6

To **NOTE** any application decisions received

**DC/20/2009/AME Non Material Amendment of DC/19/2123/FUL, Former The New Rectory, Mill Road** – proposed demolition of existing two storey detached dwelling to be replaced by new 2 storey dwelling and integral garage including all new landscaping works. 1. Master bedroom window size increased. 2. Additional rooflight added to roof above first floor bathroom. 3. Chimney stack serving sitting room shown in correct location on roof. Application permitted.



## ITEM 7

To **CONSIDER** and **RECEIVE** updates/reports on public rights of way, verges and road safety matters. This will include an update on the river wall.

Another complaint was received about cyclists on the river wall:

*There were ten off rd cyclists riding as a group yesterday on the river wall All wearing cycling gear . I really do think some efforts need to be made to divert away / perhaps feeding into whatever App/internet sites they are using .*

*I am not confident that a4 size signs will be effective Big bold and colourful would help along the lines of the current XR bike stencil with a cross through it and no cycling . It needs to present as psychological barrier Also we need more pressure on the county council as it is becoming a cycle route and there should be some enforcement . Also there is no way to manage social distancing*

A message from Strava was received in reply to an email from the Clerk:

*We appreciate your concern regarding this matter. Strava does not have a way to verify property boundaries, and we can't restrict segment creation in certain areas. Strava users do have the ability to create segments from their own activities. However, you do have the option to leave a comment on an activity if you have information that you wish to share with a user who has ridden a specific segment.*

*If you believe a segment to be hazardous, we also have a way for you to report this to Strava and thereby notify all Strava users. For more information about how this works, please visit our "Flagging a Segment as Hazardous" article.*

The Clerk is investigating whether a subscription is necessary to leave comments.

The Clerk suggests possible signs 'footpath – surface unsuitable for cycling'.

The Clerk had had a telephone conversation with the son of one of the Dairy Marsh Farm trustees. Summary as follows:

Three new trustees are being put in place (the old trustees are retiring/relinquishing their responsibilities), but the legal process is slow. The Clerk has details of the new trustees (one to be decided). The contact has been trying to resolve the gorse situation, although they said that engineers have differing points of view about gorse, with some saying it shores up banks. The contact understands that, aesthetically, some people don't like the gorse. The contact has tried to get an answer from the Environment Agency about their advice/ruling on gorse – they are waiting for permission to cut (not wanting to contravene any regulations), especially if Dairy Marsh/the Saltings is considered a Site of Special Scientific Interest.

The contact spoke about the creation of the new public right of way over Dairy Marsh – John Waller permitted right of access. Although maintenance 'isn't a problem', the funds left by John Waller are not 'never-ending' and it should be understood that the land is private. The sluice is also on private land. John Waller did not want the involvement of charities such as the RSPB, who may want ongoing involvement. A quotation received from a pond and lake management specialist is around £6,000 (which includes clearing the gorse with a special machine, and clearing some reeds, including in the vicinity of the sluice). The contact says that the gorse will come back naturally after approximately 5 years, although after clearing the build-up, the gorse will be kept 'on top of' annually and the sluice checked. For information, once a year a private contractor/farmer tops off the land/grass. The contact also said it is commonly misunderstood that the Crown owns up to the high water level when, under the deeds, John Waller's estate does.

Following on from the telecon, the Clerk and Chair met with the contact (soon-to-be trustee) on site. They are supportive of the no cycling signage and are prepared to purchase a sign warning mobility-scooter owners that the area towards Manor House is not suitable for their vehicles (after the PC was

told about an incident of someone overturning)). SUGGESTED WORDING TO BE DISCUSSED BY THE PC THEN COMMUNICATED TO THE CONTACT.

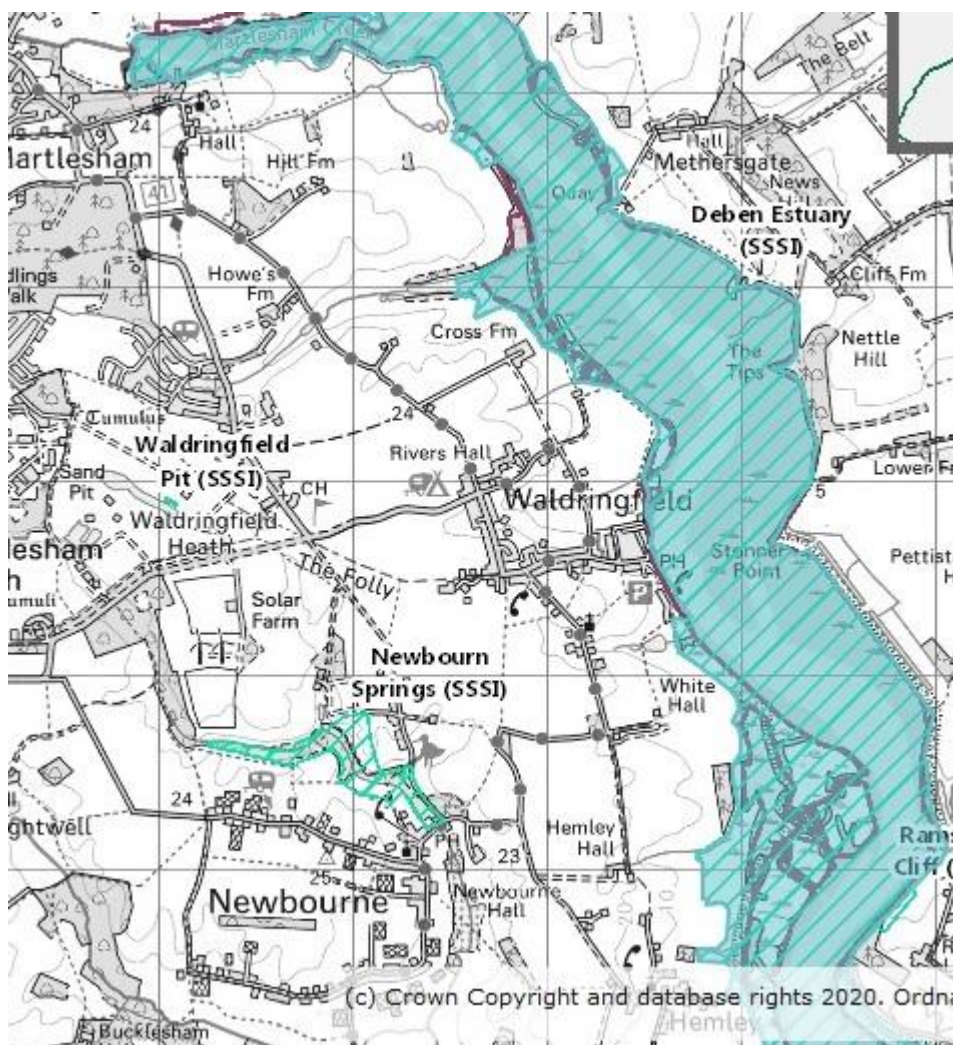
The contact is keen to keep the PC and local residents up-to-date with developments. If/when contractors are arranged, the contact will advise the PC so that a message can be relayed, warning of works to be undertaken. Not all gorse will be cut back – some is likely to be left behind John Waller's bench (to shelter it). There are also possible access problems in areas.

One other point raised by the contact, during the site visit, was that responsibility for the sluice is a 'grey area', with no one having accepted responsibility for its maintenance.

An update on 4<sup>th</sup> June:

'I thought I'd give you an update about the marsh, I'm afraid it's one step forward and two back. The trustees have now been given the go ahead from the Environment Agency from after August, however I now also have to go through Natural England due to the sssi etc.'

The Chair has found this map of the SSSI:



After the Clerk sent the following information to Waldringfielders, a resident wrote 'Hope they come to Newbourn Rd. 9 out of 10 drivers going past think the speed limit doesn't exist any more!'

Slow Down, Save Lives: With the roads significantly quieter due to the covid-19 pandemic some drivers may be more likely to speed. Therefore Police in Suffolk will be targeting speeding drivers as part of a nationwide enforcement campaign starting next week, whilst promoting the message #SlowDownSaveLives. The initiative, which is co-ordinated by the National Police Chiefs' Council, will run from Monday 25 May until Sunday 7 June, and will see an increased amount of checks and



enforcement across the county. Officers will be speaking with drivers during the campaign, aiming to highlight the dangers of speeding and informing them of the risks and consequences that driving above the limit can have. For more information, visit <https://www.suffolk.police.uk/news/latest-news/22-05-2020/slowdownsavelives-speeding-enforcement-campaign>

## 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 approving revised Disciplinary and Grievance Policies, the Data Protection & Information Management Policy, the Model Publication Scheme, the Complaints Procedure and the Reserves Policy. A Website Accessibility policy to be considered.

The Clerk suggests possible deferral of policies.

## ITEM 10

To **CONSIDER** and **APPROVE** applications for community grants, if any – Waldringfield Village Hall (£500), Waldringfield Church Field Trust (£400).

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

4 June 2020 (2020-2021)

### Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
12 Accounting, Website & Comp	04/06/2020		Barclays Community A	101219	Zoom video conferencing	Zoom Video Communications	S	11.99	2.40	14.39
13 Footpath Maintenance	04/06/2020	1795.7	Barclays Community A	101219	Signage	Safety Signs for Less/Value P	S	39.90	7.98	47.88
14 Salaries	04/06/2020		Barclays Community A	101220	Salary	Rebecca Todd	X	467.36	0.00	467.36
15 Post and telephone	04/06/2020		Barclays Community A	101220	Postage	Rebecca Todd	X	7.35	0.00	7.35
Total								526.60	10.38	536.98

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

See next page...

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_

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

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

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

*Name and Role (RFO/Chair of Finance etc)*






<b>A</b>	<b>Bank Reconciliation at 05/06/2020</b>		
	Cash in Hand 01/04/2020		11,732.32
	<b>ADD</b> Receipts 01/04/2020 - 05/06/2020		10,293.45
	<b>SUBTRACT</b> Payments 01/04/2020 - 05/06/2020		2,847.45
	<b>Cash in Hand 05/06/2020</b> (per Cash Book)		<b>19,178.32</b>
<b>B</b>	Cash in hand per Bank Statements		
	Cash 31/05/2020	0.00	
	Ipswich Building Society 31/05/2020	7,896.69	
	Barclays Community Account 31/05/2020	13,316.41	
			<b>21,213.10</b>
	Less unrepresented payments		2,034.78
			19,178.32
	Plus unrepresented receipts		0.00
	<b>Adjusted Bank Balance</b>		<b>19,178.32</b>
	<b>A = B Checks out OK</b>		

## Waldringfield Parish Council Uncashed payments/transfers out (All banks) (Upto 05/06/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
3	23/04/2020	101209	Defibrillator Installation	30.00	Barclays Community Acc
4	23/04/2020	101210	Grass-cutting -field	72.00	Barclays Community Acc
5	23/04/2020	101211	Grant s137/72 or s19 MAP76	750.00	Barclays Community Acc
7	13/05/2020	101214	Play Equipment Repairs	415.80	Barclays Community Acc
8	13/05/2020	101215	Audit Fee	158.00	Barclays Community Acc
9	13/05/2020	101216	Grass-cutting -field	72.00	Barclays Community Acc
12	04/06/2020	101219	Zoom video conferencing	14.39	Barclays Community Acc
13	04/06/2020	101219	Signage	47.88	Barclays Community Acc
14	04/06/2020	101220	Salary	467.36	Barclays Community Acc
15	04/06/2020	101220	Postage	7.35	Barclays Community Acc
Total				<b>2,034.78</b>	

## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
1 May	Start Balance			14,129.08
13 May	 Cheque Issued Ref: 101208	78.60		14,050.48
15 May	 Cheque Issued Ref: 101207	257.95		13,792.53
18 May	 Cheque Issued Ref: 101212	4.20		13,788.33
27 May	 Cheque Issued Ref: 101217	467.36		13,320.97
	 Cheque Issued Ref: 101218	4.56		13,316.41
29 May	Balance carried forward			13,316.41
	Total Payments/Receipts	812.67	0.00	

### 01 - 29 May 2020

Start balance	£14,129.08
Money out	£812.67
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£13,316.41

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

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

Account details cropped off the statement above – transactions and balance shown.

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

5 June 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	6,787.00	-6,787				-6,787
30 SCC Locality Grant							
31 SCC Footpaths Grant	200.00		-200				-200
35 ES Enabling Communities Grant							
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
<b>SUB TOTAL</b>	<b>18,296.00</b>	<b>8,956.07</b>	<b>-9,340</b>				<b>-9,340</b>

### B - Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				5,777.00	934.72	4,842	4,842
2 PAYE/NI							
3 Stationery/Mileage/Etc.				250.00		250	250
4 Post and telephone				80.00	16.11	64	64
5 Newsletter re 1972 LGA s142				400.00	78.60	321	321
6 Village Hall hire				300.00		300	300
7 Insurance				436.00		436	436
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		50	50
11 Training				500.00		500	500
12 Election Costs							
40 Accounting, Website & Computing				450.00	11.99	438	438
42 Professional Services				250.00		250	250
<b>SUB TOTAL</b>				<b>9,028.00</b>	<b>1,457.37</b>	<b>7,571</b>	<b>7,571</b>

### 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	120.00	660	660
15 Mole catching (field)				100.00		100	100
16 Repairs/Maintenance				1,500.00	376.50	1,124	1,124
17 Footpath Maintenance				400.00	39.90	360	360
41 AONB Grant Payments							
<b>SUB TOTAL</b>				<b>2,780.00</b>	<b>536.40</b>	<b>2,244</b>	<b>2,244</b>

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

5 June 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				100.00		100	100
23	Village Hall LGA				500.00		500	500
24	All Saints Church				750.00	750.00		
25	WildlifeGroup				100.00		100	100
SUB TOTAL					1,850.00	750.00	1,100	1,100

### 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	8,956.07	-9,340	13,658.00	2,743.77	10,914	1,574
V.A.T.		1,337.38			103.68		
GROSS TOTAL		10,293.45			2,847.45		

To **CONSIDER** and **APPROVE** a contingency amount to be left in the Barclays account (before funds are transferred to Unity Trust).

£500 required to open the Unity Trust account.

## ITEM 11

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

Various emails were forwarded to councillors, largely concerning Covid-19. In addition:

- \*ESC's 2020-25 Housing Enabling Strategy
- \*Sizewell C correspondence
- \*Rural Bulletins
- \*AONB monthly update
- \*ESC, SCC & Police communications/warnings
- \*Complaints about overflowing bins in the beach compound. The Clerk has spoken with Norse and stressed the need for at least two collections a week during the summer months. A resident reported another resident's dog was injured by picking up old bait (hooked through the lip), incurring a vet's bill of £200.